

TENDER

FOR

PMC (Project Management Consultant)

For

Execution of Interior Fit out works of Agriculture Insurance Company of India Limited Regional Offices at:

1. Jaipur Office premises at Ground Floor, Jeevan Nidhi-1, B.S Road Jaipur
2. Mumbai Office Premises at Lok Chambers, CTS 589 & 590, Marol Maroshi Road Andheri East, Mumbai 400049
3. Lucknow Office Premises at 301-305 & 309, 3rd Floor, Block B, Plot no. 1/15, NBCC Commercial Complex, Gomti Nagar Extension, Sector-1 Vardan Khand, Lucknow, Uttar Pradesh 226010

RFP Reference Number: AIC/Estate & Establishment Dept./2022/RFP/01 dated 12th March 2022



AGRICULTURE INSURANCE COMPANY OF INDIA LIMITED
Plate B & C, 5th Floor, Office Block 1, East Kidwai Nagar, New Delhi
110023
Telephone: 011-24604444

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NOTICE

AIC invites eligible bidders to submit their offer for consultancy services as PMC (Project Management Consultant) for execution of interior fit out works at 03 locations of Agriculture Insurance Company of India Ltd. Interested Bidders may submit their offer, electronically as per the terms and conditions of this TENDER.

Notice for Inviting tender for PMC (Project Management Consultant) for execution of interior fit out works of Agriculture Insurance Company of India Ltd	
Office of Issue	Agriculture Insurance Company of India Ltd., Head Office, Plate B & C, 5 th Floor, Office Block 1, East Kidwai Nagar New Delhi - 110023
Tender Reference No.	AIC/Estate & Establishment Dept./2022/RFP/01
Tender Document available at Website	www.aicofindia.com & CPP Portal (https://eprocure.gov.in/eprocure/app)
Mode of RFP Submission	Online
Document Download Start Date	12 th March, 2022
Last date & time for seeking clarifications	19 th March, 2022 upto 1pm
Last date for clarification of doubts received through e-mails.	22 nd March, 2022
Last date and time for Submission of proposal	1 st April, 2022 upto 1pm
Tender Processing Fees	Rs. 1000/-
EMD	NA, only Bid Security Declaration is required as per attached format
Opening of Technical Bids	1 st April, 2022 at 3pm
Opening of Financial Bids	6 th April, 2022 at 3pm
Declaration of L1 bidder	6 th April, 2022

Note:

1. AIC may change the above dates due to unforeseeable reasons thereof. Intimation of the same shall be notified on AIC's website.

2. If a holiday is declared on the dates mentioned above, the proposals shall be received/ opened on the next working day at the same time specified above and at the same venue, unless communicated otherwise.
3. AIC reserves the right to cancel this tender and/or invite afresh with or without amendments, without liability or any obligation
4. For any updation/subsequent corrigendum/amendments on the tender, visit our official website www.aicofindia.com.

1. INTRODUCTION:

Agriculture Insurance Company of India Ltd (AIC) was incorporated on 20th December 2002 with an authorized Share Capital of INR 1500 crore and a Paid-up Capital of INR 200 crores under the aegis of the Government of India to serve the insurance needs of farmers in an exclusive manner and to move towards a sustainable agricultural insurance system. AIC has been promoted by 6 Public Sector Financial Institutions viz. General Insurance Corporation of India, New India Assurance Company Ltd., Oriental Insurance Company Ltd., National Insurance Company Ltd., United India Insurance Company Ltd. and NABARD as a specialty Crop Insurance provider to the Indian farming community. AIC commenced business operations from 1st April 2003, by taking over crop insurance operations from its major Promoter, General Insurance Corporation of India.

The Company is under administrative control of Ministry of Finance, Govt. of India and is the largest implementing insurance company of Pradhan Mantri Fasal Bima Yojana (PMFBY) of Ministry of Agriculture & Farmers' Welfare, Govt. of India.

AIC invites sealed quotations for PMC (Project Management Consultant) for execution of interior fit out works of Agriculture Insurance Company of India Ltd Regional Offices at Jaipur, Lucknow & Mumbai in Single stage two Bid method (Part-A: Technical Bid and Part- B: Financial Bid)

2. SCOPE OF WORK:

The scope of work for the PMC shall include providing Project Management Consultancy services for interior works (the interior work include interior furnishing, furniture and fixtures, civil works, painting, electrical works, partition works, flooring, false ceiling, plumbing, sanitary, partitions, Air-conditioning, data and telephonic cabling, storages, TV, Cameras, Data networking, Video-conferencing, EPABX System, Fire Alarm, fire extinguisher, firefighting, other associated works) as applicable, as per the approvals of AIC so as to receive the premises in the state of completion.

Classification: **Public**

The broad scope of work is given hereunder:

Planning, designing and execution of Interior/Fit Out works in office space of Agriculture Insurance Company of India Ltd at following locations.

- Jaipur Office Premises at Ground Floor, Jeevan Nidhi-1, B.S Road Jaipur
- Mumbai Office Premises at Lok Chambers, CTS 589 & 590, Marol Maroshi Road Andheri East, Mumbai Pin code 400049
- Lucknow office Premises at 301-305 & 309, 3rd Floor, Block B, Plot no. 1/15, NBCC Commercial Complex, Gomti Nagar Extension, Sector-1 Vardan Khand, Lucknow, Uttar Pradesh 226010

The Successful bidder/s shall prepare layout, detailed electrical and plumbing drawings and other required documents. The layout may be provided by AIC at its sole discretion.

The Successful bidder/s shall be under obligation to take approval from AIC in writing before implementing all designs and plans for execution of work.

The Successful bidder/s shall prepare detailed financial estimates detailed architectural scheme and service drawings required for execution of the project.

The Successful bidder/s shall prepare estimates of cost of the various items of work as required by AIC and market rate analysis for items. The Successful bidder/s shall provide only those requirements, which can be accommodated within approved estimated cost.

In case at detailed design/ execution stage, if there is an increase in this anticipated cost due to AIC/Project requirement, the Successful bidder/s shall submit the details of the same with the supporting documents and technical/ administrative justification to the AIC for approval.

The Successful bidder/s shall prepare the tender documents comprising the technical specification, BOQ, General Terms and Conditions, Special Conditions etc. for inviting tenders. All tenders will be floated and awarded with intimation to AIC.

The Successful bidder/s shall invite either open tenders or tenders from the short listed pre-qualified contractors/agencies meeting prequalification criteria for different packages for completion of the project. The Successful bidder/s shall award the work to the technically qualified lowest bidder (hereinafter referred to as the Contractor).

The Successful bidder/s shall be solely responsible for implementing the project as per prevailing guidelines of CVC, Ministry of Finance or any other concerned authority.

The Successful bidder/s, through itself or through its contractors , shall take care of and rectify every comments/defects pointed out by AIC in execution of work till completion of Defect liability period at no cost to AIC, The Defect liability period will be for 01 year after handing over the completed site. The Successful bidder/s shall be fully responsible for the timely completion of whole project including the quality and safety of the interior work.

The Successful bidder/s shall be fully responsible for procurement of all materials and services for the Construction activity either through itself or through contractors. However, the Successful bidder/s shall be fully responsible for quality and specification of materials and its proper usage/execution/implementation. Further, the Successful bidder/s shall be liable for the safety and security of material lying at site.

The Successful bidder/s shall ensure that all kind of applicable insurance necessary to cover all kind of risk which are essentially required to be taken for such kind of execution of works. AIC shall not be held liable or responsible for any noncompliance of same on part of the Successful bidder/s or Contractor.

During the various stages of execution, the Successful bidder/s shall submit progress reports to the AIC.

3. ESTIMATED COST:

SN	Office	Estimated cost	Estimated Area
1	Jaipur Office premises at Ground Floor, Jeevan Nidhi-1, B.S Road Jaipur.	Rs. 1 Crore	3654 Sq. Ft. (Carpet Area)
2	Mumbai Office Premises at Lok Chambers, CTS 589 & 590, Marol Maroshi Road Andheri East, Mumbai 400049	Rs. 2 Crore	9052 Sq. Ft. (Built-Up Area, Ground + 4)
3	Lucknow office Premises at 301-305 & 309, 3rd Floor, Block B, Plot No. 1/15, NBCC Commercial Complex, Gomti Nagar Extension, Sector-1, Vardan Khand, Lucknow, Uttar Pradesh 226010	Rs. 1 Crore	6715 Sq. Ft. (Super Area)

4. ELIGIBILITY CRITERIA:

S. No.	Eligibility Criteria	Document to be submitted as proof
1	The Bidder shall be a Central Government / State Government concern or an Autonomous Body or a PSU or a Govt. Company or a subsidiary of any of the above.	Copy of the Certificate of Incorporation /MOA / AOA or any other document proving the same.
2	The Bidder firm should have experience of at least 03 years in providing PMC.	Self-declaration on bidder's letter head
3	The Bidder should have registered with all Statutory Authority as may be required to carry out PMC related work	Self-declaration on bidder's letter head

5. 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.

6. PROCEDURE FOR SUBMISSION OF BIDS:

Bidders are required to submit Bids online through electronically through E-bidding portal <https://aicofindia.auctiontiger.net/EPROC/>.

Submission of Online Bids is mandatory for this Tender.

The bids in response to this RFP must be submitted online in two parts :

TECHNICAL BID & FINANCIAL BID.

The Bids will be submitted as below:

Technical Bid

The Technical bid shall be complete in all respects with required documents and contain all information asked for.

IT SHOULD NOT CONTAIN ANY PRICE INFORMATION If any price information is mentioned, the Bid will be rejected.

Financial Bid

The SINGLE CONSOLIDATED COMMERCIAL BID must be submitted at the e-tender portal. The Commercial Bid should not contradict the eligibility Bid in any manner and shall be unconditional.

7. TENDER APPLICATION FEE AND EMD:

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

ACCOUNT NAME : AIC OF INDIA EXPENSES OF MANAGEMENT CONTROL ACCOUNT

BANK NAME : AXIS BANK LIMITED

A/C TYPE : CURRENT ACCOUNT

ACCT NO. : 007010200018780

BRANCH NAME : NEW DELHI (DL), NEW DELHI,110001

IFSC CODE : UTIB0000007

MICR CODE : 110211002

Bidders shall also have to furnish, as part of bid, Bid Security Declaration as per format mentioned in annexure “C” in lieu of EMD.

Any bid without tender application fee and Bid Security Declaration shall not be considered for evaluation.

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

8. SCHEDULE OF DATES FOR TENDER:

Date of Tender	12 th March, 2022
Last date & time for seeking clarifications	19 th March, 2022 upto 1pm
Last date for clarification of doubts received through E Mail	22 nd March, 2022

Classification: **Public**

Last date and time for submission of the tender	1 st April, 2022 upto 1pm
Opening of the Technical Bid	1 st April, 2022 at 3pm
Opening of Financial Bid of technically qualified Bidder	6 th April, 2022 at 3pm
Declaration of the Successful Bidder/S	6 th April, 2022
Submission of execution plan by successful bidder	Within 5 days from issue of work order
Project duration	120 Days from Issuance of Work order to PMC
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.	

9. EVALUATION PROCESS:

- a. Bid evaluation committee as formed by AIC shall oversee the tender process and declare the successful bidder as per the tender process.
- b. Complete tender along with all required Annexures and other required documents is to be submitted online only. In case the documents are not attached with the technical bid or are inconsistent with technical bid, such bid shall be rejected.
- c. After receipt of tender, the Bid evaluation 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.
- d. Based on eligibility criteria (as mentioned in the tender document) supported by the relevant documents, if the Bid evaluation 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.
- e. No further queries shall be entertained from the Bidders whose bid is rejected for any reason whatsoever.
- f. Bidder 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.
- g. The bidder who has quoted the minimum rates (in terms of percentage) for PMC shall be declared successful bidder and based on fulfilment of the tender requirement, will be awarded work order. As the bidders are required to quote separately for each location, the rates may vary and there may be likelihood that L1 is different for each location.
- h. In the event, two or more bidders S have quoted the same rate, the bidder having more experience (in terms of number of years starting from the date of incorporation) will be declared successful.

10. PAYMENT TERMS:

PMC shall work on “Deposit work basis” for this project on behalf of AIC and shall be paid the actual cost of work plus the PMC charges and applicable GST on it.

Bidders are required to quote their charges in the percentage that will be payable on actual cost of work. The expression ‘Actual final cost of works’ shall mean and include the actual amount/expense incurred for execution of work at site. The actual final cost of work shall not include cost paid by the AIC directly to local Government or any other statutory body or bodies for getting approvals for the project etc.

AIC shall give interest free advance equivalent to 40% of the estimated cost as an advance amount. After utilization of the advance received, PMC will raise running bill from time to time during the progress of the work including consultancy fees based on the stage of the work at the site, so that the work is completed by the contractor in time

The Successful Bidder is required to submit the Bank Guarantee equivalent to advance deposit i.e. 40% of the estimated cost.

11. TIMELINES FOR EXECUTION OF THE WORK:

Successful bidder/s shall execute the entire activities as mentioned in the scope of work and give the final handover of the site after completing the entire work within 120 days from issuance of work order to the successful bidder by AIC.

It is clarified that in the event there is delay on the part of AIC for any reason whatsoever for approvals required at various stages, corresponding time for completion shall be granted by the AIC, in addition to the original period of completion.

12. OTHER TERMS AND CONDITIONS:

A) RESOLUTION OF DISPUTES:

In case of a dispute or difference between the AIC and the successful bidder/s relating to any matter arising out of or connected with the tender which are not settled amicably, such dispute or difference shall be referred to a sole arbitrator to be appointed mutually by AIC and Successful bidder. The award of the arbitrator shall be final and binding on the parties of this tender. The arbitration shall be carried out in accordance with the Arbitration and Conciliation Act, 1996. The

venue of such arbitration shall be in Delhi and the language used will be English. Each party shall bear their own cost in this regard. Notwithstanding this, if applicable, the arbitration will be as per the procedure mentioned by the Deptt. of Public Enterprises.

B) JURISDICTION:

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

C) RIGHT TO MODIFY OR RELAX:

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

The successful bidder shall be solely responsible for compliance of various statutory obligations and laws as may be applicable to the nature of the tendered work.) . AIC assumes no responsibility in this regard and shall be indemnified against effect of non-observance of any such laws

D) 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.

E) QUALITY ASSURANCE – MATERIALS AND WORKMANSHIP:

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 materials or work due to a defect therein for not conforming to the required specification, or for materials not being of the required quality and standard or for reasons of poor workmanship or for not being in accordance with the sample approved by him. The successful bidder shall forthwith remedy the defect/replace the materials at his expense.

F) 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.

G) CONDITIONAL BIDS/OFFER:

Any conditional bid or counteroffer shall be liable for rejection. 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.

H) BINDING EFFECT OF THE TENDER:

The terms and conditions of the tender and the subsequently issued work order/award shall decide the rights and obligation of the parties and will have binding effect on the successful bidder. No separate contract shall be executed with the successful bidder.

I) COMPENSATION FOR DELAY:

If the successful bidder fails to handover the completed site in all respect after 120 days of issuance of work order by AIC in accordance with terms and conditions of this tender, 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) @ Two percent (2%) per week of the PMC charges to be paid in accordance with the work order. The aggregate of such compensation/ compensations shall not exceed 10 (ten) percent of the total value for work order. It is clarified that such compensation will be levied on the PMC charges only and not on the cost of implementation of work at site by the contractor.

J) ACCESS TO THE WORK:

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

The successful bidder/s shall ensure strict safety standards while executing work either through contractor or itself and shall take all precautionary measures. These safety standards will apply to all workers, site staff, visitors etc. The Successful bidder shall be fully responsible for any incident, accident, mishappening, casualty during execution of work under the contract at site to its/ staff, workmen or any other person present at the site during execution of work. The AIC shall not, in any event, be held liable or responsible for any such incident, accident, mishappening, casualty etc. if caused to any workmen, supervisor, other staff present at site.

K) 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.

Additionally, the work may be terminated by the AIC at any point of time by giving two weeks written notice to the Successful bidder, with assigning reason(s) for same. All contracts, tenders etc. issued/given by the Successful bidder shall be co-terminus with this agreement and Successful bidder shall incorporate this term in all contracts, tenders, work orders etc.

It is clarified that the approved bills up to the effective date of termination will be paid as per the tender payment terms.

The Successful bidder can terminate the work order if AIC fails to abide by the payments terms as mentioned in the tender provided successful bidder shall give a notice of 15 days for rectification of the same.

L) VALIDITY OF THE BID:

The bid shall be valid for 03 years after the date of opening of the financial bid.

M) INDEMNIFICATION:

Successful bidder shall indemnify and keep indemnified AIC, its employees and all affiliates from and against all costs, damages and losses if caused due to any of following reasons:

- i) Deficiency in quality of execution of work, quality of material used in project, negligent acts or omissions or errors or delays in execution of work due to non-compliance of any term and condition of this agreement or due to any non-observance of any applicable law, including environmental laws, labour laws etc., by the Successful bidder or any of its contractor, employee, supervisor or any person directly or indirectly employed by the Successful bidder.
- ii) Due to any defects or variation in Project Work, in deviation to drawings & specifications as provided in the approved estimate.
- iii) Due to any theft or wastage or improper implementation/usage of material lying at site or purchase of material beyond approved specification. Further all warranties associated with materials shall pass on to the AIC for future claims.

Further, 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.

N) LIMITATION OF LIABILITY:

Unless otherwise stated in this tender, neither Party shall, in any event, regardless of the form of claim, be liable for any indirect, special, punitive, exemplary, speculative or consequential damages.

- a. Subject to the above and unless otherwise stated in this tender, the maximum aggregate liability of the Bidder shall be, regardless of the form of claim, shall be the total contract value.
- b. Notwithstanding anything mentioned in this Tender document, the

Breach of indemnity clause including any third-party liability due to loss of life or otherwise shall be excluded from purview of limitation of liability.

The Successful bidder shall be fully responsible to defend any suits or arbitration cases, at its own cost in the event such suit/arbitration is attributable to Successful bidder, arising out of project in connection with the work between the Successful bidder and its Contractor(s).

Any compensation levied by the Successful bidder due to non-fulfillment of any clause of the contract by the contractor or any such recovery from the contractor for any reasons whatsoever shall be passed on to the AIC.

13. Instructions for e-tendering

DEFINITIONS:

a. E-procurement Technologies Limited:

Service provider to provide the e-Tendering Software and facilitate the process of e-Tendering on Application Service Provider (ASP) model.

b. ETL e-Procurement Portal:

An e-tendering portal of Agriculture Insurance Company of India Limited (AIC) introduced for the process of e-Tendering which can be accessed on <https://aicofindia.auctiontiger.net/EPROC/>

Pre-requisites:

- (i) It is mandatory for all the bidders to have Class-III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) from any of the licensed Certifying Agency under CCA, Ministry of Electronics and Information Technology, Government of India to participate in e-Tendering portal of ETL. Bidders can see the list of licensed CA's from the link www.cca.gov.in E-procurement Technologies Limited also facilitate Class III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) to the bidders. Bidder may contact E-procurement Technologies Limited at mobile no. +91-6353217080, 6359576791 for DSC related queries or can email at sonu@abcprocure.com and satabdi@abcprocure.com
- (ii) To participate in the online bidding, it is mandatory for the Applicants to get themselves registered with the ETL e-Tendering Portal (<https://aicofindia.auctiontiger.net/EPROC/>)
- (iii) System Requirement/ Registration Manuals/ Bid Submission Manuals are available at ETL Portal (<https://aicofindia.auctiontiger.net/EPROC/>)
- (iv) For helpdesk, please contact Help Desk Nos. 9081000427/9904406300/9510812960/ 9510812971 /9374519729
- (v) Participant are requested to email their issues to helpdesk at support@auctiontiger.net This will help serving the participant better
- (vi) The amendments/ clarifications to the tender, if any, will be posted on the ETL e-Tendering Portal (<https://aicofindia.auctiontiger.net/EPROC/>)
- (vii) The Bidder may modify or withdraw their bid after submission prior to the Bid Due Date. No Bid shall be modified or withdrawn by the Bidder after the Bid Due Date and Time.
- (viii) It is highly recommended that the bidders should not wait till the last date of bid submission to avoid complications like internet connectivity issue, network problems, system crash down, power failure, browser compatibility issue, system compatibility issue, improper digital signature certificate problem etc. In view of this context, neither M/s Agriculture Insurance Company of India Limited (AIC) nor M/s. E-procurement Technologies Limited will be responsible for such eventualities.

(On Letterhead of the Agency)

ANNEXURE A

TECHNICAL BID FOR QUALIFICATION OF AGENCIES

SNO	PARTICULARS	DETAILS
1.	Name of the Agency	
2.	Office Address	
3.	Status of the Agency (Central Government / State Government concern or an Autonomous Body or a PSU or a Govt. Company or a subsidiary of any of the above)	
4.	Name and contact no. 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:	
7.	GSTIN Number AND Registration Number	
8.	PAN No. of the Agency	
9.	No. of year(s) of experience in the field as PMC	
13.	Any other relevant information	

Documents to be Mandatorily submitted in support of the Technical Bid:

- i) Copy of Registration of firm/establishment/company/certificate of incorporation.
- ii) Copy of the PAN CARD and GSTIN of the agency, if applicable.

Authorised Signatory
Full Name: (In Capital Letters)
Designation:

ANNEXURE B
FINANCIAL BID

To,

Chief Manager,
Agriculture Insurance Company of India Ltd (AIC)
Plate B&C, 5th Floor,
Office Block 1, East Kidwai Nagar
New Delhi -110023

Dear Sir,

In terms of the above-mentioned TENDER document, we submit herewith the commercial bid (fees) for the assignment proposed by AIC as Service Provider.

SL	Office Locations	PMC Charges (in Percentage)
1	Jaipur Office premises at Ground Floor, Jeevan Nidhi-1, B.S Road Jaipur.	____ % In words (____ percentage)
2	Mumbai Office Premises at Lok Chambers, CTS 589 & 590, Marol Maroshi Road Andheri East, Mumbai 400049	____ % In words (____ percentage)
3	Lucknow office Premises at 301-305 & 309, 3rd floor, Block B, Plot no. 1/15, NBCC Commercial Complex, Gomti Nagar extension, sector-1 Vardan Khand, Lucknow, Uttar Pradesh 226010	____ % In words (____ percentage)

1. The PMC charges shall be quoted in percentage only in both words and figures in English without any overwriting, correction, error, omission, etc. for each location separately. In case of discrepancy, the rates mentioned in the words will be taken for consideration.
2. The PMC charges shall be paid on actual final cost of work.
3. Bidders can quote different PMC charges for different locations. However, it is mandatory to quote for all the locations failing which the bid will be rejected.
4. Good and Services Tax (GST) shall be paid extra by AIC as per actuals.

Date: _____

Signature & seal of Authorized person: _____

Name of Authorized person: _____

Designation of Authorized person: _____

Classification: **Public**

ANNEXURE-C: COVER CUM UNDERTAKING LETTER

(ON BIDDER'S LETTER HEAD)

To,

Date:

Chief Manager,
Agriculture Insurance Company of India Limited
Plate B&C, Fifth Floor,
Block 1, East Kidwai Nagar
New Delhi -110023

Dear Sir,

Sub: Notice for Inviting tender for PMC (Project Management Consultant) for execution of interior fit out works of Agriculture Insurance Company of India Ltd.

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 unconditionally accepts all the terms and 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 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.
- E. This Bid, together with notification of award, shall constitute a binding Contract between us. We undertake to comply all the terms and conditions of the tender.
- F. 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 best of our knowledge and AIC reserves the right to reject the offer if anything is found incorrect.

BID SECURITY DECLARATION IN LIEU OF EMD

We hereby undertake to abide by all the TENDER conditions unconditionally. We further undertake as follows:

- a. We will not withdraw our bid during the period of bid validity specified in the TENDER.
- b. In the case we are one of the successful bidders, we will not withdraw or amend the TENDER conditions or impair or derogate from the TENDER.

In the event of any breach of this undertaking, we understand and acknowledge that we shall be blacklisted for a period of 03 years from the date of breach from any present and future assignments with AIC.

DECLARATION WITH REGARD TO TECHNICAL BID CRITERIA:

We hereby undertake the following:

1. That we have experience of more than 03 years in providing PMC to different clients
2. That we are registered with all statutory authority/ies as may be required to carry out PMC related work.
3. That we are not blacklisted currently by any Government/ Ministry/Department/PSU nor debarred currently from dealing with any company/ public department

Place:

Date:

Seal and signature of the bidder