



A.P. Urban Greening and Beautification Corporation Ltd
Government of Andhra Pradesh

EMPANELMENT OF AUXILIARY RESOURCE
AGENCIES FOR PROVIDING FUND
MOBILIZATION SERVICES TO APUG&BCL

Managing Director

Andhra Pradesh Urban Greening and Beautification Corporation Ltd.
3rd Floor, Flat No: 306, In-tech Residency,
Khairatabad, Hyderabad - 500004
Email: apurbangreening@gmail.com

SCHEDULE OF EMPANELMENT PROCESS

Particulars	Scheduled Date
Date for downloading of document	From 01-03-2016
Due date for Receipt of Applications	No due date
Date and Time of Opening Technical bids/Profiles Scrutiny	At the discretion of the Managing Director, APUG&BCL as and when applications are received
Date and Time of Opening Financial bids/Quotes Scrutiny	Will be intimated by APUG&BCL
Date and Time of / Interview/ Presentation	Will be intimated by APUG&BCL
Empanelment of the Agencies	Will be intimated to the selected applicants

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1.0 INVITATION FOR EMPANELMENT

- 1.1** Government of Andhra Pradesh have constituted A.P. Urban Greening and Beautification Corporation Ltd (APUG&BCL) vide G.O.Ms.No.25, MA&UD (M2) Dept. dt.11.02.2015 for protection, planning and up-gradation of all urban vacant lands, municipal lands, parks, green zones, water bodies and urban river fronts to manage them effectively by establishing parks, urban forestry, river front landscapes and herbal plantations etc., in all the Urban Local Bodies (ULBs) of the state.
- 1.2** The main objectives of the corporation include, enhancing the greenery and aesthetics to mitigate the climate change in the urban areas of the state through plantations, parks, river fronts, water bodies and other landscape projects.
- 1.3** The greening and beautification is a core and inevitable activity of the environment conservation and urban sustainability. The ULBs and UDAs have the resource gap in addressing the environment matters in light of the pressing demands for basic municipal services and infrastructure demands.
- 1.4** In view of above, APUG&BCL intends to empanel “Auxiliary Resource Agencies” who have accomplished experience in providing financial/ fund mobilization services (*More details are indicated in the scope of services*) for sourcing financial grants from outside the state Government such as from Global Environment Facility, Green Climate Fund, KFW, World Bank, ADB, Government of India, CSR Grants, etc.
- 1.5** Accordingly, APUG&BCL hereby invites interested agencies/ firms for providing fund mobilization services to APUG&BCL for sourcing grants from national and international agencies and Corporate under CSR. The participating agencies shall have extensive experience in fund mobilization from national and international/ global organizations/ bilateral/ multilateral agencies and from corporate under CSR grants.
- 1.6** The applications must be received at the address given below, not later than the due date and time specified in the “Schedule of Empanelment Process” in the manner specified in this document.

The Managing Director,

A.P. Urban Greening and Beautification Corporation Ltd

3rd Floor, Flat No: 306, In-tech Residency,

Khairatabad Hyderabad - 500004

Email: apurbangreening@gmail.com Phone: 040- 23397233, Fax: 040-23397234

- 1.7 The application shall be filled in English and all entries must be typed and written in blue/black ink. Initials of the authorised representative of the applicant must attest all erasures and alterations made while filing the application. Failure to comply with any of these conditions may render the application invalid.
- 1.8 APUG&BCL shall not be responsible for any costs or expenses incurred by the applicant in connection with the preparation and delivery of the application.
- 1.9 APUG&BCL reserves the right to cancel, terminate, change or modify this document process and /or requirements of the application stated in the document, without assigning any reason or providing any notice and without accepting any liability for the same.
- 1.10 Prospective applicants may seek any clarification in this regard from the office of the Managing Director, A.P. Urban Greening and Beautification Corporation Ltd, during the office hours.

2.0 TERMS OF REFERENCE

2.1 (A) SCOPE OF SERVICES

The empanelled Auxiliary Resource Agencies / Firms, upon award of work for providing fund mobilization services to APUG&BCL, are expected to provide the following services but not limited to,

- a. Identification of Funding Agencies that provide grants towards augmentation of green cover, climate control, environment up-gradation, etc. in urban Andhra Pradesh.
- b. Assistance in sourcing grants from various agencies /firms under CSR funding for greening and beautification of urban Andhra Pradesh
- c. Support in preparation and submission of proposals to various funding agencies globally and follow up till disbursement of grants.
- d. Collection of relevant key statistics and preparation of IEC (*Information, Education & Communication*) materials on behalf of this corporation (APUG&BCL)
- e. Providing liaison services with the granting organizations
- f. Process management in realizing the funds
- g. Conducting road shows /events / seminars, etc
- h. Perform all such activities on behalf of APUG&BCL that are required for sanction and disbursement of grants from donor agencies/ CSR.

2.2 (B) Components for funds Mobilization

The services of empanelled Auxiliary Resource Agencies shall be available to all and or any one of the following components

- a. Greening Including all models of Forestry, Horticulture that are in practice of urban greening.
- b. Water /environment conservation
- c. Institutional Strengthening of APUG&BCL and its associate establishments
- d. Human Resource Development that supports the activities APUG&BCL on the short / medium / long term.
- e. Planning & Policy Advocacy services , which promotes the financial & technical capacities of APUG&BCL directly and/or indirectly

2.3 Upon empanelment, the agencies shall take prior permission from the APUG&BCL for each task/ project before commencement of their services. **The task / project shall be presented to the internal Committee (*duly highlighting the proposal / task /project details*) of APUG&BCL for approval and further proceedings.** Only after approval on the presented task /project, the empanelled agency shall commence its services.

2.4 APUG&BCL reserves the right to withholding the permission for any fund raising/ mobilization proposal made by the empanelled agency, with or without assigning reasons.

Note: As part of Service, the empanelled agencies will not collect funds on their name under any circumstances. All the funds shall be raised in the name of APUG&BCL or first deposited in the account of APUG&BCL or respective ULB/s.

2.5 PROFESSIONAL FEE

The empanelled agency shall be entitled for professional fee only on accomplishment. The accomplishment means receipt of funds/ assets from funding agency by APUG&BCL or its representative.

The applicants can quote their expected level of professional fee in their financial bid, for different categories of fund sources. *All the payments are subjected to TDS as per the Government norms.*

Up on scrutiny of the financial bids of technically qualified agencies/ applicants, APUG&BCL may propose changes in the pattern of professional fee. At any given point of time after empanelment, the professional fee agreed in the empanelment letter is final and binding on the agencies/ applicants, irrespective of the quotation provided in the financial bid.

3.0 PREPARATION, SUBMISSION AND EVALUATION OF APPLICANT/S

3.1 Preparation and Submission of Applicant/s

- a. The complete application shall be submitted in (Two Envelope System) a prescribed form duly signed along with necessary documents in a sealed covers. The envelopes shall be superscripted as “**Empanelment of Auxiliary Resource Agencies for providing Fund Mobilization Services to APUG&BCL (Technical Bid/ Financial Bid)**” and along with the name of the Firm/ Applicant and its address.
- b. Incomplete application & unsigned application form/s or non-submission of the same will be summarily rejected. Applications submitted with any pre-condition or additional conditions other than the conditions prescribed and supplied by the APUG&BCL will also be summarily rejected.
- c. The applicant /s are required to submit the following documents along with the application towards “**Technical bid**”
 - i. Covering Letter as per the format in Annexure - I
 - ii. Applicant profile as per the format in Annexure - II
 - iii. Details of experience as per the format in Annexure - III
- d. The applicant /s are required to submit Annexure - IV duly filled and properly signed in format provided, sealed in a separate envelope towards “**Financial bid**”
- e. The Applicant shall furnish all the required information as per the format/s and duly signed on each page of the application.
- f. The applicant may furnish any additional information, which is deemed necessary to establish their capability to successfully rendering the said services.
- g. Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render the applicant liable to be debarred from taking up the services.
- h. No Applicant or its Associate shall submit more than one Application for the Consultancy.
- i. APUG&BCL reserves the right to seek further information / clarifications from any of the Applicant on the submitted documents and the same shall be sought through a written communication/ email.
- j. The application should be submitted personally or through post / courier in the office of ‘The Managing Director, A.P. Urban Greening and Beautification Corporation Ltd, 3rd Floor, Flat No: 306, In-tech Residency, Khairatabad, Hyderabad - 500004.

- k. It may note that this is not a proposal / tender. After review and scrutiny of Application/s by the Committee, the suitable Auxiliary Resource Agency/ies will be considered for empanelment as per the recommendations of the Committee.
- l. The discretion and decision of the Managing Director in respect of empanelment of the Auxiliary Resource Agencies / firms will be final and binding. No agency shall have any right or claim in this regard.

3.2 Opening and Evaluation

- a. Application/s will be opened by APUG&BCL or its nominee on the dates mentioned, unless extended by a notification published in APUG&BCL website and check for its mandatory submittals.
- b. Each proposal will be given a number in the ascending order and will be recorded against total number of tenders. For instance, if the total number of proposals received is five, the first proposal will be recorded as 1/5, the second as 2/5 and so on.
- c. Bid shall be considered responsive only if:
 - i. It is received by the Bid Due Date including any extension thereof.
 - ii. Contains no false or misleading information or statement or undertaking
 - iii. Applicant/s shall have at least one similar project completed / ongoing experience.
 - iv. The Applicant are shortlisted based on their responsiveness to the bid
- d. The financial bid/s of the shortlisted applicant/s shall be opened and compared.
- e. **Pre Empanelment Presentation / Interview** : The shortlisted Applicant/s are expected to present which includes their experience on similar assignments, Key personnel along with their qualifications, proposed tasks, its key details and SWOT.

3.3 Finalization of Empanelment

In view of above, APUG&BCL shall scrutinize the Application / s and announce the Empanelled Applicant.

TECHNICAL BID SUBMISSION
(APPLICATION FORMATS)

**Format of Covering letter
(On the Applicant Letter Head)**

To

Managing Director,

A.P. Urban Greening and Beautification Corporation Ltd,
3rd Floor, Flat No: 306,
In-tech Residency, Khairatabad, Hyderabad – 500004.

Dear **Sir,**

Sub: Application for Empanelment of Auxiliary Resource Agencies for Providing Fund Mobilization Services to A.P. Urban Greening and Beautification Corporation Ltd (APUG&BCL) – Submission of Application

-oOo-

In response to your Notice published in your web portal www.urbangreening.ap.gov.in, I /We submit my/our application as follows: We have examined the details given in this document, details & proforma for empanelment of Auxiliary Resource Agencies for providing the said service; I/we hereby submit and acknowledge the relevant following information.

1. Name of the applicant's : _____
(in BLOCK LETTERS)

2. Contact details of the applicant

(a) Postal Address: _____

(b) Tel. / Mobile No : _____

(c) Email Id : _____

3. I / We hereby certify that all the statements made and information furnished in the enclosures are true and correct.
4. I / We have furnished all information and details necessary for empanelment and have no further pertinent information to supply.
5. I / We also agree that the Managing Director (APUG&BCL) or their authorized representatives can approach individuals, employers and firms to verify our competence and general reputation.
6. I / We submit certificates in support of our suitability, technical knowhow and capability for having successfully completed relevant services, in prescribed format.
7. I/We strive to provide the fund mobilization services for sourcing funds from various agencies and the tentative plans for sourcing the funds are indicated in the table below.

Empanelment of Auxiliary Resource Agencies for providing fund mobilization services to APUG&BCL

Sl. No	Name of the Funding Agencies <i>(In the order of preference)</i>	Scheme/ Mode of Mobilization/ Raising	Indicative Timeframe	Expected Funding <i>(in Rs. Lakhs)</i>

8. I/We agree that the discretion and decision of the APUG&BCL in respect of the empanelment of the Auxiliary Resource Agencies/ Firms is final and binding.

Signature of Applicant
Name & Designation of Signatory
Date: : _____

Enclosure:

1. Applicant profile as per the format in Annexure - II
2. Details of Experience as per the format in Annexure - III
3. Duly filled and properly signed in format of Annexure - IV (Financial Bid), sealed in a separate envelope.
4. Other (if any)

ANNEXURE - II (Application format)

Applicant Statutory details

Application for Empanelment

(In case of Unregistered Joint Ventures, Consortiums, Association of Persons/Entities, which can take statutory / legal responsibility, has to fill and file the application.) *(To be filled by Lead member)*

FOR NON- INDIVIDUALS

1. Name of the Applicant
2. Constitution / Incorporation
Act
Date of establishment
Registering Authority
Registration Number
3. Responsible authority / representative delegated full powers to deal with APUG&BCL and the details of resolution made for the purpose / order issued by the competent authority of the firm
4. Responsible authority and Person to be issued notice in the case of default and the details of the section of MoA/ Bye -law /Registration Act of the firm which infers such responsibilities
5. Details of other empanelment for similar services in any PSUs
6. Details of existing empanelment those may be repugnant to the normal function of APUG&BCL.
7. Average annual gross receipts of the company in past 5 financial years through rendering professional services.
8. Details of personnel proposed for to work under this assignment

Sl.No.	Name & Designation	Qualification	No. of years of experience	Key Qualifications/ Specialization	Role in the services to APUG&BCL	Employment Agreement time ends on

Signature of Applicant

Name & Designation of Signatory

Date:

ANNEXURE - II (Application format)

**Applicant Statutory details
Application for Empanelment**

FOR INDIVIDUALS

1. Full Name of the Applicant
2. Postal Address
3. ADHAR /Passport Number
4. PAN Number
5. Sales/ Service Tax Number
6. Academic / Professional qualifications
7. Details of letter of references from PSU- GOV clients / officials , for whom the applicant rendered his services in the past (*At least two*)
8. Average annual turnover of the company in past 3 financial years through rendering professional services.
9. Net worth Certificate of the applicant duly certified by Chartered Accountant / Tahasildar / Competent authority

Signature of Applicant

Name & Designation of Signatory

Date

ANNEXURE - III

**Application for Empanelment
DETAILS OF SIMILAR EXPERIENCE OF THE APPLICANT
(ORGANIZATIONAL EXPERIENCE & PROFILE)**

I. PROJECT/ EVENT:

SIMILAR EXPERIENCE OF THE APPLICANT		
S. NO	PARTICULARS	DESCRIPTION
1.	Name of the Client	
2.	Complete Address, email & phone contacts of the Client	
3.	Details of the funding Agency/ies	
4.	Description of the scheme / funding programme	
5.	Fund/s disbursed to the Client (Rs. in Lakhs.)	
6.	Duration of Assignment (months)	
7.	Start date (month/year)	
8.	Completion date (month/year)	
9.	Documentary evidence of disbursement enclosed?	

Signature of Applicant

Name & Designation of Signatory

Date

Note: Applicant may use addition sheets for elaborating their experiences

FINANCIAL BID SUBMISSION

(ANNEXURE - IV)

FINANCIAL BID
(On the Applicant Letter Head)

To

Managing Director,

A.P. Urban Greening and Beautification Corporation Ltd,
3rd Floor, Flat No: 306, In-tech Residency,
Khairatabad, Hyderabad - 500004.

Dear Sir,

Sub: Application for Empanelment of Auxiliary Resource Agencies for Providing Fund Mobilization Services to A.P. Urban Greening and Beautification Corporation Ltd (APUG&BCL) - Submission of Financial Bid

-oOo-

In consideration of the services mentioned under subject tender, I/We quote a professional fee in percentage (%) terms as specified in the table below.

S. No.	Category	Professional Fee expected from APUG&BCL inclusive of all taxes, charges, expenses, etc. Quotation is in terms of percentage of funds realized by APUG&BCL (Eg: 1.29%)				
		Funds Realization Range				
		Rs. 0-25 Lakhs	Rs. 0-50 Lakhs	Rs. 0-100 Lakhs	Rs. 0-500 Lakhs	Rs. 501 Lakhs and above
1	Where funding through uniformly structured schemes of funding agencies					
2	Where funding is given against the specialized data & submitted (project based proposals) in notified schemes					
3	Sanction of funds considering the project as Special case/Innovative/ Experimental Project in notified schemes					
4	Sanction of funds under Additional Central Assistance by Government of India/ Other state governments / PSUs					
5	CSR Funds/ Grants from PSUs/ Charitable Agencies / International Cooperation					
6	Funds through Open sourcing/ Organizing public events at the cost of applicant					

Empanelment of Auxiliary Resource Agencies for providing fund mobilization services to APUG&BCL

We hereby agree that the above mentioned percentage fee shall be on the realized funds from the funding agencies and shall be effective and applicable only up on the realization of funds/ assets from funding agencies by APUG&BCL or its representative.

We abide by all terms and conditions of the Empanelment document.

Signature of Applicant
Name & Designation of Signatory
Date