भा.क.नि.

THE COTTON CORPORATION OF INDIA LTD.

CCI

(A Government of India Undertaking)

'Kapas Bhavan', Plot No. 3-A, Sector 10, CBD, Belapur, Navi Mumbai 400 614.

Telephone 27579217, 27571429, Fax No.27576030, 27576069, 27579219

E-mail: headoffice@cotcorp.com Website of CCI: http://www.cotcorp.gov.in ;

Ministry of Textiles : http://www.ministryoftextiles.gov.in **CIN : U51490MH1971GOI014733**

Tender Notice

CCI/HO/INS/2025-26 **Date 03-12-2025**

Tender for Fire, Theft Burglary & House breaking Insurance of "Kapas Bhavan" office complex of the Corporation situated at Plot No. 3A, Sector No. 10, CBD Belapur, Navi Mumbai- 400 614.

The Cotton Corporation of India Limited, CBD Belapur, Navi Mumbai, 400614 covers Insurance of its' above referred Building for coverage of Building Structure, Security cabin, Compound wall, Lifts including Motors, AC Plant, DG Sets, Transformers, Pump Sets including Motors, Cotton Sample Testing Laboratory equipments such as High volume instruments, Trash separator, Humidifier etc. together with Furniture & Fixtures and other fittings including interior decorations etc. of the Corporation.

The Corporation invites sealed Annual premium tender in two bid system for a period of one year (i.e. 24th December 2025 to 23rd December 2026) for sum insured of Rs. **95,97,57,766.00** (Rupees Ninety Five Crores Ninety Seven Lakhs Fifty Seven Thousand Seven Hundred Sixty Six only) as per **Annexure-II** for covering Fire, Earthquake, RSMD, Flood, Storm, Cyclone and Terrorism Risks and for sum insured of Rs. **48,89,41,749.00** (Rupees Forty Eight Crores Eighty Nine Lakhs Forty One Thousand Seven Hundred Forty Nine only.) as per **Annexure-III** for covering Theft, Burglary, Housebreaking and Robbery Risks. The bases of settlement of claim would be **Re-Instatement value.** The pre bid meeting is fixed on 10th December, 2025 at 3.30 p.m. at Kapas Bhavan.

Tender documents may be downloaded from the corporation website www.cotcorp.org.in or Govt. Tender portal www.eprocure.gov.in. Tender document contains **Technical Bid -1 along with four Annexure i.e. Annexure I to IV** and **Financial Bid** as per **Annexure-V. The duly filled, signed and sealed Tender as stipulated** addressed to Chief General Manager (Marketing) at the above address and super scribed as **'Tender for Fire, Theft Burglary & Housebreaking Insurance of Kapas Bhavan'** to cover Insurance of the above may be dropped in Tender Box kept at Kapas Bhavan, 6th Floor, on or before 17th December, 2025 by 3.00 p.m. Tenders received after prescribed date and time will not be entertained. Tenders received within time would be opened on 17th December, 2025 at 3.30 p.m. in the presence of tenderers who wish to remain present at the time of opening of tenders. Final decision would be communicated to the successful tenderer at the address furnished in the Tender letter. The Corporation reserves its right to accept or reject the tenders. However, in case, any tender is rejected, Insurance Company may seek the reasons for rejection. In case, Insurance Company has any query about the tender condition and/or tender process may seek clarification from the Corporation.

It is to be noted that CCI has appointed M/s. K.M. Dastur Reinsurance Brokers Pvt. Ltd. (KMD) as professional Insurance consultants. CCI will not make any payments to KMD for their services. They will be entitled to their remuneration from the Insurance company (as per regulations) with whom the policies are placed. The name, addresses, phone numbers, Fax numbers of the Contact persons with e-mail ID may be mentioned in tender. Excess clause and all the risks and basis of settlement stated above needs to be shown in the financial bid.

CHIEF GENERAL MANAGER (Marketing)

भा.क.नि.

CCI

भारतीय कपास निगम लिमिटेड

(भारत सरकार का उपक्रम)

कपास भवन,प्लॉट नं .3 ए, सेक्टर 10, सीबीडी बेलापूर, नवी मुंबई - 400 614

टेलिफोन नं .27579217, 27571429 फैक्स नं .27576030, 27576069, 27579219

E-mail: headoffice@cotcorp. Website of CCI : http://www.cotcorp.org.in ;

Ministry of Textiles : http://www.ministryoftextiles.gov.in CIN : U51490MH1970GOI014733

निविदा सूचना

भा.क.नि./मुख्यालय/बीमा/**2025-26** दिनांक **03.12.2025**

निगम के प्लॉट नं. 3 ए, सेक्टर नं.10, सीबीडी बेलापुर, नवी मुंबई 400 614 पर स्थित 'कपास भवन' बिल्डिंग कार्यालय कॉम्प्लेक्स के अग्नि, चोरी बर्गलरी और गृहवेधन बीमा के लिए निविदा

हम निगम के उपरोक्त संदर्भित बिल्डिंग के बिल्डींग स्ट्रक्चर, सुरक्षा केबिन, कंपाउंड वॉल, मोटर्स सहित लिफटस्, एसी प्लॅन्ट, डीजी सेट, मोटरसहित पंप सेट ट्रान्सफॉरमर, कपास नमूने टेस्टिंग लेबॉरेटरी इक्वीपमेंट जैसे हाय वॉल्युम इंस्ट्रूमेंट, ट्रॅश सेपरेटर, हयुमिडीफायर आदि के साथ फर्निचर और फिक्चर और इंटीरियर डेकोरेशन्स आदि सहित अन्य फिटिंग्ज का बीमा कवरेज करते है।

निगम एक वर्ष अवधि (यानि 24 दिसंबर, 2025 से 23 दिसंबर, 2026) अग्नि, भूकंप, आरएसएमडी, बाढ़, तूफान (ऑंधी), चक्रावात और आतंकवाद जोखिम के लिए अनुसूची-II के अनुसार कवरेज के लिए रू.95,97,57,766/- (पंच्यानवे करोड सत्यान्वे लाख सत्तावन हजार सात सौ छयास्ठ रूपये केवल) की बीमा की राशि के लिए और चोरी, बर्गलरी गृहवेधन और लूटपाट जोखिम के लिए अनुसूची-III के अनुसार कवरेज के लिए रू.48,89,41,749/- (अडतालिस करोड उन्नयासी लाख इकतालिस हजार सात सौ उनच्चास रूपये केवल) की बीमांकित राशि के लिए वार्षिक प्रिमियम दो बोली प्रणाली में मुहरबंद निविदा आमंत्रित करता है। दावा निपटान का आधार बहाली मूल्य के आधार पर होगा (Re-Instatement)। प्री बिड मीटींग कपास भवन में 10 दिसंबर 2025 को 3.30 p.m. को होगी।

निविदा दस्तावेज निगम की वेबसाइट www.cotcorp.org.in या सरकारी टेन्डर पोर्टल www.eprocure.gov.in से डाउनलोड किये जा सकते है। निविदा दस्तावेज में कुल पांच अनुसूची शामिल है। यानि टेक्नीकल बीड-1 चार अनुलग्नक के साथ याने अनुलग्नक I से IV तथा वित्तीय बिड अनुलग्नक-V के अनुसार विधिवत मोहर तथा हस्ताक्षर के साथ उपर्युक्त पते पर मुख्य महाप्रबंधक (विपणन) को संबोधित करते हुए, लिफाफे पर 'कपास भवन के अग्नि, चोरी बर्गलरी और गृहवेधन बीमा कवरेज करने के लिए' लिखते हुए 6वीं मंजिल पर रखे निविदा बॉक्स में 17 दिसंबर, 2025 को या उससे पूर्व अपरान्ह 3.00 तक डाल सकते है । निर्धारित तारीख और समय के बाद प्राप्त निविदा को स्वीकृत नहीं किया जाएगा। समय के अंदर प्राप्त निविदाएं उपस्थित निविदाकर्ता की उपस्थिति में 17 दिसंबर, 2025 को 3.30 बजे खोली जाएगी । अंतिम निर्णय सफल बोली (निविदाकर्ता) वाले को निविदा पत्र में दिए पते पर सूचित किया जाएगा। निगम कोई कारण बताये बिना निविदाओं को स्वीकृत या अस्वीकृत करने का अपना अधिकार सुरक्षित रखता है। तथापि कोई निविदा रद्द की जाती है तो बीमा कंपनी रद्द करने का कारण पूछ सकती है। यदि बीमा कंपनी को निविदा शर्ते अथवा निविदा प्रक्रिया के बारे में कोई प्रश्न हो, तो निगम से स्पष्टीकरण माँग सकते है ।

यह ध्यान दिया जाना चाहिए कि सीसीआई ने मेसर्स के.एम. दस्तूर रीइंश्योरेंस ब्रोकर्स प्रा. लिमिटेड (केएमडी) को पेशेवर बीमा सलाहकार के रूप में नियुक्त किया है । सीसीआई अपनी सेवाओं के लिए केएमडी को कोई भुगतान नहीं करेगा । वे उस बीमा कंपनी से अपने पारिश्रमिक के हकदार होंगे (नियमों के अनुसार) जिसके पास पॉलिसियां रखी गई हैं । निविदा में ई-मेल आईडी

के साथ संपर्क व्यक्तियों के नाम, पते, फोन नंबर, फैक्स नंबर का उल्लेख किया जा सकता है । अतिरिक्त खंड और ऊपर बताए गए सभी जोखिम और निपटान के आधार को वित्तीय बोली में दिखाया जाना चाहिए।

मुख्य महा प्रबंधक (विपणन)

Technical Bid- 1

(To be furnished on the Letter Head of Insurance Company)

To
The Chief General Manager (Marketing),
The Cotton Corporation of India Limited,
Kapas Bhavan, Plot No. 3A, Sector-10,
CBD Belapur, Navi Mumbai, 400614,
Maharashtra.

Sub: **Technical Bid towards Tender for Fire, Theft Burglary & House breaking Insurance of "Kapas Bhavan" office complex of the Corporation situated at Plot No. 3A, Sector No. 10, CBD Belapur, Navi Mumbai- 400 614.**

Dear Sir

1. With reference to your Tender document we having examined the Bidding Documents and understood their contents, hereby submit our Technical Bid for the aforesaid Scope of Work. The Technical Bid is unconditional and unqualified.

2. We acknowledge that the Corporation shall be relying on the information provided in the Technical Bid for selection, and we certify that all information provided herein is true and correct.

3. We shall make available to the Corporation any additional information it may find necessary or require to supplement or authenticate the Technical Bid.

4. We declare that we have examined and have no reservations to the Bidding Documents, including any clarifications and/ or Addendum issued by the Corporation.

5. We shall keep this offer valid for 120 (one hundred and twenty) days from the Bid Due date i.e. 17.12.2025

6. In witness thereof, we submit this Technical Bid (along with the Annexure I to IV) under and in accordance with the terms of Tender document.

7. We agree and understand that the Bid is subject to the provisions of the Tender Documents. In no case shall we have any claim or right of whatsoever nature if the business is not awarded to us or our Bid is not opened or rejected.

8. We acknowledge the right of the Corporation to reject our Technical Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, my/ our right to challenge the same on any account whatsoever.

9. We agree and undertake to abide by all the terms and conditions of the **Tender for Fire, Theft Burglary & House breaking Insurance of "Kapas Bhavan" office complex of the Corporation situated at Plot No. 3A, Sector No. 10, CBD Belapur, Navi Mumbai- 400 614.**

Yours faithfully,

(Signature, name and designation of the Authorised signatory)

Name and seal of Bidder

Date:

Place:

Enclosed: Annexure-I

Annexure-II

Annexure-III

Annexure-IV

Annexure 'I'

I) Name and address of the Insurance Company (tenderers) :

i) Contact person :
Address of office.

(with Phone Nos, Fax Nos & Email ID)

ii) GST No. :

II) Furnish following detail of Registered Office of the Insurance Company :

i) Contact person :

Address of the Office.

(with Phone Nos, Fax Nos & Email ID)

III) Financial Limit of settlement of claim under your:

a) Regional Office

b) Divisional Office

c) Branch Office

IV) General Terms & Conditions

1.) Tenderer should submit the tender as under :

Envelope A : Envelope A marked as Technical Bid-1 on the envelope. It should contain Technical Bid-1 alongwith **(Annexure I to IV).**

Envelope B : Envelope B marked as Financial Bid-2 on the envelope should contain Financial Bid-2 as per **Annexure V** (Price Quotation).

Envelope C : Envelope C should contain Envelope A and Envelope B duly superscribing **'Tender for Fire, Theft Burglary & Housebreaking Insurance of Kapas Bhavan'**

Note : Each envelope should contain the name and address of the tenderer.

2. Financial Bid-2 for price quotations shall be opened in respect of those tenderer who qualify Technical Bid-1 for specifications and other requirements.

3. Tender should be signed by the authorized person of the Insurance Company.

4. Tenders containing false, incomplete and/ or inadequate information are liable to be rejected.

5. Conditional tenders shall not be accepted.

6. Excess Clause to be clearly specified otherwise tender may be disqualified.

7. Claim details of last five years are as under:

Year	*Total sum Insured fire* (Rs.)	*Total sum Insured Burglary (Rs.)*	Total Claim Settled (Rs.)	Claim Ratio
2020-2021	97,41,58,017	41,15,58,662	0.00	0%
2021-2022	84,65,26,796	41,57,73,866	0.00	0%
2022-2023	84,65,26,796	41,57,73,866	0.00	0%
2023-2024	84,65,26,796	41,57,73,866	0.00	0%
2024-2025	95,09,30,274	48,06,64,136	0.00	0%

8. The Corporation reserves its right to accept or reject the tenders. However, in case, any tender is rejected, Insurance Company may seek the reasons for rejection. In case, Insurance Company has any query about the tender condition and/or tender process- may seek clarification from the Corporation.

9. The bases of settlement of claim would be reinstatement value. Also, Plinth & Foundation has to be considered for full coverage under FLEXA (Fire, Lightning, Explosion, Earthquake damage) and STFI (Storm, Terrorism, Flood, Inundation).

10. To award the policy, the L1 tenderer shall be decided on the basis of premium quoted plus amount worked out towards excess clause, if any, calculated on the claim amount of 25 lakhs.

11. Last date of submission of tender is 17th December, 2025 by 3:00 P.M.

12. The tenders shall be opened on 17th December 2025 at 3.30 P.M. The financial bid of the technically qualified Tenderers may be opened on 17th December, 2025 or within three working days of opening of Technical Bid.

13. The premium rate quoted by Insurance companies for this policy will be valid for one year i.e. from 24/12/2025 to 23/12/2026.

14. Name of the Insurance Company along with address, telephone no., and fax no., contact mobile number must be mentioned in the tender.

15. The name, addresses, phone numbers, Fax, Mobile numbers of the Contact persons with e-mail ID may be mentioned in tender.

16. Details with its value are as per Annexure-II & III.

17. I/We hereby declare that I/We have downloaded the tender documents from The Cotton Corporation of India Ltd. website www.cotcorp.org.in /www.eprocure.gov.in and printed the

same. I/We have verified the contents of the printed documents from the website and there is neither any addition nor any deletion nor any alteration to the content of the tender documents.

18. I/We declare that I/we have not been blacklisted by any Central Government Department/State Government Department/Central or State PSU during the course of Insurance business in India.

19. I/We declare that the tender form downloaded is original and in the event of this being different from the original tender documents, my tender documents may be rejected by the Corporation.

20. In case any insurance company back out after opening of tender or does not agree to issue the policy after issuing of work order, it may be blacklisted by the Corporation.

21. The Corporation may not consider the tender of the insurance company whose performance has not been found satisfactory by the Corporation in past.

22. In the event of occurrence of an Accident, The payment of the claim should be released by the Insurance Company within 30 days from the date of incident. In case the payment is delayed beyond thirty days, insurance company should make on Account payment of 75% of claim amount.

23. Eligibility Criteria for qualifying Technical Bid-1:

    The insurance company must be IRDA approved and tendering branch of the insurance company must have office in Mumbai/Navi Mumbai.

24. The Building includes, **small fraction of Area** which is marked as Laboratory for Cotton Testing, sum insured of this area is **Rs.1,84,01,060/-.**

25. Following covers to be attached to the policy.

Covers	Limits
Storm Tempest Flood Inundation	95,97,57,766
Earthquake (Fire and Shock) + Tsunami + Volcanic Eruption	95,97,57,766
Terrorism	95,97,57,766
Impact Damage due to Insured's own Rail/Road Vehicles, Forklifts, Cranes, Stackers and the like and articles dropped there from	5,00,00,000
Omission to Insure @ 5% of BMA (Not applicable to Stock)	4,79,87,888
Escalation @5% of BMA (Not Applicable to Stock)	4,79,87,888
Architects, Surveyors and Consulting Engineers (in excess of 3% claim amount)	5,00,00,000
Removal of Debris (in excess of 1% claim amount)	5,00,00,000

Under insurance waiver for 15%	14,39,63,665
Loss Minimization Expenses	5,00,00,000
Protection And Preservation Of Property Clause	5,00,00,000
Inhibition Cost, Sue and Labour/ Fire Brigade Charges	5,00,00,000
Additional Expenses Of Rent For An Alternative Accommodation (IP - 12 Months)	5,00,00,000
Immediate Repairs	5,00,00,000
Valuable paper & Records	5,00,00,000
Claims Preparation Cost	5,00,00,000
Fire Fighting or extinguishing expenses including Refilling of FEAs	5,00,00,000
Capital work in progress	5,00,00,000
Undamaged Foundations	5,00,00,000
Waiver of Subrogation	
Protection and preservation of property	5,00,00,000
Electrical Clause / Dynamo Clause	
Inclusion of Basement Cover	5,00,00,000
Reinstatement Value Clause	Required
Local Authority Clause	Required
Designation of Property Clause	Required
Nominated surveyor and loss assessor clause	Required
72 Hours Clause	Required
Goods Held in Trust	Required
On account payments	75% of Admissible claim
Involuntary Betterment Cover	5,00,00,000
Employee Personal Property	5,00,00,000
Minor Works Coverage	5,00,00,000
Accidental Damage	5,00,00,000
Sprinkler Damage Covered	5,00,00,000

Expenses for Loss Minimisation	5,00,00,000
Expediting Cost included but not limited to air freight	5,00,00,000
Cost of Rewriting Records	5,00,00,000
Broad Water Damage Clause	5,00,00,000
Dewatering Expenses Cover -	Required
Undamaged property and loss on resale	5,00,00,000
Pair & Set - Consequential reduction in value	5,00,00,000
Sprinkler Upgrading Cost	5,00,00,000
Modification Cost and Expenses for incompatibility of the equipment	5,00,00,000
Protection and Preservation of Property	5,00,00,000
Obsolete Equipment	5,00,00,000
Landscaping Clause	Required
Brand & Label Clause	Required
Smoke Damage	5,00,00,000
Expenses for Disposal of Salvage	Part of ROD/10%
Automatic Reinstatement Clause	5,00,00,000
Accidental Discharge of Fire Fighting Equipment upto limit of INR 5 Crore in aggregate	5,00,00,000
Goods Held in Trust / Care Custody Control	5,00,00,000
Property in Transit (within the premises)	Agreed (within the premises)
Unoccupancy Clause	Required
Forest Fire	5,00,00,000
Leakage And Contamination Cover	5,00,00,000
Destruction of Sound Property / Deliberate Damage	5,00,00,000
Leak Search / Finding Cost	5,00,00,000

Signature of the Tenderer:

Name of the Tenderer :

Address & Seal :

Annexure-II

Statement showing item-wise details of Kapas Bhavan Building for coverage of Fire, Earthquake, RSMD, Floods, Storms, Cyclone and Terrorism Risks etc. as per tender terms

Sr. No.		Particulars	Value (Rs.)
A)		**Building/FFF**	
	1	Including Building all civil structures including compound walls, Security Cabin, etc., Fire Fighting equipment & sign boards; interior decorations; Furniture Fixture Fittings; Electrical and CCTv installations, etc., Office Equipments, etc.	**75,75,63,397.00**
B)		**Plant & Machinery**	
	1	A.C. Plant, Pump Sets, Transformers, DG Sets, Lifts, etc.	**18,37,93,309.00**
C)		**Laboratory Equipments (Cotton Sampling)**	**1,84,01,060.00**
		Total Sum Insured ::	**95,97,57,766.00**

Signature of the Tenderer :

Name of the Tenderer :

Address & Seal :

Annexure-III

Statement showing item-wise details of Kapas Bhavan Building for coverage of Theft, Burglary, Housebreaking and Robbery Risks etc. as per tender terms.

Sr. No.		Particulars	Value (Rs.)
A)		**Building/Furniture Fixtures Fittings**	28,80,06,370.00
B)		**Plant & Machinery**	18,25,34,319.00
C)		**Laboratory Equipments (Cotton Sampling)**	1,84,01,060.00
		Total Sum Insured (A+B+C)	**48,89,41,749.00**

Signature of the Tenderer :

Name of the Tenderer :

Address & Seal :

Annexure 'IV'

CHECKLIST

For submission of Tender for Fire, Theft Burglary & House breaking Insurance of "Kapas Bhavan" office complex of the Corporation situated at Plot No. 3A, Sector No. 10, CBD Belapur, Navi Mumbai- 400 614.

TENDERERS MUST CHECK THE FOLLOWING POINTS BEFORE SUBMITTING THE TENDER

Sr. No.	Particular	Yes	No
1.	Whether each page of the tender form is stamped & signed by the authorized signatory.		
2.	Whether the financial Bid submitted by the Tenderer is as per Annexure V in separate Envelope **(Envelope B).**		
3.	Whether the excess clause has been mentioned in the tender specifically.		
4.	Additional condition is mentioned in the tender.		
5.	Whether the Insurance company is IRDA Approved.		
6.	Whether all the terms and condition given in annexure I read and signed by the Tenderer.		
7.	Whether all the risks including Terrorism Risk & earthquake etc given in the tender shall be covered in the insurance policy.		
8.	Whether the name, addresses, phone numbers, Fax numbers of the Contact persons with e-mail ID mentioned in tender.		

Signature of the Tenderer:

Name of the Tenderer :

Address & Seal :

Annexure 'V'

Financial Bid- 2

(TO BE FURNISHED ON LETTER HEAD OF THE INSURANCE CO. BY AN AUTHORISED SIGNATORY)

Date :-_____

To
The Chief General Manager (Marketing)
The Cotton Corporation of India Ltd.,
Kapas Bhavan, Plot No.3A, Sector 10, CBD Belapur,
NAVI MUMBAI – 400 614

Subject : Tender for Fire, Theft Burglary & House breaking Insurance of "Kapas Bhavan" office complex of the Corporation situated at Plot No. 3A, Sector No. 10, CBD Belapur, Navi Mumbai- 400 614.

Dear Sir
Having examined the tender documents vide aforesaid letter and having understood the terms of the said tender documents and having thoroughly studied the requirements of CCI related to Fire, Theft Burglary & house breaking Policy, we give below our quote for insurance coverage of Kapas Bhavan office complex of the Corporation situated at Plot No. 3A Sector No. 10, CBD Belapur, Navi Mumbai- 400 614, for the period of one year from 24th December 2025 to 23rd December 2026, as under.

1. **Fire, Earthquake, RSMD,Floods, Storms, Cyclone & Terrorism Cover - Sum Insured of Rs. 95,97,57,766.00 (as per Annexure II)**

Particulars	Amount (Rs.)
i) Premium (fire, Earthquake, RSMD, Floods, Storms, Cyclone & Terrorism)	
ii) Plus GST	
iii) Total premium for Fire policy (i + ii)	

2. **Theft, Burglary, Housebreaking and Robbery Cover - Sum Insured of Rs. 48,89,41,749.00 (as per Annexure III)**

Particulars	Amount (Rs.)
i) Premium (Theft, Burglary, Housebreaking & Robbery)	
ii) Plus GST	
iii) Total premium for Theft, Burglary, Housebreaking & Robbery policy (i+ii)	

TOTAL Premium 1 + 2 :_____

3. The excess clause would be ……
……for the fire policy period of one year from 24th December, 2025 to 23rd December, 2026.

4. The excess clause would be ……
……for the Theft & Burglary policy period of one year from 24th December, 2025 to 23rd December, 2026.

5. The excess clause would be ……
……for the Terrorism Cover policy period of one year from 24th December, 2025 to 23rd December, 2026.

6. L-1 will be decided based on premium at 1+2 and considering the excess clause on the claim amount of Rs. 25 Lacs for fire, Theft & Burglary and Terrorism Cover.

Yours faithfully,

For _____

Signature of the Tenderer:

Name of the Tenderer :

Address & Seal :