



# 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](http://www.icmai.in)

## TENDER NOTICE

Ref. no. LTC/ADMN/INSURANCE/2024-25

03 December, 2024

### Tender for 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 Number
  - v) Group Personal Accident
- 
- a) Period of Insurance: 05.01.2025 12:00:00 AM to 04.01.2026 11:59:59 PM
  - b) Period of Insurance may be extended for another period of one year at same rate, term & conditions upon mutual agreement of both parties; subject to expansion of coverage.
  - c) The expected amount of sum assured of the above insurance policies is given in Annexure (A).
  - d) Value of freehold building of the Institute located at various locations of the country in Annexure (B).
  - e) Value of Fixed Assets other than building located at various locations of the Institute to be insured in Annexure (C).
  - f) 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](mailto:admin.kolkata@icmai.in), Phone no.: 9681818171; at their own cost.

# Broker may also offer quotation but only for the policies of Nationalised Insurance Companies.

#### 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 I 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.



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- **L1 will be decided based on the total premium value quoted Rate(Rs.)[Darkened Box in Annexure 1]**
- The selected bidder may require to offer best rate for any additional coverage arisen during the period of contract.
- 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 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 17, 2024 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)

<b>INSURANCE RISK CATEGORY</b>	<b>TOTAL SUM INSURED</b>
FIRE	43,42,92,337
BURGLARY	9,59,23,769
GROUP PA -38nos Rs.5,00,000	1,90,000000
BAGGAGE-38 Nos Rs.50,000	19,00,000
MONEY IN TRANSIT	5,00,000

BREAK UP	FREEHOLD BUILDING	32,81,24,635
	FURNITURE AND FITTINGS	4,84,27,202
	OFFICE EQUIPMENTS	3,71,49,421
	GENERATORS	40,70,295
	LIFT	57,27,268
	COMPUTER	1,07,93,516
	TOTAL	43,42,92,337

BREAK UP	FURNITURE AND FITTINGS	4,84,27,202
	OFFICE EQUIPMENTS	3,71,49,421
	COMPUTER	1,03,47,146
	TOTAL	9,59,23,769



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## **Annexure B** Value of freehold building

<b>Head Quarters</b>	
- 12 Sudder Street	2,12,13,286
- 84 Harish Mukherjee Road	1,33,767
- Lodi Road, New Delhi	95,62,815
- Noida Building	7,92,56,718
- Centre of Excellence, Hyderabad	1,74,97,591
- Centre of Excellence, Jaipur	10,33,099
WIRC	14,963
SIRC	13,26,418
EIRC	45,07,709
NIRC	6,90,934
Ahmedabad ( Flat No. 303)	11,239
Ahmedabad ( Flat No. 304)	1,01,629
Ahmedabad ( NEW)	80,03,338
Aurangabad ( Flat No. A-9)	88,977
Aurangabad ( Flat No. A-10)	94,380
Aurangabad ( Flat No. B-10)	1,36,030
Borada ( Sharada Apartments )	-
Borada ( Phoenix Comp. )	2,61,239
Bhopal	74,294
Goa	35,168
Kalyan Ambernath	8,310
Kolhapur Sangli (Flat)	78,560
Nagpur	3,75,737
Pune	4,03,55,874
Pimpri-Chinchwad-Akurdi	1,05,65,878
Surat South ( Falt No. 210 )	47,555
Surat South ( RITZ SQUARE )	78,23,440
Nasik Ojhar ( Gala No.207 )	27,997
Nasik Ojhar ( Gala No.208 )	22,387
Nasik Ojhar (Gala No.308,309 & 310 )	1,55,965
Bhilai	6,88,681
Bangalore	12,433
Bangalore ( 2nd Floor )	81,933
Cochin ( on Kaloor Plot )	1,87,203
Cochin building - Vityla	2,02,83,352
Coimbatore	66,298



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Hyderabad - Himayatnagar	44,33,296
Hyderabad - Sanat Nagar	30,91,323
Ranipet Vellore	3,53,927
Thrissur	62,05,815
Tiruchirapalli	89,050
Trivandrum	3,73,073
Ukkunagaram	18,17,862
Vijaywada ( A-9 )	6,56,86,747
Visakhapatnam	2,35,260
Mysore	3,16,419
Kottayam	70,607
Asansol	9,19,302
Howrah	4,70,632
Dhanbad Sindri	1,26,296
Serampur	1,69,927
Durgapur	1,12,580
Jaipur	1,11,87,976
Lucknow	1,84,506
Udaipur	1,96,007
Kanpur	82,845
Jodhpur	15,01,964
Allahabad	3,49,987
Baroda	6,79,820
Bilaspur	48,294
Indore Dewas	1,23,414
Nasik Ojhar	2,83,125
Bokaro Steel City	5,12,593
Bhubaneswar	26,55,194
Ranchi	2,55,947
Kota	7,65,650
<b>TOTAL</b>	<b>32,81,24,635</b>



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## Annexure C Value of Fixed Assets other than

Sl.No.	Particulars	Furniture & Fittings	Office Equipments	Generator	Lift	Motor Car	Computer	Computer Software
1	Headquarters, Kolkata	62,07,062	1,25,76,038	14,14,591	4,47,666	9,47,821	22,43,719	3,29,644
2	Delhi Office	22,99,733	22,33,136	2,16,987	4,89,614	9,97,787	26,64,195	18,367
3	Hyderabad Centre of Excellence	10,55,010	32,33,118	1,53,591	13,31,420	-	190	-
4	EIRC - 4th Floor	4,26,913	46,233	-	1,77,781	-	344	97
5	TDEC, Chennai	45,210	12,626	-	-	-	71	6
	<b>Sub Total (A)</b>	<b>1,00,33,928</b>	<b>1,81,01,151</b>	<b>17,85,169</b>	<b>24,46,481</b>	<b>19,45,608</b>	<b>49,08,518</b>	<b>3,48,114</b>



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6	WIRC	20,85,429	2,60,691	-	-	-	61,723	11,998
7	Ahmedabad	7,23,028	4,81,489	-	-	-	20,508	
8	Aurangabad	76,152	48,195	-	-	-	10	
9	Baroda	1,18,010	1,50,878	-	-	-	19,438	
10	Bhilai	1,20,134	54,574	3,155	-	-	7,385	
11	Bhopal	3,08,912	1,64,033	-	-	-	46,271	
12	Bilaspur	3,75,371	-	-	-	-	-	
13	Chandrapur	11,323	-	-	-	-	4,424	
14	Goa	48,029	4,250	-	-	-	4,080	
15	Indore-Dewas	64,530	1,12,982	-	-	-	15,957	2,411
16	Jabalpur	20,166	9,150	-	-	-	26,470	9,100
17	Jhagrakhand-Chirimiri	260	-	-	-	-	-	2,500
18	Kalyan Ambernath	1,72,357	8,038	16,922	-	-	33,858	
19	Kolhapur-Sangli	84,731	1,84,702	9,778	65,265	-	8,731	
20	Korba	-	-	-	-	-	-	
21	Konkan	-	-	-	-	-	-	
22	Kutch-Gandhidham	316	-	-	-	-	-	
23	Nagpur	73,768	43,542	-	-	-	1,290	
24	Nasik-Ojhar	8,100	32,366	-	-	-	54,304	
25	Navi Mumbai	15,409	10,970	-	-	-	1,381	
26	Pune	1,01,360	1,55,780	-	-	-	18,504	
27	Raipur	1,04,255	74,151	-	-	-	3,144	3,487
28	Surat-South Gujarat	12,62,008	3,00,304	-	-	-	39,967	3,158
29	Vapi-Daman-Silvassa	52,239	-	-	-	-	53,108	
30	Pimri-Chinchwad-Akurdi	90,565	1,83,692	76,407	-	-	18,523	5,164
31	Vindhyanager	36,742	6,107	-	-	-	28	
32	Alwar Solapur	12,129	16,196	-	-	-	25,800	
33	Barauch Ankleshwar	-	29,003	-	-	-	-	
	<b>Sub Total (B)</b>	<b>59,65,323</b>	<b>23,31,093</b>	<b>1,06,262</b>	<b>65,265</b>	<b>-</b>	<b>4,64,903</b>	<b>37,818</b>



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34	SIRC	5,21,134	-	10,18,200	-	-	1,33,774	-
35	BANGALORE	8,54,775	4,27,051	-	-	-	24,651	-
36	Bhadravati-Shimoga	-	-	-	-	-	-	-
37	Cochin	2,43,429	8,28,158	62,098	-	-	35,361	3,823
38	Coimbatore	91,098	1,08,724	12,049	-	-	49,001	-
39	ERODE	-	-	-	-	-	-	-
40	Godavari	16,413	1,499	-	-	-	1	-
41	Hyderabad	8,00,962	7,71,573	-	-	-	55,810	-
42	Kottayam	1,55,416	1,03,175	-	-	-	12,227	125
43	Madurai	2,53,598	2,87,108	-	-	-	50,626	16,113
44	Magalore	-	-	-	-	-	-	-
45	Mettur Salem	38,093	34,697	-	-	-	25,030	-
46	Mysore	1,77,856	27,117	-	-	-	2,056	-
47	Nellai Pearl City	19,779	12,149	-	-	-	3,086	-
48	Neyveli	-	-	-	-	-	-	-
49	Nellore	4,75,624	4,00,157	-	-	-	1,61,839	-
50	Palakkad	1,06,814	52,196	-	-	-	4,904	1
51	Pondicherry	85,913	1,80,612	-	-	-	28,150	-
52	Ranipet Vellore	55,283	67,916	-	-	-	8,652	-
53	Tiruchirapalli	2,43,493	2,74,886	36,671	-	-	14,033	-
54	Thrissur	22,18,127	6,14,553	3,14,620	14,04,950	-	1,32,405	-
55	Trivandrum	2,67,175	17,780	-	-	-	1,82,806	-
56	Ukkunagaram	66,765	4,162	-	-	-	1,605	-
57	Vijayawada	1,27,65,064	56,10,335	6,15,513	13,22,750	9,62,008	23,51,500	-
58	Visakhapatnam	1,76,919	2,49,139	-	-	-	48,713	-
59	Bellary	-	-	-	-	-	-	-
60	Hosur	60,108	16,145	-	-	-	5,712	-
61	Dindigul	82,779	25,085	-	-	-	54,865	-
62	Warangal	-	-	-	-	-	-	-
63	Sathavahana	-	-	-	-	-	-	-
64	Tirupati	13,851	38,686	-	-	-	18,779	-
65	Kozhikode	5,03,191	9,350	-	-	-	45,348	7,020
	<b>Sub Total (C)</b>	<b>2,02,93,659</b>	<b>1,01,62,253</b>	<b>20,59,151</b>	<b>27,27,700</b>	<b>9,62,008</b>	<b>34,50,934</b>	<b>27,082</b>





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66	EIRC	42,33,810	19,91,995	-	-	-	45,633	565
67	Agartala	3,496	2,163	-	-	-	-	-
68	Asansol	1,59,674	1,93,841	33,291	-	-	1,18,719	-
69	Bokaro Steel City	49,222	1,43,061	-	-	-	9,674	-
70	Bhubaneswar	3,96,961	13,93,248	25,996	4,87,822	-	2,31,665	11,023
71	CUTTACK-JAGATSINGHPUR-KENDRAPARA	1,69,469	1,26,692	-	-	-	42,662	-
72	Dhanbad-Sindri	2,82,690	54,874	-	-	-	9,329	-
73	Durgapur	1,47,964	62,393	-	-	-	13,061	-
74	Guwahati	70,058	67,734	-	-	-	12,408	-
75	Howrah	1,80,074	47,637	830	-	-	19,190	19
76	Hazaribag	21,921	14,333	-	-	-	7,130	-
77	Jajpur-Keonjhar	-	-	-	-	-	-	-
78	Jamshedpur	1,980	-	-	-	-	277	-
79	Kharagpur	14,497	-	-	-	-	3,190	-
80	Naihati-Ichapur	306	-	-	-	-	-	-
81	Patna	52,371	21,567	-	-	-	44,689	-
82	Rajpur	-	-	-	-	-	-	-
83	Ranchi	1,31,477	64,074	-	-	-	54,880	2,774
84	Rourkela	3,39,546	2,73,209	-	-	-	22,513	-
85	Sambalpur	75,587	36,278	-	-	-	36	-
86	Serampore	16,539	8,888	-	-	-	3,292	-
87	Silchar	-	-	-	-	-	-	-
88	Siliguri-Gangtok	55,957	7,450	-	-	-	6,800	-
89	South Orissa	5,48,515	2,14,060	35,680	-	-	50,643	-
90	Balasore	-	-	-	-	-	-	-
91	Talcher-Angul	21,937	120	-	-	-	2,521	-
92	Chandrapura	1,27,596	-	-	-	-	-	-
93	Dulajan Chapter	1,07,401	1,18,013	-	-	-	4,86,588	3,238
94	Muzzaffarpur	-	-	-	-	-	17,855	-
95	Patna Saheb	1,27,872	-	-	-	-	13,870	-
96	Bankura	39,468	-	-	-	-	-	-
	<b>Sub Total (D)</b>	<b>73,76,388</b>	<b>48,41,630</b>	<b>95,797</b>	<b>4,87,822</b>	<b>-</b>	<b>12,16,625</b>	<b>17,619</b>



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97	NIRC	8,02,061	6,38,663	-	-	-	1,10,322	2,204
98	Agra Mathure	-	-	-	-	-	-	-
99	Ajmer - Bhilwara	18,851	-	-	-	-	428	-
100	Allahabad	3,14,839	1,38,605	-	-	-	2,282	-
101	Chandigarh-Panchkula	12,137	2,460	-	-	-	-	-
102	Dehradun	8,508	-	-	-	-	-	-
103	Faridabad	7,974	12,025	-	-	-	422	-
104	Ghaziabad	-	-	-	-	-	-	-
105	Gorakhpur	6,102	-	-	-	-	61,436	12,932
106	Gurgaon	13,741	32,115	-	-	-	26	-
107	Hardwar-Rishikesh	3,72,611	12,603	-	-	-	24,889	-
108	Jaipur	11,00,815	1,06,133	-	-	-	7,187	-
109	Jalandhar	10,192	-	-	-	-	4,228	-
110	Jammu	-	-	-	-	-	-	-
111	Jhanshi	-	-	-	-	-	-	-
112	Jodhpur	2,67,097	1,89,752	11,124	-	-	24,414	599
113	Kanpur	18,714	2,550	3,618	-	-	-	2
114	Kota	1,33,192	97,425	-	-	-	73	-
115	Lucknow	14,70,748	3,35,815	-	-	-	30,853	-
116	Ludhiana	7,805	31,788	9,174	-	-	3,971	-
117	Naya Nangal	-	-	-	-	-	-	-
118	Noida	29,867	12,124	-	-	-	25,794	-
119	Patiala	1,534	1,025	-	-	-	-	-
120	Meerut	13,647	-	-	-	-	-	-
121	Udaipur	45,455	55,319	-	-	-	-	-
122	Bikaner Jhunujhunu Chapter	69,600	-	-	-	-	9,840	-
123	Saharanpur	7,097	-	-	-	-	-	-
124	Shimla	-	-	-	-	-	-	-



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125	Bewar	-	-	-	-	-	-	-
126	Karnal Panipet	-	-	-	-	-	-	-
127	Srinagar	-	44,892	-	-	-	-	-
128	Sonepat	-	-	-	-	-	-	-
129	Greater Noida	25,317	-	-	-	-	-	-
130	Rewari	-	-	-	-	-	-	-
	<b>Sub Total (E)</b>	<b>47,57,904</b>	<b>17,13,294</b>	<b>23,916</b>	-	-	<b>3,06,165</b>	<b>15,737</b>



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## **Annexure D** Group Personal Accident

Bibhuti Bhushan Nayak	President	65 years
T C A Srinivasa Prasad	Vice President	73 years
Ashwinkumar Gordhanbhai Dalwadi	Council Member	70 years
Harshad Shamkant Deshpande	Council Member	43 years
Neeraj Dhananjay Joshi	Council Member	44 years
Ashish Prakash Thatte	Council Member	45 years
Suresh Rachappa Gunjalli	Council Member	57 years
V. Murali	Council Member	66 years
K Ch A V S N Murthy	Council Member	69 years
Vinayaranjan P	Council Member	44 years
Chittaranjan Chattopadhyay	Council Member	66 years
Avijit Goswami	Council Member	62 years
Manoj Kumar Anand	Council Member	65 years
Rajendra Singh Bhati	Council Member	38 years
Navneet Kumar Jain	Council Member	55 years
Dr Debaprosanna Nandy	Secretary (Officiating)	54 Years
Dr. Sushil Kumar Pareek	Director	51 Years
Tarun Kumar	Director	52 Years
Arunava Gangopadhyay	Director	53 Years
Kushal Sengupta	Director	52 Years
Rajat Kumar Basu	Director	56 Years
Nisha Dewan	Director	55 Years
Dr Sumita Chakraborty	Additional Director	59 Years
Sucharita Chakraborty	Additional Director	53 Years
Dibbendu Roy	Additional Director	45 Years
Indu Sharma	Additional Director	60 Years
Ashish Tiwari	Additional Director	45 Years
Soma Banerjee	Additional Director	52 Years
Tilak Raj Abrol	Additional Director	54 Years
Dr. Pradipta Gangopadhyay	Additional Director	50 Years
Rajesh Kumar Jain	Joint Director	46 Years
Yogender Pal Singh	Joint Director	41 Years
Tinku Ghosh Das	Joint Director	49 Years
Bhavesh Kumar Sinha	Joint Director	46 Years
Dr. Kimi Thareja	Joint Director	41 Years
Ashim Kumar Dey	Deputy Director	48 Years
Prajato Mukherjee	Deputy Director	42 Years
Ria Chowdhury	Assistant Director	39 Years



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

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Website: [www.icmai.in](http://www.icmai.in)

## 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	
<b>Total premium value</b>	
Rate of taxes in %	

Signature of bidder:

Seal:

Date:

Place: