

**Mission for Elimination of Poverty in Municipal Areas (MEPMA)**  
Department of Municipal Administration & Urban Development, Govt. of AP.



**Selection of Agency for  
Procurement of  
Flags under “Har Ghar Tiranga”**

**Ref No: AKAM/SPL/HGT/MEPMA**  
**Date of Issue: 30-07-2022**

*Mission for Elimination of Poverty in Municipal Areas (MEPMA), 2nd floor, Sahasra  
Buildings, Opp. Hosanna Mandir, Gorantla, Guntur, 522034.*



**పట్టణ పేదరిక నిర్మూలన సంస్థ (ఆంధ్రప్రదేశ్)**  
**Mission for Elimination of Poverty in Municipal Areas**  
Department of Municipal Administration & Urban Development, Govt. AP

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## 1. Inviting Proposals

Mission for Elimination of Poverty in Municipal Areas is inviting Offline tenders for Procurement of Flags under Harghar Thiranga Programme as per the requirements mentioned in this RFP.

The schedule of events is as under:

Item	Reference
Title	Selection of Agency for Procurement of Flags under Harghar Thiranga Programme)
Reference Number	Lr No. AKAM/SPL/HGT/MEPMA. Dt.29-07-2022
Issuing Authority	Mission for Elimination of Poverty in Municipal Areas (MEPMA), Govt. of Andhra Pradesh
Issuing Date	Date: 30-07-2022
Proposal Processing Fee	5000/- through Demand Draft
Mode of Proposal Submission	Offline
Document can be downloaded from	<a href="http://www.apmepma.gov.in">www.apmepma.gov.in</a>
Last Date and Time for Proposal Submission	Date: 02.08.2022 & Time: 3:00 PM
Proposal Opening Date	Date: 02.08.2022 & Time: 3:30 PM
Financial proposal Opening Date	Date: 02.08.2022 & Time: 4:00 PM
Contact Details	Phone No: 0863-2347302 Email ID: <a href="mailto:mdmepma2@apmepma.gov.in">mdmepma2@apmepma.gov.in</a>
Address for Submission of Proposal & Demand Draft towards Processing Fee	Mission for Elimination of Poverty in Municipal Areas (MEPMA), 2nd floor, Sahasra Buildings, Opp. Hosanna Mandir, Gorantla, Guntur, 522034.

### **Important Note 1:**

*The agencies are requested read all the terms and conditions mentioned in the document and seek clarification, if any, from MEPMA and also requested to remain updated for any notices/amendments/clarifications etc. to the 'Request for Proposal' through the [www.apmepma.gov.in](http://www.apmepma.gov.in) No separate notifications will be issued for such notices/amendments/clarifications etc. in the print media or individually.*

## 2. Introduction

### 2.1 About MEPMA

The “Mission for Elimination of Poverty in Municipal Areas (MEPMA)” is a Government of AP Society formed in 2007 under the Department of Municipal Administration & Urban Development. MEPMA is working towards formulating strategies to implement poverty reduction programs in urban areas through promoting, strengthening, and nurturing self-sustainable institutions of the poor, and through them. MEPMA address all poverty related issues like access to credit, financial freedom, health and vulnerability etc.

Around 24 lakh poor families will have improved quality of life by accessing services from all organizations through their own strong self-reliant and self-managed institutions.

### 2.2 About “Har Ghar Tiranga”

Har Ghar Tiranga’ is a campaign under the aegis of Azadi Ka Amrit Mahotsav to encourage people to bring the Tiranga home and to hoist it to mark the 75th year of India’s independence. Our relationship with the flag has always been more formal and institutional than personal. Bringing the flag home collectively as a nation in the 75th year of independence thus becomes symbolic of not only an act of personal connection to the Tiranga but also an embodiment of our commitment to nation-building. The idea behind the initiative is to invoke the feeling of patriotism in the hearts of the people and to promote awareness about the Indian National Flag.

## 3.Scope of Work

The agency shall provide 30 lakh Indian flags of 16” x 26” size and to deliver at all the district head quarter towns of the Andhra Pradesh within 4 (Four) days from the date of awarding of the contract.

## 4.Project Timelines

The successful agency shall deliver within 4 (Four) days from the date of awarding of the contract.

## 5. Payment Terms

The payment to the agency will be made as per the following payment schedule, subject to furnishing of relevant documents mentioned.

Deliverable	Payment Percentage
Advance	20% of total contract value
After successful completion of the work to the satisfaction of MEPMA	80% of total contract value

## 6. Eligibility Criteria

The agencies who submit their proposal in response to RFP shall be qualified as per the eligibility criteria mentioned below:

Eligibility Criteria	Required Documents to be submitted
The agency shall be in operations for a period of minimum two (2) years as on the date of publishing of this RFP.	<ul style="list-style-type: none"> <li>○ Supporting document to that effect shall be produced.</li> </ul>
The agency shall have valid PAN and GST	<ul style="list-style-type: none"> <li>○ Copy of PAN</li> <li>○ Copy of GST</li> </ul>

<b>Eligibility Criteria</b>	<b>Required Documents to be submitted</b>
The agency shall have an average annual turnover of minimum Rs. 1 crores in the last two financial years.	○ Annual Turn Over Statement for the last 2 Financial Years certified by chartered accountant
The agency shall have successfully completed/executed minimum 2 projects of similar nature.	○ Supporting document to that effect shall be produced.
The agency shall not have been blacklisted or under a declaration of ineligibility for fraudulent or corrupt practices by any government agency/PSU	○ Undertaking on the agency's letterhead for not being blacklisted
The agency shall have a registered office in Andhra Pradesh/ Telangana	○ Undertaking on the agency's letterhead confirming the address of the offices in State of Andhra Pradesh/Telangana

## 7. Proposal Processing Fee

- All agencies shall pay a non-refundable proposal processing fee of Rs. 5,000/- (Rupees Five Thousand only) in the form of demand draft Payable to 'Mission Director, Mission for Elimination of Poverty in Municipal Areas (MEPMA)' payable at Guntur, drawn on any scheduled commercial bank along with the Proposal (hardcopy).
- Proposals submitted without proposal processing fee shall be summarily rejected.

## 8. Preparation of Proposals

The agencies are required to prepare Technical Proposal and Financial Proposal as specified below.

### a. Technical proposal

The agencies shall submit the Technical Proposal as per the forms/formats mentioned under Section 13 to 16. The Technical Proposal shall contain the following documents as per the eligibility criteria defined in this RFP:

- Letter of Technical Proposal Submission as per 'Section 13'.
- Demand Draft towards Proposal Processing Fee.
- Brief Profile of the Agency as per 'Section 14'
- Copy of supporting document mentioning its existence for 2 years shall be produced.
- Copy of PAN and Copy of GST.
- Annual Turn Over Statement for the last 2 Financial Years certified by chartered accountant
- Undertaking on the agency's letterhead for not being blacklisted as per 'Section 16'
- Any other supporting documents as per the eligibility criteria under this RFP.

### b. Financial Proposal

While preparing the Financial Proposal, the agencies are expected to take into account the requirements and conditions outlined in the RFP document.

The Financial Proposal shall be submitted as per format given at 'Section 17'.

- Financial Proposal Submission Form along with complete project cost.
- The cost quoted will be firm and fixed for the duration of performance of the contract. At no point of time will any deviation from the quoted rate be entertained by MEPMA.
- The Financial Proposal shall not include any conditions attached to it and any such conditional financial proposal shall be summarily rejected.

## **9. Submission of Proposals**

- The agencies shall submit their proposals through offline with sealed cover at the main office
- The agencies shall submit their Technical and Financial Proposals as per the eligibility criteria of the RFP and as per the forms/formats along with required supporting documents given in this RFP.
- The agencies shall sign on the statements, documents, certificates, submitted by them, owning responsibility for their correctness/authenticity.

## **10. Evaluation of Proposals**

1. The method of evaluation for selection of agency is Quality cum Cost Based System (QCBS), where technical proposal score will be given a weightage 80% and financial proposal score will be given a weightage of 20%.

### **10.1 Technical Evaluation:**

- MEPMA shall evaluate the proposals submitted on each criterion separately and satisfy itself beyond doubt on the agency's ability to meet the criteria.
- Technical Evaluation consists of Document Based Evaluation and Technical Presentations.
- The agencies shall be given technical scores (T<sub>s</sub>) as per the 'Technical Evaluation Scoring Matrix' defined under Section 11.
- The agencies who secure minimum 30 marks out of 50 marks shall be qualified for next round of evaluation, i.e., Financial Evaluation.
- The agencies who secure score less than 30 out of 50 marks will be rejected and their financial proposals will not be opened.

### **10.2 Financial Evaluation**

- The financial proposal of technically qualified agencies shall only be opened for evaluation.

## 11. Technical Evaluation Scoring Matrix

SN	Criteria	Max Marks
1	<p><b>Operations:</b> Agency's existence or operations as on the date of publishing of this RFP</p> <p>Minimum 2 to 3 years - 10 Marks More than 3 years - 15 Marks</p>	15 Marks
2	<p><b>Financial Capability:</b> Agency's average annual turnover in the last two years.</p> <p>Minimum Rs. 1 to 3 crores - 10 Marks More than Rs. 3 to 5 crores - 15 Marks More than Rs. 5 crores - 20 Marks</p>	20 Marks
3	<p><b>Previous Experience:</b> Agency's previous experience in successful completion/execution of projects of similar nature.</p> <p>Minimum 2 to 3 projects - 10 Marks More than 3 projects - 15 Marks</p>	15 Marks
<b>Total Score</b>		<b>50 Marks</b>

## 12. General Terms & Conditions

### 12.1 General Instructions

- The proposals shall be submitted within the dates mentioned at 'Section 1' through offline.
- The proposal shall be signed by the Authorized signatory of the agency on all pages with official seal.
- They are expected to examine all instructions, terms etc. in the RFP document. Failure to furnish all information as stipulated in the RFP or submission of a proposal not in compliance to the bidding documents will be at the agency's risk and may result in rejection of its proposal.

### 12.2 Proposal preparation cost

- The agencies shall bear all the costs associated with the preparation and submission of the proposal. MEPMA will not be responsible and liable for any costs, regardless of the conduct or outcome of the bid process.
- All papers submitted with the proposal are neither returnable nor claimable.

### 12.3 Right to accept and reject any or all the proposals

- Notwithstanding anything contained in this RFP, MEPMA reserves the right to accept or reject any proposal and to annul the bidding process and reject all the proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reason.
- MEPMA reserves the right to reject any proposal if:
  - The agencies do/does not respond promptly and diligently to requests for information required for the evaluation of proposals, or
  - The agency does not adhere to the conditions of the RFP while furnishing the required information/details.

#### **12.4 Evaluation Committee/s**

- MEPMA will constitute a committee to evaluate the proposals submitted.
- The committee shall evaluate the proposals and all supporting documents received in response to the RFP.
- The decision of the committee in the evaluation of proposals received in response to this RFP shall be final. No correspondence will be entertained outside the process of negotiation/discussion with the committee.
- The committee or MEPMA reserves the right to reject any or all proposals on the basis of any deviations.

#### **12.5 Proposal validity period and extension**

- The proposal shall remain valid for a period of Thirty (30) days from the proposal submission date ("Proposal Validity Period"). MEPMA reserves the right to reject any proposal, which does not meet this requirement.

#### **12.6 Confidentiality**

- No information relating to the examination, clarification, evaluation and comparison of proposals and recommendations concerning the award of contract shall be disclosed to agencies, their representatives, and any person not officially concerned with the process, if any.



### 13. Letter of Technical Proposal Submission

*[to be submitted on the letterhead of the agency]*

To,  
The Mission Director,  
Mission for Elimination of Poverty in Municipal Areas (MEPMA),  
2nd floor, Sahasra Buildings,  
Opp. Hosanna Mandir,  
Gorantla, Guntur, 522034.

**Subject:** Submission of proposal in response to the Request for Proposal (RFP) for Selection of Agency for Procurement of Flags under Harghar Thiranga Programme under Mission for Elimination of Poverty in Municipal Areas (MEPMA)

Ref No: AKAM/SPL/HGT/MEPMA Dt: 30-07-2022

Dear Sir/Madam,

Having examined the RFP document, I/We, the undersigned, herewith submit our proposal in response to your RFP No. AKAM/SPL/HGT/MEPMA Dt: 30-07-2022 for Procurement of Flags under Harghar Thiranga Programme.

1. 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. We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP and all required information.
2. We understand that we shall comply with scope of work and requirements as specified intender terms and conditions completely and there are no deviations/recommendations of any manner and/or sort and/or kind in this regard from my/our side. We agree to abide by this proposal, consisting of this letter.
3. We would like to declare that we are not involved in any major litigation that may have an impact 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.
4. 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.
5. We hereby declare that all the information and statements made in this proposal are true and correct.
6. We understand that you are not bound to shortlist/accept any or all proposal you receive.
7. We hereby declare that we qualify and fulfil all the eligibility criteria as mentioned at section 6.

8. Our correspondence details with regards to this proposal are

Information	Details
Name of the agency	
Complete address of the agency	
Name, Designation and Address of the contact person to whom all references shall be made regarding this RFP	
Mobile no. of the contact person	
Email of the contact person	

Details of Proposal Processing Fee
Name of the Bank: -----
DD Date: -----
Amount: -----

9. 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,  
 Name of the Authorized Signatory:  
 Designation:  
 Signature:  
 Date:  
 Name and address of firm with seal:

## 14. Brief Profile of the Agency

*[to be submitted on the letterhead of the agency]*

<b>Details of the Agency</b>	
<b>Item</b>	<b>Details</b>
Name of the Agency	
Registered Office Address	
Telephone:	
Email:	
Website:	
Status of the firm (Proprietary/Public Limited Company/Private Limited Company/ Partnership)	
Details of existence of the firm	
Details of Commencement of Business	
GST Registration no.	
Permanent Account Number (PAN)	
About Organization: <i>Provide a brief description of the firm's background. The brief description should include ownership details, place of incorporation of the firm, objectives of the firm etc.</i>	

Sincerely,  
 Name of the Authorized Signatory:  
 Designation:  
 Signature:  
 Date:  
 Name and address of firm with seal:

## 15. Turnover Certificate

*[declaration by Chartered Accountant on Letterhead with his/her Signature and Seal]*

### **To whomsoever it may concern**

On the basis of audited financial statements, we hereby certify that <<Name of the Agency>> having registered office at <<Address of the Agency>> has an average annual turnover of <<Amount(s) in words & figures>> during last three (3) financial years i.e., FY 2019-20, 2020-21, and 2021-2022. The details of annual revenue are mentioned below:

<b>SN</b>	<b>Financial Year</b>	<b>Annual Revenue of the firm (in INR)</b>
<b>1</b>	FY 2019-20	
<b>2</b>	FY 2020-21	
<b>3</b>	FY 2021-22	

*Copies of Balance Sheets and P&L Statement are attached*

(Chartered Accountant):

Signature

Name

Registration No

Contact No.

Date

Seal

## 16. Self-declaration for not being blacklisted

*[to be submitted on the letterhead of the agency]*

To,  
The Mission Director,  
Mission for Elimination of Poverty in Municipal Areas (MEPMA),  
2nd floor, Sahasra Buildings,  
Opp. Hosanna Mandir,  
Gorantla, Guntur, 522034.

**Subject:** Submission of proposal in response to the Request for Proposal (RFP) for Selection of Agency for Procurement of Flags under Harghar Thiranga Programme

Ref No: AKAM/SPL/HGT/MEPMA Dt: 30-07-2022

Dear Sir/Madam,

I/We hereby declare that our organization <<Name of the Agency>> is having unblemished past record and was not declared blacklisted or ineligible to participate for bidding till the time of submission of response to this RFP by any State/Central Govt. or PSU due to unsatisfactory performance, beach of general or specific instructions, corrupt/fraudulent or any other unethical business practices.

It is hereby confirmed that I/We are entitled to act on behalf of our company/ corporation/ firm/ organization and empowered to sign this document as well as such other documents, which may be required in this connection.

MEPMA shall have the right to take appropriate action against us, in case any of the above information is found to be false or incorrect.

Sincerely,  
Name of the Authorized Signatory:  
Designation:  
Signature:  
Date:  
Name and address of firm:

## 17. Financial Proposal Submission Form

*[to be submitted on the letterhead of the agency]*

To,  
The Mission Director,  
Mission for Elimination of Poverty in Municipal Areas (MEPMA),  
2nd floor, Sahasra Buildings,  
Opp. Hosanna Mandir,  
Gorantla, Guntur, 522034.

**Subject:** Submission of proposal in response to the Request for Proposal (RFP) for Selection of Agency for Procurement of Flags under Harghar Thiranga Programme

Ref No: AKAM/SPL/HGT/MEPMA Dt: 30-07-2022

Dear Sir/Madam,

We, the undersigned, offer for delivery of Flags under Harghar Thiranga Programme under Mission for Elimination of Poverty in Municipal Areas (MEPMA) in accordance with your Request for Proposal AKAM/SPL/HGT/MEPMA Dt: 30-07-2022, and our attached Financial Proposal is for the sum of <<Insert amount(s) in words and figures>>. This amount is exclusive of taxes

SN	Particulars	Total Amount (in INR) (Inclusive of all taxes)
1	Total Cost for 30 lakh Indian flags of 16" x 26" size including delivery at all the district head quarter towns of Andhra Pradesh	

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal i.e., 30 (Thirty) days from the date of opening of proposal.

We are aware that any conditional financial offer will be rejected by MEPMA and reserves the right to accept or reject any or all proposals without assigning any reasons thereof.

I/We understand that you are not bound to accept the lowest or any proposal you may receive. I/We agree to the Terms & Conditions mentioned in the RFP document. Further, we confirm that we will abide by all the terms and conditions mentioned in the Request for Proposal document.

We remain,  
Sincerely,  
Name of the Authorized Signatory:  
Designation:  
Signature:  
Date:  
Name and address of firm: