



**Government of Andhra Pradesh
Sports Authority of Andhra Pradesh (SAAP)**

Tender Notification Number:

e- Procurement Tender Notice No. SAAP/Branding/AVC/2018

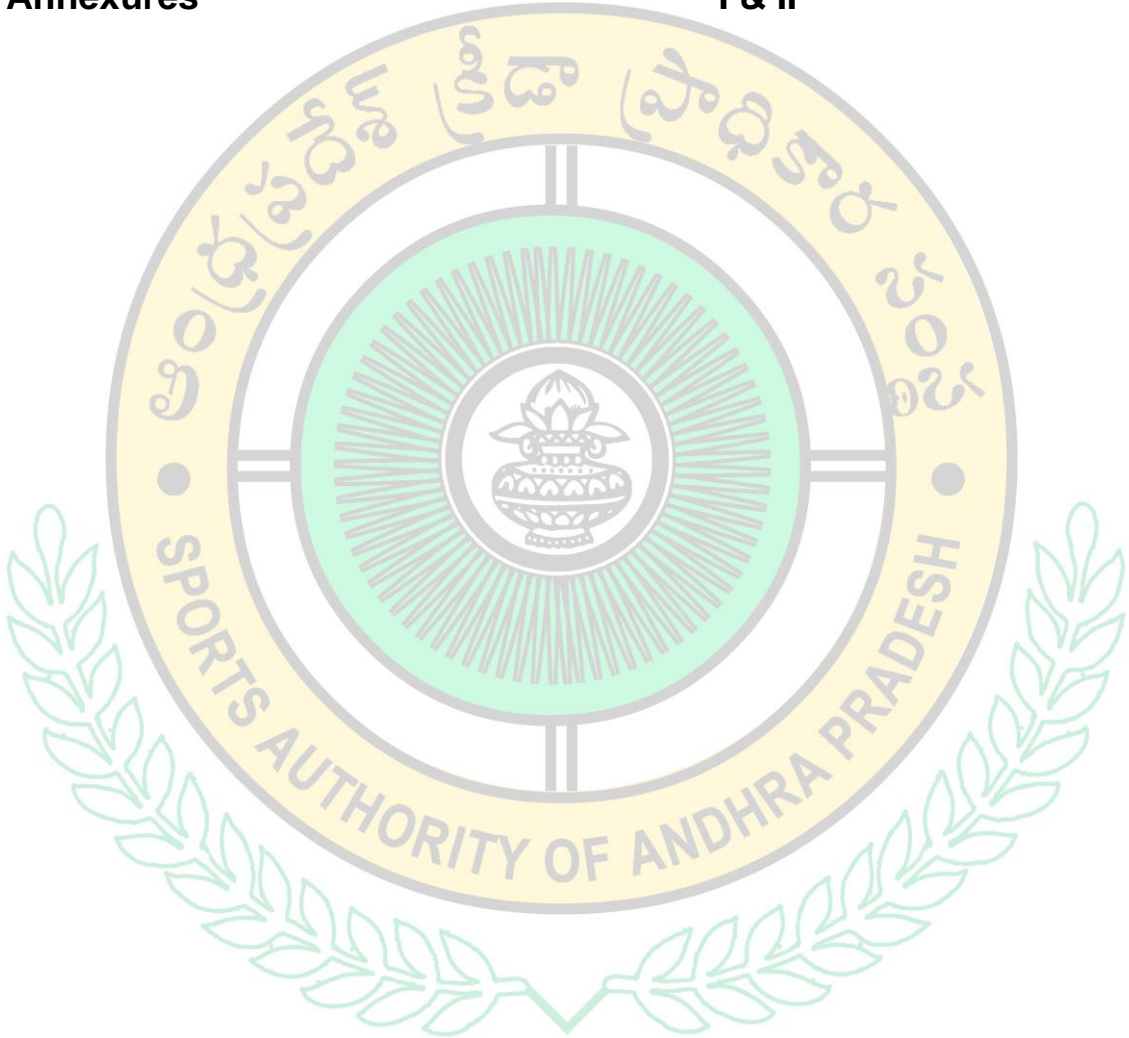
Name of the Work:

RFQ for Audio and Video Media Campaign for promoting Sports authority of Andhra Pradesh (SAAP) in the state of Andhra Pradesh.

**Vice Chairman and
Managing Director**

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Part - I
Tender conditions

Name of work:

Sports Authority of Andhra Pradesh proposes to prepare an audio and video campaign to promote the initiatives by Government of Andhra Pradesh for promoting sports and milestones achieved by sports persons and athletes.

The aim of this project is to promote sports in the state through campaign programs using the radio, television, public advertisement places, movie theatres through which SAAP intends to create awareness among the people of Andhra Pradesh regarding sports and its related activities and how best they can utilize the schemes in enhancing the skills and improve physical literacy the state.

1. Invitation to the Tender:

Tenders are invited to prepare an audio and video campaign to promote the initiatives by Government of Andhra Pradesh for promoting sports and milestones achieved by sports persons and athletes by preparing a song and visual advertisement by popular icons in sports and films to promote SAAP brand.

- 1.2. The tender acceptance dates, technical bid opening date, financial bid opening date will be as per the dates as mentioned below.
- 1.3 The tenderers are expected to go through the tender conditions thoroughly before submitting the tender.
- 1.4 Tenderers are requested to submit Technical bid and financial bid separately. The technical bids will be opened by the Vice Chairman and Managing Director, Sports Authority of Andhra Pradesh (SAAP), Bandar Road, Labbipet, Vijayawada-520010, Indira Gandhi Municipal Corporation (IGMC) Stadium / his authorized person at his office, as per the time schedule given in tender notice.

The intending tenderers have to obtain Account Payee Demand draft for an amount of **as EMD** at from any Nationalized /Scheduled bank, payable to the Vice Chairman and Managing Director, Sports Authority of Andhra Pradesh (SAAP), Bandar Road, Labbipet, Vijayawada-520010, Indira Gandhi Municipal Corporation (IGMC) Stadium. They have to attach the scanned copy of the demand draft along with the tender documents.

The **EMD** payment will not be accepted in any other form like cash, Cheques, or Bank Guarantees, etc.

2.0 Qualification of Tenderer:

Tenderer should submit the "Qualification Criteria" containing the following self attested copies of the documents with the Tender.

- a. EMD of Rs.1 lakhs (Rupees One lakhs only).
- b. Registration certificate of the firm issued by the registrar of firms/companies of State Government/Government of India to be enclosed.
- c. In case of partnership firm, a copy of partnership deed.
- d. In case of proprietary firm, a trade certificate issued by local authorities / registration certificate issued under A.P Government.
- e. GST Registration certificate.
- f. The PAN Card.
- g. Income tax returns for the last Three years (Start-up companies have to prove their credibility for considering the financial status).
- h. Audited Chartered Accountant Certificates of turnover supported by Balance sheets & profit/Loss Statements for the last three assessment years (Start-up companies have to prove their credibility in executing the project).
- i. A self Declaration stating that "I/We have gone through all the tender conditions and accepted them without any pre conditions".

2.a Special Conditions:

- a. The song should be penned by famous lyricist Sri. Sirivennela Sitarama Sastry garu .
- b. The song should be sung by Padmabhushan Sri S.P Balasubramanyam garu.
- c. The music should be composed by top class musicians in the telugu film industry.
- d. The preference of visual advertisement shall be on top class 4K HDR quality that shall be used to promote in various public media sources.
- e. The visuals should be produced in such a way that, the advertisement quality should not be reduced while promoted through movie theatres.

Note:

The tenderer who is capable of handling such expertise are requested to carefully study all the conditions and submit the bid. Any variation from the tender conditions will lead to strict administrative action by SAAP.

2.b Other conditions:

1. The rates quoted must be reasonable as per standards otherwise SAAP will not consider the proposal.
2. The rate quoted including Tax charges etc. No miscellaneous expenses will be allowed on the quoted rates. Any variation in increase or decrease of taxes shall be considered/recovered by SAAP after due verification.
3. The work will be allotted to the bidder by taking into consideration of the experience, quality of work and price quoted.
4. The rate quoted in this tender is valid only for this work only.
5. The Vice Chairman and Managing Director, SAAP, Vijayawada reserves right to postpone / cancel / reject / negotiate the tenders at any time / stage submitted by the agency without assigning any reason thereon and no further correspondence will be entertained.
6. No payment will be made, if any of the terms and conditions / requirements is not fulfilled.
7. The advertisement should be made by the agency in coordination with SAAP and the final decision will be made by Vice Chairman and managing Director, SAAP.
8. The tender without EMD will summarily be rejected.
9. The **EMD amount** will be released after the successful completion of period of the ad.
10. The period of completion of the advertisement is **6 months** from the date of first day of the display of the said ad.
11. **The quantity of the work may be increased or decreased by the Board and the agency has to execute the work as per the agreement rate.**
12. The Vice Chairman and Managing Director, SAAP, Vijayawada is empowered to cancel the contract or impose penalty up to 10% of cost of work, if any of the above terms and conditions are deviated or violated without assigning any reasons thereof.
13. ***The bidders who can produce authorisation from the icons mentioned in the special conditions shall have added advantage.***

3. Submission of the Bids:

The Tenderer is expected to examine carefully all the instructions, conditions, forms, terms, specifications, annexure, and schedules in the Tender documents. Failure to comply the requirements of tender submission will be at the Tenderers own risk. Tenders that are not substantially responsive to the requirements of the Tender documents will be rejected.

3.1. Technical Bids:

Technical bids should contain full information as per SI. No. 2, 2.a & 2.b and **EMD** to judge pre qualification of the bidder.

3.2. Price Bids:

- a) The Tenderers are advised to quote the rate in the Part - III of this document. The rates quoted must be reasonable and they must be inclusive of all taxes, all accessories, freight charges.
- b) The rates are to be specified in the Price Bid in Indian Rupees.

4 TENDER SYSTEM

- 4.1 The bidders, who are desirous of participating, shall submit their Technical Bids, Price bids etc., in the standard formats prescribed in the Tender Documents Displayed at SAAP website duly signed by the bidder. **The bidders should submit the copies of all the relevant copies of the entire relevant certificates, documents etc., to SAAP Office in support of their Technical bids.** The bidder shall sign on all the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/ authenticity.
- 4.2 All the uploaded documents furnished in support of eligibility for the tender should be attested by the tenderer. Tenderers have to furnish the certificate in stating that "I have gone through all the tender conditions and accepted them without any preconditions". Non-submission of this certificate will liable the tender for rejection.
- 4.3 The successful bidders qualified in the bid shall furnish the original hard copies of all documents / Certificates / Statements / EMD up loaded by him before concluding the agreement.
- 4.4 The Technical Bids will be opened by the committee constituted by Vice Chairman and Managing Director, SAAP, Vijayawada at the time and date as specified in the tender documents. All the Statements, documents, certificates etc., submitted by the Tenders will be verified and downloaded, for technical evaluation. The clarifications, particulars, if any, required from the bidders, will be obtained in the conventional method by addressing the bidders. The technical bids will be evaluated against the specified parameters/ criteria; and the technically qualified bidders will be identified.

4.5 Similarly, at the specified date and time, the price bids of all the technically qualified bidders will be opened by the committee constituted by Vice Chairman and Managing Director, SAAP, Vijayawada.

4.6 Bid validity period: Bids shall be valid for a period of **3 months** from the day of financial bid opening date.

5. EARNEST MONEY DEPOSIT / CAUTION DEPOSIT

5.1 The Tenderer shall furnish, as part of his Tender, an EMD of through DD issued by any Nationalized/ Scheduled bank, at the time of tendering in favor of the Managing Director, Sports Authority of Andhra Pradesh (SAAP), Bandar Road, Labbipet, Vijayawada-520010, Indira Gandhi Municipal Corporation (IGMC) Stadium.

5.2 Any Tender not accompanied by an acceptable EMD not being valid as described in sub clause will be treated as non-responsive and shall be rejected by the Department.

6. The EMD shall be forfeited

a) If the Tenderer modifies or withdraws his Tender during the period of tender validity.

b) In case of a successful tender, if, within the specified time limit, the tenderer fails to, sign the agreement or furnish the required additional Security Deposit in the form of FDR.

6.1. Tenderer who withdraws his tender without a valid reason (to be decided by the authority competent to accept the tender) shall be disqualified for tendering further works in the Department.

6.2 Earnest money deposit paid by the Tenderer shall not earn any interest.

6.3 The earnest money deposit paid by the Tenderers who have participated in the tenders and are not successful will be returned soon after entering into agreement by the successful Tenderer or after expiry of bid validity period whichever is earlier.

6.4 The earnest money deposit of the successful Tenderer will be returned after successful completion of the maintenance period i.e. **6 months**.

7. PREPARATION OF TENDER

- 7.1 The Tenderer shall quote the rates in the Price bid. He should mention the rates in Indian Rupees both in figures and words. In case of discrepancy between the figures and words, **the rates mentioned in words will prevail.**
- 7.2. The Tenderer shall bear all expenses associated with the preparation and submission of his tender and SAAP shall in no case be responsible or liable for reimbursement of such expenses, regardless of the conduct or outcome of the tendering process.
- 7.3. Only one Tender shall be submitted by each Tenderer. No Tenderer shall participate in the tender of another for the same contract in any capacity whatsoever.
- 7.4. The specifications are clearly mentioned in the price bid (Part - III) of this document. The tenderers are required to substantiate only if their offer is strictly compliance with the specifications.

8.0 Date and Time for Submission of the Tender: The Tenderers shall submit the tenders on the date, month, year and time as mentioned below along with the following items:

1. Scanned copies of Qualification Criteria (as mentioned in 2, 2.a & 2.b).
2. Scanned copy of the EMD.
3. Scanned copies of other relevant documents.

9.0 AMENDMENT TO TENDER DOCUMENTS

At any time prior to the deadline of submission of the tenders, the Tender Inviting Authority may for any reason whether at his own initiation or in response to the clarification requested by the Tenderer, modify the tender documents by issuing an Addendum / Erratum. The amendment will be notified in e-procurement market and the tenderers have to bind on them. In order to allow prospective tenderers, reasonable time in which to take the amendment into account in preparing their tender, the department may at its discretion, extend the deadline for the submission of bids.

10.0. Evaluation of the Tenders:

a. Opening of the Technical Bid:

The Technical bids of the tender will be opened by the committee constituted by Vice Chairman and Managing Director, SAAP, Vijayawada or his authorized officers on **Date:** 16.04.2018 at 3:00 PM.

The qualified technical bids (as per Sl. No. 2, 2.a & 2.b) will be considered for Technical Evaluation.

b. Demonstration:

The technically qualified tenderers are required to demonstrate how they are planning to execute the project which was quoted in the tender and is going to be provided by them in the field, for evaluation of the technical committee on specified date and time for technical evaluation.

c. Opening of financial bid:

The responsive bids will be opened by the committee constituted by Vice Chairman and Managing Director, SAAP, Vijayawada or his authorized officers on 16.04.2018 at 3:00P.M.

11. Award of the Contract:

The Vice Chairman and Managing Director, SAAP, Vijayawada, will award the contract to bidder, whose tender has been determined to be substantially responsive and who has offered the lowest (L1) evaluated bid price.

- a. Failure on the part of successful Tenderer to comply with the above requirements shall constitute sufficient grounds for the annulment of the "Contract Award" and forfeiture of the Earnest money deposit.
- b. **Work order** will be issued by the Vice Chairman and Managing Director, SAAP, Vijayawada to the successful bidder.

12. Rejection of in- eligible Tenders:

The Rejection of the Tenders will be rejected for the following reasons:

- a. Non submission of the tender as per clauses.
- b. The Tenders which are not qualified as per Clause -2 will be rejected.
- c. Any modification is/are found in the specifications/Department document in the submitted tender documents or any alterations are proposed in the tender document, such tenders will be rejected.
- d. If any fraud, invalid documents etc., are found during the course of contract, the contract will be terminated and action will be initiated against such tenderer as per departmental procedure in vogue.

- e. The Conditional tenderers will be rejected.
- f. Rates should be quoted in Indian Rupees both in Figures & Words: Rates should be inclusive of all taxes, all accessories, fright charges, loading and unloading etc. The tenderers shall ensure that the rates quoted by them are given both in figures and words, in Indian Rupees clearly in absence of which the tenders are liable to be rejected.

13. Signing of Agreement:

- a. The successful tenderer, upon intimation through **Letter of Award** in the prescribed format enclosed in the Annexure, should request in writing for entering into agreement with in fifteen (15) of such intimation duly submitting the required non – judicial stamp paper (Rs.100/- worth) failing which the EMD paid by the tenderer will be forfeited and such tenderer does not have any right to claim the same.
- b. The successful Tenderer shall sign the agreement duly paying the balance Security Deposit (**i.e., 1.5% of the total Contract Value**) through FDR issued by the Nationalized/Scheduled bank, in favour of the Vice Chairman and Managing Director, SAAP, Vijayawada, after receipt of the “Letter of Award”.
- c. Failure on the part of successful Tenderer to comply with the above requirements shall constitute sufficient grounds for the annulment of the “Contract Award” and forfeiture of the Earnest money deposit
- d. The agreement entered between the successful tenderer and the Period of agreement is **6** months.
- e. Vice Chairman and Managing Director, SAAP, Vijayawada, shall be basic foundation of the rights of both the parties and the contract shall not be completed until such tender agreement signed first by the tenderer and then by the Vice Chairman and Managing Director, SAAP, Vijayawada.
- f. After signing of the agreement by both the parties, the true copies of such agreement will be communicated to the successful bidder and work order will be issued by the Vice Chairman and Managing Director, SAAP, Vijayawada.

14. Conditions of Contract:

- a. The contract period of the project will start from the first day of execution of the agreement.
- b. The Department shall not entertain any claim, right, or and plea by the tenderers for any sort of modifications of the tender conditions, based up on or arising out of any alleged misunderstandings or misconceptions or mistakes or withdrawal of tender or refund of deposit or any or all of these, for any reason during the above bid validity period.
- c. The successful tenderer shall not assign or sublet the privilege hereby granted to any person whomsoever.
- d. The project shall be confirmed to the relevant specifications given in the tender schedule.
- e. **Past Performance:** In case the past performance of the tenderer is not found to be satisfactory with regard to quality, delivery, warranty obligation and non - fulfilment of terms and conditions of the contract, their offer is liable to be rejected by the department.
- f. The approved tenderer if fails to do or perform any contractual obligations as per terms and conditions of the contract, the department may do or cause the same to done and recover the cost of doing from the allot tee without prejudice any other right; the department may have on account of such default.
- g. If any doubts arise as to the interpretation of any of the general or special conditions mentioned in the tender Notification, schedules or agreement, the decision of the Vice Chairman and Managing Director, SAAP, Vijayawada, shall be final and binding on the allot tee / tenderer.
- h. All disputes and differences arising out of or in any way touching or concerning this allotment, the city civil court of Vijayawada will have the jurisdiction.
- i. The Vice Chairman and Managing Director, SAAP, Vijayawada, reserves the right to accept, reject or cancel any one or all the tenders, without assigning any reasons.

15. Payment terms and conditions:

- a. SAAP can provide provision for 50% advance payment depending on the credibility and the nature of work involved in the project. The decision of VC&MD, SAAP is final in making payments after completing all the obligations under this RFQ.
- b. Balance shall be paid after execution of the project as per the conditions of RFQ.
- c. **No extension of time will be granted for the contract except under exceptional circumstances by the Vice Chairman and Managing Director, SAAP, Vijayawada.**

- d. Penalty:** The Penalty of Rs.50/- per day will be imposed for the reasons other than departmental failures for the delay in display of ads.

16 PROCESS TO BE CONFIDENTIAL

a. After the opening of tender, information relating to the examinations, Clarification, comparison of tenders and recommendation concerning the Award of contract shall be kept confidential and shall not be disclosed to the Bidders or other persons not officially concerned with such process.

b. Any effort by a Bidder to influence the SAAP in the process of Examination, clarification, comparison of tenders and in decisions concerning Award of contract may result in the rejection of his tender.



PART – II

GENERAL CONDITIONS

1. **Tender (Bid) validity:** Tenders shall remain valid open for acceptance for a period of 3 months after the date of tender opening.
2. The Agency should supply the material and execute the project, which are ordered within the agreed time schedule, if for any reason the agency apprehend delay in executing the project, it should inform the Vice Chairman and Managing Director, SAAP, Vijayawada, within 7 days of agreement and obtain prior approval of the Vice Chairman and Managing Director, SAAP, Vijayawada and execute the ads as per the orders of Vice Chairman and Managing Director, SAAP, Vijayawada and failure to comply the above will result in panel action.
3. **Signing of the agreement:** The successful tenderer should conclude an agreement with Vice Chairman and Managing Director, SAAP, Vijayawada within (7) days from date of intimation from this office. Failure on the part of successful tenderer to comply with the above requirements shall constitute sufficient grounds for the annulment of the "contract award" and for forfeiture of the Earnest Money Deposit.
4. **Validity of the agreement:** The agreement concluded will be valid for 6 months from the date of agreement. The work order for required quantity will be given as and when the work/material is required by the department within the agreement period and the tenderer has to execute in consultation with the Vice Chairman and Managing Director, SAAP, Vijayawada mentioned in the Work Order.

7. Cancellation:

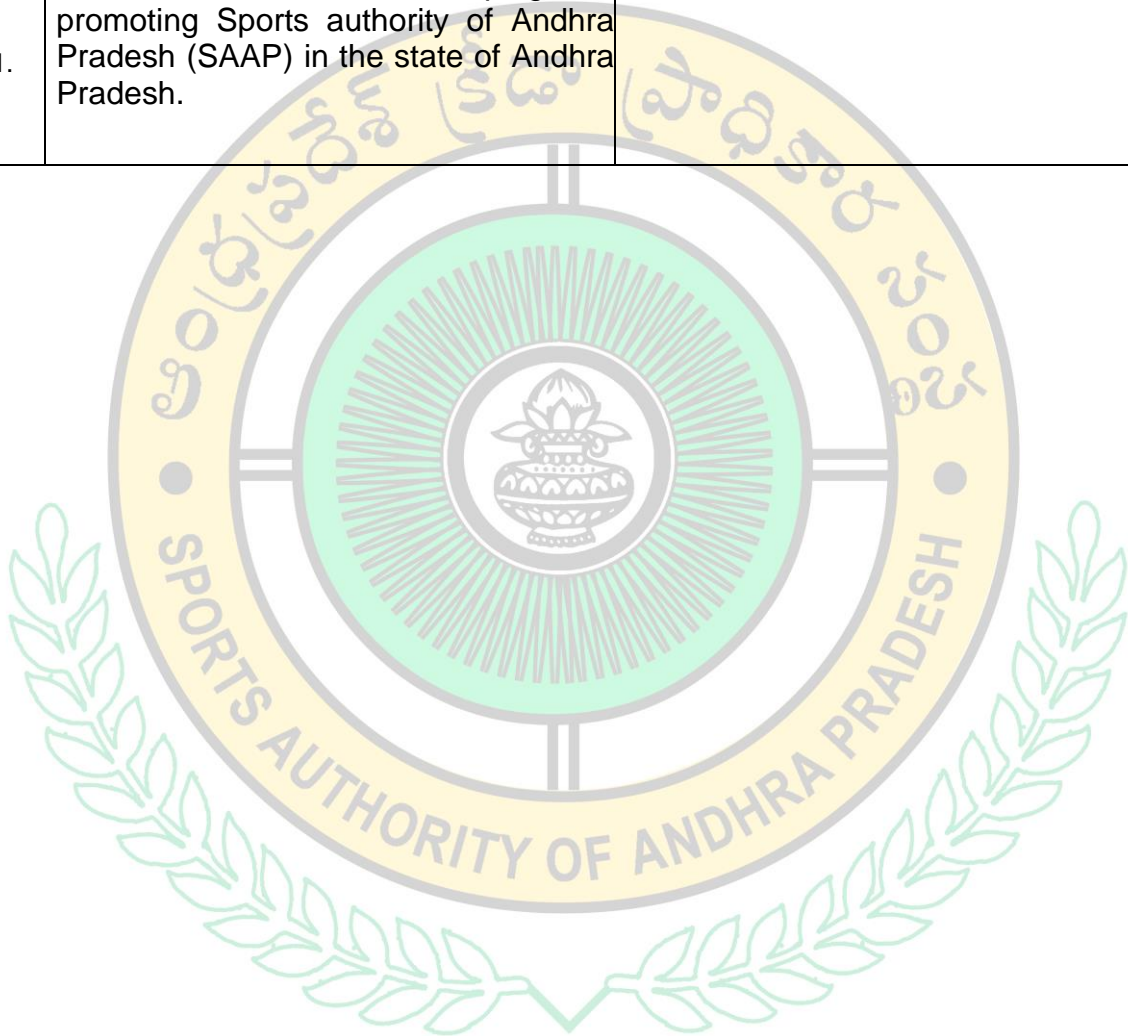
- 7.1 Failure on the part of tenderer, to abide by the terms and conditions of the agreement, shall entitle the Vice Chairman and Managing Director, SAAP, Vijayawada, to cancel the agreement, forfeit the security deposit, referred above, besides taking such other action as may be deemed necessary to recover the loss, if any sustained by the Government in any transaction in connection with or under the agreement.
- 7.2 If it is found that the material is not supplied and executed the work within the stipulated time and or not according to the right quality or not according to the specifications or otherwise not satisfactory owing to any reason for which the Vice Chairman and Managing Director, SAAP, Vijayawada shall be the sole judge and entitled to reject the material, cancel the contract, buy its requirements from other agency and recover the loss or damage, if any, from the Agency/Firm, who failed to the content as per the agreement.

Part - III

PRICE BID

RATES AND OTHER DETAILS

S.No	Description	Rate for providing the services including GST tax
1.	Audio and Video Media Campaign for promoting Sports authority of Andhra Pradesh (SAAP) in the state of Andhra Pradesh.	



ANNEXURE - I
DETAILS OF FIRM/COMPANY

1. (a) Name of the Firm/Company :

(b) Head Office and
Address in A.P./India
(with Phone, Fax no. & email) :

(c) Date of incorporation and/or
Commencement of business :

a. Brief description of the firm/Company
Including details of its main lines of
Business :

b. Particulars of the Authorized Signatory of the Applicant :

(a) Name :

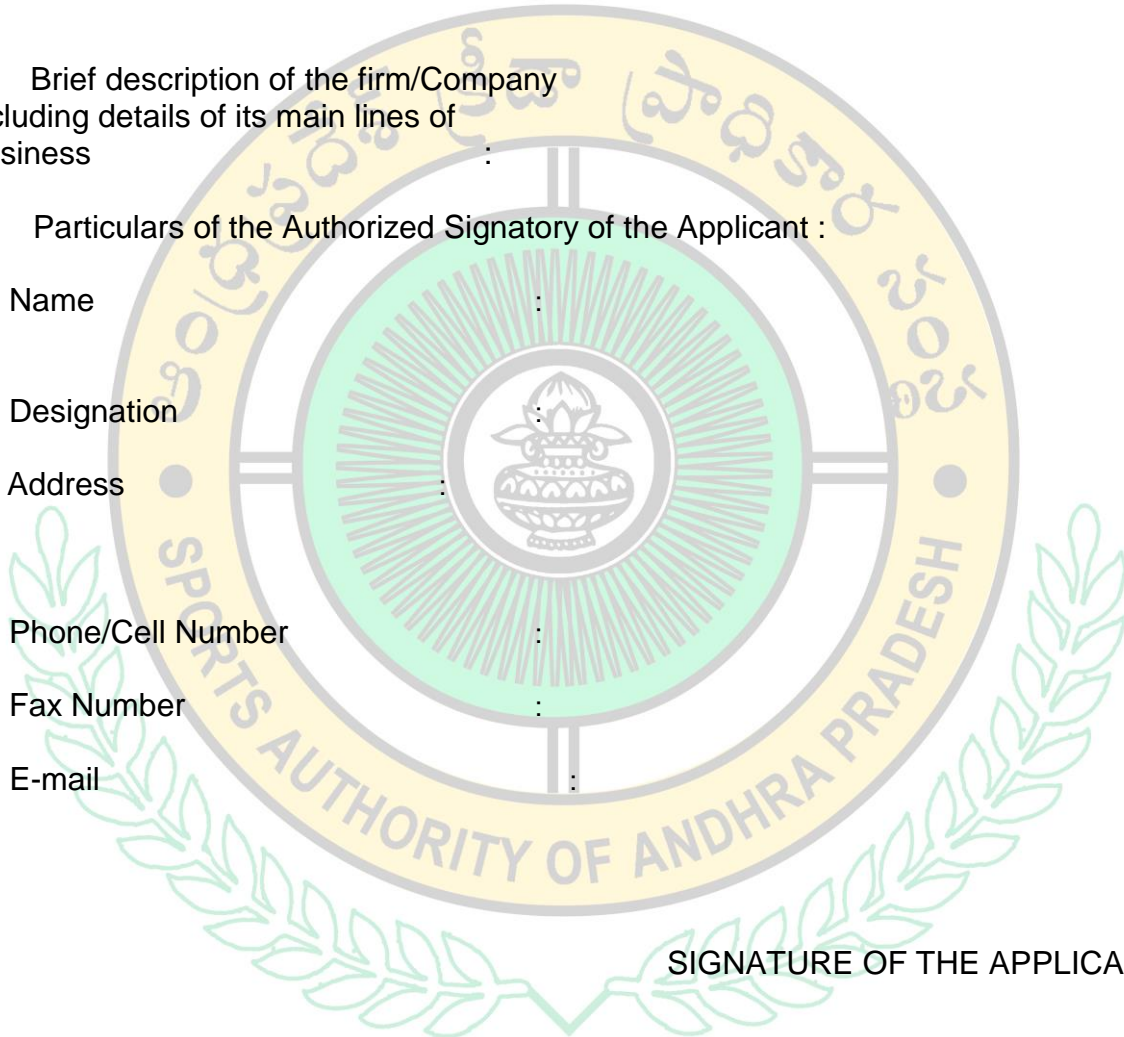
(b) Designation :

(c) Address :

(d) Phone/Cell Number :

(e) Fax Number :

(f) E-mail :



SIGNATURE OF THE APPLICANT

Annexure-II

DECLARATION

I / We _____
have gone through carefully all the above and enclosed the necessary documents as indicated in column -2.

I / We _____ also solemnly declare that I / We will abide by the conditions contained in the tender schedules for having not produced or produced incorrect / false certificates and shall not claim for any relief / relaxation thereafter.

Name and Signature

NOTE:

In proof of the statement as per column – (2.0), the copies of the certificates / documents are enclosed to the technical bid and shall contain serial numbers on the right corner of each certificate, which will be indicated against each item.

Signature of Bidder