



ANDHRA PRADESH
Innovation Society

Request for Proposal (RFP)
for
Engagement of Knowledge Partner for the flagship
event at AP Innovation Society- SUNRISE

on behalf of

Andhra Pradesh Innovation Society

February 28th, 2019

issued by

Andhra Pradesh Innovation Society

INFO SIGHT, 2nd Floor, Survey No: 78/2, Prathuru Junction, Tadepalli
Guntur District - 522512

Table of Contents

Disclaimer	3
Section A- Introduction & Important Information	5
Section B – Eligibility Criteria	11
Section C – Project Profile & Background Information	14
Section D - Scope of the Work	16
Section F – Instructions to Bidders	22
SECTION – G: General Conditions of the Contract	34
SECTION H – Model Forms	43

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Newspaper Advertisement

Request for Proposal (RFP) for Engagement of Knowledge Partner for the flagship event at AP Innovation Society - SUNRISE

Andhra Pradesh Innovation Society hereby invites Expression of Interest [EoIs] from Relevant and Interested Agency for its Flagship Event, namely SUNRISE'19 In Accordance with the Following Schedule.

Time schedule of various tender related events:

Bid calling date	02 – 03 -2019 at 10:00AM
Pre-bid conference (Date, Time)	08-03-2019 at 11:00 AM
Last Date/Time for Clarification	15-03-2019 at 05:00 PM
Submission of RFP	22-03-2019 at 05:00 PM
Bid Document Price	Rs.30,000/-
APIS contact person	Mr. G KrishnaSharma Email – consul-spa-apis@ap.gov.in
Reference No.	ITC53-11027/83/2018-CEO-APIS

Firms interested in participation for the above RFP may contact the contact person for further details or visit our Website at <http://www.apinnovationsociety.com>

Chief Executive Officer, Andhra Pradesh Innovation Society

Section A- Introduction & Important Information

- 1.1 The Request for Proposal (RFP) is invited from reputed/authorized firms/agencies for providing Knowledge Partner services for the flagship event at AP Innovation Society - SUNRISE. More details on the Scope of project/ Service are provided in Scope of the work attached as project requirements.
- 1.2 The bidders are advised to study the tender document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications. This section provides general information about the Issuer (i.e. Andhra Pradesh Innovation Society), important dates and addresses and the overall eligibility criteria for the bidders.
- 1.3 This tender call is issued on e-procurement market place at www.apecurement.gov.in. All the terms and conditions are to be read jointly as mentioned in the e-procurement market website and in this document.

1.4 Issuer

Andhra Pradesh Innovation Society, Guntur, Andhra Pradesh.

1.5 Issuer and Address for Correspondence

The Chief Executive Officer,
Andhra Pradesh Innovation Society
INFO SIGHT, 2nd Floor, Survey No.: 78/2, Prathuru Junction, Tadepalli, Guntur District
522512
Email for Correspondence: ceo_innov@ap.gov.in

1.6 Data Sheet

Time schedule of various tender related events:

The Business model for the Project	For providing Knowledge Partner Service: Phase wise payments.
APIS Contact person	Mr. Gudipudi KrishnaSharma
Email	Consul-spa-apis@ap.gov.in
Reference No.	ITC53-11027/83/2018-CEO-APIS
Bid Document Price	Rs.30,000/- In the form of Demand Draft/ BG in favour of Chief Executive Officer, Andhra Pradesh Innovation Society, Guntur
EMD/ Bid Security (INR)	Rs.3,00,000/- (Rupees Three Lakhs only)
EMD/Bid Security Payable To	In the form of Demand Draft/ BG in favour of Chief Executive Officer, Andhra Pradesh

	Innovation Society, Guntur
Validity of EMD	Bank Guarantees that are issued by any Scheduled/ Nationalized banks only will be accepted. BG Validity should be 3 months from the date of bid closing date. DD Date should be after the date of issue of pre-bid minutes if any.
Validity of Bid	90 days from the date of opening of bids
Period of Contract	6 Months. Service period of the individual expert may be extended depending upon the requirement with the existing terms & conditions
Conditional bids	Not acceptable and liable for rejection
Eligibility Criteria	As per Section B
Performance security	For 10% of the quoted value in favour of “The Chief Executive Officer, A.P. Innovation Society” from any Nationalized/ Scheduled Bank.
Performance security validity period	60 days beyond the Contract Period
Period for furnishing performance security	Within 5 days from the date of receipt of Notification of Award
Period for signing contract	Within 5 days from the date of receipt of Notification of Award
Transaction Fee and Corpus Fund	<p>Transaction fee:</p> <p>All the participating bidders who submit the bids have to pay</p> <p>a) An amount @ 0.03% (plus GST) of their final bid value online with a cap of Rs. 10,000/- for quoted value of purchase up to Rs.50 crores (or)</p> <p>b) An amount of Rs.25,000/- if the purchase value is above Rs.50 crores plus GST applicable on transaction fee through online in favour of CEO, APIS. The amount payable to APIS is non-refundable.</p> <p>Corpus Fund: Successful bidder has to pay an amount of 0.04% on quoted value through demand draft in favour of Chief Executive Officer, APIS, Guntur towards corpus fund at the time of concluding agreement.</p>
Transaction Fee Payable to	The Chief Executive Officer, A.P. Innovation Society (Through online at the time of bid submission)
Bid submission	On Line.

	<p>Bidders are requested to submit the bids after issue of minutes of the pre-bid meeting duly considering the changes made if any, during the pre-bid meeting. Bidders are totally responsible for incorporating/ complying the changes/ amendments issued if any during pre-bid meeting in their bid.</p>
<p>Procedure for Bid Submission</p>	<p>Bids shall be submitted online on www.apecurement.gov.in platform</p> <ol style="list-style-type: none"> 1. The participating bidders in the tender should register themselves free of cost on e-procurement platform in the website www.apecurement.gov.in. 2. Bidders can log-in to e-procurement platform in Secure mode only by signing with the Digital certificates. 3. The bidders who are desirous of participating in e-procurement shall submit their pre-qualification bids, technical bids, price bids as per the standard formats available at the e-procurement. 4. The bidders should scan and upload the respective documents in Pre-Qualification, Technical bid documentation and Commercial as detailed at Section E & G of the RFP including EMD. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness/authenticity. 5. The rates should be quoted in online only.
<p>Other conditions</p>	<ol style="list-style-type: none"> 1. After uploading the documents, the copies of the uploaded statements, certificates, documents, original Demand Drafts in respect of Bid Security (except the Price bid/offer/break-up of taxes) are to be submitted by the bidder within 2 days to the O/o The Chief Executive Officer, APIS Guntur. <p>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.</p>

	<p>2. APIS will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents.</p> <p>3. The Documents that are uploaded online on e-procurement will only be considered for Bid Evaluation.</p> <p>4. Important Notice to Contractors, Suppliers and Department users</p> <p>(i) In the endeavour to bring total automation of processes in e-Procurement, the Govt. has issued orders vide G.O.Ms.No. 13 dated. 5.7.2006 permitting integration of electronic Payment Gateway of ICICI/HDFC/Axis Banks with e-Procurement platform, which provides a facility to participating suppliers/ contractors to electronically pay the transaction fee online using their credit cards.</p> <p>5. In case of consortium either the prime bidder or the consortium partner can purchase the bid document. The bid can be filed either with user ID of prime bidder or consortium partner.</p>
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1.7 Procurement of RFP Document:

A complete set of RFP Document may be purchased by interested bidders on submission of a written application addressed to “The Chief Executive Officer, Andhra Pradesh Innovation Society, INFO SIGHT, 2nd Floor, Survey No.:78/2, Prathuru Junction, Tadepalli, Guntur, AP, India” by paying a non-refundable amount indicated above in RFP Data Sheet. The payment can be made in the form of Demand Draft/ Cashier’s Cheque/ Certified Cheque of any nationalized/ scheduled/ commercial bank located in India, drawn in favor of “The Chief Executive Officer, Andhra Pradesh Innovation Society, INFO SIGHT, 2nd Floor, Survey No.:78/2, Prathuru Junction, Tadepalli, Guntur, AP, India”.

Bidders who downloaded RFP Document from website can submit the bid document fee along with bid. Failure to pay Bid Document cost will make bidder ineligible for participating in Bid process.

1.8 Pre-Bid Conference:

APIS shall organize a Pre-Bid Conference on the scheduled date and time as per the data sheet in Andhra Pradesh Innovation Society, INFO SIGHT, 2nd Floor, Survey No.:78/2, Prathuru Junction, Tadepalli, Guntur, AP, India. APIS may incorporate any changes in the RFP based on acceptable suggestions received during the interactive Pre-Bid Conference. The decision of APIS

regarding acceptability of any suggestion shall be final in this regard and shall not be called upon to question under any circumstances. The prospective bidders shall submit their questions in writing not later than Date and Time indicated above. It may not be possible at the Pre-Bid Conference to answer questions which are received late.

However, prospective bidders are free to raise their queries during the meeting and responses will be conveyed to all the prospective bidders (by way of hosting amendments/ clarifications on the website i.e. at www.apinnovationsociety.com in accordance with the respective clauses of the RFP on completion of the Pre Bid Conference and all participants (purchased bid) would be communicated the pre-bid Minutes. Only those prospective Bidders who have purchased the bid document or submitted Demand Draft for the cost of bid document shall be permitted to take part in the Pre-Bid.

1.9 Amendment of RFP Document

At any time till 7 days before the deadline for submission of bids, APIS may, for any reason, whether at own initiative or in response to a clarification requested by a prospective bidder, modify the bidding document by amendment. All the amendments made in the document would be published in the website of www.apinnovationsociety.com. All prospective participants who have paid the RFP document fee shall be intimated of the amendment in writing by e-mail at the time of purchase of Tender document at APIS. All such amendments shall be binding on all the bidders. The bidders are also advised to visit website www.apinnovationsociety.com on regular basis for checking necessary updates. APIS also reserves the rights to amend the dates mentioned in clause A.1.6. of this volume for bid process.

1.10 Late bids

Any proposal received by the APIS after the deadline for submission of proposals mentioned in Section A 1.6 will be summarily rejected and returned unopened to the bidder. APIS shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents/ non-availability of internet at bidder end. No further correspondence on the subject will be entertained.

1.11 Presentation of Technology/ Solution

Bidders will be requested to give a detail presentation of their proposal to the Technical criteria Committee at the date & time which will be indicated to bidders separately.

1.12 Method of Selection

Financial bids of those bidders who get 75% or above marks in the Technical Evaluation will only be opened. Successful bidder is the lowest quoted bidder (L1).

1.13 Commencement of work

The Consultant should commence the assignment as per the delivery schedule from the date of issuance of Letter of Award (LoA) by APIS.

1.14 Contract Duration

Contract duration is for six months.

1.15 Payment Terms

Payments are monthly. After raising Invoice, payments will be released at the end of every month, based on the successful completion of deliverables, attendance of deputed manpower & certification from the competitive authority of APIS as stated below:

1. 80% of Web development cost after go-live of website.
2. 60% of the man-month charges for that particular month.
3. 40% of the remaining man-month charges & 20% of Web development cost after the successful completion of the all functions defined in the scope of work.

Section B – Eligibility Criteria

B.1 Eligibility Criteria

The bidder must possess the requisite Technical experience, Capabilities and Financial strength to provide the services described in the bid document. The following is the pre-qualification criteria:

SN o	Clause	Document Required
1	The bidder should be a company registered under the Companies Act, 1956/2013, Or a partnership firm registered under Indian Partnership Act, 1932 and in business for the last three years as on bid calling date	Certificate of incorporation/ Registration
2	Bidder should have an aggregate turnover of INR 25 crores as per the audited financial statements in the last 3 financial years (FY 2015-16, 2016-17, 2017-18) For the purpose of this criterion, turnover of only the bidding entity will be considered. Turnover of any parent, subsidiary, associate or other related entity will not be considered.	Audited financial statements for the last three financial years (or) Certificate from the Statutory Auditors
3	The bidder should have positive net worth in the last three financial years (FY 2015-16, 2016-17, 2017-18)	Chartered Accountant certificate to be submitted.
4	The bidder should have at least 20 full time domain experts on its rolls as on 28.02.2019 who have handled events.	Declaration by authorized signatory of bidder along with CVs of experts from the bidder's Indian or their parent company abroad. In case of parent company expert, the Indian company shall certify the candidature.
5	The Bidder should have provided Knowledge Partner Services for 5 (five) Startup/ Innovation Summits of Events of national level or International level during the last 5 years in India.	Copy of the work completion certificate along with details of events conducted and contact numbers of clients.
6	The bidder should not have been blacklisted by any State Government, Central	Declaration in Form P4 by the authorized signatory of bidder

	Government, Central & State Govt. Undertakings/ Enterprises/ Organizations and by any other Quasi Government bodies/ Organizations, World Bank or any major Enterprises/ Organizations in India for non-satisfactory performance, corrupt & Fraudulent or any other unethical business practices.	
7	Conflict of Interest Firms hired to provide consulting services for the preparation or implementation of a project, and any of their affiliates, shall be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the firm's earlier consulting services) for the same project.	Undertaking to this effect on Company's letter head signed by company's authorized signatory
8	Declaration as Per the G.O MS 12, dated 08-06-2015 issued by ITE&C Department.	Please see note* for details. Bidders who wants to use clause 6 of this G.O. may submit suitable declaration.

Note*:

- As per G.O MS No 12, dated 08.06.2016, AP Procurement Policy for e-Governance
 - Bidders can submit their bids with self-declarations in respect of the pre-qualification criteria prescribed in the RFP.
 - The procuring agency shall evaluate the bids based on the self-declaration and select the successful bidder.
 - The successful bidder should submit the documents to prove their pre-qualification as specified in the RFP, within 5 working days from the date of declaration of successful bidder.
 - APIS will receive support documentations, verify the compliance with the requirements of the RFP and if they are in order, issue the award notification.
 - Failure to submit all support documents by the successful bidder within specified time or non-compliance with the self-declaration or non-fulfilment of the pre-qualification criteria specified in the RFP, upon their verification, shall entail forfeiting the EMD and Blacklisting of such bidder for a period of two years. In such cases, the procuring agency may proceed further with the next-ranked bid.

- However, Bidder should submit the following support documents mandatorily as part of the bid response.
 - Power of Attorney (POA) or Board Resolution authorising the person signing the proposal to sign on behalf of the firm or Letter of Authorization issued by Competent Authority of the bidder.
 - Self-declaration confirming the truth of the data or information furnished by the bidder.

Section C – Project Profile & Background Information

- 1 Andhra Pradesh Innovation Society (APIS) was incorporated as a Society under the Andhra Pradesh Societies Registration Act, 2001 by the Government of Andhra Pradesh with a mandate, inter alia, to create policies to promote Innovation Agenda in the State and design an Innovation and Transformation Academy.
- 2 For achieving the above objective, APIS is building and executing meaningful national & international partnerships, activities and programs enabling fostering entrepreneurship & innovation in the state. To further this objective, APIS conceptualized SUNRISE Summit- the flagship Event, to:
 - showcase strengths of Andhra Pradesh in becoming a leading startup ecosystem
 - bring together influencers, innovators and leaders from national & international entrepreneurial and innovation community over one platform to discuss entrepreneurship
 - identify startups/ innovations through a grand global challenge to be awarded incentives to set-up & scale-up in AP
- 3 SUNRISE is a 3-day event, tentatively scheduled to be carried out in the 2nd week of September 2019 (**13,14 &15**), in Visakhapatnam.
- 4 AP Innovation Society shall engage the services of a consulting firm as a Knowledge Partner to design, structure, plan and execute the event.

The tentative participant groups are:

- a) Startups
 - b) Mentors
 - c) Investors
 - d) Ecosystem Partners
 - e) Academia
 - f) Policy Makers
 - g) Media & PR
- 5 The tentative events planned for SUNRISE Summit are:

Events Prior to SUNRISE Summit

a) SUNRISE Prelude Event

- i) One-day event to flag-off activities & programs under Sunrise brand, which will culminate into the SUNRISE Summit
- ii) Will comprise of launches and execution of sub-programs & activities
- iii) Speeches/talks/discussions/workshops, etc., from eminent leaders from the start-up and innovation space

Events during SUNRISE Summit

- a) Experiential Workshops: National & International Expert workshops on:
 - i) Leadership & Followership
 - ii) Sectoral Innovations
 - iii) Technology & associated dynamic landscape

- b) Keynotes & Panels
 - i) National & International case studies depicting large impact, great success stories and failure stories, in areas related to entrepreneurship
 - ii) Panels & Discussions to focus on: Agriculture, Technology, Women-entrepreneurship and Rural Innovation

- c) Grand Challenge
 - i) Idea Stage
 - ii) Early Stage
 - iii) Growth Stage

- d) Expos & Launches
 - i) Exhibits & Booths for startups
 - ii) Launch of CoEs, Products/ Services, Special Fund policies, etc.

- e) Awards & Fairs
 - i) Innovation Fair/Maker Fair Event
 - ii) Awards for startups & ecosystem members

- f) Partnerships & MoUs: Global/National Partnerships
 - i) Supporting ecosystem building & start-up growth
 - ii) Initiating national and cross-border programs for incubation, acceleration, investments support, knowledge-building, design thinking, etc.
 - iii) National & International Market Access & funding

Section D - Scope of the Work

D.1. The overall work would be as under:

The Scope of Work of the Knowledge partner is as below:

A) PRELUDE TO SUNRISE

1. Conceptualization of the event and preparation of plan for successful completion of the one-day prelude event for SUNRISE Summit
2. Support in selection of event management/PR agency, providing intellectual inputs including speeches, power point presentation on various Sunrise sub-programs & activities, and designing/developing content for brochures, delegate kits, course materials, other promo material, videos, etc.
3. Developing minute-to-minute event flow for the Prelude event and liaison with the event management/PR firm
4. Identification, preparation and confirmation of speakers & guests
5. Other activities like preparation of press notes/releases, gathering feedback, generating reports and creating a road-map to SUNRISE summit in September 2019

B) SUNRISE Summit: Pre-Event Activities

1. Conceptualization of the event and preparation of Strategy Plan and for successful completion of the event.
2. Support in selection of Event Management firm & Public Relations Agency for onboarding activity. This includes but doesn't limit to: Developing scope of work, evaluation criteria, selection mechanism, managing (bids, if required) proposals and assisting in negotiations, etc.
3. Providing intellectual inputs including speeches, Power Point Presentation and other materials required for various events leading to the Event and during the Event.
4. Develop and prepare intellectual content for various elements such as Brochures, Pamphlets, Delegate kits, Course materials, and any other promo materials as and when decided. Content for all these materials shall be finalized upon submission to APIS and subsequent approval. Co-ordination with the Event Manager and other Stakeholders/ Committees in planning and smooth organization of various pre-event activities and during the event.
5. Develop a minute to minute event flow (Event, inaugural, valedictory, seminars, special sessions).
6. Preparation of guest list for inaugural and valedictory functions and to get their confirmation.
7. Develop and structure seminars, technical sessions and business discussions.
8. TA, DA, Accommodation, Infrastructure for the deployed manpower such as Laptops, Smart Phones, Internet facility are to be provided by successful bidder.

9. Onsite office space of 1 table,1 chair, Internet Access will be provided by APIS at Vijayawada/ Visakhapatnam. Internet access will be provided only in the office and should be used only for official purpose.
10. Successful bidder should be able to bring minimum 150 speakers and 2,000 delegates of both national & international.
11. Successful bidder should also develop, operate and maintain the event related website. Necessary means will be provided by APIS.
Cloud space for hosting the website will be provided by APIS whereas purchasing the website domain, subsequent development of website and its monitoring shall be handled by the successful bidder.

C) SUNRISE Summit: During the Event

1. Collating, validating and documentation of all information pertaining to the event.
2. Drafting the press releases.
3. Coordinate with event management team on minute to minute programme.
4. Any other activities assigned by the CEO, APIS.
5. Prepare the basic feedback proforma, collect and analyse on daily basis.

D) SUNRISE Summit: Post-Event Activities

1. Submission of Service Completion Report on various activities of the event and the accomplishment of the event.
2. Preparation of thanking letter to VIPs, Guests, Speakers and Delegates etc.,
3. Developing a plan to garner feedback from participants to SUNRISE and preparing key actionable items.
4. Provide strategy and implementation support to the grand challenge winners in liaison with the government.
5. Develop objectively defined roadmaps for executing partnerships built over SUNRISE (including MoUs, intent for collaboration, etc.).
6. Submission of post event Strategy Report suggesting future course of action required for implementation after the event.

D.1. Deployment of Manpower Resources:

Sr. No	Position	Qualifications	No. of Res our ces	Service period required in Months	Onsite/ requirement	Offsite

1	Team Leader & Startup/ Innovation Expert	<ul style="list-style-type: none"> ● Post Graduate with Professional Experience of over 10 years ● Experience in leading assignments as a Knowledge Partner for at least 2 large International/ National/ State level summits. 	1	1.5	Permitted to work offsite but to be present onsite based on requirement within 48 Hours from the date of intimation.
2	SME – Startups and Innovation Expert	<ul style="list-style-type: none"> ● Post Graduate/Graduate with Professional experience of over 7 years ● Should have in-depth knowledge of a startup ecosystem ● Experience in strategic planning and implementation in projects dealing with incubation/ acceleration, mentorship networks, VC and pitches, outreach, etc. 	1	3	Permitted to work offsite but to be present onsite based on requirement within 48 Hours from the date of intimation.
3	SME – Innovation Ecosystems & Policy Expert	<ul style="list-style-type: none"> ● Post Graduate/Graduate with Professional experience of over 7 years ● Experience in at least 2 large summits ● Experience in Strategy/ policy work related to Innovation (corporate/ govt.), Startup policy, investments and funding, etc. 	1	3	Permitted to work offsite but to be present onsite based on requirement within 48 Hours from the date of intimation.
4	SME – Program Manager	<ul style="list-style-type: none"> ● Post Graduate with over 7 years of professional experience ● Experience in at least 2 large International/ National/ State level summits ● Experience in Managing multiple projects in a program while meticulously achieving milestones in time 	1	3	Permitted to work offsite but to be present onsite based on requirement within 48 Hours from the date of intimation.

5	Innovation Cluster expert - support	<ul style="list-style-type: none"> ● Graduate with Minimum 3 years of professional experience ● Minimum 3 years of professional experience ● Experience in spearheading various open innovation programs ● Experience in AgriTech, Rural Tech, FinTech, I4.0 will be preferred 	1	6	Permitted to work offsite but to be present onsite based on requirement within 48 Hours from the date of intimation.
6	Startup Community Engagement Manager	<ul style="list-style-type: none"> ● Post Graduate/Graduate with Minimum 3 years of professional experience ● Minimum 3 years of professional experience ● Experience in Startup Incubation Management, Startup Advisory, Investor relations management preferred 	1	6	Onsite
7	Program Support – Knowledge Management	<ul style="list-style-type: none"> ● Graduate with Minimum 3 years Professional Experience ● Minimum 3 years Professional Experience ● Experience in Knowledge Management for an Investment Summit 	1	6	Onsite
8	Program Support – Startups	<ul style="list-style-type: none"> ● Graduate with Minimum 3 years Professional Experience ● Experience in Startup Up advisory 	1	6	Permitted to work offsite but to be present onsite based on requirement within 48 Hours from the date of intimation.
9	Procurement Specialist	<ul style="list-style-type: none"> ● Graduate with over 3 years of professional experience in Government Bid process Management ● Experience in at least 2 Procurement projects for event management or similar projects 	1	3	Permitted to work offsite but to be present onsite based on requirement within 48 Hours from the date of intimation.
		Total	9	37.5	

D.2. Delivery Schedule, Deliverables:

SNo	Deliverable	Time Frame
1	Deployment of committed manpower resources both onsite & off-site as per the requirement	Within 5 days from LoA
2	Detailed Inception Report with conceptualization of the event and preparation of Strategy Plan and for successful completion of the event on conducting flagship event in consultation with APIS.	Within 15 days from LoA
3	Designing and submission of programme agenda with all the details about various segments such as startup expo, workshops, panel discussions, keynote lectures, speakers etc.	Within 20 days from LoA.
4	Development of website	Within 20 days from LoA.
5	Submission of intellectual content for various elements such as Brochures, Pamphlets, Delegate kits, Course materials, and any other promo materials	Within 20 days from LoA.
6	Blue prints of the venue with layouts of exhibition area, conference hall, breakout session halls, food & beverages stalls, registration desk etc.	Within 30days from LoA.
7	Comprehensive weekly reports informing about the progress of the activities are to be submitted to APIS. Apart from these periodic reports selected Knowledge Partner must bring any development of greater significance to the notice of APIS immediately.	Weekly
8	Final programme details such as minute to minute program schedule, lectures/speeches, PowerPoint Presentations, list of speakers, list of stalls, list of expected VIP/ Expert visitors etc.	One week before the event date.
9	Collating, validating and documentation of all information pertaining to the event	Entire event
10	Post event deliverables as per technical proposal	Within 30 days after the event

Section E - Service Level Agreement

1. Compliances & Reporting Procedure SLAs

S. No	Measurement	Target	Penalty
1.	Failure to deploy committed manpower resources	Within 5 days from LoA	For every one-day delay in deployment, a penalty of 3% of man-month charges for that particular resource will be levied.
2.	Absent of manpower during the contract period	100%	120% of the Man-month charges for the respective resource for the period of absence. The absent period in measured in days.
3.	Failure to submit deliverables in time	As per timelines	A penalty of Rs.10,000/- will be levied per day or part thereof till the time of submission of entire deliverables.
4.	Go-live of website	As per time lines	A penalty of Rs.10,000/- will be levied per day or part there of till the time of submission of deliverables.
5.	Failure to adherence to commitments regarding bringing in speakers	As per scope	For every speaker not reported from the targeted number of speakers at the scheduled time, a penalty of Rs.50,000/- will be levied.
6.	Failure to adherence to commitments regarding bringing in delegates/ investors.	As per scope	The shortfall in the number of registrations from the targeted delegates, a penalty of Rs.2,000/- will be levied per delegate/ investor.
7.	Presence of delegate/ investor during the event days (other than speakers/ AP Govt. officials)	As per scope	For every 5% absence or part thereof from the targeted number of delegate/ investors during each event day, a penalty of Rs.10,000/- will be levied per day.

Note: Penalty amount will be deducted from the amount payable to the selected bidder or from the performance security

Section F – Instructions to Bidders

1. Procedure for Submission of Bids

The bidder is expected to examine carefully all instructions, information, and conditions of the Bid Document. Failure to comply with the requirements of Bid Document shall be at bidder's own risk. Bids which are not substantially responsive to the requirements of the Bid Documents shall be rejected.

Bid offers are to be made in three parts namely, "Pre-qualification bid", "Technical bid" and "Financial bid" and in the format given in bid document. All the documents are to be uploaded as per the documents in the corresponding section in eProcurement Website.

1. EMD details should be given in the "Pre-qualification bid".
2. Tenders shall be accepted only from those who have purchased the Bid Document.
3. All correspondence should be with APIS contact person.
4. A complete set of bidding documents may be purchased by interested bidders from the APIS contact person upon payment of the bid document price which is non-refundable. Payment of bid document price should be by demand draft/ cashier's cheque or certified cheque drawn in favor of "The Chief Executive Officer, Andhra Pradesh Innovation Society" and payable at Guntur (India) not later than 1hour before bid closing date & time.

Submission of bids shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications. All the communication including this RFP and the bid documents should be signed on each page by the authorized representative of the bidder.

2. Number of proposals

A bidder is eligible to submit only one proposal.

3. Authentication of Bid

The original and all copies of the bid shall be typed or written in indelible ink. The original and all copies (hard copies) shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. A letter of authorization shall be supported by a written power-of-attorney accompanying the bid. All pages of the bid, except for un-amended printed literature, shall be initialled and stamped by the person or persons signing the bid.

4. Validation of interlineations in Bid

The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the bid.

5. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid including cost of presentation for the purposes of clarification of the bid, if so desired by APIS. APIS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

6. Clarification on Tender Document

6.1. A prospective Bidder requiring any clarification on the RFP Document may submit his queries, in writing, at the mailing address and as per schedule indicated in ***“Invitation for Bids/ Key events and dates”***. The queries must be submitted in the following format only to be considered for clarification:

Sr. No	Section No.	Clause No./ Page No	Reference/ Subject	Clarification Sought
..

The queries not adhering to the above-mentioned format shall not be responded.

6.2. APIS will respond in writing, to any request for clarification to queries on the Tender Document, received not later than the dates prescribed in Invitation for Bids/ Key events and dates. Written copies of the clarifications (including the query but without identifying the source of inquiry) will be sent to all prequalified bidders.

7. Language of Bids

The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and APIS, shall be written in English language, provided that any printed literature furnished by the Bidder may be written in another language so long the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.

This bid should be filed in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the bidder.

8. Pre-qualification Bid

It shall include the following but not exhaustive.

- Bid Letter Form
- Power of Attorney
- RFP and Amendments if any, signed on each page by the bidder

- EMD
- Proof of purchase of bid document
- General information about the bidder in Form P#1.
- Turnover and net worth details in Form P#2.
- Details of Manpower in Form P#3a & 3b.
- Declaration regarding clean track record in Form P#4.
- Details of events for which Knowledge Partner services were provided in Form P#5
- Other information, if any required in the bid document

9. Technical Bid

It shall include the following but not exhaustive.

- Technical Solution comprising bidder's understanding about scope of work, strengths, approach, strategy and methodology for fulfilling the scope of work requirements in bidder's format.
- Other information, if any required in the bid document.

10. Financial Bid

The Commercial Bid, besides the other requirements of the Tender, shall comprise of the following:

- Commercial Bid Letter – Form F1
- Commercial Forms – Form F2

11. Bid Prices

- 11.1. The Bidder shall indicate price in the prescribed format of the services, it proposes to provide under the Contract. In absence of above information as requested, the bid may be considered incomplete and be summarily rejected. The price components furnished by the Bidder in accordance with the format will be solely for the purpose of facilitating the comparison of bids by APIS and will not in any way limit APIS's right to contract on any of the terms offered.
- 11.2. The Bidder shall prepare the bid based on details provided in the tender documents. It must be clearly understood that the Scope of Work is intended to give the Bidder an idea about the order and magnitude of the work and is not in any way exhaustive and guaranteed by the APIS. The Bidder shall carry out all the tasks in accordance with the requirement of the tender documents & due diligence and it shall be the responsibility of the Bidder to fully meet all the requirements of the tender documents. If during the course of execution of the project any revisions to the work requirements are to be made to meet the goals of the APIS, all such changes shall be carried out within the current price.

12. Firm Prices

- 12.1. Prices quoted in the bid must be firm and final and shall not be subject to any upward modifications, on any account whatsoever. However, the APIS reserves the right to negotiate the prices quoted in the bid to effect downward modification.
- 12.2. The Commercial bid should clearly indicate the price to be charged without any qualifications whatsoever and should include all taxes, duties, fees, levies, works contract tax and other charges as may be applicable in relation to the activities proposed to be carried out. It is mandatory that such charges wherever applicable/payable should be indicated separately. However, should there be a change in the applicable taxes APIS reserves the right to negotiate with the Bidder.
- 12.3. Prices in any form or by any reason before opening the Commercial Bid should not be revealed, failing which the offer shall be liable to be rejected. If price change is envisaged due to any clarification, revised Bid in a separate sealed cover shall be submitted with prior written permission of APIS.

13. Bid Validity Period

13.1. Period of Validity of Bids:

Bids shall remain valid for a period mentioned in Section A 1.6. **A bid valid for a shorter period may be rejected as non-responsive.** However, the prices finalized after opening the tenders shall not increase during the contract period.

13.2. Extension of Period of Validity:

In exceptional circumstances, APIS may request the Bidder(s) for an extension of the period of validity. The request and the responses thereto shall be made in email as per the data sheet.

14. Local/ Site Conditions

- 14.1. It will be incumbent upon each Bidder to fully acquaint himself with the local conditions and other relevant factors which would have any effect on the performance of the contract and/ or the cost. The Bidders are advised to visit the proposed Project locations (at its own cost) and due-diligence should be conducted before the bid-submission.
- 14.2. The Bidder is expected to make a visit to Guntur/Visakhapatnam to obtain for himself on his own responsibility all information that may be necessary for preparing the bid and entering into contract. Obtaining such information shall be at Bidder's own cost.
- 14.3. Failure to obtain the information necessary for preparing the bid and/or failure to perform activities that may be necessary for the providing services before entering into contract will in no way relieve the bidder from performing any work in accordance with the Tender documents.

- 14.4. It will be imperative for each Bidder to fully inform themselves of all legal conditions and factors which may have any effect on the execution of the contract as described in the bidding documents. APIS shall not entertain any request for clarification from the Bidder regarding such conditions.
- 14.5. It is the responsibility of the Bidder that such factors have properly been investigated and considered while submitting the bid proposals and that no claim whatsoever including those for financial adjustment to the contract awarded under the bidding documents will be entertained by APIS and that neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted by the APIS on account of failure of the Bidder to appraise themselves of local laws and site conditions.

15. Modification and Withdrawal of Bids

No bid may be altered/ modified subsequent to the closing time and date for receipt of bids. Unsolicited correspondences from Bidders will not be considered. No bid may be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified by the Bidder in the Bid. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its EMD.

16. Opening of Bids

Bids will be opened on the e-Procurement website at the scheduled time & date as specified. APIS contact person shall open the pre-qualification bid, after the bid closing time and list them for further evaluation. After evaluation of Pre-Qualification bids, the technical bids of only those bidders who qualify in Pre-qualification will be opened. Similarly, the financial bids of only those bidders who qualify in technical evaluation will be opened.

17. Outline of bid evaluation procedure

- 17.1. The bid opening and evaluation process will be sequential in nature. Means that bidder must qualify a particular stage to be eligible for next stage. Immediately after the closing time, the APIS contact person shall open the Pre-qualification bids and list them for further evaluation.
- 17.2. Any participating vendor may depute a representative to witness these processes.
- 17.3. The standard procedure described here will stand appropriately modified, in view of special procedures of bid evaluation as mentioned in tender call or elsewhere in this bid document or APIS may deviate from these in specific circumstances if it feels that such deviation are unavoidable, or will improve speed of processing and consequent project execution.

18. Criteria for Evaluation of Bids

Prequalification & Technical bid documentation shall be evaluated in two sub-steps.

Firstly, the documentation furnished by the bidder will be examined prima facie to see if the financial capacity and other vendor attributes claimed therein are consistent with the needs of this project.

In the second step, APIS may ask vendor(s) for additional information, visit to vendors site and/or arrange discussions with their professional, technical faculties to verify claims made in bid documentation.

APIS will also ask the bidders to give presentation on the understanding of the project scope, technical and financial strengths, proposed solution, manpower and infrastructure deployment etc. date and Time will be intimated separately.

Each Prequalification cum Technical bid will be evaluated according to the following criteria, but not limited to:

1. Bidder's understanding of the APIS's requirements as reflected in the approach presented by the Bidder.
2. The evaluation will be made based on Bidder's responses to all RFP requirements including, but not limited to, data from the Bidder's Proposal, questions and answers, Bidder qualifications, expertise and relevant experience.
3. Bidder's demonstrated ability to make available the key personnel at the time of contracting and post those key personnel on the project thereafter.

The evaluation will be done on the basis of the technical evaluation criteria provided in this RFP. **The bidders satisfying the minimum technical qualification criterion of 75 marks shall be qualified for evaluation of their financial bid.** At the option of APIS, the bidders may be invited to make presentation on their bid. Also, in case of any ambiguous information in respect of any parameter meant for Technical Evaluation is provided by any bidder, the Tender Evaluation Committee will be requiring additional information from such bidders clarifying these parameters, which will be considered for evaluation and awarding scores.

The technical bids submitted by the bidder shall be evaluated as per the following table.

S. No	Technical Proposal Evaluation Parameter	Maximum Technical Score
A	Relevant experience of the bidder	30 Marks
1	Number of years of firms existing in this line of business a) 3 Years: 6 Marks b) 4 Years: 7 Marks c) 5 Years: 8 Marks	10

	d) 6 Years or more: 10 Marks	
2	<p>Experience in conducting Partnerships/ Innovation projects events of International or National level.</p> <p>e) 2Projects: 6 Marks f) 3 Projects: 7 Marks g) 4 Projects: 8 Marks h) 5 Projects: 9 Marks i) >5 Projects: 10 Marks (or) else 0; (Score will be awarded on furnishing certificate from the client)</p>	10
3	<p>Consulting experience on laying detailed strategic roadmap for entities like large corporate and government on developing entrepreneurial/ innovation practices, running innovation management programs, etc.</p> <p>a) 2 Projects: 7 Marks b) 3 Projects: 8 Marks c) 4 Projects: 9 Marks d) 5 Projects : 10 Marks >5 Projects: 10 Marks (or) else 0; (Score will be awarded on furnishing certificate from the client)</p>	10
B	Qualifications and competence of the key professional staff for the Assignment (30% weightage for General Qualifications &70% weightage for Adequacy for the project will be considered while allotting marks)	40 Marks
	Team Leader & Startup/Innovation Expert – 6 Marks	
	SME – Startups and Innovation Expert – 5 Marks	
	SME – Industrial Ecosystems & Policy Expert – 5 Marks	
	SME – Program Manager – 5 Marks	
	Innovation Cluster expert – 4 Marks	
	Startup Community Engagement Manager – 4 Marks	
	Program Support – Knowledge Management – 4 Marks	
	Program Support – Procurement Specialist – 3.5 Marks	
	Program Support – Startups – 3.5 Marks	
C	Adequacy of the proposed work plan and methodology in responding to the this RFP	30 Marks
1.	Approach and Methodology	15

2.	Presentation to Evaluation Committee	15
Total Technical Score		100

Opening and Comparison of Financial Bids

Financial bids of those bidders who got the prescribed minimum marks during technical bid evaluation as mentioned in the RFP will only be opened and evaluated. The commercial evaluation would be based on the cost of the services provided by the bidder in the commercial bid. The bidder with the lowest quote is the successful bidder.

19. Rectification of Errors

Arithmetical errors in the Financial Bid will be rectified on the following basis:

- 19.1. 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 will be considered for future calculations.
- 19.2. If there is a discrepancy between words and figures, the amount in words shall prevail.
- 19.3. If the bidder does not accept the correction of errors, its bid will be rejected and its bid security may be forfeited.

20. Contacting APIS

20.1. Contact by Writing

No bidder shall contact APIS on any matter relating to its bid, from the time of bid opening to the time the Contract is awarded. If the Bidder wishes to bring additional information to the notice of APIS, it should be done in writing.

20.2. Rejection of Bid

Any effort by a Bidder to influence the APIS in its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder’s bid.

21. APIS’s Right to Vary Scope of Contract at the time of Award

- 21.1. APIS may at any time, by a written order given to the Bidder, make changes to the scope of the Contract as specified.
- 21.2. If any such change causes an increase or decrease in the cost of or the time required for the Bidder’s performance of any part of the work under the Contract, whether changed or not changed by the order, an equitable adjustment shall be made in the Contract Value or time schedule, or both, and the Contract shall accordingly be amended. Any claims

by the Bidder for adjustment under this Clause must be asserted within thirty (30) days from the date of the Bidder's receipt of APIS's changed order.

22. APIS's Right to Accept Any Bid and to reject any or All Bids

- 22.1. APIS reserves the right to accept any bid and to annul the Tender process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidders of the grounds for the APIS's action.
- 22.2. APIS reserves the right to negotiate the commercials with the selected Bidder and seek revised commercial bid.

23. Notification of Award

Before the expiry of the period of validity of the proposal, APIS shall notify the Successful Bidder in writing by registered letter or by fax, that its bid has been accepted. The Bidder shall acknowledge in writing receipt of the notification of award and shall send his acceptance to enter into agreement within a period as mentioned in Section A.1.6.

24. Signing of Contract

The notification of the award shall constitute signing of the agreement. The signing of agreement will amount to award of contract and bidder will initiate the execution of the work as specified in the agreement. At the same time as APIS notifies the Successful Bidder that its bid has been accepted, APIS will send the Bidders the Proforma for Contract provided in the Tender Document, incorporating all agreements between the parties within a period as mentioned in Section A1.6., the Successful Bidder shall sign and date the Contract and return it to the APIS.

Contract Agreement shall be entered into by way of an Agreement deed executed on stamp paper between APIS and Successful Bidder. Such Agreement shall be entered into on a date after issue of letter of acceptance. The agreement upon due signing by both parties shall be got scrutinized and accepted by APIS or his duly authorized Officer at the Registered Office of APIS under seal and signature of the Chief Executive Officer.

Failure of the Knowledge Partner to execute the Contract Agreement within the time specified shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security.

25. Discharge of Bid Security

Upon receipt of Notification of Award, Successful Bidder should submit the performance security within a period mentioned in Section A. On receipt of the performance guarantee, the bid security of all bidders will be released.

26. Expenses for the Contract

The incidental expenses of execution of agreement/ contract shall be borne by the Successful Bidder.

27. Failure to abide by the Agreement

The conditions stipulated in the agreement shall be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the rights of APIS with such penalties as specified in the Bidding document and the Agreement.

28. Bank Guarantee for Contract Performance

- 28.1. Within a period mentioned at Section A.1.6. from date of the receipt of notification of award from APIS, the Successful Bidder shall furnish the performance security in accordance with the Terms & Conditions of Contract, in the Contract Performance Guarantee Bond prescribed in this document.
- 28.2. Failure of the Successful Bidder to comply with the requirement shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD. In case of exigency, if APIS gets the work done from elsewhere, the difference in the cost of getting the work done will be borne by the Successful Bidder.

29. Confidentiality of the Document

This Tender Document is confidential and APIS shall ensure that anything contained in this Tender Document shall not be disclosed in any manner, whatsoever.

30. Rejection Criteria

Besides other conditions and terms highlighted in the tender document, bids may be rejected under following circumstances:

- Bids which do not conform to unconditional validity of the bid as prescribed in the Tender.
- If the information provided by the Bidder is found to be incorrect/ misleading at any stage/ time during the Tendering Process.
- Any effort on the part of a Bidder to influence the bid evaluation, bid comparison or contract award decisions.
- Bids received by APIS after the due date & time for bid submission prescribed for receipt of bids.
- Bids without signature of person (s) duly authorized on required pages of the bid
- Bids without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidder.
- Technical Bid containing commercial details.

- Revelation of Prices in any form or by any reason before opening the Commercial Bid.
- Failure to furnish all information required by the RFP Document or submission of a bid not substantially responsive to the Tender Document in every respect.
- Bidders not quoting for the complete scope of Work as indicated in the Tender documents, addendum (if any) and any subsequent information given to the Bidder.
- Bidders not complying with the Pre-qualification, Technical and General Terms and conditions as stated in the RFP Documents.
- The Bidder not conforming to unconditional acceptance of full responsibility of providing services in accordance with the Scope of work and Service Level Agreements of this tender.
- If the bid does not confirm to the timelines indicated in the bid.

Commercial Rejection Criteria

- Incomplete Price Bid
- Price Bids that do not conform to the Tender’s price bid format.
- In case any bidder adds any extra columns or extra lines to the financial bid proforma, these extra lines or columns shall not be considered for evaluation.
- Total price quoted by the Bidder does not include all statutory taxes and levies applicable.

31. Concessions permissible under statutes

Bidder, while quoting against this tender, must take cognizance of all concessions permissible under the statutes including the benefit under Central Sale Tax Act, 1956, failing which it will have to bear extra cost where Bidder does not avail concessional rates of levies like customs duty, excise duty, sales tax, etc. APIS will not take any responsibility towards this. However, APIS may provide necessary assistance, wherever possible, in this regard.

32. Income Tax Liability

The bidder will have to bear all Income Tax liability both corporate and personal tax.

33. Commencement of Work

The Successful Bidder shall commence the Works on site after issue of an order to this effect from APIS or its representative. Thereafter the bidder shall proceed with the works without delay.

34. Corrupt or Fraudulent Practices

APIS requires that all the bidders should observe the highest standard of ethics during the procurement and execution of this Contract. In pursuant to this policy, APIS defines for the purposes of this provision, the terms set forth as follows:

- a) “corrupt practice” means behaviour on the part of officials in the public sectors by which they improperly and unlawfully enrich themselves and/ or those close to them, or induce others to do so, by misusing the position in which they are placed, and it

includes the offering/ giving receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; and

- b) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of APIS, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the APIS of the benefits of free and open competition.

APIS will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

APIS will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded any Contract, if it at any time it is determined that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, this Contract.

SECTION – G: General Conditions of the Contract

1 Definitions

Unless the contract otherwise requires, the following terms wherever used in the contract shall have the following meaning.

- a) **Agreement** means the contract signed by the parties together with all documents/Appendices attached thereto and includes all modifications made in terms of provisions of the contract.
- b) **Bid** means the completed bidding document submitted by the Knowledge Partner to the APIS.
- c) **Commencement Date** means the date upon which the Knowledge Partner receives the notice to commence the work, issued by the APIS.
- d) **Contract Price** means the price stated in the Letter of Acceptance as payable to the Knowledge Partner for the execution and completion of the scope of works in accordance with the provisions of the Contract.
- e) **Contract Agreement** means the Contract Agreement signed by the APIS and Knowledge Partner.
- f) **Day** means calendar day.
- g) **GCC** means the General Conditions of Contract.
- h) **Invitation for Bids** means the formal announcement in the media by the APIS to invite bids for the works to be implemented.
- i) **Letter of Acceptance** means the formal acceptance of the bid by the APIS.
- j) **Month** means calendar months.
- k) **Performance Security** means the unconditional bank guarantee provided by the Knowledge Partner to the APIS for guaranteeing the completion of the works as per the contract agreement.
- l) **QGR means** Quarterly Guaranteed Revenue
- m) **SCC** means the Specific Conditions of Contract
- n) **Sub-Contractor** means any person or party named in the Contract to perform some part of the work or any person or party that has been designated by the Knowledge Partner and approved by the APIS to perform some portion of the work, but not any assignee of any such person.
- o) **Knowledge Partner** means the person or entity described in the GCC, whose tender (bid) to complete the work as specified in the contract has been accepted by the APIS and legal successor in title to such person but not any assignee of such person.
- p) **Tender** means the Knowledge Partner's priced offer to the APIS for the execution and completion of the works and to remedying of any defects therein in accordance with the provisions of the Contract agreement.
- q) **Unit prices** mean the sum to be paid to the Knowledge Partner for the execution and completion of works in accordance with the provisions of the contract. Each

unit price shall be deemed to include cost of the labour, equipment, materials and testing required for accomplishing a specific work task as per specifications.

- r) **Variation** means an instruction given by the APIS, which varies the scope or quantity of Works.
- s) **Works** means the Permanent Works and Temporary Works or either of them as appropriate.
- t) **Working Day** means the period between 0000 hrs and 2359 hrs on any day including Sundays.

2 Interpretation

In interpreting these Conditions of Contract, singular also means plural, male also means female or neuter, and vice versa. Words have their normal meaning under the language of the Contract unless specifically defined. APIS will provide clarifications to queries about these General Conditions of Contract.

3 Language and law

The language of the Contract is English and the law governing the Contract is that which is in force in India.

4 Notice

Any notification under this Contract shall be deemed to have been served on the party concerned when received by email or registered letter/ courier at the addresses given in the Contract. A notice shall be effective only when it is served.

5 Delegation

5.1 APIS shall appoint person/persons to act as the representative for the specified works. The name/names of the representative shall be notified by APIS to the Knowledge Partner. APIS may replace the representative by appointing any other competent person to act in replacement of the representative.

5.2 APIS may delegate any office functions/ authority to any other competent person or his subordinate official or supervision consultant as the APIS thinks appropriate for effective administration for the contract. However, these delegations will not diminish the overall authority of APIS. APIS can review the delegations so made at any time. The delegation of function/authority by the APIS shall be intimated to the Knowledge Partner in writing.

5.3 The Knowledge Partner shall designate and authorize a representative to deal with the APIS and APIS's Representative. The name of the Knowledge Partner's representative shall be notified by the Knowledge Partner to the APIS in writing.

6 Communications

Communications between parties shall be in the language stated and will be effective only when in writing.

7 Sub – Contracting

The Knowledge Partner shall not sub-contract whole or part of the works without the prior consent of the APIS. Any such consent shall not relieve the Knowledge Partner from any liability or obligation under the contract and he shall be solely responsible for the acts, defaults and neglects of any Sub-Contractor.

8 Assignment of sub-contractor obligations

In the event of a sub-contractor having undertaken any or all parts of the work executed, any continuing guarantee/ obligation extending for a period exceeding that of the Defects Liability Period under the contract, the Knowledge Partner shall immediately, after the expiration of Defects Liability Period, assign to the APIS, the benefit of such guarantee/ obligation for the unexpired duration thereof.

9 Personnel

9.1 The Knowledge Partner shall employ experienced and qualified key personnel as approved by the APIS, to carry out the functions stated in this contract. APIS may approve replacement of Knowledge Partners key personnel only if their qualifications, abilities and relevant experience are equal or better than those of the personnel to be replaced. No key personnel shall be put in to work in the contract whose CV has not been formally approved by APIS.

9.2 If APIS or his authorized representative asks the Knowledge Partner to remove a person who is a member of the Knowledge Partner’s staff or his work force/ Sub- Knowledge Partner/ Sub-Knowledge Partner’s personnel, stating the reasons, the Knowledge Partner shall ensure that the person leaves the site within seven days and has no further connection with the work in the Contract.

9.3 At least one key personnel shall always be present at the site where the work is under progress.

10 Knowledge Partner’s risks

The Knowledge Partner shall be solely responsible for all risks of loss or of damage to physical property and of personnel injury and death which arise during and as a consequence of its performance of the Contract.

11 APIS’s Risks

The APIS shall be responsible for unexpected risks in so far as they directly affect the execution of the Works in the APIS's country such as the risks of war, hostilities, invasion, act of foreign enemies, rebellion, revolution, insurrection or military or usurped power, civil war, riot, commotion or disorder.

12 Insurance

- 12.1 Knowledge Partner shall provide and maintain a valid insurance cover for the entire contract period for events stated in this contract, held in the joint names of APIS and the Knowledge Partner with an insurance company acceptable to the APIS.
- 12.2 Policies or certificates for insurance shall be delivered by the Knowledge Partner to the APIS for his approval before the start date. All such insurance shall provide for compensation to be payable in the types and proportions of currencies required to rectify the loss or damage incurred.
- 12.3 If the Knowledge Partner does not provide any of the policies and certificates required, the APIS may affect the insurance which the Knowledge Partner should have provided and recover the premiums the APIS has paid from payments otherwise due to the Knowledge Partner or, if no payment is due, the payment of the premiums shall be debt due.
- 12.4 Alteration to the terms of insurance shall not be made without the approval of the APIS.
- 12.5 Both parties shall comply with any conditions of the insurance policies.

13 Indemnities

- 13.1 The Knowledge Partner shall be solely responsible for and shall indemnify in the form stated in this contract, and hold harmless the APIS from and against all claims, liabilities and costs of action in respect of injury to or death of any person in the employment of the Knowledge Partner or any of its Sub Contractors.
- 13.2 The Knowledge Partner shall indemnify and hold harmless the APIS and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of whatsoever nature, which the APIS may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright or other intellectual property right registered or otherwise existing at the date of the Contract.

14 License to use Technical Information

- 14.1 The Knowledge Partner shall grant a non-exclusive and non-transferable license (without the right to sub-license) to the APIS under the patents, utility models or other industrial property rights owned by the Knowledge Partner or by a third party from whom the Knowledge Partner has received the right to grant licenses there under, and shall also grant to the APIS a nonexclusive and non-transferable right (without the right to sub-license) to use the know-how and other technical information disclosed to the APIS under the Contract. Nothing contained herein shall be construed as transferring ownership of any patent, utility model, trademark, design, copyright, know-how or other intellectual property right from the Knowledge Partner or any third party to APIS.
- 14.2 The copyright in all drawings, documents and other materials containing data and information furnished to the APIS by the Knowledge Partner herein shall remain vested in the Knowledge Partner or, if they are furnished to APIS directly or through the Knowledge Partner by any third party, including Knowledge Partners of materials, the copyright in such materials shall remain vested in such third party.

15 Confidentiality of Proprietary Information

- 15.1 APIS and the Knowledge Partner shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following termination of the Contract. Notwithstanding the above, the Knowledge Partner may furnish to its Sub contractor(s) such documents, data and other information it receives from the APIS to the extent required for the Sub contractor(s) to perform its work under the Contract, in which event the Knowledge Partner shall obtain from such Sub Contractor(s) an undertaking of confidentiality similar to that imposed on the Knowledge Partner .
- 15.2 The APIS shall not use such documents, data and other information received from the Knowledge Partner for any purpose other than the operation and maintenance of the Facilities. Similarly, the Knowledge Partner shall not use such documents, data and other information received from the APIS for any purpose other than the design, procurement of Plant, construction or such other work and services as are required for the performance of the Contract.

16 Settlement of Disputes

- 16.1 If any dispute or difference of any kind whatsoever were to arise between the APIS and the Knowledge Partner the dispute shall in the first place be referred to the APIS through the representative, for a decision.

- 16.2 APIS's decision in respect of every dispute or difference so referred shall be final and binding upon the Knowledge Partner. The said decision shall forthwith be given effect to and Knowledge Partner shall proceed with the execution of the work with all due diligence.
- 16.3 In case the decision of APIS is not acceptable to the Knowledge Partner, he may approach the court of law at Amaravati for settlement of dispute following the procedure indicated in the Contract.

Process for serving notice to approach court of law by Knowledge Partner:

- 16.4 If APIS has given written notice of its decision to the Knowledge Partner and no written notice to approach the law court has been communicated to APIS by the Knowledge Partner within a period of ninety days from receipt of such notice, the said decision shall be deemed to be final and binding upon the Knowledge Partner.
- 16.5 If APIS fails to give notice of his decision within a period of ninety days from the date of receipt of the Knowledge Partner's request in writing for settlement of any dispute or difference as aforesaid, the Knowledge Partner may within ninety days after the expiry of the first named period of ninety days approach the Law courts at Amaravati giving due notice to APIS of his intention to do so.
- 16.6 Knowledge Partner to execute and complete work pending settlement of dispute. Whether the claim is referred to the APIS, or to the law courts, as the case may be, the Knowledge Partner shall proceed to execute and complete the works with all due diligence, pending settlement of the said dispute or differences.
- 16.7 *Obligations of APIS and the Knowledge Partner:* The reference of any dispute or difference to The APIS, or the Law court may proceed notwithstanding that the works shall then be or be alleged to be complete, provided always that the obligations of APIS and the Knowledge Partner shall not be altered by reason of said dispute or difference being referred to the APIS, or the law court during the progress of the works.
- 16.8 It is mutually agreed that there shall be no scope for settlement of Disputes by resorting to provisions of Arbitration & Conciliation Act 1996 or any analogous provision thereof. The only recourse to settlement of Disputes shall be by reference/ approaching the normal Law Courts as provided herein above. It is further specially agreed to that the above clauses shall not be amenable to interpretation as an Arbitration Clause.

17 Termination of Contract

APIS may terminate the Contract if the other party causes a breach of the Contract. Breach of Contract would include but not limited to:

- The Knowledge Partner stopping work when no stoppage of work is shown on the current program and the stoppage has not been authorized by APIS
- APIS or the Knowledge Partner is made bankrupt or goes into liquidation.

- APIS gives notice that failure to correct a particular defect is a breach of Contract and the Knowledge Partner fails to correct such defect within a reasonable period of time as determined by APIS;
- Repeated issuance of Non-Conformance Report as a result of poor-quality control/ workmanship by Knowledge Partner.
- The Knowledge Partner indulging in corrupt or fraudulent practices.
- The Knowledge Partner undertaking the work without adequate safety for workers, traveling public and road users resulting in danger to life and property and or causing environmental hazards.
- If as a result of force majeure, the Knowledge Partner is unable to perform a material portion of the services for a period of not less than 60 days.
- Inadequate mobilization of labour, materials, machinery and equipment.
- Repeated shortfall in achieving target/ intermediate targets/ milestones for completion.
- Non-completion of any item of work in scheduled time.
- Non-deployment of key personnel or deployment of key personnel with inadequate qualification and/ or experience.
- Sub-contracting without permission.
- Contract obtained by submission of false/forged documents/details.
- Non-compliance with statutory provisions including but not limited to provisions stipulated in bid documents

Notwithstanding the above, APIS has the right to terminate the Contract at its convenience. If the Contract is terminated the Knowledge Partner shall stop work immediately, make the Site safe and secure and leave the Site as soon as reasonably possible.

18 Payment upon Termination

- 18.1 If the Contract is terminated because of a breach of Contract by the Knowledge Partner, APIS shall issue a certificate for the value of the work done and materials ordered less advance payments received up to the date of the issue of the certificate and less the percentage of the value of the Works not completed indicated in the Contract. APIS has a right to claim damages in respect of any delay incurred arising from the breach. If the total amount due to APIS exceeds any payment due to the Knowledge Partner the difference shall be a debt payable to APIS and the Knowledge Partner is liable to pay the same forthwith to APIS.
- 18.2 If the contract is terminated at APIS's convenience or because of a breach of Contract by APIS, APIS shall issue a certificate for the value of the work done. Materials ordered, the reasonable cost of removal of equipment, repatriation of the Knowledge Partner's personnel employed solely on the Works, and the Knowledge Partner's cost of protecting and securing the Works and less advance payments received up to the date of the certificate.

19 Properties

All materials on site, plant equipment, temporary works and permanent works are deemed to be the property of APIS and are at APIS's disposal if the contract is terminated due to breach of Contract by the Knowledge Partner.

20 Force Majeure- Release from Performance

- 20.1 Neither APIS nor the Knowledge Partner shall be considered in default in the performance of its obligations hereunder for such period, if such performance is prevented or delayed because of war, hostilities, revolution, civil commotion, general strike, epidemic, accident, fire, wind, flood, earthquake or because of any law or order proclamation, regulation or ordinance by any Government or of any sub division thereof or an order by Court of Law, any act of God and State or any other cause whether of similar or dissimilar nature beyond the reasonable control of the party affected.
- 20.2 In the event of occurrence of any of the eventualities mentioned above, the party affected shall, by a notice in writing, intimate the other party within 30 days of occurrence of such event. Similarly, a notice will be sent within 30 days of cessation of Force Majeure.
- 20.3 Should one or both the parties be prevented from fulfilling their contractual obligations by a state of Force Majeure lasting continuously for a period of six months, the parties shall consult with each other regarding future implications of this Contract.
- 20.4 In the event of Force Majeure both parties shall put in their best efforts towards resumption of the works at the earliest and shall put in their best efforts towards mitigating the costs incurred by the other party.

21 Payments

- 21.1 APIS shall verify the Knowledge Partner's statement and certify the amount to be paid to the Knowledge Partner after certified by APIS's representative shall be binding on the Knowledge Partner in all respects. Knowledge Partner shall have no right to dispute later. The Value of work completed shall be decided by APIS.
- 21.2 The value of work completed shall comprise the value of Variations, advance payments, Compensation Events and deductions for retention.
- 21.3 APIS may exclude any item certified in a previous certificate or reduce the proportion of any item previously certified in any certificate in the light of later information.
- 21.4 The payments as admissible shall be made after deducting the further security deposit/ retention money, tax deduction at source (TDS), sales tax, royalty and other taxes applicable at prevailing rate at the time of payments.
- 21.5 Payments to the Knowledge Partner shall be made only through cheques.

22 Taxes

All quoted prices shall be inclusive of all taxes, duties, octroi, cess, royalty etc; and shall be held constant during the entire contract period.

23 Price Adjustments

Prices shall be held constant over entire contract period.

24 Retention of money towards Performance Security

24.1 As bidders submit the Performance Security before signing the contract, APIS will not retain any percentage of the total value of the interim bill amount as stated in the contract.

24.2 In case of failure of the Knowledge Partner to execute the entire contract, the money retained as Performance Security will be forfeited and the remaining works shall be got executed by APIS at Knowledge Partner's risk and cost.

25 Advance Payment

No advances will be paid.

SECTION H – Model Forms

1. Bid Form

To

.....
.....
.....

Dear Sir,

1. Having examined the Bid Documents including Invitation for Bid, Scope of works, Deliverables, Instructions to Bidders, General Conditions of Contract, Specific Conditions of Contract, for the execution of the above-named Works/Sevices, we the undersigned, offer to execute and complete such works/services and remedy any defects therein in conformity with the said Bid Documents in accordance with the said Bid Documents.
2. We undertake, if our Bid is accepted, to commence the Works/services within seven days of receipt of APIS’s order to commence, and to complete and deliver the sections and whole of the works/services comprised in the contract within the period stated in the Contract Data.
3. We agree to abide by this Bid for the period up to as prescribed in the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
4. Unless and until an Agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding Contract between us, but without prejudice to your right to withdraw such acceptance under the provisions of the Conditions of Contract.
5. We understand that you are not bound to accept the lowest or any Bid you may receive

Dates this _____ day of _____ 2019.

Signature _____ in the capacity of ** _____ duly authorized to sign

Bid for and on behalf of _____

(in block capitals)

Address

Name of Witness

Address of Witness

Signature of Witness

**** Certified** copy of the Power of Attorney/ authorization for signature shall be furnished by the Knowledge Partner, in accordance with Clause of Instructions to Bidders.

1. Contract Agreement Form

Agreement

This agreement made the _____ day of _____ 2019
between _____
_____ (name and address of
APIS) (hereinafter called “APIS”) and _____

_____ (name and address of Knowledge Partner) (hereinafter called “the Knowledge Partner” of the other
part).

Whereas APIS is desirous that the Knowledge Partner execute _____

_____ (name
and identification number of Contract) (hereinafter called “the Works”) and APIS has accepted the Bid by
the Knowledge Partner for the execution and completion of such Works and the remedying of any defects
therein, at a contract price of Rs. _____

NOW THIS AGREEMENT WITNESSETH as follows:

2. The following documents shall be deemed to form and be read and constructed as part of this Agreement viz:
 - i) Letter of Acceptance
 - ii) Notice to proceed with the works:
 - iii) Knowledge Partner’s Bid;
 - iv) Contract Data:
 - v) Conditions of Contract (including Special Conditions of Contract);
 - vi) Technical Specifications:
 - vii) Drawings:
 - viii) Bill of quantities and
 - ix) Any other document listed in the Contract Data as forming part of the contract.
3. In this Agreement, words and expression shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to, and they shall be deemed to form and be read and construed as part of this Agreement.
4. In consideration of the payments to be made by APIS to the Knowledge Partner as hereinafter mentioned, the Knowledge Partner hereby covenants with APIS to execute and complete the works as per technical specifications, drawings, instructions as made available as part of this contract and remedy any defects in conformity with all aspects and provisions of the Contract.

5. APIS hereby covenants to pay the Knowledge Partner in consideration of the execution and completion of the Works and the remedying the defects wherein the Contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

In witness whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

The Common Seal of _____

was hereunto affixed in the presence of:

Signed, Sealed and Delivered by the said

in the presence of :

Binding Signature of APIS _____

Binding Signature of Knowledge Partner

(Attach Power of Attorney)

6. Indemnity Bond

(To be typed on stamp paper)

We, M/s. _____ (The Knowledge Partner) _____ shall
indemnity _____ (APIS) against all loss and claims in respect of :

- a) Death or injury to any person
- b) Loss or damage to any property including works
- c) Copyright and Patent Infringement

Which may arise out of any consequences of the execution and completion of the works and remedying of all defects therein, and against all claims, proceedings, damages, costs, charges or expenses in respect if or in relation thereof.

(Signed by authorised signatory of the firm)

Title of office

Name of the Firm

Date

7. Performance Bank Guarantee for Maintenance Period

To,

WHEREAS _____ (name and address of Knowledge Partner)
(hereinafter called “the Knowledge Partner”) has undertaken, in pursuance of Contract No. _____ dated _____ to execute _____ (name of Contract and brief description of works)
(hereinafter called “the Contract”)

AND WHEREAS it has stipulated by you in the said Contract that the Knowledge Partner shall furnish you with a Bank Guarantee by a Nationalised / Scheduled bank of India for the sum specified therein as security for compliance with his obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Knowledge Partner such a Bank Guarantee.

NOW THEREFORE we hereby affirm that we are the guardian and responsible to you on behalf of the Knowledge Partner, up to a total of Rs. _____ (amount of guarantee) (Rupees _____), such sum being payable in the types and proportions of currencies in which the Contract price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Service Provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed there under or of any of the contract documents which may be made between you and the Service Provider shall in anyway release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until 60 days from the date of expiry of contract period.

Signature and seal: _____

Name and Designation _____

Name of Bank/Financial Institution_____

Address:_____

Date:_____

Telephone No.:_____

Fax No.:_____

,

*Bank Guarantee shall be drawn on any Indian nationalized bank, Scheduled Commercial Bank and payable at Guntur.

5. FORMATS FOR SUBMISSION OF DETAILS
FORM P#1 – General Information about the bidder

Name of the Company	
Nature of the legal status in India	
Nature of business in India	
Date of Incorporation (Registration Number & Registering Authority)	
Date of Commencement of Business	
Address of the Headquarters	
Address of the Registered Office in India/Foreign Country	
Foreign Office Addresses	
GST.No., PAN No.	
Name of the contact person	
E-mail id of the contact person	
Phone number of the Contact Person	
FAX number of the Contact Person	
Proof of purchase of bid document (Amount, D.D.No., Date & Bank Name)	
BG/ EDM Details	
Other Relevant Information like ownership of IPR etc.	

Place:

Bidder's signature

Date :

and seal.

FORM P#2 – Turnover details of the bidder

	FY 2015-16	FY 2016-17	FY 2017-18
Turnover (in INR crores)			
Profit Before Tax (in INR crores)			

Net Worth of Company			
Other Relevant Information			

Note:

1. Please attach audited Balance Sheets or Chartered Accountant certificate to confirming the figures mentioned.
2. All values in Lakhs

Place:

Bidder's signature

Date:

and seal.

FORM P#3,a – Details of full time Experts on its rolls as on 31.12.2018

S.No.	Name	Qualification/Certification	Experience details

Place:

Bidder's signature

Date :

and seal.

Form 3.b - Manpower details proposed to work under this project

The Bidder should provide a detailed resource deployment plan to ensure that technically qualified staff is available to deliver the services. The Bidder would require qualified Project expert, Project Manager, etc. who have to be necessarily the employee of the bidder. But the other resources like segment experts etc. may either be employed directly by the Bidder or be subcontracted personnel. However, the Bidder would have to monitor and manage the staff on a daily basis.

1. The Bidder should provide the summary table of details of the manpower that will be deployed on this project for *implementation* along with detailed CVs.

S. No.	Type of resource	No. of Resources	Key Responsibilities	Academic Qualifications and	Years of Relevant Experience	Name of the Company (in case of

				Certifications		hired)
1						
2						
3						
4						
5						

Place:

Bidder's signature

Date:

and seal.

FORM P#4 -Declaration Regarding Clean Track Record

To,
The Chief Executive Officer
Andhra Pradesh Innovation Society
Guntur, Andhra Pradesh, India

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document [No._____]. I hereby declare that my Company/Consortium Partners has not been debarred/ black listed as on Bid calling date by any State Government, Central Government, Central & State Govt. Undertakings/enterprises/Organizations and by any other Quasi Government bodies/Organizations, World Bank and any other major Enterprise/Organizations in India for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices. I further certify that I am competent officer in my company to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Form P#5 – Details of events for which Knowledge Partner Services provided during the last 5 years.

S.No.	Event Description	Venue	Date	For whom	Client Contact Details

Place:

Date :

**Bidder's signature
and seal.**

Commercial Forms

Form F#1 – Commercial Bid Letter

To,
The Chief Executive Officer
Andhra Pradesh Innovation Society
INFO SIGHT, 2nd Floor, Survey No.:78/2
Prathuru Junction, Tadepalli
Guntur 522512, Andhra Pradesh, India

Sir/ Madam,

Subject: Appointment of an Agency for <<Title of the Project>>

Reference: Tender No: <TENDER REFERENCE NUMBER> Dated <DD/MM/YYYY>

We, the undersigned Bidder, having read and examined in detail all the Tender documents in respect of **Appointment of an Agency for <<Title of the project>>** do hereby propose to provide services as specified in the Tender documents number <TENDER REFERENCE NUMBER> Dated <DD/MM/YYYY>

1. PRICE AND VALIDITY

- All the prices mentioned in our Tender are in accordance with the terms as specified in the Tender documents. All the prices and other terms and conditions of this Tender are valid for a period as per RFP from the date of opening of the Tenders.
- We hereby confirm that our Tender prices include all taxes. However, all the taxes are quoted separately under relevant sections.
- We have studied the clause relating to Indian Income Tax and hereby declare that if any income tax, surcharge on Income Tax, Professional and any other corporate Tax is altered under the law, we shall pay the same.

2. UNIT RATES

We have indicated in the relevant schedules enclosed the unit rates for the purpose of on account of payment as well as for price adjustment in case of any increase to/ decrease from the scope of work/services under the contract.

3. DEVIATIONS

We declare that all the services shall be performed strictly in accordance with the Tender documents except for the variations and deviations, all of which have been detailed out exhaustively in the following statement, irrespective of whatever has been stated to the contrary anywhere else in our bid.

Further we agree that additional conditions, if any, found in the Tender documents, other than those stated in deviation schedule, shall not be given effect to.

4. TENDER PRICING

We further confirm that the prices stated in our bid are in accordance with your Instruction to Bidders included in Tender documents.

5. QUALIFYING DATA

We confirm having submitted the information as required by you in your Instruction to Bidders. In case you require any other further information/documentary proof in this regard before evaluation of our Tender, we agree to furnish the same in time to your satisfaction.

6. BID PRICE

We declare that our Bid Price is for the entire scope of the work as specified in the Schedule of Requirements and Tender documents. These prices are indicated in Commercial Forms of this Section attached with our Tender as part of the Tender.

7. CONTRACT PERFORMANCE GUARANTEE BOND

We hereby declare that in case the contract is awarded to us, we shall submit the contract performance guarantee bond in the form prescribed in Section I – Model Forms.

We hereby declare that our Tender is made in good faith, without collusion or fraud and the information contained in the Tender is true and correct to the best of our knowledge and belief.

We understand that our Tender is binding on us and that you are not bound to accept a Tender you receive.

We confirm that no Technical deviations are attached here with this commercial offer.

Thanking you,

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Form # F2 – Commercial Bid

S.No	Designated Role / Title	Man-month cost (A)	Taxes (B)	Total C= A+B	No. of Resources (D)	No. of Months (E)	Total Cost F= C*D*E
1.	Develop, Operate and Maintain the event related website (onetime Lumpsum cost)				--	--	
2.	Team Leader & Startup/ Innovation Expert				1	1.5	
3.	SME – Startups and Innovation Expert				1	3	
4.	SME – Innovation Ecosystems & Policy Expert				1	3	
5.	SME – Program Manager				1	3	
6.	Innovation Cluster expert - support				1	6	
7.	Startup Community Engagement Manager				1	6	
8.	Program Support – Knowledge Management				1	6	
9.	Program Support - Startups				1	6	

10.	Procurement Specialist				1	3	
	Total				9	37.5	

In words: _____

Place:

Date :

**Bidder's signature
and seal.**