



**Retail Marketing Division**  
(A UNIT OF NATIONAL TEXTILE CORPORATION LTD.)

Divisional Office - 7, J. L. Nehru Road  
KOLKATA, WEST BENGAL - 700013

Ph. No. - +91- 9433360325

E-Mail: [ntcrmdkolkata@gmail.com](mailto:ntcrmdkolkata@gmail.com)

Tender Ref. No. - NTC/RMD/KOL/24-25/01; DATED - 04-04-2024

**TENDER DOCUMENT**

INVITING QUOTATION FROM LEADING NATIONALISED GENERAL INSURANCE COMPANIES REGISTERED UNDER INSURANCE REGULARITY DEVELOPMENT AUTHORITY AND HAVE LICENSE TO CARRY GENERAL INSURANCE BUSINESS IN INDIA FOR A PERIOD OF ONE YEAR.

1. BURGLARY & HOUSEBREAKING INSURANCE.
2. CASH & CASH IN TRANSIT POLICY.

**RETAIL MARKETING DIVISION - KOLKATA**

**RETAIL MARKETING DIVISION- KOLKATA** OF (NATIONAL TEXTILE CORPORATION LIMITED) INVITES QUOTATION FOR BURGLARY & HOUSEBREAKING INSURANCE & CASH & CASH IN TRANSIT POLICY FOR IT'S DIVISIONAL OFFICE, SHOWROOMS AND GODOWN (CDD) FROM LEADING NATIONALISED GENERAL INSURANCE COMPANIES WHO ARE MEMBER OF INSURANCE REGULARITY DEVELOPMENT AUTHORITY AND HAVE LICENSE TO CARRY GENERAL INSURANCE BUSINESS IN INDIA.

- A pre bid meeting with prospective bidders shall be held at National Textile Corporation Ltd, Sub Office Kolkata, 7 J.L. Nehru Road, Metropolitan Building, Kolkata - 700013. The concern bidders are requested to present themselves for any clarification on Technical as well as commercial matters regarding to this tender.
- Bidders are required to submit their suggestions/clarifications during the Pre Bid meetings in writing. The suggestions received and found reasonable and acceptable shall be incorporated as corrigendum. Management is not bound to accept any or all suggestions so given in pre bid meeting. Any suggestions forwarded after the Pre Bid meetings shall not be entertained at all by the management.

YOU ARE REQUESTED TO QUOTE YOUR COMPETITIVE PREMIUM AMOUNT, GOODS & SERVICE TAX AND OTHER TAX IF ANY, LEVIABLE ON THE SAID PREMIUM FOR,

- 1- BURGLARY & HOUSEBREAKING INSURANCE.
- 2- CASH & CASH IN TRANSIT POLICY

<b>Last Date Of Submission Of Tender :</b>	12-04-2024 Till 12:00 P.M
<b>Date Of Opening Tender :</b>	12-04-2024 Till 02:00 P.M
<b>Date Of Pre-Bid Meeting :</b>	10-04-2024 At 02:00 P.M

**BURGLARY & HOUSEBREAKING INSURANCE**

<b>Name of the Insured</b>	NATIONAL TEXTILE CORPORATION LTD.
<b>Insured Address</b>	7, J.L. NEHRU ROAD, KOLKATA - 700 013, WEST BENGAL
<b>Risk Location (Postal Address Only)</b>	Various As Stated Herein
<b>Policy Period</b>	<b>From : 23-03-2024 to 22-03-2025</b>
<b>Type of Policy</b>	Burglary & Housebreaking Insurance
<b>Add on Covers</b>	Burglary & Housebreaking Insurance
	Theft Extension
<b>Clauses to be Attached</b>	Designation of property clause.
<b>Expiring Insurer</b>	<b>United India Insurance Company Limited</b>
<b>Claim Experience</b>	<b>Nil Claim for last 3 Years</b>

LOCATIONS	OCCUPANCY	PRESENT STATUS	DESCRIPTION		SUM INSURED	RATE	PREMIUM
COLLEGE STREET: 86 COLLEGE STREET, KOLKATA - 700073	Showroom	Non-Operational	Furniture, Fixtures, Fittings, utensils and appliances of trade - Others Furniture's	11,78,000	26,44,000		
			Others - Others	42,000			
			Stock in Trade or Goods in the custody of the Insured - Other general goods	14,24,000			
CHANDANNAGAR LALDIGHI, BAGHBAZAR, HOOGHLY -712101	Showroom	Non-Operational	Furniture, Fixtures, Fittings, utensils and appliances of trade - Others	3,82,000	3,82,000		
LAKE TOWN: GOVT MARKET, LAKE TOWN, KOLKATA - 700055	Showroom	Non-Operational	Furniture, Fixtures, Fittings, utensils and appliances of trade - Goods of general type	12,000	12,000		
GARIAHAT: 14/10 GARIAHAT ROAD, KOLKATA - 700019	Showroom	Non-Operational	Stock in Trade or Goods in the custody of the Insured - Other general goods	17,86,000	30,09,000		
			Others - Others	15,000			
			Furniture, Fixtures, Fittings, utensils and appliances of trade - Goods of general type	11,66,000			
			Others - Others	42,000			
PALTA SHOWROOM, PALTA. 24 PGS. (N) - 743427	Showroom	Non-Operational	Furniture, Fixtures, Fittings, utensils and appliances of trade - Others	5,25,000	5,25,000		
PARK STREET: 1/1 PARK STREET, KOLKATA - 700016	Showroom	Non-Operational	Stock in Trade or Goods in the custody, of the Insured - Other general goods	12,76,000	14,17,000		
			Furniture, Fixtures, Fittings, utensils and appliances of trade Goods of general type	1,10,000			

			Others - Others	15,000			
			Others - Others	16,000			
BEHALA: 620 D.H. ROAD, KOLKATA - 700034	Showroom	Non-Operational	Stock in Trade or Goods in the custody of the Insured - Other general goods	2,67,000	5,07,000		
			Furniture, Fixtures, Fittings, utensils and appliances of trade - Goods of general type	2,25,000			
			Others - Others	15,000			
SALE COUNTER AT: 7 J.L. NEHRU ROAD, KOLKATA - 700013	Showroom	Non-Operational	Stock in Trade or Goods in the custody Of the Insured - Other general goods	16,63,000	16,88,000		
			Furniture, Fixtures, Fittings, utensils and applicants of trade - Goods of general type	25,000			
141, S.N. BANERJEE ROAD, KOLKATA - 700013	Godown	Operational	Stock in Trade or Goods in the custody Of the Insured - Other general goods	91,02,000	93,12,000		
			Furniture, Fixtures, Fittings, utensils and appliances of trade - Goods of general type	1,95,000			
			Others - Others	15,000			
31, CHOWRINGHEE ROAD, KOLKATA - 700016	Godown	Non-Operational	Stock in Trade or Goods in the custody Of the Insured - Other general goods	3,04,000	3,04,000		
7, J.L. NEHRU ROAD, KOLKATA - 700013	Godown	Non-Operational	Stock in Trade or Goods in the custody Of the Insured - Other general goods	1,24,00,000	1,24,00,000		
<b>TOTAL</b>					<b>3,22,00,000</b>		
ADD: Theft Extension					3,22,00,000		
NET PREMIUM							
<u>Add : GST@18%</u>							
<b>GROSS PREMIUM (A)</b>							
Excess : As Per IRDA Guideline							

**MONEY INSURANCE**

Premium Quote For Cash and Cash in Transit Policy							
Name of the Insured	NATIONAL TEXTILE CORPORATION LTD.						
Correspondence Address	7, J.L. NEHRU ROAD, KOLKATA - 700 013, WEST BENGAL						
Policy Period	From 23-03-2024 to 22-03-2025						
Claim Experience	NIL - Last 3 Years						
Transit	Transit between Offices & Bank, Office to Office and Vice Versa						
Money Carried by	Bags						
Cover	Occupation	Section	Description	SCL	ACL	Rate	Premium
Money In Transit	Trading of Readymade garments and cloths	IA	Money for payment of wages, salaries or for petty cash in direct transit from the bank to the insured's premises from the time the cash is received at the bank by the insured or the authorized employee(s) of the insured until delivery at the premises or other place of disbursement and whilst there, until paid out provided that after business hours such cash be secured in locked safe or locked strong room on the premises for a period not exceeding 48 hours from the time of arrival of such cash at the said premises or places of disbursements. Cheques drawn by the insured to provide for such cash are covered in transit from the premises to the bank.	40,000	10,00,000		
		IB	Money (other than described in IA above) in the Personal Custody of the Insured or the Authorized Employees of the Insured Whilst in Direct Transit Between the Premises and the Bank or Post Office and Vice Versa				
		1C	Money (other than described in IA & IB above) collected by and in the Personal Custody of the Insured or the Authorized Employees of the Insured whilst in the Transit to the Premises or Bank within a period not exceeding 48 hours from the time of collection				
Cash In Safe		II	Cash (other than described in IA) whilst on the premises during the business hours or whilst secured in locked safe or locked strong room in the insured premises out of business hours against the risk of burglary, housebreaking and hold-up ( 7 Various Locations)		1,30,000		
<b>Net Premium</b>							
Add-On: RSMD Cover							
<b>Net Premium Including Add-on</b>							
GST							
<b>Gross Premium (B)</b>							
Excess: As per expiring policy							

\* 2B - Cash in Safe and Counter (7 Various Locations) -

Head Office : 7, Jawahar Lal Nehru Road, Kolkata - 700 013	₹ 25,000
College Street : 86 College Street, Kolkata - 700 073	₹ 15,000
Gariahat : 14/10, Gariahat Road, Kolkata - 700 019	₹ 20,000
Park Street : 1/1, Park Street, Kolkata - 700 016	₹ 15,000
Behala : 620 D.H. Road, Kolkata - 700 008	₹ 10,000
Sales Counter : 7, Jawahar Lal Nehru Road, Kolkata - 700 013	₹ 20,000
Godown : 141, S.N. Banerjee Road, Kolkata - 700 013	₹ 25,000
<b>Total</b>	<b>₹ 1,30,000</b>

Total Premium Payable	Amount (Rs.)
Gross Premium (A+B)	-

### Premium & Claim Details Of Last 03 (Three) Years

Financial Year	Premium (Including GST)		Claim
	Money	Burglary	
2020-21	1740.00	9306.00	Nil
2021-22	1740.00	8117.00	Nil
2022-23	1740.00	13200.00	Nil

### **Following 8 Showrooms & 3 Godown Locations are there for the Insurance Coverage -**

STATEMENT SHOWING SCHEDULE OF ASSETS FOR INSURANCE COVERAGE. (In Lakhs)						
SHOWROOMS						
SL. No.	Name of the Showroom / Address	Stock at Cost	Fixed Assets			Total
			Furniture's, O/Equip	Computer	A.C. Machine	
1.	College Street, 86 College Street, Kolkata - 73	4.91	11.78	-	0.42	17.11
2.	Chandannagar, Laldighi, Baghbazar, Hooghly	-	3.82	-	-	3.82
3.	Lake Town, Govt. Market, Lake Town, Kolkata - 55	-	0.12	-	-	0.12
4.	Gariahat, 14/10 Gariahat Road, Kolkata - 19	5.67	11.66	0.15	0.42	17.90
5.	Palta Showroom, Palta. 24 Pgs. (N)	-	5.25	-	-	5.25
6.	Park Street, 1/1 Park Street, Kolkata - 16	3.31	1.1	0.15	0.16	4.72
7.	Behala, 620 D.H. Road, Kolkata	1.26	2.25	0.15	-	3.66
8.	Sale Counter at 7, J.L. Nehru Road, Kolkata - 13	4	0.25	-	-	4.25
<b>Showroom Total</b>		<b>19.15</b>	<b>36.23</b>	<b>0.45</b>	<b>1.00</b>	<b>56.83</b>
GODOWN						
1.	Godown at 141, S.N. Banerjee Road, Kolkata - 13	33.71	1.95	0.15	-	35.81
2.	Godown at 31, Chowringhee Road, Kolkata - 16	3.04	-	-	-	3.04
3.	Godown at 7, J.L.Nehru Road, Kolkata - 13	54.08	-	-	-	54.08
<b>Godown Total</b>		<b>90.83</b>	<b>1.95</b>	<b>0.15</b>	<b>-</b>	<b>92.93</b>
<b>GRAND TOTAL</b>		<b>109.98</b>	<b>38.18</b>	<b>0.60</b>	<b>1.00</b>	<b>149.76</b>

\*Stock of readymade garments, cloths and other textile articles.

**Please note the following:**

1. Quotations are called from leading Nationalized General Insurance Companies and not through any other modes like Brokers/Agents etc.
2. We suggest that if required the insurance companies can arrange the Pre-Bid Inspection before submission of appropriate quote.
3. The quotation submitted should have the detailed calculations and all terms & conditions, all clauses and Excess applicable & Exclusions for each policy.
4. NTCL/Retail Marketing Division, Kolkata reserves the right to accept or reject any Tender or part thereof without assigning any reason.
5. Quote should be strictly as per perils mentioned above failing which quotation shall be out rightly rejected.
6. The company must have GST Number & the bidders are required to submit the copy of the same.
7. During the currency of the insurance Policies, NTCL may secure valuation report from approved Valuers for its Assets and the selected insurers may be required to adjust the sum insured on the payment/refund of premium for remaining period on prorata basis.
8. All the terms and conditions, clauses, exclusions will be as per the standard policy filed with IRDA.
9. Amendments if any in tender documents shall be uploaded in NTCL Website, bidders are requested to download the copy of corrigendum/amendments form NTCL Website. The quotation should be submitted in above format only.
10. Tenderers are requested to fill up the attached **Tender Acceptance Letter (Refer Annexure I)** and submit along with the tender duly signed by the tenderers.
11. All Participants should submit their quotation by following all the rules and regulations of Insurance Act 1938.
12. **Financial Bid will be considered on Total Premium Payable.**
13. **In case Total Premium quoted by two or more participants is equal, L1 and decision of awarding the contract will be decided by the NTC management. It is left to the sole discretion of the management of NTC.**

<b>Name Of The Person &amp; Telephone No. To Be Contacted At Corporate Office :</b>	Sh. Sagnik Sen (Jt. Manager) Retail Marketing Division, KOLKATA. PH- 9433360325
	Sh. Tapan Kumar Parui (Manager Finance). PH- 8584048857

For RETAIL MARKETING DIVISION, KOLKATA, WEST BENGAL,  
**SAGNIK SEN**  
 Jt. Manager– Retail Marketing

**TENDER ACCEPTANCE LETTER** (To be given on Company Letter Head)**Date:**

**To,**  
**The Jt. Manager – Retail Marketing,**  
**NTC Ltd., Divisional Office, 7, J. L. Nehru Road,**  
**Kolkata, West Bengal – 700013.**

Sub: Acceptance of Terms & Conditions of Tender.

Bid Reference No:

**Name of Tender:** General Insurance of RMD Kolkata (2023-24)

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender' from the web site namely [www.ntcl.org](http://www.ntcl.org) as per your advertisement, given in the above mentioned website.
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents including all documents like annexure(s) etc., which form part of the tender and I / we shall abide hereby the terms / conditions/ clauses contained therein. The corrigendum(s) issued from time to time by your department/organizations too have also been taken into consideration, while submitting this acceptance letter.
3. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality /entirety.
4. I/ We do hereby declare that our Organization/Firm has not been blacklisted / debarred by any Govt. Department/Public sector undertaking.
5. I/We certify that all information furnished by the our Organization/Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid, without prejudice to any other rights or remedy.

Yours Faithfully,

(Signature with Office Seal)