

BIDDING DOCUMENT – REQUEST FOR PROPOSAL

Issued on: 2nd August 2018

For

**Turnkey Work of Design, Supply, Installation,
Testing and Commissioning of 3D Projection
Mapping Shows Including Related Civil, Mechanical,
Structural & Electrical Work**

AT

Amaravathi, Guntur District, Andhra Pradesh, India.



**Volume I - Instructions to Bidders (ITB) and Bid
Data Sheet (BDS)**

**AUTHORITY: ANDHRA PRADESH TOURISM
DEVELOPMENT CORPORATION**



Table of Contents

1. Letter to bidders
2. Section I. Instructions to Bidders (ITB)
3. Section II. Bid Data Sheet (BDS)
4. Section III. Appendices and Sample Formats

Letter to bidders

Date: 02.08.2017

To

Sub: Design, Supply, Installation, Testing and Commissioning of 3D Projection Mapping Shows Including Related Civil, Mechanical, Structural & Electrical Work at Amaravathi, Guntur district, Andhra Pradesh, India

Dear Sir,

Andhra Pradesh Tourism Development Corporation (APTDC, The "**Authority**") is inviting Original Equipment Manufacturer, System Integrators and distributors firms of National and International repute for Selection of agency for Design, Supply, Installation, Testing And Commissioning of 3D Projection Mapping Shows (**which will be decided in initial interaction meeting/Pre bid meeting**) related civil, mechanical, structural & electrical work, except gallery civil work if necessary at Amaravathi, Andhra Pradesh, India

1) The RFP document comprises:

Volume I	Letter of Invitation Instructions to Bidders (ITB) Bid Data Sheet (BDS)
Volume II	Scope of work
Volume III	Model Contract

2) Request for Proposal (RFP) can be downloaded from the website www.aptdc.gov.in from **02.08.18**

3) Prebid meeting for interaction will be held on **09.08.2018 at 12:00 Noon**. (Bidders are requested to attend prebid meeting with a detailed concept of executing the work)

4) Last date for bid Submission **20.08.2018 2:00PM**

SECTION - I. INSTRUCTIONS TO BIDDERS (ITB)

A. GENERAL CONDITIONS

- 1) This RFP is having various multimedia requirements any of the items may be deleted at the discretion of authority. Any new item added the cost would be towards on mutual understanding between client and agency.
- 2) This RFP is intended for only those firms/Individuals, which are providing similar services as defined in Section II – B. Eligibility Criteria.
- 3) **One Tender per Tenderer:**
Each Tenderer shall submit only one Tender for the work. A Tenderer who submits more than one tender by either name or consortium will cause disqualification of all the Tenders submitted by the Tenderer.
- 4) The selection shall be on the Combined Quality Cum Cost Based Selection (CQCCBS) based on the final weighted score, subject to fulfilling the requirements of the Qualification Criteria. The Proposal will form part of the contract with the selected agency.
- 5) All bidders shall have to comply with the eligibility criteria to be declared “Eligible”. The eligibility criteria have been elaborated in the BDS.
- 6) CVs of all the team members certified by the authorized signatory and clearly indicating educational and professional qualification and experience should be attached.
- 7) All contents of the Proposal should be clearly numbered, indexed and arranged in a sequence and shall be bound firmly.
- 8) The Original Proposal (Technical Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the official of agency himself or herself. The person who signs the proposal must put initial against such corrections.



- 9) Submission letters for the Technical Proposals should be in the formats specified in this document.
- 10) The proposals shall be signed and submitted by the Authorized Signatory of the Agency. The authorization shall be attached in the Technical Proposal and shall be in the form of a written Power of Attorney as per the prescribed format.
- 11) The Agencies shall bear all costs associated with the preparation and submission of their proposals. Authority is not bound to accept any or all proposals, and reserves the right to annul the selection process at any time prior to award of contract, without any liability to Authority.
- 12) The Technical and Financial Proposal to be submitted by the bidders should be firm and valid for a period of 90 days from the last date of submission of the proposal.
- 13) Agencies may seek clarifications, if any, at the time of Pre-bid meeting. Any request for clarification must be sent in writing, fax or e-mail to Authority.
- 14) Physical papers are to reach Authority office as per the date and time mentioned in this document. It is the responsibility of the Bidder to submit the bid before the last date and time at the address as mentioned in the document above, and Authority shall not be responsible for any delay due to post/courier/any other reasons.
- 15) At any time before the submission of proposals, authority may amend this document by issuing an addendum, which shall be binding on the agencies.
- 16) The agencies shall acknowledge the tender conditions and all subsequent amendments and submit along with their proposals duly signed.



Therefore, the tender document signed by the authorized signatory should be the part of the technical proposal.

- 17) Authority will select the agency, which has scored the highest score as per the evaluation criteria- combined score of technical proposal and financial quote.
- 18) Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant. If such disqualification/ rejection occurs after the proposals have been opened and the highest ranking Applicant gets disqualified/ rejected, then the Client reserves the right to consider the next best Applicant, or take any other measure as may be deemed fit in the sole discretion of the client, including annulment of the selection process.
- 19) The selected firm may be invited for negotiations, if felt necessary by authority. If such negotiations do not result in a conclusion, Authority shall have the right to invite the next bidder (second highest scorer) for negotiations and finalization.
- 20) The client, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
 - Suspend and/or cancel the selection process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating there to.
 - Consult with any applicant in order to receive clarification or further information; Retain any information and/or evidence submitted to the client by, on behalf of and/or in relation to any applicant; and/or
 - Independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any applicant.



- The bidder shall bear all its costs associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by APTDC or any other costs incurred in connection with or relating to its bid. All such costs and expenses will remain with the bidder and APTDC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by the Bidder in preparation for submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

B. THE BIDDING DOCUMENTS

<p>1</p>	<p>Clarification of Bidding Documents And Pre-bid Meeting</p>	<p>A prospective bidder requiring any clarification of the bidding documents may notify the Authority in writing at the Authority’s address and by one of the means indicated in the BDS. Similarly, if a Bidder is of the opinion that any provision in the Bid documents is unacceptable, such an issue shall be raised at the earliest instance. Copies of the Authority’s response (including an explanation of the query without disclosing the source) will be posted on the APTDC website.</p>
<p>2</p>	<p>Amendment of Bidding Documents</p>	<p>2.1 At any time prior to the deadline for submission of bids, the authority may, for any reason, whether on its own or in response to a clarification of a prospective bidder, amend the bidding documents. The amendments so made, shall suppress the earlier conditions.</p> <p>2.2 Amendments will be provided in the form of Addenda to the bidding documents, which will be communicated to all prospective bidders by publishing on the official website of authority. Addenda shall be binding on the bidders. Failure to acknowledge the receipt of the Addenda on the part of any bidder shall be deemed that the Addenda have been considered by the bidder in its bid.</p> <p>2.3 In order to afford reasonable time to the prospective bidders for considering the Addenda in preparing their bids, the authority may, at its discretion, extend the deadline for the submission of bids, in which case, the authority will notify all Bidders by publishing it in the Official Website.</p>

C. PREPARATION OF BIDS

- 1) The Proposal shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. The person or personnel who sign the proposal must initial any such corrections.
- 2) The Authorized Representative of the Applicant should initial all pages of the technical proposal. The Authorized Representative's authorization should be confirmed by a written Power of Attorney by the competent authority accompanying the Proposal.
- 3) The Tender fee, Bid security along with below mentioned documents shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL – [name of assignment]" (please refer Appendix-I for documents that need to be submitted in Technical proposal)
- 4) The Financial proposal (Appendix X should be sealed in a separate envelope marked as FINANCIAL PROPOSAL – [name of assignment]"
- 5) All envelopes shall be placed into an outer sealed envelope bearing the name of assignment, submission address and marked "DO NOT OPEN EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE."
- 6) The outer envelope shall bear the Name of the Assignment, submission address, etc. The proposals must reach the client on or before the last date of submission mentioned in the notice inviting tender.
- 7) The Client may, in its sole discretion, reject any proposal that is not responsive to the submissions mentioned above.
- 8) Financial Proposal:

- The quote should be unconditional and single.
 - The quotes should be inclusive of all taxes & levies as applicable.
- 9) Bid Currencies: Prices/Proposal shall be quoted in Indian Rupees only. Proposal in any other currency would not be accepted and is liable to be rejected.
- 10) Bid Fee: All bids shall be accompanied with the bid fee, to be paid as specified in the BDS. Any bid submitted without the bid fee shall be summarily rejected.
- 11) Bid Security: The BDS specifies the amount and mode of submission of bid security to be submitted by the bidder. The bidder shall submit the bid security. Bid not accompanied by the Bid Security shall be rejected as non-responsive. The bid security of the second ranked bidder shall be retained by the authority and shall be released after successful signing of agreement. Bid Security of remaining Bidders (other than second ranked bidder) would be returned on issuance of Letter of Intent (LOI) to the successful bidder or if the Authority cancels the Bidding Process.
- 12) The Authority shall be entitled to appropriate the Bid Security and en-cash the bank guarantee towards compensation / damages on occurrence of any of the events specified in this RFP including:
- If a Bidder submits a non-responsive Bid;
 - If a Bidder engages in a Corrupt Practice, or Fraudulent Practice, or Coercive Practice, or Undesirable Practice or Restrictive Practice
 - If a Bidder modifies or withdraws its Bid;
 - If a Bidder withdraws its Bid during the interval between the Bid Due Date and expiration of Bid Validity period, as extended by the Authority;



- If a Bidder submits the technical bid and fails to submit financial proposal in time.
- If any information or document furnished by the Bidder is found by the Authority to be misrepresenting, misleading, incorrect or untrue in any material respect.
- In case the Successful Bidder, fails within the specified time limit - to sign the Agreement/Letter of Intent;
 - Failure to comply with LOI conditions
 - To sign the Agreement and/or;
 - To furnish the Performance Security as per the provisions of this RFP or Agreement;
 - Having signed the Agreement, commits any breach thereof prior to furnishing the Performance Security.

D. PROPOSAL EVALUATION

1. Methodology

The respective weightage for the Combined Technical Score and the Financial Score are set out in the table below:

S. No.	Description of Parameters for composite evaluation score
1	(A) Combined Technical Score – 40 marks
2	(B) Financial Score – 60 marks

The evaluation of proposals shall be on the principle of Combined Quality Cum Cost Based Selection (CQCCBS) based on the final weighted score. The assignment shall be awarded to the bidder scoring the highest final weighted score and as decided by selection committee.

The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be determined using the following formula:

$$Sf = 100 \times Fm/F;$$

In which Sf is the financial score, Fm is the lowest Financial Proposal, and F is the Financial Proposal (in INR) under consideration.

Proposals will finally be ranked in accordance with their combined technical (St) and financial (Sf) scores:

$$S = St \times Tw + Sf \times Fw;$$

Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that will be 0.40:0.60

The Applicant achieving the highest combined technical and financial score will be considered to be the successful Applicant and will be invited for contract signing (the "Successful Applicant").

2. Technical Criteria

2.1 Basic Criteria:

2.1.1 Bidders should meet the requirements of minimum eligibility criteria mentioned in Section II, BDS Part B – As Minimum Eligibility Criteria.

2.2 Evaluation Criteria:

2.2.1 The Evaluation Committee appointed will carry out the evaluation of Proposals on the basis of the following evaluation criteria and points system. Each evaluated proposal will be given a technical score as detailed below. The maximum marks to be given under each of the evaluation criteria are:

Following Table shows Marking System in Details

Sr. No.	Evaluation Criteria	Max Marks	Weightage
Stage 1	Technical Evaluation		40%
1	Technical Criteria	10	
1.1	The bidder of Bidders should have done similar Government Projects- At least 2 in last three FY	5	
1.2	The bidders should have executed and managed projects worth 50 Lacs at least 2	5	
	For additional projects – 1 additional mark max upto 5	5	
1.3	The bidder would have executed international projects	5	
	For additional projects – 1 additional mark max upto 5		
1.4	The bidder having experience of permanent installation shows	5	

1.5	The bidder has AMC Contracts for similar projects – more than 2	5	
	For additional projects – 1 additional mark max upto 5	5	
2	Financial Criteria	5	
2.1	Bidders should have yearly turnover of more than 1 Crore and above in Last 3 FY	5	
3	Technical Demonstration / Presentation (Made to Technical Committee A) Project Concept B) Approach & Methodology C) Technical Layout Planning D) Project Schedule E) Demonstration Video of 90 Seconds (indicative)	50	
A	Total marks	100	
	Bidders Scoring 70 Marks or above at Stage 1 will only be considered for Price Bid Opening		
	Stage 2 Price Bid		
	Price Bid in terms of Total Lumpsum Fee quoted including O&M Fee will be considered for evaluation (Will be based on relative marking system, the Bidder offering Lowest Bid shall be given Maximum Marks and others will be given relative marks)	100	60%
B	Total marks	100	

Bidder has to score at least 70 marks (from 100 marks) from technical proposal to qualify for opening of financial bid. Financial proposal of only those agencies shall be opened who will be declared qualified in technical proposal.

The agencies will be called for the presentation before the Technical Selection Committee. The date and time for the technical presentation will be intimated to the bidders.

E. POST QUALIFICATION

APTDC is offering an opportunity to executing agency to become part of this prestigious project. The agreed payment schedule will cover the time cost of all the resources allocated by the executing agency towards execution of services as per the scope of work.

Performance Security: The Successful Bidder shall be required to submit Performance Security (the "Performance Security") by way of a revolving, unconditional and irrevocable bank guarantee, as per the details provided in the BDS. The Performance Security is for due and punctual performance of the obligations of the Successful Bidder under the Agreement:

- The Successful Bidder should submit the Performance Security in the form of a bank guarantee to the Authority at least 30 days before the expiry of the existing bank guarantee, thereby ensuring that the Performance Security is valid during the Agreement Period.
- The Performance Security shall be en-cashed as per the terms of the Agreement. The successful bidder is expected to replenish or provide fresh Performance Security within a period of 15 days in the case of such encashment by the Authority.

SECTION - II. BID DATA SHEET (BDS)

The following specific information relating to the project and the procurement procedures that will be used shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions in the Bid Data Sheet (BDS) shall prevail over those in the ITB.

A. PREPARATION OF BIDS

ITB **Pre-bid queries:**

(B)1.2

The bidders should submit their queries/ suggestions on the RFP, strictly in the format given below:

S. No.	Section and Clause of RFP	Reference Page	Reference Clause	Query/ Suggestion

The queries shall be sent to: se@aptdc.in and ce@aptdc.in

Pre-bid conference:

The pre-bid queries shall be mailed before **09.08.2018, 12 Noon (IST)**

ITB

(C)1.

3 Cost of bid: **INR 10000.00** only

The cost of bid shall be submitted through a DD, drawn from Nationalized/ Scheduled Bank in favor of "APTDC Ltd. Vijayawada" and payable at Vijayawada, AP along with bid submission

ITB

(C)

1.4 **Bid security**

The bid security is INR 5,00,000 (INR Five Lakh Only). The bid security/EMD shall be submitted in the form of either Demand Draft or unconditional and irrevocable Bank Guarantee from a Nationalized/ Scheduled Bank (excluding Cooperative Banks) which is refundable, subject to terms and conditions of RFP. The Bid security will be refunded to the unsuccessful bidder.

The successful tenderer should however pay the E.M.D. at 2½% of the value of work order (including the bid security paid at the time of tenders).

Return of E.M.D. to unsuccessful tenderer.

The earnest money deposit will be refunded to the unsuccessful tenderer by registered post at the expiry of the period of validity of tender or the entrustment of the work to the successful tenderer whichever is earlier.

Return of EMD to successful tenderer

The EMD paid by the successful tenderer at the time of tendering will be discharged when the tenderer has signed the agreement and furnished the required EMD pursuant.

The earnest money deposited by the successful tenderer will not carry any interest and it will be dealt with as provided in the conditions stipulated in the tender. The E.M.D. given in the form of DD/BG on a Nationalised / Scheduled Bank, shall be valid for the duration of contract period plus defect liability period of two years and in case any valid extension of contract period is granted, the validity shall also be extended for the corresponding period.

ITB

(C)

11 **Validity of Bid security**

90 days from the date of submission

B. SUBMISSION OF BIDS AND BID EVALUATION

ITB (C) 5	The address for bid submission is: Andhra Pradesh Tourism Development Corporation, 55-17-2 to 4, Fifth Floor, Nr CGO Complex, Industrial Estate, Auto Nagar, Vijayawada – 7.
ITB (C) 6	Last date for bid submission is: 14 th Aug 2018 (02: 00 PM)
ITB (D) 2	Time, date, and place for bid opening: Time: 12:00 Noon Date: 21st Aug 2018 Place: Andhra Pradesh Tourism Development Corporation, 55-17-2 to 4, Fifth Floor, Nr CGO Complex, Industrial Estate, Auto Nagar, Vijayawada – 7.

SECTION - III. APPENDICES AND SAMPLE FORMATS

TECHNICAL PROPOSAL

- Form TECH-1. Technical Proposal Submission Form
- Form TECH-2. Applicant's Organization and Experience
 - A. Applicant's Organization
 - B. Financial Capacity of the applicant
 - C. Statement of Legal Capacity
 - D. Applicant's experience in Eligible Projects
- Form TECH-3. Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the APTDC
 - A. On the Terms of Reference
 - B. On Counterpart Staff and Facilities
- Form TECH-4. Description of Approach, Methodology and Work Plan for performing the Assignment
- Form TECH-5. Team Composition and Task Assignments
- Form TECH-6. Curriculum Vitae (CV) for Proposed Professional Staff
- Form TECH-7. Work Schedule
- Form TECH-8. Format for Power of Attorney for Authorized Signatory



(On the letterhead of the Applicant i.e. sole Applicant)

[Location, Date]

To:

Subject: Selection of Agency for Design, Supply, Installation, Testing And Commissioning Of 3D Projection Mapping Shows With Including Related Civil, Mechanical, Structural & Electrical Work At Amaravathi, Guntur district, Andhra Pradesh, India

Dear Sir,

With reference to your Request for Proposal dated _____, I/we, having examined all relevant documents and understood their contents, hereby submits our Technical and Financial Proposal for **Selection of Agency for Design, Supply, Installation, Testing And Commissioning Of 3D Projection Mapping Shows With Including Related Civil, Mechanical, Structural & Electrical Work At Amaravathi, Guntur district, Andhra Pradesh, India**

We state that our proposal is unconditional.

1. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such proposal are true copies of their respective originals. This statement is made for the express purpose of appointment as the Contractor aforesaid Assignment.
2. I/We shall make available to the APTDC any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
3. I/We acknowledge the right of the APTDC to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
4. I/We certify that in the last three years, we or any of our Associates have

neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

5. I/We declare that:
 - a. I/We have examined and have no objection to the RFP Documents, including any Addendum issued by the APTDC;
 - b. I/We do not have any conflict of interest in accordance with the prescriptions in the RFP Document;
 - c. I/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, as defined in RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the APTDC or any other Public Sector Enterprise or any Government, Central or State; and
 - d. I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
6. I/We understand that you may cancel the Public Procurement Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Contractor, without incurring any liability to the Applicant in accordance with the RFP document.
7. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory APTDC which would cast a doubt on our ability to undertake the Assignment or which relates to a grave offence that outrages the moral sense of the community.
8. I/We further certify that in regard to matters relating to Security and Integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence

- committed by us or by any of our Associates.
9. I/We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/Managers/ employees.
 10. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the APTDC [and/ or the Government of India] in connection with the selection of Contractor or in connection with the Public Procurement Process itself in respect of the above mentioned Project.
 11. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the Assignment is not awarded to me/us or our proposal is not opened or rejected.
 12. I/We agree to keep this offer valid for 90 (Ninety Days) days from the Proposal Due Date specified in the RFP.
 13. A Power of Attorney in favor of the authorized signatory to sign and submit this Proposal and documents is attached herewith.
 14. In the event of my/our firm/ consortium being selected as the Contractor, I/we agree to enter into an Agreement in accordance with the form, which shall be provided by Client. We agree not to seek any changes in the aforesaid form and agree to abide by the same.
 15. I/We have studied RFP and all other documents carefully and also surveyed the Project site. We understand that except to the extent as expressly set forth in the RFP, we shall have no claim, right or title arising out of any documents or information provided to us by the APTDC or in respect of any matter arising out of or concerning or relating to the Public Procurement Process including the award of works.
 16. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the application, which shall be binding on us.
 17. I/We agree and undertake to abide by all the terms and conditions of the RFP Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document



Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm: Address:

FORM TECH -2 APPLICANT'S ORGANIZATION AND EXPERIENCE:

A. Applicant's Organization

a. Title of Project:

"Selection of Contractor for Design, Supply, Installation, Testing And Commissioning Of 3D Projection Mapping Shows Including Related Civil, Mechanical, Structural & Electrical Work At Amaravathi Guntur district, Andhra Pradesh, India

State the Status of the Applicant's Organization namely Public Limited Company/ Private Limited Company/ Partnership Firm/ Proprietary Firm, etc.

b. State the following:

- Name of Company or Firm:
- Country of Incorporation:
- Registered Address:
- Year of Incorporation:
- Year of Commencement of Business:
- Principal place of Business:
- Brief description of the Company including details of its main lines of business

c. Details of authorized signatory of the Applicant:

- Name:
- Designation:
- Company:
- Address:
- Phone No.:
- Fax No. :
- E-mail address:

B. Financial Capacity of the Applicant

S. No.	Financial Year	Annual Turn Over
1.	2017-18	
2.	2016-17	
3.	2015-16	

Certificate from the Statutory Auditors

This is to certify that (name of the Applicant) has received the payments shown above against the respective years on account of **Design, Supply, Installation, Testing And Commissioning Of 3D Projection Mapping Shows Including Related Civil, Mechanical, Structural & Electrical Work At Amaravathi, Guntur district, Andhra Pradesh, India.**

Name of the audit firm:

Seal of the audit firm:

Date:

(Signature, name and designation of the authorized signatory)

C. Statement of Legal Capacity

(To be forwarded on the letterhead of the applicant or lead member of the applicant in case of consortium)

Ref. Date:

Mr. _____

—

—

Subject: Selection of Contractor for Design, Supply, Installation, Testing And Commissioning Of 3D Projection Mapping Shows Including Related Civil, Mechanical, Structural & Electrical Work At Amaravathi Guntur district, Andhra Pradesh, India

Dear Sir,

I/We hereby confirm that we, the applicant satisfy the terms and conditions laid down in the RFP document.

I/We hereby declare that M/s (insert applicant's name) will act as Contractor by ourselves and we will not associate with any other Applicant for the purpose of the subject assignment except with prior approval of APTDC.

I/We have agreed that, (insert individual's name) will act as our Authorized Representative on our behalf and has been duly authorized to submit our Proposal. Further, the authorized signatory is vested with requisite powers to furnish such proposal and all other documents, information or communication and authenticate the same.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

For and on behalf of

D. Applicant's Experience in Eligible Projects:

S. No	Name of Project & Location	Name of Client with address and contact numbers	Date of Award of assignment	Date of completion of assignment	Estimated capital cost of Project (in Rs Crore)	Period of O&M provided for the Project	Description of Service provided by the Applicant
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1							
2							
3							
4							

The Applicant should provide details of only those projects that have been completed and the Applicant has more 26% stake in the total fee received incase executed in partnership/ joint venture/ consortium.

Certificate from the Statutory Auditor

This is to certify that the information contained in Column 7 and 8 above is correct as per the accounts of the applicant and/ or the clients.

Name of the audit firm:

Seal of the audit firm

Date:

(Signature, name and designation of the authorized signatory)

In case the Applicant does not have a statutory auditor, it shall provide the certificate from its Chartered Accountant that ordinarily audits the annual accounts of the applicant.

Note: The Applicant may attach separate sheets to provide brief particulars of other relevant experience of the Applicant.

OR

Certificate from the Client

In addition to the certificate from statutory auditor, Applicant should provide a certificate from the client providing following details:

- a. Name of the project
- b. Location of the project

- c. Start date
- d. Completion date
- e. Total cost of the project
- f. Fee paid for the Applicant
- g. Description of works undertaken by the Applicant

Note: An assignment shall be considered complete where the scope of work of the Applicant has been completed.



FORM TECH-3: COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE AND ON COUNTERPART STAFF AND FACILITIES TO BE PROVIDED BY THE APTDC

A. On the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

FORM TECH-4: DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT:

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- a. Technical Approach and Methodology: In this chapter you should explain your understanding of the objectives of the assignment, approach, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
- b. Work Plan: In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-7.
- c. Organization and Staffing: In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

FORM TECH-5: TEAM COMPOSITION & TASK ASSIGNMENTS

Professional Staff				
Name of Staff	Firm employed with	Area of Expertise	Position Assigned	Task Assigned



FORM TECH-6: CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position [only one candidate shall be nominated for each position]:

Name of Firm [Insert name of firm proposing the staff]:

Name of Staff [Insert full name]:

Date of Birth: Nationality:

Education [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

Membership of Professional Associations:

Other Training [Indicate significant training since degrees under 5 - Education were obtained]:

Countries of Work Experience: [List countries where staff has worked in the last ten years]:

Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

Employment Record [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: To [Year]:

Employer: Positions held:

11. Detailed Task Assigned	Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned
[List all task to be performed under this assignment]	[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]

	Name of assignment or project: Year: Location Client: Main Project features Position held Activities performed
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Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience, and me. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of staff member or authorized representative of the staff]

Date

Full name of authorized representative:

FORM TECH -7: WORK SCHEDULE :

No.	Activity	Months												
		1	2	3	4	5	6	7	8	9	10	11	12	N ¹



FORM NO. 8 : POWER OF ATTORNEY FOR AUTHORIZED SIGNATORY

(On a Stamp Paper of not less than Rs 100/-)

POWER OF ATTORNEY

Know all men by these presents, we _____ (name and address of the registered office) do hereby constitute, appoint and authorize Mr /Ms _____ (name and address of residence) who is presently employed with us and holding the position of _____ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for **Selection of Contractor for Design, Supply, Installation, Testing And Commissioning Of 3D Projection Mapping Shows Including Related Civil, Mechanical, Structural & Electrical Work At Amaravathi, Guntur district, Andhra Pradesh, India.**

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts deeds and things done by our aforesaid attorney shall and always be deemed to done by us.

Executant

Signature of Attorney

(Name, Title and Address of the Attorney)

Attested

Executant

Notes:

1. To be executed by the Applicant.
2. 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.
3. Also, where required, the executants(s) should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Applicant.



In case the Proposal is signed by an authorised Director of the Applicant, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the Power of Attorney.

ANDHRA PRADESH TOURISM DEVELOPMENT CORPORATION

SECTION - 5: FINANCIAL PROPOSAL

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under Section 2. Such Forms are to be used whichever is the selection method indicated in the Letter of Invitation and Data sheet.

- Form Fin-1: Financial Proposal Submission Form.
- Form Fin-2: Supply of Plant, Equipment and Mandatory spare parts.
- Form Fin-3: Installation services, Pre-commissioning and Commissioning.
- Form Fin-4: Preparation of concepts and show themes for Multi Media Laser Show.
- Form Fin-5: Grand Summary.



FORM FIN-1: FINANCIAL PROPOSAL SUBMISSION FORM

(On the letterhead of the Applicant i.e. sole Applicant or lead member of the applicant)

[Location, Date]

To:

—
—
—

Subject: Design, Supply, Installation, Testing And Commissioning Of 3D Projection Mapping Shows Including Related Civil, Mechanical, Structural & Electrical Work At Amaravathi, Guntur District, Andhra Pradesh,

Dear Sir,

We, the undersigned, are pleased to provide our offer for

In accordance with your Request for Proposal dated ___ [date] and our Technical Proposal. Our Financial Proposal is INR... and is inclusive of all taxes and levies as applicable.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from negotiations, up to expiration of the validity period of the Proposal.

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

Yours sincerely,

Authorized Signature [In full and initials]: Name and Title of Signatory:

Name of Firm: Address:

FORM FIN 2: PREPARATION OF DESIGN, SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF 3D PROJECTION MAPPING SHOWS INCLUDING RELATED CIVIL, MECHANICAL, STRUCTURAL & ELECTRICAL WORK AT Amaravathi, ANDHRA PRADESH, INDIA

Item	Description	Financial Bid INR
	(Elaborate details shall be furnished)	

FORM FIN 3: SUPPLY OF PLANT, EQUIPMENTS, REPLACEMENTS AND MANDATORY SPARE PARTS

Item	Description	Financial Bid INR
	Design, Supply, Installation, Testing And Commissioning Of 3D Projection Mapping Shows Including Related Civil, Mechanical, Structural & Electrical Work At Amaravathi, Guntur District, Andhra Pradesh,	



FORM FIN 4: INSTALLATION SERVICES, PRE-COMMISSIONING AND COMMISSIONING

Item	Description	Financial Bid INR
	(Elaborate details shall be furnished)	

FIN- 5: GRAND SUMMARY

Item	Description	Total Financial Bid INR
	(Elaborate details shall be furnished) The offer/cost for each show will be separately submitted.	
Bid Amount		

- 1 We declare that we have read and understood the scope of work along with the team effort requirements. Our financial quote has been submitted with complete understanding of the same.
- 2 We abide by the above quote, terms and conditions of the RFP, if APTDC selects us as the successful Bidder.
- 3 We also understand that, in case of any discrepancy between the quoted amount in words and figures, the amount quoted in words will prevail.
- 4 In case of equal Bids, the successful Bidder will be decided based on Highest Technical Score. In case of still a tie, then the two tie Bidders will be given opportunity to submit revised quotes and the Bidder quoting less quote will be declared as the successful Bidder.
- 5 We agree that this offer shall remain valid for a Period of Ninety (90 days) from the Bid Due Date or such further period as may be mutually agreed upon.
- 6 The offer should be quoted inclusive of all taxes and levies as applicable.

Yours faithfully,

Authorized Signatory
 Name:
 Designation:
 Date:
 Company Seal: