
Terms of Reference
For
Site Inspection & Progress Monitoring for the Sanctioned Food Processing Units under the AP Food Processing Policy 2015-20 and AP Fisheries Policy 2015-20

I. Introduction

Andhra Pradesh Food Processing Society' (APFPS) has entrusted Andhra Pradesh Urban Infrastructure Asset Management Limited (APUIAML) for carrying out Technical Advisory Services towards site inspection & progress monitoring for the sanctioned food processing units under the AP Food Processing Policy 2015-20 and AP Fisheries Policy 2015-20 vide Work Order APFPS/APFPP/APURBAN/2021, dated:23.07.2021.

II. Solicitation:

In this context it is solicited to receive sealed price quotes for the scope of work as laid down in this document from agencies at the following address on or before **12:30 HRS, 25.08.2021**. The price quote is to be provided as per the format given in "ANNEXURE -1". The price quotes shall be in force and be valid for a period of 6 months. The bidders shall also submit the detailed action plan and way forward so as to execute the assignment within the given time frame as mentioned in the work order from time to time and relevant engineering qualifications for consideration.

To

The CEO,

Andhra Pradesh Urban Infrastructure Asset Management Limited (APUIAML),
4thFloor, RTC House, Pandit Nehru Bus Station,
Vijayawada-520013, Andhra Pradesh

The selection of Agency(s) shall be on the basis of Least Quote (L1) subject to the availability & qualification of man power (Team) as mentioned in clause VI.

III. Study Area & Scope of Services

The broad scope of services to be provided by selected agency under the subject assignment are as below:

- Site inspection & progress monitoring of various Food Processing Units sanctioned under the AP Food Processing Policy 2015-20 and AP Fisheries Policy 2015-20.
- The visits shall be conducted for each installment upon intimation of the same by APUIAML.
- Submission of reports to APUIAML from time to time for each project & installments as per the intimation / Work Order(s)

IV. Time Frame & Deliverables

The time frame and deliverables are outlined below:

S. No.	Deliverables	Time (T is the date of issue of Work Order(s))
1	Completion of site visits & progress monitoring for the sanctioned food processing units as detailed in Work Order(S)	T+10 days
2	Submission of reports as per the format of APUIAML	T+15 days

The comments / suggestions made on review of the report will be incorporated and submitted within three days. The agency or its representatives are to be available to APUIAML or respective authorities whenever required upon prior notice.

V. Payment Schedule:

Under this assignment the consultant shall quote the professional fee as mentioned Financial Quote for each project under the given scope. The L1 quote shall be the selected consultant for the same.

a) Professional Fees shall be paid as per following Schedule of Payment:

Professional Fee		Payment Milestones
Schemes where grant is released in 3 instalments	Schemes where grant is released in 2 instalments	
30% of Professional Fee	50% of Professional Fee	On release of 1 st instalment of grant to the approved project

40% of Professional Fee	50% of Professional Fee	On release of 2 nd instalment of grant to the approved project
30% of Professional Fee	N/A	On release of 3 rd instalment of grant to the approved project

(Note: The above number of Projects / units to be inspected & monitored are around 80 No.s as indicated by the client and any deviation will also be affected to the selected expert consultant's payment on back-to-back basis.)

- b) The payment to the selected consultant shall be made on back-to-back basis subject to realization of payments by APUIAML from APFPS.

VI. Required Team Composition

S. No.	Position	Educational Qualifications	Experience	Responsibilities
1	Team Leader	Graduate Diploma/Graduate Degree in Mechanical Engineering / Civil Engineering	15 years relevant experience in consultancy and advisory assignments in Factory units' inspection & Certification. Should have experience & capacity including preparation of plans / reports.	He/ She will lead, co-ordinate and supervise the consultancy team for delivering the assignment in a timely manner as mentioned in this RFP. He/she shall lead the team in preparation of the reports post to unit(s) visits, in discussion with the APUIAML & Client id required. He/she shall be responsible for coordination with the client on all aspects of the assignment. He/she shall be present for all meetings with the client and the stakeholders. He/she shall not delegate responsibilities except with the prior written approval of the APUIAML.

S. No.	Position	Educational Qualifications	Experience	Responsibilities
2	Team (5 No.s)	Graduate Diploma/Graduate Degree in Mechanical Engineering / Civil Engineering / MBA	5 years relevant experience in consultancy and advisory assignments in Factory units' inspection & Certification. Should have experience & capacity including preparation of plans / reports.	He/ She will be responsible to carry out the assignment as per the requirement of Work Order.

*The CVs of the team as mentioned above shall be submitted during proposal submission.

Annexure -1**Format for****FINANCIAL PROPOSAL**
[On the Letter head of the Firm]**Date:**

The CEO,
Andhra Pradesh Urban Infrastructure Asset Management Limited (APUIAML),
4thFloor, RTC House, Pandit Nehru Bus Station,
Vijayawada-520013, Andhra Pradesh

Sub: FINANCIAL PROPOSAL FOR PROVIDING CONSULTANCY SERVICES FOR “Preparation Site inspection & Progress monitoring for the sanctioned food processing units under the AP Food Processing Policy 2015-20 and AP Fisheries Policy 2015-20”

Sir:

For providing consultancy services for the subject assignment, we hereby submit the following Professional Fee quotation to the APUIAML.

We quote our proposal in terms of INR for whole of the assignment execution as per T&C of clause V above as per the Schedule of Payment:

Project Size / Cost	Professional Fee	
Up to INR 1 Crore	Rs.	INR
INR 1 Crore to INR 20 Crore	Rs.	INR
INR 20 Crore and above	Rs.	INR

And this is inclusive of transport, printing and stationery and all other expenses except GST towards our Professional fee for the subject assignment to be paid as per payment schedule specified in this TOR.

We shall abide by the above quote, terms and conditions of this TOR, if APUIAML selects us as the Consultant for this particular assignment.

We also understand that, in case any difference between the quoted amount in words and figures, the quote in words will be taken as final.

We agree that this offer shall remain valid for a period of one hundred and eighty (180 days) from the Proposal Due Date or such further period as may be mutually agreed upon.

Yours faithfully,

(Signature of Authorized Signatory)

(Name, Title, Address, Date)

Note: The financial proposal to be submitted strictly as per the above format. Noncompliance to the above format shall disqualify the firm’s proposal