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.
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: U51490MH1971GOI014733
वेब साइट:http://www.cotcorp.gov.in मंत्रालय की वेब साइट:http://www.ministryoftextiles.gov.in

No .CCI/HO/MKTG/2023-24 02.08.2023

Corrigendum

In the Request for proposal invited by the Cotton Corporation of India Limited for engagement of Professional Insurance Consultant vide Notice Inviting Tender dated 17/07/2023, the Section-II: Eligibility Criteria, Section V: Assessment Criteria and Section-VI: Technical Bid have been revised as under:

Section –II Eligibility Criteria

The Bidder must satisfy the following pre –qualification criteria to apply for engagement. Respondents satisfying the following criteria only are eligible to submit the Tender,

a. The Bidder should be a Company registered in India under the Companies Act. The copy of registration certificate should be attached with Technical Bid.

b. The Bidder should have minimum average annual turnover (revenue) of Rs. 15 Crore of last three financial years i.e 2019-20, 2020-21 and 2021-22.

c. The Bidder should be licensed by the IRDAI to operate as Insurance Consultant / Broker and should be operating as Insurance Consultant / Broker and should be in the business continuously for last five years.

d. The Bidder should have acted as insurance consultant / Broker in minimum three Public Sector Undertakings / Central Government /State Government organization during 01.04.2022 to 30.06.2023. The copy of work order/ insurance policy copy should be attached with Technical Bid.

e. Bidder should have minimum 5 numbers of offices in India as on 31.03.2023 notified to IRDAI.

f. The Bidder should have got at least one fire claim settled and paid amounting to more than Rs. 5 Crore during any of the last five financial years (2018-19, 2019-20, 2020-21, 2021-22 and 2022-23) on behalf of their clients .

g. The Bidder should not be black listed by any Government Department / PSU on the date of submission of tender. The Self Declaration should be attached with tender.

h. The Average net worth of the Bidder of financial year 2019-20, 2020-21 and 2021-22 should be minimum Rs. 25 Crore.

i. The Bidder should have at least 5 numbers of permanent employees having work experience of at least 15 years in the insurance sector as on 31st March 2023.

j. The Bidder should be engaged in providing the insurance Consultancy / Broking services to the Textile Industry during the financial year 2022-23 where the fire premium for a single policy is at least Rs. 25 lakh.

k. The proposal of the Bidder which does not meet any of the above criteria will not be evaluated further.

Note: The interested Bidders while submitting the Tender should ensure that the documents in support of above Technical eligibility criteria are submitted in above order only with serial number. In case the supporting documents are not submitted in above order with serial number the Corporation may not consider their Tender for further evaluation and the Tender submitted may be rejected.

Section V: Assessment Criteria

1. For the purpose of engagement of Professional Insurance Consultant, Technical evaluation criteria will be adopted. The Bidder will have to submit their Tender within stipulated date and time. The Tender will contain the technical details indicated in tender.

2. Process to be adopted for Evaluation of the Tender: The Technically eligible Tenders will be evaluated on the basis of Technical details and points will be awarded as per following table:-

<table>
<tr><th>Sr. No.</th><th>Particulars</th><th>Supporting document to be attached</th><th>Marking for technical evaluation</th></tr>
<tr><td>1.</td><td>The Bidder should have minimum average annual turnover (revenue) of Rs. 15 Crore of last three financial years i.e. 2019-20, 2020-21 and 2021-22</td><td>Certificate issued by the Statutory Auditor of the Bidder.</td><td>Maximum Marks 15
<table><tr><td>Up to Rs. 50 Crores</td><td>5</td></tr><tr><td>More than Rs. 50 Crore to Rs. 100 Crore</td><td>7</td></tr><tr><td>More than Rs. 100 Crore to Rs. 200 Crore</td><td>10</td></tr><tr><td>More than Rs. 200 Crores</td><td>15</td></tr></table></td></tr>
<tr><td>2.</td><td>The Bidder should be licensed by the IRDAI to operate as Insurance Consultant /</td><td>Copy of the IRDAI license and subsequent renewals along with the self-declaration that there is no break in renewal of license</td><td>Maximum Marks 10
<table><tr><td>5 years to 10 years</td><td>5</td></tr><tr><td>Above 10 years to 15 years</td><td>7</td></tr><tr><td>Above 15 years</td><td>10</td></tr></table></td></tr>
</table>

<table>
<tr><td></td><td>Broker and should be operating as Insurance Consultant / Broker and should be in the business continuously for last five years up to the last date of submission of tender.</td><td>issued by IRDAI</td><td></td></tr>
<tr><td>3.</td><td>The Bidder should have at least 5 number of offices in India as on 31.03.2023 notified to the IRDAI</td><td>Certificate issued by the Statutory Auditor of the Bidder providing the list of offices with location
or
A Self-Attested Copy of the Screenshot of the Broker Access Portal at IRDAI website providing the list of offices with location.</td><td>Maximum Marks 15
<table><tr><td>For 5 offices</td><td>5</td></tr><tr><td>More than 5 offices to 12 offices</td><td>7</td></tr><tr><td>More than 12 offices to 18 offices</td><td>10</td></tr><tr><td>More than 18 offices</td><td>15</td></tr></table></td></tr>
<tr><td>4.</td><td>The Bidder should have got at least one fire claim settled and paid amounting to Rs. 5 Crore or more during any of the last five financial years (2018-19, 2019-20, 2020-21, 2021-22 and 2022-23) on behalf of their clients.</td><td>A self-declaration Certificate from Bidder in this regard duly certified by Bidder's Statutory Auditor/ a Practicing Chartered Accountant with proper UDIN mentioning the claim number, name of the insurance company, date and type of loss and payment amount.</td><td>Maximum Marks 15
<table><tr><td>Rs. 5 Crores to Rs. 10 Crore</td><td>5</td></tr><tr><td>More than Rs. 10 Crore and up to Rs. 25 Crore</td><td>7</td></tr><tr><td>More than Rs. 25 Crore and upto Rs. 50 Crore</td><td>10</td></tr><tr><td>Above Rs. 50 Crore</td><td>15</td></tr></table></td></tr>
<tr><td>5.</td><td>Average net worth of the Bidder should be minimum Rs. 25 Crore of the financial years 2019-20, 2020-21 and 2021-22.</td><td>Certificate from the Statutory Auditor of the Bidder should be attached.</td><td>Maximum Marks 15
<table><tr><td>Upto Rs. 50 Crores</td><td>5</td></tr><tr><td>More than Rs. 50 Crore and up to Rs. 100 Crore</td><td>7</td></tr><tr><td>More than Rs. 100 Crore and up to Rs. 150 Crore</td><td>10</td></tr><tr><td>More than Rs. 150</td><td>15</td></tr></table></td></tr>
<tr><td>6.</td><td>The Bidder</td><td>Self-declaration (along</td><td>Maximum Marks 15</td></tr>
</table>

<table>
<tr><td></td><td>should have at least 5 numbers of permanent employees as on 31st March 2023 having work experience of at least 15 years in the insurance sector.</td><td>with the name and experience of each employee) duly certified by the Statutory Auditors/ a Practicing Chartered Accountant with proper UDIN of the Bidder.</td><td><table><tr><td>Up to 7 Employees</td><td>5</td></tr><tr><td>More than 7 Employees and up to 15 Employees</td><td>7</td></tr><tr><td>More than 15 Employees and up to 25 Employees</td><td>10</td></tr><tr><td>More than 25 Employees</td><td>15</td></tr></table></td></tr>
<tr><td>7.</td><td>The Bidder should be engaged in providing the insurance Consultancy / Broking services to the Textile Industry during the financial year 2022-23 where the fire premium for a single policy is at least Rs. 25 lakh.</td><td>Certificate from the Statutory Auditors of the Bidder along with the copy of the insurance policy should be attached
Or
Certificate from / a Practicing Chartered Accountant with proper UDIN along with the copy of the insurance policy should be attached</td><td>Maximum Marks 15
<table><tr><td>Rs. 25 lakh to Rs. 1 Crore</td><td>5</td></tr><tr><td>More than Rs. 1 Crore and up to Rs. 2 Crore</td><td>7</td></tr><tr><td>More than Rs. 2 Crore and up to Rs. 4 Crore</td><td>10</td></tr><tr><td>Above Rs. 4 Crore</td><td>15</td></tr></table></td></tr>
</table>

3. The bids will be evaluated on the **basis of the points** obtained by the bidders as per evaluation criteria given above. The **top 5 bidders** will be selected on the basis of highest points obtained for further presentation. In case of tie in marks obtained by two or more bidders (i.e. equal points to two or more bidders), all of such bidders will be selected for further presentation.

4. The approved committee will **evaluate and give the markings to the presentation** on basis of Corporation's requirement. The presentation will be based on our RFP and the Maximum Marks for same will be 100.

5. **Weightage will be 70:30** for above criteria i.e. evaluation marks and presentation for top 5 bidders or more number of bidders in case of situation mentioned in point 3 above. The selection of the Professional Insurance Consultant will be on the basis of aggregate marks obtained (i.e. 70% based on evaluation criteria + 30% based on presentation) among the pre-qualified bidders.

6. In case of **Tie** in the marks, preference will be given to the Bidder having the highest average annual turnover (revenue) during the last three financial years (i.e. 2019-20, 2020-21 and 2021-22) and may be considered for allotment of work.

7. **The successful bidder will be selected on the basis of highest marks obtained and may be issued Letter of Intent / Letter of Appointment.**

8. **The acceptance of Letter of Appointment/ Letter of Intent should be given within 7 days of the Letter of Appointment/ Letter of Intent.**

Section-VI: Technical Bid

Technical Bid
(Preferably on the letterhead of the Bidder)

Date: _____

To
The Chief General Manager (Marketing)
The Cotton Corporation of India Limited,
Kapas Bhawan
Plot No. 3A, Sector 10
CBD Belapur, Navi Mumbai
400614

Sub: Technical Bid for engagement of Insurance Broker / Consultants

Dear Sir

1. With reference to your Request for Proposal document dated 17/07/2023 we, having examined the Request for Proposal Documents & corrigendum thereto and understood their contents, hereby submit our Technical Bid along with Annexure-I and Annexure-II 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 Tender 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 Tender 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 Technical 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 Technical 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 acknowledge the right of the Corporation to cancel the Tendering process at any stage, without assigning any reason whatsoever.

10. We agree and undertake to abide by all the terms and conditions of the Tender Document for engagement of Professional Insurance Consultant.

11. We hereby confirm that all information provided in Technical Bid is true, accurate and complete and not misleading in anyway.

12. I/We hereby declare that I/We have downloaded the Tender documents from the website of the Cotton Corporation of India Ltd. i.e. www.cotcorp.gov.in / Govt. Tender Portal 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.

Yours faithfully,

(Signature of the Authorized signatory)

Name and seal of Bidder

Date:
Place:

Enclosures:

1. Annexure I
2. Annexure II

Annexure-I

To the Technical Bid

(ENGAGEMENT OF PROFESSIONAL INSURANCE CONSULTANT)

1.	Company Details		
	i.	Name of the Company	
	ii.	Registered Address	
	iii.	CIN No.	
	iv.	Telephone	
	v.	Mobile Number of Authorized Signatory	
	vi.	Fax number	
	vii.	E-mail	
2.	Detail of Authorized person dealing with this Tender		
	i.	Name	
	ii.	Qualification	
	iii.	Status (Employee)	
	iv.	Mobile Number	
	v.	Fax number	
	vi.	E-mail	
3.	Registration of the Company with the Statutory Authorities		
	i.	PAN No. (self-attested copy to be enclosed)	
	ii.	GST No. (self-attested copy to be enclosed)	
4.	Earnest Money Deposit Rs…25000/- (Twenty five thousand only) DD No…….. Date…….. Name of Bank……..		
5.	Whether the Bidder belongs to MSE category (if yes, the copy of registration certificate with appropriate authority should be attached.)		Yes / No
6.	Whether the Bidder is a company registered in India under the Companies Act (The Registration Certificate from ROC should be enclosed)		
7.	Whether the Bidder has the minimum average annual turnover (revenue) of Rs. 15 Crore of last		

	three financial years i.e. 2019-20, 2020-21 and 2021-22 If yes, please inform the amount of average annual turnover (revenue) of last three financial years i.e. 2019-20, 2020-21 and 2021-22 in Rs. in Crore. (Certificate issued by the Statutory Auditor of the Bidder should be enclosed))	
8.	Whether the Bidder is licensed by the IRDAI to operate as Insurance Consultant / Broker and is operating as Insurance Consultant / Broker and is in the business continuously for last five years up to the date of submission of tender. If Yes, please provide the copy of Licence issued by IRDAI (Copy of the IRDAI license and subsequent renewals along with the self-declaration that there is no break in renewal of license issued by IRDAI should be attached)	
9.	Provide the names of three Public Sector Undertakings / Central Government /State Government organization/ agencies etc. for which the Bidder has acted as insurance consultant / Broker (The Bidder should have acted as insurance consultant / Broker in minimum three Public Sector Undertakings / Central Government /State Government organization during 01.04.2022 to 30.06.2023. The copy of work order/ insurance policy copy should be attached with Technical Bid)	
10.	Whether the Bidder has minimum 5 numbers of offices in India as on 31.03.2023 notified to IRDAI. If yes, Certificate issued by the Statutory Auditor of the Company providing the list of offices with location with full address or A Self-Attested Copy of the Screenshot of the Broker Access Portal at	

	IRDAI website providing the list of offices with location should be attached)	
11.	Whether the Bidder has got at least one fire claim settled and paid amounting to more than Rs. 5 Crore during any of the last five financial years (2018-19, 2019-20, 2020-21, 2021-22 and 2022-23) on behalf of their clients. A self-declaration Certificate from Bidder in this regard duly certified by Bidder's Statutory Auditor / a Practicing Chartered Accountant with proper UDIN mentioning the claim number, name of the insurance company, date and type of loss and payment amount.	
12.	Whether the Bidder has been black listed by any Government Department / PSU on the date of submission of Tender. (Self-Declaration Certificate on the letter head of the Bidder should be attached in the format as per Annexure-II)	
13.	Whether the average net worth of the Bidder of financial year 2019-20, 2020-21 and 2021-22 is minimum Rs. 25 Crore If yes, Certificate from the Statutory Auditor of the Bidder should be attached.	
14.	Whether the Bidder is having at least 5 numbers of permanent employees as on 31st March 2023 having work experience of at least 15 years in the insurance sector If yes then Self-declaration (along with the name and experience of each employee) duly certified by the Statutory Auditors /a Practicing Chartered Accountant with proper UDIN of the Bidder.	
15.	Whether the Bidder is engaged in providing the insurance Consultancy / Broking services to the Textile Industry during the financial year 2022-23 where the fire premium for a single policy is at least Rs. 25 lakh. If yes then a Certificate from the Statutory	

	Auditors of the Bidder should be attached or Certificate from / a Practicing Chartered Accountant with proper UDIN along with the copy of the insurance policy should be attached	

(Signature of the Authorized signatory)

Name and seal of Bidder

Annexure II

Preferably On the Letter Head of the Bidder

To
The Chief General Manager (Marketing)
The Cotton Corporation of India Ltd
Kapas Bhawan
Plot No. 3A Sector 10
CBD Belapur, Navi Mumbai
400614

Subject: Engagement of Professional Insurance Consultants

Dear Sir

As per your advertisement available on your website, and we have got acquainted ourselves with the nature of work and other details and also we agree with the terms & conditions described therein.

On the date of submission of Bid we have not been suspended /delisted /blacklisted by any other Govt. Ministry /Department/Public Sector Undertaking/ IRDA/SEBI/ Autonomous Body/Financial Institution/Court etc. We certify that neither our Company nor any of its' Director is involved in any scam or disciplinary proceedings settled or pending adjudication.

We hereby undertake and confirm that we have understood the scope of the work properly and shall comply with the terms of engagement.

Yours faithfully,

Authorized Signatory
(With official seal)

The Bidders are requested to submit their Bids in accordance with the Technical Bid as mentioned above. The remaining terms and condition are same as per the tender notice dated 17/07/2023 and corrigendum issued earlier.

Chief General Manager (Marketing)