2025-26

TENDER NOTICE

For

Tender for Fire, Theft Burglary & House breaking Insurance office complex of the Cotton Corporation of India Limited Branch Office Rajkot situated 5th floor Ruda Building, Jamnagar Road, Rajkot -360001

THE COTTON CORPORATION OF INDIA LIMITED

(A Government of India Undertaking)

Branch Office Rajkot

मिनी रत्न

भारतीय कपास निगम लिमिटेड

THE COTTON CORPORATION OF INDIA LIMITED

(भारत सरकार का उपक्रम – वस्त्र मंत्रालय)

(A Govt.of India Undertaking-Ministry of Textiles)

रूड़ा बिल्डिंग, पाँच वी मंजिल, जामनगर रोड, राजकोट360001-

Ruda Building 5th Floor, Jamnagar Road, RAJKOT-360001

Telephone No 2441629/2477560. Fax No. 0281-2458621

E-mail: rajkot@cotcorp.com Web site: https://www.cotcorp.org.in, www.ministryoftextiles.gov.in

दिनांक:-**25.11.2025**

निविदा सुचना

भारतीय कपास निगम के शाखा कार्यालय राजकोट रुड़ा बिल्डिंग पाँचवी मंजिल स्थित बिल्डिंग कार्यालय के अग्नि,चोरी, बर्गलरी और गृहवेधन बीमा के लिए निविदा

हम निगम के उपरोक्त संदर्भित बिल्डिंग के बिल्डींग स्ट्रक्चर,मशिनरी(कम्पूटर सिस्टम,प्रिंटर्स,लैपटॉप, कपास नमूने टेस्टिंग लेबॉरेटरी इक्वीपमेंट जैसे हाय वॉल्युम इंस्ट्रूमेंट, ट्रॅश सेपरेटर, हयुमिडीफायर आदि के साथ फर्नीचर और फिक्चर और इंटीरियर डेकोरेशन्स आदि सहित अन्य फिटिंग्ज का बीमा कवरेज करते है।

निगम एक वर्ष अवधि (अर्थात **25thदिसम्बर,2025 से 24thदिसम्बर, 2026**) अग्नि, भूकंप, आरएसएमडी, बाढ़, तूफान (ऑधी), चक्रावात और आतंकवाद जोखिम के लिए अनुसूची-II के अनुसार कवरेज के लिए रू**. 3, 87, 00,000/-** की बीमा की राशि के लिए और चोरी, बर्गलरी गृहवेधन और लूटपाट जोखिम के लिए अनुसूची-III के अनुसार कवरेज के लिए रू.**1,27,00,000-** की बीमांकित राशि के लिए एवं अनुसुचि-IV के अनुसार कवरेज के लिए रु.**84,00,000/-**(Special Contingency Policy(Fire & Allied Perils,theft,burglary,electrical-mechanical breakdown, earth quake,STFI,terrorism) वार्षिक प्रिमियम दो बोली प्रणाली में मुहरबंद निविदा आमंत्रित करता है। दावा निपटान का आधार बहाली मूल्य के आधार पर होगा (Re-Instatement)।

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 अर्थात अनुलग्नक I से IV तथा वित्तीय बिड अनुलग्नक-V के अनुसार विधिवत मोहर तथा हस्ताक्षर के साथ उपर्युक्त पते उप महा प्रबंधक को संबोधित करते हुए, लिफाफे पर 'शाखा कार्यालय भारतीय कपास निगम राजकोट के अग्नि,चोरी,बर्गलरी और गृहवेधन बीमा कवरेज करने के लिए' लिखते हुए 5वीं मंजिल पर रखे निविदा बॉक्स में **17 दिसम्बर, 2025 को दोपहर 14:30** बजे तक भेज सकते है। निर्धारित तारीख और समय के बाद प्राप्त निविदा को स्वीकृत नहीं किया जाएगा। समय के अंदर प्राप्त निविदाएं उपस्थित निविदाकर्ता के समक्ष दिनांक **17 दिसम्बर, 2025 को 15:00 बजे** खोली जाएगी। अंतिम निर्णय सफल बोली(L1) (निविदाकर्ता) को निविदा पत्र में दिए पते पर सूचित किया जाएगा। यदि 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।आई.आर.डी.ए. अनुमोदित बीमा कंपनीयॉ उनकी निविदा सीधे प्रस्तुत कर सकती है। **ब्रोकर (दलाल) के माध्यम से प्रस्तुत की हुई निविदा स्वीकार नही की जायेगी।** निविदा में संपर्क व्यक्ति के ई मेंल आईडी के साथ नाम, पता, टेलिफोन नंबर्स, फैक्स नंबर्स का उल्लेख किया जाए। उपरोक्त बताये अतिरिक्त क्लॉज तथा सभी जोखिम और निपटान का आधार वित्तिय बिड में दर्शाना आवश्यक है

महा प्रबंधक

भारतीय कपास निगम लिमिटेड

THE COTTON CORPORATION OF INDIA LIMITED

(भारत सरकार का उपक्रम – वस्त्र मंत्रालय)

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मिनी रत्न

Date: - **25.11.2025**

Tender Notice

Tender for Fire, Theft Burglary & House breaking Insurance office complex of the Cotton Corporation of India Limited Branch Office Rajkot situated 5th floor Ruda Building, Jamnagar Road, Rajkot -360001

We have been covering Insurance of above referred Building for coverage of Building Structure, Cotton Sample Testing Laboratory equipment's such as High-volume instruments, Trash separator, Humidifier etc. together with Furniture & Fixtures, computer system, laptop, printers, ERP system and other fittings including interior decorations etc. of the CCI Rajkot.

The Corporation invites sealed Annual premium tender in two bid system for a period of one year (i.e., **25th Dec 2025 to 24th Dec 2026**) for sum insured of Rs**. 3,87,00000/-** as per **Annexure-II** for covering Fire, Earthquake, RSMD, Flood, Storm, Cyclone and Terrorism Risks and for sum insured of Rs. **1,27,00000/-** as per **Annexure-III** for covering Theft, Burglary, Housebreaking and Robbery Risks and as per **Annexure –IV** for Coverage of Special Contingency Policy (Fire & Allied Perils, theft, burglary, electrical-mechanical breakdown, earth quake,STFI,terrorism sum insured of Rs.**84,00,000/-** The bases of settlement of claim would be **Re-Instatement value.**

Tender documents may be downloaded from the corporation website www.cotcorp.org.in or Govt. Tender portalwww.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 General Manager CCI Rajkot at the above address and superscribed as **'Tender for Fire, Theft Burglary & Housebreaking Insurance of CCI Rajkot'** to cover Insurance of the above may be dropped in Tender Box kept at 5th floor Ruda Building, on or before **17 Dec, 2025 by 14:30** Tenders received after prescribed date and time will not be entertained. Tenders received within time would be opened on **17 Dec, 2025 at 15:00** 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. IRDA approved Insurance Company may submit their tender directly. **Tenders through brokers shall not be accepted.** 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.

GENERAL MANAGER

Date:_____

Technical Bid- 1

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

To
The General Manager
The Cotton Corporation of India Limited,
5th Floor
Ruda Building, Jamnagar Road
Rajkot-360001

Sub: **Technical Bid Tender for Fire, Theft Burglary & House breaking Insurance office complex of the Cotton Corporation of India Limited Branch Office Rajkot situated 5th floor Ruda Building, Jamnagar Road Rajkot-360001**

Dear Sir

1. With reference to your Tender document dated_____ 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., _____

6. In witness there of, 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, Insurance Company may seek the reasons for rejection.

9. We agree and undertake to abide by all the terms and conditions of the Tender for Fire, Theft Burglary & House breaking Insurance office complex of the Cotton Corporation of India Limited Branch Office Rajkot situated 5th floor Ruda Building, Jamnagar Road, Rajkot-360001

Yours faithfully,

(Signature, name and designation of the Authorized signatory)

Name and seal of Bidder

Date:

Place:

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

1) Name and address of the Insurance Company (tenderers)
   i) Contact person:
   ii) Address of office:
   (With Phone Nos, Fax Nos & Email ID)

2) Whether the Insurance Company has office at Rajkot: Yes/No
   a) If yes, please furnish the following details:

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

   b) If no, please furnish the following details (local service person details)

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

3) Furnish following detail of Registered Office of the Insurance Company under whose jurisdiction our Branch Office falls. :

   i) Contact person
   ii) Address of the Office. :
   (With Phone Nos, Fax Nos & Email ID)
   :

4) Furnish following detail of Divisional Office of the Insurance Company under whose jurisdiction our Branch Office falls.

   i) Contact person :
   ii) Address of the Office. :
   (With Phone Nos, Fax Nos & Email ID)

5) Whether the Insurance Co. is having its offices at our procurement Centre. Yes/No
   If yes, please furnish the name of Centers:

6) Years of Experience in the field of Insurance Business):

7) Whether Insurance Company has experience of dealing with the Govt. Agencies / Companies / Firms who are in business of procurement of kapas and its processing and trading of cotton bales. Yes/No

If yes, please furnish the list of such Clients:

8) Financial Limit of settlement of claim under Your:

a) Regional Office
b) Divisional Office
c) Branch Office

Signature of the Tenderer:

Name of the Tenderer:

Address & Seal:

Place:

Date:

To the Technical Bid (to be attached with Technical Bid)

OTHER TERMS

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 along with **(Annexure I to IV)** duly filled and signed by the Authorized Signatory

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 & House breaking Insurance office complex of the Cotton Corporation of India Limited**

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 tenderers 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. No conditional tender shall be accepted.

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

7. Claim details of last year are as under:

Year	***Total sum Insured fire/Burglary* (Rs.)**	***Premium***	Total Claim Settled (Rs.)	Claim Ratio
2024-2025	3,17,00,000 /-	24278/-	0	0
2023-2024	3,09,65,015/-	23,714/-	0	0

2. 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.

3. 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).

4. 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.

5. Last date of submission of tender is ,17 Dec 2025 by 14:30

6. The tenders shall be opened on,17 Dec 2025, by 15:00 The financial bid of the technically qualified Tenderers may be opened on,17 Dec 2025 on 15:30

7. The premium rate quoted by Insurance companies for this policy will be valid for one year i.e., from 25/12/2025 to 24/12/2026.

8. Name of the Insurance Company along with address, telephone no., and fax no. must be mention in the tender.

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

10. Item-wise details with its value are as per Annexure-II, III & IV.

11. 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.

12. 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.

13. 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.

14. 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.

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

16. 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 expected to be delayed beyond thirty days, insurance company should make on Account payment of 75% of claim amount.

Signature of the Tenderer:

Name of the Tenderer :

Address & Seal :

Annexure-II

Statement showing item-wise details of Branch Office Rajkot situated 5th floor, Ruda Building Jamnagar Road, Rajkot-360001

For coverage of Fire, Earthquake, RSMD, Floods, Storms, Cyclone and Terrorism Risks

Sr. No.		Particulars	Value (in lacs.)
A)		**Building/FFF**	**283 lacs**
	1	Building Structure including Plinth & Foundation & Plumbing Fire Fighting equipment's & sign board	260 Lacs
	2	Interior Decorations (including Carpets False Ceiling Venation blinds, mobile storage units)	
	3	Furniture, Fixture, fittings, including EPBAX Telephone System	23 Lacs
	4	Electrical installation	
	5	Office Equipment's (Water cooler + Water purifier)	
B)		**Plant & Machinery**	
	1	ENGG & MACHINARY (INCLUSIVE COMPUTER SYSTEM, OFFICE EQUIPMENTS, COMPUTER & ACCESSORIES, PRINTERS, LAPTOPS (INCLUDING OFFICE EQUIPMENTS) AIR CONDITIONING UNITS	**80 lacs**
C)		**Laboratory Equipment's (Cotton Sampling)**	**24 lacs**
	1	High Volume Instruments	
	2	Trash Separator	
	3	Precision AC unit	
	4	Fully automatic HVI Machine along with accessories such as Industrial Computer, Electronic Balance, 3KVA UPS, Electric Compressor with Fitte4r	
	5	Trash Analyzer Machine along with accessories such as electronic weighing Balance	
	6	Portable Ginning Machine	
	7	Portable Digital Micronaire Tester	
	8	Portable Digital Moisture Meter (Mobile app type)	
	9	Portable Digital Moisture Meter (Normal type)	
	10	Precision Balance Aczet CG 30210	
		Total Sum Insured ::	**387 lacs**

Signature of the Tenderer:

Name of the Tenderer :

Address & Seal :

Annexure-III

Statement showing item-wise details of Branch Office Rajkot situated 5th floor, Ruda Building Jamnagar Road, Rajkot-360001

Coverage of Theft, Burglary, Housebreaking and Robbery Risks.

Sr. No.		Particulars	Value (In lacs.)
A)		**Building/FFF**	23 lacs
	1	Interior Decorations (including Carpets False Ceiling Venation blinds, mobile storage units)	
	2	Furniture, Fixture, fittings, including EPBAX Telephone System	
	3	Electrical installation (including lighting & fixtures CCTV cameras system & biometric system)	
	4	Office Equipment (Water cooler + Water purifier)	
B)		**Plant & Machinery**	
	1	ENGG & MACHINARY (INCLUSIVE COMPUTER SYSTEM, OFFICE EQUIPMENTS, COMPUTER ERP SERVER, COMPUTER & ACCESSORIES, PRINTERS, LAPTOPS (INCLUDING OFFICE EQUIPMENTS)	80 lacs
C)		**Laboratory Equipment's (Cotton Sampling)**	24 lacs
	1	High Volume Instruments	
	2	Trash Separator	
	3	Precision AC unit	
	4	Fully automatic HVI Machine along with accessories such as Industrial Computer, Electronic Balance, 3KVA UPS, Electric Compressor with Fitte4r	
	5	Trash Analyzer Machine along with accessories such as electronic weighing Balance	
	6	Portable Ginning Machine	
	7	Portable Digital Micronaire Tester	
	8	Portable Digital Moisture Meter (Mobile app type)	
	9	Portable Digital Moisture Meter (Normal type)	
	10	Precision Balance Aczet CG 30210	
		Total Sum Insured	**127 lacs**

Signature of the Tenderer :

Name of the Tenderer :

Address & Seal :

Annexure 'IV'

Statement showing item-wise details of various centers under the jurisdiction of Branch Office: -Rajkot

Coverage of Special Contingency Policy (Fire & Allied Perils, Theft, Burglary, Electrical-Mechanical Breakdown, earth quake, STFI, Terrorism.

Sr. No.		Particulars	Value (In lacs.)	Location
A)		**Electric equipment's**	60,00,000	**Anywhere in Gujarat**
	1	Laptops		
	2	computers		
	3	Printers		
	4	High Speed Scanner		
B)		**Portable Equipment's**	24,00,000	**Anywhere in Gujarat**
	1	Portable Ginning Machine		
	2	Portable Digital Micronaire Tester		
	3	Portable Digital Moisture Meter (mobile type)		
	4	Portable Digital Moisture Meter (normal type)		
	5	New Digital Moisture Meter MIP 501		
		Total Sum insured	**84,00,000**	

Annexure 'V'

Financial Bid- 2

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

To
The General Manager,
The Cotton Corporation of India Limited,
5th Floor
Ruda Building, Jamnagar Road
Rajkot-360001

Subject: **Tender for Fire, Theft Burglary & House breaking Insurance office complex of the Cotton Corporation of India Limited Branch Office Rajkot situated 5th floor , Ruda Building, Jamnagar Road, Rajkot - 360001**

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, **5th floor Ruda Building, Jamnagar Road, Rajkot-360001**, for the period of one year from 25th Dec 2025 to 24th Dec 2026, as under.

1. **Fire, Earthquake, RSMD,Floods, Storms, Cyclone & Terrorism Cover - Sum Insured of Rs. 3,87,00,000/- (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.1,27,00,000/- (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)	

3. **Coverage of Special Contingency Policy (Fire & Allied Perils,**

   Theft,Burglary,ElectricalMechanical Breakdown,earth quake,STFI,Terrorism.

Sum insured of Rs. 84,00,000/- (as per Annexure IV)

Particulars	**Amount (Rs.)**
i) Premium Coverage of Special Contingency Policy (Fire & Allied Perils, theft, burglary, electrical-mechanical breakdown, earth quake, STFI, terrorism	
ii) Plus, GST	
iii) Total premium for Special Contingency Policy (Fire & Allied Perils, theft, burglary, electrical-mechanical breakdown, earth quake, STFI, terrorism (i+ii)	

TOTAL Premium 1 + 2+ 3: _____

1. The excess clause would be ……
   ……..……for the fire policy period of one year from 25th Dec 2025 to 24th Dec 2026
2. The excess clause would be ……
   ……..…… for the Theft & Burglary policy period of one year from 25th Dec 2025 to 24th Dec 2026.
3. The excess clause would be ……
   ……..……for the Terrorism Cover policy period of one year from 25th dec 2025 to 24th Dec 2026.
4. L-1 will be decided based on premium at 1+2+3 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 :

CHECKLIST

For submission of Tender for Tender for Fire, Theft Burglary & House breaking Insurance office complex of the Cotton Corporation of India Limited Branch Office Rajkot situated 5th floor, Ruda Building, Jamnagar Road, Rajkot-360001

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.	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 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 :