



TAMIL NADU HANDLOOM WEAVERS' CO-OPERATIVE SOCIETY LTD.,  
BALASUNDARAM BUILDING ,  
350, PANTHEON ROAD, EGMORE,  
CHENNAI – 600 008,  
TAMIL NADU, I N D I A

OFFICE OF THE TNHWCS Ltd.,

Ref. No.: 002531/General Insurance Tender/2023-2024

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TENDER NO:

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Tender Document for

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APPOINTMENT OF INSURER FOR GENERAL INSURANCE IN RESPECT OF ALL  
TYPES OF POLICIES FOR THE PERIOD FROM 01.04.2023 to 31.03.2024

Date & Time of Opening (Part-I): 30.01.2023 @ 03.30 P.M.

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Phone: +91-44-28193371,28192284

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E-mail : [cooptex@cooptex.com](mailto:cooptex@cooptex.com)

Website : [www.cooptex.gov.in/cooptex-corporate](http://www.cooptex.gov.in/cooptex-corporate)

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**TAMILNADU HANDLOOM WEAVERS' CO-OPERATIVE SOCIETY LTD.,**

Registered Office : BALASUNDARAM BUILDINGS, 350, PANTHEON ROAD,  
EGMORE, CHENNAI-600 008,  
TAMIL NADU.

This tender schedule is issued to M/s.....

**NOTICE INVITING BID**

- 1.0. Sealed Bid in English One Original are invited by TNHWCS Ltd for Renewal of Standard Fire and Special perils policy, Electronic Equipment Policy, Machinery Break down policy, Burglary Policy, Money Insurance Policy, Special Contingency Policy, Neon Sign/Glow Sign Policy, Fidelity Guarantee Insurance Policy and Marine Policy, E-shopping Policy. Policy period is one year from 01.04.2023 to 31.03.2024 as per details given below:
  - 1.1. Tender Ref. No. : 002531/General Insurance Tender/2023-2024
  - 1.2. Cost of Tender Document : Rs.1180 /-(including GST) in person  
Rs.1250/- by post.
  - 1.3. Tender Document sale period : 12.01.2023 to 27.01.2023
  - 1.4. Last Date for sale of Tender Document : 27.01.2023 @ 05:45 P.M.
  - 1.5. Last Date and time for submitting : 30.01.2023 upto 03.00 P.M.
  - 1.6. Date and Time of opening of Tender (Part-I) : 30.01.2023 @ 03.30 P.M.
- 2.0. The qualifying requirements and other details are available in the tender documents. The tender documents (non-transferable) can be had from the office of the TNHWCS Ltd, 350, Pantheon Road, Egmore, Chennai-600 008 on all working days between 11.00 AM to 5.00 PM during office hours in the address mentioned in. (i) The cost of tender document is Rs.1180/- (Rupees one thousand and one hundred eighty only) in person Rs.1250/- by post per tender document inclusive of taxes which is non transferable. It can be paid either by Demand Draft. No other mode of payment will be accepted. The remittance and forwarding letter should bear tender reference and be addressed to the Managing Director, TNHWCS Ltd., 350, Pantheon Road, Egmore, Chennai - 600 008, Tamil Nadu. Alternatively, tender documents can be downloaded from Government website [www.tenders.tn.gov.in](http://www.tenders.tn.gov.in) and [www.cooptex.gov.in/cooptex-corporate](http://www.cooptex.gov.in/cooptex-corporate) at free of cost.

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- 3.0. For any clarification, please contact The Assistant General Manager (Accounts), TNHWCS Ltd., Head Office, Balasundaram Buildings, 350, Pantheon Road, Egmore, Chennai-600 008, Tamilnadu.  
Phone : +91-44-28193371, 28192284, Fax : +91-44-28192464.
- 4.0. TNHWCS Ltd., takes no responsibility for delay, loss or non-receipt of tender documents or any letter sent by post either way.
- 5.0. The cost on account of preparation of bid, negotiation, discussion etc. as may be incurred by the bidder in the process of finalisation of the contract are not reimbursable by TNHWCS Ltd.
- 6.0. The Managing Director, TNHWCS Ltd. reserves the right to reject any or all bids, wholly or partially, without assigning any reasons whatsoever.
- 7.0. A pre-bid meeting with all prospective bidders shall be held at office of the TNHWCS Ltd., 350, Pantheon Road, Egmore at CHENNAI if required for the purpose of clarifications on the bidding documents. Any clarification or interpretation can always be deliberated during the pre-bidmeeting. **The pre-bid meeting is scheduled on 20.01.2023 at 03.30 P.M.**
- 8.0. At any time before the scheduled submission of bid, TNHWCS Ltd. may, for any reasons, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment. The amendment / response to clarification(s), if any, will be sent in writing to all the prospective bidder and will be binding on them. Amendments, if any issued for the Tender shall form part and parcel of the Tender Document.
- 9.0. Amendments will also be displayed in TNHWCS Ltd's website ([www.cooptex.gov.in/cooptex-corporate](http://www.cooptex.gov.in/cooptex-corporate)) Insurers are required to visit TNHWCS Ltd's website and note the amendments before submission of offer. TNHWCS Ltd shall not be responsible if any Insurer omits to notice any amendments. Amendments will be numbered consecutively:

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Co-optex is an Apex Society registered under Tamilnadu Co-operative Societies Act and having Head Office at No.350, Pantheon Road, Egmore, Chennai-8 and 11 Regional Offices and one Co-optex International Office as follows:

1. Co-optex, Head Office, 350, Pantheon Road, Egmore, Chennai-8
2. Co-optex Regional Office, 201-A, Dr.Alegesan Road, Sai Baba Mission Post, COIMBATORE-641 011.
3. Co-optex Regional Office, Post Box No.10, Chidambaram Road, CUDDALORE-607 002.
4. Co-optex Regional Office, Co-optex Guest House Building, 350, Pantheon Road, Egmore, CHENNAI-600 008.
5. Co-optex Regional Office, Andal Street, Alagappan Nagar MADURAI-625 003.
6. Co-optex Regional Office, Co-optex Building, 343, Bazaar Street, SALEM-636 001.
7. Co-optex Regional Office, Pudukottai Road, Vairam Nagar, (Opp. New Housing Unit), THANJAVUR-613 005.
8. Co-optex Regional Office, Swamy Nellaiyappar High Road, Opp. to Taluk Office, TIRUNELVELI-627 001.
9. Co-optex Regional Office, Opp. to Government ITI, P.B.No 104 Melmanavoor, 284/3, Bangalore Road, VELLORE-632 010.
10. Co-optex Regional Office, No.138, Benne Govindappa Road, Basavangudi, BANGALORE-560 004.
11. Co-optex Regional Office, No.204, Udyog Mandir No.2, 7-C, Pitamber Lane, Mahim, MUMBAI-400 016.
12. Co-optex Regional Office, 29-2-5, Ramamandiram Street, Governorpet, P.B.No.404, VIJAYAWADA-520 002.
13. Co-optex International, 350, Pantheon Road, Egmore, Chennai-600 008.

The address details in respect of Showrooms, Regional Warehouses and Institutional Sales showrooms are available at Co-optex TNHWCS Ltd. Website [\*\*www.cooptex.gov.in/cooptex-corporate\*\*](http://www.cooptex.gov.in/cooptex-corporate)

The premium payment will be made in these 13 branches i.e., Head Office, 11 Regions and one Co-optex International separately once the insurance is awarded.

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## APPOINTMENT OF INSURER FOR GENERAL INSURANCE IN RESPECT OF ALL TYPES OF POLICIES FOR THE FINANCIAL YEAR 2023-2024

Ref. No.: 1. Tender No.002531/General Insurance Tender/2023-2024

1.0. The Tender document comprises of the following:

- i) Method of submission of offer and other conditions
- ii) General tender conditions, service parameters, summary premium schedule containing details of sum to be insured and Claims experience details for the preceding 60 months excluding expiring policy period.
- iii) Scope of coverage in respect of each policy

2.0. You are requested to submit your most competitive offer within the stipulated date and time mentioned below, in the manner and method prescribed.

### 3.0. METHOD OF SUBMISSION OF BID AND OTHER CONDITIONS

- a) The Bid proposals are to be submitted in Two Parts, in sealed covers. It shall be free from any ambiguity, cutting, use of correcting fluid or overwriting. Correction, if any, must be neatly done, and should be initialed by the persons, who sign the bids, along with duly affixing office seal stamp and date. The cover shall be pasted properly before applying the wax seal. Failure to do so would result in rejection of such bids. All bids shall be prepared in English language only by typing or printing with indelible black ink.
- b) An authorised representative of the firm shall initial all pages of the bid proposal.
- c) For preparation of bid proposals, bidders are expected to examine the bidding documents in detail and it is the bidder's responsibility to ensure that the information provided is adequate and clearly understood. Material deficiencies in providing the information requested may result in rejection of the bid.
- d) The last date for receipt of the bids is **30.01.2023**. Bids will be received upto **03.00 P.M.** as per our office clock and Part – 1 of the offers received only will be opened on the same day at **03.30 P.M.** in the presence of the officials / representatives of the Insurance Companies who may be present to attend the Tender opening. Part – II of the qualified Insurance Companies will be opened at a later date and the date of opening will be intimated later. Bids received in incomplete shape shall be summarily rejected.
- e) **Withdrawal of Tenders before Opening:** 1) No tenderer shall be allowed to withdraw the tenders after submitting the tender. 2) A Tenderer may submit a modified tender before the last date for receipt of tender.  
Provided that where more than one tenderer is submitted by the same tenderer, the lowest eligible financial tender shall be considered for evaluation  
No extension of time shall be permitted for the bid submission and opening date.

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## f) TECHNICAL &amp; PRICE BID

While preparing the "Technical & Price bid", bidders may give particular attention to the following are general aspects for both Technical & Price bids.

- Scope of the coverage required
- Extensions, exclusions & other features.
- Discounts offered
- Other terms and conditions.

PART-I      **TECHNICAL BID:** This should contain Documents establishing meeting of the qualifying requirements, service parameters & general conditions, scope of coverage, special conditions, warranties, deductibles etc., if any and other details sought for without "Premium".

PART-II      **PRICE BID:** This should contain premium only, in the summary premium schedule format. ANNEXURE II & III.

Both Part-I & II covers shall be duly superscribed at top of the respective cover with the tender number with clear marking as PART-I Technical, containing documents for qualifying requirements and other details and PART-II premium only.

g) Bidders should agree to scope of coverage along with extensions add - on covers and all the conditions of policy and other provisions of the bidding documents. However, deviation/exception, if any shall be stated separately in format D-I and should be submitted along-with 'Technical Bid', failing which it would be presumed that all terms and conditions are acceptable to the bidder. Deviations, taken elsewhere in the bid and not brought out in the format D-I, will not be entertained. If the bidder, on advice of TNHWCS Ltd., does not withdraw such deviations, TNHWCS Ltd. reserves the right to reject the bids. If there are no deviations, the format D-I shall be returned duly signed and stamped after stating "Nil Deviations". In case the same is kept blank by the bidder, it will be interpreted that the bidder is agreeable to all terms and conditions of TNHWCS Ltd. The bidders should necessarily indicate the cost of withdrawal of deviations as mentioned in format D-I of price bid for the respective option, and not in the 'Technical Bid'. This cost will be taken into consideration for the purpose of evaluation.

h) However, the bidder must clearly understand that no deviation shall be acceptable in the conditions relating to TNHWCS Ltd's right to allot any Business share/distribution to Lead Insurer/Co-Insurers in line with the provisions of bidding documents.

i) Technical Bid shall not contain any price

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j) **PRICE BID**

1. For preparation of the 'Price Bid', Bidders are expected to take into account the requirements and conditions of the bidding documents.
2. All premium rates & total premium to be quoted by the bidders will be in Indian Rupees only on firm price basis and shall remain valid during the currency of the policy. However, the total premium amount payable shall be based on the actual sum-insured of the individual policy as contained in the Annexure II as in page No.25 & 26 (any subsequent change in the sum-insured during the policy period shall be on prorata basis)
3. The bidder shall quote the premium rate and total premium against respective areas of coverage for respective sum-insured as per Annexure-I.
4. The premium rates exclusive of GST and inclusive of all taxes, duties and levies and TNHWCS Ltd. shall not be liable for any other financial implications what-so-ever other than the quoted price.

The proposal, complete in all respects to be submitted by the bidder, must be deposited in the Tender box kept in the address mentioned below, not later than **03.00 PM** of **30.01.2023** on the date fixed for tender opening. Bids deposited after the time & date fixed for the receipt of the bids shall be rejected.

THE MANAGING DIRECTOR,  
TAMILNADU HANDLOOM WEAVERS' CO-OPERATIVE SOCIETY LTD.,  
BALASUNDARAM BUILDINGS, 350, PANTHEON ROAD,  
EGMORE, CHENNAI-600 008, TAMILNADU.

Encl: 1. General tender conditions and service parameters.  
2. Summary premium schedules  
3. Claims experience details for the preceding 60 months period excluding expiring policy period.

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## GENERAL TENDER CONDITIONS

## PART-1

## 1.0 Qualifying Requirements for the Insurance companies

S No.	Minimum eligibility criteria	Proof to be submitted for fulfilling the eligibility
1.	The Tenderer should have an experience in General Insurance business for a minimum of Five years as on 31.3.2022	A Certificate from IRDA or from the statutory auditors stating that they are in the General Insurance business for the minimum period of five years as on 31.3.2022 should be enclosed.
2.	The Tenderer should have obtained approval from IRDA for doing the General Insurance business.	Copy of the approval from IRDA should be enclosed.
3.	The Tenderer should comply the Solvency Ratio prescribed by IRDA for the last two years (i.e.) for 2020-21 & 2021-22. IRDA has prescribed the solvency ratio for the year 2020-21 & 2021-22 as 1:5	A certificate from the statutory auditors of the Tenderer stating the solvency ratio maintained for the two years has to be enclosed.
4.	If you have own branch office in every district at TamilNadu preferably in the district Headquarters formulated will be treated as own branches.	List of branches with address, Landline number, Contact person, Contact person with i/c No. would be produced.
5.	If any tenderer is blacklisted by the Central Govt. or by the State Govt. to participate in the tender of Govt. companies or Corporation, those tenderers are prohibited from participating in the tender.	A certificate from the Head Office of the tenderer or by the statutory auditors of the tenderer stating that the tenderer is not blacklisted by the Central Govt. or State Govt. Dept. / Companies to participate in the tender of Govt. companies / MNCS should be enclosed.
6.	The insurance Companies which have refused to honour the earlier commitment with co-optex and not eligible to apply.	Nil

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**2.0 Notwithstanding anything stated above, TNHWCS Ltd reserves the right to assess the Insurer's capacity and capability to perform the Insurance business should the circumstances warrant, such an assessment in the overall interest of TNHWCS Ltd. If required, the past performance of the insurers may be taken into consideration for evaluation of offers to award & distribute the insurance business.**

**3.0** TNHWCS Ltd reserves the right to award and distribute the insurance business to one or more Insurers and reserves the right to award the insurance business on co-insurance basis also. TNHWCS Ltd also reserves the right to place order for insurance unit wise or policy wise.

**4.0 Type of policies and duration**

The type of policies for which offer is invited is as listed in the summary premium schedules. The duration of insurance policies are from 01.04.2023 to 31.03.2024.

**4.1 Perils to be covered**

The Perils to be covered shall be as per Standard Fire & Special Perils Policy (Material Damage), Burglary Policy, Electronic Equipment Policy, Marine Inland Transit Policy covering. All Risk/SRCC (Strike, Riot, Civil Commotion) from any where in India to any where in India, Machinery Breakdown Policy, Money Insurance, Fidelity Guarantee Insurance Policy. The Add on covers & exclusions opted, value of plinth & foundations etc. for each policy, where ever applicable, is given under each policy.

**For the benefit of insurance companies the details of claims experience for the preceding 60 months ending as on 31.12.2022 is given in Annexure-V\***

**5.0** The final net premium rate shall be clearly indicated only in the Part-II of the offer. For each policy, the final net premium rate shall be arrived taking into account of all the items like add on covers, exclusions, value of plinth and foundations of buildings, claims experience, FEA (Fire Extinguishing Appliances) discount any other discounts etc. as applicable for each policy. Any special conditions, warranties, deductibles etc shall not be indicated in price schedule. If the insurer wishes to include any of the above the same shall given only in part-I of the offer with clear indication about the same. The premium quoted shall be inclusive of the above.

After arriving at final net premium rate, the premium may be quoted in the summary premium schedule for all policies. The premium quoted shall be final. No provisional rate of premium shall be offered. Insurers are requested to note that discount if any, offered shall be firm and final and no provisional discount shall be offered. Discount, once offered shall not be withdrawn afterwards.

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- 6.0 The premium shall be quoted in both words and figures. Premium rates shall be rounded to 2 decimals. Any correction /over writing / scoring / cancellation shall be counter signed. If there is any difference in words and figures, the words will be considered. In case of illegibility, the interpretation of TNHWCS Ltd shall be final. All entries shall be in English language only.
- 7.0. The sum insured values given are only provisional and TNHWCS Ltd. reserves its right to increase or decrease depending upon requirement during the award of insurance business.
- 8.0 All the insurers shall submit the following details with necessary records to substantiate these details in Part-I of the offer.
1. Year of establishment -
  2. Actual commencement of commercial operation -
  3. Total volume of business / sum insured handled during last year (2021-22) -
  4. Total premium received during last year (2021-22) -
  5. Net worth as per last year accounts (2021-22) -
  6. Reserve & Surplus as per last year accounts (2021-22) -
  7. List of major clients with whom general insurance business are handled as a sole insurer/lead insurer for Govt. or quasi Govt. during the last year -
  8. Any other details the insurance company wishes to submit -
- 9.0 Notwithstanding any information and data which may be contained in the tender document the insurer has to make independent inquiries and generally obtain his own information on all matters that may in any way affect the premium rate.
- 10.0 Method of submission of offer and opening of tender and other conditions.
- 10.1 The Tender proposes two stage bid system viz. (1) Technical bid and (2) Price bid. The first stage enables the buyer to know whether the bidder is commercially competent and capable of executing the order. Only those who qualify in the first stage would be eligible to take part in the second stage viz. price bid. The price bids of bidders who failed in the first stage will not be opened.
- 1) **The bids should be submitted in two envelopes viz.**
- Envelope - A : Technical bid / Part-I**  
**Envelope - B : Price bid / Part-II**

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- 2) Both the envelopes viz. envelope-A and envelope-B must be put in a single cover, sealed and must be superscribed "Tender for insurance of all Assets of Co-optex. It shall be addressed to the Managing Director, Tamilnadu Handloom Weavers' Co-operative Society Limited, 350, Pantheon Road, Egmore, Chennai-600 008.
- 3) The tender must be dropped in the tender box kept at Tamilnadu Handloom Weavers' Co-operative Society Limited, 350, Pantheon Road, Egmore, Chennai-600 008 on or before the due date and time.
- 4) Alternatively, the tenders must reach TNHWCS LTD., on or before the due date and time by Registered Post / Courier. TNHWCS LTD., will not be liable or responsible for postal/courier delay, if any.
- 5) The tenders received after due date and time or unsealed or incomplete shape or tenders submitted by Facsimiles (Fax) or by Electronic Mail will be summarily rejected.
- 6) A bid once submitted shall not be permitted to be altered or amended.
- 7) Both the covers must be sealed separately and superscribed with tender number, due date and name of the envelope on the respective covers. These two covers should be enclosed in a separate cover and addressed to the Tender Inviting Authority.

11.0. Details to be furnished in the envelope-A Technical bid :

1. Filled up commercial specification along with necessary brochures, compliance statement etc.
2. Profile of the company.
3. Authorization letter (Annexure-IV) from the Competent authority of the company to sign this tender document. Documents received without such authorization will not be considered for further processing.
4. The bidder should have the financial, commercial capability necessary to perform the contract.
5. The documentary evidence of the bidder's qualifications shall be established to the satisfaction of TNHWCS LTD.

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6. The bidder should furnish the location and addresses of Regional Office / Branch Office at all the following branches: Coimbatore, Cuddalore, Chennai, Madurai, Salem Thanjavur, Tirunelveli, Vellore, Bangalore, Mumbai and Vijayawada or under their jurisdiction.

12. Signing of bids

- a) The bids shall be typed or written in indelible ink and shall be signed by the bidder or persons duly authorized to bind the bidder to the contract. Bidders are requested to sign each and every page of the tender document including Annexure(s) attached thereto.
- b) Any alterations, erasures shall be treated valid only if they are authenticated by full signature by the person or persons authorized to sign the bid. Tender documents should be free from overwriting.

13. Details to be furnished in the envelope-B Price bid

The premium rates may be quoted in the form given in Annexure III for various types of policies.

Price bids of the shortlisted tenderer's will be opened at a notified date and time. Once the price bids are opened, the L1 will be selected based on the total premium amount quoted in respect of the policies viz. Standard Fire and Special Perils Policy, Electronic Equipment Policy, Machinery Breakdown policy, Burglary policy, Money Insurance Policy, Neon sign/Glow sign policy, Fidelity Guarantee Insurance Policy and Marine Policy and all the policies.

14. **OPENING OF TENDER:**

The rate once quoted should be firm and should not be changed during the policy period. However any statutory variation in GST during the policy period shall be paid by TNHWCS Ltd.

- This is a two stage tender. On the date and time of opening specified in the Tender, Part - I of the offers received will be opened and read out. The Part-II (Premium) of the offers will be lodged and opening of the same will be intimated separately to the shortlisted insurers only.
- If the insurer desires to be present at the time of opening, he shall depute his representatives (not more than one person) in time with due authorization for participating in the tender opening.

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- Offers received in incomplete shape shall be liable for rejection
- No extension of time shall be permitted for the sale of tender documents and / or tender opening date
- The rate should be quoted for each item in the summary premium schedule and should be indicated clearly. Any scoring or overwriting should be attested by the insurer with full signature and seal.
- Offers submitted only against tender documents will be considered and the offer shall be in the name of the insurer on whose behalf the tender document has been purchased.
- Any clarification is required in respect of Tender document, it will be cleared in the pre-bid meeting.

15. Evaluation of bids:

- 1) The price bids of the bidders whose 'Technical bid is found acceptable, shall be opened on the date and time intimated to bidders, in the presence of the bidders' representatives who may choose to attend. The name of the bidder and the quoted prices shall be read out and recorded when the price bids are opened. Price bids of the bidders, whose "Technical bid" is found to be acceptable, shall be evaluated further. TNHWCS Ltd., will determine whether the price bids are complete, i.e. whether the bidder have offered quotes for all areas of coverages, as per requirement of bidding documents provisions. If not, wherever possible, TNHWCS Ltd will cost them and add this cost to the quoted price and correct any computational errors. Material deficiencies in the bid may render the bid non-responsive and may lead to the rejection of the bid proposal of the bidder.
- 2) In case of discrepancies in bids, the following will be adopted to correct the discrepancies for the purpose of evaluation.
- 3) In case of discrepancy between premium rate and total premium, the premium rate will be considered correct.
- 4) In case of discrepancy between figures and words, the words will be considered correct.

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- 5) Price bids will be evaluated taking into account total annual premium quoted for SFSP policy, policy coverage's for respective sum-insured, as per Annexure I as the case may be. The cost compensation, if any, because of deviation(s) taken by bidder will also be taken into account for the purpose of evaluation.
- 6) The policy will be finalised with L1 bidder, as lead insurer, whose bid is found to be technically and commercially acceptable, evaluated lowest, and who has the capacity and capability to execute the policy.
- 7) It may however be noted that TNHWCS Ltd reserves the right to reject any or all bids without assigning any reason thereof and decision of the TNHWCS Ltd in this regard shall be final and binding on all the bidders.
- 8) Bidders shall not contact TNHWCS Ltd on any matter relating to their bid after the bid opening. Any effort by the bidder to influence TNHWCS Ltd in evaluation, comparison or award decision may result in the rejection of their bid proposal.

#### 16. SPECIAL TERMS:

In case any successful bidder fails to issue the policies in time. TNHWCS Ltd reserves the right to place orders with the other successful bidders. The number of co-insurers and their share will be determined depending on the rate quoted by the bidders.

1. Scope of Cover: Under the Fire policy, premium should be quoted for the standard fire and special perils policy with add on covers earthquake, terrorism risk for the assets.
2. Premium should be quoted for Fidelity Guarantee Insurance Policy waiving the following clause of Fidelity Guarantee Insurance Policy condition.  
 "Unless the company be advised and its written approval be obtained the company shall not be liable hereunder in the event of any change in the nature of the business of the insured or in the duties and conditions of service of the employee or if remuneration of the employee be reduced or its basis altered or if the precautions stated by the insured with regard to accounting be not duly followed or if the insured shall continue to entrust the employee with money or goods after having knowledge of any material fact bearing on the honesty of the employee. Any claim settlement to consider only the genuinity of the claim irrespective of the past records of the employee.

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3. The Insurers have to settle the FGIP amount, if any, claimed during the year by Co-optex subject to the condition that the same employee has not been punished for the same type of misappropriation previously, viz Cash misappropriation, Credit Sales collection misappropriation amount for more than Rs.1/- lakh and created an abnormal deficit i.e. 0.5% to 3% and Super Normal deficit i.e. above 3% on the total gross sales effected from the date of previous half yearly stock verification period or full stock verification by inspecting and other Officials or during Handing over and Taking over charge, which caused financial loss to Co-optex. **Retroactive date of 1<sup>st</sup> April 2010.**
4. Further the insurers have to give an abstract showing the premium due on various policies and the total premium including **GST** and other charges claimed should be indicated in a separate sheet.
5. TNHWCS Ltd. takes no responsibility for delays, loss or non-receipt of tender documents or any letters sent by post/courier either way and also reserve the right to reject any offer in part or full without any reasons therefor.
6. The submission of offer **concerned** shall have no cause of action or claim against the TNHWCS Ltd for rejection of offer. The insurer, whose offer is not accepted shall not be entitled to claim any costs, charges and expenses incidental to or incurred by them in connection with submission of their offer or its consideration by TNHWCS Ltd, even though TNHWCS Ltd may elect to modify / withdraw the invitation to tender or does not accept the offer or cancel the tender as a whole.
7. TNHWCS Ltd shall always be at liberty to reject or accept any offer or offers or part thereof at its sole discretion and any such action will not be called into question and the insurer shall have no claim in that regard against TNHWCS Ltd.

17) **Action against the insurer**

Furnishing incorrect information in the offer, failure to act according to tender conditions, non-fulfillment of any or whole of the contract may entail black listing of Insurer in addition to taking other appropriate action against the Insurer.

18) **Disputes:**

In the event of any dispute arising out of the tender, such dispute would be subject to the jurisdiction of the Civil Courts

In respect of all the tender conditions, the decision of the Managing Director, TNHWCS Ltd., shall be final and binding. All matters relating to any dispute which may arise during the execution of the contract shall be referred to Arbitration of an Arbitrator to be mutually agreed upon between the parties. In the case of failure, the dispute shall be referred to the award of two Arbitrators, one to be appointed by TNHWCS Ltd and the other by the insurer. The two Arbitrators shall appoint an umpire in advance of their consideration of any point of dispute. The decision of the Arbitrator in the case of former and that of the umpire in the case of latter shall be final and conclusive and binding on both the parties. The provisions of the Indian Arbitration Act, 1996 and the Rules made there-under and any statutory modification thereof shall be deemed to form a part of contract.

The venue of such Arbitration shall be at Chennai City only. Arbitration suits or any other claims filed in any Court of Law outside Chennai City will not be binding on the buyer.

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**19. Public Liability Policy and Stock Declaration Policy for the stock at Showrooms /ISSRS/Warehouses etc.**

- a) Kindly quote for Lift Liability Policy for a sum insured of Rs.10 Lakh. AOA : AOY = 1:1
- b) Kindly quote rate for Floater declaration policy for all stocks mentioned on page No.39 of the tender document (Separate floater policies to be issued for stocks in Showrooms and ISSRs/Warehouses Region-wise)

**20. Jurisdiction:**

Subject to the above clause, it is hereby agreed that Courts at Chennai City have jurisdiction to decide or adjudicate upon any dispute which may arise out of or be in connection with this contract agreement. The contract shall be governed by the laws of Government of India / Government of Tamilnadu in force.

**21. General**

The insurers while sending their tenders should enclose a copy of the conditions stipulated above, duly certified and attested by them as token of their accepting the above tender conditions fully. Tenders received without the certified copy of condition shall be summarily rejected.

The successful insurer shall arrange for a representative to be available at TNHWCS Ltd. round the clock for the co-ordination works.

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**THE TAMIL NADU HANDLOOM WEAVERS' CO-OPERATIVE SOCIETY LTD.,  
CHENNAI.**

Service parameters with regard to documentation and claims settlement  
(To be submitted by the insurance company along with the Part-I)

**I. Documentation**

a. Policy Insurance	Within 7 working days
b. Endorsements	Within 7 working days

**II. Claims settlement.**

**1. Standard Fire and Special Perils Policy**

a)	Basis of claim settlement	The basis of valuation for claims settlement shall be in accordance with what is stated in the policy.
b)	Documents required for claim settlement	1. Claim intimation should be immediate
		2. Duly completed claim form
		3. Estimate of repairs/replacement
		4. FIR where applicable
		5. Fire brigade report where applicable
		6. Books of accounts, stock statements, bank statements, copy of purchase order, budgetary offer where ever feasible, log books, production records called for by the insurer/surveyor
		7. For theft claims, a copy of the complaint lodged duly acknowledged by the police
		8. Where the circumstances of loss necessitate submission of any further documents, the insurer/surveyor shall advise the insured of the same within 7 days of being informed of the loss.
c)	Process of the claim settlement	1. Appointment of surveyors: Lead insurers in consultation with TNHWCS Ltd. shall make panel of surveyors for the purpose of handling TNHWCS Ltd., claims. TNHWCS Ltd may use their discretion in deputing surveyors from the panel, when required.
		2. On A/c. Payment: Where the estimated loss is likely to be more than Rs.5,00,000/-, and upto Rs.1 Crore, upto 75% of the estimated loss within 14 working days of the admission of liability and submission of preliminary survey report. Where the estimated loss is likely to be more than Rs.1 Crore, upto 75% of the estimated loss within 30 working days of the admission of liability and submission of preliminary survey report.
		3. Final settlement: Within 30 days after submission of all required documents.

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## 2. Machinery breakdown/Electronic equipment insurance

a)	Basis of claim settlement	The basis of valuation for claims settlement shall be in accordance with what is stated in the policy.
b)	Documents required for claim settlement	1. Claim intimation should be immediate
		2. Duly completed claim form
		3. Estimate of repairs/replacement
		4. FIR where applicable
		5. Fire brigade report where applicable
		6. Books of accounts, stock statements, bank statements, copy of purchase order, budgetary offer where ever feasible, log books, production records called for by the insurer/surveyor
		7. For theft claims, a copy of the complaint lodged duly acknowledged by the police
		8. Where the circumstances of loss necessitate submission of any further documents, the insurer/surveyor shall advise the insured of the same within 7 days of being informed of the loss.
c)	Process of the claim settlement	1. Appointment of surveyors: Lead insurers in consultation with TNHWCS Ltd. shall make panel of surveyors for the purpose of handling TNHWCS Ltd., claims. TNHWCS Ltd may use their discretion in deputing surveyors from the panel, when required.
		2. For claims below Rs.20000/- survey is waived, insured can go ahead with the repair and submit the bills for reimbursement.
		3. On A/c. Payment: Where the estimated loss is likely to be more than Rs.5,00,000/-, and upto Rs.1 Crore, upto 75% of the estimated loss within 14 working days of the admission of liability and submission of preliminary survey report. Where the estimated loss is likely to be more than Rs.1 Crore, upto 75% of the estimated loss within 30 working days of the admission of liability and submission of preliminary survey report.
		4. Final settlement: Within 30 days after submission of all required documents.

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3. Marine Insurance

a)	Basis of claim settlement	The basis of valuation for claims settlement shall be in accordance with what is stated in the policy.
b)	Documents required for claim settlement	1. Claim intimation should be immediate
		2. Duly completed claim form
		3. Estimate of repairs/replacement
		4. FIR where applicable
		5. Fire brigade report where applicable
		6. For theft claims, a copy of the complaint lodged duly acknowledged by the police
		7. Claim, bill lodged on carriers with acknowledgement due card or proof of receipt by carrier.
		8. Original consignment note, invoice with detailed packing list, open delivery / short delivery/non-delivery certificate.
		9. Where the circumstances of loss necessitate submission of any further documents, the insurer/surveyor shall advise the insured of the same within 7 days of being informed of the loss.
c)	Process of the claim settlement	1. Appointment of surveyors: Lead insurers in consultation with TNHWCS Ltd. shall make panel of surveyors for the purpose of handling TNHWCS Ltd., claims. TNHWCS Ltd may use their discretion in deputing surveyors from the panel, when required.
		2. Survey waived upto Rs.10,000/-
		3. Self survey can be done upto Rs.20,000/-
		4. On A/c. Payment: Where the estimated loss is likely to be more than Rs.5,00,000/-, and upto Rs.1 Crore, upto 75% of the estimated loss within 14 working days of the admission of liability and submission of preliminary survey report. Where the estimated loss is likely to be more than Rs.1 Crore, upto 75% of the estimated loss within 30 working days of the admission of liability and submission of preliminary survey report.
		5. Final settlement: Within 30 days after submission of all required documents.

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## 3. All risk / Special Contingency

a)	Basis of claim settlement	The basis of valuation for claims settlement shall be in accordance with what is stated in the policy.	
b)	Documents required for claim settlement	1.	Claim intimation should be immediate
		2.	Duly completed claim form
		3.	Estimate of repairs/replacement
		4.	FIR where applicable
		5.	Fire brigade report where applicable
		6.	Books of accounts, stock statements, bank statements, copy of purchase order, budgetary offer where ever feasible, log books, production records called for by the insurer/surveyor
		7.	For theft claims, a copy of the complaint lodged duly acknowledged by the police
		8.	Where the circumstances of loss necessitate submission of any further documents, the insurer/surveyor shall advise the insured of the same within 7 days of being informed of the loss.
c)	Process of the claim settlement	1.	Appointment of surveyors: Lead insurers in consultation with TNHWCS Ltd. shall make panel of surveyors for the purpose of handling TNHWCS Ltd., claims. TNHWCS Ltd may use their discretion in deputing surveyors from the panel, when required.
		2.	On A/c. Payment: Where the estimated loss is likely to be more than Rs.5,00,000/-, and upto Rs.1 Crore, upto 75% of the estimated loss within 14 working days of the admission of liability and submission of preliminary survey report. Where the estimated loss is likely to be more than Rs.1 Crore, upto 75% of the estimated loss within 30 working days of the admission of liability and submission of preliminary survey report.
		3.	Final settlement: Within 30 days after submission of all required documents.

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## 5. Burglary Insurance

a)	Basis of claim settlement	The basis of valuation for claims settlement shall be in accordance with what is stated in the policy.
b)	Documents required for claim settlement	1. Claim intimation should be immediate
		2. Duly completed claim form
		3. Estimate of repairs/replacement
		4. FIR where applicable
		5. Books of accounts, stock statements, bank statements, copy of purchase order, budgetary offer where ever feasible, log books, production records called for by the insurer/surveyor
		6. For theft claims, a copy of the complaint lodged duly acknowledged by the police
		7. Where the circumstances of loss necessitate submission of any further documents, the insurer/surveyor shall advise the insured of the same within 7 days of being informed of the loss.
c)	Process of the claim settlement	1. Appointment of surveyors: Within 24 Hrs. from the time of intimation.
		2. On A/c. Payment: Where the estimated loss is likely to be more than Rs.5,00,000/- and upto Rs.1 Crore, upto 75% of the estimated loss within 14 working days of the admission of liability and submission of preliminary survey report. Where the estimated loss is likely to be more than Rs.1 Crore, upto 75% of the estimated loss within 30 working days of the admission of liability and submission of preliminary survey report.
		3. Final settlement: Within 30 days after submission of all required documents.

For all the other claims final settlement within 30 days after submission of all required documents.

Contact persons

Signed at ..... on .....

Signature

Seal

Name:

Phone No.

Designation:

Mobile No.

Address:

Fax No.

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**FORMAT D - 1****DEVIATIONS / EXCLUSIONS SCHEDULE**

Bid Ref No. and Date

Bidder's Name and Address

To

THE MANAGING DIRECTOR,  
TAMILNADU HANDLOOM WEAVERS' CO-OPERATIVE SOCIETY LTD.,  
BALASUNDARAM BUILDINGS, 350, PANTHEON ROAD,  
EGMORE, CHENNAI - 600 008, TAMIL NADU, INDIA.

Phone: 044 - 28193371, 28192284

Fax: 044 - 28192464

Email: cooptex@cooptex.com

Dear Sir,

We declare that the following are the only deviations and variations and exceptions / exclusions to the insurance coverage and services as outlined in your bidding documents. The schedule has been filled in accordance with requirement of the bidding documents. Except these deviations, subject to the approval and acceptance by TNHWCS Ltd., the insurance coverage and services shall be provided as per your requirements and bidding documents. Further, we agree that additional conditions, if any found elsewhere in the offer other than those stated below, save that pertaining to any rebates / discounts offered, shall not be given effect to:

<u>Clause No.</u>	<u>Page No.</u>	<u>Statement of Deviations &amp; Variations / Exclusions</u>
-------------------	-----------------	--

- Cost of withdrawal of deviations to be given in schedule 2 of the price bid.  
Note : i. No deviation against clause in Sl.No.2,3,4 of Page 7 in respect of price bid shall be accepted.  
ii. The bidder may use additional sheets of like size and format, if required.

-----  
Signature  
Name  
Designation  
Date:  
Place: Seal

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**ANNEXURE-I****ASSET VALUE POSITION AS ON 31.12.2022.****1. STANDARD FIRE & SPECIAL PERILS POLICY****II. BURGLARY AND HOUSE BREAKING POLICY****A.SHOWROOMS (List Enclosed)**

(Rs. in lakhs)

<b>Sl. No</b>	<b>Particulars</b>	<b>Value</b>
1	Buildings	1689.00
2	Stocks	12825.86
3	Furniture and Fittings	1031.57
4	Cash-in-Chest	325.70
5.	Generator	56.79
6.	Air Conditioner	217.87
	<b>Total</b>	<b>16146.79</b>

**B. DISTRIBUTION WARE HOUSE, PRODUCT WARE HOUSE, PRINTING WARE HOUSE AND INSTITUTIONAL SALES SHOWROOM & YARN UNIT (List Enclosed)**

(Rs. in lakhs)

<b>Sl. No</b>	<b>Particulars</b>	<b>Value</b>
1.	Buildings	268.00
2.	Stocks	1851.16
3.	Yarn	0.00
4.	Furniture and Fittings	57.30
5.	Cash-in-Chest	27.30
6.	Generator	4.80
7.	Air Conditioner	6.67
	<b>Total</b>	<b>2215.23</b>

**C. OFFICE (List Enclosed)**

(Rs. in lakhs)

<b>Sl. No</b>	<b>Particulars</b>	<b>Value</b>
1	Buildings	1540.32
2	Books and forms	29.18
3	Furniture and Fittings	455.10
4.	Cash in Chest	21.86
5.	Generator	24.14
6.	Air Conditioner	31.37
7	Electrical	14.13
	<b>Total</b>	<b>2116.10</b>

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**II. ELECTRONIC EQUIPMENT POLICY (List Enclosed)**

(Rs. in lakhs)

<b>Sl. No</b>	<b>Particulars</b>	<b>Value</b>
1.	Computer & Fax except laptop	369.86

**III MACHINERY BREAKDOWN POLICY (List Enclosed)**

(Rs. in lakhs)

<b>Sl.No.</b>	<b>Particulars</b>	<b>Value</b>
1.	A/c. Generator, Pumpset, Transformer with oil	347.07

**IV. MONEY INSURANCE POLICY (List Enclosed)**

(Rs. in lakhs)

<b>Sl. No.</b>	<b>Particulars</b>	<b>Value</b>
1	Cash-in-Chest	344.80
2	Cash-in-Transit	936.05

**V. MARINE POLICY (List Enclosed)**

(Rs. in lakhs)

<b>Sl. No.</b>	<b>Particulars</b>	<b>Value</b>
1	Through Private Carriers	6659.82

**VI. NEON SIGN POLICY (List Enclosed)**

(Rs. in lakhs)

<b>Sl. No</b>	<b>Particulars</b>	<b>Value</b>
1.	Neon Sign and Glow Sign Board	136.12

**VII. SPECIAL CONTINGENT POLICY (List Enclosed)**

(Rs. in lakhs)

<b>Sl. No</b>	<b>Particulars</b>	<b>Value</b>
1.	Cellular phone, cordless Phones & Laptop, etc.,	11.60

**VIII. Fidelity Guarantee Insurance Policy: (List Enclosed)****Total No. of Employees Covered: 506 (Tentative)****(Through out India)**

Sum Insured in Total : 200 lakhs

Limit Per Person : 30 lakhs

**Total Value – 29483.44 (lakhs)**

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**STANDARD FIRE AND ALLIED PERILS INSURANCE POLICY  
( FOR SUM INSURED REFER ANEXURE 1)**

<b>Coverages</b>
EARTHQUAKE
STFI
TERRORISM
<b>Add-on covers for renewal</b>
Architects, Surveyors and Consulting engineers fees (in excess of 3% of claim amount)
Removal of debris Upto in excess of (1% of claim amount)
72 Hr. clause
Automatic cover for new locations
Basement cover- No warranty to be included for the same in the policy up to 1 Crore
Civil authority clause
Claims preparation clause Up to 1 crore
Control of damaged property clause
Escalation clause up to 5% of SI
Expediting expenses
Goods held in trust clause
Immediate Repairs clause up to 10 lakhs of SI
Additional expense of rent for alternate accommodation- I.P- 6 Months Up to 1 Crore
Loss Minimizations expenses up to 1 crore
Impact Damage due to insured's own vehicle
Designation of property clause
Mid-term Addition/Deletion of Assets on Pro Rata basis.
Nominated Loss Adjuster clause
Omission to insure addition, alterations or extensions, 5% of SI
On Account Payment- 60% of estimated loss
Reinstatement value clause (excluding stock)
Self-Survey for all claims up to 1Lac
Temporary removal of property
<b>Deductible</b> As per Tariff
<b>Terrorism Excess:</b> As per Tariff

**MACHINERY BREAKDOWN INSURANCE  
(FOR SUM INSURED REFER ANEXURE 1)**

<b>Sum Insured</b>
Equipment Details : A/c Generator, Pump set, Transformer with Oil Generator
<b>Excess</b>
Excess applicable for Glass Lined Vessels, Glass and Graphite equipment's
<b>Coverages</b>
Policy is with asset register clause
No Depreciation applicable for all claims
Excess will be applied on the Sum Insured on the functional unit loss and not on the overall machine
Consumables like, oil, ropes to be covered (Lubricant and refrigerant)
Self-Survey Limit for all claims up to 1Lac.

**ELECTRONIC EQUIPMENT INSURANCE POLICY  
( FOR SUM INSURED REFER ANEXURE 1)**

<b>Coverages</b>
Section-I- Equipment
EQ
STFI
TERRORISM
<b>Add-on covers for renewal</b>
Data cover- Restoration cost of data, INR 5 Lakh
Increased cost of working- INR 5 Lakh
No depreciation for partial losses
Self - survey limit for all claims up to INR 1 Lac
Re instatement value clause
larceny and theft
Mid-term addition/deletion of assets on Pro-rata basis
Automatic cover for newly acquired asset
On Account Payment- 60% of estimated loss
Property in care, custody & control
Involuntary Betterment max up to 1 crore
waiver of FIR up to INR 1 Lakh
<b>Excess</b> As Per Tariff
<b>Terrorism</b> As per Indian Terrorism Pool

**MONEY INSURANCE  
(FOR SUM INSURED REFER ANEXURE 1)**

<b>Coverage</b>
Loss of Money during transit
Loss/Damage coverage due to RSMD
<b>Standard Warranty</b>
Warranted that cash up to Rs.5/- lakhs can be carried by public transport. (Should be as per the Single transit

**ALL RISK INSURANCE POLICY  
(FOR SUM INSURED REFER ANEXURE 1)**

All Risk
Neon Sign
Pedal Cycle
<b>Add-on covers for renewal</b>
Worldwide cover
RSMD & Strike and riot
Claims settlement on RIV basis for both Partial & Total losses
Asset register clause
Self survey limit for all claims upto INR 1 Lac
All type of damages including Electrical, Mechanical & Electronic Breakdown
Automatic cover for newly acquired asset
Basis of claim settlement- Reinstatement value basis
Basis of Valuation- Reinstatement value basis
Involuntary betterment clause upto 1 crore
larceny and theft
Midterm Addition/Deletion of assets on Pro rata basis
omission to Insure upto 5% of SI
On Account Payment- 60% of estimated loss
waiver of FIR up to INR 1 Lakh
waiver of Invoice for equipment value upto INR 15,000
<b>Deductible As per tariff</b>
<b>Excess As per tariff</b>

**MARINE INSURANCE  
( FOR SUM INSURED REFER ANEXURE 1)**

1. BASIS OF VALUATION: Invoice + 10percent
2 'Not withstanding anything to the contrary contained in this policy, insurer's liability in respect of loss, damage or expense relating to the goods carried on a single vessel or any other conveyance shall not exceed the value as specified in the Limit per sending and the insurer shall settle the indemnifiable loss whether it be a Partial loss or a Total loss or a GA, up to the limit per sending specified in the schedule of the policy, regardless of the actual value of the goods being carried on the vessel/conveyance.'
<b>The above wordings to be mentioned in the policy</b>
3. RETURN OF GOODS: second hand or Used goods /Return transits to be covered as per ITC'B'+SRCC subject to separate declarations.
4. LOADING AND UNLOADING RISK
5. TARPULIN WARRANTY
6. SHORTAGE FROM SEAL INTACT CONTAINER

**FIDELITY GUARANTEE INSURANCE POLICY  
(FOR SUM INSURED REFER ANEXURE 1)**

<b>Coverage</b>
covers the loss caused by forgery by the employees against of Money as well as inventory/stock
waiver of FIR if the Claim amount is less than Rs.5,00,000/-.
Discovery Period for 12 months
<b>Excess</b>
25000 or 50000

29  
ANNEXURE - II T.B/PART -II-A  
SUMMARY PREMIUM SCHEDULE

S.No.	Unit/Type of Policies	Sum Insured (Rs. Lakh)	Net Premium rate (%) (per thousand)				Premium Amount (Rs.) (Excluding GST)			
			Zone I	Zone II	Zone III	Zone IV	Zone I	Zone II	Zone III	Zone IV
1	Standard Fire & Special Perils Policy with add on cover earthquakes and terrorism									
a)	Showrooms/ Exhibition Retail Outlet									
b)	I.S.S.R./Yarn Unit Godowns (Cotton goods, Polyester goods, Silk goods and Yarn goods) (including temporary godowns)									
c)	Offices									
d)	Product Warehouses (Cotton, Polyester & Silk goods )									
e)	Regional Distribution Warehouses (Cotton, Polyester & Silk goods)									
f)	FDS Centre									
g)	NMP Centre									
h)	Exhibition									
2	Electronic Equipment Policy (Computer, Fax Machine etc. covered under AMC)									
3	Machinery Breakdown Policy									
4	Burglary Policy - Theft including shop lifting									
5	Money Insurance Policy									
6	Goods-in-Transit-Marine Policy									
7	Special Contingent Policy									
8	Neon Sign/Glow Sign Board including all structural work electrical fittings, wiring and other electrical installation									
9	Fidelity Guarantee Insurance Policy									
10	Lift									
11	Stock declaration Showrooms									
12	Stock declaration Warehouses									

Note : For all Policies : **Deletion of Perils -** Nil, Add on Cover – Earthquake, cyclone, Flood and Terrorism

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## ANNEXURE –II T.B/PART – II-B

## SUMMARY PREMIUM SCHEDULE

S. No.	Unit/Type of Policies	Sum Insured (Rs. lakh)	Net Premium rate (%) (per thousand)	Premium Amount (Rs.) (Excluding GST)
1.	STANDARD FIRE & SPECIAL PERILS POLICY WITH ADD ON COVER EARETHQUAKE AND TERRORISM.			
a)	Showrooms/Exhibition Retail Outlet			
b)	I.S.S.R./Yarn Unit Godowns (Cotton goods, Polyester goods, Silk goods and Yarn goods) (including temporary godowns)			
c)	Offices			
d)	Product Warehouses (Cotton, Polyester & Silk goods)			
e)	Regional Distribution Warehouses (Cotton, Polyester & Silk goods)			
f)	FDS Centre			
g)	NMP Centre			
h)	Exhibition			
2.	Electronic Equipment Policy (Computer, Fax Machine etc. covered under AMC)			
3.	Machinery Breakdown Policy			
4.	Burglary Policy – Theft including shop lifting			
5.	Money Insurance Policy			
6.	Goods-in-Transit - Marine Policy			
7.	Special Contingent Policy			
8.	Neon Sign/Glow Sign Board including all structural work electrical fittings, wiring and other electrical installation			
9.	Fidelity Guarantee Insurance Policy			
10.	Lift			
11.	Stock declaration Showrooms			
12.	Stock declaration Warehouses			

Note: For all Policies: Deletion of Perils - Nil, Add on Cover – Earthquake, cyclone, Flood and Terrorism.

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**\*\* Rate of premium for**

Type of Policy	Risk Covered	Applicable to	Rate Premium Rs.(Excluding GST)	Minimum Premium	
Electronic Equipment Policy (Computer, Fax Machine etc.	All risk	With AMC			(Per Hundred)
		Without AMC Warranty			(Per Hundred)
Machinery Breakdown Policy	Diesel Generator upto 3000 KVA				(Per Hundred)
	Room Air Conditioners / AC Plant				(Per Hundred)
	Pump set with Motors/Design Studio Machine				(Per Hundred)
	Transformer with oil				(Per Hundred)
Burglary Policy	Burglary and House Breakings Library at Head Office	All showrooms / Regional/Product/ Distribution/Silk/ Printing warehouses / Offices / Yarn Units/Exhibitions			(Per Hundred)
Money Insurance Policy	Cash-in-Transit	All showrooms / Regional/Product/ Distribution/Silk/ Printing warehouses / Offices / Yarn Units/Exhibitions			(Per Hundred)
	Cash-in-Chest/Safe/Drawer/ Counter	All showrooms / Regional/Product/ Distribution/Silk/ Printing warehouses / Offices / Yarn Units/Exhibitions			(Per Hundred)
Goods-in-Transit Marine Policy	All Risk Marine (Rail/Road) SRCC	All Regions			(Per Hundred)
Special contingency Policy (Cellular phone, Cordless Phone etc.)	All risk (Scope of cover to be furnished by Insurance company/	All Regions & Head Office			(Per Hundred)
Neon Sign/Glow Sign board including all structural work, electrical fittings, wiring and other electrical installation.	All Risk	Showroom			(Per Hundred)
FGIP	Fidelity	a. employees b. Cover per year Rs.200 lakhs Cover per employee Rs.30 lakhs			(Per Hundred)
Lift	All risk	Some Regions			(Per Hundred)
Stock declaration Showrooms	All risk	All Regions & Head Office			(Per Hundred)
Stock declaration Warehouses	All risk	All Regions & Head Office			(Per Hundred)

Stock & Yarn :  
 Furniture, Fixture and fittings :  
 Generator :  
 Air-conditioners : SIGNATURE OF THE TENDERER WITH OFFICE SEAL

**ANNEXURE – III – PART II**  
**INSURANCE PREMIUM RATE FOR THE FINANCIAL YEAR 2023-2024**

Type of Policy	Scope of cover to be specified by the Insurance Company	Applicable to	Rate of Premium (per thousand) (Excluding GST)				
			Building including false ceiling and partition	Stock	Furniture, Fixture and fittings	Generator	Air Condition Machine
			Rs.	Rs.	Rs.	Rs.	Rs.
STANDARD FIRE & SPECIAL PERILS POLICY WITH ADD ON COVER EARTHQUAKE AND TERRORISM		a)	Showrooms\ERO				
		b)	I.S.S.R./Yarn Unit Godowns (Cotton goods, Polyesters goods, Silk goods & Yarn goods) (including temporary Godowns)				
		c)	Offices/Textile Library & Design Studio				
		d)	Product Warehouses (Cotton , Polyester and Silk goods)				
		e)	Regional Distribution Warehouses (Cotton , Polyester and Silk goods)				
		f)	NMP Centre				
		g)	FDS Centre				
		h)	Exhibition				

Note: The details of insured value for all risks for the year 2023-24 is appended Page No.23 and 24



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**ANNEXURE – III (Contd.) – PART II****SHORT PERIOD SCALE RATES : BURGLARY AND OTHER MISCELLANEOUS POLICIES**

<b>BURGLARY</b>	
Period	Rate of Premium (per thousand)
For a period not exceeding 1 Week	
For a period not exceeding 1 Month	
For a period not exceeding 2 Months	
For a period not exceeding 3 Months	
For a period not exceeding 4 Months	
For a period not exceeding 5 Months	
For a period not exceeding 6 Months	
For a period not exceeding 7 Months	
For a period not exceeding 8 Months	
For a period not exceeding 9 Months	
For a period exceeding 9 Months	

- |   |    |
|---|----|
| 1. Rate of discount for all the above items | -- |
| 2. <b>GST</b> , if any                      | -- |
| 3. Special discount                         | -- |

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**ANNEXURE – III (Contd) – PART II**

<b>FIRE</b>	
Short Period	Rate of Premium
For a period not exceeding 1 Week	
For a period not exceeding 1 Month	
For a period not exceeding 2 Months	
For a period not exceeding 3 Months	
For a period not exceeding 4 Months	
For a period not exceeding 5 Months	
For a period not exceeding 6 Months	
For a period not exceeding 7 Months	
For a period not exceeding 8 Months	
For a period not exceeding 9 Months	
For a period exceeding 9 Months	

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**V. MONEY INSURANCE POLICY (Maximum in a single transit)**

S. No.	Name of the Region	CASH -IN-TRANSIT (Rs. in lakh)
1.	Coimbatore	8.00
2.	Cuddalore	7.00
3.	Chennai	10.00
4.	Madurai	8.00
5.	Salem	7.00
6.	Thanjavur	5.00
7.	Tirunelveli	4.00
8.	Vellore	5.00
9.	Bangalore	5.00
10.	Mumbai	4.00
11.	Vijayawada	5.00
12.	Export (HO)	0.00
13.	Head Office	1.50
Total		69.50

**VI. MARINE POLICY (Maximum in a single transit)**

S. No.	Name of the Region	Through Private Carriers (Rs. in lakh)
1.	Coimbatore	60.00
2.	Cuddalore	20.00
3.	Chennai	30.00
4.	Madurai	40.00
5.	Salem	50.00
6.	Thanjavur	30.00
7.	Tirunelveli	35.00
8.	Vellore	30.00
9.	Bangalore	40.00
10.	Mumbai	50.00
11.	Vijayawada	25.00
12.	Export (HO)	10.00
13.	Head Office	0.00
Total		420.00

**ANNEXURE-IV****FORMAT FOR AUTHORISATION LETTER**

To

The Managing Director,  
The Tamilnadu Handloom Weavers'  
Co-operative Society Limited,  
350, Pantheon Road, Egmore,  
Chennai - 600 008.

We hereby authorise .....( type the Name and address of the bidder) to submit a bid and subsequently negotiate and sign the contract against tender Ref: 002531/General Insurance Tender/2023-2024. We hereby extend our full co-operation for submission of competitive rates to the company against this tender.

(Signature for and on behalf of the company)

Place:

Date:

NOTE:-

- a) Competent Authority of the Insurance Company should issue letter of Authority.
- b) Signature of the Authorised person should be attested.

**ANNEXURE – V**  
**CLAIM EXPERIENCE FOR THE PAST FIVR YEAR ENDING AS ON 31.12.2022**

(Value in Rs.)

<b>S. No.</b>	<b>Name of the Region</b>	<b>Year</b>	<b>Name of Insurance Company</b>	<b>Reimbursement received from the Insurance Company</b>	<b>Name of the Showroom</b>
1	Coimbatore Chennai	2018-19	New India Assurance Co. Ltd.,	1955130/- 60566/-	Chalakudy showroom Fire & Special Perils) Chennai Vanavil (Fire & Special Perils)
2	Chennai Vijayawada	2019-20	Iffco-Tokio General Insurance Co., Ltd.,	13550/- 1332092/-	Chennai RO Astalakshi showroom A/C outdoor unit (Burglary) Lavanya Showroom, Vijayawada (FGIP)
3	Chennai Mumbai	2020-21	Iffco-Tokio General Insurance Co., Ltd.,	58840/- 87613/- 871404/-	Ethinika showroom, Chennai (FGIP) MMDA, Arumpakkam, Chennai (FGIP) Patna Showroom, Mumbai (FIRE)
4	-	2021-22	New India Assurance Co. Ltd.,	NIL	FGIP Claim of Secretariat showroom, Chennai is under process for settlement.
5	-	2022-23	National Insurance Company Ltd.,	NIL	NIL

**DECLARATION**

**I/We.....havingouroffice.....at**

**.....  
declare that I/We have carefully read all the conditions of this tender, for the General insurance policies for cloth stock and other assets for the year 2023-24 to cover various risks like Fire, Burglary, Fidelity Guarantee Insurance Policy.**

- 1. I/We further declare that I/We apply in this tender as a Insurer for General Insurance and we possess valid**
- 2. I/We apply in this tender as an authorized agent of M/S.....  
I/We declare that I/We are working as an authorised agent of the above Insurance Company for the last five years including current year.**
- 3. I/We declare that I/We have been in Insurance business continuously for the past..... (Proof enclosed )**
- 4. We (State/Central Govt. undertaking ) declare that we are permitted to deal in Insurance and proof for the same is enclosed.**
- 5. All the particulars furnished in this tender are true and correct. If any particulars is found false at a later date, we are liable for any action taken by the Managing Director. TNHWCS Ltd.,**

**Signature of the Tenderer.**

**Name in (Block letters)**

**Designation,**

**Name of the Company**

**and full address**

**Phone No./Fax/Email ID/officials seal**

## ASSET VALUE POSITION AS ON 31.12.2022

## I. STANDARD FIRE &amp; SPECIAL PERILS POLICY AND FLOOD

## II. BURGLARY AND HOUSE BREAKING POLICY

## A. SHOWROOM

(Rs. in lakhs)							
S.No	Name of the Region	Buildings	Stocks (highest Value)	Furniture & Fittings	Cash in Chest	Generator	Air Conditioner
1	Coimbatore	68.00	1727.87	25.97	47.00	2.00	20.00
2	Cuddalore	0.00	1201.84	86.25	18.00	21.95	10.42
3	Chennai	675.00	3190.64	183.78	50.00	0.90	25.17
4	Madurai	0.00	757.27	102.65	17.30	6.85	18.19
5	Salem	100.00	1453.91	37.57	29.60	4.23	33.76
6	Thanjavur	7.00	790.00	12.60	11.50	5.00	24.70
7	Tirunelveli	0.00	821.60	165.25	49.00	7.95	22.79
8	Vellore	7.00	717.43	6.78	44.30	5.75	14.42
9	Bangalore	40.00	600.00	102.69	17.00	0.00	9.98
10	Mumbai	542.00	850.00	228.73	23.00	2.16	20.00
11	Vijayawada	250.00	693.30	75.30	19.00	0.00	18.44
12	Export (HO)	0.00	22.00	4.00	0.00	0.00	0.00
13	Head Office	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>		<b>1689.00</b>	<b>12825.86</b>	<b>1031.57</b>	<b>325.70</b>	<b>56.79</b>	<b>217.87</b>

B. DISTRIBUTION WAREHOUSE, PRODUCT WAREHOUSE,  
PRINTING WAREHOUSE & ISSR

(Rs. in lakhs)							
S.No	Name of the Region	Buildings	Stocks (highest Value)	Furniture & Fittings	Cash in Chest	Generator	Air Conditioner
1	Coimbatore	0.00	493.07	9.79	7.70	0.00	0.00
2	Cuddalore	0.00	230.00	0.70	0.00	0.40	0.00
3	Chennai	100.00	443.52	18.00	4.50	0.00	0.00
4	Madurai	0.00	26.14	4.60	1.60	0.00	0.00
5	Salem	133.00	300.56	7.67	3.50	1.99	0.00
6	Thanjavur	35.00	175.00	4.57	2.00	0.65	3.00
7	Tirunelveli	0.00	95.00	5.64	5.00	0.25	0.72
8	Vellore	0.00	87.87	6.33	3.00	1.51	2.95
9	Bangalore	0.00	0.00	0.00	0.00	0.00	0.00
10	Mumbai	0.00	0.00	0.00	0.00	0.00	0.00
11	Vijayawada	0.00	0.00	0.00	0.00	0.00	0.00
12	Export (HO)	0.00	0.00	0.00	0.00	0.00	0.00
13	Head Office	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>		<b>268.00</b>	<b>1851.16</b>	<b>57.30</b>	<b>27.30</b>	<b>4.80</b>	<b>6.67</b>

**C. OFFICE****(Rs. in lakhs)**

S.No	Name of the Region	Buildings	Books & Forms	Furniture & Fittings	Cash in Chest	Generator (including Motor, Transformer TV & Washing Machine)	Air Conditioner	Electrical (UPS Mike & Inverter)
1	Coimbatore	108.87	1.00	8.41	1.00	0.00	0.00	0.00
2	Cuddalore	100.00	2.00	4.00	0.25	1.00	0.40	0.00
3	Chennai	0.00	0.80	2.00	0.50	0.00	0.20	0.00
4	Madurai	310.00	1.00	34.32	0.20	0.91	1.02	0.00
5	Salem	100.00	16.00	14.28	0.10	0.00	0.00	0.00
6	Thanjavur	35.00	1.25	3.50	0.50	0.00	0.45	0.00
7	Tirunelveli	217.00	0.53	1.70	2.00	0.00	0.70	0.00
8	Vellore	158.26	1.00	2.60	2.00	1.20	0.25	0.00
9	Bangalore	40.00	0.60	27.00	0.50	0.17	0.98	0.00
10	Mumbai	50.00	1.00	2.15	0.50	0.00	0.90	0.00
11	Vijayawada	0.00	0.00	1.63	12.81	0.50	0.00	0.83
12	Export (HO)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	Head Office	421.19	4.00	353.51	1.50	20.36	26.47	13.30
<b>Total</b>		<b>1540.32</b>	<b>29.18</b>	<b>455.10</b>	<b>21.86</b>	<b>24.14</b>	<b>31.37</b>	<b>14.13</b>

**II. ELECTRONIC EQUIPMENT POLICY****(Rs. in Lakh)**

S.No	Name of the Region	Particulars	Value
1	Coimbatore	Computer & Fax	31.25
2	Cuddalore		6.40
3	Chennai		44.82
4	Madurai		25.49
5	Salem		17.76
6	Thanjavur		24.00
7	Tirunelveli		16.92
8	Vellore		32.55
9	Bangalore		6.72
10	Mumbai		8.59
11	Vijayawada		47.37
12	Export (HO)		0.00
13	Head Office		107.99
<b>Total</b>			<b>369.86</b>



**III. MACHINERY BREAKDOWN POLICY**

(Rs. in Lakhs)

S.No	Name of the Region	Particulars	Value
1	Coimbatore	Air conditioner, Pumpset, Generator, Transformer With Oil	34.44
2	Cuddalore		32.00
3	Chennai		26.07
4	Madurai		26.98
5	Salem		42.16
6	Thanjavur		32.20
7	Tirunelveli		30.38
8	Vellore		23.84
9	Bangalore		11.28
10	Mumbai		27.74
11	Vijayawada		19.28
12	Export (HO)		0.00
13	Head Office		40.70
<b>Total</b>			<b>347.07</b>

**IV. MONEY INSURANCE POLICY**

(Rs. in Lakhs)

S.No	Name of the Region	PARTICULARS	
		CASH -IN-CHEST	CASH-IN-TRANSIT
1	Coimbatore	55.00	200.00
2	Cuddalore	25.00	20.00
3	Chennai	50.00	40.00
4	Madurai	5.25	30.50
5	Salem	32.25	26.75
6	Thanjavur	13.50	360.00
7	Tirunelveli	60.00	40.00
8	Vellore	42.30	42.30
9	Bangalore	17.50	25.00
10	Mumbai	23.00	57.00
11	Vijayawada	19.50	19.50
12	Export (HO)	0.00	0.00
13	Head Office	1.50	75.00
<b>Total</b>		<b>344.80</b>	<b>936.05</b>

**V. MARINE POLICY**

(Rs. in lakh)

S.No	Name of the Region	Through Private Carriers
1	Coimbatore	1200.00
2	Cuddalore	200.00
3	Chennai	1100.00
4	Madurai	170.00
5	Salem	1433.82
6	Thanjavur	275.00
7	Tirunelveli	350.00
8	Vellore	1235.00
9	Bangalore	200.00
10	Mumbai	450.00
11	Vijayawada	24.00
12	Export (HO)	22.00
13	Head Office	0.00
<b>Total</b>		<b>6659.82</b>

**VI. NEON SIGN POLICY**

(Rs. In Lakhs)

S.No	Name of the Region	Particulars	Value
1	Coimbatore	Neon Sign and Glow Sign Board	0.52
2	Cuddalore		0.00
3	Chennai		10.60
4	Madurai		0.84
5	Salem		15.25
6	Thanjavur		29.35
7	Tirunelveli		2.83
8	Vellore		21.66
9	Bangalore		16.79
10	Mumbai		0.00
11	Vijayawada		1.38
12	Export (HO)		0.00
13	Head Office		36.90
<b>Total</b>			<b>136.12</b>

**VII. SPECIAL CATEGORY POLICY**

(Rs. in lakh)

S. No	Name of the Region	Cell Phone & laptop
1	Coimbatore	0.61
2	Cuddalore	0.75
3	Chennai	1.50
4	Madurai	0.85
5	Salem	0.20
6	Thanjavur	0.16
7	Tirunelveli	0.12
8	Vellore	2.00
9	Bangalore	0.28
10	Mumbai	0.08
11	Vijayawada	1.05
12	Export (HO)	0.00
13	Head Office	4.00
<b>Total</b>		<b>11.60</b>

**VIII. DETAILS OF A/C MACHINES, PUMB SETS, GENERATORS HELD AT YOUR REGIONS (INCLUDING ALL SHOWROOMS, WAREHOUSES, ISSRS, YARN UNITS, REGIONAL OFFICES etc.,) AND STOCK VALUE HELD AT SHOWROOM & WAREHOUSE / GO DOWNS OF YOUR REGIONS.**

(Rs.in lakh)

S.No	Name of the Region	Number of A/C Machines		Number of Pumb-Sets		Number of Generators		Stock Value held at	
		Qty.	Value	Qty.	Value	Qty.	Value	Showrooms	Warehouses/
									Godowns
1	Coimbatore	51	34.44	0	0.00	1	2.86	1727.87	493.07
2	Cuddalore	50	10.02	0	0.00	15	21.95	1201.84	230.00
3	Chennai	61	25.17	0	0.00	5	0.90	3190.64	443.52
4	Madurai	38	19.21	0	0.00	10	7.76	757.27	26.14
5	Salem	24	33.76	1	0.29	6	6.30	1453.91	300.56
6	Thanjavur	37	24.47	1	0.20	6	4.47	790.00	175.00
7	Tirunelveli	31	24.21	0	0.00	2	8.20	821.60	95.00
8	Vellore	35	15.37	1	0.20	5	5.75	717.43	87.87
9	Bangalore	23	10.96	1	0.15	1	0.17	600.00	0.00
10	Mumbai	55	18.68	1	0.08	1	0.40	850.00	0.00
11	Vijayawada	47	19.27	0	0.00	0	0.00	693.30	0.00
12	Export (HO)	0	0.00	0	0.00	0	0.00	22.00	0.00
13	Head Office	46	26.47	4	0.53	1	5.00	0.00	0.00
<b>Total</b>		<b>498</b>	<b>262.03</b>	<b>9</b>	<b>1.45</b>	<b>53</b>	<b>63.76</b>	<b>12825.90</b>	<b>1851.16</b>

**IX.DETAILS OF THE SHOWROOM IN WHICH THE HIGHEST STOCK VALUE HELD OF THE REGION**

S.No.	Name of the Region	Name of the Showroom	Highest Stock Value as on 31.12.2022 (Rs. in Lakh)
1	Coimbatore	Marudham, Coimbatore	557.63
2	Cuddalore	Mullai, Cuddalore	228.56
3	Chennai	TVPM, Chennai	900.00
4	Madurai	Angayarkanni Silk Palace, Madurai	291.56
5	Salem	Thagampattu malagai, Salem	777.38
6	Thanjavur	Pothigai, Trichy	259.59
7	Tirunelveli	Kanthimathi	135.00
8	Vellore	Deepam Showroom	302.75
9	Bangalore	Basavanagudi	159.16
10	Mumbai	Pudupavu	137.00
11	Vijayawada	Minerva-Hyderabad	105.19
12	Export (HO)	Export Head Office	22.00
13	Head Office	0	0.00
<b>Total</b>			<b>3875.82</b>

**X.Details of the ISSRs/Warehouses etc in which the Highest Stock Value held of the Region**

S.No.	Name of the Region	Name of the ISSRs/Warehouses etc.	Highest Stock Value as on 31.12.2022 (Rs. in Lakh)
1	Coimbatore	Product Warehouse, Chennimalai	170.74
2	Cuddalore	Distrubution Warehouse, Cuddalore	65.00
3	Chennai	Distrubution Warehouse , Chennai	273.00
4	Madurai	Institutional Sales Showroom	18.67
5	Salem	Product Warehouse,Salem	170.56
6	Thanjavur	Institutional Sales Showroom, Thanjavur	38.20
7	Tirunelveli	Distrubution Warehouse, Tirunelveli	50.00
8	Vellore	Institutional Sales Showroom, Vellore	750.00
	<b>Total</b>		<b>1536.17</b>

- 1. For money policy, Money in transit – Maximum Single carrying limit is Rs.5/- lakhs.**
- 2. Stock Declaration policy to the value of stocks in Showrooms, Regional Distribution Warehouses, Product Warehouses and Printing Warehouse.**
- 3. For Electronic Equipment Policy, list of equipments to be given at the time of placement.**
- 4. In the claim details provided in the tender, against which policy the claim has been made is furnished.**