

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

Tender Document

Notice inviting tender for hiring services for Co-observing Crop Cutting experiments (CCEs) and Individual Loss Assessment (ILA) reported under Localized Calamities and post-harvest Losses under PMFBY with the Use of Mobile App	
Office of issue	Agriculture Insurance Company of India Ltd., Plate B & C, 5 TH Floor, Block-1, East Kidwai Nagar, New Delhi – 110023. Ph: +91-011024604444
Tender No.	Tender/BPL/CLM/2019/01
Tender forms available at Website	www.aicofindia.com
Date of Issue (uploading on aic website)/ Publishing	20.08.2019
Pre-Bidding Meet Date & Time	23.08.2019, 11:00 am to 12:00 noon
Pre-Bidding Meet Place	Agriculture Insurance Company of India Ltd., Bhopal Regional Office, LIC Zonal Office Building “Jeevan Shikha”, 60-B, 1 st Floor, North Wing, Hoshangabad Road, Bhopal - 462011
Last date of submission of bids	11.09.2019 by 11:00 am
Place of submission of bids	Agriculture Insurance Company of India Ltd., Bhopal Regional Office, LIC Zonal Office Building “Jeevan Shikha”, 60-B, 1 st Floor, North Wing, Hoshangabad Road, Bhopal - 462011
Date & Time of opening of technical bid	12.09.2019, 12:00 pm
Place of opening of technical bid	Agriculture Insurance Company of India Ltd., Bhopal Regional Office, LIC Zonal Office Building “Jeevan Shikha”, 60-B, 1 st Floor, North Wing, Hoshangabad Road, Bhopal - 462011
Date and time of opening of Financial bid	13.09.2019, 12:00 pm
Place of opening of Financial bid	Agriculture Insurance Company of India Ltd., Bhopal Regional Office, LIC Zonal Office Building “Jeevan Shikha”, 60-B, 1 st Floor, North Wing, Hoshangabad Road, Bhopal - 462011

Tenders are invited from reputed and experienced agencies/firms/companies for hiring services for co-observing CCEs and assessing the losses under PMFBY on individual basis for localized calamity and post-harvest losses with the Use of Mobile App in Madhya Pradesh for Agriculture Insurance Company of India Ltd in One Year 2019-2020 (Kharif 2019 and Rabi 2019-2020).

Tender document can also be downloaded from AIC website www.aicofindia.com

1. NATURE OF TENDER

This tender is for seeking services to act as AIC representative from reputed and experienced agencies/firms/companies, to co-observe Crop Cutting Experiments (CCEs) conducted under GCES/State Manual and to act as assessors for loss reported to AIC under Localized Calamities and post-harvest Losses as per Revised Operational guidelines of PMFBY. The contract shall be executed for the year 2019-2020. Presently, services are required for 22 districts allocated to AIC in Madhya Pradesh for Kharif 2019 and Rabi 2019-20 season, for implementing PMFBY. The performance of the firm awarded work, will be reviewed periodically and their contract may be extended or terminated early based on their performance. In case total payable output (with due observation of procedure of work as mentioned in section 6 below) is less than 75% of the assigned work order, penalty will be levied as mentioned in section 24 below and agreement would stand terminated for the next season. Also, if procedure of work as mentioned in section 3 or data collected from field while co-observing CCEs has been found to be fudged or it has been established that undue advantage has been taken with an intent to benefit either farmer, government official or officials of the selected agency working in aforementioned 22 districts of Madhya Pradesh, services of the agency would be terminated and performance security would be forfeited.

2. ELIGIBLE BIDDERS

All service providing agencies/firms/companies must have adequate infrastructure in terms of technically qualified manpower and more than one year service record in crop loss assessment / yield estimation / Co-observing CCEs using mobile app (to be reckoned as on last date for submission of bids) as per the PMFBY Revised Operational Guidelines 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 have technical capacity to Co-Observe CCEs using GOI mobile App.
- c. The firm must have technical capacity to Co-Observe CCEs using mobile App and provide access to server where data is to be stored for data retrieval (wherever GOI CCE Mobile App is not used).
- 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.
- e. The firm should have technical ability to carry out assessment of the losses under PMFBY/RWBCIS on individual basis for localized calamity and post-harvest Losses covers through the Use of Mobile App.
- f. The firm must be registered with all Government/statutory authorities such as GST Authority, Income Tax Department, etc. as required in the normal course of business to render similar services.

3. AREA OF WORK

Area of work would be confined mainly to districts allotted to AIC for implementing PMFBY in Madhya Pradesh for allotted crops. Work order would be placed for 22 districts allotted to AIC in Madhya Pradesh in two seasons. These 22 districts have been organized into 6 clusters. One agency would be given minimum of one and maximum of two clusters. If an agency would be given two clusters, that agency has to pick up the cluster where the lowest rate was quoted by the agency. If an agency is L1 in more than two clusters, then

agency has to drop the cluster with highest quoted rate among the L1 clusters. The cluster thus dropped would be awarded to the L2 agency at L1 rates or to subsequent bidders in case second highest bidder does not agree at L1 rates, or call fresh bids. Consent of Technical Committee as well as all financially qualified bidders would be taken before awarding any cluster to the agency which is not L1 for that particular cluster.

Participating agency are requested to quote cluster wise rates which would be inclusive of both CCE co-Observation and Individual Loss Assessment (ILA) of Localized Calamities and Post Harvest Losses. List of cluster and district has been provided below. The total number of CCEs inn each cluster includes count of CCEs for both the seasons i.e. Kharif 2019 and Rabi 2019-20. The number of cluster wise CCEs mentioned in the table may vary in the actual work order placed after cluster allocation to the agencies. Further, count of ILA in the cluster would be as per intimations received by AIC Bhopal Regional Office during the season.

LIST OF CLUSTERS

Clusters	Districts	Kharif CCEs	Rabi CCEs	Approximate number of CCEs in the cluster
Cluster 1	Raisen	2168	2000	4660
	Sheopur		384	
	Gwalior		108	
Cluster 2	Guna	1212	1216	4808
	Bhind		384	
	Morena		72	
	Shivpuri	652	724	
	Datia	24	524	
Cluster 3	Vidisha	2276	3000	5396
	Panna		120	
Cluster 4	Sagar	2172	2000	5080
	Tikamgarh		172	
	Chhatarpur		396	
	Niwadi		340	
Cluster 5	Rajgarh	2304	2748	5052
Cluster 6	Damoh	624	676	4284
	Bhopal	640	648	
	Satna		384	
	Rewa		224	
	Sidhi		100	
	Singrouli		100	
	Ashoknagar	888		
Total		12960	16320	29280

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 date of award till end of Rabi 2019-2020 season (31st May, 2020).

The contract may be ended or extended for a period of one year , subject to performance review. In case total payable output (with due observation of procedure of work as mentioned in section 6 below) is less than 75% of the assigned work order, penalty will be levied as mentioned in section 24 below and agreement would stand terminated for the next season. Also, if procedure of work as mentioned in section 3 or data collected from field while co-observing CCEs has been found to be fudged or it has been established that undue advantage has been taken with an intent to benefit either farmer, government official or officials of the selected agency working in aforementioned 22 districts of Madhya Pradesh, services of the agency would be terminated.

5. PERIOD OF VALIDITY OF RATE QUOTED:

The quoted rates would remain valid till end of Rabi 2019-2020 season (31st May, 2020).

6. SCOPE OF WORK:

The broad scope of work for CCE co-observing 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 Co-observing CCEs viz. Collection of CCE planning, Schedules, actual dates of conduct of CCEs, co-observation of CCEs and driage experiment and collection of Form II
- II. To witness CCEs conducted by State Governments under GCES in a Unit Area of Insurance and providing report as desired by AIC. All the CCEs have to be co-observed using GoI CCE Mobile App with all the columns duly filled in, as mentioned in the section 18 of the revised operational guidelines.
- III. In case standard CCE procedure is not followed while conducting CCE through CCE co-observation app, agency representative has to raise the objection online about the defaulting CCE within 2 hours of the conduct of CCE and inform the same to the AIC Regional Office.
- IV. In case CCE is not conducted using GoI CCE Mobile App, following activities need to be done while Co-observing CCEs:
 - a) Co-observe the conduct of CCEs including multi-picking crops and report whether they are conducted as per norms and procedure laid down by the State Government.
 - b) 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 figures and image of the weights along with the produce below 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.
 - c) 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.
 - d) All the video and still photographs should be digitally date and time stamped. Reference number should be drawn to link the video and photograph with the report submitted to

- facilitate report verification and bill payment.
- e) Filling up of the CCE Form and obtaining the signatures of government primary worker, farmer and any other government functionaries. The existent CCE recording form used i.e. Form II is preferred. The photographs/xerox copy of such forms should be collected and submitted with indexing.
 - f) In case standard CCE procedure is not followed while conducting CCE without CCE co-observation app, agency representative has to raise the objection immediately on the field about the defaulting and inform the same to the AIC Regional Office.
 - g) Reporting of CCE wise results, in the specimen provided.
 - h) Make an online interface where the reports, photos and videos can be viewed by AIC on real time basis.
- V. The agency shall have to provide the all the field personnel with digital weighing machines, which could be used I case government officials do not carry any weights. These weighing machines could be used with the permission of the government officials after they verify the weight.

The broad scope of work for assessing losses reported under PMFBY under individual and post-harvest covers shall be as under:

- I. Collect the details of Insured and intimations from AIC Bhopal Regional Office.
- II. To validate insurance data of the farmer from banks/ intermediaries, by verifying date of debit within cut-off date i.e. 31.07.2019 for Kharif 2019 and 31.12.2019, if desired by AIC.
- III. To coordinate with the offices/officials of the State Government from agriculture, statistics, revenue or cooperation department for loss assessment work.
- IV. To identify and mark the field from cadastral map or otherwise (identification method to be noted) as the field where the loss is reported.
- V. To visit fields for assessment of losses on individual basis as per requirements placed by Regional office of AIC and providing report in the format provided by AIC. Following activities need to be done while assessing losses on individual approach:
 - a. To collect proof of insurable interest in form of copy of land records or revenue receipt.
 - b. To take good quality digital photographs of affected field with GPS tag (latitude & longitude up to 6 to 8 decimals each) and time stamp using mobile phone/cameras capturing (1) from North, South, West and East corners of the field and (2) one image each of surrounding two field/farm (3) if the field possess irrigation facility, 2-3 images certifying the facility.
 - c. Around one minute video (at least 640 by 480 resolution) with GPS tag (latitude & longitude up to 6 to 8 decimals each) of the plot with close ups of the plants, produce (if visible), moving in most of the rows of the plot. All the video and still photographs should be digitally date and time stamped.
 - d. May have to interact with local community to assess cause of loss.
 - e. Assessment has to be conducted in the presence of owner of the field or farmer and signature of the owner/farmer has to be obtained on the assessment form mandatorily.

The Agency shall also be required to:

1. Ensure compliance with prescribed procedure / formats and completeness of CCE Co-observed report and ILA report, as provided by AIC.
2. The Final CCE schedules and contact details of CCE conducting State Government Officials has to be shared with the AIC RO Bhopal well in advance before conduct of CCE.
3. Deploy State and district coordinators supported with sufficient number of skilled and trained personnel for Co-observing CCEs.
4. Employ people who are qualified to carry out Individual loss assessment as per revised Operational guidelines of the PMFBY as well as IRDAI regulations in force.

5. The Agency should inform AIC RO of names and mobile numbers of persons with qualifications so deployed within one week of award of work-order. Any change in deployed personnel to be intimated within 3 days of such change.
6. Conduct ILA of localized calamity and Post Harvest Losses using mobile app and provide server access to AIC to see and retrieve data.
7. Complete the work in time bound manner, with proper preparation and planning at each of the stages.
8. Submit the daily/weekly quantitative and qualitative report for CCE in desired format to the Bhopal Regional Office. ILA Reports in the desired format are to be submitted within 48hrs of intimation in case of loss assessment of respective farmer/plot. If required by AIC, arrange for a person from the agency to sit in RO Bhopal office to co-ordinate activities of all district personnel of agency and submit daily report to AIC.
9. 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.

AIC does not warranty any CCE Co-observing above the minimum 1000. However, actual number of CCEs to be Co-observed in the State may be higher. And AIC does not warranty any or number of losses that would be assessed in the cluster allotted to the agency. Although, if ILA intimations from a single NFA crosses count of 200, assessment has to be done on sample basis. Sample size would be 10% of the intimations received. Count of surveys thus arrived, has to be conducted into five locations in that NFA, at the four corners and at the centre of the NFA. Equal number of assessment would be carried out at each of these five locations.

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 with anybody (even the government personnel) or for any publications etc., unless written permission has been obtained from Competent Authority in AIC.
- c. The owners of the company/agency will have to provide comprehensive insurance to their personnel/equipment, 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 Document. 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. **The bidder must bid for all the clusters listed in the annexure 1 . The rate quoted for a cluster should be inclusive of all the districts in the cluster and of CCE co-observing and ILA assessment.**

9. CLARIFICATION OF BID DOCUMENTS

A prospective bidder, requiring any clarification of the Tender Document shall notify AIC through its official mail at rvwaghmare@aicofindia.com and srayansiw@aicofindia.com before noon of 22nd August 2019. 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 document 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 Rs. 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 of Bank Guarantee from any Scheduled Commercial Bank in favor of "AIC of India", Bhopal", valid for a period of 45 days beyond the final bid validity period and **shall be delivered physically to AIC, Regional Office, Bhopal, 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.

12.5 Registered MSMEs participating in the bid are exempted from payment of EMD as per Public Procurement Policy for MSEs, Order (2012) notified under 11 of MSMED Act , 2006.

13. PERFORMANCE SECURITY

The successful bidder shall be required to furnish performance security of Rs 1,25,000 through Demand draft/ Performance Bank Guarantee for each season for each of the cluster of districts allocated to it, 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 Co-observing and Individual Loss Assessment 2019-2020 - 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.

Note: AIC may call the organizations/agencies submitting technical bids to make presentations to assess the technical ability of the agency to carry out the work.

15. BID PRICE / FINANCIAL BID

The Financial Bid should be submitted in A SINGLE SEALED COVER super scribed “AIC-CCE Co-Observing and Individual loss assessment 2019-20–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. The rates quoted should be exclusive of taxes. Bidders are requested to also mandatorily attach item wise price detail of unit CCE price quote in the financial bid for the cluster. 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 Co-Observing and Individual Loss Assessment 2019-2020 - Financial Bid”.

2. AIC shall not pay any other amount on any account including mobilization charges, office expenses, transport charges, phone charges etc.

16. OPENING OF BIDS

Technical bids will be opened by a Committee on 12.09.2019 at 12:00 pm.

A maximum of two representatives for a 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 13.09.2019 at 12:00 pm.

17. EVALUATION CRITERIA 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: -

S.No.	Item	Maximum score
1.	Previous experience in conducting similar kind of exercise for Crop Cutting Experiment / yield estimation, marks to be given as under:- 1-2 yrs - 06 Marks >2-4 yrs - 07 Marks >4- 5 yrs - 08 Marks > 5 yrs - 10 Marks	10
2.	Previous experience in conducting similar kind of exercise for Individual Loss Assessment, marks to be given as under:- 1-2 yrs - 06 Marks >2-4 yrs - 07 Marks >4- 5 yrs - 08 Marks > 5 yrs - 10 Marks	10
3.	Technical capacity in providing remote sensing/GIS based support to CCE witnessing/ILA	10
4.	Number of CCEs for which similar exercise conducted in one cropping season in one state by the firm (Completion certificate should be submitted): - 100 to 500 CCEs – 12 Marks >500 to 1000 CCEs – 15 Marks >1000 to 2500 CCEs - 18 Marks Above 2500 CCEs – 20 Marks	20
5.	Number of Losses Assessed for which similar exercise conducted in one cropping season in one state by the firm (Completion certificate should be submitted):- 100 to 200 Losses Assessed – 06 Marks >200 to 400 Losses Assessed – 08 Marks >400 to 600 Losses Assessed - 09 Marks Above 600 Losses Assessed – 10 Marks	10

6	<p>Technical Qualification</p> <p>I. The firm/company/agency having 1 or more Agriculture Graduate/retired bank/ govt. officials having experience in agriculture/ horticulture / extension personnel in the Cluster. The firm employing 1 qualified personnel in 1 Cluster will be given 1 mark. Thereafter the marks will be in proportion to personnel employed in the Cluster. The firms employing 10 or more qualified personnel will be awarded maximum of 10 marks.</p> <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 experience in 1 state will be given 1 mark. Thereafter the marks will be in proportion to states experience. The firms experience in the 10 or more states will be awarded maximum of 10 marks.</p> <p>IV. Company having capacity to take geotagged and timestamped photographs and videos. The company having capacity to take both geotagged and time stamped videos and photographs will be awarded 20 marks. The ability to take only still photographs with geo tagging and time stamping will get 10 marks.</p>	50
---	--	----

N.B: Bidder to give proof of evaluation criteria in technical bid, else, “0” marks will be awarded. AIC may call the agencies submitting technical bids to make presentations before a committee. 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 cluster for CCE and Individual Loss Assessment.

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 Company in the Company's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

20. AWARD OF CONTRACT

The contract will be awarded to L1 (lowest quoting) bidder in financial bid. 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.

L1 bidder would be given minimum of one and maximum of two clusters. If an agency would be given two clusters, that agency has to pick up the cluster where the lowest rate was quoted by the agency. If an agency is L1 in more than two clusters, then agency has to drop the cluster with highest quoted rate among the L1 clusters. The cluster thus dropped would be awarded to the L2 agency at L1 rates or to subsequent bidders in case second highest bidder does not agree at L1 rates, or call fresh bids. Consent of Technical Committee as well as all financially qualified bidders would be taken before awarding any cluster to the agency which is not L1 for that particular cluster.

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 whom contract has been awarded. Upon furnishing the performance security of rupees one lakh twenty five thousand per season per cluster 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 performance security in which event AIC may make the award to second highest scorer on L1 rates, or to subsequent bidders in case second highest bidder does not agree at L1 rates, or call fresh bids.

24. PAYMENT TERMS

Terms and Conditions:

- i. The payment terms for co-observation of CCEs and ILA assessment will be considered as per following table, subject to submission of all the required reports in the prescribed format (along with photos and videos) within 10 days from the completion of CCE and ILA. Failing which, no payment would be made to the agency.

S.No	Percentage of CCE & ILA Witnessed	Payment to be released	Refund of Performance Security to the agency
1	Less than 10% of work order	No	No
2	More than 10% of work order but less than 75% of work order	Yes, after deducting charges payable for first 10% of work order as penalty	No
3	More than 75% of work order	Yes, No penalty will be levied.	Yes

- ii. No payment shall be made for mere Yield data collection or CCE report Collection without witnessing CCEs.
- iii. No payment shall be made for mere witnessing CCEs, not supported by geo-tagged and time-stamped photographs and videos.
- iv. The payment shall be released only after AIC Regional Office is satisfied that photographs and videos have been submitted for each of the CCE witnessed and detailed final report is submitted.
- v. In case of Individual Loss Assessment, 25% of the base rate will be paid for subsequent loss assessment in the same village on same day. If the count of intimation for same village on same day is within 25, its assessment has to be done within same day.
- vi. If the agency fails to comply with the work order, fully or partially, Performance security shall be forfeited and payment shall be denied/paid partially as per term and conditions mentioned in 24 (i) above. Further, if any intent of fraud is discovered, payment shall not be made for that portion of work done and AIC reserves the right to take legal or disciplinary action against the Agency as deemed fit.
- vii. Payment shall be released by AIC's Regional Office after obtaining the detailed report as specified above and compliance with the terms/ conditions/ requirements under Tender document/ Work Order. If the report is satisfactory the payment shall be released along with the Performance security amount deposited.

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 11th September, 2019 before 11:00 AM.
6. The Technical Bid should be submitted in A SINGLE SEALED COVER super scribed “AIC- CCE Co-Observing and Individual Loss Assessment 2019-20–Technical Bid”.
7. The Financial Bid should be submitted in A SINGLE SEALED COVER super scribed “AIC- CCE Co-Observing and Individual Loss Assessment 2019-20–Financial Bid”.
8. The bid should be addressed to: Regional Manager, Agriculture Insurance Company of India Ltd., Bhopal Regional Office, LIC Zonal Office Building “Jeevan Shikha”, 60-B, 1st Floor, North Wing, Hoshangabad Road, Bhopal - 462011.

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

1. Bidder Information:

a) Name of the Company :

.....

b) Registered Address

.....

.....

.....

c) Local Office Address :

.....

.....

.....

2. Contact Person :

a) Name :

b) Designation :

c) Mobile number :

d) Landline number :

S.No.	Item	Remarks
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 either two immediate previous financial years or as per the age of the firm as mentioned in the point 17 of the tender document.	_____ Lakh Rs.
3.	Remote Sensing based/GIs based support to CCE Co-Observing/ILA Assessment	Yes/No
4.	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	<p>Technical Qualification</p> <p>I. Number of Agriculture Graduate personnel in _____ state. (Use multiple lines for multiple states).</p> <p>II. Experience of conducting/co-observing Crop Yield Estimation/ Crop Loss Assessment in more than 100 farms</p> <p>III. Experience of assessing pre-harvest and post harvest losses</p> <p>IV. Experience of surveying / assessing more than 100 farms using mobile Apps.</p> <p>V. Experience of conducting similar exercise using GPS coordinates</p> <p>VI. Number of states, where the company has conducted</p>	<p>_____</p> <p>(Yes / No)</p> <p>_____ CCEs</p> <p>_____ farms</p> <p>Yes/No</p> <p>Yes/No</p> <p>_____ states</p>

	<p>similar exercise.</p> <p>VII. Ability to take geotagged timestamped photos and videos (Please specify whether you have ability to take Timestamped Geotagged Photographs and Videos)</p>	<p>None/ Only geotagged photographs/ Only timestamped photographs/Both timestamped and geotagged photographs/Only timestamped video/Only geotagged video/ Both timestamped and geotagged videos</p>
--	---	---

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 either two immediate previous financial years or as per the age of the firm as mentioned in the point 17 of the tender document.
6. Audited accounts (Balance Sheet and Profit and Loss Account etc.) for either two immediate previous financial years or as per the age of the firm as mentioned in the point 17 of the tender document.
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 GSTN 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 service Certificate that the company / agency have not been blacklisted by any Government/ Ministry/ Department/PSU, nor been debarred from dealing with any public Department.
12. 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.
13. Authorization Letter for Authorized Signatory.

Date: _____

Place: _____

Note: * Authorization letter should be attached

**Signature of authorized person
with seal Name of Authorized*
Signatory**

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

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

S. No	Item Description: Co-observation of CCEs and assessment of ILA using mobile app	
	Name of cluster	Rate in rupees per CCE Co-observing/ loss to be assessed in a village in a day (agency to provide mobile app, instrument and server for data retrieval for subsequent picking in Multi-picking crop)
1	Cluster 1	
2	Cluster 2	
3	Cluster 3	
4	Cluster 4	
5	Cluster 5	
6	Cluster 6	

Date: _____

Place: _____

**Signature of authorized person with seal
Name of Authorized* Signatory**

Note: * Authorization letter should be attached # It is mandatory to quote for all the clusters in the state as listed by AIC.

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

Date:

To
Regional Manager,
Agriculture Insurance Company of India Ltd.,
Bhopal Regional Office,
LIC Zonal Office Building “Jeevan Shikha”,
60-B, 1st Floor, North Wing,
Hoshangabad Road, Bhopal – 462011

Sub: Acceptance of Terms & Conditions of Tender for co-observing CCEs using GOI CCE Mobile App and Individual Loss Assessment (ILA) reported under Localized Calamities and post-harvest Losses using Mobile App

Dear Sir,

1. I / We have obtained the Tender document(s) for the above mentioned, Co-observing CCEs and assessing losses reported under Localized Calamities and post-harvest Losses with the use of Mobile App from AIC portal, as per revised PMFBY Operational Guidelines.
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)