



GOVERNMENT OF ANDHRA PRADESH

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Request for Proposal

for

**Selection of Agency for Supply of Printers for Gram
Volunteers / Ward Volunteers and Village Secretariats /
Ward Secretariats Department of Government of
Andhra Pradesh**

RFP No: GSWS-231/P/2021

Dated 27.08.2021

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

Background about the Project

The Hon'ble Chief Minister on number of occasions has declared that 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. To achieve this objective, Government would establish a system of Village Secretariats consisting of required functional assistants to strengthen Gram Panchayats and provide services for every 2000 population in the state.

Need for Village Secretariat System:

- Restructuring the delivery systems to function as an effective mechanism to deliver services.
- A strong & workable channel for implementation of NAVARATHNALU
- Transparency and accountability in delivery of government services to the citizens
- Ensure convergence among departments providing services at village level.

Village Secretariat Ward Secretariat (GSWS) Department

Established in October 2019, the GSWS Department of Andhra Pradesh delivers welfare schemes and services at the doorstep of its 54 million citizens in a meticulous manner, with a strict adherence to quality and timelines.

The enormous scale is made possible through efficient processes, a young and motivated workforce, a responsive and visionary leadership, and effective methods at the grassroots-level administration of schemes and citizen services.

Objectives

- To provide various Government / other services at the doorsteps of Citizens through single window system and ensure delivery of Navaratnalu
- Enable convergence of all line departments that provide services at the Village level
- Preparation and timely implementation of village plans
- Mapping the field level functionaries with clearly specified roles making them accountable to Gram Panchayats/Gram Sabha with a well-defined Citizen Charter
- Integrate the institution of village volunteers with village secretariat system enabling them to provide citizen services efficiently

Bid Data Sheet

S. No	Information	Details
1.	Procuring Authority	Gram Volunteers / Ward Volunteers and Village Secretariats / Ward Secretariats Department (GVWV & VSWS Department), 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 Printers for Gram Volunteers / Ward Volunteers and Village Secretariats / Ward Secretariats Department of Government of Andhra Pradesh
4.	RFP reference number	RFP No. GSWS-231/P/2021 Dated 27.08.2021
5.	Date and time of publishing of RFP on e-Procurement	27.08.2021 from 3:30 PM onwards
6.	Contact Person	1. Mr. Krishna Mohan, GSWS Dept, Email: tenders.gsws@gmail.com Mobile: 7382531926 2. Mr. Ramnath Reddy, GSWS Dept, Email: commr-gvwvsws@ap.gov.in Mobile: 9704722269
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, GVWV & VSWS Department. The amount payable to GVWV & VSWS Department is non-refundable.
8.	Non-Refundable Tender Cost to GVWV & VSWS DEPARTMENT	Rs.5,000/- (Rupees Five Thousand only) DD in the name of Commissioner, GVWV & VSWS DEPARTMENT payable at Vijayawada. The original DD should be submitted to GVWV & VSWS Department before opening of the Pre- Qualification Bid. 1. Bank A/c. No.: 630601172580 2. IFSC Code: ICIC0006306 3. Bank Name: ICICI 4. MICR Code: 520229002

S. No	Information	Details												
9.	Earnest Money Deposit	<p>Rs.50,000/- (Rupees Fifty Thousand only) The bidders 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 bid in favor of The Commissioner, GVWV & VSWS Department. The scanned copy of BG should be uploaded on e-procurement website. The Original Copy of BG should be submitted to GVWV & VSWS Department 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>1/09/2021 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. tenders.gsws@gmail.com for attending the Pre- Bid meeting. GVWV & VSWS Department 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 bid document in the following format:</p> <table border="1"> <thead> <tr> <th>Sl. No</th> <th>Pg. No</th> <th>Clause No.</th> <th>Text as per RFP</th> <th>Amendment / Clarification requested</th> <th>Reason for seeking amendment</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></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	7/09/2021 03:00 PM												
12.	Date and time of opening of Pre-qualification and Technical Bids on e-Procurement platform	7/09/2021 03:30 PM												

S. No	Information	Details
13.	Date and time of Opening of Financial Bid on e-Procurement platform	7/09/2021 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 GVWV & VSWS Department 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 GVWV & VSWS Department</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 for selection of Agency for supply of printers for Gram Volunteers / Ward Volunteers and Village Secretariats / Ward Secretariats Department of Government of Andhra Pradesh. The specifications are also mentioned for your reference:

Multifunction Printer/Copier/Scanner (25 Nos):

S. No	Item	Specification
1	Print Speed-A4	20 PPM & Above
2	Print Size	Up to A3
3	Resolution	600x600 Dpi
4	Memory	256MB &Above
5	Duplex Printing	Automatic Duplex Printing
6	Paper Input Tray Capacity	1x250 Sheets
7	Bypass Tray	100 Sheets
8	Cartridge Technology	Separate Drum & Toner
9	Scanner	Color Scanner up toA3

Digital Photocopier Black and White (1 No):

S. No	Item	Specification
1	Print Speed-A4	25 PPM & Above
2	Print Size	Up to A3
3	Resolution	1200*1200 Dpi
4	Memory	2 GB & Above
5	Hard Disk	250GB &Above
6	Duplex Printing	Automatic Duplex Printing
7	Paper Input Tray Capacity	2x500 Sheets
8	Bypass Tray	100 Sheets
9	Cartridge Technology	Separate Drum & Toner
10	Document Feeder	ARDF/DADF
11	Network	Standard
12	Scanner	Colour Scanner up toA3
13	Scan Features	Scan to Mail, Scan to Folder etc..

Digital Photocopier Color (1 No):

S. No	Item	Specification
1	Print Speed-A4	20 PPM & Above
2	Print Size	Up to A3
3	Resolution	1200*1200 Dpi
4	Memory	2 GB & Above
5	Hard Disk	250GB &Above
6	Duplex Printing	Automatic Duplex Printing
7	Paper Input Tray Capacity	2x500 Sheets
8	Bypass Tray	100 Sheets
9	Cartridge Technology	Separate Drum & Toner
10	Document Feeder	ARDF/DADF
11	Network	Standard
12	Scanner	Colour Scanner up to A3
13	Scan Features	Scan to Mail, Scan to Folder etc..

Execution Conditions:

- Purchase orders will be issued to the Bidder(s) at the discretion of the GVWV & VSWS Department as per actual requirements.
- **Delivery Place:** Plot No. 11 and 12 Backside of BSNL Telephone Exchange, Autonagar, Vijayawada - 520007, AP, India.
- **Warranty:** The Bidder provides comprehensive onsite warranty for a period of 3 years from the date of installation and commissioning and acceptance of equipment by GVWV & VSWS Department.
The Bidder shall be fully responsible for the manufacturer's warranty for all equipment, accessories, spare parts etc. against any defects arising from design, material, manufacturing, workmanship, or any act or omission of the manufacturer / Bidder or any defect that may develop under normal use of supplied equipment during the warranty period.
- Supplies against a purchase order shall be completed within **07 days** otherwise liquidated damages are levied by GVWV & VSWS Department.
- If the Bidder(s) fails to execute the supply within the stipulated time, the GVWV & VSWS Department 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 Bidder(s) who might have quoted higher rates, at the risk and the cost of the defaulted supplier and in such cases

the GVWV & VSWS department 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 GVWV & VSWS Department.
- The Bidder(s) must submit test report for every batch of item along with invoice. In case of failure on part of the bidder(s) to furnish such report, the whole batch will be returned to the bidder(s). The item supplied by the successful Bidder(s) shall be of the best quality and shall comply with prescribed standards and specifications.
- If at any time the bidder(s) has, in the opinion of the GVWV & VSWS Department 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 GVWV & VSWS Department 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 bidder(s) 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 bidder(s) 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 Bidder(s):

- Bids 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	The Bidder shall be Indian registered firm and Bidder should have been in existence for minimum of 3 years from the last date of submission of the bid.	1. Certificate of Incorporation / Registration 2. Company PAN Card
2	Bidder(s) should not be debarred/blacklisted by any Central/State Government in India	Self-Declaration on the company Letter Head
3	The bidder(s) 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 1 crore for the last 3 years.	Extracts from the audited Profit & Loss statements on the company letter head with self-declaration.
5	Bidder(s) should have a valid ISO 9001: 2008 Certificate or better-quality certification	Necessary valid certification

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 Bid, 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	Multifunction Printer/Copier/Scanner	25	Nos.				
2	Digital Photocopier Black and White	1	Nos				
3	Digital Photocopier Color	1	Nos				

Note:

1. The delivery of the products should be completed within 07 days from the date of issuance of LOA.
2. The L-1 bidder will be considered on the basis on lowest price bid with taxes.
3. The quantity specified may vary depending up to the requirement of GVWV & VSWS Department and the finalized quantity will be shared with the selected bidder.
4. The rate shall be inclusive of all applicable taxes, packing and transportation.
5. 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 (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 Director,

GVWV&VSWS

Plot No. 11 and 12 Backside of BSNL Telephone Exchange,

Autonagar, Vijayawada - 520007, AP, India.

Sub: Selection of Agency for Supply of Printers for Gram Volunteers / Ward Volunteers and Village Secretariats / Ward Secretariats Department 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 GVWV & VSWS Department 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.	
6	Valid ISO 9001: 2008 Certificate or better-quality certification	

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 Project	Selection of Agency for Supply of Printers for Gram Volunteers / Ward Volunteers and Village Secretariats / Ward Secretariats Department of Government of Andhra Pradesh
2	State the following:	
2A	Name of the 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 Service Provider (Bidder):

Name of the Project:

[Date]

To
The Commissioner,
GVWV&VSWS Dept.
Plot No. 11 and 12 Backside of BSNL Telephone Exchange,
Autonagar, Vijayawada - 520007, AP, 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 Service Provider (Bidder):

Name of the Project:

(Date and Reference) To,

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

Dear Sir,

Subject: Selection of Agency for Supply of Printers for Gram Volunteers / Ward Volunteers and Village Secretariats / Ward Secretariats Department 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 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, GVWV & VSWS DEPARTMENT”) in the sum of for which payment well and truly to be made to the said GVWV & VSWS DEPARTMENT itself, its successors and assignees by thesepresents.

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 GVWV & VSWS 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 GVWV & VSWS 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