A.P. STATE COUNCIL OF HIGHER EDUCATION

Tender Document for

Comprehensive Survey for Assessment of Performance Status of Higher Education in the State of Andhra Pradesh for Andhra Pradesh State Council Of Higher Education for the Year 2020-21

TENDER NO: APSCHE/OMS/003-HES/2020-21,
dt.03.02.2021
# A.P.STATECOUNCIL OF HIGHER EDUCATION

**NOTICE INVITING TENDER (Online version)**

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Item</th>
<th>Description</th>
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<tbody>
<tr>
<td>1.</td>
<td>Department Name</td>
<td>A.P.STATECOUNCIL OF HIGHER EDUCATION, 3(^{rd}), 4(^{th})&amp; 5(^{th}) Floors, 6(^{th}) Battalion Road, Sri Ram Nagar, Atmakur(Vi) Mangalagiri (Mandal), Guntur-Dist. A.P-522503</td>
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<tr>
<td>2.</td>
<td>FILE / NIT Number</td>
<td>APSCHE/OMS/003-HES/2020-21, dt.03.02.2021</td>
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<tr>
<td>3.</td>
<td>Tender Subject</td>
<td>Conducting a “Comprehensive Survey for Assessment of Performance Status of Higher Education in the State of Andhra Pradesh</td>
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<td>4.</td>
<td>Cost of Tender Document</td>
<td>Rs.5,000/- (Rupees Five Thousand Only)</td>
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<td>5.</td>
<td>Tender Type</td>
<td>Open</td>
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<td>6.</td>
<td>Tender Category</td>
<td>Survey</td>
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<td>7.</td>
<td>EMD Amount for provisions(INR)</td>
<td>2.5% of quoted price</td>
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| 8.     | EMD payable:                 | Demand Draft drawn in favour of the Secretary, A.P.State Council Of Higher Education Payable at Andhra Bank ,ANU Campus Branch (IFSC Code:ANDB0002338, Guntur.  
Or  
One line transfer:  
Account No: 233810100017566; Account Name: Secretary Gen A/C  
Bank: Andhra Bank, ANU Branch  
IFSC code: ANDB0002338)                                                                 |
| 9.     | Bid Document Downloading Start Date | **03.02.2021 at 11.00 A.M**                                                                                                               |
| 10.    | Pre Bid Meeting held on       | The agencies willing to participate in the Pre Bid meeting may register on e-mail id: secretaryapsche@gmail.com latest by 08/02/2021. |
| 11.    | Bid Document Downloading End Date | **23.02.2021 at 04.00 PM**                                                                                                               |
| 12.    | Last Date & Time for Receipt of Bids | **23.02.2021 at 05.00 PM**                                                                                                               |
| 13.    | Technical Bid Opening Date and Time(Qualification and Eligibility Stage) | **24.02.2021 at 11.00 AM**                                                                                                               |
| 14.    | Price Bid Opening Date and Time (Financial Bid Stage) | **24.02.2021 at 03.00 PM**                                                                                                               |
| 15.    | Place of Tender Opening       | Secretary Chamber, APSCHE, Mangalagiri, Guntur Dist. A.P                                                                                   |
| 16.    | Tender Inviting / Opening authority | Secretary, APSCHE, Guntur Dist. A.P                                                                                                        |
| 17.    | Address/E-mail id             | secretaryapsche@gmail.com                                                                                                                 |
Eligibility Criteria

The bidder (Company/Firms) should possess and furnish all requisite documents, registrations etc., The bidder should possess Certificates like

1. Company/Firm registration certificate from Registrar of companies / Societies.
2. Service Tax / GST registration and tax paid receipts for the last 03 years (Audit reports)
3. PAN Number of the firm/individual.
4. IT returns for the last 03 years (The Bidder must have an average turnover of Rs.50,00,000 (Rupees Fifty Lakhs) in the related trade in the three previous financial years). The bidder must enclose annual report / audited annual accounts or income tax returns as proof of the same).

In case of non-submission of aforementioned certificates, the Secretary, APSCHE, Mangalagiri reserves the right to take any appropriate action including the cancellation of tender of the respective bidder. In this regard the decision of the Secretary, APSCHE, Mangalagiri is final and binding on the bidders without any recourse.

Procedure for Bid Submission

1. Bids shall be submitted online.
2. The participating bidders(Companies/Firms) in the tender should register themselves free of cost on e-procurement platform in the website https://www.apeprocurement.gov.in.

The bidders who are desirous of participating in e-procurement shall submit their technical bids, financial bid as per the standard formats available at the e-market place. The bidders should scan and upload the below mentioned documents and submit all the hard copies duly attested to the Secretary, APSCHE, Mangalagiri, Guntur Dist. A.P. on or before the schedule date and time of opening the technical bid.

1. Service Tax / GST registration and tax paid receipts for the last 2 years
2. Pan Card of the Dealer / firm / individual
3. Income Tax paid receipts for the last 03 years of the company/firm (IT returns for the last 03 years(The Bidder must have an average turnover Rs.50,00,000 (Rupees Fifty Lakhs) in the related trade in previous financial years (2017-18,2018-19 & 2019-20).The bidder must enclose annual report / annual accounts of IT Returns as proof of the same)
4. Authentic details of Experience if any
5. Tender Fees Rs.5,000/- & EMD

Demand Draft in favour of the Secretary, A.P. State Council of Higher Education payable at Andhra Bank, ANU Campus Branch (ANDB0002338) @ 2.5% of quoted price
OR
One line transfer to the following account
Account No: 233810100017566;  Account Name: Secretary Gen A/C
Bank: Andhra Bank, AN University Branch, Nambur
IFSC code: ANDB0002338
EMD document should be scanned and uploaded at the time of Tendering.

6. Valid Proof of dealership/Proprietorship.

NOTE:
After tendering, all Bidders should submit the attested copies of the uploaded certificates along with original Tender Fees Rs.5,000/- & EMD as specified above to the payable to in the name of Secretary, APSCHE, payable at Guntur on or before the scheduled date and time of opening of Technical Bids, failing which their tender will be summarily rejected.

**Transaction fee on e-Procurement Platform:** All the participating bidders shall pay a transaction fee (non-refundable) as mentioned in the NIT payable to M/s APTS, Vijayawada and through online. (0.03% of estimate contract value + GST). It is mandatory for all the participant bidders from 1st January 2006 to pay a Non-refundable Transaction fee electronically to the M.D., A.P.T.S, Vijayawada by the service provider through "Payment Gateway Service on E-Procurement platform".

**NOTE:** The Bidder shall authenticate the bid with his digital certificate for submitting the bid electronically on eProcurement Platform and the bids not authenticated by Digital certificate of the bidder will not be accepted on the eProcurement platform.

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<tr>
<td>21</td>
<td>Transaction Fee Payable to The M.D., Andhra Pradesh Technology Service Limited, Vijayawada (ON LINE)</td>
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<tr>
<td>22</td>
<td>General Terms and Conditions AS PUBLISHED IN THE NOTICE INVITING TENDER.</td>
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<tr>
<td>23</td>
<td>Bid Validity The E-tender submitted should remain valid for 90 Days from the date of opening of bid</td>
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A.P.STATE COUNCIL OF HIGHER EDUCATION::MANGALAGIRI

PROCEDURE FOR BID SUBMISSION ON e-Procurement PLATFORM (e-Tendering):

1. The bidder shall submit his response through Bid submission to the tender on e-Procurement platform at www.apeprocurement.gov.in by following the procedure given below. The bidder would be required to register on the e-procurement market place https://www.apeprocurement.gov.in and submit their bids online. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.

2. The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats displayed in e-Procurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria/technical bids and other certificate/documents in the e-Procurement web site. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.

3. Registration with e-Procurement platform: For registration and online bid submission, bidders may contact HELP DESK of http://www.apeprocurement.gov.in. Contact No.08645-246370/71/72/73/74 & 7337318402/403 mail-id:eprocsupport@vupadhi.com

4. Hard copies:
   i) Attested copies of all original hard copies of the uploaded scanned copies, D.D or online transfer slip towards EMD by participating bidders must submit along with tender document to the tender inviting authority before scheduled date and time of the opening of the Technical bid, otherwise the tender will be rejected on online.
   ii) All the bidders shall invariably upload the scanned copies of D.D or online transfer slip in e-Procurement system and this will be the primary requirement to consider the bid responsive.
   iii) The APSChe shall carry out the technical evaluation solely based on the uploaded certificates/documents, D.D or online transfer slip towards EMD in the e-Procurement system and open the financial bids of the respective bidders after evaluation of technical bids.
   iv) The APSChe will notify the successful bidder for submission of original hardcopies of all the uploaded documents, D.D or online transfer slip towards EMD prior to enter the agreement.
   v) The successful bidder shall invariably furnish the online transfer slip or original DD towards EMD, Certificates/Documents of the uploaded scan copies to the Tender Inviting Authority before entering the agreement, in person, the receipt of the same within the stipulated date shall be the responsibility of the successful bidder. The APSChe will not take any responsibility for any delay in receipt/non-receipt of original DD towards EMD, Certificates/Documents from the successful bidder after the stipulated time. On receipt of documents, the APSChe shall ensure the genuineness of the online transfer or DD towards EMD and all other certificates/documents uploaded by the bidder in e-Procurement system, in support of the qualification criteria before finalizing the agreement.

5. The bidder is requested to get a confirmed acknowledgement from the Tender Inviting Authority as a proof of Hardcopies submission to avoid any discrepancy.
6. The G.O. Ms. No. 174 –I & CAD dated: 1-9-2008 Deactivation of Bidders, if any successful bidder fails to submit the original hard copies of uploaded certificates/documents, DD towards EMD within stipulated time or if any variation is noticed between the uploaded documents and the hardcopies submitted by the bidder, as the successful bidder will be suspended from participating in the tenders on e-Procurement platform for a period of 3 years. The e-Procurement system would deactivate the user ID of such defaulting bidder based on the trigger/recommendation by the Tender Inviting Authority in the system. Besides, the department shall invoke all processes of law including criminal prosecution of such defaulting bidder as an act of extreme deterrence to avoid delays in the tender process for execution of the development schemes taken up by the government. Other conditions as per tender document are applicable.

7. **Payment of Transaction Fee:**
   It is mandatory for all the participant bidders from 1st January 2006 to electronically pay a Non-refundable Transaction fee to the M.D., APTS, Hyderabad the service provider through "Payment Gateway Service on E-Procurement platform". The Electronic Payment Gateway accepts all Master and Visa Credit Cards issued by any bank and Direct Debit facility/Net Banking of ICICI Bank, HDFC, Axis Bank to facilitate the transaction. This is in compliance as per G.O.Ms.13 dated 07.05.2006. Tax + Bank Charges for Credit Card Transaction as applicable on the transaction amount payable to the M.D., APTS, Vijayawada shall be applicable.

8. **Corpus Fund:**
   As per GO MS No.4 User departments shall collect 0.04% of ECV (estimated contract value) with a cap of Rs.10,000 (Rupees ten thousand only) for all works with ECV upto Rs.50 crores, and Rs.25,000/- (Rupees twenty five thousand only) for works with ECV above Rs.50 crores, from successful bidders on e-Procurement platform before entering into agreement / issue of purchase orders, towards e-procurement fund in favour of Managing Director, APTS. There shall not be any charge towards e-Procurement fund in case of works, goods and services with ECV less than and uptoRs. 10 lakhs.

9. **Tender Document:**
   The bidder is requested to download the tender document and read all the terms and conditions mentioned in the tender Document and seek clarification if any from the Tender Inviting Authority. Any offline bid submission clause in the tender document could be neglected.
   The bidder has to keep track of any changes by viewing the Addendum/Corrigenda issued by the Tender Inviting Authority on time-to-time basis in the e-Procurement platform. The Department calling for tenders shall not be responsible for any claims/problems arising out of this.

10. **Bid Submission Acknowledgement:**
   The bidder shall complete all the processes and steps required for Bid submission. The system will generate an acknowledgement with a unique bid submission number after completing all the prescribed steps and processes by the bidder. Users may also note that the bids for which an acknowledgement is not generated by the e-Procurement system are treated as invalid or not saved in the system. Such invalid bids are not made available to the Tender Inviting Authority for processing the bids. The Secretary, A.P.State Council of
TENDER CONDITIONS FOR “

“Comprehensive Survey for Assessment of Performance Status of Higher Education”
to A.P.State Council of Higher Education, Mangalagiri, Guntur Dist, Andhra Pradesh.”

1 INTRODUCTION

The 102nd Council Meeting of the AP State Council of Higher Education (APSCHE) held on 06.03.2020 has considered and resolved to conduct a comprehensive survey on Higher Education in Andhra Pradesh.

2 Online (e-Tendering) tenders are invited for “Comprehensive Survey for Assessment of Performance Status of Higher Education - to A.P.State Council of Higher Education, 3rd,4th & 5th Floors, Neeladri Towers, 6th Battalion Road, Sri Ram Nagar, Atmakur(Vi), Mangalagiri(Mandal), Andhra Pradesh-Pin-522503. The Secretary, APSCHE desires to have the tender in two bids i.e., (1) Technical bid and (2) Financial bid. All Tenderers should submit the attested copies of all scanned and uploaded certificates on online including ORIGINAL EMD or online transfer slip to the Tender Inviting Authority on or before scheduled date and time of opening of the Technical bid as mentioned in NIT. The financial bids of those tenderers who are technically qualified alone, will be opened on the date and time as mentioned in the NIT by the Secretary, APSCHE or any other office authorized by the Secretary, APSCHE. The APSCHE may extend the last date by issuing an amendment in which case all rights and obligations rest with the Secretary, a and the tenderers previously subject to the original deadline will then be subjected to the new deadline. SUBMISSION OF TENDER DOCUMENTS ON OFFLINE WILL NOT BE CONSIDERED.

3 The Tender Fees Rs.5,000/- & 2.5 % of quoted price is to be remitted as Earnest Money Deposit by way of an Account payee Demand draft drawn in favor of the Secretary, APSCHE, payable at Andhra Bank, ANU, Nambur Branch (ANDB0002338), in any scheduled bank or online transfer (details given above) and should scan and upload at the time of tendering. The EMD will be released only after successful completion of the Tender work in all respects. The EMD will not carry any interest.

4 PURPOSE

4.1 The AP State Council of Higher Education (hereinafter called ‘APSCHE’) invites a separate Technical cum Financial Bid for conducting a Comprehensive Survey of Higher Education through e-tendering process. The outsourced work will involve data collection, quality checks and scrutiny, data entry/coding and compilation.

4.2 The application form and other proforma for the e-tender can be downloaded from the APSCHE website (www.apsche.org).

4.3 In case the selected agency fails to meet the APSCHE’s requirements in terms of quality and timeliness, the APSCHE shall be at liberty to award the work to another agency, at the risk and cost of the failed agency.
4.4 Intellectual Property Rights for all documents and outputs developed specifically for the APSCHE will rest solely with the APSCHE

4.5 This document is neither an offer letter nor a legal contract, but an invitation for technical proposal for selection of survey agency

4.6 No contractual obligation on behalf of the APSCHE whatsoever shall arise from this e-tender process, unless and until a formal contract is signed and executed between duly authorized officers of APSCHE and the successful bidder
4.7 The APSCHE reserves right to modify any/ all of the terms of this tender document giving due notification through its website. This tender document provides broad scope of the survey.
4.8 The APSCHE also reserves right to cancel the tendering process at any stage without assigning any reason and without incurring any liability or obligations on APSCHE. APSCHE also reserves the right to re-issue the tendering notification, if it decides so.
4.9 The APSCHE will not be liable for any costs incurred by the agency towards submitting of the tender document.
4.10 All information given by the agencies in their proposal will be treated in strict confidence

5. ELIGIBILITY

5.1 Bids are invited from Agencies having requisite qualifications, experience and expert manpower to undertake such studies and surveys.
5.2 Non-Governmental Agency/Voluntary Agency, whether registered/not registered on DARPAN portal of NITI, are not eligible to apply.
5.3 Blacklisted Agencies are not eligible to apply
5.4 The Agency bidding for the survey should have previous experience of conducting such surveys and expert manpower
5.5 The Agency should have capacity in terms of trained manpower and other resources to undertake the fieldwork in all places identified by the APSCHE.
5.6 In case the Agency do not have their own resources at all places for particular region(s) to conduct survey, they shall provide a list of network agencies to be engaged by them together with relevant information viz. name, address, manpower, other resources, past three years’ experience of conducting survey work, etc., to be submitted together with a copy of agreement with such network agencies
5.7 The Agency must have been registered with Income Tax authority and provide PAN card details to APSCHE.

6. SUBMISSION PROCESS

6.1 Willing and interested agencies desirous of undertaking the evaluation study may submit their two part bid as technical and financial bids as per extant procedure given below. Bids shall be submitted online only.
6.2 (/Firms) in the tender should register themselves free of cost on e-procurement platform in the website https://approcurement.gov.in

7.0 SELECTION PROCESS

7.1 APSCHE invites technical and financial bids on open tender basis from qualified agencies under the two bid system based on Least Cost Selection process

7.2 A Technical Evaluation Committee and a Financial Evaluation Committee will be constituted to evaluate and finalise the technical and financial proposals received in response to the Tender Notice. Both the technical and financial bids would be opened online by the Bid Opening Committee constituted by the APSCHE

7.3 Bid openers would download the bids and the reports/statements and sign them for further processing. The Technical Evaluation Committee would shortlist the technically qualified bids. Financial bids of only the technically qualified bids would be opened. The date and time of opening of financial bids would be uploaded on the portal and shortlisted firms would be informed after short listing of the technically qualified bidders

7.4 The parameters for qualifying the technical criterion are given at Annexure IV

7.5 Financial bids would be opened for only technically eligible and responsive offers and ranked. L-l offer out of the responsive offers would be selected on price criteria alone, subject to the reasonability of the cost

8.0 DOCUMENTS TO BE SUBMITTED

a) Technical Bids :-

b) Format for Technical Qualification (indicating fulfillment of all the indicated criterion)
   (i) Scanned copies of Registration Certificate / Memorandum & Articles of Association and any other documents to certify the nature of the Agency
   (ii) Scanned copies of Audit Annual Account of last three years
   (iii) Scanned copies of last three (03) years Annual Report
   (iv) Financial Years 2017-18, 2018-19 & 2019-20 towards establishing which audited financial statements to be submitted. In case of financial statement of FY 2019-20 being under audit, average turnover of the previous three financial years which have been audited i.e 2016-17,2017-18 & 2018-19 will be considered. However, applicant will have to additionally submit provisional balance sheet of FY 2019-20 to establish that annual turnover of said year is also above Rs.50 Lakhs

c) Scanned copy of valid PAN of the Agency and Service tax number (GST) Number

d) Executive summary of 3 study reports completed in social sector sponsored by the Central / State Government / Central or State PSU that have also been accepted by the sponsoring Agency during last five years. Documents of acceptance of the Reports by sponsoring authority may be submitted
e) A declaration that the Agency has not been blacklisted from the Authorized Signatory of the Agency

f) Copies of proofs of earlier engagements/assignments completed by the Project Director

g) Copies of proofs of earlier engagements/assignments completed of at least two post graduate research professionals involved in the Project.

9.0 EARNEST MONEY DEPOSIT (EMD)

9.1 The intending bidders should pay along with bids an Earnest Money Deposit of 2.5% on quoted price. The EMD shall be paid by Demand Draft in favor of Secretary; AP State Council of Higher Education The EMD will not carry any interest. Government and other Agencies exempted from payment of EMD may attach scanned copy of the document as a proof in this regard. Offers received without EMD will be summarily rejected (other than those exempted).

The EMD submitted by the bidder will be forfeited if:

i. If successful bidder fails to accept the Letter of Award (LoA)

ii. If bidder fails to furnish the required performance security within the specified period.

iii. The bidder withdraws bid after processing but before acceptance of award of contract issued by the Secretary, APSCHE

iv. The bidder violates any of the provisions of the terms and conditions of the tender specifications

v. If bidder canvasses in any way for the bid

vi. If bidder withholds information or submits false information

The EMD will be refunded to:

i. The successful bidder, subject to submission of Performance Security

ii. The unsuccessful bidders, only after acceptance of award of contract by the selected bidder or in case of cancellation of Tender

iii. The Earnest Money Deposit will be refunded without any interest under all conditions.

iv. The bid security will remain valid for a period of forty-five days beyond the final bid validity period. Bid securities of the unsuccessful bidders will be returned to them latest on or before the 30th day after the award of the contract

10.00 PERFORMANCE SECURITY

The successful bidder will be required to submit a Performance Security issued by any scheduled commercial bank @ 8% of the contract value. Performance Security may be furnished in the form of an Account Payee Demand Draft or Bank Guarantee from a Commercial bank. Performance Security would remain valid for a period of sixty days
beyond the date of completion of the contract. The Performance Security may be invoked by the APSCHE in case of failure of bidder to adhere to the terms & conditions of the contract. In case of delays in execution of project, the APSCHE may seek extension of the Performance Security which will require to be acceded to by the Agency. Format is provided as Annexure-V

11.00 PENALTY FOR DELAYED SUBMISSION OF REPORT

In case of any delay in submission of report by due date, a penalty @ 0.5% of the cost of study per week will be levied.

12.00 NON TRANSFERABLE BID

Neither the contract nor any rights granted under the contract may be sold, leased / sublet, assigned, or otherwise transferred, in whole or in part, by the bidder, and any such attempted sale, lease, assignment or otherwise transfer shall be void and of no effect without the advance written consent of the APSCHE

13.00 PRE BID MEETING

The agencies willing to participate in the Pre-Bid meeting may register on e-mail id: secretaryapsche@gmail.com latest by 08-02-2021. The interested Companies/ agencies/ Firms can authorized signatories may attend the pre-bid meeting, if desired by the bidder(s) as per the schedule to be communicated. The clarification if any, to all queries received from the bidders on or before the pre bid meeting will be intimated to all bidders / posted on the APSCHE’s website: www.apsche.org.

14.00 TECHNICAL & FINANCIAL OFFER

14.1 The technical offer should comply with all the requisite information. The technical offer should be complete in all respect. The financial offer should give all relevant price information and should not contradict the technical offer in any manner. The prices quoted in the financial bid should be without any conditions. The price schedule must be filled in completely, without any error, erasures or alterations. Bidder should quote as per the format specified in Annexure II. All prices to be quoted in Indian Rupees only. The financial bid in the prescribed format may be scanned and uploaded. These would remain password protected and it would be possible to view them only on the date and time indicated after the short-listing of the technical bids.

14.2 Price quotation accompanied by vague and conditional expressions will be treated as being at variance and shall be liable for rejection. It is the responsibility of the bidder to clearly identify all costs and complete all parts of the financial proposal in a clear and accurate manner. omissions, errors, misrepresentations or inadequate details in the bidder's financial proposal will be considered as valid ground for rejection of the bidder's proposal. Costs that are not clearly identified will be borne by the bidder.

The following items are covered:
i. Salaries and allowances of the project staff and honorarium for the Project Director.
ii. Travel undertaken in relation to the project
iii. Consultancy charges
iv. Printing
v. Equipment and books
vi. Computer and tabulation costs
vii. Contingency and Overhead charges

NOTE: The above may be kept in mind while preparing the cost estimates. Payment with retrospective effect for the work already done before the submission of the research proposal will not be permissible

15.00 TREATMENT OF DISCREPANCIES
Where there is a discrepancy between amounts in figures and in words, the amount in words will govern. If a Bidder refuses to accept the correction, his Bid will be rejected

16.00 CORRUPT AND FRAUDULENT PRACTICES
The APSCHE will reject a proposal for award if it determines that bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. The bidder is liable to be blacklisted in such an event.

17.00 LETTER OF AWARD AND CONTRACT AGREEMENT
The APSCHE will issue a Letter of Award (LoA) to the successful bidder in duplicate mentioning in brief rates, terms & conditions. The acceptance and return of one copy of the LoA duly signed as token of acceptance will be construed as entry into the contract by both parties. The contract agreement will be signed within one week of issue of LoA after submission of the Performance Security as failing which the APSCHE reserves the right to take appropriate decision

18.00 PAYMENT TERMS
Funds will be released by the APSCHE in three installments as under:-
1st installment: 10% (after receipt of Performance Security)
2nd installment: 60% (on submission and presentation of draft report)
3rd installment: 30% (After acceptance of Report by the APSCHE with submission of 10 copies of the final report and 20 copies of summary report along with its soft version and audited Statement of Accounts and Utilization Certificate.)

19.00 OWNERSHIP OF DATA
The agency receiving funds for a project shall make suitable arrangements for the preservation of data collected during the study, such as filled in schedules, tabulation or working sheets, reports, photographs etc, relating to the Project, in electronic form and this shall be shared with the APSCHE at the time of submission of Final Report. The ownership of all such data shall remain with the APSCHE. All raw data compiled during the study shall be transferred to the APSCHE. No data collected in context of the study may be destroyed or otherwise disposed off or given to any other Agency/individual, unless so approved by the APSCHE.
20.00 SUBCONTRACTING
The bidder shall not subcontract or permit anyone other than its personnel to perform any of the work, service or other performance required of the bidder under the contract without the prior written consent of the APSCHE.

21.00 ARBITRATION
The APSCHE and selected Bidder will make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute will arise between parties on aspects not covered by this agreement, or operation thereof, or the rights, duties or liabilities under these except as to any matters the decision of which is specially provided for by the special conditions, such dispute will be referred to arbitrator, to be appointed by the competent authority appointed by the APSCHE and will be final and binding on both the parties. Such arbitration will be governed in all respect by the provision of the Arbitration and Conciliation Act, 1996 or later and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceedings will be held in Mangalagiri only, wherein appropriate Appellate Authority shall also be the Hon'ble High Court of Andhra Pradesh at Amravati.

22.00 APPLICABLE LAW AND JURISDICTION OF COURT
The contract with the selected bidder shall be governed in accordance with the Laws of India and will be subject to the exclusive jurisdiction of courts at Guntur/Amaravathi.

23.00 AGREEMENT

23.01 The selected bidder will confirm in writing that the conditions contained in the tender document are acceptable to it as per Tender Acceptance Letter format in Annexure 7. The selected bidder will also execute a bond in favour of the Secretary, APSCHE to the effect that it will abide by the terms and conditions attached to the funds and that in case it fails to abide by the same, it will refund to the APSCHE the total funds sanctioned to it for the purpose with penal interest of 15% per annum thereon.

23.02 The Agency will maintain separate accounts in respect of this fund. The accounts will remain open to inspection to the representatives of the Government audit Departments. At the end of the period, the Agency will have the accounts of this fund audited by a Government Auditor or a Chartered Accountant, and supply a copy of the audited accounts, together with a utilization certificate within six months after completion of the project. Any unspent balance out of this fund will be refunded by the Agency within 30 days from the date of completion of the Project failing which such unspent balance will attract penal interest of 15% per annum of the period from date of completion of the project to the date of refund of unspent balance.

23.03 The APSCHE will accept no responsibility for any financial expenditure or liability arising out of the project except what has been specifically approved by it and conveyed to the selected bidder through the sanction letter.
23.04 The APSCHE will sanction finances for each sub-head and the APSCHE's Sanction order will clearly satisfy the sanctioned amount for each sub-head for the total financial assistance given for a research project. The evaluation agency without the prior written approval of the APSCHE will have no right of re-appropriation of amount from one sub-head to another.

23.05 The Project Director will submit to the APSCHE progress reports of the project along with certified statement of the expenditure actually incurred and estimate of expenditure for the remaining period of the study. The Agency would make a presentation before the APSCHE at draft stage on its preliminary findings.

23.06 If the APSCHE is not satisfied with the progress of the project, or if it finds that these rules are being seriously violated, it reserves the right to terminate agreement & initiate necessary action as per terms & conditions of the tender document and extant rule of Govt. of India.

24.00 DEFAULT

24.01 The selected bidder shall execute a bond in favour of the Secretary, APSCHE to the effect that it would abide by the terms and conditions attached to the study and that in case it fails to abide by the same, it will refund to the APSCHE the total funds sanctioned to it for the purpose with penal interest of 15% per annum thereon.

24.02 In case the selected bidder is found in-breach of any condition of tender/bid evaluation the EMD/Performance Security shall be forfeited / invoked.

24.03 Default would entail blacklisting of the Agency by the APSCHE for at least 3 years and the same will be recommended to the Government of Andhra Pradesh.

25.00 SCOPE AND DETAILS OF WORK

25.01 Geographical Coverage: All the 13 revenue districts of the State of Andhra Pradesh

Period of Study: 6 months i.e. 24 weeks from the date of awarding the tender.

25.02 Methodology:

i. Mixed Method: a mix of Quantitative and Qualitative approaches;

ii. Combination of Secondary and Primary Study

iii. Samples representing regional, gender, social and economic segmentation, across various Study Streams [general education and professional education at Under Graduation and Post-Graduation levels; and

iv. In-depth Interviews, Focus Group Discussions, Qualitative Interviews and Case Studies [appropriately capturing responses from all key stakeholders – such as, Students, Teachers/ Faculty Members, Parents/ Guardians, Principals, State Government Officials at District and State levels, Recruiters, Alumni and Other Key Stakeholders within the Grant-in-Aid and Private Institutions.
25.03. Type of Institutions to be covered:

- State funded universities (Conventional and IIIT Including RGUKT)
- PG Centres of Universities
- Private Universities
- Deemed to be Universities
- Engineering Colleges (UG & PG)
- Autonomous Colleges
- Minority Colleges (UG & PG)
- Affiliated colleges (UG & PG)
- B.Ed & M.Ed. Colleges
- Women’s colleges (UG & PG)
- Law Colleges (UG & PG)
- Physical Education Colleges ((UG & PG)

26.00 SURVEY

26.01 Survey shall be conducted in a hybrid mode of online and personal contact of students, parents, faculty members and all other stakeholders

26.02 The sample size shall be 12% of the total student strength across all the different streams viz., general education, technical education, law, arts, commerce, science, etc., (suggestive but not restricted). Student sample shall have representation from all the years of study (first, second, third and fourth). Of the 12% sample size, 8% should be meant for online and the remaining 4% will before offline sample. Student sample shall also include those who have graduated in the last two years (not more than 1% of the sample size)

26.03 The sample size shall also reflect the SC/ST/BC/Minority populations in the proportions of 15%. 6%, 25% and 4% respectively

26.04 The male and female population shall be 50% and 50% respectively.

26.05 Urban and Rural population need to be given due weightages.

26.06 For ensuring the sample size and other proportions, district may be taken as one unit.

26.07 A series of Focus Group Discussions (FGDs) shall be carried out across each of the Institutions, say 3 FDGs per Institution. Stakeholder Groups to be covered shall include: (a) Select segments of Students; (b) Select Faculties and Staff; and (c) Parents/ Guardians

26.08 Interviews with Government officials of the Higher Education Department at the State level and/or District shall be a part of the survey

27.00 TERMS OF REFERENCES FOR THE SURVEY

A. To study the current Higher Education Penetration (Existing pool of graduating students district wise)
B. To study the Industry perception of Graduates in State and their future needs for Hiring more from within the state
C. To study the Skill gap - Existing status of Graduates - What let to current situation and what suggestions are required to be implemented
D. To study the Migration aspects - students coming into the state for Higher education and students moving out of state for Higher education – Key reasons driving these decisions
E. To study the Skewed expansion of professional educational institutions in engineering and education
F. To study the Status of gender parity – social group wise.
G. To study the Assessment of potential for entrepreneurship development and identification of potential sectors for entrepreneurs
H. To study the Geographic, societal community outreach, cost-out put relationship
I. To suggest the necessary policy initiatives for the next 5 years.
J. To present the Key Findings of the Study shall be cross-referenced with findings from other reports, performance across other regions/ geographies and with national/international best practices

27. 00. OUTCOME:

A Report on the Status of the Higher Education in Andhra Pradesh and an Action Plan for Transformation of Higher Education in Andhra Pradesh as per the Terms of References
Annexure-II: Format for Technical & Financial Bids

AP STATE COUNCIL OF HIGHER EDUCATION
(A Statutory body of the Government of A.P.)
TECHNICAL BID

**ANNEXURE III**
Technical Bid

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name &amp; Address of the Firm/Agency &amp; Contact details of Authorized Representative (Email &amp; Mob No)</td>
</tr>
<tr>
<td>2</td>
<td>EMD @ 2.5% of quoted price in the form of Demand Draft/online receipt in favor of Secretary, APSCHE payable at Andhra Bank, ANU Campus Branch (ANDB0002338) or online transfer to the following account Account No: 233810100017566; Account Name: Secretary General A/C Bank: Andhra Bank, ANU Campus Branch; Nambur IFSC code: ANDB0002338</td>
</tr>
<tr>
<td>3</td>
<td>Company/ Firm registration certificate from Registrar of companies / Societies</td>
</tr>
<tr>
<td>4</td>
<td>Goods and Service Tax registration and paid receipts for the last 2 years</td>
</tr>
<tr>
<td>5</td>
<td>PAN Number of the Company/firm/individual</td>
</tr>
<tr>
<td>6</td>
<td>IT returns for the last three (03) years. The Bidder must have an average turnover of Rs.50,00,000 (Rupees. Fifty Lakhs) in the related trade in the three previous financial years). The bidder must enclose annual report / audited annual accounts or income tax returns as proof of the same.</td>
</tr>
<tr>
<td>7</td>
<td>Proof of Company Registration/Firm Registration Certificate</td>
</tr>
<tr>
<td>8</td>
<td>Experience details with relevant works proof(s)</td>
</tr>
<tr>
<td>9</td>
<td>Information regarding blacklisting of the agency with self-attested declaration.</td>
</tr>
<tr>
<td>10</td>
<td>Brief history of the Agency, its objectives and activities.</td>
</tr>
</tbody>
</table>

**Signature of the bidder with full address, Contact Number(s) and Mail ID**
(To be signed by the authorized signatory)

*Note: Item 3 and 8 above, the bidder should furnish self-attested Photocopies.*
II. PROJECT Outline:
1. Objectives
2. Justification for taking up the study.
3. Approach and Methodology

The approach and methodology to be adopted by the Agency for proposed study should be appropriate.

The following should be borne in mind
- The Project team has necessary skills in statistical tools of analysis and sampling methodologies.
- Details of statistical tools and applications to be used are indicated in the proposal
- The primary data to be collected on the objectively verifiable indicators and factual information
- Agency will use experts/manpower in all regional language/local language as and when required.
- Agency has demonstrated capacity to carry out structured evaluations
- Agency has capacity to collect and analyze data from variety of sources at disaggregated level.
- Agency has capacity to prepare a feasible and comprehensive study design for evaluation, with data collection tools and analytical framework.
- Agency has capacity to structure data, create electronic databases, and develop output results in appropriate formats.
- Agency has willingness to undertake the assignment in the given timeframe.
- Agency has sufficient infrastructure facilities including office and modern office equipment.
- Agency has ability to develop and prepare all the data collection instruments including questionnaires, checklist for stakeholders, structured Focus Group Discussion format, tabulation plans etc.
- Agency has ability to undertake survey work in all sample districts.
- Agency has ability to cross/back check of primary data.
- Data collection is application based and not manual
- Enumerators are appropriately trained

4. Time schedule: Estimated time in which project will be completed (total project duration along with phase-wise details)

III. Staffing Pattern
1. Name of the Project Director along with his/her bio-data

IV. List of documents (copies) to be uploaded with application form
1. Scanned copy of Earnest Money Deposit (EMD).
2. Scanned copies of Registration Certificate / Memorandum & Articles of Association and any other documents to certify the nature of existence of the Agency
3. Scanned copies of Audited Annual Accounts along with Audit Report of last three financial years
4. Annual Report of last three years a
5. Scanned copy of valid PAN of the Agency / Tax Account Number (TAN) and Service Tax Number (STN) / GST Number
6. Executive summary of 3 study reports completed during last 5 years and documents of acceptance of the Reports by sponsoring authority.
7. An authorization letter from the firm certifying that the person who signed the bid is an authorized person to sign on behalf of the firm
8. A declaration that the Agency has not been blacklisted from the Authorized Signatory of the Agency
9. Copies of certificates and proofs of previous engagements of the Project Director
10. Copies of certificates/ proofs of previous engagements of at least two post graduate research professionals involved in the Project
11. Technical Bid
12. Financial Bid
13. Technical Evaluation Format
14. Tender Acceptance Letter

I hereby declare and affirm that I have read and understood the terms and conditions of the contract as stipulated in the tender document.

To be signed by Project Director of the Research Project
Head of the Agency/authorized signatory

(Signature)

Place:
Date:
**FINANCIAL BID**

**Budget Estimate:**

Please give details of the budget estimates i.e. the total amount to be charged. The breakup of the total expenses may be shown e.g. salary, travel, publication, computer facility, stationery, postage etc. as per prescribed norms indicated in following format.

2. The cost of the project is to be estimated in terms of total man-months and the facilities needed and calculated under following headings:

   (1) Personnel

<table>
<thead>
<tr>
<th>Position/Designation</th>
<th>No. of persons (i.e for item no.1)</th>
<th>Base Price (Including all Taxes) (consolidated)</th>
<th>Duration</th>
<th>Grand Total</th>
</tr>
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<tbody>
<tr>
<td>(1) Salaries</td>
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<td>(2) Travel</td>
<td></td>
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<td>(3) Printing</td>
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<tr>
<td>(4) Equipment and books</td>
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<td>(5) Computer and machine tabulation costs</td>
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<tr>
<td>(6) Contingency</td>
<td></td>
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<tr>
<td>(7) Overhead charges ( up to 5 per cent of items 1 to 6) Grand total (including taxes)</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Grand Total (Rs. in words)**

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To be signed by Project Director of the Research Project
Head of the Agency/authorized signatory

(Signature)

Place:
Date:
Annexure-III Guidelines for Technical & Financial Bids

GUIDELINES FOR THE FORMULATION OF TECHNICAL & FINANCIAL BIDS

{The Scope and Terms of Reference given in the Tender Document (Annexure 1) need to be kept in mind while preparing the technical bid}

TECHNICAL BID

A. Project Directors are requested to furnish a detailed research proposal covering

(a) Statement of the problem
(b) Hypotheses to be tested, if any,
(c) Definition of the key concepts,
(d) Research design including the universe of study, sampling frame, and sampling procedure,
(e) Tools to be used in data collection,
(f) Time schedule,
(g) Staffing pattern, and
(h) Estimate of costs.

A research proposal is a sort of a blue-print. Apart from helping the APSCHE to process it quickly, a well-conceived research proposal will add to the efficiency in its implementation. Every effort made to formulate a proper research proposal will, therefore, pay rich dividends.

To facilitate the task of the Project Director, in formulating a research proposal, a few detailed guidelines are given below:

I. The title of the Project (in capital letters)
II. Statement of the problem:

In the opening paragraphs of the research proposal, the problem to be investigated should be presented clearly and briefly. The key originating question(s) and the location of the problem in the theoretical context of the concerned discipline should be specified. Specific mention should be made of the rationale of the approach adopted to study the problem and the specific aims of this project.

While indicating the significance of the problem, the contribution which the proposed study is expected to make to the theory and methodology as well as its practical impact and national relevance should be specifically indicated.

III. A brief overview of work already done in the area of the Proposal.

A note summarizing the current status of research in the area including major findings and highlighting research gaps, should be included in the project proposal.

IV. Objectives of the project as understood by the bidder

V. Research questions of hypotheses

Enumerate the specific research questions and/or hypotheses that you wish to investigate in this study.

VI. Methodology
In the light of the questions raised or the hypothesis proposed to be tested, full information on the following points should be given:

1. Universe of study
2. Sampling frame
3. Sampling procedure
4. Units of observation and sample-size.

An explanation of the determination of size and type of sample will also be necessary. Proposals not requiring a sample selection should specify their strategy appropriately and describe the rationale.

The different types of data that are proposed to be gathered should be specifically mentioned. The sources for each type of data and the tools and techniques that will be used for collecting different types of data should be specified.

For questionnaire or schedule to be used, the following should be indicated: 1. Distribution of the questionnaire or schedule in different sections, e.g., identification particular, socio-economic data, questions on various sub-themes, etc.
2. Approximate number of questions to be asked from each respondent
3. Any scaling techniques proposed to be included in the instrument.
4. Any projective tests incorporated in the questionnaire/schedule.
5. Approximate time needed for interview.
6. Any plans for index-construction.
7. Coding plan (whether the questions and responses will be pre-coded or not; whether the coding is done for computer or for hand tabulation).

For the interviews, the following details should be given:
1. How are they to be conducted?
2. Particular characteristics that interviews must have:

For the use of observation techniques, describe:
1. The type of observation; participant, quasi-participant, non-participant.
2. Units of observation;
3. Whether this will be the only technique or other techniques will also be employed.

VII. Data processing
The manner in which the different types of data will be processed, the tabulation plan, and the type of data that will be processed through the computer, should be explained in details.

VIII. Time budgeting
The project should be broken up in suitable stages and the time required for completion of each stage of work should be specified, for instance, such stages may cover:
1. Preparatory work, including selection and appointment of staff and their training.
2. Drawing of sample.
3. Tool construction (including their pre-testing and printing)
4. Data collection
5. Data processing (which should include coding, editing, punching, verification, sorting, computer analysis)
6. Data analysis.

IX. Organizational Framework

An organizational chart indicating the positions, tasks, and number of persons required to fill the different positions should be given. The following issues need to be borne in mind:

- The approach and methodology to be adopted by the organization for proposed study is appropriate.
- The Project team has necessary skills in statistical tools of analysis and sampling methodologies.
- Details of statistical tools and applications to be used are indicated in the proposal.
- The primary data to be collected on the objectively verifiable indicators and factual information
- Agency will use experts /manpower in all regional language /local language as and when required.
- Agency has demonstrated capacity to carry out structured evaluations
- Agency has capacity to collect and analyze data from variety of sources at disaggregated level.
- Agency has capacity to prepare a feasible and comprehensive study design for evaluation, with data collection tools and analytical framework.
- Agency has capacity to structure data, create electronic databases, and develop output results in appropriate formats.
- Agency has willingness to undertake the assignment in the given timeframe.
- Agency has sufficient infrastructure facilities including office and modern office equipment.
- Agency has ability to develop and prepare all the data collection instruments including questionnaires, checklist for stakeholders, structured Focus Group Discussion format, tabulation plans etc.
- Agency has ability to undertake survey work in all sample districts.
- Agency has ability to cross/back check of primary data.
- Data collection is application based and not manual
- Enumerators are appropriately trained
- Adequate photographs may be taken during the Interaction/Interview/ Survey/primary data collection process.

The Scope and Terms of Reference given in the Tender Document (Annexure -I) need to be kept in mind.
Annexure - IV Technical Evaluation Format

ORGANIZATION'S CAPACITY AND CAPABILITIES

1. The Organization has five years of experience in the field of research / survey / evaluation in the area of social sector (copy of Registration Certificate / Memorandum & Articles of Association and any other documents to certify the nature of the Agency to be attached).
2. The Organization has carried out at least 3 studies in social sector sponsored by the Central / State Government / Central or State PSU that have also been accepted by the sponsoring Agency during last five years (executive summary of such report and document of acceptance of the Report by sponsoring authority to be attached).
3. The Organization has not been blacklisted by Central/State Government/Public Sector Undertaking (A declaration in this regard from the Authorized Signatory of the Agency to be attached).

FINANCIAL STRENGTH

4. The Organization has an annual average turnover of not less than Rs.50 lakhs during the last three years (financial years 2017-18, 2018-19 & 2019-20) towards establishing which audited financial statements to be submitted. In case of financial statement of FY 2019-20 being under audit, average turnover of the previous three financial years which have been audited i.e. 2017-18, 2018-19 & 2019-20 will be considered. However, applicant will have to additionally submit provisional balance sheet of FY 2019-20 to establish that annual turnover of said year is also above Rs. 50 Lakhs) (Audit Report of last three financial years may be attached).
5. The Organization has a valid PAN of the Agency/Tax Account Number (TAN) and Service tax number (STN)/GST Number (copy of same may be attached).
6. The Organization had a positive net worth in the preceding year.

MANPOWER

7. Project Director/In charge of the Project has the necessary experience in use of statistical tools and experience in the social sector with at least 5 years of research experience (copies of certificates and proofs of engagement may be enclosed).
8. At least two involved in graduate research professionals Project having experience of minimum 3 years (copy of certificates/ proofs of engagement may be enclosed).
9. The approach and methodology to be adopted by the organization for proposed study is appropriate.
   - The Project team has necessary skills in statistical tools of analysis and sampling methodologies.
   - Details of statistical tools and applications to be used are indicated in the proposal
   - The primary data to be collected on the objectively verifiable indicators and factual information
   - Agency will use experts /manpower in all regional language /local language as and when required.
   - Agency has demonstrated capacity to carry out structured evaluations
   - Agency has capacity to collect and analyze data from variety of sources at disaggregated level.
- Agency has capacity to prepare a feasible and comprehensive study design for evaluation, with data collection tools and analytical framework.

- Agency has capacity to structure data, create electronic databases, and develop output results in appropriate formats.

- Agency has willingness to undertake the assignment in the given timeframe.

- Agency has sufficient infrastructure facilities including office and modern office equipment.

- Agency has ability to develop and prepare all the data collection instruments including questionnaires, checklist for stakeholders, structured Focus Group Discussion format, tabulation plans etc.

- Agency has ability to undertake survey work in all sample districts.

- Agency has ability to cross/back check of primary data. Data collection is application based and not manual

- Enumerators are appropriately trained.
Annexure -V Format for Performance Security

Performance Security Form

THIS IS BANK GUARANTEE

To: (Name of Indenter)

WHEREAS………………………………………………………………………………………… (Name of Bidder) hereinafter called the "Bidder" has undertaken contract no. .............dated ,............20 to render services hereinafter called "the Contract".

AND WHEREAS it has been stipulated by you in the said contract that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Bidder's performance obligations in accordance with the contract.

AND WHEREAS we have agreed to give the Bidder a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, up to a total of …………………………………………………………………… (Amount of the guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the contract and without cavil or argument, any sum or sums within the limit of ……………………… as aforesaid, without your needing to prove or to show this grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the ......day of.... ....20

Signature and Seal of Guarantors

Date:

Address:
TENDER ACCEPTANCE LETTER (To be given on Company Letter Head)

Date:
To

Sub: Acceptance of Terms & Conditions of Tender.

Dear Sir,

1. I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: as per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. - to _ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department / organization to have also been taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the terms & conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including forfeiture of the earnest money deposit absolutely and necessary action be initiated as per terms & conditions of the tender document and extant rule of Govt. of Andhra Pradesh.

Yours Faithfully,

(Signature of the Bidder with Official seal)