

**DIRECTORATE OF AGRICULTURE AND FARMERS' WELFARE, HARYANA**  
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**E-TENDER NOTICE FOR SELECTION OF INSURANCE COMPANIES FOR CLUSTER-II AND III AS IMPLEMENTING AGENCY FOR IMPLEMENTATION OF PRADHAN MANTRI FASAL BIMA YOJANA FOR THE SEASON KHARIF 2019 AND RABI 2019-20.**

**Dated-27<sup>th</sup> March, 2019**

**( No. 3289/Stat. )**

The Department of Agriculture and Farmers' Welfare, Haryana invites e-tender for selection of insurance companies as implementing agency for implementation of Pradhan Mantri Fasal Bima Yojana for the season Kharif 2019 and Rabi 2019-20 as per details given in e-tender document for Cluster-II & III with some modification. Revised tender document is available on [www.agriharyana.gov.in](http://www.agriharyana.gov.in).

Insurance Companies empaneled by Department of Agriculture, Cooperation and Farmers Welfare, Ministry of Agriculture and Farmers Welfare, Govt. of India will be eligible to participate in this tender. Detailed e-tender notice indicating instructions, specifications, terms and conditions & critical schedule of e-tender may be downloaded from e-procurement portal i.e. <https://haryanaeprocurement.gov.in>.

E-tender will be accepted up to **1700 hours on 01<sup>st</sup> April, 2019**. The financial bids will be opened at **1000 hours on 02<sup>nd</sup> April, 2019** at the same venue as mentioned above in the presence of bidders who may wish to be present. The Director Agriculture and Farmers Welfare Haryana reserves the right to accept or reject any/all offers without assigning any reason thereof.

Director  
Agriculture and Farmers' Welfare Department,  
Haryana, Panchkula

**GOVERNMENT OF HARYANA  
DEPARTMENT OF AGRICULTURE AND FARMERS'  
WELFARE**

e-Tender

**FOR SELECTION OF INSURANCE COMPANIES FOR CLUSTER-II AND III AS  
IMPLEMENTING AGENCY FOR IMPLEMENTATION OF PRADHAN MANTRI  
FASAL BIMA YOJANA FOR THE SEASON KHARIF 2019 AND RABI 2019-20**

Tender No. \_\_\_\_\_

**REQUEST FOR PROPOSAL REGARDING SELECTION OF INSURANCE COMPANIES FOR CLUSTER-II & III AS IMPLEMENTING AGENCY FOR IMPLEMENTATION OF PRADHAN MANTRI FASAL BIMA YOJANA FOR THE SEASON KHARIF 2019 AND RABI 2019-20**

Reference No.:

Dated:

Mode of Bid Submission	Online through e-Procurement/ e-Tendering system at <a href="https://haryanaeprocurement.gov.in">https://haryanaeprocurement.gov.in</a>
Name and Address of Procuring Entity	Director, Department of Agriculture and Farmers' Welfare, Govt. of Haryana, Krishi Bhawan, Sector-21, Panchkula - 134110
Name and Address of Project Officer	Joint Director (Statistics), Directorate of Agriculture and Farmers' Welfare, Govt. of Haryana, Krishi Bhawan, Sector-21, Panchkula. Ph- 0172-2586833, E-mail: <a href="mailto:jdstat.agrihry@gmail.com">jdstat.agrihry@gmail.com</a>
Bidding Document Fee	<b>Rs. 10000/- (Rupees ten Thousand only)</b>
E-service Fee	Rs. 1000/- (Rupees One Thousand only)
Bid Validity	Three months from the date of opening of financial bids.
Name of Bidding Company/Firm	
Contact Person (Authorized Bid Signatory)	
Correspondence Address	
Mobile /Telephone & Fax Nos.	
E-mail Address	

## ABBREVIATIONS & DEFINITIONS

Authorized Signatory	The bidder's representative/officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective bidding firm/company.
Bid	A formal offer made in pursuance of an invitation by a procuring entity and includes any tender, proposal or quotation.
Bidder	Insurance Companies empaneled by Department of Agriculture, cooperation and Farmers Welfare, Ministry of Agriculture and Farmers Welfare, Govt. of India participating in the procurement/ bidding process with the procurement entity.
Bidding Document	Documents issued by the procuring entity, including any amendments thereto, that set out the terms and conditions of the given procurement and include the invitation to bid.
Competent Authority	An authority or officer to whom the relevant administrative or financial powers have been delegated for taking decision in a matter relating to procurement.
Completion	Means the fulfillment of the services by the successful/ selected bidder in accordance with the terms and conditions set forth in the Contract.
Contract	Means the Agreement entered into between the Department of Agriculture and Farmers Welfare, Haryana and the successful/ selected bidder, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
Contract Document	Means the documents listed in the Agreement, including any amendments thereto.
Contract/ Procurement Contract	A contract entered into between the procuring entity and a successful bidder concerning the subject matter of procurement.
Delivery	Means the transfer of the services from the successful/ selected bidder in accordance with the terms and conditions set forth in the Contract.
Director	Director, Department of Agriculture and Farmers' Welfare, Government of Haryana.
DoAFW	Department of Agriculture and Farmers' Welfare, Government of Haryana.
GoI/ GoH	Govt. of India/ Govt. of Haryana.

IA	Implementing Agencies
IFB	Invitation for Bids (A document published by the procuring entity inviting bids relating to the subject matter of procurement and any amendment thereto and includes notice inviting bid and request for proposal) .
ITB	Instruction to Bidders
LoA	Letter of Acceptance
LoI	Letter of Intent
NIB	Notice Inviting Bid
PAN	Permanent Account Number
Project Period	The Project Period shall commence from the 1 <sup>st</sup> April 2019 to 31 <sup>st</sup> March 2020 or all liability paid by the insurance company and resolved all the issues during the Insurance Period, whichever is later.
Purchaser/ Tendering Authority/Procuring Entity	Person or entity that is a recipient of a good or service provided by a seller (bidder) under a purchase order or contract of sale. Also called buyer. Department of Agriculture and Farmers' Welfare, Haryana in this tender.
PMFBY	Pradhan Mantri Fasal Bima Yojana
RFP	Request for Proposal
Services	Means all of the services relating to implementation of Pradhan Mantri Fasal Bima Yojana (PMFBY).
Service Provider/ Selected Bidder	Means the bidder whose Bid has been accepted by the Purchaser, and includes the legal successors or permitted assigns of the successful/ selected bidder.
State Government	Government of Haryana (GoH)
State Public Procurement Portal	<a href="https://haryanaeprocurement.gov.in">https://haryanaeprocurement.gov.in</a>

# 1. INVITATION FOR BIDS (IFB) & NOTICE INVITING BIDS (NIB)

## 1.1 Invitation for Bids

1.1.1 E-tender Enquiry No.:  
Payment to be made online

Dated:

Description of Work	Estimated cost	EMD to be deposited	Tender Document Fee and E-Services Fee	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid Preparation & Submission
For selection of insurance companies for cluster-II and III as implementing agency for implementation of pradhan mantri fasal bima yojana for the season kharif 2019 and rabi 2019-20	Not Applicable	Not Applicable	Rs. 1,0000/- (Tender Document Fee) + Rs. 1,000/- (e-Services Fee)	March 28, 2019	April 01, 2019

### N.B.

- (i) If the said date is declared to be holiday for the DoAFW, it shall be deemed to remain open for acceptance on the following working day.
- (ii) The Director may at his discretion extend this date and this shall be binding on the tenderer(s).

1.1.2 Financial bids will be invited for Kharif 2019 and Rabi 2019-20 seasons.

### Important Note:-

- (i) The Applicants/tenderers have to complete 'Application/Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant/tenderer fails to complete his /her aforesaid stage in the stipulated online time schedule for this stage, his/her Application/tenderers status will be considered as 'Application/ bids not submitted'.
- (ii) Applicant/tenderer must confirm & check his/her Application/tender status after completion of his/her all activities for e-tendering.
- (iii) Applicant/tenderer can rework on his/her tender even after completion of preparation & submission stage (Application/tenderer stage), subject to the condition that the rework must take place during the stipulated time of the Application/tenderer stage.

## 1.2 Notice Inviting Bid

1.2.1 The Payment for Tender Document Fee and e-services Fee shall be made by eligible bidder online directly through Debit Cards and Internet Banking Accounts. (Please refer to "Online Payment Guideline" available at the e-Tender portal of Govt. of Haryana and also mentioned under the Tender document).

1.2.2 Intending tenderers will be mandatorily required to online sign-up (create user accounts) on the website at <http://haryanaeprocurement.gov.in> to be eligible to participate in the e-tender.

1.2.3 The instructions to bidders on Electronic Tendering System are given in **Annexure-1**. These conditions will over-rule the conditions stated in the tender document, wherever relevant and applicable.

## 2. PROJECT PROFILE AND BACKGROUND

### 2.1 Crops and area:

(i) That the PMFBY Scheme will be implemented in the entire State of Haryana covering all districts and following crops:

**a. Kharif - 2019**

- (i) Paddy,
- (ii) Bajra,
- (iii) Maize,
- (iv) Cotton,

**b. Rabi- 2019-20**

- (v) Wheat,
- (vi) Gram,
- (vii) Barley,
- (viii) Mustard,
- (ix) Sunflower

(ii) **Cluster Approach:**

(a) The PMFBY Scheme will be implemented in the State on a cluster approach basis. The entire State has been divided into 3 clusters as under:

<b>Cluster-II</b>	<b>Cluster-III</b>
Ambala	Yamuna Nagar
Karnal	Panipat
Sonapat	Palwal
Hisar	Rohtak
Jind	Fathebad
Mohindergarh	Jhajjar
Gurgaon	Mewat
	Charki Dadri

(b) Only one insurance company will be selected for each cluster through the bidding process and will be designated as the Implementing agency to be said cluster.

(c) One Insurance company can win more than one cluster if they are lowest in more than one cluster.

(iii) The unit for implementation of PMFBY Scheme will be the village / revenue estate.

(iv) The stages of the crop and risks leading to crop loss shall be covered as per the revised Operational Guidelines (OGs) of PMFBY.

### 2.2 Coverage of farmers:

(i) **Compulsory Component:** All farmers availing Seasonal Agricultural Operation (SAO) loans from financial institutions (i.e. loanee farmers) for the notified crops are to be covered compulsorily.

- (ii) **Voluntary Component:** The scheme is optional for non-loanee farmers. All farmers who have not availed any crop loan and are willing to get covered under PMFBY can purchase insurance through Banks/ Insurance Companies / their designated agents.

### 2.3 Coverage of Risks

Following stages of the crop risks leading to crop loss are covered under the Scheme. Addition of new risks by the State Govt. other than the one mentioned below, by the State Govt. is not permitted.

- i. **Prevented Sowing/Planting/Germination Risk:** Insured area is prevented from sowing/ planting/germination due to deficit rainfall or adverse seasonal/weather conditions.
- ii. **Standing Crop (Sowing to Harvesting):** Comprehensive risk insurance is provided to cover yield losses due to non-preventable risks, viz. Drought, Dry spell, Flood, Inundation, widespread Pests and Disease attack, Landslides, Fire due to natural causes, Lightening, Storm, Hailstorm and Cyclone.
- iii. **Post-Harvest Losses:** Coverage is available only upto a maximum period of two weeks from harvesting, for those crops which are required to be dried in cut and spread / small bundled condition in the field after harvesting against specific perils of Hailstorm, Cyclone, Cyclonic rains and Unseasonal rains.
- iv. **Localized Calamities:** Loss/damage to notified insured crops resulting from occurrence of identified localized risks of Hailstorm, Landslide, Inundation, Cloud burst and Natural fire due to lightening affecting isolated farms in the notified area. Inundation peril is not applicable in case of hydrophilic crops like Paddy, Sugarcane as per condition mentioned in 25.5.9.1 (2) of revised operational guideline of Pradhan Mantri Fasal Bima Yojana.
- v. **Risk inception date:** - The risk under PMFBY will commence from the date of notification of the scheme or date of commencement of season whichever is earlier.
- vi. **Add-on coverage for crop loss due to attack by wild animals:** The States may consider providing add-on coverage for crop loss due to attack by wild animals wherever the risk is perceived to be substantial and is identifiable. Detailed protocol and procedure for evaluation of bids will be issued separately by GOI in consultation with Ministry of Environment and Forest and GIC Re. The add-on coverage will be optional for the farmers and applicable notional premium will be borne by the farmer, however the State Govts. may consider providing additional subsidy on this coverage, wherever notified. The actuarial premium rates for add-on coverage should be sought in the bid itself from the Insurance Companies, however



the add-on actuarial premium rate will be considered separately and shall not form part of evaluation of L1.

- vii. State Govts./UTs ,in consultation with SLCCCI, can exclude any of the aforesaid perils listed above which is not prevailing in their State/UT
- viii. Yield loss damage for localized calamities and post-harvest losses will be assessed on the basis of individual insured farm level and hence lodging of loss information by farmer/designated agencies is essential. For remaining risks losses are due to widespread calamities. Hence lodging of information for claims by insured farmers / designated agencies for such wise spread calamities is not essential. Claims will be calculated based on the loss assessment report/average yield submitted by concerned State Govt.

#### **2.4 Exclusions:**

**General exclusions:** Losses arising out of war and nuclear risks, malicious damage and other preventable risks.

#### **2.5 Selection of Insurance Company as Implementing Agency:**

- (i) The final selection of Implementing Agency (IA) from the bidders will be based on the lowest weighted average premium quoted by the Company for all notified crops within the cluster. The Insurance company quoting Lowest weighted average premium rate in the cluster would be declared as L-1 and will implement PMFBY for both loanee and non-loanee farmers. If any company declines after being declared L-1, the company will be barred for the coming season.

#### **(ii) Deleted**

#### **2.6 Premium rate and subsidy:**

- (i) All farmers (loanee or non-loanee) enrolled under PMFBY would be entitled for subsidy on the premium. Farmers will have to pay maximum 2.00% for Kharif Crops and 1.50% for Rabi Crops of the sum insured or actuarial premium rate, whichever is lower.
- (ii) Premium rates for Add-on coverage for crop loss due to attack by wild animals to be quoted one single rate for entire cluster both the season and all the crops. This rate is capped for maximum 1 % of Sum Insured for Kharif & Rabi for all the crops. It will be optional for farmers. Add on rate will not be applicable for consideration of L1/bidding rates.
- (iii) The difference between the actuarial premium rate and farmer share would be equally borne by the State Government and Central Government in the ratio of 50:50.

- (iv) 3% additional subsidy will be provided on Cotton crop as per the decision of Government.
- (v) Threshold & Actual Yield for Paddy will be given in Rice & Threshold & Actual Yield for Cotton will be given in Lint.
- (vi) The premium rates should be quoted maximum two decimal points.

### **2.7 Claim liability:**

Insurers shall be responsible to settle all the admissible claims to be raised due to the conditions/eventualities as detailed in revised operational guidelines of PMFBY. Insurers shall be responsible for payment of claims upto the ceiling as mentioned in the revised operational guidelines of PMFBY. The claim should be settled within the prescribed time limits after receipt of yield data. Penal interest @ 12% per annum will be recovered on admissible pending claims amount, if Insurance Companies keep claims pending beyond 30 days after uploading of AY on Portal and releasing all admissible subsidy for the crop(s).

### **2.8 Bank Services Charges:**

- (i) Bank and other financial institutions etc. shall be paid service charges @ 4% of the premium collected from farmers. Other insurance intermediaries as authorized by State Government of Haryana and IRDA in consideration/approval from Haryana Govt.
- (ii) Common Service Centre (CSC) shall be paid service charge @ 4% of the premium collected from farmers.

### **2.9 Sum Insured and Indemnity Level:**

- (i) The crop wise Sum insured and approximate area under different crops is given in Annexure-II. It should be noted that the area mentioned in Annexure-II is only estimate and will be used only for the purpose of calculating the Weighted Average Premium Rate to know the lowest bidder (L-1). The actual area under various crops may differ.
- (ii) The indemnity level will be 90% in case of all the crops.
- (a) The Average Yield in case of various crops is given in Annexure - IV. In case of districts/ blocks in respect of which historical data is not available the average Threshold Yield of the State will be taken as the Threshold Yield. For Kharif Threshold Yield the yield Database of Current year 2018 will be shared with successful bidder for Claim equalization.

### **2.10 The seasonality discipline (PMFBY): for various crops is given in Annexure -III.**

### **2.11 Role of Insurance Companies:**

- (i) Ensuring payment of bank/intermediary service charges to banks @ 4% of the premium collected from banks.
- (ii) Providing monthly progress returns/ statistics/ information to State and Central Government.
- (iii) Endeavouring for 100% coverage of the loanee farmers through Banks / Financial Institution, etc.
- (iv) Facilitate the bank branches/ intermediaries/ agents to upload the details of insured farmers and beneficiaries with all requisite details on Crop Insurance portal well in time.
- (v) Redressal of all Public Grievances within the time fixed by IRDA. Provide toll free number where farmers can approach for redressals of grievance, intimate claims in case of localized calamity, seek information on coverage, etc.
- (vi) The coverage of loanee farmers should be carried out by insurance companies themselves, use of agents / brokers are not allowed.
- (vii) Claim processing and payment to Banks/Farmers within the prescribed timelines.
- (viii) The claim should be settled within the prescribed time limits after receipt of yield data. Penal interest @ 12% per annum will be recovered on admissible pending claims amount, if Insurance Companies keep claims pending beyond 30 days after uploading of AY on Portal and releasing all admissible subsidy for the crop(s).
- (ix) As per revised operation guidelines the Insurance Companies should “facilitate the bank branches / intermediaries / agents to upload the details of insured farmers and beneficiaries with all requisite details on crop insurance portal well in time”.
- (x) Marketing and publicity of scheme, Insurance Company will ensure the marketing and publicity of the scheme and submit a report with photographs to State and Central Government.
- (xi) Distribution of Declaration form/proposal form to bank/financial institution branch.
- (xii) Submission of reports to State and Central Government.
- (xiii) Adequate publicity needs to be given in all the villages of the notified districts/areas. All possible means of electronic and print media, farmer’s fair, exhibitions, SMS, short films, and documentaries shall be utilized to create and disseminate awareness about provisions and benefits of the Scheme among the cultivators and the agencies involved in implementing the Scheme. Agriculture/ Cooperation Departments of the State shall work out appropriate plan for awareness generation and publicity on an ongoing basis from three months prior to the start of coverage

period. Similarly, Insurance Companies will conduct Publicity and Awareness immediately on receipt of award of work. All the publicity material/ information should necessarily be uploaded on the National Crop Insurance Portal along with coverage/frequency/duration date etc.

- (xiv) The selected Insurance Company shall ensure coverage of at least 50% area under notified crops.
- (xv) The selected insurance companies shall provide farmers wise list of beneficiaries along with amount credited within one month of cut-off date notified for the respective seasons. 10% of total benefited farmers has to be physically verified by submitting their proof of claim amount paid to their respective bank accounts. Failing which will have penalty of Rs. 10 Lakh per season the amount will be adjusted towards final payment to insurance company.
- (xvi) The selected insurance company shall provide list of insured farmers along with policy number, insured name, premium debited amount and area insured same has to be sent to each farmer via SMS in their respective mobile numbers.
- (xvii) The selected insurance company shall verify 10% of total insured farmers for area insured and crop sown.
- (xviii) The Selected insurance company will prepare online MIS of insured farmers, list of clement farmers under localized claims and list of beneficiary's farmers, this data should be sync with PMU situated at Directorate level. The expenses for above said MIS will be equally shared in all selected implementing agencies.
- (xix) The state government is committed for transparency and effectiveness in yield loss assessment process. At least One block of each district total number of CCEs in each block shall be conducted through drone, Satellite image and Remote sensing technology (RST) and artificial intelligence.
- (xx) Farmers data will be provided by the Department of Agriculture and Farmers Welfare on payment basis i.e Rs. twenty per farmers for insurance purpose. This is administrative of insurance company and will not part of premium of farmers and government.
- (xxi) The selected insurance company shall upload the data of beneficiaries on web portal of the Department/ government strictly within the timelines as mentioned in revised operational guidelines of PMFBY.
- (xxii) The selected Insurance Companies shall compulsorily enroll non-loanee farmers at least 30000 in their respective clusters.
- (xxiii) Insurance company must spend 0.5% of the total gross premium for publicity expenses at the field level and the corresponding

details should be submitted to GOI and State govt. at the end of every season. In case of expenditure in this category is less than 0.5% of total Gross Premium, the IC shall deposit the difference in Technology fund Department of Agriculture & Farmers Welfare Haryana within 3 months of cut-off date for enrolment. Entire publicity campaign will undertake under collaboration/joint publicity & awareness program.

- (xxiv) (Amended) **Selected Insurance companies compulsorily spend at least 2% of total Gross premium (Farmer, State & GOI) collected on “Use of Technology in PMFBY” for establishment of network of Automatic Weather Station, drone, RST etc. at their own cost.**
- (xxv) State Govt. shall notify concerned weather data provider/ expert agency whose report/ methodology would be used in assessing the extent of losses and computation of claims. Cost of such weather data shall be borne by the concerned Insurance Companies as per the notified monthly rates in other PMFBY implemented states. The notified AWS and ARG should fulfil/ meet the standards/ norms/ criteria specified by the concerned authorities from time to time.
- (xxvi) The selected insurance agency shall open State Level Office in the premises of Directorate of Agriculture and Farmers Welfare, Krishi Bhawan, Sector 21, Panchkula. The rent for said premise will be applicable as per rent rate fixed by Public Works Department of Haryana.
- (xxvii) The Department of Agriculture and farmer’s welfare shall start Joint Call Centre immediately after issue the work order at Directorate of Agriculture and Farmers Welfare, Haryana. Recurring cost and Manpower will be provided by implementing insurance company.
- (xxviii) The Director Agriculture & FW will prepare publicity and awareness programme of PMFBY, the insurance companies will bear the expenditure in equal ratio.
- (xxix) The selected insurance companies must deploy well qualified and trained persons at Block level. Implementing Agency must open exclusive offices at district and block level with landline phone number after due clearance of respective DDA, Common Service Centre Offices will not consider as offices in this category.
- (xxx) Time frame for loss assessment (Preventing Sowing, Localized risks, mid-term adversities, post-harvest loss) and submission of report:

- (a) The Insurance Company shall appoint loss assessors for assessment of losses due to localized risk in accordance with IRDI Provisions.
  - (b) Shall appoint loss assessor within 48 hours of reporting of localized risk.
  - (c) Shall complete the loss assessment process within next 10 days.
  - (d) Shall settle the claim in the next 15 days failing which Rs. 10000/- penalty will be imposed per case.
  - (e) The assessment of affected area shall be done in terms of percentage of sum insured.
- (xxxii) The Insurance Company shall verify the data of insured farmers pertaining to area insured, area sown, address, bank account number (KYC) as provided by the banks independently on its own cost within two months of the cutoff date and in case of any correction must report to the state government failing which no objection by the Insurance Company at a later stage will be entertained and it will be binding on the Insurance Company to pay the claim.
- (xxxiii) The Insurance Company shall accept the data generated by use of technology such as satellite, remote sensing, drone, automated weather stations etc. used by the Government for verification of crops, area discrepancies, loss due to localized risks, midterm losses, yield losses etc. In case the data generated by technology is verified and supported by ground truth, the Insurance Company shall be bound by the said data.
- (xxxiiii) In case of any grievance in any particular district pertaining to claim of any farmer, the decision of the District Level Monitoring Committee (DLMC) headed by the Deputy Commissioner of the respective district shall be final and binding on the Insurance Company. The concerned implementing agency will be bound to implement the decision of the DLMC within 15 days of the order of the DLMC failing which financial penalty of Rs. 2000/- per day of delay per case. The penalty will be imposed on the delinquent implementing agency and recovered from the subsidy amount to be paid to the said insurance company by the Director Agriculture and Farmers Welfare, Haryana, Panchkula. Similarly if the bank is responsible for non-settlement of claim, the amount will be recovered from bank under various recovery provisions of the Government under land revenue act. All disputes arising out of the decision of the DLMC shall be subject to the jurisdiction of local

Courts / Consumer Court of the respective District. Non implementation of the decision of the DLMC by the insurance company will invite debarment for future participation in bidding process.

## **2.12 Role of the State Government**

- (i) Within reasonable time after sowing State Government will furnish the unit wise notified cropped area sown to respective IA.
- (ii) State Government will submit CCE's results of all notified crops for notified area in standard format within stipulated date to respective IA.
- (iii) State Govt. will provide Crop Cutting Experiments data of multi picking crops (Cotton) as per procedure mentioned in revised operational guidelines of PMFBY issued by GOI.
- (iv) Awareness and publicity – extensive efforts to generate publicity and create awareness of PMFBY at grass-root levels / locations including bank branches.

## **2.13 General Terms and Conditions:**

- i. Any modification/ amendment/ change of schedule/ date and other clause to be added later on will be the part of tender document and informed accordingly.
- ii. The selected insurance company will execute Service Level Agreement with the State Government / its representative which will remain valid for the entire crop insurance period or till the settlement of all claims of that particular season (Kharif or Rabi) whichever is later.
- iii. Government reserves the full right to cancel this Bid as a whole or in any part or of any firm without assigning any reason whatsoever at any stage.

## **3. QUALIFICATION/ ELIGIBILITY CRITERIA**

All Insurance Companies empaneled by Dept. of Agriculture, Cooperation and Farmers Welfare, Ministry of Agriculture & Farmers Welfare for implementation of Pradhan Mantri Fasal Bima Yojana (PMFBY).

## **4. PROJECT DELIVERABLES, MILESTONES & TIME SCHEDULE**

The Bidder will be responsible to implement Pradhan Mantri Fasal Bima Yojana project related tasks as mentioned in scope above & project activity/ Job Description mentioned below. As part of the project deliverables, the Bidder needs to prepare and submit the following documents as per the frequency mentioned in the table below:

<b>Sr. No.</b>	<b>Deliverable</b>	<b>Frequency</b>	<b>Timeline</b>
1	Starting of the work.	One-Time in Kharif 2019 and Rabi 2019-20	From 1 <sup>st</sup> April, 2019 to 31 <sup>st</sup> March 2020 or all liability paid by the insurance company and resolved all the issues during the Insurance Period, whichever is later.
2	Providing the list of staff engaged duly signed by the bidder.	One time and as required thereafter.	Within 7 days from start of work and on 1 <sup>st</sup> of every month.
3	Report	Weekly	Weekly

## **5. Downloading of Bidding/ Tender Documents**

The downloading of bidding documents shall be commenced from the date of publication and shall be stopped on the date mentioned in Notice Inviting Bid. The complete bidding document shall be placed on the <http://haryanaeprocurement.gov.in>. The prospective bidders shall be permitted to download the bidding document from the websites and pay its price while submitting the Bid to the procuring entity.

## **6. Changes in the Bidding Document**

- (a) At any time, prior to the deadline for presenting bids, the procuring entity may for any reason, whether on its own initiative or as a result of a request for clarification by a bidder, modify the bidding documents by issuing an addendum in accordance with the provisions below.
- (b) In case, any modification is made to the bidding document or any clarification is issued which materially affects the terms contained in the bidding document, the procuring entity shall publish such modification or clarification in the same manner as the publication of the initial bidding document.
- (c) In case, a clarification or modification is issued to the bidding document, the procuring entity may, prior to the last date for submission of bids, extend such time limit in order to allow the bidders sufficient time to take into account the clarification or modification, as the case may be, while submitting their bids.
- (d) Any bidder, who has submitted his bid in response to the original invitation, shall have the opportunity to modify or re-submit it, as the case may be, within the period of time originally allotted or such extended time as may be allowed for submission of bids, when changes are made to the bidding document by the procuring entity:

Provided that the bid last submitted or the bid as modified by the bidder shall be considered for evaluation.

## **7. Period of Validity of Bids**

- (e) Bids submitted by the bidders shall remain valid till three months after the date of opening of the financial bids.

## **8. Format and Signing of Bids**

- (a) Bidders must submit their bids online at e-Procurement portal i.e. <http://haryanaeprocurement.gov.in>.



- (b) All the documents uploaded should be digitally signed with the DSC of authorized signatory and uploaded only in PDF format with clear readability and prescribed filename as mentioned in the table below.

**Financial bid shall include the following documents: -**

<b>Sr. No.</b>	<b>Documents Type</b>	<b>Document Format</b>
1.	Financial Bid – Covering Letter	On bidder’s letter head duly signed by authorized signatory as per <b>Annexure-8.</b>
2.	Financial Bid – Format	As per BoQ (.XLS) format available on e-Procurement portal. Financial bids for Kharif 2016 and Rabi 2016-17 should be submitted separately.

The bidder should ensure that all the required documents, as mentioned in this bidding document, are submitted along with the Bid and in the prescribed format only. Non-submission of the required documents or submission of the documents in a different format/ contents may lead to the rejection of the Bid submitted by the bidder.

**9. Cost & Language of Bidding.**

- (a) The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the procuring entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- (b) The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the procuring entity, shall be written only in English Language. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English/ Hindi language, in which case, for purposes of interpretation of the Bid, such translation shall govern.

**10. Withdrawal, Substitution, and Modification of Bids**

- (a) If permitted on e-Procurement portal, a Bidder may withdraw its Bid or re-submit its Bid (technical and/ or financial) as per the instructions/ procedure mentioned at e-Procurement website.
- (b) Bids withdrawn shall not be opened and processed further.
- (c) No bid shall be withdrawn, substituted, or modified after the last time and date fixed for receipt of bids.

**11. Opening of Bids**

- (d) The Bids shall be opened by a Committee of Officers on the date and time mentioned in the NIB in the presence of the bidders or their authorised representatives who choose to be present.
- (e) All the documents comprising of Technical Bid shall be opened & downloaded from the e-Procurement website [only for the bidders who have submitted the prescribed fee(s)].
- (f) The Committee shall conduct a preliminary scrutiny of the opened technical Bids for verification of required documents.
- (g) The Financial Bid cover shall be kept unopened and shall be opened later on the date and time intimated to the bidders who qualify in the evaluation of Technical Bids.

**12. Clarification of Bids**

- (h) To assist in the examination, evaluation, comparison and qualification of the bids, the Committee may, at its discretion, ask any bidder for a clarification regarding its bid.
- (i) Any clarification submitted by a bidder with regard to its bid that is not in response to a request by the Committee shall not be considered.
- (j) No change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Committee in the evaluation of the financial bids.
- (k) No substantive change to qualification information or to a submission, including changes aimed at making an unqualified bidder, qualified or an unresponsive submission, responsive shall be sought, offered or permitted.

**13. Evaluation of Financial Bids**

- (a) The conditional bids are liable to be rejected.
- (b) If there is a discrepancy between words and figures in the financial bid, the amount in words shall prevail.
- (c) The weighted average premium rate would be consider for bidding. IAs enclosed details premium of each crop and each district in Annexure X.
- (d) The final selection of Implementing Agency (IA) from the bidders will be based on the lowest weighted average premium quoted by the Company for all notified crops within the cluster. The Insurance company quoting Lowest weighted average premium rate in the cluster would be declared as L-1 and will implement PMFBY for both loanee and non-loanee farmers. If any company declines after being declared L-1. The IAs barred for bidding in coming season.
- (e) Deleted**
- (f) In case the rates are considered very high, fresh Bids shall be invited.

**14. Exclusion of Bids/ Disqualification**

- A procuring entity shall exclude/ disqualify a Bid, if: -
- i) the information submitted, concerning the qualifications of the bidder, was false or constituted a misrepresentation; or
  - ii) the information submitted, concerning the qualifications of the bidder, was materially inaccurate or incomplete; and
  - iii) the bidder is not qualified as per eligibility criteria mentioned in the bidding document;
  - iv) the Bid materially departs from the requirements specified in the bidding document or it contains false information;
  - v) the bidder, submitting the Bid, his agent or any one acting on his behalf, gave or agreed to give, to any officer or employee of the procuring entity or other governmental authority a gratification in any form, or any other thing of value, so as to unduly influence the procurement process;
  - vi) a bidder, in the opinion of the procuring entity, has a conflict of interest materially affecting fair competition.
- (g) A Bid shall be excluded/ disqualified as soon as the cause for its exclusion/ disqualification is discovered.

**15. Acceptance of the successful Bid and award of contract**

- (a) The procuring entity after considering the recommendations of the Committee shall accept or reject the successful Bid.
- (b) A Bid shall be treated as successful only after the competent authority has approved the procurement in terms of that Bid.
- (c) The procuring entity shall award the contract to the bidder whose offer has been determined to be the lowest and if the bidder has been determined to be qualified to perform the contract satisfactorily on the basis of qualification criteria fixed for the bidders in the bidding document.

- (d) If the issuance of LoA is likely to take time, in the meanwhile a LoI may be sent to the bidder. The acceptance of an offer is complete as soon as the LoA or LoI is posted and/ or sent by email to the address of the bidder given in the bidding document. Until a formal contract is executed, the LoA or LoI shall constitute a binding contract.

**16. The Director Agriculture reserve the right to accept or reject any or all Bids**

The Director Agriculture reserves the right to accept or reject any Bid, and to annul (cancel) the bidding process and reject all Bids at any time prior to award of contract, without thereby incurring any liability to the bidders.

**17. Execution of agreement**

- (a) A contract shall come into force from the date on which the LoA or LoI is dispatched to the bidder.
- (b) The successful bidder shall sign a MoU, within 7 days from the date on which the LoA or LoI is dispatched to the successful bidder, on a non-judicial stamp of specified value at its cost and to be purchased from anywhere in Haryana.

**18. Code of Integrity for Bidders**

- (a) The bidders shall observe and follow the code of integrity: -

**1. Prohibiting:**

- i) any offer, solicitation or acceptance of any bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process;
- ii) any omission, including a misrepresentation that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- iii) any collusion, bid rigging or anti-competitive behaviour to impair the transparency, fairness and progress of the procurement process;
- iv) improper use of information shared between the procuring entity and the bidders with an intent to gain unfair advantage in the procurement process or for personal gain;
- v) any financial or business transactions between the bidder and any officer or employee of the procuring entity;
- vi) any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- vii) any obstruction of any investigation or audit of a procurement process;

**2. disclosure of conflict of interest;**

**3. disclosure by the bidder of any previous transgressions with any entity in India or any other country during the last three years or of any debarment by any other procuring entity.**

- (b) Without prejudice to the provisions below, in case of any breach of the code of integrity by a bidder or prospective bidder, as the case may be, the The Director Agriculture may take appropriate measures including:

- i) exclusion of the bidder from the procurement process;
- ii) calling-off of pre-contract negotiations and forfeiture or encashment of bid security;
- iii) forfeiture or encashment of any other security or bond relating to the procurement;
- iv) recovery of payments made by the procuring entity along with interest thereon at bank rate;
- v) cancellation of the relevant contract and recovery of compensation for loss incurred by the procuring entity;
- vi) Debarment of the bidder from participation in future procurements.

## **19. GENERAL TERMS AND CONDITIONS FOR IMPLEMENTING AGENCIES**

1. If necessity arises to institute any legal proceedings by any of the parties, these shall have to be lodged in courts situated in Haryana and not elsewhere.
2. No persons other than Indian Nationals should be employed by the IA.
3. While taking the services of workers, the Service provider shall have to comply with the provisions of and maintain all legal records required to be maintained by various Acts, such as the Industrial Act, Minimum Wages Act, Contract Labour (Regulation and Abolition) Act, Bonus Act, Workmen Compensation Act, Payment of Wages Act, Inter State Migrant Workmen Act, Provident Fund Act, E.S.I Act etc. The service provider should get all the necessary licences and permits that are applicable from the relevant authorities. The Service provider shall submit such documents to the officers of DoAFW as and when required.
4. If a criminal or civil case is filed due to the negligence of service provider under the provisions of Industrial Act, or Workmen Compensation Act, or Contract Labour Regulation Act, or E.S.I. Scheme, or Provident Fund Act or any other applicable Act, the penalty, loss, and damages shall have to be borne by IAs.
5. In case, any worker employed by the service provider, due to any reason, gets injured, or has fatal injury, the responsibility of giving compensation to the worker or to anybody else will rest upon the service provider and in no case DoAFW or any of its officers shall be responsible. Neither the Service provider nor anybody else on behalf of the worker shall lodge a complaint against the Department with any legal authority. If the Service provider or anybody else on behalf of the worker lodges a complaint against the Department to get any compensation from the Department, the claim will be treated as null and void.
6. The Service provider shall have to provide with all necessary facilities to the workers who are under the management of the service provider as per the provisions of Contract Labour Regulation and Abolition Act and all other applicable Laws. If the service provider fails in this task and as a result of which if any loss or expense is caused/incurred to/by the DoAFW due to any legal action, then the responsibility of repaying the loss or expenses shall rest upon the IAs.

7. If any worker of the IA files a complaint against the IA with regard to the non-payment of wages, benefits of earned leave, bonus, or any other legally payable amount, the Service provider shall have to take action to bring out an amicable solution to it. Otherwise, the DoAFW may treat the claim as true, and the claim of worker shall be paid after deducting the said amount from the amount payable to the service provider.
8. If any loss is caused to DoAFW due to the negligence or irresponsibility of service provider, or of his workers, then the Department would deduct amount equal to the loss incurred from the amounts payable to the service provider. In this regard, no objections or explanations will be entertained.
9. The service provider shall have to issue to each of his workers the Identity Card, Attendance Card, and Employment Card.
10. Under no circumstances, the service provider will employ children on job work. The service provider should take care that no person without permission will be allowed into the STL at any time.
11. The service provider shall have to finish the given work on time. He may increase the work force, or working hours by doing over time or function in multiple shifts. In such case, no extra charge will be provided to the service provider by the Department.
12. The service contract work given to the successful bidder shall not be sublet under any circumstances. This is non-transferable contract.
13. All prevailing rules, regulations, guidelines, instructions etc, pertaining to job work contract, issued by Government of Haryana through its various resolutions / circulars / letters, shall also be applicable to this tender.
14. All the data collected (raw and processed) in the experiments will be the sole property of DoAFW. The intellectual property shall be handed over to the Director at the completion of the contract.
15. No data or derived product will be shared for any purpose and in any way with anyone by the Service Provider or any personnel employed by him. The Service Provider will sign a Non-Disclosure Agreement in this regard.
16. The selected bidder will have to provide comprehensive insurance against accident/ damage/ disaster etc. that may ensue during the period of observation. Insurance should cover all usual risks to his personal and equipment/s etc.
17. The service provider shall submit the village/block/district wise average yield in Performa specified by the Director.
18. In the event of any dispute between the parties, the matter will be referred to the Principal Secretary, Department of Agriculture and Farmer's Welfare, Govt. of Haryana, whose decision shall be binding on both the parties.

19. Any legal dispute arising out of the above contract shall be settled in the jurisdiction of the High Court of Punjab & Haryana.

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## ANNEXURE-1

### 1. Instructions to bidder on Electronic Tendering System

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

#### 1.1 Registration of bidders on eProcurement Portal:-

All the bidders intending to participate in the tenders processed online are required to get registered on the centralized e-Procurement Portal i.e. <https://haryanaeprocurement.gov.in>. Please visit the website for more details.

#### 1.2 Obtaining a Digital Certificate:

- 1.2.1 The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.
- 1.2.2 A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://haryanaeprocurement.gov.in>.
- 1.2.3 The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.
- 1.2.4 The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://haryanaeprocurement.gov.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.
- 1.2.5 Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to keep a backup of the certificate and also keep the copies at safe place under proper security (for its use in case of emergencies).
- 1.2.6 In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.
- 1.2.7 In case of any change in the authorization, it shall be the responsibility of management/partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person/user on behalf of the firm/company. The procedure for application of a digital certificate however will remain the same for the new user.

1.2.8 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

**1.3 Pre-requisites for online bidding:**

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system set up/Pre-requisite can be obtained from Nextenders (India) Pvt. Ltd. or download from the home page of the website <http://haryanaeprocurement.gov.in>. The link for downloading required java applet and DC set up are also available on the Home page of the e-tendering Portal.

**1.4 Online Viewing of Notice Inviting Tenders:**

The bidders can view the detailed N.I.T. and the time schedule (Key Dates) for all the tenders floated through the single portal e-Procurement system on the Home Page at <http://haryanaeprocurement.gov.in>

**1.5 Download of Tender Documents:**

The tender documents can be downloaded free of cost from the e-procurement portal <http://haryanaeprocurement.gov.in>

**1.6 Key Dates:**

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

**NOTE:-**

- i) *Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://haryanaeprocurement.gov.in>.*
- ii) *For help manual please refer to the 'Home Page' of the e-Procurement website at <https://haryanaeprocurement.gov.in>, and click on the available link 'How to .....?' to download the file.*

**1.9 Guideline for Online Payments at e-Procurement Portal of Government of Haryana**

**1.9.1 Operative Procedures for Bidder Payments**

**(a) Debit Card**

The procedure for paying through Debit Card will be as follows:-

- i) Bidder selects Debit Card option in e-Procurement portal.
- ii) The e-Procurement portal displays the amount and the card charges to be paid by bidder. The portal also displays the total amount to be paid by the bidder.
- iii) Bidder clicks on "Continue" button.
- iv) The e-Procurement portal takes the bidder to Debit Card payment gateway screen.
- v) Bidder enters card credentials and confirms payment.
- vi) The gateway verifies the credentials and confirms with "successful" or "failure" message, which is confirmed back to e-Procurement portal.
- vii) The page is automatically routed back to e-Procurement portal.
- viii) The status of the payment is displayed as "successful" in e-Procurement portal.
- ix) In case of successful payment, a success message along with unique transaction id is passed on to e-procurement system. The e-tendering portal shall store the unique transaction number in its database along with the date and timestamp.



- x) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

**(b) Net-banking**

The procedure for paying through Net-banking will be as follows:

- i) Bidder selects Net-banking option in e-Procurement portal.
- ii) The e-Procurement portal displays the amount to be paid by bidder.
- iii) Bidder clicks on “Continue” button.
- iv) The e-Procurement portal takes the bidder to Net-banking payment gateway screen displaying list of Banks.
- v) Bidder chooses his/her Bank.
- vi) The Net-banking gateway redirects Bidder to the Net-banking page of the selected Bank.
- vii) Bidder enters his account credentials and confirms payment.
- viii) The Bank verifies the credentials and confirms with “successful” or “failure” message to the Net-banking gateway which is confirmed back to e-Procurement portal.
- ix) The page is automatically routed back to e-Procurement portal.
- x) The status of the payment is displayed as “successful” in e-Procurement portal.
- xi) In case of successful payment, a success message along with unique transaction id is passed on to e-procurement system. The e-tendering portal shall store the unique transaction number in its database along with the date and timestamp.
- xii) The e-Procurement portal allows Bidder to process another payment attempt in case payments are not successful for previous attempt.

**(c) RTGS/ NEFT**

- i) Upon doing so, the e-procurement portal will redirect the bidder to a page where it will generate a challan.
- ii) This challan shall include the beneficiary (Virtual) account number and other details like beneficiary IFSC code etc.

The Bidder shall be required to take a print of the challan and make the RTGS/NEFT on the basis of the virtual account number printed on the challan. This provision will ensure that no confidential details regarding the bidder or tender are disclosed to the Bank while remitting the RTGS/NEFT.

The bidder would remit the funds at least one day in advance to the last day and make the payment via RTGS / NEFT to the beneficiary account number as mentioned in the challan.

ICICI Bank shall receive this amount and credit the payment gateway service provider intermediary Departments/PSUs Escrow security deposit account post validating the first part of the beneficiary account number, i.e., the client code only. In case the validation of client code is not successful, the Bank shall return the funds and not credit the Techprocess Intermediary Departments/PSUs Escrow security deposit A/c.

**(d) Over-the-Counter (OTC)**

This solution shall allow the bidder having account with ICICI Bank, to make the payment from any CMS enabled Branch of ICICI Bank in India. Bidders can make the payment via cash (if amount is ≤ ₹49,999), Demand Draft or ICICI Bank Cheque .

The procedure for paying through OTC mode is as follows:

- (i) Bidder selects Over-the-Counter remittance option in e-Procurement portal.
- (ii) The e-Procurement portal displays the amount to be paid. Bidder chooses the bank account no. for refund of the amount.
- (iii) Bidder clicks on “Continue” button

- (iv) The e-Procurement portal displays the details of payment. Bidders clicks on “print challan” and prints the OTC challan.
- (v) Bidder submits the OTC challan at the counter of any designated branch of ICICI Bank with Cash / Demand Draft / ICICI Bank Cheque (Payment in cash is allowed upto Rs. 49,999/-)
- (vi) ICICI Bank verifies the URN (format to be discussed and decided) and Amount with eProcurement portal prior to accepting the payment.
- (vii) On successful verification from e-Procurement portal, ICICI Bank accepts the payment. In case of failure, ICICI Bank shall return back the OTC challan and payment to the Bidder.
- (viii) ICICI Bank will commit the payment transaction (in case of successful verification from e-Procurement portal) and sends the Bank Transaction Number (I-Sure Reference Number) online against the URN and Amount.
- (ix) ICICI Bank will generate receipt for the payment transaction and issues the same to the Bidder.
- (x) The e-Procurement system updates the bank transaction number against the URN and Amount based on details sent by ICICI Bank online prior to generation of receipt.
- (xi) The status of payment will be displayed as “verification successful” in e-Procurement portal, when the bidder clicks on verification option in the portal.
- (xii) Bidder would be required to upload the scan copy of receipt as received from ICICI Bank as part of proof in Nextenders portal before submitting the tender

### 1.9.3 DOs and DON'Ts for Bidders

S. No.	Scenario	Dos/Don'ts
1.	In the event of making Payment through NEFT/ RTGS	<p><b>Dos</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> It is the bidder’s responsibility to ensure that RTGS/NEFT payments are made to the exact details as mentioned in the challan which are:               <ol style="list-style-type: none"> <li>1) Beneficiary account no: &lt;client code&gt; + &lt;random number&gt;</li> <li>2) Beneficiary IFSC Code: As prescribed by ICICI Bank (this shall remain same across all tenders).</li> <li>3) Amount: As mentioned on the challan. It is specific for every tender/transaction.</li> <li>4) Beneficiary bank branch: ICICI Bank Ltd, CMS.</li> <li>5) Beneficiary name: As per the challan.</li> </ol> </li> <li><input type="checkbox"/> It is advised that all the bidders make payment via RTGS/NEFT at least one day in advance to the last day of tender submission as certain amount of time is required for settlement and various parties are involved. The payment may not be available for the bidder validation. In such cases bidder may not be able to submit the tender.</li> <li><input type="checkbox"/> Bidder has to make only single payment against a challan as per the amount mentioned on the challan.</li> <li><input type="checkbox"/> Bidder must do the payment before tender validity gets expired.</li> </ul> <p><b>Don'ts</b></p>

		<p><input type="checkbox"/> Bidder should not enter erroneous details while filling the NEFT/RTGS form at their bank. The following possibilities may arise:</p> <p>1) Incorrect IFSC code mentioned: - Transaction would be rejected and the amount would be refunded back into the bidders account.</p> <p>2) Incorrect Beneficiary account number mentioned (&lt;client code&gt; + &lt;random number&gt;):-</p> <p>a) In case, the beneficiary account number mentioned is incorrect the transaction would be rejected and the bid would not be accepted.</p> <p>3) Incorrect Amount mentioned: The amount would be rejected if the amount mentioned in while making the payment is incorrect. Such cases will be captured as un-reconciled transactions and will be auto-refunded directly to bidder's account.</p> <p>In the event of any discrepancy, payment would not be considered and bidder would not be allowed to bid/participate.</p> <p><input type="checkbox"/> Bidder is not supposed to use challan generated in one tender for payment against another tender since details in the challan are unique to the tender and bidder combination.</p> <p><input type="checkbox"/> Bidder must not make multiple or split payments against a particular challan. Any split payment received against the same challan will be refunded back to the bidder.</p> <p><input type="checkbox"/> Bidder would not be entitled to claim that he is deprived of participating in the tender because his funds are blocked with the division on account of incorrect payment made by the bidder.</p>
2.	In the event of making Payment through OTC	<p><b>Dos</b></p> <p><input type="checkbox"/> It is the bidder's responsibility to ensure that OTC payments are made to the exact details as mentioned in the challan which are: Beneficiary account no: &lt;client code&gt; + &lt;random number&gt; Amount: As mentioned on the challan. It is specific for every tender/transaction Beneficiary name: As per the challan.</p> <p><input type="checkbox"/> Bidder has to make only single payment against a challan as per the amount mentioned on the challan.</p> <p><input type="checkbox"/> Bidder must do the payment before tender validity gets expired.</p> <p><input type="checkbox"/> Bidder needs to mandatorily upload the scan copy of the payment receipt issued by ICICI Bank, in Next Tender Portal before submitting the Tender.</p>

		<p><b>Don'ts</b></p> <p>□ It is bidders's responsibility to ensure that Demand draft should be valid and should not have discrepancies such as signature not found, stale DD, mutilated, material alteration, favouring third party etc., In the event of Demand Draft returned by bidder's Bank on account of such discrepancies, ICICI Bank shall ensure that such communication is sent to the Client within 3 days from the date of rejection by the Bidder's Bank.</p>
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## ANNEXURE-2

### SELF- CERTIFICATION BY BIDDER

To,

The Director,  
Department of Agriculture and Farmers' Welfare,  
Govt. of Haryana, Krishi Bhawan,  
Sector 21, Panchkula (Haryana)

In response to the NIB Ref. No. \_\_\_\_\_ dated \_\_\_\_\_  
for **SELECTION OF INSURANCE COMPANIES AS IMPLEMENTING AGENCY  
FOR IMPLEMENTATION OF PRADHAN MANTRI FASAL BIMA YOJANA FOR  
THE SEASON KHARIF 2019 AND RABI 2019-20.**

\_\_\_\_\_, as an Owner/ Partner/ Director/ Auth. Signatory of  
\_\_\_\_\_, I/ We hereby declare that presently our  
Company/firm \_\_\_\_\_, at the time of bidding,:-

- a) possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- b) is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT;
- c) does not have any previous transgressions with any entity in India or any other country during the last three years;
- d) does not have any debarment by any other procuring entity;
- e) is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- f) does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- g) does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition;
- h) will comply with the code of integrity as specified in the bidding document.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act/ Rules/Instructions issued by GoH, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date:

Place:

Annexure-4  
**BIDDER'S AUTHORIZATION CERTIFICATE**

To,

The Director,  
Department of Agriculture and Farmers' Welfare,  
Govt. of Haryana, Krishi Bhawan,  
Sector 21, Panchkula (Haryana)

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with NIB reference No. \_\_\_\_\_ dated \_\_\_\_\_. He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under. A copy of the Power of Attorney /Board's resolution authorizing the above said person is enclosed.

Thanking you,

Name of the Bidder: -  
Seal of the Organization: -  
Date:  
Place:

Verified Signature of the  
Authorized Signatory: -

**Annexure-5**  
**Self Declaration by Bidder**  
**(To be given on bidder's letter head.)**

**Date:**

To:

The Director,  
Department of Agriculture and  
Farmers' Welfare,  
Krishi Bhawan, Sector 21, Panchkula,  
Haryana.

**Subject: Acceptance of terms and conditions of Tender.**

Dear Sir,

1. I/We have obtained the Tender document(s) for the above mentioned Tender/Work from ..... portal.
2. I/WE hereby certify that I/We have read the entire terms and conditions of the Tender documents including all annexures.
3. I/We shall abide hereby by the terms/conditions/clauses contain 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 Government of Haryana shall without prejudice to any other right or remedy be at liberty to reject this bid including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with official Seal)

## ANNEXURE-8

### FINANCIAL BID COVER LETTER & FORMAT

COVER LETTER {to be submitted by the bidder on his Letter head}

To,

The Director,  
Department of Agriculture and Farmers' Welfare,  
Govt. of Haryana, Krishi Bhawan,  
Sector 21, Panchkula (Haryana)

Reference: NIB No. : \_\_\_\_\_ Dated: \_\_\_\_\_

Dear Sir,

We, the undersigned bidder, having read & examined in detail, the Bidding Document, the receipt of which is hereby duly acknowledged, I/ we, the undersigned, offer to supply/ work as mentioned in the Scope of the work, Technical specifications, Service Level Standards & in conformity with the said bidding document for the same.

Our Company is empanelled implementation agency by GoI for implementation of Pradhan Mantri Fasal Bima Yojana

I / We undertake that the prices are in conformity with the specifications prescribed.

I / We undertake, if our bid is accepted, to deliver the services in accordance with the delivery schedule specified in the bidding documents.

I / We agree to abide by this bid for a period of three months after the date of opening of financial bids and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

I/ We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

We understand that you are not bound to accept the lowest or any bid you may receive.

We agree to all the terms & conditions as mentioned in the bidding document and submit that we have not submitted any deviations in this regard.

Date:

Authorized Signatory

Name:

Designation:



**Sample-Financial Bid Format – to be submitted online through e-procurement only**

<b>Tender Inviting Authority: Director of Agriculture, Haryana, Krishi Bhawan, Sector-21, Panchkula, Haryana.</b>		
<b>Name of Work: Selection of insurance companies as implementing agency for implementation of Pradhan Mantri Fasal Bima Yojana for the season Kharif 2019 and Rabi 2019-20.</b>		
<b>E-Tender Enquiry No. _____, dated _____ (Tender No. -----)</b>		
<b>Cluster-II</b>		
<b>Bidder Name:</b>		
<b>PRICE SCHEDULE</b> <b>(This BOQ template must not be modified/ replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bid is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)</b>		
<b>Cluster</b>	<b>Weighted Average Premium Rate of Cluster</b>	
	In Figures	In Words
Cluster (II)		

**Note:-**

1. The weighted average premium rate per hectare will be given in only in two digits in above format.
2. The details of District wise crop wise premium rate will be given in separate envelope.

(Signature of the bidder)

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<b>Cluster-III</b>		
<b>Bidder Name:</b>		
<b>PRICE SCHEDULE</b> <b>(This BOQ template must not be modified/ replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bid is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)</b>		
<b>Cluster</b>	<b>Weighted Average Premium Rate of Cluster</b>	
	In Figures	In Words
Cluster (III)		

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(Signature of the bidder)