



Government of Andhra Pradesh

Request for Proposals (RFP)

School Education Department

Name of the RFP:	RFP for Selection of Consultancy Firm / Agency to support implementation of “ <i>BADI PARIVARTANA</i> ” programme
RFP Number:	
Type of Selection	Quality and Cost Based Selection (QCBS)
Project Authority:	The Commissioner of School Education, Amaravati, Govt. of Andhra Pradesh (APCSE)
Date of issuance:	18 th December, 2018



Procurement Notice

The Commissioner of School Education, Govt. of Andhra Pradesh
Government of Andhra Pradesh

Name of Project: “RFP for Selection of Consultancy Firm / Agency to support implementation of “BADI PARIVARTANA” programme”

Request for Proposals (RFP)

1. The Commissioner of School Education, Govt. of Andhra Pradesh (APCSE) invites Request for Proposals (RFP) for “Selection of Consultancy Firm / agency to support implementation of “BADI PARIVARTHANA” programme”.
2. The selected agency shall enter into an agreement with APCSE to help upgrade the quality of school education in government schools under the “Badi Parivartana” programme. Government of Andhra Pradesh, in continuation of its efforts to undertake transformative reforms in the social sector, wants to improve the overall education management in the State. The State Government wants to provide accessibility, equitability and inclusivity in providing quality education, improve system efficiency, governance, management, undertake research and development, and assure and ensure financial commitment to the development of education system in Andhra Pradesh.
3. The complete set of bid documents are made available online on the below mentioned website from **18-Dec-2018 at 11.00 AM. IST** onwards.
 - (i) <https://schooledu.ap.gov.in/DSE/>
4. APCSE reserves all rights to accept or reject all or any of the proposals at any stage without assigning any reason thereof.
5. Desirous Consultancy firms/ Agencies may download the documents and submit the same, completed in all respects by 5.00 pm of 17-Jan-2019
6. The bid documents shall be submitted in an envelope containing two separate sealed envelopes mentioning their content (Technical and Financial bids respectively), mentioning addressee name and RFP reference on the envelope. Bidders are required to submit bid security for an amount **as mentioned in the Bid Data Sheet of this RFP.**
7. The pre-bid meeting and last date for submission is **as per the schedule mentioned in the Bid Data Sheet** of this RFP. It is the bidders’ responsibility to verify the website for the latest information related to this tender.



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DISCLAIMER

The information contained in this Request for Proposal document (“RFP”) or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the APCSE or any of their employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the APCSE to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, or adequate. Each Applicant should, therefore, conduct its own investigation and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

The APCSE also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP. The APCSE may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the APCSE is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the APCSE reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

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



Background

Vision 2029 for the State of Andhra Pradesh highlights education as the key instrument for social and economic transformation in order to achieve the supreme objective of well-being and happiness of its people. Several efforts have been pursued by the Andhra Pradesh Commissioner of School Education to upgrade the quality of school education in government schools under the “*Badi Parivartana*” programme”. In continuation of its efforts to improve the overall education systems, the Commissioner of School Education is desirous of structuring its vision and approach as a response to the evolving forces of changes (economic, social, technological and political), wherein concerns of access to and equitable and inclusive participation in quality education, system efficiency, governance and management, research and development, and financial commitment to the development of education, will drive and inform all programmes and activities.

The interested agencies should provide information as detailed in various sections of this document to demonstrate their eligibility.

This RFP contains the following Parts and Sections. The information pertaining to each Part and Section are given below. The details related to each of the section are mentioned in the subsequent pages.

PART 1 BIDDING PROCEDURES

Section I Instructions to Bidders (ITB)

This Section provides information to help Bidders prepare their Bids. It is based on a two envelope bidding process. It contains details on the submission, opening, and evaluation of Bids received during the procurement process.

Section II Bid Data Sheet (BDS)

This section includes specific information pertaining to this RFP including timelines and purchaser information.

Section III Eligibility criteria, Evaluation methodology

This Section specifies the criteria (Pre-qualification, Technical Qualification) for eligible bidders. This section also covers the Evaluation methodology.

PART 2 REQUIREMENTS

Section IV Schedule of Requirements

This section includes the Scope of work and other requirements for the implementation of ‘*Badi Parivartana*’ programme.

Section V Bidding Forms

This section includes the forms that need to be submitted by the bidder as part of its Bid.



1. PART 1 – Bidding Procedures

1.1. Section I -Instructions to Bidders (ITB)

This section provides information to help bidders prepare their bids. It is based on a two envelope bidding process. It contains details on the submission, opening, and evaluation of bids received during the procurement process. The Bidder is expected to examine all instructions, forms, terms, and specifications before submitting their bid against this RFP. This RFP will override all the previous communications, Bid documents, if any issued by APCSE towards procurement of services under '*Badi Parivartana*' programme.

A. General

- 1. Scope of Bid**
- 1.1 This RFP is intended to invite agencies to provide consultancy services for support in implementing '*Badi Parivartana*' programme.
- 1.2 Throughout this Bidding document:
- (a) "Procuring Agency" means Commissioner of School Education, Andhra Pradesh (APCSE)
 - (b) "Purchaser" refers to procuring agency
 - (c) "in writing" means communicated in written form (e.g. by mail, e-mail, fax, documentary form published on website used by the Procuring Agency)
 - (d) "Day" means calendar day, unless otherwise specified as "Business Day". A Business Day is any day that is an official working day of the purchasing agency
 - (e) "Agreement" means the agreement entered into between the Procuring Agency and consultancy firm (the successful Bidder) governed by the terms, conditions & procedures as mentioned at Section VI of this RFP;
 - (f) "Consultant" means a successful Bidder entered into agreement to implement the '*Badi Parivartana*' under the guidance of APCSE. A Consultant is referred to as a "Consulting Firm / Agency" or "Professional advisory agency" as applicable in the context of this RFP.
 - (g) "*Badi Parivartana*" means the programme under which the Commissioner of School Education, Government of Andhra Pradesh intends to upgrade the quality of school education in government schools.
 - (h) "Procurement" means the process that results in concluding an Agreement(s) with a successful Bidder(s) or Consulting Firms, as described in this RFP;
 - (i) "Term" mean the duration of a Service Agreement starting on the Commencement Date. Where applicable, it includes any extension(s) to



the initial Term, if permitted and agreed.

- 2. Eligible Bidders** 2.1 Should satisfy eligibility criteria as defined in section III “Eligibility criteria” of this document
- 3. Conflict of Interest** 3.1 A Bidder shall not have a conflict of interest. Any Bidder found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest for the purpose of this Bidding process, if the Bidder:
- (a) directly or indirectly controls, is controlled by or is under common control with another Bidder; or
 - (b) receives or has received any direct or indirect subsidy from another Bidder; or
 - (c) has a relationship with another Bidder, directly or through common third parties, that puts it in a position to influence the Bid of another Bidder, or influence the decisions of the Procuring Agency regarding this Procurement process;
 - (d) or any of its affiliates participated as a consultant in the preparation of the design or specifications of the Services, that are the subject of the Bid;
 - (e) Or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Agency in implementing Service agreement.
 - (f) Has a close business or family relationship with a professional staff of the purchaser who will be involved in the preparation or evaluation of this bid or preparation, supervision and implementation of the rate contract.

B. Contents of the RFP Document

- 4. Sections of Bidding Document** 4.1 The Bidding document consists of Parts 1, 2, and 3, which include all sections, schedules, annexures, and should be read in conjunction with any addenda issued subsequently.
- PART 1 - Bidding Procedures
 - Section I - Instructions to Bidders (ITB)
 - Section II - Bid Data Sheet (BDS)
 - Section III – Eligibility Criteria
 - PART 2 - Requirements
 - Section IV - Schedule of Requirements
 - Section V - Bidding Forms
 - PART 3 – Agreement
 - Section VI –Format of the Agreement and Terms & Conditions



Section VII – Contract Forms

- 5. Clarification of Bidding Document**
- 5.1 A Bidder requiring any clarification of the Bidding document shall contact the Procuring Agency in writing at the Procuring Agency's address specified in the BDS in the following section.
- 5.2 The Procuring Agency will respond within writing to any request for clarification, provided that such request is received prior to the deadline for submission of Bids within a period specified in the BDS. The Procuring Agency shall forward copies of its response to all Bidders.
- 5.3 The Procuring Agency is not responsible for the completeness of the document, responses to requests for clarification, the Minutes of the pre-Bid meeting (if any), or addenda to the Bidding document unless the bidders obtain them directly from the Procuring Agency.
- 6. Amendment of Bidding Document**
- 6.1 At any time prior to deadline for submission of Bids, the Procuring Agency may amend the Bidding document by issuing addendum / corrigendum etc.
- 6.2 Any Addendum / Corrigendum issued shall form part of the Bidding document and shall be communicated / published by the Procuring Agency.
- C. Preparation of Bids**
- 7. Cost of Bidding**
- 7.1 The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Procuring Agency shall not be responsible for the same.
- 8. Language of Bid**
- 8.1 The language of the bid shall be English. Supporting documents and printed literature that are part of the bid shall also be in English.
- 9. Documents Comprising the Bid**
- 9.1 All the forms shall be prepared and furnished as per this RFP. The forms must be completed without any alterations to the text, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.
- 9.2 The original and all copies of the Bid shall be typed and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the BDS and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Bid where entries or amendments have been made shall be signed or initialed by the person signing the Bid.
- 9.3 The Bid submitted by the Bidder shall comprise the following documents:
(a) The Bid (in the formats as specified in the bidding forms);
(b) Bid Security in the form of Bank Guarantee from the Bidder for Rs.20,00,000/- (Rupees Twenty Lakh Only);
(c) Technical Conformity Documents of the Eligibility Criteria set out in this document; and



(d) Any other material or form or supporting document required to be submitted by bidders as per Bidding forms, as specified in the BDS.

10. Currencies of Bid and Payment

10.1 The bid shall be made in Indian Rupees (INR) only.

11. Documents Establishing the Eligibility and Conformity of Tools

11.1 To establish the conformity of the required services to the Bidding document, the Bidder shall furnish as part of its Bid the documentary evidence that the agency qualifies to the eligibility criteria specified in Section III, Eligibility Criteria.

11.2 The documentary evidence may be in the form of a completion certificate, work order issued by any Indian government agency, department or Indian government accredited agencies or any International agency which is acceptable to APCSE

12. Period of Validity of Bids

12.1 Bids shall remain valid for the Bid Validity period specified in the BDS. The Bid Validity period starts from the date fixed for the Bid submission deadline. A Bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive.

12.2 In exceptional circumstances, prior to the expiration of the Bid validity period, the Procuring Agency may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing.

D. Submission and Opening of Bids

13. Sealing and Marking of Bids

13.1 The Bidder shall deliver the Bid in a single envelope containing within two independently sealed envelopes containing bids and mentioned "Technical" and "Financial" respectively (two-envelope Bidding process).

13.2 The Technical and the financial bids may also include a (non-pdf) soft copy of the technical bid and a financial bid in separate CDs

13.3 The envelope, shall:

- (a) bear the name and address of the Bidder;
- (b) be addressed to the Purchaser as mentioned in BDS
- (c) bear the specific identification of this Bidding process such as name of the RFP, RFP number.

13.4 If the envelope is not sealed and marked as required, the Procuring Agency will assume no responsibility for the misplacement or premature opening of the Bid.

14. Deadline for Submission of Bids

14.1 Bids must be received by the Procuring Agency at the address and no later than the date and time specified in the BDS.

14.2 The Procuring Agency may, at its discretion, extend the deadline for the



submission of Bids by amending the Bidding document in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended including the Bid validity.

15. Late Bids

15.1 The Procuring Agency shall not consider any Bid that arrives after the deadline for submission of Bids. Any Bid received by the Procuring Agency after the deadline for submission of Bids shall be declared late and will be rejected, without assigning any reasons.

16. Withdrawal, Substitution, and Modification of Bids

16.1 No Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder on the Covering Letter or any extension thereof.

17. Bid Opening

17.1 Except otherwise mentioned specifically, the Procuring Agency shall, at the Bid opening, open all Bids received before the deadline at the date, time and place specified in the BDS, in the presence of Bidders' designated representatives and anyone who chooses to attend.

17.2 The Procuring Agency shall neither discuss the merits of any Bid nor reject any Bid on the bid opening date.

17.3 The Procuring Agency shall record the Minutes of the Bid opening process.

E. Evaluation of Bids

18. Bid Prices and Discounts

18.1 Prices shall be quoted as specified in each Price Schedule included in Bidding Forms.

18.2 The bids that do not conform to the price schedule will be summarily rejected.

18.3 The price of the services quoted, should include GST and all duties and taxes applicable, travel costs, and other Related services required to be performed as part of quality checks, inspections specified in the BDS.

19. Confidentiality

19.1 Information relating to the evaluation of Bids and recommendation to conclude an Agreement(s), shall not be disclosed to Bidders or any other persons not officially concerned with the Bidding process until the communication of Intention to conclude the Agreement is informed to the shortlisted Bidders.

19.2 Any effort by a Bidder to influence or induce the Procuring Agency in any manner in the evaluation or in the decision making process to conclude an Agreement(s) may result in summary rejection of its Bid.

19.3 From the time of Bid opening to the time of the Agreement being concluded, if any Bidder wishes to contact the Procuring Agency on any matter related to the Bidding process, it should do so in writing.

20. Clarification of Bids

20.1 To assist in the examination, evaluation, comparison of Bids, and qualification of Bidders, the Procuring Agency may, at its discretion, ask any Bidder for a



clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Procuring Agency shall not be considered. The Procuring Agency's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Procuring Agency in the Evaluation of the Bids.

20.2 If a Bidder does not provide clarifications of its Bid by the date and time set in the Procuring Agency's request for clarification, its Bid may be rejected.

21. Deviations, Reservations, and Omissions

21.1 During the evaluation of Bids, the following definitions apply:

- (a) "Deviation" is a departure from the requirements specified in the Bidding document;
- (b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding document; and
- (c) "Omission" is the failure to submit part or all of the information or documentation required in the Bidding document.

22. Determination of Responsiveness

22.1 The Procuring Agency's determination of a Bid's responsiveness is to be based on the contents of the Bid itself.

22.2 A substantially responsive Bid is one that meets the requirements of the Bidding document without material deviation, reservation, or omission.

22.3 If a Bid is not substantially responsive to the requirements of bidding document, it shall be rejected by the Procuring Agency and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.

23. Correction of Arithmetical Errors

23.1 Provided that the Bid is substantially responsive, the Procuring Agency shall correct arithmetical errors on the following basis:

- (a) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.

23.2 Bidders shall be requested to accept correction of arithmetical errors. Failure to accept the correction shall result in the rejection of the Bid.

24. Evaluation of Bids

24.1 The Procuring Agency shall use the criteria listed in Section III, Eligibility Criteria in deciding to conclude an Agreement(s). No other evaluation criteria or methodologies shall be permitted.

24.2 APCSE shall have the right to negotiate the prices quoted by the bidder in the Price schedule. The bidder shall be requested to resubmit the negotiated prices while ensuring full compliance to the RFP.



25. Qualification of the Bidder(s)	<p>25.1 Before concluding an Agreement(s), the Procuring Agency shall determine, to its satisfaction, whether the eligible Bidder(s) with substantially responsive Bid(s) that are able to meet the Agreement criteria, meet(s) the eligibility Criteria. As mentioned in Section III</p> <p>25.2 The determination shall be based upon an examination of the documentary evidence submitted by the Bidder's. The determination shall not take into consideration the qualifications of other firms such as the Bidder's subsidiaries, parent entities, affiliates etc. different from the Bidder.</p> <p>25.3 An affirmative determination shall be a prerequisite for the conclusion of the Service Agreement (s) to the Bidder. A negative determination shall result in disqualification of the Bid.</p>
26. Procuring Agency's Right to Accept Any Bid, and to Reject Any or All Bids	<p>26.1 The Procuring Agency reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids at any time prior to the conclusion of an Agreement(s), without thereby incurring any liability to Bidders and without assigning any reason.</p>
27. Notification of Intention to Conclude a Service Agreement	<p>27.1 The Procuring Agency shall notify the successful Bidder towards entering into an Agreement.</p>
F. Conclusion of a Service Agreement	
28. No Obligation to Purchase	<p>28.1 There shall not be any obligation on the Procuring Agency and/or Purchaser(s) to take services from the Consulting Firm under the Agreement.</p>
29. Non-exclusivity	<p>29.1 This Primary Procurement process is non-exclusive, and the Procuring Agency reserves the right to procure similar services from any other agencies as deemed fit.</p>
30. Signing the Service Agreement	<p>30.1 The successful bidder shall sign, date and return the Agreement within seven (7) days of receipt of the same.</p>
31. Procurement Related Complaint	<p>31.1 The procedures for making a Procurement-related Complaint are as specified in the BDS.</p>

Other general terms:

1. :“**Business Day**” shall refer to those calendar days on which nationalized / scheduled banks in the State of Andhra Pradesh are open for normal public transactions.
2. "**Force Majeure**" shall mean any event or circumstance or combination of events or circumstances which prevents the Party claiming Force Majeure (the '**Affected Party**') from performing its obligations under this Agreement and which event or circumstance (i) which is beyond the reasonable control and not arising out of the default of the Affected Party; (ii) the Affected Party has been unable to overcome such circumstance



or event by the exercise of due diligence and reasonable efforts, skill and care; and (iii) which has a Material Adverse Effect on the subsistence of this Agreement. Such events or circumstances shall include, without limitation, the effect of any natural element or other acts of State or God, including but not limited to, fire, flood, earthquake, lightning, cyclone, landslides or other natural disasters, Strikes or other industrial disturbances, war, riots, civil commotion, terrorist attacks, embargoes, blockades, governmental restriction, intervention of civil, naval or military authorities.

3. “**Limitation of Liability**” means aggregate liability for direct damages under this RFP shall be limited to one time fees paid to selected bidder.

1.2. Section II - Bid Data Sheet (BDS)

<i>RFP Name</i>	The name of the RFP is for Selection of Consultancy Firm / agency to support implementation of “BADI PARIVARTANA” programme
<i>RFP Reference</i>	The reference number of the Request for Proposals (RFP) is : 711671
<i>Purchaser</i>	The Purchaser is: Commissioner of School Education, Government of Andhra Pradesh
<i>Date and time of RFP issuance</i>	Date: 20th December, 2018 Time: from 11:00 AM onwards
<i>Bid Available in websites</i>	https://schooledu.ap.gov.in/DSE/
<i>Pre-Bid Clarifications</i>	For Clarification of Bid purposes only, the Purchaser’s address is: Attention: The Commissioner of School Education, GoAP Address: Department of School Education, Sri Anjaneya Towers, Road No. 7-104, B-Block, 4th Floor, N.T.T.P.S. Road, Ibrahim Patnam, Amaravati, Vijayawada, Krishna Dt. PIN - 521 456. Telephone: +91-866-2586596 email address: csepeshi@apschooledu.in ; pmu@apschooledu.in Date: 31stDecember, 2018 Time: 11:30 AM
<i>Date and Time of Pre-bid meeting</i>	The Pre-bid meeting will be held at: APCSE office Address: Department of School Education, Sri Anjaneya Towers, Road No. 7-104, B-Block, 4th Floor, N.T.T.P.S. Road, Ibrahim Patnam, Amaravati,



Vijayawada, Krishna Dt. PIN - 521 456.

Date: 1st January, 2018

Time: 11:30 AM

Last Date for Bid Submission

For **Bid submission purposes** only, the Purchaser's address is:

Attention: **The Commissioner of School Education, GoAP**

Address: **Department of School Education, Sri Anjaneya Towers, Road No. 7-104, B-Block, 4th Floor, N.T.T.P.S. Road, Ibrahim Patnam, Amaravati, Vijayawada, Krishna Dt. PIN - 521 456.**

email address: csepeshi@apschooledu.in; pmu@apschooledu.in

The deadline for Bid submission is:

Date: 17th January, 2019

Time: 5:00 p.m.

Language

The language of the Bid is: **"English"**

All correspondence exchange shall be in **"English"** language.

Price Adjustment

The prices quoted by the Bidder **"shall not be"** subject to adjustment during the performance of the Service agreement.

Place of Work

The successful Consulting firm shall perform all its activities from 'The APCSE Office, Department of School Education, Sri Anjaneya Towers, Road No. 7-104, B-Block, 4th Floor, N.T.T.P.S. Road, Ibrahim Patnam, Amaravati, Vijayawada, Krishna Dt. PIN - 521 456.

Duration of the Assignment

The duration of the assignment will be two years

Bid Currency

The Bidder **is required to** quote the Prices in Indian Rupees (**INR**) **only**.

Joint Venture or Consortium or Joint Bids

"Not Allowed"

Bid Validity

The Bid validity period shall be **180** days.

Bid Fee

The Bid Fee is INR 25,000/- (Rupees Twenty Five thousands only (to be drawn as DD in the name of The Commissioner of School Education, GoAP payable at Vijayawada)

The Bid Fee is non-refundable

Bid Security or EMD& performance security

A Bid Security **"shall be"** required.

The Bank guarantee can be either a DD in the name of The Commissioner of School Education, GoAP payable at Vijayawada,



Andhra Pradesh or in the form of a Bank guarantee. Please refer to the format at Section V – Bidding forms

The amount and currency of the Bid Security shall be **INR 20,00,000. (Rupees Twenty Lakh only)**

Note: The Bid Security or EMD will be collected as per the 'Bid Security form in bidding forms. When the bidder(s) enter the agreement with the purchaser.

A separate Performance Security will be collected by the APCSE at the time of the award of contract which will be 5% of the Annual payments which will be renewed by the Consultant every year.

Bank Guarantee from a scheduled Bank in India or DD will be the only form of acceptable security.

The Bid Security or EMD of the successful bidders will be returned once the Performance security is submitted to the purchaser.

The Bid Security of all the bidders whose bids are not substantially responsive to the requirements of Bidding document will also be returned, post signing the agreement with successful bidder.

Bid Opening

The Bid opening shall take place at:

Address: **Department of School Education, Sri Anjaneya Towers, Road No. 7-104, B-Block, 4th Floor, N.T.T.P.S. Road, Ibrahim Patnam, Amaravati, Vijayawada, Krishna Dt. PIN - 521 456.**

Date: 21st January, 2018

Time: 5:30 p.m.



1.3. Section III -Eligibility Criteria

1.3.1. Pre-qualification Criteria

	<i>Eligibility requirement</i>	<i>Documents required</i>
1.	The bidder should be — A registered Firm/Agency/Company registered in India under the Societies Registration Act/ Companies Act, 1956 / 2013 or LLP Act 1932 and subsequent amendments — Registered with service tax authorities	Certificate of Incorporation & GST Registration
2.	The bidder's revenue (from Consultancy services) should be more than ₹100 crore in each of the last three Financial years (FY17-18, FY 16-17 and FY 15-16) excluding IT implementation and procurement	Extracts from the audited Balance sheet and Profit & Loss Account; OR Certificate from the statutory auditor OR Certificate from CA
3.	The bidder should have executed or be executing at least 3 Government consulting project for any State/Central Government with order value more than ₹3 crore each from Consultancy in last three Financial years (FY17-18, FY 16-17 and FY 15-16), specifically in education sector & the bidder should have executed/ executing at least one Government advisory project	Bidder should submit any of the following: — PO issued by the Government Department/Agency — Project Completion certificate — Work order — CA Certificate
4.	The bidder should not have been blacklisted by any of the State/Central Government or organizations of the State/Central Government in India in the past three years.	Self-Declaration in this regard by the authorized signatory of the bidder
5.	The bidder must not have been declared insolvent/ bankrupt or should not have filed for insolvency/ bankruptcy or in the process of being declared bankrupt before any designated authority	A Self Declaration by the bidder of not being bankrupt or in the process of bankruptcy to be submitted



1.3.2. Technical Qualification and Scoring Criteria

QCBS methodology to be adopted with 80% weightage to technical score and 20% weightage to financial score. The minimum technical score required to be eligible for the opening of the financial bid is 80 from a maximum of 100 marks.

	<i>Score</i>	<i>Supporting documents</i>
A. Firm credentials <i>Educations sector projects executed/being executed involving similar scope components as given in the scope of work</i>	Each relevant and completed project will be awarded maximum 10 marks- total max marks for A will be 30	1. Project details to be submitted as per the format mentioned at Part 2 of this RFP. 2. Work Order/PO/Contract with Government Department/Agency
B. CVs of proposed team (with relevant experience) 1. <i>Project Director/Partner</i> 2. <i>Education Expert</i> 3. <i>Associate-Policy</i> 4. <i>Associate-Academic</i> 5. <i>Associate-Data</i>	Project Director/Partner(Max 8 marks), Education Expert(Max 7 marks) and Associates(Max 5 marks each)	CV to be submitted as per the format provided at Format No 6, Section V of this RFP.
C. Approach and Methodology	Maximum marks to be awarded are 30 Presentation Maximum marks to be awarded are 10	1. Appreciation and clarity of objective 2. Approach and Methodology 3. Work Plan and Deliverables

Note:

CVs of 5 resources (indicated in the Evaluation & Scoring table mentioned above) to be showcased in the technical proposal along with relevant experience. Experts whose CVs are enclosed must be part of the team to execute the programme.



PART 2 – Scope of Work

2.1. Section IV -Schedule of Requirements

This Section includes the Scope of work, related Services, and other procedures that need to be undertaken by the agency.

2.1.1. Introduction and Strategy

Vision 2029 for the State of Andhra Pradesh highlights education as the key instrument for social and economic transformation in order to achieve the supreme objective of well-being and happiness. Several efforts have been by the Andhra Pradesh Commissioner of School Education to upgrade the quality of school education in government schools under the “*Badi Parivartana*” programme”.

Under the “*Badi Parivartana*” programme”, GoAP has the vision to make AP one of the three best states in India in providing quality education by 2022 when India celebrates its 75th year of independence. Furthermore, the state intends to become the best performing state in the National Achievement Surveys by improving student performance in areas of Science, Mathematics, and Language together with providing students across all ages with holistic multi-disciplinary education.

In continuation of its efforts to improve the overall education systems, the Commissioner of School Education is desirous of structuring its vision and approach as a response to the evolving forces of changes (economic, social, technological and political), wherein concerns of access to and equitable and inclusive participation in quality education, system efficiency, governance and management, research and development, and financial commitment to the development of education, will drive and inform all programmes and activities.

The Department of School Education, Andhra Pradesh is embarking upon a strategic school transformation programme called ‘*Badi Parivartana*’. *The programme envisions movement towards a ‘child-centric’ school education with a goal to create an all-enabling ecosystem that can ensure ‘happy, fulfilled, resilient and responsible students, who are future ready’.*

The key characteristics of *Badi Parivartana* are:

- Major shift from a system focus to a child-centric approach, where child’s development, protection and participation in society is at the core of all work
- Activities carried out are outcome-focused, and
- Interventions adopt a lifecycle approach rather than project orientation

Badi Parivartana mission is that ‘All children complete K-12 education and gain age appropriate scholastic and co-scholastic skills. The two anchor points of this mission statement are, a) achieving equity (hence, ‘all’ students) and, b) holistic development.

To further the vision of *Badi Parivartana*, five strategic goals have been envisaged for bringing focus to the programme.

1. *Nanyamaina Sama Vidyaa Vikaasam*- Development of school education in the state with Quality, Equity & Inclusion
2. *Balamaina Vidya Vyavasthalu*- Strengthened institutions for education
3. *Vidya lo Samaja Bhagaswamyam* - Community involvement in schools
4. *e-Paathashaalalu*- Digital schools
5. *Santoshamaina, Samarthamaina Vidyarthi* - Happy and Capable child.



Implementation Plan

Badi Parivartana is to be implemented in all the Government Schools in Andhra Pradesh (aided and Un-aided) and in the 13 districts of the State. It will be rallied around the following identified change levers that have been mapped to the given strategic goals for ensuring results towards real *Parivartana* (transformation).

Levers identified for systemic change

Department of School Education has identified 8 levers to spur the systemic change. These are:

- i) Strengthened Education Department
- ii) Personalised competency based student performance assessment
- iii) Capacitated and empowered teachers- Pre and In-service
- iv) Curriculum and pedagogy (for 21st Century Skills) redesigned
- v) Empowered and well-governed schools
- vi) Actively engaged parents with child and eco-system
- vii) Strong partnership with eco-system players
- viii) Functional and aesthetic infrastructure built and maintained

Strategic Goals mapped to Change Levers

The envisioned school transformation goals have been mapped to change levers.

<i>Nanyamaina Sama Vidyaa Vikaasam - Development of School Education (SE) with Quality, Equity & Inclusion</i>	<i>Balamaina Vidya Vyavasthalu - Strengthened Institutions for education</i>	<i>Vidya lo Samaja Bhagaswamyam - Community Involvement in Schools</i>	<i>e- Paathashaalalu- Digital Schools</i>	<i>Santoshamaina, Samarthamaina Vidyarthi - Happy, Capable Child</i>
Functional and aesthetic infrastructure built and maintained	Functional and aesthetic infrastructure built and maintained	Strong partnership with ecosystem players	Curriculum and Pedagogy (for 21st century skills) redesigned	Curriculum and Pedagogy (for 21st century skills) redesigned
Curriculum and Pedagogy (for 21st century skills) redesigned	Empowered and well governed schools	Actively engaged parents with school, child and ecosystem	Empowered and well governed schools	Personalized competency-based student learning assessments



Empowered and well governed schools	Personalized competency-based student learning assessments			Early Childhood education
Personalized competency-based student learning assessments	Actively engaged parents with school, child and ecosystem			
Capacitated and empowered teachers pre and in service	Capacitated and empowered teachers pre and in service			
Early Childhood education	Strengthened education department			

Expected Results

While *Badi Parivartana* strategic goals drive the overarching vision of the Department, measurable results have been defined in order to drive impact and accomplish the programme mission. Therefore, over a period of two years, the Implementing agency will work towards supporting Department in achieving the following results:

- a. 30% reduction in the number of Out of School Children (OoSC)¹ in the age group 6-16 years (1,03,190 out of school children as of 2017-18)
- b. An 8% Year on Year (YoY) improvement in student learning outcomes at the school level measured by a third-party assessment (grades 4,6,9)
- c. A 50% improvement in digital literacy at secondary school level in 2 years, and a commensurate 10% increase thereafter as per a Digital Literacy Indicator
- d. 90% students in Class VI (as of 2018-19) complete secondary school (Class X)¹ and appear for their SSC exam (695880 students enrolled in Class VI as of 2018-19)
- e. Year-on-year improvement in student life skills for age group 6-16 as per a jointly created Life Skills Assessment Scale to be created in Year 1 and mapped annually thereafter.
- f. Considerable reduction in achievement gaps among students with respect to urban-rural, socio-economic and gender variations.

The Commissioner of School education thus intends to implement the *Badi Parivartana* interventions by engaging a professional Advisory/Consultancy firm, as per the coverage envisaged for each of the interventions.



<i>Intervention</i>	<i>Component</i>	<i>Details</i>
School building as a Learning Aid and Infrastructure Upgradation Coverage: (45,000 schools, upto K-10)	<ul style="list-style-type: none"> Assessment of infrastructure Standards for provisioning and maintenance of infrastructure 	<ul style="list-style-type: none"> Assist in pilot and development of incorporating the principles of BaLA (Building as Learning Aid) Assist in developing infrastructural index and models for provisioning and maintenance of school infrastructure and best practices in safety and inclusion
Policy Formulation	<ul style="list-style-type: none"> Policy analysis, planning and design 	<ul style="list-style-type: none"> Assistance to policy design with emphasis on all the change levers of the school transformation project
School Scorecards Coverage: (45,000 schools, upto K-10)	<ul style="list-style-type: none"> A dynamic mechanism that parameterizes the school ecosystem into measurable and actionable metrics dovetailed to the geography, school type and various levels of administration 	<ul style="list-style-type: none"> Assist in development of a comprehensive school scorecard covering all the change levers of the school transformation project of CSE, for increased transparency in tracking school performance towards measurable goals in areas of academic, administrative, physical and social development of schools.
ICT initiatives Coverage: (6000 schools, from – 6 th to 10 th standard)	<ul style="list-style-type: none"> Assistance in transitioning the school education ecosystem in to a digitally ready ecosystem with adequate physical and human capital 	<ul style="list-style-type: none"> Assistance in assessment, design and roll out of school infrastructure readiness Assistance to enable and build capacities of students for 21st century skills Assistance in building digital readiness of teachers for execution and roll out of technology assisted interventions for academic activities and administrative functions
STEM learning Coverage: (6000 schools- 6 th to 10 th standard)	<ul style="list-style-type: none"> Assist in design and roll out of Science, technology, engineering, and mathematics labs that will combine constructivist learning methodologies with hands on approach for deep understanding of concepts in Science, Technology, Robotics, Engineering, and Arts and Mathematics. 	<ul style="list-style-type: none"> Assistance in integrating and creating content and curriculum for STEM Assistance to building capacities of teachers for execution and roll out Assistance in bringing identification, selection and monitoring of partners

The above mentioned is just an indicative list of interventions and subject to change as per the requirement/priorities of the *Badi Parivartana*. The services of the consultants could be utilized by the department on other interventions/activities envisaged under the programme.



2.1.2. Responsibilities of the Consultant Firm/ Agency/ Company

The Consultant Firm/Agency/Company will be responsible for the following indicative activities towards achieving the interventions and envisaged coverage by strengthening the existing project monitoring unit under the Commissioner of School Education for the “*Badi Parivartana*” programme”.

- Support in the overall strategy, implementation and evaluation designs
- Study and understand status and outcomes of education interventions undertaken by the department across grades
- Conduct needs assessment and baselines for developing plan for improvement
- Design a longitudinal action research plan to study the impact of the interventions undertaken
- Support in design and conduct of workshops and trainings at district/state level for better understanding of the project and facilitation
- Design and conduct counselling sessions for teachers and other key stakeholders to effect gradual change in attitude, conduct, and practice
- Assist in organizing trainings, promotions etc. to make the system acceptable among all Stakeholders
- Assist in evaluating implementation partners/vendor performance as per KPIs, dashboard trackers, monitoring all contracts, verifying bills and invoices
- Maintain a high level of external and internal communication/contact
- Design interventions for monitoring school performance
- Identify need for new procurement for successful implementation of the envisaged solution architecture
- Carry out a market scan to benchmark and evaluate suitable vendors for potential solutions and programs
- Define a desired outcome matrix for each intervention and develop a robust M&E framework with review and reporting cycles for effective monitoring of large scale implementation
- Coordinate with different stakeholders, government departments, institutions, and other nodal agencies
- Facilitate contemplative sessions with all stakeholders – parents, teachers, school management, RMSA, SCERT, BRC’s, CRCs, etc. and apprise them on progress, outputs of proposed interventions, challenges and seek feedback
- Assist in long term department ownership of the interventions through better in-house capacity building and change management
- Commissioner of school education is already working with various partners such as Tata Trusts, Kaivalya Education Foundation, Central Square Foundation and NGOs. The selected bidder will be required to interface with these partners appropriately and as per the directions of Commissioner of School Education, from time to time during the period of the assignment.



2.1.3. Key Consultants and Summary of Person Months Services Requirement

Engagement Team	Number	Person Months
Education expert	1	To be submitted by bidder as part of Approach and Methodology
Project Director/Partner	1	To be submitted by bidder as part of Approach and Methodology
Associate - Policy	1	24
Associate - Academic	1	24
Associate - Data	1	24

Note: Any other team members as required for proper execution of Terms of Reference may suitably be assumed by the bidder.

2.1.4. Minimum Qualifications and Experience of team

Proficiency in English is required and Proficiency in Telugu is nice to have for all experts proposed in this engagement.

S.No	Consultant	Minimum Qualification	Minimum Experience
1	Education Expert	Post graduate in Education Leadership and Management	<p>At least 7 years of experience in policy design, school improvement for both physical and learning infrastructure and processes, content development, education management, overall standards and methodologies for quality learning outcomes in schools, frameworks for impact assessment and project evaluation</p> <p>Experience in school systems improvement, program design, language development and school infrastructure, teacher training and life skills.</p> <p>Experience in design of school PPP</p>
2	Project Director/Partner	MBA/ Masters in program management	<p>At least 15 years of experience in leading designing and implementing project management and monitoring in externally aided or bilateral / multilateral projects</p> <p>Experience of using project management tools like log frame, results framework, PERT, GANTT Charts, Critical Pathway, statistical / participatory monitoring systems, happiness index and procurement of goods and services</p> <p>Experience in education management and leading various education programs</p>



<i>S.No</i>	<i>Consultant</i>	<i>Minimum Qualification</i>	<i>Minimum Experience</i>
3	Associate - Policy	Masters in Governance/Public Policy/ MBA	At least 3 years of experience in policy advocacy have been involved preparation of education sector policies for Governments. At least one of experience working in the current organization and from tier 1 university/college.
4	Associate - Academic	Masters in Operations Research/Statistics/ MBA	At least 3 years of experience in survey design & implementation, market research, performance assessment, community building, assessing educational programs, best practice in program implementation. At least one of experience working in the current organization and from tier 1 university/college.
5	Associate – Data	Graduate in mathematics, statistics, finance, economics, computer science	At least 3 years of experience in Data interpretation, data collection systems, trend analysis in education sector Experience of using tools such as R, Python, SQL, MS Access, etc. At least one of experience working in the current organization and from tier 1 university/college.

2.1.5. Deliverables & Timelines

<i>Sl. No.</i>	<i>Deliverable</i>	<i>Time line</i>
1	Inception report and presentation including draft project plan	2 weeks from signing of contract
2	AS-IS assessment report including market scan	3 months from signing of contract
3	Roadmap including intervention plan, communication plan, risk mitigation plan, implementation plan, project charters, change management plan, capacity building plan, outreach plan	6 months from signing of contract
4	Standard Operating procedures and implementation guidelines	7 months from signing of contract
5	M&E framework and design of school	9 months from signing of contract



	scorecards	
6	Interim report (midterm) and presentation to government	21 months from signing of contract
7	Quarterly progress reports	Every 3 months from commencement of contract
8	Annual report	Month of April from commencement of contract
9	Other special reports and design framework (technology, infrastructure, procurement, training, etc.)	As required

2.1.6. Reporting and review

The Government of Andhra Pradesh constituted Programme Management Committee to review the work of the engaged Consultants along with other activities of *Badi Parivartana* Programme.

The committee meetings will be chaired by Commissioner of School Education every month and once in a quarter it will be chaired by Special Chief Secretary to Government, School Education.

The Consultants will on the day-to-day basis report to the Associate Director, PMU, School Education who will be responsible for regular monitoring and liaison with the consultant's team to deal with issues / problems, if any, faced by the consultants in executing their Contractual obligations. The Associate Director PMU will also be responsible for making arrangements for interfacing between other partners of the School Education department as may be required from time to time.

Following the quarterly review meetings on the progress of projects/interventions under *Badi Parivartana*, the consultants will adopt the course correction measures in line with the feedback received during the reviews. The consultant to extend any support to the Committee and the Commissioner, School Education for the purpose of the monthly and quarterly reviews including organizing meetings, preparation of reports, etc.

2.2. Payment Terms

The payment will be processed by the Commissioner of School Education, GoAP on the following basis as per the following terms.

Payment terms and Schedule

10% of Total Cost – On Signing the Contract (Qtr1, Y1)

20% of the Payment on Submission of Diagnostics Report and Implementation Plan (Qtr1, Y1)

20% of Payment – Achievement of Annual Milestones and satisfactory Submission of Quarterly Progress Report (Qtr3, Y1)



Annual Review of Year 1 (Qtr 4, Y1)

20 % on Submission of Quarterly progress Report (Qtr 1, Y2)

20% of Satisfactory Completion and submission of works progress report (Qtr 3, Y2)

10% on Submission of 2 Year Progress Report (Qtr 4, Y2)

2.3. Jurisdiction:

Any dispute, claim or cause of action arising out of or in connection with this Supply Agreement shall be subject to the Jurisdiction of Courts at Vijayawada. The laws of the State of Andhra Pradesh and India shall apply to any such proceeding arising out of or in connection with this agreement.



2.4. Section V - Bidding Forms

1. FORMAT FOR THE COVERING LETTER

(On the Company Letter Head)

To

The Commissioner of School Education,
Government of Andhra Pradesh,
Sri Anjaneya Towers, Road No. 7-104, B-Block,
4th Floor, N.T.T.P.S. Road, Ibrahim Patnam,
Amaravati, Vijayawada, Krishna Dt. PIN - 521 456.

Dear Sir,

Sub: Request for Proposal (RFP) for Selection of Consultancy Firm / agency to support implementation of “BADI PARIVARTANA” programme - Submission of Application reg.

In response to your invitation for RFP published in the [website \(_____\)](#) we are interested in participating in this RFP process towards Selection of Consultancy Firm / agency to implement “BADI PARIVARTANA” programme and are submitting our application for the same.

The Applicant details are as follows –

1. Name of the Firm:
2. Authorized Contact Person and Designation:
3. Postal Address of the Authorized Contact Person:
4. Landline and Mobile Number of the Authorized Contact Person:
5. Email ID of the Authorized Contact Person:

We hereby certify that-

- A. **No reservations:** We have examined and have no reservations to the bidding document, including addenda issued in accordance with ITB

RFP for Selection of Consultancy Firm / agency to support implementation of “BADI PARIVARTANA” programme



- B. **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITB
- C. **Bid/Proposal-Securing Declaration:** We have not been suspended nor declared ineligible by the APCSE or any other Indian government entity based on execution of a Bid Securing Declaration or Proposal Securing Declaration in accordance with ITB
- D. **Conformity:** We offer to supply in conformity with the bidding document and in accordance with the Delivery Schedules specified in the Schedule of Requirements
- E. **Bid Validity Period:** Our Bid shall be valid for the period specified in BDS (as amended, if applicable) from the date fixed for the Bid submission deadline specified in BDS (as amended, if applicable), and it shall remain binding upon us, and may be accepted at any time before the expiration of that period;
- F. **Performance Security:** If our Bid is accepted, we commit to obtain a performance security in accordance with the bidding document;
- G. All the statements made and information furnished in the application and the enclosures are true and correct.
- H. We have furnished all information and details necessary for RFP and have no further pertinent information to supply (unless specifically asked for by the APCSE at a later stage).
- I. We agree that the Commissioner, APCSE or their authorized representatives can undertake verification of the documents submitted by us in response to this RFP.
- J. We submit certificates and documents in support of our suitability, technical knowhow and capability for having successfully providing the required supply of the tools / implements, in prescribed format.
- K. We agree to provide any additional information as requested by APCSE towards the evaluation of our application.
- L. We agree that the discretion and decision of the APCSE in respect of the Request for Proposal (RFP) for Selection of Consultancy Firm / agency to implement “*BADI PARIVARTANA*” programme to be final.
- M. **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us, or on our behalf, engages in any type of Fraud and Corruption.

Name of the Bidder: (insert) _____

Name of the person duly authorized to sign the Bid on behalf of the Bidder:(insert)

Title of the person signing the Bid: (insert) _____

Signature of the person named above: (insert) _____

Date signed (insert) _____ **day of** (insert) _____

NOTE:

- No Joint Ventures of joint bids are allowed to participate and bid in this RFP
- Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.



Bidder Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date of this Bid submission: DATE, time and place to be inserted

RFB No.:RFP number to be inserted

S.NO	PARTICULAR	DETAILS
1	Name of the organization	
2	Registered Office Address	
3	Organization Status (Pvt. Ltd Company/ Partnership Firm/Govt., etc.)	
4	Society/Company Registration No. & Date of Registration	
5	PAN No	
6	GSTIN	
7	Name of Proprietor / MD / CEO/ Managing Partner	
8	Authorized Contact Person and Designation	
9	Address for Communication	
10	Landline No.	
11	Mobile No.	
12	Fax No.	
13	E – Mail Address	
14	Website Address	



2. Price Schedule Forms

The Bidder shall fill in these Price Schedule Forms in accordance with the instructions indicated and submitted in a separate sealed envelope along with soft copy (in non-pdf format) in a CD to be included along with the hard copy of the financial bid.

- All prices quoted to be in Indian Rupees (INR) only
- No escalation in price is allowed.
- No Other taxes and duties other than GST will be paid on these items
- Hand written price schedule will not be acceptable
- Form should be filled in English only.
- Incomplete forms will be summarily rejected,

Note: APCSE/Government shall have the right to negotiate the price quoted by the bidder.

A) Grand Summary

Total Price (INR)	
Total Cost per Month excluding GST and all applicable taxes	

B) Person month rates of individual experts (Certified Proof of standard costs from bidder's Service Rules)

S.No	Type of expert	Person month rate
1	Consultant with 10 + years of experience	
2	Consultant with 5-10 years of experience	
3	Consultant with <5 years of experience	

Note: The evaluation of financial bid will be based on total cost per month as mentioned at the table on Grand Summary. Person month rates of individual experts will not be considered for financial bid evaluation.

Name of Bidder _____

Signature of Bidder _____

Date _____



3. Details of Assignments of Similar Nature

Name of Bidder _____

Use a separate sheet for each Assignment.

1	Name of Assignment	
2	State and Country in which the Project is implemented	
3	Name of Client	
4	Scope of work	
5	Total Cost of the Assignment (in INR)	
6	Date of award/completion	
7	Term of the Assignment in months	

Signature of Bidder _____

Date _____



4. Candidate Summary Format

Name of Candidate: Ms / Mr / Dr.		
Position Proposed in the Project		
Candidate information	Nationality:	Date of birth
	Professional qualifications: (Given in Descending order from the latest on top upto High School) Degree/Diploma – University/Institute , Month and year of completion –	
	Total Years of experience	

Summarize professional project execution experience:

[Indicate particular technical and managerial experience relevant to the project.

Project Name	Name of the client	Year	Position/Designation in the Project	Scope of the project	Key components executed in the project by the Candidate.



5. Form of Bid Security

(Bank Guarantee)

[The bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]

Beneficiary: *[Purchaser to insert its name and address]*

RFP No.: *[Purchaser to insert reference number for the Request for Proposals]*

Date: *[Insert date of issue]*

BID GUARANTEE No.: *[Insert guarantee reference number]*

Guarantor: *[Insert name and address of place of issue, unless indicated in the letterhead]*

We have been informed that _____ *[insert name of the Bidder]* (hereinafter called "the Applicant") has submitted or will submit to the Beneficiary its Bid (hereinafter called "the Bid") for the execution of _____ under Request for Proposals No. _____ ("the RFP").

Furthermore, we understand that, according to the Beneficiary's conditions, Bids must be supported by a Bid guarantee.

At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of **INR _____ (in words: Rupees _____)** upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:

- (a) has withdrawn its Bid during the period of Bid validity set forth in the Applicant's Covering Letter ("the Bid Validity Period"), or any extension thereto provided by the Applicant; or
- (b) Having been notified of the acceptance of its Bid by the Beneficiary during the Bid Validity Period or any extension thereto provided by the Applicant, (i) has failed to sign the contract agreement, or (ii) has failed to furnish the performance security, in accordance with the Instructions to Bidders ("ITB") of the Beneficiary's bidding document.
- (c) The APCSE will have the right to inform the bank regarding the penalties and revoke the bank guarantee

This guarantee will expire: (a) if the Applicant is the successful Bidder, upon our receipt of copies of the Contract agreement signed by the Applicant and the performance security issued to the



Beneficiary in relation to such Contract agreement; or (b) if the Applicant is not the successful Bidder, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Bidding process; or (ii) twenty-eight days after the end of the Bid Validity Period.

Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

[Signature(s)]



6. Form of Bid-Securing Declaration

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

Date of this Bid submission: DATE, time and place to be inserted

Request for Proposal No.: Any additional number

To: **The Commissioner of School Education, Government of Andhra Pradesh**

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for Bidding or submitting proposals in any contract with the Purchaser for the period of time of *three (3) years* starting on the date of issue of this RFP, if we are in breach of our obligation(s) under the Bid conditions, because we:

- (a) have withdrawn our Bid during the period of Bid validity specified in the Covering Letter; or
- (b) having been notified of the acceptance of our Bid by the Purchaser during the period of Bid validity, (i) fail or refuse to sign the Contract; or (ii) fail or refuse to furnish the Performance Security, if required, in accordance with the ITB.
- (c) have taken order and not delivered as per the order. (Penalties will be deducted from the bank guarantee)

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Name of the Bidder _____

Name of the person duly authorized to sign the Bid on behalf of the Bidder** _____

Title of the person signing the Bid _____

Signature of the person named above _____

Date signed _____ day of _____, _____

** : Person signing the Bid shall have the power of attorney given by the Bidder attached to the Bid



9. Declaration that the bidder is not Blacklisted

(To be submitted on the Letterhead of the responding agency)

{Place}

{Date}

To,

The Commissioner of School Education,
Government of Andhra Pradesh,
*Sri Anjaneya Towers, Road No. 7-104, B-Block,
4th Floor, N.T.T.P.S. Road, Ibrahim Patnam,
Amaravati, Vijayawada, Krishna Dt. PIN - 521 456.*

Ref: RFP Notification on <RFP for Selection of Consultancy Firm / agency to support implementation of
"BADI PARIVARTANA" programme>

Subject: Self Declaration

Dear Madam/Sir,

We confirm that our company, _____, is not blacklisted in any manner whatsoever by any Government agency of the State/UT/PSU/ Central government in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

Place:

Date:

Company Seal:

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:



10. Turnover And Net Worth Details Certified By Chartered Accountant

We have verified the Audited Financial Statements and other relevant records of M/s..... (Name of the bidder) and certify the following:

A. AUDITED ANNUAL REVENUE OF LAST 3 FINANCIAL YEARS & Revenues from Government services

Year	Annual Revenue	Government advisory services (excluding IT implementation/System Integration Services)
2017-18		
2016-17		
2015-16		

It is further certified that the abovementioned applicable figures are matching with the returns filed with Income Tax Returns

Name of Audit Firm:

[Signature of Authorized Signatory]

Chartered Accountant/CPA

Name:

Date:

Designation:

Seal: Membership

No.:

Note: This certificate is to be submitted on the letter head of Chartered Accountant