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/2023-24 **Date 31-10-2023**

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 2023 to 23rd December 2024) for sum insured of Rs. 84, 65,26,796/- (Rupees Eighty four crore sixty five lakh twenty six thousand seven hundred ninety six only) as per **Annexure-II** for covering Fire, Earthquake, RSMD, Flood, Storm, Cyclone and Terrorism Risks and for sum insured of Rs. 41,57,73,866/- (Rupees Forty one crore fifty seven lakh seventy three thousand eight hundred sixty six 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 November, 2023 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 21st November, 2023 by 3.00 p.m. Tenders received after prescribed date and time will not be entertained. Tenders received within time would be opened on 21st November, 2023 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.

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.

CHIEF GENERAL MANAGER (Marketing)

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. 21.11.2023

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
2018-2019	97,43,05,426	41,17,06,071	0.00	0%
2019-2020	97,41,58,017	41,15,58,662	0.00	0%
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%

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 21st November, 2023 by 3:00 P.M.

12. The tenders shall be opened on 21st November 2023 at 3.30 P.M. The financial bid of the technically qualified Tenderers may be opened on 21st November, 2023 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 24/12/2023 to 23/12/2024.

14. Name of the Insurance Company along with address, telephone no., and fax no. must be mention 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. Item-wise 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.

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	Building Structure including Plinth & Foundation & Plumbing Fire Fighting equipments & sign board	42,68,43,820
	2	Interior Decorations (including Carpets False Ceiling Venation blinds, mobile storage units)	14,71,64,520
	3	Compound Wall including Gate	30,00,000
	4	Security Cabin	2,00,000
	5	Furniture, Fixture, fittings, including EPBAX Telephone System	1,21,60,877
	6	Electrical installation (including lighting and fixtures CCTV Cameras system & biometric system)	8,95,32,567
	7	Office Equipments (Water cooler + Water purifier)	2,50,000
B)		**Plant & Machinery**	
	1	A.C. Plant (including chiller plant, electrical installation, Panels, cables, motors, AHU's & Cooling towers & Precision Air conditioning system for server room)	11,56,37,567
	2	Pump Sets (including Motors)	32,47,223
	3	Transformers	62,86,210
	4	DG Sets	1,66,20,435
	5	Lifts including motors	1,61,16,795
	6	Solar Panel System	7,09,110
C)		**Laboratory Equipments (Cotton Sampling)**	
	1	High Volume Instruments	47,54,253
	2	Trash Separator	6,91,411
	3	Precision AC unit	4,21,709
	4	Fully automatic HVI Machine along with accessories such as Industrial Computer, Electronic Balance, 3KVA UPS, Electric Compressor with Fitte4r	26,16,768
	5	Trash Analyzer Machine along with accessories such as Electronic weighing Balance	1,80,370
	6	Portable Ginning Machine	18,484
	7	Portable Digital Micronaire Tester	25,411
	8	Portable Digital Moisture Meter (Mobile app type)	27,223
	9	Portable Digital Moisture Meter (Normal type)	9,327
	10	Precision Balance Aczet CG 30210	12,716
		Total Sum Insured ::	**84,65,26,796**

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/FFF**	
	1	Interior Decorations (including Carpets False Ceiling Venation blinds, mobile storage units)	14,71,64,520
	2	Furniture, Fixture, fittings, including EPBAX Telephone System	1,21,60,877
	3	Electrical installation (including lighting & fixtures CCTV cameras system & biometric system)	8,95,32,567
	4	Office Equipments (Water cooler + Water purifier)	2,50,000
B)		**Plant & Machinery**	
	1	AC Plant (including chiller plant, electrical installation, Panels, cables, motors, AHU's, Cooling towers & Precision Air conditioning system for server room)	11,56,37,567
	2	Pump Sets (including Motors)	32,47,223
	3	Transformers	62,86,210
	4	DG Sets	1,66,20,435
	5	Lifts including motors	1,61,16,795
C)		**Laboratory Equipments (Cotton Sampling)**	
	1	High Volume Instruments	47,54,253
	2	Trash Separator	6,91,411
	3	Precision AC unit	4,21,709
	4	Fully automatic HVI Machine along with accessories such as Industrial Computer, Electronic Balance, 3KVA UPS, Electric Compressor with Fitte4r	26,16,768
	5	Trash Analyzer Machine along with accessories such as Electronic weighing Balance	1,80,370
	6	Portable Ginning Machine	18,484
	7	Portable Digital Micronaire Tester	25,411
	8	Portable Digital Moisture Meter (Mobile app type)	27,223
	9	Portable Digital Moisture Meter (Normal type)	9,327
	10	Precision Balance Aczet CG 30210	12,716
		Total Sum Insured	**41,57,73,866**

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 2023 to 23rd December 2024, as under.

1. **Fire, Earthquake, RSMD,Floods, Storms, Cyclone & Terrorism Cover - Sum Insured of Rs. 84,65,26,796/- (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. 41,57,73,866/- (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, 2023 to 23rd December, 2024.

4. The excess clause would be ……for the Theft & Burglary policy period of one year from 24th December, 2023 to 23rd December, 2024.

5. The excess clause would be ……for the Terrorism Cover policy period of one year from 24th December, 2023 to 23rd December, 2024.

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 :