



**AGRICULTURE INSURANCE COMPANY OF INDIA LIMITED**

**5<sup>th</sup> Floor, PLATE B&C, NBCC OFFICE BLOCK 1, EAST KIDWAI NAGAR, NEW DELHI-110023**

Ph. No: 011-24600424 ,

**email:hoLEGALgroup@aicofindia.com**

Dated: 18<sup>th</sup> July 2022

Place: New Delhi

**Inviting Quotations for Transparency Audit (Third Party Audit) Exercise for the year 2021-22 pertaining to implementation of Suo Motu disclosure under Section 4 of Right to Information Act of Agriculture Insurance Company of India Limited.**

Agriculture Insurance Company of India Limited (AIC) has been formed at the behest of Government of India, consequent to the announcement by the then Hon'ble Union Finance Minister in his General Budget Speech FY 2002-03 that, "to subserve the needs of farmers better and to move towards a sustainable actuarial regime, it was proposed to set up a new Corporation for Agriculture Insurance".

As per the guidelines issued by Department of Personnel and Training vide OM No. 1/6/2011-IR dated 15<sup>th</sup> April 2013 on Suo Motu Disclosure under section 4 of RTI Act 2005, each Ministry/ Public Authority should get its proactive disclosure package audited by third party every year and report it to CIC through publication on their website.

Quotations are invited from reputed experienced eligible institutes to conduct Transparency Audit (Third-Party Audit) Exercise for the year 2021-22 pertaining to implementation of Suo Motu disclosure under Section 4 of Right to Information Act of the Company.

The scope of Audit and the Auditor's roles & responsibilities shall be as per the guidelines issued by Department of Personnel and Training vide OM No. 1/6/2011-IR dated 15<sup>th</sup> April 2013 on Suo Motu Disclosure under section 4 of RTI Act 2005 and any further circulars issued in this regard from time to time. The selected institute shall provide audit report as per the provisions of OM No. 1/6/2011-IR dated 15<sup>th</sup> April 2013 pertaining to implementation of suo motu disclosure under Section 4 of Right to Information Act by **20<sup>th</sup> August 2022**. If any new parameters or change of format is advised by DoPT, then the same shall be provided by the applicant institute, during the audit period, at no extra fee. The auditor shall be responsible for submission of final audit report on CIC Portal and submission of digitally signed soft copy and originally signed hard copy of the Audit Report to the Company by **20<sup>th</sup> August 2022**.

**SCHEDULE OF DATES:**

|  |   |
|--|---|
| Date of Release of Invitation for Quotations             | 18 <sup>th</sup> July 2022                      |
| Last date to seek clarification of doubts through E-mail | 21 <sup>th</sup> July 2022 on or before 5:00 PM |

|   |   |
|---|---|
| Last date and time for submission of the Quotations along with eligibility documents  | 25 <sup>th</sup> July 2022 on or before 5:00 PM |
| Opening of Eligibility cum pre-qualification Documents  | 25 <sup>th</sup> July at 5:30 PM                |
| Opening of Price/Quotations for technically qualified Applicant   | 26 <sup>th</sup> July at 3:00 PM                |
| Declaration of Successful Applicant   | 26 <sup>th</sup> July at 5:00 PM                |
| Issue of the Work Order   | 27 <sup>th</sup> July 2022                      |
| NOTE: Any change in any term/requirement of this document shall be notified on the website of the company (www.aicofindia.com) only and no individual communication will be sent. Applicants are advised to regularly visit the website of the company for any updates. |   |

### **ELIGIBILITY AND MANDATORY PRE-QUALIFICATION CRITERIA**

1. The applicant institute must be a Government Training Institute. Preference shall be given to the Training Institute under Ministry of Finance.
2. The applicant institute must have completed at least 3 third party audit as per Section 4 of Right to Information (RTI) Act, 2005 of Public Authorities/Ministries/Department in the preceding years.
3. The applicant institute should be adept in compliance of Indian laws. The applicant institute should be well versed with compliance of all relevant regulations/guidelines issued by DoPT, CIC and any other regulations under Right to Information Act from time to time.
4. The applicant institute must not be debarred or blacklisted.

The applicant institute must provide the necessary supporting documents/declaration to warrant the aforesaid facts. The applicant institute must further ensure that documents/information furnished is correct and genuine, and in case any documents/information or a part thereof is found false/incorrect, its offer may be rejected forthwith.

The applicant institute is requested to provide a brief profile of the Institute as per the proforma mentioned in **Annexure 1** along with the documents therein. Documents mentioned in the **Annexure 1** i.e. Eligibility Documents have to be mandatorily submitted. Failure to submit the required documents or submission of invalid documents shall render the applicant ineligible for opening of Quotations.

The proforma as mentioned in Annexure 1 along with the supporting documents is to be submitted in an envelope super scribed as “**Eligibility Documents for Transparency Audit (Third-Party Audit) Exercise for the year 2021-22**”.

### **QUOTATIONS**

The applicant institute is requested to provide their Quotation as per the details mentioned in **Annexure 2**.

Duly sealed Quotations as per **Annexure 2** is to be submitted in a separate envelope superscribed as **“Quotations for Transparency Audit (Third-Party Audit) Exercise for the year 2021-22”**.

### **TERMS AND CONDITIONS**

- a) Institute shall quote unconditional rates. Cutting/over-writing if any should be countersigned by the competent authorities.
- b) Quotations received through e-mail will not be considered.
- c) The report submitted should be as per the guidelines issued by Department of Personnel and Training vide OM no. 1/6/2011-IR dated 15<sup>th</sup> April 2013.
- d) The report submitted should reach the below mentioned address on or before 20<sup>th</sup> August 2022:  
**General Manager,  
Agriculture Insurance Company of India Limited,  
5th Floor, “Plate B and C” NBCC Office, Block 1,  
East Kidwai Nagar, New Delhi-110023**
- e) Applicant institute, if required to do so under applicable laws, must be duly registered with trade tax department and have valid GSTIN number. A copy of GSTIN registration number shall be attached.
- f) The rates should be quoted according to the scope of services given in this document. The applicable rate of GST should be clearly indicated.
- g) The prices shall be quoted in Indian Rupees only. Prices quoted must be firm and shall remain constant throughout the implementation of work. No claim on account of any price variation / escalation shall be entertained
- h) Payments shall be made only after satisfactory completion of the work and raising of Invoice in this regard. Payment will be released after deduction of TDS and other statutory dues as applicable within 30 days after the receipt of invoice.
- i) If the selected institute commits breach of any of the above terms and conditions or is not able to complete the work in time, the allotted work will be suspended and work will be allocated to another institute.
- j) The Constituted committee reserves the right to reject any or all the quotations without assigning any reason, thereof.
- k) Any doubts/clarification with regards the invitation for quotation shall be addressed on following e-mail address:  
Email ID: hoLEGALgroup@aicofindia.com

### **PROCESSING FEE**

The applicant institute shall submit non-refundable amount of Rs 1,500/- (Rupees One Thousand Five Hundred only) towards application processing fee before the time of submission of the Quotation. The application fee shall be through RTGS/NEFT in the following bank account:

**COMPANY NAME: AGRICULTURE INSURANCE COMPANY OF INDIA LTD.**

**ACCOUNT NAME: AIC OF INDIA EXPENSES OF MANAGEMENT CONTROL ACCOUNT**

**BANK NAME: AXIS BANK LIMITED**

**ACCT NO.: 007010200018780**

**IFSC CODE: UTIB0000007**

Any Quotation without application processing fee shall not be considered for evaluation.

### **EVALUATION PROCESS**

Eligibility documents of the applicants shall be evaluated by the Evaluation Committee. Firstly, eligibility documents will be checked with respect to their completeness. Any application not fulfilling the eligibility and mandatory pre-qualification criteria mentioned will be straightaway declared as technically disqualified. The Applicants who qualify the eligibility cum pre-qualification evaluation criteria shall be considered for commercial evaluation.

Quotations will be opened by the Committee constituted for the purpose. Quotations will be evaluated on the basis of the lowest cost by an applicant for rendering the services as specified in the scope of service of document. The work order will be released in favor of the eligible Lowest Quotations (L1) fulfilling the specifications and criteria stipulated in this document.

Applicants are advised to examine this document in greater detail, and to carry out, at their cost, such studies as may be required for submitting their respective Quotations for award of the work of carrying out the Transparency Audit (Third-Party Audit) Exercise under Section 4 of RTI Act.

### **SUBMISSION GUIDELINES**

Both the envelopes of Eligibility documents and Quotations along with the proof of payment of Application Processing Fee should be submitted in another bigger envelope super-scribed as “**AIC TRANSPARENCY AUDIT (THIRD PARTY AUDIT) EXERCISE UNDER RTI ACT: 2021-22**”.

General Manager

Agriculture Insurance Company of India Limited

**ELIGIBILITY CUM PRE-QUALIFICATION CRITERIA OF INSTITUTE**

| <b>SNO</b> | <b>PARTICULARS</b>   | <b>DETAILS</b> |
|------------|--|----------------|
| 1.         | Name of the Institute  |                |
|            | Year of Establishment  |                |
| 2.         | Institute/Office Address   |                |
| 4.         | Name of the Authorized Person who will be responsible for Quotation submission and will be a single point of Contact.  |                |
| 5.         | E Mail Address and website address, if any:  |                |
| 6.         | Landline Number:<br>Mobile Number:<br>Secondary Mobile Number:   |                |
| 7.         | GSTIN Number AND Registration Number, if applicable  |                |
| 8.         | PAN No. of the Institute   |                |
| 10.        | No. of Transparency Audit (Third-Party Audit) Exercise of Public Authorities/Ministries/Department conducted in preceding years  |                |
| 11         | Name, Mobile Number and E-mail Address of Nodal Officer for further forwarding it to CIC for mapping in their software within one day of award of work of carrying out the Transparency Audit (Third-Party Audit) Exercise under Section 4 of RTI Act. |                |

**Documents to be Mandatorily submitted in support of the Eligibility cum pre-qualification criteria:**

- i) Copy of Registration Certificate of Institute.
- ii) Copy of the PAN CARD of the Institute
- iii) Copy of GSTIN, if applicable.
- iv) Documentary proof of successfully completing at least 3 Transparency Audit (Third-Party Audit) Exercise of Public Authorities/Ministries/Department conducted in preceding years
- v) Declarations warranting the fact that institute is adept in compliance of Indian laws and is well versed with compliance of all relevant regulations/guidelines issued by DoPT, CIC and any other regulations under Right to Information Act from time to time.
- vi) Undertaking that the applicant is neither debarred nor blacklisted under relevant applicable laws.
- vii) Authorization letter to sign and submit the Quotation.

(Signature and seal of the authorized signature)

Date:

Place:

**QUOTATIONS**

The Applicant institute is requested to provide their Quotations as per the details mentioned below:

| <b>QUOTATIONS</b>                                       |                    |                          |
|---|--------------------|--------------------------|
| <b>PROFESSIONAL CHARGES<br/>(EXCL.APPLICABLE TAXES)</b> | <b>AMOUNT IN ₹</b> | <b>AMOUNT (IN WORDS)</b> |
|   |                    |                          |

Terms:

1. GST, only shall be paid extra.
2. The amount quoted above should be all inclusive and represents sole and exclusive consideration. It should be inclusive of all the expenses including ancillary expenses, transportation cost, boarding and lodging cost, printing charges, overheads etc.

(Signature and seal of the authorized signature)

Date:

Place: