

TENDER DOCUMENT

No.: AIC/CHD/DEA/(2)-2020

NOTICE

INVITATION OF BIDS FOR SELECTION OF DATA ENTRY AGENCY/IES (DEA) FOR ENTERING AND UPLOADING FARMERS' DETAILS W.R.T. CROP INSURANCE COVERAGE, LOSS INTIMATIONS AND LOSS ASSESSMENT SURVEYS ALONGWITH DOCUMENTS IN THE PRESCRIBED ONLINE PORTAL(S) OF GOVT. OF INDIA /STATE GOVT / INSURANCE COMPANY (IC) FOR 06 SEASONS (03 KHARIF AND 03 RABI SEASONS) STARTING FROM KHARIF SEASON OF 2020 IN HARYANA & HIMACHAL PRADESH

Agriculture Insurance Company of India Limited (hereinafter referred as AIC or The Company), invites sealed quotation (hereinafter called "the Tender") in two bid-system from eligible contractors/agencies (hereinafter called Agency/ies) to enter farmers' details w.r.t. crop insurance coverage, loss intimations and loss assessment surveys alongwith uploading of documents in the prescribed online portal(s) of Govt. of India / State Govt. / Insurance Company (IC) as per the requirement initially for 06 Seasons (03 Kharif and 03 Rabi seasons) starting from Kharif season of 2020 in the States of Haryana & Himachal Pradesh.

The tender Document (including Annexures) containing the details of scope of work, eligibility criteria, submission requirement and payment of remuneration etc.

Duly completed application along with Annexures and other required documents is to be submitted in sealed envelopes at the following address:

***Regional Manager
Agriculture Insurance Company of India Limited
Cabin No. 7, Agro Mall, Sector-20
Panchkula (Haryana) - 134117
Ph. No.: 0172-2538046/47***

Kindly note that the documents mentioned in the tender document are required to be compulsorily submitted with this tender.

Failure to submit the required documents and Annexures along with tender may render the applicant ineligible for consideration of tender process.

Any other document/information that may be required shall be submitted by the Applicant on demand of AIC.

For detailed specifications, terms and conditions including the timelines kindly refer the tender document and for any updation/subsequent corrigendum/amendments on the tender, visit our

official website www.aicofindia.com or visit our Chandigarh Regional Office at the above mentioned address. No individual intimation will be sent.

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GENERAL TERMS AND CONDITIONS:

This tender document is neither an offer letter nor a legal contract, but an invitation for quotation. No contractual obligation on behalf of the AIC whatsoever shall arise from this tender process unless and until a formal Work Order is issued by duly authorized officers of AIC.

The terms of the tender shall hold good for the implementation of scope of work by the successful bidder and upon acceptance of the same, it will be a binding contract between AIC and successful bidder. No separate agreement shall be entered with the successful bidder/s but only purchase order will be issued. The bidders shall provide the unconditional acceptance letter of the terms and conditions of the tender.

A. BROAD SCOPE OF WORK:

The Company wants to digitize around 2.5 lakhs farmers proposals per season of Kharif and Rabi for 06 seasons starting from kharif 2020 onwards (the total number of documents may vary as per primary quality check and acceptance of documents by AIC). The number of proposals to be allotted to any single bidder/L1 bidder is limited to One Lakh Twenty Thousand per season. However, based on the satisfactory progress of the work, an additional quantity of 25% may also be awarded to the successful bidders. Depending upon infrastructure and turnover of the L1 bidder, other bidders may be allowed to do portal entry and uploading of documents at the rate of L1, as detailed here in under. The rate to be quoted for online entry should be **per proposal form / per application / per survey** basis.

Savings Clause:

In the event L2, L3 and so on denies to work on L1 rates as per the quantities mentioned or even after award of the work as per maximum quantities mentioned in the tender, proposals/intimations/reports etc are left to be entered, then AIC shall grant the same to willing successful bidder(s) at L1 rates per batch wise (batches as mentioned in the scope of work) starting from L1 and so on as per their annual average turnover subject to infrastructure and satisfactory and timely performance of the bidder of the work already awarded. It is clarified that the successful bidder(s) will have to work at L1 rates only.

DETAILS OF WORK TO BE PERFORMED BY THE AGENCY/IES:

SN	Activity	Description/Source/Link	Timelines for completion
1.	Entering the details w.r.t. Farmers' Crop Insurance Coverage in the prescribed portal online w.r.t. coverage as well as	Entry of farmers' details / crop insurance coverage details based on Proposal Forms / Consolidated Lists etc. and supporting documents. Number of compulsory Fields / Columns to be entered: around 50	The documents will be provided in batch of upto 7,500 nos. (per farmer wise) and the batch shall be completed within 07

	<p>uploading the farmer's documents.</p> <p><u>Scanning & uploading</u> of supporting documents related to Farmer Coverage:</p>	<p>Scanning and uploading documents regarding proposal forms / consolidated lists etc. for availing crop insurance coverage:</p> <p>Bank passbook, Land Records, Tenancy Agreement/ Crop Sown Declaration/ Certificate of Village Headman etc. (approx. 3-4 documents)</p> <p>a. All above documents will be in English/Hindi.</p> <p>b. Maximum Size of each scanning Document: 1 MB</p> <p>c. Bank Passbook, land document and tenancy agreement etc. to be scanned and uploaded.</p>	<p>days from the date of intimation by AIC.</p>
2.	<p>Entering details in the prescribed online portal regarding Crop Loss Intimations / Localized Intimations received from farmers for individual crop loss survey</p> <p><u>Scanning & uploading</u> of supporting documents related to above Crop Loss Intimations/ Localized Intimations</p>	<p>Entry of details w.r.t. Individual Crop Loss Intimations / Consolidated Lists etc. alongwith supporting documents.</p> <p>Number of compulsory Fields / Columns to be entered: around 40</p> <p>Scanning and uploading documents regarding Crop Loss Intimations:</p> <p>a. All documents will be in English/Hindi.</p> <p>b. Field photographs and videos</p> <p>c. Maximum Size of each scanning Document: 1 MB; and Field photographs & video : 10 MB</p> <p>d. Loss Intimation application and land document to be scanned and uploaded with Field photograph(s) and Video supporting loss intimation.</p>	<p>The documents will be provided in batch of upto 2,000 nos (per intimation wise) and the batch shall be completed within 03 days from the date of intimation by AIC.</p>

3.	<p>Entering details in the prescribed online portal regarding Crop Loss Assessment Survey Reports</p> <p><u>Scanning & uploading</u> of supporting documents related to Loss Assessment Survey Reports</p>	<p>Entry of details w.r.t. Crop Loss Assessment Survey Reports / Consolidated Lists etc. alongwith supporting documents.</p> <p>Number of compulsory Fields / Columns to be entered: around 40</p> <p>Entry of farmers' details regarding Loss Assessment Reports received against Crop Loss Intimations wrt crop loss details with uploading of survey reports</p> <p>a. All above documents are in English/Hindi.</p> <p>b. Maximum Size of each scanning Document: 1 MB; and Field photographs & video : 10 MB</p> <p>Loss assessment reports and any one of land document to be scanned and uploaded with Field photograph(s) and Video supporting loss assessment.</p>	<p>The documents will be provided in batch of upto 2,000 nos (per report wise) and the batch shall be completed within 03 days from the date of intimation by AIC.</p>
4.	<p>The data may be entered and uploaded by logging into prescribed GOI National Crop Insurance Portal/ State Govt. Portal / Insurance Company Portal or any other prescribed portal as required by the AIC RO</p>	<p>For the said purpose, exclusive User ID and Password will be shared separately.</p>	<p>--NA--</p>
5.	<p>The documents before entry have to be picked up by you on batch basis from our office, and have to be returned to AIC office in intact condition after work completion or on AIC's instructions.</p>	<p>AIC of India Ltd., Chandigarh Regional Office, Cabin No. 7, Agro Mall, Sector-20 Panchkula (Haryana) - 134117 Ph. No.: 0172-2538046/47</p>	<p>Within 24 hours of intimation</p>

6.	Reverting the incorrect or partially filled proposals or not supported with required documents.	As intimated by AIC of India, Chandigarh Regional office	On immediate basis to: AIC of India Ltd., Chandigarh Regional Office
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The data once entered, by the agencies, will be checked by AIC and if found correct will be approved in the portal. Payments will be calculated on the basis of no. of correct/approved entries made by the agencies.

Duration of the work:

The total duration of the work shall be 06 Seasons (03 Kharif and 03 Rabi seasons) starting from Kharif season of 2020. The duration of the work can be extended for another 02 seasons subject to AIC requirement and satisfactory completion of the work by the successful bidder for first 06 seasons.

As the work has to be completed in a time-bound manner, the successful bidder shall share the action plan for the execution of the work for the approval of the AIC.

Interested parties may submit bids in a sealed envelope duly superscribed as “PMFBY /State Govt Portal Entry Bid” as per the details submitted here in below. This should be addressed to **Regional Manager** at the below mentioned address:

Agriculture Insurance Company of India Limited
Cabin No. 7, Agro Mall, Sector-20
Panchkula (Haryana) - 134117
Ph. No.: 0172-2538046/47

The completed Bids (as per attached format) may be submitted in person or by post before **11:00 AM on or before 24-07-2020**. Bids received late will not be entertained. Bids which are not in prescribed format or incomplete in any respect shall be rejected.

The company reserves the right to reject all or any of the offers in full or in part without assigning any reason thereof.

ELIGIBILITY CRITERIA WITH REGARD TO INFRASTRUCTURE:

A.

<u>Sr. No.</u>	<u>Particulars</u>	<u>Specifications</u>
1.	Systems Specifications	Minimum 20 Computer systems, 2 High speed scanners & a high-speed broadband connection of minimum 100 mbps is required.
2.	Manpower	Should have a strength of at least 20 data entry operators at a time.

B. Eligibility Criteria

1. The Agency should be any of the legal entities as under:

- a. A Propriety Concern
- b. A Private Limited Company
- c. A Partnership Firm registered under Indian Partnership Act, 1932 (9 of 1932)
- d. A Company formed under the Companies Act
- e. A Limited Liability Partnership formed and registered under the Limited Liability Partnership Act, 2008.

2. Experience/Financial Strength:

- i) The Agency should have experience of completing at least one or more similar kind of work in past 03 years (for total value of minimum Rs. 4 Lakh).
- ii) **Minimum Average Annual turnover for past 03 immediate financial years shall be Rs. 10 Lakhs.** Depending upon Average Annual Turnover of the bidder, the bid will be allotted. Maximum number of proposals to be allotted to any single bidder/L1 bidder is limited to One Lakh Twenty Thousand per season, depending on the Average Annual Turnover of last three financial years. Other bidder may be offered the contract on L1 rate on the basis of Average Annual Turnover and capacity. However, based on the satisfactory progress of the work, an additional quantity of 25% may also be awarded to the successful bidders. Volume of work per season that can be offered to a bidder will be based on Average Annual turnover of last 03 Financial Years (2017-18, 2018-19 & 2019-20). The other bidders, based on their average annual turnover will be offered remaining entries at L1 rates as per the sequence L2, L3 and so on:

Sl. No.	Average Annual Turn-over	Proposals to be allotted (maximum per season)
1.	10-15 Lakhs	60000
2.	15Lakhs – 20 Lakhs	90000
3.	More than 20 Lakhs	120000

C. Documents to be furnished with the tender document:

Documents mentioned in the Annexures A i.e., Eligibility/Qualifying Criteria have to be mandatorily submitted. Failure to submit the required documents along with tender shall disqualify the bidder for opening of financial bid.

D. PROCEDURE FOR SUBMISSION OF QUOTES

The tender shall be submitted in two bid system i.e. Technical Bid (Qualifying Criteria) and Financial Bid.

1. Technical Bid (Qualifying Criteria):

Qualifying Criteria to be submitted will be as per Annexure A.

The duly filled annexure "A" along with the required documents and the signed copy of the tender document (each and every page to be signed and duly stamped implying acceptance of terms and conditions of the tender) to be kept in a separate envelop marked as "Qualifying-Criteria". The technical bid shall not contain any financial information failing which the bid is liable to be rejected.

2. Financial Bid:

Financial bid shall be submitted as per Annexure “B”

Financial Bid duly filled as per Annexure-B to be kept in a separate envelop marked as “Financial Bid”.

Both the envelopes containing Technical Bid and Financial Bid should be submitted in another bigger envelop super-scribed “PMFBY/State Govt Portal Entry Bid”.

3. Tender Application Fee and EMD

The bidder shall submit non-refundable amount of Rs 1,000/- (Rupees One Thousand only) towards tender application fee before the time of submission of the tender. The application fee shall be through RTGS in the following bank account:

**Agriculture Insurance Company of India Ltd.
Axis Bank Chandigarh A/C No. 041010200008488
IFS Code-UTIB0000041**

Bidders shall also have to furnish, as part of bid, interest free EMD/bid security for an amount of Rs. 25,000 /- (Rupees Twenty Five Thousand only) to be preferably remitted electronically through NEFT/RTGS/IMPS or Bank Guarantee on or before the last date and time fixed for bid submission in the AIC Bank details as mentioned above.

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 30 days after the award of the contract.

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

The EMD may be forfeited:

- a) If a bidder intentionally withdraws his bid during the period of bid validity specified below.
- b) In the case of a successful bidder, if the bidder withdraws or amends the tender or impairs or derogates from the tender or fails to provide PBG.

Any bid without tender application fee and EMD shall not be considered for evaluation.

Registered MSMEs participating in the bid are exempted from payment of EMD and application money as per Public Procurement Policy for MSMEs; Order (2012) notified under 11 of MSMED Act, 2006 on submission of the proof for the same. The registration as MSME must be prior to floating of tender.

Both the envelopes containing Technical Bid and Financial Bid along with cover cum undertaking letter should be submitted in another bigger envelope super-scribed as “PMFBY/State Govt Portal Entry Bid” **along with the tender application fee payment details and EMD as mentioned above.**

TIMELINES FOR THE TENDER:

Date of Tender	3 rd July, 2020
Clarification of doubts received through E Mail	8 th July, 2020
Last date and time for submission of the tender	24 th July, 2020 At or before 11.00 AM
Opening of the Technical Bid	24 th July, 2020 (at 12.00 PM)
Opening of Financial Bid of technically qualified Bidder	24 th July, 2020 (at 3.00 PM)
Declaration of the Successful Bidder	24 th July, 2020 (at 5.00 PM)
Submission of the Performance Security by the successful bidder	29 th July, 2020
Submission of execution plan by successful bidder	29 th July, 2020
Issuance of work order to L1 vendor & other Bidders on L1 rates as per the tender	29 th July, 2020
Completion of Work	As per details of work table
Project duration	3 Years (Six seasons wef Kharif 2020)
NOTE: any change in the schedule shall be notified on the website of the company only and no individual communication will be sent to the bidder. Bidders are advised to regularly visit the website of the company for any updates on the tender.	

Note: - No separate notice will be sent to the Bidders. They are requested to be present at the scheduled date, time & venue. Bids received late will not be entertained. Bids which are not in prescribed format or incomplete in any respect shall be rejected.

The company reserves the right to reject all or any of the offers in full or in part without assigning any reason thereof.

F. PERFORMANCE GUARANTEE/SECURITY:

The successful bidder has to submit a bank guarantee as a performance security as per the below table:

Sl. No.	No. of Proposals/entry awarded	Performance Guarantee/ Bank Guarantee
1.	60000	35000/-
2.	90000	55000/-
3.	120000	75000/-

G. Evaluation Process:

1. A committee headed by Regional Manager shall oversee the tender process and declare the successful bidder as per the tender process.
2. Complete tender along with Annexure A and other required documents is to be submitted at the addresses mentioned.
3. After receipt of tender, the designated Committee will scrutinize the same based on tender document and the documents provided by the bidder. The incomplete bids with mismatched profiles and/or incomplete documents will be rejected.
4. Based on eligibility criteria (as mentioned in the tender document) supported by the relevant documents decision to declare such bid as technically qualified will be recorded. Mere fulfilling eligibility criteria does not confer any right on the part of the applicant to be declared as technically qualified and the decision of the designated committee shall be final in this regard.
5. No further queries shall be entertained for the bidders whose bid is rejected for any reason whatsoever.
6. Bidders whose bid is technically qualified shall be eligible for the opening of the financial bid. The financial bid shall be opened at the time and place mentioned hereinabove.
7. Depending upon Average Annual Turnover of the bidder, the work will be awarded. The number of proposals/Loss intimations/Loss Survey Reports with uploading of documents per season to be allotted to any single bidder/L1 bidder is limited to One Lakh Twenty Thousand, depending on the Average Annual Turnover of last three financial years (as mentioned above). However, based on the satisfactory progress of the work, an additional quantity of 25% may also be awarded to the successful bidders. Other bidder as per sequence in financial bid (L2, L3 and so on) may be offered the contract on L1 rate on the basis of Average Annual Turnover and capacity. Volume of work to be offered to a bidder will be based on Average Annual turnover of last 03 Financial Years (2017-18, 2018-19 & 2019-20) as mentioned above.
8. In the event two or more bidder has quoted the same per proposals/Loss intimations/Loss Survey Reports with uploading of documents rate and rates offered by them is the lowest one, then the quantity shall be allotted to the L1 bidders first based on their Average Annual Turnover.

Savings Clause:

In the event L2, L3 and so on denies to work on L1 rates as per the quantities mentioned or even after award of the work as per maximum quantities mentioned in the tender, proposals/intimations/reports etc are left to be entered, then AIC shall grant the same to willing successful bidder(s) at L1 rates per batch wise (batches as mentioned in the scope of work) starting from L1 and so on as per their annual average turnover subject to infrastructure and satisfactory and timely performance of the bidder of the work already awarded. It is clarified that the successful bidder(s) will have to work at L1 rates only.

H. FORFEITURE OF PERFORMANCE SECURITY:

The performance security of the successful bidder may be forfeited if the successful bidder fails to execute the work as per the timeline mentioned in the tender subject to penalty clause or the performance of such bidder is not up to the mark as per decision of AIC or if there is a breach of the tender terms and conditions and the same is not rectified within the time frame mentioned by AIC.

The performance security of the successful bidder shall be returned within 30 working days after successful completion of the entire work to the satisfaction of the AIC.

Performance security shall bear no interest. The Performa of the Bank Guarantee is annexed as Annexure "C". The Bank Guarantee towards performance security shall remain valid beyond 60 days after the stipulated date of completion of work.

I. PAYMENT TERMS:

The successful bidder shall not be paid any advance on any account. Payments will be made only on completion of the work allotted within 10 days of submission of the bills (per season wise). In the event the work is extended for more than a month, monthly payments of running bills will be made. subject to correct and approved entries in the PMFBY/State Govt/IC portal, to be checked by AIC Officials. The payment shall be subject to deduction of TDS as per applicable laws. No interest shall be payable on the amounts withheld, under the terms of the work order.

OTHER TERMS AND CONDITIONS:

1. The bidder is expected to examine all instructions, forms, terms and conditions and specifications in the tender document. Failure to furnish complete information as required with reference to the tender document may result in rejection of the bid.
2. AIC reserves the exclusive right to make any amendments/changes or cancel any of the above or all actions related to this tender.
3. AIC shall not be responsible for non-receipt / non-delivery of the tender documents due to any reason whatsoever.
4. AIC requires that bidder/contractors shall observe the highest standard of ethics during the execution of tender work. AIC will reject a proposal for award, if it determines that successful bidder has engaged in corrupt or fraudulent practices in competing for the tender in question. It will declare a firm ineligible either indefinitely or for a stated period of time at any time if AIC determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing the AIC tender work.

5. RESOLUTION OF DISPUTES:

In case of a dispute or difference between the AIC and the successful bidder relating to any matter arising out of or connected with the tender and not settled amicably, such dispute or difference shall be referred to a sole arbitrator, to be appointed mutually by AIC and successful bidder. The award of the arbitrator shall be final and binding on the parties of this tender. The arbitration shall be carried out in accordance with the Arbitration and Conciliation Act, 1996. The venue of such arbitration shall be Panchkula and the language used will be English. Each party shall bear their own cost in this regard.

6. JURISDICTION:

The Courts at Panchkula shall be having the jurisdiction for the purpose of any adjudication where some dispute/difference remain unresolved in spite of arbitration.

7. RIGHT TO MODIFY OR RELAX:

AIC reserves the right to modify and/ or relax any of the terms and conditions of the tender/contract.

8. The successful bidder's shall be solely responsible for compliance of various statutory obligations as may be applicable to the nature of the tendered work including various labour laws. AIC assumes no responsibility in this regard.

9. FORCE MAJEURE:

If the performance of any party to the tender is prevented, restricted, delayed or interfered by reason of fire, explosion, cyclone, flood, war, revolution, blockage or embargo, any law, order, proclamation, ordinance, demand or requirements of any government or authority, strikes, shutdowns or labour disputes which are not instigated for the purpose of avoiding obligations herein, or any other circumstances beyond the control of the party affected, then notwithstanding anything here before contained, the party affected shall be excused from its

performance to the extent such performance relates to such events provided that the party so affected uses its best efforts to remove such cause of non-performance and when removed the party shall continue performance with utmost diligence. As such, the timelines shall be extended for the performance of the tender. In the event of delay due to Force Majeure for more than one month the tender may be terminated at the discretion of the AIC. Termination under such circumstances will be without any liability on either side. However, the dues for completed work shall be paid by AIC.

10. QUALITY ASSURANCE:

The successful bidder shall carry out and complete the work in every respect in accordance with the tender. The Officer nominated by AIC may issue, from time to time, further detailed instructions/directions in writing to the successful bidder. All such instructions/directions shall be consistent with the tender documents and should be reasonably inferable therefrom, along with clarifications/ explanations thereof, if necessary.

AIC through its nominated officer, shall have full powers to reject any work due to defect or not conforming to the required specifications.

11. TIME IS THE ESSENCE OF THE TENDER:

Time is the essence of the tender and as such all works shall be completed strictly in accordance with the timelines mentioned in the tender.

12. CONDITIONAL BIDS/OFFER:

The bidder shall accept the bid in entirety and in the event any terms is not accepted, or the bid is submitted with any conditions, such bid shall be liable for rejection.

13. BINDING EFFECT OF THE TENDER:

The terms and conditions of the tender and the subsequently issued work order shall have binding effect on the successful bidder. No separate contract shall be executed with the successful bidder.

14. COMPENSATION FOR DELAY/PENALTIES:

If the successful bidder fails to maintain the required progress in terms of the agreed time and progress chart or to complete the work on or before the date or extended date of completion, he shall without prejudice to any other right or remedy available under the law to AIC on account of such breach including termination of the tender, shall pay as compensation (Liquidated Damages) @ 1% per day of the work awarded value per season. The maximum liability shall be 10%. Hence, if the delay is more than 10 days AIC may terminate the award and may ask L2 to work on L1 rates. The amount shall be deducted from the bills of the successful bidder and in the absence of any due bill, the PBG shall be invoked.

15. ACCESS TO THE WORK:

The Officer nominated by AIC and any person authorized by AIC shall at all times have access to the works and to all locations and places where work is being executed. The authorized representative from AIC may at any time visit the works underway and issue necessary instructions to the successful bidder representative for compliance.

16. FINAL INSPECTION OF WORK:

The Officer nominated by AIC may make final inspection of all work included in the tender, or any portion thereof, of the tender, as soon as practicable after notification by the successful bidder that the work is completed and ready for acceptance. The bill shall only be processed after final acceptance/approval in the portal by AIC Officials.

17. STORAGE OF PROPOSALS/LOSS INTIMATIONS/SURVEY REPORTS & OTHER DOCUMENTS:

The documents before entry have to be picked up by the successful bidder on batch basis from AIC Chandigarh Regional Office at Panchkula at its own cost, and after completion of entry in the portal, have to be returned to AIC Chandigarh Regional Office in intact condition. The proper storage of proposal forms, including transportation of all documents, is entirely the responsibility of the successful bidder and needs to be returned to AIC once the data is entered and approved in the portal or as per instructions of AIC.

18. TERMINATION:

AIC shall, in addition to other remedial steps to be taken as provided in the conditions of tender be entitled to cancel the work order in full or in part, if the successful bidder:

- a) Makes default in proceeding with the works with due diligence and continues to do so even after a notice in writing from the Officer nominated by AIC, then on the expiry of the period as specified in the notice.
- b) Commits default/breach in complying with any of the terms and conditions of the tender and does not remedy it or fails to take effective steps for the remedy to the satisfaction of the Officer nominated by AIC.
- c) In case of successful bidder has become insolvent or has initiated the process of insolvency.
- d) By giving 15 days' notice, without assigning any reason thereof.

It is clarified that the approved bills up to the effective date of termination will be paid as per the tender payment terms. In case of termination all documents shall be returned to AIC immediately.

19. Validity of the Bid:

The bid shall be valid for 06 seasons starting from kharif 2020 and upto Rabi 2022 after the date of opening of the financial bid.

20. Indemnification:

The Successful bidder shall indemnify and keep indemnified the AIC from and against any and all claims, direct losses, injuries, liabilities, reasonable costs and expenses, direct damages, actions or proceedings which may be made or taken against the AIC by any person arising out of any breach, action or inaction of the Successful bidder under this tender and specifically for the following.

- A. For loss of any document, data, proposal form etc. by the successful bidder at any given point of time.
- B. For wrong entry of data including the wrong entry of land holding, area etc.
- C. Failure of the successful bidder to enter the data within the stipulated time

D. Failure to comply with any laws relating to the type of the work including labour laws.

It is clarified that the indemnification by the successful bidder shall include the making the loss good arising out of any insurance claim due to above and the indemnification shall be in addition to the compensation for delay as mentioned hereinabove.

Clarifications: Any clarity with regard to the tender shall be given by Regional Manager, AIC, Chandigarh RO, whose decision shall be final and binding. Such clarifications shall be treated as part and parcel of this tender document.

ANNEXURE "A"
TECHNICAL BID

Sl. No.	PARTICULARS	DETAILS
1.	Name of the Agency	
2.	Office Address	
3.	Status of the Agency (Whether A Propriety Concern or A Private Limited Company, A Partnership Firm registered under Indian Partnership Act, 1932 or A Company formed under the Companies Act or A Limited Liability Partnership formed and registered under the Limited Liability Partnership Act, 2008)	
4.	Name of the Authorized Person who will be responsible for bid submission and will be a single point of Contact.	
5.	Site Specifications	
6.	No. of system and System Specification	
7.	No. of Manpower	
5.	E Mail Address and website address, if any:	
6.	Landline Number: Mobile Number: Secondary Mobile Number:	
7.	GSTIN Number AND Registration Number	
8.	PAN No. of the Agency	
9.	No. of year(s) of experience in the field	
10.	Detail of similar assignments handled	
11.	Strength of staff handling the work assignment in the agency	
12.	Annual Average turnover for last three years	
13.	Any other relevant information	

Documents to be Mandatorily submitted in support of the technical bid:

- i) Copy of Registration of firm/establishment/company.
- ii) Copies of turnover certificate (e.g. audited balance sheet) for the latest Three financial Years (2016-17, 2017-18 and 2018-19). If accounts for FY 2019-20 not finalized, provisional turnover figures duly signed by CA may be submitted.
- iii) Copy of the PAN CARD of the agency.
- iv) Copy of Registration of the Firm and the Copy of GSTIN.
- v) Copy of documentary proof mentioning the work experience of bidder.

- vi) Satisfactory completion of contract certificate (one or more similar work in past 03 years for total value of minimum Rs. 4 Lakh) from previous organization alongwith proof of value of similar work completion.
- vii) Authorization letter to sign and submit the Bid.
- viii) Non blacklisting declaration declaring that the firm has not been blacklisted by any of Government Department, PSU's and Autonomous bodies of State and Central Govt. as per annexure D.
- ix) Document in proof of site specification Number of Manpower and system specification on the bidder's letterhead. AIC reserves the right to call for further details to verify the same at any time before or after award of the work.
- x) Copy of the proof that the agency is registered under MSME, if applicable. Please note the registration must be prior to floating of tender.
- xi) Acceptance letter implying unconditional acceptance of all the terms and conditions of the tender as per annexure D.

ANNEXURE “B”
FINANCIAL BID

For Digitizing Proposal form on PMFBY/State Govt portal.

Name of Work: Entry of Farmer Details/Proposals

Activity	Rates per entry with scanning & uploading of the complete document/s of one proposal/loss intimation/Loss assessment etc. in any of the activity.
1. Entering the details w.r.t. farmers’ crop insurance coverage in the prescribed online portal alongwith - <u>Scanning & uploading</u> of supporting documents related to above Farmers’ Insurance Coverage:	In Figures _____
2. Entering the details w.r.t. Crop Loss Intimations / Localized intimations in the prescribed online portal alongwith - : <u>Scanning & uploading</u> of supporting documents related to above Crop Loss Intimations / Localized intimations:	In words _____
3. Entering the details w.r.t. Crop Loss Assessment Surveys in the prescribed online portal alongwith - <u>Scanning & uploading</u> of supporting documents related to above Crop Loss Assessment Reports:	

INSTRUCTIONS

1. The rate should be quoted in words and figures in English without any overwriting, correction, error, omission, etc. Correction, if any, should be properly attested by the bidder.

2. **The bidder shall quote per entry single rate for each activity.** The bid of the bidders quoting for different rates for different activity shall liable to be rejected. The rate quoted by the bidder should be firm, final and valid throughout the completion of the work.

3. Rates quoted above shall be inclusive of labour charges, material charges, transportation charges, electricity and internet charge. any other taxes/charges/expenses but exclusive of GST.

4. All prices must be mentioned both in figures and words. The bidder must make sure that there is no discrepancy between the two. In case of discrepancy, the rates mentioned in the words will be taken for consideration.

In case of any dispute, ambiguity in specification of any items the resolution shall be as per the specifications and mode of measurements of AIC which has to be agreed upon by me/us.

Signature of bidder with seal

ANNEXURE "C"
PERFORMANCE BANK GUARANTEE
(To be stamped in accordance with stamp act)

Reference No.: _____

Date: _____

Bank Guarantee No: _____

To: _____

Against tender vide advance acceptance of the _____ covering work of (hereinafter called the said 'tender) entered into between Agriculture Insurance Company of India Limited (hereinafter called the Purchaser) and (hereinafter called the Vendor)

this is to certify that at the request of the Vendor, we (Name of the Bank), are holding in trust in favour of the Purchaser, the amount of Rupees _____ (write the sum herein words) to indemnify and keep indemnified the Purchaser against any loss or damage that may be caused to or suffered by the Purchaser by reason of any breach by the Vendor of any of the terms and conditions of the said tender and/ or in the performance thereof. We agree that the decision of the Purchaser, whether any breach of any of the terms and conditions of the said tender and/ or in the performance thereof has been committed by the Vendor and the amount of loss or damage that has been caused or suffered by the Purchaser shall be final and binding on us and the amount of the said loss or damage shall be paid by us forthwith on demand and without demur to the Purchaser.

We _____ (Name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for satisfactory performance and fulfillment in all respects of the said tender by the Vendor i.e. till (Note: the time line shall be as per tender and claim period after the expiry of the tender will be as per the tender terms) hereinafter called the said date and that if any claim accrues or arises against us (Name of the Bank) by virtue of this guarantee before the said date, the same shall be enforceable against us _____ (Name of the Bank), provided that notice of any such claim has been given to us _____ (Name of the Bank) in writing, by the Purchaser before the expiry of the dates and claim period. Payment under this letter of guarantee shall be made promptly upon our receipt of notice to that effect from the Purchaser.

It is fully understood that this guarantee is effective from the award of the tender and effective up to 2 months after completion of work as per tender terms i.e. _____ and that we (Name _____ of the Bank), undertake not to revoke this guarantee during its currency without the consent in writing of the Purchaser.

We undertake to pay to the Purchaser any money so demanded notwithstanding any dispute or disputes raised by the Vendor in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present bond being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Vendor shall have no claim against us for making such payment.

We _____ (Name of the Bank), further agree that the Purchaser shall have the fullest liberty, without affecting in any manner our obligations hereunder to vary any of

the terms and conditions of the said tender or to extend time of performance by the Vendor from time to time or to postpone for any time from time to time any of the power exercisable by the Purchaser against the said Vendor and to forebear or enforce any of the terms and conditions relating to the said contract and we, (Name of the Bank), shall not be released from our liability under this guarantee by reason of any such variation or extension being granted to the said Vendor or for any forbearance by the Purchaser to the said Vendor or for any forbearance and/ or omission on the part of the Purchaser or any other matter or thing whatsoever, which under the law relating to sureties, would, but for this provision have the effect of so releasing us from liability under this guarantee.

This guarantee will not be discharged due to the change in the constitution of the Bank or the Vendor.

Office Seal

Place:

Date:

(Authorized Signatory)

Name:

Designation:

Mobile No:

Business Address:

ANNEXURE "D"
COVER CUM UNDERTAKING LETTER
(ON BIDDER'S LETTER HEAD)

To,

Date:

***The Regional Manager
Agriculture Insurance Company of India Limited
Cabin No. 7, Agro Mall, Sector-20
Panchkula (Haryana) - 134117***

Dear Sir,

Sub: SUBMISSION OF BIDS FOR SELECTION OF DATA ENTRY AGENCY/IES (DEA) FOR ENTERING/UPLOADING FARMERS DETAILS IN Govt. of India - PMFBY/STATE GOVT / INSURANCE COMPANY (IC) PORTAL FOR KHARIF-2020 & RABI 2020-21 SEASONS IN HARYANA & HIMACHAL PRADESH

Having examined the Tender documents including all annexure the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the services as mentioned in Tender document in conformity with the said Tender documents and in accordance with the financial bid.

- A. We understand that the Tender document provides generic specifications about all the items and it has not been prepared by keeping in view any specific bidder. We have ensured ourselves about the eligibility criteria before submitting the tender.
- B. We have read, understood and accepted the terms/ conditions/ rules mentioned in the Tender document.
- C. We undertake that in competing for and if the award is made to us, in executing the subject tender, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".
- D. We are not blacklisted currently by any Government/ Ministry/Department/PSU nor debarred currently from dealing with any company/ public department.
- E. We understand that AIC is not bound to accept the lowest or any offer AIC may receive. We also understand that the whole bidding exercise may be scrapped without assigning any reason and it is acceptable to us.
- F. This Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us. We undertake to comply all the terms and conditions of the tender.
- G. We understand that if we withdraw or modify our Bids during the period of validity, or if we are awarded the tender and we fail to submit the required performance security before the deadline defined in the request for bids document, we will be suspended for the period of three years from being eligible to submit Bids for tenders with our company and the EMD shall be forfeited by AIC.

H. We certify that we have provided all the information requested by AIC in the format requested for. We also understand that AIC has the exclusive right to reject this offer in case AIC is of the opinion that the required information is not provided or is provided in a different format. It is also confirmed that the information submitted is true to our knowledge and AIC reserves the right to reject the offer if anything is found incorrect.

Place:

Date:

Seal and signature of the bidder