

21<sup>st</sup> December, 2017

**Corrigendum**

Tender No.	NIC/PMFBY/2017/01 dt.16.12.2017
------------	---------------------------------

**REVISED SCOPE OF ACTIVITIES FOR A, B & C activity**

**ACTIVITY A**

**Scope of Work for handling operational aspects of Non-Loanee Farmer**

**Enrollment under PMFBY/WBCIS Guidelines**

**Through Banks**

- a) Providing training/handholding to bankers on Portal upload of the data using video, presentation and workshops.
- b) Visiting all the Bank/DCCB/PACs and branches in identified districts and providing visit proofs
- c) Ensuring continuous follow up to ensure that any technical snag in data upload is being addressed forthwith.
- d) Collection, Review and scrutiny of proposal forms submitted by the farmers to bank branches, with an emphasis on prudent underwriting. This would include:
  - i) Checking whether all the KYC documents (Aadhaar Card Mandatory) as mandated in PMFBY Operational Guidelines are attached to each proposal form.
  - ii) Checking that the proposal form is duly filled and signed by the farmer.
  - iii) Checking whether KYC documents are correct and signed by the relevant authority. Agency also has to obtain the detailed list of signing authorities from the Government.
  - iv) Matching the farmer records as mentioned in proposal form with details mentioned in other KYC documents.
- e) Collection and/or preparation of farmer MIS for non-loanee business.
- f) Collection of Demand Drafts of non-loanee insurance premium from bank branches.
- g) Checking the Farmer MIS uploaded on the Portal and ensuring that MIS is correct in all aspects.
- h) Following up with banks to ensure that premium is remitted by the banks in time and UTR details and declaration in GOI format is shared.
- i) Reconciling all the MIS uploaded by the bank with premium receipts and furnishing Reconciliation report in excel format and also certified Hard Copy.
- j) Checking the farmer MIS for any discrepancy and duplication
  - i) Validation of MIS for the information relating to reference unit area, crop and area declared for insurance and premium.

- ii This would include checking any possible cases of duplication or over insurance
- iii Checking any overlaps with loanee farmer MIS.
- iv Has expertise to identify such cases using software algorithms.
- k) Matching the farmer MIS with premium deposit details provided by bank branches to ensure that all farmers' premium has been received and accounted as premium.
- l) Obtaining signed and duly stamped declaration forms from banks for non loanee MIS. In case banks are not able to prepare the declaration, agency should have capacity to prepare the declaration and provide the same to bankers for execution.
- m) Preparing refund MIS for ineligible/duplicate enrolment applications and providing certified refund status report to NIC.
- n) Assisting bankers in uploading/data entry of farmer MIS on Agri-Insurance Portal of Government of India. If bank is not in a position to upload the data on the portal then handholding support to the banks to be provided by the agency to ensure all the data is being uploaded on the portal in time. Special attention should be given to DCCB's and PACs for uploading of data and ensuring the task is completed within time limit.
- o) Uploading UTR/DD details of premium remittances in Agri-insurance portal
- p) Preparation of subsidy invoices on the basis of all data uploaded on the portal by bank for all the remittances received by insurer.
- q) Preparation of reports for Government in their desired formats as and when required and submission of the same within time limit.
- r) Obtaining Invoices from Banks for payment of Service Charges for enrollment of farmers in the Government Format (Annexure B as provided by Government in Tender document)
- s) Image based data entry &/or verification if required- counter check with portal entry by banks
- t) Providing periodical MIS – required unit/area/cluster/crop – on premium and claims to NIC.
- u) The agency should have IT infrastructure and capabilities to review the banks MIS and ensuring that crop exposure is consistent with bank loan data of previous years and sown area in the district.
- v) Agency should be able to deploy resources at Circle/Taluka/Gram Panchayat/Village level in each Districts of Maharashtra to cater to the requirements of this scheme.
- w) **Through CSC/Direct (online) by Farmers:**  
Carrying out review of KYC document uploaded by CSC / Farmer with the details provided in the Portal
  - a) Following documents will have to be checked by the service provider's team:
    - a. Land Record copy 7/12 or Form 8 should be there
    - b. Sowing Certificate issued by competent authority
    - c. Copy of bank passbook
    - d. Aadhaar Card
  - b) Data checking will have to be done based on detailed data checking process manual that would be provided at the beginning of the season.

- x) *Preparation of Monthly Reports (JAN , FEB, MARCH, APRIL, MAY, JUNE, JULY, AUGUST) based on the monthly data till yield data finalized with the state government (Mah Rabi/ kharif ) in the format as provided by NIC.*
- y) Any other work relating to the above

### **ACTIVITY B**

#### **Scope of Work for handling operational aspects of Loanee Farmer Under PMFBY/WBCIS Guidelines**

- a) Reaching out to all bank branches to explain/assist them in the process of enrollment of loanee farmers and upload of farmer MIS.
- b) Providing training to bankers on Portal upload of the data using video, presentation and workshops.
- c) Visiting all the Regional Office and branches giving the premium in identified important districts and providing visit proofs
- d) Ensuring continuous follow up to ensure that any technical snag in data upload is being addressed forthwith
- e) Checking and Validating and correcting the farmer MIS to bring it in line with format specified by Government of India in PMFBY guidelines.
  - i.** Agency should have adequate expertise in checking of Loanee farmer MIS on the Portal
  - ii.** Agency should be able to upload the MIS in case bankers are not able to do that on the portal. For this agency should have adequate resources to deploy for portal upload of MIS Agency will have to liaison with the banks on regular basis for the purpose of ensuring that banks are able to correctly upload the MIS on the Portal.
  - iii.** Agency will have to address all the queries raised by the bankers on portal upload and if required raise these queries with NIC and government.
  - iv.** Validation of MIS for the information relating to reference unit area, notified crop, notified area for insurance and premium.
  - v.** This would include checking any possible cases of duplication or over insurance
- f) Collection of NEFT details of insurance premium remittance from banks
- g) Reconciling all the MIS uploaded by the bank with premium receipts and furnishing Reconciliation report in excel format

- h) Assisting bankers in uploading/data entry of farmer MIS on Agri-Insurance Portal of Government of India. If bank is not in a position to upload the data on the portal then handholding support to the banks to be provided by the agency to ensure all the data is being uploaded on the portal in time.
- i) Preparing refund MIS for cases where premium received is in excess of the MIS submitted and providing certified refund status report to NIC.
- j) Assisting bankers in Uploading UTR/DD details of premium remittances in Agri-portal
- k) Preparation of subsidy invoices on the basis of all data uploaded on the portal by bank for all the remittances received by insurer.
- l) Preparation of reports for Government in their desired formats as and when required and submission of the same within time limit.
- m) Obtaining Invoices from Banks for payment of Service Charges for enrollment of farmers in the Government Format ( Annexure B as provided by Government in Tender document)
- n) The agency should have IT infrastructure and capabilities to review the banks MIS and ensuring that crop exposure is consistent with bank loan data of previous years and sown area in the district.
- o) Agency should be able to deploy resources at Circle/Taluka/Gram Panchayat/Village level in each Districts of Maharashtra to cater to the requirements of this scheme.
- p) Providing periodical MIS – required unit/area/cluster/crop – on premium and claims to NIC.
- q) *Preparation of Monthly Reports (JAN , FEB, MARCH, APRIL, MAY, JUNE, JULY, AUGUST) based on the monthly data till yield data finalized with the state government (Mah Rabi/ kharif ) in the format as provided by NIC.*
- r) Any other related work to the above.

**Note: The work related to loanee farmer is less compared to non-loanee farmers. Hence the rate for this section in financial bid is to be shown as a percentage of the non loanee rate.**

### **ACTIVITY C**

#### **Scope of Work for Risk Monitoring and Witnessing & Monitoring Crop Cutting Experiment (CCE) and Preparation of Claim Work Sheet for Insurance Company.**

To witness & monitor CCEs conducted by the State Government under General Crop Experiment Surveys (GCES) and providing report as desired by NIC.

To provide complete risk monitoring support with two satellite and crops reports on the required units during the season giving details of crop condition and its impact on portfolio of NIC. Reports should include comprehensive analysis with possible yield forecasting and should detail out basis for providing such forecast.

NIC may ask for specific format in which report has to be provided and agency will have to comply with that format in providing the report.

Agency would undertake following activities while witnessing & monitoring the Crop Cutting Experiments:

- 1) Witnessing that the CCE is conducted as per norms and procedure laid down by National Sample Survey Organization and GR of the State Government.
- 2) Using mobile application for witnessing the Crop Cutting Experiment. Mobile application should allow taking good quality images of the Crop Cutting Experiment Process along with GPS tag.
- 3) Following images are to be taken mandatorily for a CCE to be treated as correctly witnessed:
  - a) Image of Farmer
  - b) Image of Government Surveyor
  - c) Image of South West Corner of the chosen field. Image should be taken from exactly one meter away from the south-west corner and should preferably cover entire field in single shot.
  - d) Image of Marked Plot with plot marking clearly visible or identifiable in the image
  - e) Image of Cut Plot with Harvested area of plot clearly visible or identifiable as a shape in the image.
  - f) Two Images of Cut Crop with complete cut crop being easily visible and identifiable in a single image. One image should show the biomass of cut crop and other images should show entire crop that is ready for weighing in a single image.
  - g) Image of weighing with both weights used and crop weighed being clearly visible. If multiple weighing has been done because of non-availability of weighing measure of required weight, images of all the weighing should be taken.
  - h) Images of nearby field need to be taken.
  - i) App should have facility to tag the image on the basis of image type. e.g. Cut Crop image should be tagged by app as image of Cut Crop.
  - j) The photocopies and/or pictures of Forms used for CCEs (forms I and II or by whatever nomenclature they are called in the State).
- 4) Reporting drriage factor or furnishing form III in lieu of it for CCEs witnessed.
- 5) App should have capability to capture and Geotag videos within the app.
- 6) Reporting of CCE wise results, in the specimen provided by NIC.
- 7) Reporting any exceptions, if any, with relevant pictures and/or documents.
- 8) Agency would attempt to witness all CCEs in the notified area. NIC reserves the right to give details of notified area it wishes the agency to witness.
- 9) The agency shall have to coordinate with the offices/officials of the State Government or some agency to which the CCE work has been allotted for getting the details of CCE planning, schedules in advance and convey to NIC.
- 10) The agency has to ensure that the CCEs are conducted as per norms and procedures laid down by National Sample Survey Organisation and GR of the State Government.

- 11) Agency should have mechanism to transfer all the CCE data to a central server on real-time basis using GPRS and should be able to display the results of Crop Cutting Experiment geo-mapped on a web-enabled platform.
- 12) Agency should be able to provide drone services and provide a comprehensive report of yield or loss prediction on the basis of such report.
- 13) At the season end agency should compare the yield data as provided by State Govt. with the Threshold yield and Compute the Losses based on the PMFBY Operational Guidelines and submit the Certified Claim Computation sheet along with the certified MIS of eligible farmers for payment of claims.
- 14) Agency should obtain NEFT/RTGS Mandate forms from banks for the payment of claim to them. After payment of claims to banks, Agency should obtain Utilisation Certificate (UC) from bank confirming credit of farmer bank/loan account with claim amount.
- 15) Agency should give Weekly report of CCE Co-witnessed.
  
- 16) *Periodical Report on Collection of CCE schedule before 15 days of CCE Exercise: Cluster wise CCE schedule as per the format provided by NIC*
  
- 17) *Periodical Reports based on the Premium and Loss data ( District and crop wise) after finalization of yield with state government data in the format as provided by NIC*
  
- 18) *Submission of Company-observed/monitored CCE data along with copies of Form -2 and form-3 received from Government.*
  
- 19) *CCE portal should provide download option to download the CCE data in excel for Co observed CCEs*

In the light of addition of the above mentioned points in the scope of activity A , B & C, Bidders may submit their response in the technical bid proforma :

Activity A:

- *Preparation of Monthly Reports (JAN , FEB, MARCH, APRIL, MAY, JUNE, JULY, AUGUST) based on the monthly data till yield data finalized with the state government (Mah Rabi/ kharif ) in the format as provided by NIC.*

*Bidder Response : \_\_\_\_\_*

Activity B :

- *Preparation of Monthly Reports (JAN , FEB, MARCH, APRIL, MAY, JUNE, JULY, AUGUST) based on the monthly data till yield data finalized with the state government (Mah Rabi/ kharif ) in the format as provided by NIC.*

*Bidder Response :* \_\_\_\_\_

Activity C

- *Periodical Report on Collection of CCE schedule before 15 days of CCE Exercise: Cluster wise CCE schedule as per the format provided by NIC*

*Bidder Response :* \_\_\_\_\_

- *Periodical Reports based on the Premium and Loss data ( District and crop wise) after finalization of yield with state government data in the format as provided by NIC*

*Bidder Response :* \_\_\_\_\_

- *Submission of Company-observed/monitored CCE data along with copies of Form -2 and form-3 received from Government.*

*Bidder Response :* \_\_\_\_\_

- *CCE portal should provide download option to download the CCE data in excel for Co observed CCEs*

*Bidder Response :* \_\_\_\_\_