



भारतीय पटसन निगम लिमिटेड

**The Jute Corporation of India Limited**

(A Government of India Enterprise)

प्रधान कार्यालय: पटसन भवन, तीसरी और चौथी मंजिल, ब्लॉक-सीएफ, एक्शन एरिया-1, न्यू टाउन, कोलकाता-700156

Head Office: Patsan Bhavan, 3rd & 4th Floor, Block-CF, Action Area – 1, New Town, Kolkata - 700156

सी.आई.एन./ C.I.N.: U17232WB1971GOI027958



## **The Jute Corporation of India Limited**

(A Government of India Enterprise)

**Regd. & Head Office:** Patsan Bhavan, 3rd & 4th Floor, Block-CF, Action Area – 1,  
New Town, Kolkata - 700156 Website: [www.jutecorp.in](http://www.jutecorp.in)

### **Request for Proposal (RFP) / Tender No: JCI/Insurance/Fire & Special Perils /2024-25 dated 14-09-2024**

**REQUEST FOR PROPOSAL (RFP) / TENDER DOCUMENT FOR  
STANDARD FIRE & SPECIAL PERILS POLICY (FLOATER DECLARATION)  
FOR THE PERIOD FROM 25.10.2024 to 24.10.2025**

**Tender No: JCI/Insurance/Fire & Special Perils /2024-25**

**Date :14-09- 2024**

**Closing date of submission of bids : 04-10-2024 at 2:00 PM**

**Opening of bids : 04-10-2024 at 2:30 PM**

The Jute corporation of India Limited (JCI) invites '**Sealed Tenders**' under two bid system from insurance companies registered with IRDA having valid certificate of renewal for STANDARD FIRE & SPECIAL PERILS POLICY (FLOATER DECLARATION) FOR THE PERIOD FROM 25.10.2024 to 24.10.2025.

The main activity of JCI is to conduct Minimum Support Price (MSP) operation to procure raw jute directly from jute grower which is based on the MSP fixed by the Government of India based on the recommendations made by Commission for Agricultural Cost & prices (CACP). Besides MSP operation JCI also purchases raw jute as per requisition of other Government / Semi-Government Organizations and conducts commercial trading of raw jute based on market opportunities. In addition to procurement of raw jute fibre JCI is also associated with various activities for the benefit of jute farmers e.g. distribution of certified jute seed to farmers, developmental activities for higher cultivation, higher quality jute, improved retting technology, development of raw jute market, development & promotional activities of jute based diversified product etc. JCI is actively engaged in enhancement of quality and yield of jute, demonstrating improved Retting and Ribboning technologies, undertaking pilot projects to popularize modern agronomic practices and so on.

JCI has 111 Departmental Purchase Centers (DPC) / Storage points and about 80 additional godowns in 7 Jute growing States, namely West Bengal, Bihar, Assam, Jharkhand, Odisha, Andhra Pradesh and Tripura, with Head Office in Kolkata. JCI, as the nodal agency of Government of India, conducts Minimum Support Price (MSP) operation to procure raw jute in its DPCs, stores the same in DPC godown / assortment shed, carries out assortment of the procured jute, packs the assorted jute in to bales and conducts despatches of the jute to different locations across India.

JCI also carries out business of Jute Diversified products (JDP). For that, JCI also stores various jute products in its DPCs. It is utmost necessary to safeguard the stock.

JCI has an existing insurance policy to cover its stocks namely ' Standard Fire & Special Perils Policy (Floater Declaration)'. The existing policy for the year 2023-24 is going to expire on midnight of 24.10.2024.

JCI, therefore, invites bids for getting of its Standard Fire & Special Perils Policy for the period from 25.10.2024 to 24.10.2025 in accordance with the bidding document.

## **INSTRUCTIONS TO BIDDERS AND GENERAL TERMS & CONDITIONS**

### **1. General Terms**

#### **1.1 Purpose of Invitation of Bids**

This Invitation for Bids issued by the The Jute Corporation of India Ltd (JCI), a Govt. of India Enterprise, is for getting of its insurance policies Fire and Special Perils as per Form F-1 to cover sum insured as indicated therein for the period commencing from - 25.10.2024 to 24.10.2025

#### **1.2 Eligibility Criteria (Technical Qualification)**

- a) The Bidder should have been in general insurance business for more than five years on the date of opening of bids and is registered with IRDA having valid certificate of renewal.
- b) The bidder should have Gross Written Premium of not less than Rs. 1000 crore for 2023-24.
- c) The Bidder should have solvency margin of not less than 1.50 in any two financial years during preceding 5 financial years i.e. 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24.
- d) The Bidder should have a Minimum Net worth of Rs. 250 crore as on 31.03.2024.
- e) The Bidder should have given the insurance cover of sum insured of at least Rs. 250 crore to at least one company or Public Sector Undertaking in each year during 2022-23 & 2023-2024.
- f) The L-1 bidder will be the lead insurer and may be given 100% business. JCI at its discretion can consider giving co-insurance share of 25% and 15% to L-2 and L-3 bidder respectively on the rates, terms and conditions as offered by the L-1 bidder. In the event of L-2 or L-3 bidder not willing to match the L-1 rates, the L-1 bidder shall be given 100% of the business or less to the extent accepted by L-2 or L-3. Percentage of Allotment of business to the L-1 bidder shall be fully at the discretion of the Corporation and the L-1 bidder is duty bound to accept the same.
- g) Bidder is to quote for all the policies. Bids with partial quotes i.e. not quoting for all the policies will be summarily rejected.
- h) Bidder should upload /provide copy of Power of Attorney/authorization by appropriate Competent Authority of the Company authorizing signing of the Bid document by the authorized signatory.

- i) Bidder has to provide a declaration that they have not been debarred or black listed by any PSU during the last five years. in the companies/bidder's "Letter Head" signed by the authorised signatory
- j) Bidder should submit the signed integrity pact as per format (F-7), duly signed by authorized signatory.
- k) Bidder should furnish a covering letter in prescribed format (F-2) for acceptance of all terms & conditions of tender document, Integrity Pact etc.

### **1.3 Bid Evaluation Criteria**

The Bidder will have to qualify in the Technical Bid for being considered eligible for the opening of his Price Bid. Bidder must fulfil the eligibility criteria as per Clause 1.2 and furnish the required documents/information mentioned in the Form F-4 failing which the bid is liable to be rejected.

The Price Bids would be evaluated on the basis of lowest total premium quoted for the insurance policies mentioned in Form F-8 in the Price Bid (Schedule of Rates).

### **1.4 Bids from Joint Venture / Consortium**

Bids submitted by the Joint Venture or Consortium of insurance companies will not be considered.

### **1.5 One Bid per Bidder**

One insurance company is expected to submit only one Bid and in the event of receipt of multiple Bids from one insurance company, Lowest of them (Price Bid) will be considered.

### **1.6 Cost of Bidding**

The Bidder will have to bear all costs associated with the preparation and submission of Bid, and the JCI will, in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

### **1.7 Departmental Purchase Centre Visit**

The Bidders are advised to visit and inspect for themselves by taking prior appointment the storage locations i.e the Departmental Purchase centers to obtain on their own any information that they may consider necessary for preparing or submitting their Bid and entering into the contract, at their own expense.

## **2. Bidding Document:**

### **2.1 Contents of Bidding Document**

The Bidders are expected to go through the instructions, terms & conditions, forms and the specifications contained in the bidding document. The bidding document for Invitation for Bids together with all its attachments shall be considered to have been read, understood and accepted by the bidders. Failure of the bidder in furnishing any information sought to be furnished in the bidding document under clause 1.2 (Eligibility Criteria) may render the Bid liable to rejection.

### **2.2 Clarification of Bidding Document**

Any prospective bidder desirous of seeking any clarification with regard to the contents of the bidding documents may attend the Pre Bid Meeting at their own cost at 2:00 PM on 25-09-2024 at JCI Corporate Office, New Town, Kolkata. Thereafter no query will be entertained and no clarification shall be furnished.

The Bidder may note that no change/modification in the bid would be entertained after the submission of the Bids.

### **2.3 Amendment of Bidding Document**

JCI reserves the right to add, alter, amend, delete or modify any clause of the bidding document of its own or in pursuance to any query received from any prospective bidder during Pre Bid Meeting subject to the condition that the amendment so made, by the Corporation shall be duly notified in writing by uploading at JCI website for information to all the prospective bidders and the same shall be binding on all of the prospective bidders. No separate communication will be issued.

## **3. Preparation of Bid:**

### **3.1 Documents comprising Bid**

The Bid prepared by the bidder shall comprise of the following: -

#### **3.1.1 Technical Bid**

Technical Bid should contain all the documents mentioned against each item in form F-4 and shall be submitted signed by authorized signatory, Form F-2 to F-7 should be inked signed by Authorized Signatory

#### **3.1.2 Price Bid**

Prices must be filled in the format of Price Bid (Schedule of Rates) in Form F-8 as part of the bidding document. In case, any Bid is received with prices quoted in format other than in prescribed form F-8 or any variation is found either in the description or in the sum to be insured, the same would be liable to be rejected.

The Bidder shall quote for all the policies mentioned in the Price Bid and the Schedule of Rates. Any Bid containing quote for part of the policies shall be liable for rejection.

Rates quoted by the Bidder, shall remain firm, fixed & valid until the completion of the contract or expiry of the policy period, and will not be subject to any variation on any account, whatsoever irrespective of operation of any law/statute/direction of any regulatory authority or variation due to any other reason /matter/things of whatsoever in nature subsequent to the date of submission of tender and shall not give any right to the bidder to back out from the tender or during the policy period.

For any additional coverage to be taken during the contract period, proportionate premium shall be paid at the same rate. The Bidder shall ensure that the premium is quoted by them both in figures as well as in words, and there is no discrepancy or variation between them and, in case of any discrepancy or variation between them, the lesser of the two amounts will be considered as the valid amount.

Price bid shall be signed by the authorized signatory and submitted,

The bidder should have a valid GST registration number. Price quoted are inclusive of all applicable taxes except GST and bidder is required to clearly indicate the rate of GST applicable. GST shall be paid extra at applicable rates subject to submission of state wise tax invoice as per rules under GST law. Under GST regime, the bidder is required to correctly and timely disclose/upload the details of output supplies to JCI as per GST rules in his GST returns. Non-compliance would result in mismatching of claims and denial of input tax credit to JCI. Notwithstanding anything contained in agreement/contract, in case of such default by the bidder, the amount of input tax credit denied to JCI along with interest and penalty shall be to the account of the bidder.

JCI shall deduct GST at source at applicable rates in case transactions under this contract are liable to GST deduction at source.

All other duties, taxes and statutory levies as may be levied by the Central Government/State Government from time to time in respect of all the Policies, for which the quote is sought by JCI, shall be included in the price quoted by the bidder in the Price Bid and the Schedule of Rates.

### **3.2 Conditional Bid**

Conditional bids will not be entertained and will be summarily rejected.

### **3.3 Bid Currency**

Bidders should submit their Price Bid only in Indian rupees (INR).

### **3.4 Bid Validity**

All the Bidders shall keep their Bids valid for a period of 180 days from the date of opening of Technical Bids, and the Bid valid for a shorter period would be liable to be rejected as non-responsive. Validity of Bid can be extended further for another 30 days, if required.

### 3.5 Format & Signing of Bid

Bid shall be signed by the authorized signatory on behalf of the Bidder, duly supported by documents as mentioned under clause 1.2(i).

### 3.6 Zero Deviation

The Bidders should note that this is a Zero Deviation Bid and the Bids submitted by them should be based on the terms & conditions indicated in the tender document.

### 3.7 Payment Against Claims

The underwriter shall get the final survey report as per the following timeline and make the payment of the claim within 7 days from the date of final survey report.

JCI Claim Amount (Rs./ Lakh)	Time period for submission of final survey report by Surveyor to Insurance Company from the date of submission of documents by JCI as per the LOR by the surveyor
Up to Rs.25.00 lakh	4 weeks
Above Rs.25.00 lakh and up to Rs.100.00 lakh	6 weeks
Above Rs.100.00 lakh	8 weeks

### 4.1 Important points

1. The insurers may inspect, by prior appointment, locations and storage of materials, etc. if necessary before submitting the offer.
2. If required, the past performance of the insurers with The Jute Corporation of India Limited may be taken into consideration for evaluation of offers to award and distribute the insurance business accordingly.
3. The offer of the Bidder shall be valid for a period of 180 days from the last date of submission of Tender.
4. Incomplete offers are liable to be rejected.
5. Submitting the Offer does not guarantee The Jute Corporation India Ltd., accepting your offer. The Jute Corporation India Ltd. reserve the right to accept or reject any offer or offers or part thereof at its sole discretion, without assigning any reason therefore.
6. Currently the corporation is holding have approximately 111 DPCs / Storage points with each DPC / storage points having one or more godowns. A list of the same is attached as per Annexure- A. The corporation may at any point of time in future may accrue more numbers of godown which will be intimated to successful bidder time to time.
7. The godowns of JCI are of rented or constructed under a government of India Project namely 'Jute Technology Mission'. The floor level of the few godowns are at per with the ground level or below the floor level.

8. The Jute Corporation India Ltd. takes no responsibility for delays, loss or non-receipt of the offers sent by the Insurers.
9. The submission of offer shall have no cause of action or claim against The Jute Corporation India 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 the submission of their offer.
10. The last date of submitting your offer at The Jute Corporation India Ltd. is 04-10-2024 within 2.00 PM.

**11. Submission of Bid:**

Bidders who wish to participate in the tendering will have to submit their bids in the designated tender box at the head office of JCI either by hand or may send through speed post/courier.

All Offers must be submitted as per below:

Envelope A : Envelope A marked as Technical Bid-1, which should contain Technical Bid.

Envelope B : Envelope B marked as Price Bid-2, which should contain Price Bid (Premium Quotation).

Envelope C : Envelope C should contain Envelope A and Envelope B duly super scribed "Tender for STANDARD FIRE & SPECIAL PERILS POLICY( FLOATER DECLARATION) for the Period from 25-10-2024 to 24-10-2025".

Note : Each envelope should contain the name and address of the tenderer.

- 4.2 Tenderer shall submit their Bids (Technical Bid and Price Bid) on or before the scheduled date and time as mentioned in Tender Notice inviting Tenders, signed by the authorized signatory.
- 4.5 Copies of the supporting documents (relevant pages) as stated in format for Technical information i.e. Form-F-4 is to be submitted by the bidder(s) along with the format. In case it is found that false documents/information has been given in form F-4, such bid will be rejected and it will be treated as a false/forged bid and appropriate action as stated in para 4.7 shall be taken by the Corporation.
- 4.6 Bidder's authorized signatory must sign the required documents in support of their bid.
- 4.7 If any bidder submits any false/forged information/document or if any bidder backs out from its offer or alters / modifies his bid after the time and date of submission of the bids, the same will not be considered and their bid would be summarily rejected and JCI reserves the right to debar/blacklist the bidder from participating in similar bids for the next two years. Further, JCI may inform IRDA in such eventuality for taking appropriate action by them against such defaulting insurance company.



- 4.8** In case the date of opening of bid is subsequently declared as holiday, the Bids will be opened on the next working day at the appointed time.

**4.9 Deadline for Submission of Bids**

All Bids must be received by JCI signed by authorized signatory on or before the date and time fixed for the submission of bids.

**4.10 Modification & Withdrawal of Bids**

No Bid would be permitted either to be modified or withdrawn after the expiry of date and time for submission of bids or allowed to be withdrawn during the intermittent period between the date & time for submission of bids and the expiry of the bid validity period as specified in the bidding document. Such bids will be rejected besides action shall be taken against the bidder as per clause 4.7.

**5. Opening & Evaluation of Bids:**

**5.1 Process of Opening & Evaluation**

Technical Bids of all the bidders shall be opened on the date and time mentioned in the tender notice. Bidder's authorized representatives can also be present if they wish at their own cost.

After Technical Bids are evaluated as per terms and conditions of bid documents, the Price Bids of only those bidders, who fulfil the prescribed technical criteria as per Clause 1.2 and have submitted required documents mentioned in Form F-4, would only be opened on the date and time notified for that purpose. The Price Bids of the bidders not found to be technically qualified, would not be opened.

**5.2 Process to be Confidential**

Any effort by any bidder to influence the JCI's bidding process or the award decisions, in any manner, shall render the Bid submitted by such bidder liable to rejection.

- 5.3** It is reiterated that any effort on the part of any bidder to influence the JCI either in the matter of comparison or evaluation of bids or the award of contract, may render the Bid submitted by such bidder liable to rejection.

**5.4 Examination of Bids and Determination of Responsiveness**

Prior to the detailed evaluation of Bids, JCI will determine whether the Bids are substantially responsive to the requirements of the bidding document. Any Bid submitted by a bidder shall be considered as non-responsive and rejected, if material deviations are observed.

**5.5 Further evaluation of Stage: I Technical Bid**

- a) Corporation shall evaluate the technical bids to determine whether they are complete, whether the required documents as asked for have been submitted and whether the technical bid is generally in order as per the qualifying conditions of the tender.

- b) Corporation, if necessary, can ask the tenderer for any specific clarification relating to qualifying document/condition or can seek missing document(s) within the specified time. For this purpose, the procedure stated below in Para 5.6 is to be followed and the specific clarification and missing document is required to be provided as per the procedure prescribed therein.
  - c) Corporation can waive any minor infirmity or non-conformity or irregularity like spelling mistake(s), signature missing on any page which does not constitute a material deviation.
  - d) The tenderer has the option to respond or not to respond to these queries.
  - e) The request for clarification and missing document(s) by the Corporation and the response of the bidder shall be in writing and no change in price or substance of the tender shall be sought, offered or permitted.
  - f) If the tenderer fails to respond, within the stipulated time period or the clarification(s)/document(s) submitted is nonconforming to requirement of tender conditions, no further time will be given for submitting the same and the tender will be summarily rejected.
  - g) All the responses to the clarifications will be part of the Proposal of the respective bidder and if the clarifications are in variance with the earlier information in the proposal, the information provided in later stages will be the part of the agreement.
- 5.6** Procedure to be followed for obtaining missing documents & specific clarification:
- i) Corporation shall intimate the bidder through mail regarding the details of clarifications / missing documents sought within the prescribed time.
  - ii) Bidder will reply to the same through mail and provide scanned required document (optional) in support of clarification sought through mail and also submit missing document through mail, if any, within the prescribed time. Bidder cannot ask for any clarification from the Corporation.
  - iii) Once the prescribed time expires, clarification of queries or missing documents submitted through mail will not be accepted.
  - iv) After expiry of prescribed time, Corporation shall include the clarification / missing document submitted by the bidder in his submitted bid

## **6. Award of Insurance Contract**

### **6.1 Award and Sharing of Contract**

Subject to clause 6.2, JCI shall award the contract of its insurance work to the successful bidder for 100% business, whose Technical Bid has been found to be

substantially responsive and the Price Bid determined as the Lowest. The successful bidder will have to sign all the pages of tender document before award of work.

JCI may, at its sole discretion, if it intends to allocate a part of its insurance portfolio to the co-insurers, nominate the L1 bidder as its Lead insurer with 60% share and nominate L2 and L3 bidders as the Co-insurers with 25% and 15% share respectively on the rates, terms and conditions offered by the Lead insurer.

## **6.2 JCI's Right to Accept or Reject Any or All Bids**

JCI reserves the right either to accept or to reject any of the Bids, at any time prior to the award of contract, without assigning any reason whatsoever, and shall not incur any liability to the affected bidder(s).

## **6.3 Notification of Award**

Prior to the expiry of the bid validity period, JCI would notify the successful bidder in writing that his Bid has been accepted. The notification of award of contract will constitute the formation of the contract.

## **6.4 Signing of Service Level Agreement (SLA)**

After the award of Contract by JCI, the successful bidder shall enter into and sign a Service Level Agreement (SLA) with JCI giving complete details of the service parameters agreed by them, within a period of 15 (fifteen) days from the date of receipt of communication of award of contract.

## **6.5 Sum Insured:**

JCI may, at its sole discretion, increase or decrease the initial sum to be insured depending on its actual requirement and the amount of insurance premium payable for various insurance policies would get increased or decreased accordingly.

## **7.0 Miscellaneous Provisions**

- a. Bidders shall quote for entire range of insurance policy(s)s sought by the Corporation.
- b. Competitive bidding is being undertaken amongst insurance companies with a view to solicit the least possible premium with the best possible working arrangements. JCI reserves the right to select the Co-insurer(s) as stated at clause 6.1 and the bidders would have no right, whatsoever to challenge the same. Decision of the Corporation in this regard would be final and binding on all concerned. The L1 bidder must be prepared to accept 100% of the business, if allotted to them
- c. In case of any dispute with regard to the evaluation of Bids or the award of insurance work of JCI, the parties / bidders shall take recourse to clause 8.11 (Dispute Resolution & Governing Laws).

- d. In respect of floater policy for stocks, cover is taken on estimated value of stocks as shown in the bid document. At every month end declaration of stock statement shall be submitted by JCI to Insurance Company. The adjustment/refund of premium at the end of policy period shall be as per erstwhile TAC Mumbai clause 15 of Section-I of General Rules and Regulation for Floater policy.
- e. The Bidder shall undertake the disposal of salvage on the occurrence of any accident or incident resulting into damage/loss of depositors' stocks or JCI's property. JCI shall not be responsible for delay in disposal of salvage and consequential loss if any due to such delay in disposal of salvage.
- f. The Bidder shall keep the policies in force for the full period i.e. from, both days inclusive -midnight to midnight and the same shall not be allowed to be cancelled during the currency of the policy period.
- g. The Bidder, if found successful and thus selected, would have to agree to act as a co-insurer on the rates, terms & conditions offered by the Lead insurer.
- h. **Integrity Pact**  
 As per notification of the Central Vigilance Commission (CVC) entering into "Integrity Pact" for this tender is a mandatory pre –requisite. Only those vendors / bidders, who commit themselves to signing the "Integrity Pact" with the Corporation would be considered competent to participate in the tender. At the stage of participating in the tender, all vendors are required to commit to signing the "Integrity Pact" with the Corporation, in the event of their succeeding in securing the order. Only the successful bidder will be required to actually sign the "Integrity Pact".  
 Post signing of the Integrity Pact when the pact becomes operative, any violation of the Integrity Pact, the Corporation/Vendor shall approach the Independent External Monitor (IEMs) for resolution and redress.  
 The details of IEMs are as under  
  
 Shri Subhasish Sarkar  
 Flat – 406, Block III  
 Kirti Apartments  
 Mayur Vihar Phase Extension, Delhi – 11009  
 E-mail – [subhashishsarkar53@yahoo.com](mailto:subhashishsarkar53@yahoo.com)  
  
 Shri Upendra Malik  
 B-108, NSG Society  
 Plot – 2, Pocket – 6.  
 Builders Area, Greater Noida, Uttar Pradesh – 201315  
 Email – [upendra.malik@gmail.com](mailto:upendra.malik@gmail.com)
- i. It may please be noted that the corporation will have insurance brokers for the policy.

- j. For any information, the bidder may contact the concerned officer as per the following details –

Koushik Das  
Marketing Manager  
Mob: 9593163744  
E-mail :kd2823@jcimail.in

## **8.1 GENERAL CONDITIONS**

It is imperative for each Bidder to be fully informed themselves of all countrywide as well as local conditions, factors and legislation which may have any effect on the execution of the work/ service covered under the Bid Document. The Bidders shall be deemed, prior to submitting their bids to have satisfied themselves of all the aspects covering the nature of the service/ work as stipulated in the Bidding Document and obtain for themselves all necessary information as to the risks, contingencies and all other circumstances, which may influence or affect the various obligations under the Contract. No request will be considered for clarifications from the JCI regarding such conditions, factors and legislation. It is understood and agreed that such conditions, factors and legislation have been properly investigated and considered by the Bidders while submitting the Bids. Failure to do so shall not relieve the Bidders from responsibility to estimate properly the cost of performing the service/ work within the provided timeframe. The JCI will assume no responsibility for any understandings or representations concerning conditions made by any of their officers prior to award of the Contract and shall not permit any changes to the time schedule of the Contract or any financial adjustments arising from the Bidders lack of knowledge and its effect on the cost of execution of the Contract.

## **8.2 CONFLICT OF INTEREST**

A bidder shall not have a conflict of interest that may affect the Selection Process. Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, JCI shall forfeit and appropriate the EMD, if available, for, inter alia, the time, cost and effort of department including consideration of such bidder's Proposal, without prejudice to any other right or remedy that may be available to JCI hereunder or otherwise.

## **8.3 FRAUDULENT AND CORRUPT PRACTICES:**

The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, JCI shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, JCI shall, without prejudice to its any other rights or remedies, forfeit and appropriate the Bid Security or Performance Security, as the case may be, as mutually agreed genuine pre-estimated compensation and damages.

For the purposes of this Section, the following terms shall have the meaning hereinafter respectively assigned to them:

“corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of JCI who is or has been associated in any manner, directly or indirectly with the Selection Process or the LOI or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of JCI, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical consultant/ adviser of JCI in relation to any matter concerning the Project;

“fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;

“coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person participation or action in the Selection Process;

“undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by JCI with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and

“restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

#### **8.4 GENERAL OBLIGATIONS OF SERVICE PROVIDER:**

Service Provider shall, in accordance with and subject to the terms and conditions of this Contract:

- i. Perform the services in accordance with the Scope of Services /Specifications and Activity Schedule of the Tender Document and carry out its obligations with all due diligence and efficiency, in accordance with generally accepted professional techniques and practices and shall observe sound management practices and employ appropriate advance technology and safe methods.
- ii. Perform all other obligations, jobs/ services which are required by the terms of this Contract or which reasonably can be implied from such terms as being necessary for providing necessary service as per the Contract.
- iii. Be deemed to have satisfied himself before submitting his bid as to the correctness and sufficiency of its bid for the services required and of the rates and prices quoted, which rates and prices shall, except insofar as otherwise provided, cover all its obligations under the Contract.

#### **8.5 SERVICE PROVIDER'S EMPLOYEES / PERSONNEL**

That the contract is on principal-to-principal basis and does not create any employer-employee relationship. All persons employed by the Bidder/ Service Provider shall be deemed to be its employees and all rights and liabilities under the labour laws and other applicable acts/ rules in respect of all such personnel shall be exclusively of the Bidder/ Service Provider.

#### **8.6 VARIATION**

No variation or alteration of the terms and conditions of this contract shall be valid unless such variation/ alterations are agreed in writing between the parties.

#### **8.7 INDEMNITY**

The Bidder will defend, indemnify, hold harmless and keep JCI, its directors, officers, employees, representatives, agents indemnified from and against all losses, damages, claims, suits, legal proceedings including but not limited to claim for any infringement of any intellectual property rights or any third party rights, arising out of or related to (i) breach of any of the bidder's warranties, representations or non-fulfilment/ non-performance of any of its obligations/ terms & conditions of this contract, (ii) breach of any applicable laws by the Bidder (iii) loss of or damage caused to any property, material or injury caused to any person in the course of or in connection with the execution of this contract, (iv) negligence and misconduct of the Bidder or its agents, employees, invitees or by any other person acting on its behalf.

#### **8.8 SEVERABILITY**

Should any provision of this RFP/ Contract be found to be invalid, illegal or otherwise not enforceable by any court of law, such finding shall not affect the remaining provisions hereto and they shall remain binding on the parties hereto.

#### **8.9 TERMINATION**

- a) The JCI may, without prejudice to any other remedy or right, by giving not less than 30 (thirty) days written notice to the Bidder, terminate the contract in whole or in part: -
- i. If the Bidder breaches any of the terms and conditions of the contract and/ or if the Bidder fails to perform/ execute the work within the time period(s) specified in the contract or any extension thereof granted by JCI in writing.
  - ii. If the Bidder, in either of the above circumstances, does not remedy its failure within a period of 15(fifteen) days after receipt of the default notice from JCI.
  - iii. If the Bidder in the judgment of JCI has engaged in corrupt or fraudulent practices in completing or in executing the contract.
  - iv. In the event that the Bidder or its collaborator at any time during the term of the Contract, becomes insolvent or makes a voluntary assignment of its assets for the benefit of creditors or is adjudged bankrupt, then the JCI shall, by a notice in writing have the right to terminate the Contract and all the rights and privileges of the Bidder/ Service Provider hereunder, shall stand terminated forthwith.

- v. If the JCI considers that, the performance of the Bidder/ Service Provider is unsatisfactory, or not up-to the expected standard, the JCI shall notify the Bidder/ Service Provider in writing and specify in details the cause of the dissatisfaction. The JCI shall have the option to terminate the Contract by giving 15 days' notice in writing to the Bidder/ Service Provider, if Bidder/Service Provider fails to comply with the requisitions contained in the said written notice issued by the JCI.
  - vi. In the event, JCI terminate the contract in whole or in part, the JCI may get such services done, upon such terms and in such manner as it deems appropriate by a third party and the Bidder shall be liable to JCI for any risk and costs for such similar services.
- b) Subject to other terms and conditions, the Bidder may by giving not less than 30 (thirty) days written notice to JCI, terminate this Agreement in the following circumstances: -
  - i. If JCI breaches any of the terms and conditions of the contract and fails to rectify the said breach within a period of 30 days from the date of receipt of written notice from the Bidder.
  - ii. If the payments to the Service Provider are delayed beyond the due date and the same is not released/ rectified within a period of 60 (sixty) days' from the date of receipt of written notice from the Service Provider.
- c) In all cases of termination herein set forth, the obligation of the JCI to pay, shall be limited to the extent of service rendered by Service Provider as per provision of the Contract up to the date of termination, subject to the Service Provider complying with other terms of the Contract. Notwithstanding the termination of the Contract, the parties shall continue to be bound by the provisions of this Contract that reasonably require some action or forbearance after such termination.

#### **8.10 DISPUTE RESOLUTION & GOVERNING LAWS:**

All dispute, differences or controversy of whatsoever nature between the parties arising out of or in relation to this RFP and / or contract or relating to construction, meaning, scope, performance, operation or effect of this RFP and / or contract or the validity or the breach thereof, shall in the first instance be attempted to be resolved amicably through discussions/negotiations between the parties. In the event the same is not resolved amicably within 15 days, such matter(s) shall be referred for Arbitration. The Arbitrator (other than the employee of the parties hereto) shall be a Sole Arbitrator to be mutually appointed by both parties within a period of 15 days from the date of notice by the party concerned, failing which the sole Arbitrator shall be appointed as per the provisions of the Arbitration and Conciliation Act 1996 as amended and the decision/ award of the Sole Arbitrator shall be final and binding upon the parties hereto. The language of the arbitration shall be English and the seat of the arbitration shall be at Kolkata.

This RFP and / or Contract shall be interpreted and constructed in accordance with Indian laws and only the Courts at Kolkata shall have exclusive jurisdiction over any matters arising out of this RFP/ Contract.



#### **8.11 VERBAL UNDERTAKING NOT BINDING**

Any verbal arrangement abandoning, varying or supplementing this RFP and/or contract or any of the terms hereof shall not be binding on parties unless the same are endorsed and reduced into writing.

#### **8.12 REPRESENTATION AND WARRANTY:**

Each Party represents and warrants that:

- a. it has full right, power and authority to enter into and carry out the work mentioned in this RFP/ Contract and have been and is on the date of this RFP/ Contract duly authorized by all necessary and appropriate corporate or other action to execute this RFP/ Contract;
- b. it has no prior commitments, arrangements or agreements with any other person/ Corporation/ or any other authorities which might interfere with, or preclude the carrying out of its obligations under this RFP/ Contract;
- c. it has the requisite experience, knowledge, expertise, capability, availability of manpower and infrastructure (with the capacity and the ability to augment all of the foregoing) necessary to effectively and properly render the services for the projects as agreed to be rendered hereunder; and
- d. it shall perform its obligations, including without limitation, payment obligations under this RFP/ Contract with the standard of skill, diligence and competence meeting global quality standards and shall implement the best practices prevalent in the business/ industry.
- e. it has all the requisite licenses and permits as required under applicable laws and that any of the terms of this contract does not conflict with applicable laws, order, writ, injunction or decree of any court or authority or result in breach of any RFP/ Contract, written or oral, to which it is a party.

#### **8.13 STATUTORY COMPLIANCES**

The Bidder shall comply with the provisions of Contract Labour (Regulation & Abolition) Act, 1970, the Minimum Wages Act 1948, Employee State Insurance Act, 1948, Payment of Wages Act 1936, Workmen & Compensation Act 1923, The Employee's Provident Fund Act (Miscellaneous Provisions) 1952 and/or all other acts, rules and regulations as applicable to the Bidder and its employees/ personnel. JCI reserves the right to call for proof of such compliance whenever deemed necessary and the Bidder shall abide by the same. The Bidder shall be solely responsible for violation of any provisions of the aforesaid acts, rules or any other statutory provisions and shall further keep JCI indemnified from all acts of omission, fault, breaches and/ or any claim, demand, loss, injury and expense arising out of non-compliance of any such acts/ rules. In case of Bidder's failure to fulfil any of the obligations hereunder and/ or under the said Acts/rules/regulations or any bye-laws, JCI shall be at liberty to recover the same either by deducting it from the Security Deposit/PBG or from any other sum due from JCI to the Bidder whether under this contract or otherwise.

#### **8.14 NO WAIVER OF RIGHTS:**

None of the terms and conditions of this Contract shall be deemed waived by either party unless such waiver is executed in writing by the duly authorized representative of both the parties.

**8.15 CONFIDENTIALITY:**

The Service Provider and their personnel shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information related to Service/project, this Contract, or JCI's business or operations without the prior written consent of the JCI.

**8.16 TIME IS OF THE ESSENCE**

Time shall be of the essence of this contract and of each and every part thereof.

**8.17 FORCE MAJEURE**

Neither party shall be liable for any delay or failure in performing any of its obligations hereunder, if such delay or failure either wholly or partly is due to Force Majeure conditions such as floods, earthquakes or other acts of God, or any acts of governmental body or public enemy, wars, riots, embargoes, epidemics, pandemics, fires or any other causes, circumstances or contingencies beyond the control of such party. The party affected by such Force Majeure condition shall forthwith notify the other Party/Parties, of the nature and extent thereof, in writing, within 7 (seven) days after the occurrence of such Force Majeure condition and shall, to the extent reasonable and lawful under the circumstances, use best efforts to remove or remedy such cause with all reasonable dispatch. If the Force Majeure condition in question prevails for a continuous period of one (1) month, the parties affected by such condition shall enter into bona fide discussions with a view to mitigate its effect on this contract by agreeing to such alternative agreement as may be fair and reasonable.

**8.18 SURVIVAL**

That the (Confidentiality Clause), (Indemnity Clause), (Dispute Resolution Clause), (Governing Law Clause) and this (Survival Clause) shall survive the termination or expiry of this Contract.

**8.19 NOTICE:**

All notices or reports permitted or required under this RFP/ Contract or otherwise in connection to the work, shall be in writing and sent to the address set forth hereunder or such other address as either party may specify in writing by personal delivery or by the recognized courier services, speed post or registered post etc.

Corporation's Address:

---

---

---

Service Provider Address

---

---

---

**8.20 DISCLAIMER:**

JCI is under no obligation to enter into any contract with any one by issuing this Tender Notice. JCI reserves the right to accept or reject any or all responses and to request additional submissions or clarification from one or more Bidder at any stage or to cancel the entire process without assigning any reason. JCI makes no representation or warranty, express or implied, as to the accuracy, correctness and completeness of the information contained in the bid documents.

## **9. FORMS & FORMATS**

Form F-1: List of Insurance Policies to be purchased by JCI

Form F-2: Format of Covering Letter of Bid

Form F-3: Format of Bidder's General Information

Form F-4: Format of Technical Bid

Form F-5: Format of Financial Credentials

Form F-6: Format of Service Parameters

Form F-7: Format of Integrity Pact

Form F-8: Format of Price Bid (Schedule of Rates)

**Form F-1: Details of Insurance Policy (s) to be taken by JCI**

a) Type of Policy	Standard Fire & Special Perils Policy ( Floater Declaration)
b) Type of Product Stored	Raw Jute, Jute Bales, Raw Bimli, Bimli Bales, Raw Mesta, Mesta Bales and Various Jute Products like Jute Cloths, Jute Bags, Jute diversified products, products made out of Jute, Jute Seed.
c) Sum Assured	<ul style="list-style-type: none"> <li>• Closed Godown: Rs.200/- Crore</li> <li>• In Open &amp; or in Assortment Shed / Bailing Press Shed/ Kachcha/ Varandas: Rs. 100/- Crore (NB: For terms of increase &amp; decrease of sum insured, please see clause 6.5)</li> </ul>
d) Location	Location across India
e) Excess	<p>Deductibles / excess shall be Minimum only as prescribed/mandated by IRDAI i.e.</p> <ul style="list-style-type: none"> <li>a) Sum Insured up to INR 10 CR Per location: 5% of the claim amount subject to a minimum of INR 10,000/-.</li> <li>b) Sum Insured exceeding 10 CR Per location to 100 CR per location: 5% of the claim amount subject to a minimum of INR 25,000/-.</li> <li>c) Sum Insured exceeding 100 CR Per location to 1500 CR per location: 5% of the claim amount subject to a minimum of INR 5,00,000/-.</li> <li>d) Sum Insured exceeding 1500 CR Per location to 2500 CR per location: 5% of the claim amount subject to a minimum of INR 25,00,000/-.</li> <li>e) Sum Insured exceeding above 2500 CR per location: 5% of the claim amount subject to a minimum of INR 50,00,000/-.</li> </ul>
f) Details of Insurance Risks to be covered	Material (Raw Jute, Jute Bales, Raw Bimli, Bimli Bales, Raw Mesta, Mesta Bales and Various Jute Products like Jute Cloths, Jute Bags, Jute diversified products, products made out of Jute, Jute Seed.) stocks stored in godowns or Assortment sheds or Bailing Press Shed or verandas or Katcha Construction or in open at various locations across the Country.
g) Add-on cover	<p>STFI (Storm, Fire, Tempest &amp; Inundation) Cover  Fire Basic Cover  Earthquake Cover  Spontaneous cover  Floater extra</p> <p><b>Suggested Add-on Cover at Free of Cost:</b></p> <ol style="list-style-type: none"> <li>1. Temporary Removal of stocks: 5% of the sum insured subject to a maximum of INR 50000000.</li> <li>2. Fire Fighting Expenses: 5% of the sum insured</li> <li>3. Removal of Debris more than 1% of claim amount: 5% of the sum insured subject to a</li> </ol>

	<p>minimum of INR 50000000.</p> <p>4. Expenses for Loss Minimisation &amp; Prevention: 5% of the sum insured.</p> <p>5. Impact Damage by Insured's own vehicles viz. stackers, forklifts etc.: 5% of the sum insured subject to a maximum of INR 50000000</p>
h) Existing Policy Number	311700/11/2024/391
i) Existing Insurer	The Oriental Insurance Co. Ltd
j) Expiry Date of the existing Policy	Mid night of 24-10-2024

**Details of amount of Claims intimated and Settled:**

Policy Year	Total no of claims lodged	Total amount of claim lodged (Rs)	Total Settled Amount (Rs)	Total Claim Amount Received / Realized (Rs)	Remarks.
2016 -17	5	1646139	Nil	Nil	
2017 -18	6	1896728	Nil	Nil	
2018-19	6	41381349	811915	811915	
2019-20	4	6403403	31558583	30616739	
2020-21	1	298410	6113054	6218995	
2021-22	1	176548	266976	266976	
2022-23	2	1976248			
2023-24	2	About 11 crore	148508	148508	

**Details of Premium paid during last five years**

Policy Year	Total Sum Insured	Premium Paid (Rs)
2018-19	120 crore	2354322
2019-20	60 crore	4431372
2020-21	50 crore	4750029
2021-22	50 crore	3155178
2022-23	160 crore	9675853
2023-24	300 crore	1,14,59,522

## Form F-2: Format of Covering Letter of Bid

To,  
The General Manager (O/M)  
The Jute Corporation of India Ltd,  
Patsan Bhavan, 3rd & 4th Floor,  
Block-CF, Action Area – 1,  
New Town, Kolkata - 700156

Date:

### Sub: Bid document No

Dear Sir,

Having gone through the Bidding Document for undertaking various Insurance Covers required by The Jute Corporation of India Ltd (JCI) for the period 25-10-2024 to 24-10-2025, including the Technical Qualifications, General Bid Conditions and the Price Bid (Schedule of Rates) etc., the Receipt of which is hereby confirmed, I, \_\_\_\_\_ (Name & Designation of Authorized Signatory), of the \_\_\_\_\_ (Name of the company), am pleased to offer our Bid containing both our Technical Bid as well as the Price Bid (Schedule of Rates) with a view to undertake and execute the Insurance Policy, sought for by the Corporation against various perils and in conformity with the said Bidding Document, for which we undertake to provide the desired insurance covers to the The Jute Corporation of India Ltd at the Premium quoted by us in enclosed Form F-8 containing the Price Bid (Schedule of Rates).

We confirm and declare that we are registered with the Insurance Regulatory Development Authority (IRDA) for the purpose of doing the General Insurance Business and not debarred or black listed by any PSU during the last 5 years

We further confirm and declare that we are meeting the eligibility criteria laid down by the Corporation and the rates quoted by us in the Price Bid are in conformity with the guidelines issued by IRDA from time to time and there is no deviation in the rates, terms & conditions offered by us with reference to the IRDA guidelines, whatsoever. We also confirm that all the terms & conditions of bid document are acceptable to us and this confirmation should also be considered as all the pages of bid document having been signed by me, the authorized signatory. Further, we also agree to sign the Integrity Pact as given in Format F-7 in the event of award of work to us.

We also confirm and declare that the Rates, Terms & Conditions offered by any insurance company, whose Price Bid is determined to be the lowest (L1) and nominated as the Lead insurer, if co-insurance share is offered to us and we accept the same as mentioned under Para 6.1 and 7.0(b) of the bidding document, same shall be acceptable to us and we shall remain bound for the part of this co-insurance arrangement for the full policy period.

We further confirm and declare that this bid shall be valid for a period of 180 days from the date of opening of Technical Bid, and shall remain binding upon us if the same is accepted by JCI at any time before the expiry of 180 days period. We also agree to extend the validity period for another 30 days.

The bid together with our written acceptance thereof in your notification of award shall constitute a binding agreement between us.

Date:

**Signature of Bidder's Authorized Signatory:** \_\_\_\_\_

**Name & Designation of Authorized Signatory:** \_\_\_\_\_

**Note:** This document must be inked signed by authorized signatory and uploaded through its digital signature.

**Form F-3: Format of Bidder's General Information**

1 Bidder Name:	
2 Registered or Corporate Office Address:	
3 Year of Incorporation:	
4 Number of Years in Operation:	
5 Address for communication (If not same as in 2 above):	
6 Telephone Numbers:	
7 Fax No:	
8 E-Mail Address for communication:	
9 Name of Contact Person:	
10 His/her Mobile Number:	

<b>Place:</b>	
<b>Date:</b>	<b>Signature of Authorized Signatory</b>

**Note: This document must be inked signed by authorized signatory and uploaded through its digital signature.**



**Form F-4: Format of Technical Information/Bid**

Sl No.	Particulars		Documents submitted to be								
a)	Renewal of Registration with IRDA	No _____ Date: _____ Valid upto: _____	copy of document evidencing renewal								
b)	Profit Before Tax (Loss if any to be indicated with (-) sign) <table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td>FY 2019-20</td></tr> <tr><td>FY 2020-21</td></tr> <tr><td>FY 2021-22</td></tr> <tr><td>FY 2022-23</td></tr> <tr><td>FY 2023 24</td></tr> </table>	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023 24	Rs. _____ Crore Rs. _____ Crore Rs. _____ Crore Rs. _____ Crore Rs. _____ Crore	copy of relevant pages of Annual Report for 5 years			
FY 2019-20											
FY 2020-21											
FY 2021-22											
FY 2022-23											
FY 2023 24											
c)	Gross Written Premium for 2022-23	Rs. _____ Crore	copy of relevant page of Annual Report								
d)	Solvency Margin <table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td>FY 2019-20</td></tr> <tr><td>FY 2020-21</td></tr> <tr><td>FY 2021-22</td></tr> <tr><td>FY 2022-23</td></tr> <tr><td>FY 2023 24</td></tr> </table>	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023 24	_____ _____ _____ _____ _____	copy of relevant Pages of Annual Report for 5 years			
FY 2019-20											
FY 2020-21											
FY 2021-22											
FY 2022-23											
FY 2023 24											
e)	Net Worth as on 31.03.2024	Rs. _____ Crore	copy of relevant page of Annual Report								
f)	Name of PSUs or Company, whom Bidder has given one Insurance Cover of at least Rs. 250 Crore in each year during Last 2 Years. <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>2022-2023: Client Name</td><td>Sum Insured</td><td>Rs. _____ Cr</td><td>Period:</td></tr> <tr> <td>2023-2024: Client Name</td><td>Sum Insured</td><td>Rs. _____ Cr</td><td>Period:</td></tr> </table>	2022-2023: Client Name	Sum Insured	Rs. _____ Cr	Period:	2023-2024: Client Name	Sum Insured	Rs. _____ Cr	Period:		copy of insurance Policies issued to clients For the relevant years
2022-2023: Client Name	Sum Insured	Rs. _____ Cr	Period:								
2023-2024: Client Name	Sum Insured	Rs. _____ Cr	Period:								
i)	Copy of Power of Attorney/authorization by appropriate Competent Authority of the Company to sign the Bid document as required under eligibility criteria clause no. 1.2 (i)		To be Submitted								
j)	Confirm whether debarred or black listed by any PSU during last five years	Yes/No	Declaration to be submitted								
k)	Confirm integrity pact duly signed		to be submitted								
l)	Acceptance of all terms and conditions of the tender documents in Form F-2.		Form F-2 duly signed by authorized signatory to be uploaded								

Place: Date:	Signature of Authorized Signatory	
-----------------	--------------------------------------	--

**Note:** This document must be inked signed by authorized signatory and uploaded through its digital signature.

**Form F-5: Format of Financial Credentials**

(Amounts in Crore Rupees)

<b>S. No.</b>	<b>Parameter</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
1	Gross Written Premium			
2	Market Share (in %age)			
3	Net Worth			
4	Profit Before Tax			
5	PSU Accounts (%age of GWP)			
	<b>Place: Kolkata</b> <b>Date:</b>	<b>Signature of Authorized Signatory</b>		

**Note:** This document must be inked signed by authorized signatory and uploaded through its digital signature.

**Form F6: Format of Service Parameters**

<b>S. No.</b>	<b>Particulars</b>	<b>Time Frame (Days)</b>
01	Issue of Policy Documents	
02	Issue of Endorsements	
03	Appointment of Surveyors	
04	Salvage Disposal by Surveyors	
05	Preliminary Survey Report (PSR)	
06	Account Payment after PSR, if any	
07	Issue of Final Survey Reports (FSR)	
08	Furnishing Status of Pending Claims	
09	Payment after final survey report	
	<b>Signature of Authorized Signatory</b>	

**Note: This document must be inked signed by authorized signatory and uploaded through its digital signature.**

**Form F-7 Format for Integrity Pact**

**INTEGRITY PACT**

BETWEEN

**The Jute Corporation of India Limited**  
(Hereinafter referred to as JCI)

AND

.....

(Name and Address of the Bidder)

(Hereinafter referred to as the “Bidder”/ “Contractor”/ “Service Provider”)  
and hereinafter jointly referred to as “Parties”)

**Preamble**

This pre-bid pre-contract Agreement hereinafter called the Integrity Pact (IP) is made on ..... day of the month of ....., 20... between, on the one hand, The Jute Corporation of India Ltd hereinafter referred to as JCI with its Registered Head Office in Kolkata acting through Shri/ Smt. .... Designation..... of the First Part and M/S..... represented by Shri/ Smt .....Designation.....hereinafter called the ‘Bidder’ or ‘Contractor’ or ‘Service Provider’ which expression shall mean and include, unless the context otherwise requires, his/her successors and permitted assigns) of the Second Part.

WHEREAS JCI proposes to procure .....  
(Name of Stores/equipment/items/goods/services) and the Bidder/ Contractor/ Service Provider is willing to offer/has offered (stores/equipment /items/goods/services) and WHEREAS the Bidder/Service Provider is a private company/Public company/ Government undertaking/ Partnership etc., constituted in accordance with the relevant law in the matter and the JCI is a Central Public Sector Enterprise having its Head Office in Kolkata and Regional offices/Regional Lead DPCs and Departmental Purchase Centres across six states viz West Bengal, Bihar, Odisha, Andhra Pradesh, Assam and Tripura.

NOW THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudicial dealings prior to, during and subsequent to the currency of

the contract to be entered into with a view to enabling JCI to obtain the desired said stores/equipment/item/goods/services at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption of public procurement and enabling the Bidders to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and JCI will commit to prevent corruption, in any form, by its officials by following transparent procedures.

Every Bidder is required to submit their IP, duly signed along with the bid documents in response to the Tender/Bid/EOI/RFP i.e., Request for Proposal issued by JCI and a Bid without this IP Agreement will be disqualified/rejected straightforward.

The two parties viz. JCI and the Bidder(s)/service provider hereby agree to enter into this Integrity Pact and agree as follows:

#### **Article 1: Commitment of JCI**

- (1) JCI commits itself to take all measures necessary to prevent corruption and to observe the following principles:
  - (a) No employee of JCI, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
  - (b) JCI will, during the Tender process, treat all Bidder(s) with equity and reason. JCI will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the Tender process or the Contract execution.
- (2) If JCI obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or it is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, JCI will inform its Chief Vigilance Officer and

in addition can also initiate disciplinary action as per its internal laid down policies and procedures.

## **Article 2: Commitment of the Bidder(s)**

- (1) It is required that each Bidder (including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government / Department all suspected acts of fraud or corruption or Coercion or Collusion of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.
- (2) The Bidder(s) commits himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution.
  - (i) The Bidder(s) will not, directly or through any other person or firm, offer, promise or give to any of JCI's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.
  - (ii) The Bidder(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other action to restrict competitiveness or to cartelize in the bidding process.
  - (iii) The Bidder(s) will not commit any offence under the relevant IPC/PC Act. Further, the Bidder(s) will not use improperly (for the purpose of competition or any personal gain), or pass on to others, any information or documents provided by JCI as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically. The Bidder(s) also undertakes to exercise due and adequate care lest any such information is divulged.

- (iv) The Bidder(s) of foreign origin shall disclose the names and addresses of agents/ representatives in India, if any. Similarly, Bidder(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases, where an agent participates in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.
- (v) The Bidder(s) will, when presenting his/her bid, disclose any and all payments he/she has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.
- (3) The Bidder(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
- (4) The Bidder(s) will not, directly or through any other person or firm indulge in any fraudulent practice (means a wilful misrepresentation or omission of facts or submission of fake/forged documents) in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and/or to influence the procurement process to the detriment of the Government interests.
- (5) The Bidder(s) will not, directly or through any other person or firm use Coercive Practices (means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/ her reputation or property to influence their participation in the tendering process to get any unjust advantage and/or to influence the tender process).

### **Article 3: Sanctions for violation of Integrity Pact**

Without prejudice to any rights that may be available to JCI under law or the Contract or its established policies and laid down procedures, JCI shall have the following rights in case of breach of this Integrity Pact by the Bidder(s) and the Bidder accepts and undertakes to respect and uphold JCI's absolute right:

- (1) If the Bidder(s)/Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, JCI after giving 14 days' notice to the contractor shall have powers to disqualify the Bidder(s)/Contractor(s) from the Tender process or terminate the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the JCI. Such exclusion may be forever or for a limited period as would be decided by the JCI.
- (2) Forfeiture of EMD/Performance Guarantee/Security Deposit: If JCI has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated the Contract or has accrued the right to terminate the Contract according to Article 3(1), then JCI, apart from exercising any legal rights that may have accrued to JCI, may in its considered opinion forfeit the entire amount of Earnest Money Deposit/ Performance Guarantee and Security Deposit of the Bidder/contractor as justified.
- (3) Criminal Liability: If JCI obtains knowledge of conduct of a Bidder or Contractor, or of an employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of IPC Act, or if the JCI has substantive suspicion in this regard, JCI will inform the same to law enforcing agencies for further investigation.
- (4) Any breach of the aforesaid provisions by the Bidder or anyone employed by it or acting on its behalf (whether with or without the knowledge of the Bidder) shall entitle JCI to take all or any one of the following actions as well, wherever required:
  - 
  - (i) To immediately call off the pre contract negotiations without assigning any reason or giving any compensation to the Bidder. However, the proceedings with the other Bidder(s) would continue.
  - (ii) The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/Performance Bond (after the contract is signed) shall stand forfeited as



stated earlier either fully or partially, as decided by JCI. JCI shall not be required to assign any reason, therefore.

- (iii) To immediately cancel the contract, if already signed, without giving any compensation to the Bidder.
  - (iv) To recover all sums already paid by JCI, and in case of an Indian Bidder with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a Bidder from a country other than India with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the Bidder from JCI in connection with any other contract for any other stores, such outstanding payment could also be utilised to recover the aforesaid sum and interest.
  - (v) To encash the advance bank guarantee and performance' bond/warranty bond, if furnished by the Bidder, in order to recover the payments, already made by JCI, along with interest.
  - (vi) To cancel all or any other Contracts with the Bidder. The Bidder shall be liable to pay compensation for any loss or damage to JCI resulting from such cancellation/rescission and JCI shall be entitled to deduct the amount so payable from the money(s) due to the Bidder.
  - (vii) To debar the Bidder from participating in future bidding processes of the JCI, for a maximum period of five years, but which can be extended at the discretion of JCI.
  - (viii) To recover all sums paid in violation of this Pact by Bidder(s) to any middleman or agent or broker with a view to securing the contract,
  - (ix) In cases, where irrevocable Letters of Credit have been received' in respect of any contract signed by JCI with the Bidder, the same shall not be opened.
  - (x) Forfeiture of Performance Bond in case of a decision by JCI to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.
- (5) JCI will be entitled to take all or any of the actions mentioned at para1 (i) to (x) of this Pact also on the Commission by the Bidder or any one employed by it or acting

on its behalf (whether with or without the knowledge of the Bidder), of an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

- (6) The decision of JCI to the effect that a breach of the provisions of this Pact has been committed by the Bidder shall be final and conclusive on the Bidder. However, the Bidder can approach the Independent External Monitor(s) appointed for the purposes of this Pact.

#### **Article 4: Previous Transgression**

- (1) The Bidder declares that no previous transgressions occurred in the last 5 years with any other Company in any country confirming to the anti-corruption approach or with Central Government or State Government or any other Central/State Public Sector Enterprises in India that could justify his exclusion from the Tender process.
- (2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings of the Bidder as deemed fit by JCI.

#### **Article 5: Equal Treatment of all Bidders**

- (1) JCI will enter into Pacts on identical terms as this one with all Bidders and Contractors.
- (2) JCI will disqualify Bidders, who do not submit, the duly signed Pact between JCI and the Bidder, along with the Tender or violate its provisions at any stage of the Tender process.

#### **Article 6: Fall clause**

The Bidder undertakes that it has not supplied/ in not supplying similar product/ systems or sub system at a price lower than that offered in its present bid in respect of any other Ministry/ Department of Government of India or PSU and if it is found at any stage similar products/ systems or subsystems was applied by the Bidder to any other Ministry/ Department of Government of India or a PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the

difference in the cost would be refunded by the Bidder to the Buyer, if the contract has already been concluded.

#### **Article 7: Independent External Monitors**

- (1) JCI has appointed following two Independent External Monitors in consultation with the Central Vigilance Commission to review independently and objectively, whether and to what extent the parties have complied with their obligations under this integrated pact.
  - (i) Sh. Subhashish Sarkar  
Retd. Member, Postal Services Board, New Delhi  
E-mail: subhashishsarkar53@yahoo.com
  - (ii) Sh. Upendra Malik  
Retd. Special Director General, CPWD, New Delhi  
E-mail: upendra.malik@gmail.com
- (2) The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.
- (3) Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement, including minutes of meetings. The Bidder(s) accepts that the Monitor(s) has the right to access without restriction to all Project documentation of JCI including, that provided by the Bidder. The Bidder will also grant the Monitor(s), upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor(s) shall be, under contractual obligation to treat the information and documents of the Bidder/Subcontractors with confidentiality.
- (4) As soon as the Monitor notices, or has reason to believe, a violation of this Pact, he will so inform the Authority designated by JCI.
- (5) JCI will provide to the Monitor(s) sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on

the contractual relations between parties. The parties will offer to the Monitor(s) the option to participate in such meetings.

- (6) The Integrity Pact shall be operated from the date IP is signed by both the parties till the completion of the contract in all respects. After award of the work, the IEMs shall look into any issue of corruption relating to the execution of the contract if specifically raised before them.
- (7) Parties signing the IP shall not approach the courts while representing the matter to IEMs and will wait for their decision in the matter.

#### **Article 8: Duration of the Pact**

- (1) The validity of this Integrity Pact shall be from date of its signing till the complete execution of the contract to the satisfaction of both JCI and the Bidder, including warranty period & Defect Liability period as the case may be, whichever is later. In case the bidder is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.
- (2) Should one or several provisions of this Pact turn out to be invalid, the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intention.

#### **Article 9: Other Provisions**

- (1) This Pact is subject to Indian Law, place of performance and jurisdiction is the Headquarters of the Division of the JCI, who has floated the Tender.
- (2) Changes and supplements need to be made in writing. Side agreements have not been made.
- (3) In case of joint venture or partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a Company, the Pact must be signed by a representative duly authorized by board resolution.
- (4) In case of sub-contracting, the Principal Contractor shall take the responsibility of adoption of IP by the sub-contractor(s). The Bidder shall be responsible for any

violation(s) of the principles laid down in this Agreement/Pact by any of its Subcontractors/sub-vendors. Each sub-contractor is required to sign the IP invariably.

- (5) Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- (6) It is agreed as term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Pact, any action taken by JCI in accordance with this Integrity Pact or interpretation thereof shall not be subject to arbitration.

#### **Article 10: Legal and Prior Rights**

The Actions stipulated in this IP are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings. All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and/or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender/Contact documents with regard any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

.....

(For and on behalf of JCI)

.....

(For and on behalf of Bidder/ contractor)

WITNESSES:

1. ....

(Signature, name and address)

1. ....

(Signature, name and address)

Place:

Dated:

### Form F-8 Format of Price Bid (Schedule of Rates)

STANDARD FIRE & SPECIAL PERILS INSURANCE POLICY									
SI No	Items	Perils	Cover	Sum Insured (Rs in Crore)	Base Rate (Per Mille)	Discount (%)	Net Rate ( Per Mille)	Premiu m (INR)	Excess
1	Stocks stored in Godown ( Loose Raw Jute, Raw Jute Bale and Various jute products	Standard Fire & Special Perils along with other additional covers as mentioned above	Basic Rate						As mention ed in tender docume nt
			STFI						
			EQ						
			Terrorism						
			Spontaneous						
			Others if any						
2	Stocks stored in Assortment sheds or Bailing Press Shed or Katcha Constraction or varandas or in open		Basic Rate						
			STFI						
			EQ						
			Terrorism						
			Spontaneous						
			Others if any						
Total Premium									

### Details of Zonal office, Regional Office and Departmental Centres of 'The Jute Corporation of India Limited (JCI)'

SI No	State	District	Zonal Office	Region / RLD & Address	DPC / Storage	Address
1	Assam	Moraigaon	NEF Zone, Guwahati Zonal Office, Flat C 1st Floor, VRJ Enclave, South Sarania, Ganghi Basti Road, Kamrup District, Guwahati -781007	Juria, Telia Pathar; P.O.- Juria; Nagaon; Assam-782124	Bhuragaon	Jamardari; P.O.-Gerua; P.S.- Bhuragaon; Morigaon; Assam-782121.
2		Nagaon			Dhing	Chamua Dagaon ; P.O.- Dhing; Nagaon; Assam-782123.
3					Dumdumia	Balisatra, Dist - Nagaon, Assam - 782122
4					Kaliabore	Uluani Bazar; P.O.-Bengenati (Kuworital), Nagaon, Assam-782137
5					Moirabari	Niz Dhing; P.O.-Dhing; P.S.- Dhing; Nagaon; Assam-782123
6					Juria	Telia Pathar; P.O.-Juria; Nagaon; Assam-782124
7					Raha	Topakuchi; P.O.- Raha; Nagaon; Assam-782103
8		Barpeta		Guwahati Office, Flat C 1st Floor, VRJ Enclave, South Sarania, Ganghi Basti Road, Kamrup District, Guwahati - 781007	Baharihat DPC	Vill : Baharihat, PO : Baharihat, Dist : Barpeta, Assam, PIN : 781302
9					Guagacha	Vill : Guwagacha PO : Guwagacha Barpeta Raod Dist : Barpeta, Assam PIN : 781315
10		Darrang			Kharupetia DPC	Vill : Niz-Kharupetia, P.O : Kharupetia, Dist : Darrang Assam, Pin:781122
11					Bechimari	Vill & PO : Bechimari PS: Dalgaon, Dist : Darang Assam, PIN : 784514
12		Goalpara			Goalpara DPC	Vill: Bhalukdubi, PS- Goalpara, Dist: Goalpara Near Police and Fire Brigade Assam 783101
13					Lakhipur DPC	Vill: Lakhipur PO/PS:Lakhipur Dist : Goalpara

						Assam,PIN : 783129
14		Kamrup			Uparhali DPC	Guwahati Sub Div. Market Committee Campus PO-Uparhali, PS-Polashbari Dist: Kmarup(R) Assam, PIN: 781122
15					Patiladaha	Vill- Patiladaha, PO- Patiladaha, PS- Manikpur, PIN- 783391
16		Bongaigaon		Gouripore RLD, Ward no- 01, Super Market, Near Dhubri DRMC, PO & PS- Gauripur, PIN- 783331	Abhayapuri DPC	Vill- Bowalimari, Near Laxmi Mandir, PO & PS - Abhayapuri, Pin- 783384
17					Gauripur DPC & JTM	Ward no- 01, Super Market, Near Dhubri DRMC, PO & PS- Gauripur, PIN- 783331
18		Dhubri			Kaldoba DPC	Kaldoba Bazar, Near Shaynchi mandir, PO- Kaldoba, PS- Agomoni, PIN- 783335
19					Bilashipara	Vill- Andurjhar Pt-II, Near LP school, PO- Hakma, PS- Bilasipara, PIN- 783348
20					Bhetaguri	Near Bhetaguri Rail station , Bhetaguri Coochbehar
21					Dinhata	Rangpur road ,Dinhata
22		Coochbehar		Coochbehar RO, Roopnarayan Road, Coochbehar, West Bengal - 736101	Mathabhanga	Shikarpur, Near prem chaderhat , Mathabhanga
23					Tufanganj	Uttar Chhat Jaygir Chilakhana, West Bengal 736159
24					Alipurduar	Salsalabari, Mahakal chowpathi Super market, Alipurduar
25		Alipurduar			Kamakhyaguri	SH12, Uttar Kamakhyaguri, West Bengal 736202
26	West Bengal				Dhulian	The Jute Corporation of India Limited , Dak Banglo more, Ratanpur, P.O: Dhuliyar, Dist: Murshidabad, Pin: 742202
27		Murshidabad	South Bengal Zone, JCI Head Office, 15N Nellie Sengupata Sarani,	Berhampur RO, 3/15 K K Banerjee Road, Gora Bazar, Berhampore, 742101	Bhagirathpur	The Jute Corporation of India Ltd. Bhagirathpur DPC P.O. - Bhagirathpur P.S. - Domkal Dist.- Murshidabad Pin - 742406



28			New Market, Kolkata - 700 087		Cossimbazar	Vill-Cossimbazar, P.o-Cossimbazar Raj, P.s-Berhampore, Dist-Murshidabad.
29					Domkal	Vill- Domkal Kuthi,Po+Ps- Domkal,Murshidabad, WestBengal-742304.
30					Hariharpara	Berhampore Amtala Road Near Communiest Hall, P.O:Hariharpara, P.S: Choa, Hariharpara Murshidabad,W.B-742166
31					Jalangi	Jalangi Bazar, Po+Ps-Jalangi,Dist-Murshidabad,West Bengal-742305.
32					Jangipur S/C	VILL- OMARPUR P.O- GHORSHALA , P.S - RAGHUNATHGANJ ,DIST- MURSHIDABAD, PIN CODE - 742229.
33					Lalbag-I &II	Vill-Ayeshbagh Tiktikipara, P.o-Roshanbagh, P.s-Murshidabad, Dist-Murshidabad, Pin-742164.
34					Kaliganj	Vill+Po-Kaliganj,Ps-Jalangi,Dist-Murshidabad,West Bengal-742305.
35					Kaladanga	Vill-Kaladanga,Po-Chaighari,Ps-Berhampore,Murshidabad.
36					Nazirpur	Vill+Po+Ps- Islampur,Murshidabad, WestBengal-742304.
37					Shaktipur	Vill- Narikelbari jolmath , P.o-Sompara, P.s- Shaktipur, Dist- Murshidabad, Pin - 742163
38				Bethuadahari, B.R.M.C Bethuadaharai, West Bengal, PIN-741126	Amtala DPC	Vill+ P.O- Amtala, P.S- Nowda, 742121
39					Rezinagar-I & II	Reginagar silpotaluk Murshidabad
40					Kalitala DPC	Vill+ PO- Kalitala, Beldanga, MSD
41					Patikabari DPC	Vill+ P.O patikabari, P.S - Nowda, 742121
42					Trimohini DPC	Trimohini, Nowda, MSD, West bengal-742175

43		Nadia			Bethuadahari DPC	B.R.M.C Bethuadaharai, PIN-741126
44					Kaliganj DPC	Kaliganj DPC, Vill – Chapra, PO + PS – Kaliganj, Nadia - 741150
45					Karimpur DPC	RMC Complex, Karimpur Nadia, PIN 741152
46					Nazirpur DPC	Nazirpur Dangapara, Vill + P.O- nazirpur, PS -Tehatta, Pin-741165
47					Palashipara DPC	Vill,PO Palashipara, PS: Palashipara Pin-741155
48				Krishnagar RO, 5 R K Mitra Lane, Krishnagar, Nadia, WB-741 101	Aranghata	Village- Sabdalpur, P.O- Aranghata,P.S- Dhantala, Dist- Nadia, PIN- 741501
49					Bangaljhi	Village+Post - Bangaljhi, PS: Chapra, Dist:Nadia, PIN- 741123
50					Bara Andulia	JCI Baraandulia DPC, Vill + PO : Baraandulia, P.S - Chapra, Dist -Nadia, PIN-741124
51					Gazna	Gazna DPC, Paschimpara, Vill – Gazna, PO – Gazna, Block -Hanskhali, Dist – Nadia, West Bengal – 741507.
52					Chakdah	Village-Uttar Lalpur, Post+PS- Chakdah, Dist: Nadia, PIN-741222
53					Gangnapur S/c	Village+Post +P.S- Gangnapur,Dist:Nadia, PIN- 741238
54					Majdia	JCI Majdia DPC, PO: Majdia, PS: Krishnagange, DIST: Nadia ,PIN- 741507
55					Nabadwip	Sribas Angan Chara (south), Nabadwip, Nadia, 741302
56					Nagarukhra S/c	Village- Barasat Para,P.O-Haripukuria, Nagarukhra, Dist:Nadia, PIN- 741257
57					Shantipur	Shantipur DPC, Natunhat,Post- Shantipur, Dist: Nadia, PIN:741404
58		Burdwan			Katwa -I & II	Katwa RMC Complex, P.O-Khajurdihi, Dist- Purbo Bardwan, PIN-713118
59					Kalna	Kalna RMC Complex, Vill: Judhara, PO+PS: Kalna, Dist: Purbo Bardwan, PIN: 713409
60					Daihat	Dainhat DPC, Vill+ Post : Dainhat, Dist: Purbo Bardwan, PIN : 713502

61					Sulantu	Village - Suluntoo,P.O: Parulia, Dist: Purbo Bardwan, PIN: 713513
62					Baduria	The Jute Corporation of India Ltd. Vill+P.o-Baduria ,P.S- Baduria, North 24 PGS, PIN-743401
63					Bangaon	THE JUTE CORPORATION OF INDIA LTD., VILL-KUTHIBARI; P.O- BONGAON; P.S.- BONGAON; DIST.-NORTH 24 PARGANAS; PIN- 743235
64					Basirhat	The Jute Corporation of India Ltd., Debjani Cinema Hall, Basirhat, PIN-743414
65					Benki	The Jute Corporation of India Ltd., Joypur Kalibari PO -Sikra Kulingram, P.S Matia, 24 pgs (N) PIN -743428
66					Berachampa	The Jute Corporation of India Ltd., Berachampa DPC, P.O. Debalaya, P.S. Deganga, Dist-24 Parganas (North), PIN-743424
67					Charghat	The Jute Corporation of India Ltd. Po + Vill : Charghat, Hospital Road, 24 pgs (N) PIN : 743247
68					Bagdah	The jute Corporation of India Ltd. Vill+P.O- Bagdah Notun Bazar ,North 24 PGS PIN--743232
69					Nahata	THE JUTE CORPORATION OF INDIA LTD. NAHATA DPC. VILL & P.O-NAHATA; P.S.- GOPALNAGAR; DIST.-NORTH 24 PARGANAS; PIN-743290
70					Champadanga	The Jute Corporation of India Ltd. Champadanga DPC, RMC Complex (Supermarket) College Road, P.O Champadanga,Dist Hooghly, PIN- 712401
71					Jirat	The Jute Corporation of India Ltd., Jirat DPC, Hasimpur Godown, Vill. - Hasimpur , Post- Balagarh, Dist-Hooghly,PIN - 712501, West Bengal
72					Pandua	The Jute Corporation of India Limited., Pandua DPC : Vill- Dhaipukur, RMC Complex, P.O : Pandua, Dist : Hooghly, Pin : 712149
73					Kolaghat	The Jute Corporation of India Ltd, Kolaghat DPC, P.O. & P.S. Kolaghat, K.T.P.P, Dist- Purba Midnapore, PIN-721134
74					Changrabandha	154 NagerChangrabandha , Po-Changrabandha,Coochbehar, Pin-735301
75					Dhupguri	PO-Dhupguri, Dist-Jalpaiguri, Pin-735210
76					Bhotepatty	PO- Bhotpatty,Dist- Jalpaiguri, Pin-735305
77					Talmahat	PO-Debi Thakur Bari, Kotwali, Dist- Jalpaiguri, Pin- 735121
78					Islampore	PO-Islampur, Dist- N. Dinajpur, Pin-733202

79			15N Nellie Sengupata Sarani, New Market, Kolkata - 700 087		Panjipara	PO-Panjipara, Dist-N. Dinajpur, Pin-733208	
80					Tulshihata RLD, The Jute Corporation of India Ltd., Tulsihata RLD, Vill & P.O- Tulsihata, Near Krishar Bazar, RMC Campus, Tulsihata, Malda-732140.	Harirampur DPC	The Jute Corporation of India Ltd., Harirampur DPC, Jayanti Collony, Harirampur, Dakshin Dinajpur- 733125.
81						Chandoil DPC	The Jute Corporation of India Ltd., Chandoil DPC, P.O- Fatepur, P.S- Kaliaganj, Dist- Uttar Dinajpur, Pin- 733132
82						Rampur DPC/ Bolla	The Jute Corporation of India Ltd., Bolla Rampur DPC, Vill- Kashilapatty, P.O- Bolla, Near Bolla Gram Panchayet-I Office, Dakshin Dinajpur-733158
83						Raiganj DPC	The Jute Corporation of India Ltd., Raiganj DPC, Karnojora, Uttar Dinajpur- 733130.
84				Bulbulchandi DPC		The Jute Corporation of India Ltd., Bulbulchandi DPC, Vill- Kachupukur, P.O- Bulbulchandi, Block- Habibpur, Malda-732122.	
85				Malda	Chanchal DPC	The Jute Corporation of India Ltd., Chanchal DPC, PO+PS- Chanchal, Dist- Malda- 732123	
86					Englishbazar	English Bazar Regulated Market Committee Campus, PO- Mokdumpur, Malda- 732103	
87					Samsi DPC	The Jute Corporation of India Ltd., Samsi DPC, Hatkhola, Samsi Regulated Market Campus, Malda- 732139.	
88					Tulshihata DPC	The Jute Corporation of India Ltd., Tulsihata RLD, Vill & P.O- Tulsihata, Near Tulsihata Krishar Bazar, RMC Campus, Tulsihata, Malda-732140.	
89	Bihar	Araria	Forbeshganj, SADAR ROAD, NEAR FENCY MARKET FORBESGANJ, ARARIA, BIHAR- 854 318	Forbesganj	THE JUTE CORPORATION OF INDIA LTD., SADAR ROAD, NEAR FENCY MARKET FORBESGANJ, ARARIA, BIHAR- 854 318		
90				Katihar	Durgaganj	THE JUTE CORPORATION OF INDIA LTD.,PO-DURGAGANJ, PS-KADWA, DIST- KATIHAR,BIHAR-855105	
91		Katihar			THE JUTE CORPORATION OF INDIA LTD.,PO-TINGACHHIA, DIST-KATIHAR, BIHAR- 854105		
92		Kishanganj		Bahadurganj	THE JUTE CORPORATION OF INDIA LTD.,PO-Bahadurganj, DIST-Kishanganj, BIHAR- 855101		
93				Kishanganj I & II	THE JUTE CORPORATION OF INDIA LTD.Paschim Pali, Police line Road,PO-Kishanganj, DIST-Kishanganj, BIHAR-855107		
94				Thakurganj DPC	THE JUTE CORPORATION OF INDIA LTD.,MARKETING YARD, PO+PS-THAKURGANJ, DIST-KISANGANJ, BIHAR-855116		

95		Purnea			Gulabbagh	THE JUTE CORPORATION OF INDIA LTD.,GULABBAGH DPC,BAZAR SAMITI,P.O.-MARKETTING YARD,PS-SADAR, DIST-PURNEA, BIHAR-854326
96		Madhepura			Murliganj DPC	THE JUTE CORPORATION OF INDIA LTD.,MURLIGANJ DPC, PO-KASHIPUR WARD NO.1, MURLIGANJ, DIST-MADHEPURA, BIHAR-852122
97		Supaul			Chattapur DPC	THE JUTE CORPORATION OF INDIA LTD.,CHHATAPUR DPC, PO-SURPATGANJ, PS-CHHATAPUR, DIST-SUPAUL, BIHAR-852137
98					Jadia Sub-Centre	THE JUTE CORPORATION OF INDIA LTD., VILL+PO+PS-JADIA, DIST-SUPOUL, BIHAR-852214
99					Pratapganj DPC	THE JUTE CORPORATION OF INDIA LTD. , SANKAR CHOWK, PO+PS-PRATAPGANJ, DIST-SUPAUL, BIHAR-855107
100					Triveniganj DPC	THE JUTE CORPORATION OF INDIA LTD.,MANGAL BAZAR, PO+PS- TRIBENIGANJ, DIST-SUPAUL,BIHAR-852139
101	Andra Pradesh	Vizianagram	East Coast Zonal Office, 15N Nellie Sengupata Sarani, New Market, Kolkata - 700 087	Parvathipuram RLD, Inside Agricultural Market yard, Parvathipuram, Rayagada road - 535001, Dist - Vizianagram	Bobbili	The Jute Corporation of India Ltd, Inside Bobbili Agricultural Market yard, Rajajinagar Colony, Balijipeta road, 535558, Bobbili Dist
102				Parvatipuram	The Jute Corporation of India Ltd, Inside Agricultural Market yard, Parvathipuram, Rayagada road - 535001, Vzm Dist	
103	Odisha	Bhadrak	Bhadrakh RLD, Langudi, PO-Arnabal, Dist-Bhadrak,PIN-756116	Bhadrak	AT-Langudi, PO-Arnabal, Dist-Bhadrak,PIN-756116	
104		Cuttack		Kendupatna	AT-Kendupatna RMC Main Market Yard, Kulia, PO-Sunakhandi , Dist-Cuttack, PIN-754202	
105		Jajpur		Dhanmandal	AT-Baunspat, PO- Chandital, Dist-Jajpur, PIN-754024	
106		Kedujhar		Sailong	AT-Sailong, PO-Sailong, Dist-Keonjhar, PIN-758015	
107		Kendrapara		Danpur	AT-Danpur, PO-Danpur, Dist-Kendrapara, PIN-754210	
108				Marshaghai	AT-Marshaghai, PO-Marshaghai, Dist-Kendrapara, PIN-754213	
109	Tripura	South Tripura	Kolkata Zonal Office, 15N Nellie Sengupata	Agartala RO, Rolandsay Road, Battala, Tripura-799001	Udaipur	The Jute Corporation of India Limited Udaipur DPC P.O : Udaipur, Dist : South Tripura Pin : 799116

110		West Tripura	Sarani, New Market, Kolkata - 700 087		Teliamura	The Jute Corporation of India Limited Teliamura DPC P.O : Teliamura, Dist : West Tripura Pin : 799205
111	Andra Pradesh	Chittoor	East Coast Zonal Office, 15N Nellie Sengupata Sarani, New Market, Kolkata - 700 087	Parvathipuram RLD	Tirumula Tirupati Devasthanam	Old C type quarters no 16, Near Rambagicha Apsrtc Bus stand, Tirumala, Tirupathi, Chittoor district, Andhra Pradesh. Pin Code - 517504