

**ANDHRA PRADESH TOURISM AUTHORITY  
GOVERNMENT OF ANDHRA PRADESH**

5<sup>th</sup> floor, Stalin Corporate, Vijayawada

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**Notification No: - 1/C1/Tourism Gift Combo/001 Dt. 22-10-2018**

**Invitation of quotations from the agencies for  
supplying Tourism Gift Combo Packs**

**RFP Date: 22-10-2018 from 10.00 AM**

**Last Date of Submission of BID: 29-10-2018 by 12.00 PM**

**Opening of the technical Bid: 29-10-2018 by 03.00 PM**

**Opening of the financial Bid: 29-10-2018 by 03.30 PM**

**Bid Fees: Rs. 25,000/- (Twenty-Five Thousand Rupees Only)**

**Bid Security Rs. 1,00,000/- (One Lakh Rupees Only)**

**Bid fees and Security should be paid in the Form of Demand  
Draft**

**DD should be in favour of:**

**The Chief Executive Officer**

**Andhra Pradesh Tourism Authority**

**Payable at Vijayawada**

**Chief Executive Officer**

## 1. Preparation and Submission of Bids:

i. The Quotation MUST BE ENCLOSED IN A SEALED ENVELOPE superscripting Tender number and due date & should reach the undersigned on or before the due date and time mentioned in the tender notice. If the quotation envelope is not sealed, it will be rejected.

ii. All communications are to be addressed to the undersigned only. In case due date happens to be holiday the tender will be accepted and opened on the next working day.

iii. The bid can be submitted in person or through post/ courier (APTA shall not be held responsible for any postal delays or any other reason for not submitting the bid in the specified time and resulting in disqualification / rejection of any bid) so as to reach on or before the due date and time specified in the tender document.

## 2. Cost of Bidding:

i. The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Purchaser shall not be held responsible or liable for those costs incurred regardless of the conduct or outcome of the bidding process.

## 3. Validity of the Bid:

60 Days from the last date of submission of bid.

## 4. Amendments to Tender Document:

i. At any time prior to the deadline for submission of bids, APTA may, for any reason, whether on its own initiative or in response to the clarification sought by a prospective BIDDER may modify the bid document by issuing necessary corrigendum.

ii. All prospective BIDDERS who have downloaded the tender document are requested to visit APTA website for any amendments / modifications and make a note of the same, which will be binding on them.

## 5. Deadline for Submission of Bids:

i. Bids must be received by APTA, Vijayawada before the due date and time at the address specified in the tender document. In the event of the specified date for the submission of bids being declared as a holiday the bid closing deadline will stand extended to the next working day

## 6. Bid Opening Process:

The bids will be opened in presence of the Committee Constituted by the CEO, APTA on the date and time mentioned as above

## 7. Cancellation of Tender:

i. Notwithstanding anything specified in this tender document, Purchaser APTA, Vijayawada in his sole discretion, unconditionally and without assigning any reasons, reserves the rights:

- (a) To accept OR reject lowest tender or any other tender or all the tenders.
- (b) To accept any tender in full or in part.
- (c) To reject the tender offer not confirming to the tender's terms.

ii. Offer which deviates from the vital conditions (as illustrates below) of the tender shall be rejected:

- (a) Non-submission of complete offers as mentioned in the tender document,
- (b) Receipt of offers after due date and time and or by email / fax (unless specified otherwise).
- (c) Receipt of offers in open condition.
- (d) Conditional Tenders and Unsigned Tenders will also be rejected.

## 8 Award of Contract:

i. APTA shall award the contract to the technically qualified eligible BIDDER whose bid has been determined as the lowest evaluated commercial bid.

ii. If more than one BIDDER happens to quote the same lowest price, APTA, Vijayawada reserves the right to award the contract to more than one BIDDER or any BIDDER.

## 9. MINIMUM REQUIREMENTS FOR THE AGENCY

- a) Agency must be registered with in India (Document to be submitted)
- b) Must have experience more than 2 Years (Document for experience should be submitted)
- c) Willing to provide services on a send bill arrangement
- d) Self-Signed Document of this RFP with Seal of the agency
- e) Should have worked with any of the Government Agency(Submit Work Order)

10. DELIVERABLES.

Product No.	Description	Quantity
1	<p><b>20 Inch Hard Case Suitcase</b></p> <p>Lightweight and Durable: Made of 100% Polycarbonate, which is a material that is extremely resilient to cracking or breaking, with a matte metallic finish</p> <p>Fully lined interior offers two packing compartments with tie-down straps on one side and a zippered divider on the other side to minimize shifting of contents zippered pocket holds delicate items and accessories. Overall dimensions 23x15.25x10.75 inches, Body dimensions 20.5x14.25x10.25 inches</p> <p>Modern design with scratch-resistant matt finish and external, fully integrated handle system soft touch top and side carry handles provide maximum comfort</p> <p>Perfect roll double spinner wheels assure smooth manoeuvrability and keep zero weight on your arm off-centre wheel axles provide a wider and more stable base</p> <p>Recessed TSA-accepted combination lock provides secure travel and allows only TSA agents to open and inspect your bag without damaging the lock</p>	1000
2	<p><b>T Shirts</b></p> <p>Colour: will be intimated later</p> <p>Material: -Rich Premium Cotton</p> <p>Sleeve Type: Half,</p> <p>Fit Type: as per the requirement</p> <p>Closure Type: Button.</p> <p>Solid Polo, Vibrant Colours</p> <p>Occasion: Formal and Casual Wear.</p> <p>1 Logos to be printed on the T Shirt</p>	1000
3	<p><b>Dry Fruit Combo Box.</b></p> <ul style="list-style-type: none"> <li><b>Dry Fruits should contain</b> Almond, Raisins, Wall Nuts, Pistachio, Cashews with a total weighing 500 Grams packed in a Box on the top with AP tourism Logo Printed on it</li> </ul>	1000

The agency should pack the material from Sr. No 2 and 3 in a hard Case Suitcase as mentioned in Sl. No. 1 with a damage free packing and should send through Courier or by hand to the List communicated by the Authority.

### Transportation of Gift Combo:

The selected agency should distribute the Gift Combos through Courier or by Hand by taking proper acknowledgement form the recipient

The list of the delegates will be supplied by the Authority.

The Gift Combo should reach to the delegate by 6<sup>th</sup> of November 2018.

The Approximate distribution of Gift Combos to various places are:

1. AP Bhavan, New Delhi -50
2. AP Secretariat, Velagapudi-200
3. 13 Districts- 260(20 To each District)
4. The remaining as per the List of Addresses as sent by the Authority

### Methodology of selection:

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

S. No. Description of Parameters for composite evaluation score

- 1 (A) Combined Technical Score – 70 marks
- 2 (B) Financial Score – 30 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 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 0.70:0.30.

The Applicant achieving the highest combined technical and financial score will be considered to be the successful Applicant and will be invited (the “Successful Applicant”).

### **1. Technical Criteria**

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:

<b>Sl. No</b>	<b>Criteria</b>	<b>Maximum Score</b>
<b>1</b>	Design of the 20 Inch Suit case	<b>50</b>
<b>2</b>	T Shirt Presentation with Logo in it	<b>30</b>
<b>3</b>	Dry Fruit with the Box Presentation	<b>20</b>

## Technical Bid.

### Bidders Information

1.	Name of the Bidder	
2.	Address of the Bidder	
3.	PAN No.	
4.	GSTN No.	
5.	State of GST Registration	
6.	E-mail	
7.	Contact Person's Name & Designation	
8.	Mobile No.	

### Documents to be Submitted

Sl. No	Description	Submitted or Not
1	Registration Certificate	
2	Experience Certificate Certificate for More than Two years	
3	Self-Signed Document of the RFP Document	
4	Agency should have experience in working with the Government Agencies	
5	The items shall be displayed before the committee for evaluation at the time of the opening of the technical Bid	

- **The qualified tenders in the Technical Bid evaluation are only eligible for opening of the Financial Bid**

Financial Bid

***On the letter head of the agency***

Format for submission of Financial Bid

Dt.

(To be Submitted in a separate envelope duly highlighting the Word financial BID)

To  
The Chief Executive Officer  
Andhra Pradesh Tourism Authority  
Vijayawada

I/We \_\_\_\_\_  
Representing \_\_\_\_\_  
Agency are submitting the Financial Bid for the Following material.

<b>Sl. No</b>	<b>Item Description</b>	<b>No of Units</b>
1	Travel Hard Suit case with AP Tourism logo	1000
2	Branded T Shirt with AP Tourism logo	1000
3	Dry fruit gift box	1000

we hereby acknowledge that he Amount quoted includes all the Taxes, transportation charges and Other type of Charges.

We also acknowledge that the transportation of the Above material as requested by the Authority with in the Stipulated time as mentioned in the RFP.

We quote an Amount of Rs. /-\_\_\_\_\_

(rupees \_\_\_\_\_)(In words) Including all Taxes and Charges for Procuring and supplying the Martial as mentioned in the RFP No.: - **1/C1/Deepavali Gift**

**Combo/001 Dt. 22-10-2018**

Signature

With Seal of the Agency