

TAMIL NADU LIVESTOCK DEVELOPMENT AGENCY

Tender No. 2022/03

Tender Reference No.1185/NLM/LIS/20

**CONDITIONS OF TENDER FOR CARRYING OUT
LIVESTOCK INSURANCE OF
MILCH CATTLE, BUFFALOES, SHEEP, GOATS AND PIGS
IN ALL DISTRICTS OF TAMIL NADU
UNDER NATIONAL LIVESTOCK MISSION
2022-23**

PERIOD OF AVAILABILITY OF TENDER FORMS (to be downloaded from website)	: From 30.03.2022 to 17.04.2022
PRE-BID MEETING	: 05.04.2022 at 11.00 A.M.
LAST DATE OF AVAILABILITY OF TENDER FORM	: 17.04.2022 up to 5.00 P.M.
LAST DATE FOR SUBMISSION OF TENDER	: 18.04.2022 up to 11.00 A.M.
DATE AND TIME OF OPENING OF TENDER	: 18.04.2022 at 11.30 A.M.
PLACE OF OPENING OF TENDERS	O/o Chief Executive Officer, Tamil Nadu Livestock Development Agency, Chennai-600 035

**ADDRESS: TAMIL NADU LIVESTOCK DEVELOPMENT AGENCY
4TH FLOOR, INTEGRATED OFFICE COMPLEX FOR ANIMAL
HUSBANDRY AND FISHERIES DEPARTMENT,
571. ANNA SALAI, SAIDAPET VETERINARY POLYCLINIC CAMPUS,
NANDANAM P.O., CHENNAI-35
Phone: 044 -24310412, 24345362 Fax: 044 -24345361
e-mail : tnlda2016@gmail.com**

IMPORTANT INSTRUCTIONS FOR THE SUBMISSION OF TENDERS

1. The tender document is free downloadable from www.tenders.tn.gov.in
2. The document would be downloadable up to **5.00 p.m.** on **17.04.2022**.
3. A pre-bid meeting is scheduled in the office of the Chief Executive Officer, Tamil Nadu Livestock Development Agency, 4th Floor, Integrated Office Complex for Animal Husbandry and Fisheries Department, 571. Anna Salai, Saidapet Veterinary Polyclinic Campus, Nandanam P.O., Chennai-35, on **05.04.2022** at **11.30 a.m.** to clarify the doubts about the terms and conditions in the tender document.
4. Read the tender documents completely before submission of the tender.
5. Follow the instructions given in the tender document scrupulously.
6. All the pages should be serially numbered.
7. The check list should be completely filled along with page numbers.
8. A copy of the tender conditions and the schedules should be signed by the tenderer at the right-hand bottom of each page with the office seal duly affixed and returned along with the tender.
9. Arrange the documents neatly and as in the order stipulated in the tender document, give continuous page numbers and secure it tightly without any loose paper.
10. Enclose only relevant and specific documents as called for in the tender document.
11. All the documents/copies of documents submitted with the tender should be labeled appropriately.
12. All the documents/copies of documents must have been attested not earlier than six months before the submission of tender.
13. All the documents/copies of documents must be neat, clear and legible without any ambiguity.
14. **A covering letter signed by the competent authority has to be enclosed with the tender document.**
15. Documents/copies of documents submitted in languages other than English or Tamil must be accompanied by an English or Tamil translation of the same duly attested.
16. Tamil Nadu Livestock Development Agency will not be responsible for any postal delay.
17. All the representatives who choose to be present at the time of opening of bids have to submit a Letter of Authorisation (**Annexure VIII**) from the competent authority **in advance, before entry.**
18. The tenderer shall ensure that no person acting for them or on their behalf will try to influence or engage in bribery.

Tenders not fully complying with the instruction for submission of tenders are liable to be rejected summarily

CHECK LIST - COVER A

1. Tender document duly signed in all pages.	Page No		YES		NO	
2. Copies of Balance Sheet and Profit and Loss Account for three years i.e. (2017-18 to 2019-20) certified by the Auditor.	Page No		YES		NO	
3. Photocopy of valid license to carry out livestock insurance duly attested by the Notary Public and renewed during 2021-22.	Page No		YES		NO	
4. Authorization like Power of Attorney, Resolution of Board, for the Senior Officer of the company who has signed the tender documents and the bid	Page No		YES		NO	
5. The declaration form signed by the tenderer, and notarized (Annexure-I)	Page No		YES		NO	
6. Market Standing Declaration (Annexure-II)	Page No		YES		NO	
7. Annual Turn Over (Annexure- III)	Page No		YES		NO	
8. Details of the Company (Annexure- IV)	Page No		YES		NO	
9. Details of branches of the company in all the districts of Tamil Nadu (Annexure-V)	Page No		YES		NO	
10. Specification of policy offered (Annexure- VI)	Page No		YES		NO	
11. Undertaking (Annexure- VII)	Page No		YES		NO	
12. Proforma to be submitted for making claims						

CHECK LIST - Cover B

1 Rate Quoted for insuring animals (Annexure- IX)	Page No		YES		NO	
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Note: At the time of opening of tender, the authorized representatives who choose to be present should submit a copy of authorization letter to the competent authority before entry. (**Annexure VIII**).

**CONDITIONS OF TENDER FOR CARRYING OUT LIVESTOCK INSURANCE
(MILCH CATTLE & BUFFALOES, SHEEP, GOATS AND PIGS)
IN ALL DISTRICTS OF TAMIL NADU**

1. Sealed tenders are invited by the Chief Executive Officer, Tamil Nadu Livestock Development Agency, IV Floor, Integrated Office Complex for Animal Husbandry and Fisheries Department, 571, Anna Salai, Saidapet Veterinary Polyclinic Campus, Nandanam P.O, Chennai – 600 035 from Insurance Companies who have experience in insuring **Milch Cattle / Buffaloes, Sheep, Goats and Pigs**.
- 2.a. The Insurance Companies having valid license and who have carried out insurance of Livestock during the last two years, **2019-20 & 2020-21** are eligible to participate in the tender.
- 2.b. The Insurance Companies shall have a minimum Annual Turnover of Rs. 25 crores per annum or a total Turnover of Rs. 50 crores in the past three years. **(2018-2019 to 2020-21)**.
- 2.c. The Company should have at least one service branch in all the districts of Tamil Nadu and the services offered (issue of policy and settlement of claims) should be through the branch located in the district or give an undertaking that they would meet all the requirements of the farmers in their respective districts through a designated branch and officer in-charge of the district operations.

Sealed covers containing the required documents and quotes in the prescribed form should be superscribed as **“TENDER FOR CARRYING OUT LIVESTOCK INSURANCE FOR MILCH CATTLE, BUFFALOES, SHEEP, GOATS AND PIGS IN ALL THE DISTRICTS OF TAMIL NADU FOR THE YEAR 2022-2023, DUE ON 18.04.2022, 11.00 a.m.”**.

COVER - A

- 3.1. The company should send the following certificates, arranged serially as per the **checklist** in a separate cover hereafter called **“Cover A”**.
 - a. Tender document duly signed in all pages.
 - b. Balance Sheet and Profit & Loss Account for three years (i.e. **(2018-2019 to 2020-21)**).
 - c. Photocopy of valid license to carry out livestock insurance duly attested by the Notary Public and renewed during 2021-22 (Proof of Payment of Renewal Fee for 2021-22).
 - d. Authorization like Power of Attorney, Resolution of Board, etc for the Senior Officer of the company who has signed the tender documents and to participate in the bid.
 - e. Declaration Form signed by the tenderer and notarized (Annexure I).
 - f. Market Standing Declaration (Annexure II).

- g. Annual Turnover (Annexure III).
- h. Details of the Company (Name, Address, Telephone number, Fax, e-mail address of the firm and of the Chief Executive Officer/Managing Director / Partners / Proprietor. (Annexure IV).
- i. Details of branches of the company in all the districts of Tamil Nadu (Annexure V).
- j. Specification of policy offered (Annexure VI).
- k. Undertaking (Annexure VII)

The above certificates should be submitted in “Cover A”, addressed to the Chief Executive Officer, Tamil Nadu Livestock Development Agency, EEC Buildings, Veterinary Hospital Campus, Nandanam P.O., Chennai - 600 035 and superscribed as **“COVER ‘A’ – TENDER DOCUMENTS (TECHNICAL BID) FOR CARRYING OUT LIVESTOCK INSURANCE FOR MILCH CATTLE, BUFFALOES, SHEEP, GOATS AND PIGS IN ALL THE DISTRICTS OF TAMIL NADU FOR THE YEAR 2022-23,”**

- 3.2.a.** The documents / certificates should be under the name and address of the premises of the firm
- b.** The Insurance Company shall submit a checklist for the list of documents enclosed with their page number in the enclosed proforma. The documents shall be serially arranged as per checklist and shall be securely tied or bound.

COVER – B

- 4.1.** The rate quoted in the Annexure IX should be submitted in “Cover B”, addressed to the Chief Executive Officer, Tamil Nadu Livestock Development Agency, IV Floor, Integrated Office Complex for Animal Husbandry and Fisheries Department, 571, Anna Salai, Saidapet Veterinary Polyclinic Campus, Nandanam P.O, Chennai – 600 035 and super-scribed as **“COVER ‘B’ – TENDER DOCUMENTS (PRICE BID) FOR CARRYING OUT LIVESTOCK INSURANCE FOR MILCH CATTLE, BUFFALOES, SHEEP, GOATS AND PIGS IN ALL THE DISTRICTS OF TAMIL NADU FOR THE YEAR 2022-23”**. Each page of the tender document should be signed by the authorised signatory of the Insurance Company with seal.
- 4.2.** The Cover “A” and Cover “B” should be separately sealed and both the sealed covers shall be kept in an outer envelope super-scribed as **“TENDER FOR CARRYING OUT LIVESTOCK INSURANCE IN TAMIL NADU FOR THE YEAR 2022-23 UNDER NATIONAL LIVESTOCK MISSION”** and this should reach the Chief Executive Officer, Tamil Nadu Livestock Development Agency, IV Floor, Integrated Office Complex for Animal Husbandry and Fisheries Department, 571, Anna Salai, Saidapet Veterinary Polyclinic Campus, Nandanam P.O, Chennai – 600 035 on or before

18.04.2022, 11.00 a.m. The covers will be opened at the office premises of TNLDA at the above address on **18.04.2022, 11.30 a.m.** in the presence of the Representatives / Officers of the Insurance Companies who choose to be present.

- 4.3.** Cover “B” of only those companies which satisfy the standard criteria laid down in the terms and condition of the document by TNLDA, will be opened on the basis of the details furnished by the Insurance Company in Cover ‘A’.

5. PRICES AND OTHER CONDITIONS

- 5.1.** A copy of the conditions for tender and the schedules should be signed by the authorised signatory of the Insurance Company at the bottom of each page with the office seal duly affixed and returned along with the quotes/offer.

- 5.2.** Tender document should be typewritten and every correction in the tender document should be attested by the authorized signatory of the Insurance Company with full signature and date before submission of the documents and quotes to TNLDA, failing which the quotes will be ineligible for further consideration. Corrections done with correction fluid should also be duly attested.

- 5.3.** The Insurance Company should quote the rate of premium for all the categories in plains / hill areas separately as below:

1. Milch Cattle and Buffaloes

2. Sheep and Goats

3. Pigs.

1. For Milch Cattle & Buffaloes:

- a. coverage against death for one year
- b. coverage against death and permanent total disability for one year
- c. coverage against death for three years and
- d. coverage against death and permanent total disability for three years.

2. For Sheep, Goats & Pigs – coverage against death for one year.

Any omission will result in the rejection of the quote or offer.

- 5.4.** The rate of premium quoted should be valid for a period of one year from the **date of signing of agreement** for covering Milch Cattle / Buffaloes (in milk and dry, as well as pregnant animals which have already calved once), Sheep, Goats and Pigs.

- 5.5.** The rate of premium quoted should not vary with the number of animals to be insured and the number of districts where the scheme is being implemented **except for THE NILGIRIS DISTRICT.**

- 5.6.** Rate of premium should be quoted in the Annexure IX.

- 5.7. The rate of premium quoted by the Insurance Company shall not in any case, exceed the controlled rate, if any, fixed by the Central / State Government / Concerned Regulatory Authority.
- 5.8. To ensure quick implementation of the Livestock Insurance Scheme without any interruption, **The Chief Executive Officer, Tamil Nadu Livestock Development Agency, reserves the right to split orders for providing the services of insuring the animals among more than one Insurance Company provided that the rates and other conditions of quotes are equal.**
- 5.9. The rate of premium quoted and accepted will be binding on the Insurance Company for the stipulated period and on no account will any increase in the rate of premium be entertained till the completion of the tender period of offer.
- 5.10. No Insurance Company shall be allowed at any time on any ground whatsoever to claim revision of or modification in the rates quoted by them. Clerical error, typographical error etc., committed by the Insurance Company in the tender forms shall not be considered after opening the tender. Conditions will not be considered under any circumstances and the tender of those who have given such conditions shall be treated as incomplete and for that reason, shall be summarily rejected.
- 5.11. If at any time during the period of contract, the rate of premium is reduced or brought down by any law or act of the Central or State Government or by the Insurance Company itself, the Insurance Company shall be bound to inform the Chief Executive Officer, Tamil Nadu Livestock Development Agency, Chennai - 35 immediately about such reduction in the contracted prices.

6. Mode of Evaluation:

The Cover B of those Insurance Companies which quote the rate of premium for all the specifications as described in Annexure VI and which satisfies the standard criteria furnished in Cover 'A' will only be opened.

The offers will be evaluated for Milch Cattle & Buffaloes, Sheep, Goats and Pigs according to the order of preferences as mentioned below:

- a. First preference will be given to the company which quotes lowest rate for all the seven categories vide **Annexure IX** i.e., milch cattle & buffaloes **viz.**, two specifications without PTD and two specifications with PTD, sheep, goats and pigs.
- b. Second preference will be given to the company which quotes the lowest rate for milch cattle & buffaloes one year policy without PTD and be considered as L1.

The lowest quotation for the other six categories quoted by the other companies will be taken into account and the company which has quoted the lowest rate for milch cattle & buffaloes, one year policy without PTD, will be asked to match the lowest value offered by the other companies for the other six categories.

Note: Priority will be given first to (a) category only. Category (b) will be considered if there is no offer for (a)

7. ACCEPTANCE OF TENDERS AND IMPLEMENTING CONDITIONS

- 7.1. The Chief Executive Officer, Tamil Nadu Livestock Development Agency reserves to himself the right to reject all or any of the tender without assigning any reason and will not be bound to accept the lowest or any other tenders.**
- 7.2.** The Chief Executive Officer, Tamil Nadu Livestock Development Agency will be at liberty to terminate without assigning any reasons, thereof, the contract either wholly or in part on one month's notice. The Insurance Company will not be entitled for any compensation whatsoever in respect of such termination.
- 7.3. Formation of syndicate or groups or any other illegal association among Insurance Companies may lead to disqualification.**
- 7.4.** The acceptance of the tenders shall be communicated to the Insurance Company in writing.
- 7.5.** If the Insurance Company fails to execute the services within the stipulated time, TNLDA is empowered to make emergency *ad hoc* arrangements.
- 7.6.** In the event of any dispute arising out of the tender, such dispute would be subject to the jurisdiction of the Civil Court of Chennai / Districts.
- 7.7.** No suit or other legal process shall lay against the Government or any officer or authority of this Agency in respect of anything which in good faith done or intended to be done.
- 7.8.** For all purposes, the IRDA Rules and Regulations should be followed and the Tamil Nadu Tender Transparency Act 1998 and the Tamil Nadu Transparency in Tender Rules 2000 shall apply with amendments issued from time to time.
- 7.9.** The company should have at least one service branch in all the districts of Tamil Nadu and the services offered should be through the branch located in the district or give an undertaking that they would meet all the requirements of the farmers in their

respective districts through a designated branch and officer in-charge of the district's operations.

- 7.10.** The local branch / designated branch / officer in charge of the district of the company shall be responsible for the acceptance of proposals, issue of policies, without delay, settlement of claims and furnishing of all the particulars called for by the Tamil Nadu Livestock Development Agency.
- 7.11.** Selected Insurance Company shall **nominate a Nodal Officer** who shall be responsible for providing all the required reports on implementation of the scheme as and when required by the Tamil Nadu Livestock Development Agency.
- 7.12.** The authority signing the tender document shall ensure that all the Regional Offices and branches shall abide by the accepted terms and conditions of the tender and all the terms and conditions shall be complied in full. An undertaking to this effect vide Annexure VII shall be submitted with the tender.

8. TERMS OF PAYMENT

- 8.1.** From TNLDA, funds will be released to 31 Regional Joint Directors of Animal Husbandry (RJD (AH)) and 25 General Managers (GM) of District Cooperative Milk Producers' Union (DCMPU) directly.
- 8.2.** Proposals for insurance shall be submitted by the RJDs (AH) and GMs, DCMPU along with the premium amount to the designated branches of Insurance Companies in the district.
- 8.3.** Insurance Companies shall co-ordinate and co-operate with the nodal officers nominated by the RJDs (AH) and the GMs (DCMPU) and **facilitate reporting the physical and financial progress at the District / Union level.**
- 8.4.** The insurance company shall ensure that policies are handed over **within 24 hours of remittance of the premium amount.**

9. AGREEMENT

The Insurance Company whose quote is accepted shall execute an agreement on a non-judicial stamp paper of value of Rs.100/- (stamp duty to be paid by the Insurance Company) with the Regional Joint Director of Animal Husbandry / General Manager, District Co-operative Milk Producers' Union, within 10 days from the date of receipt of the intimation that their offer has been accepted.

SPECIAL TERMS AND CONDITIONS FOR LIVESTOCK INSURANCE

A total 1.50 lakh animals (Milch Cattle and Buffaloes, Sheep, Goats and Pigs) have to be covered within a period of **Six months** which is extendable up to a maximum of one year as per the decision of Chief Executive Officer, TNLDA. The target may increase or

decrease up to 25% as per the decision of the Government of India / Government of Tamil Nadu / Chief Executive Officer, Tamil Nadu Livestock Development Agency.

The Chief Executive Officer of Tamil Nadu Livestock Development Agency will be the Executive Authority for the Scheme.

1. Insurance Premium

- a. The rate of premium quoted for Insurance shall be for insuring Milch Cattle/Bufaloes (in milk and dry, as well as pregnant animals which have already calved once) Sheep, Goats and Pigs as below:

For all districts except The Nilgiris:

- i. Milch Cattle and Buffalo - For one year with permanent total disability cover
- ii. Milch Cattle and Buffalo - For one year without permanent total disability cover
- iii. Milch Cattle and Buffalo - For three years with permanent total disability cover
- iv. Milch Cattle and Buffalo - For three years without permanent total disability cover
- v. Sheep for one year Policy
- vi. Goats for one year Policy
- vii. Pigs for one year Policy

Only for The Nilgiris District:

- i. Milch Cattle and Buffalo - For one year with permanent total disability cover
- ii. Milch Cattle and Buffalo - For one year without permanent total disability cover
- iii. Milch Cattle and Buffalo - For three years with permanent total disability cover
- iv. Milch Cattle and Buffalo - For three years without permanent total disability cover
- v. Sheep for one year Policy
- vi. Goats for one year Policy
- vii. Pigs for one year Policy

- b. The rates quoted should not vary with the districts, except for The Nilgiris District (where a separate premium rate may be quoted), the number of Milch Cattle and Bufaloes to be insured and the number of districts where the scheme is being implemented.

2. Animals to be insured

- a. Milch Cattle/Bufaloes (in the age groups of 2 ½ years to 8 years in milk / dry, as well as pregnant animals which have already calved once) Sheep, Goats (aged between 1-3 years) and Pigs (in the age group of 1-5 years) in all the districts of Tamil Nadu are to be insured.

- b. Priority should be given for insuring Milch Cattle (crossbred), Sheep and Goats distributed under CM's flagship scheme for the 2nd, 3rd and 4th year of insurance.

3. Number of animals to be insured

- a. A total of 1,50,000 \pm 25% of cattle units are to be insured in all the districts of Tamil Nadu.
- b. The number of animals insured per beneficiary per household shall not exceed **five** cattle units.

One-cattle unit equals

- one cattle or one buffalo
 - 10 sheep or 10 goats or 10 pigs
- If the beneficiary has less than 5 animals / one cattle unit (sheep, goat or pig) can also avail the benefit.
 - The Insurance company should indicate the tentative number of cattle units that can be insured by them during the scheme period **in all the districts of Tamil Nadu** as per the format given below:

Number of cattle units that can be insured during the scheme period.

S. No	Name of the District	Probable Number of cattle units that can be insured
	Total	

4. Valuation of the Animal

- a. The minimum value of milch cattle should be assessed based on per day milk production. The value for cows is arrived at by taking Rs.3,000 per litre per day milk produced or as per the price prevailing in the local market (declared by Government) for cows and for buffaloes Rs.4,000 per litre of milk produced or as prevailing in the local market (declared by Government).
- b. The benefit of subsidy is restricted to a maximum value Rs. 35,000/- per cattle unit.
- c. The value of the Milch Cattle, Buffalo, Sheep, Goats and Pigs selected for insurance **shall be assessed jointly by the beneficiary and the Insurance Company in the**

presence of the Veterinary Officer and certified by a Registered Veterinary Practitioner from the list of Veterinarians prepared for each district.

- d. The health of the Milch Cattle, Buffalo, Sheep, Goats and Pigs shall also be certified by a Registered Veterinary Practitioner from the list of Veterinarians prepared for each district.

5. Selection of animals

- a. The Milch Cattle, Buffaloes, Sheep, Goats and Pigs to be insured shall be identified by the veterinarians of the Department of Animal Husbandry and the District Cooperative Milk Producers' Unions along with the representatives of the Insurance Company.
- b. The list of veterinary practitioners will be prepared by the district authority of the Department of Animal Husbandry and the District Cooperative Milk Producers' Union Ltd. The listed practitioner will assist in identification of beneficiaries and their animals, determination of their market value, tagging / fixing of identification marks and as and when required to certify the truthfulness of a policy for release of Government share of premium for the issue of policy.

6. Identification of the animals insured

- a. The insured Milch Cattle, Buffaloes, Sheep, Goats and Pigs shall be **identified by tagging with Poly Urethane laser printed Ear Tags bearing 12-digit unique numbers (as per GOI norms), electronic chips etc., without injury or loss of value of the animal.** For the animals already tagged with unique twelve-digit number, the same tag numbers shall be used for identification and there shall not be any dispute in settlement of claims on account of utilization of existing tag conforming to national standards
- b. **The cost of identification material used** (i.e., the cost of tags/chips, applicators, scanner etc) **shall be borne by the Insurance Company in full** and the required number of tags and applicators shall be provided to the field officials.
- c. The Insurance Company shall guide the beneficiary about the need and importance of the ear tags fixed for settlement of claim so that they take proper care for maintenance of identification tags.
- d. While processing an insurance proposal, **one photograph of the animal/animals with the owner clearly displaying the EAR TAG shall be taken. The cost of the photos will be borne by the insurance company.**

7. Premium payment

- a. Proposals for insurance shall be submitted RJDs and GMs along with the premium amount to the designated branches of Insurance Companies in the district.
- b. GOI has informed that services of general insurance business under Central Sector Scheme on Cattle Insurance is exempted from Service Tax - Sl. No. 26(1) of notification No. 25/2012-ST, Dt. 20.06.2012. Therefore, Cattle Insurance Services provided under 'National Livestock Mission' (NLM) gets covered as services of general insurance business provided under Central Sector Scheme on Cattle Insurance. **No Service Tax / GST should be claimed in the rate of premium quoted either directly or indirectly from TNLDA or from the beneficiary.**

8. Policy

- a. Individual Policy for every animal insured shall be issued in the name of the beneficiary by the Insurance Company.
- b. All the accounts and details pertaining to the Livestock Insurance Scheme shall be suitably programmed and maintained separately for generation of data on beneficiary wise / category wise / Department wise number of Milch Cattle, Buffaloes, Sheep, Goats and Pigs insured through AHD / AAVIN (TCMPF), number of one & three year policies issued, total premium collected, number of death reported, number of claims settled, total amount settled for AHD / AAVIN, etc. and **to facilitate reconciliation and verification of accounts by the Officers authorized by TNLDA / RJD / GM.**
- c. **All the entries made in the policy shall be verified for its correctness. (Ownership of animal, tag number, premium, collection of tax, issue of schedules in proper format, name of the veterinarian, the sum assured, No. of animals per policy, the schedule etc.,)**

9. Distribution of Policy.

- a. The policy should be issued immediately within 24 hours on remittance of premium amount.
- b. The policy cover will take effect immediately upon identification of animals, its examination by Veterinary Practitioner, assessment of its value and its tagging along with payment of share of the premium to the Insurance Company or its representative by the cattle owners are completed.

10. Transfer of policy on transfer of ownership of the animal insured.

- a. In case of sale of animal before the expiry of the insurance policy, the authority of beneficiary will have to be transferred to the new owner on production of proper sale deed to the Insurance Company.

- b. The terms and conditions for the transfer of the policy must be declared in the tender.
- c. The cost of transfer, if any, shall be borne by the beneficiary.

11. Claims against Insurance policy

- a. The details of coverage of the policy must be clearly stated with the tender submitted.
- b. The Milch Cattle / Buffaloes shall be covered against death and disability and Sheep, Goats and Pigs shall be covered against death from the date of remittance of the premium.
- c. The appropriate authority to which claims may be addressed must be clearly stated in the tender.
- d. The procedure for making claims must be clearly spelt out without any ambiguity **and made available in Tamil to the beneficiaries.**
- e. Only **Four** documents would be required by Insurance Company for settling the claim namely 1. Report of death / disability / FIR. 2. Insurance policy 3. Post mortem report with photo and 4. Ear tag. **A proforma of the documents to be submitted for making claims should be enclosed along with the tender.**
- f. The procedure for making claims and settlement of claims must be very simple and the documents should be easily available.
- g. The necessary forms should be made available in required numbers and the place of availability of the forms must be clearly stated.
- h. The postmortem certificate will be issued by the Registered Veterinary Practitioner enlisted by the District Authority of the Animal Husbandry Department / District Cooperative Milk Producers' Union Ltd.
- i. The claims must be settled within 15 days from the submission of claims with the required documents.
- j. If the Insurance Company fails to settle the claim within 15 days of submission of documents, the Insurance Company will be liable to pay, a penalty of 12% compound interest per annum to the beneficiary.
- k. The local branch / designated branch / officer in-charge in the district shall be responsible for the settlement of claim.
- l. The sum assured shall be paid in full as claims without any deductions.

12. Propaganda

- a. The Tamil Nadu Livestock Development Agency along with its participating agencies will support the implementation of the scheme by undertaking necessary publicity campaigns to propagate the scheme.
- b. The Insurance Company should also make arrangements to publicize the scheme and contribute to the successful implementation of the scheme.

13. Award of Tender

- a. The company adjudged as offering the lowest evaluated rate of premium in accordance with the evaluation criteria will be awarded the tender.
- b. The Chief Executive Officer, Tamil Nadu Livestock Development Agency reserves the right to split orders among more than one Insurance Company offering the least rates of premium for providing the services of insuring the animals considering other conditions like the number of branches available capability to perform, past performance etc., are equal.
- c. Allotment of districts to Insurance Companies will be done based on the number of branches available in the district, capability to perform, past performance etc.,

14. Reporting

- a. Insurance Companies shall co-ordinate and co-operate with the nodal officers nominated by the RJDs (AH) and the GMs (DCMPU) and facilitate for reporting the physical and financial progress at the District / Union level.

ANNEXUE I

DECLARATION FORM

I / We _____
_____ have our _____
_____ Office at _____ do
declare that I / We have carefully read all the conditions of tender, corrigendum, addendum, errata
etc., made available by the Chief Executive Officer, Tamil Nadu Livestock Development Agency
Chennai, for carrying out **Livestock Insurance** of Milch Animals (Cattle & Buffaloes) Sheep,
Goats and Pigs in all Districts of Tamil Nadu under **National Livestock Mission for the year
2022-23** and abide by all conditions set forth therein.

I / We also declare that we have taken steps to ensure that no person acting for us or on
our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive
practices.

Signature :

Date :

Name of the
Firm and address :

ATTESTED BY NOTARY PUBLIC

ANNEXURE II

MARKET STANDING DECLARATION

We hereby declare that we are in the market doing Livestock Insurance business for the past two years and the Milch Cattle and Buffaloes, Sheep, Goats and Pigs insurance carried out during the last two years with proof are furnished below

Name of firm: _____

Species insured	Year	Animals Insured (in nos.)	Premium collected (Rs. in lakhs)	Claims settled (in nos.)	Value/Amount of claims settled (Rs. in lakhs)
1	2	3	4	5	6
Cattle	2019-20				
	2020-21				
Buffaloes	2019-20				
	2020-21				
Sheep	2019-20				
	2020-21				
Goats	2019-20				
	2020-21				
Pigs	2019-20				
	2020-21				
TOTAL					

Signature :

Date :

Name & Address of the :
Company:

ANNEXURE III

ANNUAL TURN OVER STATEMENT

The Annual Turnover of M/s. _____ for the past three years are given below and certified that the statement is true and correct.

S. No	Year	Turnover in lakh (Rs)
1	2018 - 2019	
2	2019 - 2020	
3	2020 - 2021	
	Total	Rs. _____ lakh

Average Turnover per annum - Rs. _____ Lakh.

Total turnover in the three years : Rs. _____ lakh

Date:

Signature of Auditor /
Chartered Accountant

Seal.

(Name in Capital)

ANNEXURE IV
DETAILS OF INSURANCE COMPANY

Name of the Insurance Company :
& Full Address

Phone Nos. :

Fax :

E-Mail :

Date of Inception :

License No. & Date :

Issued by :

Valid up to :

Details of activity undertaken :

Name of the authorized signatory :

Specimen signature of the authorized
Signatory :

Mobile Phone No. of the Authorized signatory :

ANNEXURE V

LIST OF BRANCHES AVAILABLE IN EACH OF THE DISTRICTS & NAME AND DESIGNATION OF PERSONS IN-CHARGE OF LIVESTOCK INSURANCE

Name of the Branch & District	Address	Contact Phone Nos.		e-mail	Name of the officer in-charge & designation
		Landline	Mobile		

Signature :

Date :

Name & Address of the :
Company:

ANNEXURE VI

SPECIFICATION OF THE POLICY

1. MILCH CATTLE AND BUFFALOES:

- THREE YEAR POLICY COVERING DEATH OF ANIMAL
- THREE YEAR POLICY COVERING DEATH OF ANIMAL INCLUDING PERMANENT TOTAL DISABILITY
- ONE YEAR POLICY COVERING DEATH OF ANIMAL
- ONE YEAR POLICY COVERING DEATH OF ANIMAL INCLUDING PERMANENT TOTAL DISABILITY

2. SHEEP, GOATS & PIGS INSURANCE – ONE YEAR POLICY COVERING DEATH OF ANIMAL

Signature :

Date :

Name & Address of the Company :

Annexure – VII

UNDERTAKING

No. _____ Dated. _____
To _____

Dear Sir,

Tender Ref. No.1185/NLM/LIS/20, Dt. .04.2022

We _____ (Name of the Insurance Company) do hereby undertake that the undersigned shall ensure that all the Regional Offices and its branches (listed below) shall abide by the terms and conditions of the tender and shall be complied in full.

S. No.	Regional Office	Branches

Yours faithfully,
(Name)
for and on behalf of M/s. _____
(Name of Insurance Company)

Note: This undertaking should be on the letter head of the company and should be signed by a person signing the tender document.

Annexure – VIII

AUTHORIZATION LETTER

No. _____ Dated. _____
To _____

Dear Sir,

Tender Ref. No.1185/NLM/LIS/20, Dt. .04.2022

We _____ (Name of the Insurance
Company) do hereby authorize
M/s. _____ (Name and Address of
Representative) to submit a tender, and subsequently negotiate against the above-mentioned
tender.

No company or Firm or individual other than M/s. _____
are authorized to tender, negotiate and conclude the contract in regard to this business against
this specific tender.

Yours faithfully,
(Name)
for and on behalf of M/s. _____
(Name of Insurance Company)

Note: This authorization letter of authority should be on the letter head of the company and
should be signed by a person competent and having the power of attorney to bind the tenderer.

ANNEXURE IX
RATE QUOTED FOR IMPLEMENTATION OF LIVESTOCK INSURANCE SCHEME UNDER
NATIONAL LIVESTOCK MISSION DURING 2022-23 IN TAMILNADU

S. No	Description of item	Target for animals to be insured	Probable number of animals that can be insured	Total number of animals that can be insured in		Rate of Insurance Premium on value of animal (%)	
				All districts of Tamil Nadu except The Nilgiris District	Only in The Nilgiris District	For all districts of Tamil Nadu except The Nilgiris District	Only for The Nilgiris District
1	Conducting Livestock Insurance of Milch Cattle and Buffaloes for One Year Policy with Permanent Total Disability	1,50,000 Cattle Units					
2	Conducting Livestock Insurance of Milch Cattle and Buffaloes for One Year Policy without Permanent Total Disability						
3	Conducting Livestock Insurance of Milch Cattle and Buffaloes for Three Year Policy with Permanent Total Disability						
4	Conducting Livestock Insurance of Milch Cattle and Buffaloes for Three Year Policy without Permanent Total Disability						
5	Sheep for one year policy						
6	Goats for one year policy						
7	Pigs for one year policy						
	Total						

- NOTE:**
1. The rate quoted shall be applicable for a period of one year from the date of signing of agreement.
 2. GOI has informed that services of general insurance business under Central Sector Scheme on Cattle Insurance is exempted from Service Tax - Sl. No. 26(1) of notification No. 25/2012-ST, Dt. 20.06.2012. Therefore, Cattle Insurance Services provided under 'National Livestock Mission' (NLM) gets covered as services of general insurance business provided under Central Sector Scheme on Cattle Insurance. No Service Tax / GST should be claimed in the rate of premium quoted either directly or indirectly from TNLDA or from the beneficiary.

PLACE :
DATE :

SIGNATURE :
NAME IN CAPITALS :
DESIGNATION :