



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*

for hiring services for conducting Crop Cutting Experiments in  
Agriculture fields

Tender No. 6/7(1)/CCEs/KISAN/Insurance/2015-MNCFC  
(January 2016)

(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</b>  <b>MAHALANOBIS NATIONAL CROP FORECAST CENTRE</b> <b>Near Krishi Vistar Sadan, Pusa Campus, New Delhi-110012</b> <b>NOTICE INVITING TENDER</b> <b>(For publishing in the Website)</b>  <b>Tender No. 6/7(1)/CCes/KISAN/Insurance/2015-MNCFC</b>		
<b>Office of issue</b>	Mahalanobis National Crop Forecast Centre (MNCFC), Department of Agriculture, Cooperation & Farmers' Welfare, Nr Krishi Vistar Sadan, Pusa Campus, New Delhi-110012	
<b>Tender No.</b>	6/7(1)/CCes/KISAN/Insurance/2015-MNCFC	
<b>Tender forms available at Website</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>Date and Time of Issue/Publishing</b>	19-01-2016	13:00
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<b>Bid submission last date and time</b>	28-01-2016	15:00
<b>Date and time of opening of Technical bid</b>	01-02-2016	14:00
<b>Place of opening of technical bid</b>	Committee Room, MNCFC, Nr. Krishi Vistar Sadan, Pusa Campus, New Delhi-110012.	
<b>Date of opening of financial bid</b>	To be intimated later	

On behalf of President of India, online tenders through e-procurement portal are invited from reputed and experienced agencies/firms/companies for hiring services for 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).

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/-  
(S. Mamatha)  
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 **Crop Cutting Experiments (henceforth will be referred as CCEs)** in agricultural fields from reputed and experienced agencies/firms/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 Centre**. Presently, services are required for conducting CCEs at different Agricultural fields in identified districts of the States of Haryana, Karnataka, Maharashtra, Madhya Pradesh, in India. The tentative list of districts is presented in Annexure I. The location or sites for conducting CCEs may change (within any part of India) as per the requirement of the Centre.

#### 2. ELIGIBLE BIDDERS

All CCEs service providing agencies/firms/companies must have more than two year service record beside at least one year of experience related with CCE (to be reckoned on the last date for submission of bids), of providing similar services i.e. conducting CCEs to the Ministries/Departments, Central/State Autonomous Bodies, statutory bodies, public or private sector organizations and fulfilling the following conditions are eligible for bidding:

- 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 public Department.
- 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 providing similar services.

#### 3. SCOPE OF WORK

For implementation of Crop Insurance scheme at district level or below, the requirement of huge number of CCEs with utmost precision has been a cause of concern. In the current methodology of yield estimation, the allocation and selection of fields for conducting CCE is based on the information of crop of previous years due to non-availability of current year information at the time of planning of survey. As a result the precision of estimates is affected. A need was felt to evolve improvement in the methodology of conducting CCEs with the help of Remote Sensing technology which is capable of providing current crop conditions in the field and which can be used to organize the CCEs efficiently and provide most reliable yield estimate. It is also suggested

that with the integration of remote sensing technology in yield estimation the number of CCE may also be reduced to a reasonable extent.

In this context, Department of Agriculture, Cooperation & Farmers' Welfare (DACFW), Ministry of Agriculture & Farmers' Welfare (MoAFW) has sanctioned a pilot project to the Centre for exploring use of high resolution remote sensing data for improving crop yield estimation towards crop insurance. The project called **KISAN** (C[K]rop Insurance using Space technology And geoiNformatics) is for the period of 2015-16 (Rabi 2015-16).

Under this project, it is proposed to carry out CCEs using remote sensing based plan and use the CCE data for yield modelling.

#### 4. CRITERIA FOR WORK

The criterion for conducting the crop cutting experiment is mentioned below:

1. Approximately 200-250 CCEs for the identified crop to be conducted in each district identified by the Centre, in the states mentioned in section 1. Total 1600-2000 CCEs are proposed to be conducted during the 2015-16. The number may change depending upon the future requirement.
2. The CCE locations (geographical coordinates) will be provided by the Centre.
3. The actual site for CCE should be as close to the position given (within 20-30 m). In case, the crop is not available in the CCE site (to be shown with photographs) it should be within 100 m from the suggested site.
4. Each CCE plot should be of minimum 5x5 sq m size or as defined by the Revenue Department of the concerned state.
5. The Field, where CCE will be conducted, should be at least of 1 acre area.
6. The CCE plot within the field should be representative of the whole field, not affected by site specific external factors.
7. The selected field should be sole-cropped (no mixed cropping) with the concerned crop.
8. The CCE should be conducted in the field, which is ready for harvest.
9. The CCE plot should be at least 3 m away from the field borders.
10. The CCE data will be collected through Smartphones as per the given format using the Android App (to be provided by the Centre). It should be checked that the GPS accuracy is <5 m. All parameters of the App should be filled.
11. The smartphone should have Navigation App, for showing GPS reading and North Direction.
12. Each CCE information should come along with latitude - longitude and 2 photographs (of crop cutting and grain weighing)
13. Additionally 2 photographs i) of the field and ii) of the CCE plot (taken from 1 m above nadir viewing) should also be provided.
14. The location map of the CCE site (overlaid on the Google/Bhuvan image with road network) should also be provided.

15. For Cotton crop CCE should be conducted for at least 3 pickings.
16. The accuracy of Biomass weighing should be 2 decimal levels in kg and grain yield in 3 decimal levels.
17. 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)
18. 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 third party not related to above two, along with their name and phone numbers should also be provided to the Centre.
19. The moisture percentage of Biomass should be obtained, at least in 5% cases, through drying method.
20. The Grain moisture percentage should be obtained using portable grain moisture meter
21. 10% of CCE sites will be randomly selected for supervision (by the Collaborating partners of the project) and service provider will facilitate (local transport) this supervision.
22. The online data should be sent real-time or maximum within 2 days of CCE conducted and the hardcopies should be delivered within 15 days of conducting CCE.

## 5. Technical Specifications for the conducting CCEs

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

**(b) Certification.** The bidder should provide certificates of the past experience of conducting similar kind of experiments.

**(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. 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. No data will be shared for any scientific publications etc. with the outside personnel involved in the missions. The outside personnel (involved) need to sign a Non-Disclosure Agreement with MNCFC; in respect of data and derived products.
- c. 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 equipment/s, if any, during conducting 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 this Centre online. The Centre shall respond online to any request for clarification of the Bid Documents in given specific Date & Time and clarification by the Centre shall be sent to the prospective bidders online.

8.2 Any clarification issued by MNCFC, DACFW 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, DACFW 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, DACFW 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 this Centre nor NIC 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, and EMD/bid security for an amount of **1,00,000 /- (Rupees One lakh only)** in the form of an account payee Demand Draft, Fixed Deposit receipt, Banker's Cheque or Bank Guarantee from any **Public Sector 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), Nr 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:

- a) If a bidder withdraws his bid during the period of bid validity specified above.
- b) 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 firm 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. 1,00,000/- or registration certificate of the Central Purchase Organization, or NISC.
- c) Certificate of Incorporation/ Registration of Firm/ Memorandum and Articles of Association/ Partnership Deed/ Proprietorship Deed/ Declaration of Proprietorship etc. as the case may be.
- d) Copy of PAN/TAN numbers.
- e) Copy of Income Tax Return for last two Financial Years i.e. FY 2013-14 and 2014-15.
- f) Audited accounts (Balance Sheet and Profit and Loss Account etc.) for the last two years.
- g) Any document which can be taken as proof of similar type of activity /assignment completed or doing presently with other organization.
- h) Copy of Service Tax Registration Certificate.
- i) Certificate by the Bidder to the effect that the firm is not blacklisted by any Govt. Organization/ DGS&D/ NCCF / PSU.
- j) Tender Acceptance Letter on firm's letter head which should be filled, signed and stamped/certified properly.
- k) 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.

### 13. BID PRICE/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 the Centre. 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 the Centre beforehand about their desire to attend the meeting.
- 15.2 A maximum of two representatives for any bidder shall be authorized and permitted to attend the bid opening process physically.
- 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. EVALUATION CRITERIA**

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

Technical bids of the bidders shall be evaluated by the Tender Evaluation Committee. First of all technical bids will be checked with respect to their completeness. Any bid not fulfilling the criteria mentioned in clause 2 above with regard to minimum experience and

debarment/blacklisting or not submitting any of the documents mentioned in clause 12 will be straightaway declared as technically disqualified. In second stage, weightage shall be given to various points of technical bids as described below:-

S.No.	Item	Maximum score
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:-  > 2 yrs - 05 Marks > 3 yrs - 10 Marks	10
2.	Experience having CCE done in > 2 states, rest companies/firm/agency will be marked proportionately.	05
3.	Financial Status, turnover as per the audited accounts of the firm during the previous three financial years. Marks to be given as under:-  Up to Rs. 5 Lakhs - 05 Marks Rs. 5-20 Lakh - 10 Marks Rs. 20 Lakh and above - 15 Marks	15
4.	Number of crop cutting experiments conducted in one cropping season in one state by the firm (Completion certificate should be submitted):- Upto 500 CCE – 05 Marks 500 to1000 CCE - 10 Marks Above 1000 CCE – 15 Marks	15
5.	Technical Qualification  I. The firm/company/agency having 8-10 B.Sc. (Ag.)/M.Sc. (Ag.) personals will be given <b>05 marks</b> and rest companies will be marked proportionately. II. Company having experience of conducting more than 500 CCEs using Smartphone based Apps. ( <b>05 marks</b> ) III. Experience of conducting CCEs for the crops in Annexure I ( <b>05 marks</b> ) IV. The Company having the Facility of remote sensing based CCE planning ( <b>05 Marks</b> ) V. Experience of conducting CCEs based on GPS coordinates ( <b>05 Marks</b> ) VI. Number of states, where the company has conducted CCE. The firm having highest number will be given <b>05 marks</b> and rest companies will be marked proportionately. VII. Quality of the previously done work with respect to the current requirement (proof can be through video, photographs or approved documentary	40

	proof). The firm meeting highest number parameters will be given <b>10 marks</b> and rest companies will be marked proportionately.	
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Bidders whose technical bid will score 50 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 documents.**

## 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 Tender Evaluation Committee on the basis of Average Cost per CCE (item no. 4 of Price bid). In case of tie between L-1 firms, the bidder with higher marks in Technical Bid Evaluation will be considered. The Price Bid, if found modified/tampered by the bidder, except for the permitted cells, will be rejected.

## 17. CONTACTING THE CENTRE

17.1 No bidder shall try to influence the Centre (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

The Centre will consider placement of orders for supply of services on those bidders whose offers have been found technically and financially acceptable.

## 19. CENTRE'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

This Centre 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 the Centre and the bidder to whom contract has been awarded. Upon furnishing the performance security by the successful bidder, the Centre shall discharge its bid security.

**21. 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**

30% Advance along with each work Order and 70% after receipt of the data (soft and hard copies) with the satisfaction of the Centre.

## 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 eProcurement 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).

**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 circular. The person involved in CCE activities must have the qualification of B.Sc (Ag.)/ Diploma in agriculture / 3 year experience in CCE conducting using smartphone and having computer knowledge.
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, Flying License, Bank account details, previous work experience, and other documents related to certification should be submitted to this Centre.
3. The service provider's himself /personnel shall not divulge or disclose to any persons 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 provide the required services for a small area also, in case of any exigencies as per the requirement of this Centre.
6. The service provider shall be contactable at all times and message by phone/mail/Fax/Special Messengers from this Centre to him/her shall be acknowledged immediately on receipt on the same day. The Service Provider shall strictly observe the instructions issued by the Centre implementing the Contract from time to time.
7. This Centre shall not be liable for any loss, damage, theft, burglary or robbery of any belongings, equipment or vehicles of the engaged service provider.
8. The successful bidder shall furnish a Performance Security Deposit of amounting **1,80,000/- (Rupees One Lakh eighty Thousand Only)** 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"**, with validity of one year and two months the date of signing the contract, in an acceptable form safeguarding the interests of this Department in all respects should be deposited.
9. The security deposit shall be forfeited by the Centre 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.

10. The successful bidder will enter into agreement with this Centre for providing services as per the requirement on these terms and conditions. The agreement will be valid for a period on 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.
11. The service provider shall not assign, transfer, pledge or subcontract the performance or services without the prior consent of the Centre.
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 this Centre 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 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. An agency can bid for all the four states or one or more states. Hence the tender can be awarded to the multiple bidders in case of opting one or more states EMD and PBG will be reduced proportionately.

No of states	EMD (Rs.)	PBG (Rs.)
One state	25000/-	45,000/-
Two states	50000/-	90,000/-
Three states	75000/-	1,35,000/-
Four states	100000/-	1,80,000/-

**TENDER ACCEPTANCE LETTER**  
**(To be given on Firm/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 your Centre/ organization 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 your Centre/ organisation 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 firm's letter head)

1. Name of the Company/firm.....
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 `
1	Item Description	CCEs services
2	Cost of each CCE, as defined in the technical specification.	
3	Agency charges	
4	Taxes	
5	Total cost per CCE	

**Signature of authorized person with seal**

Date

Place

**Annexure I:****The Tentative List of Districts and Crops for the CCE****(The list is only indicative and subject to change during the study period)**

<b>Rabi, 2015-16</b>		
<b>State</b>	<b>Districts</b>	<b>Crop</b>
Haryana	Hissar, Karnal	Wheat
Karnataka	Raichur, Yadgir	Rabi/Summer Rice, Rabi Sorghum
Maharashtra	Ahmednagar, Solapur	Wheat, Rabi Sorghum
Madhya Pradesh	Vidisha, Hoshangabad	Wheat

**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 Observer:**

**Name, Phone No & Signature of 3<sup>rd</sup> Party:**