

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

**NOTICE INVITING TENDER FOR HIRING SERVICES TO EXECUTE INSPECTION OF
WEATHER STATION – AWS AND TRG FOR VARIOUS GP IN 8 DISTRICT-
KODAGU,CHIKKMANGALURU,DAKSHIN
KANNADA,DAVANGERE,HAVERI,SHIVAMOGGA,UTTARKANNADA,BIJAPUR**

**ओरिएण्टल
इंश्योरेंस**
पृथ्वी, अग्नि, जल, आकाश। सबकी सुरक्षा हमारे पास।



**Oriental
insurance**
Prithvi, Agni, Jal, Aakash. Sab ki suraksha hamare paas.

**Issued By
Regional Manager
The Oriental Insurance Company Limited
Regional Office – Bangalore
#44/45 Leo Shopping Complex, Residency
Road cross, Bangalore-25
PH- 080-46616100**

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

Tender Document

NOTICE INVITING TENDER FOR HIRING SERVICES TO EXECUTE INSPECTION OF WEATHER STATION – AWS AND TRG FOR VARIOUS GP IN 3 DISTRICT- KODGU,CHIKKMANGALURU,DAKSHIN KANNADA, DAVANGERE,HAVERI,SHIVAMOGGA,UTTARKANADA,BIJAPUR	
Office of issue	The Oriental Insurance Company Limited Regional Office – Bangalore #44/45 Leo Shopping Complex, Residency Road cross, Bangalore-25 080-46616100
Tender No.	<u>OICL/BGRO/RWBCIS/2019/ 01</u>
Tender forms available at Website	www.orientalinsurance.org.in
Date of Issue / Publishing	31/12/2019
Last Date & Time of submission of bids	10/01/2020 @ 2pm
Place of submission of bids	The Oriental Insurance Company Limited Regional Office – Bangalore #44/45 Leo Shopping Complex, Residency Road cross, Bangalore-25 080-46616100
Date & Time of opening of technical bid	13/01/2020 @ 3.30 PM
Place of opening of technical bid	The Oriental Insurance Company Limited Regional Office – Bangalore #44/45 Leo Shopping Complex, Residency Road cross, Bangalore-25 080-46616100
Date and time of opening of Financial bid	14/01/2020 @ 11 AM (For bidders qualifying in the Technical Bid)
Place of opening of Financial bid	The Oriental Insurance Company Limited Regional Office – Bangalore #44/45 Leo Shopping Complex, Residency Road cross, Bangalore-25 080-46616100 @ CONFERENCE HALL

Tenders are invited from reputed and experienced agencies/firms/companies for hiring services to execute inspection/audit of weather Stations in various GPs of 8 Districts - Chikkmangaluru,Dakshin Kannada , Kodagu , Davangere, Haveri,Shivamogga,UttarKannada,Bijapur for RWBIS Scheme Year **2019-2020 for Kharif and Rabi** seasons for The Oriental Insurance Company Ltd. in the state of Karnataka.

TENDER NOTICE

The Oriental Insurance Company Ltd invites sealed tender from reputed agencies/firms/companies for auditing weather station in various GPs of 8 Districts- Chikkmangaluru, Dakshin Kannada , Kodgu, DAVANGERE, HAVERI, SHIVAMOGGA, UTTARKANADA, BIJAPUR for RWBIS Scheme Year **2019-2020 for Kharif and Rabi** seasons for The Oriental Insurance Company Ltd. in the state of Karnataka.

Tender documents containing full details and can be downloaded from our portal www.orientalinsurance.org.in

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.

Nature of tender

This tender is for seeking execution of audit activities of given weather station.

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 above mentioned criteria will be rejected and Financial bid will not be available for them.

All service providing Firms / Companies fulfilling following criteria are eligible to bid. They must have more than one year service record, beside experience in supporting insurers with similar type of work.

- 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, **nor bidder`s work should be found unsatisfactory by any Public or Private Insurance Companies in previous seasons.** They should not employ any person who have been black listed for unlawful activities.
- b) The firm must be registered with all Government/statutory authorities such as Sales Tax Department, Income Tax Department, etc. as required in the normal course of business to render similar services and should have necessary documentary of the same.

2. Area of work

Area of work would be confined mainly to districts allotted to OIC for implementing RWBIS SCHEME in the state for the notified crops as per the Tender and Operational Guidelines of the relevant department.

3. Duration of Agreement

The initial duration of agreement shall be for the period January 2020 to June 2020

4. Scope of Work

Auditing Parameter:-

- 1. Location Identification** – Weather Station location will be identified based on coordinates provided by KSNDMC
- 2. Alternate Station**- To identify alternate station for each GP for measuring weather parameters in case the original is not functional.
- 3. AWS Audit Services** – To maintain record of status of the non-functioning of weather stations, which can be submitted to the concerned authorities in time.
- 4. Condition of weather stations**- cleanliness, rooftops presence, chances of tampering/pilferage or malpractice.
- 5. AWS exposure**, condition, functioning, caretaker comment along with geo tagged AWS images will be captured. Collection of Sample Data to check accuracy of data

5. 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.

6. 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 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.

7. Mode of submission of Bid

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

**The Oriental Insurance Company Limited Regional Office – Bangalore
#44/45 Leo Shopping Complex, Residency Road cross, Bangalore-25 080-46616100**

Bids shall be submitted under single stage two bid systems i.e. Technical and Financial Bids. Bidders are advised to go through the details thoroughly before bid submission as OIC will not be responsible for rejection of bids due to incorrect/faulty bid submission. Bid Documents will contain following in a large envelope:

- 1. Technical Bid-separate envelope**
- 2. Financial Bid- separate envelope**
- 3. Bid / EMD Security- separate envelope**

1. **Technical bid** – To be submitted in single sealed envelope super scribed as “Shortlisting of agencies for audit of weather station of GPs

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 audit of weather station of GPs – Financial bid”.

3. 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.

4. **Bid / EMD security** – Bidders 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 “The Oriental Insurance Company Limited” payable at Bangalore 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 execution of RWBCIS Scheme Related Activities in the state of Karnataka .

8. Opening of bids

Technical and Financial bids will be opened by Tender committee on the scheduled dates.

9. 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 OICL. OICL reserves the right to accept / reject any or all bids partly or fully without assigning any reason thereof.

10. 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 for : a)	_____Years
		_____ State
		_____Insurer
2	Financial Status, turnover as per the audited accounts of the firm during each of the previous two financial years.	_____ Lakh Rs.
		_____ Lakh Rs.
3	Letter of recommendation from previous insurers	To be attached

4	Qualification of persons conducting such activity	
5	Number of members in team to be engaged district wise for OICL	
6	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 2017-18 and 2018-19.
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 , **nor is debarred from dealing with any company / public department, nor bidder`s work has been found unsatisfactory by any Public or Private Insurance Companies in previous seasons.**
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 Sales Tax 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: _____
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Name of Authorised* Signatory

Place: _____

Note: * Authorisation letter should be attached

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

DISTRICT	No. of gram panchayat	Rate per visit	total
Kodagu	108		
Chikkamagaluru	235		
DakshinaKannada	245		
Davangere	203		
Haveri	234		
Shivamogga	280		
Uttarkannada	244		
Bijapur	233		
TOTAL	1782		

List of each gram Panchayat name is provided in different annexure

Signature of authorized person with seal

Name of Authorised Signatory _____

Date: _____

Place: _____