

Government of Jammu and Kashmir
Office of the Chairman State Level Purchase Committee
Directorate of Sheep Husbandry Department Kashmir
Lal-Mandi, Srinagar 190008
Email id: kashmirmerino.sheep@gmail.com

e-NIT No: DSHK/Acctts/23-24/ 308722

Dated: 25.11.2023

Subject: E-Procurement Notice for Insurance of Imported livestock.

For & on behalf of Lt. Governor of Jammu and Kashmir e-tenders are invited from firms/companies having fairly wide network of branches in the UT of J&K, dealing in Insurance cover to Sheep/Goats in two bid system (Technical 1 & Financial 2) through Chairman State Level Purchase Committee from the **National level Insurance companies/ intermediary of Repute registered by Insurance Regulatory and Development Authority(IRDA)**for fixing the Rate Contract for the year 2023-24 for **insurance of Imported Livestock procured from Australia** on terms and conditions given here under:

The bidding documents consisting of qualifying information, eligibility, criteria, specifications, bill of quantities (B.O.Q), set of terms and conditions of supply/contract and other details can be seen/downloaded from the e-procurement website www.jktenders.gov.in as per schedule of dates given below.

1	Date of Issue of Tender Notice	25.11.2023
2	Period of downloading of bidding documents	25.11.2023 to 15.12.2023
3	Bid submission start date	26.11.2023
4	Bid submission end date	15.12.2023(2.00pm)
5	Date and time of opening of bids (online)	16.12.2023(2.00pm)

1. Instructions for bidders regarding e-tendering process:-

- i. Bidders are advised to download bids submission manual from the “Downloads option as well as from Bidders Manual kit” on the website www.jktenders.gov.in to acquaint themselves with bid submission process.
 - ii. To participate in bidding process bidder has to get a Digital Signature Certificate (DSC), as per Information Technology ACT-2000. Bidders can get Digital Certificate from an approved vendor.
 - iii. The bidder has to submit their bids online in electronic format with the Digital Signature. No bidding will be accepted in physical form.
 - iv. Bids will be opened online as per the schedule mentioned at Para-1.
 - v. Bidders must ensure to upload scanned copy of all necessary documents with the technical bid.
- 2. The department will not be responsible for delay in online submission due to any reason.**

(Note: Scan all the documents on 100dpi with Black and White option.)

Sd/-
Chairman
State Level Purchase Committee
Sheep Husbandry Department
Jammu & Kashmir

No:Dshk/Accts/23-24/308722

Date:25.11.2023

Copy to:

1. Principal secretary, Agriculture production department, Jammu and Kashmir for information.
2. Director Sheep Husbandry Department, Jammu for information.
3. Joint Director Extension Sheep Husbandry Department Kashmir for information.
4. Joint Director Extension Sheep Husbandry Department Jammu for information.
5. Joint Director Farms Sheep Husbandry Department Kashmir for information.
6. Joint Director Farms Sheep Husbandry Department Jammu for information.
7. All the DSHO's J & K for information.

- 8.** Accounts Officer Sheep Husbandry Department Kashmir for information.
- 9.** Accounts Officer Sheep Husbandry Department Jammu for information.
- 10.** In charge website, Sheep Husbandry Department Kashmir, for uploading NIT on website
- 11.** I/C Publicity with the request to forward the notice to J.D. Information for publishing the notice in at least two leading local/national print and electronic media , and uploading on the departmental website.

1. General Instructions.

- 1.1: The Interested bidders may download the tender documents from the website www.jktenders.gov.in from 25.11.2023 to 15.12.2023 .
- 1.2: Online bids in two parts i.e. technical bid (Part 1) and Financial bid (Part 2) shall be submitted on the website www.jktenders.gov.in from 26.11.2023 to 15.12.2023 (2.00pm)
- 1.3: Clarifications if any will be entertained from 25.11.2023 to 30.11.2023 4PM.
- 1.4: The technical bids uploaded on the website will be opened on 16.12.2023 at 2:00 PM in the office chamber of Chairman, State Level Purchase Committee, Sheep Husbandry Department JandK, Kashmir (Director Sheep Husbandry Department, Agriculture Complex, LalMandi Srinagar Kashmir. In case, the said date is declared as holiday the bids will be opened on the next working day at the same time.
- 1.5: The above schedule regarding date and time is tentatively fixed, however, the Chairman SLPC reserves the right to change the date and time of activities in case of any exigency through a notice on e-tendering portal www.jktenders.gov.in and on official website of the Directorate of Sheep Husbandry Kashmir.
- 1.6: Disclosure of rate/discounts special offers in the technical bid may be understood as mal practice and as such the bid shall be rejected.
- 1.7: All the original documents should be produced at the time of scrutiny, if asked for by the technical evaluation committee.
- 1.8: The SLPC reserves the right to accept or reject any tender or any part of the tender before , during or after the tender without assigning any reason thereof.
- 1.9: No conditional tender will be accepted /entertained.
- 1.10: The bidder has to submit a non refundable tender fee of Rs 1500/= in form of a demand draft (hard copy) in favor of Member secretary Accounts Officer Sheep Husbandry Department Kashmir by last date of tender submission.

Valid scanned exemptions certificate for seeking exemption of tender fee issued under price preference rules for MSME/SSI units should be uploaded.
- 1.11: The tenders without tender fee shall be out rightly rejected. Firms that are eligible for exemption for the payment have to submit and upload the scanned document in support of such exemption.
- 1.12: No technical/financial bid shall be accepted in hard copy.

2. Eligibility

- 2.1:- Valid registration certificate issued by IRDA.
- 2.2: The minimum average annual turnover of bidder for financial years 2019-2020, 2020-2021,2021-2022 should be Rs 30 crores. The certificate to the effect issued by practising Chartered Accountant should be uploaded (Annexure 3) along with the copy of balance sheet duly attested by chartered accountant for financial years 2019-2020, 2020-2021 ,2021-2022 should be Rs 30 crores.The turnover should be in terms of Insurance exclusively.
- 2.3: Apart from the above necessary eligible criteria other documents required from the bidder as envisaged in the other conditions of the tender documents are mandatory for being eligible in the present proposal of the tender.

3.TERMS AND CONDITIONS:-

- 3.1: The tenders shall be submitted in two parts, one as Technical bid and another as Financial Bid. Only those bids which are technically qualified with reference to the terms and conditions notified will be considered for financial evaluation.
- 3.2: Both the Technical and Financial bids have to be made online on the website <https://www.jktenders.gov.in> for which the interested bidders should read the instructions carefully for e-tendering process enclosed with the tender documents and available on the said website.
- 3.3: All other issues that may come up during the course of completion of contract shall be decided by the State Level Purchase Committee, Sheep Husbandry Deptt. and orders shall be final and binding upon the purchase officer and the approved tenderer.
- 3.4: **TECHNICAL BID** : shall be made online only.It should contain the followings documents:-
- Copy of Demand Draft on account of tender fee.
 - Copy of valid registration certificate issued by IRDA.
 - Copy of GST registration certificate.
 - A minimum average **annual turnover** for the financial year 19-20,20-21,21-22 of Rs. 30 **Crores (Rupees Thirty crores)** of the Firm. The turnover certificate must be issued by a Chartered Accountant.
 - Copy of balance sheet for the last three consecutive Financial years 2019-20,20-21,21-22 should also be enclosed duly attested by Chartered Accountant.
 - Copy of Income Tax Return for the year 2018-19,2019-20,2020-21 (assessment year) along with a copy of attested PAN card of the Company
 - Affidavit duly attested by 1st Class Magistrate declaring that:-
 - a) The documents enclosed with the tender are original and genuine and have not been tempered or fabricated.
 - b) There is no Vigilance/CBI case pending against the Company
 - c) All the terms & conditions of NIT are acceptable to us
- Note:**1) Tenders submitted without any of the above documents shall be rejected.
2) The Chairman, State Level Purchase Committee can call for any Original Documents from the tenderer at any point of time.
- 3.5: Merino sheep both males 59 and females 248 shall be insured. Value of each sheep will be **Rs 257011 for males and Rs 174455 for females.**
- 3.6: Each sheep shall be tagged with unique identification number/Brand Number for proper identification.The cost of Tags to be used for identification of animals will be borne by the insurance company.The tag already available on animal may be utilised subject to the condition that it is mutually agreed by the insurance company and Department.
- 3.7: Each sheep will be photographed for policy issuance and claim purpose.
- 3.8: Claims shall be settled for 100% of sum insured under this scheme.
- 3.9: The insurance company/intermediary should be registered with IRDAI and must have minimum five years experience of performing animal insurance assignment in at least four states in India.
- 3.10: The Insurance Company/ Intermediary should have dedicated Android & Windows based Application Platform & Software or have to develop dedicated Software & App for generation of MIS and reports etc. for monitoring.
- 3.11: The Insurance Company/Intermediary will be responsible for collection of insurance documents from the designated office/s and delivery of insurance policy at the same office within the stipulated time.
- 4.1: **FINANCIAL BID** :shall only be made online on the website <https://www.jktenders.gov.in>.
Note:The financial bid of the concerned tenderer shall only be valid if the said company qualifies the conditions of technical bid.
- 4.2: The tenderer should quote rates strictly as per the unit of Livestock (i.e per animal).

- 4.3: The Companies who are interested to participate may fix their Representative for execution of supply order and receiving of payments if they desire with proper authority/signatory on non-judicial stamp paper. Such representatives should be nominated in the tender itself.
- 4.4: No conditional tender will be accepted/ entertained. No condition other than those in the terms set-forth will be entertained.
- 4.5: Remittance charges (Bank Commission) on payment made to the firms will be borne by the companies.
- 4.6: Approved companies shall have to abide by the standard terms and conditions laid down in General financial rules & Manual for procurement of consultancy service.
- 4.7: The SLPC reserves the right to accept or reject any tender at any stage without assigning any reasons what so ever.
- 5.1: **VALIDITY OF CONTRACT:** - The rate contract shall remain valid for a period of one year from the date of its issuance or till the new rate contract is issued, whichever is earlier.
- 5.2: No representation regarding increase/ decrease/withdrawal of rates already quoted in the tender shall be considered after the last date of receipt of tenders or to the extended date of receipt of tenders and no price escalation claim shall be entertained at any stage what so ever.
- 5.3: The successful tenderer shall not assign/sublet the contract in part or in full to any other agency. In all such cases contracts shall be cancelled.
- 5.4: In case any dispute or doubt arises between the Purchasing Officer and the approved company, the orders of the Chairman, State Level Purchase Committee, Sheep Husbandry Department, J&K, Kashmir shall be final and binding.
- 5.5: Any legal proceedings shall be subjected to the jurisdiction of the Courts within UT of J&K only.
- 5.6: The SLPC reserves the right to ask for the any document for purpose of verification during the course of approval.
- 5.7: Incorrectly pledged FDRs (i.e. if not pledged to Accounts Officer) will not be considered. Successful companies have to deposit security money equal to 5% of the total value of the order in the shape of a FDR. In case of failure to make the said deposit, the contract shall be cancelled.
- 5.8: Bid security/earnest money for an amount of Rs.100000/- (One lakh only) in the form of accounts payee demand draft, fixed deposit favouring A.O Sheep Husbandry Kashmir, Lal Mandi, Srinagar J & K initially valid for a period of 6 months to be extended further as per finalization of the contract. The bidder has to upload scanned copy of CDR/FDR/DD with the bid and hard copy shall be submitted by the last date of the submission of bid. EMD of unsuccessful bidders will be returned to them at an earliest after the award of contract to successful bidder but the department shall not be responsible for any loss or depreciation that may occur as hither-to-fore while in its possession nor be liable to pay any interest thereof. EMD shall be refunded to the successful bidder on receipt of performance security. Tenders without EMD shall be rejected.
- 5.9: The successful company shall have to execute an agreement in the prescribed form with the concerned Directors on non-judicial stamp paper of Rs 20/- duly attested by the **1st Class Magistrate without** which no payment shall be released.
- 5.9.1: Any other condition that is not indicated here can be incorporated in the rate contract/supply order or agreement before execution of a contract if needed.
- 6.1: **PENALTY:-**
- a) The successful tenderer shall be responsible for execution of the contract strictly in accordance with the contract in full within the stated time. The SLPC also reserves the right to take legal action for breach of contract (partial or full) .
 - b) As soon as the Rate Contract is issued to the successful company, the rate contract shall be binding on him.
 - c) If at any stage of the tendering/ execution of rate contract, is found that any document furnished by the tenderer/ approved firm is fake/tempered the SLPC reserves the right to take action

against the said firm which could include confiscation of FDR,debaring of firms, initiation of criminal proceedings within the State.

- 6.2: Any loss sustained by the department as a result of backing out of the successful tenderer shall be recovered from the defaulting tenderer out of his earnest money/ security deposit .The FDR of backed out company shall be forfeited without any notice and the supplier shall have no right to raise this issue in any court of law in any manner.
- 6.3: The suppliers should be registered with IRDA and have to attach a copy of the necessary certificates from the concerned and also quote the GST registration No. in their tender.
- 6.4: All terms and conditions of NIT shall also form the integral part of the Rate Contract document.
- 6.5: Insurance cover has to be provided on one year plan basis.
- 6.6: Only three documents will be required for settling the claims viz intimation with insurance company, Insurance policy paper and post mortem report. In case of the claim becoming due the payment of the insured amount shall be made within 15 days after submission of afore mentioned requisite documents. In case the insurance company fails to settle the claim within 15 days of the submission of documents ,the insurance company will be liable to pay a penalty of 12% compound interest per annum per animal to the department.
- 6.7: In case of the death of an animal, the matter shall be reported by the incharge officer to the insurance company and the company has to depute the designated insurance officer within 24 hours of such intimation. In case of non communication/non deputation of Insurance officer within 24 hours the post mortem will be conducted by the V.A.S or an officer of higher rank in absence of the Insurance officer.
- 6.8: Default in settlement of claim or any type of deficiency in services on part of the insurance company shall be immediately brought to the notice of IRDA.

Sd/-

Chairman

State Level Purchase Committee
Sheep Husbandry Department, J&K, Kashmir
(Director, Sheep Husbandry Deptt, Kashmir)

No-Dshk/Acctts/23-24/308722

Dt- 25.11.2023

Copy to the:

1. Principal secretary, Agriculture production department, Jammu and Kashmir for information.
2. Director Sheep Husbandry Department, Jammu for information.
3. Joint Director Extension Sheep Husbandry Department Kashmir for information.
4. Joint Director Extension Sheep Husbandry Department Jammu for information.
5. Joint Director Farms Sheep Husbandry Department Kashmir for information.
6. Joint Director Farms Sheep Husbandry Department Jammu for information.
7. All the DSHO's J & K for information.
8. Accounts Officer Sheep Husbandry Department Kashmir for information.
9. Accounts Officer Sheep Husbandry Department Jammu for information.
10. In charge website, Sheep Husbandry Department Kashmir, for uploading NIT on website
11. I/C Publicity with the request to forward the notice to J.D. Information for publishing the notice in at least two leading local/national print and electronic media , and uploading on the departmental website.

ANNEXURE-1
Application format

e-Tender Reference No:-

Date:-

To Chairman

**State Level Purchase Committee
Department of Sheep Husbandry
Government of Jandk**

**Subject:- E-procurement for Insurance of Imported livestock
Department of Sheep Husbandry Kashmir**

Sir,

With reference to your online NIT:- _____ Dated :- ____

1. I the supplier is hereby furnishing the rates for the supply tendered for as per your specifications, terms and conditions to department of Sheep husbandry (Decentralized units of the Directorate of Sheep Husbandry Kashmir.
2. I hereby agree to abide by and fulfill all the terms and conditions laid down in online tender notice/ tender (tender terms and conditions, Annexure). The default thereof and pay the penalties/sums or money that may be imposed by the Chairman State level Purchase committee.
3. I declare that I have never failed to execute the agreement with department of the sheep husbandry at any instance in the past.
4. I declare that have never been debarred blacklisted by any government concern/government institutions in the country as a whole, for any item/ items (quoted in this tender).
5. I offering rates for the supply and BOQ and assure execution as per the requirement to the department of Sheep Husbandry Jammu and Kashmir.
8. I propose that the order and the bill should be in the name of _____ Mobile No. _____
9. I also agree that the decision of the Chairman SLPC department of Sheep Husbandry in all matters in respect of this online tender will be final and binding on me.
10. I also agree to execute on being called upon to enter into a formal agreement embodying the terms and conditions containing herein.
11. I Affirm the information provided in the tender is true and correct.

Yours Faithfully

Signature & Date

Name of the Bidder and Date

ANNEXURE 2

Annual turnover certificate

(Certificate from the Chartered firm on the official letter pad of the Chartered Accountant)

This is to certify that having been examined the audited balance sheet and profit and loss accounts and other records of M/S _____ having its office at _____ the average annual turnover of M/S _____ for financial years 2019-2020, 2020-2021, 2021-22 is Rs: _____ lakhs in terms of Insurance only.

**Signature of the Chartered Accountant
with registration no. of the firm and official seal.**

Signature of the Bidder.

Form1.1 - Bidder Information

(To be uploaded as part of Technical bid) (On Company Letter-head)
(Along with supporting documents, if any) Bidder's Name _____ [Address and Contact Details]

Bidder's Reference No. Date

Tender Document No. Tend No./xxxx; Tender Title: GOODS

Note: Bidder shall fill in this Form following the instructions indicated below. No alterations to its format shall be permitted, and no substitutions shall be accepted. Bidder shall enclose certified copies of the documentary proof/ evidence to substantiate the corresponding statement wherever necessary and applicable. Bidder's wrong or misleading information shall be treated as a violation of the Code of Integrity. Such Bids shall be liable to be rejected as nonresponsive, in addition to other punitive actions provided for such misdemeanours in the Tender Document.

(Please tick appropriate boxes or strikeout sentences/phrases not applicable to you)

(A) Bidder/ Contractor Particulars

a) Name of the Company

.....

b) GeM Supplier ID (if registered with GeM, it is mandatory at the time of placement of Contract).....

c) Place of Registration/ Principal place of business

.....

d) Complete Postal Address

.....

e) Pin code/ Zip Code:

.....

f) Telephone nos.(with country/area codes):

g) Mobile Nos.: (with country/ area codes):

h) Contact persons/ Designation:

i) Email IDs

(B) Taxation Registrations

a) PAN number:

b) Type of GST Registration as per the Act(Normal Taxpayer, Composition, Casual Taxable Person, SEZ, etc.):

c) GSTIN number in Consignor and Consignee States.

d) (d) Contact Names, Nos. & email IDs for GST matters (Please mention primary and secondary contacts):

e) We solemnly declare that our GST rating on the GST portal/Govt. official website is not negative/ blacklisted.

f) Documents to be submitted: Self-attested Copies of PAN card and GSTIN Registration.

g) Authorization of Person(s) signing the bid on behalf of the Bidder.

- h) Full Name:
(C) Designation:

Signing as

1. A sole proprietorship firm. The person signing the bid is the sole proprietor/ constituted attorney of the sole proprietor,
2. A partnership firm. The person signing the bid is duly authorized being a partner to do so, under the partnership agreement or the general power of attorney,
3. A company. The person signing the bid is the constituted attorney by a resolution passed by the Board of Directors or in pursuance of the Authority conferred by Memorandum of Association.

Documents to be submitted: Registration Certificate/ Memorandum of Association/ Partnership Agreement/ Power of Attorney/ Board Resolution

(D) Bidder's Authorized Representative Information

a) Name:

.....

b) Address:

.....

c) Telephone/Mobile numbers:

.....

d) d. Email Address:

.....

(Signature with date)

.....

(Name and designation)

**Duly authorized to sign bid for and on behalf of
[name & address of Bidder and seal of company]**

DA: As above

Form1.2: Eligibility Declarations

(To be uploaded as part of Technical bid) (On Company Letter-head)

(Along with supporting documents, if any)

Tender Document No. Tend No./xxxx; Tender Title: GOODS Bidder's Name _____

[Address and Contact Details]

Bidder's Reference No.....

Date.....

Eligibility Declarations

(Please tick appropriate boxes or cross out any declaration not applicable to the Bidder)

- a) We hereby confirm that we are comply with all the stipulation of NIT- And declare as under and shall provide evidence of our continued eligibility to the Procuring Entity as may be requested:
- b) **Legal Entity of Bidder:**
- c) We are/ are not a JV _____
- d) We solemnly declare that we (including our affiliates or subsidiaries or constituents) are not insolvent, in receivership, bankrupt or being wound up, not have our affairs administered by a court or a judicial officer, not have our business activities suspended and are not the subject of legal proceedings for any of these reasons; (including our Contractors/ subcontractors for any part of the contract):
1. Do not stand declared ineligible/ blacklisted/ banned/ debarred by the Procuring Organisation or its Ministry /Department from participation in its Tender Processes; and/ or
 2. Are not convicted (within three years preceding the last date of bid submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of Government of India from participation in Tender Processes of all of its entities, for offences mentioned in Tender Document in this regard. We have neither changed our name nor created a new "Allied Firm", consequent to the above disqualifications.
- a. Do not have any association (as bidder/ partner/ Director/ employee in any capacity) with such retired public official or near relations of such officials of Procuring Entity, as counter-indicated, in the Tender Document.
- b. We certify that we fulfil any other additional eligibility condition if prescribed in Tender Document.
3. We have no conflict of interest, which substantially affects fair competition. The prices quoted are competitive and without adopting any unfair/ unethical/ anti- competitive means. No attempt has been made or shall be made by us to induce any other bidder to submit or not to submit an offer to restrict competition.
4. **Restrictions on procurement from bidders from a country or countries, or a class of countries under Rule 144 (xi) of the General Financial Rules 2017:** We certify as under:
- *"We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries, and solemnly certify that we fulfil all requirements in this regard and are eligible to be considered. We certify that:*
 - *We are not from such a country or, if from such a country, we are registered with the Competent Authority (copy enclosed). and;*
 - *We shall not sub contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority.*
5. **Penalties for false or misleading declarations:**
We hereby confirm that the particulars given above are factually correct and nothing is concealed and undertake to advise any future changes to the above details. We understand that any wrong or misleading self-declaration would violate the Code of Integrity and attract penalties.

Tender Document. (Signature with date)

(Name and designation)

Duly authorized to sign bid for and on behalf of
[name & address of Bidder and seal of company]

BOQ OF INSURANCE FOR IMPORTED LIVESTOCK.

S.no	Item	Quantity	Unit	Rate of Premium(percentage) inclusive of all Taxes and other charges
1.	Conducting Livestock insurance of Sheep(Imported) for one year policy. (Ram/male)	1	One animal	
2.	Conducting Livestock insurance of Sheep(Imported) for one year policy.(Ewe/Female)	1	One animal	