**TENDER NOTICE**

**for**

# MARINE CARGO (INLAND TRANSIT) OPEN DECLARATION POLICY (FOR COVERAGE OF INSURANCE OF STOCK DURING ITS MOVEMENT FROM ANYWHERE IN STATE TO ANYWHERE IN STATE) DATED 18.08.2022

**THE COTTON CORPORATION OF INDIA LIMITED**
**(A Government of India Undertaking)**

**Branch Office_SIRSA**

**Branch Office**: "Kapas Bhavan" S.C.O. 7-11, New Housing Board, Barnala Road, Sirsa-125055

**TENDER NOTICE** **Date: 28.07.2022**

**Marine Cargo (Inland Transit) Open Declaration Policy (For Coverage of Insurance of Stock during Its Movement from Anywhere In State to Anywhere In State)**

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/FP 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, purchase operations are carried out at various Centres in the state. List of Centres is given as ***Annexure-A.*** At these Centres, raw cotton is purchased and kept in Ginning and 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, if any, lying in the factory.
2. Kapas, cotton seed, Gunny Bags, etc. 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 Fully Pressed Cotton Bales are transported to the Godown hired by CCI from SWC/CWC/APMC/Co-Operative Society/Private Parties etc. Further, the Corporation also purchases readymade bales from the Mills which are also stored in the godowns. 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, Fully Pressed cotton Bales, Lint, Boras, Hessian, Grey Cloth, Tarpaulins and any other stock. During procurement the Kapas, Lint, F.P. Bales,

Tarpaulines, Grey Cloth Bales and other Misc. stock is transported from one place in state to other place in the state.

During the ensuing cotton crop year 2022-23 for coverage of Transit Risk of stock during its movement from anywhere in state to anywhere in state, we intend to undertake Marine Cargo (Inland Transit) Open Declaration Policy and therefore, we invite Sealed Tenders in two bid-system from IRDA approved Insurance Companies. Insurance company should submit their tender directly to the Corporation. Tenders through brokers shall not be accepted. The cotton crop year means period of twelve months starting from the 1st October and ends on 30th September.

The detail of sum insured, Premium paid and claims submitted during last 3 years under the Branch is given hereunder:

**(I) For Marine Cargo (Inland Transit) Open Declaration Policy:**

| Financial Year | Total sum insured (Rs.) | Net premium (Rs.) | Claim submitted (Rs.) |
|---|---|---|---|
| 2019-2020 | 750.00 | 750000.00 | - |
| 2020-2021 | 3134.00 | 3134188.00 | - |
| 2021-2022 | NIL | NIL | - |

The tender documents may be obtained from the Branch Office at the above address or can be downloaded from the Corporations' 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 super scribing "TENDER FOR MARINE CARGO (INLAND TRANSIT) OPEN DECLARATION POLICY" addressed to Branch Manager at the above-mentioned address should reach latest by 18.08.2022 at 01.00 PM. The tenders received within the time limit will be opened on 18.08.2022 at 03.45 PM in the presence of tenderers who remain present. Financial Bid-2 shall be opened in respect of those tenderer who technically qualify.

**Gen. Manager**

**Place :**

**Date :**

## ***Annexure: A***

## List of Kapas Procurement Centres under the Branch Office Sirsa

| Sr No. | Name of Centre | District |
|---|---|---|
| 1 | Sirsa | Sirsa |
| 2 | Kalanwali | Sirsa |
| 3 | Dabwali | Sirsa |
| 4 | Ellenabad | Sirsa |
| 5 | Fatehabad | Fatehabad |
| 6 | Bhuna | Fatehabad |
| 7 | Bhattu | Fatehabad |
| 8 | Adampur | Hissar |
| 9 | Barwala | Hissar |
| 10 | Uchana | Jind |
| 11 | Digawa | Bhiwani |
| 12 | Bhiwani | Bhiwani |
| 13 | Palwal | Palwal |
| 14 | Charkhi dadri | Charkhi dadri |
| 15 | Meham | Rohtak |
| 16 | Hansi | Hansi |
| 17 | Narnaul | Mahendegarh |
| 18 | Hissar | Hissar |
| 19 | Siwani | Bhiwani |
| 20 | Uklana | Jind |
| 21 | Kalayat | Kaithal |
| 22 | Gohana | Sonipat |

**Note**: Centre may be increase as per requirement

APPENDIX–I[1]:
Technical Bid
(Preferably on the Letter head of the Bidder)

Date:_____

To
The Branch Manager
The Cotton Corporation of India Limited,
Sirsa

**Sub**: Technical Bid for tender for Marine Cargo (Inland Transit) Open Declaration Policy (for coverage of insurance of stock during its movement from anywhere in state to anywhere in state)

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 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

[1] To be printed on the letterhead of the Bidder.

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 Marine Cargo (Inland Transit) Open Declaration Policy (For Coverage of insurance of stock during its movement from anywhere in state to anywhere in state).

Yours faithfully,

(Signature, name and designation of the Authorised signatory)

Date:
Place: Name and seal of Bidder

Enclosures:

1. Annexure I
2. Annexure II

**Annexure-I**

**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 Sirsa 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.
i) Contact person :
ii) Address of 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 Centres:

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.

If yes, please furnish the list of such Clients:

Yes/No

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:**

## Annexure-II

## To the Technical Bid (to be attached with Technical Bid) OTHER TERMS

i) Tenderer should submit the tender as under :

Envelope A : Envelope A marked as Technical Bid which should contain APPENDIX-I i.e. Technical Bid alongwith Annexure I & Annexure-II duly filled and signed by the Authorised Signatory.

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

Envelope C : Envelope C should contain Envelope A and Envelope B duly superscribing "TENDER FOR MARINE CARGO (INLAND TRANSIT) OPEN DECLARATION 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:

- The insurance company must be IRDA approved and it must have office in the town/city where our Branch Office is located. In case, the tender is submitted by the insurance co. having office 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 a 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) The Insurance Company should have 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.

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, our tender documents may be rejected by the Corporation.

x) I/We declare that 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.

xi) Date of opening of Technical Bid-1, date 18.08.2022 at 03.45 PM (Time). The financial bid of the Tenderers who qualify for the Technical Bid will be opened on date 18.08.2022 at 04.00 Pm(Time).

xii) Last date of submission of Tender is _18.08.2022 (Date) by 01.00 Pm (Time).

xiii) The premium rates quoted by the Insurance Co. for the policies undertaken by Branch / Centres under this Branch will be valid for one year i.e., from 01/10/2022 to 30/09/2023. However, the period can be extended further on same terms and conditions.

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

## GENERAL TERMS & CONDITIONS IN RESPECT OF MARINE CARGO (INLAND TRANSIT) OPEN DECLARATION POLICY:

1. **NATURE OF RISK TO BE COVERED:**
   All risks plus Theft, Pilferage, Non-delivery (TPND), SRCC, Terrorism.

2. **MODE OF OPERATIONS:**
   From anywhere in state to anywhere in state.

3. **BASIS OF SUM INSURED:**
   Market value of bales transported plus 10% to cover incidental expenses (like GST, Transportation, Loading and Unloading Charges and other incidental expenses).

4. **INTERVALS FOR DECLARATIONS:**
   Declaration for aggregate value would be furnished on monthly basis by way of a letter for the period ending every month.

5. **LIMIT PER SENDING NOT TO EXCEED:**
   By Motor Trucks in closed vehicles Rs. _____
   ***Limit per location by Motor Trucks not to exceed Rs. _____ only.***

6. **ACCOUNTING OF PREMIUM:**
   The premium paid in advance under the policy is subject to adjustment, on expiry of period of insurance, on the basis of actual amounts declared on monthly basis during the policy period. The Insurance Co. to whom the work is allocated will have to proportionately refund the insurance premium amount for unutilized amount of insurance policy.

7. **SURVEY & CLAIM SETTLEMENTS:**

   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. In cases of Non-delivery/Theft/Pilferage the CCI would intimate such instances immediately on detection to Insurers / Investigator / Tracer who would appoint to search the goods.

8. **EXCESS CLAUSE:**
   Excess clause may be as per IRDA

9. **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.

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 Further in case, if any tender/bid is rejected - may seek the reasons for rejection from Branch Office_____

13. It may be noted that the rates have been called for coverage of transit insurance of 100000/- value only for deciding the L-1 rates. However the actual coverage will depend upon the volume of purchase of kapas / Ready Cotton Bales by the Branch Office Sirsa.

**Signature of the Tenderer:**

**Name of the Tenderer :**

**Address & Seal :**

Place:

Date:

**Financial Bid Submission Form**

(Preferably on the Letter head of the Bidder)

Date: _____

To
The Branch Manager
The Cotton Corporation of India Limited,
_____
_____

**Sub**: Financial Bid for Tender for Marine Cargo (Inland Transit) Open Declaration Policy (for coverage of insurance of stock during its movement from anywhere in state to anywhere in state)

Dear Sir,

1. With reference to your tender document we, having examined the Tender Documents and understood their contents, hereby submit our Financial Bid for coverage of various risks as per the tender document. The Financial Bid is unconditional and unqualified.

2. We hereby quote as follows:

**[I] Insurance Premium quote for Marine Cargo (Inland Transit) Open Declaration Policy for Sum Insured of Rs. 100000/-:**

| Particular | Amount (In Rs.) |
|---|---|
| i) Basic | |
| ii)Less – Special Discount | |
| iii) (i) – (ii) | |
| iv) Rate for SRCC plus Terrorism | |
| v) (iii) + (iv) | |
| vi) Special discount in lieu of commission admissible to PSU's | |
| vii) (v) – (vi) | |
| viii) Plus GST | |
| ix) Grand Total (vii) +(viii) | |

The excess clause in case of Marine Cargo (Inland Transit) Open Declaration Policy would be _____ of the Consignment value subject to minimum of Rs. _____

**Signature of the Tenderer :**

**Name of the Tenderer :**

**Address & Seal :**

**Place:** **Date:**