

Oriental Insurance Company Ltd.
Head Office, New Delhi

Tender Document

Notice inviting tender for hiring services for witnessing Crop Cutting experiment (CCEs) with the use of mobile App/Loss Assessment	
Office of issue	Oriental Insurance Company Ltd., Head Office, Crop Cell (Rural Insurance Deptt.), 1/16 A, IInd Floor, Asaf Ali Road, New Delhi - 110002
Tender No.	Tender/Crop/2018/01
Tender forms available at Website	www.orientalinsurance.org.in
Date of Issue / Publishing	17-04-2018
Last date of submission of bids	09-05-2018 by 5:00 pm
Place of submission of bids	1/16 A, IInd Floor, Asaf Ali Road, New Delhi - 110002
Date & Time of opening of technical bid	10-05-2018, 10.30 am
Place of opening of technical bid	'Oriental House` A 25/27, Asaf Ali Road, New Delhi - 110002
Date and time of opening of Financial bid	Technical Bid Qualifier will be informed through website.
Place of opening of Financial bid	Oriental House` A 25/27, Asaf Ali Road, New Delhi - 110002

Tenders are invited from reputed and experienced agencies/firms/companies for hiring services for Witnessing CCEs with the Use of Mobile App /Loss Assessment in various states for Oriental Insurance Company Ltd. for crops grown in Financial Year 2018-19 & 2019-20 seasons

Tender document can be downloaded from OIC website www.orientalinsurance.org.in

1. NATURE OF TENDER

This tender is for seeking services to act as OIC representative, witnessing CCEs conducted under GCES by the state governments, from reputed and experienced agencies/firms/companies. The contract shall be executed for Financial Year 2018-19 & 2019-20 seasons.

2. ELIGIBLE BIDDERS

All service providing agencies/firms/companies must have more than one year service record besides experience in crop loss assessment / yield estimation / Witnessing CCEs using mobile app (to be reckoned as on last date for submission of bids) 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.

b) The firm must be 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.

(c) The firm must not be engaged or have engaged in past six months in insurance intermediation or any other activity related to agricultural finance including disbursing crop loans.

(d) Any agency, which was selected by OIC for witnessing CCEs in the previous season/s , but failed to fulfil its commitment will not be allowed to participate in this tender process.

3. **The area of work** would be confined mainly to districts allotted to OIC for implementing PMFBY in the states for allotted crops. It would also include states be allotted in future in 2018-19 & 2019-20 seasons.

4. **Duration of agreement and Period of work:** The initial duration of work shall be two years which can be extended on mutually agreed terms.

5. **Period of validity of rate quoted:** The quoted rates would remain valid for two years or end of Rabi 2019-20 season whichever is later from the date of submission of bids.

6. **Scope of Work:** The broad scope of work 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 getting the details of CCE planning and conduct.

II. To witness CCEs conducted by respective State Governments under GCES in a Unit Area of Insurance like Tehsil, Taluka, Hobli, Mandal, Village Panchayat, Village or a group of them and providing report as desired by OIC. Following activities need to be done while witnessing CCEs:

III. Witnessing the conduct of CCEs including multipicking crops and report whether they are conducted as per norms and procedure laid down by the concerned State Governments.

IV. 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 image of the weights 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.

V. 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.

VI. All the video and still photographs should be digitally date and time stamped.

VII. Filling up of the CCE Form and obtaining the signatures of primary worker, farmer and any other functionaries.

VIII. Reporting of CCE wise results, in the specimen provided.

IX . Reports will have to be filed online, if desired by OIC.

X. Collection of 7/12 extract or girdawari or jamabandi or by whatever other name record of

rights, if desired by RO.

XI. Verification of insurable interest, if desired by RO.

XII. Collection of area- sown data, if mandated by RO.

The Agency shall also be required to:

1. Ensure compliance with prescribed procedure / formats and completeness of CCE witness report, as provided by OIC.
2. Submit the weekly quantitative and qualitative report in desired format to the respective Regional Office.
3. Deploy State and district coordinators supported with sufficient number of skilled and trained personnel.
4. Complete the work in time bound manner, with proper preparation and planning at each of the stages.
5. 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 OIC neither assumes responsibility for the same nor such act will bind OIC in any manner whatsoever.

A minimum of 75 CCEs shall be witnessed at each of the district for each of the crops where GP is the notified area unit/30CCEs shall be witnessed at each of the district for each of the crops where Tehsil/Hobli/ Block/ Mandal is the notified area unit. Actual number of CCEs to be witnessed in the State may be higher. However, OIC does not warranty any CCE witnessing above the minimum 100

7. Specific Terms & Conditions

- a. All the data collected (raw and processed) in the entire exercise will be the sole property of OIC.
- 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 OIC.
- c. The owners of the company/agency will have to provide comprehensive insurance to their personnel/equipment, against accident/ damage/ disaster that may ensure 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 Documents. 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. There should be one rate for a state. Bidders are required to bid for all 29 states as per attached Annexure `A` in which PMFBY is being implemented. The selected bidders will have to conduct CCEs in any districts in the state where OIC will be implementing PMFBY in 2018-19 & 2019-20 seasons.

9. CLARIFICATION OF BID DOCUMENTS

A prospective bidder, requiring any clarification of the Tender Document shall notify OIC through its official mail at smita@orientalinsurance.co.in & akjha@orientalinsurance.co.in, OIC shall respond through mail to any request for clarification of the Tender Document.

Any clarification issued by OIC 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, OIC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Tender documents by amendments.

The amendments shall be notified on the company's website (tender section) 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, OIC may, at its discretion, extend the deadline for the submission of bids suitably. This will be informed through the company's website.

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 OIC will not be responsible for rejection of bids due to incorrect/faulty bid submission. Bid Documents will contain following sealed documents, clearly labelled 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 from any Scheduled Commercial Bank in favour of "Oriental insurance company Ltd., New Delhi", valid for a period of 45 days beyond the final bid validity period and shall be submitted with the bid documents.. A bid not accompanied by EMD security shall be rejected being non-responsive at the bid opening stage .

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.

13. PERFORMANCE SECURITY

The successful bidder shall be required to furnish performance security of Rs 1,00,000 through Demand Draft for each of the state/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 "OIC-CCE witness Year 2018-19 & 2019-20 seasons- 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: 1. OIC may call the organisations/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 "OIC-CCE witness Year 2018-19 & 2019-20 seasons-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. 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 "OIC-CCE witness 1 Year 2018-19 & 2019-20 seasons".

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

16. OPENING OF BIDS

Technical bids will be opened by a Committee ..-10-05-2018 at 10:30 Hrs.

A maximum of two representatives for any 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 date informed through our website.

17. EVALUATION CRITERIA

Evaluation 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 straight away 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.	<p>Previous experience in conducting similar kind of exercise for crop loss assessment / yield estimation, marks to be given as under only on submission of documentary proof in the form of certificates/workorders.</p> <p>1 - 2 yrs - 05 Marks</p> <p>2 - 3 yrs - 10 Marks</p> <p>3 - 4 yrs - 15 Marks</p> <p>> 4 yrs - 20 Marks</p>	20
2.	<p>Financial Status, turnover as per the audited accounts of the firm during each of the previous two financial years. Marks to be given as under only on submission of proof to be submitted in the form of ITRs or certificate from CA</p> <p>Rs. 2 - 10 Lakh - 02 Marks</p> <p>Rs. 10 - 15 Lakh - 05 Marks</p> <p>Rs. 15 - 25 Lakh – 10 Marks</p> <p>Rs. 25 Lakh above - 15 Marks</p>	15
3.	<p>Number of CCEs for which similar exercise conducted in one cropping season in one state by the firm (Completion certificate should be submitted):-</p> <p>100 to 500 CCEs – 02 Marks</p> <p>500 to 1000 CCEs – 05 Marks</p> <p>1000 to 2500 CCEs - 10 Marks</p> <p>Above 2500 CCEs – 15 Marks</p>	15

4.	<p>Technical Qualification: Documentary proofs are to be submitted with bid documents for all items below I to IV.</p> <p>I. The firm/company/agency having 05 or more Agriculture Graduate personnel. For each personnel above 05 will be given 1 mark upto maximum 10 marks .</p> <p>II. Company having experience of surveying / assessing more than 100 farms using mobile using GPS coordinates The firm doing more than 100 farms will get 1 mark for every next 100 farms upto maximum 10 marks</p> <p>III. Number of states, where the company has conducted similar exercise. 1 mark will be given for 1 state upto maximum 10 marks.</p> <p>IV. Company having capacity to take geotagged and time stamped 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
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N.B: Bidder to give proof of evaluation criteria in technical bid, else, “0” marks will be awarded. OIC may call the agencies submitting technical bids to make presentations before a committee. Financial bids of only those agencies will be evaluated, who get minimum 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 CCE for first picking in multipicking crop/ single picking.

19. No bidder shall try to influence OIC (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 for the state. OIC 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 OIC.

21. **OIC 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 OIC'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 OIC and the bidder to who contract has been awarded. Upon furnishing the performance security of rupees One lakh by the successful bidder, OIC 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 bid security in which event OIC 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. For any payment and security to be released, the agency must witness 75 CCEs which shall be witnessed at each of the district for each of the crops where GP is the notified area unit/30CCEs shall be witnessed at each of the district for each of the crops where Tehsil/ Hobli/ Block/ Mandal is the notified area unit. If the agency witness less than 75 CCEs/20 CCEs in a crop in a district security deposit/ bank guarantee shall be forfeited and no payment for CCEs witnessed shall be released. If the agency fails to witness less than 50% of CCEs for each of the crops in a district for which order have been given but more than 75 CCEs/30 CCEs (as per notification level) for each of the crops in each of the districts; payment only for CCEs witnessed more than 75 CCEs/30CCEs for each of the crops shall be paid and security deposit will be refunded at the end of Rabi 2019-20.

ii. Payment shall be released by the concerned Regional Office of OIC after submitting the detailed report as specified above. If the report is satisfactory the payment shall be released and the security deposit will be refunded at the end of Rabi 2019-20.

iii. No payment shall be made for mere Yield data collection or CCE report Collection without witnessing CCEs.

iv. No payment shall be made for mere witnessing CCEs, not supported by geo-tagged and time-stamped photographs and videos.

v. The payment shall be released only after OIC Regional Office is satisfied that photographs and videos have been submitted for each of the CCE witnessed.

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 in the form of documentary proof.

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 09-05-18 before 5:00 PM.
6. The Technical Bid should be submitted in A SINGLE SEALED COVER super scribed “OIC-CCE witness Year 2018-19 & 2019-20 season–Technical Bid”.
7. The Financial Bid should be submitted in A SINGLE SEALED COVER super scribed “OIC-CCE witness Year 2018-19 & 2019-20 season –Financial Bid”.
8. Both the Technical & Financial Bids sealed in seperate envelopes will be placed in a third envelope along with the EMD & Tender Fee.The third envelope will be sealed and addressed to:
Chief Manager, Crop Cell (Rural Insurance Deptt.), Oriental Insurance Company Ltd, 1/16 A IInd Floor, Asaf Ali Road, New Delhi.

PROFORMA FOR TECHNICAL BID

(On firm's letter head)

1. Bidder Information:

a) Name of the Company :

b) Registered Address :

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c) Local Office Address :

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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 Provide copies of contract/workorder.	_____ Years
2.	Financial Status, turnover as per the audited accounts of the firm during each of the previous two financial years. (Provide certified copies of audited accounts)	_____ Lakh Rs.
3.	Number of farms for which similar exercise conducted in one cropping season in one state by the firm (Completion certificate should be submitted)	_____ farms
4.	Technical Qualification I. Number of Agriculture Graduate personnel. II. Experience of surveying / assessing more than 100 farms using mobile Apps. III. Experience of conducting similar exercise using GPS coordinates IV. Number of states, where the company has conducted similar exercise. V. Ability to take geotagged timestamped photos and videos (Please specify whether you have ability to take Timestamped Geotagged Photographs and Videos) (Attach documentary proof for all the above)	_____ Yes / No _____ CCEs _____ states None/ Only geotagged photographs/ Only timestamped photographs/Both timestamped and geotagged photographs/Only timestamped video/Only geotagged video/ Both timestamped and geotagged videos

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 last two Financial Years i.e. FY 2016-17 & 2017-18, if 2017-18 not filed then FY 2015-16 & 2016-17.
6. Audited accounts (Balance Sheet and Profit and Loss Account etc.) for the last two years.
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 services.
12. Certificate that the company / agency have not been blacklisted by any Government/Ministry/Department/PSU, nor been debarred from dealing with any public Department.
13. 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.
14. Bidder will submit copy of tender document with each page signed with seal as token of acceptance of its terms and conditions.

15. Authorisation Letter for Authorised Signatory.

Signature of authorized person with seal

Date: _____ Name of Authorised* Signatory

Place: _____

Note: * Authorisation letter should be attached

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

RATE (Rates exclusive of all applicable taxes):

S. No.	Component	
1	Item Description	Witnessing of CCE using mobile app
2	State for which quote is submitted:	
4	Rate in rupees per CCE witnessed (minimum 100 farms shall be assessed) – agency to provide mobile app, instrument and server for data retrieval –for first picking in Multi-picking crop/ Single picking in Single picking Crop (Rate to determine L1)	The rates may be given for 29 states in the attached 'Annexure' A forming part of financial bid.
5	Rate in rupees per CCE witnessed – agency to provide mobile app, instrument and server for data retrieval –for subsequent picking in Multi-picking crop	The rates may be given for 29 states in the attached 'Annexure' A forming part of financial bid.
6	Rate in rupees -Verification of insurable interest and land records per village	The rates may be given for 29 states in the attached 'Annexure' A forming part of financial bid.
7	Rate in rupees- Area sown data collected for each district/revenue circle	The rates may be given for 29 states in the attached 'Annexure' A forming part of financial bid.

Signature of authorized person with seal

Date: _____

Name of Authorised* Signatory

Place: _____

Note: * Authorisation letter should be attached. It is mandatory to quote for all the districts in a particular state as listed by OIC.

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

Date:

To

Chief Manager, Crop Cell (Rural Insurance Deptt.)

Oriental Insurance Company Ltd,

1/16 A, IInd Floor, Asaf Ali Road,

New Delhi 110002

Sub: Acceptance of Terms & Conditions of Tender for witnessing CCEs with the Use of Mobile App

Dear Sir,

1. I / We have obtained the Tender document(s) for the above mentioned Witnessing CCEs with the Use of Mobile App from OIC portal.
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)

