



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

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Request for Proposal
for
Selection of Agency for providing Certificates for
Village and Ward Volunteers

RFP No: RFP-207/2021-VAC
Dated 12.03.2021

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. In order to operationalize Navarathnalu, Government has deployed Volunteers, @1 Person per 50 Households in Rural Areas and 70 -100 households in Urban Areas for delivering Government Services at doorstep of all eligible households irrespective of Caste/Creed/Religion/Gender and political affiliation. This system will ensure leak proof implementation of Government Programmes /Schemes. The objective of positioning Village /Ward Volunteers is to ensure timely and transparent services, to eliminate the corruption at all levels of administration. Village Volunteers will identify the problems being faced by anybody in his jurisdiction and the same will be brought to the notice of Gram Panchayat /ULB and then get them resolved. The Village /Ward Secretariat System came into existence with effect from 15th August 2019. The Government of Andhra Pradesh has sanctioned 2,66,138 Volunteers and they were selected, imparted training, and positioned in Clusters / Territorial Units.

Considering the vital role of the volunteers who acts as a catalyst for timely delivering services to the citizens, Government of Andhra Pradesh has felt to Recognize / Award the Best Performing Volunteers with Certificates on an annual basis. In this regard the department is inviting online tenders for making of 2,36,000 Certificates as per prescribed norms given in the scope.

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 providing Certificates for Village and Ward volunteers
4.	RFP reference number	RFP No. RFP-207/2021-VAC Dated 12.03.2021
5.	Date and time of publishing of RFP on e-Procurement	12.03.2021 from 3:30 PM onwards
6.	Contact Person	<ol style="list-style-type: none"> Mr. Soma Narayana, Additional Commissioner (MAUD), Department of GVWV & VSWS, Email: tenders.gsws@gmail.com Mobile: 7981091304 Mr. Krishna Mohan, Department of GVWV & VSWS, Email: commr-gvwvsws@ap.gov.in Mobile: 7382531926 Mr. Mogilichendu Suresh, Joint Director (Media), Department of GVWV & VSWS Mobile: 9440863723
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.5,000/- (Rupees Five Thousand only) DD in the name of Commissioner, Department of GVWV & VSWS payable at Vijayawada. The original DD should be submitted to Department of GVWV & VSWS before opening of the Pre- Qualification Bid.</p> <ol style="list-style-type: none"> 1. Bank A/c. No.: 630601172580 2. IFSC Code: ICIC0006306 3. Bank Name: ICICI 4. MICR Code: 520229002 												
9.	Earnest Money Deposit	<p>Rs.60,000/- (Rupees Sixty Thousand 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 & 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 & 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 https://tender.apecurement.gov.in</p>												
10.	Date and Time of Pre-bid meeting (if required)	<p>16/03/2021 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. tenders.gsww@gmail.com for attending the Pre-Bid meeting.</p> <p>Department of GVWV & 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="672 1423 1453 1656"> <thead> <tr> <th data-bbox="672 1423 760 1591">Sl. No</th> <th data-bbox="760 1423 847 1591">Pg. No</th> <th data-bbox="847 1423 935 1591">Clause No.</th> <th data-bbox="935 1423 1023 1591">Text as per RFP</th> <th data-bbox="1023 1423 1110 1591">Amendment / Clarification requested</th> <th data-bbox="1110 1423 1453 1591">Reason for seeking amendment</th> </tr> </thead> <tbody> <tr> <td data-bbox="672 1591 760 1656"></td> <td data-bbox="760 1591 847 1656"></td> <td data-bbox="847 1591 935 1656"></td> <td data-bbox="935 1591 1023 1656"></td> <td data-bbox="1023 1591 1110 1656"></td> <td data-bbox="1110 1591 1453 1656"></td> </tr> </tbody> </table>	Sl. No	Pg. No	Clause No.	Text as per RFP	Amendment / Clarification requested	Reason for seeking amendment						
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11.	Last date, time (deadline) for receipt of proposals in response to this RFP notice through e-procurement portal, GoAP	19/03/2021 03:00 PM												

12.	Date and time of opening of Pre-qualification and Technical Bids on e-Procurement platform	19/03/2021 03:30 PM
13.	Date and time of Opening of Financial Bid on e-Procurement platform	19/03/2021 05:00 PM
14.	Method of evaluation of bids	L1
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 – www.tender.apecurement.gov.in</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 & 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 & 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"> Documents as per “Conditions of Eligibility of Firm and Appendix I” section of this RFP <p>Envelop B – Financial proposal</p> <ul style="list-style-type: none"> Format as per “Financial Evaluation Criteria and Appendix II” section of this RFP

Scope

This tender is specifically for Certificates. The specifications for Certificates can be found below:

- **ART BOARD – 300 GSM**
- **DUMMY A4**
- **Multicolor – printing**
- **Logo embossing and spot lamination**
- **Mat Finish**

The total quantity supply will be 2,36,000 Certificates needs to be distributed district wise and the respective distribution bifurcation will be shared with the selected bidder.

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.
- 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.
- In case of supply of particular 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 evidences in support of their claim for fulfilling the criteria. The bids received without the documentary evidences 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 must have a Head office registered In the State of Andhra Pradesh	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 have experience in stationary supply related work for any Govt. Department of Andhra Pradesh	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 50 Lakhs for the last 3 financial years (FY 2019-20,2018-29 and 2017-18).	Extracts from the audited Profit & Loss statements on the company letter head with CA certificate.

Financial Evaluation Criteria

- 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.	UOM	Rate per Unit (in INR)	Tax per Unit (in INR)	Total amount without taxes (in INR)	Total amount with taxes (in INR)
1	Certificates as per the specification mentioned in Scope including logistics cost	2,36,000	Nos.				

Note:

1. The L-1 bidder will be considered on the basis on lowest price bid with taxes.
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. In case if the quantity required becomes greater than 2,36,000 nos., the supplier shall supply the extra certificates as per the price quoted in the tender
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.
5. Sample units are available at the "Plot No. 11 and 12 Backside of BSNL Telephone Exchange, Autonagar" office, interested participants can come and review the same.

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.

COMMISSIONER & DIRECTOR,
GVWV & VSWS Department
Government of Andhra Pradesh

APPENDIX-I (Technical Proposal)
Form-1 - Letter of Proposal
(On Applicant's letterhead)

Name of the Service Provider (Bidder):

Name of the Project:

(Date and Reference)

To,

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

Sub: Selection of Agency for providing Certificates for Village and Ward Secretariat volunteers

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 GVWV & 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

Name of the Applicant (Bidder):		
1	Title of Consultancy	Selection of Agency for providing Certificates for Village and Ward Secretariat volunteers
2	State the following:	
2A	Name of Firm	
2B	Legal status (e.g. sole proprietorship or partnership)	
2C	Country of incorporation	
2D	Registered address	
2E	Year of Incorporation	
2F	Year of commencement of business	
2G	Principal place of business	
2H	Name, designation, address and phone numbers of authorized signatory of the Applicant	
	a. Name	
	b. Designation	
	c. Company	
	d. Address	
	e. Phone No.	
	f. Fax No.	
	g. E-mail Address	
	(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 Commissioner,
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 providing Certificates for Village and Ward Secretariat volunteers,

I/We, (Applicant's name) herewith enclose the Financial Proposal for selection of my/our firm for providing Certificates for Village and Ward Secretariat functionaries for Department of GVVV & 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