

**REQUEST FOR PROPOSAL (RFP) FOR SELECTION
OF VENDOR(S) FOR SUPPLY
OF
INDUSTRIAL SEWING MACHINES
IN
ANDHRA PRADESH**



**SOCIETY FOR EMPLOYMENT GENERATION AND ENTERPRISE DEVELOPMENT IN
ANDHRA PRADESH (SEEDAP)
APSSDC, 2nd Floor, NTR Administrative Block, Pandit Nehru Bus stand,
Vijayawada – 520 001. Andhra Pradesh**



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1. INVITATION FOR BID

1.1. Issuer

The Society for Employment Generation and Enterprise Development in Andhra Pradesh, invites response to this Request for Proposal (RFP) document from willing bidders for submission of their technical and commercial proposals for **“Selection of vendor(s) for Supply of Industrial Sewing Machines in Andhra Pradesh”** in accordance with the conditions and manner prescribed in this RFP document.

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/ TEXTILE ISM/PROC./002 dated: 07.03.2017 |
| 2. | Bid validity period | 90 Days |
| 3. | Pre Bid Queries | 11.03.2017, 5:00 PM |
| 4. | Last date (deadline) for submission of bids | 23.03.2017, 11.00 am |
| 5. | Opening of Qualification Bids | 23.03.2017, 03:00 pm |
| 6. | Technical Presentation by the Shortlisted Bidders | 27.03.2017, 10:30 am onwards |
| 7. | Opening of Commercial Bids | 27.03.2017, 03:00 pm |
| 8. | Contact person for queries | Mobile : 9866900079 E mail :vijay.mannala@gmail.com Anand - 9849618585 anandkumar2@kpmg.com |
| 9. | Addressee and address at which proposal in response to RFP notice is to be submitted: | C/o SEEDAP Office/ APSSDC, 2 nd Floor, NTR Administrative Block, Pandit Nehru Bus stand, Vijayawada, Andhra Pradesh PIN: 520001 |



1.4. Earnest Money Deposit (EMD)

- a) Bidders shall submit, along with their Bids, EMD for an amount of **INR three (3) lakhs** 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", payable at Vijayawada**, and should be valid for 90 days from the due date of the tender / RFP.
- b) The EMD of all unsuccessful bidders would be refunded by SEEDAP within one month of the bidder being notified as being unsuccessful.
- c) The EMD, for the amount mentioned above, of successful bidder would be returned upon submission of Performance Bank Guarantee.
- d) The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- e) The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.
- f) 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 **08-03-2017 to 22-03-2017** on submission of payment of Non Refundable RFP Document Fee of Rs. 500/- (Rupees Five Hundred 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", payable at Vijayawada**. RFP document can also be downloaded from the SEEDAP website (<http://apssdc.in/latestnews.html>). However, the Non Refundable RFP Document Fee of Rs.500/- (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 Pre-Bid queries of prospective Bidders as per the scheduled date and time as mentioned in key events table in this RFP. 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.

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. 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 Two working days and no participant would be intimated individually about the response of SEEDAP.

Only two representatives with due authorization from each prospective bidder shall be allowed to participate in the Pre-Bid meeting after payment of Rs.500/- towards the cost of the RFP document.

The purpose of the Pre Bid queries is to provide the prospective bidders with information regarding the business process of SEEDAP, the RFP and the Project requirements, and to provide each bidder with an opportunity to seek clarifications regarding any aspect of the RFP and the Project.



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 500/- 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

A complete bid shall comprise "Qualification Bid" and "Commercial bid" prepared strictly in the format and in the manner prescribed in this RFP document.

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.**

- a. 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 Industrial Sewing machines in Andhra Pradesh**". These envelopes are to be super scribed with RFP Number.
- b. The cover thus prepared should also indicate clearly the name, address, telephone number, E- mail ID and fax number of the Bidder to enable the Bid to be returned unopened in case it is declared "Late".
- c. 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.
- d. 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.
- e. 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.

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. 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.

1.11. 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.

1.12. 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, Technical and Commercial Bid Envelopes. **Bids not submitted with this Covering Letter shall be liable for rejection.**

1.13. 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.

1.14. Bid Currencies

Prices shall be quoted in Indian Rupees (INR).



1.15. 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 he/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.

1.16. Instructions for Qualification Bid Preparation:

The Technical proposal should address parameters mentioned

- i. The bidder must address their project execution strategy in details in line with the section of Implementation Schedule mentioned in this RFP.
- ii. The Qualification Bid should contain a detailed description of how the bidder will provide the required services outlined in this RFP. It should articulate in detail, as to how the bidder's Technical Solution meets the requirements specified in the RFP.
- iii. The Qualification Bid shall not contain any pricing information.
- iv. The bidder must provide bill of materials for the proposed solution as part of Qualification Bid without price quote.
- v. Proposals must be direct, concise, and complete. All information not directly relevant to this RFP should be omitted. SEEDAP will evaluate bidder's proposal based upon its clarity and the directness of its response to the requirements of the project as outlined in this RFP.
- vi. Overly elaborate proposals: Unnecessarily elaborate brochures or other promotional materials beyond those sufficient to present a complete and effective proposal are considered undesirable and may be construed as an indication of the bidder's lack of cost consciousness. SEEDAP interest is in the quality and responsiveness of the proposal.

1.17. Instructions for Commercial Bid Preparation:

- a. Unless expressly indicated, bidder shall not include any technical information regarding the services in the commercial Bid.



- b. Prices shall be quoted entirely in Indian Rupees (INR).
- c. No adjustment of the contract price shall be made on account of any variations in costs of labor and materials or any other cost component affecting the total cost in fulfilling the obligations under the contract.
- d. The price should be quoted inclusive of all taxes, duties, and charges and levies as applicable.
- e. The prices, once offered, must remain fixed and must not be subject to escalation for any reason whatsoever within the period of project.
- f. Discount, if any, must be merged with the quoted prices and not indicated separately. Any discount offered separately shall not be taken into account for evaluation purpose.

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.
- c) 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.
- d) Bids of Bidders whose Qualification proposal does not meet the set criteria shall be rejected forthwith.
- e) The Commercial Bids of disqualified Bidders will be returned unopened on formal written request to SEEDAP.
- f) 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.
- g) The Committee may seek inputs from their professional, technical faculties in the evaluation process.
- h) 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

A. Preliminary Examination

Committee will examine the Technical Bids to determine whether they are complete, whether the Bid format conforms to the Bid Document requirements, whether the documents have been properly signed, and whether the Bids are generally in order.

Committee may waive any informality or nonconformity or irregularity in a bid which does not constitute a material deviation according to Committee, provided such waiver does not prejudice or affect the relative ranking of any Bidder.



B. Evaluation Methodology

- I. The Evaluation Methodology proposed to be adopted by Committee will be Quality cum Cost Based System (QCBS) method of evaluation of bids Score will get a weightage as under:

| SN | Items | Technical bid score a weightage | Commercial bid score a weightage |
|----|----------------------------|---------------------------------|----------------------------------|
| I. | Industrial Sewing Machines | 70% | 30% |

- II. The Bid, that obtains the highest Total Score (**T_s**) value, will be rated as the **Best Evaluated Bid**.

C. Evaluation Process:

The evaluation process shall comprise of the following stages.

- (i) **Stage 1: Technical Evaluation** comprising of Technical Bid Evaluation and Technical Presentation in the Technical Bid
- (ii) **Stage 2: Commercial Evaluation**
- (iii) **Stage 3: QCBS Evaluation**

The details of evaluation procedure, under each of the above mentioned 3 stages, are given below:

Stage 1: Technical Evaluation

- Bidders who meet the minimum criteria defined in Qualification Checklist **Section-II** in this RFP will be qualified and invited for further bid evaluation.
- SEEDAP will evaluate qualified bidders on the basis of the Technical Bid submitted by them. Technical Presentation by the qualified bidders are proposed for this project in the Technical Bid. The objective of this step is to give bidders the opportunity to demonstrate their capabilities of proposed Product/Service to prove the idea and feasibility as envisioned in the RFP.
- In this Stage, the qualified bidders will be Technically Qualified for further evaluation in subsequent stages, namely, Stage 2 and Stage 3 of the evaluation process.
- Only those Bidders will be technically qualified who meet the following conditions:
 - a) Technical score is 100 and shall be comprising of document based evaluation for 40 marks and proposal presentation evaluation for 60 marks.
 - b) Achieve minimum qualifying technical score prescribed for each Section under the Table given in "**Format 3(b) - Technical Evaluation Marking Criteria**"; and
 - c) Achieve the Cut-off Technical Score of 70%

Stage 2: Commercial Evaluation of Bids

The commercial bids of only the Technically Qualified Bidders of Stage 1 shall be opened and considered for further evaluation.

Stage 3: QCBS Evaluation

The technical and commercial scores of the shortlisted bidders shall be taken into consideration for the QCBS Evaluation.



D. Clarification

- (i) When deemed necessary, during the Bid Evaluation process, SEEDAP may seek clarifications or ask the Bidders to make Technical presentations on any aspect(s) from any or all the Bidders. However, that would not entitle the Bidder(s) to change or cause any change in the substance of the bid submitted or price quoted.
- (ii) The Commercial Bids of disqualified Bidders will be returned unopened on formal written request to SEEDAP.
- (iii) Conditional Bids will be rejected.

1.26. Opening of Commercial Bids

- (i) SEEDAP will open the Commercial Bids of **only Technically Qualified Bidders (TOB)**, in the presence of the representatives of the Technically Qualified Bidders who choose to attend, at the time, date and place, as decided by SEEDAP.
- (ii) The Financial Bids will be opened by Committee 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 Bidder, Bid Prices etc. shall be announced at the meeting.

1.27. Evaluation of Commercial Bids

- (i) It is mandatory for the vendors to submit prices of the items duly filled in the format provided in **section-II** of financial bid for the respective items. A vendor can submit commercial bid for the mentioned Product.
- (ii) The Commercial Bids shall be evaluated by SEEDAP for completeness and accuracy. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures the amount in words shall prevail.
- (iii) The Bid Value shall be equal to the amount specified in **Annexure-1**
- (iv) The Total Bid Price, computed as above, shall be used by SEEDAP for the purpose of commercial evaluation of bids.
- (v) Based on the Evaluation Criteria mentioned in the following clause, a Commercial Bid score (S_F) in percentage shall be assigned to each Bid.
- (vi) Commercial Bid Score (S_F) in percentage for each Bid shall be computed as follows:
 $S_F = 100\% \times (FL/ F)$; Where:
 - F is the Total Bid Price quoted in the Bid under consideration
 - FL is the value of lowest Commercial Bid"

1.28. QCBS Evaluation

As stated above, the Evaluation Methodology proposed to be adopted by SEEDAP will be Quality cum Cost Based System (QCBS) method of evaluation where Technical Bid Score will get a weightage of 70% (denoted by T) and Commercial Bid Score a weightage of 30% (denoted by C).



- (i) Description of variables used:
- S_T is the Technical Score for each Bid as calculated out of 100%
 - S_F is Total Commercial Score (normalized) for each Bid
- (ii) Bids will be ranked according to their combined Technical Score S_T and Financial Score S_F using the weights (T = the weight given to the Technical Bid; C = the weight given to the Commercial Bid; T + C = 100%):
- (iii) **Total Score (T_s)** for each Bid shall be computed as follows:
- $$T_s = S_T \times T\% + S_F \times C\%$$

The Bid, that obtains the highest Total Score (T_s) value, will be rated as the **Best Evaluated Bid**.

- a) In case the best evaluated bidder offers to supply the complete order quantity and is assessed to have the adequate capacity to supply the complete order quantity as per the Delivery schedule by the Committee then best evaluated vendor shall be contracted to execute the complete supply order.
- b) In case best evaluated vendor offers to supply partial order quantity and is assessed to have adequate capacity to supply the offered partial order quantity as per the Delivery schedule by the Committee then the best evaluated vendor bidder shall be contracted to supply the reduced quantity (which shall be more than the guaranteed minimum quantity) and rest of the quantity shall be divided in equal ratio among the successful Bidders provided the successful Bidders are ready to offer the quantity at the rates quoted by best evaluated vendor.
- c) The quantity resulting from the split as mentioned above in case (c) shall be offered to the successful Bidders after the assessment by the Committee in terms of their capacity to manufacture and supply.
- d) In case some of the successful Bidders express their inability to supply quantity resulted from the split as mentioned above in case(c) then remaining quantity shall again be divided equally among the other successful Bidders provided the other successful Bidders are ready to offer the quantity at the rates quoted by best evaluated vendor and are assessed by Committee to have adequate capacity to supply the order quantity.
- e) In case best evaluated vendor backs out - best evaluated vendor shall be blacklisted from participating in any future bidding of SEEDAP projects and are liable for legal action by SEEDAP.

1.29. Post Qualification and Award Criteria

- i. The Best Evaluated Bidder according to QCBS evaluation will be considered first for award of contract by SEEDAP. The firm achieving the highest Total Score (S_F) will be invited for negotiations.
- ii. An affirmative determination will be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event; SEEDAP will proceed to the **next Best Evaluated Bidder** to make a similar determination of that Bidder's capabilities to perform satisfactorily.
- iii. SEEDAP will award the Contract to the successful Bidder whose bid has been determined as the Best Evaluated Bid as per the evaluation criteria defined in this Bid Document, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.



1.30. Negotiation

The SEEDAP reserves the right to negotiate the commercials with the selected Bidder and seek revised commercial bid. Representatives conducting negotiations on behalf of the Bidder must have written authority to negotiate and conclude a Contract. The financial negotiation shall not result in an increase in the price originally quoted by the Bidder, except upon a significant addition to scope of work/ quantities/ specification.

1.31. 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.

1.32. 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.

1.33. 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. 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.

1.34. 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.

1.35. 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

The selected Bidder shall enter into agreement with SEEDAP by signing a contract, incorporating all the terms and conditions, deliverables, responsibilities, payment schedules, project schedule etc.

Such agreements shall cover, in detail, aspects/ terms of the Contract such as (indicative only, and not restricted to):

- a. Performance security
- b. Contract form
- c. Payment
- d. Prices
- e. Assignment
- f. Termination
- g. Applicable Law
- h. Notices
- i. Change orders
- j. Taxes and Duties
- k. Confidentiality
- l. Limitation of liability
- m. Technical Documentation
- n. Project Management
- o. Bidder's obligations
- p. SEEDAP's obligations
- q. Patent Rights, etc.
- r. Other clauses as detailed in this RFP
- s. General Conditions of Agreement (Includes SLA, Payment Terms, licenses, incidental services, taxes and duties etc.)

1.36. 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.

1.37. Expenses for the Agreement

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

1.38. Failure to agree with the Terms & Conditions of the RFP/Contract

- a. Failure of the selected Bidder to agree with the Terms & Conditions of the RFP/Contract shall constitute sufficient grounds for the annulment of the award.
- b. In the event of annulment of the award, SEEDAP may award the project to the next Best Value Bidder or call for new Bids.



- c. In the event of removal of the name of the agency from select list, SEEDAP shall forfeit the EMD without giving any further notice to such agency.
- d. 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.

1.39. 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.

1.40. 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.

1.41. 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.

1.42. 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 approximately 625 Industrial Sewing Machines.

2.2. Bill of Material

Equipment Specification

The Bidders are responsible to supply Industrial Sewing Machines of suitable model meeting minimum specification as specified in **Annexure-II**.

2.3. Delivery Schedule

| S No. | Lab | Milestones | Timelines |
|-------|----------------------------|--|----------------------|
| 1 | Industrial Sewing Machines | 100% of delivery of Industrial Sewing Machines | 3 weeks |
| | | Installation and commissioning | 1 week post delivery |

2.4. Place of Delivery

Successful bidder has to deliver and install all Industrial Sewing Machines at identified Training Centers in various districts of Andhra Pradesh.

2.5. Installation & Commissioning

The Successful Bidder shall deliver, install, commission the Industrial Sewing Machines and conduct UAT and ToT program.

2.6. Post Delivery/Commissioning Inspection

Successful Bidder's representative shall install and handover the commissioned machines at training center at each districts and perform necessary test and inspection requested by the inspection team constituted by SEEDAP.

The Inspection shall be done against the following parameters

- i. Physical damages
- ii. User manual comprising specification, operational instructions and Do's and Don'ts instruction in Telugu, English.
- iii. Compliance status as per proposed specifications of the machines (refer Annexure- II).
- iv. Warranty card with names and addresses of service center and telephone numbers
- v. Working condition of all the models and equipment's may be checked with their relevant outputs up to the satisfaction of SEEDAP.

2.7. Warranty Services

- a. The Selected Bidder is required to provide a comprehensive warranty for all the major components of the Machines and key spare parts supplied for a period of (3) three years warranty.
- 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.



3. Payment Terms

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

| S. No. | Terms | Payment percentage | Supporting Documents |
|--------|--|--------------------|--|
| 1 | On delivery & successful installation. | 90% | Installation Certificate |
| 2 | On User Acceptance Test (UAT) /Satisfactory performance certificate from the competitive authority | 5% | UAT Certificate |
| 3 | On completion of one(1) year warranty period of total Three(3) years Warranty | 5% | Warranty Document: Verifying the Warranty Document |

Note:

- SEEDAP Committee will conduct a periodic review of the project activities and deliverables to gauge output and to approve activities for the forthcoming period.
- Above payment terms are for the value mentioned for supply, installation, commissioning & handover.

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 Machines as follows:

a). Delivery, Installation and Commissioning Schedule Levels

| SL. No. | Lab | Target | Timelines | Penalty |
|---------|----------------------------|--|-----------------|---|
| 1 | Industrial Sewing Machines | 100% of delivery of Industrial Sewing Machines | 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 week | After standard installation/commissioning time of 1 week, a penalty of 1% for second week on the uninstalled quantity price. In case installation/commissioning time exceeds two 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]
2nd Floor, NTR Administrative Block, Pandit Nehru Bus stand, Vijayawada, Andhra Pradesh
PIN: 520001

Ref: Request for Proposal (RFP): Qualification Bid for Supply of Industrial Sewing Machines for various districts in the state 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 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. Also, we/I do hereby propose to supply the below Item 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 500 /- (Rupees Five Hundred 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 | | | |
| 4. | Details of Incorporation/registration 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 | 201-14 | 2014-15 | 2015-16 |
| 16. | Net Worth | | | |
| 17. | Turn Over | | | |

**Format 3(a) - Qualification Check List**

| S. No. | Clause | Documents Requirement | Compliance (Yes/No) | Page No. |
|--------|--|--|---------------------|----------|
| 1. | The Bidder must be a Manufacture/its authorized representative/sole dealer and should be registered in India and should be in business of manufacture and or supply and maintenance of the related equipment for a minimum period of three (3) years as on bid calling date. | <ul style="list-style-type: none"> • Certificate of Incorporation/Registration. • Certificate of Commencement of Business issued by the Registrar of Companies. • Memorandum and Articles of Association. • Annual Reports for the last 3 years. • OEM Authorization letter | | |
| 2. | Number of sewing machines sold in India and Abroad for the year 2013-2016. | Work Orders/ UAT of the Client for supply, installation and commission of Machines/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 three (3) crore for the last three financial years (i.e. 2013- 2014, 2014-2015, 2015-2016). | <ul style="list-style-type: none"> • Audited Profit and Loss Statement and Balance sheets. • Statutory Auditor Certificate or Certificate from the Company Secretary of the Bidder clearly specifying the turnover for the specified years. | | |
| | Experience and Technical Capacity a) The Bidder shall furnish list of Technical experts. b) Clientele | <ul style="list-style-type: none"> • CV/ profile of technical experts • List of Clients with details in India and abroad | | |



| S. No. | Clause | Documents Requirement | Compliance (Yes/No) | Page No. |
|--------|---|---|---------------------|----------|
| 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 expenditure to the extent not written off, as per the annual report and as adjusted with any qualifications in the Auditors' Report]</p> | Audited annual accounts or Statutory Auditor Certificate or Certificate from the Company Secretary/Competent Authority of Bidder specifying the Net Worth for the specified years. | | |
| 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/Competent Authority 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 | | |
| 8. | Demand Draft/Banker's Cheque against RFP Paper Cost for an amount INR 500/- (Rupees Five hundred only) | D.D. No. Bank: Date: | | |
| 9. | Demand Draft/ Banker's Cheque/ Bank Guarantee against Earnest Money for an amount mentioned in this RFP. | D.D. No. / BG No. Bank Date | | |



Format 3(b) – Technical Evaluation Marking Criteria

i. Technical Mark Allocation Sheet

| SN | Marking Dimensions | Max Marks (40) |
|----|---|----------------|
| 1 | Turnover of the organization | 10 |
| 2 | PAST EXPERIENCE: Bidder must have successfully undertaken at least following numbers of assignment(s) of supplying and installing of items for which bidder's is bidding. The assignment(s) must be of any of the value on an annual basis specified below in last 3 FY ending 2016-17: - i) One project not less than the amount equivalent to 200% of proposed order value. ii) Two projects, not less than the amount equivalent to 100% of proposed order value each; iii) Three projects not less than the amount equivalent to 65% of the order value each; | 15 |
| 3 | Bidder must have installed/ supplied capacity of a minimum of 50% of the current order with same model whereas the bidder should satisfy the criteria with similar models, in the last 6 months to 1 year. | 5 |
| 4 | The Bidder should have an office in Hyderabad and/or in the state of Andhra Pradesh. | 5 |
| 5 | Certification of OEM: ISO 9001-2008 or higher, as applicable | 5 |

ii. Presentation based Mark Allocation Sheet

Each shortlisted bidder based on the pre-qualification criteria shall demonstrate the Proof of Concept (PoC) of Item/product. The Bidder is expected to bear the cost of demonstrating the PoC and would also be responsible for making the demonstration.

| SN | Marking Dimensions | Max Marks (60) |
|-------|--|----------------|
| 1 | Proof of concept (POC) (Bidders to demonstrate their capabilities of proposed items/product/s to prove the idea and feasibility as envisioned in the RFP.) | 50 |
| 2 | Scheduled Delivery plan/proposed model (Any Deviation in Specification) | 10 |
| Total | | 60 |



Format 4 - 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

| | |
|--|--|
| OEM Name: | |
| Incorporated as _____ in year _____ at _____. | |
| Registration Number | |
| Please provide Certificate of Incorporation/Registration: | |
| | |



Format 5 - OEM Authorization & Letter for Undertaking

To,

The Chief Executive Officer,
Society for Employment Generation & Enterprise Development in Andhra Pradesh [SEEDAP]
C/o SEEDAP, 2nd Floor, NTR Administrative Block, Pandit Nehru Bus stand, Vijayawada,
Andhra Pradesh. PIN: 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 Machines supplied.
5. Spares will be made available till end of life for the product
6. The product being supplied is original & new and is not refurbished in any manner

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 6 - Format for details of deviation sheet in compliance to specifications

Instructions:

- Please provide details of compliance with pre-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.

| 1 | 2 | 3 | 4 | 5 | |
|---------|----------------------------------|---|--|------------|--|
| Item No | Description of Product | Technical Specifications and Standards | | | |
| | | Purchaser's Requirements | | Compliance | |
| | | Details | Yes(Y)/ No(N) | Remarks | |
| 1 | Single Needle Lockstitch Machine | Single Needle Lockstitch Machine for a Wide Range of Material from Light to Heavy Fabrics | | | |
| | | Table-top Bobbin Winder | | | |
| | | Motor :1/2 HP High Speed Clutch Motor | | | |
| | | Max Speed :4500 SPM | | | |
| | | Max Stitch Length :5.0 mm | | | |
| | | Fully Automatic Lubrication System | | | |
| | | Smooth and Quiet Running and Easy Maintenance | | | |
| | | Easy Adjustable Stitch Length by Feed Dial | | | |
| | | Machine Bed Plate with Screw Hole for Attachments | | | |
| | | Drop Feed Type and Reverse Feed By Hand Lever | | | |
| | | Warranty | Three years | | |
| | | Accessories | As applicable | | |
| | | Power supply | 230 V- 250V ~ 50Hz - Single Phase | | |



Format 7- Financial Information

Annual Turnover of the Bidder

| Turnover 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 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 8 - 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: | | | |
|--|----------------------|---|--|
| <i>(Attach separate sheet for each Project)</i> | | | |
| 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 9 - Declaration Regarding Clean Track Record

[Date]

To,

The Chief Executive Officer,
Society for Employment Generation & Enterprise Development in Andhra Pradesh [SEEDAP]
C/o SEEDAP, 2nd Floor, NTR Administrative Block, Pandit Nehru Bus stand, Vijayawada,
Andhra Pradesh. PIN: 520001

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document [No. _____] regarding Supply of Industrial Sewing Machines 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 10- 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]
C/o SEEDAP, 2nd Floor, NTR Administrative Block, Pandit Nehru Bus stand, Vijayawada,
Andhra Pradesh. PIN: 520001

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP document [No.

.....] Regarding **“Selection of Vendor/(s) for supply of Industrial Sewing Machines in 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 11: Bid security (EMD) form

SEEDAP. Ref. No.....

[Date]

To,

The Chief Executive Officer,
Society for Employment Generation & Enterprise Development in Andhra Pradesh [SEEDAP]
C/o SEEDAP, 2nd Floor, NTR Administrative Block, Pandit Nehru Bus stand, Vijayawada,
Andhra Pradesh. PIN: 520001

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

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 12: Authorization & Letter for undertaking to provide comprehensive support services

To,

The Chief Executive Officer,
Society for Employment Generation & Enterprise Development in Andhra Pradesh [SEEDAP]
C/o SEEDAP, 2nd Floor, NTR Administrative Block, Pandit Nehru Bus stand, Vijayawada,
Andhra Pradesh. PIN: 520001

The authorization may be in the nature of a letter issued for purposes of this bid mentioning that Bidder is responsible to provide **comprehensive support services within 48 Hrs** of reporting the issue and adhere to the defined timelines for attending and fixing any issue related to the machines 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 Machines 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 13: 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 |
|------|--------------------------------|-------------------------------|--------------------------|---|
| | | | | |
| | | | | |

Or

In case bidder don't have any center in AP, an Undertaking should be given that operational service centres would be setup in the state within a period of 1 month from the date of agreement.



Format 14 - Form of Agreement

This AGREEMENT (hereinafter called the "Agreement") is made on the _____, 2017, between Andhra Pradesh State Skill Development Corporation (hereinafter referred to as the "[SEEDAP]" which term or expression, unless excluded or repugnant to the subject or context, shall mean and include its successors-in office and assignees) of the First Part and, _____(Herein after called the "Vendor") of the Second Part.

WHEREAS

- a. SEEDAP intends to enable the **Selection of Vendor(s) for supply of Industrial Sewing Machines for various Districts in Andhra Pradesh involving the complete Scope of Work described in the RFP.**
- b. **SEEDAP** undertook the selection of a Vendor adopting an open tender route, through Competitive Bidding for Selection of Vendor(s) for supply of Industrial Sewing Machines for various Districts in Andhra Pradesh and issued a Request for Proposal (RFP) dated <<RFP published date>>
- c. SEEDAP intends to accord to the Vendor the right to undertake the Project on the terms and conditions set forth in the Agreement;
- d. The Vendor in pursuance of its proposal undertakes to Supply, Commission, Service support and any other requirement as per SEEDAP during the aforesaid period stated hereinabove.
- e. All the conditions stated in the Request for Proposal (RFP) and the Amendment/ Corrigendum Document shall form part of the Agreement.
- f. The parties agree that for providing the Goods and comprehensive warranty as provided in RFP, as per the terms of this Agreement, the Vendor shall be paid as per the payment schedule detailed in the RFP.

NOW, THEREFORE, IT IS HEREBY AGREED between the parties as follows:

- 1. The following documents attached hereto shall be deemed to form an integral part of this Agreement: RFP and amendments issued in this regard.
- 2. The mutual rights and obligations of "SEEDAP" and the Vendor shall be as set forth in the Agreement, in particular:
 - (a) "SEEDAP" shall make payments to the Vendor in accordance with the provisions of the Agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed in their respective names as of the day and year first above written.



In presence of

Signed by

For and on behalf of SEEDAP

("SEEDAP, Vijayawada")

(Witnesses)

(i)

(ii)

(Authorized Representative)

(Witnesses)

(i)

(ii)

For and on behalf of Vendor

(Authorized Representative)



Section II:

Format for Financial Bid

**Annexure-I: Format for Financial Bid**

| S.no. | Item/ product | Tentative QTY | UNIT Price | Sales tax & other duties etc. on total price | Total Unit Price | Total price with taxes and duties etc. | AMC % on Col No.4 for 3 years Each year separately. |
|-------|----------------------------------|---------------|------------|--|------------------|--|---|
| 1 | 2 | 3 | 4 | 5 | 6 = 4+5 | 7=6X3 | 8 |
| 1 | Industrial Sewing Machines (ISM) | 625 | | | | | |

(Signature & Stamp of the Bidder)

Note: 1. Total Unit Price of the item as per column 6 will be considered for calculating commercial under QCBS method.

2. Col. No. 8, Annual Maintenance Cost in % for each year (For 3 years) beyond warranty period.



Annexure II: Specifications for Industrial Sewing Machine

| 1 | 2 | 3 | 4 | 5 | |
|---------------------|--|---|--------------------|----------------|--|
| Item No | Description of Product | Technical Specifications | | | |
| | | Purchaser's Requirements | | Bidder's Offer | |
| | | Details | Yes(Y)/ No(N) | Remarks | |
| 1 | Single Needle Lockstitch Machine | Single Needle Lockstitch Machine for a Wide Range of Material from Light to Heavy Fabrics | | | |
| | | Table-top Bobbin Winder | | | |
| | | Motor :1/2 HP High Speed Clutch Motor | | | |
| | | Max Speed :4500 SPM | | | |
| | | Max Stitch Length :5.0 mm | | | |
| | | Fully Automatic Lubrication System | | | |
| | | Smooth and Quiet Running and Easy Maintenance | | | |
| | | Easy Adjustable Stitch Length by Feed Dial | | | |
| | | Machine Bed Plate with Screw Hole for Attachments | | | |
| | | Drop Feed Type and Reverse Feed By Hand Lever | | | |
| | | Warranty | Three years | | |
| | | Accessories | As applicable | | |
| Power supply | 230 V- 250V ~ 50Hz - Single Phase | | | | |