



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 33 40364777

Website: www.icmai.in

TENDER NOTICE

Ref. no. LTC/ADMN/INSURANCE/2022-23

November 30, 2021

Annual Rate contract / Premium of Insurance Policies

Sealed quotations are invited in hard copy from Nationalised Insurance Companies for annual rate of premium of Insurance policies of the Institute, as per details below:

Insurance to be covered -

- i) Fire Policy
 - ii) Burglary Policy
 - iii) Baggage Policy
 - iv) Money Policy
 - v) Group Personal Accident
-
- a) Period of Insurance: 05.01.2022 12:00:00 AM to 04.01.2023 11:59:59 PM
 - b) The expected amount of sum assured of the above insurance policies is given in Annexure (A).
 - c) Value of freehold building of the Institute located at various locations of the country in Annexure (B).
 - d) Value of Fixed Assets other than building located at various locations of the Institute to be insured in Annexure (C).
 - e) Group Personal Accident Annexure (D).

For any further information, the intending bidders may consult Administration on any Working Day (Monday- Friday) during office hours 9.30 a.m. – 6.00 p.m. Contact details: email id: admin.kolkata@icmai.in, Phone no.: 9681818171; at their own cost.

Terms and conditions -

- The total price quoted will be all inclusive. No additional charges other than quoted rate will be entertained.
- Taxes as applicable; will be extra.
- All payment(s) is/are to be given to the Bank A/c through Electronic Mode or by issuing a cheque hence Bank Details [(1) Name of the A/c., (2) A/c. No., (3) Type of A/c., (4) Name of the Bank, (5) Branch Name with Address (6) IFSC Code] and (7) Name of the company {in favour of which cheque will be issued} should be provided in the quotation.
- Payment will be made in advance.
- Conditional / Incomplete bids shall be rejected.
- The bidder must submit the tender as per **Annexure 1** duly filled and signed.
- The price quoted by the bidder should remain valid for 30 days.
- Hard copies of the Insurance policies have to be supplied within a week from the date of remittance of Premium Value.
- **L1 will be decided based on the total premium value quoted Rate(Rs.)**
- The Institute may, for any reason whether at its own initiative or in response to the clarification requested by the prospective bidder, issue amendment in the form



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of addendum during the bidding period and subsequent to receiving the bids. Any addendum thus issued shall become part of bidding document and bidder shall submit the addendum duly signed and stamped in token of his acceptance.

- Although the details presented in this Tender Document consisting of conditions of contract, scope of work and technical specifications have been compiled with all reasonable care, it is the bidder's responsibility to ensure that the information provided is adequate and clearly understood.
- Bidders are requested to check for corrigendum/addendum (if any) at the Institute's website before finally submitting their bids.

The sealed quotation addressed to Convenor – Limited Tender Committee may be either dropped in the tender box labelled as “**Limited Tender Committee**” available at the ground floor of The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 or may be sent through register/speed post on the above mentioned address, superscribed “**Annual Rate contract / Premium of Insurance Policies**” on or before **December 21, 2021 at 04:30 pm**.

Institute shall not be liable for any postal delay. Quotation received after the stipulated date and time will not be entertained.

LIMITED TENDER COMMITTEE



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Annexure A (Sum assured)

INSURANCE PREMIUM QUOTE OF ICAI FOR THE YEAR 2022-23	
INSURANCE RISK CATEGORY	TOTAL SUM INSURED
FIRE	41,45,05,550
BURGLARY	7,98,56,958
GROUP PA- 36 nos *SI Rs.5,00,000	1,80,00,000
BAGGAGE-36 Nos *SI Rs.50,000	18,00,000
MONEY IN TRANSIT	5,00,000

BREAK UP	FREEHOLD BUILDING	32,30,79,913
	FURNITURE AND FITTINGS	3,98,36,358
	OFFICE EQUIPMENTS	3,32,03,569
	GENERATORS	55,33,178
	LIFT	48,78,979
	COMPUTER	79,73,554
	TOTAL	41,45,05,550

BREAK UP	FURNITURE AND FITTINGS	3,98,36,358
	OFFICE EQUIPMENTS	3,32,03,569
	COMPUTER	68,17,031
	TOTAL	7,98,56,958



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Annexure B Value of freehold building

Head Quarters	
- 12 Sudder Street	1,38,42,100
- 84 Harish Mukherjee Road	1,83,493
- Lodi Road, New Delhi	1,28,62,485
- Noida Building	9,37,93,047
- Centre of Excellence, Hyderabad	2,40,02,182
- Centre of Excellence, Jaipur	14,17,146
WIRC	20,526
SIRC	18,19,503
EIRC	1,15,666
NIRC	9,47,785
Ahmedabad (Flat No. 303)	15,418
Ahmedabad (Flat No. 304)	1,39,409
Ahmedabad (NEW)	1,09,78,516
Aurangabad (Flat No. A-9)	1,22,053
Aurangabad (Flat No. A-10)	1,29,466
Aurangabad (Flat No. B-10)	1,86,598
Borada (Sharada Apartments)	-
Borada (Phoenix Comp.)	3,58,353
Bhopal	1,01,912
Goa	48,242
Kalyan Ambernath	11,399
Kolhapur Sangli (Flat)	1,07,764
Nagpur	5,15,415
Pune	5,53,57,852
Pimpri-Chinchwad-Akurdi	1,44,93,660
Surat South (Falt No. 210)	65,233
Surat South (RITZ SQUARE)	1,07,31,742
Nasik Ojhar (Gala No.207)	38,406
Nasik Ojhar (Gala No.208)	30,709
Nasik Ojhar (Gala No.308,309 & 310)	2,13,943
Bhilai	1,18,264
Bangalore	17,054
Bangalore (2nd Floor)	1,12,391
Cochin (on Kaloor Plot)	2,56,795
Cochin building - Vityla	2,78,23,529
Coimbatore	90,943
Hyderabad - Himayatnagar	24,50,228
Hyderabad - Sanat Nagar	42,40,498
Ranipet Vellore	4,85,497
Thrissur	85,12,778
Tiruchirapalli	1,22,154
Trivandrum	5,11,761
Ukkunagaram	24,93,638



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Vijaywada (A-9)	2,52,634
Visakhapatnam	3,22,717
Mysore	4,34,046
Kottayam	96,855
Asansol	12,61,045
Howrah	6,45,587
Dhanbad Sindri	1,73,246
Serampur	2,33,094
Durgapur	1,54,431
Jaipur	1,23,36,018
Lucknow	2,53,096
Udaipur	2,68,871
Kanpur	1,13,642
Jodhpur	23,05,721
Allahabad	4,80,092
Baroda	9,32,537
Bhilai	8,26,429
Bilaspur	66,247
Indore Dewas	2,09,002
Nasik Ojhar	3,88,374
EIRC	60,67,750
Bokaro Steel City	5,12,593
Bhubaneswar	34,58,966
Ranchi	3,51,093
Kota	10,50,274
TOTAL	32,30,79,913



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Annexure C Value of Fixed Assets other than

Sl.No	Particulars	Furniture & Fittings	Office Equipment	Generator	Lift	Motor Car	Computer	Computer Software
1	Headquarters, Kolkata	84,26,628	1,12,93,410	23,03,427	7,28,950	47,240	21,41,119	9,06,415
2	Delhi Office	25,45,904	26,96,395	3,53,327	7,97,254	-	3,08,460	33,225
3	Hyderabad Centre of Excellence	14,47,205	52,64,592	2,50,098	21,67,995	-	620	-
4	EIRC - 4th Floor	5,85,615	75,283	-	2,89,487	-	1,591	449
5	TDEC, Chennai	62,016	20,559	-	-	-	327	27
	Sub Total (A)	1,30,67,367	1,93,50,239	29,06,852	39,83,686	47,240	24,52,118	9,40,116



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6	WIRC	28,60,670	4,05,079	-					59,034	55,543
7	Ahmedabad	9,91,806	4,63,705	-					64,943	
8	Aurangabad	1,04,461	66,021	-					44	
9	Baroda	1,64,693	1,74,037	-					12,968	
10	Bhilai	1,18,847	17,771	5,138					29,290	
11	Bhopal	1,12,590	41,582	-					1,552	
12	Bilaspur	18,740	-	-					-	
13	Chandrapur	11,323	-	-					4,424	
14	Goa	65,884	6,920	-					18,890	
15	Indore-Dewas	87,258	1,04,536	-					95,641	31,008
16	Jabalpur	1	3,794	-					213	228
17	Jhagrakhand-Chirimiri	260	-	-					-	2,500
18	Kalyan Ambernath	1,69,500	13,088	27,554					7,793	
19	Kolhapur-Sangli	1,16,230	2,88,630	15,921		1,00,957			35,082	



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20	Korba	-	-	-	-	-	-	-
21	Konkan	-	-	-	-	-	-	-
22	Kutch-Gandhidham	433	-	-	-	-	-	-
23	Nagpur	1,01,191	27,085	-	-	-	5,970	-
24	Nasik-Ojhar	-	29,133	-	-	-	2,672	-
25	Navi Mumbai	21,137	-	-	-	-	6,394	-
26	Pune	1,39,040	2,34,458	-	-	-	919	-
27	Raipur	53,700	26,714	-	-	-	6,893	7,646
28	Surat-South Gujarat	17,02,305	4,79,031	-	-	-	1,73,080	14,618
29	Vapi-Daman-Silvassa	17,534	-	-	-	-	317	-
30	Pimri-Chinchwad-Akurdi	96,878	2,19,522	1,24,417	-	-	54,536	304
31	Vindhyanager	36,742	6,107	-	-	-	28	-
32	Alwar Solapur	5,773	7,546	-	-	-	-	-
33	Barauch Ankleshwar	-	33,178	-	-	-	-	-
	Sub Total (B)	69,96,996.0	26,47,937.0	1,73,030.0	1,00,957.0	-	5,80,683.0	1,11,847.0



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34	SIRC	7,13,562	-	15,35,757					1,86,257	
35	BANGALORE	3,69,840	4,76,861	-					32,788	
36	Bhadravati-Shimoga	-	-	-					-	
37	Cochin	3,11,000	7,75,701	1,01,115					1,63,708	17,700
38	Coimbatore	1,24,963	1,30,826	19,619					5,004	
39	ERODE	-	-	-					-	
40	Godavari	25,016	2,871	-					1	
41	Hyderabad	8,77,437	7,16,916	-					2,58,376	
42	Kottayam	2,13,191	1,75,227	-					37,392	577
43	Madurai	2,00,016	3,87,854	-					1,24,380	12,730
44	Magalore	-	-	-					-	
45	Mettur Salem	1,423	4,347	-					1,709	
46	Mysore	1,65,817	44,155	-					9,520	
47	Nellai Pearl City	27,132	19,782	-					14,289	



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48	Neyveli	-	-	-	-	-	-	-	-
49	Nellore	3,60,276	2,12,523	-	-	-	1,99,542	-	-
50	Palakkad	89,153	26,726	-	-	-	22,706	-	1
51	Pondicherry	30,767	54,962	-	-	-	30,511	-	-
52	Ranipet Vellore	75,834	26,472	-	-	-	40,056	-	-
53	Tiruchirapalli	2,54,501	1,94,530	59,711	-	-	27,059	-	-
54	Thrissur	27,34,672	6,09,333	5,12,306	-	-	1,52,230	-	-
55	Trivandrum	2,85,907	28,952	-	-	-	2,14,413	-	-
56	Ukkunagaram	91,582	6,776	-	-	-	7,430	-	-
57	Vijayawada	37,716	1,12,679	-	-	-	1,81,473	-	-
58	Visakhapatnam	1,03,109	1,88,705	-	-	-	24,433	-	-
59	Bellary	-	-	-	-	-	-	-	-
60	Hosur	38,688	1,387	-	-	-	1,944	-	-
61	Kozhikode	-	-	-	-	-	-	-	-
	Sub Total (C)	71,31,602	41,97,585	22,28,508	-	-	17,35,221	-	31,008



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62	EIRC	58,07,695	31,25,243	-					2,11,265	2,617
63	Agartala	5,880	3,871	-					-	
64	Asansol	2,19,032	1,80,614	54,210					4,92,776	
65	Bokaro Steel City	49,222	1,43,061	-					9,674	
66	Bhubaneswar	12,31,330	10,60,922	42,329	7,94,336				2,52,223	44,151
67	CUTTACK-JAGATSINGHPUR- KENDRAPARA	1,65,894	99,805	-					55,286	
68	Dhanbad-Sindri	1,69,782	61,672	-					43,192	
69	Durgapur	2,02,969	1,01,597	-					60,469	
70	Guwahati	69,531	25,618	-					57,445	
71	Howrah	2,38,338	77,570	1,351					69,098	87
72	Hazaribag	14,510	-	-					515	
73	Jajpur-Keonjhar	-	-	-					-	
74	Jamshedpur	1,980	-	-					277	
75	Kharagpur	14,899	-	-					14,768	
76	Naihati-Ichapur	306	-	-					-	



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77	Patna	71,840	10,406	-			8,031	-
78	Rajpur	-	-	-			-	
79	Ranchi	80,437	45,154	-			29,150	5,760
80	Rourkela	2,65,904	1,23,119	-			40,229	
81	Sambalpur	-	-	-			768	
82	Serampore	12,674	7,015	-			2,218	
83	Silchar	-	-	-			-	
84	Siliguri-Gangtok	15,248	1,601	-			22,649	
85	South Orissa	4,86,375	3,69,976	80,996			3,11,352	
86	Talcher-Angul	30,092	195	-			11,671	
87	Dulajan Chapter	1,47,326	29,772				70,314	
88	Muzzaffarpur	-	-	-	-	-	29,759	
89	Patna Saheb	1,19,130					20,320	
90	Bankura	21,536					-	
	Sub Total (D)	94,41,930	54,67,211	1,78,886	7,94,336	-	18,13,449	52,615



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91	NIRC	10,72,898	7,09,159	-						1,08,153	10,202
92	Agra Mathure	-	-	-						-	
93	Ajmer - Bhilwara	25,859	-	-						1,982	
94	Allahabad	8,656	40,906	-						10,564	
95	Chandigarh-Panchkula	16,649	4,006	-						16	
96	Dehradun	11,670	-	-						-	
97	Faridabad	10,938	19,581	-						1,954	
98	Ghaziabad	-	-	-						-	
99	Gorakhpur	1,148	-	-						751	10,727
100	Gurgaon	7,682	22,177	-						121	
101	Hardwar-Rishikesh	5,11,126	20,522	-						17,445	
102	Jaipur	1,87,195	87,766	-						26,996	
103	Jalandhar	22,809	-	-						241	
104	Jammu-Srinagar	-	-	-						-	
105	Jhanshi										



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		-	-	-				-	
106	Jodhpur	82,116	55,524	25,071				6,765	
107	Kanpur	1,580	-	5,892				-	8
108	Kota	1,82,705	1,58,582	-				340	
109	Lucknow	9,39,299	3,73,621	-				32,008	
110	Ludhiana	10,707	5,057	14,939				18,384	
111	Naya Nangal	-	-	-				-	
112	Noida	40,970	10,700	-				-	
113	Patiala	2,103	1,669	-				-	
114	Udaipur	62,353	31,327	-				-	
115	Bikaner Jhunujhunu Chapter	-	-	-				9,840	
	Sub Total (E)	31,98,463	15,40,597	45,902	-	-		2,35,560	20,937
	Grant Total (A+B+C+D+E)	3,98,36,358	3,32,03,569	55,33,178	48,78,979	47,240		68,17,031	11,56,523



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Annexure D Group Personal Accident

Biswarup Basu	Council Member	64 yrs.
P.Raju Iyer	Council Member	69 yrs.
Neeraj D. Joshi	Council Member	41 yrs.
Debasish Mitra	Council Member	56 yrs.
Dalwadi, Ashwinkumar Gordhanbhai	Council Member	64 yrs.
Ashish P Thatte	Council Member	42 yrs.
H. Padmanabhan	Council Member	55 yrs.
Papa Rao Sunkara	Council Member	70 yrs.
V. Murali	Council Member	63 yrs.
Murthy, K Ch A V S N	Council Member	65 yrs.
Chittaranjan Chattopadhyay	Council Member	63 yrs.
Balwinder Singh	Council Member	50 yrs.
Vijender Sharma	Council Member	50 yrs.
Rakesh Bhalla	Council Member	60 yrs.
Niranjan Mishra	Council Member	56 yrs.
Kaushik Banerjee	Secretary	57 yrs.
Dr.Debaprosanna Nandy	HoD	50 yrs.
Arup Sankar Bagchi	HoD	57 yrs.
Arnab Chakraborty	Director	55 yrs.
Dr. Sushil Pareek	HoD	47 yrs.
CMA Shubro Micheal Gomes	Director	47 yrs.
Rajendra Bose	HoD	55 yrs.
Kushal Sengupta	HoD	47 yrs.
Giri Ketharaj	HoD	57 yrs.
Sumita Chakraborty	HoD	55 yrs.
Rajat Kumar Basu	HoD	51 yrs.
Nisha Dewan	HoD	51 yrs.
Sucharita Chakraborty	HoD	49 yrs.
Ashish Tewari	HoD	41 yrs.
Dibbendu Roy	HoD	41 yrs.
Tarun Kumar	HoD	47 yrs.
Tilak Raj Abrol	HoD	50 yrs.
Jayati Sinha	HoD	47 yrs.
Yogender Pal Singh	HoD	37 yrs.
Vibhu Agarwal	HoD	40 yrs.
Rajesh KumarJain	HoD	42 yrs.



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Annexure 1

Format of bid – Financial

Sl. No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Contact person & Mobile number	
3.	Full address of the office With Email Address	
5.	RTGS Bank Account Details Cheque will be in favour of	
6.	Additional Information , If any (attach separate Sheet if required)	
7.	Details of GSTN	
8.	PAN	

Rates to be quoted in below format –

Policy name	Premium Rs.
Standard Fire and Special Perils	
Burglary	
Personal Accident Insurance	
Money Insurance	
Baggage	
Total premium value (excluding taxes)	
Rate of taxes in %	

Signature of bidder:

Seal:

Date:

Place: