

GOVERNMENT OF ANDHRA PRADESH
ROADS AND BUILDINGS DEPARTMENT

Andhra Pradesh Roads and Bridges Reconstruction Project (APRBRP)&
Andhra Pradesh Mandal Connectivity & Rural Connectivity Improvement
Project (APMCRCIP) With the Loan Assistance of New Development Bank.

Notification No.02/ ENC(R&B) ADMN&NDB/2022-23 Dt.31.5.2022

Invitation of seal proposals for

Request for proposal (RFP) for individual consultancy services as MIS Expert in PIU for A.P. Roads and Buildings Department in the State of Andhra Pradesh from persons having requisite qualifications and experience for engaging of consultancy services.

Specialisation	No. of consultancy services	Qualification	Experience
MIS Expert	01	Degree in Computer Science/ Information technology/ Information Systems	At least 6 - 12 years of overall Professional/essential experience At least 3-4 years similar / required experience

Note: The candidate shall be fully Knowledgeable in current IT hardware and software matters as well as ICT communications/ connectivity matters particularly as relevant to technical and business information management requirements in the infrastructure sector context in INDIA. Further the candidate shall have extensive professional experience and adequate professional skill in the implementation

General Instructions

1. RFP can be down load from aprdc.ap.gov.in from 3.6.2022 at 3.00 PM
2. Last date of submission of sealed covers on 17.6.2022 up to 3.00 PM
3. More details please refer RFP.

for Engineer-in-Chief (R&B)
Administration & NDB

To

(1) Notice board in Engineer-in-Chief (R&B) (2) All notice boards in Circle offices & Division offices (3) All members shown interest through e-mails/post.

**GOVERNMENT OF ANDHRA PRADESH
ROADS AND BUILDINGS DEPARTMENT**

**Andhra Pradesh Roads and Bridges Reconstruction Project
(APRBRP) & Andhra Pradesh Mandal Connectivity & Rural
Connectivity Improvement Project (APMCRCIP) (With the Loan
Assistance of New Development Bank)**

**Request for proposal for individual consultancy services as
MIS Expert in PIU for A.P. Roads and Buildings
Department in the State of Andhra Pradesh**

1. Andhra Pradesh Roads and Buildings Department (APRBD) is the implementing Agency for Andhra Pradesh Roads and Bridges Reconstruction Project (APRBRP) & Andhra Pradesh Mandal Connectivity & Rural Connectivity Improvement Project (APMCRCIP) (With the Loan Assistance of New Development Bank). Project Implementation Unit (PIU) is established in RBD headquarters at Vijayawada / Amaravathi, headed by Engineer-in-Chief (R&B) Admin & NDB and supported by Technical, Financial and other Supporting staff responsible for implementation of the Project with support of Field Units.
2. Andhra Pradesh Roads and Buildings Department (APRBD) of Andhra Pradesh State, invites sealed bids in Two Parts viz., technical bid and financial bid for appointing **MIS Expert**, who wish to work in the PIU for APRBD located in the State of Andhra Pradesh. Last date of submission of bids is **17.06.2022 upto 3.00 PM**, in the office of Engineer-in- Chief (R&B) Admin., & NDB, Vijayawada. The same shall be addressed to;

Engineer-in- Chief (R&B) Admin., & NDB,
Andhra Pradesh Roads & Buildings Department,
Room No.501, 5th Floor,
New HOD Building, M.G Road,
Vijayawada – 520 010.

3. The purpose of **appointing MIS Expert** is to Assist the Client (APRBD) in management of the existing MIS platform and other IT infrastructure in R&B Department. More details of the services and *responsibilities* are provided in the Terms of References.
4. The following documents are enclosed to enable you to submit your proposals:
 - (a) Terms of Reference (TOR) (Annexure I)
 - (b) Form for Technical proposal (Annexure II)
 - (c) Form for Financial Bid (Annexure III)
 - (d) Proforma for CV (Annexure IV)
 - (e) A sample Form of Contract for MIS Expert (Annexure- V).

5. Remuneration: Monthly Fee of up to Rs. 1,00,000/- Any Bid for more than Rs.1,00,000/- shall be rejected.

6. Submission of Proposals

6.1 The proposals shall be submitted in two parts, viz., technical proposal (**Annexure-II**) and Financial Proposal (**Annexure-III**). The proposals must be sent to the address indicated above and received by the APRBD not later than the time and date indicated in Para 1 or any extension to this date accorded thereof.

6.2 The "Technical" and "Financial" Proposals must be submitted in two separate sealed envelopes (with respective marking in bold letters).

6.2.1 The first envelope marked "**TECHNICAL PROPOSAL**" should include the description of the bidder's general experience in the field of the assignment, the qualification and competency of the Applicant in response to suggested Terms of Reference as required (Annexure-II). The Technical proposal shall be accompanied by the CV of the applicant as per the format indicated in Annexure-IV. The first envelope should not contain any cost information whatsoever. The Technical Proposal Cover shall comprise the following:

- (a) Technical Proposal as stated in Annexure-II
- (b) Curriculum-Vitae as specified in Annexure –IV
- (c) Copies of documents in support of educational qualifications and Experience self-attested by the applicant.

6.2.2 The second envelope marked '**FINANCIAL PROPOSAL**' should contain the detailed price offer in Form of Annexure-III for the Individual.

6.2.3 Both the sealed envelopes (Technical Proposal and Financial Proposal) should again be placed in a sealed cover (Outer Envelope) which shall be submitted in the office of the Engineer-in-Chief (R&B) Admin.& NDB, Room No.501, 5th Floor, M.G Road, Vijayawada- 520010 up to 3.00PM on **17.06.2022**. On the outer Envelope "**Bid for MIS Expert for the Andhra Pradesh Roads and Building Department in Andhra Pradesh State**" should be clearly mentioned.

6.3 The APRBD shall not be responsible for misplacement or loss during transit or premature opening of envelope before submission to APRBD. However, the inner envelopes containing Technical and Financial Proposals is marked or sealed as per Para 6.2, such proposal would be considered even though outer envelope is torn or not sealed.

6.4 Instructions to Bidders

6.4.1 The bidder shall bear all costs whatsoever associated with the preparation and submission of their Proposals.

6.4.2 The APRBD is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the bidder.

6.4.3 In preparing their proposals, the bidder is expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

6.5 Opening of Technical Proposal.

6.5.1 The Proposals (first envelope containing Technical Proposals only) will be opened by Engineer-in-Chief (R&B) Admin & NDB in the office of the Engineer-in-Chief (R&B) Admin & NDB, APRBD, Room No.501, 5th Floor, M.G Road, Vijayawada- 520010 after 3.30 PM hours on **17.06.2022** . It may please be noted that the second envelope i.e., Financial Proposals containing the Price Bid will not be opened until technical evaluation has been completed and the result approved and notified to the bidder.

6.5.2 The APRBD shall notify those bidders whose proposals did not meet the minimum qualifying marks or were considered non-responsive to the Letter of Invitation and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The APRBD shall simultaneously notify the bidders that have secured the minimum qualifying marks, indicating the date and time set for opening of Financial Proposals. The notification may be sent by registered letter or electronic mail.

7. Evaluation of Technical Proposal

7.1 The Technical Proposal will be evaluated on the basis of Evaluation criteria stipulated below.

Technical proposal evaluation – Criteria and Scoring Scheme

Sl.no.	<u>Criteria</u>	Max. points	Minimum Technical score stipulated
1.	Qualification	10	75
	Degree in Computer Science/Information technology/ Information Systems = 7 PG in Computer Science/Information technology/ Information's Systems = 10		
2.	Professional/ Essential experience.	35	
	6 to 12 Years = 25		
	More than 12 years = 35		

3.	Similar / Required Experience: The candidate shall be fully Knowledgeable in current IT hardware and software matters as well as ICT communications/ connectivity matters particularly as relevant to technical and business information management requirements in the infrastructure sector context in INDIA. Further the candidate shall have extensive professional experience and adequate professional skill in the implementation.	35
	3- 4 years = 25	
	More than 4 years = 35	
4	Approach & Methodology to be adopted responding to Terms of Reference	20
	Total Points for Criterion	100

7.2 The evaluation of qualified individual MIS Expert shall be done on the basis of CVs submitted by individuals and supporting documents.

7.3 **Cut off points for qualifying Technical Proposal**

Based on the points and criteria as set out for Technical Proposals, all the bidders who have secured **75 or more points** shall be treated as eligible bidders.

Note: - APRBD may relax the aforesaid cut off criteria of technical bid in case there are no participants scoring above 75 marks.

7.4 Technically qualified bidders are eligible for opening their Financial Proposals

8. Opening of Financial Proposals

8.1 Each Financial Proposal will be inspected by the Bidder or his representative, prior to opening of the Financial Proposal, to confirm that it has remained sealed and unopened.

8.2 The APRBD representatives will open the Financial Proposals of technically eligible qualified bidders and initial all the pages except printed document and also circle / initial changes, if any, noticed in the

bid at the time of opening of bids. The Engineer-in- Chief (R&B) Admin., & NDB will read out aloud the name of the individual applicant and the total prices quoted in the Schedule – “Price Bid” of each bidder. Engineer-in- Chief (R&B) Admin., & NDB will record this information in writing. The proposal that exceeds the indicated budget will be rejected

9.0 Evaluation of bids in *Quality and Cost-Based Selection (QCBS) method.*

The total score is calculated by weighting the technical and financial scores and adding them as per the following formula.

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.

The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

Sf = 100 x Fm/ F, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.

The weightages given to the Technical (T) and Financial (P) Proposals are:

T = 80 and

P = 20

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weightage given to the Technical Proposal; P = the weightage given to the Financial Proposal; T + P = 1) as following: S = St x T% + Sf x P%.

Financial Score (Sf)	Fm/F x 100 x 20% (P)
Technical Score (St)	Technical Score x 80% (T)
Combined Score	Financial score + Technical score

The highest combined technical and financial scores, will be invited for negotiations.

Confidentiality

10.1 Information relating to evaluation of Proposals and recommendations concerning contract award shall not be disclosed to bidders who have submitted Proposals or to other persons not officially concerned with the selection process until the successful bidder has been notified and contract awarded.

11. Award of Contract

11.1 After completion of negotiations, if required, the APRBD shall award the contract to the selected individual and promptly notify the other bidders who had submitted Proposals that they were unsuccessful. The APRBD will return the unopened Financial Proposals to the unsuccessful bidders who could not qualify for the opening of Financial Bid.

11.2 The validity of the proposal shall be for **(90) Ninety days** from the date of opening of the Technical Bid. The APRBD will make its best efforts to select a MIS Expert within this period.

11.3 MIS Expert will be expected to take-up/commence with the assignment within a month of award of assignment order by the APRBD and complete it by the stipulated time.

11.4 MIS Expert is expected to work for APRBD for a period of one year which may be extendable for another one year based on the Performance and reviewed at the end of each year and contract may be extended on same terms and conditions if the MIS Expert is willing to do so.

11.5 The remuneration which the MIS Expert receives from the contract will be subject to normal tax liability as per the Tax Laws. Kindly contact the concerned tax authorities for further information in this regard, if required.

12 PAYMENT SCHEDULE

The APRBD will pay the MIS Expert on receipt of pre-receipted bills duly verified by the designated officer of the APRBD in duplicate.

Name: K.Venugopal Reddy, M.Tech

Designation: Engineer in Chief (R&B) Admin, & NDB
A.P. Roads & Buildings Department.,
Address: Room No: 501,5th floor,
M.G Road, Vijayawada-520010.

Terms of Reference

Terms of Reference for MIS Expert of Andhra Pradesh Roads and Buildings Department

Objective: The objective of MIS Expert shall be to monitor, provide Support in IT related / e-gov sector initiatives, monitor project / programme using IT techniques/ cyber tools, Support IT related smart solutions during the implementation of the APRBRP and APMCRCIP projects.

Responsibilities: *Responsible for overseeing the IT related monitoring of the project progress. Assist the client in any IT enabled programs and management of the existing MIS and other IT infrastructure in the R&B Department.*

Scope:

The scope of services shall include, **but not limited to the following:**

- The MIS Expert is placed as in charge in the implementation, operation and management of IT and ICT assets and facilities and in facilitation of IT based activity monitoring systems for programme management Purposes.
- MIS Expert has to Provide Support in IT related / e-gov sector initiatives, monitor project / programme using IT techniques/ cyber tools, Support IT related smart solutions in the urban areas.
- MIS Expert has to coordinate with **(1)** Engineer-in-Chief (R&B) Admin and NDB, **(2)** NDB officials, **(3)** Departmental Divisional Accounts Officers, **(4)** Executive Engineers, **(5)** DEA officials, **(6)** PMC MIS expert and **(7)** PMC MIS Engineer and any other person related to APRBRP and APMCRCIP projects.

- MIS Expert shall monitor, prepare Monthly/Quarterly progress reports containing physical and financial progress of each work **using IT tools.**
- The APRBD field divisions are responsible for reporting data on financial and physical project progress. The progress of NDB projects will be monitored at the PIU (Project Implementation Unit) level using the MIS.
- Planning, scheduling and monitoring of the projects using MS Project/ MIS of R&B Department and any latest IT tools and techniques such as online monitoring of work sites with the aid of cyber tools, which are under development.
- *Monthly Contract Performance and Management Reports using **WMS (Work Management System)/MIS System using Project Management IT tools** for each contract during entire project period.*
- The MIS Expert shall advise in contract administration matters whenever he is requested to do so.

General conditions of contract

- Working Hours, Overtime, Leave, etc :**
- a. Working hours are as per the working hours of **PIU unit of APRBD (NDB), Vijayawada** and holidays are as declared by Govt of A.P.,
 - b. The Experts shall not be entitled to be paid for overtime nor to take paid sick leave or vacation leave.
- Suspension :** The client may, written notice of suspension to the expert, suspend all payments to expert hereunder if the expert fails to perform any of its obligations under this contract, including the carrying out of services, provided that such notice of suspension (i) shall specify the nature of failure and (ii) shall request the consultant to remedy such failure within a period not exceeding thirty (30) calendar days after the receipt by the consultant of such notice of suspension.
- Termination :**
- By Client : The client may terminate this contract in case of the occurrence, if consultant fails to remedy a failure in the performance of its obligations hereunder as specified in a notice of suspension stated above.

By the consultant : The consultant may terminate this contract, by not less than thirty (30) days written notice to the client in case of occurrence, if client fails to pay any money due to the consultant pursuant to this contract and if any dispute between the parties arising under or related to this contract that cannot be settled amicably may be referred to adjudication/ arbitration in accordance with Arbitration & Conciliation Act, 1996.

Cessation of services : Upon termination of this contract, the consultant shall immediately upon dispatch or receipt of notice, take all necessary steps to bring the services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum.

Payment upon termination : In case of termination by client pursuant to above stated reasons, reimbursement of any reasonable cost incidental to the prompt and orderly termination of this contract.

Minimum Qualification and Experience:

- a) He should not be more than 65 years of age.
- b) B.Tech/B.E. Graduate in Computer Science, Information Technology, information Systems or the equivalent from recognized university.
- c) Total professional experience of minimum 6 years in IT Field.
- d) At least 3-4 years' experience in similar current IT hardware and software matters as well as ICT communications/ connectivity matters particularly as relevant to technical and business information management requirements in the infrastructure sector context in INDIA, and in Providing Support in IT related / e-gov sector initiatives.

General: The MIS Expert should be given access to all documents, correspondence and any other information.

Period of service as MIS Expert:

The period is to be covered under present RFP would be initially for **one year** from the date of Agreement and will be extended based on the client requirement and satisfaction.

ANNEXURE –II

TECHNICAL PROPOSAL

The Applicant shall submit a detailed technical proposal not exceeding 10 pages explaining the Approach and Methodology to be adopted responding to the Terms of Reference (Annexure-I)

ANNEXURE-III

FINANCIAL PROPOSAL

Form No. F-1 (Refer to Para 8 of RFP)

	Rate in Figures in INR
Fee Rate per Month (Excluding GST)	

Total Amount in words Rupees _____ Only)

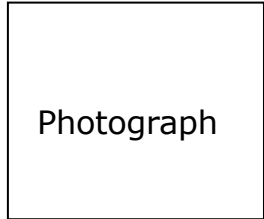
(Bidder)

Note:-

1. The rates quoted are for one month which will be applicable for subsequent months also.
2. Other statutory deductions as applicable will be deducted by the APRBD at the rates notified by Government of India from time to time in each bill.
3. However, GST will be reimbursed on production of evidence.

ANNEXURE-IV

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF



Proposed Position:

Name of Staff: ...

Profession :

Date of Birth:

Nationality: ...

Membership of Professional Societies:

Key Qualifications:

[Give an outline of experience and training most pertinent to tasks on assignment. Describe degree of responsibility held on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving their names, dates attended, and degrees obtained. Use about one quarter of a page.]

Note: -

- a) Personnel to affix a recent photograph on first page of CV.
- b) Complete address and phone number of the Personnel is to be provided.
- c) Document for proof of age is to be enclosed.
- d) Document for proof of qualification is to be enclosed.
- e) Age of the personnel shall not be more than as specified.

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held since graduation, giving dates, name of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate.]

Languages:

[For English language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing].

Certification by the Candidate

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

.....

Date :

(Day/Month/Year)

Sample form of contract for MIS Expert

Subject: **Agreement between APRBD..... and (Name of Individual) in respect of Assignment of MIS Expert**

1. This CONTRACT is made the [day] of the [month], [year], between the --
----- (Name of APRBD and office address) [hereinafter called the "Employer"], of the first part and, [name of the Individual] (hereinafter called the "MIS Expert").

WHEREAS

The MIS Expert having represented to the "Employer" that he has the required professional skills, personnel and technical, has offered to provide in response to the Tender Notice dated _____ issued by the Employer; and

The "Employer" has accepted the offer of the MIS Expert to provide the services on the terms and conditions set forth in this Contract.

2. Set out below are the terms and conditions under which MIS Expert has agreed to carry out for APRBD the above-mentioned assignment specified in the attached Terms of Reference (TOR).
3. For administrative purposes, Empowered Officer of Andhra Pradesh Roads and Buildings Department (APRBD) has been assigned to administer the assignment and to provide of MIS Expert with all relevant information needed to carry out the assignment. The services will be required for about ____ years commencing from _____ to _____. Performance of the individual would be reviewed at the end of each year based on definite measurable indicators and the contract may be terminated after giving one month notice if performance of the MIS Expert is found unsatisfactory.

4. The Employer may find it necessary to postpone or cancel the assignment and/or shorten or extend duration. In such case, every effort will be made to give you, as early as possible, notice of any changes. In the event of termination, the MIS Expert shall be paid for the services rendered for carrying out the assignment to the date of termination, and the MIS Expert will provide the APRBD with any reports or parts thereof, or any other information and documentation gathered under this Agreement prior to the date of termination.
5. The services to be performed, and the reports to be submitted will be in accordance with the attached Description of Services.
6. This Agreement, its meaning and interpretation and the relation between the parties shall be governed by the laws of State Government.
7. This Agreement will become effective upon confirmation of this letter by MIS Expert and will terminate on _____, or such other date as mutually agreed between the APRBD and the MIS Expert.
8. Payments for the services for the month will not exceed the total amount of Rs. _____. APRBD will process the bills for payment upon submission. The APRBD will pay the MIS Expert on receipt of pre-receipted bills duly verified by the designated officer of the APRBD in duplicate.
9. The [Name of MIS Expert] shall indemnify and hold harmless the Employer against any and all claims, demands, and/or judgments of any nature brought against the Employer arising out of the services by the [Name of MIS Expert] under this Agreement. The obligation under this paragraph shall survive the termination of this Agreement.
10. The [Name of MIS Expert] agrees that, during the term of this Contract and after termination, the MIS Expert and any entity affiliated

with the [Name of MIS Expert], shall be disqualified from service (other than the Service and any continuation thereof) for any project resulting from or closely related to the Service.

11. All reports and other documents [Name of MIS Expert] in the performance of the Services shall become and remain the property of APRBD. The [Name of MIS Expert] may retain a copy of such documents but shall not use them for purposes unrelated to this Contract without the prior written approval of the APRBD.
12. The [Name of MIS Expert] undertake to carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity.
13. The [Name of Finance] will not assign this Contract or sub-contract or any portion of it without the APRBD prior written consent.
14. The [Name of MIS Expert] shall pay the taxes, and other impositions levied under the applicable law and the APRBD shall perform such duties, in regard to the deduction of such tax, as may be lawfully imposed. However, GST will be reimbursed.
15. The [Name of MIS Expert] also agree that all knowledge and information not within the public domain which may be acquired during the carrying out of this Agreement, shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly or indirectly disclosed to any person whatsoever, except with the APRBD written permission.
16. Settlement of disputes:
 - (i) The parties use their best efforts to settle amicably all disputes arising out of or in connection with this agreement or the interpretation thereof.

(ii) Any dispute between the parties as to matters arising pursuant to this agreement, which cannot be settled amicably within thirty (30) days after receipt, by one party of the other party's request for such amicable settlement may be submitted by either party for settlement.

(iii) If any dispute or difference of any kind whatsoever shall arise in connection with or out of this Contract and which is not amicably settled between the [Name of MIS Expert] and APRBD shall be referred to adjudication/ arbitration in accordance with Arbitration & Conciliation Act, 1996.

17. The following documents attached here to shall be deemed to form and integral part of contract.
- a. Terms of reference (ToR)
 - b. General conditions of contract (GCC)
 - c. Financial proposal (Remuneration per month)
 - d. Format of Curriculum Vitae (CV)

IN WITNESS WHEREOF, the Parties here to have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of the Employer
(First Party)

Signature of the MIS Expert
(Other Party)

Name: **K. Venugopal Reddy**
Designation: Engineer-in-Chief (R&B)
Admin &NDB
A.P.Roads and Buildings Department, 5th Floor,
State HOD Building, MG Road, Vijayawada,
Andhra Pradesh

Name & Address

Witnesses:

- 1.
- 2.