

**INVITATION OF BIDS FOR SELECTION OF DATA ENTRY AGENCIES (DEA)
FOR ENTERING FARMERS DETAILS IN PMFBY PORTAL FOR KHARIF-2019
SEASON IN ASSAM**

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 approved & eligible contractors/agencies (hereinafter called Agency/ies) to entering the farmers data in the PMFBY portal online for Kharif-2019 season of Assam State.

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 Ltd.,
Guwahati Regional Office,
House No. 160, 3rd Floor, Rajgarh Road,
Guwahati-781007.**

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 award of work order.

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 Guwahati Regional Office at the above mentioned address. No individual intimation will be sent.

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. No other 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.

TOTAL VALUE OF THE CONTRACT:

Entire Contract Value is expected to be Rs. 45.50 Lakhs (Approximately), excluding GST. However Maximum Number of proposals to be allotted to any single bidder/L1 bidder is 1 Lakh. Depending upon infrastructure and turnover of the L1 bidder, other bidders may be allowed to do portal entry at the rate of L1.

A. BROAD SCOPE OF WORK:

The Company wants to digitize around 3.5 lakhs farmers proposals (the total number of documents may vary as per primary quality check and acceptance of documents by AIC). Maximum number of proposals to be allotted to any single bidder/L1 bidder is 1 lakh. Depending upon infrastructure and turnover of the L1 bidder, other bidders may be allowed to do portal entry at the rate of L1. The rate to be quoted for online entry should be **per form** basis.

DETAILS OF WORK TO BE PERFORMED BY THE AGENCIES:

Sl. No.	Activity	Description/Source/Link
1.	<u>Scanning & uploading</u> of supporting documents	Bank pass book, Land Records/ Tax Receipt/ Certificate of Village Headman etc. (maximum two documents) a. All above documents are in Vernacular i.e Assamiya b. Maximum Size of each scanning Document: 1 MB c. Bank Pass book and any one of land document to be scanned and uploaded.

2.	Entering the Farmer's details in the portal as well as uploading the farmer's documents.	Proposal Forms No of compulsory Fields/Columns to be entered: around 40
3.	The data may be entered by logging into GOI National Crop Insurance Portal.	URL - https://pmfby.gov.in For the said purpose, exclusive User ID and Password will be shared separately.
4.	The documents before entry have to be picked up by you on piece-meal basis from our office, and have to be returned to AIC office in intact condition after work completion or on AIC's instructions.	AIC of India Ltd., Guwahati Regional Office, House No.-160, 3 rd Floor, Rajgarh Road, Guwahati-781007.
5.	Timeline for completion of the entire work allotted.	Within 1 month from the date of work order
6.	Reverting the incorrect or partially filled proposals or not supported with required documents, for seeking clarifications from the State Govt. of Assam.	On immediate basis to: AIC of India Ltd., Guwahati Regional Office, House No.-160, 3 rd Floor, Rajgarh Road, Guwahati-781007.

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.

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 envelop duly superscribed as “PMFBY 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 Ltd.,
Guwahati Regional Office,
House No. 160, 3rd Floor,
Rajgarh Road, Guwahati-781007.**

The completed Bids (as per attached format) may be submitted in person or by post before **01:00 PM on or before 12-12-2019**. 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

A.

<u>Sr. No.</u>	Particulars	Specifications
1.	Site Specification	Minimum 1500 sq. feet of office space required.
2.	Systems Specifications	Minimum 20 Computer systems, 2 High speed scanners & a high-speed broadband connection of minimum 100 mbps is required.
3.	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 atleast 02 (two) similar kind of work.
- ii) **Minimum Average Annual turnover for past 03 immediate financial years shall be Rs. 05 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 1 lakh, 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. Volume of work that can be offered to a bidder will be based on Average Annual turnover of last 03 Financial Years (2016-17, 2017-2018 & 2018-2019).

Sl. No.	Average Annual Turn-over	Proposals to be allotted
1.	05-10 Lakhs	50000
2.	10 Lakhs - 25 Lakhs	75000
3.	More than 25 Lakhs	100000

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 render the applicant ineligible for opening of financial bid.

D. PROCEDURE FOR SUBMISSION OF QUOTES

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

1. 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".

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 Qualifying-Criteria and Financial Bid should be submitted in another bigger envelop super-scribed "PMFBY Portal Entry Bid".

TIMELINES FOR THE TENDER:

SL NO.	Activity	Time Line	Venue
i.	Availability of Tender Document.	21.11.2019	AIC of India Ltd., Guwahati Regional Office, House No.-160, 3 rd Floor, Rajgarh Road, Guwahati-781007, Ph No-0361-2462314, e-mail-ro.guwahati@aicofindia.com
ii.	Submission of Bid Document	12.12.2019 by 1.00 P.M	-Do-
iv.	Bid Opening (in presence of bidders)	12.12.2019 at 3.00 P.M	-Do-
v.	*Finalisation of Bid (in presence of bidders)	12.12.2019 at 4.00 P.M	-Do-
vi.	Issuance of work order to L1 vendor & other Bidders on L1 rates as per the tender.	12.12.2019 at 5.00 P.M	-Do-
vii.	Completion of Work	Within 1 months from the date of issue of work order.	-Do-

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 Won	Performance Guarantee/ Bank Guarantee
1.	50000	32500/-
2.	75000	48750/-
3.	100000	65000/-

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, if the committee is satisfied about the credentials of the Agency and found as 'fit and proper' in the light of the nature of work, a 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 bid will be allotted. Maximum number of proposals to be allotted to any single bidder/L1 bidder is 1 lakh,

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. Volume of work to be offered to a bidder will be based on Average Annual turnover of last 03 Financial Years (2016-17, 2017-18 & 2018-19).

8. In the event two or more bidder has quoted the same per proposal rate and rates offered by them is the lowest one, then the quantity shall allotted to the L1 bidders first based on their Average Annual Turnover and the rest will be offered to other bidders on L1 rates on the sequence of L2, L3, L4...

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 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 subject to correct and approved entries in the PMFBY 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.

J. 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.

K. 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, 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 Guwahati and the language used will be English. Each party shall bear their own cost in this regard.

L. JURISDICTION

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

M. RIGHT TO MODIFY OR RELAX:

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

N. 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.

O. 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.

P. 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.

Q. 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.

R. 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.

S. 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.

T. COMPENSATION FOR DELAY:

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, pay as compensation (Liquidated Damages) @ Ten percent (10%) of the tender awarded value.

U. 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.

V. 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.

W. STORAGE OF PROPOSALS:

The documents before entry have to be picked up by the successful bidder on piece-meal basis from AIC Guwahati Regional Office, and after completion of entry in the portal, have to be returned to AIC Guwahati 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.

X. 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.

Y. Validity of the Bid

The bid shall be valid for three months after the date of opening of the financial bid.

Z. 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, Guwahati, whose decision shall be final and binding. Such clarifications shall be treated as part and parcel of this tender document.

ANNEXURE A

BID FOR QUALIFICATION OF AGENCIES

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).
- 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 (similar work) from previous organization.
- 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.
- ix) Document in proof of site specification (rent agreement, sale deed etc.) Number of Manpower (appointment letter, salary slip etc.) and system specification (invoice etc.)

- x) Copy of the proof that the agency is registered under MSME, if applicable
- xi) Acceptance letter implying unconditional acceptance of all the terms and conditions of the tender.

ANNEXURE B
FINANCIAL BID

For Digitizing Non-Loanee Proposal form in PMFBY portal.

Name of Work: Entry of Farmer Details/Proposals

Sr. No.	Description of the Job	Rates per proposal forms including scanning and everything required for completing the data entry of one single farmer proposal. Excluding GST.	Total Amount
1.	Portal entries for Non-Loanee proposals under PMFBY Kharif-2019 season in Assam	In Figures In Words	

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 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 forbear 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 what-so-ever, 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: