



# 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/2023-24

November 22, 2022

### 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: 05.01.2023 12:00:00 AM to 04.01.2024 11:59:59 PM
  - b) Period of Insurance may 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.

#### 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.



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- **L1 will be decided based on the total premium value quoted Rate(Rs.)**
- 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 12, 2022 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 2023-24		
INSURANCE RISK CATEGORY	TOTAL SUM INSURED	PREMIUM
FIRE	38,64,35,935	
BURGLARY	7,46,74,531	
GROUP PA- 30nos*SI Rs.5,00,000	1,50,00,000	
BAGGAGE-30 Nos*SI Rs.50,000	15,00,000	
MONEY IN TRANSIT	5,00,000	
TOTAL PREMIUM		-
GST		-
TOTAL PREMIUM INCLUDING GST		-

BREAK UP	FREEHOLD BUILDING	30,20,76,069
	FURNITURE AND FITTINGS	3,90,49,541
	OFFICE EQUIPMENTS	3,02,00,156
	GENERATORS	46,56,398
	LIFT	41,51,651
	COMPUTER	63,02,119
	TOTAL	38,64,35,934

BREAK UP	FURNITURE AND FITTINGS	3,90,49,541
	OFFICE EQUIPMENTS	3,02,00,156
	COMPUTER	54,24,833
	TOTAL	7,46,74,530



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## Annexure B Value of freehold building

<b>Head Quarters</b>	
- 12 Sudder Street	1,24,57,876
- 84 Harish Mukherjee Road	1,65,144
- Lodi Road, New Delhi	1,15,98,561
- Noida Building	8,97,01,445
- Centre of Excellence, Hyderabad	2,16,01,964
- Centre of Excellence, Jaipur	12,75,431
WIRC	18,473
SIRC	16,37,553
EIRC	1,04,099
NIRC	8,53,006
Ahmedabad ( Flat No. 303)	13,876
Ahmedabad ( Flat No. 304)	1,25,468
Ahmedabad ( NEW)	98,80,664
Aurangabad ( Flat No. A-9)	1,09,848
Aurangabad ( Flat No. A-10)	1,16,519
Aurangabad ( Flat No. B-10)	1,67,938
Borada ( Sharada Apartments )	-
Borada ( Phoenix Comp. )	3,22,518
Bhopal	91,721
Goa	43,418
Kalyan Ambernath	10,259
Kolhapur Sangli (Flat)	96,988
Nagpur	4,63,873
Pune	4,98,22,067
Pimpri-Chinchwad-Akurdi	1,30,44,294
Surat South ( Falt No. 210 )	58,710
Surat South ( RITZ SQUARE )	96,58,568
Nasik Ojhar ( Gala No.207 )	34,565
Nasik Ojhar ( Gala No.208 )	27,638
Nasik Ojhar ( Gala No.308,309 & 310 )	1,92,549
Bhilai	1,06,438
Bangalore	15,349
Bangalore ( 2nd Floor )	1,01,152
Cochin ( on Kaloor Plot )	2,31,115
Cochin building - Vityla	2,50,41,176



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Coimbatore	81,849
Hyderabad - Himayatnagar	54,73,205
Hyderabad - Sanat Nagar	38,16,448
Ranipet Vellore	4,36,947
Thrissur	76,61,500
Tiruchirapalli	1,09,939
Trivandrum	4,60,584
Ukkunagaram	22,44,274
Vijaywada ( A-9 )	2,27,371
Visakhapatnam	2,90,445
Mysore	3,90,641
Kottayam	87,169
Asansol	11,34,941
Howrah	5,81,028
Dhanbad Sindri	1,55,921
Serampur	2,09,785
Durgapur	1,38,988
Jaipur	1,38,12,316
Lucknow	2,27,786
Udaipur	2,41,984
Kanpur	1,02,278
Jodhpur	18,54,276
Allahabad	4,32,083
Baroda	8,39,284
Bhilai	7,43,786
Bilaspur	59,622
Indore Dewas	2,09,002
Nasik Ojhar	3,49,537
EIRC	54,60,975
Bokaro Steel City	5,12,593
Bhubaneswar	32,78,018
Ranchi	3,15,984
Kota	9,45,247
<b>TOTAL</b>	<b>30,20,76,069</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	77,98,027	1,00,95,240	19,57,913	6,19,607	-	14,05,619	6,61,849
2	Delhi Office	28,39,177	22,91,936	3,00,328	6,77,666	-	4,30,294	19,935
3	Hyderabad Centre of Excellence	13,02,482	44,74,903	2,12,583	18,42,796	-	372	-
4	EIRC - 4th Floor	5,27,053	63,991	-	2,46,064	-	955	270
5	TDEC, Chennai	55,814	17,475	-	-	-	196	16
	<b>Sub Total (A)</b>	<b>1,25,22,553</b>	<b>1,69,43,544</b>	<b>24,70,824</b>	<b>33,86,133</b>	<b>-</b>	<b>18,37,436</b>	<b>6,82,070</b>



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6	WIRC	25,74,603	3,52,817	-		1,71,454	33,326	
7	Ahmedabad	8,92,626	4,48,729	-		56,965		
8	Aurangabad	94,015	56,118	-		26		
9	Baroda	1,71,024	1,47,932	-		7,781		
10	Bhilai	1,06,963	75,535	4,367		20,513		
11	Bhopal	1,01,331	44,549	-		931		
12	Bilaspur	16,866	-	-		-		
13	Chandrapur	11,323	-	-		4,424		
14	Goa	59,296	5,882	-		11,334		
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	1,52,550	11,125	23,421		4,675		
19	Kolhapur-Sangli	1,04,607	2,45,336	13,533	90,332	24,252		
20	Korba	-	-	-		-		
21	Konkan	-	-	-		-		
22	Kutch-Gandhidham	390	-	-		-		
23	Nagpur	91,071	23,021	-		3,582		
24	Nasik-Ojhar	-	24,763	-		1,603		
25	Navi Mumbai	19,023	15,184	-		3,836		
26	Pune	1,25,136	1,99,289	-		551		
27	Raipur	48,330	22,706	-		4,136	4,588	
28	Surat-South Gujarat	15,53,034	4,07,176	-		1,03,848	8,771	
29	Vapi-Daman-Silvassa	15,781	-	-		190		
30	Pimri-Chinchwad-Akurdi	96,167	1,92,333	1,05,754		36,521	182	
31	Vindhyanager	36,742	6,107	-		28		
32	Alwar Solapur	5,196	6,414			-		
33	Barauch Ankleshwar	-	39,211					
	<b>Sub Total (B)</b>	<b>63,63,593</b>	<b>24,32,557</b>	<b>1,47,075</b>	<b>90,332</b>	<b>-</b>	<b>5,52,504</b>	<b>80,603</b>



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34	SIRC	6,43,376	-	13,08,908			3,71,594	
33	BANGALORE	10,33,481	4,05,332	-			68,473	
34	Bhadravati-Shimoga	-	-	-			-	
35	Cochin	2,84,679	7,38,674	85,948			98,225	10,620
36	Coimbatore	1,12,467	1,22,677	16,676			3,002	
36	ERODE	-	-	-			-	
38	Godavari	20,263	2,074	-			1	
39	Hyderabad	7,89,693	6,87,815	-			1,55,026	
40	Kottayam	1,91,872	1,42,802	-			24,595	346
41	Madurai	1,80,014	3,19,405	-			1,62,609	44,758
42	Magalore	-	-	-			-	
43	Mettur Salem	8,290	3,695	-			1,025	
44	Mysore	1,49,235	37,532	-			5,712	
45	Nellai Pearl City	24,419	16,815	-			8,574	
46	Neyveli	-	-	-			-	
47	Nellore	3,93,863	3,03,257	-			1,90,315	
48	Palakkad	1,00,140	52,779	-			13,624	1
49	Pondicherry	27,690	56,068	-			18,307	
50	Ranipet Vellore	68,251	22,501	-			24,034	
51	Tiruchirapalli	2,29,050	1,65,351	50,755			16,235	
52	Thrissur	24,61,205	5,84,506	4,35,460			2,82,472	-
53	Trivandrum	2,57,318	24,609	-			2,11,088	
54	Ukkunagaram	82,426	5,760	-			4,458	
55	Vijayawada	33,944	95,777	-		-	2,25,889	
56	Visakhapatnam	92,794	1,62,921	-			15,100	
57	Bellary	-	-	-			-	
58	Hosur	34,819	15,331	-			15,866	
59	Dindigul	-	7,800	-	-	-	-	
60	Kozhikode	-	-	-			-	
	<b>Sub Total (C)</b>	<b>72,19,289</b>	<b>39,73,481</b>	<b>18,97,747</b>	-	-	<b>19,16,224</b>	<b>55,725</b>





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61	EIRC	52,26,925	26,56,456	-		1,26,759	1,570	
62	Agartala	5,880	3,871	-		-		
63	Asansol	1,97,129	1,68,518	46,078		7,552		
64	Bokaro Steel City	49,222	1,43,061	-		9,674		
65	Bhubaneswar	11,60,727	12,06,604	35,980	6,75,186	1,84,717	26,490	
66	CUTTACK-JAGATSINGHPUR-KENDRAPARA	1,86,486	1,18,246	-		33,172		
67	Dhanbad-Sindri	2,16,644	52,421	-		25,915		
68	Durgapur	1,82,672	86,357	-		36,281		
69	Guwahati	62,578	32,959	-		34,467		
70	Howrah	2,22,313	65,934	1,148		53,307	52	
71	Hazaribag	16,119	15,774	-		40,687		
72	Jajpur-Keonjhar	-	-	-		-		
73	Jamshedpur	1,980	-	-		277		
74	Kharagpur	13,409	-	-		8,861		
75	Naihati-Ichapur	306	-	-		-		
76	Patna	64,656	29,851	-		4,819	-	
77	Rajpur	-	-	-		-		
78	Ranchi	1,55,248	66,650	-		19,020	3,456	
79	Rourkela	2,39,314	1,04,651	-		62,537		
80	Sambalpur	-	-	-		768		
81	Serampore	15,727	5,963	-		5,477		
82	Silchar	-	-	-		-		
83	Siliguri-Gangtok	13,723	2,041	-		13,589		
84	South Orissa	6,77,179	2,46,410	24,444		39,342		
85	Talcher-Angul	27,083	166	-		7,003		
86	Dulajan Chapter	1,32,593	1,90,606			48,128		
87	Muzzaffarpur	-	-	-	-	17,855		
88	Patna Saheb	1,19,409				-		
89	Bankura	19,382				-		
	<b>Sub Total (D)</b>	<b>90,06,704</b>	<b>5196539</b>	<b>107650</b>	<b>675186</b>	<b>-</b>	<b>780207</b>	<b>31568</b>



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90	NIRC	9,87,910	6,78,020	-			78,692	6,121
91	Agra Mathure	-	-	-			-	
92	Ajmer - Bhilwara	23,273	-	-			1,189	
93	Allahabad	2,92,622	1,78,963	-			6,338	
94	Chandigarh-Panchkula	14,984	3,405	-			-	
95	Dehradun	10,503	-	-			-	
96	Faridabad	9,844	16,644	-			1,172	
97	Ghaziabad	-	-	-			-	
98	Gorakhpur	1,033	-	-			14,683	19,531
99	Gurgaon	7,682	22,177	-			121	
100	Hardwar-Rishikesh	4,60,013	17,444	-			69,137	
101	Jaipur	1,68,475	76,522	-			16,198	
102	Jalandhar	20,528	-	-			11,745	
103	Jammu-Srinagar	-	-	-			-	
104	Jhanshi	-	-	-			-	
105	Jodhpur	64,309	53,754	15,396			32,411	1,663
106	Kanpur	1,422	-	5,008			-	5
107	Kota	1,64,434	1,34,845	-			204	
108	Lucknow	15,96,027	3,71,795	-			85,702	
109	Ludhiana	9,636	12,798	12,698			11,030	
110	Naya Nangal	-	-	-			-	
111	Noida	36,873	16,781	-			-	
112	Patiala	1,893	1,419	-			-	
113	Udaipur	56,118	26,628	-			-	
114	Bikaner Jhunujhunu Chapter	-	-	-			9,840	
115	Saharanpur	9,823						
116	Srinagar	-	42,840					
	<b>Sub Total (E)</b>	<b>39,37,402</b>	<b>16,54,035</b>	<b>33,102</b>	<b>-</b>	<b>-</b>	<b>3,38,462</b>	<b>27,320</b>
	<b>Grant Total (A+B+C+D+E)</b>	<b>3,90,49,541</b>	<b>3,02,00,156</b>	<b>46,56,398</b>	<b>41,51,651</b>	<b>-</b>	<b>54,24,833</b>	<b>8,77,286</b>



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## Annexure D Group Personal Accident

P.Raju Iyer	Council Member	70 yrs.
Vijender Sharma	Council Member	51 yrs.
Biswarup Basu	Council Member	65 yrs.
Neeraj D. Joshi	Council Member	42 yrs.
Debasish Mitra	Council Member	57 yrs.
Dalwadi, Ashwinkumar Gordhanbhai	Council Member	65 yrs.
Ashish P Thatte	Council Member	43 yrs.
H. Padmanabhan	Council Member	56 yrs.
Papa Rao Sunkara	Council Member	71 yrs.
V. Murali	Council Member	64 yrs.
Murthy, K Ch A V S N	Council Member	66 yrs.
Chittaranjan Chattopadhyay	Council Member	64 yrs.
Balwinder Singh	Council Member	51 yrs.
Rakesh Bhalla	Council Member	61 yrs.
Niranjan Mishra	Council Member	57 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	
Rate of taxes in %	

Signature of bidder:

Seal:

Date:

Place: