
BIDDING DOCUMENT

Issued on: 5th October 2018

For

Selection of agency for development, operation and maintenance of QR code scan based eGuide and eGuide mobile application for top tourist destinations in Andhra Pradesh

Authority: Andhra Pradesh Tourism Authority

Vol I: Instructions to Bidders (ITB) and Bid Data Sheet (BDS)

Selection of agency for development, operation and maintenance of QR code scan based eGuide and eGuide mobile application for top tourist destinations in Andhra Pradesh

Table of Contents

Letter to bidders	2
Section I. Instructions to Bidders (ITB).....	3
Section II. Bid Data Sheet (BDS)	12
Section III. Appendices and Sample Formats	16

Selection of agency for development, operation and maintenance of QR code scan based eGuide and eGuide mobile application for top tourist destinations in Andhra Pradesh

Letter to bidders

Date: 05.10.2018

To

Sub: Selection of agency for development, operation and maintenance of QR code scan based eGuide and eGuide mobile application for top tourist destinations in Andhra Pradesh

Dear Sir,

Andhra Pradesh Tourism Authority (APTA, The “*Authority*”) is inviting agencies of national and international repute to develop, operate and maintain QR code based eGuide and eGuide mobile application for top tourist destinations across the State of Andhra Pradesh.

1) The RFP document comprises:

Volume I	Letter of Invitation Instructions to Bidders (ITB) Bid Data Sheet (BDS)
Volume II	Terms of Reference (TOR) Project profile
Volume III	Model Contract

3) Request for Proposal (RFP) can be downloaded from the website www.aptourism.gov.in from **05.10.18 (11 AM) to 16.10.18 (3.00 PM)**

Selection of agency for development, operation and maintenance of QR code scan based eGuide and eGuide mobile application for top tourist destinations in Andhra Pradesh

SECTION I. INSTRUCTIONS TO BIDDERS (ITB)

Instructions to Bidders

A. GENERAL CONDITIONS

- 1) This RFP is intended for only those firms which are providing consultancy services as defined in Section II – B. Eligibility Criteria. Individuals/ proprietorships/ societies are not allowed to participate in the bid process. Consortiums are also not allowed to participate.
- 2) 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.
- 3) All bidders, shall have to comply with the eligibility criteria to be declared “Eligible”. The eligibility criteria have been elaborated in the BDS.
- 4) CVs of all the team members certified by the authorized signatory and clearly indicating educational and professional qualification and experience should be attached.
- 5) All contents of the Proposal should be clearly numbered, indexed and arranged in a sequence and shall be bound firmly.
- 6) The Original Proposal (Technical Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the official of Agency themselves. The person who signs the proposal must put initial against such corrections.
- 7) Submission letters for the Technical Proposals should be in the formats specified in this document.
- 8) 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.
- 9) 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.
- 10) The Technical and Financial Proposal to be submitted by the bidders should be firm and valid for a period of 180 days from the last date of submission of the proposal.
- 11) 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.
- 12) 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.
- 13) At any time before the submission of Proposals, Authority may amend this document by issuing an addendum, which shall be binding on the agencies.
- 14) 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

Selection of agency for development, operation and maintenance of QR code scan based eGuide and eGuide mobile application for top tourist destinations in Andhra Pradesh

signatory should be the part of the technical proposal.

- 15) Authority will select the agency who has scored the highest as per the evaluation criteria - combined score of technical proposal and financial quote.
- 16) 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.
- 17) 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.
- 18) The Client, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
- 19) 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 thereto;
- 20) Consult with any Applicant in order to receive clarification or further information;
- 21) Retain any information and/or evidence submitted to the Client by, on behalf of and/or in relation to any Applicant; and/or
- 22) 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.
- 23) 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 APTA or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and APTA 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 or submission of the Bid , regardless of the conduct or outcome of the Bidding Process.

B. THE BIDDING DOCUMENTS

<p>1. Clarification of Bidding Documents and Pre-bid Meeting</p>	<p>1.1 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 APTourism website.</p> <p>1.2 As specified in the BDS, the Authority will schedule a pre-bid meeting at the time and place indicated in the BDS. The purpose of the meeting will be to clarify issues and answer questions on any matter that may be raised at this stage, with particular attention to issues related to the Technical Requirements. Bidders may raise any queries by email, which shall be mailed to the Authority not later than 3 days before the meeting. Minutes of the meeting, including the queries raised and responses given, together with any responses prepared after the meeting, will be transmitted to all by publishing it on the website. No queries in this regard shall be entertained thereafter.</p>
<p>2. 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 supersede 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 Tourism. 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 inter-lineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the person or personnel who sign the Proposal.
- 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 fee quoted should be exclusive of Service Tax/GST.
- 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. Any bid not accompanied by the Bid Security shall be rejected by the Authority 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 Bidding Process is cancelled by the Authority.

The Authority shall be entitled to appropriate the Bid Security and encash the bank guarantee towards compensation / damages on occurrence of any of the events specified in this RFP including:

Selection of agency for development, operation and maintenance of QR code scan based eGuide and eGuide mobile application for top tourist destinations in Andhra Pradesh

- 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 Letter of Award;
 - 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.
 - Failure to comply with LoI conditions

Selection of agency for development, operation and maintenance of QR code scan based eGuide and eGuide mobile application for top tourist destinations in Andhra Pradesh

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 – 30 marks
2	(B) Financial Score – 70 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 0.30:0.70.

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”).

Selection of agency for development, operation and maintenance of QR code scan based eGuide and eGuide mobile application for top tourist destinations in Andhra Pradesh

2. 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 Evaluation Committee may invite all the bidders for Presentations to evaluate level of understanding on requirements given, proposed designs, to understand the similar works done previously. Bidders have to make their own arrangements to attend the presentations which are communicated on the official website.

The maximum marks to be given under each of the evaluation criteria are:

#	Criteria	Maximum Score
1	Relevant Experience in developing Mobile Apps and web module	30
2	Web module and mobile solution development and implementation experience at any Government Department or PSU with project worth more than 20 lakhs. a) One Project – 5 Marks b) Two Projects – 10 Marks c) Three Projects – 15 Marks	30
3	Team composition of Key Professional staff having experience of handling their domain in atleast 1 web module and mobile solution development project worth Rs. 20 lakhs: a) GIS expert with at least 5 years of experience b) IT expert with at least 5 years of experience in similar projects c) Mobile solution expert with at least 5 years of experience	20
4	Presentation before Technical Evaluation Committee on a. Project configuration b. Data input, storage and retrieval c. Demonstration of Mobile Solutions and web module	20

Bidder has to score at least of 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.

E. POST QUALIFICATION

APTA is offering an opportunity to agency to become part of this prestigious project. The agreed fee and the payment schedule will cover the time cost of all the resources allocated by the consulting agency of choice to plan, design and finalize the land-use plan and drawings as deemed relevant by APTA.

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 Performance Security in the form of a bank guarantee should be submitted to the Authority by the Successful Bidder at least 15 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 encashed 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.

Selection of agency for development, operation and maintenance of QR code scan based eGuide and eGuide mobile application for top tourist destinations in Andhra Pradesh

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.

Selection of agency for development, operation and maintenance of QR code scan based eGuide and eGuide mobile application for top tourist destinations in Andhra Pradesh

A. GENERAL

1	Name of Authority: Andhra Pradesh Tourism Authority (APTA)
2	Title of RFP: Selection of agency for development, operation and maintenance of QR code scan based eGuide and eGuide mobile application for top tourist destinations in Andhra Pradesh

B. ELIGIBILITY CRITERIA

#	Criteria	Supporting Documents
1	<u>Legal Entity:</u> Bidder must be Company/firm and also registered with the Service Tax authorities. No consortium is allowed. Only single entities are allowed to bid.	Bidder shall submit the following: a) <i>Copy of RoC Certificate.</i> b) <i>Service tax registration certification</i>
2	<u>Turnover:</u> The Bidder, shall have a minimum turnover of Rs.5 Crores in mobile application and web module related works for financial years i.e. 2014-15, 2015-16 and 2016-17.	Bidder shall submit any of the following: a) <i>Copies of Certified audited Balance sheet / Profit & Loss statement.</i> b) <i>Certificate from the statutory auditor.</i>
3	<u>Government Work:</u> Web module and mobile application solution development and implementation experience at any Government Department or PSU with project worth more than 20 lakhs.	Bidder shall submit any of the following: a) <i>Bidder shall submit the PO / Work orders.</i> b) <i>Work completion certificates / Performance Certificate / Satisfactory certificate duly signed by the authorized signatory from the Client</i>
4	<u>Past Experience:</u> Bidder shall have the following experience:- a) Design, development, maintenance of mobile application and web module. b) Hosting of mobile application and web module.	Bidder shall submit the following: c) <i>Bidder shall submit the PO / Work orders.</i> d) <i>Work completion certificates / Performance Certificate / Satisfactory certificate duly</i>

Selection of agency for development, operation and maintenance of QR code scan based eGuide and eGuide mobile application for top tourist destinations in Andhra Pradesh

#	Criteria	Supporting Documents
		<i>signed by the authorized signatory from the Client</i>
5	<p><u>Blacklist:</u> The Bidder shall not have been blacklisted by any Central / state Government, Ministry or Agency for breach of Contractual Conditions as on bid calling date.</p> <p>The bidder shall also not be entangled in any legal disputes with any Govt. / PSU body.</p>	<p><i>Bidder shall submit Self declaration that the bidder is not black listed and is not in any legal disputes as on the bid calling date.</i></p> <p><i>Self-Declaration Certificate to be enclosed in the bid duly signed by the authorized signatory on its company letter head.</i></p>

C. PREPARATION OF BIDS

ITB (B)1.2	<p>Pre-bid queries:</p> <p>The bidders should submit their queries/ suggestions on the RFP, strictly in the format given below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">S. No.</th> <th style="width: 30%;">Section and Clause of RFP</th> <th style="width: 20%;">Reference Page</th> <th style="width: 15%;">Reference Clause</th> <th style="width: 25%;">Query/ Suggestion</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>The queries shall be sent to: ravikiran.dakkumalla@ap.gov.in; gokulesh.tg@auctusadvisors.in</p> <p>Pre-bid conference:</p> <p>The pre-bid conference shall be held on 11.10.2018, 2 PM (IST) at Vijayawada, AP. Venue details are as follows:</p> <p>Andhra Pradesh Tourism Authority, 55-17-2 to 4, Fifth Floor, Industrial Estate, Auto Nagar, Vijayawada – 7.</p>	S. No.	Section and Clause of RFP	Reference Page	Reference Clause	Query/ Suggestion										
S. No.	Section and Clause of RFP	Reference Page	Reference Clause	Query/ Suggestion												
ITB (C) 3	<p>Cost of bid: INR 10,000 only</p> <p>The cost of bid shall be submitted through a DD, drawn from Nationalized/ Scheduled Bank in favor of “CEO, Andhra Pradesh Tourism Authority” and payable at Vijayawada, AP</p>															

Selection of agency for development, operation and maintenance of QR code scan based eGuide and eGuide mobile application for top tourist destinations in Andhra Pradesh

ITB (C) 11	<p>Bid security</p> <p>The bid security is INR 100,000 (INR One Lakh Only). The bid security 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.</p>
ITB (C) 11	<p>Validity of Bid security</p> <p>180 days from the date of submission</p>

D. SUBMISSION OF BIDS AND BID EVALUATION

ITB (C) 5	<p>The address for bid submission is:</p> <p>Andhra Pradesh Tourism Authority, 55-17-2 to 4, Fifth Floor, Industrial Estate, Auto Nagar, Vijayawada – 7.</p>
ITB (C) 6	<p>Deadline for bid submission is: 16th October, 2018 (4PM)</p>
ITB (D) 2	<p>Time, date, and place for bid opening are:</p> <p>Time : To be Announced Date : To be Announced Place: Andhra Pradesh Tourism Authority, 55-17-2 to 4, Fifth Floor, Industrial Estate, Auto Nagar, Vijayawada – 7.</p>

E. POST QUALIFICATION – EXECUTION OF CONTRACT

ITB (E) 1	<p>One Bank Guarantee of INR 2,00,000 (INR Two Lakhs Only) towards Performance Security shall be submitted to the Authority within 15 days from the date of LoI in the format prescribed as part of this RFP.</p> <p>The Performance Security will be retained by the Client until the completion of the assignment by the Agency and be released three (03) months after the completion of the assignment.</p>
-----------	--

Selection of agency for development, operation and maintenance of QR code scan based eGuide and eGuide mobile application for top tourist destinations in Andhra Pradesh

SECTION III. APPENDICES AND SAMPLE FORMATS

Appendix I

S. No.	Enclosures to the Envelope-1, Envelope-2	Status (Submitted/ Not Submitted)	Comments, if any
Envelope-1 (Technical)			
1.	Downloaded RFP document duly signed by the bidder on each page in token acceptance of the terms and conditions		
2.	Covering letter in the format provided in Appendix II - Format for Covering Letter		
3.	General Information of the Bidder in the format provided in Appendix III – General Information		
4.	Bank guarantee for Bid Security of INR 100,000 (INR One Lakh only) as per Appendix IX		
5.	Demand draft for Bid Document Charges of INR 10,000 (Ten Thousand only)		
6.	Power of Attorney for Bid signatory in the format provided in Appendix IV – Format of Power of Attorney for Bid Signatory		
7.	Certificate of Registration/ Incorporation establishing that the bidder is legally registered in India under relevant act (Companies Act/ Partnership Act etc.)		
8.	Project profile details of the Applicant in prescribed format provided in Appendix V		
9.	Team Composition as per Appendix VI		
10.	Curriculum Vitae (CV) for Key Staff as per Appendix VII		
11.	Average Annual turnover of the applicant as per Appendix VIII		
Envelope-2 (Financial)			
12.	Bidders will be required to submit the Financial Proposal as per the format provided at Appendix X – Format for Financial Proposal		

Selection of agency for development, operation and maintenance of QR code scan based eGuide and eGuide mobile application for top tourist destinations in Andhra Pradesh

Appendix II - Format for Covering Letter

(On the letterhead of the Bidder)

Date:

To

The CEO,

Andhra Pradesh Tourism Authority,

55-17-2 to 4,

Fifth Floor,

Industrial Estate, Autonagar, Vijayawada – 7

Dear Sir/ Madam:

Sub:

Being duly authorized to represent and act on behalf of..... (hereinafter referred to as “the Bidder”), and having reviewed and fully understood all of the proposal requirements and information collected and provided to us, the undersigned hereby submits the Proposal on behalf of (*Name of the Bidder*) in response to the RFP for the abovementioned project of <<>> at <<>>, with the details as per the requirements of the RFP, for your evaluation.

We confirm that our proposal is valid for a period of 180 days from (*insert the Bid Due Date*).

We understand that any omission, commission, miss-statement in factual statements made by us will make our Bid invalid at any time during the course of Bidding Process and also after award of the project. The Authority reserves the right to take appropriate action accordingly. We understand that the Authority reserves the right to accept or reject any or all the Bids and reserves the right to withhold and/or cancel the Bidding Process.

We also hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Bid is unqualified and unconditional in all respects and we agree to the terms of the Service Agreement.

Yours faithfully,

For and on behalf of

Name of Bidder

Duly signed by the Authorized Signatory of the Bidder

(Name, Title and Address of the Authorized Signatory)

Selection of agency for development, operation and maintenance of QR code scan based eGuide and eGuide mobile application for top tourist destinations in Andhra Pradesh

Appendix III – General Information

(To be provided for all bidders)

1. Bidder details
 - a. **Name of the Bidder**
 - b. **Bidder's Constitution**
 - c. **Country of incorporation**
 - d. **Address of corporate headquarters and its branch office(s), in India**
 - e. **Date of incorporation and/or commencement of business**

2. Details of individual (s) who will serve as the point of contact / communication within the Company:
 - a. **Name**
 - b. **Designation :**
 - c. **Company :**
 - d. **Address :**
 - e. **Telephone Number :**
 - f. **E-Mail Address :**
 - g. **Fax Number :**

3. Name, Designation, Address and Phone Numbers of Authorized Signatory of the Bidder:
 - a. **Name**
 - b. **Designation :**
 - c. **Company :**
 - d. **Address :**
 - e. **Telephone Number :**
 - f. **E-Mail Address :**
 - g. **Fax Number :**

.....

Signature of the Authorized Person

(Name, Designation and Address)

Selection of agency for development, operation and maintenance of QR code scan based eGuide and eGuide mobile application for top tourist destinations in Andhra Pradesh

Appendix IV – Format of Power of Attorney for Bid Signatory

(On Non-judicial Stamp Paper of INR 100 and duly attested by notary public. To be submitted by each Bidder)

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 Bid for 'Selection of agency for development, operation and maintenance of QR code scan based eGuide and eGuide mobile application for top tourist destinations in Andhra Pradesh', including signing and submission of all documents and providing information/ responses to APTA in all matters before APTA and generally dealing with in all matters in connection with the said bid. We hereby agree to ratify all such acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all such acts, deeds and things lawfully done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Executant's Signature

(Name, Title and Address)

I Accept

Attorney Signature

(Name, Title and Address of the Attorney)

Attested

Executant

Notes:

1. 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.
2. 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 Bidder.
3. In case the Proposal is signed by an authorized Director of the Bidder, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the Power of Attorney.

Selection of agency for development, operation and maintenance of QR code scan based eGuide and eGuide mobile application for top tourist destinations in Andhra Pradesh

Appendix V – Project profile

General Experience

S. No.	Particulars	Details
1.	Name of the Eligible Project	
2.	Cost of the eligible project	INR ____ (Rupees XXX)
3.	Type of Project	
4.	Details of the project	
5.	Client, Location, State, Country	Client Name: Location: State: Country:
6.	Proof of completion attached	Y/N

Similar Experience (separate table to be provided for each project)

S. No.	Particulars	Details
1.	Name of the Project	
2.	Cost of the project	INR ____ (Rupees XXX)
3.	Type of Project	

Selection of agency for development, operation and maintenance of QR code scan based eGuide and eGuide mobile application for top tourist destinations in Andhra Pradesh

4.	Details of the project	
5.	Client, Location, State, Country	Client Name: Location: State: Country:
6.	Proof of completion attached	Y/N

Selection of agency for development, operation and maintenance of QR code scan based eGuide and eGuide mobile application for top tourist destinations in Andhra Pradesh

Appendix VI: Team Composition

The Bidder shall propose team consisting of staff / experts to take care of all aspects of the assignment.

Key Staff					
Name of key expert	Educational qualification	Area of expertise	Post qualification relevant experience in number of years	Name of key project and role	Name of the client

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

Address:

Selection of agency for development, operation and maintenance of QR code scan based eGuide and eGuide mobile application for top tourist destinations in Andhra Pradesh

Appendix VII: Curriculum Vitae (CV) for Key Staff

1. **Name of Entity** [*Insert name of firm proposing the staff*]: _____
2. **Name of Staff** [*Insert full name*]: _____
3. **Date of Birth**: _____
4. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]:

5. **Membership of Professional Associations**:

6. **Other Training** [*Indicate significant training since degrees under 5 - Education were obtained*]:
7. **Countries of Work Experience**: [*List countries where staff has worked in the last ten years*]:

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

9. **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:

10. **Work Undertaken that Best Illustrates Relevant Experience and Capability to Handle the Tasks Assigned**

11. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to disqualification or dismissal of the firm. If selected my services shall be available for the assignment till completion.

[Signature of staff member or authorized representative of the staff] Date: Day/Month/Year
Full name of authorized representative:

Selection of agency for development, operation and maintenance of QR code scan based eGuide and eGuide mobile application for top tourist destinations in Andhra Pradesh

Appendix VIII: Format for Average Annual turnover of the applicant

Sr. No.	Last three financial years	Average Annual turnover of bidder from consultancy services related to mobile application development or other IT works
1		
2		
3		
	Average for three years	[indicate sum of above divided by 3]

CA Certificate

This is to certify that [name of company] [registered address] has received the payments shown above against the respective years.

Name of Authorized Signatory

Designation

Name of firm

Signature of Authorized Signatory

Seal of Audit firm

Appendix IX: Bank Guarantee Format

(To be submitted by bidder)

B.G. No. Dated:

In consideration of you, Office of the CEO, A.P.T.A., 55-17-2 to 4, Fifth Floor, Industrial Estate, Autonagar, Vijayawada – 7, (hereinafter referred to as the "Authority", which expression shall unless it be repugnant to the subject or context thereof include its, successors and assigns) having agreed to receive the Bid of _____ (a company registered under the Companies Act, 1956) and having its registered office at _____ (hereinafter referred to as the "Bidder" which expression shall unless it be repugnant to the subject or context thereof include its/their executors, administrators, successors and assigns), for 'Selection of agency for development, operation and maintenance of QR code scan based eGuide and eGuide mobile application for top tourist destinations in Andhra Pradesh' (hereinafter referred to as "the Project") pursuant to the RFP Document dated _____ issued in respect of the Project and other related documents including without limitation the draft Service agreement (hereinafter collectively referred to as "Bidding Documents"), we _____ (Name of the Bank) having our registered office at _____ and one of its branches at _____ (hereinafter referred to as the "Bank"), at the request of the Bidder, do hereby in terms of Clauses of the RFP Document, irrevocably, unconditionally and without reservation guarantee the due and faithful fulfillment and compliance of the terms and conditions of the Bidding Documents (including the RFP Document) by the said Bidder and unconditionally and irrevocably undertake to pay forthwith to the Authority an amount of INR _____ (Rupees _____ only). (hereinafter referred to as the "Guarantee") as our primary obligation without any demur, reservation, recourse, contest or protest and without reference to the Bidder if the Bidder shall fail to fulfill or comply with all or any of the terms and conditions contained in the said Bidding Documents.

1. Any such written demand made by the Authority stating that the Bidder is in default of the due and faithful fulfillment and compliance with the terms and conditions contained in the Bidding Documents shall be final, conclusive and binding on the Bank.
2. We, the Bank, do hereby unconditionally undertake to pay the amounts due and payable under this Guarantee without any demur, reservation, recourse, contest or protest and without any reference to the Bidder or any other person and irrespective of whether the claim of the Authority is disputed by the Bidder or not, merely on the first demand from the Authority stating that the amount claimed is due to the Authority by reason of failure of the Bidder to fulfill and comply with the terms and conditions contained in the Bidding Documents including failure of the said Bidder to keep its Bid open during the Bid validity period as set forth in the said Bidding Documents for any reason whatsoever. Any such demand made on the Bank shall be conclusive as regards amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding INR _____ (Rupees _____ only).
3. This Guarantee shall be irrevocable and remain in full force for a period of 365 (three hundred and sixty five) days from the Bid Due or for such extended period as may be mutually agreed between the

Selection of agency for development, operation and maintenance of QR code scan based eGuide and eGuide mobile application for top tourist destinations in Andhra Pradesh

Authority and the Bidder, and agreed to by the Bank, and shall continue to be enforceable till all amounts under this Guarantee have been paid.

4. We, the Bank, further agree that the Authority shall be the sole judge to decide as to whether the Bidder is in default of due and faithful fulfillment and compliance with the terms and conditions contained in the Bidding Documents including, inter alia, the failure of the Bidder to keep its Bid open during the Bid validity period set forth in the said Bidding Documents, and the decision of the Authority that the Bidder is in default as aforesaid shall be final and binding on us, notwithstanding any differences between the Authority and the Bidder or any dispute pending before any Court, Tribunal, Arbitrator or any other Authority.
5. The Guarantee shall not be affected by any change in the constitution or winding up of the Bidder or the Bank or any absorption, merger or amalgamation of the Bidder or the Bank with any other person.
6. In order to give full effect to this Guarantee, the Authority shall be entitled to treat the Bank as the principal debtor. The Authority shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee from time to time to vary any of the terms and conditions contained in the said Bidding Documents or to extend time for submission of the Bids or the Bid validity period or the period for conveying acceptance of Letter of Award by the Bidder or the period for fulfillment and compliance with all or any of the terms and conditions contained in the said Bidding Documents by the said Bidder or to postpone for any time and from time to time any of the powers exercisable by it against the said Bidder and either to enforce or forbear from enforcing any of the terms and conditions contained in the said Bidding Documents or the securities available to the Authority, and the Bank shall not be released from its liability under these presents by any exercise by the Authority of the liberty with reference to the matters aforesaid or by reason of time being given to the said Bidder or any other forbearance, act or omission on the part of the Authority or any indulgence by the Authority to the said Bidder or by any change in the constitution of the Authority or its absorption, merger or amalgamation with any other person or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have the effect of releasing the Bank from its such liability.
7. Any notice by way of request, demand or otherwise hereunder shall be sufficiently given or made if addressed to the Bank and sent by courier or by registered mail to the Bank at the address set forth herein.
8. We undertake to make the payment on receipt of your notice of claim on us addressed to _____ [name of Bank along with branch address] and delivered at our above branch which shall be deemed to have been duly authorized to receive the said notice of claim.
9. It shall not be necessary for the Authority to proceed against the said Bidder before proceeding against the Bank and the guarantee herein contained shall be enforceable against the Bank, notwithstanding any other security which the Authority may have obtained from the said Bidder or any other person and which shall, at the time when proceedings are taken against the Bank hereunder, be outstanding or unrealized.
10. We, the Bank, further undertake not to revoke this Guarantee during its currency except with the previous express consent of the Authority in writing.

Selection of agency for development, operation and maintenance of QR code scan based eGuide and eGuide mobile application for top tourist destinations in Andhra Pradesh

11. The Bank declares that it has power to issue this Guarantee and discharge the obligations contemplated herein, the undersigned is duly authorized and has full power to execute this Guarantee for and on behalf of the Bank.
12. For avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to INR_____ (Rupees _____ only).The Bank shall be liable to pay the said amount or any part thereof only if the Authority serves a written claim on the Bank on or before_____ (indicate date falling 365 days after the Bid Due Date)].

Signed and Delivered by Bank

By the hand of Mr. /Ms. ,its and authorized official.

(Signature of the Authorized Signatory)

(Official Seal)

Selection of agency for development, operation and maintenance of QR code scan based eGuide and eGuide mobile application for top tourist destinations in Andhra Pradesh

Appendix X – Format for Financial Proposal

To

CEO,

Andhra Pradesh Tourism Authority,
55-17-2 to 4, Fifth Floor,
Industrial Estate, Autonagar, Vijayawada – 7.

SUB: Financial proposal for ‘Selection of agency for development, operation and maintenance of QR code scan based eGuide and eGuide mobile application for top tourist destinations in Andhra Pradesh’

Sir,

As a part of the Proposal for design, development, operate and maintain the eGuide application, we **hereby quote the following Fee inclusive of cost of consultants, travel and all other incidental and other expenses to be paid as per the following payment schedule:**

The upset price is set as Rs. 25,00,000/- (Twenty five lakhs only).

Fee towards development, hosting, maintenance of web module & mobile application:		INR	
(in words)			
(Not exceeding 25 lakhs which is set as upset price)			
Payment schedule towards development and maintenance of web module and mobile application:			
S. No.	Payment milestone	Percentage	Timeline
1.	Finalization of: • UI and design of web module and mobile application • Structure and architecture of web module and mobile application • Content and photos Sign off by the IT department of APTA	20%	14 days from date of signing of agreement
2.	Development and trial run of web module and mobile application	20%	35 days from the date of signing of agreement
3.	“Going live” of web module and mobile application Certification by IT Department of APTA	20%	45 days from the date of signing of agreement
4.	Completion of one year of operation and maintenance	20%	12 months from going live of web module and mobile app
5.	Completion of two year of operation and maintenance and handover	20%	24 months from going live of web module and mobile app

Selection of agency for development, operation and maintenance of QR code scan based eGuide and eGuide mobile application for top tourist destinations in Andhra Pradesh

- 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 APTA 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 one hundred and eighty (365 days) from the Bid Due Date or such further period as may be mutually agreed upon.
- 6 The Professional Fee quoted is exclusive of Service Tax (GST) and will be reimbursed upon submission of proof of payment.

Yours faithfully,

Authorised Signatory

Name:

Designation:

Date:

Company Seal: