



**Government of Andhra Pradesh
SPORTS AUTHORITY OF ANDHRA PRADESH (SAAP)
YAT & C (Sports & YS) Department**

**Indira Gandhi Municipal Corporation Stadium (IGMC),
Bandar Road, Labbipet, Vijayawada. – 520010
Phone: 0866 - 2499699, email: saapitdept@apsports.in**

Tender No. 06/IT/SAAP/2018, Date:29/11/2018

TENDER FOR

Engagement of reputed IT Company for Design, In-House Development, Testing and Maintenance of SAAP Web Applications, MIS Application, Web GIS Application and Android Mobile Applications

(Visit us: www.apsports.in)

Table of Contents

1) Section I – Tender Call Notice.....	3
2) Section II – Instructions to Bidders.....	11
3) Section III – Information for Proposal Submission.....	15
4) Section IV – Technical	16
5) Section V – Bidding Procedure	17
6) Section VI – Bid Submission... ..	19
7) Section VII – Technical Bid	21
8) Section VIII – Bid Opening and Evaluation Process	24
9) Section IX – Commercial Bid Opening and Evaluation Process	26
10) Checklist	30
11) Bid Evaluation	31
12) Annexure I – Authorization Letter	33
13) Annexure II – Bid Letter	34
14) Annexure III – Turnover Details	36
15) Annexure IV – Financial Bid	37
16) Annexure V – Bidder Information Sheet	38
17) Annexure VI – Declaration Regarding Clean Track Record.....	39
18) Annexure VII – Details of Local Presence	40
19) Annexure VIII – Software Projects Experience	41
20) Agreement.....	42

Section I

Tender Call Notice

Sports Authority of Andhra Pradesh (SAAP)
YAT & C (Sports & YS) Department
Indira Gandhi Municipal Corporation Stadium, Bandar Road,
Labbipet, Vijayawada- 520010
Website: www.apsports.in

2nd Tender Call Notice for

Engagement of reputed IT Company for Design, In-House Development, Testing and Maintenance of SAAP Web Applications, MIS Applications and Android Mobile Applications based on the day to day needs of the Sports Authority of Andhra Pradesh for a period of one (1) year.

Time schedule of various tender related events:

Bid calling date	30-11-2018, 11.00 AM
Bid closing date/time	06-12-2018, 02.00 PM
Bid opening date	06-12-2018, 03.00 PM
Price of Tender Set	Rs. 1000/- (One Thousand Rupees) DD in the favor of The Vice Chairman and Managing Director, Sports Authority of Andhra Pradesh, payable at Vijayawada.
Earnest Money Deposit (EMD)	Rs. 100000/- (One Lakh Rupees) DD in the favor of The Vice Chairman and Managing Director, Sports Authority of Andhra Pradesh, payable at Vijayawada.
SAAP Contact person	Procurement Expert, SAAP, Email: saapitdept@apsports.in , Ph: +91 9703290003
SAAP Tender No.	06/IT/SAAP/2018

Note: The bid document should be purchased at SAAP office (or) Bidder can submit Rs. 1000/- DD in the Tender Submission as tender document price, and available in www.apsports.in website to download.

Introduction:

Sports in Andhra Pradesh has its own importance, where many sporting personalities were into limelight. The Sports Authority of Andhra Pradesh (SAAP) undertakes the sports development activities such as construction of Stadiums, establishment of sports academies and other sporting related activities. The Sports infrastructure have increased tremendously like improving infrastructure in outdoor and Indoor Stadiums, play fields, sports academies, sports equipment's, IT infrastructure etc. for which purpose it engages market resources.

1. Purpose:

The Purpose of this tender is to identify a reputed IT Firm who may be asked to provide technical, project management and other professional support for the purpose of policy guidelines, project support, detailed project report preparation and other professional services support to SAAP.

2. Critical Information:

Applicants are advised to study this RFP document carefully before submitting their proposals in response to the RFP Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications thereof.

3. Eligibility Criteria:

Professional IT Software Firms having experience in the relevant field are eligible to submit Bids. They possess the minimum experience as specified in the related field. Such IT Firms should have been in existence for a period of at least 3 years on the date of application. The engagement will be with the organization.

- a. Bidder should furnish the Signed RFP/NIT Document, EMD of the Tender and Bid Letter.
- b. Bidder should have experience in software development projects to three Govt. Departments (State or Central)/PSUs.
- c. Bidder should furnish the Firm Registration Certificate.
- d. Bidder should have an average annual turnover of Rs. 20 Crores during the last three financial years ending 31.03.2018 and should furnish the last three years of IT returns and Turnover details which is authorized by the Auditor.
- e. Bidder should submit the Profile of the organization and the projects completed in detail.
- f. Bidder should submit the work orders and work completion certificates which are related to Govt Departments (State or Central)/ PSUs.
- g. Bidder organization should have ISO 9001 certified.
- h. Bidder shall submit the Detailed Technical proposal, Implementation Methodology, Approach, execution of the project, Technologies Suggested, Professional Man power details, qualification and experience.
- i. Bidder shall furnish the Tender Deviation Letter details if anything applicable.
- j. Financial Details in Separate cover.

Note: Relevant documents in support of above should be furnished.

3.1. The Five Professionals to be engaged and positioned in the office of Vice Chairman and Managing Director, SAAP, Vijayawada should meet the following requirements.

- a) **Education and professional qualifications:** Minimum Post Graduation Level and skill set for technical and professional services for which SAAP requires short term services of external experts / consultants.
- b) The professionals engaged by the IT Firm should have more than three years of experience in the relevant field of expertise.
- c) All the five professionals to be worked in SAAP Office for In-House development and maintenance of applications including **Web Based Applications, MIS Applications, Android Mobile Applications and network setup and monitoring.**
- d) The IT Firm shall organize his resources and perform his work so as to complete the services as specified by SAAP.
- e) Manpower Positions required Project manager, Sr.Web GIS Developer, Web Developer, MIS Expert, and Network Administrator.
- f) **Areas of Expertise:** The areas of expertise for professionals to be engaged could be in technical and non-technical areas categorized as High Demand and Generic Skills detailed as under.
 - i). **High Demand:** Technical Support, Mobile application and device management, Cloud Services (SaaS, PaaS, IaaS), virtualization, Security, ERP Applications, Big Data Analytics, ERP Applications, Cyber Security, Open Source, Solution Architect, open API platforms, Technology Audit, Quality Assurance Management, Knowledge Management, Digital Signature & Digital Identity.
 - ii). **Generic ICT Skills:** Technical Infrastructure, Software Development, Database Management, Network Management, Testing and Certification, Content Management System, Financial Management, Human resources, Capacity Building and Learning management.

The above list is indicative in nature. With constantly changing and evolving needs of SAAP.

4). Conflict of Interest:

The prospective IT Firm who are engaged to prepare project documents or are engaged would be required to give and undertaking that neither any conflict of Interest exists on their part nor will they engage in any future for a year which may Result in conflict of interest. The Vice Chairman and Managing Director, SAAP may terminate the engagement of contract in whole or in part, if it deems such termination necessary to avoid the Appearance of a conflict of interest.

5). Right to Terminate the process:

The Vice Chairman and Managing Director, SAAP, may terminate the RFP process at any time without assigning any reason, The Vice Chairman and Managing Director, SAAP makes no commitments, express or implied, that this process will result in a business transaction with anyone.

6. Needed Requirements Support from the IT Firm/ Agencies.

(Professionally qualified technical manpower (Five Members) resources shall be placed in the office of SAAP on all working days for a period of 1 year)

Scope of the work and Deliverables:

The software firm / Agency shall Design, In-House Development, Testing and Maintenance of Web application Development, MIS Application Development, Sports e-Directory, Website for 13 District Sports Authorities(DSA), Web GIS Application Development and Android Mobile Application for Sports Authority of Andhra Pradesh.

All the works shall be completed within three (3) months from the date of issue of work order.

Deliverables of the work:

- 1) Web Application of SAAP
- 2) Website for 13 District Sports Authorities
- 3) Web GIS Application of SAAP
- 4) MIS Application of SAAP
- 5) Sports e-Directory Web and Android Mobile Application
- 6) Android Mobile Application
- 7) Hosting for 12 Months after Successful Acceptance Test.
- 8) Third Party Security Audit Report of the Applications.
- 9) Maintenance of the Web Application and Android Application for 12 Months

i) Web Application Features:

Web based application includes all the sports policies, projects which are implementing with financial assistance of SAAP and day to day needs of the Sports Authority and Online Monitoring feature of the resources.

Web Application Modules:

- Develop Information Architecture, Network Architecture, Application Architecture, and Development Architecture, enterprise Architecture and Security Architecture as per the needs of SAAP.

- Prepare functional requirements and specifications for all IT and Communication facilities owned, operated and proposed by SAAP in accordance with the architecture.
- Design Network Architecture and Integrate IT Systems with Communication networks and other Remote Access environments.
- Computer Security incident response, disaster recovery planning and ensuring performance continuously.
- Ensure Digital library management for all the sports with Digital Books, Videos.
- Should set the functionality and scope of work towards open source technology.
- Should drive the development of new applications and assist in redesigning of existing applications using open source frame works and libraries.
- Platform integration, performance testing and engineering for the smooth functioning of the total IT Systems.
- Perform threat and vulnerability assessment and provide subject matter expertise on appropriate threat mitigation.
- Enterprise Security architecture design and development.
- Network Architecture Design, Network Monitoring, Maintenance.

ii) Website for thirteen (13) District Sports Authorities (DSA):

Sports Authority of Andhra Pradesh (SAAP) has thirteen (13) District Sports Authorities (DSA) which are located at 13 districts of Andhra Pradesh. For efficient communication, online monitoring of works, sports, events which are conducting at district level has to publish in District Sports Authorities website. These thirteen district Sports Authorities websites has to directly link up with the Sports Authority of Andhra Pradesh (SAAP).

DSA website features:

- District Sports Policies
- District Sports infrastructure information
- Coaches, Events, District Associations Information
- SAAP MIS linkup to DSA Portal
- Workshops, conferences, District Team Selections information
- Tournaments information
- Online Monitoring of works and events
- Coaching, Sports Activities
- District Social Media Information

All the district sports authority website shall come under common domain name with district name.

iii) WEB GIS Application Features:

Web GIS Application includes Geographical mapping of the Sports Complexes, Sports Schools, School Grounds, College Grounds, Universities, Stadiums (indoor/outdoor), Sports Camps, Infrastructure, inventory and any other sports places...etc.

GIS Application Includes the following Tools and Services:

- Integrate GIS Platform to variety of databases and web maps.
- District wise Querying Features
- Navigation Tools, Print Tools
- Decision Support Tools
- GIS Maps retrieving through web service
- User Management, Upload Data to Maps, Report Generation.
- Map Overlays, Resources... etc.

iv) MIS Application of SAAP:

Management Information Systems are very important in the day to day operation of organizations is because these systems work with people, organizations, technology and relationships among the people and organizations affecting.

Management Information System (MIS) includes the real-time day to day updation of the projects which are being implemented in the SAAP, Controlled by the SAAP and Financial Assistance Provided by the SAAP.

MIS Application Modules:

- Works Management System
- Inventory Management System
- Attendance Management System
- Legal and RTI and Other.

v) Sports e-Directory Web and Android Mobile Application:

Design, Development and maintenance of "Sports e-Directory". This application would be available only in English language. This would be a web and mobile application developed in android initially.

Sports e-Directory Website Features:

- Sports e-Directory contacts export to PDF
- Responsive website with easy Search and quick retrieval option to find contact
- All contacts with required information

- Sports Coaches, institutes, stadiums, Associations and other Contacts with detailed address and information.
- Registration of contacts and updation of contacts features.
- Department wise contacts must be visible
- Feedback form
- Easy download full directory/department wise in PDF/Excel
- Integration with Server application to manage Contacts as and when required
- Interactive one to one, one to many chat facility for queries asked by the end user.
- 24/7 online Access and support facilities

Mobile Application Functionality:

This mobile application should work on all Android Mobile devices version 4.4 and above. In English language.

- Easy search by name/location or department on Home screen
- Department wise Search option
- Screen wise search option
- Once click to call option for phone numbers
- Instant Click to send emails for email addresses
- View all telephone directory information
- APP share option
- Feedback screen
- Integration with server application to get automatic updated directory information
- Synchronize the web application data and mobile application data.

Following are the few categories / departments mentioned:

- Coaches Information
- Associations information
- District Sports Authorities
- Sports Schools/ Colleges /Universities
- Ministries, Govt Departments, HOD's, Secretaries...Etc.
- Sports NGOs, Relevant contacts and links

vi) Android Mobile Application Features:

This mobile application should work on all android devices version 4.4 and above. In English Language.

The Mobile Application Features includes follows:

- Coaches Activities
- Employee Performance Tracking
- Tournament Selection Details
- Sports Schools
- Events / Tournaments.

- SAAP News Conferences, Conferences, Competitions
- E-Services.
- Updates / Remainders on Sports

vii) Hosting for 12 Months after Successful Acceptance Test:

Developed application must be hosted in State Data Centre (SDC) or other secured and 24/7 hosting environment. Other than SDC if anywhere the applications are hosted those hosting and installation charges are borne by the bidder only and for Mobile Application Google Play store Charges shall be borne by the Bidder.

viii) Third Party Security Audit of the Application:

The Developed Web, MIS, GIS application which is designed and Developed by the Bidder must complete Security Audit from the third party Audit Team.

ix) Maintenance of the Application:

Web application, MIS Application, GIS Application should maintained by the Bidder for a period of 12 Months.

Section II Instructions to the Bidders

2. Introduction

The section aims to provide guidelines/Instructions for Bidders, to be used while submitting the proposals. These are generic in nature, but Bidder is required to abide by them during the proposal submission and Project execution.

The bidder is expected to and shall be deemed to have examined all instructions, forms, terms and specifications in this tender document. The bid should be precise, complete and in the prescribed format as per the requirement of the tender document. Failure to furnish all information required by the tender document or submission of a bid not responsive to the tender document in every respect will be at the Bidder's risk and may result in rejection of the bid. Sports Authority of Andhra Pradesh (SAAP) shall at its sole discretion be entitled to determine the adequacy/ sufficiency of the information provided by the Bidder.

2.1. Language of bid

The proposal and various documents related to the RFP should be in English language only. All correspondence between SAAP and the bidder would also be in English language. Supporting documents and printed literature furnished by the bidders shall be in English language or in case in another language they should be accompanied by an accurate translation in English language.

2.2. Validity of proposal

SAAP requires that the proposal submitted in response to this document remain valid for acceptance for a period as specified in the RFP Datasheet from the date of submission of bids. The bidders should state in their response, any longer period for which their response remains valid.

A proposal valid for shorter period may be rejected as non-responsive. SAAP may seek the selected applicant's consent to an extension of proposal validity (but without the modification in proposals). Where the applicant claims confidentiality or seeks to reserve intellectual property rights in respect of any part of its response or requests such part should be treated as "confidential" or "commercial in confidence", they must:

- Clearly mark the part of the document in respect of which the claim is made
- State the basis of claim for confidentiality for each item marked (a blanket claim cannot be reasonably made), Convince SAAP that such a claim is reasonable

2.3 Acceptance of Proposal

SAAP reserves the right in its absolute discretion in relation to:

- Accepting or rejecting a response
- Seek written clarification from any or all of the bidders in relation to their responses, during the evaluation of bids
- Varying or discounting the procurement process if it deems reasonable conditions exist to do so
- Providing additional information to any or all bidders
- Cancelling, adding to or amending the information, requirements, terms, procedures or processes set out in this document. In such a case SAAP shall publish these on the website and notify the bidders.
- Identifying opportunities for collaborative responses to be offered for the delivery of specified services.
- Issue an open tender/RFP
- Waive any small/ minor informalities in the process

2.4 Fraud and Corruption

SAAP require that Bidder (Firm) selected through this RFP must observe the highest standards of ethics during the performance and execution of such contract. In pursuance of this policy, SAAP define, for the purposes of this provision, the terms set forth as follows:

- “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of SAAP or any personnel of Bidder(s) in contract execution
- “Fraudulent practice” means a misrepresentation of facts, in order to influence a procurement process or the execution of a contract, to SAAP, and includes collusive practice among Bidders (prior to or after Proposal submission) designed to establish bids at artificially high or non-competitive levels and to deprive SAAP of the benefits of free and open competition.
- “Unfair trade practices” means supply of services different from what is ordered on, or change in the Scope of Work which was given by the SAAP.
- “Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of contract.
- SAAP will reject a proposal for award, if it determines that the Bidder recommended for award is engaged in corrupt, fraudulent, unfair, or coercive trade practices.

SAAP will declare a Firm ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time determines that the Firm has engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract.

2.5. Amendment of Tender Document

At any time before the deadline for submission of bids, SAAP may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Tender Document by amending, modifying and/or supplementing the same. All prospective Bidders who have received this tender document shall be notified of any amendments through SAAP website, and all such amendments shall be binding on them without any further act or deed on SAAP part. Such amendments will also be available on the websites on which RFP notification is published. In the event of any amendment, SAAP reserves the right to extend the deadline for the submission of the bids, in order to allow prospective Bidders reasonable time in which to take the amendment into account while preparing their bids. If SAAP deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of provisions of this RFP, it may issue supplements to RFP. Any such supplement shall be deemed to be incorporated by this reference into this RFP.

2.6. Clarification on RFP Response

During Technical and Commercial evaluation of the Proposals, SAAP may, at its discretion, ask any Bidder member for clarifications on their proposal.

2.7. Purchase of RFP documents

- i. The detailed bid documents would be made available website and interested bidders can download the detailed tender documents. Hard copies of the tender documents will be available at SAAP. Interested bidders can obtain the same upon payment of the non-refundable payment as mentioned in the bid data sheet while submitting their Bids/Responses in the form of Demand Draft drawn from any nationalized bank / scheduled bank in favor of **'The Vice Chairman and Managing Director, Sports Authority of Andhra Pradesh, Payable at SBI Bank, Labbipet** towards bid document charges.
- ii. The bids submitted by the Bidder without furnishing the receipt of purchase of bid document (or) submission of Tender Document fee Demand Draft in the Bid will be summarily rejected.
- iii. The bid documents purchased by the bidders from SAAP are not transferable.

2.8. Bid Participation

The Firm/ Applicant responsible for providing the overall solution for Web, MIS, Mobile Application, Web GIS, and Core Package shall be referred to as the Bidder.

The Bidder will be the single point of contact under this contract and the responsibility for implementing and commissioning the complete solution shall lie with the Bidder. In case of any delays from any of the partners, Bidder shall be liable and should take complete ownership for execution of contract.

2.9. Bid Format

The Bid shall be submitted as per the formats provided in the RFP, shall be page numbered and Indexed with content table in the beginning.

Section III Information for Proposal Submission

3. Contact Details

All inquiries concerning this procurement are to be directed to the Vice Chairman and Managing Director, SAAP for meetings, conferences or technical discussions. Unauthorized contact will be cause for immediate rejection of the proposer's RFP response. Substantive questions will be dealt with in writing.

For further details please contact (Please refer bid data sheet):

**The Vice Chairman and Managing Director,
Sports Authority of Andhra Pradesh (SAAP)
Indira Gandhi Municipal Corporation Stadium (IGMS)
Bandar Road, Labbipet, Vijayawada -520010**

3.1. Authentication of Bid

The Proposal should be accompanied by a power-of-attorney in the name of the signatory of the Proposal by the Bidder. A scanned copy of the power-of-attorney should also be attached on the bidding document along with the other documents.

Section IV

4.1. Conflict of Interest

As requires that the bidder must provide professional, objective, and impartial advice and at all times hold SAAP interests paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work.

4.2. Right to Terminate the Bid Process

The Vice Chairman and Managing Director, SAAP may terminate the Bid process at any time without assigning any reason. SAAP makes no commitments, express or implied, that this process will result in a business transaction with anyone.

This RFP does not constitute an offer by SAAP. The bidder's participation in this process may result in SAAP selecting the bidder for SAAP to engage in further discussions toward execution of a contract. The commencement of such discussions does not, however, signify a commitment by SAAP to execute a contract or to continue negotiations. SAAP may terminate discussions at any time without assigning any reason.

4.3. Earnest Money Deposit

- Bidders shall submit, along with their bids, EMD of amount as specified in the RFP Datasheet in the form of a Demand Draft(DD) drawn from any scheduled/nationalized bank in favour of **“The Vice Chairman and Managing Director, Sports Authority of Andhra Pradesh” payable at Vijayawada**. Valid for days specified in data sheet from the date of submission of the bid. EMD in any other form shall not be entertained.
 - The EMD shall be denominated in Indian Rupees only. No interest will be payable to the bidder on the amount of the EMD.
 - Unsuccessful bidder's EMD will be discharged/ returned as promptly as possible, but not later than 30 days after the award of the contract to the selected implementation agency.
 - The physical copies of EMD fee shall be submitted to the concerned as per the details mentioned in the data sheet. Bids submitted without adequate EMD will be liable for rejection.
- a. If a bidder withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any; or
 - b. In the case of a successful bidder if the bidder fails to sign the contract for any reason not attributable to the SAAP or to furnish Performance Bank Guarantee (PBG) within specified time in accordance with the format given in the RFP. Bids Submitted with EMD not valid in the specified period will also be rejected
 - c. During the bid process, if any information is found wrong / manipulated / hidden in the bid. The decision of SAAP regarding forfeiture of the EMD and rejection of bid shall be final & shall not be called upon question under any circumstances.

Section V Bidding Process

5. Clarifications

After release of the RFP, SAAP will accept Request for Clarification from the interested parties. All clarifications should be sent in writing as per the format provided in the table below.

S. No.	Section No/ Annex No	Page No	Bidding Document Reference(s) (section/ Clause No)	Content of RFP requiring clarification	Points of clarification required

All clarifications should be sent from email ID of Prime contact person of the bidder on or before the deadline mentioned in the RFP. Telephone calls will not be accepted for clarifying the queries.

All enquiries / clarifications from the prospective bidders for this RFP must be directed to the contact person notified by SAAP as given in the data sheet. In no event will SAAP be responsible for ensuring that Bidders' inquiries have been received by SAAP. SAAP may at its option share the replies to the queries. However, SAAP makes no representation or warranty as to the completeness of any response, nor does SAAP undertake to answer all the queries that have been posed by the Bidder.

5.1. Supplementary Information/ Corrigendum / Amendment to the RFP

- i. If SAAP deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of the provisions of this RFP, it may issue supplements/corrigendum to this RFP. Such supplemental information will be communicated to all the bidders by e-mail and will also be made available on www.apsports.in. Any such supplement shall be deemed to be incorporated by this reference into this RFP.
- ii. At any time prior to the deadline (or as extended by SAAP) for submission of bids, SAAP, for any reason, whether at its own initiative or in response to clarifications requested by prospective bidder, SAAP may modify the RFP document by issuing amendment(s).
- iii. In order to allow bidders a reasonable time to take the amendment(s) into account in preparing their bids, SAAP, at its discretion, may extend the deadline for the submission of bids.

5.2. Cost of Bid Preparation

The bidder shall bear all costs associated with the preparation and submission of its bid and www.apsports.in shall in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process. All costs incurred in connection with participation in the bidding process, including, but not limited to, costs incurred in participation in meetings/ discussions/ presentations, preparation of proposal, in providing any additional information required by SAAP to facilitate the evaluation process and in negotiating a definitive contract or all such activities related to the bid process will be borne by the bidder. This RFP does not commit SAAP to award a contract. Further, no reimbursable cost may be incurred in anticipation of award. Bidders shall furnish the required information on their technical and commercial proposals in the enclosed formats only. Any deviations in format will make the tender liable for rejection.

Section VI Bid Submission

6.1. Late Bids

Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained. The bidders have to adhere to the timings mentioned in the RFP datasheet for submitting the bids.

6.2. Availability of Tender Documents

For the detailed tender notice, please visit our website www.apsports.in. The bidders are expected to purchase the tender documents as per the details of RFP and examine all instructions, forms, terms, project requirements and other information in the RFP documents. Failure to furnish all information required as mentioned in the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the bidder's risk and may result in rejection of the proposal and forfeiture of the bid Security.

6.3. Mode of Submission

Bids have to be submitted offline tenders which should be submitted through closed cover. However, the EMD shall be submitted to the concerned person as per the details mentioned in the data sheet. Bids submitted without EMD will be liable for rejection. However, one (1) hard copy of Technical Qualification bids, Financial Bids separately to be submitted to SAAP in separate sealed covers with appropriate titles as per timelines given in the bid data sheet.

6.4. Bid Submission Acknowledgement

The bidder shall complete all the processes and steps required for Bid submission. The GoAP and SAAP are not responsible for incomplete bid submission by bidders.

6.5. Deactivation of Bidders

As per the GO. Ms. No. 174 - I&CAD dated: 1-9-2008, if the bidder fails to submit the original hard copies of certificates/documents, DD/BG towards EMD within stipulated time or if anything found not appropriate in the documents and the hardcopies submitted by the bidder, as the successful bidder will be suspended from participating in the tenders for a period of 3 years. Besides this, the department shall invoke all processes of law including criminal prosecution of such defaulting bidder as an act of extreme deterrence to avoid delays in the tender process for execution of the development schemes taken up by the government. Other conditions as per tender document are applicable.

6.6. Submission of original EMD, Tender document fee and Proposal Documents

All documents, the copies of the statements, certificates, proposal documents (except for the Commercial Proposal) are to be submitted by the bidder to the O/o **The Vice Chairman and Managing Director, Sports Authority of Andhra Pradesh, Indira Gandhi Municipal Corporation Stadium (IGMS), Bandar Road, Labbipet, Vijayawada** as per the timelines given in the RFP data sheet.

- a. Failure to furnish any of the documents, certificates, will be entitled in rejection of the bid. The SAAP shall not hold any risk on account of postal delay. Similarly, if any of the certificates, documents, etc., furnished by the Bidder are found to be false/ fabricated/ bogus, the bidder will be disqualified, blacklisted, action will be initiated as deemed fit and the Bid Security will be forfeited.
- b. SAAP will not hold any risk and responsibility regulating non-visibility of the documents.
- c. The Documents that are submitted through post or by hand to SAAP will only be considered for Bid Evaluation.

Section VII

The bidder is expected to examine all the instructions, guidelines, terms and conditions and formats in the RFP. Failure to furnish all the necessary information as required by the RFP on submission of a proposal not substantially responsive to all the aspects of the RFP shall be at bidders own risk and may be liable for rejection. The proposal as mentioned shall be submitted in two parts. Information to be included, formats required in each part are given below:

7.1. Technical Bid

1. The Technical Bid will comprise of a cover letter, documents/annexure as proof against technical evaluation criteria, details of software development & maintenance facilities, responses to functional & hardware specifications, incremental IT infrastructure in general, project staffing plan, undertaking (as given in RFP). Please note that no price information should be indicated in the Technical Bid and shall only be quoted in the Commercial Bid. Failure to comply with the same may result in the rejection of the Bid. In submitting additional information, please mark it as '**Supplemental**' to the required response. If the bidder wishes to propose additional services (or enhanced levels of services) beyond the scope of this RFP, the proposal must include a description of such services as a separate attachment to the proposal.
2. SAAP may seek clarifications from the Bidder on the technical proposal. Any clarifications by the Bidder on the technical proposal should not have any commercial implications.
3. Technical approach, methodology and work plan are key components of the technical proposal. Bidders shall present their technical proposal containing:

A. Compliance requirements: Technical Compliance requirements as per format given in Technical qualification submission forms provided in this document. If format is not available, attach in bidders own format.

B. Understanding of Project: This section shall contain a clear and concise understanding of project requirements along with activities to be performed and deliverables to be provided based on the scope of work.

C. Technical Approach and Methodology: In this part, bidders should explain their understanding of the objectives of the assignment, approach to the assignment, proposed solution, proposes technology methodologies for carrying out activities and obtaining the expected outputs, and the degree of detail of such output. Bidders should also explain the proposed methodologies and highlight the compatibility of those methodologies to the proposed approach and the needs of the project. Applicant shall also include the risk management, business continuity plan and quality assurance plans, etc., as a part of approach and methodology, Work methodology Work Plan: In this part the applicant should propose the main activities of the assignment, their content and duration, phasing and interrelations, meetings, milestones (including interim approvals by the client), and delivery

dates of the reports/ documents. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the scope of work and ability to translate them into a feasible working plan. A list of the final documents, including reports to be delivered as final output, should be included here. The work plan should be consistent with the work schedule, milestones, deliverables, meetings and presentations shall be clearly mentioned

D. Organization and staffing: In this part the applicant should propose the structure and composition of team for the main disciplines of the assignment, the key expert/ firm responsible, and proposed technical and support staff may be provided. Capacity building: Bidder should submit a brief approach note on training of IT Department staff during implementation and post-implementation. Bidder should provide hands on training before requesting for acceptance and completion of implementation. Training and manual details should be provided to all the users.

E. Approach for Project implementation: Detailed approach for carrying out the project implementation along with the support and maintenance during the contract. Bidders should submit a detailed approach for both first and second phase implementation. Bidders need to give detailed approach how they would implement complete project with integration plan.

F. Other Information: Any other information relevant to the solution as preferred by the bidder can also be placed in the document.

7.2. Modification and Withdrawal of Bids

- a. No bid may be withdrawn, substituted, or modified in the interval between the bid submission deadline and the expiration of the bid validity period specified by the Bidder in the Bid Submission Form, or any extension thereof agreed to by the Bidder. Modification/Withdrawal of the Bid sent through any other means shall not be considered by the Purchaser
- b. The Bidder may withdraw, substitute, or modify its bid, in accordance with the process specified below, no later than the date and time specified in the Bid Submission.

7.3. Conditions under which this RFP is issued

- i. This RFP is not an offer and is issued with no commitment. SAAP reserves the right to withdraw the RFP and change or vary any part thereof at any stage. SAAP also reserves the right to disqualify any bidder should it be so necessary at any stage.
- ii. Timing and sequence of events resulting from this RFP shall ultimately be determined by SAAP
- iii. No oral conversations or agreements with any official, agent, or employee of SAAP Department shall affect or modify any terms of this RFP and any alleged oral agreement or arrangement made by a bidder with any department, agency, official or employee of Andhra Pradesh shall be superseded by the definitive agreement that

results from this RFP process. Oral communications by Pasto bidders shall not be considered binding on SAAP, nor shall any written materials provided by any person other than The Vice Chairman and Managing Director, SAAP

- iv. Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against SAAP or any of their respective officials, agents, or employees arising out of or relating to this RFP or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
- v. Until the contract is awarded and during the currency of the contract, bidders shall not, directly or indirectly, solicit any employee of SAAP or any other officials involved in this RFP process to leave SAAP in order to accept employment with the bidder, or any person acting in concert with the bidder, without prior written approval of SAAP.

7.4. Rights to the Content of Proposal

All proposals and accompanying documentation of the Technical proposal will become the property of SAAP and will not be returned after opening of the technical proposals. SAAP shall not be bound by any language in the proposal indicating the confidentiality of the proposal or any other restriction on its use or disclosure.

7.5. Non-Conforming Proposals

A proposal may be construed as a non-conforming proposal and ineligible for consideration:-

- a. If it does not comply with the requirements of this RFP. Failure to comply with the technical requirements, and acknowledgment of receipt of amendments, are common causes for holding proposals non-conforming
- b. If a proposal appears to be "canned" presentations of promotional materials that do not follow the format requested in this RFP or do not appear to address the particular requirements of the proposed solution, and any such bidders may also be disqualified

Section VIII

Bid Opening and Bid Evaluation Process

8.1. Bid Opening

SAAP will open all the bids submitted offline, in the presence of bidders' representatives who choose to attend the Bid opening as per the RFP Datasheet. Bid opening will be performed at 2 stages as per the dates specified in RFP data sheet

- i. Technical Bid
- ii. Commercial Bid

8.2. Bid Evaluation Process

8.2.1 Preliminary Scrutiny

The SAAP will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

The tenders that do not conform to the tender conditions and tenders from firms without EMD, Bid document fee shall be straight away rejected.

Subsequent to the preliminary scrutiny and identification of qualified bidders, further evaluation of the bids will be done in two stages and at the end of every stage short listed bidders will be informed of the result to have a fair and healthy competition. The following is the procedure for evaluation

8.3. Evaluation of Technical Bids

The evaluation of the Technical bids will be carried out in the following manner:

- a. The technical bid will be examined by an evaluation committee based on the evaluation criteria and the points system specified in the RFP.
- b. The bidders, who score an aggregate technical score as specified in Bid Data Sheet, will qualify for the evaluation of the commercial bid.

8.3.1 Technical Presentations and PoC

Bidder has to make presentations at SAAP premises or at a place decided by SAAP to facilitate the procurement committee in understanding the bidder's capabilities to execute the project.

Bidder shall ensure that the representative carries a valid photo ID and authorization letter from the bidder.

The presentations should cover cases of installations of the software in an environment similar to SAAP requirements. The objective of the presentation is to:

- Software platform's features in greater detail
- Approach and Methodology
- Project plan
- Other important components of the proposal

Section IX

Commercial Bid Opening and Evaluation Process

9.1 Bid Opening

Commercial Bids will be opened and compared after the technical evaluation has been completed for those bidders who are technically qualified with the minimum cut off score as mentioned in Bid Data Sheet.

9.2 Announcement of Bids

The commercial bids will be opened, in the offline presence of bidders or their representatives who choose to attend the commercial bid opening on date and time to be communicated to all the technically qualified bidders. In the event of the specified date of bid opening being declared a holiday for SAAP, the bids shall be opened at the appointed time and location on the next working day.

The Bidders/Bidder's representatives present at the commercial bid opening shall sign a register evidencing their attendance.

9.3 Clarification on Commercial Bids

To assist in the evaluation, comparison and an examination of bids, SAAP may, at its sole discretion, ask the bidder for a clarification of its bid including breakdown of unit rates. The request for clarification and the response shall be in writing. If the response to the clarification is not received before the expiration of deadline prescribed in the request, SAAP reserves the right to make its own reasonable assumptions at the total risk and cost of the bidder.

9.4 Evaluation of Commercial Bids

9.4.1 Change in the Quantities

The Contracting authority reserves its right to alter the scope (increase quantity / remove certain items) up to approximate ($\pm 10\%$) units

9.4.2 Commercial Evaluation Process

The Commercial Bids of the Bidders who qualify in the First Stage will be evaluated as per the Evaluation Criteria mentioned below:

- a. The prices should be all exclusive of taxes but inclusive of all Out of Pocket Expenses (OPEs.)
- b. All expenses related to travel, boarding, lodging etc. would be inclusive and no separate claims on any account would be entertained.
- c. All the taxes and other levies indicated in the price bid will be taken for the price bid evaluation.

- d. The total value of the price bid shall be arrived based on the total value quoted by the bidder for Capital expenditure and Operational expenditure
- e. The Commercial Bids of the Bidders who qualify in the Technical Stage will be evaluated as per the Evaluation Criteria mentioned below:

Note: 1. Arithmetical Errors in Commercial Proposals - If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between the rates in words and figures, the rate in words will govern. If the bidder does not accept the correction of errors, the bid will be rejected and EMD may be forfeited. Bidder is advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted figures will be entertained after the commercial proposals are received by SAAP.

Note: 2. It is hereby clarified that the above Man month rates for the Manpower for CoE shall be valid for a period of one year from the date of signing of the Contract and thereafter these rates will be increased/ decreased, on a yearly basis, on the first day of the month of contract signing. The adjustment (variation) for the increase/decrease in the average Consumer Price Index (for goods and services) published by the Ministry of Labor, Government of India for the period under consideration.

9.5 Notification of Award

Prior to the expiration of the bid validity period, SAAP will notify the successful bidder in writing or by fax or email, to be confirmed in writing by letter, that its proposal has been accepted. The notification of award will constitute the formation of the contract. Upon the successful bidder's furnishing of performance bank guarantee, SAAP will promptly notify each unsuccessful bidder and return their bid security.

9.6 Performance Security

On receipt of notification of award from SAAP, the successful bidder shall furnish the performance security in accordance with the conditions of contract, as mentioned in the RFP.

- a. A PBG of 10% of value of the contract should be furnished by the bidder in the form of a Bank Guarantee from Nationalized / scheduled banks in India
- b. The PBG should be furnished within the stipulated working days mentioned in the bid data sheet from the signing of the contract and should be valid for entire term of the contract.
- c. The Performance Bank Guarantee should be valid for the period specified in Bid Data Sheet
- d. The performance guarantee shall be returned to the Bidder within 30 days of the date of successful discharge of all contractual obligations at the end of the period of the agreement by the SAAP
- e. In the event of any amendments to agreement, the bidder shall within 15 days of receipt of such amendment furnish the amendment to the performance guarantee as required.

Failure of the successful bidder to sign the contract in the specified period, proposed in this document and as may be modified, elaborated or amended through the award letter, shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event SAAP may make the award to another bidder or call for new bids.

9.7 SAAP Right to accept / reject any proposal or all proposals

SAAP reserves the right to accept or reject any proposal, and to annul the tendering process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for SAAP action.

9.8 Signing of Contract

At the same time as SAAP notifies the successful bidder that its proposal has been accepted, The Vice Chairman and Managing Director, SAAP shall enter into a contract, incorporating all agreements as indicated in this RFP and to be discussed and agreed upon separately, if necessary, between SAAP and the successful bidder.

9.9 Failure to agree with the Terms & Conditions of the RFP

Failure of the successful bidder to agree with the Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event SAAP may award the contract to the next best value bidder as per this RFP or call for new proposals or invoke the EMD/PBG.

9.10 Disqualification

The proposal is liable to be disqualified under the following cases:

- a. Proposal not submitted in accordance with this document.
- b. Proposal is received in incomplete form.
- c. Proposal is received after due date and time.
- d. The bidder qualifies the proposal with his own conditions
- e. Proposal is not accompanied by all requisite documents/EMD/Tender cost.
- f. Information submitted is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.
- g. The price information, the pricing policy or pricing mechanisms or any document indicative of the commercial aspects of the proposal are either fully or partially enclosed or is part of the Pre-Qualification Bid/Technical Proposal Bid.
- h. Bidder fails to deposit the Performance Bank Guarantee (PBG) at the time of signing the contract.
- i. Bidder does not sign the contract within 15 days of the receiving the letter of acceptance from SAAP.
- j. Bidder or any person acting on its behalf indulges in corrupt and fraudulent practices.

- k. If bidder provides quotation only for a part of the project
- l. In case any one bidder submits multiple proposals or if common interests are found in two or more bidders, the bidders are likely to be disqualified, unless additional proposals/bidders are withdrawn upon notice immediately.
- m. Bidders may specifically note that while evaluating the proposals, if it comes to SAAP knowledge expressly or implied, that some bidders may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of proposal then the bidders so involved are liable to be disqualified for this contract as well as for a further period of five years from participation in any of the tenders floated by SAAP.
- n. The response to the pre-qualification criteria, technical proposal and the entire documentation submitted should not contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid.
- o. During validity of the proposal, or its extended period, if any, the Bidder increases prices Quoted in the commercial proposal.

9.11 Terms of Payment:

1. The Payment of fees are in six instalments, based on the monthly progress of work and review on the work the payments will be processed.
2. SAAP reserves the right to stop payment towards deliverable if found sub-standard or undervalued upon review.

CHECK LIST

Two Bid Covers (Envelop 1 and Envelop 2 in one big sealed envelope), on the top of envelop must be written name of the project, due date and submit to the below address:

The Vice Chairman and Managing Director
Sports Authority of Andhra Pradesh (SAAP)
Indira Gandhi Municipal Stadium (IGMS)
Bandar Road, Labbipet, Vijayawada - 520010

Envelop 1: Technical Bid Cover

1. Signed RFP/NIT document
2. EMD
3. Firm Registration Certificate
4. Authorization letter to be furnished by the firm (Annexure-1)
5. Bid Letter (Annexure -2)
6. Turnover Letter (Annexure -3)
7. IT returns and Balance sheet for last 3 years
8. Deviation from tenders and conditions
9. Proof of local office
10. Profile of the organization
11. ISO 9001 Certificate
12. Work orders copy
13. Technical Proposal

Envelop 2: Financial Bid

1. Financial Bid (Annexure 4)

Technical bid will be opened first. If any firm fails to produce the required documents/information as desired above they will be summarily rejected and no further correspondence will be entertained in the matter. Preference will be given to a firm which has knowledge, expertise, and experience of system integration. Financial bid will be opened among the eligible technical bidders only.

BID EVALUATION PROCESS

The selection of the Bidder shall be based on Quality and Cost based selection (QCBS). The Proposals submitted by the Bidders will be evaluated by taking the following stages of evaluation in to consideration:

Technical Evaluation: The bids will be evaluated based on the Technical Evaluation Criteria mentioned below Technical Criteria bidders are required to furnish data with supporting documents on the prescribed format mentioned against Sl. No. 1 to 4 of the below mentioned table for evaluation by SAAP

Evaluation Criteria

S.No.	Criteria	Max Marks	Supporting Documents
1	Year of operation in India >10 Years – 5 Marks 5-10 Years – 3 Marks < 5 years – 2 Marks	5	Self-Attested copy of certificate of incorporation
2	Revenue of firm in India INR >40 Crores – 10 Marks INR 30-40 Crores - 6 Marks INR 15-30 Crores – 2 Marks INR <15 Crores – 1 Mark	10	Certificate from Statutory Auditor
3	Past experience of the firm in various IT projects particalary Software Development, System integraation, Data Mining, MIS Application Development, GIS based web application, Mobile Application, ERP development, etc.,	30	Relevant Work order copies
4	Approach methodology and work proposed 1. Understading of the scope 2. Suggested approach and work plan 3. Implementation methodology 4. Technologies suggested by the firm 5. Manpower and Qualifications	05 15 10 10 15	Needs to be enclosed along with technical proposal.

Marking Methodology:

For all SI relative scoring will be done

Financial Evaluation:

The Financial bids shall be opened only those bidders who have been found to be technically eligible. The financial bids shall be opened in the presence of representatives of technically eligible bidders, who may like to be present. The commercial scores would be normalized on a scale of 100, with lowest score being normalized to 100 and the rest being awarded on Pro- Rata Basis. Such normalized scores will be considered for the purpose of QCBS based evaluation.

Final Evaluation of Bids:

The final selection of the bidder will be based on Quality and Cost Based Selection (QCBS) there will be 70% for technical evaluation and 30% weightage for Financial evaluation.

The individual bidders financial scores (FS) are normalized as per the Formula Below.

Combined Evaluation

Formula:

$$S = S(t) \times T\% + S(f) \times F\% \quad (T+F=100)$$

Technical = 70%

Financial = 30%

Example:

Consultants Name	Technical Evaluation			Financial Evaluation		Combined Evaluation	
	Technical score s(t)	Weighted Score s(t) x T	Technical Rank	Financial Score s(f)	Weighted Score s(f) x F	Scores S(t) x T + S(f) x F	Rank
Firm No. 01	90	(90 x 0.70) = 63	1	{[(4,50,000/5,00,000) x 100] x 0.30}	27	63 + 27 = 90	1
Firm No. 02			2				2
Firm No. 03			3				3

The Bidder with the **highest composite score(S)** would be awarded the contract.

Annexure – I

To be enclosed with Technical bid.

AUTHORISATION LETTER TO BE FUNISHED BY THE FIRM

(This letter of authority should be on the letter-head of the firm and should be signed/attested by a person competent and having the power of attorney to the bind the manufacturers)

To
The Vice Chairman and Managing Director
Sports Authority of Andhra Pradesh (SAAP)
Indira Gandhi Municipal Stadium (IGMS),
Bandar Road, Labbipet, Vijayawada - 520010

Date:

Dear Sir,

Sub: Tender No.

Date:

We, _____ established ad repute technical service IT firm of _____ having consultancy/agency at _____ and office at _____ delegate Mr. Mrs (name and address of authorized/agent) _____ to represent us to the tender, negotiate and conclude the contract on our behalf with you against the tender No: _____ dated: _____ cited.

No _____ company/firm or individual other than M/S. _____ are authorized to represent us in regard to this business against this speciic tender.

We give an undertaking that we will continue to provide service to The Vice Chairman and Managing Director, SAAP for the entire period one year from the date of the purchase order.

Yours faithfully,
Firm & On behalf of M/s

Signature of Witness
Name:
Address:

Annexure – II

To be enclosed with Technical bid.

BID LETTER

To
The Vice Chairman and Managing Director
Sports Authority of Andhra Pradesh (SAAP)
Indira Gandhi Municipal Stadium (IGMS),
Bandar Road, Labbipet, Vijayawada - 520010

Date:

Dear Sir,

Sub: _____ Tender
No. _____ date: _____

1. We are a registered software services firm
2. We hereby offer to supply and provide the required services at the price(s) mentioned in the bid.
3. Period of delivery: we do hereby undertake that in the event of acceptance of our bid, the supply of consultants shall be started at site within _____ days from the date of Award of contract and the delivery will be completed within the time schedule mentioned in the contract bid document.
4. We agree the complete Bid enclosing with all document/informaiton as required in the tender document.
5. We agree to abide by our offer for a period of ____ days from date fixed for opening of the tenders and that we shall remain bound by a communication of acceptance within that time.
6. We have carefully read and understood that the terms and conditions of the tender and we do hereby undertake to supply the technical support as per these terms and conditions. The deviations from the above specifications, terms and conditions only those mentioned in Annexure 3 and 4.
7. Certified that the bidder is :

A sole proprietorship firm and the person signing the tender is the sole proprietor/constituted attorney of the sole proprietor.

A partnership firm and the person signing the tender is the partner of the firm and he has the authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement / by virtue of General power of attorney.

OR

A Company and a person signing the tender is the consitituted authority:

Note: Delete what ever is not applicable. All corrections/deletions should invariable be duly attested by the person authroized to sign the tender document.

We do hereby undertake that unti! a formal contract is prepared and executed this bid together with your written accpetance thereof and placement of letter of intent awarding the contract shall consitute a binding contract between us.

Date: This _____ day of _____ 2018.

Signature of the bidder

Annexure 3

(To be enclosed with Technical Bid)

Turnover Details

<u>Sl.no</u>	<u>Financial Year</u>	<u>Turnover in Lakhs</u>
<u>1</u>	<u>2015-2016</u>	
<u>2</u>	<u>2016-2017</u>	
<u>3</u>	<u>2017-2018</u>	

Signature of the Bidder

Annexure – IV

(To be included in financial bid cover –II)

Financial Bid

3. Cost of service and taxes a applicable should be indicated clearly and separately in words and figures

S.No	Name of the Bidder Item	Qty.	Unit Price without Taxes (In INR)	GST	Total Price (All Inclusive) (IN INR)
1	Service charge for Web Application	1			
2	Service Charge for 13 District websites	13			
3	Service Charge for Web GIS Application	1			
4	Service Charge for MIS Application	1			
5	Service Charge for Sports e-Directory and Mobile Application	1			
6	Service Charge for Mobile Application	1			
7	Application Hosting, Maintenance charges with dedicated resource	12 Months			
	Total				

(Total in Words _____)

Manpower: Bidder need to provide Five dedicated technical expert to work in the application.

Mention applicable taxes with percentage

Signature of the Bidder
(Seal)

Annexure V: Bidder Information Sheet

Name of Bidder:

Tender Ref Number:

S.No	Description	Details to be filled by Bidder
1	Name of the Bidder/Organization	
2	Nature of the Organization Government / Public / Private	
3	Year of Establishment (Enclose any of the following for proof of establishment) <input type="checkbox"/> Certificate of Incorporation <input type="checkbox"/> Article of Association to indicate line of business	
4	Regd. Office Postal Address with Phone & Fax Number, Email and Website URL	
5	Office Address in Andhra Pradesh	
6	Contact person with Phone, Mobile Number & e-mail address	
7	GST Registration No.	
8	Valid ISO 9001:2015 and ISO 14001:2015 Certification	
9	Valid ISO 27001 Certification	
10	Additional Certification/Awards (if Any)	
11	List of supporting documents attached for this form	

Date:

Place:

Signature of the Bidder with seal

Annexure VI: Format for Self-Declaration on Blacklisting

(On Company Letterhead – Submit separate declaration for Bidder)

Name of Bidder:
Tender Ref Number:
To,

[Date]

The Vice Chairman and Managing Director
Sports Authority of Andhra Pradesh (SAAP)
Indira Gandhi Municipal Stadium (IGMS),
Bandar Road, Labbipet, Vijayawada - 520010

Sir,

In response to the RFP No. _____
dated _____ for quoting against the RFP asof M/s << Bidder>> , I / We
hereby declare that our Company / Firm _____ is having unblemished past
record and was not declared blacklisted or ineligible to participate for bidding as on date of
submission of the bid by **any State/Central Govt. or PSU** due to breach of general or specific
instructions, corrupt /fraudulent , Non Performance or any other unethical business practices.

Yours faithfully,
Authorized Signatory _____
Name _____
Designation _____
Company name _____

Annexure VII: Details of Local Presence in Andhra Pradesh

(EACH BIDDER MUST FILL IN THIS ON COMPANY LETTERHEAD)

Name of Bidder:

Tender Ref Number:

Date:

This is to certify that _____(company name) having its local office at (address)_____ has the following centre(s) in the State of Andhra Pradesh.

Name and address of Office	Contact person details

OR

This is to certify that _____(company name) does not have its local office in Andhra Pradesh. However, local office will be established in Andhra Pradesh within the specified time if contract is awarded.

Signed: _____

Name: _____

Designation: _____

Stamp / Seal: _____

Annexure VIII: Software Project Experience
(Please provide separate forms for each project)

Name of Bidder:

Tender Ref Number:

S. No.	Items	Details
1	Project/ Assignment Name:	
2	Detailed Narrative / Description of Project:	
3	Project Value	
4	Number of Professional Staff deployed by the Company for the narrated project :	
5	Project Location:	
6	Start Date:	
7	Go Live Date:	
8	Completion Date:	
9	Client details	
a	Name of the Client:	

Note: Work Order and Completion certificates shall be provided. Non-compliance to this shall lead to non-consideration.

Date:

Place:

Signature of the Bidder with seal

AGREEMENT

(On Rs. 200/- stamp/legal paper purchased in Andhra Pradesh State only)

(To be stamped in accordance with the Indian Stamp Act)

The agreement entered into this _____ DOA of _____ 2018, between M/s _____ (hereinafer referred to as the "Contractor" which term shall include their successors and legal representatives) and Sports Authority of Andhra Pradesh (hereinafter refered to as the "SAAP" Which terms shall include its successors and assigns).

WHEREAS

- 1) The bid submitted on _____ by the "Contractor" against the The Vice Chairman and Managing Director, SAAP, YAT & C (Sports & YS) Department, AP, bid notification No. _____ dated _____ for "Design and Development of "SAAP Web, MIS, GIS and Mobile Applications".
- 2) And as per scope work enclosed was accepted by the said the Vice Chairman and Managing Director, SAAP, YAT & C (Sports & YS) Department, AP, Secretariats, Velagapudi, Subject to the Terms and Conditions detailed in the said Vice Chairman and Managing Director, SAAP, YAT & C (Sports & YS) Department, letter of Award No. _____ dated _____ (hereinafter referred to as order).
- 3) The Contractor having accepted the order was required to execute agreement and to furnish a Bank Guarantee towards the Security Deposit for the due fulfillment of the agreement.
- 4) The Contractor has furnished a Bank Guarantee bearing No. _____ dated _____ in favour of the Vice Chairman and Managing Director for sum of _____ only towards the security deposit, for the due fulfilment of the agreement from the _____ Bank and has further agreed to renew it to the extent required to cover the full guarantee period under the agreement.

Now this indenture witnessed and it is hereby agreed and declared as follows, that is to say in consideration of the payments to be made to the contractor by the SAAP as herein after mentioned, the contractor hereby covenants with the SAAP, that the contractor shall and will duly provide the service of the quality and description specified and shall do and perform all other works and things in the agreement subject to the terms and conditions and stipulations mentioned in the agreement and conditions specified in the tender inviting document.

In witness whereof the parties _____ and Sports Authority of Andhra Pradesh to this agreement have signed this indenture in the presence of the following witnesses.

For Contractor
(Signature with Name,
Designation and Company Seal)

for Sports Authority of
Andhra Pradesh

Witness:

1)

2)

Witness:

1)

2)