



Kolkata Port Trust

15, Strand Road
Kolkata- 700001

Fax No 033-2230-6212
Telephone No. 2230-3451
Finance Department
Cash & Pay Section
Dated 23 November 2015

No. Fin/C&P/1610

The New India Assurance Co. Ltd. Kolkata Regional Office, 4, Mango Lane, Kolkata-700020. nia.510200@newindia.co.in	United India Insurance Co. Ltd. Himalaya House 38B, Chowringhee Road, Kolkata-700071. girisantanu@uiic.co.in
Oriental Insurance Co. Ltd. Divn-II 4, Lyons Range, 4 th Floor Kolkata-700001. amukhopadhyay@orientalinsurance.co.in satyananda,naik@orientalinsurance.co.in	National Insurance Co. Ltd. Divn-XIV, Council House Street, 4 th Floor, Kolkata-700001 dibakardaspurkayastha@gmail.com

Dear Sir,

**Sub: Notice inviting Quotations
For "Cash-in-Safe, Money-in-Transit and Hold up Insurance"**

Quotations are invited in sealed cover for insurance of "Cash-in-Safe, Money-in-Transit and hold up amount under the following conditions:

- 1) The insurance will cover in a comprehensive manner of all types of risks against loss of cash and currency notes and will include the risk of riot and strike during the transit of money drawn from any bank situated in West Bengal to Head Office at 15, Strand Road, Kolkata-700 001 until disbursed in respect of Petty Cash, Medical Bill, any kind of advance for meeting various expenses as indicated in Statement- 'A' 1(a) and amount deposited to various Banks as indicated in Statement-'A'1(b).
- 2) It should include money collected from Trustees' various collection centers situated in different places and/or customer's premises which are in transit and kept in the Head Office Cash custody for depositing the same to the Bank on the next day or for adjustment of same for disbursement against money to be drawn from Bank as indicated in (1) above vide Statement-'B'.
- 3) The policy will cover the miscellaneous outside payment i.e. money other than as indicated in (1) and (2) above for payment as per Statement-'C'.
- 4) The insurance will cover cash payments done in different counters as per Statement-'D'.
- 5) It will also cover unspent money etc. held in Cash-in-Safe and/or different lockers other than (1) to (3) above as shown in Statement-'E'.
- 6) The money insured as above are conveyed in bags through Calcutta Port Trust's Van and/or hired vehicles, taxis and there will be maximum No. of 4 and minimum No. of 1 Cash Clerk escorted by Armed Security Guard.
- 7) The rate is valid for one year initially which may be extended at the discretion of the accepting authority.

An estimate is given in the schedules annexed for the sum to be assured. You are requested to offer your rate in the space provided for the purpose. You are also requested not to use any other format to quote your rate other than what is given in the Annexed Schedule. You are also requested to offer your discount/special discount/service tax, if any.

The offer in sealed cover should be submitted in the box kept in the room of Dy Chief Accounts Officer, Cash & Pay Section, Finance Department, Kolkata Port Trust, at 15, Strand Road, Ground Floor, latest by **2.00 p.m. on 30/11/2015.**

Yours faithfully,

Sd/- T. K. Chanda
Dy Chief Accounts Officer
Cash & Pay Section
for Financial Adviser &
Chief Accounts Officer

Encl: As above

Statement-'A'
Money-in-Transit

Maximum Single Carrying

- | | | | |
|----|-----|--|------------|
| 1. | (a) | Cash withdrawal from different Banks situated in/within one km from the H.O. at 15, Strand Road, Kolkata-700 001. | Rs. 2 lakh |
| 1. | (b) | Cash collections through various collections centers to be deposited from H.O. at 15, Strand Road to different Banks as mentioned in 1(a) above. | Rs. 5 lakh |

STATEMENT -'B'
TRUSTEES' VARIOUS MONEY COLLECTING CENTRES

- | | | | |
|----|---|--------------------------|-----------------------|
| 1. | Amount collected through the following collection centers required to be brought to H.O. at the end of the day: | | Single Carrying Limit |
| | i) | N.S.D. Collection Office | |
| | ii) | K.P.D. Permit Office | |
| | iii) | KoPT Centenary Hospital | |
| | iv) | KoPT Truck Terminal | |
| | v) | Dock Permit Office | 3.75 Lakh |
| 2. | Cossipore Collection: | | |
| | i) | Babughat | |
| | ii) | Boat Registration | |
| | iii) | Jagannath Ghat | 0.25 Lakh |

Head Office Cash Collection through Counter	1.00 Lakh
---	-----------

STATEMENT-'C'
MISCELLANEOUS OUTSIDE PAYMENT

Payment in terms of courts'
Order to be made in cash

(Single Carrying limit)

Sealdah Court	Rs. 1.00 Lakh
Alipore Court	Rs. 1.00 Lakh
City Civil Court	Rs. 1.00 Lakh

STATEMENT-'D'
Cash disbursement only on account of
Petty Advances, Imprest Cash, TA/DA
Advance, Misc. Advance etc. through
H.O. Cash Counter

Rs. 2.00 lakh

STATEMENT-'E'

1) (a) General (Cash in Safe)

(Single Holding)

Head Office Cash Vault

Rs. 10.00 Lakh

FORMAT FOR SUBMISSION OF RATE OF PREMIUM	
Premium for Statement- 'A'	
Premium for Statement- 'B'	
Premium for Statement- 'C'	
Premium for Statement- 'D'	
Premium for Statement- 'E'	
Total Premium	
Less : Discount	
Add: Service Tax as applicable	
Nett Premium payable	
Nett Premium payable (in Words)	

Authorised Signatory