



**Cottage**

**Central Cottage Industries Corporation of India Ltd.**

(A Govt. of India Undertaking)

Jawahar Vyapar Bhawan

Janpath

New Delhi – 110 001

e-Tender for procurement of General Insurance Policies for CCIC

**MSME Development Act, 2006 benefits applicable**

**CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.**

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## BID DATA SHEET

1.	NIT RFP No.	<b>No.CCIC/Pers./2019/ET-Genl. Insurance Policies</b>
2.	Project	E-tenders for General Insurance Policies
3.	Contact Person	Mr.Rakesh Kumar Sundriyal A.M. (Pers.) Telephone: 09891684608 Facsimile: 011-27306424 E-mail: rakeshsundriyal_1008@yahoo.com
4.	Bid to be submitted	Online
5.	Bidding Process	Single Bid (Technical-cum Financial Bid)
6.	Website for NIT download and any other related information	<a href="http://www.thecottage.in">www.thecottage.in</a>
7.	Portal for Online Submission	<a href="http://www.eprocure.gov.in/eprocure/app">www.eprocure.gov.in/eprocure/app</a>
8.	Validity of bid	The Bid shall be valid for a period of 90 days from the date of opening of bids
9.	Selection Method	L1: Lowest Price among technically qualified bidders
10.	Time frame for implementation	As per tender document
11.	Value of Tender (Estimated Premium)	Rs.8.00 Lakhs (Approximately)
<b>Schedule of Events</b>		
	<b>EVENT</b>	<b>VENUE/DATE/TIME</b>
1.	Submission of Online Bids	e-Procurement portal of NIC (eprocure.gov.in/eprocure/app) <b>Latest by 24.05.2019 upto 05:00 PM</b>
2.	Opening of Bids	e-Procurement portal of NIC (eprocure.gov.in/eprocure/app) <b>27.05.2019 at 11:00 AM</b>

**Note:** In case any of the days mentioned above happens to be declared a holiday, the said event shall be held on the next following working day at the same time and venue.

## Section-1

### E-tender Notice

#### For procurement of General Insurance Policies for CCIC

Ref. No.CCIC/Pers./2019/ET-Genl.Policies/01

Date:10.05.2019

#### 1. Request for Proposal (RFP)

The **CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD (CCIC)** invites **E-tender from IRDA registered firms/parties in single bid system (Techno Financial Proposal)** for procurement of **General Insurance Policies for CCIC**. The main purpose of this RFP document is to invite competitive bids from the eligible bidders to quote for General Insurance Policies.

CCIC is a Public Sector Undertaking under the Ministry of Textiles dealing in retail trading of handicraft and handloom products. Besides Corporate office and Showroom in Delhi, the Corporation has branches at Mumbai, Bengaluru, Kolkata, Chennai, Secunderabad, Patna, Airport Shop, Varanasi and TFC Varanasi .

Keeping in view the nature of business of the Corporation, the following General insurance policies are generally taken by the Corporation for safeguarding its insurable interests:-

1. Fire insurance
2. Burglary insurance (stock)
3. Burglary insurance (Assets)
4. Cash insurance (Cash in transit and cash in safe)
5. Electronic Equipment insurance
6. Cash Fidelity Guarantee insurance
7. Marine insurance (By Sea, By Air, By Post Parcel and By Inland)
8. All risk mobile insurance
9. Special contingency Policy for Fabric/raw material issued to fabricators

The Insurance Policies of the Corporation are due for renewal w.e.f. 1/6/2019. CCIC invites e-tenders from direct insurance co. (Brokers not allowed) giving most competitive rates / tariff rates for the above insurance products for a period of one year w.e.f. 1/6/2019. Details of expected sum to be insured for various assets of the Corporation against each policy are given in the enclosed Annexures from I to IX. Besides, formats for Fire and Electronic Equipment Insurance are also enclosed herewith. Quotations for the same may please be given in the said formats.

Interested IRDA registered firms/parties may submit their bids online using e-Procurement portal of NIC ([eprocure.gov.in](http://eprocure.gov.in)) in the prescribed formats alongwith all necessary documents and information requested herein.

The bids may be submitted latest by **5.00 PM on 24.05.2019**. The techno-financial bids shall be opened on **27.05.2019 at 11.00 AM**.

All details regarding the subject RFP are available on websites: [www.thecottage.in](http://www.thecottage.in), and [www.eprocure.gov.in/eprocure](http://www.eprocure.gov.in/eprocure). Any changes/modifications/corrigendum in connection with

this RFP will be intimated through one or more of these websites only. Prospective bidders are therefore requested to visit above mentioned websites regularly to keep themselves updated. CCIC shall not be liable to send any individual information or issue a public notice.

## **2. Electronic Submission of Bids**

- i. Bids (Techno-Financial Proposal) against this RFP shall be received only electronically through the e-Procurement Portal of NIC ([eprocure.gov.in](http://eprocure.gov.in)). No bids shall be accepted in hard copy or in any other form.
- ii. For submission of e-bids, bidders are required to get themselves registered with [eprocure.gov.in](http://eprocure.gov.in) website using Digital Signature Certificate (DSC) essentially having signing certificate.

The bidders are required to upload soft copies of the following:

- Techno-Financial Bid (prepared on Company's Letter head).
- Copy of PAN No., TIN No., CIN No., IRDA Regn. No. & GST No.

For any queries relating to the process of online bid submission or queries relating to CPP Portal ([eprocure.gov.in](http://eprocure.gov.in)), Bidder may contact CPP Portal Helpdesk on Tel Nos.:1800-3070-2232, +91 8826246593 Tel: The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002.

## **3. Bid Details**

Bidders are required to furnish their offers including all taxes etc., strictly in the prescribed in Financial Proposal. Rates should be firm and no escalation will be allowed during the currency of contract.

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## Section 2

### Instructions to Insurance Companies

#### Part I

##### 1. Proposal

Insurance companies may only submit one proposal. If an Insurance company submits or participates in more than one proposal, such proposals shall be disqualified.

##### 2. Preparation of Proposals

2.1 In preparing their Proposal, Insurance companies are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

2.2 **Financial Proposals:** The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

##### 3. Taxes

The Insurance company shall fully familiarize themselves about the applicable to Domestic taxes (such as: value added or sales tax, GST or income taxes, duties, fees, levies) on amounts payable by the Employer under the Contract. All such taxes must be included by the Insurance company in the financial proposal.

##### 4. Submission, Receipt, and Opening of Proposal

4.1 Bids (Techno-Financial Proposal) against this RFP shall be received only electronically through the e-Procurement Portal of NIC ([eprocure.gov.in](http://eprocure.gov.in)). No bids shall be accepted in hard copy or in any other form.

4.2 Insurance companies shall initial all pages of the original Techno-Financial Proposals.

##### 5. Proposal Evaluation

5.1 From the time the Proposals are opened to the time the Contract is awarded, the Insurance companies should not contact the Employer on any matter related to its Financial Proposal. Any effort by Insurance companies to influence the Employer in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Insurance companies' Proposal.

5.2 The employer will constitute a Company Selection Committee (CSC) which will carry out the entire evaluation process.

## **6. Award of Contract**

6.1 After examining the bids the Employer shall issue a Letter of Intent to the Insurance company who qualifies the minimum eligibility criteria and is financially lowest bidder (L-1).

6.2 The insurance company shall issue the policy documents after the payment of the aggregate premium for various policies.

## **7. Force Majeure**

1. Notwithstanding the provisions mention in the document, the Insurer shall not be liable for imposition of any such sanction so long the delay and/or failure of the insurer in fulfilling its obligations under the contract is the result of an event of Force Majeure.
2. For purposes of this clause, Force Majeure means an event beyond the control of the insurer and not involving the insurer fault or negligence and which is not foreseeable. Such events may include, but are not restricted to, acts of the Insured either in its sovereign or contractual capacity, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, and freight embargoes.
3. If a Force Majeure situation arises, the Insurer shall promptly notify the Insured in writing of such conditions and the cause thereof within twenty one days of occurrence of such event. Unless otherwise directed by Insured in writing, the Insurer shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
4. If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding sixty days, either party may at its option terminate the contract without any financial repercussion on either side.
5. In case due to a Force Majeure event the Insurer is unable to fulfil its contractual commitment and responsibility, the Insured will notify the Insurer accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.

## **8. Arbitration**

All disputes and differences of any kind whatsoever arising out of or in connection with this policy shall be referred to arbitration. The arbitrator may be the Managing Director of CCIC or any person appointed by Managing Director of CCIC. Such arbitration shall be governed by the provisions of the Indian Arbitration Act.

## **9. Extension of Contract**

The Contract can be extended by a further period of one year on same terms and conditions with the mutual consent of both the parties if services of the Insurance companies are found to be satisfactory.

## **10. Settlement of Claims**

Once the claim is lodged with Insurance Company, the same will be settled by the Insurance co. in maximum period of 45 days.

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# INSTRUCTIONS TO INSURANCE COMPANY

## Part-II

### DATA SHEET

Clause No. Ref of ITC Particulars of Data Sheet

1. Name of the Employer: **Central Cottage Industries Corp. of India Ltd.**
2. Name of the Assignment/job is: E-tenders for General Insurance policies
3. The Employer's representative is: Mr.Rakesh Kumar Sundriyal A.M. (Pers.) & **Member, Consultancy Evaluation Committee**

Address: **CCIC of India Ltd.,**

Telephone: 09891684608, 011-27306779

Facsimile: 011-27306424

E-mail: rakeshsundriyal\_1008@yahoo.com

4. The Employer will provide the following inputs and facilities:

#### **Proposal Form**

5. The Employer envisages the need for continuity for downstream work: **No**
6. Proposals must remain valid for : **90 days**
7. Clarifications may be requested not later than : **7 days before the submission of e-bid .**
8. The address for requesting clarifications is: **As stated at 3**

#### **9. Mandatory Eligibility criteria**

The Insurance Company must meet the following minimum eligibility criteria -

9.1. The insurance co. must be registered with IRDA. Registration details (Self-attested copies of all Certificates / Licenses / Permits / Registrations, etc., should be enclosed failing which the application is liable to be rejected outright.)

- I. PAN NO.
- II. GST Registration No.
- III. Company CIN No.
- IV. IRDA Regn. No.

9.2. should have experience of minimum 5 years (attach proof).

9.3 Should have provided same services to minimum three Govt. or PSU or Listed Corporate companies during each of three years ending 31.03.2019 (attach proof / self certificate).

10. **Evaluation of proposal**

Evaluations will be based on documentary evidence submitted by the Insurance Company with respect to evaluation / selection criteria as under.

**Financial evaluation**

The proposal with the lowest cost will be considered for award of the contract.



**Section 3**

**Technical-cum-financial Proposal - Standard Forms**

FORM TECH-1

**LETTER OF PROPOSAL SUBMISSION**

To  
CCIC of India Ltd.  
.....  
.....  
.....

Dear Sir,

We, the undersigned, offer to provide the quote for various insurance policies in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Techno-Financial Proposal electronically. We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Insurance company]

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

## FORM TECH-2

### INSURANCE COMPANY'S ORGANIZATION AND EXPERIENCE

#### **A - Insurance company's Organization**

[Provide here a brief description of the background and organization of your firm/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc.]

#### **B - Insurance company's Experience**

[Using the format below, provide information on each Assignment/job for which your firm, for carrying out consulting Assignment/job similar to the ones requested under this Assignment/job.

1. Firm's name:

1.1 Experience

1.2 Net worth

1.3 Claims settlement Ratio/Experience

1.4 Location:

1.5 Solvency ratio

1.6 Policy Wordings/Form

## **FORM TECH-3**

### **DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN AND TIME SCHEDULE FOR PERFORMING THE ASSIGNMENT / JOB**

[Technical approach, methodology and work plan are key components of the Technical Proposal.

You are requested to outline your Proposal divided into the following titles:

- 1) Coverage
- 2) Deviations from RFP ; if any
- 3) Exclusions

**Section 4.**  
**Financial Proposal**  
**FORM FIN-1**  
**FINANCIAL PROPOSAL SUBMISSION FORM**

To

CCIC of India Ltd.

.....  
.....  
.....

Dear Sirs:

We, the undersigned, offer to provide the consulting Assignment/job for [Insert title of Assignment/job] in accordance with your Request for Proposal dated [Insert Date]. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures1]. This amount is inclusive of the Domestic taxes. We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal. Our Financial Proposal shall be binding upon us subject to the modifications.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

**FORM FIN-2**

**SUMMARY OF COSTS**

S. No. Particulars

<b>1</b>	<b>Policywise Premium</b>	Amt. in Rupees	(Amt. in words)
1.1	Fire Insurance		
1.2	Burglary Insurance (stock)		
1.3	Burglary Insurance (Assets)		
1.4	Cash Insurance (Cash in transit and cash in safe separately)		
1.5	Electronic Equipment Insurance		
1.6	Cash Fidelity Guarantee Insurance		
1.7	Marine Insurance (By Sea, By Air, By Post Parcel) (By Inland)		
1.8	All Risk Mobile Insurance		
1.9	Special contingency Policy for Fabric/raw material issued to fabricators		
<b>2</b>	<b>GST / Any other tax</b>		
<b>3</b>	<b>Total</b>		

Authorized Signature

Name: .....  
Designation .....  
Name of firm:  
Address:

**Date**

## Section 5

### TERMS OF REFERENCE

#### Part I

#### 1. Background

The Central Cottage Industries Corporation of India Ltd was established in year 1952. It is in the business of retail sales of best of Indian handicrafts and handlooms products through its emporia for providing marketing avenues to craft persons and weavers all across the country.

The corporation operates retail outlets along with providing other services like Interior designing, event management and gifts for government and corporate clients. Popularly known as "Cottage", "CCIC", "CCIE" or "Cottage Emporium", it has its flagship showroom in Delhi and other showrooms in Kolkata, Chennai, Bengaluru, Secunderabad, Patna, Varanasi. The emporiums showcase the finest crafts from all over India under one roof ranging from exquisite sculptures, paintings, artifacts, metal ware, woodcraft, pottery, stoneware & marble craft, branded Bankura silver, carpets, furniture, furnishings, home linen, sarees, ready to wear, accessories, jewellery, craft items, herbal products and much more.

The emporium has promoted handicraft and handloom on a multiple front, embracing market research, handpicked selection, design development, impeccable quality, careful variety, fixed prices, imaginative promotions, a basket of auxiliary services like customized corporate gifting, interior designing services, packing/shipping facilities, specialized gift wrapping, ATM, foreign exchange counters etc. Further details about branches, products and services are available on CCIC website.

#### 2. Scope of work

**2.1** The insurance company shall submit terms as per the RFP and mention the deviations if any.

The Insurer will pay to or on behalf of the Insured all Loss resulting from a Claim against the Insured except for and to the extent that the Company has indemnified the Insured. This cover only applies when the Claim is first made and reported to the Insurer during the Policy Period, or Discovery Period if applicable.

#### **2.2 Company Reimbursement**

The Insurer will pay to or on behalf of the Company all Loss resulting from a Claim against the Insured to the extent that the Company has indemnified such Insured. This cover only applies when the Claim is first made and reported to the Insurer during the Policy Period, or Discovery Period if applicable.

**FORM A**

**LETTER OF CONFIRMATION / DECLARATION**

**To,**

The Additional General Manager (HR/Admn.)  
Central cottage industries Corporation of India Ltd.  
JVB, Janpath,  
**New Delhi**

**RFP for Procurement of General Insurance Policies**

Dear Sir,

We confirm that we will abide by the conditions mentioned in the Tender Document (RFP and annexure) in full and without any deviation. We shall observe confidentiality of all the information passed on to us in course of the PROJECT and shall not use the information for any other purpose than the current tender.

We confirm that we have not been black listed in last two years from the date of floating of the RFP or at the time of submission of Tender, by Government of India or Central PSU / PSE.

Place: Name:

Designation:

Company Name:

Seal of Company

### **Benefits to Micro and Small Enterprises**

- i) Exemption from submission of Earnest Money/Bid Security : MSEs (and not their dealers/distributors) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME are exempted from submission of Bid Security/Earnest Money provided they are registered for the items they intend to quote.
- ii) Documents Required to be submitted by MSEs : Micro or Small Enterprises (MSE) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME shall submit copy of valid Registration Certificate for the items they intend to quote along with the bid. The Registration Certificate should clearly indicate the monetary limit, if any and the items for which bidder are registered with any of the aforesaid agencies. In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST entrepreneur should also be enclosed.
- iii) Performance Security : Micro and Small Enterprises registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME however, should note that Performance Security shall be required to be submitted by them for orders/contracts placed by CCIC on them.
- iv) Purchase Preference :- In tender, participating Micro and Small Enterprises quoting price within price band of L1+15% shall also be allowed to supply a portion of the requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than an MSE and such MSEs shall be allowed to supply at least 20% of total tendered value. In case more than one such MSEs, the supply will be shared proportionately (to tendered quantity).

In case of tender item is non-splitable or non-dividable, etc: MSE quoting price within price band L1+15% may be awarded for full/complete supply of total tendered value to MSE, considering spirit of Public Procurement Policy, 2012 for enhancing the Govt. Procurement from MSE.

Out of 20% target of annual procurement from MSEs, a sub target of 4% (i.e. 20% out of 20%) will be earmarked for procurement from MSEs owned by SC/ST entrepreneurs. However, in the event of failure of such MSEs to participate in the Tender Process or meet the tender requirements and the L1 price, the 4% sub-target for procurement earmarked for MSEs owned by SC/ST entrepreneurs will be met from other MSEs.



**Definition of MSEs owned by SC/ST is as given under:**

- (a) In case of proprietary MSE, proprietor(s) shall be SC/ST.
- (b) In case of partnership MSE, the SC/ST partners shall be holding at least 51% shares in the unit.
- (c) In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.
- v) In case a supplier (other than Micro/Small Enterprise) against an order placed by CCIC procures materials from their sub-vendor who is a Micro or Small Enterprise registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME, with prior consent in writing from CCIC, the complete details (i.e. name of the subcontractor, value of sub-contacted work, copy of valid MSE registration certificate etc.) of the sub-contractor(s) shall be furnished by the supplier to CCIC. All other terms and condition of the tender will remain unchanged.

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**CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.  
JAWAHAR VYAPAR BHAWAN  
JANPATH, NEW DELHI-01**

**Mandate for payment through NEFT/RTGS**

(Please use capital letters only)

1.	Name of the party	
2.	Party address	
3.	Contact No.	
4.	Email ID	
5.	PAN No.	
6.	Aadhar Number	
7.	Name of Bank Account holder	
8.	Bank A/C No.	
9.	Bank Name	
10.	Branch Code/ Address	
11.	IFSC Code	
12.	MICR Code	

1. **Cancelled cheque** of above mentioned account and **Copy of Pan Card** must be enclosed.
2. I hereby declare that particulars given above Point No.1 to 12 are correct and complete, if the transaction is delayed or not effect at all for reason of incomplete of incorrect information, I would not hold the CCIC OF INDIA LTD. responsible.
3. I also undertake that I shall inform any changes in my bank account particulars in future to CCIC failing which payment shall continue to be made as details to CCIC by me, for which CCIC shall not be held responsible.
4. Certified that the particular furnished above are correct as per knowledge.

Date : \_\_\_\_\_

\_\_\_\_\_  
(Signature of party)

**CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.(CCIC)  
JVB, JANPATH, NEW DELHI - 110 001.**

**ANNEXURE - I (A)**

Period of Insurance - 01.06.2019 to 31.05.2020

**LIST OF ASSETS FOR FIRE INSURANCE (Land & Building)**

Sl. No.	Risk Location	Sum Assured (Rs. In Lakhs) Reinstatement Value	Fire Basic Rate	EQ Rate	Fire Premium	EQ Premium	Basic Premium	Less Spl. discount	Gorss Premium	Terrorism rate	Terrorism Premium	Total Premium
1	<b>Showroom Building</b>											
	l) Secunderabad											
	a) Building with Plinth	105.73										
	b) Plinth factor @ 10%	10.57										
	c) Building minus plinth	95.16										
2	<b>Noida Sheds</b>	17.32										
3	<b>Flats (Residential)</b>											
	<b>i) Chennai</b>											
	1) C-11/6 SAF Games Village, Koiambetore, Chennai -107											
	a) Building with Plinth	14.91										
	b) Plinth factor @ 10%	1.49										
	c) Building minus plinth	13.42										
	2) 672, Anna Salai Nandan Temple Tower, Chennai-35											
	a) Building with Plinth	190.80										
	b) Plinth factor @ 10%	19.08										
	c) Building minus plinth	171.72										
	<b>ii) Kolkata</b>											
	a) Building with Plinth	20.00										
	b) Plinth factor @ 10%	2.00										
	c) Building minus plinth	18.00										
	<b>iii) Bangalore</b>											
	a) Building with Plinth	60.00										
	b) Plinth factor @ 10%	6.00										
	c) Building minus plinth	54.00										
	<b>Gross Total</b>	<b>408.76</b>										



**CENTRAL COTTAGE INDS. CORP. OF INDIA LTD. (CCIC )**

**JVB, JANPATH, NEW DELHI - 110 001**

**Annexure - II**

Period of Insurance - 01.06.2019 to 31.05.2020

**LIST OF STOCKS (Merchandise) FOR BURGLARY INSURANCE**

<b>Sl.</b>	<b>Location</b>	<b>Value of Stocks (Lacs)</b>	<b>Premium Rate ('000)</b>	<b>Premium Chargable</b>
1	New Delhi JVB Showroom	2550.00		
2	New Delhi Godown at Bharat Nagar	180.00		
3	Kolkata Showroom	300.00		
4	Kolkata Godown	20.00		
5	Bangalore Showroom			
	i) 144, M.G. Road	210.00		
	ii) HSR, BDA Complex	60.00		
6	Bangalore Godown	7.00		
7	Chennai Showroom/Godown	200.00		
8	Rajeev Gandhi Bhawan, Baba Kharak Singh Marg	45.00		
9	Hyderabad	40.00		
10	Patna	50.00		
11	Varanasi Airport Shop	40.00		
12	Trade Facilitation Centre, Varanasi	20.00		
	<b>TOTAL</b>	<b>3722.00</b>		

**First loss basis @ 30% of sum insured.**

**- Add on cover required theft.**

**CENTRAL COTTAGE INDS. CORP. OF INDIA LTD. (CCIC )  
JVB, JANPATH, NEW DELHI - 110 001**

**Annexure - III**

Period of Insurance - 01.06.2019 to 31.05.2020

**LIST OF ASSETS FOR BURGLARY INSURANCE (P & M, F & F, Misc. Assets)**

Sl.	Location	Value of P&M (Lacs)	Value of F&F (Lacs)	Misc. Assets (Lacs)
1	-- New Delhi JVB Showrom/ Stores	35.80	4.75	--
2	-- Kolkata Showroom	2.25	0.37	--
3	-- Bangalore Showroom	--	--	--
	i) 144, M.G. Road,	0.30	3.96	--
	ii) HSR, BDA Complex Showroom	0.03	2.28	--
4	-- Chennai Showroom	1.17	3.26	2.00
5	-- Secunderabad Showroom	2.59	15.00	0.06
6	-- Production center Noida	0.09	0.04	--
7	-- Kolkata Flat	--	--	--
8	Patna	--	3.97	--
9	Varanasi Airport Shop	--	2.09	--
10	Trade Facilitation Centre, Varanasi	--	--	--
	<b>TOTAL</b>	<b>42.23</b>	<b>35.72</b>	<b>2.06</b>

**First loss basis @ 40% of sum insured.**

**- Add on cover required theft.**

**Total Sum Insured= Rs. 80.01 Lakh**

**CCIC of India Ltd.**

**Annexure - IV**

**Period of insurance :- 1/6/2019 to 31/5/2020**

List of Locations For Cash Insurance (Cash In Transit & Cash In Safe)

No.	Location	Cash in transit Annual limit (In lacs)	Limit per Sending (In lacs)	Cash in safe/premises (In lacs)
1	<b>JVB Showroom</b>	100.00	10.00	50.00
2	Weavers Service Centre, Bharat Nagar, New Delhi	2.50	1.50	0.50
3	<b>Kolkata Showroom</b>	100.00	10.00	10.00
4	<b>Bangalore Showroom</b>			
5	i) 144, MG Road	NIL	7.00	7.00
	ii) BDA Complex HSR Layout	NIL	3.00	3.00
6	<b>Chennai Showroom</b>	150.00	14.00	16.00
7	<b>Cottage Shop, Rajiv Gandhi Bhavan, Baba Kharak Singh Marg</b>	1.00	0.30	1.00
8	<b>Secunderabad</b>	-	-	1.50
9	<b>Patna</b>	NIL	NIL	1.00
10	<b>Varanasi Airport Shop</b>	1.00	1.00	1.00
11	<b>Trade Facilitation Centre, Varanasi</b>	-	0.05	0.20
	<b>Total</b>	<b>354.50</b>	<b>46.85</b>	<b>91.20</b>

No arm guard is to accompany cash while the same is in transit within the premises or outside the premises of insured.

- Excess - NIL
- Mode of Transport - Public and Private
- Distance of Bank from insured location upto 20
- KM
- Cash carrying person is employee of insured.

**CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.(CCIC)  
JVB, JANPATH, NEW DELHI - 110 001.**

**Annexure - V**

**Period of insurance: 1/6/2019 to 31/5/2020**

LIST OF ASSETS FOR COMPUTERS, FAX MACHINES & ELECTRONIC  
EQUIPMENTS FOR ELECTRONIC EQUIPMENT INSURANCE

Sl. No.	Risk Location	Value of Computers/ Fax Machines/ Electronic Equipments Sum Insured (Rs. in Lacs)
<b>Computers (A)</b>		
1	JVB Showroom	34.04
	A-36-39, Sector-2, Noida	
	R.G.B., Baba Kharak Singh Marg	
	W.S.C., Bharat Nagar, New Delhi	
2	Mumbai	0.02
3	Kolkata Showroom & Store	1.39
4	Bangalore Showroom	
	i)144, M.G. Road	10.44
	ii) HSR, BDA Complex	1.28
5	Bangalore Stores	--
6	Chennai Showroom	0.98
7	Secunderabad	0.48
8	Patna	0.34
9	Varanasi Airport Shop	0.44
10	Trade Facilitation Centre, Varanasi	0.43
	<b>Total</b>	<b>49.84</b>

<b>Fax Machines (B)</b>		
1	JVB Showroom	0.02
	R.G.B., Baba Kharak Singh Marg	
	Weavers Service Centre, Bharat Nagar, New Delhi	
2	Kolkata Showroom	0.04
3	Bangalore Showroom	0.03
4	Chennai	-
5	Secunderabad	0.02
	<b>Total</b>	<b>0.11</b>



<b>Electronic Equipments (C)</b>		
1	JVB Showroom	9.60
	Rajeev Gandhi Bhawan, Baba Kharak Singh Marg	
	W.S.C., Bharat Nagar, New Delhi	
2	Varanasi Airport Shop	0.23
3	Kolkata Showroom	0.03
4	Kolkata Flat	-
5	Bangalore Showroom	
	i) HSR, BDA COMPLEX	0.03
	ii) 144, M.G. ROAD	0.05
6	Secunderabad	0.37
7	Chennai	0.15
	<b>Total</b>	<b>10.46</b>

**Grand Total - Rs. 60.41 Lakhs**

- 1) Half of the Hardware are under warranty. Rest maintained in house by engineer.
- 2) Excess should be 5% of claim amount or minimum upto Rs.1000/-.

**CCIC of India Ltd.**

**Annexure VI**

**Period of Insurance: 1/6/2019 to 31/5/2020**

**FIDELITY GUARANTEE INSURANCE**

<b>Sl. No.</b>	<b>Location</b>	<b>Total sum Insured (Rs. In lacs)</b>	<b>Premium rate %</b>	<b>Premium chargeable</b>
1.	For all locations as per list	126.50		
	<b>Total</b>	126.50		

CCIC of India Ltd.Period of insurance: 1/6/19 to 31/5/2020.CASH FIDELITY GUARANTEE POLICY

					(Rs. In lacs)	
1)	<b><u>Delhi</u></b>					
	i) Jawahar Vyapar Bhawan	=	10.00 lacs x 8	=	80.00	
		=	5.00 lacs x 1	=	05.00	
	ii) Weavers Service Centre, Bharat Nagar, New Delhi	=	3.00 lacs x 1	=	03.00	
	iii) Rajiv Gandhi Bhawan, Baba Kharak Singh Marg	=	3.00 lacs x 1	=	03.00	
		=	1.50 lacs x 1	=	01.50	
					<b>92.50</b>	
2)	<b><u>Kolkata</u></b>	=	2.00 lacs x 3	=	6.00	
		=	1.00 lacs x 1		1.00	
					<b>7.00</b>	
3)	<b><u>Bangalore</u></b>					
	i) 144, MG Road,	}	=	2.00 lacs x 09	=	<b>18.00</b>
	ii) 44, 1 <sup>st</sup> Floor, 3 <sup>rd</sup> Block, HSR BDA Complex					
4)	<b><u>Chennai</u></b>	=	1.0 lacs x 2	=	<b>2.00</b>	
5)	<b><u>Hyderabad</u></b>	=	1.00 lacs x 2	=	<b>2.00</b>	
6)	<b><u>Patna</u></b>		1.00 lacs x 2	=	<b>2.00</b>	
7)	<b><u>Varanasi Airport Shop</u></b>	=	1.00 lacs x 2	=	<b>2.00</b>	
8)	<b><u>Trade Facilitation Centre, Varanasi</u></b>	=	1.00 lacs x 1	=	<b>1.00</b>	
			<b>GrandTotal</b>		<b>126.50</b>	

The term cash includes notes, cheques, drafts, traveler cheques and credit card charge slips in India and foreign currency, cash will be carried out of Corporation premises by one of the authorized employee in car/van/three wheeler (Office or Public Carrier Taxi/Three-Wheelers).

No arm guard is to accompany cash while the same is in transit within the premises or outside the premises of insured.

In case of insured person on leave at Rajiv Gandhi Bhawan, Baba Kharag Singh Marg Showroom/Handloom Marketing Complex., Janpath Showroom the officiating permanent employee of CCIC will get the same insurance benefits.

**CCIC of India Ltd.**

**Annexure - VII**

**Period of insurance: 1/6/2019 to 31/5/2020**

**Marine - Export**

**A**

<b>Mode of transit</b>	<b>Sum insured (Rs. In lakhs)</b>
Export (Air, Sea & Post Parcel)	<b>300.00</b>
<b>Total</b>	<b>300.00</b>

**Excess should be 0.5% of each consignment or minimum upto Rs.5,000/-.**

**Marine - Inland**

**B**

	<b>Mode of transit</b>	<b>Sum insured (Rs. In lakhs)</b>
1	Inland (anywhere in India to anywhere in India)	7,500.00
	<b>Total</b>	<b>7,500.00</b>

**Excess should be 0.5% of each consignment or minimum upto Rs.5,000/-.**

**SCHEDULE FORMING PART OF ALL RISK POLICY**

S.No.	Mobile No.	IMEI Number	Model	S.I. at WDV (Rs.)
1	Projector	OM-138	Multimedia Projector	11,960.00
2	Laptop	18/2011-12/107/02	Dell Inspiron 14 R (01 PC)	9,741.00
3	Laptop	18/2011-12/107/03	Dell Vostro 3450 (01 pcs.)	10,694.00
4	Laptop	18/2011-12/107/06	Dell Vostro with graphics card (01 pcs.)	11,672.00
5	Laptop	18/2013-14/107/10	Dell Vostro 3460	18,667.00
6	Laptop		Dell 5558 (1 Pc)	47,384.00
7	Laptop	DEL/OM/000042	Dell Inspiration 5559	39,876.00
8	Laptop	HP 14-AM 118TXSIB		41,780.00
9	Laptop	Patna		49,611.00
10	Apple I Pad	32GB WIFI + 4G		13,044.00
11	Laptop	Kolkata	Dell Inspiration 3558 (2 pcs )	19,175.00
12	Camera	Sony Digital camera	OM - 140	3,300.00
13	Camera	Digital camera	OM - 196	650.00
14	Camera	Camera	OM - 250	2,638.00
15	Digital Camera		Olympus MG/cam (Bangluru)	7,000.00
16		354855025409961	Mobile Phone OM - 216	1,020.00
17		356939032719691	Mobile Phone OM - 222	500.00
18		356872025639388	Mobile Phone OM - 223	500.00
19		354329042678867	Mobile Phone OM - 230	420.00
20			Mobile Phone OM - 282	3,072.00
21			Mobile Phone OM - 288	13,016.00
22			Mobile Phone OM - 294	5,627.00
23			Mobile Phone OM - 295	4,107.00
24			Mobile Phone OM - 299	4,706.00
25			Mobile Phone OM - 300	6,088.00
26			Mobile Phone OM - 301	5,070.00
27			Mobile Phone OM - 304	19,404.00
28	Projector (01 pc)	Epson EBX 29		33,818.00
29		Kolkata	Mobile Phone	12,294.00
30		Secunderabad	Camera	2,542.00
31		Secunderabad	Digital Camera	4,000.00
32	Laptop	8.03.2019	Delvostro 3568 (H.O.)	24,399.00
33		Secunderabad	Mobile Phone	4,000.00
			<b>TOTAL</b>	<b>431,775.00</b>

Excess should be 5% of claim amount or minimum upto Rs.2000/- (for Mobile)  
 Excess should be 5% of claim amount or minimum upto upto Rs.2000/- (for Laptop)  
 Excess should be 5% of claim amount or minimum upto upto Rs.5000/- (for Projector)  
 Excess should be 5% of claim amount or minimum upto Rs.2000/- (for Camera)  
 Excess should be 5% of claim amount or minimum upto Rs.2000/- (for I pad)  
 Location of items except mentioned against their name are Delhi/New Delhi.

**Period of Insurance: 1/6/2019 to 31/5/2020**

**Details for Policy for fabric/raw material issued to fabricators**

1)	Total value of fabric/raw material to be issued For processing	Rs.15.00 lacs (at cost Price at any point of time during the year)
2)	No. of fabricators/printers/vendors	47 approx.
3)	Value of raw material to be issued to each vendor	According to requirement
4)	Maximum value at any time with each vendor	Rs.0.80 lakh (each time)
5)	Mode of transport from CCIC to Vendor's Place (whether the responsibility will be of CCIC's or the vendor's)	Vendor's self transport/ Private Auto
6)	Per bottom limits of each transit	Rs.0.80 lakh

In this regard, CCIC would like to take a comprehensive policy to cover the following risk:

- From warehouse to warehouse(CCIC Stores, Weavers Service Centre, Bharat Nagar to fabricators and back)
- Transit loss, loss at the workshop/residence of fabricator due to fire, theft, Flood, riot, earthquake, terrorism, strike and accidental damage etc.

Excess should be 5% of the claim amount or minimum Rs. 1,000/-.

**Note: List of fabricators will be provided later.**

**Statement of expected sum to be insured against different policies**  
**For the period 1/6/2019 to 31/5/2020**

<b>Policy</b>	<b>Expected Sum Insured (Rs. in lakh)</b>
Fire Insurance	
- Buildings/Sheds	408.76
- P & M	42.23
- F & F	35.72
- Misc. Assets	2.06
- Stocks	<u>3722.00</u>
<b>Total</b>	<b><u>3802.10</u></b> (As per Annexure I)
Burglary Insurance (Stock)	3722.00 (As per Annexure II)
Burglary Insurance (Assets)	80.01 (As per Annexure III)
Cash Insurance	
- Cash in transit	354.50
- Cash in safe/premises	91.20
	(As per Annexure IV)
Electronic Equipment Insurance	60.41 (As per Annexure V)
Cash Fidelity Guarantee Policy	126.50 (As per Annexure VI)
Marine	
- Export (Sea, Air and post parcels)	300.00
- Inland	7500.00
	(As per Annexure VII)
All Risk Mobile Insurance	4.32 (As per Annexure VIII)
Special contingency Policy for Fabricators/raw material issued to fabricators	15.00 (Total value of fabric/raw material to be issued to fabricators for processing (at cost price). Detailed sheet enclosed at Annexure IX)
<b>GRAND TOTAL</b>	<b>16,056.04</b>