LR. No APSCHE/CS-HE/2020/EOI/TP-11-21  
Dt./29/11/2021

Sir,

Ref: 1. Tender No:APSCH/EOMS/003-HES/2020-21, Dt.22.02.2021
     2. Your Expression of Interest submitted to the Secretary, APSCHE.

With reference to the subject cited above, the AP State Council of Higher Education, Govt. of Andhra Pradesh called for Expression of Interest(Eoi) for the conduct of Comprehensive Survey for assessment of Higher Education in the State of Andhra Pradesh vide reference no.1 cited above. I am happy to inform you that the Scrutiny Committee constituted for qualifying the agencies which submitted their EoIs, has qualified your Eoi. A Technical Presentation meeting was held on Monday, the 18th October 2021, where in your organisation presented its methodology and other technicalities to conduct the survey.

In this regard, please find attached the RFP. No. APSCHE/QAC/001-HES/2021-22 Dt. 29.11.2021 for conducting “Comprehensive Survey for Assessment of Performance Status of Higher Education in the State of Andhra Pradesh”. If interested please submit your technical bid and financial bid as per the procedure laid out in the RFP.

Yours Sincerely,

[Signature]

SECRETARY
REQUEST FOR ROPOSAL (RFP)

For

Comprehensive Survey for Assessment of Performance Status of Higher Education in the State of Andhra Pradesh

Submitted to

Andhra Pradesh State Council of Higher Education

RFP NO. – APSCHE/QAC/001-

HES/2021-22 Dated: 29.11.2021

AP State Council of Higher Education (APSCHE)
Table of Contents

1. About APSCHE
2. Project Background
  2.1. Objective and Scope
  2.2. Key Metrics for Survey
2.3 Invitation for Bids – RFP Notice
3. Critical Information
4. Eligibility Criteria
  4.1. General Eligibility
  4.2 Pre-Qualification Criteria
5.0. Instructions to Bidders
5.1 Cost of RFP/Tender
5.2 Transfer of RFP/Tender
5.3. Bid Response
5.4. Proposal Preparation Cost
5.5. Signing of communication to APSCHE
5.6 Bidder Enquiries and APSCHE Response
5.7. Amendment of RFP Document
5.8. Supplemental Information to the RFP
5.9. APSCHE's Right to modify submission dead line.
5.10. APSCHE right to terminate the process
5.11. Earnest Money Deposit
5.12. Authentication of Bid
5.13. Validation of interlineations in Bid
5.14. Language of Bids
5.15. Procedure for offer submission
5.16. Tender Document
5.17. Validity of Bids
5.18. Proposal Ownership
6.0. Bid Process
  6.1. Pre-bid Meeting]
6.2. Tender Evaluation Committee
6.3. Opening of Bids
6.4. Award Criteria
6.5. APSCHE Rights to Accept/Reject
7.0. Evaluation Process
  7.1. Overall Bid Evaluation
  7.2. Evaluation of Bids
  7.3. Technical Bid Evaluation
  7.3.1. Detailed Evaluation Criteria
  7.4. Financial Bid Evaluation
7.5. Final Evaluation of the Bid
8.0. Selection Procedure

AP State Council of Higher Education (APSCHE)
RFP for “Comprehensive Survey for Assessment of Performance on Higher Education”

8.1. Bid Evaluation Process
8.2. Notification of Award of Contract
8.3. Signing of Contract
8.4. Performance bank guarantee
8.5. Miscellaneous Terms and Conditions
8.6. Failure to Agree with the Terms and Conditions of RFP
8.7. Agreement
8.8. Indemnity
8.9. Force Majeure
9.0. Scope of Work
10.0. Project Management
11.0. Manpower Requirement
12. Implementation Methodology
13. Project Team
14. General Conditions and Penalty
14.1. Fraud and Corruption
14.2. Confidentiality
14.3. Arbitration
14.4. Applicable Law
14.5. Jurisdiction of Courts
14.6. Termination/Withdrawal
14.7. Only one application
15.0. Disclaimer
16.0. Bidding Clause
17.0. Bidder’s Integrity
18.0. Bidder’s Obligations
18.1. Penalty
19.0. Approval/Clearances
20.0. Service Level Agreements
21.0. Payment Terms
22.0. Change Order
23.0. Bankruptcy and Insolvency

APPENDICES
1. Format of sending pre-bid queries
2. Technical Proposal Submission Form
3. General Information of Bidder
4. Financial Information Summary
5. Bid Security (EMD) Form
6. Covering Letter with the Proposal in response to RFP Notice
7. Project Experience
8. Declaration

AP State Council of Higher Education (APSCHE)
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>APSCHE</td>
<td>Andhra Pradesh State Council of Higher Education</td>
</tr>
<tr>
<td>PBG</td>
<td>Performance Bank Guarantee</td>
</tr>
<tr>
<td>EMD</td>
<td>Earnest Money Deposit</td>
</tr>
<tr>
<td>CD</td>
<td>Compact Disc</td>
</tr>
<tr>
<td>CV</td>
<td>Curriculum Vitae</td>
</tr>
<tr>
<td>ES</td>
<td>Evaluation Score</td>
</tr>
<tr>
<td>GoAP</td>
<td>Government of Andhra Pradesh</td>
</tr>
<tr>
<td>KPI</td>
<td>Key Performance Indicator</td>
</tr>
</tbody>
</table>

AP State Council of Higher Education (APSCHE)
RFP for "Comprehensive Survey for Assessment of Performance on Higher Education"

1. About APSCHE

The Andhra Pradesh State Council of Higher Education, the first of its kind in the country, set up as per the recommendations of the National Education Policy 1986, is primarily a coordinating body between the University Grants Commission (UGC), the State Government and the Universities. It is the general duty of the Council to coordinate and determine standards in Institutions of Higher Education, Research, Scientific and Technical Institutions in accordance with the guidelines issued by the University Grants Commission from time to time. The Act 16 of 1988 envisages three distinct functions (a) Planning and Coordination, (b) Academic Functions and (c) Advisory Functions.

The State Government has accordingly decided to fill the gap by constituting a State Council of Higher Education as recommended in the National Educational Policy of the Government of India and as recommended by the Committee constituted by the UGC.

Thus, the A P State Council of Higher Education (APSCHE) came into existence w.e.f. 20.05.1988 through Act 16 of 1988 to advise the Government in matters relating to Higher Education in the State and to oversee its development with perspective planning and for matters connected therewith and incidental thereto.

2. Project Background

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.

The purpose/ intent for Request for Proposal (RFP) is to appoint Survey Agency (s) for conducting a "Comprehensive Survey for Assessment of Performance Status of Higher Education" in Andhra Pradesh State.

2.1. Objective and Scope

The survey agency (s) assigned this project would, inter-alia, be responsible for undertaking various activities as enlisted below:

Earmarking of Team

- The selected Survey Agency (s) shall provide the details of their team earmarked for the project, to the APSCHE in advance.
- Training

The Survey Agency (s) is responsible for providing training to the select members of the survey team for the successful completion of the survey.

Canvassing of Schedules

- For the Student Survey, Survey Agency will have to carry out survey through hybrid mode of online out of which 1/3rd shall be offline paper-based baseline survey and 2/3rds shall be through online mode survey using computing devices. The paper schedules & the computing devices to be provided by Survey Agency. The survey should be completed within prescribed time limit as spelt out subsequently by evenly staggering the sample units over the survey period. It would be desirable that the canvassing of schedules within a sample unit is done by one survey team only.
- Distribution of printed schedules to the survey teams present in respective zones will be the sole responsibility of the survey agencies.

AP State Council of Higher Education (APSCHE)
**RFP for “Comprehensive Survey for Assessment of Performance on Higher Education”**

**Data Entry**

- The enumerators need to enter data into the data entry module developed by the Survey Agency for executing the survey, which would be approved by APSCHE.

**Quality Control**

- The Field Survey Team should ensure complete coverage of the sample unit and also the contents of the surveyed schedules by undertaking a thorough checking. Due care should be taken for legibility of writing, clarity of figures, correct transfer entries between schedules.
- The primary responsibility of the Survey Supervisor would be to supervise the fieldwork of the survey teams allotted to him/ her. He/ She would also carry out a detailed scrutiny of all the surveyed schedules to check for intra and inter consistency of data and also to rule out any other kind of mistakes.
- Survey Agency will have to rectify errors generated during data entry through inbuilt validation checks in the Data Entry module.
- A real time Dash Board shall be maintained by the Agency/Company/Firm with access to the APSCHE to monitor the data collection and other works done with reference to the entire project, like conduct of FGDs.
- Quality assurance by way of back checks and surprise visits shall be done by the agency/Company/Firm.
- Real-time syncing of data and daily review by an Analyst at Agency/Company/Firm level shall be carried out and weekly reports be submitted to the APSCHE.
- Field Coordinators/Survey Supervisors of the Agency/Company/Firm shall carry out the mandated verification.

**Data Finalization & Preparation**

- Survey Agency would be responsible for finalization of the data in the Data Entry module, factoring in the quality checks and observations. Survey Agency would then prepare dashboard based upon the finalized data sets.

**2.2. Key metrics for Survey**

Survey shall be conducted in a hybrid mode of online and offline; Focused Group Discussions (FGDs) for parents and alumni, only through offline and through personal interviews with employers, academic leaders and Government Officials of Higher Education Department of the State of Andhra Pradesh.

Survey should comprise of the following metrics:
- The sampling plan shall be submitted by the agency for the approval of APSCHE. The sample population shall include students across all the different streams viz., general education, technical education, law, arts, commerce, science, etc., (suggestive but not restricted) and all the regions of the State.
- Student sample shall have representation from all the years of study (first, second, third and fourth).
- Of the sample size, 1/3rd offline and 2/3rds shall be online sample.
- The sample size shall also reflect the SC/ST/BC/Minority populations in the proportions of 15% 6%, 25% and 4% respectively.
- The male and female population shall be 50% and 50% respectively.
- Urban and Rural population need to be given due weightages. The list of Urban and Rural Colleges shall be provided by the APSCHE.
- For ensuring the sample size and other proportions, district may be taken as one unit.
- A series of Focus Group Discussions (FGDs) shall be carried out in each district.
- Interviews with Government officials of the Higher Education Department at the State level and/or District shall be a part of the survey.

**2.3. Invitation for Bids – RFP notice**

This RFP document invites detailed bid proposals from the interested parties (bidders) to submit their technical and financial offers for Conducting a “Comprehensive Survey for Assessment of Performance Status of Higher Education in the State of Andhra Pradesh in accordance with the conditions and manner prescribed in this RFP document.

**AP State Council of Higher Education (APSCHE)**
RFP for "Comprehensive Survey for Assessment of Performance on Higher Education"

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

Bidder agencies are requested to attend the Pre-Bid Meeting on 02.12.2021 at 11AM Online/Offline in the chambers of Secretary, APSCHE, Mangalagiri, Guntur Dist. A.P.

AP State Council of Higher Education (APSCHE)
## 3. Critical Information

<table>
<thead>
<tr>
<th>SNo</th>
<th>Information</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bid Inviting authority</td>
<td>APSCHE</td>
</tr>
<tr>
<td>2</td>
<td>RFP No. and Date</td>
<td>APSCHE/QAC/001-HES/2021-22, dt. 29.11.2021</td>
</tr>
<tr>
<td>3</td>
<td>Bid document download Start Date &amp; Time</td>
<td>29.11.2021, 11.00 a.m through website of APSCHE</td>
</tr>
<tr>
<td>4</td>
<td>Cost of the RFP / Tender Fees</td>
<td>Rs. 5,000/- Paid through Demand Draft in favor of Secretary, APSCHE, Payable at Guntur (Non Refundable)</td>
</tr>
<tr>
<td>5</td>
<td>Earnest Money Deposit (EMD)</td>
<td>Rs. 2,50,000/- (Rupees Two Lakh Fifty Thousand only) Paid through Demand Draft drawn in favor of the Secretary, APSCHE Payable at Guntur.</td>
</tr>
<tr>
<td>6</td>
<td>Last Date for submission of written queries for clarifications (through email only)</td>
<td>01.12.2021, 11:00 AM through email only Email: <a href="mailto:secretaryapsche@gmail.com">secretaryapsche@gmail.com</a></td>
</tr>
<tr>
<td>7</td>
<td>Release of response to clarifications and issuance of corrigendum</td>
<td>01.12.2021, 05.00 PM</td>
</tr>
<tr>
<td>8</td>
<td>Date of pre-bid conference</td>
<td>02.12.2021 through online. Credentials shall be communicated later</td>
</tr>
<tr>
<td>9</td>
<td>Bid document download End date &amp; Time</td>
<td>16.12.2021 at 04.00 PM</td>
</tr>
<tr>
<td>10</td>
<td>Last date (deadline) for submission of Bids by hard copy to Secretary, APSCHE, Mangalagiri</td>
<td>16.12.2021 at 05.00 PM</td>
</tr>
<tr>
<td>11</td>
<td>Technical Bid Opening Date and Time (Qualification and Eligibility Stage)</td>
<td>17.12.2021 at 11.00 AM</td>
</tr>
<tr>
<td>12</td>
<td>Technical presentation by bidders (For bidders qualifying pre-qualification criteria only)</td>
<td>Technical presentation will begin on 17.12.2021, 04.00 PM onwards in alphabetical order of bidder name. Each bidder will be given 10 minutes slot to present through online.</td>
</tr>
<tr>
<td>13</td>
<td>Opening of Financial Bids (For bidders qualifying Technical qualification criteria only)</td>
<td>18.12.2021 at 10.00 AM</td>
</tr>
<tr>
<td>14</td>
<td>Contact Person for queries</td>
<td>Secretary, APSCHE Email: <a href="mailto:secretaryapsche@gmail.com">secretaryapsche@gmail.com</a> Phone: 9100998062</td>
</tr>
<tr>
<td>15</td>
<td>Addressee for Communication &amp; Tender document submission</td>
<td>The Secretary, AP State Council for Higher Education, 3rd, 4th and 5th floors, Neeladri Towers, Sri Ram Nagar, 6th Battalion Road, Atmakur(V), Mangalagiri(M), Guntur- 522503, Andhra Pradesh.</td>
</tr>
<tr>
<td>16</td>
<td>Deadline/last date for furnishing performance security (PBG)</td>
<td>Within 15 days from the date of issue of Work Order</td>
</tr>
<tr>
<td>17</td>
<td>Performance security value (Performance Bank Guarantee)</td>
<td>10% of the contract amount in the form of Bank Guarantee/DD (from Nationalized/Scheduled Banks only)</td>
</tr>
<tr>
<td>18</td>
<td>Performance security validity period</td>
<td>09 months from the date of signing of the agreement</td>
</tr>
<tr>
<td>19</td>
<td>Deadline/last date for signing agreement</td>
<td>Within 7 days of receipt of the Work Order</td>
</tr>
<tr>
<td>20</td>
<td>Place of Tender Opening</td>
<td>Secretary Chamber, APSCHE, Mangalagiri, Guntur Dist. A.P.</td>
</tr>
<tr>
<td>21</td>
<td>Bid Validity Period</td>
<td>90 days</td>
</tr>
</tbody>
</table>
### 4. Eligibility Criteria

#### 4.1. General Eligibility

The RFP can be responded by research agencies. Categories of organizations can be government, semi-government and private organizations with at least Five (5) years of experience in the said categories and Three (3) years of experience working in government. Preferably for AP Govt.

#### 4.2. Pre-Qualification Criteria

<table>
<thead>
<tr>
<th>SNo</th>
<th>Pre-Qualification Criteria</th>
<th>Required Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Certificate of Registration from Registrar of Companies/ Societies. Consortium/Sub-contract is not allowed.</td>
<td>The firm should possess and furnish proof of certificate of registration/incorporation.</td>
</tr>
<tr>
<td>2</td>
<td>PAN registration</td>
<td>It should provide the PAN registration number.</td>
</tr>
<tr>
<td>3</td>
<td>Service Tax</td>
<td>Tax paid receipts for the last 3 years (Audit reports)</td>
</tr>
<tr>
<td>4</td>
<td>The organization must have positive net-worth as on 31st March 2021 and annual turnover of minimum Rs. 50,00,000 (Rupees Fifty Lakhs)</td>
<td>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. P&amp;L Account Certificate by charted accountant or statutory auditors of the bidder.</td>
</tr>
<tr>
<td>5</td>
<td>The bidder should have experience in market research minimum 2 client of government departments/agencies/corporations</td>
<td>References (contract details, contact details of customers, completion certificates, customer satisfaction certificate, etc.) for these projects to be provided.</td>
</tr>
<tr>
<td>6</td>
<td>Details of company profile &amp; Strength</td>
<td>Company background, history and why the proposer is qualified to provide the services described in this RFP. A description of the firm's structure, including resumes of the project managers, enumerators and staff (qualifications, expertise, level of involvement, etc.) who would work directly with APSCHE.</td>
</tr>
<tr>
<td>7</td>
<td>The bidder must have company registration certificate, valid GST registration certificate, EPF registration certificate.</td>
<td>Copy of certificates</td>
</tr>
<tr>
<td>8</td>
<td>The bidder must not be blacklisted/debarred/ suspended/banned by any Ministry/Department of State or Central Government/PSUs on the last date of filing of responses to this RFP</td>
<td>A Self Declaration stating to this effect is required to be signed by authorized signatory of the agency with seal.</td>
</tr>
<tr>
<td>9</td>
<td>In case of non-submission of afore-mentioned 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.</td>
<td></td>
</tr>
</tbody>
</table>

AP State Council of Higher Education (APSCHE)
5. Instructions to bidders

The entire proposal shall be strictly as per the format specified in this RFP including annexures. Bids with deviation from this format shall be rejected. The Tender Inviting Authority will consider only the paper-based bids.

In case of any discrepancy to be false/fabricated/bogus, such Bidders are liable for blacklisting, forfeiture of the EMD, cancellation of work and criminal prosecution.

The Bidders must attach the required documents at the time of uploading as required by Tender Inviting Authority in the tender conditions. The Bidders are advised to submit hard copies and get an acknowledgement from the Tender Inviting Authority as a proof of submission to avoid any discrepancy.

The following are the important points for the bidders:

1. APSCHE reserves it right to alter the scope (increase quantity/ remove certain items).
2. All other tasks pertinent to the contract even though may not have been mentioned in the bid document are assumed to have been included in the work.
3. Deduction of taxes at source will be made as per applicable laws from the payments to be made to the vendor.
4. Successful bidder should provide the complete Schedule design, survey plan, resource plan, communication plan, Risk Management Plan, Schedule, Quality Plan and various other necessary Project Plans. Bidder should estimate the number of Human resources to be deployed on the project and submit it to APSCHE committee for necessary approvals.

5.1. Cost of RFP/Tender

Demand Draft for Rs. 5,000/- drawn in favor of Secretary, APSCHE, Guntur shall be submitted towards cost of Tender Document along with the bid, failing which the bid will be disqualified. The original DD shall be submitted to Secretary APSCHE along with hard copies of bid documents.

5.2. Transfer of RFP/Tender

The RFP document is not transferable to any other bidder.

5.3. Bid Response

Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of bid shall be deemed to be done after careful study and examination of the RFP document with full understanding of its implications. The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the bidder’s risk and may result in rejection of its proposal and forfeiture of the bid EMD. The decision of APSCHE in this regard is final and binding to all bidders.

5.4. Proposal Preparation cost

The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs, incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by APSCHE to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. APSCHE will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. This RFP does not commit APSCHE to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award. All materials submitted by the bidder become the property of APSCHE and may be returned at its sole discretion, provided, any materials which are identified as “Proprietary and

AP State Council of Higher Education (APSCHE)
RFP for “Comprehensive Survey for Assessment of Performance on Higher Education”

Confidential Material of Bidder shall remain the property of such bidder and the APSCHE shall maintain confidentiality of such materials.

5.5. Signing of Communication to APSCHE
All the communication to APSCHE including this RFP and the bid documents shall be signed on each page by the authorized representative of the bidder and authority letter should be attached with the bid.

5.6. Bidder inquiries and APSCHE responses
All enquiries / clarifications from the bidders related to this RFP, must be directed in writing/e-mail to the contact details notified in this RFP document. The preferred mode of delivering written questions to the aforementioned contact details would be through mail or email. Telephone calls will not be accepted. In no event will APSCHE be responsible for ensuring that bidders inquiries have been received by APSCHE.

5.7. Amendment of RFP document
a. At any time till 7 days before the deadline for submission of bids, APSCHE may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the RFP document by an amendment. All the amendments made in the document would be circulated to the bidders through e-mail and will form part of RFP for purpose of bid evaluation.
   b. APSCHE also reserves the right to amend the dates mentioned in this RFP for bid process.
   c. In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bids, APSCHE may, at its discretion, extend the last date for the receipt of bids by a reasonable period.

5.8. Supplemental Information to the RFP
If APSCHE deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of provisions of this RFP, it may issue supplements to this RFP. The same will available as corrigendum with APSCHE. Any such corrigendum shall be deemed to be incorporated by this reference into this RFP.

5.9. APSCHE’s right to modify submission deadline
APSCHE may in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing a corrigendum or by intimating all bidders who have been provided the proposal documents, in writing or by facsimile, in which case all rights and obligations of the project and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

5.10. APSCHE’s right to terminate the process
APSCHE may terminate the RFP process at any time and without assigning any reason. APSCHE makes no commitments, express or implied, that this process will result in a business transaction with anyone. The RFP does not constitute an offer by APSCHE. The bidder’s participation in this process may result in APSCHE selecting the bidder to engage in further discussions and negotiations toward execution of a contract. The commencement of such negotiations does not, however, signify a commitment by APSCHE to execute a contract or to continue negotiations. The APSCHE may terminate negotiations at any time without assigning any reason.

5.11. Earnest Money Deposit (EMD)
Bidders shall pay Rs.2,50,000/- (Rupees Two Lakhs Fifty Thousand only) EMD in the form of Demand Draft drawn in favour of the Secretary, A.P. State Council Of Higher Education Payable at Guntur.
   i. The EMD shall be denominated in Indian Rupees only. No interest will be payable to the bidder on the amount of the EMD. The EMD of Tenderers will be returned no sooner than the tenders are finalized or end date of the Tender validity period whichever is earlier.
   ii. Unsuccessful bidder’s EMD will be discharged/ returned within 60 days after the selection of manpower agency.

AP State Council of Higher Education (APSCHE)
RFP for “Comprehensive Survey for Assessment of Performance on Higher Education”

iii. If any bidder fails to submit the original Hard Copies of documents/EMD within the stipulated time or if any discrepancies found in the submitted documents, the bidder will be suspended from participating in the tenders.

iv. The EMD may be forfeited:
   a. If a bidder withdraws bid or increases his quoted prices during the period of bid validity or its extended period, if any; or
   b. In the case of a successful bidder if the bidder fails to sign the contract for any reason not attributable to APSCHE or to furnish Performance Bank Guarantee within specified time; or
   c. During the bid process, if a bidder indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization; or
   d. During the bid process, if any information is found to be wrong/ manipulated/ hidden in the bid.

v. The decision of APSCHE regarding forfeiture of the EMD amount and rejection of bid shall be final and binding to the bidder.

5.12. Authentication of Bid
The hard copies of the bid shall be typed or written in indelible ink. The hard copies of documents shall be signed by the bidder or a person(s) 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 shall be initialed and stampeed by the person or persons signing the bid.

5.13. Validation of interlineations in bid
The bid shall contain interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

5.14. Language of bids
The bids and all correspondence and documents relating to the bids, shall be written in the English language. Supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English language. In case of ambiguity, the English version of the bid shall be considered final and binding. There should be proper page numbering on every page of bid for proper referencing.

5.15. Procedure for offer submission
1. The Bidders shall submit their response through eMail.
2. The Bidders shall submit their eligibility and qualification details, technical bid, financial bid etc., 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. The financial bid and technical bids shall be submitted in two separate sealed covers placed in another cover containing other bid documents.

i. Service tax/ GST registration and Tax paid receipts for the last 2 years.
ii. Pan Card of the Dealer/ firm / individual
iii. Income Tax paid receipts for the last 2 years of the company/firm (IT returns for the last 2 years [The Bidder must have an average turnover Rs.50,00,00,000 (Rupees Fifty Lakh) in the related trade in previous financial years (2018-19 & 2019-20). The bidder must enclose annual report / annual accounts of IT Returns as proof of the same)
iv. Authentic details of Experience if any
v. Tender Fees Rs.5,000/- and EMD of Rs.2,50,000/- (Rupees Two Lakhs Fifty Thousand only) / Demand Draft in favour of the Secretary, A.P. State Council of Higher Education payable at Nationalized Bank EMD document should be scanned and uploaded at the time of Tendering.

3. The Bidders shall sign on the statements, documents, certificates, uploaded by them, owning responsibility for their correctness/authenticity.

AP State Council of Higher Education (APSCHER)
4. The Bidders shall attach all the required documents for the specific tender after the same during the bid submission as per the Tender Notice and Bid Document Period.

5.16. Tender Document
The Bidders are requested to download the Tender Document and read all the terms and conditions mentioned in the Tender Document and seek clarifications, if any, from the Tender Inviting Authority. The Department calling for Tenders shall not be responsible for any claims / problems arising out of this.

5.17. Validity of bids
The bid shall be valid for 90 days from the Bid start date. In extreme circumstances, APSCHE at its discretion may solicit the bidder’s consent to extend the period of validity. The request and the responses for the same shall be made in writing. The bid valid for shorter period shall be rejected as non-responsive bid. In any case bid once submitted cannot be withdrawn.

5.18. Proposal Ownership
The proposal and all supporting documentation submitted by the bidder shall become the property of APSCHE.

6. The Bid Process
6.1. Pre-Bid Meeting
A Pre-Bid Meeting shall be held on 02.12.2021 through online, intimation will be given at the earliest.

6.2. Tender Evaluation Committee
The Tender Evaluation Committee constituted by APSCHE shall evaluate the bid response submitted by the bidders. The decision of the Tender Evaluation committee in providing the clarifications, issue of corrigendum and the evaluation of the Technical & Financial bids shall be final. No correspondence will be entertained outside the process of negotiation/discussion with the committee.

6.3. Opening of bids
APSCHE reserves the right to postpone or cancel the opening of the bid.

1. During bid opening preliminary scrutiny of the bid documents will be made to determine whether they are complete, whether the documents have been properly signed, and whether the bids are generally in order. Bids not conforming to such preliminary requirements will be prima facie rejected.

2. To assist on the scrutiny, evaluation & comparison of offers, APSCHE may at its discretion ask some or all the bidders for clarification of the offer. The request of and response to such clarification and response shall be necessarily be in writing.

6.4. Award Criteria
APSCHE will award the contract to the bidder whose bid has been determined to be substantially responsive and has been determined as the Best Value Bid (a proposal which qualifies in the technical evaluation stages and proves to be the lowest Financial quote), provided further that the bidder has demonstrated that it is qualified to perform services required for the project satisfactorily.

6.5. APSCHE Rights to accept/reject any or all proposals
APSCHE reserves the right to accept or reject any proposal, and to annul the bidding process and reject all bids at any time prior to award of contract, without assigning any reason.
7. Evaluation Process

7.1. Overall Bid Evaluation

1. Tender Evaluation Committee will evaluate and compare the bids determined to be substantially responsive.
2. Those who qualified in Technical Evaluation, their financial bids will be opened.

Substantially Responsive bid: A substantially responsive bid is one, which confirm to all the requirements, terms, conditions and specifications of the Request for Proposal without any material deviations. Deviations or objections or reservations to critical provisions such as those concerning performance security, warranty, applicable Law, taxes and duties will be deemed as material deviation and make the bid liable for rejection.

3. APCSH determination of a bid’s responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. It is APCSH Tender Evaluation Committee’s intent to select the proposal that is most responsive/advantageous to the project needs and each proposal would be evaluated using the criteria and process outlined in this section.

4. The technical evaluation of bids will be carried out using a points system. Bidders with score of 70 and above in the technical bid shall be considered as technically qualified. The financial bid of only the technically qualified bidders shall be opened.

5. If there is a discrepancy between words and figures, the amount in words will prevail. If the bidder does not accept the correction of the errors, its bid would be rejected and may result in forfeiture of EMD amount.

6. The Tender Evaluation Committee may waive any minor infirmity, nonconformity or irregularity which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder. The Tender Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations.

7.2. Evaluation of bids

Tender Evaluation Committee will carry out a detailed evaluation of the technical bids received by it in order to determine whether they are substantially responsive to the requirements set forth in the RFP. In order to reach such a determination, Tender Evaluation Committee will examine the information supplied by the bidders, and shall evaluate the same as per the evaluation criteria specified in this RFP.

The Tender Evaluation Committee shall invite only shortlisted bidders to make a technical presentation. The purpose of such presentations would be to allow the bidders to present their proposed solutions to the Tender Evaluation Committee and the key points in their proposals.

Based on the technical evaluation, the financial bids of only the technically qualified bidders shall be opened by Tender Evaluation Committee. The Financial evaluation will take into account the information supplied by the bidders in the Financial Proposal, and shall evaluate the same as per the evaluation criteria specified in this RFP.

7.3. Technical Bid Evaluation

The objective of the Technical bid evaluation is to shortlist bidders who have the technical expertise/skills that are essential to establish/implement this business activity as envisaged in the scheme.

The technical bids shall be evaluated by the Tender Evaluation Committee based on a weighted point system, assessing each bidder’s ability to satisfy the requirements set forth in the RFP document. The Tender Evaluation Committee will evaluate the technical proposals by taking into account factors mentioned below. The information furnished by the bidders in the technical bid shall be basis for this evaluation.

Each of the Technical bids shall be evaluated on a score of 100 points.

Each Proposal will be evaluated according the following criteria, but not limited to:

AP State Council of Higher Education (APSCHE)
RFP for “Comprehensive Survey for Assessment of Performance on Higher Education”

- Project objective, scope of work and understanding along with past experience in projects executed of similar nature. Bidders must demonstrate their experience by submitting documentary proof.
- Capability of the Proposed Team: The team should have experience in executing surveys.
- An Evaluation Score (ES) shall be assigned to each prospective bidder on the basis of the technical bid submitted. The technical evaluation score shall be based on the number of points that shall be awarded as per the following Evaluation Criteria.
- Bidders not responding to the complete scope of Work as indicated in the RFP documents, addendum (if any) and any subsequent information given to the Bidder would result into the rejection of the proposal.

### 7.3.1. Detailed Evaluation Criteria

<table>
<thead>
<tr>
<th>SNo</th>
<th>Criteria</th>
<th>Max Score</th>
<th>Benchmark</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Number of years in business</td>
<td>10</td>
<td>More than 9 years</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>7-9 years</td>
<td>06</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5-6 years</td>
<td>04</td>
</tr>
<tr>
<td>2</td>
<td>Number of years of business with Government</td>
<td>10</td>
<td>More than 5 years</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3-5 years</td>
<td>06</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3 years</td>
<td>04</td>
</tr>
<tr>
<td>3</td>
<td>Financial turnover</td>
<td>10</td>
<td>More than 70 Lakhs</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>61 - 70 Lakhs</td>
<td>06</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>50 - 60 Lakhs</td>
<td>04</td>
</tr>
<tr>
<td>4</td>
<td>Experience of conducting surveys on Education or demography</td>
<td>10</td>
<td>&gt;10 surveys</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6-10 surveys</td>
<td>07</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3-5 surveys</td>
<td>04</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2 surveys</td>
<td>03</td>
</tr>
<tr>
<td>5</td>
<td>Clients Profile</td>
<td>10</td>
<td>Worked for MoHFW, ICMR, NACO, MoSPI, Planning Commission for conducting surveys</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Worked for other Central / State governments for conducting surveys</td>
<td>07</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Worked for other organizations for conducting surveys</td>
<td>04</td>
</tr>
<tr>
<td>6</td>
<td>Extent of understanding of the Scope of Work &amp; Implementation Schedule</td>
<td>05</td>
<td>Tasks and deliverable fully specified</td>
<td>05</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Partly specified</td>
<td>02</td>
</tr>
<tr>
<td>7</td>
<td>Practicality of the proposed Approach &amp; Methodology</td>
<td>10</td>
<td>Approach to be adopted</td>
<td>04</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Methodology proposed</td>
<td>04</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Project Plan with detailed activity schedule (PERT chart)</td>
<td>04</td>
</tr>
<tr>
<td>8</td>
<td>Risk assessment and mitigation strategies</td>
<td>08</td>
<td>Adequate assessment of possible risks and their mitigations</td>
<td>05</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Partial assessment of possible risks and their mitigations</td>
<td>03</td>
</tr>
<tr>
<td>9</td>
<td>Appropriateness of the implementation schedule to the project timelines</td>
<td>05</td>
<td>Adequate cushion for time spill over</td>
<td>05</td>
</tr>
<tr>
<td>10</td>
<td>Quality assurance measures</td>
<td>10</td>
<td>Adequate monitoring and supervision proposed for maintaining the quality of data collected</td>
<td>10</td>
</tr>
</tbody>
</table>
RFP for "Comprehensive Survey for Assessment of Performance on Higher Education"

<table>
<thead>
<tr>
<th>11</th>
<th>Team Leader/Project Manager Doctorate/ Post Graduate in Social Science/ MBA with relevant experience in conducting large scale surveys preferably in Education sector</th>
<th>12</th>
<th>PhD and or with &gt;10 years of relevant experience</th>
<th>12</th>
<th>PhD and or with 6-10 years of relevant experience</th>
<th>10</th>
<th>PG with &gt; 10 years of relevant experience</th>
<th>08</th>
<th>PG with 6-10 years of relevant experience</th>
<th>06</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7.4. Financial Bid Evaluation
The financial bid would be opened only of those bidders qualifying the technical evaluation and score a minimum of 70 marks.

7.5. Final Evaluation of the Bid
1. Financial bid of the technically qualified bidders, who scored 70 marks or more, will be opened & financial L1 will be selected.
2. The L1 bidder shall be qualified for the placement of the orders.

8. Selection Procedure
8.1. Bid Evaluation Process
APSCHE invites technical and financial bids on open tender basis from qualified agencies under the two-bid system based on Least Cost Selection process.

A Technical Evaluation Committee and a Financial Evaluation Committee will be constituted to evaluate and finalize 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.

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.

The parameters for qualifying the technical criterion are given at section 7.3.1 above.

Financial bids of those who have qualified for the Technical criterion would be evaluated and ranked. L-I offer out of the responsive offers would be selected on price criteria alone, subject to the reasonability of the cost.

8.2. Notification of Award of Contract
Prior to the expiration of the period of proposal validity, APSCHE or its authorized person will notify the successful bidder in writing or by email that the bid has been accepted.

APSCHE may place the work order on the successful bidder.

The bidder shall acknowledge in writing to APSCHE the acceptance of the work order and shall sign the agreement with APSCHE within seven (7) days of receipt of the work order.

8.3. Signing of Contract
Within 7 days of receipt of the work order, the successful bidder shall sign the agreement with APSWC.

All incidental expenses of execution of the agreement shall be borne by the successful bidder.

The agreement between APSCHE and the successful bidder shall cover in details the aspects/terms of contract such as mentioned below but not limited to:

- Performance security

AP State Council of Higher Education (APSCHE)
RFP for “Comprehensive Survey for Assessment of Performance on Higher Education”

- Warranty
- Payment
- Prices
- Assignment
- Sub-contracts
- Termination
- Applicable Law
- Notices
- Change orders
- Taxes and Duties
- Confidentiality
- Limitation of liability
- Training and consultancy
- Technical Documentation
- Project Management
- Bidder’s obligations
- Department’s obligations
- Patent Rights
- Any additional items as decided by APSCHE

8.4. Performance Bank Guarantee
The bidder shall submit Bank Guarantee of amount equivalent to 10% of the annual contract amount as unconditional and irrevocable Performance Bank Guarantee (PBG) from the Nationalized/ Schedule Bank in the name of Secretary, APSCHE.

The PBG shall be valid for 09 months from the date of signing the agreement. The PBG shall be returned to the bidder only on the satisfactory completion of the work.

In the event of the bidder being unable to service the contract for whatever reason, APSCHE would invoke the PBG. Notwithstanding and without prejudice to any rights whatsoever APSCHE under the contract in the matter, the proceeds of the PBG shall be payable to Andhra Pradesh State Council of Higher Education as compensation for any loss resulting from the bidder’s failure to complete its obligations under the Contract. APSCHE shall notify the bidder in writing of the exercise of its right to receive such compensation within 30 days, indicating the contractual obligation(s) for which the bidder is in default.

APSCHE shall also be entitled to make recoveries from the bidder’s bills, performance bank guarantee, or from any other amount due to him, the equivalent value of any payment made to him due to inadvertence, error, collusion, misconstruction or misstatements.

8.5. Miscellaneous Terms & Conditions
The bidders must individually submit their technical and financial offers. Consortium/Sub-contract is not allowed.

The end product of the work assignment carried out by the selected bidder, in any form, will be the sole property of APSCHE.

The selected bidder shall not assign, transfer, pledge or sub contract the performance of services without the prior written consent of APSCHE. APSCHE may take possession of the works and all deliverables, Latest Source code from the Agency and use or employ the same for completion of the work or employ any other agency or other person or persons to complete the works. The agency shall not in any way object or interrupt or do any act, matter or thing to prevent or hinder such actions, other agencies or other persons employed for completing and finishing or using such deliverables.

APSCHE shall remain the owner of all the content conceptualized, created and implemented by the agency under this AP State Council of Higher Education (APSCHE)
RFP for "Comprehensive Survey for Assessment of Performance on Higher Education"

RFP. All intellectual property rights in the content whether in tangible or intangible form shall belong to APSCHE and the agency has no right to assign, license, sell, or use any content conceptualized, created and implemented under this RFP and / or accompanying Master Service Agreement to any third party under any circumstances. All the content conceptualized, created and implemented by the agency whether in tangible or intangible from shall bear relevant copyright notices in the name of APSCHE. The agency shall take all such appropriate legal actions to safeguard violation of APSCHE's intellectual property rights, if any.

The selected bidder shall perform the services and carry out its obligations with due diligence and efficiency, in accordance with generally accepted techniques and practices used in the industry and with professional training / consulting standard recognized by national / international professional bodies and shall observe sound management practice. It shall deploy appropriate advanced technology and safe and effective methods.

The selected bidder automatically agrees with APSCHE for honoring all aspects of fair-trade practices in executing the work orders place by APSCHE.

The selected bidder shall take all the necessary permission required from various Government bodies, and other entities wherever required to carry out the work.

In the event of selected bidder or the concerned division of the company is taken over / bough over by another company, all the obligations under the agreement with APSCHE, should be passed on for compliance to the new company/ new division in the negotiations for their transfer.

All the cost and charges in the bid should be expressed in Indian rupees without any dependence on exchange rate, duty or tax structure.

The selected bidder's person shall not claim any benefit/compensation/absorption of services at APSCHE under the provision of Industrial Dispute Act, 1947 or contract Labor (Regulation & Abolition) Act, 1970. Undertaking from the persons to this effect shall be submitted by the selected bidder at APSCHE.

8.6. Failure to agree with the terms & conditions of the RFP 
Failure of the bidder to agree with the terms & conditions of the RFP shall constitute sufficient grounds for the annulment of the award of contract, in which event the contract may be awarded to the next most responsive bidder.

8.7. Agreement
APSCHE shall execute an agreement with the bidder as per the terms and conditions of the RFP. The conditions stipulated in the agreement must be strictly adhered to and any violation of any of the conditions will entail termination of the contract without prejudice to the rights of APSCHE. In such as case, APSCHE has the right to invoke PBG and further right to terminate the entire or part of the contract by giving 3 months' notice period.

8.8. Indemnity
1. Bidder has to indemnify APSCHE against any claims, losses, causes, damages, expenses, action suits and other proceeding, resulting from any proceedings initiated against APSCHE for any deficiency in services related to the project provided by the bidder during the period of contract.
2. If APSCHE suffers any loss or damage on account of negligence, default or theft on the part of the employees/agents of the agency, then the agency shall be liable to reimburse to APSCHE for the same. The agency shall keep APSCHE fully indemnified against the damage by any staff engaged by the agency. For any accident or causality occurred during the course of working to any staff deployed by the agency, the liability that will arise out of the accident will be borne by the agency. The responsibility will remain with the agency & APSCHE will in no way be responsible for it.

8.9. Force Majeure 
Force majeure shall not include any events caused due to acts/omissions of such party or result from a breach/contravention of any of the terms of the contract, bid and/or the tender. It shall also not include any default on AP State Council of Higher Education (APSCHE)
the part of a party due to its negligence or failure to implement the stipulated/proposed precautions, as were required to be taken under the contract.

The failure or occurrence of a delay in performance of any of the obligations of either party shall constitute a force majeure event only where such failure or delay could not have reasonably been foreseen or where despite the presence of adequate and stipulated safeguards the failure to perform obligations has occurred. In such an event, the affected party shall inform the other party in writing/e-mail at the earliest. APSCHE will make the payments due for services rendered till the occurrence of force majeure. However, any failure or lapse on the part of the bidder in performing any obligation as is necessary and proper to negate the damage due to projected force majeure events or to mitigate the damage that may be caused due to the above-mentioned events or the failure to provide adequate disaster management/recovery or any failure in setting up a contingency mechanism would not constitute force majeure, as set out above.

In case of a force majeure all parties will endeavor to agree on an alternate mode of performance in order to ensure the continuity of service and implementation of the obligations of a party under the Contract and to minimize any adverse consequences of force majeure.

Force majeure clause shall mean and be limited to the following in the execution of the conditions of empanelment placed by APSCHE:

1. War / hostilities
2. Riot or Civil commotion
3. Earthquake, flood, tsunami, tempest, lightning or other natural physical disaster.
4. Restriction imposed by the government or other statutory bodies, which is beyond the control of the selected bidder, which prevents or delays the execution of the order by the selected bidder.

The selected bidder shall inform APSCHE in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the force majeure conditions. In the event of a delay lasting for more than one month, if arising out of causes of force majeure, APSCHE reserves the right to cancel the conditions of empanelment without any obligation to compensate the selected bidder in any manner for what so ever reason, subject to the provision of clause mentioned above.

Applicable Law – The conditions shall be governed by the laws and procedures established by Govt. of India / Andhra Pradesh, within the framework of applicable legislation and enactment made from time to time.

Notwithstanding above, the decision of APSCHE shall be final and binding on the bidder.

Neither party shall be responsible to the other for any delay or failure in performance of its obligations due to any occurrence commonly known as Force Majeure which is beyond the control of any of the parties, including, but not limited to fire, flood, tsunami, explosion, acts of God or any Governmental body, public disorder, riots, embargoes, or strikes, acts of military authority, epidemics, strikes, authorized acts lockouts or other labor disputes, insurrections, civil commotion, war, enemy actions. If a Force Majeure arises, the bidder shall promptly notify APSCHE in writing of such condition and the cause thereof. Unless otherwise directed by APSCHE, the successful bidder shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The successful bidder shall, at the discretion of APSCHE, be excused from performance of his obligations in whole or part as long as such causes, circumstances or events shall continue to prevent or delay such performance.
9. Scope of Work
The survey agency (s) assigned this project would involve canvassing of the following:

1. Geographical Coverage: All the 13 revenue districts of the State of Andhra Pradesh
2. Period of Study: 6 months i.e. 24 weeks from the date of awarding the tender
3. Methodology:
   a. Mixed Method: a mix of Quantitative and Qualitative approaches;
   b. Combination of Secondary and Primary Sources.
   c. 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
4. Type of Institutions to be covered:
   State funded universities (including PG Centers)
   Professional Colleges (including Engineering/Pharmacy/Law/Education) both UG & PG
   All Autonomous Colleges (UG & PG) and Minority Colleges
   All Affiliated colleges (UG & PG)
5. SOURCES & SURVEY
   Primary Sources
   Survey and
   Secondary Sources
   Functional Group Discussions (FGDs)
   Personal Interviews
6. Survey shall be conducted in a hybrid mode of online and personal contact of students.
7. The sampling plan shall be submitted by the agency for the approval of APSCHE. The sample population shall include students across all the different streams viz., general education, technical education, law, arts, commerce, science, etc., (suggestive but not restricted) and all the regions of the State.
8. Student sample shall have representation from all the years of study (first, second, third and fourth).
9. Of the sample size, 1/3rd offline and 2/3rd shall be online sample.
10. The sample size shall also reflect the SC/ST/BC/Minority populations in the proportions of 15%, 6%, 25% and 4% respectively.
11. The male and female population shall be 50% and 50% respectively.
12. Urban and Rural population need to be given due weightages. The list of Urban and Rural Colleges shall be provided by the APSCHE.
13. For ensuring the sample size and other proportions, district may be taken as one unit.
14. A series of Focus Group Discussions (FGDs) shall be carried out in each district.
15. Interviews with Government officials of the Higher Education Department at the State level and/or District shall be a part of the survey
16. TERMS OF REFERENCES FOR THE SURVEY
AP State Council of Higher Education (APSCHE)
RFP for “Comprehensive Survey for Assessment of Performance on Higher Education”

- Assessment of quality of graduates in terms of employable skills – professional and non-professional.
- To study the industry perception of Graduates in State and their future needs for Hiring more from within the state.
- To study the Skill gap - Existing status of Graduates - What led to current situation and what suggestions are required to be implemented.
- To study the Migration aspects - moving out of state for Higher education – Key reasons driving these decisions.
- To study the Status of gender parity – social group wise.
- To study the Assessment of potential for entrepreneurship / innovations development and identification of potential sectors for entrepreneurs.
- To study the Geographic, societal community outreach, cost-out put relationship; State investment on Higher Education versus societal value generation.
- Impact of Jagananna Vidya Deevena and Jagananna Vasathi Deevena on Higher Education.
- Competence status of graduates of Andhra Pradesh compared to graduates from other States.
- Quality perceptions on Higher Education - Identification of quality gaps and corrective measures.
- Perceptions on Social behaviour of the graduates- values and ethics.
- Expectations of all the stakeholders on Higher Education System of Andhra Pradesh.
- To suggest the necessary policy initiatives for the next 5 years.
- 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.

17. Research Plan:

The following are the details of each term of reference and methodology proposed to collect primary data.

<table>
<thead>
<tr>
<th>S.No</th>
<th>Objective</th>
<th>Research approach</th>
</tr>
</thead>
</table>
| 1    | Assessment of quality of graduates in terms of employable skills – professional and non-professional. | 1. Personal Interview with employers  
2. Secondary Data based analysis on placements  
3. Student Survey  
4. Focus Group Discussions (FGD) with Parents and Alumni  
5. Personal Interviews with Institutional Leaders |
| 2    | To study the industry perception of Graduates in State and their future needs for Hiring more from within the state. | 1. Personal Interview with employers for employer perception  
2. Employment market analysis by secondary data on Skills and needs |
| 3    | To study the Skill gap - Existing status of graduates - What led to current situation and what suggestions are required to be implemented. | 1. Student Survey  
2. Focus Group Discussions (FGD) with Parents, Alumni  
3. Personal Interviews with Institutional Leaders  
4. Personal interviews with employers  
5. Secondary Data Analysis - Curriculum Study to find gaps |
| 4    | To study the Migration aspects - moving out of state for Higher education – Key reasons driving these | 1. FGD - Parents, Alumni  
2. Personal Interviews with Institutional Leaders |
| RFP for “Comprehensive Survey for Assessment of Performance on Higher Education” |
|---|---|
| decisions | 2. Secondary Data |
| 5 | To study the Status of gender parity – social group wise. |
| | 1. Secondary Data Analysis |
| 6 | To study the Assessment of potential for entrepreneurship / innovations development and identification of potential sectors for entrepreneurs |
| | 1. Survey - Students |
| | 2. Focus Group Discussions (FGD) with Parents and Alumni |
| | 3. Personal Interviews with Institutional Leaders |
| | 4. Secondary Data for identification of business areas for potential entrepreneurs- District wise / State wise |
| 7 | To study the Geographic, societal community outreach, cost-out put relationship and State investment on Higher Education versus societal value generation. |
| | 1. Secondary Data Analysis |
| | 2. Student Survey |
| | 4. Personal Interviews with Institutional Leaders |
| 8 | Impact of Jagananna Vidya Deevena and Jagananna Vasathi Deevena on Higher Education. |
| | Secondary Data Analysis |
| | Student Survey |
| | FGD with Parents, Alumni and Institutional Leaders on Cost-Output relationship. |
| | Personal Interviews with Institutional Leaders |
| 9 | Competence status of graduates of Andhra Pradesh compared to graduates from other States. |
| | 1. Secondary Data Analysis |
| 10 | Quality perceptions on Higher Education - Identification of quality gaps and corrective measures. |
| | 1. Student Survey |
| | 2. Focus Group Discussions (FGD) with Parents and Alumni. |
| | 3. Personal Interviews with Institutional Leaders |
| | 4. Personal Interviews with employers |
| 11 | Perceptions on Social behaviour of the graduates- values and ethics. |
| | 1. Student Survey |
| | 2. Focus Group Discussions (FGD) with Parents and Alumni |
| | 3. Personal Interviews with Institutional Leaders |
| | 4. Interviews with employers |
| 12 | Expectations of all the stakeholders on Higher Education System of Andhra Pradesh |
| | 1. Student Survey |
| | 2. Focus Group Discussions (FGD) with Parents and Alumni |
| | 3. Personal Interviews with Institutional Leaders |
| | 4. Interviews with employers |
| 13 | To suggest the necessary policy initiatives for the next 5 years. |
| | 1. The final report of the Survey |
| 14 | To present the Key Findings of the Study shall be cross-referenced with |
| | The final report of the Survey |

AP State Council of Higher Education (APSCHE)
**Findings from other reports, performance across other regions/geographies and with national/international best practices**

### Key Outcome

18. A detailed report covering all the areas referred on the Comprehensive Survey for Assessment of Performance Status of Higher Education in the State of Andhra Pradesh shall be submitted to Andhra Pradesh State Council Of Higher Education.

<table>
<thead>
<tr>
<th>S.No</th>
<th>Data Methodology</th>
<th>Sample plan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Survey - confined to the students of the following disciplines 1. Engineering and Pharmacy 2. Education and Law 3. Under Graduates - Arts 4. Under Graduates - Commerce 5. Under Graduates - Science 6. Post Graduates - All</td>
<td>1. 1000*** nos, of which 900 nos shall be from present student population and 100 nos passed out during the last academic year, for each District, distributed among discipline(proportionately), Gender-wise, Reservation category-wise 2. A minimum sample of 50 nos per discipline in each District</td>
</tr>
<tr>
<td></td>
<td>FGD for Academic Leaders, Parents, Alumni</td>
<td>1. One FGD in Each district with Academic Leaders - 15 participants in each discussion. 2. One FGD in Each district with Parents, Alumni - 15 participants in each discussion 3. FGDs shall be conducted offline only.</td>
</tr>
<tr>
<td></td>
<td>Interviews for employers and academic experts</td>
<td>A Total of 50 Employers Employers with International presence - 10 Employers with National presence - 20 Employers with Regional presence - 20 The sample shall be drawn from (a minimum of 10 from each sector)- * IT (Information technology) Sector * Manufacturing Sector * Other services Sector * Agri - processing Sector</td>
</tr>
<tr>
<td></td>
<td>Secondary Data</td>
<td>1. From relevant authentic National &amp; Regional survey reports and documents</td>
</tr>
</tbody>
</table>

***Note: As the student population in all discipline in the state accounts to 16 lakhs, worked out to be around 1,25,000 for each of the 13 districts in the State of AP. The required sample size based on Cronbach’s alpha model minimum no. is 384 with 95 % confidence level per District. To have the required data with the all districts and all categories and disciplines the sample size is fixed as 1000 per district.***

*AP State Council of Higher Education (APSCHE)*
RFP for "Comprehensive Survey for Assessment of Performance on Higher Education"

10. Project Management
The bidder shall depute a team comprising minimum of one Project Manager and team of developers for application(s) development. The team size and composition that the agency will dedicate has to be approved by APSCHE management. The team dedicated should be led by the team leader who would be accountable for overall delivery of the services and who would interact with APSCHE management.

This team should be qualified and experienced for smooth and early completion of work. This manpower will not be changed or replaced during the duration of the project except on grounds of non-performance and in such cases view of APSCHE will be considered before any such action by the bidder.

The bidder shall also submit a list of Core staff along with the CVs who shall be responsible for the work and shall be approved by the APSCHE Committee. The bidder shall ensure that the resources would be assigned on full time basis for the project to ensure proper delivery of services.

The bidder is required to provide the organization chart clearly indicating number of personnel proposed to be deployed. Considering the magnitude of the project, bidder shall be required to size the team appropriately and provide details of the same.

The change of Key Personnel will be accepted only in case of person leaving the organization or medical exigency. It is important that the Bidder submits profiles of only those resources that are available for the project. Every change will require the approval of APSCHE.

In case of change in its team members, for any reason whatsoever, the Bidder shall ensure that the existing members are replaced with at least equally qualified and professionally competent members and shall ensure a reasonable amount of time overlap in activities to ensure proper knowledge transfer and handover / takeover of documents and other relevant materials between the outgoing and the new member.

11. Man Power Requirements
The bidder shall deploy number of qualified and experience manpower as per the requirement for implementation and operations of the scheme.

12. Implementation methodology
The bidder shall adopt industry best practices to ensure smooth manpower acquisition and developing of project(s).

13. Project Team
The bidder will put together a team for implementation of the projects and will define the roles and responsibilities of all teams. This needs to be submitted by the bidder within 15 days of the award of the contract and will be subject to approval by APSCHE.

14. General conditions and Penalty

14.1 Fraud and Corruption
APSCHE requires that the applicants engaged through this process must observe the highest standards of ethics during the performance and execution of the awarded project(s). The following terms apply in this context:

APSCHE will reject the response of the bidder, if the bidder has been determined by APSCHE to having been engaged in corrupt, fraudulent, unfair trade practices, coercive or collusive.

These terms are defined as follows:

1. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of APSWC or any personnel during the tenure of project.

2. "Fraudulent practice" means a misrepresentation of facts, in order to influence a procurement process or the execution of a contract, to APSCHE, and includes collusive practice among applicants (prior to or after Proposal...
submission) designed to establish proposal prices at artificially high or non-competitive levels and to deprive APSCHE of the benefits of free and open competition.

3. "Unfair trade practices" means supply of services different from what is ordered on, or change in the Scope of Work which was agreed to.

4. "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation during the period of empanelment.

5. "Collusive practices" means a scheme or arrangement between two or more applicants with or without the knowledge of the APSCHE, designed to establish prices at artificial, non-competitive levels.

APSCHE will reject an application for award, if it determines that the applicant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, unfair trade, coercive or collusive practices in competing for any assigned project.

14.2 Confidentiality

1. Information relating to evaluation of application and recommendations concerning awards shall not be disclosed to the applicants who submitted the applications or to other persons not officially concerned with the process. The undue use by any applicant of confidential information related to the process may result in the rejection of their application.

2. Moreover, in the performance of this Agreement or in contemplation thereof, bidder and its employees and agents may have access to confidential information owned or controlled by the other party relating to content, project, programs, software, plans and other data (hereinafter "information"). All information supplied by one APSCHE or any other government department, which is not in public domain. The receiving bidder shall use a reasonable degree of care, which the receiving bidder uses to protect its own proprietary and confidential information, to keep, and have its employees and agents keep, confidential any and all Proprietary Information. In keeping therewith, the recipient shall not copy or publish or disclose the Proprietary Information to others, or authorize its employees, or agents or anyone else to copy, publish or disclose it to others, without the disclosing party's written approval, not shall the receiving party make use of the Proprietary Information except for the purposes or executing its obligations hereunder, and shall return the Proprietary Information to the disclosing party at its request. These nondisclosure obligations will not apply to Proprietary Information which: (a) becomes generally known to the public by publication or by any means other than a breach of duty on the party of the recipient hereunder; (b) is information previously known to the recipient; (c) is information independently developed by or for the recipient; or (d) is information released by the owning party without restriction or released pursuant to a judicial or governmental decree.

3. The agency and their personnel will not, during the term or after expiration of this contract, disclose any proprietary or confidential information relating to the services, contract or business or operations of APSCHE or its clients without the prior written consent of APSCHE.

4. The agency will ensure that no information about the software / hardware / policies of GoAP & GoI/ APSCHE etc., is taken out in any form including electronic form or otherwise, by the manpower posted by them.

5. Additionally, the agency shall keep confidential of all the details and information with regard to the Project, including systems, facilities, operations, management and maintenance of systems/facilities. APSCHE/GoAP shall retain all rights to rights to prevent, stop and if required take the necessary punitive action against the agency regarding any forbidden disclosure.

6. For the avoidance of doubt, it is expressly clarified that the aforesaid provisions shall not apply to the following information:

   a. Information already available in the public domain;

   b. Information which has been developed independently by the agency;

   c. Information which has been received from a third party who had the right to disclose the aforesaid information;

   d. Information which has been disclosed to the public pursuant to a court order.

AP State Council of Higher Education (APSCHE)
7. Any handover of the confidential information needs to be maintained in a list, containing at the very minimum the name of provider, recipient, date of generation of the data, date of generation of the data, date of handing over of data, mode of information, purpose and signatures of both parties.

8. Notwithstanding anything to the contrary mentioned here in above, the agency shall have the right to share the work order provided to it by APSCHE in relation to this Agreement, with its prospective purchasers solely for the purpose of and with the intent to evidence and support its work experience under this agreement.

14.3 Arbitration
i. If a dispute arises out of or in connection with this contract, or in respect of any defined legal relationship associated therewith or derived there from, the parties agree to submit that dispute to arbitration under the Arbitration and Conciliation act 1996 as amended from time to time.
ii. The Authority to appoint the arbitrator(s) shall the Managing Director of APSCHE.

14.4 Applicable Law
Applicable Law means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time.

14.5 Jurisdiction of Courts
All legal disputes between the parties shall be subject to the jurisdiction of the Courts situated in Andhra Pradesh state only.

14.6 Termination / Withdrawal
Without prejudice to any other right or remedy it may have, either party may terminate this Agreement at any time by giving 3 (three) months advance notice in writing to the other party.

a. APSCHE reserves the right to withdraw/ terminate contract of applicant in any of following circumstances:
   i. Applicant becomes insolvent, bankrupt, resolution is passed for the winding up of the applicant organization.
   ii. Information provided to APSCHE is found to be Incorrect;
   iii. Bid conditions are not met within the specified time period;
   iv. Misleading claims are made;
   v. Clear evidence is received that bidder has breached copyright laws/ plagiarized from another source;

b. If the bidder does not execute the contract to the satisfaction of the APSCHE then the APSCHE may invoke any or all of the following clauses.
   i. Forfeit the Performance Guarantee Amount
   ii. Terminate the contract without any liability of APSCHE.

14.7 Only one application
An applicant may submit only one proposal on its own. If an applicant submits more than one proposal on its own, both proposals shall be disqualified.

15. Disclaimer
i. This RFP is not an offer by the APSCHE, but an invitation to receive responses from eligible interested applicants for APSCHE. No contractual obligation whatsoever shall arise from this process.
ii. The evaluation shall be strictly based on the information and supporting documents provided by the bidders in the responses submitted by them. It is the responsibility of the applicants to provide all supporting documents necessary to fulfill the mandatory eligibility criteria. In case, information required by APSCHE is not provided by applicant, APSCHE may choose to proceed with evaluation based on information provided and shall not request the applicant for further information. Hence, responsibility for providing information as required in this form lies solely with applicant.
RFP for “Comprehensive Survey for Assessment of Performance on Higher Education”

16. Binding Clause
All decisions taken by the APSCHE regarding this contract shall be final and binding on all concerned parties.

17. Bidder’s Integrity
The bidder is responsible for and obliged to conduct all contracted activities as defined in the scope of work in accordance with the Contract.

18. Bidder’s Obligations
   iii. The bidder is obliged to work closely with the APSCHE’s staff, act within its own authority and abide by directives issued by the APSCHE.
   iv. The bidder will abide by the job safety measure prevalent in India and will free APSCHE from all demands or responsibilities arising from accidents or loss of life the cause of which is the bidder’s negligence. The bidder will pay all indemnities arising from such incidents and will not hold APSCHE responsible or obligated.
   v. The bidder is responsible for managing the activities of its personnel or sub-contracted personnel and will hold itself responsible for any misdemeanor.

18.1 Penalty
   vi. 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.
   vii. In case bidder fails to perform the obligation as per the agreement, the Performance Guarantee will be evoked by APSCHE. The Performance Guarantee shall be returned to the bidder within 60 days from the date of the successful discharge of the contractual obligations.
   viii. 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.

19. Approval / Clearances
All the necessary approvals / clearances from concerned authorities (such as Govt duties, tax etc) required for discharging services by the bidder shall be obtained by the SI.

20. SERVICE LEVEL AGREEMENTS (SLA)
1. The purpose is to define the levels of service provided by the Bidder to the Purchaser for the duration of the contract. The benefits of this are:
   A. Start a process that applies to Purchaser and Bidder management attention to some aspect of performance, only when that aspect drops below the threshold defined by the purchaser
2. Help the purchaser control the levels and performance of Bidder’s services This section is agreed to by Purchaser and Bidder as the key performance indicator for this project. This may be reviewed and revised with the approval of the oversight committee during the implementation of the project.
3. The Service Level parameters defined here shall be monitored on a periodic basis, as per the individual parameter requirements. In case of severe performance degradation of the services during the contract period, the Bidder will be expected to take immediate corrective action. In case issues are not rectified to the complete satisfaction of Purchaser within a reasonable period of time then the Purchaser will have the right to take appropriate penalizing actions, including termination of the contract.
4. The project evaluation committee will be set up by APSCHE to review and evaluate the quality of deliverables submitted by the agency.

* AP State Council of Higher Education (APSCHE)
RFP for “Comprehensive Survey for Assessment of Performance on Higher Education”

21. Payment Terms
Funds will be released by the APSCHE in three installments as under:

i. 1st installment: 20% (after receipt of Performance Security)
ii. 2nd installment: 50% (on submission and presentation of draft report)
iii. 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.

22. Change Orders
APSCHE may at any time before during the contract period may change the scope of the work under as part of the engagement in consultation with the service provider which change the bidder will have to perform the service in the increased/decreased quantity at the same contract rates within the time stipulated for providing services to APSCHE.

23. Bankruptcy and Insolvency
APSCHE can terminate the contract if the bidder becomes bankrupt and/or loses the desired state of solvency with a notice of 30 days. APSCHE, in such cases of termination, will not be responsible for any loss or financial damage to the service provider resulted due to the termination. APSCHE will also, in such cases have the right to recover any pending dues by invoking the performance bank guarantee or any such instrument available with APSCHE.
Appendix - 1
Format of sending Pre-bid queries

Ref: RFP Notification no dated <dd/mm/yyyy>

Name of the Bidder- << >>
Contact Address of the Bidder- << >>

<table>
<thead>
<tr>
<th>SNo</th>
<th>Section No.</th>
<th>Page No.</th>
<th>Query</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature:
Name of the Authorized signatory:
Company seal:

* AP State Council of Higher Education (APSCHE)
Appendix - 2

Technical Proposal Submission Form

The Technical Proposal shall be submitted under the following mandatory heads. The bidder can also include any other relevant head, if required.

<table>
<thead>
<tr>
<th>S.No</th>
<th>Head</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General Information of bidder</td>
</tr>
<tr>
<td>2</td>
<td>Details of relevant Project and Professional Experience</td>
</tr>
<tr>
<td>3</td>
<td>Client Profile</td>
</tr>
<tr>
<td>4</td>
<td>Proposed Methodology Adopted</td>
</tr>
<tr>
<td>5</td>
<td>Risk and Mitigation Strategies</td>
</tr>
<tr>
<td>6</td>
<td>Project Time Lines</td>
</tr>
<tr>
<td>7</td>
<td>Quality Assurance Measures + Experience</td>
</tr>
<tr>
<td>8</td>
<td>Details of Project Team</td>
</tr>
</tbody>
</table>

SIGNATURE

Full name and designation:

Date:

(Seal of organization)
## Appendix - 3
General Information of Bidder

Name of the Service Provider (Bidder):
Name of the Project:

<table>
<thead>
<tr>
<th></th>
<th>Name of the Company/ Firm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date of Incorporation (Registration Number &amp; Registering Authority) PAN No., GST (whichever is applicable)</td>
</tr>
<tr>
<td></td>
<td>Legal Status of the Company in India &amp; Nature of Business in India</td>
</tr>
<tr>
<td></td>
<td>Address of the Registered Office in India</td>
</tr>
<tr>
<td></td>
<td>Date of Commencement of Business</td>
</tr>
<tr>
<td>6</td>
<td>Name &amp; e-mail id, phone number, fax of the Contact Person with address</td>
</tr>
<tr>
<td></td>
<td>Name:</td>
</tr>
<tr>
<td></td>
<td>Mobile/ Phone:</td>
</tr>
<tr>
<td></td>
<td>Fax:</td>
</tr>
<tr>
<td></td>
<td>Email:</td>
</tr>
<tr>
<td></td>
<td>Address:</td>
</tr>
<tr>
<td></td>
<td>Web-Site</td>
</tr>
<tr>
<td>8</td>
<td>EMD details</td>
</tr>
<tr>
<td></td>
<td>Amount:</td>
</tr>
<tr>
<td></td>
<td>BG No. &amp; Date</td>
</tr>
<tr>
<td></td>
<td>Name of the Bank:</td>
</tr>
<tr>
<td></td>
<td>Valid up to:</td>
</tr>
<tr>
<td>9</td>
<td>Proof of bid processing fee</td>
</tr>
<tr>
<td></td>
<td>DD/ BC No:</td>
</tr>
<tr>
<td></td>
<td>Date &amp; Bank:</td>
</tr>
</tbody>
</table>

SIGNATURE

Full name and designation:

Date:

(Seal of organization)

* AP State Council of Higher Education (APSCHE)
Appendix - 4
Financial Information Summary

<table>
<thead>
<tr>
<th>SNo</th>
<th>Name of the Bidder</th>
<th>Turnover (in INR - Lakhs)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>FY 2018 - 2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY 2019 - 2020</td>
</tr>
</tbody>
</table>

Note: Please enclose balance sheet and Profit & Loss statement duly certified by authorized auditor.

SIGNATURE

Full name and designation:

Date:

(Seal of organization)

AP State Council of Higher Education (APSCHE)
Appendix - 5

Bid Security (EMD) form

File No: .................................

Project Name: .............................

(To be issued by a bank scheduled in India as having at least one branch in Vijayawada/Visakhapatnam)

Whereas................................. (Here in after called “the Bidder”) has submitted its bid dated .......(Date). For the execution of.........................(Here in after called “the Bid”) KNOW ALL MEN by these presents that WE........................of

..............................having our registered office at....................... (Here in after called the “Bank”) are bound unto the (hereinafter called “Secretary, Andhra Pradesh State Council for Higher Education, Guntur”) in the sum of.................for which payment will and truly to be made to the said RTGS itself, its successors and assignees by these presents.

The conditions of this obligation are:

a. If the bidder withdraws its bid during the period of bid validity or
b. If the bidder, having been notified of the acceptance of its bid by the RTGS during the period of bid validity:
   1. fails or refuses to execute the contract form if required; or
   2. fails or refuses to furnish the performance security, in accordance with the bid requirement;
   c. bidder submits fabricated documents

We undertake to pay the above amount upon receipt of its first written demand, without the APSCHE having to substantiate its demand, provided that in its demand the will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions. This guarantee of Rs------------------------will remain in force up to_______and any demand in respect thereof should reach the Bank not later than the above date.

SIGNATURE

Full name and designation:

Date:

(Seal of organization)

* AP State Council of Higher Education (APSCHE)
Appendix - 6
Covering letter with the Proposal in response to RFP Notice
(To be submitted on the Letterhead of the responding firm)

{Place}

{Date}

To
The Secretary,
A.P. State Council of Higher Education,
3rd, 4th & 5th Floor, Neeladri Towers,
Sai Ram Nagar, 6th Battalion Road,
Atmakur(V), Mangalagiri(M),
Guntur District,
Andhra Pradesh – 522503.

Ref: Engagement of Service Provider for Technical Manpower, reference RFP no. APSCHE/_____/______ dated ______

Subject: Submission of proposal in response to the RFP for "Engagement of Service Provider for Technical Manpower".

Dear Sir/Madam,

1. Having examined the RFP document, we, the undersigned, herewith submit our proposal in response to your RFP no. ______/_____/______ dated ______ for "Comprehensive Survey for Assessment of Performance Status of Higher Education", in full conformity with the said RFP document.

2. We have read the provisions of the RFP document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.

3. In the event of acceptance of our bid, we do hereby undertake:

- To commence services as stipulated in the schedule of delivery forming a part of the attached technical bid.

- We affirm that the prices quoted are inclusive of all charges and all sales/service taxes.

4. We agree to abide by this proposal, consisting of this letter, the detailed response to the RFP and all attachments, for a period of 60 days from the date of submission of the bid.

5. The EMD of Rs. 2,50,000 (Rupees Two Lakh Fifty Thousand only) submitted by us may be en-cashed if we do not submit the requisite Performance Bank Guarantee within 15 days of award of contract for "Engagement of Service Provider for Technical Manpower for APSCHE".

6. We would like to declare that we are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices.

7. We would like to declare that there is no conflict of interest in the services that we will be providing under the terms and conditions of this RFP.

8. We hereby declare that my company 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

AP State Council of Higher Education (APSCHE)
RFP for “Comprehensive Survey for Assessment of Performance on Higher Education”

any other Quasi Government bodies/Organizations, in India for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices.

9. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.

10. We understand you are not bound to shortlist / accept any proposal you receive.

Please find enclosed details of our company in the format as given in Annexure – 1.

We hereby declare that our proposal submitted in response to this RFP is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,
FIRM’S NAME
Signature of Authorized Signatory and Seal of the bidder
Name
Title:
Date:

* AP State Council of Higher Education (APSCHE)
Appendix - 7
Project Experience

Name of the Bidder:
Name of the Project:
Past experiences of firm in executing Survey/Market Research.

<table>
<thead>
<tr>
<th>Description of the Project</th>
<th>Supporting Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the Client/Department</td>
<td></td>
</tr>
<tr>
<td>Contact address &amp; details of the department</td>
<td></td>
</tr>
<tr>
<td>Value of the Project</td>
<td></td>
</tr>
<tr>
<td>Date of Start of Work</td>
<td></td>
</tr>
<tr>
<td>Date of Completion of Work</td>
<td></td>
</tr>
<tr>
<td>Description of Work</td>
<td></td>
</tr>
<tr>
<td>Bidder should submit the Work order from client dept. as supporting documents.</td>
<td></td>
</tr>
</tbody>
</table>

Note:
1. Please submit supporting documents to support the claim
2. Please attach certificate from the client for the successful implementation of project.
3. Submit one form for each project

SIGNATURE

Full name and designation:

Date:

(Seal of organization)

AP State Council of Higher Education (APSCHE)
Appendix - 8

Declaration (On the Respondent's Letter Head)

DECLARATION

i. I, __________________ (Name & Designation) solemnly affirm that the facts stated above are correct and nothing has been withheld. If any information submitted above, is found to be false or fabricated, I may be liable to be debarred from empanelment.

ii. I permit APSCHE to inspect my records to ascertain the above facts.

iii. I permit APSCHE to cross check the above facts from any other source.

iv. I or my authorized representative, if required by APSCHE, would make a presentation before the duly constituted Committee at my own cost.

v. I will abide by the decision of APSCHE regarding empanelment.

vi. I have read & understood the RFP and agree to all the terms & conditions stated therein.

SIGNATURE

Full name and designation:

Date:

(Seal of organization)

* AP State Council of Higher Education (APSCHE)
Appendix - 9
FINANCIAL BID
(To be kept in a separate sealed cover in the Bid Documents)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particulars</th>
<th>Amount (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Survey Project Cost</td>
<td></td>
</tr>
</tbody>
</table>

The rates quoted shall be inclusive of duties and taxes.

Date:

(Signature of Bidder)

--- End of Document ---