



GOVERNMENT OF ANDHRA PRADESH

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Request for Proposal

for

**Selection of Agency for printing of Brochures and
Passbooks for Beneficiaries of Housing Programme of
Government of Andhra Pradesh**

RFP No: 103/GSWSD-NPI(H)/Tenders/2020

Dated 05.12.2020

**Issued by (for AP State Housing Corporation)
Gram Volunteers / Ward Volunteers and
Village Secretariats / Ward Secretariats Department (GSWSD),
Government of Andhra Pradesh**

Introduction and Background of the Project:

The Government 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. Pedalandariki illu – Housing for All is one of the main flagships programme for the Government under Navaratnalu., the Government to issue sanction orders for construction of 28.30 lakh houses in (2) Phases i.e. 15.10 lakh Houses in the 1st Phase; and around 13.20 lakh Houses in the 2nd Phase covering the beneficiaries to whom house site pattas are issued and also the beneficiaries with own house sites and to whom possession certificates are issued.

As a part of launching programme, it is proposed to distribute 1 set of following printed material to all 15.10 lakh beneficiaries to whom the houses are sanctioned under “Navaratnalu – Pedalandariki illu” programme.

Folder containing

- a. Hon'ble Chief Minister's Letter addressed to Beneficiary
- b. Sanction Proceedings
- c. Pass Book
- d. 1902 Protocol

Accordingly, it has been decided, on the request of the Managing Director, AP Housing Corporation, to invite the prospective bidders to file Bids for executing the work as per the specified time lines indicated in RFP

Bid Data Sheet

S. No	Information	Details
1.	Procuring Authority	Gram Volunteers / Ward Volunteers and Village Secretariats / Ward Secretariats Department (GSWSD), Government of Andhra Pradesh for AP State Housing Corporation Ltd.,
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 printing of Brouchers and Passbooks for Beneficiaries of Housing Programme of Government of Andhra Pradesh
4.	RFP reference number	103/GSWSD-NPI(H)/Tenders/2020 Dated 05.12.2020

5.	Date and time of publishing of RFP on e-Procurement	07.12.2020 from 1:00 PM onwards
6.	Contact Person	<p>1. Sri. I. Swaroop, Joint Director, GSWSD, Email: tenders.gsws@gmail.com Mobile: 9000335157</p> <p>2. Mr. Ramnath Reddy, GSWSD Dept, Email: commr-gvwwvsws@ap.gov.in Mobile: 9704722269</p>
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 favor of Commissioner, GSWSD. The amount payable to GSWSD is non-refundable.
8.	Non-Refundable Tender Cost to GSWSD	<p>Rs.5,000/- (Rupees Five Thousand only) DD in the name of Commissioner, GSWSD payable at Vijayawada. The original DD should be submitted to GSWSD before opening of the Pre- Qualification Bid.</p> <p>1. Bank A/c. No.: 630601172580 2. IFSC Code: ICIC0006306 3. Bank Name: ICICI 4. MICR Code: 520229002</p>
9.	Earnest Money Deposit	<p>Rs.1,00,000/- (Rupees One Lakh only)</p> <p>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, GSWSD. The scanned copy of BG should be uploaded on e-procurement website. The Original Copy of BG should be submitted to GSWSD 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 virtual meeting (if required)	<p>9/12/2020 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.gsws@gmail.com for attending the Pre-Bid meeting.</p> <p>GSWSD 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="669 604 1448 835"> <thead> <tr> <th data-bbox="669 604 760 768">Sl. No</th> <th data-bbox="760 604 850 768">Pg. No</th> <th data-bbox="850 604 976 768">Clause No.</th> <th data-bbox="976 604 1073 768">Text as per RFP</th> <th data-bbox="1073 604 1263 768">Amendment / Clarification requested</th> <th data-bbox="1263 604 1448 768">Reason for seeking amendment</th> </tr> </thead> <tbody> <tr> <td data-bbox="669 768 760 835"></td> <td data-bbox="760 768 850 835"></td> <td data-bbox="850 768 976 835"></td> <td data-bbox="976 768 1073 835"></td> <td data-bbox="1073 768 1263 835"></td> <td data-bbox="1263 768 1448 835"></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	14/12/2020 03:00 PM												
12.	Date and time of opening of Pre-qualification and Technical Bids on e-Procurement platform	14/12/2020 03.30 PM												
13.	Date and time of Opening of Financial Bid on e-Procurement platform followed by Reverse Auction	14/12/2020 05.00 PM												
14.	Method of evaluation of bids	L1 and Reverse Auction												
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 GSWSD 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 GSWSD</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 printing of Letters, brochures and passbooks. The specifications are also mentioned for reference:

- File Folder :**
- Face Size : 22.5 cm * 30 cm
 - Pouch Size : 13.5 cm (Height)
 - Board Type : White Back / Safire
 - GSM : 300 GSM
 - Multicolor : Both Sides
 - Lamination : Glass (One Side)
 - Die Cutting : Yes
- Hon'ble CM Letter :**
- Size : A4
 - Board Type : Art Board
 - GSM : 300 GSM
 - Multicolor : Both Sides
- Beneficiary Letter:**
- Size : A4
 - Paper Type : Maplito
 - GSM : 100 GSM
 - Multicolor : Both Sides
 - Variable Data : Yes
- Pass-Book:**
- Book Size : 14 cm * 21.5 cm
 - Title Page : Art Board (300 GSM)
 - Inner Page Type : Maplito (100 GSM)
 - No. of Pages : 8+4 Pages
 - Multicolor : Yes
 - Variable Data : As Required

Execution Conditions:

- Purchase orders will be issued to the Tenderer(s) at the discretion of the GSWSD as per actual requirements. All the supplies shall be received at the 13 districts in AP at O/o the Project Director, Housing or any other place decided by GSWSD.
- Supplies against a purchase order shall be completed within **7 days** otherwise liquidated damages are levied by GSWSD.
- If the Tenderer fails to execute the supply within the stipulated time, the GSWSD 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 GSWSD 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 item goes beyond stipulated delivery period, a prior approval to be taken from GSWSD.
- 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 GSWSD 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 GSWSD 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, non-compliance of any condition shall lead to disqualification in Technical Bid:

S. No	Minimum Eligibility Criteria	Supporting Documents
1	Bidder should be from 13 districts 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 doing similar type of 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 turnover of the firm should be not less than 5 crores for the last 3 years.	Extracts from the audited Profit & Loss statements on the company letter head with self-declaration.

Financial Evaluation Criteria – Reverse Auction and L1 selection

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 of the Onsite and OnDemand resources. 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 excluding 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	Brouchers and passbooks as per the specifications mentioned in Scope including logistics cost	15,00,000	Nos.				

Note:

1. The L-1 bidder will be considered on the basis on lowest price bid with taxes and any of the bidders who matches the L-1 Price will also be considered for sharing the work at the ratios finalized by the undersigned after due diligence.
2. The quantity specified may vary depending up to the requirement of GSWSD 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.
5. Sample units are available at the “SPs River View Apartment, NH 16 Service Rd, near Manipal Hospital, Tadepalli” 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 (GSWSD)
Government of Andhra Pradesh

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

Name of the Bidder:

Name of the Project:

(Date and Reference) To,

The Commissioner & Director,

GVVV&VSWS (GSWSD)

SPs River View Apartment, NH 16 Service Rd, near Manipal
Hospital, Tadepalli,

Andhra Pradesh 522501

Sub: Selection of Agency for printing of Letters, Brouchers and Passbooks for Housing programme
Beneficiaries of Government of Andhra Pradesh

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 GSWSD will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Consultant, 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 self-declaration.	

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 printing of Brouchers and Passbooks for Government Housing programme Beneficiaries.
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)

Name of the Bidder:

Name of the Project:

[Date]

To

The Commissioner,
GVWV&VSWWS Dept.

SPs River View Apartment, NH 16 Service Rd, near Manipal Hospital, Tadepalli,
Andhra Pradesh 522501, India

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 Bidder:
Name of the Project:

(Date and Reference) To,

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

Dear Sir,

Subject: Selection of Agency for printing of Brouchers and Passbooks for Beneficiaries of Housing Programme of Government of Andhra Pradesh.

I/We, (Applicant's name) herewith enclose the Financial Proposal for selection of my/our firm for providing lamination pouches for Village and Ward Secretariat functionaries for Gram Volunteers / Ward Volunteers & Village Secretariats / Ward Secretariats Department, 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 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, GSWSD") in the sum of for which payment well and truly to be made to the said GSWSD 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 GSWSD 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 GSWSD 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