



THE MAHARASHTRA STATE CO-OPERATIVE COTTON GROWERS' MKT. FED. LTD. (MAHACOT)
Head Office, "Cotton-Complex", Ajni Square, Wardha Road, Nagpur-440015
(As a "Sub-Agent" to CCI in the State of Maharashtra for the Season 2018-19)

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Tel No: Web Site :- www.mahacot.com Email: cotfedhopp2@gmail.com
0712-2226624, 2230358 Fax No: 0712-2230217

Date : _____

Tender Notice

The MAHACOT., invites sealed tender in Two Bid System from IRDA Approved Insurance Companies for Coverage of **Fire, Theft & Burglary Insurance** during the ensuing Cotton Crop Year 2018-19 for stock kept in Ginning & Pressing Factories and for the stock lying in various godowns. The Tender document alongwith the terms and conditions can be obtained from above address or from MAHACOT's website www.mahacot.com. Interested parties may submit their sealed tender up to 14:30 Hrs on or before 19/10/2018 in the Tender Box placed at 3rd Floor, Cotton-Complex, Ajni Square, Nagpur-440015.

MANAGING DIRECTOR

TENDER NOTICE

for

FOR PURCHASE OF FIRE INSURANCE, THEFT & BURGLARY POLICY



**THE MAHARASHTRA STATE CO-OPERATIVE
COTTON GROWERS' MKT. FED. LTD.
(Sub-Agent to CCI)**

**3rd Floor, "Cotton-Complex",
Ajni Square, Wardha Rd., Nagpur-440015
Maharashtra**



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Head Office, "Cotton-Complex", Ajni Square, Wardha Road, Nagpur-440015
(As proposed "Sub-Agent" to CCI in the State of Maharashtra for the Season 2015-16)

Tel No: 0712-2226624, 2230358 Fax No: 0712-2230217
Web Site :- www.mahacot.com Email : cotfedhopp2@gmail.com

TENDER NOTICE

TENDER FOR PURCHASE OF FIRE AND THEFT & BURGLARY INSURANCE POLICY

THE MAHARASHTRA STATE CO-OPERATIVE COTTON GROWERS' MKT. FED. LTD.,(MAHACOT) is carrying out procurement of kapas and converting it into lint/ F P bales through processing kapas (seed cotton) in ginning and pressing factory engaged on job basis through its various ZONE offices situated in the State of Maharashtra.

Vidarbha, Marathwada & Khandesh are the Jurisdiction of MAHACOT, purchase operations are carried out at various Centers in the State. List of Centers is given at Annexure-I. At these Centers, raw cotton is purchased and kept in Ginning and Pressing Factories engaged by the respective zone offices 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. Bales lying in press house/ pala house.
4. F.P. Bales lying in open compound.
5. F.P. Bales lying in the Godown within the compound of the factory.
6. The stock in the Godown comprises FP Bales, Lint Boras, Hessian, Grey Cloth, Tarpaulins and any other stock.

After processing bales are moved to the Godown(s) hired by MAHACOT from CWC/ S WC/ APMC/ Co-Operative Societies and Private Parties.

For coverage of stock in processing factories and godowns (including processed bales) , specific fire policies and theft and burglary policies are taken for shorter period as per requirement.

We invite Sealed Tenders in two bid- system from all the Insurance Companies those are IRDA approved Insurance Companies for coverage of fire and theft and burglary insurance during the ensuing cotton crop year 2018 -19 for stock kept in Ginning and Pressing factories and for stocks lying in vario us godowns. Insurance company may su bmit their tender directly to the MAHACOT . **Tenders through brokers shall not be accepted.** The cotton crop year means period of twelve months starting from the 1st October to 30th September.

The Insurance Company, which quotes the lowest premium rate will be considered as L -1 and will be awarded the insurance business for all the Zonal Offices. The selected insurance company shall have to provide all the services with reference to the insurance coverage/ cancellation/ claim settlement etc. through their respective branch offices located in the jurisdiction of our Head office and as designated by them in the tender.After finalization of tender and issuing the Letter of Award the detail of insurance company selected shall be shared with our ZONE offices.

The detail of value of the cotton procured during last 4 years is given hereunder:

COTTON SEASON	<u>Value of Cotton Procured</u> (RS. IN CRORES)
2014-2015	1096
2015-2016	102.45
2016-2017	NIL
2017-2018	1.23

The tender documents may be obtained from the Head Office at the above address or can be downloaded from the website www.mahacot.com . The Insurance Companies may submit sealed tenders in the prescribed format.

Sealed tenders superscribing "TENDER FOR FIRE INSURANCE AND THEFT & BURGLARY POLICY" addressed to General Manager (PP) should be dropped in the Tender Box placed at, Mahacot, 3rd Floor, "Cotton Complex", Ajni Square, Wardha Road, Nagpur-440015, latest by 14:30 Hrs on 19/10/2018 .The tenders received within the time limit will be opened on 19/10/2018 at 15:30 Hrs in the presence of tenderers who remain present. Financial Bid shall be opened in respect of those tenderer who are found technically qualified.

General Manager (PP)

Place : Nagpur

Date :- 5.10.2018

APPENDIX –I¹:
Technical Bid

Date: _____

To,
The General Manager (PP),
The Maharashtra State Co-Operative,
Cotton Growers' Mkt.Fed. Ltd, HO,
Ajni Sqr, Wardha Rd., Nagpur-440015,
Maharashtra.

Sub: Technical Bid for Fire, Theft and Burgalary Insurance Policy

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 MAHACOT 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 MAHACOT 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 MAHACOT.
5. We agree and undertake to abide by all the terms and conditions of the Tender for Fire, Theft and Burgalary Insurance Policy.
6. We shall keep this offer valid for 120 (one hundred and twenty) days from the Bid Due Date i.e. ___/___/2018.
7. In witness thereof, we submit this Technical Bid under and in accordance with the terms of Tender document.
8. 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.

¹ To be printed on the letterhead of the Bidder.

9. We acknowledge the right of the MAHACOT 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.

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) 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) Whether the Insurance Co. is having its offices at all the location of our Head office? Yes/ No
- If yes, please furnish the name and address of the service branch against each branch office of our Corporation in Annexure “ III ” attached :
-
- 4) 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:

5) 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)

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 along with Annexure I, Annexure -II and Annexure -III 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 fire and Theft & Burglary insurance policy".

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

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

iii) Eligibility Criteria for qualifying Technical Bid :

- The insurance company must be IRDA Approved and must have branch office in the town / city where our HEAD Office is located. The Annexure " III " must be attached with Technical Bid . In case the Insurance Company does not have the branch office at any of the place where our Head Office is located its tender shall not be considered as eligible. However, in case the insurance company does not have branch office at any of the place where our Head Office is located in such case the insurance company may nominate its nearby branch office.

iv) The MAHACOT reserves its right not to consider the tender of a Insurance Co., if its performance during past is not found to be 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 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 MAHACOT website www.mahacot.com 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 MAHACOT.
- 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) Last date of submission of Tender is 19/10//2018 by 14:30 Hrs .
- xii) Date of opening of Technical Bid -1, date 19/10//2018 at 15:30 Hrs . The financial bid of the Tenderers who qualify the Technical Bid will be opened on date 19/10/2018 at 16:00Hrs.
- xiii) The premium rates quoted by the Insurance Co. for the policies under taken by ZONES/ Centres will be valid for one year i.e. from 01/11/2018 to 31/10/ 2019.
- xiv) A pre Bid conference of the Bidders shall be held on and at the following date, time and venue:
Date: 15/10/2018
Time: 15:00Hrs
Venue: The Maharashtra State Co-Operative,
Cotton Growers' Mkt.Fed. Ltd, HO,
Ajni Sqr, Wardha Rd., Nagpur-440015,

During the course of the pre -Bid conference, the prospective Bidders shall be free to seek clarifications and make suggestions for consideration of the MAHACOT. The MAHACOT shall endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive Bidding Process.

GENERAL TERMS & CONDITIONS IN RESPECT OF FIRE 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, Storm, Cyclone, Typhoon, Tempest, Hurricane, Tornado, Flood and Inundation and Earthquake Risk, Spontaneous Combustion.

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 Zone office, before the end of the day by way of fax / email . Insurance company must depute a dedicated officer this work.

4. PAYMENT OF PREMIUM

For payment of premium a premium advance deposit account will be maintained by MAHACOT with the designated office of the insurance Co. to avoid any non-coverage. An on account payment towards advance premium deposit will be released initially by our HEAD office. The premium on coverage of stock as per fax/email message received by the office of insurance company will be adjusted against deposit. Insurance Co. has to submit the premium due statement on fortnightly basis to the HEAD OFFICE. It is clarified that each ZONE is having number of kapas purchase centres and godowns for storage of our stock. The Centre Incharge and godown incharges are appointed for each Kapas purchase Centre and for every godown engaged by the ZONE office of the MAHACOT .

Sometimes one Centre Incharge / Godown Incharge look after more than one Kapas Purchase Centre/ Godown. The list of Kapas Purchase centre and Godowns engaged by the MAHACOT along with the details of the Centre/ Godown Incharge is also provided to the concerned office of the Insurance Comapany .

Looking to the arrival of the kapas in the market and purchase of the kapas in the market yard our Centre/ Godown Incharge of the Kapas purchase Centre or Godowns as the case may be sends serially numbered (each Centre / Godown wise) fax/ email message to the designated Office of the insurance company for Coverage / cancellation of the insurance of the stock of the MAHACOT. In the insurance coverage / cancellation advice full details like value of stock to be covered/ cancelled along with location of stock is mentioned for the convenience of the insurance company. Accordingly on the basis of the insurance coverage/ cancellation advice the concerned office of the insurance company will have to cover/ cancel the coverage of insurance of the stock of the MAHACOT. In case of receipt of insurance coverage advice by the insurance company the insurance premium is debited to the premium advance deposit account and in case of cancellation the refund of insurance premium is released.

Further, in case the balance in the premium advance deposit account falls below Rs. 100000/ - the office of the insurance company shall have to inform to the Head office of the MAHACOT in order to enable the MAHACOT to recoup the same.

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

In case of cancellation of policies, necessary refunds 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 respective ZONE office of MAHACOT would intimate to the concerned branch office of the insurance Company for appointment of surveyor for assessment of loss. Assessment to be completed by the Surveyor on prioritybasis 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 Factory/ Godown, Claims for FP Bales, lint and cotton seed will be settled at Market Price and claim of kapas will be settled at replacement cost.

7. EXCESS CLAUSE

Excess clause should be mentioned by the insurance company in the financial bid. However, it should not differ from the guidelines issued by the IRDA in this regard. The Companies may offer discount in such rates however for deciding L -1 it shall not be considered.

8. DISPOSAL OF SALVAGE:

The salvage would be disposed off expeditiously either by the local office of insurer or respective zone office of MAHACOT, 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 MAHACOT.

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/ Zone 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. In case, Insurance Company has any query about the tender/ bid condition and/ or tender/ bid process- may seek clarification from the Head Office through email cotfedhopp2@gmail.com / Phone:- (0712) 2226624. Further in case, if any tender/ bid is rejected may seek the reasons for rejection from Head Office.

12. The Tenderer should put their Seal and Signature on each page.

13. L-1 shall be decided on the following criteria:
For the allocation of insurance business and to determine the L1 the following weight shall be considered:

Sr. No.	Insurance Type	Weight
1	Rate Quoted for Stock at APMC Yard	0.01
2	Rate Quoted for Stock at Factory	0.27
3	Rate Quoted for Stock lying in Godowns plus insurance premium rate quoted for coverage of Theft and Burglary on upto 25% First Loss Policy basis for Stock lying in the CWC/SWC/Co-Operatives/ APMC godowns	0.54
4	Stock lying in Godowns plus insurance premium rate quoted for coverage of Theft and Burglary on Total Loss Policy basis towards Theft/ Burglary for stock lying in private godowns	0.18
Total		1.00

14. We agree and undertake to abide by all the terms and conditions of the Tender for Fire, Theft and Burglary Insurance Policy.

Signature of the Tenderer : _____

Name of the Tenderer : _____

Address & Seal : _____

Place :

Date :

Annexure:III
to the Technical Bid: (To be attached with Technical Bid)

Sr No.	Name of the State	Location of the ZONE OFFICES	Address of the Service Branch of the Insurance Company
1	MAHARASHTRA	NAGPUR	
2		WANI	
3		YAVATMAL	
4		AMRAVATI	
5		AKOLA	
6		KHAMGAON	
7		AURANGABAD	
8		PARBHANI	
9		PARLI-V	
10		NANDED	
11		JALGAON	

Annexure:III

PROPOSED CENTERS* TO BE OPENED FOR SEASON 2018-19 BY MAHACOT

SR.NO.	ZONE	DISTRICT		TALUKA		PROPOSED CENTERS
1	NAGPUR	NAGPUR	1	PARSIONI	1	PARSIONI
			2	UMRED	2	UMRED
			3	NAGPUR	3	BAJARGAON
			4	SAVNER	4	SAVNER
			5	KATOL	5	KATOL
			6	KALMESHWAR	6	KOHALI
		WARDHA	7	ASHTI	7	TALEGAON(SH.P.)
			8	KARANJA	8	KARANJA
			9	SAMUDRAPUR	9	JAM/KANDHALI
		TOTAL	9		9	
2	WANI	CHANDRAPUR	1	CHIMUR	1	CHIMUR
			2	CHANDRAPUR	2	CHANDRAPUR
			3	WARORA	3	WARORA/MANDHALI
		TOTAL	3		3	
3	YAVATMAL	YAVATMAL	1	YAVATMAL	1	YAVATMAL
			3	ARNI	2	ARNI
			2	PUSAD	3	PUSAD
			4	KALAMB	4	KALAMB
			5	UMARKHED	5	UMARKHED
			6	MAHAGAON	6	GUNJ/KHADAKA
		TOTAL	6		6	
4	AKOLA	AKOLA	1	AKOLA	1	KANSHIONI/B.MANJU
			2	TELHARA	2	TELHARA
			3	BALAPUR	3	BALAPUR
		WASHIM	4	KARANJA	4	KARANJA
			5	MANORA	5	MANORA
		TOTAL	5		5	
5	AMRAVATI	AMRAVATI	1	ACHALPUR	1	ACHALPUR
			2	ANJANGAON	2	ANJANGAON
			3	DARYAPUR	3	DARYAPUR
			4	TIWASA	4	TIWASA

SR.NO.	ZONE	DISTRICT		TALUKA		PROPOSED CENTERS
			5	WARUD	5	WARUD
			6	AMRAVATI	6	AMRAVATI
		TOTAL	6		6	
6	KHAMGAON	BULDHANA	1	SHEGAON	1	SHEGAON
			2	D.RAJA	2	D.RAJA
			3	J.JAMOD	3	J.JAMOD
		TOTAL	3		3	
1	AURANGABAD	AURANGABAD	1	SILLOD	1	SILLOD
			2	PAITHAN	2	BALANAGAR
			3	FULAMBRI	3	KH.PHATA
			4	GANGAPUR	4	TURKABAD
			5	KHULTABAD	5	BAJARSAONGI
		JALNA	6	GHANSAONGI	6	K.PIMPALGAON
		AHMADNAGAR	7	PATHARDI	7	SHEKATE
		TOTAL	7		7	
2	PARBHANI	PARBHANI	1	GANGAKHED	1	GANGAKHED
			2	PARBHANI	2	PARBHANI
		HINGOLI	3	HINGOLI	3	HINGOLI
			4	BASMAT	4	HAYATNAGAR
		TOTAL	4		4	
3	JALGAON	JALGAON	1	DHARANGAON	1	DHARANGAON
			2	YAWAL	2	YAWAL(SAKALI)
			3	MUKTAINAGAR	3	MUKTAINAGAR
			4	AMALNER	4	AMALNER
			5	PAROLA	5	PAROLA
		DHULE	6	DHULE	6	DHULE
		NASHIK	7	MALEGAON	7	MALEGAON
			8	YEOLA	8	YEOLA UNDERSUL
		TOTAL	8		8	
4	NANDED	NANDED	1	BHOKAR	1	BHOKAR
			2	HADGAON	2	TAMASA
		TOTAL	2		2	
5	PARALI V.	BEED	1	PARALI V.	1	KAUDGAON HUDA
			2	MAJALGAON	2	MAJALGAON

SR.NO.	ZONE	DISTRICT		TALUKA		PROPOSED CENTERS
			3	DHARUR	3	BHOPA
			4	BEED	4	NAMALGAON
			5	KEJ	5	KEJ
			6	ASHTI	6	ASHTI
		LATUR	7	RENAPUR	7	PANGAON
		TOTAL	7		7	
	G.TOTAL		60		60	

**No. of Centers may vary*

Financial Bid Submission Form

Date: _____

To,
 The General Manager (PP),
 The Maharashtra State Co-Operative,
 Cotton Growers' Mkt.Fed. Ltd, HO,
 Ajni Sqr, Wardha Rd., Nagpur-440015, Maharashtra.

Sub: Financial Bid for Tender for Fire and Theft & Burglary Insurance Policy

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 :

A] Insurance Premium quote

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

<u>PARTICULAR</u>	<u>Stock in APMC yard</u>	<u>Stock in Factory</u>	<u>Stock in Godown</u>
	<u>Premium Amount (Rs.)</u>		
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			
vi i) (v) - (vi)			
vii i) Less: Special Discount			
ix) (vii) – (viii)			
x) Add: GST			
xi) Grand Total (i x) +(x)			

B] Policy excess clause for:

- a. Stock in APMC yard will be
-
- b. Stock in Factory will be
-
- c. Stock in Godown will be
-

C] For Short Term Fire Policies premium will be chargeable as per the short term premium rates as under :

For a period not exceeding	15 days	10% of the Annual rate
-do-	1 month	15% of the Annual rate
-do-	2 months	30% of the Annual rate
-do-	3 months	40% of the Annual rate
-do-	4 months	50% of the Annual rate
-do-	5 months	60% of the Annual rate
-do-	6 months	70% of the Annual rate
-do-	7 months	75% of the Annual rate
-do-	8 months	80% of the Annual rate
-do-	9 months	85% of the Annual rate
For a period exceeding	9 months	The full Annual rate

D] In case of coverage of Theft / Burglary risk, under “ upto 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) and policy excess will be.....

E] In case of coverage of Theft / Burglary risk, under “ 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) and policy excess will be.....

F] In case of cancellation of policies, necessary refunds 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 :

Dat e :