

**REQUEST FOR PROPOSAL (RFP) FOR SELECTION  
OF  
VENDOR/(S) FOR SUPPLY OF TOOLS AND EQUIPMENT FOR  
SETTING UP OF MAINTENANCE MECHANIC  
AND  
JUNIOR INSTRUMENTATION TECHNICIAN LAB UNDER  
HYDROCARBON SECTOR  
IN  
EAST GODAVARI DISTRICT OF  
ANDHRA PRADESH**



Society for Employment Generation & Enterprise Development in Andhra Pradesh [SEEDAP]  
APSSDC, 2nd Floor, NTR Administrative Block, Pandit Nehru Bus Station,  
Vijayawada - 520001



## Contents

1.	Invitation for Bid .....	5
1.1.	Issuer .....	5
1.2.	About the RFP Document .....	5
1.3.	Key Events & Dates.....	5
1.4.	Earnest Money Deposit (EMD) .....	5
1.5.	Procurement & Submission of RFP Document .....	6
1.6.	Pre-Bid Queries .....	6
1.7.	Amendment of RFP Document .....	6
1.8.	Procedure for Submission of Bids.....	7
1.9.	Authentication of Bid .....	8
1.10.	Validation of interlineations in Bid.....	8
1.11.	Cost of Bidding.....	8
1.12.	Site Visit .....	9
1.13.	Language of Bids.....	9
1.14.	Documents Comprising the Bids .....	9
1.15.	Bid Prices .....	9
1.16.	Bid Currencies .....	10
1.17.	Bidder Qualification .....	10
1.18.	Bid Validity Period .....	10
1.19.	Modification and Withdrawal of Bids .....	10
1.20.	Opening of Bids.....	10
1.21.	Opening of Qualification Bid .....	11
1.22.	Evaluation of Qualification Bid Qualification Bid: .....	11
1.23.	Announcement of Bids .....	11
1.24.	Bids Not Considered For Evaluation.....	12
1.25.	Criteria for Evaluation of Bids .....	12
1.26.	Criteria for Evaluation and Comparison of Qualification Bids .....	12
1.27.	Opening and Comparison of Financial Bids .....	12
1.28.	Negotiation.....	13
1.29.	Rectification of Errors.....	13
1.30.	Contacting SEEDAP.....	13
1.31.	SEEDAP's right to vary Scope of Work at the time of Award.....	13
1.32.	SEEDAP's Right to Accept Any Bid and to reject any or All Bids.....	14
1.33.	Notification of Award .....	14
a).	Notification to Bidder .....	14



b). Signing of Agreement .....	14
1.34. Discharge of Bid Security .....	14
1.35. Expenses for the Agreement.....	15
1.36. Failure to abide by the Agreement .....	15
1.37. Bank Guarantee for Performance .....	15
1.38. Rejection Criteria .....	16
1.39. Concessions permissible under statutes.....	18
1.40. Income Tax Liability .....	18
2. SCOPE OF WORK .....	19
2.1. Bill of Quantity .....	19
2.2. Equipment Specification.....	19
2.3. Manufacturer.....	19
2.4. Delivery Schedule .....	19
2.5. Place of Delivery .....	19
2.6. Installation & Commissioning .....	19
2.7. Post Delivery/Commissioning Inspection .....	19
2.8. Warranty Services .....	20
2.9. Training of Trainers .....	20
3. Payment Terms .....	20
3.1 Service Level Agreement (SLA) .....	21
a) Delivery, Installation and Commissioning Schedule Levels.....	21
b) Warranty Obligations .....	22
Format 1 - Qualification Bid Letter .....	24
Format 2 - General Information about the Bidder .....	25
Format 3 - Qualification Check List.....	26
Annexure-I Marking Sheet .....	28
Format 4(a) - Format for Submission of Qualification Bids .....	29
Format 4(b) - OEM Authorization & Letter for Undertaking .....	29
Format 5- Financial Information Annual Turnover of the Bidder.....	30
Format 6 - Format for Past Experience .....	31
Format 7 - Declaration Regarding Clean Track Record.....	32
Format 8 - Plan of action for supply proposed by Vendor .....	33
Format 9 - Declaration of Acceptance of Terms and Conditions in the RFP .....	34
Format 10: Bid security (EMD) form.....	35
Format 11: Authorization & Letter for undertaking to provide comprehensive support services .....	36
Format 12: Service Center Details .....	37



Format 13: Format for Financial Bid..... 39

Annexure II (A): Specification and Number of Tools and equipment for Maintenance Mechanic Lab..... 40

Annexure II (B): Specification and Number of Tools and equipment for Junior Instrumentation Technician Lab..... 46

--



## 1. Invitation for Bid

### 1.1. Issuer

SEEDAP on behalf of APSSDC invites proposals for “**Selection of Vendor(s) for supply of Tools and Equipment for setting up of Maintenance Mechanic Lab and Junior Instrumentation Technician Lab under Hydrocarbon Sector in East Godavari District of Andhra Pradesh**”.

Any proposal received by SEEDAP after the deadline for submission of proposals mentioned in the Key Events & Dates as mentioned in this RFP will be summarily rejected and returned unopened to the Bidder(s). SEEDAP shall not be responsible for any postal delay or non-receipt/non-delivery of the documents. No further correspondence on the subject will be entertained.

### 1.2. About the RFP Document

- This RFP provides information regarding the Project, Scope of Work, Technical requirements and other related information to the Bidder(s).
- As should be clear from the Scope of the proposed Project, SEEDAP expects more than a standard proposal in response to typical Request for Proposals. In particular, SEEDAP seeks a specific proposal responsive to this RFP in every respect and detail, rather than a mere compilation of materials and promotional information used in other transactions.
- The Bidders are expected to examine all instructions, forms, terms, Project requirements and other information in the RFP documents. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the Bidder's risk and may result in rejection of the proposal and forfeiture of the Earnest Money Deposit (EMD).

### 1.3. Key Events & Dates

SNo	Information	Details
1.	RFP No. and Date	SEEDAP/ GAIL /Proc./ 004 dated 02.03.2017
2.	Bid validity period	90 Days
3.	Pre-bid meeting date and venue	6 <sup>th</sup> March 2017 11:00 AM, SEEDAP, APSSDC, 2 <sup>nd</sup> floor, NTR administrative Block, Pandit Nehru Bus Station, Vijayawada - 520001
4.	Last date (deadline) for submission of bids	17 <sup>th</sup> March 2017 11:00 AM
5.	Opening of Technical Bids	17 <sup>th</sup> March 2017 03:00 PM
6.	Technical Presentation by the Shortlisted Bidders	22 <sup>nd</sup> March 2017 11:00 AM onwards
7.	Date and Time of opening of Commercial Bids	22 <sup>nd</sup> March 2017 March 2017 3:00 PM
8.	Contact person for queries	1. Shiva Prasad, Senior, Manager, APSSDC, (9052377767) (shivaprasad.t@apssdc.in) 2. Vijay Kumar M, State Mission Manager, SEEDAP, (9866900079) (vijay.mannala@gmail.com)
9.	Addressee and address at which proposal in response to RFP notice is to be submitted:	SEEDAP, APSSDC, 2 <sup>nd</sup> floor, NTR administrative Block, Pandit Nehru Bus Station, Vijayawada - 520001

### 1.4. Earnest Money Deposit (EMD)

- Bidders shall submit, along with their Bids, EMD for an amount of INR Fifty Thousand (50,000)



for identified Trades, in the form of a Demand Draft / Bankers Cheque OR Bank Guarantee (in the format specified in Format in Section I) issued by any Scheduled bank in favour of CEO Employment Generation Mission AP, and should be valid for 90 days from the due date of the tender / RFP.

- b) EMD of all unsuccessful bidders would be refunded by SEEDAP within one month of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be returned upon submission of Performance Bank Guarantee.
- c) The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- d) The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.
- e) The EMD may be forfeited:
  - I. If a bidder withdraws its bid during the period of bid validity.
  - II. In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP.

### 1.5. Procurement & Submission of RFP Document

Interested Bidders may obtain complete set of documents from the office of SEEDAP, address mentioned in this RFP, during the office hours on all working days from 1<sup>st</sup> March 2017 to 16<sup>th</sup> March 2017 on submission of payment of Non Refundable RFP Document Fee of Rs. 1,000/- (Rupees One Thousand only). This fee shall be paid in the form of a Demand Draft/ Bankers Cheque from any Scheduled Banks located in India bank in favor of CEO Employment Generation Mission AP.

RFP document can also be downloaded from the SEEDAP website (<http://apssdc.in/latestnews.html>). However, the Non Refundable RFP Document Fee of Rs.1,000/- (Rupees One Thousand only) needs to be submitted in the form of a Demand Draft / Bankers Cheque along with the proposals at the time of Bid submission.

### 1.6. Pre-Bid Queries

SEEDAP shall receive and respond to prospective Bidders Pre-Bid queries as per the scheduled date and time as mentioned in this RFP. SEEDAP may incorporate any changes in the RFP based on acceptable suggestions received in pre-bid queries. The decision of SEEDAP regarding acceptability of any suggestion shall be final in this regard and shall not be called upon to question under any circumstances. It may not be possible to answer questions which are received late. The responses to the queries shall be conveyed to all the prospective Bidders by way of hosting amendments/clarifications on the website i.e. (<http://apssdc.in/latestnews.html>) in accordance with the respective clauses of the RFP within Three working days and no participant would be intimated individually about the response of SEEDAP. The Bidders are requested to send their consolidated queries to the *official e-mail of SEEDAP* only once and further queries sent by the Bidders shall not be entertained.

The pre-bid queries of only those prospective Bidders who have purchased the Bid Document or submitted Demand Draft/ Banker's Cheque for the cost of Bid Document shall be responded.

### 1.7. Amendment of RFP Document

At any time till 7 days before the deadline for submission of Bids, SEEDAP may, for any reason, whether at own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid Document by amendment. All the amendments made in the document would be informed



through the website: <http://apssdc.in/latestnews.html>. All prospective participants who have paid the fee of INR 1,000/- shall be intimated of the amendment in writing by e-mail or post but SEEDAP shall not be responsible if the Bidders do not get the individual intimates of such amendments. All such amendments shall be binding on all the Bidders. The Bidders are also advised to visit the aforementioned website on regular basis for checking necessary updates. SEEDAP also reserves the rights to amend the dates mentioned *in this RFP for Bid process*.

### 1.8. Procedure for Submission of Bids

Submission of Bids shall be in accordance with the instructions mentioned below:

- a. Each copy of, Qualification Bid, and Commercial Bid of the RFP should be covered in separate sealed covers super-scribing, "Qualification Bid" and "Commercial Bid" respectively. Each copy of each Bid should also be marked as "Original" and "First Copy" as the case may be. All the two copies of each Bid should be put in a single sealed cover super-scribing "Qualification Bid" and "Commercial Bid" as the case may be. **Please Note that Prices should not be indicated in the Qualification Bid but should only be indicated in the Commercial Bid.**
- b. The two envelopes containing copies of Qualification Bid, and Commercial Bid should be put in another single sealed envelope clearly marked "**Selection of Vendor(s) for supply of Tools and Equipment for setting up of Maintenance Mechanic Lab and Junior Instrumentation Technician Lab under Hydrocarbon Sector in East Godavari District of Andhra Pradesh**". These envelopes are to be super scribed with RFP Number.
- c. The cover thus prepared should also indicate clearly the name, address, telephone number, email ID and fax number of the Bidder to enable the Bid to be returned unopened in case it is declared "Late".
- d. Demand Draft/ Banker's Cheque/ Bid Document purchase receipt (in case Bid Document is purchased from SEEDAP Office) of Bid document Fees and Demand Draft/Banker's Cheque of Processing Fees and Demand Draft/Banker's Cheque/Bank Guarantee of Earnest Money Deposit. (EMD) should be attached separately while submitting the Bid.
- e. Each copy of the Proposal should be a complete document. The Document should be page numbered and appropriately flagged and must contain the list of contents with page numbers. Different copies must be bound separately. Any deficiency in the documentation may result in the rejection of the Bid.
- f. In case of any discrepancy observed by SEEDAP in the contents of the submitted original paper Bid Documents with respective copies, the information furnished on original paper Bid Document will prevail over others.
- g. As part of the Bid, Bidder should also provide the Qualification Bid in soft copy format, in the form of a non-rewriteable DVD/CD (Compact Disc) as follows:
  - i. A copy of DVD/CD each containing the Qualification Bid should be sealed along with the hard copies of the respective Bids.
  - ii. All DVD/CDs submitted by the Bidder must be in sealed covers. The sealed covers as well as the D V D / CD media must be duly signed by the Bidder using a "Permanent Pen/Marker", should be super-scribed with "Qualification Bid Soft Copy" and should bear the name of the Bidder.
  - iii. Bidder must ensure that the information furnished by him in DVD/CDs is identical to that submitted by him in the original paper Bid Document. In case of any discrepancy observed by SEEDAP in the contents of the D V D / CDs and original paper Bid Documents, the



- information furnished on original paper Bid Document will prevail over the soft copy.
- iv. Bidder must ensure that the Qualification Bid DVD / CDs do not contain any Commercial items/prices.
  - v. Telex/Telegraphic/Tele-fax/E-mail Bids will not be considered. All out-station Bids, if sent by post, should be sent under registered cover.
  - vi. If the outer envelope is not sealed and marked as indicated above, SEEDAP will assume no responsibility for the Bid's being misplaced or premature opening.

#### **1.9. Authentication of Bid**

The original and all copies of the Bid shall be typed or written in indelible ink. The original and all copies (hard copies) shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Agreement. A letter of authorization shall be supported by a written power of attorney accompanying the Bid. All pages of the Bid, except for un-amended printed literature, shall be initialed and stamped by the person or persons signing the Bid.

#### **1.10. Validation of interlineations in Bid**

The Bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.

#### **1.11. Cost of Bidding**

The Bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by SEEDAP to facilitate the evaluation process, and in negotiating a definitive Service Agreement and all such activities related to the Bid process. This RFP does not commit SEEDAP to award a Contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award of Contract for implementation of Project.





### 1.12. Site Visit

The Bidder shall visit and examine site at a time to be agreed with SEEDAP and Pragathi Engineering College, Kakinada and obtain for himself on his own responsibility all information that may be necessary for preparing the Bid Document. The visit may not be used to raise questions or seek clarification; such matters must be submitted in writing. The costs of visiting the site(s) shall be at Bidder's own expense.

### 1.13. Language of Bids

The proposal and all correspondence and documents shall be written in English. In case of accompanying literature or brochures etc. being in a language other than English, a certified translation should accompany the documents as a part of the RFP. All proposals and accompanying documentation will become the property of SEEDAP and will not be returned.

### 1.14. Documents Comprising the Bids

The Proposal shall have Two Cover System for this RFP as outlined in in this RFP:

- i. Qualification Bid in one cover - 2 Copies- one Original and one First Copy.
- ii. Commercial Bid in one cover - One Original.

Bidders shall furnish the required information on their Qualification and commercial strengths in the enclosed formats only. **Any deviations with respect to this may make the Bid liable for rejection.** The Bid shall be attached with the Covering Letter as specified in **Format in Section I** and shall be enclosed in the main envelope, which has the EMD, Bid Document Fees, Qualification and Commercial Bid Envelopes. **Bids not submitted with this Covering Letter shall be liable for rejection.**

### 1.15. Bid Prices

- a. The Bidder shall indicate the price in the prescribed format, the unit rates and total Bid Prices of the items. The price components furnished by the Bidder in accordance with format provided in the RFP will be solely for the purpose of facilitating the comparison of Bids by SEEDAP.
- b. The Bidder shall prepare the Bid based on details provided in the RFP. It must be clearly understood that the Scope of Work is intended to give the Bidder an idea about the order and magnitude of the work and is not in any way exhaustive and guaranteed by SEEDAP. The Bidder shall carry out all the tasks in accordance with the requirement of the RFP and due diligence and it shall be the responsibility of the Bidder to fully meet all the requirements of the RFP. If during the course of execution of the Project any revisions to the work are to be made to meet the goals of SEEDAP, all such changes shall be carried out within the current price.



### 1.16. Bid Currencies

Prices shall be quoted in Indian Rupees (INR).

### 1.17. Bidder Qualification

- a. The "Bidder" as used in the RFP shall mean the one who has signed the Bid Form. The Bidder may be either the Principal Officer or his duly Authorized Representative, in either cases him/she shall submit a Certificate of authority. All Certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the authorized representative and the Principal Officer.
- b. It is further clarified that the individual signing the RFP or other documents in connection with the Bid must certify whether he/she signs as the Constituted Attorney of the Company.
- c. The authorization shall be indicated by written Power of Attorney accompanying the Qualification Bid.
- d. The bidder should be a profitable entity for the last three financial years.
- e. Bidder should have successfully completed/executing a similar scope of work of supply, installation and maintenance in India.
- f. The bidder should have substantial presence in Andhra Pradesh. In case bidder has no presence in State, bidder shall furnish an undertaking that comprehensive support services within 48 Hrs. of reporting to be provided and fix the issues.

### 1.18. Bid Validity Period

- a. The proposals shall be valid for a period of **90 days** from the date of submission of Bids. A proposal valid for a shorter period may be rejected as non-responsive. On completion of the validity period, unless the Bidder withdraws his proposal in writing, it will be deemed to be valid until such time that the Bidder formally (in writing) withdraws his proposal.
- b. In exceptional circumstances, at its discretion, **SEEDAP** may solicit the Bidder's consent for an extension of the validity period. The request and the responses thereto shall be made in writing email.

### 1.19. Modification and Withdrawal of Bids

No proposal may be modified / withdrawn in the interval between the deadline for submission of proposals and the expiration of the validity period specified by the Bidder on the proposal form. In case the Bidder wishes to withdraw the Bid after the date of opening of the bids he may do so, but the EMD of the Bidder shall be forfeited.

### 1.20. Opening of Bids

The Bid shall be opened, in two sessions, in the presence of Bidders' representatives (only one) who choose to attend the Bid opening sessions on the specified date, time and address.



### 1.21. Opening of Qualification Bid

The Bidders' representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Bid opening being declared a holiday for SEEDAP, the Bids shall be opened at the same time and location on the next working day.

The Technical Tender Evaluation Committee [TTEC] duly appointed by SEEDAP shall see the following:

- a. The Bids have been received in time. Bids received late shall not be opened.
- b. The Bids are marked as required in the RFP.
- c. The Bid Document fees of INR 1,000 have been paid or a DD/Banker's Cheque/Cash as defined is enclosed. If not, the Bid shall not be opened.
- d. The Qualification and Commercial Bids are enclosed and marked as given in the RFP. If not, the Bid shall not be opened.
- e. Unopened bids shall be returned to the Bidder on written request.

The EMD envelope of the Bidders will be opened first on the same day and time on which the Bids is opened, and bids not accompanied with the requisite EMD or whose EMD is not in order shall be rejected forthwith.

### 1.22. Evaluation of Qualification Bid

#### Qualification Bid:

- a. The Qualification Bids of only those Bidders, whose EMD is in order shall be opened first.
- b. Bidders need to fulfill all the Qualification conditions mentioned in Qualification Criteria of the RFP. TTEC will examine the Bids to determine whether they are complete whether the Bid format conforms to the RFP requirements, whether documents have been properly signed, and whether the Bids are generally in order.
- c. Bids of Bidders whose Qualification proposal does not meet the set criteria shall be rejected forthwith.
- d. The Commercial Bids of disqualified Bidders will be returned unopened on formal written request to SEEDAP.
- e. TTEC may seek oral clarifications with the Bidders. The primary function of clarifications in the evaluation process is to clarify ambiguities and uncertainties arising out of the evaluation of the Bid Documents. Oral clarifications provide the opportunity for the Committee to state its requirements clearly and for the Bidder to more clearly state its proposal. The Committee may seek inputs from their professional, technical faculties in the evaluation process.
- f. Conditional Bids will be rejected.

### 1.23. Announcement of Bids

The Bidders' names, Bid modifications or withdrawals and such other details as SEEDAP at its discretion may consider appropriate, will be announced at the Bid opening.



#### 1.24. Bids Not Considered For Evaluation

Bids that are rejected during the Bid opening process due to incomplete documentation or late receipt shall not be considered for further evaluation.

#### 1.25. Criteria for Evaluation of Bids

Bids will be evaluated using QCBS method. SEEDAP will award the work to the successful Bidder whose proposal has been determined to be substantially responsive and has been determined as the best value proposal as per QCBS method.

The marking criteria for document based and proposal presentation scores given at Annexure - I.

Technical scores is 100 and shall be comprising of document based evaluation for 50 marks and proposal presentation evaluation for 50 marks.

- A) **Financial Criteria:** Only those bids with a technical score of  $\geq 70$  shall be considered for financial evaluation.
- B) **Combined Evaluation Criteria:** QCBS method shall be adopted for selection. The weightage given to the Technical proposal score shall be '70' and the weightage given to the financial proposal shall be '30'.

The combined evaluation shall be determined as below:

$$S\_Technical = \text{Technical Score of the Applicant/ Highest Technical Score amongst the Applicants} * 70$$

$$S\_Financial = (\text{Lowest Financial Quote amongst the applicant / Financial Quote of the Applicants}) * 30$$

$$SFINAL = S\_TECHNICAL + S\_FINANCIAL$$

The composite score (**SFINAL**) would be used to determine the successful bidder. The bidder with the highest composite score would be awarded the contract.

#### 1.26. Criteria for Evaluation and Comparison of Qualification Bids

The Qualification proposal will be evaluated using the checklist given in Format given at Section I.

- Bidders need to fulfill all the Qualification conditions mentioned in Qualification Criteria of the RFP. TTEC will examine the Bids to determine whether they are complete, whether the Bid format conforms to the RFP requirements, whether documents have been properly signed, and whether the Bids are generally in order
- The Bidder should submit credentials that best illustrate ability to provide the services required as per the RFP. Credentials in similar environments in terms of scope coverage, magnitude, organizational characteristics etc. should be given preference.
- The Bidder needs to strictly adhere to the formats provided in this RFP and provide information against each of the line items. Any non-conformance shall constitute a deviation from RFP conditions.
- It is mandatory to furnish complete Technical specifications of the Hardware being offered, strictly as per the formats provided in in this RFP. These specifications should be considered as minimum to be fulfilled.

#### 1.27. Opening and Comparison of Financial Bids



The Financial Bids will be opened by Tender Evaluation Committee [TEC] appointed by SEEDAP, in the presence of Bidders representatives (only one) who choose to attend the Financial Bid opening on date and time to be communicated to all the technically qualified Bidders. The Bidder's representatives who are present shall sign a register evidencing their attendance. The name of Bidders, Bid Prices etc. shall be announced at the meeting. Based on the evaluation of the bids as per QCBS method, shortlisted Bidders shall be notified as L1 for both LABs together.

- a) **Financial bids shall be evaluated as lump-sum price quoted by the bidders as per the format given in Annexure - II, whereas** it is mandatory for the vendors to quote prices of the each of the items duly filled in the format provided in section-II for the respective items.
- b) In case L1 backs out - L1 shall be blacklisted from participating in any future bidding of SEEDAP projects and are liable for legal action by SEEDAP. In such case, SEEDAP may invite next L2 bidder for supplying the tools and equipment at price quoted by L1.

### 1.28. Negotiation

Normally, there would be no post RFP negotiations. If at all negotiations are warranted, it would be only under exceptional circumstances and SEEDAP shall reserve the right to negotiate with the Bidder whose "Commercial Bid" has been ranked L1 by the committee based on the evaluation of the proposals.

### 1.29. Rectification of Errors

- a) Bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted price will be entertained after the proposals are opened. All corrections, if any, should be initiated by the person signing the proposal form before submission, failing which the figures for such items may not be considered.

- b) Arithmetic errors in proposals will be corrected as follows:

In case of discrepancy between the amounts mentioned in figures and in words, the amount in words shall govern. The amount stated in the proposal form, adjusted in accordance with the above procedure, shall be considered as binding, unless it causes the overall proposal price to rise, in which case the proposal price shall govern.

### 1.30. Contacting SEEDAP

- a. No Bidder shall contact the SEEDAP on any matter relating to its Bid, from time of opening to the time the work is awarded. If the Bidder wishes to bring additional information to the notice of the RFP Issuing Authority, the same should be done in writing to SEEDAP. The RFP Issuing Authority reserves the right to decide whether such additional information should be considered or otherwise.
- b. Any effort by a Bidder to influence the RFP Issuing Authority in its decision on Bid evaluation, Bid comparison or contract award may result in disqualification of the Bidder's Bid and also forfeiture of his Bid security.

### 1.31. SEEDAP's right to vary Scope of Work at the time of Award

SEEDAP may at any time, by a written order given to the Bidder, make changes to the Scope of the Work as specified below:

- a. SEEDAP reserves the right to vary the quantity to be ordered of the Original Quantity.



- b. If any such change cause an increase or decrease in the cost of or the time required for the Bidder's performance of any part of the work under the Agreement, whether changed or not changed by the order, an equitable adjustment shall be made in the Agreement Value or time schedule, or both, and the Agreement shall accordingly be amended. Any claims by the Bidder for adjustment under this Clause must be asserted within thirty (30) days from date of the Bidder's receipt of SEEDAP's order for change. The unit rate of each items quoted/accepted by the selected Bidder shall however not change.

### 1.32. SEEDAP's Right to Accept Any Bid and to reject any or All Bids

SEEDAP reserves the right to accept or reject any proposal, and to annul the tendering process and reject all proposals at any time prior to award of work, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for SEEDAP's action.

### 1.33. Notification of Award

#### a). Notification to Bidder

Prior to the expiry of the Bid validity period, SEEDAP will notify the successful Bidder in writing or by fax or email, to be confirmed in writing by letter (LOI), that its proposal has been accepted. The notification of award will constitute the formation of the Agreement. Upon the successful Bidder's furnishing of performance security, SEEDAP will promptly notify each unsuccessful Bidder and return their EMD.

#### b). Signing of Agreement

At the same time as SEEDAP notifies the successful Bidder that its proposal has been accepted and SEEDAP shall enter into an Agreement with the successful Bidder. The Agreement shall cover following aspects/terms in details:

- a) Performance security
- b) Agreement form
- c) Warranty
- d) Payment Schedule
- e) Prices
- f) Assignment
- g) Liquidated damages
- h) Termination
- i) Applicable law
- j) Notices
- k) Taxes and duties
- l) Confidentiality
- m) Limitation of liability
- n) Technical Documentation
- o) Project Management
- p) Bidder's obligations
- q) Other clauses as detailed in this RFP

**General Conditions of Agreement** (Includes SLA, Payment Terms, Insurance, Warranty, Hardware installation, Transportation, packing, inspection and acceptance, licenses, incidental services, liquidity damages, taxes and duties etc.)

### 1.34. Discharge of Bid Security

Prior to signing of the Agreement, SEEDAP shall promptly request the Selected Bidder to provide Performance Guarantee pursuant to this RFP. On receipt of the Performance Guarantee, the Bid



security of all successful Bidders will be released. The EMD amount of successful bidders can be converted as part of the Performance Guarantee.

### **1.35. Expenses for the Agreement**

The incidental expenses of execution of Agreement/Contract shall be borne by the successful Bidder.

### **1.36. Failure to abide by the Agreement**

Failure of the successful Bidder to agree with the Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event SEEDAP may forfeit the EMD/ Performance Bank Guarantee. The contract will be then awarded to the next Bidder by the process of Re-Tendering. The contract will be awarded to the next bidder (L2) if he agree to supply goods for the price quoted by L1.

### **1.37. Bank Guarantee for Performance**

- a. The successful Bidder shall at his own expense may deposit with SEEDAP, within 15 (fifteen) days after the receipt of notification of award of the Contract (Letter of Intent) from SEEDAP, an unconditional and irrevocable Performance Bank Guarantee (PBG) from a Scheduled Bank acceptable to SEEDAP, in the format prescribed in this RFP, payable on demand, for the due performance and fulfillment of the Agreement by the Bidder.
- b. The Performance Guarantee may be submitted as Demand Draft/Banker's Cheque/bank Guarantee from a Scheduled Bank.
- c. This Performance Guarantee shall be for an amount equivalent to **10%** of Agreement value. All incidental charges whatsoever such as premium, commission etc. with respect to the Performance Guarantee shall be borne by the Bidder. The Performance Guarantee shall be valid for six months post completion of the Project. Subject to the terms and conditions in the performance Bank Guarantee, at the end of project the final acceptance sign off ,the Performance Bank Guarantee may be discharged/ returned by SEEDAP upon being satisfied that there has been due performance of obligations of the Bidder under the Agreement. However, no interest shall be payable on Performance Guarantee. The Bank Guarantee should be in favor of will be intimated later.



### 1.38. Rejection Criteria

- a. The proposal of a Bidder is liable to be disqualified in the following cases or in case Bidder fails to meet the bidding requirements as indicated in this RFP:
  - i. Proposal not submitted in accordance with the procedure and formats prescribed in this document.
  - ii. During validity of proposal, or its extended period after last date and time for submission of Bids, if any, the Bidder increases the quoted prices.
  - iii. The Bidder qualifies the proposal with his own conditions.
  - iv. Proposal is received in incomplete form.
  - v. Proposal is received after due date and time.
  - vi. Proposal is not accompanied by all the requisite documents.
  - vii. Information submitted in Qualification proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the Agreement (no matter at what stage) or during the tenure of Agreement including the extension period if any.
  - viii. Commercial proposal is enclosed in the same envelope as Qualification Proposal.
  - ix. Bidder tries to influence the proposal evaluation process by unlawful means at any point of time during the Bid process.
  - x. In case any Bidder submits multiple proposals or if common interests are found in two or more Bidders, the Bids are likely to be disqualified, unless additional proposals/Bids are withdrawn immediately upon conflict of interest.
  - xi. Bidder fails to deposit the Performance Guarantee prior to signing of the Agreement or fails to enter into an Agreement within 15 working days of the date of Letter of award of Contract (LOI) or within such extended period, as may be specified by SEEDAP.
- b. Bidders may specifically note that while evaluating the proposals, if it comes to SEEDAP's knowledge expressly or implied, that some Bidders may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of proposal then the Bidders so involved are liable to be disqualified for this Contract as well as for a further period of three years from participation in any of the tenders floated by the SEEDAP.
- c. SEEDAP will reject a proposal for award if it determines that the Bidder recommended for award, or any of its personnel, or its agents or, Vendors and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the Contract in question;

For the purposes of this provision, the terms are set forth as follows:

- (i) "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;





- (ii) “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (iii) “Collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- (iv) “Coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- (v) “obstructive practice” is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to SEEDAP in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.



### **1.39. Concessions permissible under statutes**

Bidder, while quoting against this RFP, must take cognizance of all concessions permissible under the statutes including the benefit under Central Sale Tax Act, 1956, failing which it will have to bear extra cost where Bidder does not avail concessional rates of levies like customs duty, excise duty, sales tax, etc. SEEDAP will not take any responsibility towards this. However, SEEDAP may provide necessary assistance, wherever possible, in this regard.

### **1.40. Income Tax Liability**

The Bidder and Personnel shall pay such direct and indirect taxes, duties including import duties, fees and other impositions levied under the Applicable Laws in India.



## 2. SCOPE OF WORK

### 2.1. Bill of Quantity

Bidder is expected to supply of Tools and Equipment under various categories, listed in **Annexure-II(A) & (B)**, however any additional material or consumable required for successful and operational lab shall be supplied without any additional cost.

### 2.2. Equipment Specification

The Bidders are responsible to supply suitable model having a minimum specification as specified in **Annexure-II (A) and (B)**.

### 2.3. Manufacturer

The supplied tools and items mentioned in **Annexure-II (A) and (B)** shall be of a reputed make having presence in Hydrocarbon industry.

### 2.4. Delivery Schedule

S No.	Lab	Target	Timelines
1	Maintenance Mechanic Lab	100% of delivery of tools/equipment	T = 3 weeks
		Installation and commissioning	T1 = T + 1 week
2	Junior Instrumentation Technician Lab	100% of delivery of tools/equipment	T = 3 weeks
		Installation and commissioning	T1 = T + 1 week

**User Acceptance Test (UAT) and ToT Program for both the labs would be conducted parallel along with installation and commissioning.**

### 2.5. Place of Delivery

Successful bidder has to deliver all Tools and Equipment in Pragathi Engineering College, Kakinada, and Andhra Pradesh.

### 2.6. Installation & Commissioning

The Successful Bidder shall deliver, install, commission the tools and equipment and conduct UAT as mentioned in table of point 2.4 above. The selected Bidder shall depute its technically qualified representative to facilitate installation and commissioning.

### 2.7. Post Delivery/Commissioning Inspection

The technical representative shall handover the lab to training partner/SEEDAP and performs necessary test and inspection requested by inspector.

The Inspection shall be done against the following parameters

- Physical damages
- User manual comprising specification, operational instructions and Do's and Don'ts instruction in Telugu, English.
- Warranty card with names and addresses of service center and telephone numbers
- Working condition of all the models and equipment's may be checked with their relevant outputs up to the satisfaction of operating TP/SEEDAP.

Rejected items shall be handed over to the authorized representative of the selected Bidder. The



numbers of such rejected items shall be struck off from the Delivery Challan/Acceptance Challan and the Invoice (if any).

### 2.8. Warranty Services

- a. The Selected Bidder is required to provide a comprehensive warranty for all the major components of the tools and equipment and key spare parts supplied for a period of 12 months.
- b. In addition to warranty as mentioned in above clause, the Bidder shall during the warranty period replace the parts, if any, and remove any manufacturing defect, if found during the above said period, so as to make the items fully operative. The Bidder shall also replace parts of items, in case it is found to be malfunctioning and defective, and that the equipment cannot be put to operation otherwise.

### 2.9. Training of Trainers

The successful bidder should provide training through their technical expert to the trainers (Minimum 2 per Lab) of operating TP/SEEDAP representative. Bidder shall retain the training record for final billing.

## 3. Payment Terms

The payment will be released to the bidder as per the below mentioned schedule.

S. No.	Percentage of Cost	Commencement of work	Output Parameter	Remarks
1	30%	Along with Purchase Order	-	Payment against Invoice
2	40%	Supply at Site	100% material received at site	Site Receive Certificate to be provided
3	20%	Successful Inspection	Inspection will be done by SEEDAP/TP authorized	Inspection report of TP/SEEDAP
4	10%	After 1 year from the date of handover	-	As performance guarantee

Note:

1. SEEDAP Committee will conduct a periodic review of the project activities and deliverables to gauge output and to approve activities for the forthcoming period.
2. Above payment terms are for the value mentioned for supply, installation, commissioning & handover. AMC payments are not part of above table.



### 3.1 Service Level Agreement (SLA)

The Bidder shall adhere to delivery as per the schedule and ensure provisioning of all required services while delivering the tools and equipment as follows:

#### a) Delivery, Installation and Commissioning Schedule Levels

SL. No.	Lab	Target	Timelines	Penalty
1	Maintenance Mechanic Lab	100% of delivery of tools/equipment	T = 3 weeks	After standard delivery time of 3 weeks, a penalty of 1% for fourth week of the undelivered quantity price. In case delivery time exceeds 4 weeks contract shall be terminated.
		Installation and commissioning	T1 = T + 1 weeks	After standard installation/commissioning time of 2 weeks, a penalty of 1% for third week on the uninstalled quantity price. In case installation/commissioning time exceeds three weeks contract shall be terminated.
2	Junior Instrumentation technician Lab	100% of delivery of tools/equipment	T = 3 weeks	After standard delivery time of 3 weeks, a penalty of 1% for fourth week of the undelivered quantity price. In case delivery time exceeds 4 weeks contract shall be terminated.
		Installation and commissioning	T1 = T + 1 weeks	After standard installation/commissioning time of 2 weeks, a penalty of 1% for third week on the uninstalled quantity price. In case installation/commissioning time exceeds three weeks contract shall be terminated.



### b) Warranty Obligations

Type of Incident	Resolution time	Penalty
Incident 1  Repair of any spare part/ machines has to be fixed within 2 days of reporting of the problem.  T shall be the agreed resolution time which in case of repair is 2 (two) working days.	T	No Penalty
	T1 = T+2 days	0.5% of the value of component/machine for every unresolved incident.
	T2 = T1+2 days	1% of the value of the component/machine for every unresolved incident.
	> T2	2% of the value of the component/machine for every unresolved incident subject to a maximum of 15 days. After 15 days bidder shall replace the component/machine with the new Component/machine.



# Section I:

## Format for Qualification Bid

**Format 1 - Qualification Bid Letter**

[Date]

To,  
The Chief Executive Officer,  
Society for Employment Generation & Enterprise Development in Andhra Pradesh [SEEDAP], APSSDC,  
2<sup>nd</sup> Floor, NTR Administrative Block, Pandit Nehru Bus Station, Vijayawada - 520 001

**Ref:** Request for Proposal (RFP): Qualification Bid for supply of Tools and Equipment for setting up of Maintenance Mechanic Lab and Junior Instrumentation Technician Lab under Hydrocarbon Sector in East Godavari District of Andhra Pradesh

**Reference:** RFP No: <RFP REFERENCE NUMBER> Dated <DD/MM/YYYY>

We, the undersigned Bidders, having read and examined in detail the entire RFP do hereby propose to supply the Items as specified in the RFP number <RFP REFERENCE NUMBER> Dated <DD/MM/YYYY> along with the following:

**a) BID DOCUMENT FEES**

We have enclosed a Demand Draft/Banker's Cheque / RFP purchase receipt (in case RFP is purchased from SEEDAP Office) for the sum of INR 1,000 /- (Rupees One Thousand only) as prescribed in RFP.

**b) EARNEST MONEY DEPOSIT (EMD)**

We have enclosed an EMD in the form of a Demand Draft/Banker's Cheque/Bank Guarantee for the sum of INR \_\_\_\_\_ /- (Rupees \_\_\_\_\_ only) (Please Refer Page No 6 of this document)

**c) PERFORMANCE GUARANTEE**

We hereby declare that in case the work is awarded to us, we shall submit the Performance Guarantee in the form prescribed in RFP.

We hereby declare that our Bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

We understand that our bid is binding on us and that you are not bound to accept a bid you receive.

Thanking you,  
yours  
faithfully,  
(Signature of the Bidder)

Printed Name Designation/Seal/ Date/Business Address:





## Format 2 - General Information about the Bidder

Details of the Bidder/Prime Bidder (Company)				
1.	Name of the Bidder			
2.	Address of the Bidder			
3.	Legal Status of the Company (Public Ltd/Pvt. Ltd)			
4.	Details of Incorporation of the Company		Date:	
			Ref. #	
5.	Details of Commencement of Business		Date:	
			Ref. #	
6.	Valid Sales tax registration no.			
7.	Valid Service tax registration no.			
8.	Permanent Account Number (PAN)			
9.	Name & Designation of the contact person to whom all references shall be made regarding this RFP			
10.	Telephone No. (with STD Code)			
11.	E-Mail of the contact person:			
12.	Fax No. (with STD Code)			
13.	Website			
14.	Financial Details (as per audited Balance Sheets) (in Crores)			
15.	Year	2013-14	2014-15	2015-16 (including Dec 16)
16.	Net Worth			
17.	Turn Over			
18.	Net Cash Accruals			
19.	Net Manufacturing/ Assembly Capacity			

S. No.	Clause	Documents Required	Compliance (Yes/No)	Page No.
1.	<p>a) The Bidder should be a manufacture/ authorized Representative of</p> <p>b) The Bidder should have been in operation for a period of at least 3 years in India as on 31<sup>st</sup> Jan 2017</p>	<ul style="list-style-type: none"> <li>• Certificate of Incorporation/Registration</li> <li>• Certificate of Commencement of Business issued by the Registrar of Companies.</li> <li>• Memorandum and Articles of Association.</li> <li>• OEM Authorization letter</li> </ul>		
2.	The Bidder must be a regular supplier of similar type of items for LABs as proposed in this RFP and must have an operational experience for at least last 3 financial years (i.e. 2013-2014, 2014-2015, 2015-2016).	Work Orders/ UAT of the Client for supply, installation and commission of Tools/equipment/Completion certificate from the client/ satisfactory client Certificate confirming year and Area of activity.		
3.	The Bidder should have an average annual turnover of at least 50 Lakhs for the last three financial years (i.e. 2013- 2014, 2014-2015, 2015-2016).	<ul style="list-style-type: none"> <li>• Audited Profit and Loss Statement and Balance sheets.</li> <li>• Statutory Auditor Certificate or Certificate from the Company Secretary of the Bidder clearly specifying the turnover for the specified years.</li> </ul>		
4.	<p>The Bidder should have a consolidated minimum positive Net Worth as on the last day of preceding last financial years (i.e. 2013-2014, 2014-2015, 2015-2016).</p> <p>[Net Worth=Paid-up share capital                      + Reserves and surpluses (Excluding Revaluation Reserves)                      - Preliminary and pre-operative expenditure and miscellaneous</p>	Audited annual accounts or Statutory Auditor Certificate or Certificate from the Company Secretary of Bidder specifying the Net Worth for the specified years.		



S. No.	Clause	Documents Required	Compliance (Yes/No)	Page No.
5.	As on date of submission of the proposal, the Bidder shall not be under any declaration of ineligibility for unsatisfactory past performance, corrupt or fraudulent practices, any other unethical business practices or blacklisted either by Ministry/Department of Government of India/ State Government.	Certificate from the Company Secretary to the effect that the Bidder (from each member in case of Consortium) is not blacklisted by any of the Ministry/ Department of Government of India/ State Government.		
6.	The Bidder shall comply or exceed with all the Technical Specifications as specified in RFP	Details to be provided as per in the proposal		
7.	Demand Draft/Banker's Cheque against RFP Paper Cost for an amount INR 1,000/- (Rupees One Thousand only)	D.D. No. Bank: Date:		
8.	Demand Draft/ Banker's Cheque/ Bank Guarantee against Earnest Money for an amount mentioned in RFP	D.D. No. / BG No. Bank Date		



## Annexure-I Marking Sheet

## a. Technical &amp; Financial Marking Sheet

SL.No.	Marking Dimensions	Max Marks
1	<b>Past Experience:</b> The Bidder should be an established Original Equipment Manufacturer/ its Authorized Manufacture and or Dealers in India or Abroad for the items for which participating in bid and should have been in this business for a period exceeding <b>three years</b> as on 31.12.2016.	10
2	<b>Turnover:</b> The Bidder should have an average annual turnover of at least INR 50 Lakh in the last three financial years (i.e. 2013- 2014, 2014-2015, 2015-2016)	10
3	<b>Experience in Supply of Similar Items:</b> A) The Bidder must be a regular supplier of similar type of items for LABs as proposed in this RFP and must have an operational experience for at least last 3 financial years (i.e. 2013- 2014, 2014-2015, 2015-2016). Number of Work orders to be treated for mark allocation.	20
	B) <b>Completion of Project:</b> Completion Certificate/UAT from the Client for supply, installation and commission of tools/equipment.	10
	<b>Total</b>	<b>50</b>

## b). Marking Criteria for Proposal presentation evaluation

SL.No.	Criteria	Max. Marks
1	Firm's Strength in terms of Current Production/ Supply Capacity	10
2	Working Experience in similar assignments	10
3	Tie ups with other OEMs to fill the Gap	10
4	Proposed plan for Installation and commissioning in this project	10
5	Experience in ToT program etc.	10
	<b>Total</b>	<b>50</b>



### Format 4(a) - Format for Submission of Qualification Bids

#### Instructions:

- Please provide details of compliance with qualification criteria in the formats provided below only. Please note that provision of information in incorrect formats may lead to disqualification
- Please provide requisite documentary proof (as defined in the RFP) for all information provided. Please note that non-submission of documentary proof may lead to disqualification.

#### Profile

<b>OEM Name:</b>	
Incorporated as _____ in year _____ at _____.	
Registration Number	
<b>Please provide Certificate of Incorporation:</b>	
<b>Please provide Certificate of Commencement of Business issued by the Registrar of Companies:</b>	
<b>Copy of Memorandum and Articles of Association:</b>	



#### Format 4(b) - OEM Authorization & Letter for Undertaking

To,

The Chief Executive Officer,  
Society for Employment Generation & Enterprise Development in Andhra Pradesh [SEEDAP], APSSDC,  
2<sup>nd</sup> Floor, NTR Administrative Block, Pandit Nehru Bus Station, Vijayawada - 520001

The authorization may be in the nature of a letter, memorandum or certificate regularly granted by the manufacturer to its channel partners, authorized solution providers, system integrators, distributors, etc. or a specific letter issued for purposes of this bid. Such communication should include statements / undertakings from the said manufacturer to the following effect.

1. Guarantee and warranty coverage in respect of the goods and services manufactured by the said manufacturer shall be honored by that manufacturer, their channel partners, distributors, authorized service centers as the case may be.
2. The manufacturer updates the bidder and their technical personnel with relevant technical literature, training and skill transfer workshops etc. on a regular basis.
3. The manufacturer provides back to back technical support to the said bidder on a continuing basis.
4. The said bidder is authorized to provide service and solutions for the tools and equipment supplied.

Note: The letter of authority should be signed by a person competent and having the power of attorney to bind the manufacturer.

Yours faithfully,

(Signature of the Bidder)  
Printed Name Designation  
Seal Date:  
Business Address:



## Format 5- Financial Information

### Annual Turnover of the Bidder

Turnover of the Bidder/Prime Bidder (Amount INR Crores)				
Financial Year 2013-14	Financial Year 2014-15	Financial Year 2015-16	Indicate the page number where the details are provided	Conversion rate (if applicable)

#### Documentary Proof Required:

- Audited Profit and Loss Statement and Balance sheet
- Statutory Auditor Certificate/Certificate from Company Secretary clearly specifying the turnover for the specified years.

### Net Worth of the Bidder

Net Worth of the Bidder (Amount INR Crores)				
Financial Year 2013-14	Financial Year 2014-15	Financial Year 2015-16	Indicate the page number where the details are provided	Conversion rate (if applicable)

#### Documentary Proof Required:

- Audited Annual Accounts or statutory auditor Certificate/Certificate from Company Secretary specifying the net worth for the specified years.



### Format 6 - Format for Past Experience

Please provide only one citation for each item as per the Qualification criteria in the format provided below. In case the Bidder provides more than one citation against each item, only the first occurring citation shall be evaluated. **The relevant documentary proofs for a citation need to be attached just below the details of the citations in this format.** Documentary proofs provided elsewhere (not below the details of the citation format) may not be considered by the SEEDAP for evaluation.

Project Title: (Attach separate sheet for each Project)			
Country		Address	
Name of Client			
Type of Client (Govt./PSU/Others)		Order Value of the Project /Revenue Generated (in Crores)	
		Revenue Generated (in Crores) year-wise (please state the year and the revenue generated)	
		Current Conversion Rate(if applicable)	
Duration of the Assignment		Start Date (month/year):	
		Date of successful implementation /completion (month/year):	
		End Date (month/year):	
Referrals (Client side): Provide one referral only	Name		
	Designation		
	Role in the Project:		
	Contact Number		
	Email Id		
Brief Description of Project:			

#### Documentary Proof Required:

- Copy of Work order
- Certificate of successful operation by the client OR self-certificate attested by the client.





### Format 7 - Declaration Regarding Clean Track Record

[Date]

To,

The Chief Executive Officer,  
Society for Employment Generation & Enterprise Development in Andhra Pradesh [SEEDAP], APSSDC,  
2<sup>nd</sup> Floor, NTR Administrative Block, Pandit Nehru Bus Station, Vijayawada - 520001

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document [No. \_\_\_\_\_] regarding Supply of tools and equipment throughout the State of Andhra Pradesh. I hereby declare that my Company has not been debarred / black listed by any Ministry/Department of Government of India or State Government. I further certify that I am competent officer in my Company to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

#### Documentary Proof Required:

- Certificate from the Company Secretary to the effect that the Bidder (from each member in case of Consortium) is not blacklisted by any Ministry/Department of Government of India or State Government as per the format provided above.

**Format 8 - Plan of action for supply proposed by Vendor**

S. No.	Component Description	Time Line/Remarks
1.	Finalization of layout and list of Equipment's with specs.	
2.	Work order to all sub suppliers	
3.	Material receipt at site	
4.	Installation and commissioning	
5.	Handing over to training provider. Training to trainers	

**Note:** *Please attach the relevant documents.*



### Format 9 - Declaration of Acceptance of Terms and Conditions in the RFP

[Date]

To,

The Chief Executive Officer,  
Society for Employment Generation & Enterprise Development in Andhra Pradesh [SEEDAP], APSSDC, 2<sup>nd</sup>  
Floor, NTR Administrative Block, Pandit Nehru Bus Station, Vijayawada - 520001

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP document [No. ....] Regarding "Selection of Vendor(s) for supply of Tools and Equipment for setting up of Maintenance Mechanic Lab and Junior Instrumentation Technician Lab under Hydrocarbon Sector in East Godavari District of Andhra Pradesh".

I declare that all the provisions of this RFP are acceptable to my Company. I further certify that I am an authorized signatory of my Company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)  
Printed Name Designation  
Seal Date:  
Business Address:

In addition to above mentioned Documentary Proofs & Citations, Bidder has to provide the proof(s) under each item to meet the Qualification criteria as mentioned in the RFP.



**Format 10: Bid security (EMD) form**

SEEDAP. Ref. No.....

[Date]

To,

The Chief Executive Officer,  
Society for Employment Generation & Enterprise Development in Andhra Pradesh [SEEDAP], APSSDC,  
2<sup>nd</sup> Floor, NTR Administrative Block, Pandit Nehru Bus Station, Vijayawada - 520001

**(To be issued by a bank scheduled in India as having at least one branch in Hyderabad)**

Whereas..... (Hereinafter called "the Bidder") has submitted its bid dated..... (Date). For the execution of..... (Hereinafter called "the Bid") KNOW ALL MEN by these presents that WE ..... of ..... having our registered office at..... (Hereinafter called the "Bank") are bound unto the Society for Employment Generation & Enterprise Development in Andhra Pradesh. (Hereinafter called "The SEEDAP") in the sum of ..... for which payment well and truly to be made to the said SEEDAP itself, its successors and assignees by these presents.

The conditions of this obligations are:

1. If the bidder withdraws its bid during the period of bid validity or
2. If the bidder, having been notified of the acceptance of its bid by the SEEDAP during the period of bid validity:
  - i. fails or refuses to execute the contract form if required; or
  - ii. fails or refuses to furnish the performance security, in accordance with the bid requirement;

We undertake to pay the SEEDAP up to the above amount upon receipt of its first written demand, without the SEEDAP having to substantiate its demand, provided that in its demand the SEEDAP 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 will remain in force up to and including 45 days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

Place:

Date:

Signature of the Bank  
and seal



**Format 11: Authorization & Letter for undertaking to provide comprehensive support services**

To,

The Chief Executive Officer,  
Society for Employment Generation & Enterprise Development in Andhra Pradesh [SEEDAP], APSSDC,  
2<sup>nd</sup> Floor, NTR Administrative Block, Pandit Nehru Bus Station, Vijayawada - 520001

The authorization may be in the nature of a letter issued for purposes of this bid mentioning that Bidder is responsible to provide to provide **comprehensive support services within 48hrs** of reporting the issue and adhere to the defined timelines for attending and fixing any issue related to the tools and equipment supplied.

1. Guarantee and warranty coverage in respect of the goods and services manufactured by the said manufacturer shall be honored by that manufacturer, their channel partners, distributors, authorized service centers as the case may be.
2. The manufacturer provides back to back technical support to the said bidder on a continuing basis.
3. The said bidder is authorized to provide service and solutions for the tools and equipment supplied.

Note: The letter of authority should be signed by a person competent and having the power of attorney to bind the manufacturer.

Yours faithfully,

(Signature of the Bidder)  
Printed Name Designation  
Seal Date:  
Business Address:

**Format 12: Service Center Details**

Please furnish the service center details in Andhra Pradesh and Hyderabad

S.No	Full Address of service centre	Contact person with phone No.	No. of support engineers	Support Engineers contact Names and numbers

Yours faithfully,

(Signature of the Bidder)  
Printed Name Designation  
Seal Date:  
Business Address:



## Section II:

# Format for Financial Bid



**Format 13: Format for Financial Bid**

S.no.	Lump sum Cost of all Tools and equipment as listed in both Annexure II (a) and (b) including Delivery, installation and commissioning	Total Price without taxes	Sales tax & other duties etc. on total price	Total price with taxes and duties etc.	AMC % on Col No.4 for 3 years Each year separately.
1	2	3	4	5=(3+4)	6

(Signature of Bidder)

Note -1. Col. No. 6, Maintenance cost in % for each year (For 3 years) beyond warranty period.

Note - 2. Total cost should include delivery, installation and commissioning.





**Annexure II (A): Specification and Number of Tools and equipment for Maintenance Mechanic Lab**

SL.No	Item	Specification	Unit	Quantity	Unit Cost	Applicable Taxes
1	AMMETER, CLIP-ON	Range 600V, accuracy $\pm 1.0\%$ , AC Current: Range 20-400A, accuracy of $\pm 2.0\%$ . High quality. Measuring the DC current with linear scale.	Nos	5		
2	APRON, LEATHER, WELDING	Superior protection, Heavy duty stitching,	Nos	5		
3	ATTACHMENTS, MAKER-SPRING, RACK-CUTTING, TAPER	Machine attachments	Set	3		
4	BEARING, SHAFT & GEAR	Mixed variety	Set	5		
5	BELT DRIVE	Ms type	Nos	1		
6	BENCH GRINDER	4inch, 8 inch, 10 inch	Nos	2		
7	BENCH VISE	MS 4 x 4	Nos	10		
8	Pipe BENDERS	suitable for upto 2"	Nos	5		
9	BOOTH, WELDING - PORTABLE	Booths L Shaped 4 X 8 & Welding Booth Including Job Holed	Nos	2		
10	Wire BRUSH		Nos	5		
11	DUSTER	cloth	Nos	5		
12	CALIPERS	Vernier caliper, dial based & Digital.	Nos	5		



RFP for Selection of Vendor for Supply of Tools and Equipment for Hydrocarbon Sector in Andhra Pradesh

SL.No	Item	Specification	Unit	Quantity	Unit Cost	Applicable Taxes
13	CART, CYLINDER	With Wheel and handle	Nos	2		
14	C-CLAMPS, 4 OF EACH SIZE 2 TO 6 INCH	Metalic with tightening facility	Nos	10		
15	CENTER PUNCH AND EDGE FINDERS	3 Centre Punch, 2 nos edge divider	Nos	5		
16	CHIPPING HAMMER	Hard & soft hammer mixed	Nos	4		
17	CHISELS	wood chisel	Nos	10		
18	COMPRESSOR, AIR	Minmum 7kg/cm2., With drier	Nos	1		
19	CONDUIT BENDER		Nos	5		
20	CRIMPING TOOLS	0.5 mm2 to 6 mm2	Nos	10		
21	Welding Curtain	Fire proof	Nos	5		
22	CUTTING TABLE	Standard size and height.	Nos	10		
23	DIAL CALIPERS, INDICATOR		Nos	10		
24	DRILL BITS		Nos	10		
25	DRILLS(Hand & Power)	9 hand drill and 1 heavy drill	Nos	10		



RFP for Selection of Vendor for Supply of Tools and Equipment for Hydrocarbon Sector in Andhra Pradesh

SL.No	Item	Specification	Unit	Quantity	Unit Cost	Applicable Taxes
26	DRYING OVEN FOR WELDING ROD		Nos	2		
27	ELECTRIC MOTOR W/STARTER	Fully fitted	Nos	5		
28	FEELER GAUGES	For all sims	Nos	10		
29	FILES, ASSORTED	Rough, Smooth, 6" , 10"	Nos	10		
30	FINDER, EDGE		Nos	4		
31	FRAMING SQUARE		Nos	4		
32	GAUGE, BLOCK SET, METAL, REFRIDGERANT, WIRE	Assorted	Nos	10		
33	GEAR PULLER SET	3 legged puller	Nos	2		
34	GENERATOR, PORTABLE		Nos	1		
35	GRINDERS, ANGLE, BENCH, SURFACE	4inch, 8 inch, 10 inch	Nos	5		
36	GUIDE, ANGLE		Nos	2		
37	GUN, GREASE, SOLDERING	Assorted	Nos	10		
38	HACKSAW	metal 12"	Nos	10		



RFP for Selection of Vendor for Supply of Tools and Equipment for Hydrocarbon Sector in Andhra Pradesh

SL.No	Item	Specification	Unit	Quantity	Unit Cost	Applicable Taxes
39	HAMMERS	Hard & soft hammer mixed	Nos	6		
40	HEAT TREAT OVEN		Nos	1		
41	HEIGHT GAUGE		Nos	2		
42	HELMET, WELDING	With glass and head strap.	Nos	10		
43	HEX KEY SET, STANDARD AND METRIC		Set	6		
44	HOLDER, BAR, BORING		Nos	4		
45	INDICATORS, DIAL	Hand held	Nos	5		
46	IRON, SOLDERING		Nos	6		
47	JIGS		Nos	2		
48	KNIVES, SLOYD		Nos	6		
49	LATHE	Height of Center Over Flate Bed Ways: 254 mm, Width of Gap in Front of Face Plate: 178 mm, Spindle Hole: 54 mm,	Nos	1		
50	MACHINISTS SQUARE SET		Nos	5		
51	MANUAL DRAFTING EQUIPMENT		Nos	5		



RFP for Selection of Vendor for Supply of Tools and Equipment for Hydrocarbon Sector in Andhra Pradesh

SL.No	Item	Specification	Unit	Quantity	Unit Cost	Applicable Taxes
52	MULTIMETER, DIGITAL AND ANALOG		Nos	10		
53	NOZZLES, AIR		Set	3		
54	NUT DRIVERS, FULL SET		Set	3		
55	OILERS		Nos	6		
56	OXY-FUEL TORCH SET		Nos	3		
57	PIPE THREADER W/FIXED & ADJUSTABLE DIES		Nos	5		
58	PIPE WRENCHES		Nos	6		
59	PLATE, ANGLE	Assorted	Mtr	10		
60	PLATE, FACE, SURFACE	Assorted	Mtr	5		
61	POINTS, TRAMMEL		Nos	5		
62	PROTRACTORS		Nos	5		
63	REGULATORS, WELDING - GAS		Nos	3		
64	SAFETY GOGGLES - WELDING	Half Glass	Nos	10		



RFP for Selection of Vendor for Supply of Tools and Equipment for Hydrocarbon Sector in Andhra Pradesh

SL.No	Item	Specification	Unit	Quantity	Unit Cost	Applicable Taxes
65	SCALES, GRADUATED, MEASURING	Steel - 1 ft , 3 ft Assorted	Nos	6		
66	SCRIBERS	Steel	Nos	4		
67	TACHOMETER	High frequency / infra-red based	Nos	5		
68	TOOL BOX		Nos	4		
69	Machine, welding,	200 Amps suitable to Arc welding	Nos	2		
70	TORCHES, WELDING	Arc welding	Nos	2		
71	V-BLOCK SET	Metallic	Set	1		
72	WELDING BENCH	Ftted with Booth		2		



**Annexure II (B): Specification and Number of Tools and equipment for Junior Instrumentation Technician Lab**

SL. No.	Item	Specification	Unit	Quantity	Unit Cost	Applicable Taxes
1	Laptop	6th Generation Intel® Core™ i3 processor, 2GB RAM, 500GB Hard Drive	Nos	3		
2	white board	4" x 6"	Nos	1		
3	marker	Standard White board marker	Lot	1		
4	projector	Resolution 1920x1080, Brightness 3000, Contrast70000:1, Zoom Lens Ratio1.60:1	Nos	1		
5	Temperature Sensor	Temp element K type T/C , RTD	Nos	8		
6	Pressure Sensor	0.25% Accuracy(BSFL), Continuous range coverage varied from 4 kg to 100 kg, output 4-20ma	Nos	8		
7	Flow Sensor	Orifice Flange assembly with Transmitter, Ultrasonic type with output 4-20 ma . Different range to be considered.	Nos	4		
8	Actuators	Diaphragm type, suitable to control valve. 3 - 15 PSI	Nos	2		
9	control valves	2 inch process connection, diaphragm type with positioner	Nos	2		
10	limit switches	Mechanical Limit Switch with DPDT	Nos	2		
11	PID controller	Electronic Type, Power Supply-24V DC, 4 to 20 mA I/O	Nos	2		



RFP for Selection of Vendor for Supply of Tools and Equipment for Hydrocarbon Sector in Andhra Pradesh

SL. No.	Item	Specification	Unit	Quantity	Unit Cost	Applicable Taxes
12	Meter	Power Supply source 24 v DC	Nos	3		
		Multimeter of reputed make, accuracy +_ 0.5%	Nos	10		
		Clamp meter of reputed make	Nos	8		
		Energy Meter	Nos	8		
13	Tools	Allen Wrench Set	Nos	6		
		Screwdriver	Nos	6		
		Wire Crimpers,	Nos	6		
		Conduit Bender,	Nos	3		
		Linesman Pliers,	Nos	6		
		Side Cutter Diagonal Pliers,	Nos	6		
		Wire Strippers,	Nos	6		
		Channel Lock Pliers,	Nos	4		





SL. No.	Item	Specification	Unit	Quantity	Unit Cost	Applicable Taxes
		Hammer, ( Mallet and iron hammer mixed )	Nos	4		
		Power Drill ( hand drill - 4 nos, power fix drill 2 nos)	Nos	6		
		Measuring and fish tape	Nos	10		
14	MS Office / Open office	MS office 7 loaded above laptop	Nos	3		
15	Data recording and communication equipment	Digital Data recorder with TCP/IP communication	Lot	1		
16	Fire Drill Accessories	Fire Drill Kit	Set	1		
17	First Aid Kit	With required fist Aid medicine and tools	Nos	1		
18	Protective Equipment	Safety helmets,	Nos	8		
		Safety goggles	Nos	8		
		Ear plugs	Nos	8		
		Powered respirators	Nos	2		
		Safety shoes	Nos	10		



RFP for Selection of Vendor for Supply of Tools and Equipment for Hydrocarbon Sector in Andhra Pradesh

---

SL. No.	Item	Specification	Unit	Quantity	Unit Cost	Applicable Taxes
		Safety gloves	Nos	10		
		Lifejackets	Nos	10		