

**TENDER NOTICE**

Notice for Inviting tender for execution of specified non-core activities in implementation of PMFBY/ RWBCIS/ UPIS <b>in the States of Andhra Pradesh and Telangana</b>	
Office of Issue	National Insurance Co. Ltd. Regional office, D.No. 5-8-568, First Floor, Jubilee Building, Nampally Station road, Abids, Hyderabad – 500001.
Tender No.	NICL/PMFBY/2018/01
Tenders Forms available at Website	<a href="http://www.nationalinsuranceindia.com">www.nationalinsuranceindia.com</a>
Date of Issue/Publishing	25.05.2018
Date & Time of Pre-Bid Meeting	04.06.2018 03:00 P.M.
Last date of Submission of bids	11.06.2018 12:00 noon
Place of submission of bids	National Insurance Co. Ltd. Regional office, D.No. 5-8-568, First Floor, Jubilee Building, Nampally Station road, Abids, Hyderabad – 500001
Date & Time of opening of Technical bid	11.06.2018 03:00 p.m.
Place of opening of Technical bid	National Insurance Co. Ltd. Regional office, D.No. 5-8-568, First Floor, Jubilee Building, Nampally Station road, Abids, Hyderabad – 500001
Date & time of opening of Financial bid	Will be informed to the qualified Bidder

Tenders are invited from experienced Agencies / Firms /Companies for execution of specified non-core activities in implementation of PMFBY / RWBCIS / UPIS in the State of Telangana and PMFBY/UPIS in the State of Andhra Pradesh.

## I. NATURE OF TENDER

This tender is for seeking execution of specified non-core activities on behalf of National Insurance Company Ltd (herein after called as NICL) in implementing PMFBY / RWBCIS / UPIS Schemes awarded to NICL by the State Governments of Telangana and Andhra Pradesh for the season of Kharif -2018 (3 clusters in Telangana State and 1 cluster in Andhra Pradesh) to carry out various jobs, as per the operational Guidelines of PMFBY, RWBCIS and UPIS of GOI, modified from time to time and also as per the GO/GR of the State Governments released for the season notifying Area, Crops, Scale of finance etc.,

## II. ELIGIBILITY CRITERIA

The bidder, before submitting the bid shall satisfy that they comply with all the required eligibility criteria and the Bids failing to comply with the following eligibility criteria will be rejected summarily and the financial bid of such Bidder shall not be opened.

All Bidding Firms/Agencies/Companies fulfilling following conditions are eligible:

- 1) Any Firm / Agency / Company having experience of working in **minimum of one season** (Kharif and/or Rabi) in any State(s) of India under both PMFBY and RWBCIS Schemes of Government of India, preferably with PSU Insurers, in the immediately preceding two years, i.e., Kharif and/or Rabi of 2016-17 and Kharif and/or Rabi of 2017-2018 financial years in all the activities enlisted in the Annexure – I, namely "Scope of activities". **i.e. the Bidder shall have experience in all the activities**, whether performed in one season or more during 2016-17 & 2017-18.
- 2) Bidding Firm / Agency / Company **must have their own software application** to submit the MIS as per the Excel Templates to be provided by NICL. Necessary modifications to suit the needs of NICL (to include data capture fields relevant to Bank Reconciliation, CCEs, claims etc., apart from the data fields available in the GOI Portal ) shall be done in the said software application. Designated officers of NICL shall be given access to such software by providing user IDs and Passwords.
- 3) "Scope of activities" – 1.) Enrollment of Loanee and Non Loanee farmers in GOI portal, verification, analysing, validation of the data for approving the right ones and rejecting wrong ones on behalf of NICL. The data of GOI portal along with additional data as suggested by NICL shall be uploaded in the software application of the Bidder to provide MIS as required by NICL etc., as mentioned in Annexure-I 2.) Witnessing Crop Cutting Experiments, submission of reports and providing such data to NICL in the Excel Templates to be provided, etc., as

mentioned in the Annexure-I. 3.) Arranging for Survey of individual farmer claims, submission of such reports with photos, processing mass claims like yield loss claims, prevented sowing claims and providing the data as per Excel Templates to be provided by NICL as mentioned in the Annexure-I. Successful Bidder shall comply with the provisions of the **operating guidelines** of Government Schemes PMFBY / RWBCIS / UPIS, the provisions of **GO/GR** released by the State Governments for the season of Kharif 2018 and the scope of activities of NICL, enlisted in **Annexure-I**.

- 4) The above mentioned experience in serial number 1 should have been acquired as main Contractor and not as a sub-contractor.
- 5) The firm must be registered with relevant Government/Statutory Authorities as required in the normal course of business to render similar services.
- 6) The firm / agency / company must not have been blacklisted by any Government/Ministry/Department/PSU nor should have been debarred from dealing with any company/public department.
- 7) The firm must not be engaged in insurance intermediation or any other activities related to Agricultural Finance including disbursing crop loans.
- 8) The bidder, before submitting the bid shall satisfy that it has all the required eligibility criteria and shall submit documentary proof for the respective activity for which they intend to work/bid as mentioned above.
- 9) The Bid of any Bidder failing to follow the above mentioned criteria will be summarily rejected and the Financial Bid will be returned un-opened.

### **III. DURATION OF THE AGREEMENT**

This contract is specific to the season of Kharif-2018. However for closure of all the activities of the season, it may take one year. Hence, this agreement is valid for 1 year from the date of entering into the agreement or the date of completion of all the activities of Kharif 2018, **whichever is later**.

Contract may be extended to next season(s) in the same State(s) or any other State(s) of India, as decided by NICL, with same terms and conditions or with necessary modifications, subject to satisfactory performance of the Agency and the willingness of the Successful Bidder for renewal.

### **IV. PERIOD OF VALIDITY OF THE RATE TO BE QUOTED**

- 1) The submitted Bid along with the rates quoted for each activity by the Bidder shall be valid for 90 days from the date of submission of bids, to enable the insurer finalize the terms.

- 2) No modifications shall be permitted in the Terms of contract after the deadline date of submission of the Bids. Withdrawal of the submitted Bid after the deadline date or prior to the period of bid rates validity of 90 days, shall result in forfeiture of the EMD.

## **V. IMPORTANT INSTRUCTIONS TO BIDDER**

- 1) The bidder shall examine all the instructions, forms, MIS formats, terms and specifications in the documents of State Governments GOs, the Operating Guidelines of PMFBY / RWBCIS / UPIS Schemes and the scope of activities mentioned by NICL in Annexure-I. 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 OUTRIGHT**. No queries with regard to tender process will be entertained after the tender process is over.
- 2) Tenders received after due date/time and without EMD shall be rejected. Mere fulfilling the qualification, criteria does not entitle the bidder for further evaluation.
- 3) NICL reserves the right to thoroughly verify their credentials from the agencies for which the bidder has rendered similar services.
- 4) Agencies applying for the tender may be asked to give a presentation on their Technical capabilities before opening the financial bid. *Committee has the sole-discretion/authority to decide on the Technical capabilities or otherwise of the Bidder to proceed further in bid-processing.*
- 5) The Bidder can submit their bid for any one or more than one of the listed activities of Annexure-I, depending on experience in the respective activity as mentioned in Eligibility Criteria.
- 6) The company reserves the right to empanel one or more agencies for different district and/or different activities/functions subject to split clause\*.
- 7) The decision of NICL on qualification shall be final and binding on all the Bidders.
- 8) Company reserve the right to cancel in full or part of the tender at any stage of the tendering process and can go for Re-Tendering or even extend the Cut-off date for submitting the Bids without assigning any reason thereof.
- 9) All the activities are time bound and if not completed within the specified time limits, then there could be reduction on the payment of service charges, on the basis of such delayed activities and percentage of completion of each such activity.

- 10) Read all the terms and conditions of the tender carefully before submitting the bids. The prospective Bidder should ensure itself that it qualifies as per the Technical criteria.
- 11) All the relevant information pertaining to Technical bid evaluation should be provided.
- 12) In case bidder fails to provide any required documents as mentioned in Technical bid proforma, then the bid will be rejected as "Technically unqualified".
- 13) The Technical and financial bids should be duly signed by the Authorized signatory of the Agency mentioning his/her name, designation, address and contact no., with seal and date.
- 14) The Prospective Bidder/Bidder shall, at regular interval, visit the website of NICL for any updates.
- 15) The successful bidder shall not assign or transfer the rights and responsibilities assigned to him to any other person/entity/sub-contract his services in any way to others without the prior written consent of NICL.
- 16) No condition/ deviation which is either additional or in modification of the tender conditions shall be included in the tender. If the tender contains any such condition or deviation from tender conditions, the tender is liable to be rejected.
- 17) Payment of service charges to the successful Bidder will be paid in three stages. After completing 50% of the activity(ies), 75% of the activity(ies) and 100% activity(ies) at the rate of 50%, 25% and 25% respectively.
- 18) Successful Bidder(s) shall submit the data to NICL periodically as per the Excel Templates to be provided and shall ensure submission of entire data to NICL, prior to the payment of balance amount of their service charges.
- 19) Successful Bidder(s) shall sign the Integrity Pact as per the format of Chief Vigilance Commissioner and also the Service Level Agreement with NICL.
- 20) A prospective bidder, requiring any clarification of the Tender Document shall attend the pre-Bid meeting on the date specified in NICL's Tender Notification. If necessary, NICL, in response to queries raised by the prospective Bidder may amend the relevant clauses of Tender document.
- 21) NICL shall not pay any other amount on any account including mobilisation charges, office expenses, transport charges, phone charges etc.
- 22) All the data collected (raw and processed) in the entire exercise will be the sole property of NICL. 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 NICL.

- 23) Successful Bidder will have to provide comprehensive insurance to their personnel / equipment, against accident/ damage/ disaster that may ensue during the period of the exercise.
- 24) 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 NICL neither assumes responsibility for the same nor such act will bind NICL in any manner whatsoever.
- 25) NICL will have the right to blacklist the successful Bidder, if their performance during the Season found to be too bad or not attending to the needs of NICL.

### **SPLIT CLAUSE**

The Insurer may, at its sole discretion to allot the work to two or more Bidders based out of the participated Bidders, in ascending order agreeing to parity of rates quoted by **L-1 for each activity**. Basis of allotment will be decided later on the basis of the competencies of each Bidder and the volume of work involved subject to condition that **L-1** will be awarded the highest share.

### **VI. AMENDMENT OF TENDER DOCUMENT**

- 1) At any time, prior to the last date of submission of bids, NICL may, for any reason, whether at its own initiative or in response to clarification requested by a prospective bidder, modify the Tender documents by amendments.
- 2) The amendments shall be notified online only through corrigenda, if any. Bidders are advised to check the website of NICL at regular intervals for any updates. In order to provide prospective Bidder reasonable time in which one has to take the amendments into account in preparing their bids, NICL may at its discretion, extend the deadline for the submission of bids suitably.

### **VII. MODE OF BID SUBMISSION**

- 1) The Bids of both Andhra Pradesh and Telangana States may be submitted by hand or through post / courier at the following address:

**National Insurance Co. Ltd.**  
**Hyderabad Regional office, D.No. 5-8-568, First Floor,**  
**Jubilee Building, Nampally Station road,**  
**Abids, Hyderabad – 500001**

- 2) Bids shall be submitted under single stage two bid systems i.e. Technical and Financial Bid. Bidders are advised to go through the details thoroughly before bid submission as NICL will not be responsible for rejection of any bid due to incorrect/faulty bid submission.

### VIII. BID/EMD Security:

- 1) Bidder shall have to furnish as part of bid, interest free EMD/bid security for an amount of Rs.25,000/-in the form of an account payee Demand draft in favour of "National Insurance Company Limited" payable at Hyderabad valid for 60 days beyond the final bid validity period or NEFT transfer to the company's Bank Account as per details mentioned hereunder:

Name of the Beneficiary	<b>National Insurance Company Limited</b>
Name of the Bank	<b>Axis Bank Limited</b>
Name of Branch	Corporate Banking Branch
Account Number	917020046708710
IFSC Code	UTIB0000008
Nature of Account	<b>Current Account (Collection Account)</b>

- 2) ***If NEFT transfer, it should be done one day before the last date for submission of Technical Bid and UTR Number should be inserted in the appropriate column in Technical Bid.***
- 3) A bid not accompanied by EMD/bid security shall be rejected summarily at the bid opening stage and returned to the bidder unopened.
- 4) The bid security of the unsuccessful bidder will be discharged/returned to the bidder without any interest after evaluation of the bid on or before 60th day after the award of the contract.
- 5) EMD will be forfeited if the successful bidder fails to commence the work as per the award or violates any term of the agreement to be executed with the successful bidder.
- 6) In case the bidder submits any forged/irrelevant/misleading documents or information, the bid will be rejected and EMD forfeited.

### IX. TECHNICAL BID

1. The Technical Bid should be submitted in a single sealed envelope super scribed as **"SHORTLISTING OF AGENCIES FOR EXECUTION OF PMFBY RELATED ACTIVITIES IN THE STATES OF ANDHRA PRADESH AND TELANGANA - Technical Bid"**.
2. The Technical Bid shall be as per duly signed and stamped proforma enclosed and shall contain the properly signed and stamped copy of documents mentioned therein.
3. Also, Bidder shall have to submit the copy of this tender document duly signed with stamp on each page, implying acceptance of the terms and conditions of this tender.
4. NICL may call for making presentations by the prospective Bidder in the Pre-Bid meeting.

## **X. FINANCIAL BID**

- 1) The Financial bid should be submitted in separate envelope and the envelope should be super scribed as “**SHORTLISTING OF AGENCIES FOR EXECUTION OF PMFBY RELATED ACTIVITIES IN THE STATES OF ANDHRA PRADESH AND TELANGANA - Financial Bid**”. The financial bid shall contain the price to be submitted as per the attached proforma on their letter head with quoted rates.
- 2) The Bidder should mention the financial value as per description (no decimals) mentioned for each of the activities in the format annexed without changing or interpreting otherwise.
- 3) The values of rates should be quoted excluding GST and the prevailing GST will be added separately. The rates shall represent the exact scope of activities mentioned. If it is found that any activity is done partially, without complying with all the functions mentioned in the scope of activities (annexure-I), NICL will have the right to reduce such agreed rates for payment of service charges to the successful Bidder.
- 4) NICL shall not pay any other amount on any account including mobilization charges, office expenses, transport charges, phone charges etc. over and above what is quoted in the financial bid.
- 5) The Demand Draft of EMD, Envelopes of Technical Bid & the Financial Bid shall **all be kept in a bigger single envelope** super scribed as “SHORTLISTING OF AGENCIES FOR EXECUTION OF PMFBY RELATED ACTIVITIES IN THE STATE OF ANDHRA PRADESH & TELANGANA”.

## **XI. OPENING OF BIDS**

1. Technical bids will be opened by the Tender committee on the scheduled date.
2. Financial bids of the technically qualified Bidder would be opened by the Tender Committee on date to be intimated later.
3. One representative of the bidder shall be authorized and permitted to attend the bid opening process.

## **XII. AWARD OF CONTRACT**

NICL will award the contract as per the tender terms and the successful bidder will be required to sign a **separate Service Level Agreement** in the format provided by NICL and also have to provide Performance Bank Guarantee. NICL reserves the right to accept/reject any or all bids partly or fully without assigning any reason thereof.

## **XIII. 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.



#### **XIV. PERFORMANCE GUARANTEE**

The selected bidder has to enter into a Service Level Agreement with respective Regional Office of the Insurer, to assure that the timelines on performance as per the format devised by the insurer. Failure to adhere to the timelines stipulated in the Service Level Agreement or any deficiency in service noticed will attract **a penalty to the extent of 5 % of the fees** payable for the respective activity allotted to the bidder.

#### **XV. PERFORMANCE SECURITY**

The successful bidder shall be required to furnish **performance security of Rs 1,00,000/- (One Lakh)** through Demand draft/ Performance Bank Guarantee **valid for one year**, which shall be forfeited in the event, successful bidder fails to perform its obligations as per this tender and contract.

## **Annexure-I**

### **SCOPE OF ACTIVITIES**

#### **A. Enrollment of Loanee and Non-loanee farmers in GOI Portal – Reconciliation of portal Premium with Bank Statements - Verification & validation of such data of the portal on behalf of NICL– Subsidy working and preparing invoices – Payment of service charges to the other service providers - Providing MIS as per the Excel Templates to be provided by NICL with the help of Bidder's own software application.**

1. Successful Bidder allocated with this activity shall visit all the Premium Collection centers authorised by NICL and collect the data of each farmer as per the Excel Template and the Declaration forms are also to be collected for each NEFT made by the Bank to the Bank account of NICL. Authorised Premium Collection centers can be Banks, DCCBs, PACSs, NICL Offices, Agri Dept offices etc.,
2. In case of premium remittance is by way of DDs, service provider shall visit such collection centers and collect the DDs and submit to Nodal office of NICL along with the data in Excel sheets for their remittance in the Bank. In the areas where NICL is not having an office to collect such DDs, Successful Bidder themselves have to go there and collect such DDs. Uploading of Non-Loanee farmers data in GOI portal is to be done by the service provider.
3. In case of collection of premium from the Banks, the **crop wise sown area** of the farmer mentioned in the proposal form shall be compared to the **total landholding area** of such

farmer on the basis of Bank records or any Portal data / other landholding records of the state Government to find out the discrepancies if any.

4. There shall be **continuous and vigorous** efforts by the Successful Bidder until all the Declarations along with the farmer wise data are submitted by all the Banks. In case of delay, the matter shall be taken up with SLBC under intimation to NICL. Scan copies of all such declarations are to be submitted to the Nodal Office of NICL every week.
5. Guidance/assistance/training to the employees of such premium collection centers to furnish the data as per the columns of Excel Templates and/or to upload in the GOI Portal.
6. Uploading such data in the software application of the Bidder and analysing the data to weed out duplicates, area correction etc., and then to compare with the data of GOI Portal data to find out errors if any. Discrepancies if any at the end of Banks shall be taken up with them for correction.
7. In case of the data uploaded by CSC and by the farmers online, in the portal of GOI, such data is to be downloaded and shall be uploaded in the software application of Bidder for further analysis and to generate reports.
8. To obtain the Bank statements of NICL every month and reconcile the premium with the farmers' data **each NEFT wise** as per the Excel Template to be provided, shall be taken up and where it is not reconciled, immediate necessary steps shall be taken for reconciliation.
9. In respect of all Non-Loanee farmers the documents uploaded in GOI Portal shall be downloaded and scrutinise of each and every proposal form to verify whether all the mandated documents such as KYC form, Land holding record, Adhar copy, sowing certificate, bank pass book are submitted or not, Whether the signatures of farmers and relevant authorities on such forms are available or not whether the information in the proposal form vis-a-vis the KYC forms are tallied or not, etc., are to be verified.,
10. Soft copies of such Proposal forms/KYC forms of Non-Loanee farmers (soft copies of all the documents of one farmer in one folder, each folder with the unique ID of farmer) shall be submitted to NICL. Hard copies of documents, one farmer in one file, duly arranged in serial order and numbered shall also be submitted to the Nodal office of NICL.
11. Segregation of valid / invalid / duplicate applications, finding out over/short remittance of premium and working out eligible refund of premium to the farmers under each scheme to be prepared and submit to NICL with full details.
12. The entire data in a CD or Pen Drive and all the hard copies shall be handed over to the Nodal office of NICL on a date mutually agreed upon by both the parties.

13. With the help of software application of the Bidder, there shall be continuous exercise to **match the data of Bidder with the data of GOI Portal** for finding duplicates, finding excess / short Area, premium and/or Sum Insured with necessary calculations. Where ever necessary, modifications in the software, same shall be done immediately as per the needs of NICL. District wise/ IU wise area, scale of finance, Farmer Premium, subsidy premium, Gross Premium, CCEs planned and conducted shall also be submitted to NICL as part of MIS.
14. Data pertains to the CCEs and claims are also to be uploaded in the software application of the Bidder and mapped to the relevant farmer to provide necessary MIS to NICL.
15. Enough man power is to be deployed on the basis of various activities at various stages of the scheme and the delay on account of insufficient man power shall not arise at any given point of time.
16. In respect of RWBCIS scheme, weather parameters as per TERM Sheet, are to be recorded / entered periodically in the software of the Bidder so that loss and/or claims position if any shall be known to the NICL on accessing the software application of the Bidder.
17. Designated NICL officials are to be given access to the software of Bidder to view the daily progress and to download the data/reports/summary in Excel Formats.

**Subsidy Invoices Preparation for payment by the State / Central Governments.**

18. Successful Bidder shall ensure data upload in the Government portal on the basis of their software application and shall prepare the Invoices for State and Central Subsidy, after matching with the portal of GOI shall be prepared for claiming by the respective NICL Nodal office as per the prescribed format. Any further subsidy is to be claimed at a later state as per the subsequent changes if any, Successful Bidder to claim such difference if any again for such changed subsidy component.
19. On the basis of the Declarations submitted, Successful Bidder shall calculate the subsidy amount and submit such provisional figures to NICL.

**Arranging for payment of Service Charges Payable to Banks and CSC on the basis of verified data of Government Portal and the software application of Bidder.**

20. Service charges payable to the Banks and CSC shall be calculated as per the rates given by NICL and submit such statement of charges payable to Banks and CSC shall be submitted to NICL as and when required.
21. All the Soft/Hard copies as advised by NICL shall be submitted in respect of all the above duties enlisted under Activity "A"

**ACTIVITY “B”-Crop Cutting Experiments under General Crop Experiment Surveys (GCES) of State – providing MIS with the help of Bidder own software.**

1. Successful Bidder to ensure obtaining the Schedule of CCEs planned from Chief Planning officer of the State or Dept of Agriculture of the State or from any other source in advance and submit to NICL.
2. Successful Bidder shall have their own Smart Phone App to capture the images along with the Date/Time and GPS Tag/Coordinates. Service Provider shall complete the work in time bound manner, with proper preparation and planning at each of the stages.
3. Enough man power is to be deployed on the basis of various activities at various stages of the scheme and the delay on account of insufficient man power shall not arise at any given point of time.
4. Successful Bidder shall ensure arranging for their representatives to witness the CCEs as per Target given to them by NICL out of the total CCEs planned by State Governments. Successful Bidder also to ensure that advanced information is to be given to local NICL offices to ensure their presence in at least 30% of the CCEs target given to them.
5. In case of multiple picking Crops, 1<sup>st</sup> picking shall be witnessed.
6. Successful Bidder shall ensure that the following images are taken. Such images shall be very clear and of good quality.
  - 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. Cut Crop image should be tagged by app as image of Cut Crop.

- j. Image of weighing the yield sample.
7. At the same time Successful Bidder is expected to monitor the health of the Crops from time to time and outbreak of Diseases or Pests to be informed to NICL immediately. Similarly, forecasting of natural calamities also to be brought to the notice of NICL at periodical intervals. Satellite images of the standing crops to be obtained at random areas with fortnightly / weekly intervals.
  8. Deploy State and district coordinators supported with sufficient number of skilled and trained personnel. NIC Nodal Office shall be informed of names and mobile numbers of persons so deployed within one week of award of work-order. Any change in deployed personnel to be intimated before 7 days of such change.
  9. Each such witnessed CCE to be videographed with a play length of about 1 minute with a minimum resolution of 640 by 480 with GPS Tag (Longitude and Latitude with minimum of 7 decimals shall appear while playing video) in the experimental plot with close ups of the plants, produce (if visible), moving in most of the rows of the plot.
  10. One report for each CCE to be prepared and the soft copies of report, images and video are to be placed in one folder for submission to the Nodal office of NICL.
  11. Complaining to all the concerned authorities continuously, every week, if CCEs schedule is not submitted in advance or not conducted in the place pre-fixed, shall be done.
  12. Filling up of the CCE Form and obtaining the signatures of primary worker, farmer and any other functionaries. The existent CCE recording form used by the states (known by form II or any other name) will be preferred. The photographs of such forms should be collected.
  13. All the Soft/Hard copies as advised by NICL shall be submitted in respect of all the above duties enlisted under Activity "B".

## **ACTIVITY "C" – The Claims Part**

Successful Bidder shall down load the data from GOI Portal pertains to the claim areas, validate the same and map each claim with the type of claim reported. Apply Area correction methods to eliminate Area errors.

### **Local calamity (H,I,& L) losses and Post-Harvest losses ( Individual farmer losses/claims):**

1. Successful Bidder shall have their own Smart Phone App to capture the images of individual claims along with the Date/Time and GPS Tag/Coordinates. To take good quality digital

photographs of affected field with GPS tag (latitude & longitude up to 6 to 8 decimals each) and time stamp using mobile phone/cameras capturing (1) from North, South, West and East corners of the field and (2) one image each of surrounding two field/farm (3) if the field possess irrigation facility, 2-3 images certifying the facility.

2. Enough man power is to be deployed on the basis of various activities at various stages of the scheme and the delay on account of insufficient man power shall not arise at any given point of time
3. Successful Bidder must arrange for survey of all such losses, by the professionals as mentioned in the Operating Guidelines within 24 hours from the time of claim intimation from the farmers/NICL/Government Authorities/or from any other source.
4. To fill up the Claim Assessment Form and obtain the signatures of primary worker, farmer and any other functionaries.
5. Even without claim intimation also Successful Bidder can attend if they come to know about such losses by other means. However, each such intimation shall be given to Nodal office of NICL before proceeding. Each farmer's loss is considered as one claim. Hence one report for each claim along with photos and loss assessment shall be submitted to NICL in original.
6. Employ people who are qualified to carry out loss assessment as per guidelines of the PMFBY & RWBCIS schemes as well as IRDAI regulations in force. Such details are to be shared with NICL. Deploy State and district coordinators supported with sufficient number of skilled and trained personnel and furnish their contact details to NICL.
7. To collect proof of insurable interest in the form of copy of land records or revenue receipt.

#### **Yield Losses**

8. If the average yield of the crop for current season is less than the Threshold Yield as per the Government order, loss estimates are to be prepared Insurance Unit wise/District wise as per Operating Guidelines within 2 weeks from the date of releasing such order by the State Government and be submitted to NICL at the first instance.
9. Collection of form-2 – issued by the State Government for the season duly signed for each crop yield, shall be collected by the Successful Bidder.

#### **Prevented sowing losses**

10. Soon after the Government GO is released on such prevented sowing, Successful Bidder shall prepare estimates of loss Insurance Unit Area wise as per the Operational Guidelines and the data shall be collected and submitted to NICL.

### **General points for all types of losses –**

11. Successful Bidder would carry out surveys as specified under PMFBY guidelines. Further they shall also comply with the following guidelines / process for conducting the survey:
12. Survey should necessarily be supervised by an Agriculture Graduate or person having more than 2 years of experience in doing crop surveys and has good knowledge and understanding of crop to be surveyed Or Retired Government Officials of Agriculture / Horticulture / Extension Dept. having B.Sc (Agri) Qualification or Retired Bank Officials having experience in Crop Loan or KCC.
13. Survey must be done using a mobile application with each adequate number of GPS tagged images of the surveyed field being taken.

### **Identification of field where the claims are reported.**

14. To identify and mark the field from cadastral map or otherwise (identification method to be noted) as the field where the loss is reported.
15. To coordinate with the offices/officials of the State Government from agriculture, statistics, revenue or cooperation department for identification of affected field for loss assessment work.
16. Each survey report should have following documents or images with one close-up image and one image of entire area taken mandatorily:
  - a. Image of nearby field surrounding the surveyed field
  - b. Image of the farmer whose field was surveyed.
  - c. Image of close-up field affected along with the Surveyor allocated.
  - d. Image of the government observer who accompanied the Successful Bidder surveyor
  - e. All images must be GPS tagged with time and name stamping being done automatically through the app.
  - f. Surveyor should also collect the KYC documents viz., land record, Identity Proof, Photocopy of Bank Passbook and cross check and certify the same with the documents like sown certificate, etc. collected at the time of payment of premium duly assisted by the Successful Bidder.
  - g. Each survey form should be signed by the farmer, government observer and the surveyor and should contain the details of the loss including area affected, crop affected, date of sowing, date of loss event, date of reporting, extent of loss and details of plant count & plant status and stage of crop at the time of survey.
  - h. One minute length video of surveyed field and surrounding field should also be taken with GPS tag.

17. Successful Bidder should submit the survey reports within the time limit and provide the certified claim sheet & Certified Eligible farmers list on the basis of which the claims will be payable.
18. Successful Bidder should obtain NEFT/RTGS Mandate forms from banks for the payment of claim to them. After payment of claims to banks, and shall obtain Utilisation Certificate from bank confirming credit of farmer bank/loan account with claim amount.
19. If the payments are to be made to the farmers directly by NICL, under DBT norms of IRDA, Successful Bidder shall ensure that all the account numbers are correct and in case of transaction failure, they shall take up such issues with respective Bank or CSC or farmer and ensure payment.
20. Successful Bidder shall be able to provide regular weather reports and crop condition in case of RWBCIS. Wherever there are losses reported by the Government, the Successful Bidder shall submit detailed weather and remote sensing analysis.
21. In case of RWBCIS, term sheets are to be filled-in on daily basis and whenever the claim becomes payable same has to be informed to NICL immediately.
22. Service Provider's Software application shall be updated with all the claim details including UTR numbers for each farmer, after the claim payments are made.

**Special Investigation in case of High claims Ratio:**

23. In case of high claims are reported in many IUAs, if instructed by NICL, Successful Bidder shall conduct special investigation in the following ways despite of the fact of State Government's declaration of crop wise actual yields officially.
  - a. Bank Coverage Audit by visiting all Banks of High Loss ratio
  - b. Review of CCE images and data uploaded by the Government
  - c. Review of Form 2A and doing field visits to identify whether field mentioned in Form 2A is the same field where the experiment was actually conducted. This data needs to review on sample basis for 10% of the cases and to go for 100%.
  - d. MSP Procurement data from the government for last 5 years.
  - e. Enquiry in the nearby Mandis, where farmers sell their produce.
  - f. Loss comparison with neighbouring fields comparison
  - g. Any other methods the Successful Bidder feel fit to reduce the reported losses
24. All the Soft/Hard copies as advised by NICL shall be submitted in respect of all the above duties enlisted under Activity "C".



**PROFORMA FOR TECHNICAL BID****(On Agency's letterhead)****1. Bidder Information**

- a) **Name of the Firm/Company** :
- b) **Registered Office Address** :
- c) **Local office address** :

**2. Contact person**

- a) **Name** :
- b) **Designation** :
- c) **Mobile No** :
- d) **Landline No** :

**Bid Quoted for which Activity (Please tick /appropriate column)**

Activity	Enrolment of Farmers	Crop-Cutting Experiments (CCE)	All types of claims
	A	B	C
Tick appropriate column			

a) **Whether Financial Bid is being submitted activity wise?** Yes / No

b) **Whether EMD amount of Rs.25000 /- remitted by DD or NEFT ?**

If DD, DD No.....Date ..... Bank .....

If NEFT whether remitted within the cut-off date specified in Tender Document? Yes / No

If NEFT, UTR No.....Date ..... Bank through which remitted .....

**SHORT LISTING OF AGENCIES FOR EXECUTION OF PMFBY RELATED ACTIVITIES IN THE STATES OF ANDHRA PRADESH AND TELANGANA FOR KHARIF 2018 SEASON.**

**TECHNICAL BID**

(Wherever any response requires explanation please explain in detail and add additional sheets if required)

To,

Date:

The Manager, PMFBY  
 National Insurance Co Ltd,  
 Hyderabad Regional office,  
 D.No. 5-8-568, First Floor, Jubilee Building,  
 Nampally Station road, Abids,  
 Hyderabad – 500001.

Dear Sir,

We \_\_\_\_\_ as a Bidder hereby provide the details of our Firm/ Company as under: (provide a brief description about yourselves, activities, accomplishments etc)

We submit our response to the tender requirements as under:

S.No.	NICL'S REQUIREMENT	BIDDER'S RESPONSE ( proof to be attached for every response)
1	Bidder shall have their own software application and past experience in providing MIS with the help of software in respect of all the activities viz enrollment, CCEs and Claims. Modifications in the software to suit the needs of MIS of NICL. Access to the said software by NICL officers.	
2	Bidder's past experience in handling if <b>all the three activities are performed in one season for one Insurer</b> as per the Scope of activities mentioned in Annexure-I. Attach state wise/ season wise/ activity wise list.	
3	In Annexure-I, under Activity "A" (Enrollment of farmers and others), out of all the tasks enlisted, how many tasks can be handled and how many cannot be handled. Mention the para numbers under both the heads.	
4	Total number of CCEs witnessed so far. Mention state wise/ season wise number of CCEs witnessed so far.	

5	Total number of CCEs witnessed with smart phone app, with Date / Time / GPS Tag out of the above total CCEs. Mention state wise/ season wise list of CCEs witnessed with smart phone app	
6	Possibility of providing all the images and video clips as mentioned in Annexure-I, scope of cover, under the activity "B", CCEs.	
7	Instances of high technology used for CCEs in the past like using Drones, satellite images etc. for CCEs, Mention state wise/ season wise number of such CCEs.	
8	Average time taken for submission of CCE reports to Insurers after the last date of CCEs.	
9	Any difficulties faced in the past in getting the Schedule of planned CCEs in advance from State Governments. Is it difficult to get the same in AP & Telangana states?	
10	In Activity "B" of Annexure -I (CCEs), out of 13 tasks enlisted, how many Tasks can be handled and how many cannot be handled. Mention the para numbers under both the heads.	
11	Number of <b>individual farmers' claims</b> handled so far in the past with total claim amount assessed and number of farmers benefited out of it. Mention state wise/ season wise number of such claims.	
12	Number of <b>prevented sowing claims</b> handled so far in the past with total claim amount assessed and number of farmers benefited out of it. Mention state wise/ season wise number of such claims.	
13	Number of <b>yield loss claims</b> handled so far in the past with total claim amount assessed and number of farmers benefited out of it. Mention state wise/ season wise number of such claims.	
14	Number of claims handled under <b>RWBCIS</b> claims so far. Mention state wise/ season wise number of such claims.	

15	Number of weather stations audited so far. Mention state wise/ season wise number of such weather stations.	
16	Possibility of uploading IUA wise weather data as per the parameters of TERM Sheet of State Government in the software application of Bidder to know the losses real-time.	
17	Periodical submission of various summary reports and statistics as desired by NACL as per the Excel Templates given by NACL.	
18	Name the States of the country in which you feel you are strong as per your past experience in respect of the above services for Insurers.	

**Documents attached in proof the responses mentioned above.**

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

**So on..**

**Apart from the Documents of Proof mentioned above, following documents also shall be submitted 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 2015-16 and 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 GST Registration Certificate.
9. Tender Acceptance Letter on firm's letter head which should be filled, signed and Stamped / certified properly.
10. Copies of experience certificates/order for award of contract for related services.
11. Certificate that the company / agency have not been blacklisted by any Government / Ministry / Department / PSU, nor been debarred from dealing with any public Department.
12. 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.
13. Authorisation Letter for Authorised Signatory(ies).

Date: \_\_\_\_\_

Place: \_\_\_\_\_

(Name & Signature of the Agency)

**PROFORMA FOR FINANCIAL BID****(On agency's letterhead)****PMFBY/RWBCIS AP & TELANGANA STATES ( Rates given shall be applicable  
for both the States )****FINANCIAL BID FOR ACTIVITY "A"**

<b>ACTIVITY "A" including software application support for all the 3 activities as mentioned in Annexure-I</b>	<b>Unit</b>	<b>No.of Farmers</b>			
		<b>Upto 1 lakh</b>	<b>1-2 lakhs</b>	<b>2-3 lakhs</b>	<b>above 3 lakhs</b>
Loanee farmer	per farmer in Rs. & NP upto 2 decimals				
Non-Loanee farmers	per farmer in Rs. & NP upto 2 decimals				

Inspection/Audit of weather stations under RWBCIS Scheme in Telangana State, along with concerned dept officials of state Govt	<b>Rate per weather Station</b>	Rs.....
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Note: The Bidder should mention the financial value as per description mentioned in the above columns without changing or interpreting otherwise.

The rates to be quoted excluding GST. Appropriate GST will apply separately.

Date : \_\_\_\_\_

Place: \_\_\_\_\_

Name & Signature of the Agency

**FINANCIAL BID FOR ACTIVITY "B"**

ACTIVITY	CAPTIONED ACTIVITY	RS.
<b>B</b>	Witnessing and Monitoring of CCEs under PMFBY with 100% compliance of the activities mentioned in Annexure-I including use of mobile phone App, images and Video Clip with GPS Tag. (Rate per CCE )	Rs...../- Per CCE

Note : The Bidder should mention the financial value as per description (no decimals) mentioned in above columns without changing or interpreting otherwise.

The rates to be quoted excluding GST. Appropriate GST will apply separately.

Date : \_\_\_\_

Place: \_\_\_\_\_

Name & Signature of the Agency

**FINANCIAL BID FOR ACTIVITY "C"**

ACTIVITY	CAPTIONED ACTIVITY	RS.
<b>C.i.</b>	Conducting crop/claim Surveys under PMFBY Guidelines, if any reported or intimated. Amount to be quoted <b>per Survey report</b> which shall include the cost of all the images and Video clip with GPS Tags and 100% compliance with the list of activities mentioned in Annexure-I under the activity of <b>individual farmers claims</b> . Or with the limitations mentioned in Technical Bid.	Rs...../- Per Survey
<b>C.ii</b>	Processing the claims and providing MIS for <b>Prevented sowing Loss claims, Mid-season adversity losses</b> , if reported or intimated. Amount to be quoted, <b>Per Insurance Unit</b> which shall include all costs including cost of the images and Video clip with GPS Tag.	Rs...../-
<b>C.iii</b>	Processing the claims and providing MIS for <b>Yield Loss claims</b> , if reported or intimated. Amount to be quoted, <b>Per Insurance Unit</b> which shall include all costs including cost of the images and Video clip with GPS Tag.	
<b>C.iv</b>	<b>Special Investigation</b> as mentioned in Annexure-I, Scope of activities in case of high claims reporting if any. Amount to be quoted <b>Per Insurance Unit</b> . All the documents and MIS to be submitted to NICTL.	Rs...../-

Note : The Bidder should mention the financial value as per description (no decimals) mentioned in above columns without changing or interpreting otherwise.

The rates to be quoted excluding GST. Appropriate GST will apply separately.

Date : \_\_\_\_\_

Place: \_\_\_\_\_

Name & Signature of the Agency