

**GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF HORTICULTURE**



**Empanelment No: MIDH/PHM/AMD/05-24021/20/2021,
Dated: 20-01-2022**

**REQUEST FOR PROPOSAL FOR EMPANELMENT OF
AGENCIES FOR SUPPLY AND ESTABLISHMENT OF
COLD ROOMS/ SOLAR COLD ROOMS**

**OFFICE OF THE COMMISSIONER OF HORTICULTURE,
CHUTTUGUNTA, OLD MIRCHI YARD, GUNTUR - 522004.**

Mail Id.: shmcell.ap@gmail.com,

Contact Nos. 0863-2216470

SCHEDULE DATES

S. No	Event Description	Date	Time
1	Last date for submission of Bid in sealed covers.	10-02-2022	5.00 p.m.
2	Technical evaluation	11-02-2022	3.00 p.m.
3	Opening of Financial Bid	11-02-2022	5.00 p.m.
4	Empanelment of selected Firms	Will be intimated later	

***Submission of any queries can be sent through E-Mail: shmcell.ap@gmail.com.**

Note: Firm has to submit the original hard copies in three covers as follows on or before.

Cover I : Technical Annexures.
Cover II : Financial form
Cover III : PBG

All the above three sealed covers shall be kept in a sealed cover by mentioning clearly the empanelment notice number, From and To addresses and name of the unit, for which they are submitting.

GENERAL INSTRUCTIONS

The empanelment is proposed by the Commissioner of Horticulture, Department of Horticulture, Government of Andhra Pradesh for supply and establishment of cold rooms/solar cold rooms from the original Unit Manufacturers /Authorized dealer by OEMs (Original Unit Manufacturers/Authorized suppliers of OEMs for supply of unit at different locations across the state of Andhra Pradesh.

The Commissioner of Horticulture desires to empanel the Firms based on the requirement, for the supply and establishment of cold rooms/solar cold rooms to the respective centers across the state of Andhra Pradesh.

This Document is being published by Department of Horticulture, Government of Andhra Pradesh to select agencies for supply and establishment of cold rooms/solar cold rooms.

The Earnest Money Deposit (EMD) of the empanelled supplier / Agency will be retained by the Department and that of the unsuccessful supplier / Agency will be returned without any interest. All interested Firms shall submit EMD in shape of Bank Guarantee and submit their technical / financial proposals.

Exemption of EMD is applicable only for MSME registered firms to participate in empanelment only and they must submit the MSME certificate while submitting the documents.

MSME also has to submit the Performance Bank Guarantee @ 3% on total value at the time of concluding the agreement.

This Empanelment document comprises of 6 sections namely;

- Section1 : Scope of Work.
- Section2 : Instructions to Firms & Empanelment Process.
- Section3 : Technical Bid.
- Section4 : Eligibility criteria & Technical Evaluation.
- Section5 : Annexure and Financial Form.

Firms (OEM/supplier/Agency) are advised to study this Empanelment document carefully before submitting the bids in response to the Empanelment notice. Submission of a bid in response to this notice shall deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

This Empanelment document is not transferable. Before submission of bids, Firms must ensure that scanned copy of all the necessary documents shall be enclosed with the bid in the proposal. The physical copies of Technical and Financial bids should be submitted to The Mission Director, MIDH & Commissioner of Horticulture, Govt. of A.P, Old Mirchi Yard, Near Chuttugunta Center, Guntur-522004.

The Horticulture Department is not responsible for any delay in Bid submission due to any reason. Firms are advised to submit the necessary EMD and Bid documents on or before stipulated date and time.

SECTION – I
SCOPE OF WORK

1. Introduction

Andhra Pradesh being an agrarian state, Government of Andhra Pradesh primarily focuses on agriculture cooperative sectors and farmers welfare. Post Harvest Management for multi commodities is very critical in improving the Shelf life and in reducing the Post Harvest losses.

2. Scope of Work

Post-Harvest losses in Horticulture crops are more predominant than Agriculture crops and detrimental to the economy of the farming community. Efforts are being made in this regard by the Government of Andhra Pradesh in promoting FPOs to ensure the availability of Post Harvest Management infrastructure to the Farmers. Considering this, unit for PHM for storage of Horticulture produces at village level is proposed and thus helping in reducing the Post harvest losses of the crops.

3. The following activities are to be carried out by the Firm under this assignment;

- a) Supply and Install the unit as per the technical specifications of this empanelment document. It is the responsibility of the Firm to ensure that all related components are supplied at end user.
- b) One year of Guarantee period followed by three years of Warranty period from the date of supply is applicable to all items being supplied under this RFP empanelment.
- c) During the **First-year guarantee, period replacement of parts must be borne by the Supplier, if it is manufacturer defect. It is the responsibility of the supplier to provide services at free of cost but the spares cost will be borne by the beneficiary during the warranty period of three years.** The service should be provided immediately within 7 days from the date of complaint. In case the supplier fails to attend the maintenance and repairs for the supplied items both during the guarantee and warranty period(s), the cost involved will be deducted from the PBG.
- d) The unit has to be supplied / delivered and installed at specified locations as mentioned in the Purchase Order. It is the responsibility of the Firm to arrange for smooth transportation, installation, demonstration and training to the staff in operation of unit(s) of this empanelment document at their own cost.
- e) Empanelled Firm is responsible for any damages caused during the transportation. Any, such damaged items have to be replaced by the Firm at their own cost. No additional cost will be paid by Department.
- f) Empanelled Firm is responsible for paying of all taxes and levies which includes insurance if required during transit.
- g) The unit delivered/supplied must be a recent model with latest technology and spares and services must be available for at least 5 years after the expiry of the warranty period.

Note:-

- ❖ During inspection by concerned department officials, if it is found that the technical specifications of item supplied are inferior / lesser than the technical specifications stipulated in this empanelment document, then Department of Horticulture, Government of A.P shall technically disqualify the Firm and initiate appropriate action against such Firm.

4. Timelines:-

The Commissioner of Horticulture, A.P., issues Letter of Award (LoA) to the Empanelled Firms. The Empanelled Firms have to submit Acceptance letter to Commissioner of Horticulture within 7 days from the date of issue of LoA.

SECTION- 2

**INSTRUCTIONS TO FIRMS
&
EMPANELMENT PROCESS**

INSTRUCTIONS TO FIRMS

1.1 Completeness of Response

If the Firm fails to furnish any information required by the empanelment documents or submission of a proposal not substantially responsive to this document will be at the Firms risk and may result in rejection of its proposal.

1.2 Right to terminate the process

Department of Horticulture has the right to terminate the empanelment process at any time and without assigning any reason. Department of Horticulture makes no commitments, express or implied, that this process will result in a business transaction with anyone.

1.3 Amendment to Empanelment

At any time, prior to the dead line for submission of bids, Department of Horticulture, Government of A.P may, for any reason, whether on its own initiative or in response to a clarification request by a prospective Firm, modify the bidding documents and can issue corrigendum.

The Department of Horticulture has the right to add or delete an item / unit as well as to modify the quantity or specifications by issue of corrigendum. In order to allow prospective Firms reasonable time to consider the amendments while preparing their bids, Department of Horticulture, Government of A.P at its discretion, may extend the deadline for the submission of bids.

1.4 Bid Document

The Firm shall complete the technical and financial bid furnished with this document giving details as per the format mentioned in the RFP for empanelment and submit it along with the bid. The physical copies of Technical and financial bids should be submitted to the O/o the Commissioner of Horticulture, Govt. of A.P, Old Mirchi Yard, Near Chuttugunta Center, Guntur-522004, within the prescribed time / period.

1.5. Preparation of Proposals

The Firm is expected to submit the Technical Proposal as per this document. Submission of the wrong type of Technical Proposal will result in the proposal being deemed non-responsive. The Technical Proposal shall not include any financial information.

1.6. Submission of Responses

The Firm shall submit the technical/financial proposal through offline in a sealed cover for physical verification by the department. The bids submitted by telex /telegram/fax/e-mail, etc. shall not be considered. No correspondence will be entertained in this matter. The original proposal of technical bid shall contain no inter-line or over writing.

The Department of Horticulture, Government of A.P reserves the right to modify and amend any of the above stipulated condition/criterion depending upon assignment/project priorities vise-insurgent commitments.

1.7. Cost of Bidding

The Firm shall bear all the costs associated with the preparation and submission of its bid, and Department of Horticulture, Government of A.P will in no case be responsible or liable for these costs.

1.8. Content of Bidding Document

The Firm is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents in format or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Firms risk and may result in rejection of its bid.

SECTION- 3
TECHNICAL BID

Name of the Firm/ Authorized Dealer/ Supplier:

Address:

COLD ROOM – 10 MT

Sl. No.	Parameter	SPECIFICATION
1	Room Volume	
2	Chamber Capacity	
3	Room Temperature	
4	Room Humidity	
5	Product	
6	Product Incoming Temperature	
7	Product Final Temp.	
8	Max. Product Incoming/day	
9	Pull down Duration	
10	Insulation Material	
11	Insulation Thickness	
12	Insulation Density	
13	Type of Ref. System	
14	Compressor Type	
15	Compressor Make	
16	Cooling Capacity (-2° C Evp. & 50° C Cond.)	
17	Connected Load	
18	Refrigerant gas	
19	Control Panel	
20	Humidifiers	
21	Internal Lighting	
22	Wiring & Fittings	
23	Wall and ceiling insulation & thickness	
24	Floor insulation and thickness	
25	Door type	
26	Door curtain	
27	REFRIGERATION SYSTEM	
27.1	Condensing unit	
27.2	Evaporator unit	
28	CIVIL PLATFORM FOR STRUCTURE	
28.1	Area of platform	
28.2	Height of platform	
28.3	Structure point load	
28.4	Structure details	

SOLAR COLD ROOM – 10 MT

Sl. No.	Parameter	Specification
1	Indicative Storage Capacity	
2	Min Solar Photovoltaic Capacity	
3	Min Thermal Backup	
4	Min Compressor Capacity	
5	Minimum Pre-cooling capacity only with thermal back-up	
6	Min Internal Volume of Cold Room	
7	Insulation	
8	Refrigerant	
9	Operation of compressor power circuit	
10	Remote Monitoring	
11	Remote Monitoring parameters	
12	Power Supply	

SECTION - 4

**ELIGIBILITY CRITERIA
AND
TECHNICAL EVALUATION.**

1. Required document from the Firms for Eligibility Criteria

Sl. No	Eligibility Criteria	Proof to be submitted for fulfilling the Eligibility
1	The Firm shall be an Original Unit Manufacturers/ Authorized dealer by OEM/ Authorized suppliers.	Registration certificate of the firm / company or incase of Agency or supplier authorized by OEM authorization certificate from manufacturer on letter head duly signed and stamped.
2	EMD For Cold Rooms / Solar cold rooms	Rs.15.00 Lakh (Rupees Fifteen Lakh only) in the shape of BG in favour of Mission Director & Commissioner of Horticulture.
3	Processing Fee	Processing fee of Rs.10, 000/- (Rupees Ten Thousand Only) through DD payment in favour of Mission Director & Commissioner of Horticulture, Acc no. – 921010051721948, IFSC code: UTIB0000070, Branch: Brodipet, Fee is Non-refundable.
4	In case a Firm bids on behalf of more than one Manufacturer for different items, he should be an Agency authorized by OEM*.	Authorized agency certificate from each manufacturer along with authorization to participate in the Empanelment on behalf of the manufacturer /company. Experience/ Turnover of the OEM/Dealer shall be considered
5	The firm should submit income tax assessed at least for a period of three years	Self-attested copies of the acknowledgments of Income tax returns for AY 2018-19, 2019-20, 2020-21 and PAN Card of the firm
6	The firm should be registered Under GST.	Self-attested copy of the certificate of GST Registration.
		The successful Firm shall submit the GST registration certificate of Andhra Pradesh before entering into contract agreement
7	Litigation history	Not involved in any litigation(s) that may have any impact of affecting or compromising the delivery of services as required under this Empanelment. Shall submit on Rs.100/- non-judicial stamp paper (Annexure 6).
8	<p>Turnover:-The average annual turnover of Original Unit Manufacturers/ Authorized dealer by OEM/ Authorized suppliers, in the preceding last three financial years should be at least Rs. 3.00 Crore from the sale of Solar cold rooms and it should be at least 10 Crore for electric cold rooms. The preceding last three years means 2018-19, 2019-20 & 2020-21 (if accounts are not audited, then in such a case the preceding three years mean 2017-18, 2018-19 & 2019-20.)</p> <p>Experience/Turnover of the Original Unit Manufacturer/Dealer shall be considered.</p>	<ol style="list-style-type: none"> 1. Attested copy of audit balance sheet of annual turnover for last three financial years duly certified by the CA shall be enclosed. 2. Attested copy of audit balance sheet certified by the CA shall be enclosed for 25% value on sales from cold rooms/ solar cold rooms.

❖ *In case OEM participates in the empanelment then empanelment of authorized supplier/dealer will not be considered.

Note:

- a) Commissioner of Horticulture, Government of Andhra Pradesh reserves the right to verify, if it so desires, may further demand the correctness of documentary evidence furnished by the Firm.
- b) Commissioner of Horticulture, Government of Andhra Pradesh reserves the right to seek clarifications if any, regarding the documents submitted or any information furnished by the Firm.
- c) In the absence of the any supporting documents stated above, the bid will be rejected.
- d) Department of Horticulture, Government of Andhra Pradesh reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids at any time prior to award of contract, without there by incurring any liability to the affected Firm or Firms or any obligation to inform the affected Firm or Firms.
- e) In case of any disputes between FPO / farmer and the Manufacturer / Authorized Supplier regarding Cold rooms / Solar Cold rooms related matters after verification by the designated committee & satisfaction of the farmer and manufacturer / supplier with the verification report, the manufacturer / supplier only be responsible for legal matters in this regard and Department will not be any part of legal proceedings, if any.
- f) The EMD shall be paid in the shape of BG from any nationalized bank.
- g) Processing fee shall be paid through DD.
- h) Submitted documents must be visible without hide or Blur and any such document(s) submitted against proof of eligibility will not be considered and the RFP will be rejected.
- i) Bids shall be submitted with signature of person(s) duly authorized on required pages of the bid.
- j) Technical Bid should not contain commercial details.
- k) Any false declaration by the Firm during the bidding process, following action may be taken:
 1. Liable for Legal Action
 2. Forfeiture of entire EMD / PBG
 3. Forfeiture of any Released payments
 4. Blacklisting of the Vendor.
- l) The Department reserves the right to negotiate with the successful Firm based on the evaluation.

2. Selection Criteria

The Empanelment of suppliers shall be done after compilation of quoted rate, performance/feedback of the product and demonstration in presence of the selection committee consists the following officers including technical persons.

Committee Members:

- | | |
|---|---------------------|
| 1) Additional Director of Horticulture (MIDH) | - Member |
| 2) CEO, Rythu Bazaar | - Member |
| 3) Superintending Engineer, Dept. of Agril. Marketing | - Member |
| 4) Senior Scientist (Agril. Eng), Acharya N.G. Ranga
Agricultural university, A.P. | - Member |
| 5) Senior Officer from the O/o Registrar of
Cooperative Department | - Member |
| 6) Deputy Director of Horticulture (MIDH) | - Member / Convener |
| 7) Deputy Director of Horticulture (IT & DM) | - Member |
| 8) General Manager, AP AGROS | - Member |
| 9) Accounts Officer, O/o Commissioner of Horticulture | - Member |
| 10) Assistant Director of Horticulture (PHM) | - Member |

Note:-

1. FPO'S/ Farmers will issues Purchase Order(s) (POs) to the empanelled agencies based on the requirement and suitability for local needs, for the supply of unit to the respective centers.
2. The selection committee may empanel the Firms (Suppliers/Agencies) in the state of Andhra Pradesh, based on the outcomes of this empanelment, for supply and establishment of Cold Rooms/ Solar cold rooms.

SECTION - 5
ANNEXURES
AND
FINANCIAL BID

Annexure-1

To
Commissioner of Horticulture,
Government of A.P.,
TTPC Building, Chuttugunta Center,
Guntur-522004.

EMPANELMENT FORM

Date:

Sir,

Having examined the Empanelment Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver (*Description of Goods and Services*) in conformity with the said empanelment documents for the sum stated in the e-Procurement portal for this Empanelment.

We undertake, if our Empanelment is accepted, to deliver the goods in accordance with the Project Deliverables, Project Duration & Timelines.

We agree to abide by this empanelment for the Empanelment validity period and it shall remain binding upon us and may be accepted at any time before the expiration of period.

Until a formal contract is prepared and executed, this empanelment, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India.

We understand that you are not bound to accept the lowest or any Empanelment you may receive. We clarify/confirm that we comply with the eligibility requirements as per clauses of the empanelment.

Dated this day of 2022

(Signature) (in the capacity of)

Duly authorized to sign empanelment for and on behalf of _____

Annexure-2**Turnover shall be given****(As per Section – 4 of Eligibility criteria for Unit wise)**

[Auditor's certificate shall be issued by the Chartered Accountant Firm/Chartered Accountant who regularly audit the Company's accounts]

TO WHOM SO EVER IT MAY CONCERN

This is to certify that the annual turnover furnished by << COMPANY NAME >> for last 3 years i.e. 2018-19, 2019-20 and 2020-21 as below. This is as per the Statement of Accounts which has been duly verified by me and found correct.

Assessment year	Total Turnover of the Company (Rs. In Crore)	Total Turnover from sales (Rs. In Crore)	
		Cold Rooms	Solar Cold Rooms
2018-19			
2019-20			
2020-21			

Chartered Accountant Name &

Address: Signature:

Seal:

Annexure-3**Manufacturer Authorization Form (MAF)**

[On Original Unit Manufacturers' (OEM) Letter Head]

Note: This letter of authority should be on the letter head of the concerned manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer.

Manufacturers Authorization Form (MAF)

Date: dd/mm/yyyy

To
 Commissioner of Horticulture,
 Department of Horticulture,
 Government of A.P., TTPC Building
 Chuttugunta center, Andhra Pradesh., Guntur-522004

Sir,

Sub: Manufacturer Authorization for Supply of Units.

Ref.: Empanelment No :< EMPANELMENT REFERENCE NUMBER> dated
 <DD/MM/YYYY>

We,__(name and address of the OEM manufacturer), who are established and reputed manufacturers of__(name and description of goods offered) having factories at_____(addresses of manufacturing locations) do hereby authorize M/s_____(name and address of the Firm) to submit bid, negotiate and sign the contract with you for the items manufactured by us against the above mentioned empanelment.

We also certify that the Products offered would not be discontinued or be declared end-of-life or end-of-support for a period of 5 years from the date of Purchase Order.

We hereby extend our full guarantee for one year and free maintenance for 3 (Three) years beyond the Guarantee period as per Request for Proposal (RFP) for the items offered for supply and installation of Unit by the above firm against this empanelment.

Yours faithfully,

(Name)

(Name of the OEM and seal)

Annexure-4

Undertaking on Not Being Black-Listed

(On company / Agency letter head)

Undertaking on Not Being Black -Listed

Date:dd/mm/yyyy

To
Commissioner of Horticulture
Department of A.P,
Chuttugunta Center, TTPC,
Building, Guntur-522004.

Sir/Madam,

Sub.: Under taking on not being black listed.

Ref.: Empanelment No :< EMPANELMENT REFERENCE NUMBER > dated < DD/
MM /YYYY>

We hereby confirm that << COMPANY NAME >>is **not blacklisted** by the Government of Andhra Pradesh or any of its agencies for any reasons whatsoever and not blacklisted by Central / any other State / UT Government or its agencies for indulging in corrupt or fraudulent practices or for indulging in unfair trade practices as on date of publishing of this empanelment.

Yours faithfully,

Authorized Signatory Name of Signatory:

Date:

Place:

Note: This undertaking should be on the letter head of the Firm and should be duly signed and sealed by the authorized signatory of the Firm.

Annexure-5

Undertaking on Acceptance of Terms and Conditions in Empanelment
(On company/Agency letter head)

Under taking on Acceptance of Terms and Conditions in Empanelment

Date: dd/mm/yyyy

To
Commissioner of Horticulture
Horticulture Department,
Government of A.P.,
Chuttugunta Center,
TTPC Building, Guntur-522004.

Sir/Madam,

Sub.: Under taking on acceptance of terms and conditions of this Empanelment.

Ref.: Empanelment No:< EMPANELMENT REFERENCE NUMBER> Dated<DD/MM/
YYYY>

I have carefully gone through the Terms & Conditions contained in this Empanelment document.

I hereby confirm that all the provisions of this Empanelment Document & Corrigendum /Addendum issued are acceptable to my company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

Authorized Signatory:

Name of Signatory:

Date:

Place:

Note: This undertaking should be on the letter head of the Firm and should be duly signed and seal affixed by the authorized signatory of the Firm.

Annexure-6

Litigation History

(on Rs.100/- non-judicial stamp paper)

To
Commissioner of Horticulture
Horticulture Department,
Government of A.P.,
Chuttugunta Center,
TTPC Building, Guntur-522004

Undertaking on litigation(s)

This is to certify that << COMPANY NAME >> is not involved in any litigation(s) that may have an impact of affecting or compromising the delivery of services as required under this empanelment.

Yours faithfully,

Authorized Signatory

Name of Signatory:

Date:

Place:

Note: This undertaking should be on the letter head of the Firm and should be duly signed and seal affixed by the authorized signatory of the Firm.

Annexure-7

Earnest Money Deposit (EMD)

To
Commissioner of Horticulture,
Horticulture Department,
Government of A.P.,
Chuttugunta Center, Guntur - 522004.

WHERE AS (Name of Supplier)

Here in after called" the Supplier" has under taken, in pursuance of Contract No.....
dated,.....2021 to supply..... (Description of Goods and Services)
here in after called" the Contract".

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

AND WHERE AS we have agreed to give the Supplier a Guarantee:

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

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

Signature and Seal of Guarantors

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

Date.....2022

Address:.....

FINANCIAL BID FORM

Name of the Unit	Unit Cost in Rs. (Including all taxes)	
	Rs. In figures	Rupees in words
Cold Room 10 MT		
Solar Cold Room 10 MT		