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# भारतीय कपास निगम लिमिटेड
## THE COTTON CORPORATION OF INDIA LTD.

(भारत सरकार का उपक्रम)
(A Government of India Undertaking)

सूचना का अधिकार

**प्रशासकीय एवं पंजीकृत कार्यालय** : कपास भवन प्लॉट नं. 3/ए, सेक्टर 10, सीबीडी बेलापुर, नवी मुंबई – 400 614.
**ADMN. & REGD. OFFICE :** Kapas Bhavan, Plot No. 3/A, Sector 10, CBD Belapur, Navi Mumbai - 400 614.
दूरभाष/ PHONE : 2757 9217 • ग्राम/ GRAM : "COTCORPIND" • फैक्स/ FAX : (022) 2757 6030 - 9219 - 6069
ई-मेल/ E-mail : headoffice@cotcorp.com CIN: U51490MH1970GOI014733
वेबसाइट: http://www.cotcorp.org.in मंत्रालय की वेबसाइट: http://www.ministryoftextiles.gov.in

सं. भाकनि/मुख्यालय/बीमा/2023-24 दिनांक :- 14.12.2023

## निविदा सूचना

## 8 फरवरी 2024 से 7 फरवरी 2025 तक की अवधि के लिए एक करोड़ रुपये की बीमाकृत राशि हेतु निगम के सभी कर्मचारियों के लिए फ़िडेलिटी फ़्लोटिंग गारंटी बीमा पॉलिसी के लिए निविदा।

भारतीय कपास निगम लिमिटेड भारत सरकार की पूर्ण स्वामित्व वाली उपक्रम है जो कपास की खरीद करता है तथा इसे जॉब बेसिस पर ली गयी जीनींग प्रेसिग फॅक्टरियों में प्रसंस्कृत कर रूई / पूर्ण बंधित रुई की गाठों में परिवर्तित करवाता है तथा व्यापारीयों से पूर्ण बंधित रुई की गाठों की खरीदी भी करता है ।

शाखाओं के क्षेत्राधिकार के अंतर्गत, कपास /पूर्ण बंधित कपास गाठों की खरीद कार्य राज्य के विविध केन्द्रों पर किया जाता है । इन केन्द्रों पर कपास खरीदी की जाती है और शाखाओं द्वारा अनुबंधित कीगयी जीनींग और प्रेसिंग फैक्टरी में प्रसंस्करण के लिए रखा जाता है।
फैक्टरी में शामिल स्टॉक निम्नलिखित है :-

1. कपास, रूई,बिनौले, पूर्ण-बंधित गाँठें, तारपोलीन, गनी बैग तथा फैक्टरी में पड़ा हुआ अन्य कोई स्टॉक ।
2. जिनिंग हॉल में पड़ी हुई कपास, बिनौला,गनी बैग।
3. प्रेस हाऊस / पाला हाऊस में पडी हुई रूई, पूर्ण-बंधित कपास गाँठें।
4. खुले कंपाऊंड में पड़ी हुई पूर्ण-बंधित गाँठें।
5. फैक्टरी के कंपाऊंड के अंतर्गत गोदाम में रखी हुई पूर्ण-बंधित गाँठें।
6. गोदाम के स्टॉक मे शामिल कपास,पूर्ण बंधित गाठें, रूई बोरा, हैसियन,ग्रे-क्लॉथ, तारपोलीन तथा अन्य स्टॉक।

प्रसंस्करण के बाद गाठों का परिवहन एसडब्ल्यूसी/सीडब्ल्यूसी/ एपीएमसी/ सहकारी समितियों / निजी पार्टीयों इत्यादि से भाकनि द्वारा किराये पर लिये गये गोदामों में किया जाता है । इसके अलावा, निगम जिनिंग मिल से तैयार गाठों की भी खरीद करता है जिसका भी भंडारण हेतु खरीद स्थल से गोदाम तक इनमे भंडारन हेतु परिवहन किया जाता है । निगम एसडब्ल्यूसी/ सीडब्ल्यूसी/ एपीएमसी / सहकारी समितियों / निजी पार्टीयों इत्यादि से भाकनि द्वारा किराये पर लिए गये गोदामों में कपास खरीद केन्द्र पर खरीदे गये कपास के भंडारण हेतु कपास का परिवहन भी कर सकता है और इसे बिना प्रसंस्करण के भी बेच सकता है । गोदाम के स्टॉक में कपास, पूर्ण बंधित कपास, रूई बोरा, हेसीयन ग्रे क्लाथ, तिरपाल और अन्य स्टॉक शामिल है ।खरीद परिचालन के दौरान कपास, रूई, पूर्ण बंधित गाठें, तारपोलीन, ग्रे क्लाथ गाठों, अन्य विविध स्टॉकों का परिवहन भी राज्य के एक स्थान से राज्य के दूसरे स्थान तक किया जाता है।

निगम अपने सभी नियमित कर्मचारियों के लिए फ़िडेलिटी फ़्लोटिंग गारंटी बीमा पॉलिसी के अंतर्गत बीमा कवर करता है । निगम अपने सभी कर्मचारियों के लिए 08 फरवरी 2024 से 07 फरवरी 2025 तक की अवधि के लिए एक करोड़ की बीमा राशि के लिये फिडिलिटी फलोटिंग गारंटी पॉलिसी क्रय करने के लिये आयआरडीए अनुमोदित कम्पनियो से निविदा आमंत्रित करता है । पॉलिसी, पॉलिसी अवधि के दौरान बीमा राशि की सीमा तक निगम द्वारा प्रस्तुत किये जाने वाली किसी भी संख्या तक की घटनाओं और दावों को कवर करेगी। हालाँकि, दावा / दावे, यदि कोई हो, तो वे किसी धोखाधड़ी घटना के लिए अधिकतम रुपये 50 लाख तक की राशि के शर्ताधीन होंगे । वर्तमान पॉलिसी 7 फरवरी, 2024 को समाप्त हो रही है।

इस पॉलिसी में वेतनभोगी कर्मचारियों द्वारा अपने कार्य निष्पादन के समय बेईमानी,गलती,लापरवाही, दुर्विनियोजन,जालसाजी, गबन, चोरी, या नियोक्ता के पैसे या माल का कपटपूर्ण रुपांतर के परिणामस्वरुप वित्तीय हानि के लिए नियोक्ता को प्रतिपूर्ति शामिल होनी चाहिए ।

निविदा दस्तावेज निगम की वेबसाईट www.cotcorp.org.in या सरकारी निविदा पोर्टल www.eprocure.gov.in से डाउनलोड किया जा सकता है। आयआरडीए अनुमोदित बीमा कंपनियों से अनुरोध है कि निगम के अखिल भारतीय आधार पर 812 कर्मचारियों के लिए 1 करोड़ रुपये ( एक करोड़ रु. मात्र ) बीमाकृत राशि के लिए 8 फरवरी, 2024 से 07 फरवरी, 2025 तक एक वर्ष की अवधि के लिए फिडिलिटी फलोटिंग गॉरंटी बीमा पॉलीसी के अंतर्गत देय प्रीमियम निविदा ।V मे निर्धारित तरीके से निविदा प्रस्तुत करें । उपरोक्त पते की चौथी मंजिल पर दिनांक 22.12.2023 को दोपहर 3:00 बजे प्रि बिड मिटिंग का आयोजन किया गया है।

निविदा दस्तावेज में तकनीकी बोली-1, अनुलग्नक ।, ।। और ।।। तथा वित्तीय बोली-2 परिशिष्ठ ।V शामिल है। विधिवत रुपसे भरी गयी निविदा मोहर तथा हस्ताक्षर के साथ उपर्युक्त पत्ते पर मुख्य महा प्रबंधक (विपणन) को संबोधित करते हुए लिफाफे पर **'फिडिलिटी फलोटिंग गॉरंटी बीमा पॉलीसी के लिए निविदा'** अंकित करते हुए कपास भवन के 6 वीं मंजिल पर रखे गये निविदा बॉक्स में 05.01.2024 को अप. 3.00 बजे तक या उससे पूर्व पहुँच जानी चाहिए | निर्धारित तारीख और समय के पश्चात प्राप्त निविदाओं पर विचार नहीं किया जाएगा। समय पर प्राप्त निविदाओं को 05.01.2024 को अप. 3.30 बजे निविदा खोले जाने के समय निविदाकर्ता जो उपस्थित रहना चाहते है, की उपस्थिति में खोला जाएगा। अंतिम निर्णय सफल बोलीदाता को निविदा पत्र में दिए पते पर एक सप्ताह के अंदर सूचित किया जाएगा। निगम बिना कोई कारण बताए निविदा को स्वीकार या अस्वीकार करने का अपना अधिकार सुरक्षित रखता है। तथापि कोई निविदा रद्द की जाती है तो बीमा कंपनी रद्द करने का कारण पूछ सकती हैं । यदि बीमा कंपनियों को निविदा शर्ते अथवा निविदा प्रक्रिया के बारे में कोई प्रश्न हो, तो निगम से स्पष्टीकरण माँग सकते है।

आय.आर.डी.ए. अनुमोदित बीमा कंपनियां अपनी निविदा सीधे निगम को प्रस्तुत कर सकती है । ब्रोकर (दलाल) के माध्यम से प्रस्तुत की हुई निविदा स्वीकार नही की जायेगी । निविदा में संपर्क करनेवाले व्यक्तियों का नाम, पता, टेलिफोन नंबर्स, फैक्स नंबर्स तथा ई-मेंल आयडी का उल्लेख किया जाए। वित्तीय बोली में एक्स्सस क्लॉज और उपर्युक्त वर्णित सभी जोखिमों का उल्लेख किया जाना आवश्यक है । पिछले पांच वर्षों में निगम द्वारा कोई भी दावा दर्ज नहीं किया गया है ।

मुख्य महा प्रबंधक (विपणन)

भा.क.नि.
CCI

# भारतीय कपास निगम लिमिटेड
# THE COTTON CORPORATION OF INDIA LTD.

(भारत सरकार का उपक्रम)
(A Government of India Undertaking)

सूचना का अधिकार

प्रशासकीय एवं पंजीकृत कार्यालय : कपास भवन प्लॉट नं. 3/ए, सेक्टर 10, सीबीडी बेलापुर, नवी मुंबई – 400 614.
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वेबसाइट: http://www.cotcorp.org.in मंत्रालय की वेबसाइट: http://www.ministryoftextiles.gov.in

**No .CCI/HO/INS/2023-2024** **Date: 14.12.2023**

## Tender Notice

**Tender for Fidelity Floating Guarantee Insurance Policy for all employees of the Corporation for the period from 8th February 2024 to 7th February 2025 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 SWC/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, Hesian, 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 2024 to 7th February 2025 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 2024.

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 2024 to 7th February 2025 for coverage of insurance of 812 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 22.12.2023 at 3:00 p.m. at above address on fourth floor.**

Tender document contains Technical Bid-1, Annexure I, II & III and Financial Bid-2 as per Annexure IV. The duly filled, stamped and signed Tender form addressed to C*GM (Marketing) 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 05th January, 2024 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 5th January, 2024 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 were no claims filed by the Corporation.

Chief General Manager (Mktg.)

# Technical Bid-1

Date: _____

To,

The Chief General Manager (Mktg.),
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 2024 to 7th February 2025.**

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. 05th January, 2024.
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 2024 to 7th February 2025.

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

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 2024 to 7th February 2025 in Financial Bid Submission Form Yes/No

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 along with **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. 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 may not be accepted.

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

7. 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.) |
|---|---|---|
| 2018-19 | 0 | 0 |
| 2019-20 | 0 | 0 |
| 2020-21 | 0 | 0 |
| 2021-22 | 0 | 0 |
| 2022-23 | 0 | 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. 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.

10. Last date of submission of tender is 05th January, 2024 by 3:00 P.M.

11. The financial bid of the Qualified Tenderers will be opened on 05th January, 2024 at 3:30 P.M. or within three working days of opening of Technical Bid.

12. The premium rate quoted by Insurance companies for this policy will be valid for one year i.e. from 8th February 2024 to 7th February 2025.

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

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

15. In case the insurance company does not issue the policy after award of work, it may be blacklisted by the Corporation.

16. 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.

17. 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.

18. 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.

19. **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/MMRA (Mumbai Metropolitan Regions Area) Only.**

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 2024 to 7th February 2025

**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. | Whether additional condition/ conditions have been 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 Chief General Manager (Mktg.)
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 2024 to 7th February 2025.**

Dear Sir

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 812 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 2024 to 7th February 2025, 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 2024 to 7th February 2025 (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**