



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.: E2/G.I./000388/Insurance Tender/2010 - 11

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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 YEAR 2010-11.

Date & Time of Opening (Part-I) : 09.08.2010 @ 11.30 A.M.

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Phone: +91-44-28193371,28192284  
Gram : HANDLOOM

Fax : +91-44-28192464  
E-mail : [cooptex@vsnl.net](mailto:cooptex@vsnl.net)  
Website : [www.cooptex.com](http://www.cooptex.com)

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

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

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. Policy period is for a period for one year from 01.09.2010 to 31.08.2011 as per details given below:
  - 1.1. Tender Ref. No. : E2/G.I./000388/Insurance/Tender 2010-11
  - 1.2. Cost of Tender Document : Rs.500/- in person / Rs.550/- by post.
  - 1.3. Tender Document sale period: 23.07.2010 to 06.08.2010
  - 1.4. Last Date and time for receipt of offer : 09.08.2010 upto 11.00 A.M.
  - 1.5. Date and Time of opening of offer (Part-I) : 09.08.2010 @ 11.30 A.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 from 23.07.2010 and up to 06.08.2010 in the address mentioned in. (i) The cost of tender document is Rs.500/- (Rupees five hundred only) in person, Rs.550/- by post per tender document inclusive of taxes which is non transferable. It can be paid either by cash or 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, Tamilnadu. Alternatively, tender documents can be downloaded from Government website **[www.tenders.tn.gov.in](http://www.tenders.tn.gov.in)** at free of cost.

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- 3.0. Further details such as qualifying requirements and general conditions etc. are available in the tender documents. For any clarification, please contact The Manager (Audit), TNHWCS Ltd., Head Office, Balasundaram Buildings, 350, Pantheon Road, Egmore, Chennai-600 008, Tamilnadu (Phone No.28192259.)  
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 conference 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-bid conference. The pre-bid conference is scheduled on 03.08.2010 at 3.00 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.com](http://www.cooptex.com)) 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, 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, 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.com](http://www.cooptex.com) linked with Right to Information Act 2005.

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 YEAR 2010-11.

Ref. No.: 1. Tender No.E2/G.I./000388/Insurance Tender/2010 -11

- 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 36 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 09.08.2010. Bids will be received upto 11.00 A.M as per our office clock and Part – 1 of the offers received only will be opened on the same day at 11.30 AM 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.

No extension of time shall be permitted for the bid submission and opening date.

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## e) 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.

e) 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 TNHWCS Ltd's terms and conditions. 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.

g) 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.

h) Technical Bid shall not contain any price

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l) **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 I 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 and total premium prices shall be 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 11.00 AM of 09.08.2010 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 36 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 three years as on 31.3.2010	A Certificate from IRDA or from the statutory auditors stating that they are in the General Insurance business for the minimum period of three years as on 31.3.2010 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 2007-08 & 2008-09. IRDA has prescribed the solvency ratio for the year 2007-08 & 2008-09 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.	The Tenderer should maintain a Regional Office at all the following places or under their jurisdiction. Coimbatore, Cuddalore, Chennai, Madurai, Salem Thanjavur, Tirunelveli, Vellore, Bangalore, Mumbai and Vijayawada.	A certificate from the Head office stating that the Regional Office is maintained at all the following places should be enclosed. Coimbatore, Cuddalore, Chennai, Madurai, Salem Thanjavur, Tirunelveli, Vellore, Bangalore, Mumbai and Vijayawada.
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.

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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 is from 01.09.2010 to 31.08.2011. Period will be extended at the option of TNHWCS Ltd.

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 and Special Contingency 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 36 months ending as on 31.03.2010 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.
- |       |   |   |
|-------|---|---|
| i)    | Year of establishment   | - |
| ii)   | Actual commencement of commercial operation   | - |
| iii)  | Total volume of business / sum insured handled during last year (2009-10)   | - |
| iv)   | Total premium received during last year (2009-10)   | - |
| v)    | Net worth as per last year accounts (2009-10)   | - |
| vi)   | Reserve & Surplus as per last year accounts (2009-10)   | - |
| vii)  | 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 | - |
| viii) | 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, Special Contingency 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 service tax 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 TNHWCS Ltd's decision 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. Further the insurers have to give an abstract showing the premium due on various policies and the total premium including service tax claimed should be indicated in a separate sheet.
4. 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.
5. 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.
6. 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, TNHWCS Ltd

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. **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.

20. **General**

The insurers while sending their tenders should enclose a copy of the conditions stipulated above, duly certified and attested by them in 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@vsnl.net](mailto:cooptex@vsnl.net)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>   |
|-------------------|-----------------|--|
| •                 |                 | <u>Cost of withdrawal of deviations to be given in schedule 2 of the price bid.</u><br>Note : i. No deviation against clause in Sl.No.2,3,4 of Page 7 in respect of price bid shall be accepted.<br>ii. The bidder may use additional sheets of like size and format, if required. |

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

SIGNATURE OF THE TENDERER WITH OFFICE SEAL

**ANNEXURE-I****ASSET VALUE POSITION AS ON 31.08.2009.**

1. STANDARD FIRE &amp; SPECIAL PERILS POLICY :

II. BURGLARY AND HOUSE BREAKING POLICY:

## A. SHOWROOMS

(Rs. in lakhs)

Sl.No.	Particulars	Value
1	Buildings	642.86
2	Stocks	6423.28
3	Furniture and Fittings	553.66
4	Cash-in-Chest	264.50
5.	Generator	14.62
6.	Air Conditioner	80.40

B. WAREHOUSE, INSTITUTIONAL SALES SHOWROOM, YARN  
GODOWNS AND INTERNATIONAL, CHENNAI

(Rs. in lakhs)

Sl. No	Particulars	Ware house	ISSR	Yarn godown	Inter National
1	Buildings	328.21	12.63	10.00	-
2	Stocks	2547.40	1670.14	3208.52	14.23
3	Furniture and Fittings	57.17	4.87	6.31	-
4	Cash-in-Chest	9.50	3.90	3.60	-
5	Generator	1.42	0.02	-	-
6	Air-conditioner	2.32	-	0.41	1.72

## C. OFFICE:

(Rs. in lakhs)

Sl.No	Particulars	Value
1	Buildings	368.90
2	Books and forms	9.50
3	Furniture and Fittings	69.63
4.	Cash in Chest	6.50
5.	Generator	2.60
6.	Air Conditioner	15.27

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II. ELECTRONIC EQUIPMENT POLICY (Rs. in lakhs)

Sl.No	Particulars	Value
1.	Computer & Fax	288.00

III. MACHINERY BREAKDOWN POLICY (Rs. in lakhs)

Sl.No.	Particulars	Value
1.	A/c. Generator, Pumpset, Transformer with oil	151.16

IV. MONEY INSURANCE POLICY (Rs. in lakhs)

Sl.No.	Particulars	Value
1	Cash-in-Chest	300.75
2	Cash-in-Transit	3968.80

V. MARINE POLICY (Rs. in lakhs)

Sl.No	Particulars	Value
1	Through Transport	672.00
2	Through Staff	232.00

VI. NEON SIGN POLICY (Rs. in lakhs)

Sl.No	Particulars	Value
1.	Neon Sign and Glow Sign Board	10.85

VII. FGIP

Sum Insured in Total : Rs.75 lakh  
Per Person Limit : Rs.15 lakh

VIII. SPECIAL CONTINGENCY POLICY (Rs. in lakhs)

Sl.No	Particulars	Value
1.	Cell Phone	1.60

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**ANNEXURE –II      PART - II**  
**SUMMARY PREMIUM SCHEDULE**

S. No.	Unit/Type of Policies	Sum Insured (Rs.lakh)	Net Premium rate (%)	Premium Amount (Rs.)	Service Tax (@10.30%) Rs.	Total Premium Payable (Rs.)
1.	<b>STANDARD FIRE &amp; SPECIAL PERILS POLICY WITH ADD ON COVER EARETHQUAKE AND TERRORISM.</b>					
a)	Showrooms					
b)	I.S.S.R.Godowns (Cotton goods, Polyester goods, Silk goods)					
c)	Yarn Godowns (Cotton, Silk & Polyester Yarn)					
d)	Offices					
e)	Silk Warehouses					
f)	Regional Warehouses (Cotton, Polyester & Silk goods)					
2.	Electronic Equipment Policy (Computer, Fax Machine etc.)					
3.	Machinery Breakdown Policy					
4.	Burglary Policy					
5.	Money Insurance Policy					
6.	Goods-in-Transit - Marine Policy					
7.	Special Contingency Policy (Cellular phone, Cardless phone etc.)					
8.	Neon Sign/Glow Sign Board including all structural work electrical fittings, wiring and other electrical installation					
9.	Fidelity Guarantee Insurance Policy					

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

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**ANNEXURE – III – PART II**  
**INSURANCE PREMIUM RATE FOR THE YEAR 2010-2011**

Type of Policy	Scope of cover to be specified by the Insurance Company	Applicable to	Rate of Premium (per thousand) (Excluding Service Tax)				
			Building including false ceiling and partition Rs.	Stock Rs.	Furniture, Fixture and fittings Rs.	Generator Rs.	Air Condition Machine Rs.
STANDARD FIRE & SPECIAL PERILS POLICY WITH ADD ON COVER EARTHQUAKE AND TERRORISM		a) Showrooms					
		b) I.S.S.R.Godowns (Cotton goods, Polyesters goods, Silk goods )					
		c) Yarn Godowns (Cotton, Silk & Polyester Yarn)					
		d) Offices					
		e) Silk Warehouses					
		f) Regional Warehouses (Cotton , Polyester and Silk goods)					

Note: The details of insured value for all risks for the year 2010-11 is appended Page No.23 and 24

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**ANNEXURE – III (Contd) – PART II**

Type of Policy	Risk Covered	Applicable to	Rate of Premium Rs.	
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)
	Pumpset with Motors			(Per Hundred)
	Transformer with oil			(Per Hundred)
Burglary Policy	Burglary and House Breakings	All showrooms / Regional Warehouses / Yarn Godowns / Offices	**	(Per Thousand)
Money Insurance Policy	Cash-in-Transit	All showrooms / Regional Warehouses / Yarn Godowns / Offices		(Per Thousand)
	Cash-in-Chest/Safe/Drawer/Counter	All showrooms / Regional Warehouses / Yarn Godowns / Offices		(Per Thousand)
Goods-in-Transit Marine Policy	All Risk Marine (Rail/Road)	Selected Region(Coimbatore, Salem and Vellore)		(Per Hundred)
	SRCC			(Per Hundred)
Special contingency Policy (Cellular phone, Cardless Phone etc.)	All risk (Scope of cover to be furnished by Insurance company/			(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.75 lakh Cover per employee Rs.15 lakh		(Per Hundred)

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

Stock	:
Furniture, Fixture and fittings	:
Generator	:
Air-conditioners	:

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**ANNEXURE – III (Contd.) – PART II**

SHORT PERIOD SCALE RATES : BURGLARY AND OTHER MISCELLANEOUS POLICIES

BURGLARY	
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. Service Tax, if any --
3. Special discount --

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**ANNEXURE – III (Contd) – PART II**

FIRE	
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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**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: E2/GI/000388/Tender/2010 -11. 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 THREE YEAR ENDING AS ON 31.03.2010**

S. No.	Name of the Region	Year	Name of Insurance Company	Reimbursement received from the Insurance Company	Name of the Showroom
1.	Vellore	2007-2008	National Insurance Company Ltd.	4599946	Tiruvannamalai
			New India Assurance Company Ltd.	55927	
2.	Mumbai.	2007-2008	National Insurance Company Ltd. United India Insurance Company Ltd.	18490	Pudupavu, New Delhi
3.	Mumbai.	2008-2009	New India Assurance Company Ltd.	173954	Chandigarh Exhibition Stall
4.	Madurai.	2009-10	New India Assurance Company Ltd.	287221	Madurai FDS -09 godown

