



**GOVERNMENT OF ANDHRA PRADESH**  
**Department of Gram Volunteers, Ward Volunteers and Village**  
**Secretariats, Ward Secretariats (GVWV & VSWS)**

\* \* \* \* \*

**Request for Proposal**  
**for**  
**Selection of Agency for supply of Uniforms to Village**  
**and Ward Functionaries**

**RFP No: RFP-233/2021-U**  
**Dated 27.08.2021**

**Issued by**  
**Department of Gram Volunteers, Ward Volunteers and Village**  
**Secretariats, Ward Secretariats (GVWV & VSWS),**  
**Government of Andhra Pradesh**

## Background about the Project

Government of Andhra Pradesh is committed to revamp delivery systems in the State with an aim to improve living standards of the people through the concept of NAVARATHNALU as core theme of governance. The Government established Gram/Ward Volunteers and Village/Ward Secretariats system for effective implementation of welfare programs and improve delivery of services at doorsteps of citizens in a transparent and corruption free manner and established 11,162 Village Secretariats and 3,842 Ward Secretariats and posted 1.34 Functionaries of 14 departments.

In this regard, Government intends to provide the departmental extension services, welfare and development activities and services to the citizen through Village/ward secretariats. Providing Uniform to the functionaries at the Village/ward secretariats will enable the citizen to identify the functionaries with the department & services that can be availed from them. On the other hand, the Uniform to the individual functionary may give a sense of pride and will bring a commitment to the duty.

## Bid Data Sheet

S. No	Information	Details
1.	Procuring Authority	Gram Volunteers / Ward Volunteers and Village Secretariats / Ward Secretariats Department (GVWV and VSWS), Government of Andhra Pradesh
2.	Evaluation of the bids	Will be undertaken as per the extant rules of the Government of Andhra Pradesh
3.	Name of RFP	Selection of Agency for supply of Uniforms to Village and Ward Functionaries
4.	RFP reference number	RFP No. RFP-233/2021-U Dated 27.08.2021
5.	Date and time of publishing of RFP on e-Procurement	30.08.2021 from 3:30 PM onwards
6.	Contact Person	<ol style="list-style-type: none"> <li>Mr. Krishna Mohan, Department of GVWV &amp; VSWS, Email: commr-gvwvsws@ap.gov.in Mobile: 7382531926</li> <li>Mr. Mogilichendu Suresh, Joint Director (Media), Department of GVWV &amp; VSWS Mobile: 9440863723</li> </ol>
7.	Bid Transaction fee on eProcurement Portal	All the participating bidders who submit the bids have to pay an amount @ 0.03% of their final bid value online with a cap of Rs.10,000/- for quoted value of purchase up to Rs.50 crores and Rs.25000/- if the purchase value is above Rs.50 crores & service tax applicable or as levied by Govt. of India on transaction fee through online in favour of Commissioner, Department of GVWV & VSWS. The amount payable to Department of GVWV & VSWS is non-refundable.
8.	Non-Refundable Tender Cost to GSWSD	<p>Rs.25,000/- (Rupees Twenty-Five Thousand only) DD in the name of Commissioner, Department of GVWV &amp; VSWS payable at Vijayawada. The original DD should be submitted to Department of GVWV &amp; VSWS before opening of the Pre- Qualification Bid.</p> <ol style="list-style-type: none"> <li>Bank A/c. No.: 630601172580</li> <li>IFSC Code: ICIC0006306</li> <li>Bank Name: ICICI</li> <li>MICR Code: 520229002</li> </ol>

9.	Earnest Money Deposit	<p>Rs.30,00,000/- (Rupees Thirty Lakhs only)  The vendor should submit EMD for the Schedules as given below and valid up to 180 days from the date of bid opening in the form of Bank Guarantee (BG) specific to this tender in favor of The Commissioner, Department of GVWV &amp; VSWS. The scanned copy of BG should be uploaded on e-procurement website. The Original Copy of BG should be submitted to Department of GVWV &amp; VSWS before opening the Technical- Qualification Bid. Rotational BG is not acceptable.</p> <p>Bidder can also pay EMD through online payment method. Online payment can be made via NEFT/ Credit/ Debit Card at <a href="https://tender.apeprocurement.gov.in">https://tender.apeprocurement.gov.in</a></p>												
10.	Date and Time of Pre-bid meeting (if required)	<p>03/09/2021 at 11:00 AM</p> <p>Physical presence will not be required for Pre-bid Meeting. Interested bidders can register themselves by sending their Name, Contact Number and e-Mail ID to the registered mail i.e. <a href="mailto:tenders.gsws@gmail.com">tenders.gsws@gmail.com</a> for attending the Pre-Bid meeting.</p> <p>Department of GVWV &amp; VSWS will send the meeting link to all the interested participants for attending the Pre-bid meeting online. Bidders are requested to send all their requests/queries if any before the permitted date/time to the concerned email ID mentioned in the tender document in the following format:</p> <table border="1" data-bbox="679 1048 1461 1283"> <thead> <tr> <th data-bbox="679 1048 767 1216">Sl. No</th> <th data-bbox="767 1048 855 1216">Pg. No</th> <th data-bbox="855 1048 983 1216">Clause No.</th> <th data-bbox="983 1048 1082 1216">Text as per RFP</th> <th data-bbox="1082 1048 1270 1216">Amendment / Clarification requested</th> <th data-bbox="1270 1048 1461 1216">Reason for seeking amendment</th> </tr> </thead> <tbody> <tr> <td data-bbox="679 1216 767 1283"></td> <td data-bbox="767 1216 855 1283"></td> <td data-bbox="855 1216 983 1283"></td> <td data-bbox="983 1216 1082 1283"></td> <td data-bbox="1082 1216 1270 1283"></td> <td data-bbox="1270 1216 1461 1283"></td> </tr> </tbody> </table>	Sl. No	Pg. No	Clause No.	Text as per RFP	Amendment / Clarification requested	Reason for seeking amendment						
Sl. No	Pg. No	Clause No.	Text as per RFP	Amendment / Clarification requested	Reason for seeking amendment									
11.	Last date, time (deadline) for receipt of proposals in response to this RFP notice through e-procurement portal, GoAP	07/09/2021 03:00 PM												
12.	Date and time of opening of Pre-qualification and Technical Bids on e-Procurement platform	07/09/2021 03:30 PM												
13.	Date and time of Opening of Financial Bid on e-Procurement platform	07/09/2021 05:00 PM												
14.	Method of evaluation of bids	L1 <span style="float: right;">4</span>												

15.	Validity of the proposal	180 days from the Bid Due Date (BDD)
16.	Letter of Award (LoA)	Within 24 hours of opening of Financial proposal
17.	Bid submission	<p>Online – <a href="http://www.tender.apecurement.gov.in">www.tender.apecurement.gov.in</a></p> <p>Bidders are requested to submit the bids after issue of minutes of the pre bid meeting duly considering the changes made if any, during the pre-bid meeting. Bidders are totally responsible for incorporating/ complying the changes/ amendments issued if any during pre-bid meeting in their bid.</p> <p>The Original EMD, Document fee, hardcopies of PQ, TQ documents can be submitted to Department of GVWV &amp; VSWS by Next business day after bid closing date provided that the scanned copies of the originals are uploaded in the eProcurement portal.</p> <p>Bidder shall communicate the details of courier or any other mode of submission to the Department of GVWV &amp; VSWS</p> <p>Bids shall be rejected for the Documents reaching beyond Next business day after the bid closing date.</p>
18	Contents of the Bid document to be submitted in Hardcopy format	<p>Envelop A – Technical proposal</p> <ul style="list-style-type: none"> <li>Documents as per “Conditions of Eligibility of Firm and Appendix I” section of this RFP</li> </ul> <p>Envelop B – Financial proposal</p> <ul style="list-style-type: none"> <li>Format as per “Financial Evaluation Criteria and Appendix II” section of this RFP</li> </ul>

## Scope

This tender is specifically for Uniforms to GVWV & VSWS Department Functionaries. The specifications can be found below:

Sl. No	Type of Cloth	Cloth Specifications	Color	Quantity required in Meters
1	Suiting Trovin Cloth	67%-33% 2/30*2/30, Dyed Yarn 58 Inch width Suiting Cloth	Cream	4,60,882
2	Shirting Cloth	Blue with White stripe Heavy quality Shirting 36 Inch Mill item	Blue	4,81,309
3	Bottom Cloth	Spun/Spun Fine Yarn 36 Inch width ladies bottom cloth	Cream	2,17,485
4	Chunny Cloth	Georgette Cloth Heavy Quality	Cream	2,41,650
<b>Total Quantity in Meters</b>				<b>14,01,326</b>

## Execution Conditions:

- Purchase orders will be issued to the Tenderer(s) at the discretion of the Department of GVWV & VSWS as per actual requirements.
- Supplies against a purchase order shall be completed within **15 days** otherwise liquidated damages shall be levied by Department of GVWV & VSWS.
- **Delivery Place:** The CEOs/JC(VWS&D) of ZPPs based on the number of Village - Ward Secretaries in the District. The cloth material should be packed Secretariat wise and to be bundled Mandal/ULB wise at supplier level only. (Mandal/ ULB wise secretariats list will be shared with the selected bidder).
- **Payment Terms:** The total contract amount will be paid after successful delivery to all the districts.
- **Samples:** Sample units are available at the O/o Commissioner & Director, GVWV&VSWS Department, Nirmaan Bhavan, "Plot No. 11 and 12 Backside of BSNL Telephone Exchange, Autonagar, Vijayawada - 520007, AP, India." office, interested participants can come and review the same.
- If the Tenderer fails to execute the supply within the stipulated time, the Department of GVWV & VSWS is at liberty to make alternative arrangement for purchase of the item for which the Purchase orders have been placed, from any other sources or in the open market or from any other Tenderer who might have quoted higher rates, at the risk and the cost of the defaulted supplier and in such cases the Department of GVWV & VSWS has every right to recover the cost and impose Liquidated Damages. In case of any variation in prices during alternative procurement, the additional price difference will be charged to L1 bidder or defaulted supplier. <sup>6</sup>
- In case of supply of purchase order goes beyond stipulated delivery period, a prior approval to be

taken from Department of GVWV & VSWS.

- The Tenderer must submit test report for every batch of item along with invoice. In case of failure on part of the supplier to furnish such report, the whole batch will be returned to the supplier. The item supplied by the successful Tenderer shall be of the best quality and shall comply with prescribed standards and specifications.
- If at any time the Tenderer has, in the opinion of the Department of GVWV & VSWS delayed the supply of item due to one or more reasons related to Force Majeure events such as riots, mutinies, wars, fire, storm, tempest, floods or other exceptional events at the manufacturing premises, the time for supplying the item may be extended by the Department of GVWV & VSWS at discretion for such period as may be considered reasonable. However, such extension shall be considered only if a specific written request is made by the Tenderer within 10 days from the date of occurrence of such event with necessary documentary evidence. The exceptional events do not include the Increase in the cost of raw material, Electricity failure, Labor disputes/Strikes, Insolvency, and Closure of the Factory/Manufacturing unit on any grounds etc.
- The supplier shall not be liable to pay Liquidated Damages (LD) and forfeiture of performance security deposit for the delay in executing the contract on account of the extension of supply period on the ground of force majeure events.

### Conditions of Eligibility of Firm:

- Tenders of only those bidders who satisfy the conditions of eligibility, stated herein, will be considered for evaluation.
- The following eligibility criteria must strictly be fulfilled by the Bidder. The bidder must submit documentary evidence in support of their claim for fulfilling the criteria. The bids received without the documentary evidence shall be rejected summarily. The condition mentioned below are mandatory to qualify technical bid, noncompliance of any condition shall lead to disqualification in Technical Bid:

S. No	Minimum Eligibility Criteria	Supporting Documents
1	Bidder(s) can be from any state in India.	1. Certificate of Incorporation / Registration 2. Company PAN Card
2	Bidder should not be debarred/blacklisted by any Central/State Government in India	Self-Declaration on the company Letter Head
3	The bidder should be a Manufacturer /Dealer / Supplier /having Business of uniform cloth/ cloth and in doing procurement & supply related work for any Government state /central or PSU.	Self-Declaration on the company Letter Head indicating whether the project is completed or ongoing along with the copy of work order/LOA/Contract Agreement
4	The cumulative turnover of the firm should be not less than Rs.5.00 Cr for the last 3 financial years (FY 2021-20, 2019-20 and 2018-19).	Extracts from the audited Profit & Loss statements on the company letter head with CA certificate.



## Financial Evaluation Criteria

### Reverse Auction:

The financial proposals of the qualified bidders will be opened in the Reverse auction (Konugolu platform) of the eProcurement portal of GoAP.

Process of Electronic Reverse Auction on eProcurement portal of Government of Andhra Pradesh:

1. The Procuring Agency will schedule the reverse auction among the qualified bidders
2. Online Reverse Auction
  - a) Only the qualified bidders will be permitted to participate in the reverse auction.
  - b) The 'opening price' i.e. start price for Reverse Auction will be the L1 price quoted which is cumulative sum Totals Quantity. System will have the provision to indicate this bid as current L1.
  - c) The participating bidders can modify the Percentage (%) of cost on the 'Total Price'. The system will calculate the Total price of the bid based on the percentage decreased. The 'Total price' will be used to determine the Total cost of the bid.
3. Bidders can modify the Percentage (%) of the Total Price based on the minimum bid decrement or the multiples thereof, to displace a standing lowest bid and become "L1", and this will continue as an iterative process.
4. Reverse Auction duration: The duration of the reverse auction is 3 hours. All bidders are required to submit their online sealed bids during this period.
5. In case, if any bidder decides to lower the price in the last 5 minutes of the reverse auction duration, then the duration of the reverse auction will be extended for additional 30 minutes to enable other bidders to participate further.
6. After the completion of the online reverse auction, the Closing Price (T) shall be finalized for each qualified bidder.

### L1 Selection:

- The Financial document shall be submitted online as per formats specified below. Financial Bid clearly indicating the total cost of the work, in Indian Rupees. In the event of a difference between the arithmetic total and the total shown in the Financial Tender, the lower of the two shall prevail.
- The Financial bid of the only technically eligible and qualified/eligible firm/ bidder shall be opened. The bidders who technically qualify will only be eligible for financial bid opening. The lowest price bid including applicable taxes/levies shall be declared as L1/lowest bid for consideration of Award of work.
- The undersign reserves the right to apportion the quantity of supply on requirement, amongst the participating bidders who matches the L1 rates.

S. No	Description	Qty. required	UOM	Rate per Unit (in INR)	Tax per Unit (in INR)	Total amount without taxes (in INR)	Total amount with taxes (in INR)
		(A)	(B)	(C)	(D)	(E) = (A) * (C)	(F) = (A) * (C + D)
1	Suiting Trovin Cloth - Cream	4,60,882	Meters				
2	Shirting Cloth - Blue	4,81,309	Meters				
3	Bottom Cloth - Cream	2,17,485	Meters				
4	Chunny Cloth - Cream	2,41,650	Meters				
<b>Total Quantity</b>		<b>14,01,326</b>					

Note:

1. The L-1 bidder will be considered on the basis on lowest price including taxes (F) for total quantity bid.
2. The quantity specified may vary depending up to the requirement of Department of GVWV & VSWS and the finalized quantity will be shared with the selected bidder.
3. The rate shall be inclusive of all applicable taxes, packing and transportation.
4. The rates that are going to be finalized will be valid for a period of one year.

The undersigned have absolute authority in finalizing the outcome of the Tendering process subject to the guidelines issued by the Government from time to time.

DIRECTOR,  
GVWV & VSWS Department  
Government of Andhra Pradesh

**APPENDIX-I (Technical Proposal)**  
**Form-1 - Letter of Proposal**  
(On Applicants letterhead)

**Name of the Service Provider (Bidder):**

**Name of the Project:**

(Date and Reference)

To,

The Director,

Department of GVVV & VSWS

Nirmaan Bhavan, Near BSNL Exchange office,

Jawahar Auto Nagar, Andhra Pradesh 520007

**Sub:** Selection of Agency for supply of Uniforms to Village and Ward Functionaries

Dear Sir,

With reference to the RFP Document, We, having examined all relevant documents and understood their contents, hereby submitting our documents.

We acknowledge that Department of GVVV & VSWS will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Agency, and we certify that all information provided in the Proposal and in the Appendices is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.

S. No	Documents	Submitted (Yes/No)
1	Certificate of Incorporation / Registration	
2	Company PAN Card	
3	Self-Declaration of not being debarred/blacklisted	
4	Self-Declaration regarding experience on the company Letter Head indicating whether the project is completed or ongoing along with the copy of work order/LOA/Contract Agreement	
5	Extracts from the audited Profit & Loss statements on the company letter head with CA Certificate	

In witness thereof, we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Firm)

### Form-2 - Particulars of the Applicant

<b>Name of the Applicant (Bidder):</b>		
1	<b>Title of Consultancy</b>	Selection of Agency for supply of Uniforms to Village and Ward Functionaries
2	<b>State the following:</b>	
2A	<b>Name of Firm</b>	
2B	<b>Legal status (e.g. sole proprietorship or partnership)</b>	
2C	<b>Country of incorporation</b>	
2D	<b>Registered address</b>	
2E	<b>Year of Incorporation</b>	
2F	<b>Year of commencement of business</b>	
2G	<b>Principal place of business</b>	
2H	<b>Name, designation, address and phone numbers of authorized signatory of the Applicant</b>	
	<b>a. Name</b>	
	<b>b. Designation</b>	
	<b>c. Company</b>	
	<b>d. Address</b>	
	<b>e. Phone No.</b>	
	<b>f. Fax No.</b>	
	<b>g. E-mail Address</b>	
	(Signature, name and designation of the authorized signatory) For and on behalf of.....	

### Form 3 – Format for Self-Declaration on Blacklisting

(Company Letter head)

**[Date]**

To  
The Director,  
Department of GVWV & VSWS  
Nirmaan Bhavan, Near BSNL Exchange office,  
Jawahar Auto Nagar,  
Andhra Pradesh 520007

Sir,  
In \_\_\_\_\_ response to the \_\_\_\_\_ RFP  
No. \_\_\_\_\_ dated \_\_\_\_\_  
for quoting against the RFP as an Director of M/s << Bidder>> , I / We hereby declare that  
our Company / Firm \_\_\_\_\_ is having  
unblemished past record and was not declared blacklisted or ineligible to participate for bidding  
as on date of submission of the bid by **any State/Central Govt. or PSU** due to, breach of  
general or specific instructions, corrupt /fraudulent , Non Performance or any other unethical  
business practices.

Yours faithfully,  
Authorized Signatory \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Company name \_\_\_\_\_

## APPENDIX-II (Financial Proposal)

### Form-4 - Covering Letter

(On Applicant's letter head)

**Name of the Service Provider (Bidder):**

**Name of the Project:**

(Date and Reference) To,

.....  
.....  
.....

Dear Sir,

**Subject:** Selection of Agency for supply of Uniforms to Village and Ward Functionaries,

I/We, ..... (Applicant's name) herewith enclose the Financial Proposal for selection of my/our firm for providing Shawls to Anantapur District for Village and Ward Secretariat functionaries for Department of GVWV & VSWS, Government of Andhra Pradesh.

I/We agree that this offer shall remain valid for a period of 180 (one hundred eighty) days from the Proposal Due Date or such further period as may be mutually agreed upon.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

### APPENDIX III Bid Security (EMD) form

**Name of the Service Provider (Bidder):**

**Name of the Project:**

File. No: .....

Project Name: .....

(To be issued by a bank scheduled in India as having at least One branch in Vijayawada)

Whereas..... (Here in after called "the Bidder") has submitted its bid dated .....(Date). For the execution of (Here in after called "the Bid") KNOW ALL MEN by these presents that WE.....of.....having our registered office at.....(Here in after called the "Bank") are bound unto the (hereinafter called "Commissioner, Gram Volunteers / Ward Volunteers and Village Secretariats / Ward Secretariats Department") in the sum of for which payment well and truly to be made to the said Gram Volunteers / Ward Volunteers and Village Secretariats / Ward Secretariats Department itself, its successors and assignees by these presents.

The conditions of this obligation are:

- a. If the bidder withdraws its bid during the period of bid validity or
- b. If the bidder, having been notified of the acceptance of its bid by the Gram Volunteers / Ward Volunteers and Village Secretariats / Ward Secretariats Department during the period of bid validity:
  - 1) fails or refuses to execute the contract form if required or
  - 2) fails or refuses to furnish the performance security, in accordance with the bid requirement
- c. bidder submits fabricated documents

We undertake to pay the above amount upon receipt of its first written demand, without the Gram Volunteers / Ward Volunteers and Village Secretariats / Ward Secretariats Department having to substantiate its demand, provided that in its demand the will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee of Rs.....will remain in force up to..... and any demand in respect thereof should reach the Bank not later than the above date.

Place:

Date:

Signature of the Bank Official  
with seal