THE COTTON CORPORATION OF INDIA LTD.

(A Government of India Undertaking)

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

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

E-mail: headoffice@cotcorp.com

Website of CCI : http://www.cotcorp.org.in ; Ministry of Textiles : http://www.ministryoftextiles.gov.in

CIN : U51490MH1971GOI014733

No .CCI/HO/INS/2020-2021 **Date: 01.01.2021**

Tender Notice

Tender for Fidelity Floating Guarantee Insurance Policy for all employees of the Corporation for the period from 8th February 2021 to 7th February 2022 for sum insured of Rs. one crore.

The Cotton Corporation of India Ltd. is a fully Owned Government of India Undertaking and is carrying out procurement of kapas (seed cotton) and converting it into lint/Fully pressed cotton bales through processing kapas (seed cotton) in ginning and pressing factory engaged on job basis and is also purchasing the Fully pressed cotton bales from traders.

Under the Jurisdiction of Branch, kapas/Fully pressed cotton bales purchase operations are carried out at various centres in the state. At these centres, raw cotton (seed cotton) is purchased and kept in Ginning & pressing factories engaged by the branch for processing. The stock in the factory comprises:

1. Kapas, lint, cotton seed, FP Bales, Tarpaulins, Gunny bags and any other stocks, lying in the factory.
2. Kapas, cotton seed, Gunny bags lying in the Ginning hall.
3. Lint, F.P. Cotton bales lying in press house/pala house.
4. F.P. Cotton bales lying in open compound.
5. F.P. Cotton bales lying in the Godown within the compound of the factory.
6. The stock in the Godown comprises kapas, F.P. Cotton bales, Lint boras, Hessian, Grey cloth, Tarpaulins and any other stock.

After processing bales are transported to the Godowns hired by CCI from SWC/CWC/APMC/CO-Operative societies/Private parties etc. Further, the Corporation also purchases readymade bales from the Ginning Mills which are also transported from place of procurement to the Godowns for its storage. The Corporation may transport the kapas purchased at kapas procurement centres for its storage into godowns hired by CCI from CSWC/CWC/APMC/CO-operative societies/Private parties etc. and it may sold the same without its processing. The stock in the godown comprises Kapas, F.P. Cotton bales, Lint Boras, Hasin, Grey cloth, Tarpaulins and any other stock. During procurement operations the kapas, lint, F.P. Cotton bales, Tarpaulins, Grey Cloth bales, other miscellaneous stocks are also transported from one place in state to another place in state.

The Corporation covers insurance for all its regular employees under Fidelity Floating Guarantee Insurance Policy. The Corporation invites sealed tenders from IRDA approved

insurance companies for purchase of Fidelity Floating Guarantee Insurance Policy for all employees of the Corporation for the period from 8th February 2021 to 7th February 2022 for sum insured of Rs. one crore. The policy shall cover any number of incidents and claims submitted by the Corporation to the extent of sum insured during the policy period. However, claim / claims, if any, will be subjected to maximum ceiling of Rs. 50 Lakhs for any one incident of infidelity during the policy period. The existing policy is expiring on 7th February 2021.

The policy should cover Indemnity to the employer for financial loss sustained as a result of dishonesty, default, negligence, misappropriation, forgery, embezzlement, larceny, or fraudulent conversion of money or goods of the employer committed by salaried employees in the course of performance of their duties.

Tender documents may be downloaded from the corporation's website www.cotcorp.org.in or Government tender Portal www.eprocure.gov.in. The IRDA approved insurance Companies are requested to submit their tender strictly in the prescribed manner for premium payable under Fidelity Floating Guarantee insurance policy for a period of one year effective from 8th February 2021 to 7th February 2022 for coverage of insurance of 853 employees of the Corporation based on All India Basis for sum insured of Rs.1 Crore (Rs. One Crore only). **A pre bid meeting shall be held on 11.01.2021 at 3:00 PM at above address on fourth floor.**

Tender document contains Technical Bid 1, Annexure I, II & III and Financial Bid as per Annexure IV. The duly filled, stamped and signed Tender form addressed to *GM (Purchase) at the above address superscribed as* ***'Tender for Fidelity Guarantee Insurance Policy'*** *to cover Insurance of the above may be dropped in Tender Box kept at Kapas Bhavan, 6th Floor, on or before 19th January,2021 by 3.00 p.m.* The tenders received after prescribed date and time would not be considered. Tenders received within time would be opened on 19th January, 2021 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 bidder at the address furnished in the Tender letter within a week time. 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.

IRDA approved Insurance Company may submit their tender directly to the Corporation. Tenders through Brokers shall not be accepted. The name, address, phone numbers, Fax numbers of the contact persons with e-mail ID may be mentioned in tender. Excess clause and all the risks stated above needs to be shown in the financial bid. During last five years there was one claim filed by the Corporation.

(Atul Kala)
General Manager (Purchase)

Technical Bid-1

Date: _____

To,

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

Sub: **Tender for Fidelity Floating Guarantee Insurance Policy for all employees of the Corporation for the period from 8th February 2021 to 7th February 2022.**

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. 19th January, 2021.
6. In witness thereof, we submit this Technical Bid 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 Fidelity Floating Guarantee Insurance Policy for all employees of the Corporation for the period from 8th February 2021 to 7th February 2022.

Yours faithfully,

(Signature, name and designation of the Authorised signatory)

Date:

Place: Name and seal of Bidder

Enclosures:

1. Annexure I
2. Annexure II
3. Annexure III

ANNEXURE- I

TO THE TECHNICAL BID (To be attached with Technical Bid-1)

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

i) Contact person
ii) Address of office.
(with Phone Nos, Fax Nos& Email ID) :

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

i) Contact person

ii) Address of the Office.
(with Phone Nos, Fax Nos& Email ID)

3) Financial Limit of settlement of claim under your: a) Regional Office

b) Divisional Office

c) Branch Office

Yes/No

4) Whether The insurance Company has submitted the Quote for Fidelity Floating Guarantee Insurance Policy for all employees of the Corporation for the period from 8th February 2021 to 7th February 2022 in Financial Bid Submission Form

Signature of the Tenderer :

Name of the Tenderer:

Address & Seal :

Place

Date

Annexure -II

Others Terms & Conditions

1. Tenderer should submit the tender as under:

Envelope A : Envelope A marked as Technical Bid-1 on the envelope, should contain Technical Bid-1 alongwith **Annexure I to III.**

Envelope B : Envelope B marked as Financial Bid-2 on the envelope, should contain Financial Bid-2 i.e. **Annexure IV** (Price Quotation).

Envelope C : Envelope C should contain Envelope A and Envelope B duly superscribing *'Tender for Fidelity Guarantee Insurance Policy'*

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

2. **Eligibility Criteria**: Insurance Company must be IRDA approved.
3. Financial Bid-2 for price quotations shall be opened in respect of those tenderer who qualify Technical Bid-1 for specifications and other requirements.
4. Tender should be signed by the authorized person of the Insurance Company.
5. Tenders containing false, incomplete and/ or inadequate information are liable to be rejected.
6. No conditional tender shall be accepted.
7. Excess Clause to be clearly specified otherwise tender may be disqualified.
8. The detail of claims submitted before various insurance companies by the Corporation during previous five years is as under:

Financial Year	Number of Incidence	Claim lodged (Rs. in Lakh.) (Approx.)
2015-16	0	0
2016-17	0	0
2017-18	1	150
2018-19	0	0
2019-2020	0	0

9. 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
10. To award the policy, the L1 tenderer shall be decided on the basis of total premium quoted and considering the excess clause on the claim amount of Rs. 20 lacs.
11. Last date of submission of tender is 19th January, 2021 by 3:00 P.M.
12. The financial bid of the Qualified Tenderers will be opened on 19th January, 2021 at 3:30 P.M. 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 8th February 2021 to 7th February 2022.
14. Name of the Insurance Company along with address, telephone no., and fax no. must be mentioned in the tender.
15. The name, addresses, phone numbers, Fax numbers of the Contact persons with e-mail ID may be mentioned in tender.

16. In case the insurance company does not issue the policy after award of work, it may be blacklisted by the Corporation.
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 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.
19. I/We declare that we are not have been blacklisted by any Central Government Department/State Government Department/Central or State PSU during the course of Insurance business in India.

Signature of the Tenderer :

Name of the Tenderer :

Address & Seal :

Place

Date

Annexure-III

CHECKLIST

For Submission of Tender for Fidelity Floating Guarantee Insurance Policy for one year from 8th February 2021 to 7th February2022

TENDERERS MUST CHECK THE FOLLOWING POINTS BEFORE SUBMITTING THE TENDER

Sr.No	Particulars	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 IV in separate Envelope (Envelope B).		
3.	Whether the excess clause is mention in the tender specifically.		
4.	No 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 risk are covered as per tender.		
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 :

Place
Date

Annexure -IV

PROFORMA FOR FINANCIAL BID-2

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

Date:-_____

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

Subject Tender for Fidelity Floating Guarantee Insurance Policy for one year from 8th February 2021 to 7th February 2022.

We have examined the tender document and having understood the terms of the said tender document and having thoroughly studied the requirements of CCI related to Fidelity Floating Guarantee insurance policy, we submit our quote for coverage of insurance of 853 employees of the Corporation based on All India Basis for sum insured of Rs.1 Crore (Rs. One Crore only) for the period of one year effective from 8th February 2021 to 7th February 2022, as under:

SUM INSURED OF Rs. 1 CRORE

	Rate	Premium Amount (Rs.)
I)	Basic Rate	
II)	Plus Per Capita	
III)	(I) + (II)	
IV)	Less: Special Discount	
V)	(III) - (IV)	
VI)	Plus GST	
VII)	Grand Total (V) +(VI)	

Total Premium in words ----------.

1. The excess clause would be Rs. ----------for the policy period of one Year from 8th February 2021 to 7th February 2022 (To be clearly be specified).
2. The Financial Bid submitted by us is unconditional and unqualified.
3. L-1 will be decided on the basis of total premium quoted and considering the excess clause on the claim amount of Rs. 20 lacs.
4. We hereby confirm that we have examined the tender documents and have understood the terms of the said tender and have thoroughly studied the requirements of CCI related to policy.
5. In case of any discrepancy between the words and figures mentioned above, the amount in words shall be taken into consideration.

Continued...

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

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

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

9. We shall keep this offer valid for 120 (one hundred and twenty) days from the Bid Due Date specified in the Tender Form.

Signature of the Tenderer :
Name of the Tenderer :
Address & Seal :

Place
Date