

**Agriculture Insurance Company of India Ltd.  
Head Office, New Delhi**

**Tender Document**

<b>Notice inviting tender for hiring services for Witnessing crop Cutting experiments (CCEs) with the Use of Mobile App</b>	
Office of issue	Agriculture Insurance Company of India Ltd., Head Office, 13 <sup>th</sup> Floor Ambadeep Building, 14 K. G. Marg, New Delhi -110001, Ph : 011-46869800
Tender No.	Tender/UW/2016/01
Tender forms available at Website	<a href="http://www.aicofindia.com">www.aicofindia.com</a>
Date of Issue / Publishing	01.02.2017
Last date of submission of bids	15.02.2017 by 5:00 pm
Place of submission of bids	13 <sup>th</sup> Floor Ambadeep Building, 14 K. G. Marg, New Delhi -110001
Date & Time of opening of technical bid	16.02.2017, 3:00 pm
Place of opening of technical bid	13 <sup>th</sup> Floor Ambadeep Building, 14 K. G. Marg, New Delhi -110001
Date and time of opening of Financial bid	16.02.2017, 5:00 pm
Place of opening of Financial bid	13 <sup>th</sup> Floor Ambadeep Building, 14 K. G. Marg, New Delhi -110001

Tenders are invited from reputed and experienced agencies/firms/companies for hiring services for Witnessing CCEs with the Use of Mobile App in Kerala state for Agriculture Insurance Company of India Ltd. for crops grown in Rabi 2016-17 season.

**Tender document can be downloaded from AIC website [www.aicofindia.com](http://www.aicofindia.com)**

### **1. NATURE OF TENDER**

**This tender is for** seeking services to act as AIC representative, witnessing CCEs conducted under GCES by the state governments of Kerala from reputed and experienced agencies/firms/companies. The contract shall be executed for Rabi 2016-17 season. Presently, services are required for districts allotted to AIC for implementing PMFBY in Kerala and may be extended to other areas depending upon the requirement.

### **2. ELIGIBLE BIDDERS**

All service providing agencies/firms/companies must have more than two year service record beside at least six months of experience in crop loss assessment / yield estimation / Witnessing CCEs using mobile app (to be reckoned as on last date for submission of bids) and fulfil the following conditions to be eligible for bidding:

- a) The firm/agency/company must not have been blacklisted by any Government/Ministry/Department/PSU, nor should they have been debarred from dealing with any public Department.
- b) The firm must be registered with all Government/statutory authorities such as Sales Tax Department, Income Tax Department, etc. as required in the normal course of business to render similar services.
- c) The firm must not be engaged or have engaged in past six months in insurance intermediation or any other activity related to agricultural finance including issuing crop loans.
- d) Any agency, which was selected by AIC for witnessing CCEs in the previous season/s , but failed to fulfil its commitment will not be allowed to participate in this tender process.

3. **The area of work** would be confined mainly to districts allotted to AIC for implementing PMFBY in the states of Kerala for allotted crops. Other areas may also be included depending upon requirement.
4. **Duration of agreement and Period of work:** The initial duration of work shall be one year which can be extended on mutually agreed terms. However, the period of present work will be from 20<sup>th</sup> Feb 2017 till 31<sup>st</sup> July 2017.
5. **Period of validity of rate quoted:** The quoted rates would remain valid for 200 days or end of Rabi 2016-17 season whichever is later from the date of submission of bids.
6. **Scope of Work:** The broad scope of work shall be as under:
  - I. The agency shall have to coordinate with the offices/officials of the State Government or the agency to which the CCE work has been entrusted for getting the details of CCE planning and conduct.
  - II. To witness CCEs conducted by respective State Governments under GCES in a Unit Area of Insurance like Tehsil, Taluka, Hobli, Mandal, Village Panchayat, Village or a group of them and providing report as desired by AIC. Following activities need to be done while witnessing CCEs:
  - III. Witnessing the conduct of CCEs including multipicking crops and report whether they are conducted as per norms and procedure laid down by the concerned State Governments.
  - IV. Taking good quality digital photographs with GPS tag (latitude & longitude up to 6 to 8 decimals each) using mobile phone/cameras capturing (1) from SW corner of the Experimental field, with farmer preferably, (2) Experimental plot (i) one photograph exactly one meter away from each corner of the experimental plot before conduct of CCE (including at least one photo with the concerned farmer if present); (ii) four photographs (different positions) from one/two meter away from each corner during cutting/picking process; (3) two photographs of weighing process of produce clearly capturing the image of the weights so that total weight is known from the photographs itself; and (4) one image each of surrounding two field/farm (5) if the experimental field possess irrigation facility, 2-3 images certifying the facility.
  - V. Around one minute video (at least 640 by 480 resolution) with GPS tag (latitude & longitude up to 6 to 8 decimals each) of the experimental plot with close ups of the plants, produce (if visible), moving in most of the rows of the plot. Around half a minute during the conduct of cutting/picking.
  - VI. All the video and still photographs should be digitally date and time stamped.
  - VII. Filling up of the CCE Form and obtaining the signatures of primary worker, farmer and any other functionaries.
  - VIII. Reporting of CCE wise results, in the specimen provided by the concerned Regional Office (RO).
  - IX. Reports will have to be filed online, if desired by AIC.

The Agency shall also be required to:

1. Ensure compliance with prescribed procedure / formats and completeness of CCE witness report, as provided by AIC.
2. Submit the weekly quantitative and qualitative report in desired format to the respective RO
3. Deploy State and district coordinators supported with sufficient number of skilled and trained personnel.

4. The successful bidder shall work within the scope of work of this tender. Any work / act outside the scope of work shall be sole responsibility of the bidder and AIC neither assumes responsibility for the same nor such act will bind AIC in any manner whatsoever.

**A minimum of 100 CCEs** shall be witnessed at the state level. Actual number of CCEs to be witnessed in the State may be higher. However, AIC does not warranty any CCE witnessing above the minimum 100

## **7. Specific Terms & Conditions**

- a. All the data collected (raw and processed) in the entire exercise will be the sole property of AIC.
- b. No data will be shared for any publications etc. with the outside personnel involved in the exercise.
- c. The owners of the company/agency will have to provide comprehensive insurance to their personnel/equipments, against accident/ damage/ disaster that may ensue during the period of the exercise.

## **8. INSTRUCTIONS TO BIDDERS**

The Bidder is expected to examine all instructions, forms, terms and specifications in the Tender Documents. Failure to furnish any of the information required as per the Tender Documents or submission of bids not substantially responsive to the Tender Documents in every respect will be at the bidder's risk and may result in rejection of the bid.

## **9. CLARIFICATION OF BID DOCUMENTS**

A prospective bidder, requiring any clarification of the Tender Document shall notify AIC through its official mail at [shuvajitc@aicofindia.com](mailto:shuvajitc@aicofindia.com) . AIC shall respond through mail to any request for clarification of the Tender Document.

Any clarification issued by AIC in response to query raised by prospective bidders shall form an integral part of Tender documents and it may amount to an amendment of relevant clauses of Tender document.

## **10. AMENDMENT OF TENDER DOCUMENT**

At any time, prior to the date of submission of bids, AIC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Tender documents by amendments.

The amendments shall be notified online only through corrigenda, if any.

In order to provide prospective bidders reasonable time in which one has to take the amendments into account in preparing their bids, AIC may, at its discretion, extend the deadline for the submission of bids suitably.

## **11. TENDER FEES**

The bid documents are to be accompanied with ₹ 2500.00 as non-refundable tender fees.

## **12. MODE OF BID SUBMISSION**

Bids shall be submitted under single stage two bid systems i.e. Technical and Financial Bids. Bidders are advised to go through the details thoroughly before bid submission as AIC will not be responsible for rejection of bids due to incorrect/faulty bid submission. Bid Documents will contain following in a large envelope:

1. Technical Bid
2. Financial Bid

3. EMD
4. Tender Fees

### **EMD**

12.1 Bidders, shall have to furnish, as part of bid, interest free EMD/bid security for an amount of ₹ 10,000 /- (Rupees Ten thousand only) in the form of an account payee Demand Draft or Banker's Cheque from any Scheduled Commercial Bank in favour of "AIC of India", New Delhi", valid for a period of 45 days beyond the final bid validity period and **shall be delivered physically to AIC, Head Office New Delhi, on or before the last date and time fixed for bid submission**. A bid not accompanied by EMD security shall be rejected being non-responsive at the bid opening stage and returned to the bidder unopened.

12.2 The EMD of the unsuccessful bidder will be discharged /returned to the bidder without any interest whatsoever at the earliest after evaluation of the bid and latest on or before the 45th day after the award of the contract.

12.3 The successful bidder's EMD will be discharged upon the bidder's acceptance of the award of contract and furnishing the performance guarantee.

12.4 The bid security may be forfeited:

- a) If a bidder withdraws his bid during the period of bid validity specified above.
- b) In the case of a successful bidder, if the bidder withdraws or amends the tender or impairs or derogates from the tender.

### **13. PERFORMANCE SECURITY**

The successful bidder shall be required to furnish performance security of Rs 1,00,000 through Demand draft/ Performance Bank Guarantee, which shall be forfeited in the event, successful bidder fails to perform its obligations as per this tender and contract.

### **14. TECHNICAL BID**

The Technical Bid should be submitted in A SINGLE SEALED COVER super scribed "AIC-CCE witness Rabi 2016-17- Technical".

14.1 The technical bid shall be as per duly signed and stamped proforma enclosed and shall contain the properly signed and stamped copy of all the documents mentioned therein.

Also submit the copy of this Tender Document duly signed with stamp on each page, implying acceptance of the terms and conditions of this tender.

### **15. BID PRICE / FINANCIAL BID**

The Financial Bid should be submitted in A SINGLE SEALED COVER super scribed "AIC-CCE witness Rabi 2016-17-Financial Bid".

15.1 The financial bid shall contain the price schedule to be submitted as per the attached Proforma on their letter head with quoted rates. Bid price in any other format is not acceptable and will result in disqualification of tender at financial bid stage.

- Note:** 1. Submit the price bid only in the second sealed envelope super scribed “AIC-CCE witness Rabi 2016-17”.
2. AIC shall not pay any other amount on any account including mobilisation charges, office expenses, transport charges, phone charges etc.

## 16. OPENING OF BIDS

Technical bids will be opened by a Committee on 16.02.2017 at 15:00 Hrs.

A maximum of two representatives for any bidder shall be authorized and permitted to attend the bid opening process physically.

Financial bids of the technically qualified bidders will be opened by a Committee on 16.02.2017 at 17:00 Hrs.

## 17. EVALUATION CRITERIA

### Evaluation of Technical Bids

Technical bids of the bidders shall be evaluated by the Technical Committee. First of all technical bids will be checked with respect to their completeness. Any bid not fulfilling the criteria mentioned above will be straightaway declared as technically disqualified. In second stage, weightage shall be given to various points of technical bids as described below:-

<u>S.No.</u>	<u>Item</u>	<u>Maximum score</u>
1.	Previous experience in conducting similar kind of exercise for crop loss assessment / yield estimation, marks to be given as under:- 1 - 2 yrs - 05 Marks 2 - 3 yrs - 10 Marks 3 - 4 yrs - 15 Marks > 4 yrs - 20 Marks	20
2.	Financial Status, turnover as per the audited accounts of the firm during each of the previous two financial years. Marks to be given as under:- ₹ 10 - 15 Lakh - 05 Marks ₹ 15 - 25 Lakh - 10 Marks ₹ 25 Lakh above - 15 Marks	15
3.	Number of CCEs for which similar exercise conducted in one cropping season in one state by the firm (Completion certificate should be submitted):- 500 to 1000 CCEs - 05 Marks 1000 to 2500 CCEs - 10 Marks Above 2500 CCEs - 15 Marks	15
5	Technical Qualification I. The firm/company/agency having 10 or more Agriculture Graduate personnel. The firm meeting highest number parameter of personnel will be given 10 marks and rest companies will be marked proportionately.	40

	<p>II. Company having experience of surveying / assessing more than 100 farms using mobile using GPS coordinates The firm meeting highest number parameters will be given 10 marks and rest companies will be marked proportionately.</p> <p>III. Number of states, where the company has conducted similar exercise. The firm meeting highest number parameters will be given 10 marks and rest companies will be marked proportionately.</p> <p>IV. Quality of the previously done work with respect to the current requirement (proof can be through video, photographs or approved documentary proof). The firm meeting highest number parameters will be given 10 marks and rest companies will be marked proportionately.</p>	
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**N.B:** Bidder to give proof of evaluation criteria in technical bid, else, “0” marks will be awarded.

Financial bids of only those agencies will be evaluated, who get 50% marks in technical evaluation.

### **18. Evaluation of Financial Bids**

Financial bid/bid price made only in price bid cover will be accepted. Bid price will be evaluated by the Committee on the basis of Minimum Cost per CCE for first picking in multipicking crop/ single picking. In case of tie between L-1 firms, the bidder with higher marks in Technical Bid Evaluation will be considered.

**19.** No bidder shall try to influence AIC (concerned officers dealing with the tender) on any matter relating to its bid, from the time of bid opening till the time the contract is awarded.

Any effort by a bidder to influence the Purchaser in the Purchaser's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

### **20. AWARD OF CONTRACT**

AIC will award the contract as per the tender terms and the successful bidder will be required to sign a separate agreement in the format provided by AIC.

**21.** AIC reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the AIC's action.

### **22. SIGNING OF CONTRACT**

The issue of Award Letter and Signing of Contract shall constitute the award of contract on the successful bidder. A contract shall be executed between AIC and the bidder to who contract has been awarded. Upon furnishing the performance security of rupees One lakh by the successful bidder, AIC shall discharge its bid security or adjust with the performance security.

**23. ANNULMENT OF AWARD:** Failure of the successful bidder to comply with the requirement of the tender document shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which event AIC may make the award to L2 on L1 rates, or to subsequent bidders in case L 2 does not agree at L1 rates, or call fresh bids.

### **24. PAYMENT TERMS**

#### **Terms and Conditions:**

- i. For any payment and security to be released, the agency must witness at least 50 CCEs in a state. If the agency witness less than 50 CCEs security deposit/ bank guarantee shall be forfeited and no payment for CCEs witnessed shall be released. If the agency fails to witness less than 50% of

CCEs in a district for which order have been given but more than 50 CCEs in the state; payment only for CCEs witnessed more than 50 CCEs shall be paid and security deposit shall be refunded.

- ii. Payment shall be released by the concerned Regional Office of AIC after submitting the detailed report as specified above. If the report is satisfactory the payment shall be released along with the security amount deposited.
- iii. No payment shall be made for mere Yield data collection or CCE report Collection without witnessing CCEs.
- iv. The payment shall be released only after AIC Regional Office is satisfied that photographs and videos has been submitted for each CCE witnessed.

**Please note that:**

1. Read all the terms and conditions of this tender carefully before submitting the bids. The prospective bidders should ensure itself that it qualifies as per the technical criteria.
2. All the relevant information pertaining to technical bid evaluation should be provided.
3. In case bidder fails to provide any required document as mentioned in technical bid proforma, then the bid will be rejected as “technically unqualified”.
4. The Technical and Financial bids should be duly signed by the authorized signatory of the Agency mentioning his/her Name, Designation, Address and Contact Number, with seal and date.
5. The last date of submission of Technical and Financial bids is 15<sup>th</sup> February 2017 before 5:00 PM.
6. The Technical Bid should be submitted in A SINGLE SEALED COVER super scribed “AIC-CCE witness Rabi 2016-17–Technical Bid”.
7. The Financial Bid should be submitted in A SINGLE SEALED COVER super scribed “AIC-CCE witness Rabi 2016-17 –Financial Bid”.
8. The bid should be addressed to: Deputy General Manager, Underwriting, Agriculture Insurance Company of India Ltd, 13<sup>th</sup> Floor, Ambadeep Building, 14 - KG Marg, New Delhi 110001.

**PROFORMA FOR TECHNICAL BID**  
(On firm's letter head)

1. Bidder Information:

a) Name of the Company : .....

b) Registered Address : .....

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.....

c) Local Office Address : .....

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.....

2. Contact Person :

a) Name :

b) Designation :

c) Mobile number :

d) Landline number :

<u>S.No.</u>	<u>Item</u>	<u>Remarks</u>
1.	Previous experience in conducting similar kind of exercise for crop loss assessment / yield estimation	_____ Years
2.	Financial Status, turnover as per the audited accounts of the firm during each of the previous two financial years.	_____ Lakh Rs.
3.	Number of farms for which similar exercise conducted in one cropping season in one state by the firm (Completion certificate should be submitted)	_____ farms
5	Technical Qualification I. Number of Agriculture Graduate personnel. II. Experience of surveying / assessing more than 100 farms using mobile Apps. III. Experience of conducting similar exercise using GPS coordinates IV. Number of states, where the company has conducted similar exercise. V. Quality of the previously done work with respect to the current requirement	_____ Yes / No Yes / No _____ states

**Note : Please submit documentary proof in respect of each item above failing which it shall be construed that the firm does not have requisite experience.**

**Please enclose the following with this proforma:**

1. A brief profile of firm mentioning address of its registered head office and addresses of all branch offices.
2. Certificate of Incorporation/ Registration of Firm/ Memorandum and Articles of Association/ Partnership Deed/ Proprietorship Deed/ Declaration of Proprietorship etc. as the case may be.
3. Bank account RTGS details (attach a cancelled cheque)



4. Copy of PAN/TAN numbers.
5. Copy of Income Tax Return for last two Financial Years i.e. FY 2013-14 and 2014-15.
6. Audited accounts (Balance Sheet and Profit and Loss Account etc.) for the last two years.
7. Any document which can be taken as proof of similar type of activity /assignment completed or doing presently with any organization.
8. Copy of Service Tax Registration Certificate.
9. Certificate by the Bidder to the effect that the firm is not blacklisted by any Govt. Organization/ DGS&D/ NCCF / PSU.
10. Tender Acceptance Letter on firm's letter head which should be filled, signed and stamped/certified properly.
11. Copies of experience certificates/order for award of contract for related services.
12. Certificate that the company / agency have not been blacklisted by any Government/Ministry/Department/PSU, nor been debarred from dealing with any public Department.
13. Certificate that the company / agency is registered with all Government/statutory authorities such as Sales Tax Department, Income Tax Department, etc. as required in the normal course of business to render similar services.
14. Authorisation Letter for Authorised Signatory.

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Note: \* Authorisation letter should be attached**

**Signature of authorized person with seal**  
**Name of Authorised\* Signatory .....**

**PROFORMA FOR FINANCIAL BID/RATE BID  
(On firm's letter head)**

**RATE** (Rates **exclusive** of all applicable taxes):

<b>S. No.</b>	<b>Component</b>	
1	<b>Item Description</b>	Witnessing of CCE using mobile app
2	<b>Rate in rupees per CCE witnessed (minimum 100 farms shall be assessed) – agency to provide mobile app, instrument and server for data retrieval –for first picking in Multi-picking crop/ Single picking in Single picking Crop</b>	
3	<b>Rate in rupees per CCE witnessed – agency to provide mobile app, instrument and server for data retrieval –for subsequent picking in Multi-picking crop</b>	

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Note:** \* Authorisation letter should be attached

**Signature of authorized person with seal  
Name of Authorised\* Signatory .....**

**TENDER ACCEPTANCE LETTER (To be given on Firm/Company Letter Head)**

Date:

To

Deputy General Manager, Underwriting  
Agriculture Insurance Company of India Ltd,  
13<sup>th</sup> Floor, Ambadeep Building  
14 – Kasturba Gandhi Marg  
N. Delhi 110001

**Sub: Acceptance of Terms & Conditions of Tender for witnessing CCEs with the Use of Mobile App**

Dear Sir,

1. I / We have obtained the Tender document(s) for the above mentioned Witnessing CCEs with the Use of Mobile App from AIC portal.
2. I / We hereby certify that I / we have read the entire terms and conditions of the Tender document (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement.
3. I / we shall abide hereby by the terms / conditions / clauses contained therein.
4. I / We hereby unconditionally accept the work conditions of above mentioned tender document in its totality / entirety.
5. In case any provisions of this tender are found violated , then your Company shall without prejudice to any other right or remedy be at liberty to reject this bid including the forfeiture of the full said security deposit absolutely.

Yours Sincerely,

(Signature of the Bidder, with Official Seal)