



**Request for Proposal (RFP)**

**For**

**Selection of Bidders for Designing and Implementation of  
Entrepreneurship Development Program in  
the State of Andhra Pradesh**

**Issued on: 22.01.2020**

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## **1 INVITING PROPOSALS**

**Project Title: Selection of Bidders for Designing and Implementation of Entrepreneurship Development Program in the State of Andhra Pradesh.**

**Date of issue: 22.01.2020**

**Due Date of Submission: 03.02.2020 Time (IST): 3:00 PM**

The Andhra Pradesh State Skill Development Corporation (APSSDC) invites Proposal from interested and eligible Bidders (Educational institutions/organizations/firms/ agency) for “designing and Implementation of Entrepreneurship Development Program” for setting up the robust start-up and entrepreneurship ecosystem across the state for various disciplines of graduate and post-graduate students to inculcate the entrepreneurial mindset, train them on entrepreneurial skills and nurture them to launch start-ups, which not only helps the entrepreneurs but also enables the others to grow up the ladder in the organization they work for.

1. The duration of the Engagement of a Bidders will be for a period of one year from the date of signing of the contract. Post the initial period of one year it may be extended for another one year based on satisfactory performance and mutual consent on similar terms and conditions.
2. The details regarding eligibility criteria, the scope of work, application procedures, selection methodology and other terms and conditions have been clearly stated in the RFP document
3. The bidders shall be selected in accordance with the Quality and Cost Based Selection (QCBS) method.
4. Amendments/ Corrigendum if any shall be published in APSSDC website.
5. Technical and Financial bids must be prepared in the prescribed formats and submitted to the MD & CEO, Andhra Pradesh State Skill Development Corporation (APSSDC), 3rd floor, G&J Infra (Infosight Building), Survey No. 78/2, Near Pathuru Road Junction, Tadepalli, Guntur District, Andhra Pradesh – 522501 on or before 03.02.2020 up to 3:00 PM by hand/ through courier/ speed post.
6. Incomplete proposals or those received after the specified time and date or not fulfilling the specified requirement shall not be considered.

Sd/-  
**MD & CEO**  
**Andhra Pradesh State Skill**  
**Development Corporation (APSSDC)**

## 2 SCHEDULE FOR INVITATION OF RFP

Table 1: Key Events & Dates

S. No	Information	Details
1.	RFP No.	APSSDC/Entrepreneurship Development/001/2019-2020
2.	Name of the Client inviting RFP	Andhra Pradesh State Skill Development Corporation (APSSDC)
3.	Address from where the RFP can be obtained	The MD & CEO, Andhra Pradesh State Skill Development Corporation (APSSDC), 3rd floor, G&J Infra (Infosight Building), Survey No. 78/2, Near Pathuru Road Junction, Tadepalli, Guntur District, Andhra Pradesh – 522501 or can be downloaded from the website of the APSSDC i.e. <a href="http://www.apssdc.in/">http://www.apssdc.in/</a>
4.	Address where the response to RFP has to be submitted	The MD & CEO, Andhra Pradesh State Skill Development Corporation (APSSDC), 3rd floor, G&J Infra (Infosight Building), Survey No. 78/2, Near Pathuru Road Junction, Tadepalli, Guntur District, Andhra Pradesh – 522501
5.	Date of issue of RFP	From <b>22.01.2020</b> onwards during regular office hours
6.	Bid validity period	120 days
7.	Pre-bid meeting date, time and address	On <b>24.01.2020</b> (Friday) at 03:00 PM at Andhra Pradesh State Skill Development Corporation (APSSDC), 3rd floor, G&J Infra (Infosight Building), Survey No. 78/2, Near Pathuru Road Junction, Tadepalli, Guntur District, Andhra Pradesh – 522501
8.	Last Date of receiving Quarries	The queries, if any, in the RFP has to be mailed before <b>27.01.2020</b> end of the day before 05:00 PM to <a href="mailto:prudhvi.vuppala@apssdc.in">prudhvi.vuppala@apssdc.in</a>
9.	Last date and time (deadline) for submission of proposals	<b>03.02.2020</b> (Monday ) up to 3:00 PM
10.	Date and time of Opening of Technical Proposal	On <b>03.02.2020</b> (Monday) at 04:00 PM at Andhra Pradesh State Skill Development Corporation (APSSDC), 3rd floor, G&J

		<p>Infra (Infosight Building), Survey No. 78/2, Near Pathuru Road Junction, Tadepalli, Guntur District, Andhra Pradesh – 522501</p> <p>The bids will be opened in the presence of the bidders who choose to be present.</p>
11.	Technical presentation of the shortlisted bidders	To be intimated later
12.	Time, Place and date for the opening of the Financial Proposal (Cover-C)	To be intimated later the bidders who qualify as per the criteria stated under the Technical Proposal in Cover B.
13.	Contact person for any assistance	Mr V Prudhvi – APSSDC (Mobile No. – 97048 49044)
14.	Earnest Money Deposit (EMD)	5 Lakhs (Rupees Five Lakhs Only) in the form of a Demand Draft issued by one of the Nationalized/ Scheduled Banks in India payable to ' <b>Andhra Pradesh State Skill Development Corporation'</b> payable at Vijayawada
15.	Cost of RFP	INR 10,000 (Rupees Ten Thousand only) Non- Refundable fee in the form of a Demand Draft issued by one of the Nationalized/ Scheduled Banks in India payable to ' <b>Andhra Pradesh State Skill Development Corporation'</b> payable at Vijayawada

**Note: Bidders are requested to download the RFP Document from the website: [www.apssdc.in](http://www.apssdc.in)**

## 2.1 Definitions

World Class University	<p>World-class University means any University ranked one of the top 25 globally reputed universities in the world for conducting Entrepreneurship education in at least one of the following World University rankings in last three years preceding the Proposal Due Date.</p> <p>a) QS university rankings b) Financial Times and c) Poets and Quants</p>
Bidders	<p>"Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any eligible person or firm or company, including a consortium (that is an association of several persons, or firms or companies), participating in a procurement process with a procuring entity;</p>

### **3 INSTRUCTIONS TO BIDDERS**

#### **3.1 Introduction**

Government of Andhra Pradesh has set up Andhra Pradesh State Skill Development Corporation (APSSDC) under Skill India Mission as Skill Nodal agency. APSSDC brings faster execution of skill initiatives, coordinate and synergizes skilling efforts of all departments. APSSDC covers all groups, both academic and non-academic. APSSDC has set out on a mission to meet skilled human power demands of all Missions and shape AP as the skilled-workforce and knowledge hub for the world.

Andhra Pradesh, is the youngest state in the country, is developing at a rapid pace under able leadership. To foster exponential growth of the state, and for a sustainable future, the next generation should possess an entrepreneurial mindset and skills. Also, corporates, today, look at intrapreneurs to drive innovation and growth. In order to boost the state's economy, a robust start-up ecosystem is vital. Start-ups are the key to innovation, new employment generation, economic growth in the state.

**Educational institutions play a major role in the start-up eco-system and Silicon Valley stands as a prime example. APSSDC understands the need to adopt best practices from reputed organizations across the globe to boost the entrepreneurial eco-system in the state.**

In view of this need for developing the entrepreneurial mindset among the student community and to setting up the robust startup ecosystem, APSSDC plans to organize entrepreneurship development program to the graduate and post-graduate students in various disciplines to inculcate the entrepreneurial mindset, train them on entrepreneurial skills and nurture them to launch start-ups, which not only helps the entrepreneurs but also enables the others to grow up the ladder in the organization they work for.

In this context, for promotion of entrepreneurship and startup ecosystem, the proposal is being invited for engagement of bidders for Designing and Implementation of Entrepreneurship Development Program in Andhra Pradesh

#### **4 SCOPE OF THE WORK:**

Andhra Pradesh, being the youngest state in the country, is developing at a rapid pace and in order to boost a state's economy, a robust start-up ecosystem and an entrepreneurial mindset are vital. Unfortunately, the state doesn't feature in the top 10 when it comes to the number of start-ups launched, while other states with significantly lesser educational infrastructure feature in the list. In order to build the start-up and entrepreneurial ecosystem, the first step would be to make the educational institution, students and parents understand the need. This will be followed by formal training to change their mindset and upgrade their skills.

In the context of above, APSSDC has proposed to train the potential candidate and intended to empanel the bidders with to deliver global standards entrepreneurial education. Bidders should have the willingness to offer its support in terms of curriculum design and nurturing the trainers or a customized program which includes classroom training, out of the building activities, workshops, seminars, interaction with practising entrepreneurs etc., will provide a never before exposure to the student community.

The broad focus areas for entrepreneurship development will be as follows:

1. Inculcating mindset for developing the attitudes, skills and behaviours of the right students for the entrepreneurship development which will help them in succeeding academically, personally and professionally.
2. Various challenges during implementation of Ideas and methodology to overcome
3. Providing various Mentors and investors network to the startups and evolving ideas

The broad scope of work for bidders are as follows but not limited to said activities:

- A. Providing entrepreneurial curriculum from a world-class university.
- B. Selection of suitable candidate through proper channels (through examination or psychometric test) to understand their entrepreneurial skills
- C. Counselling of the candidate about various means of Entrepreneurship and Startups
- D. Delivery of the curriculum to the students through LMS, Live sessions, seminars, workshops, out of the building activities etc., at least 40 hours.
- E. Organize Business Plan (B-Plan) competition in association with APSSDC. Bidder will ensure at least submission of more than 200 B-Plan
- F. Supporting in setting up of functional Entrepreneurship cells in interested colleges or university
- G. Nurture start-ups and facilitate in setting up of 25 functional start-ups across the state among the trained candidate under this program.
- H. Partnership with other ecosystem players (International and National) to support the ventures with mentorship and facilitating fundraise.
- I. The selected bidders shall submit the detailed implementation plan and collaboration detail with supporting document.
- J. The selected bidders also ensure for providing key personnel for monitoring the project implementation and train the college coordinators & APSSDC staff to deliver the program successfully
- K. The selected bidders will provide the assessment and certification to the trained candidate in collaboration with World-class university/ Partner university.

## **5 SUBMISSION OF RESPONSE TO RFP:**

### **5.1 Compliant Proposals/Completeness of Response**

Bidder is expected to examine all instructions, forms, terms, requirements and other information in the documents carefully. Submission of the proposal shall be deemed to have been done after careful study and examination of the document with the full understanding of its implications.

Failure to furnish the information required by the bid documents or submitting a bid not substantially responsive to the bid documents in every respect may render the proposal non-compliant and the proposal may be rejected

APSSDC reserves the right to:

- a) Change any condition including technical specifications even after inviting the proposals with/ without prior notification
- b) Modify the documents by an amendment
- c) Extend the deadline for the submission of bids



## **5.2 Submission of Proposal**

- a) The proposal needs to be submitted as per the formats enclosed in Pre-qualification criteria, Technical and Financial Proposals
- b) Bidder must:
  - a. Include all documentation specified in this document
  - b. Follow the format of this document and respond to each element in the order as set out in this document
  - c. Comply with all requirements as set out within this document.
- c) The Proposal shall comprise the following:
  - a. 1<sup>st</sup> Inner Envelope with Pre-Qualification Criteria (Cover-A)
  - b. 2<sup>nd</sup> Inner Envelope with the Technical Proposal (Cover-B)
  - c. 3<sup>rd</sup> Inner Envelope with the Financial Proposal (Cover-C)
- d) In preparing the proposal, the bidder is expected to examine this document in detail. Material deficiencies in providing the information requested in the document may result in rejection of the proposal.

## **5.3 Special Terms and Conditions for submission of Technical Bid**

- a) The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.
- b) A technical bid shall include information related to all specification sought by APSSDC.
- c) Bidder should submit only required documents in technical bid. The numbering of all the pages of the technical bid is necessary. Check-list of all the important documents should also be enclosed in technical bid.

## **5.4 Special Terms and Conditions for submission of Financial Bid**

- a) The Financial Proposal shall be prepared using the Standard Forms provided in the RFP. The Financial Proposal shall specify the financial quote all-inclusive; including all the costs of Overheads, Out of Pocket expenses, workshop cost etc.
- b) Total Cost submitted by the bidder should be inclusive of all applicable taxes.
- c) The bidder is responsible for meeting all tax liabilities arising out of the Contract.
- d) The bidder shall express the price for its Services in INR only.

## **5.5 Timelines for Payments**

The payments shall be made on the following basis on the deliverables and subject to satisfactory performance by the bidder.

- a) Thirty percent (30%) of the total Quotation amount shall be payable after signing of the agreement with selected bidder, organizing awareness camps to the students in APSSDC nominated educational institutions, enrolment of a minimum of 2000 students for the program within 60 days from the date of signing the agreement.
- b) Twenty percent (20%) of the total Quotation amount shall be payable after accomplishment or delivery of the curriculum to the students through LMS, Live

sessions, seminars, workshops, out of the building activities and certification of the candidates by the partner university/ institution as per scope of work and verified by APSSDC team.

- c) Twenty-Five (25%) of the total Quotation amount shall be payable after the execution of Business plan competitions and receiving business plans from at least 10% of the trained students, developing business model for onward linkage to mentors & investors and verified by APSSDC team.
- d) The remaining Twenty Five percent (25%) of the total quotation amount shall be payable after grounding at least 10% functional startups among the submitted Business Plans, submission of the detailed report with impacts of the program and other work as per the scope of works and verified by APSSDC team.

## **5.6 General Details**

### **5.6.1 General Considerations**

In preparing the Proposal, the bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

### **5.6.2 Cost of Preparation of Proposal**

The bidder shall bear all costs associated with the preparation and submission of its proposal, and APSSDC shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. APSSDC is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the bidder.

### **5.6.3 Language**

The Proposal, as well as all correspondence and documents relating to the Proposal, exchanged between the bidder and APSSDC, shall be in ENGLISH Language.

### **5.6.4 Only One Proposal and Not transferrable**

The bidder shall submit only one Proposal. This RFP is not transferable

### **5.6.5 Proposal Validity**

The proposal shall be valid for a period of 120 days from the closure of the bids

### **5.6.6 Clarification and Amendment of RFP**

The bidder may request a clarification of any part of the RFP before **27.01.2020** through the email i.e., prudhvi.vuppala@apssdc.in

## **5.7 Bid Forms**

Wherever a specific form is prescribed in the bid document, the bidder shall use the form to provide relevant information. If the bidder fails to submit the information in the prescribed format, the bid may be liable for rejection. For all other cases, the bidder shall design a form to hold the required information.

## **5.8 Bid Price**

- a) The bid should indicate the prices in the price schedule of the format only.
- b) The price quoted should include all applicable taxes and levies (central, state and local governments). The bidder should give the total price of the work and should include all the above.

- c) Any effort by a bidder or bidder 's agent or consultant or representative to influence the Client in any way concerning scrutiny/ consideration/ evaluation/ comparison of the bid or decision concerning award of contract shall entail rejection of the bid.

### **5.9 Bid Currency**

- a) The total cost of the service shall be mentioned only in Indian Currency. Payment for the same as specified in the agreement shall be made in Indian Rupees only.

### **5.10 Bid Security / Earnest Money Deposit (EMD)**

- a) The bidder shall furnish an interest-free EMD of Rs. 5.0 Lakhs (Rupees Five Lakhs only) at the time of submitting the proposal in the form of a Demand Draft issued by one of the Nationalized/Scheduled Banks in India payable to '**Andhra Pradesh State Skill Development Corporation**' payable at **Vijayawada**, refundable not later than 90 days from the date of submission of offer except in case of the two highest-ranked (ascertained through QCBS) bidders.
- b) In the event that the first ranked bidder commences the assignment, the second-ranked Bidder, who has been kept in reserve, shall be refunded its EMD within 120 days from the date of submission of the offer.
- c) The Selected Bidder's EMD shall be refunded upon the Bidder submitting the Bank Guarantee as indicated.
- d) In case the selected bidder fails to deposit the Bank Guarantee towards Performance Guarantee in scheduled time as mentioned below, the EMD submitted by it shall be forfeited, and the Authority may consider the award of assignment to the next ranked bidder.
- e) The bid security may be forfeited on account of one or more of the following reasons:
  - a. If the bidder withdraws the bid during the period of bid validity specified on the bid document.
  - b. If the bidder does not respond to the requests for clarification of the bid.
  - c. If the bidder fails to co-operate in the bid evaluation process, and
  - d. In the case of the successful bidder, the bidder fails:
    - i. to sign the agreement in time, or
    - ii. to furnish Performance Bank Guarantee

### **5.11 Period of Validity of Bids**

- a) Bids shall remain valid for 120 days after the date of opening of the bid. Prescribed by the Client. Any bid with a shorter validity period (less than 120 days) shall be rejected as non-responsive.
- b) In exceptional circumstances, APSSDC may solicit bidder's consent for an extension of the period of validity. The request and the responses thereto shall be made in writing. The validity of bid security shall also be suitably extended. A bidder agreeing to the request is however not permitted to modify the bid.

### **5.12 Format and Signing of Bid**

- a) The bidder shall submit a signed and complete proposal comprising the documents and forms. The submission can be done by Registered/ Speed Post Courier/ by hand.

- b) An authorized representative of the bidder shall sign and stamp on each page of the proposal.
- c) An authorized representative of the bidder shall sign the original submission letters in the required format for Pre-qualification criteria, Technical and Financial Proposals.
- d) The bid document shall be signed by pen only. No additions and alterations shall be made in the bid document. There should be no over- writings in the bid documents.

### 5.13 Sealing and Marking of Bid

- a) The sealed envelopes containing the **Pre-Qualification Criteria (Cover-A), Technical (Cover-B) and Financial (Cover-C)** proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment **"Selection of Bidders for designing and Implementation of Entrepreneurship Development Program in the State of Andhra Pradesh"**, bidders name and the address.
- b) The Proposal shall be submitted to the MD & CEO, Andhra Pradesh State Skill Development Corporation (APSSDC), 3rd floor, G&J Infra (Infosight Building), Survey No. 78/2, Near Pathuru Road Junction, Tadepalli, Guntur District, Andhra Pradesh – 522501 on or before 03.02.2020 03:00 PM or any extension to this deadline by hand/ through courier/ speed post. Any proposal received by APSSDC after the deadline shall be declared late and rejected, and promptly returned unopened.
- c) The original and all the copies of the Technical Proposal shall be placed inside a sealed envelope clearly marked **"TECHNICAL PROPOSAL" (Cover-B)**, followed by the name of the assignment **"Selection of Bidders for designing and Implementation of Entrepreneurship Development Program in the State of Andhra Pradesh"**, Bidders name and the address.
- d) Similarly, the original Financial Proposal shall be placed inside of a sealed envelope clearly marked **"FINANCIAL PROPOSAL" (Cover-C)** followed by the name of the assignment, reference number, name and address of the Bidders.
- e) If the envelopes and packages with the proposal are not sealed and marked as required, APSSDC will assume no responsibility for the misplacement, loss, or premature opening of the proposal.

### 5.14 Bid Due Date

- a) Bids must be submitted to the MD & CEO, Andhra Pradesh State Skill Development Corporation (APSSDC), 3rd floor, G&J Infra (Infosight Building), Survey No. 78/2, Near Pathuru Road Junction, Tadepalli, Guntur District, Andhra Pradesh – 522501 on or before 03.02.2020 03:00 PM by hand/ through courier/ speed post.
- b) Bids submitted at any other address and/ or after the mentioned date and time are not accepted.
- c) APSSDC may, at its discretion, on giving reasonable notice by email, fax, or any other written communication to all prospective bidders who have procured the bid documents, extend the date of submission of bid, in which case all rights and obligations of APSSDC and the bidders, shall thereafter be subject to the extension of the bid due date.

- d) The proposals submitted by e-mail shall not be considered. No correspondence will be entertained on this matter.

#### **5.15 Late Bid**

- a) Proposals received after the deadline (including the extended period if any) for any reason whatsoever, shall not be considered for further evaluation and shall be rejected.
- b) APSSDC shall not be responsible for any postal delay or non-receipt/ non-delivery of the proposals. No further correspondence on the subject will be entertained.

#### **5.16 Opening of Bids**

- a) Pre-qualification bids will be opened at Andhra Pradesh State Skill Development Corporation (APSSDC), 3rd floor, G&J Infra (Infosight Building), Survey No. 78/2, Near Pathuru Road Junction, Tadepalli, Guntur District, Andhra Pradesh – 522501 on Date: 03.02.2020 at Time: 04:00 PM in the presence of the bidders or their representatives, who choose to attend. The bidders and their representatives who are present shall sign in a register in token of having attended the bid opening.
- b) The Pre-Qualification Bids will be opened and listed for evaluation. After qualification in Pre-Qualification bids, Technical Bids of those bidders who are qualified will be opened and listed for further evaluation. The Financial Bids will be opened after evaluation of Technical Bids. The list of Technical Bids qualified after evaluation shall be communicated to the bidders before opening Financial Bids.

#### **5.17 Contacting Officials**

Bidder shall not approach APSSDC, officers outside of office hours and/ or outside of office premises, from the time of the bid opening to the time the contract is finally awarded.

Any effort by the bidder or anyone on behalf of the bidder to influence APSSDC officers in the decisions on bid evaluation, bid comparison or contract award may result in rejection of the bidder's offer. If the bidder wishes to bring additional information to the notice of APSSDC, it should be done in writing.

#### **5.18 Rejection of Bids**

APSSDC reserves the right to reject any proposal, and to annul the evaluation process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision.

#### **5.19 Disqualification**

The proposal would be disqualified at any time during the evaluation process at the sole discretion of the APSSDC, for the following reasons:

- a) Submitted the proposal after the response deadline;
- b) Made misleading or false representations or suppressed relevant information in the proposal including documents, forms, statements, attachments, presentations, etc. submitted as proof of the eligibility requirements or as part of the proposal;
- c) Failure to meet any of the eligibility criteria as mentioned in the document;

- d) Failure to provide clarifications, non-responsive and/or substantive responses, when sought;
- e) A technical proposal containing material financial information;
- f) Blacklisted by the Government of India ("GoI"), State Government or any other Government-owned agency including quasi-government sector organization or company, for corrupt, fraudulent practices or reasons related to non-performance in engagement until the date of opening of the proposal.

## 6 ELIGIBILITY CONDITIONS

The bidder should mandatorily fulfil the following pre-qualification criteria:

Table 2: Eligibility Conditions

S. No.	Criteria	Documents required
<b>1</b>	<b>Profile of the Bidder</b>	
<b>A</b>	<p>The Bidder should be registered in India under the Companies Act 1956 / 2013 and shall be in operation for a period of at least 3 years as on the date of publication of bid</p> <p><b>Consortium Members:</b> Maximum three companies are allowed in a consortium including lead bidder</p> <p>Companies Registered under the Companies Act 1956 / 2013 in India</p> <p>In case of a consortium, at least one of the consortium members shall be in operation in India for a period of at least 3 years as on publication of Bid</p> <p>Consortium Members would have joint and complete responsibility and liability towards performance in the delivery of the scope of work mentioned in this RFP.</p>	<p>For Bidder, copy of Certificate of Incorporation / Registration under Companies Act 1956/2013</p> <p>For Bidder/ Bidder (in case of a consortium), documentary proof for operation in India for a period of at least 3 years as on the date of publication of Bid.</p> <p>For Consortium members other than Lead Bidder, copy of Certificate of Incorporation / Registration under Companies Act, 1956/2013 and documentary proof for operation in India for a period of at least 3 years as on publication of bid</p> <p>Consortium agreement clearly stating the roles and responsibilities of each member</p>
<b>B</b>	<p>The Bidder OR Bidder (in case of a consortium) should have collaboration with World-class university and provide the curriculum designed by World-class university for Entrepreneurship development Program in Andhra Pradesh</p>	<p>The Bidder OR Bidder (in case of a consortium) should provide the authorization letter from the World Class University to provider the course curriculum related to the Entrepreneurship development program in AP.</p> <p>Complete course curriculum and proposed content for delivery, of course, need to be submitted</p>
<b>C</b>	<p>Power of Attorney in favour of the Lead Member of consortium during bid stage</p>	<p>A certificate required to be submitted as per format of PQ-VI</p>

<b>2</b>	<b>Financial Capabilities</b>	
<b>A</b>	The Bidder OR Bidder (in case of a consortium) should have an average annual turnover of at least Rs. 50 lakhs during past 3 (Three) financial years preceding the Proposal Due Date.	A certificate by CA is required to be attached as per the <b>TECH – IVA</b>
<b>3</b>	<b>Not Being Blacklisted or terminated</b>	
	<p>None of the consortium members should have been blacklisted in any manner whatsoever by any of the State/UT and/or central government in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.</p> <p>Bidders/ partner universities terminated by APSSDC to execute works in a similar domain are not eligible to participate in this bid.</p>	Self-Declaration of the bidder as per the <b>PQ – V</b>

## 7 METHODOLOGY FOR THE SELECTION OF TRAINING PARTNER/S

- a) A Committee constituted by the APSSDC will carry out an evaluation of the proposals received by it in order to determine whether they are substantially responsive to the requirements set forth in the proposal. In order to reach such a determination, the Committee will examine the information supplied by the Bidders and shall evaluate the same as per the evaluation criteria specified in this proposal.
- b) The Evaluation Methodology proposed to be adopted by the Committee will be the **Quality and Cost Based Selection (QCBS) method** of evaluation of the proposals.

### 7.1 Evaluation of Pre-qualification

- i. Preliminary scrutiny of pre-qualification proposals will be done for eligibility to determine whether the proposals are generally in order & complete and whether the requisite documents have been properly furnished by the bidder or not.
- ii. The documentation submitted by the bidder will be examined for capabilities as indicated in the eligibility criteria.
- iii. The list of statutory documents submitted by the bidder as per pre-qualification criteria will be examined.
- iv. The value and validity of the EMD will be checked.
- v. The bidder documentation will be checked all details such as financial capacities, and others for compliance of the eligibility criteria.
- vi. Proposals not compliant to the eligibility criteria and/or pre-qualification will be rejected.

## 7.2 Evaluation of Technical Bid

- i. The bids qualified in the pre-qualification stage will only be considered for technical evaluation.
- ii. The technical bids of the bidders will be opened to verify the specified aspects.
- iii. The evaluation would be based on the past experience of the bidder in similar assignments, financial and training capabilities of the bidder and the presentation to be made by the bidder.
- iv. The technical evaluation shall be done with respect to the parameters and the weightage allocated against each criterion as specified in the evaluation framework.
- v. Any deviation which is lower than the given specification will not be allowed.

## 7.3 Evaluation of Financial Bid

- i. The financial bids of only the technically eligible bidders shall be opened and considered for financial evaluation.
- ii. The total bid price inclusive of all taxes will be considered for the financial evaluation of the bid.
- iii. Marks will be given to the lowest bid value and points to others shall be calculated on a percentile basis as detailed in the evaluation framework

## 7.4 Evaluation Methodology

Quality and Cost Based Selection (QCBS) methodology will be followed during the overall evaluation process. The stage-wise details of evaluation methodology, are given below:

### 7.4.1 Stage 1: Technical Evaluation

- i. Technical evaluation of the proposals shall involve two parts, where:

#### Document-based evaluation

Evaluation Committee shall evaluate the technical capability of the eligible bidders based on the information supplied and supporting documents submitted in the proposal. Any information, not fully substantiated by the supporting document, may not be considered for evaluation. In this regard, the Committee may ask to submit additional information/clarification/document from the bidders. Marks will be assigned as per document-based evaluation to be done based on marking criteria as defined below;

*Table 3: Document-based Evaluation and Marking Criteria*

No	Marking Dimensions	Marking Criteria	Maximum Marks	Marks
<b>1</b>	<b>Financial Capabilities</b>			
<b>A</b>	Minimum average turnover of the Bidder OR Bidder (in case of a consortium) during past 3 (Three) financial years preceding the Proposal Due Date.	INR 50 -59 lakhs	15	10
		INR > 59 Lakhs		15
<b>B</b>	Bidder OR Bidder (in case of a consortium) should have letters of authorization/MOA as per eligible World Class University for Entrepreneurship Development program for Andhra Pradesh.		35	35
<b>C</b>	Technical presentation evaluation		30	



				30
	<b>Total</b>		<b>80</b>	<b>80</b>

Maximum marks for document-based evaluation and technical Presentation are 50 & 30 respectively.

### Technical presentation evaluation

The Committee will invite bidders to make the technical presentation in front of it and it will assess each presentation on marking criteria as defined below.

*Table 4: Technical Presentation Evaluation and Marking Criteria*

Criteria No	Marking Criteria	Marks
<b>1</b>	The proposed methodology of Curriculum Development	3
<b>2</b>	The Proposed pedagogy/teaching methodology	3
<b>3</b>	Domain experience/understanding	3
<b>4</b>	Proposed implementation plan including timelines, project readiness	3
<b>5</b>	The proposed strategy for deployment of faculty	3
<b>6</b>	Proposed Training of Trainers (ToT) for College/University staff and APSSDC	3
<b>7</b>	The proposed plan for imparting practical/hand-on training to the students	3
<b>8</b>	The proposed plan for assessment of students and certification	3
<b>9</b>	Affiliations and/or Associations with Universities etc.	3
<b>10</b>	Innovation / any value addition to the training	3
<b>Total</b>		<b>30</b>

- ii. The final technical score will be assigned to each bidder, adding the marks received in document-based and technical presentation evaluation.
- iii. 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.
- iv. Only those Bidders will be technically qualified who meet the following conditions:
  - a. The Bidders has to secure minimum Technical Score of 70 marks for being eligible for the Financial evaluation of bid round.

- b. If a minimum of 2 agencies failed to get a Technical Score of 70 marks for being eligible for the financial evaluation bid round, then APSSDC reserves right to reduce the minimum cutoff technical score to 60 marks.

**7.4.2 Stage 2: Financial Evaluation**

- i. The Financial bids of only the technically eligible bidders of stage 1 shall be opened and considered for financial evaluation.
- ii. It is mandatory for the TPs to submit financial bid duly filled in the shared format.
- iii. The Total Bid Price as provided in financial bid format shall be used by the Evaluation Committee for the purpose of financial evaluation of bids.
- iv. Based on the Evaluation Criteria mentioned in the following clause, a Financial Bid score (SF) in percentage shall be assigned to each Bid.
- v. Financial Bid Score (SF) in percentage for each Bid shall be computed as follows:
- vi.  $SF = 100\% \times (FL/ F)$ ; Where:
  - F is the Total Bid Price quoted in the Bid under consideration
  - FL is the value of the lowest Financial Bid of technically eligible bidders of stage 1

**7.4.3 Stage 3: Combined Evaluation**

- i. The technical and financial scores of the shortlisted bidders shall be taken into consideration for the Combined QCBS Evaluation based on the weightage as under:

Technical bid score weightage (T %)	Financial score weightage (C %)
80%	20%

- ii. Description of variables used:
  - ST is the Technical Score for each Bid as calculated out of 100%
  - SF is Total Financial Score (normalized) for each Bid, will be evaluated as per the formula is given below:  
 $SF = F \text{ min} / Fb * 100$  (rounded off to 2 decimal places) where,  
 Fb= Financial quote of the bidder under consideration  
 F min= Minimum financial quote among the technically qualified bidders
- iii. Bids will be ranked according to their combined Technical Score (ST) and Financial Score (SF) using the weights (T = the weight given to the Technical Bid; C = the weight given to the Financial Bid; T + C = 100%):
- iv. Total Score (TS) for each Bid shall be computed as follows:  
 $TS = ST \times 80\% + SF \times 20\%$
- v. The Bid, that obtains the Highest Total Score (TS) value, will be rated as the Best Evaluated Bid.
- vi. The decision of the committee pertaining to the evaluation of proposals shall be final. No correspondence will be entertained in this regard.

## **7.5 Clarifications:**

- i. When deemed necessary, during the Bid Evaluation process, the Evaluation Committee 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 the price quoted.
- ii. Failure of a bidder to submit additional information or clarification as sought by the Committee within the prescribed period will be considered as non-compliance and proposal may get evaluated based on the limited information furnished along with the bid proposal.

## **7.6 Award of Contract**

- i. In case the best-evaluated bidder offers to execute the complete training and is assessed to have the adequate capacity to deploy the staff, undertake training as per the Delivery schedule by the Committee then best-evaluated bidder shall be awarded the contract to execute the complete order.
- ii. In case best-evaluated bidder offers partial deployment and is assessed to have adequate capacity deploy the offered partial quantity as per the delivery schedule by the Committee then the best-evaluated bidder shall be contracted to deploy the reduced quantity of staff and rest of the quantity shall be offered to next best-evaluated bid at the rates quoted by best-evaluated bidder.
- iii. The quantity resulting from the split as mentioned above in case (ii) be offered to second-best evaluated bid after the assessment by the Committee in terms of their capacity to deploy and supply of the staff.
- iv. In case the best-evaluated bidders back out, the second-best evaluated TP shall be awarded the contract to execute the complete order and would be invited for signing of contract with APSSDC for implementation of the project after the assessment by the Committee in terms of their capacity to deploy and supply of the staff and undertake training as per the Delivery schedule.
- v. In case best-evaluated Bidders backs out - best-evaluated Bidders shall be blacklisted from participating in any future bidding of APSSDC projects and may liable for legal action by APSSDC.
- vi. APSSDC reserves the right at the time of award or in due course to increase or decrease quantity for the requirements originally specified in the document without any change in bid rate or other terms and conditions.
- vii. The bidder shall be deemed to have carefully examined the conditions and scope of work.

## **7.7 Notification of Award & Signing of Contract**

- i. After approval of the bid from the competent authority as per the evaluation criteria, APSSDC will issue a Letter of Award to the successful Bidder with a request to sign the contract and furnish performance guarantee from a bank.
- ii. In case the Bidder is a Consortium, the Members thereof should furnish a Power of Attorney in favour of the Lead Member in the format at PQ-VI

- iii. Change in composition of the Consortium and Ownership of Consortium must be permitted by the APSSDC during the Bid Stage
- iv. Members of the consortium undertake that they shall collectively hold at least 51% (fifty-one per cent) of the subscribed and paid-up equity of the Consortium at all time during the project.
- v. Within 15 (Fifteen) working days of receipt of the communication, the successful bidder shall sign the contract and return it to the MD & CEO, APSSDC. The Performance Guarantee shall also be submitted within 15 (Fifteen) working days of receipt of the communication. The performance bank guarantee from the bank shall be equal to 5% of the value of the contract. The Bank Guarantee shall be valid for a period of 120 days beyond the expiry of the contract.
- vi. The incidental expenses of execution and signing of the contract shall be borne by the successful bidder.
- vii. In case, the successful bidder fails to respond to the Letter of Award as well as fails to complete all the formalities for getting the project within 15 (Fifteen) working days of the issue of Letter of Award, the offer may be withdrawn and, in such case, the earnest money shall stand forfeited. Next bidder will be considered towards the award of the contract.
- viii. Upon the successful bidder signing the contract and furnishing the performance guarantee from the bank, the bid security/ EMD of all unsuccessful bidders will be refunded.

## **7.8 Performance Bank Guarantee**

- i. The successful bidder shall furnish Performance Bank Guarantee as provided in the bid document to the Client for an amount equal to 5 % of the value of the order towards the performance of the contract obligation, and performance during the project period of one year.
- ii. The Performance Guarantee shall be valid for a period of 120 days beyond the expiry of contract and shall be denominated in Indian Rupees and shall be in the form of an unconditional Bank Guarantee issued by a Scheduled Bank/ Nationalized Bank (cooperative bank excluded) having at least one Branch in Vijayawada, in the format provided by the Client. It should be submitted within 15 (Fifteen) working days of receipt of communication of Award of the Contract.

## **7.9 Force Majeure**

- i. "Force Majeure" shall mean any event or circumstance or combination of events or circumstances that materially and adversely affects, prevents or delays any party in performance of its obligation in accordance with the terms of the agreement, but only if and to the extent that such events and circumstances are not within the affected party's reasonable control, directly or indirectly, and effects of which could have been prevented through good industry practice or, in the case of construction activities, through reasonable skill and care, including through the expenditure of reasonable sums of money. Any events or circumstances meeting the description of the Force Majeure which have the same effect upon the performance of any contractor shall constitute Force Majeure with respect to the bidder. The parties shall ensure compliance of the terms of the agreement unless affected by the Force

Majeure events. The bidder shall not be liable for forfeiture of its implementation/ performance guarantee, levy of penalties, or termination for default if and to the extent that his delay in performance or other failures to perform his obligations under the agreement is the result of Force Majeure.

ii. Force Majeure events

- a. The Force Majeure circumstances and events shall include the following events to the extent that such events or their consequences (it being understood that if a causing event is within the reasonable control of the affected party, the direct consequences shall also be deemed to be within such party's reasonable control) satisfy the definition as stated above.
- b. Without limitation to the generality of the foregoing, Force Majeure event shall include following events and circumstances and their effects to the extent that they, or their effects, satisfy the above requirements.
- c. Natural events to the extent they satisfy the foregoing requirements including:
- d. Any material effect on the natural elements including lightning, fire, earthquake, cyclone, thunder, flood, storm;
- e. Explosion or chemical contamination (other than resulting from an act of war);
- f. Epidemic such as plague;
- g. Any event or circumstance of a nature analogous to any of the foregoing.
- h. Other events (Political Events) to the extent that they satisfy the foregoing requirements including:
- i. Political events which occur inside or outside or involve directly the State Government and the Central Government (Direct Political Event), including:
- j. Act of war (whether declared or undeclared), invasion, armed conflict or act of a foreign enemy, blockade, embargo, revolution, riot, insurrection, civil commotion, an act of terrorism or sabotage;
- k. Strikes, work to rules, go-slows which are either widespread, nation-wide or state-wide and are of political nature;
- l. Any event or circumstance of a nature analogous to any of the foregoing.

iii. Force Majeure exclusions

- a. Force Majeure shall not include the following events and/or circumstances, except to the extent that they are consequences of an event of Force Majeure
- b. Unavailability, late delivery
- c. Delay in the performance of any contractor, sub-contractor or their agents;

iv. Procedure for calling Force Majeure

- a. The affected party will notify to the other party in writing of the occurrence of the Force Majeure as soon as reasonably practicable, and in any event, within 5 (Five) days after the affected party comes to know or ought reasonably to have

known, of its occurrence and that the Force Majeure would be likely to have a material impact on the performance of its obligations under the agreement

### 7.10 Contract Obligations

Within 15 (Fifteen) working days of receipt of the communication, the successful bidder shall sign the contract and return it to the MD & CEO, APSSDC. Once a contract is confirmed and signed, the terms and conditions contained therein and in the RFP document shall take effect.

### 7.11 Penalty Clause

- i. In case of failure of enrolling a minimum of 2000 students for the program within 60 days from the date of signing the agreement, a penalty of one percent (01 %) for the first two weeks, two percent (02%) for every subsequent week subject to a maximum of five percent(05 %) of the overall project cost will be levied.
- ii. In case of failure of accomplishment or delivery of a minimum 40-hour curriculum to the students through LMS, Live sessions, seminars, workshops, out of the building activities and certification of the candidates by the partner university/ institution within 150 days from the completion of enrollment of students, a penalty of one percent (01 %) for the first two weeks, two percent (02%) for every subsequent week subject to a maximum of five percent(05 %) of the overall project cost will be levied.
- iii. In case of failure of execution of Business plan competitions and receiving a minimum of 10% business plans from the trained students within 60 days from the date of completion of the curriculum, a penalty of one percent (01 %) for the first two weeks, two percent (02%) for every subsequent week subject to a maximum of five percent(05 %) of the overall project cost will be levied.
- iv. In case of failure of incorporating at least 10%, functional startups among the Business Plans received, submission of the detailed report with impacts of the program within 90 days from the date of completion of Business Plan Competition, a penalty of one percent (01 %) for the first two weeks, two percent (02%) for every subsequent week subject to a maximum of five percent(05 %) of the overall project cost will be levied.

## 8 APPLICATION PROCEDURE

Interested agencies would be required submit the sealed envelopes containing the **Pre-Qualification Criteria (Cover-A), Technical (Cover-B) and Financial (Cover-C)** proposals shall be placed into one outer envelope titled as "**Selection of Bidders for designing and Implementation of Entrepreneurship Development Program in the State of Andhra Pradesh**", should be sent to the MD & CEO, Andhra Pradesh State Skill Development Corporation (APSSDC), 3rd floor, G&J Infra (Infosight Building), Survey No. 78/2, Near Pathuru Road Junction, Tadepalli, Guntur District, Andhra Pradesh – 522501 on or before 03.02.2020 03:00 PM by hand/ through courier/ speed post. No proposal shall be entertained post the end date and time as specified above.

### 8.1 Time Lines

The bidder should strictly adhere to the following timelines:

Table 5: Time Lines

S. No	Information	Details
1.	RFP No.	APSSDC/Entrepreneurship Development/001/2019-2020
2.	Name of the Client inviting RFP	Andhra Pradesh State Skill Development Corporation (APSSDC)
3.	Address from where the RFP can be obtained	The MD & CEO, Andhra Pradesh State Skill Development Corporation (APSSDC), 3rd floor, G&J Infra (Infosight Building), Survey No. 78/2, Near Pathuru Road Junction, Tadepalli, Guntur District, Andhra Pradesh – 522501 or can be downloaded from the website of the APSSDC i.e. <a href="http://www.apssdc.in/">http://www.apssdc.in/</a>
4.	Address where the response to RFP has to be submitted	The MD & CEO, Andhra Pradesh State Skill Development Corporation (APSSDC), 3rd floor, G&J Infra (Infosight Building), Survey No. 78/2, Near Pathuru Road Junction, Tadepalli, Guntur District, Andhra Pradesh – 522501
5.	Date of issue of RFP	From <b>22.01.2020</b> onwards during regular office hours
6.	Bid validity period	120 days
7.	Pre-bid meeting date, time and address	On <b>24.01.2020</b> at 03:00 PM at Andhra Pradesh State Skill Development Corporation (APSSDC), 3rd floor, G&J Infra (Infosight Building), Survey No. 78/2, Near Pathuru Road Junction, Tadepalli, Guntur District, Andhra Pradesh – 522501
8.	Last Date of receiving Queries	The queries, if any, in the RFP has to be mailed before <b>27.01.2020</b> end of the day before 05:00 PM to <a href="mailto:prudhvi.vuppala@apssdc.in">prudhvi.vuppala@apssdc.in</a>
9.	Last date and time (deadline) for submission of proposals	03.02.2020 (Monday) up to 3:00 PM

10.	Date and time of Opening of Technical Proposal	On 03.02.2020 (Monday) at 04:00 PM at Andhra Pradesh State Skill Development Corporation (APSSDC), 3rd floor, G&J Infra (Infosight Building), Survey No. 78/2, Near Pathuru Road Junction, Tadepalli, Guntur District, Andhra Pradesh – 522501  The bids will be opened in the presence of the bidders who choose to be present.
11.	Technical presentation of the shortlisted bidders	To be intimated later
12.	Time, Place and date for the opening of the Financial Proposal (Cover-C)	To be intimated later the bidders who qualify as per the criteria stated under the Technical Proposal in Cover B.
13.	Contact person for any assistance	Mr. V Prudhvi – APSSDC (Mobile No. – 97048 49044) & Mr. Ravi (Mobile No - 9885254787)
14.	Earnest Money Deposit (EMD)	5 Lakhs (Rupees Five Lakhs Only) in the form of a Demand Draft issued by one of the Nationalized/ Scheduled Banks in India payable to ' <b>Andhra Pradesh State Skill Development Corporation' payable at Vijayawada</b>
15.	Cost of RFP	INR 10,000 (Rupees Ten Thousand only) Non- Refundable fee in the form of a Demand Draft issued by one of the Nationalized/ Scheduled Banks in India payable to ' <b>Andhra Pradesh State Skill Development Corporation' payable at Vijayawada</b>

## 8.2 Forms and documents to submit:

The bidder should mandatorily submit all the forms and documents as detailed below:

### Checklist of required Forms:

Envelope Details	Form	Description	Page No. in the pre-qual, bid
Cover – A (Pre- Qualification Criteria)	PQ – I	Bid Conditions Acceptance Letter & EMD details	
	PQ - II	Bidder Details	
	PQ - III	Checklist for Pre-Qualification Criteria	



	PQ - IV	Format for Submission of Pre-Qualification Eligibility Information	
	PQ - V	Self-Declaration for not being blacklisted	
	PQ-VI	Power of Attorney for Lead Member of Consortium	

Envelope Details	Form	Description	Page No. in the Tech. Proposal
Cover – B (Technical Proposal)	TECH - I	Technical Proposal Submission Form	
	TECH - II	Financial Capabilities	
	TECH - IIA	Average Turnover of the Organization in the last 3 years	

Envelope Details	Form	Description	Page No. in the Tech. Proposal
Cover – C (Financial Proposal)	FIN - II	Financial Proposal Submission Form	
	FIN - II	Summary of Costs	
	FIN - III	Breakdown of Costs	

**PQ- I: Bid Conditions Acceptance Letter & EMD details**

*(On the letterhead of the Bidder)*

To,

The MD & CEO,  
Andhra Pradesh State Skill Development Corporation,  
3rd floor, G&J Infra (Infosight Building),  
Survey No. 78/2, Near Pathuru Road Junction,  
Tadepalli, Guntur District, Andhra Pradesh – 522501

Sub: Response to Request for Proposal (RFP) for Selection of Bidders for designing and Implementation of Entrepreneurship Development Program in the State of Andhra Pradesh

Ref: RFP No.: APSSDC/Entrepreneurship Development/001/2019-2020

Dear Sir,

1. With reference to the RFP document dated 22.01.2020 we, have examined the RFP document and understood its contents and hereby submit our application for the aforesaid project. The application is unconditional.
2. We acknowledge that the competent authority for evaluation of proposal will be

relying on the information provided in the application and the documents accompanying the application for selection, and we certify that all information provided herein is true and correct; nothing has been omitted which renders such information misleading, and all documents accompanying the application are true copies of their respective originals.

3. We shall make available any additional information if found necessary or required to supplement or authenticate the application to the competent authority for evaluation of proposal any additional information if found necessary or required to supplement or authenticate the application.
4. We acknowledge the competent authority for evaluation of proposal has complete right to reject our application without assigning any reason, in case of any eccentricities
5. We declare that:
  - a) We have examined and have no reservations to the RFP document, and accept the same including any addendum issued by the Authority
  - b) We do not have any conflict of interest in accordance with this document
  - c) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for qualification issued by or any agreement entered into with the Authority or any other public-sector enterprise or any Government, Central or State; and
6. We understand that the selection process may be cancelled at any time and that APSSDC, Andhra Pradesh is neither bound to issue/intimate prior notice to the bidders nor provide any reason for the same, without incurring any liability to the bidders.
7. We undertake that in case of any change in facts or circumstances during the application process, we are at traced by the provisions of disqualification in terms of this RFP and shall intimate the Authority of the same immediately.
8. We acknowledge that <<name of company >>, being a <<company/trust/ partnership firm/society>> is qualified as per the **Eligibility Conditions** mentioned in **Clause - 6** of this RFP.
9. We offer to provide the consulting services as a Selection of Bidders for designing and Implementation of Entrepreneurship Development Program in the State of Andhra Pradesh and fulfil eligibility criteria for the same.
10. We hereby irrevocably waive any right which we may have at any stage of law or how so ever otherwise arising to challenge or question any decision taken by the competent authority for evaluation of proposal in connection with the selection of the bidder, or in connection with the selection/ application process itself, in respect of the above-mentioned Project and the terms and implementation thereof.
11. We have studied all the application documents carefully. We agree that we shall have no claim arising out of any documents or information provided to us by the Authority for evaluation of proposal or in respect of any matter arising out of or relating to the bidding process.
12. We agree and understand that the selection is subject to the provisions of the application documents. In no case, we shall have any claim or right of whatsoever

- nature if the Project is not awarded to us or our application is rejected or not opened.
13. We enclose an EMD of Rs..... has been submitted in the form of demand draft/pay order bearing No. .... dated .....with a validity of ..... days, as per the terms of the RFP
  14. We understand that this EMD is liable for a forfeiture in case of any deviations from the terms and conditions of the bid. We have also noted that Bid Security shall not carry any interest.
  15. We agree and undertake to abide by all the terms and conditions of the RFP.

Yours sincerely,

Authorized Signature {In full and initials}:  
 Name and Title of Signatory:  
 In the capacity of:  
 Address:  
 E-mail:

**PQ - II: Organization Details**

Please enter the information requested in the spaces provided. Please add relevant documents as well.

Details of the Bidder		
1.	Name of the Bidder	
2.	Head Office Address	
3.	Address for Communication	
4.	Status of the firm (Whether Proprietorship / Partnership Firm / Private Limited Company / Section-8 Company / Section-25 Company (Companies Act,1956/2013) / Public Limited Company / Society / Trust)	
5.	Details of Incorporation/Registration of the firm	Date:
		Ref. #
6.	Details of Commencement of Business	Date:
		Ref. #
7.	GST Registration no.	
8.	Permanent Account Number (PAN)	
9.	Name & Designation of the contact person to whom all references shall be made regarding this	
10.	Contact Number	

11.	Email of the contact person:	
12.	Website of the company:	
13.	<b>Brief Profile of the Organization:</b> <i>Provide a brief description of the background and organization of your firm/entity. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc.</i>	

**Authorized Signatory**

**(Stamped and Signed)**

**PQ - III: Checklist for – Pre-Qualification Criteria**

Pre-qualification checklist (Mandatory Clause):

S. No.	Criteria	Documents required	Compliance (Yes/No)	Document Ref page no
<b>1</b>	<b>Profile of the Bidder</b>			
<b>A</b>	<p>The Bidder should be registered in India under the Companies Act 1956 / 2013 and shall be in operation for a period of at least 3 years as on the date of publication of bid</p> <p><b>Consortium Members:</b> Maximum three companies are allowed in a consortium including lead bidder</p> <p>Companies Registered under the Companies</p>	<p>For Bidder, copy of Certificate of Incorporation / Registration under Companies Act 1956/2013</p> <p>For Bidder/ Bidder (in case of a consortium), documentary proof for operation in India for a period of at least 3 years as on the date of publication of Bid.</p> <p>For Consortium members other than Lead Bidder, copy of Certificate of Incorporation / Registration under Companies Act, 1956/2013 and documentary proof for operation in India for a period</p>		

	<p>Act 1956 / 2013 in India</p> <p>In case of a consortium, at least one of the consortium members shall be in operation in India for a period of at least 3 years as on publication of Bid</p> <p>Consortium Members would have joint and complete responsibility and liability towards performance in the delivery of the scope of work mentioned in this RFP.</p>	<p>of at least 3 years as on publication of bid</p> <p>Consortium agreement clearly stating the roles and responsibilities of each member</p>		
<b>B</b>	<p>The Bidder OR Bidder (in case of a consortium) should have collaboration with World-class university and provide the curriculum designed by World-class university for Entrepreneurship development Program in Andhra Pradesh</p>	<p>The Bidder OR Bidder (in case of a consortium) should provide the authorization letter from the World Class University to provide the course curriculum related to the Entrepreneurship development program</p> <p>Complete course curriculum and proposed content for delivery, of course, need to be submitted</p>		
<b>C</b>	<p>Power of Attorney in favour of the Lead Member of consortium during bid stage</p>	<p>A certificate required to be submitted as per format of PQ-VI</p>		
<b>2</b>	<b>Financial Capabilities</b>			
<b>A</b>	<p>The Bidder OR Bidder (in case of a consortium) should have an average annual turnover of at least Rs. 50 lakhs during past 3 (Three) financial years preceding the Proposal Due Date.</p>	<p>A certificate by CA is required to be attached as per the <b>TECH – IVA</b></p>		
<b>3</b>	<b>Not Being Blacklisted or</b>			

<b>terminated</b>				
	<p>None of the consortium members should have been blacklisted in any manner whatsoever by any of the State/UT and/or central government in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.</p> <p>Bidders/ partner universities terminated by APSSDC to execute works in a similar domain are not eligible to participate in this bid.</p>	<p>Self-Declaration of the bidder as per the <b>PQ – V</b></p>		

**Authorized Signatory**

**(Stamped and Signed)**

**PQ - IV: Format for Submission of Pre-Qualification Eligibility Information**

Please enter the Pre-Qualification Eligibility Information requested in the spaces provided. Please add relevant documents as well.

<b>Details of the Bidder</b>		
1.	Name of the Bidder	
2.	Head Office Address	
3.	Address for Communication	
4.	Status of the firm	Whether Proprietorship / Partnership Firm / Private Limited Company/ Public Limited Company / Society / Trust/ other (specify)
5.	Details of Incorporation/Registration of the firm	Date:
		Ref. #

6.	Name & Designation of the contact person to whom all references shall be made regarding this			
7.	Contact Number			
8.	Email of the contact person:			
9.	Annual turnover of the bidder for the past three consecutive years (in Lakhs)			
	Average for 3 Years	2016-17	2017-18	2018-19
10.	An Undertaking that the bidder is not blacklisted or terminated by any Central/ State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices.			
11.	Details of Demand Draft enclosed towards EMD amount			Demand draft/Banker Cheque No. and Date
				Name of the Bank and Branch

**Authorized Signatory**

**(Stamped and Signed)**

**PQ - V: Organization - Self-Declaration for not being blacklisted**

*(On the letterhead of the Bidder)*

To,

The MD & CEO,  
Andhra Pradesh State Skill Development Corporation,  
3rd floor, G&J Infra (Infosight Building),  
Survey No. 78/2, Near Pathuru Road Junction,  
Tadepalli, Guntur District, Andhra Pradesh – 522501

In reference to the RFP No. APSSDC/Entrepreneurship Development/001/2019-2020 dated 22.01.2020, as an representative(s) of \_\_\_\_\_  
(name of the bidder's organization), I/We hereby declare that our organization

\_\_\_\_\_ is having unblemished past record and was not declared blacklisted or ineligible to participate for bidding till the time of submission of response to this RFP by any State/Central Govt. or PSU due to unsatisfactory performance, beach of general or specific instructions, corrupt/fraudulent or any other unethical business practices.

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

In the capacity of:

Address:

E-mail:

**PQ-VI: Power of Attorney for Lead Member of Consortium**

Whereas the ..... (the "Authority") has invited bids from pre-qualified and short-listed parties for the ..... Project (the "Project").

Whereas, ....., ..... and ..... (collectively the "Consortium") being Members of the Consortium are interested in bidding for the Project in accordance with the terms and conditions of the Request for Proposals and other connected documents in respect of the Project, and

Whereas, it is necessary for the Members of the Consortium to designate one of them as the Lead Member with all necessary power and authority to do for and on behalf of the The consortium, all acts, deeds and things as may be necessary in connection with the Consortium's bid for the Project and its execution.

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS

We, ..... having our registered office at ....., M/s. ....., having our registered office at ....., and M/s. ....., having our registered office at ....., (hereinafter collectively referred to as the "Principals") do hereby irrevocably



designate, nominate, constitute, appoint and authorize M/s ....., having its registered office at ....., being one of the Members of the Consortium, as the Lead Member and true and lawful attorney of the Consortium (hereinafter referred to as the "Attorney") and hereby irrevocably authorize the Attorney (with power to sub-delegate) to conduct all business for and on behalf of the Consortium and any one of us during the bidding process and, in the event the Consortium is awarded the Concession/ Contract, during the execution of the Project, and in this regard, to do on our behalf and on behalf of the Consortium, all or any of such acts, deeds or things as are necessary or required or incidental to the submission of its bid for the Project, including but not limited to signing and submission of all applications, bids and other documents and writings, accept the Letter of Award, participate in bidders' and other conferences, respond to queries, submit information/ documents, sign and execute contracts and undertakings consequent to acceptance of the bid of the Consortium and generally to represent the Consortium in all its dealings with the Authority, and/ or any other Government Agency or any person, in all matters in connection with or relating to or arising out of the Consortium's bid for the Project and/ or upon award thereof till the Concession Agreement is entered into with the Authority.

AND hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things are done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us/ Consortium.

IN WITNESS WHEREOF WE THE PRINCIPALS ABOVE NAMED HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ....., 20....

For .....  
(Signature, Name & Title)

For .....  
(Signature, Name & Title)

(Executants)  
(To be executed by all the Members of the Consortium)

Witnesses:

- 1.
- 2.

Notes:

- a) The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- b) Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
- c) For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidders from countries that have signed the Hague Legislation Convention 1961 is not required to be legalized by the Indian Embassy if it carries a conforming Apostille certificate.

**TECH - I: Technical Proposal Submission Form**

{Location, Date}

To,

The MD & CEO,  
Andhra Pradesh State Skill Development Corporation,  
3rd floor, G&J Infra (Infosight Building),  
Survey No. 78/2, Near Pathuru Road Junction,  
Tadepalli, Guntur District, Andhra Pradesh – 522501

Dear Sir,

We, the undersigned, offer to provide the consulting services as a **bidder for designing and Implementation of Entrepreneurship Development Program in the State of Andhra Pradesh** in accordance with your Request for Proposals dated 22.01.2020.

We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client
- b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the RFP.
- c) We have no conflict of interest as stated in the RFP
- d) We meet the eligibility requirements as stated in RFP
- e) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the country of the Client.
- f) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We understand that APSSDC is not bound to accept any Proposal that APSSDC receives.

We acknowledge the competent authority for evaluation of proposal has complete right to reject our application without assigning any reason, in case of any eccentricities

We undertake, if our proposal is accepted and the contract is signed, to initiate the Services related to the assignment no later than the date indicated in the RFP.

We agree and undertake to abide by all the terms and conditions of the RFP.



We remain,

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

In the capacity of:

Address:

E-mail:

**TECH - II: Financial Capabilities**

**Tech – IIA: Average Total Turnover of the Organization in the last 3 years**

Certificate from the CA regarding Annual Turnover of the Organization in the immediately preceding three **Financial Years**

<b>Financial Year</b>	<b>Total Turnover is Rs.</b>
2016-17	
2017 – 18	
2018 – 19	
Total	
Average	

**Documentary proofs required:**

- A certificate from Chartered accountant clearly specifying the Overall turnover and turnover amounts from similar programs for the specified years

**Authorized Signatory**

**(Stamped and Signed)**

**FIN - I: Financial Proposal Submission Form**

{Location, Date}

To,

The MD & CEO,  
Andhra Pradesh State Skill Development Corporation,  
3rd floor, G&J Infra (Infosight Building),  
Survey No. 78/2, Near Pathuru Road Junction,  
Tadepalli, Guntur District, Andhra Pradesh – 522501

Dear Sir,

We, the undersigned, offer to provide the consulting services as a **Bidders for designing and Implementation of Entrepreneurship Development Program in the State of Andhra Pradesh** in accordance with your Request for Proposals dated 22.01.2020 and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) in INR} {Insert amount(s) in words and figures}, including of all applicable taxes in accordance with terms and conditions stated in the RFP. {Please note that all amounts shall be the same as in Form FIN-2}.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

In the capacity of:

Address:

E-mail:

### FIN - II: Summary of Costs

**Total Cost - \_\_\_\_\_ inclusive of all applicable taxes.**

Particulars	Cost {In Rupees}
A - Cost of the Financial Proposal	
B - Total Estimated applicable taxes:	
Total Cost of the Financial Proposal (A+B) {Should match the amount in Form FIN-1}	
In Words	(Total Amount in Rupees .....)*

\* In case of discrepancy between the Number and the words, the amount specified in words would be considered

**FIN - III: Breakdown of Costs**

The break-up of the total cost under cost heads (indicative) should be indicated in the table below:

S. No.	Cost Head	Unit	Unit Cost	Quantity	INR (Indian Rupees)	Total Cost Inclusive of taxes
	{TOT Training Costs}	{Person-day}				
	Trainers Cost					
	{Course Development}	{Lump-sum}				
	{Field Visits}	{Per diem cost - day}				
	{Management & Monitoring Costs}	{Lump-sum-month}				
	Certifications					
	{Any other - (specify)}					
Total Costs						

Note: The information to be provided in this Form shall only be used to demonstrate the basis for calculation of the Contract ceiling amount for whole contract or part of contract i.e., cost of honorarium to be paid to trainer etc. and, if needed, to establish payments to the bidder for possible additional services requested by APSSDC.

---End of the document---