



Government of India  
Ministry of Agriculture & Farmers Welfare  
Department of Agriculture, Cooperation & Farmers Welfare

## **Mahalanobis National Crop Forecast Centre**

Near Krishi Vistar Sadan  
Pusa Campus, New Delhi-110012

### *e- Tender*

hiring of services for supervising and/or conducting Crop Cutting  
Experiments (CCEs) in Agriculture field

Tender No. : 6/7(2)/PMFBY-CCE-Tender/2020-MNCFC  
(*September 2020*)

(Visit us at <http://www.ncfc.gov.in>; <http://agricoop.nic.in> )

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## NOTICE INVITING TENDER

<b>DEPARTMENT OF AGRICULTURE, COOPERATION &amp; FARMERS WELFARE MAHALANOBIS NATIONAL CROP FORECAST CENTRE Near Krishi Vistar Sadan, Pusa Campus, New Delhi-110012 (For publishing on the Website) Tender No. 6/7(2)/PMFBY-CCE-Tender/2020-MNCFC</b>		
<b>Tender Issued By</b>	<b>Mahalanobis National Crop Forecast Centre (MNCFC), Department of Agriculture, Cooperation &amp; Farmers Welfare, Near Krishi Vistar Sadan, Pusa Campus, New Delhi-110012</b>	
<b>Tender No.</b>	<b>6/7(2)/PMFBY-CCE-Tender/2020-MNCFC</b>	
<b>Tender documents available at Website and e procurement site</b>	<a href="http://www.ncfc.gov.in">http://www.ncfc.gov.in</a> <a href="http://agricoop.nic.in">http://agricoop.nic.in</a>	
<b>Tender Events:</b>	<b>Date</b>	<b>Time</b>
<b>Publish/Uploaded on website and E-procurement Site</b>	<b>23-09-2020</b>	<b>10:00</b>
<b>Document can be downloaded on</b>	<b>24-09-2020</b>	<b>10:00</b>
<b>Pre-bid Meeting (e-meeting)</b>	<b>26-09-2020</b>	<b>15:00</b>
<b>Revised Bid</b>	<b>28-09-2020</b>	<b>16:00</b>
<b>Bid Submission Start Date</b>	<b>30-09-2020</b>	<b>10:00</b>
<b>Last date of Bid submission</b>	<b>10-10-2020</b>	<b>16:00</b>
<b>Date and time of opening of Technical bid</b>	<b>12-10-2020</b>	<b>11:00</b>
<b>Venue: Opening of technical bids at</b>	<b>e-meeting</b>	
<b>Date of opening of financial bid</b>	<b>To be intimated later</b>	

On behalf of President of India, online tender is being published through e-procurement web-portal for hiring of services for Supervising and/or conducting Crop Cutting Experiments in agricultural fields of different parts of the country for Mahalanobis National Crop Forecast Centre of Department of Agriculture, Cooperation & Farmers' Welfare (DACFW) for a period of one year (or the project period, whichever is less). All reputed and experienced agencies /companies are requested to submit their Tender document online through E-procurement portal.

Bid document can be downloaded from MNCFC website: [www.ncfc.gov.in](http://www.ncfc.gov.in), DAC website: [www.agricoop.nic.in](http://www.agricoop.nic.in) & CPP Portal Website.

**Sd/-**  
**(R. R. Banga)**  
**HEAD OF OFFICE, MNCFC**  
**☎ 011-25843229**

## GENERAL ASPECTS OF TENDER

### INTRODUCTION

#### 1. NATURE OF TENDER

This tender is for obtaining services of agency/company for **conducting and/or supervising Crop Cutting Experiments (henceforth will be referred as CCEs)** in agricultural fields from reputed and experienced agencies/companies. The contract shall be executed initially for a period of one year (or the project period, whichever is less), and may be extended depending upon the requirement of **Mahalanobis National Crop Forecast Centre (MNCFC), henceforth will be referred as the MNCFC**. Presently, services are required for conducting/monitoring CCEs at different Agricultural fields in identified Rice (Kharif & Rabi) and Wheat growing districts across India. The location or sites for conducting/monitoring CCEs will be provided by MNCFC.

#### 2. ELIGIBLE BIDDERS

Following agencies/ companies will be eligible for submitting the bid document.

- a) The bidder should be a Government Organization/PSU/ or a Limited Company/Private Limited Company under Companies Act in India
- b) The bidder must not have been blacklisted by any Government/Ministry/Department/PSU, nor should they have been debarred from dealing with any public Department.
- c) The bidder must have more than five-year service record, beside at least two years of experience (to be reckoned on the last date for submission of bids), related with conducting or supervising CCEs, under PMFBY, for Central/State Ministries/Departments, Central/State Autonomous Bodies, Statutory bodies, public or private sector organizations.
- d) The Agencies, already engaged by MNCFC, for GP level yield estimation, for Rice and wheat crop during Kharif and Rabi season of 2020-21 are not allowed to participate in the Bidding process.
- e) The bidder should have experience of conducting/monitoring CCEs for Rice and Wheat and at least one non-cereal crop (pulses or oilseeds) and one multi-picking crop.
- f) The bidder should have experience of conducting/monitoring CCEs in at least 4 major rice or wheat growing states.
- g) The bidder should have presence (office with staff) in at least 4 major rice or wheat growing states.

#### 3. SCOPE OF WORK

Pradhan Mantri Fasal Bima Yojana (PMFBY) is a Yield based insurance scheme, where Crop Cutting Experiments are conducted for yield estimation. In Gram Panchayat (GP), at least 4 CCEs are to be conducted for the yield estimation. Conducting huge number of CCEs in

the short duration of harvesting period is highly time consuming, labour intensive and subject to human errors. Government is proposing to use various advanced technologies (satellite, AI/ML, IoT, Models, UAV, etc.) for GP level yield estimation. Ministry of Agriculture is conducting large number of Pilot Studies through various technological agencies. During 2020-21, it is proposed to carry out Pilot studies in around 100 districts per season (Kharif and Rabi) for Rice and Wheat Crop.

MNCFC, an attached office of Department of Agriculture, Cooperation & Farmers' Welfare is coordinating these pilot studies.

To validate the technology-based yield estimates, it is proposed to conduct high quality crop cutting experiments (CCEs) through independent agency/agencies. The study should be carried out for Kharif (for Rice Crop) & Rabi 2020-21 (for rice and wheat crops), and may be extended depending upon the requirement of MNCFC. The crops may be changed, based on the requirement of MNCFC.

Under this, agency/agencies will be engaged to conduct/supervise CCEs in around 100 districts per season distributed over different states of India, in the farmers' fields of Rice and Wheat (and other crops, if needed). The following activities shall be implemented by the empanelled agencies.

- i. CCE Monitoring
- ii. CCE-Conducting-Kharif Rice and Rabi-Wheat& Rice and other crops (including multi picking)

Agency (or set of agencies) selected through tendering process will be required to monitor the CCEs (4 per GP) being conducted by the states under Smart sampling and rest 2 CCEs per GP will be conducted additionally by the agency. The agency may conduct the CCEs, which states have missed. In this case, it is expected that 60% of CCEs will be monitored and 40% of the CCEs will be conducted by the independent agency. So, in a district, out of around 2400\* CCEs (the number may vary depending upon what is the Insurance Unit of the District and how many IUs are there in the district), 60% will be monitored and 40% CCEs will be conducted by the agency. The Insurance Unit wise number of CCEs to be monitored/conducted is given in Table 1. The successful bidder shall work as per scope of work of this tender. Any work / act outside the scope of work shall be sole responsibility of the bidder and MNCFC neither assumes responsibility for the same nor such act will bind MNCFC in any manner whatsoever.

\*2400 number has been computed, assuming the CCEs are conducted at GP level, there are 400 GPs in a district and 6 CCEs per GP.

MNCFC, at this stage, cannot assure quantum of work under any of the activities in the district/districts/state/states/UT/UTs allotted to the bidder. It is clarified that MNCFC may

give the work order in respect of any and/or all works as mentioned in the scope, jointly or severally, without any restrictions and the successful bidder shall provide the services to such work allotted.

Table 1. Number of CCEs to be conducted/monitored

Insurance Unit Level	Number of CCEs to be monitored*	Number of CCEs to be conducted*	Total CCE
Village/Village Panchayat	4	2	6
Mandal/Firka/Revenue Circle/Hobli or any other equivalent unit	10	5	15
Taluka/Tehsil/Block	16	8	24

\*While the total number will remain constant, the number of CCEs to be monitored/conducted may interchange, depending upon how many CCEs are being conducted by the State

#### 4. CRITERIA FOR WORK

The criteria for conducting the work is mentioned below:

- i. The Agency must use MNCFC CCE app to conduct all the Services as specified in the work order/Tender.
- ii. Agency should carry out the study in at least 25 districts and maximum 50 districts, well distributed in 4-5 states of different agro-climatic zones in Rabi/Kharif crops. The number may change depending upon the future requirement.
- iii. In the identified district 60% (depending upon the number of CCEs are being conducted by the states) of CCEs are to be monitored and rest will be conducted by the agency.
- iv. The list of districts will be provided by MNCFC to the successful bidder, separately for each season.
- v. Apart from CCEs in Rice and Wheat, each agency should conduct CCEs in one district for non-cereal crop and one district for multi-picking crop per season.

The additional criteria for monitoring and conducting CCEs are given below.

##### A. Monitoring of Crop Cutting Experiments (CCEs)

1. The Agency shall have to coordinate with the offices/officials of the State/UT Government/District administration/Steering Committee or the Agency to which the CCE work has been entrusted by the State/UT Government and the agency should ensure that all the CCE schedules are received well in advance.
2. The following activities need to be ensured by the CCE co-observer during CCE co-observation as per the work order awarded.
  - Plot selection process: Whether it is by Random Sampling or Smart Sampling. If Random sampling, whether selection Village, Survey & Sub survey number, CCE

fields and CCE plot has been done randomly. If Smart Sampling, whether the protocol of Smart Sampling has been followed?

- CCE Conducting Process: – i) Whether Harvesting, Threshing, Weighing and Driage process are as per the GCES procedure? li) Whether proper CCE Kit (Ropes, Pegs, gunny bags, Hessian Cloth, Measuring Tape and Digital Weighing Machine, Spring balance etc.) is available?
  - Part-III– Driage Experiments – Dry Weight
3. Agency shall deploy minimum one qualified, skilled, trained and experienced CCE Monitor per 50 CCEs for the season.
  4. The CCE Monitor deputed by the Agency shall ensure to carry the CCE Kit (as mentioned above), along with Smart Phone (having internet facility) and pre-installed BhuvanCCE Apps (to be provided by MNCFC) at the time of monitoring the CCEs.
  5. All the CCEs must be monitored using BhuvanCCE App provided by MNCFC and all the specified columns in the App should be captured with maximum photos.
  6. Agency shall ensure to co-observe all the pickings for the multi picking crops.
  7. In case of any deviation from standard CCE procedure, CCE co-observer must immediately send written information (through specified E-mail) MNCFC Office with all the relevant proofs.
  8. In addition to collecting CCE data through BhuvanCCE App, the data should be filled up in the form given in the Annexure II, duly signed by the Farmer, the CCE Monitor and the Government Official and should be scanned and sent to MNCFC within 5 days of the CCE process.

**B. Conducting Crop cutting experiment (Crops including multi picking crops):**

1. The smart sampling based CCE locations (geographical coordinates) will be provided by MNCFC and CCEs should be conducted as per NSSO norms/standard procedures.
2. The following activities need to be ensured by the agency before conducting CCE
  - The CCE locations/fields are exactly as per the smart sampling location
  - The Plots within the field are selected randomly, following the procedure given by NSSO/IASRI
  - The CCE conducting personnel has the training and experience of conducting CCE
  - The CCE kit ((Ropes, Pegs, gunny bags, Hessian Cloth, Measuring Tape and Digital Weighing Machine, Spring balance, CCE form as per Annexure II, etc.) is available with the agency official
  - The agency official has the Smartphone (with internet facility) pre-loaded with BhuvanCCE App
  - The farmer and the local government official is available for signing the CCE form

3. The actual site for CCE should be as close to the position given (within 50 m). In case, the crop is not available or harvested in the 1<sup>st</sup> site (primary), the 2<sup>nd</sup> (secondary) or 3<sup>rd</sup> (tertiary) site should be used.
4. If the CCE is not conducted as per the Smart Sampling location, the CCE will be rejected.
5. Each CCE plot should be of minimum 5x5 sq m size or as defined by the Revenue Department of the concerned state.
6. The Field, where CCE will be conducted, should be at least of 1 acre area having the concerned crop.
7. The CCE plot within the field should be representative of the whole field, not affected by site specific external factors.
8. The selected field should be sole-cropped (no mixed cropping) with the concerned crop.
9. The CCE should be conducted in the field, which is ready for harvest.
10. The CCE plot should be at least 3 m away from the field borders.
11. The CCE data will be collected through Smartphones as per the given format using the Android App (to be provided by the MNCFC). It should be checked that the GPS accuracy is <5 m. All parameters of the App should be filled.
12. The smartphone should have Navigation App, for showing GPS reading and North Direction and to find the location of the CCE.
13. Each CCE information should come along with latitude - longitude and 2 photographs (of crop cutting and grain weighing)
14. Additionally, 2 photographs i) of the field and ii) of the CCE plot (taken from 1 m above nadir viewing) should also be provided by the Agency.
15. The location map of the CCE site (overlaid on the Google/Bhuvan image with road network) should also be provided by the Agency.
16. For Multi-picking crop (Cotton) CCE should be conducted for at least 3 pickings for rainfed crops and 5 pickings for the irrigated crop.
17. The accuracy of Biomass weighing should be 2 decimal levels in kg and grain yield in 3 decimal levels.
18. The Biomass and Grain yield should be weighed using high precision digital balance. Different digital balances should be used for weighing different items (Biomass, Grain Weight, 1000 Seed Weight)
19. Apart from the information coming through smart phones, the hardcopy form (Annexure II) to be filled up and signed by the Observer, farmer and a local official not related to above two, along with their name and phone numbers should also be provided to MNCFC.
20. The moisture percentage of Biomass should be obtained, at least in 5% cases, through drying method.
21. The Grain moisture percentage should be obtained using portable grain moisture meter.
22. The online (Android App) data should be sent real-time or maximum within 1 day of CCE conducted and the hardcopies (scanned copies) should be delivered within 5 days of conducting CCE.
23. In case of any deviation from standard CCE procedure, it must be reported to the concerned authority.



24. Agency should ensure compliance with prescribed procedure (for each crop) / in each district.
25. Any deviation from CCE location or the standard CCE procedure, will not only make the CCE liable for rejection, but also will attract penal action, as decided by MNCFC.

## 5. TECHNICAL SPECIFICATIONS OF THE BID DOCUMENT

**(a) CCEs Requirement.** Requirements as specified in the Section 4 are to be used for Supervising/conducting Crop Cutting Experiments.

**(b) Certification.** The bidder should provide certificates of the past experience of conducting similar kind of experiments. The agency should have experience of handling remote sensing data and must have conducted smart sampling based CCEs.

**(c) Documentation.** The bidder should provide detailed manuals/data and technical specifications, charts/tables with respect to the CCEs and any other necessary software and documents.

**(d) Earlier Experiment:** The bidder should provide a set of earlier experiments conducted using remote sensing data and other technology. The bidder should provide details collected using similar observation system, as offered in the Tender.

## 6. SPECIFIC TERMS & CONDITIONS

- a. All the data collected (raw and processed) in the entire experiment will be the sole property of MNCFC.
- b. The Agency will not have any right on the CCE data. The data should not be used by the Agency and should not be shared or disclosed with any outside personnel other than the designated official of MNCFC.
- c. The Agency has to sign a Non-Disclosure Agreement with MNCFC; in respect of CCE data and any derived product from the CCE data.
- d. The owners of the company/agency conducting CCEs will have to provide comprehensive insurance against accident/ damage/ disaster that may ensue during the period of observation. Insurance should be covering all usual risks to their manpower, equipment/s, if any, during conducting of CCEs.

## INSTRUCTIONS TO BIDDERS

### 7. BID DOCUMENTS

7.1 The services required, bidding procedures and contract terms are prescribed in Bid Documents. The bid Documents include:

- a) Notice Inviting Tender
- b) General Aspects of Tender
- c) Instructions to Bidders
- d) Instructions for online Bid Submission
- e) Terms and Conditions of the Contract
- f) Format of Tender acceptance letter.
- g) Format of Financial bid.

7.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. **Failure to furnish any of the information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the bid.**

### 8. CLARIFICATION OF BID DOCUMENTS

8.1 A prospective bidder, requiring any clarification of the Bid Documents shall notify MNCFC online. MNCFC shall respond online to any request for clarification in the Bid Documents in given specific Date & Time and clarification by MNCFC shall be sent to the prospective bidders online.

8.2 There will be a pre-bid online meeting for responding to all clarifications required by any prospective bidder.

8.2 Any clarification issued by MNCFC in response to query raised by prospective bidders shall form an integral part of bid documents and it may amount to an amendment of relevant clauses of bid document.

### 9. AMENDMENT OF BID DOCUMENTS

9.1 At any time, prior to the date of submission of bids, MNCFC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bid documents by amendments.

9.2 The amendments shall be notified online only through corrigenda, if any.

- 9.3 In order to provide prospective bidders reasonable time in which one has to take the amendments into account in preparing their bids, the MNCFC may, at its discretion, extend the deadline for the submission of bids suitably.

## 10. MODE OF BID SUBMISSION

Bids shall be submitted under two envelope/cover system only through online e-tendering procurement portal. No offline bid, in any case, will be accepted. System requirements and procedure for online bid submission is outlined in detail in '**Instructions for online bid submission**' section of this bid document. Bidders are advised to go through these details thoroughly before bid submission as neither MNCFC nor DACFW will be responsible for rejection of bids due to incorrect/faulty online bid submission.

## 11. BID/EMD SECURITY

- 11.1 Bidders, except those who are registered with the Central Purchase Organisation, National Small Industries Corporation (NSIC), shall have to furnish, as part of bid, an EMD/bid security for an amount of **Rs. 10,00,000/- (Rupees Ten lakh only)** in the form of an account payee Demand Draft, Fixed Deposit receipt, Banker's Cheque or Bank Guarantee, from any of the **Commercial Bank** in favour of "**Pay & Accounts Officer (Extension), Shastri Bhawan, New Delhi**", valid for a period of 45 days beyond the final bid validity period and shall be delivered physically to Head of Office, Mahalanobis National Crop Forecast Centre (MNCFC), Near Krishi Vistar Sadan, Pusa Campus, New Delhi-110012, on or before the last date and time fixed for bid submission. A bid not accompanied by EMD/bid security shall be rejected being non-responsive at the bid opening stage and returned to the bidder unopened.
- 11.2 The bid security of the unsuccessful bidder will be discharged /returned to the bidder at the earliest after evaluation of the bid and latest on or before the 45<sup>th</sup> day after the award of the contract.
- 11.3 The successful bidder's bid security will be discharged upon the bidder's acceptance of the award of contract and furnishing the performance security.
- 11.4 The bid security may be forfeited:
- If a bidder withdraws his bid during the period of bid validity specified above.
  - In the case of a successful bidder, if the bidder withdraws or amends the tender or impairs or derogates from the tender.

## 12. TECHNICAL BID

- 12.1 The technical bid shall contain the properly signed and stamp copy of the following documents which shall be scanned and uploaded by the bidder on e-procurement portal:

- a) A brief profile of Agency mentioning address of its registered head office, address of local office in Delhi, contact no. (Mobile, landline, fax and email id), names of important persons who may be contacted etc.
- b) Bid security of **Rs. 10,00,000/- (Rupees Ten lakh only)** /or registration certificate of the Central Purchase Organization, or NISC.
- c) Certificate of Incorporation/ Registration of Agency/ Memorandum and Articles of Association/ Partnership Deed etc. as the case may be.
- d) Copy of PAN/TAN numbers.
- e) Copy of Income Tax Return for last three Financial Years i.e. FY 2016-17, 2017-18 & 2018-19.
- f) Audited accounts (Balance Sheet and Profit and Loss Account etc.) for the last three years.
- g) Any document which can be taken as proof of similar type of activity /assignment completed or doing presently with other organization.
- h) Certificate by the Bidder to the effect that the Agency is not blacklisted by any Govt. Organization/ DGS&D/ NCCF / PSU.
- i) Tender Acceptance Letter on Agency's letter head which should be filled, signed and stamped/certified properly.
- j) Copies of experience certificates/order for award of contract for related services with other Ministries/Departments.

12.2 Documents listed above must be properly scanned such that they are clearly readable/ legible as the poorly scanned documents may render the bid unresponsive at technical stage. **The documents should be arranged, exactly, in the above order and page numbered, with an index, in the beginning, providing the page number of each document.**

### 13. FINANCIAL BID

13.1 The financial bid shall contain the price schedule (Bill of quantity/price bid) to be submitted online in pdf format available in the tender document. Bidders have to prepare this Performa on their letter head with filled rates and upload in the second cover i.e. '**Financial Bid Cover**' on CPP portal. Bid price in any other format is not acceptable and will result in disqualification of tender at financial bid stage.

**Note: Upload the price bid only in the second bid named Financial Bid for Service Provider (for hiring services for conducting Crop Cutting Experiments in agricultural fields).**

13.2 The bidder shall give the cost of CCEs in respect of proposed Services inclusive of all charges/benefits and taxes. The basic price per CCE and all other components of the price i.e. service tax etc. need to be individually indicated in respect of Services proposed to be provided. The price bid must be made in Performa available in the tender document.

13.4 The rate quoted by the bidder shall be revised only on account of statutory revision in the Service Tax etc.

- 13.5 The rate quoted shall remain valid for 150 days from the date of opening of Financial Bid and in respect of accepted Bid the prices quoted shall remain valid during the entire period of contract.
- 13.6 If required by any Division or Attached/Subordinate Office or Autonomous Organization under Ministry of Agriculture & Farmers' Welfare, the successful bidder needs to provide the services for the similar activity at the same rate and terms & conditions as accepted under this bidding process, during the contract period.

#### **14. MODIFICATION AND WITHDRAWAL OF BIDS**

The bidder can modify or withdraw his bid any number of times before last date and time for submission of bids.

#### **15. OPENING OF BIDS**

- 15.1 Technical bids will be opened by the Bid Opening Committee constituted for this purpose by MNCFC. Bids will be opened online through CPP portal. Also, the bidders can participate online during the bid opening process from their remote end through their dashboard. In case the bidder, or his/her representative, wants to attend the bid opening meeting, they must bring the copy of '**Bid Submission ID**' generated after successful submission of bid and also intimate MNCFC beforehand about their desire to attend the meeting.
- 15.2 A maximum of one representative for any bidder shall be authorized and permitted to attend the bid opening process physically. The representative of bidder, while attending bid opening process at MNCFC, shall maintain all social distancing measures as declared by MoH&FW, Government of India.
- 15.3 The date fixed for opening of bids, if subsequently declared as holiday by the Govt., the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened in the next working day, time and venue remaining unaltered.
- 15.4 Financial bids of the technically qualified bidders will be opened by the Bid Opening Committee, date, time and venue of which will be intimated to them through CPP portal.

## 16. TECHNICAL EVALUATION CRITERIA

### 16.1 Eligibility Criteria

S.No	Criteria	Proofs to be submitted
1	The Agencies must be registered with relevant Govt. /Statutory Authorities/tax authorities for not less than five years such as Income tax Department etc. as required in the normal course of business to render similar services. Agency will be responsible for compliance of all regulatory/statutory provisions	Relevant Registration certificate/ GST return/Income tax return for the past 3 years
2	The Agencies must have relevant experience of at least two years for conducting or monitoring CCEs in at least 4 states.	Experience certificates from clients/companies
3	The Average Annual Turnover of the Agency should not be less than Rs. 5 Crore per year for the three financial years starting from 2016-17.	Audited accounts (Balance Sheet and Profit and Loss Account etc.) for corresponding at least 3 financial years
4	The Agencies must have at least twenty skilled, qualified, trained manpower, with required educational qualification as specified in the prevailing operational guidelines for Loss Assessor	Undertaking on bidder's letterhead with details of state representatives, total no. of personnel engaged with educational qualification and Experience.
5	The Agencies must not have been currently blacklisted by any Government/ Ministry/Department/PSU nor should have been currently debarred from dealing with any company/ public department	Self-Declaration on Bidder's Letterhead as mentioned in Covering letter.
6	The selected Agencies shall not be allowed to assign the work under this Tender to any other Agency.	Self-Declaration on Bidder's.
7	Agency must be capable of providing the Crop Cutting Services using MNCFC's Mobile App.	Self-Declaration on Bidder's Letterhead
8	<b>The Agency shall never use/store/share/discard CCE data collected or products developed from information collected under this project.</b>	Non-Disclosure Agreement on Bidder's Letterhead

9	The personnel engaged by the Agencies should be tech savvy and should be capable of working on computers and Mobile Apps	Self-Declaration on Bidder's Letterhead
10	Authorization to sign the bid	Power of attorney or duly signed authorization letter (by power of attorney holder, copy of which to be attached)

**Any bidder/agency not fulfilling the criteria mentioned above will be straightaway declared as technically disqualified. The bidders are required to provide the documents as listed above, failing which the bid shall be liable to be rejected on account of ineligibility.**

#### **Evaluation of Technical Bids**

Technical bids of the bidders shall be evaluated by the Technical Evaluation Committee (TEC). In First stage, all technical bids will be checked with respect to their completeness. Any bid not fulfilling the criteria mentioned in clause 2 with regard to minimum experience and debarment/blacklisting or not submitting any of the documents mentioned in clause 12 and clause 16.1 will be straightaway declared as technically disqualified. In second stage, weightage shall be given to various points of technical bids as described below: The Agency has to provide documentary proof for each of the item given below

<b>S.No.</b>	<b>Item</b>	<b>Maximum score</b>
1.	Previous experience in conducting similar kind of CCEs for Government/Semi Government Agencies/ PSUs/ Autonomous Bodies/ Public Sector Banks, marks to be given as under: > 3 yrs - 05 Marks > 5 yrs - 10 Marks	10
2.	Financial Status, turnover (from CCE related services) as per the audited accounts of the Agency during the previous three financial years (average of three years will be considered). Marks to be given as under: - Rs. 50.0 Lakh – Rs. 1 Crore per year - 05 Marks Rs. 1- 2 Crore - 10 Marks Rs. 2 Crore and above - 15 Marks	15
3.	Number of crop cutting experiments conducted/monitored in one cropping season by the Agency (Completion certificate should be submitted), using Smartphone App:- Upto 2000 CCE – 05 Marks 2000 to 5000 CCE - 10 Marks	15

	Above 5000 CCE – 15 Marks	
4.	<p>Technical Qualification</p> <p>I. The company/agency having 20 B.Sc. (Ag.)/ M.Sc. (Ag.) personnel will be given <b>10 marks (max)</b> and rest companies will be marked proportionately.</p> <p>II. Company having experience of conducting/monitoring more than 500 CCEs for multi-picking crops using Smartphone based Apps. <b>(05 marks)</b></p> <p>III. Experience of conducting CCEs in large number of crops. The Agency having highest number will be given <b>10 marks</b> and rest companies will be marked proportionately</p> <p>IV. The Company having the Facility of remote sensing based CCE planning (smart sampling) <b>(05 Marks)</b></p> <p>V. Experience of conducting CCEs using GPS based coordinates only <b>(05 Marks)</b></p> <p>VI. Number of states, where the company has conducted/monitored CCE. The Agency having highest number will be given <b>10 marks</b> and rest companies will be marked proportionately.</p> <p>VII. Quality of the previously done work with respect to the current requirement (proof can be through video, photographs or approved documentary proof). The Agency meeting highest number parameters will be given <b>15 marks</b> and rest companies will be marked proportionately.</p>	60

Bidders whose technical bid will score 70 and above only will qualify for the Financial Bid. Result of the technical bid shall be uploaded on CPP portal.

**NOTE: All the bidders are requested to submit the above-mentioned information with documentary proof.**

#### 16.2 Evaluation of Financial Bids

Financial bid/bid price made only in price bid Performa available in tender document will be accepted. Bid price will be evaluated by the MNCFC Purchase Committee on the basis of Cost per two CCE (one monitoring and one conducting) for rice and wheat crop (item no. 5 of Price bid). **MNCFC, at its discretion, may engage more than 1 agency for CCE service, if the agencies are technically responsive and agree to work in L1 price.**



**L1 price for non-cereal crops and multi-picking crops will be separately evaluated.**

**17. CONTACTING MNCFC**

17.1 No bidder shall try to influence the MNCFC (concerned officers dealing with the tender) on any matter relating to its bid, from the time of bid opening till the time the contract is awarded.

17.2 **Any effort by a bidder to influence the Purchaser in the Purchaser's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.**

**18. AWARD OF CONTRACT**

18.1 PLACEMENT OF ORDER

MNCFC will consider placement of orders for supply of services on those bidders whose offers have been found technically responsive and agree to work at L1 price.

**19. MNCFC RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

MNCFC reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the Purchaser's action.

**20. SIGNING OF CONTRACT**

The issue of Award Letter and Signing of Contract shall constitute the award of contract on the bidder. A contract under Indian Contract Act, 1872 shall be executed between MNCFC and the bidder to whom contract has been awarded. Upon furnishing the performance security by the successful bidder, MNCFC shall discharge its bid security.

**21. PERFORMANCE BANK GUARANTEE**

The **PERFORMANCE BANK GUARANTEE** value is approximately 10% of the cost of the project. PBG will be taken in 2 instalments i.e. one instalment in Kharif season and one instalment in Rabi season. The amount shall be remitted through Account Payee DD/Fixed Deposit Receipt (FDR)/Bank Guarantee from a Commercial Bank in favour of "Pay & Accounts Officer (Extension), Shastri Bhawan, New Delhi" towards Performance Bank Guarantee (PBG). The PBG shall be valid for at least 60 (Sixty) days beyond the date of completion of all contractual obligations and shall be denominated in Indian rupees payable at New Delhi, issued by a Public Sector Bank in India through its branch in New Delhi, India. The proceeds of the performance security shall be payable to MNCFC as compensation for any loss resulting from the service provider's failure to complete its obligations under this bid. MNCFC shall notify the service provider in writing of its invocation of its right to receive such compensation within 15 days, indicating the reasons

for which the service provider is in default. The performance security shall be discharged by MNCFC and returned to the service provider within 45 days from the date of final certificate, certifying the fulfilment of the performance obligations under this bid. The service provider shall furnish amendment to the performance security, if required, within 15 days of notification.

## **22. ANNULMENT OF AWARD**

Failure of the successful bidder to comply with the requirement of the tender document shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which event the Purchaser may make the award to any other bidder at the discretion of Purchaser or call for new bids

## **22. PAYMENT TERMS**

Payment will be separately for Kharif and Rabi

- 40% after the receipt of 50% CCE data
- 30% after receipt of the 100% CCE data
- 30% after receipt of all data in soft and hard copies and quality checking of the data to the satisfaction of MNCFC.

## **INSTRUCTIONS TO THE BIDDERS FOR THE e-SUBMISSION OF THE BIDS ONLINE THROUGH ePROCUREMENT PORTAL**

Instructions to the bidders to submit the bids online through the central procurement portal for e procurement at <http://eprocure.gov.in/eprocure/app>

1. Bidder should do Online Enrolment in this Portal using the option Click Here to Enrol available in the Home Page. Then the Digital Signature enrolment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as eMudhraCA/GNFC/IDRBT/MtnTrustline/SafeScript/TCS.
2. Bidder then logs into the portal giving user id / password chosen during enrolment.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.
5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected.
7. The BOQ template must not be modified/ replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
8. If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
9. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.
10. Bidder should arrange for the EMD as specified in the tender. The original should be posted/couriered/given in person to the Tender Inviting Authority, within the bid submission date and time for the tender.
11. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids
12. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
13. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also

the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.

14. It is important to note that, the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
15. In case of Offline payments, the details of the Earnest Money Deposit(EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the Tender will be summarily rejected
16. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
17. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
18. At the time of freezing the bid, the e-Procurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
19. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
20. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
21. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected
22. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
23. All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.
24. During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer (SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.
25. The bidders are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time (as per Server System Clock).

**26.** All the relevant procedures with necessary details can also be found as part of 'Bidders' Manual Kit' which is available at the following link:  
<https://eprocure.gov.in/eprocure/app?page=BiddersManualKit&service=page>

## TERMS AND CONDITIONS OF CONTRACT

1. All services shall be performed by an agency qualified and skilled in performing such services as per the eligibility criteria indicated in the Tender document. The person involved in CCE activities must have the qualification as defined in the PMFBY Guidelines for Loss Assessor.
2. The Agency/service provider/company engaged should not have any adverse police records/criminal cases against them. Proofs of identity like registration of company, Bank account details, previous work experience, and other documents related to certification should be submitted to MNCFC.
3. The service provider himself /personnel shall not divulge or disclose to any person of any details of office, operation process, technical know-how, security arrangements, Administrative/ organization matters as all are confidential/secret in nature.
4. Payments to the service provider would be strictly on certification by the officer (who has taken the services) that his services were satisfactory and covered the area as per the bill preferred by the service provider.
5. The service provider shall be contactable at all times and message by phone/mail/Fax/Special Messengers from MNCFC to him/her shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by MNCFC implementing the Contract from time to time.
6. MNCFC shall not be liable for any loss, damage, theft, burglary or robbery of any belongings, equipment or vehicles of the engaged service provider.
7. The successful bidder shall furnish a Performance Security Deposit of amounting **10% of the cost of Project in** the form of either an account payee demand draft, Fixed Deposit receipt or Bank Guarantee from a Nationalised bank drawn in favour of the **“Pay & Accounts Officer (Extension), Shastri Bhawan, New Delhi”**, in an acceptable form safeguarding the interests of this Department in all respects should be deposited.
8. The security deposit shall be forfeited by MNCFC on non-compliance of the terms of agreement by the service provider. In case contract is extended beyond the initial period of one year, agency will have to submit fresh Performance Security Deposit (PSD) for the extended period. Upon receiving fresh PSD in case of extension of contract or termination of contract due to completion of period, original PSD will be released.
9. The successful bidder will enter into agreement with MNCFC for providing services as per the requirement on these terms and conditions. The agreement will be valid for a period

of one year commencing from the date of signing of the agreement and shall continue to be in force in the same manner, unless terminated in writing. Except for any enhancement in the Service Tax rules, rates quoted by the agency shall be fixed for a period of one year including the period extended, if any, and no request for any change/modification shall be entertained.

10. The service provider shall not assign, transfer, pledge or subcontract the performance or services without the prior consent of MNCFC.
11. **The Agency shall never use/store/share/disclose CCE data collected or products developed from information collected under this project**
12. The agreement can be terminated by either party giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreements then Performance security and any suitable amount due to the agency from MNCFC shall be forfeited.
13. In the event, if any dispute arises touching any of the clauses of the agreements, the matter will be referred to the Secretary, Department of Agriculture, Cooperation & Farmers' Welfare whose decision shall be binding on both the parties.
14. Any legal dispute arising out of the above contract shall be settled in the jurisdiction of the High Court of Delhi.
15. **The tender can be awarded to the multiple bidders.**

**TENDER ACCEPTANCE LETTER**  
**(To be given on Agency/Company Letter Head)**

**Date:**

**To**  
**Director,**  
**Mahalanobis National Crop Forecast Centre**  
**Department of Agriculture, Cooperation & Farmers Welfare**  
**Pusa Campus, New Delhi – 110 012**

**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No:** \_\_\_\_\_

**Name of Tender / Work: -**

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

\_\_\_\_\_  
\_\_\_\_\_

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by MNCFC too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated, then MNCFC shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

**Yours Faithfully,**

**(Signature of the Bidder, with Official Seal)**



**PERFORMA FOR FINANCIAL BID/RATE BID FOR CONDUCTING CROP CUTTING EXPERIMENT**

(On Agency's letter head)

1. Name of the Company/Agency.....
2. Consolidated rate per CCE with its break up is quoted in the table below as per instructions given in tender documents and corrigendum thereof.

S. No.	Component of Rate	Amount in Rs.	Amount in Rs.	Amount in Rs.
1	Item Description	Rice or Wheat	Non-Cereal Crop (Millets, Pulses & Oilseeds)	Multi-picking crop (cotton and chilli)*
2	Cost of each CCE, as defined in the technical specification. a) Monitoring of CCE b) Conducting CCE			
3	Agency charges a) Monitoring of 1 CCE b) Conducting 1CCE			
4	Taxes a) Monitoring of 1CCE b) Conducting 1 CCE			
5	Total cost per 2 CCE (1 Monitoring and 1 Conducting)			

\*3-4 pickings for unirrigated crop and 4-6 pickings for irrigated crop

**Signature of authorized person with seal**

Date

Place

**Annexure I:**

**LIST of CROPS**

**Main Crops (for these crops CCEs will be conducted/monitored in around 100 districts per season)**

- 1. Rice-Kharif & Rabi**
- 2. Wheat- Rabi**

**TENTATIVE LIST OF ADDITIONAL CROPS (for these crops maximum 1 or 2 district's CCE will be conducted)**

- i. Gram-Rabi
- ii. Jowar-Rabi
- iii. Rapeseed & Mustard-Rabi
- iv. Potato-Rabi
- v. Soybean-Kharif
- vi. Cotton-Kharif
- vii. Chili – Kharif
- viii. Tur-Kharif

**Annexure II**

**Form for Crop Cutting Experiment**

1. Name of the Observer
2. Phone No.
3. Organisation
4. GPS Coordinate
5. Photographs (4): (1 from SW corner of the field, 1 from top 1m (nadir) position of the plot before cutting/picking, 1 at the time of weighing showing the balance reading)
6. ID (YYYYMMDD-NNN)
7. Time of CCE
8. Village, Tehsil/Block, District
9. Survey No.
10. Name of the Farmer
11. Mobile No. of the Farmer
12. Crop Name
13. Crop Variety
14. Irrigated/Un-Irrigated
15. Any Stress (Water, Nutrient, Disease)
16. Date of Sowing
17. Shape of CCE Plot (Triangle, Square, Circle)
18. Size of CCE Plot (Side of Triangle or Square and Radius of Circle)
19. Weight of Biomass (including grain)
20. Biomass Moisture Content (% , approximate)
21. Weight of Grain(in grams and kg/ha)
22. Grain Moisture Content(% , approximate)
23. Milling (% , approximate)
24. Thousand Seed Weight (grams)
25. Any other comment

**Name, Phone No & Signature of Farmer:**

**Name, Phone No & Signature of CCE Monitor:**

**Name, Phone No. & Signature of Government Official:**