

The Oriental Insurance Company Limited
(A Government of India Undertaking)
Regional Office- Patna

**NOTICE INVITING TENDER FOR HIRING SERVICES TO
EXECUTE VARIOUS NON-CORE ACTIVITIES RELATED
TO PMFBY IN JHARKHAND**



Issued By
Chief Regional Manager
The Oriental Insurance Company Limited
Regional Office ,Pirmohani, Kadamkuan, Patna

Registered Office : ORIENTAL HOUSE, A - 25/27, Asaf Ali Road, New Delhi – 110002

Tender Document

Notice inviting tender for hiring services to execute various non-core activities related to PMFBY in Jharkhand	
Office of issue	The Oriental Insurance Company Ltd., Regional Office,Pirmohani, Kadamkuan , Patna
Tender No.	OIC/PATNA/CROP/2018/01
Tender forms available at Website	www.orientalinsurance.org.in
Date of Issue / Publishing	20/06/2018
Last date of submission of bids	27/06/2018 2 PM
Place of submission of bids	The Oriental Insurance Company Ltd., Regional Office,Pirmohani, Kadamkuan , Patna
Date & Time of opening of technical bid	27/06/2018 at 5 PM
Place of opening of technical bid	The Oriental Insurance Company Ltd., Regional Office,Pirmohani, Kadamkuan , Patna
Date and time of opening of Financial bid	To be informed to qualified bidders
Place of opening of Financial bid	The Oriental Insurance Company Ltd., Regional Office,Pirmohani, Kadamkuan , Patna
Contact Details	Mr. Alok Kr. Singh,Seniorr Divisional Manager :- 9471000146, Mr. R K Prasad, Regional Manager:- 8447699385

Tenders are invited from reputed and experienced agencies/firms/companies for hiring services to execute noncore activities under Pradhan Mantri Fasal Bima Yojana for The Oriental Insurance Company Ltd. in the state of Jharkhand

Ref no: OIC/PATNA/CROP/2018/01

TENDER NOTICE

The Oriental Insurance Company Ltd invites sealed tender from reputed agencies/firms/companies for execution of various non-core activities related to implementing Pradhan Mantri Fasal Bima Yojana (PMFBY) in the State of Jharkhand

Tender documents containing full details of the activities to be executed can be downloaded from our portal www.orientalinsurance.org.in

The last date for submission of sealed technical and financial bid is **27/06/2018 2:00 PM** at below address:

The Oriental Insurance Company Ltd., Regional Office, Pirmohani, Kadamkuan , Patna

The technical bid will be opened on **27/06/2018 at 5:00 PM** in presence of bidder's representatives.

The company reserves the right to cancel the tender, reject any or all bids at any stage of the tender process without assigning any reason thereof.

1. Nature of tender

This tender is for seeking execution of specified non-core activities in implementation of PMFBY – for various jobs / functions to be assigned from time to time for state of Jharkhand. At present, we will be operating in 12 districts of the state viz. Ranchi, Khunti, Palamu, Latehar, Godda, Pakur, Hazaribagh, Ramgarh, Dhanbad, Bokaro, Paschim singhbhum and Koderma for Kharif 2017 and Rabi 2018

2. Eligible bidders

The bidder, before submitting the bid shall satisfy that it has all the required eligibility criteria and shall submit documentary proof for all the above mentioned eligibility criteria. The bid of any bidder failing to follow the mentioned criteria will be rejected and financial bid will not be opened.

All service providing Firms / Companies fulfilling following conditions are eligible to bid and must have more than one year service record beside experience in supporting insurers with PMFBY implementation and or having received any mandate within the last three years from any insurer for PMFBY, preferably from a PSU insurer.

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 company / public department.

b) The firm must be registered with all Government/statutory authorities such as GST Department, Income Tax Department, etc. as required in the normal course of business to render similar services.

c) The tax/PF/ESI /professional tax/minimum wage and allied liability arising out of manpower employment shall be the responsibility of the agency.

3. **Area of work**

Area of work would be confined mainly to districts allotted to OIC for implementing PMFBY in the state for allotted crops. Other areas may also be included depending upon requirement.

4. **Duration of Agreement**

The present work is in respect of Kharif and Rabi Crops of 2017-18 and this work is required to be completed within 15 days from date of award of work, failing to which ,1% of bill amount per day subject to maximum 10% of the bill amount will be deducted.

5. **Validity of rate quoted**

Rate quoted would remain valid for 1 year from date of submission of bid to enable insurer to finalize the terms and should be applicable during the entire period of tender tenure. No modifications shall be permitted after the deadline for submission of the Tender.

6. **Scope of Work**

Data entry and Data Upload

- a. Collection of documents/lists from banks , cooperative Bank/setups/Village level PACs/LAMPs of 12 districts allotted to OICL for Kharif 2017 and Rabi 2018.
- b. Sorting and organizing of information collected from the banks/cooperative setups ,comparing with portal data to identify farmers whose data is not yet uploaded in agri Portal.
- c. Offline data entry and uploading for farmers data on agri portal ,whose data is not yet uploaded in Agri Portal.

Sorting and Organizing the instruments (UTRs) and tallying with number of farmers

Reconciliation i.e Sorting and Organizing of Instruments (UTRs) & tallying with number of farmers on Agri Portal ,comparing it with proposals lying at different branches of District cooperative bank and elsewhere to identify mismatch if any.

7. **Instructions to Bidders**

- a) 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.
- b) No queries with regard to tender process will be entertained after the tender process is over.
- c) The company reserves the right to empanel one or more agencies for different district and / or different activities / functions subject to split clause – The insurer may, at its sole discretion allot the work to one or more Service providers based on bidders in ascending order agreeing to parity of rates quoted by L1. Basis of allotment will be decided later based on competencies of the bidders in ascending order and the volume of work involved subject to condition that L1 will be awarded the highest share.
- d) Bidder should have IT infrastructure and skilled manpower to perform tasks enlisted in this tender.

8. **Pre Bid meeting on 25/06/2018 at DO I Ranchi (Nodal Office PMFBY Jharkhand)**

There will be Pre-bid meeting on 25/06/2018 at

DO I Ranchi (Nodal Office PMFBY Jharkhand) ,

Address :- The oriental Insurance company Ltd, DO I Ranchi, Tiwary Inclave , Lalpur, Ranchi, Jharkhand .

Contact Person :- Mr. Alok Kr. Singh, Senior Divisional Manager, Mobile No :- 9471000146

Interested Bidders can attend the pre -bid meeting to get the clarification of their queries regarding the tender & get details of nature of work/activities .

9. **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 online only on OICL's Portal 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.

10. **Mode of submission of Bid**

The bid may be submitted by hand or through post / courier at the following address:

The Regional Manager, PMFBY Cell, The Oriental Insurance Company Ltd., Regional Office, Pirmohani, Kadamkuan , Patna -3

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. Bidders may be called to present their profile . Bid Documents will contain following in a large envelope:

1. **Technical Bid**
2. **Financial Bid**
3. **Bid / EMD Security**

1. Technical bid – To be submitted in single sealed envelope super scribed as “Shortlisting of agencies for PMFBY related activities – Technical bid”. 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.

Bidders have to submit copy of this tender document duly signed with stamp on each page implying acceptance of terms and conditions of this tender.

2. Financial bid – To be submitted in single sealed envelope super scribed as “Shortlisting of agencies for PMFBY related activities – Financial bid”. The financial bid shall contain the price to be submitted as per the attached **proforma** on their letter head with quoted rates, sign stamp and seal.

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

3. Bid / EMD security – Bidders shall have to furnish as part of bid, interest free EMD / bid security for an amount of Rs. 15,000/- in the form of an account payee Demand draft in favour of “The Oriental Insurance Company Limited” payable at Patna valid for 60 days beyond the final bid validity. A bid not accompanied by EMD / bid security shall be rejected summarily at the bid opening stage and returned to the bidder unopened.

- 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.
- EMD will be forfeited if the successful bidder fails to commence the work as per the award or violates any terms of the agreement to be executed with the successful bidder.

- In case the bidder submits any forged / irrelevant / misleading documents or information, the bid will be rejected and EMD forfeited.

The Demand Draft of EMD, Envelopes of Technical Bid and Financial bid shall be kept in a bigger single envelope super scribed as “Shortlisting of agencies for PMFBY Related Activities in the state of Jharkhand”

11. **Opening of bids**

Technical and Financial bids will be opened by Tender committee on the scheduled dates. One representative of the bidder shall be authorized and permitted to attend the bid opening process.

12. **Award of Contract**

OIC will award the contract as per the tender terms and successful bidder will be required to sign a separate Service Level Agreement in the format provided by OIC. OIC reserves the right to accept / reject any or all bids party or fully without assigning any reason thereof.

13. **ANNULMENT OF AWARD:**

- a) Read all the terms and conditions of the tender carefully before submitting the bids. The prospective bidders should ensure itself that it qualifies as per the technical criteria.
- b) All the relevant information pertaining to technical bid evaluation should be provided.
- c) In case bidder fails to provide any required documents as mentioned in the technical bid proforma, then the bid will be rejected as “technically unqualified”.
- d) 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.
- e) 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 OICL
- f) 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.

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.

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	_____ Years _____ Insurer
2.	Financial Status, turnover as per the audited accounts of the firm during each of the previous two financial years.	_____ Lakh Rs.
3.	Letter of recommendation from previous insurers	To be attached
4.	Technical Qualification Number of Agriculture Graduate personnel. Years experience in implementing PMFBY Number of members in team to be engaged district wise for OICL Detailed plan to implement the scope of work with number of days and manpower details.	

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 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 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 by bidder 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 by bidder that the company / agency is registered with all Government/statutory authorities such as GST Department, Income Tax Department, etc. as required in the normal course of business to render similar services.
14. 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
(On firm's letter head)

At present we have following 12 districts (Ranchi, Khunti, Palamu, Latehar, Godda, Pakur, Hazaribagh, Ramgarh, Dhanbad, Bokaro, Paschim singhbhum & Koderma) covering farmers in Jharkhand

Amount quoted by the bidder

	No of Farmers (Rabi & Kharif)(Approx)	Rate Quoted per farmer	Total Amount
Data Entry & Upload of Farmers data of 12 Disctricts	237740		
Sorting and Organising the instruments (UTR) and tallying with number of farmers of 12 districts	601398		
TOTAL			

Note:- L1 shall be decided on total amount Quoted.

Signature of authorized person with seal

Name of Authorised Signatory _____

Date: _____

Place: _____