

TENDER DOCUMENT

VAN PUBLICITY & AWARENESS ACTIVITY IN RAJASTHAN UNDER PMFBY & RWBCIS.

No.: AIC/JAI/Van Publicity /2020-2021/

NOTICE

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 of Autonomous bodies of State and Central Govt/GIPSA companies and other contractors/eligible Agencies (hereinafter called Agency/ies) to carry out publicity activities in various parts of Rajasthan Pradesh for the following work:

Publicity activities through Van Publicity at Village Level in districts of Rajasthan for period of 15 days.

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
Sanghi Upasna Towers, 4th Floor C-98 Subhash Marg
Near Ahinsa Circle Jaipur -302001***

SCHEDULE OF DATES FOR TENDER:

Date of Tender	19th June, 2020
Last date and time for submission of the tender	26 th June 2020 At or before 11.00 AM
Pre-Bid Meeting	24 th June 2020
Opening of the Technical Bid	29 th June 2020 At or before 11.00 AM
Opening of Financial Bid of technically qualified Bidder	29 th June 2020 At or before 02.00 PM
Declaration of the Successful Bidder	29 th June 2020 (at 4.00 PM)
Submission of execution plan by successful bidder	01 st July, 2020
Issue of the Work Order	Immediately after submission of Execution plan
Project duration	Minimum 15 days
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.	

GENERAL TERMS & 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 officer of AIC.

A. BROAD SCOPE OF WORK

The Company has planned to carry out publicity activities in **7 districts (Baran, Dholpur, Hanumangarh, Barmer, Jhunjhunu, Karuli & Udaipur** through Van Publicity.

1. Total Number of Publicity Van: AIC will require minimum 2 publicity van for each 07 districts as mentioned above.
2. RUN – The Publicity van shall be running for minimum 15 days from the date of start of the work as mentioned in the work order/letter of award. The publicity van shall cover a distance of minimum 1500 km in fifteen days @ approx. 04-07 villages per day. The Km shall be counted from garage to garage for which the successful bidder shall give the details of the garage in each district immediately after the award. In the event AIC decides to ply the van beyond 15 days, then per day proportionate rate shall be paid by AIC to the successful bidder.

B. MONITORING & CONTROL -

Track Register – The manual Track Register shall be in the following format:

A. Master Register

Date	Start time from garage	Milometer reading (at Start)	End time at Garage	Milometer reading (at end)
Signature of Driver				

B. Register for Village Visited

Date	Name of the village Visited	Reach Time	Leave Time	No. of Queries entertained
Signature of Information Provider/supervisor				

C. Publicity Report

Date	Name of the Village	Name of the querist	Mobile Numbers	Query	Response to query	Signature of querist
Signature of Information provider/supervisor						

The successful bidder shall submit all the above three reports weekly by E- Mail to RO Jaipur.

C. TECHNICAL SPECIFICATIONS

SN	Particulars	Technical Specification
1	Van model:	Tata Ace or equivalent
2	Driver	Valid Driving License with 3 years driving experience
3	Information provider/supervisor	Graduate and Hindi Language speaking
4	Fabrication of the publicity van	Outer of the van shall be covered 1 Inch thick L iron frame having multi-colored star flex from both the sides. The printing material (contents) for star flex will be provided by the AIC. The frame with star flex shall be adequately lighted so that the flex is visible at night.
5	Sound system with Mike	Branded and good quality, preferably with rechargeable battery with minimum playback of 3-4 hours
6	GPS	Compulsorily installed and should of good quality
8	Publicity material for distribution	Pamphlets/handbills/brochures etc will be provided by AIC

D. ELIGIBILITY CRITERIA (TECHNICAL BID)

1. The Agency should be any of the legal entities as under:
 - a. A Propriety Concern or partnership firm/LLP or a Company (Public/Pvt Limited) formed under the Companies Act
2. Experience/Financial Strength:
 - a. The Agency should be equipped with adequate infrastructure, manpower and must have been in operation since last 2 years..
 - b. The Agency should have satisfactorily completed at least one or more similar work of not less than 5 lakh value.in previous 03 years.

E. DOCUMENTS TO BE FURNISHED WITH THE TENDER DOCUMENT:

Documents mentioned in the Annexure A i.e. Technical Bid have to be mandatorily submitted. Failure to submit the required documents along with tender shall render the applicant ineligible for opening of financial bid.

F. PROCEDURE FOR SUBMISSION OF QUOTES:

The document can be downloaded from AIC's website <https://www.aicofindia.com/> & <https://c1.eproc.in>. The tender shall be submitted in two bid system i.e. Technical Bid and Financial Bid.

- a) **Cover cum undertaking Letter:** Cover cum undertaking letter as per Annexure C shall be printed and duly signed on bidder's letterhead.
- b) **Technical Bid:** Technical Bid 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 entire 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 envelope marked a "Technical Bid". The bidders shall not give any financial information in the technical bid, failing which their bids are liable to be rejected
- c) **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 sealed envelope marked a "Financial Bid".

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 **"Tender for Van Publicity: 2020-21"**.

G. EVALUATION PROCESS:

- a. A committee headed by Regional Manager shall oversee the tender process and declare the successful bidder as per the tender process.
- b. Complete tender along with all required Annexure's and other required documents is to be submitted at the addresses mentioned. In case the documents are not attached with the technical bid or are inconsistent with technical bid, such bid shall be rejected.
- c. 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, 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.
- d. No further queries shall be entertained for the Bidders whose bid is rejected for any reason whatsoever.
- e. 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.
- f. The bidder who has quoted the minimum rates shall be declared successful bidder and based on fulfilment of the tender requirement, will be awarded work order.
- g. In the event two or more bidder has quoted the same monthly rate and the rates offered by them is the lowest one, then the quantity shall be distributed in equal proportion between such bidders. However, it is clarified that the distribution of the actual site/location shall be as per the discretion of the AIC and such bidders hereby undertakes to not to raise any objection in this regard.
- h. In the event L1 backs out, the tender shall be awarded to L2 on L1 rates and if L2 denies then L3 and so on.

H. EXECUTION OF THE AWARDED WORK ORDER:

- a. As the work has to be done at various locations, the successful bidder shall share the execution plan immediately after the award of work.
- b. In case of non-operation of the vehicle for a day/days or part thereof due to breakdown of the vehicle or reasons beyond the control of the successful

bidder such as delay in granting of the permission by respective authorities, holidays etc., the total minimum KMS as per approved execution plan shall be completed before the last date of the work order.

I. PAYMENT TERMS

The successful bidder shall not be paid any advance on any account. The successful bidder shall be paid within 15 working days after completion of work and submission of the activity report along with bills to the satisfaction of AIC. The payment shall be subject to deduction of TDS as per applicable laws.

J. FORCE MAJEURE:

If the performance of any party to the tender is prevented, restricted or delayed by reasons 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. 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 10 days 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 proportionate dues for completed work shall be paid by AIC.

OTHER TERMS

1. 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 this tender.
2. CONDITIONAL BIDS/OFFER:
Any conditional bid or counter offer shall be liable for rejection.
3. BINDING EFFECT OF THE TENDER:
The terms and conditions of the tender and the subsequently issued work order/award shall have binding effect on the successful bidder. No separate contract shall be executed with the successful bidder.
4. COMPENSATION FOR DELAY:
If the successful bidder fails to maintain the required progress in terms of agreed execution plan, the successful bidder 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) @ One percent (1%) of the tender awarded value. The aggregate of such compensation/ compensations shall not exceed 10 (ten) percent of the total value for work order.
5. TERMINATION:
AIC may terminate the award if the successful bidder makes default in proceeding with the works or commits default/breach in complying with any of the terms and conditions of the tender. It is clarified that the approved bills up to the effective date of termination will be paid as per the tender payment terms.
6. INDEMNIFICATION:
 - a. 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.
 - b. Successful bidder will indemnify AIC for any claims/damages arising in the course of usage of vehicle accidents, damages to life and property of third party etc.
 - c. Successful bidder is to also ensure the compliance of laws including labor

laws as applicable and the Successful bidder will indemnify AIC for any liability arising out of such violation / breach of any provision of laws. Any liability arising out of the usage of the van outside the purview of the tender and /or in violation of any law shall be solely attributable to Successful bidder and AIC shall not be responsible for the same.

ANNEXURE A
TECHNICAL BID FOR QUALIFICATION OF AGENCIES

SNO	PARTICULARS	DETAILS
1.	Name of the Agency	
2.	Office Address	
3.	Status of the Agency (Whether A Propriety Concern or 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 Authorised Person who will be responsible for bid submission and will be a single point of Contact.	
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 with proof	
12.	Strength of staff handling the work assignment in the agency	
14.	Any other relevant information	

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

- i) Copy of Registration of firm/establishment/company.
- ii) Copy of the PAN CARD of the agency.
- iii) Copy of Registration of the Firm and the Copy of GSTIN.
- iv) Copy of documentary proof mentioning the work experience of bidder.
- v) Satisfactory completion of contract certificate from previous organization.
- vi) 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

[On the letter head of the Bidding Agency]

ANNEXURE B

FINANCIAL BID
FOR VAN PUBLICITY IN RAJASTHAN FOR PMFBY 2020-21 PUBLICITY

PER VAN PER MONTH (15 DAYS) RATES

SN	Particulars	Amount (Excl. GST) (Rs.)
	<p>Consolidated Charges (for 15 days) per van for the following:</p> <p>A. Hiring charges of Van (GPS ENABLED) Remuneration including reimbursements, incentive, etc. for Driver and Information provider/supervisor.</p> <p>B. Running Cost (Fuel) including, Toll/State Tax etc.</p> <p>C. Fabrication including branding of the publicity Van including iron L frame and Outer flex charges (as mention in tender document)</p> <p>D. PA/Sound system with Mike</p> <p>E. Comprehensive Insurance for all elements of Project implementation including installations and personnel during the project duration</p> <p>F. Other operating as well as fixed expenses.</p>	<p>Rs.</p> <p>Rs. (in words) ...</p>
<p>NOTE: The Charges mentioned above shall be inclusive of all items as mentioned in the scope of work and also refreshment /phone/internet/accommodation/mobilization charges. Only GST shall be paid extra as per actuals.</p>		

1. The rate should be quoted in words and figures in English without any overwriting.
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, any other taxes 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
5. In the event, the publicity van is running more than 15 days, The successful bidder shall be paid proportionately per day rate for extra days running.

Date: _____

Signature & seal of Authorized person: _____

Name of Authorized person: _____

Designation of Authorized person: _____

ANNEXURE-C: COVER CUM UNDERTAKING LETTER
(ON BIDDER'S LETTER HEAD)

To,

Date:

Regional Manager
Agriculture Insurance Company of India Limited
Sanghi Upasna Towers, 4th Floor C-98 Subhash Marg
Near Ahinsa Circle Jaipur -302001

Dear Sir,

Sub: Tender Publicity activities through Van Publicity at Village Level in 7 districts of Rajasthan.

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 undertake that if we will not withdraw or modify our Bids during the period of validity or if we are awarded the tender we will carry out the work in accordance with the tender failing which we shall be liable to be suspended for the period of three years from being eligible to submit Bids for tenders with our company.
- 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