THE COTTON CORPORATION OF INDIA LTD.
(A Govt. of India Undertaking)
Ministry of Textiles
"Constantia", 3rd floor, 11, Dr. U.N. Brahmachari Street, Kolkata – 700 017.
Ph: (033) 2281 2208, 2281 1358, Fax : 2281 2953
Email: kolkata@cotcorp.com, Website: www.cotcorp.org.in
Ministry of Textile Website: www.texmin.nic.in
CIN:U51490MH1970GOI014733

Ref.No. CCI/KOL/INS/FIRE & BURG./2019-2020 Dated: 08.04.2019

SHORT TENDER NOTICE

TENDER FOR FIRE, THEFT AND BURGLARY INSURANCE POLICY

The Cotton Corporation of India Ltd. is a fully Owned Government of India Undertaking and is carrying out export sales of F.P. cotton bales from its storage point (in and around Kolkata) to Bangladesh as well as sales in domestic.

With regard to export/domestic sales of cotton bales, F.P. Cotton Bales are stored in the godowns, as given at **Annexure –I**.

For coverage of stock in godowns, specific fire policies with theft and burglary are taken for shorter period as per requirement.

The Corporation invite Sealed Tenders in two bid-system from all the Insurance Companies those are IRDA approved Insurance Companies for coverage of fire, theft & burglary insurance for stocks lying in various godowns. Insurance company should submit their tender directly to the Branch Office Kolkata of the Corporation. Tenders through brokers shall not be accepted.

The Insurance Company which quotes the lowest premium rate will be considered as L-1 and may be awarded the Insurance business.

The tender documents may be obtained from the Branch Office Kolkata at the above address or can be downloaded from the Corporation's website www.cotcorp.org.in or Govt. Tender Portal www.eprocure.gov.in. The Insurance Companies may submit sealed tenders in the prescribed format.

Sealed tenders superscribing **"TENDER FOR FIRE INSURANCE POLICY"** addressed to Assistant General Manager at the above-mentioned address shall be dropped in the Tender Box kept in the office **by or before 14.30 hours** of **16.04.2019** in the prescribed manner given in other terms and conditions annexed hereto. The tenders received within the prescribed time limit will be opened on the same day i.e. **16.04.2019** at **15.00 hours** in the presence of tenderers who remain present. Financial Bid-2 shall be opened in respect of those tenderer who technically qualify.

Assistant General Manager

Place : KOLKATA

Date : 08.04.2019

ANNEXURE – I

LIST OF GODOWN FOR STORAGE OF F.P. BALES IN WEST BENGAL

SR.NO.	LOCATION OF GODOWN
01.	CENTRAL WARE HOUSING GODOWN, ULUBERIA, BIRSHIBPUR – 711316, HOWRAH
02.	ANY OTHER GODOWN LOCATED IN AND ARROUND KOLKATA, HOWRAH, HOOGLY, NORTH 24 PARGANAS

NOTE : DURING THE TIME, NO. OF GODOWNS MAY BE INCREASED OR DECREASED AND ACCORDINGLY SAME WILL BE INFORMED TO THE INSURANCE COMPANY TO WHOM INSURANCE WORK WILL BE AWARDED.

TENDER FOR FIRE, THEFT & BURGLARY INSURANCE POLICY

TECHNICAL BID : 1

(SPECIFICATIONS)

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 Kolkata Branch. : 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. : Yes/No

   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 storage place. Yes/No
   If yes, please furnish the name of place :

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 :

OTHER TERMS

i) Tenderer should submit the tender as under :

Envelope A : Envelope A marked as Technical Bid-1, which should contain Technical Bid-1 (Specification).

Envelope B : Envelope B marked as Financial Bid-2, which should contain Financial Bid-2 (Premium Quotation).

Envelope C : Envelope C should contain Envelope A and Envelope B duly superscribing "Tender for fire insurance policy".

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

ii) Financial Bid-2 for price quotations shall be opened in respect of only those tenderer who qualify Technical Bid-1 for specifications.

iii) Eligibility Criteria for qualifying Technical Bid-1:

- Insurance Company must have office in the town/city where our Branch Office is located. In case, the tender is submitted by the insurance co. having outside the local area of the branch, in such case, Insurance Company submitting the tender should enclose “the authority/ acceptance letter of the local office of the Insurance company confirming that the local branch accept the terms of tender submitted by their …….Branch and will provide the services to the Corporation.”

iv) The Corporation reserves its right not to accept the tender of an Insurance Co. if its performance during past is not found satisfactory.

v) The tender should be signed by the authorized person of the Insurance Company.

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

vii) Insurance Companies should have an experience of minimum 5 years in the field of Insurance.

viii) 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.

ix) I/We declare that the information /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.

x) 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.

xi) Date of opening of Technical Bid-1, date 16.04.2019 at 15.00 hours. The financial bid of the Tenderers who qualify for the Technical Bid will be opened on date 16.04.2019 at 15.30 hours.

xii) Last date of submission of Tender is 16.04.2019 by 14.30 hours.

xiii) The premium rates quoted by the Insurance Co. for the policies undertaken by this Branch will be valid for one year from the date of work order. However, the period can be extended further on same terms and conditions.

xiv) Insurance Company should submit their tender directly to the Corporation. The tenders submitted through brokers shall not be considered.

xv) In case, Insurance Company has any query about the tender/bid condition and/or tender/bid process- may seek clarification from the Branch Office Kolkata. Further in case, if any tender/bid is rejected - may seek the reasons for rejection from Branch Office Kolkata.

Signature of the Tenderer :

Name of the Tenderer :

Address & Seal :

Place :

Date :

TENDER FOR FIRE, THEFT & BURGLARY INSURANCE POLICY

FINANCIAL BID : 2
(PREMIUM QUOTATION)

A] For Sum Insured Rs.1,00,000/- (PER ANNUM):

PARTICULAR	**Stock in Godown (F.P. Bales, etc)**
Premium Amount (Rs.)	
i) Basic Rate	
ii) Add: Terrorism Cover	
iii)Add: Earth Quake Cover	
iv) Add: Spontaneous Combustion	
v) (i) + (ii) + (iii)+(iv)	
vi) Less: FEA Discount	
vii) (v) - (vi)	
viii) Less: Special Discount	
ix) (vii) – (viii)	
x) Add: GST	
xi) Grand Total (ix) +(x)	

B] For short term policy premium will be payable as under:-

i) Policies for period of less than 12 months shall be covered on pro-rata basis plus loading of 10%.

ii) Minimum premium shall be Rs. 100/- per policy plus applicable GST.

C] In case of coverage of Theft / Burglary risk, under "10% - 25% First Loss Policy" for stocks in CWC/SWC/Co-operative/APMC Godown, Extra Premium on sum insured of Rs.1,00,000/- will be Rs._____ p.a. (including GST)

D] In case of coverage of Theft / Burglary risk, under "100% First Loss Policy" i.e. Total Loss Policy for stocks in Pvt. Godowns, Extra Premium on sum insured of Rs.1,00,000/- will be Rs. _____ p.a. (including GST)

E] In case of cancellation of policies, necessary refunds on pro rata basis of premium should be released within 15 days from the date of cancellation of policies

Signature of the Tenderer :

Name of the Tenderer :

Address & Seal : Place :

Date :

GENERAL TERMS & CONDITIONS IN RESPECT OF FIRE, THEFT & BURGLARY INSURANCE POLICY:

1. **NATURE OF RISK TO BE COVERED:**

The following risk has to be covered:

Fire, Lightning, Explosion/ Implosion, Riot, Strike, Malicious and Terrorist Damage, Strom, Cyclone, Typhoon, Tempest, Hurricane, Tornado, Flood and Inundation , Earthquake Risk, Spontaneous Combustion and Theft & Burglary.

2. **BASIS OF SUM INSURED:**

Market value of bales plus 5% to cover market fluctuations and incidental expenses.

3. **PROCEDURE FOR COVERAGE OF RISK:**

For coverage of Risk, Insurance advice will be sent to you either by the Centre or branch before the end of the day by way of fax/ email.

4. **PAYMENT OF PREMIUM**

For payment of premium a deposit account will be maintained by the Branch with the insurance Co. to avoid any non-coverage. An on account payment will be released initially as deposit and premium on coverage of stock as per fax will be adjusted against deposit. Insurance Co. has to submit the premium due statement on fortnightly basis to the branch.

5. **REFUND OF PREMIUM TOWARDS CANCELLATION OF POLICIES:**

In case of cancellation of policies, necessary refunds on pro rata basis of premium should be released within 15 days from the date of cancellation of policies.

6. **SURVEY & CLAIM SETTLEMENTS:**

a) In the event of occurrence of an Accident, the Branch office of CCI would intimate to the Insurance Company for appointment of surveyor for assessment of loss. Assessment to be completed by the Surveyor on priority basis within 24 hours of the incident

and the surveyor has to submit his final survey report within one week. The payment of the claim should be released by the Insurance Co. within 30 days from the date of incident. In case payment is expected to be delayed beyond 30 days, Insurance Co. should make on the Account payment of 75% of claim amount.

b) In case of any claim in the Godown/storage place, Claims for FP Bales & lint will be settled at Market Price.

7. **EXCESS CLAUSE**

Excess clause may be finalized by the branch.

8. **DISPOSAL OF SALVAGE:**

The salvage would be disposed off expeditiously either by the local office of insurer or local office of CCI, with active support and assistance by local office of the insurer and surveyors. The salvage would be generally disposed off by following the procedure of calling limited quotations from the local parties by issuing letters of enquiry as per practice in vogue in CCI.

9. **TRANSFER OF POLICIES:**

If required the Insurance policy can be transferred from one location to other location within the city, for which intimation will be given by the Centre/Branch to the Insurance Company. For change in location insurance company shall issue necessary endorsement.

10. **SETTLEMENT OF DISPUTES, IF ANY:**

As per standard policy terms.

11. **TENDER SUBMITTED BY THE INSURANCE COMPANY THROUGH THEIR OFFICE OUTSIDE THE LOCAL AREA OF THE BRANCH:**

- Insurance Company must have office in the town/city where our Branch Office is located. In case, the tender is submitted by the insurance co. having outside the local area of the branch, in such case Insurance Company submitting the tender should

enclose the authority/ acceptance letter of the local office of the Insurance company confirming that the local branch accept the terms of tender submitted by their .....branch and will provide the services to the Corporation.

12. In case, Insurance Company has any query about the tender/bid condition and/or tender/bid process- may seek clarification from the Branch Office Kolkata. Further in case, if any tender/bid is rejected - may seek the reasons for rejection from Branch Office Kolkata.

Signature of the Tenderer : _____

Name of the Tenderer : _____

Address & Seal : _____

Place :

Date :