

Tender schedule For Selection of Service Provider for Development and Maintenance of Online License Management System for Seeds, Fertilizers, Bio Products and Pesticides



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Table of Contents

1.	Introduction.....	6
1.1.	Solution	6
1.2.	Important Dates and Contacts.....	6
1.3.	Award of Contract	6
1.4.	Contract Period.....	7
1.5.	Effective date of contract.....	8
1.6.	Project Deliverables and Timelines	8
1.7.	Payment Milestones	8
2.	Scope of Work	8
2.1.	Seed Licenses	8
2.2.	Fertilizers	13
2.3.	Pesticides.....	22
2.4.	Supply chain management.....	31
2.5.	Legal cases.....	31
2.6.	Ownership of Software.....	31
2.7.	Technology & Integration.....	32
2.8.	Assignment of man power.....	33
2.9.	Trainings.....	33
2.10.	Logins.....	33
2.11.	Dashboard.....	34
2.12.	QR Code.....	35
2.13.	Existing Licenses information.....	35
2.14.	Mobile Application.....	35
2.15.	Seasonal inspection of outlets.....	35
2.16.	Alert Mechanism.....	35
3.	Pre-qualification Criteria.....	36
4.	Instructions to Bidders	37
4.1.	Completeness of Response	37
4.2.	Proposal preparation costs & related issues	37
4.3.	Pre-bid Meeting	38
4.4.	Responses to Pre-bid Queries and Issue of Corrigendum.....	38
4.5.	Right to terminate the process.....	38
4.6.	Preparation of Proposals	38
4.7.	Submission of Responses	39

4.8. Bid Submission Format	39
4.9. Venue and deadline for submission	40
4.10.Short listing Criteria.....	40
4.11. Evaluation Process.....	40
4.12.The Technical Proposal shall cover the following:.....	41
5. Technical Evaluation Criteria	41
6. Statement of important limits/values related to bid	42
7. General Instructions to bidders	42
Check List of documents.....	51
Bid Letter Form	52
Form – PQ#1: Bidder’s General Information.....	53
Form - PQ#2: Bidder’s Turnover Details.....	54
Form – PQ#3: Bidder’s Project Experience Details	55
Form - PQ#5: Acceptance of Terms and Conditions of Tender.....	57
Form - PQ#6: Undertaking on Litigations.....	58
Form – T1: Understanding of the project	59
Form – C#1: Commercial proposal submission form – Online only.....	60
Performance Bank Guarantee.....	61
Model Contract.....	62
Annexure – A – Features of Seed License Application	64

Newspaper Advertisement



DEPARTMENT OF AGRICULTURE

RFP for selection of Service Provider for development and Maintenance OLMS

Time schedule of various tender related events:

Bid calling date	29.10.2024
Pre-bid conference date and time	05.11.2024 (Virtual – The web link shall be provided to the interested bidders on sending a mail to digicellap@gmail.com)
Last Date of Technical Bid Submission (Offline @ IHC Corporate, Bus Depot Road, Mangalagiri, Guntur Dist, AP)	12-11-2024@ 11.00 AM. The representative of bidder should show all the documents to the Committee. Presentations as per the Technical evaluation to be done by the bidders on the same day
Communication to technically qualified bidders	14-11-2024 through mail or mobile
Financial Bid closing Date /Time (Online through e Procurement portal only)	18-11-2024 @ 2.00 PM
Department of Agriculture Contact person	Superintending Engineer (DAC) Contact No: 73373 46678
Department of Agriculture Reference No.	Department of Agriculture/AGC02-30029/20/2023

The tender details and specifications can also be seen on

www.apeprocmnt.gov.in and <http://www.apagrisnet.gov.in>

Sd/-
Director of Agriculture
DEPARTMENT OF AGRICULTURE

1. Introduction

Department of Agriculture invites Request for Proposal (RFP) from the prospective Bidders meeting the qualification criteria specified in this RFP for selection of Service Provider (Agency) for development & maintenance of Online License Management System for Seeds, Fertilizers, Bio products and Pesticides (Hereafter called OLMS).

1.1. Solution

The Department of Agriculture, Govt. of Andhra Pradesh is planning to develop software for online issue and management of Licenses pertaining to Seeds, Fertilizers, Bio products and Pesticides.

The Government of Andhra Pradesh decided to identify a Service Provider through Open Competitive Bidding Process for development and maintenance of the OLMS including the changes/modifications in the portal and also to develop additional features required by the Department of Agriculture from time to time for smooth processing of Licenses, management etc., hence this RFP.

Department of Agriculture invites bids from the prospective Agencies having already experience in Development, & Maintenance of OLMS/Similar kind of applications as per the detailed scope of work mentioned in this RFP.

1.2. Important Dates and Contacts

Bid calling date	29.10.2024
Pre-bid conference date and time	05.11.2024 (Virtual – The web link shall be provided to the interested bidders on sending a mail to digicellap@gmail.com)
Last Date of Technical Bid Submission (Offline @ IHC Corporate, Bus Depot Road, Mangalagiri, Guntur Dist, AP)	12-11-2024@ 11.00 AM. The representative of the bidder should show all the documents to the Committee. Presentations as per the Technical evaluation to be done by the bidders on the same day
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Intending bidders are advised to visit e-procurement website: www.apeprocurement.gov.in for submission of tender for any corrigendum/ addendum/ amendment. If not followed the website, Department of Agriculture is not responsible and individual communication will not be provided to the intending bidders

1.3. Award of Contract

The proposals received will be evaluated based on Quality cum Cost Based Selection as per evaluation criteria mentioned in subsequent sections of this RFP. Proposals will be

ranked in terms of the Overall Scores obtained from Highest to Lowest. The bidder with the highest overall score will be considered for award of contract towards development and Maintenance of OLMS.

1.4. Contract Period

The contract period is for **Five (5) years** initially from the effective date of Go-Live of the OLMS application (As detailed below) and shall be extended further for a period of additional two / three years on mutual consent and there on, as per the financials decided by the Department of Agriculture, in agreement with the service provider.

Date of Contract or work order	: T days
Design, Development and Go-Live	: T+ 90 – 120 days = T1 (Go-Live date) (Development to be completed within 90-120 days of award of contract)
Maintenance for 5 years	: T1 + 5 years = T2

Note: The bidder shall quote Commercials for T2 including basic cost, Tax and all other costs.

Additional period of Contract after T2 : 2 or 3 years and there on. The maintenance cost shall be decided on T1 Price (Shall be negotiated and finalized with based on the requirement and mutual consent)

Activities during Development

- Design, Development and Go-Live of Web application for all the users.
- Design, Development and Go-Live of Mobile application for the users.
- Security Audit (by APTS, Vijayawada) of the application before Go-Live
- Agency to host the application on cloud servers during development phase (At its own cost), UAT to be conducted, either for all three inputs, i.e Seed/ Fertiliser/ Pesticide or for any one of the three inputs, and after satisfactory certificate issued by the department, the application is to be security audited by APTS, Vijayawada. After receiving security audit certificate, the application to be moved and hosted in the servers of AP State Data Centre provided by the department.

Activities after Go-Live

- Attend all support calls and assist all the users as and when required.
- Ensure that the system is fully functional and up time is 99.99%
- To take up any changes immediately as and when requested by the department.
- Server requirement will be provided by the department at AP State Data Centre, Mangalagiri. The bidder shall coordinate with the APSDC from time to time for meeting their requirements, data support, server maintenance etc.
- To provide the APIs to integrate OLMS to other existing software's of the department/ other department as and when required.
- To consume APIs from the other software's of the department / other departments for preparation of reports, analysis etc in the dashboard
- To complete any changes that are required for betterment of the application as per the requirement of the department from time to time during the 5 years period by the service provider as and when requested by the department.

- To attend to the departmental review meetings as and when requested by the department
- To maintain complete confidentiality and integrity with regard to the application, database, user’s information and all other related information etc.

1.5. Effective date of contract

As mentioned in 1.4.

1.6. Project Deliverables and Timelines

The Director of Agriculture, Department of Agriculture issues Letter of Intent (LoI) to the successful bidder. The successful bidder has to submit Acceptance letter to Director of Agriculture. Further, the bidder has to submit the Performance Bank Guarantee. On receipt of Performance Bank Guarantee from the bidder, Director of Agriculture issues the Work Order (WO) to the successful bidder.

The selected Service Provider should take up the work immediately upon receipt of Work Order. Required manpower is to be identified for system study, taking requirements, designing and development for smooth Operation & Maintenance of the “OLMS” within 15 days from the receipt of Work Order. Development and Go-Live of OLMS should be completed within 90 days of award of contract or as mentioned in 1.4 clause of this RFP.

1.7. Payment Milestones

Payment will be on as per agreed terms & conditions of this RFP. Details of the milestone are defined below.

Development	Payment Schedule
After Go-Live (of all three inputs including development of functional Dashboard)	: 50% (or proportionately, if all three inputs are not developed, as decided by the department)
Within 6 months after Go-Live	: 25%
At the end of Year 1	: 5%
At the end of Year 2	: 5%
At the end of Year 3	: 5%
At the end of Year 4	: 5%
At the end of Year 5	: 5%

The selected Service Provider shall submit their claim for payment to the Director of Agriculture, along with details of work executed, operation and maintenance of the portal with evidence of accomplishment of the scope of the work. Eligible amount will be paid after deducting the IT/GST if any at source as per IT/GST act.

2. Scope of Work

2.1 Requirements for Development of Software for Processing of Seed Licenses

The following two modules have to be developed for the development of software for processing of seed licenses online.

1. Licensing system
2. Reports

Licensing System:

In seed licensing there are two types of licenses being issued.

1. State seed licenses (for whole area of the state): Additional Director of Agriculture is Licensing Authority.
2. District seed licenses (for whole area of the district): Joint Director of Agriculture is Licensing Authority.

State Seed Licensing System:

There are three types of seed license applications i.e., Fresh, Renewal and amendment of licenses.

1. Fresh License:
Application through Form-A, Issued in Form-B
2. Renewal of license:
Application through Form-C Issued in Form-C
(The Form-C with dealer signature shall be signed by Licensing Authority)
3. Amendment of license:

Different kinds of amendments of license:

- i. Inclusion of Notified varieties.
- ii. Inclusion of Non-notified varieties
- iii. Inclusion of newly imported varieties
- iv. Inclusion of transgenic crop varieties
- v. Change of Firm Name
- vi. Change of Firm sale/storage address
- vii. Inclusion of Processing unit
- viii. Purchase or takeover of the firm
- ix. Change of person responsible
- x. Deletion of sale/storage/other units

District Seed Licensing System:

1. Fresh License:
Application through Form-A, Issued in Form-B
2. Renewal of license:
Application through Form-C, Issued in Form-C
(The Form-C with dealer signature shall be signed by Licensing Authority)
3. Amendment of license:

Different kinds of amendments of license:

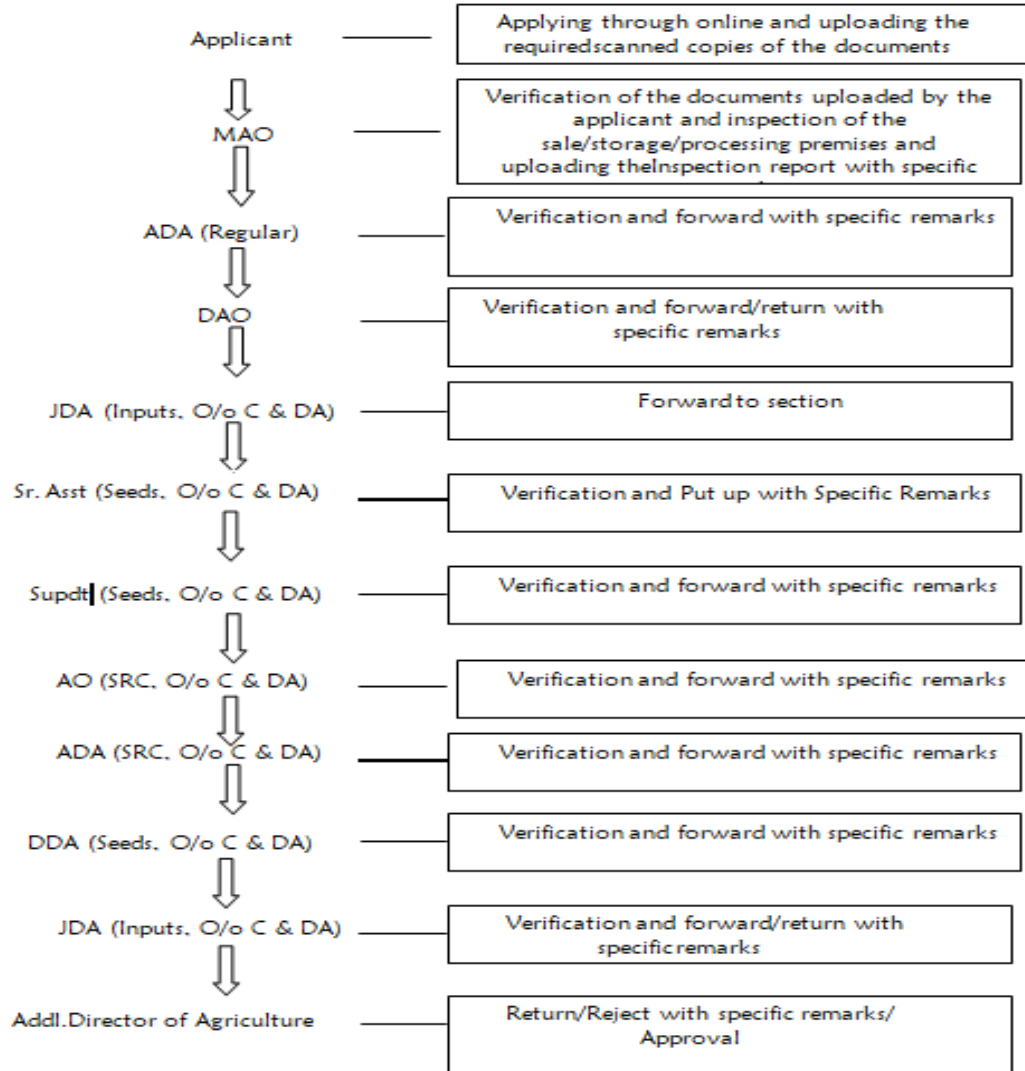
- i. Change of Firm Name
- ii. Change of Firm sale/storage
- iii. Inclusion of Processing unit
- iv. Purchase or takeover of the firm
- v. Deletion of sale/storage/other units

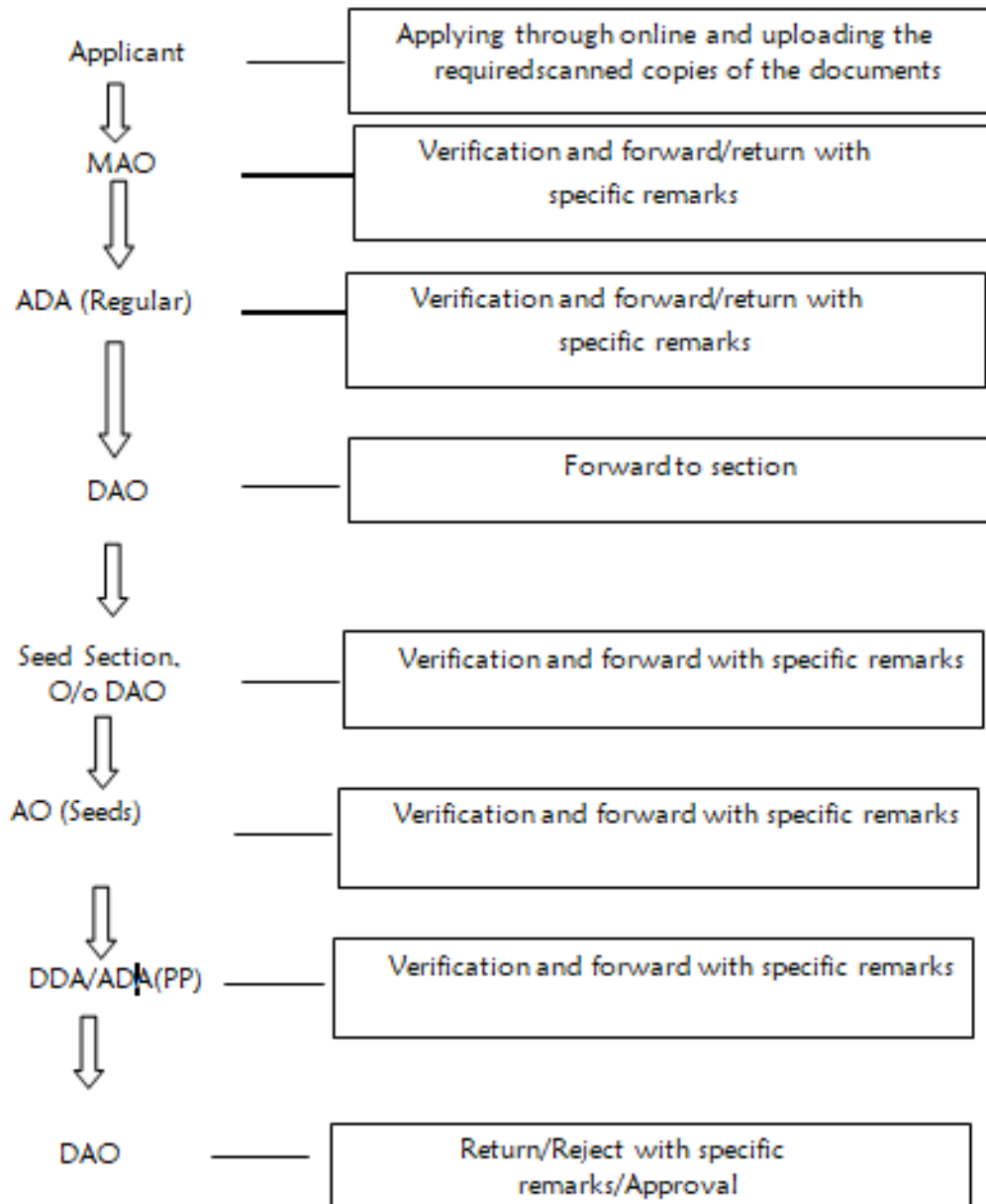
➤ Flow chart :

Flow chart for application of New, Renewal and Amendment of Seed Licenses:

Flow of Applications:

1) Seed Licenses at State Level:



2. Seed Licenses at District Level➤ **Features of Application:**

Enclosed as Annexure - A

- Required proformas (Form-A, Form-B, Form-C, Inspection report for sale and storage, Inspection report for Processing unit) enclosed.
- Updating of all existing Licenses data in old OLMS and e-office.
- Facility to register the details of the dealer using mobile number as unique -one time activity for getting new license. Facility should be given to the dealer to avail further services (renewal, amendment etc) duly utilizing mobile number.
- Generation of Acknowledgements to the applicants on successful submission. (With Unique application number and date).
- After submission of the application, it should be processed through proper channel.

- For each officer separate logins should be created to view, process and submit the application.
- Provision for submission of inspection report through mobile app by tagging the location of the premises. During further inspections, the application shall be opened only the Inspector is in the allowed premises.
- Recommendation for new or renewal / amendment of the license should be auto populated in the format.
- During processing of the application there should be facility to enter the remarks of the concerned officer.
- There should be provision for generation and submission of Inspection report by concerned Mandal Agricultural Officer.
- Provision of sub-application for godowns which are out of parent application jurisdiction.
- Facility should be created to view license copy before signing of the license by licensing authority.
- Provision for Forward, return, reject and approval options. (Will be clarified in detail at the time of Discussions)
- There should be provision of submission of Form-D, production programme and marketing plan by selecting the name of the variety in dealer login.
- Message alert system for dealer for renewal of the license.
- Tracking of Application by the Applicants with Unique application number (Without Departmental Remarks).
- Display of required documents and fee for all types of applications should be made on home page.
- Provision of different types of payment gateways for fee payment linked with CFMS.
- Alert mechanism (SMS) at all levels for all types of transactions/ processing.
- Provision for re-submission of pending/ missed documents.
- Generation of unique License number i.e. district, mandal, type of license, issuing authority, year of issuing with serial number along with Date of Issue and validity.
- Disable / Inactivate License for renewal after grace time of 30 days from date of expiry.
- Storing of all documents, data, and license copies in the History of individual dealer.
- Provision of checking details of processed applications and applications status (Filtering or application id) in the respective officer's logins.
- Provision for approve or reject options for varieties (Will be clarified in detail at the time of Discussions)

Reporting System:

- There should be provision for entering Form-D stock details, production programme and market plan by selecting variety name. List of licenses should be displayed either Mandal wise/Division wise/ District wise/ State wise. (Abstract of licenses)
- Uniform display of Crops and varieties including spelling and special characters right from application to Form-Ds, production programme and market plan.
- List of pending licenses, processed licenses, status of applications etc. (Approved or rejected)
- Details of valid licenses, Expired licenses or both in the respective officer's logins (as per jurisdiction).
- Passwords reset or change of users in their logins.
- Download of any PDF formats by applicant like person responsible etc.

- Integration of the software with the Insight APP to know the status of seed samples drawn, information about Sub standard seed samples and status of cases filed.
- Inspection reports of the all seed outlets done by the MAO/ADA/DAO/Surprise squads.
- Provision for uploading status of 6A and other cases against the firm and seizure of the seed stocks.
- Provision for submission of Inspection reports and updation of ATRs by Seed Inspectors, updation of Form-D by seed outlets, updation of Form-D, submission of production and market plans by the seed firms
- All kinds of analytical reports with download option which will be shared by the department during development of the software.

Provision of Administrator logins for HOD. The administrator shall have :

- a. Generation of reports pertaining to Consolidated report of Form-D, production programme and market plan by selecting variety name should come either variety wise/ Mandal wise/Division wise/ District wise/ State wise.
- b. Updating/ modification of user details or applicant details.
- c. Passwords reset or change of users.
- d. Generation of reports pertaining to licenses.
- e. Viewing of details processed applications and approved and rejected applications along with pdfs and remarks.
- f. Viewing of limit exceeding applications in the officer's logins and generation of Memos or SCNs to the concerned.

2.2 Fertilizers :

The following are the features to be developed for Online Fertilizer License Management System, i.e,

A. License Application and Generation through Online

B. Reports Generation through Online.

A. Licensing System and Generation through Online

I. Manufacturing License:

- a) **Manufacturing License: (Form F) (Issued by the Commissioner of Agriculture)**

(Issue of New License and Renewal of the License upon expiry and

Amendments)

I. For New & Renewal:

- Application through Form D.
- Generation of Form F.

There are three categories. 1. NPK granulated mixture grades

2. AP Micronutrient mixtures

3. Other state Grades.

II. AMENDMENTS:

1. Change in the name of the firm.
2. Change of address by the Firm
3. Addition / Deletion of Person responsible (Multiple additions)

4. Addition of Godowns (Multiple additions)
5. Deletion of Godowns (Multiple additions)
6. Cancellation of Form F.
7. Inclusion of additional Fertilizer grades in the existing License (Multiple additions)
8. Change / Addition of Chemist (Multiple additions)

b) Manufacturing License: (Form A2) (Issued by the Addl. DA) (New and Renew)

Source of Fertilizers: Self Manufacture

Application through Form A1.

Generation of Form A2.

There are 16 categories.

1. Straight Micronutrients
2. Bio Fertilizers
3. Organic Fertilizers
4. Non-edible de-oiled Cakes
5. 100% Water soluble Complex fertilizers
6. 100% Water soluble mixture fertilizers
7. Straight Phosphorous Fertilizers.
8. Straight Potassium Fertilizers.
9. Straight Sulphur Fertilizers
10. Fortified Fertilizers
11. Beneficial Element Fertilizers
12. Liquid Fertilizers
13. Customized Fertilizers
14. Provisional Fertilizers
15. Bio stimulants
16. Nano fertilizers.

Provision shall also be given for the applicant to source Fertilizers from the following :

- ✓ Based on Form F
- ✓ Based on Form A2 (Self Manufactured)
- ✓ From within state Form O (Shall not include License issued by the ADA and JDA)
- ✓ From other state Form O (Provision should be provided for updating of other state source details)
- ✓ Imported fertilizers.

AMENDMENTS:

1. Change in the name of the firm.
2. Change in the Address of the firm.
3. Person responsible change (Multiple additions)
4. Addition of Godowns (Multiple additions)
5. Deletion of Godowns (Multiple deletions)
6. Cancellation of Form A2.
7. Addition of additional Fertilizer grades (Multiple additions)
8. Change/ Addition of Chemist (Multiple additions)

9. Addition of Imported Fertilizers.
10. Addition of Form Os.

II. Whole Sale Licenses:(Form A2) (New and Renew)

Application through Form A1.
Generation of Form A2.

There are three types of wholesale license:

- a) **State Whole Sale Licenses :** (Issued by the Addl. DA) **(New and Renew)**
 - i) For Nutrient Based Subsidy Products
 - ii) For Non- Nutrient Based Subsidy Products

Source of Fertilizers:

- ✓ From within state Form O
- ✓ From other state Form O (Provision should be provided for updating other state source details)
- ✓ Imported fertilizers.

AMENDMENTS:

1. Firm Name Change
2. Firm Address Change
3. Addition/Change of Person responsible change (Multiple additions)
4. Addition of Godowns (Multiple additions)
5. Addition of Form O (Source) (Multiple additions)
6. Deletion of Godowns (Multiple deletions)
7. Cancellation of Form A2.

- b) **District Whole Sale License:** (Issued by the JDA) **(New and Renew)**

Application through Form A1.
Generation of Form A2.

Source of Fertilizers:

- ✓ From within state Form O (Shall not include License issued by the ADA)
- ✓ From other state Form O (Provision should be provided for updating other state source details)
- ✓ Imported fertilizers.

- c) **Sub-Divisional Whole Sale License:** (Issued by the ADA) **(New and Renew)**

Application through Form A1.
Generation of Form A2.

Source of Fertilizers: (Should not include the Form 'O' of licenses issued by other ADAs)

- ✓ From within state Form 'O'
- ✓ From other state Form 'O'
- ✓ Imported fertilizers.

III. Retail Licenses: (New and Renew)

1. Private retail licenses (applicant must possess the required qualification)

2. Cooperatives & State Marketing Federation Licenses (Applicant can engage qualified person)
3. FPOs – (On request can be treated as Cooperatives)
Application through Form A1.
Generation of Form A2.

Source of Fertilizers:

- ✓ From within state Form 'O'
- ✓ From other state Form 'O'

AMENDMENTS:

1. Firm Name Change
2. Firm Address Change (Sale Point)
3. Addition of Godowns
4. Addition of Form 'O' (Source)
5. Deletion of Godowns
6. Cancellation of Form A2.

IV. Duplicate Licenses:

- a. Issuance of duplicate Manufacturing Licenses (Both Form F and Form A2).
- b. Issuance of duplicate wholesale Licenses (All three types).
- c. Issuance of Retail Licenses.

2.2 b. Bio Stimulants

Features Required in the Application:

- Individual Logins to the Manufacturers, Distributors, Dealers duly approved by the concerned authorities.
- Individual logins to all the departmental officials as per the list furnished by the authorities.
- Updating of all types of existing licenses in to the OLMS.
- Display of required documents on selection of type of application on home page.
- Capturing of Applicant details.
- Provision of different types of payment gateways for fee payment linked with CFMS.
- Alert mechanism (SMS) at all levels for all types of transactions/ processing.
- Generation of Acknowledgements to the applicants on successful submission. (With Unique identification number and date).
- Tracking of Application by the Applicants with Unique identification number (Without Departmental Remarks).
- Storing of all documents, data, and license copies in the History of individual dealer.
- Generation Form F and Form A2 in line with FCO, 1985 along with Annexures (Enclosed).
- Provision for re-submission of pending/ missed documents.
- Generation of unique License number i.e. district, mandal, type of license, issuing authority, year of issuing with serial number along with Date of Issue and validity.
- Online submission/ tagging of all types of Inspection reports by MAO/ ADA/ JDA to the application along with digital signatures.
- Provision for recording remarks by the all Departmental officers.

- Disable / Inactivate License for renewal after grace time of 30 days from date of expiry.
- Provision for Forward, return, reject and approval options. (Will be clarified in detail at the time of Discussions)
- Preview of License PDF before approval by the concerned.
- Provision of sub-application for godowns which are out of parent application jurisdiction.
- Provision of checking details of processed applications and applications status (Filtering or application id) in the respective officer's logins.
- Checking or verification of approved fertilizer grades (Category wise) of a manufacture or dealer based on license number. (for field verification).
- Suspension of license, stop sales, seizure of stocks & seizure of documents.
- Periodical mandatory inspections
- Batch wise product wise sapling history
- Legal issues a) Non-standard products b) FCO violations.
- Tracing of the legal status of the applicant for non-conviction in EC Act.
- Checking or verification of approved fertilizer grades(Category wise) of a manufacture or dealer based on license number. (for field verification).
- Provision for forward, return, reject and Approve options at various levels.
- Option for viewing the Other State Form Os by the AO and ADA in Commissionerate which were generated by the MAOs
- Option to View the Form O of the Whole sale dealer or Mfg company
- Option to Change the Form O by the MAO if the applicant has selected wrong/Self Form O

A. Reporting System:

- a. Tracking of History of dealers including license details by the concerned officials in their jurisdiction by the License number, name of the firm or any other mode.
- b. Provision for mandatory submission of returns in category wise, product wise in Form N on regular intervals basis.
- c. Option to download the Form N(month wise, year wise)by the dealer and department.
- d. Generation of reports category wise, grades wise, month wise, year wise, mandal wise, district wise, dealer wise sales carried in the concerned officer's logins.
- e. Searching of license details or information by type of license wise, category wise, district wise, mandal wise year wise, valid or invalid.
- f. List of pending licenses, processed licenses, status of applications etc.(Approved or rejected)
- g. Details of valid licenses, Expired licenses or both in the respective officer's logins (as per jurisdiction).
- h. Passwords reset or change of users in their logins.
- i. Download of any PDF formats by applicant like person responsible etc.
- j. Mandatory Half yearly inspection reports of Manufacturing units done by the District Agricultural Officers and Status report
- k. Inspection report of the Surprise inspection squads
- l. Inspection reports of the fertilizer outlets done by the MAO/ADA/DAO
- m. Integration of the software with the Insight APP for sample drawl of Act samples and status of the Non standard samples
- n. Any information to be sent by the Head Office/ District Offices/Divisional Offices

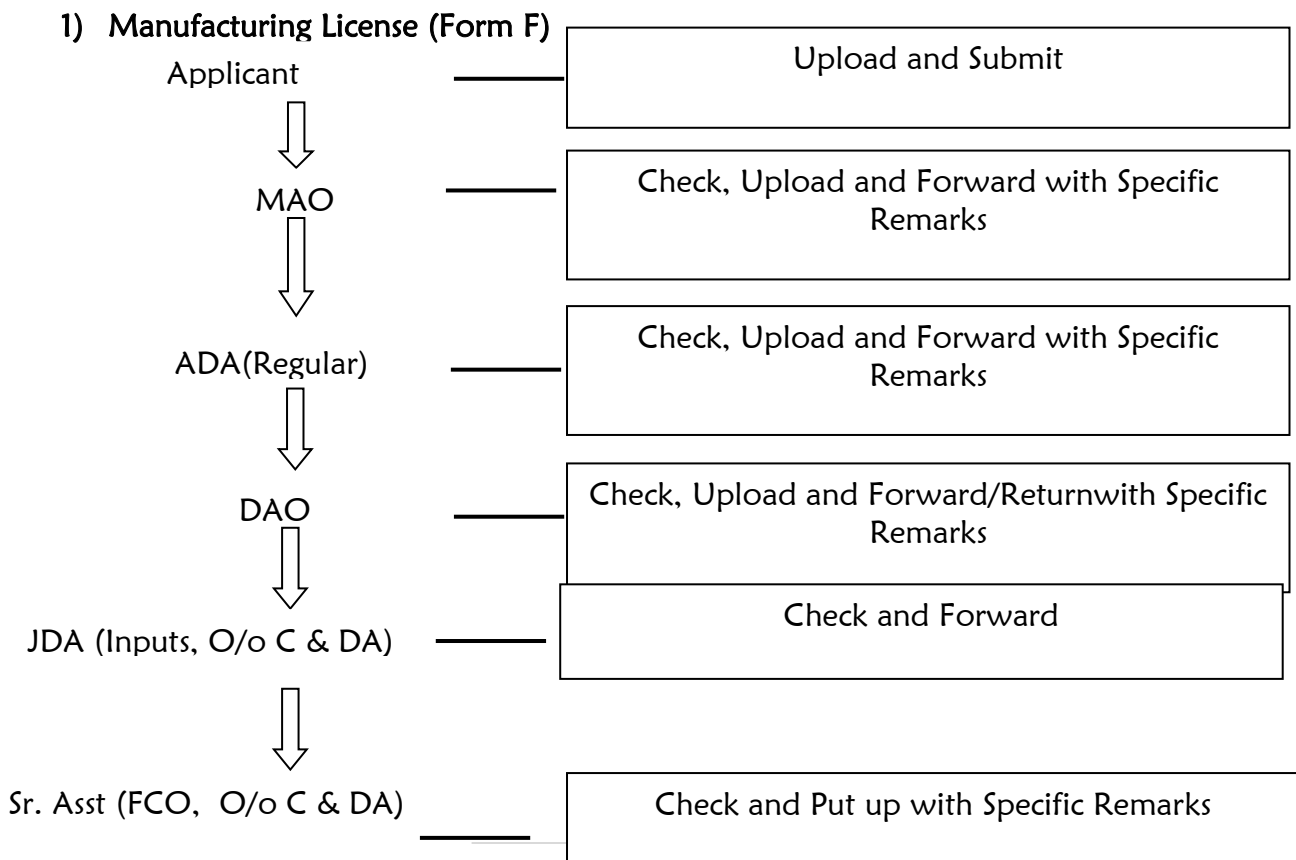
- to the concerned Officers/Fertilizer dealers through SMS.
- o. Online updation of the required stock reports by the Fertilizer outlets
- p. Status of vigilance and 6A Cases against the firm in case of seizure of the stocks
- q. All kinds of analytical reports with download option which will be shared by the department during development of the software

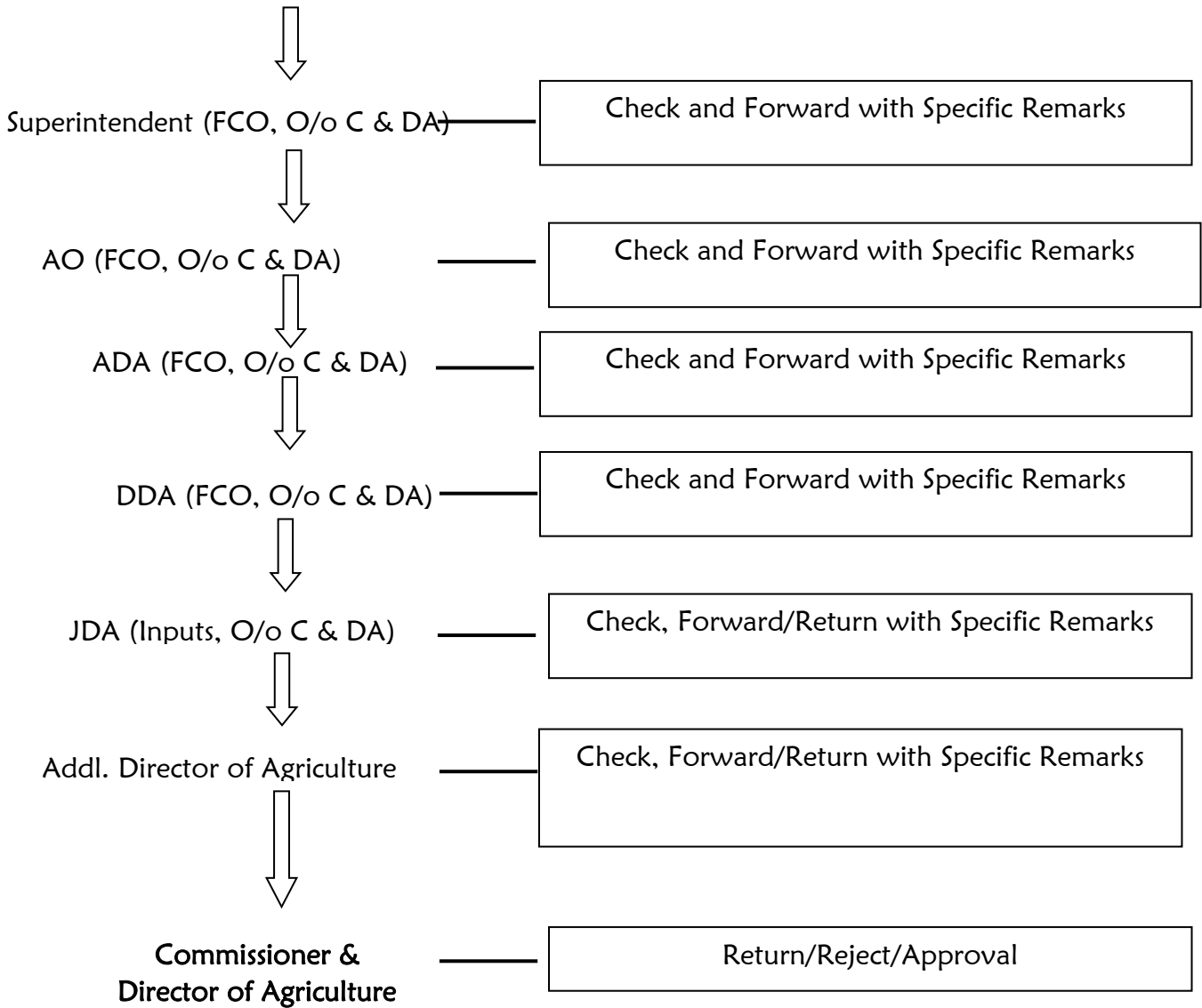
Provision of Administrator logins for C & DA office. The administrator shall have :

- a. Provision of Master list of fertilizer grades (Category wise)
- b. Addition or deletion of category in master list.
- c. Addition or deletion of Grade in master list.
- d. Updation of other state Sources.
- e. Editing of Applicant details.
- f. Addition or deletion of godowns/ form 'O's.
- g. Provision to add / delete NBS grades category wise.
- h. Updation/ modification of user details or applicant details.
- i. Password reset or changes of users.
- j. Generation of reports pertaining to licenses.
- k. Generation of reports category wise, grades wise, month wise, year wise, mandal wise, district wise, dealer wise sales carried in the entire state.
- l. Viewing of details processed applications and approved and rejected applications along with pdfs and remarks.
- m. Viewing of limit exceeding applications in the officer's logins and generation of Memos or SCNs to the concerned.

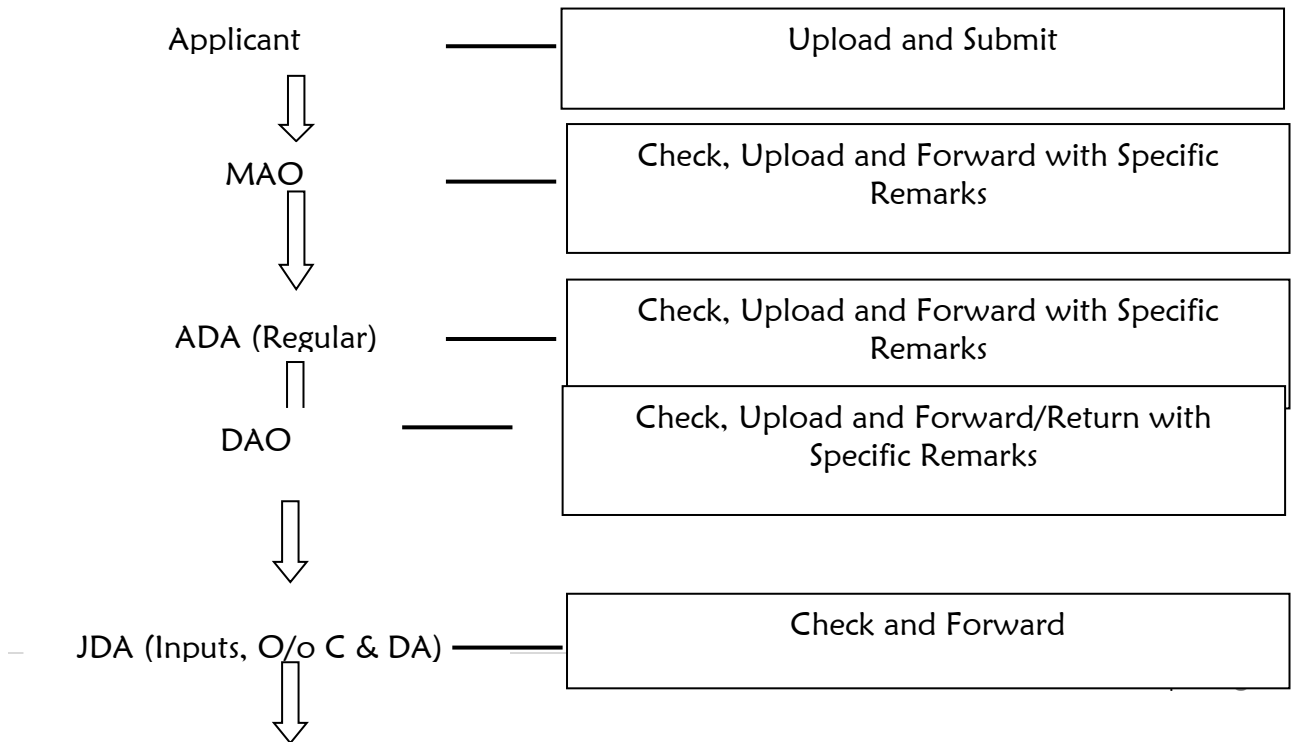
Procedure for Applying for New, Renewal and Amendment of Fertilizer Licenses:

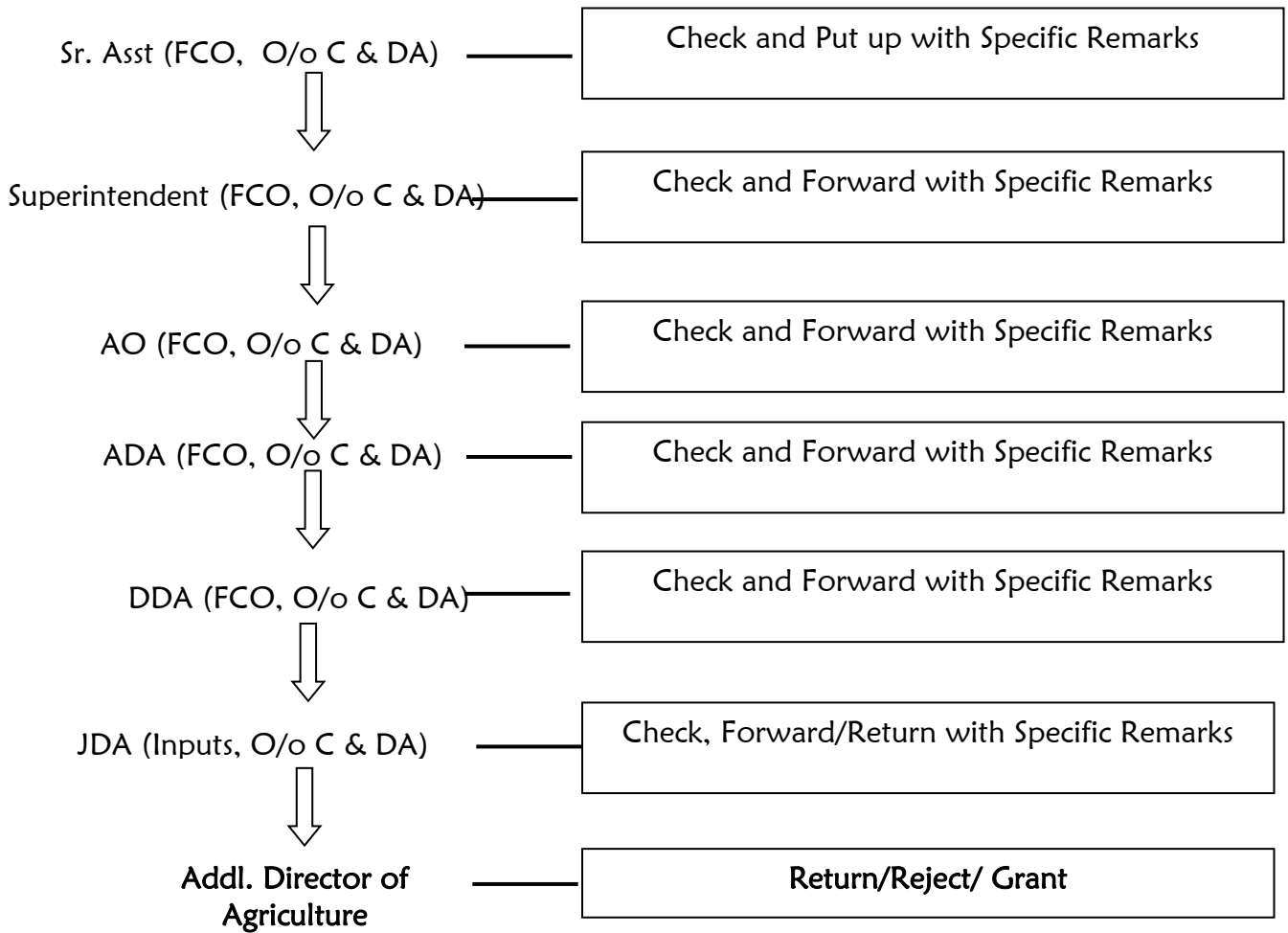
Flow of Applications:



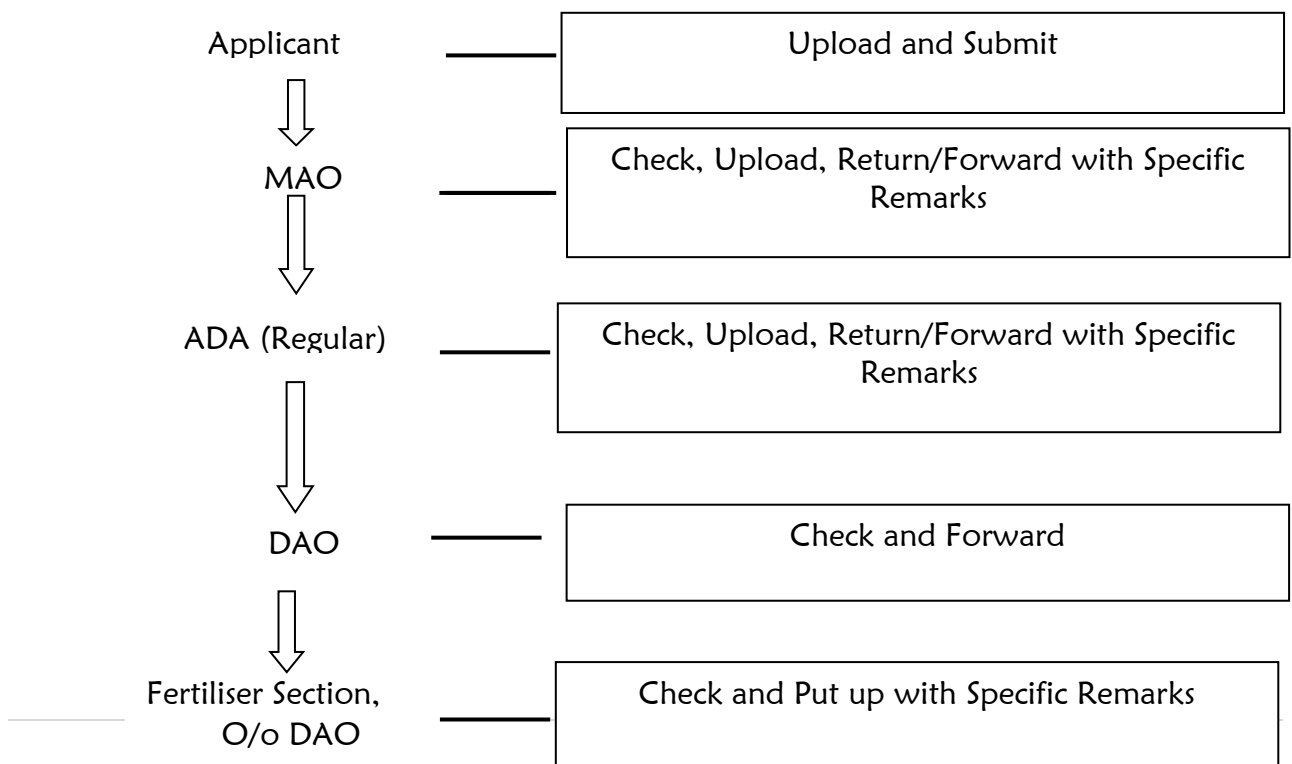


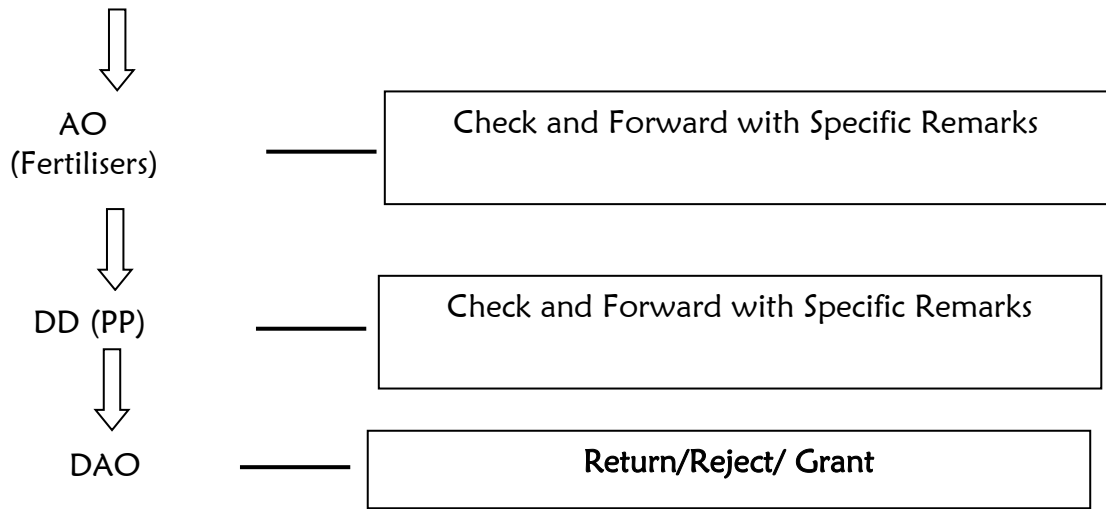
2) Manufacturing License (Form A2) and State Whole Sale License



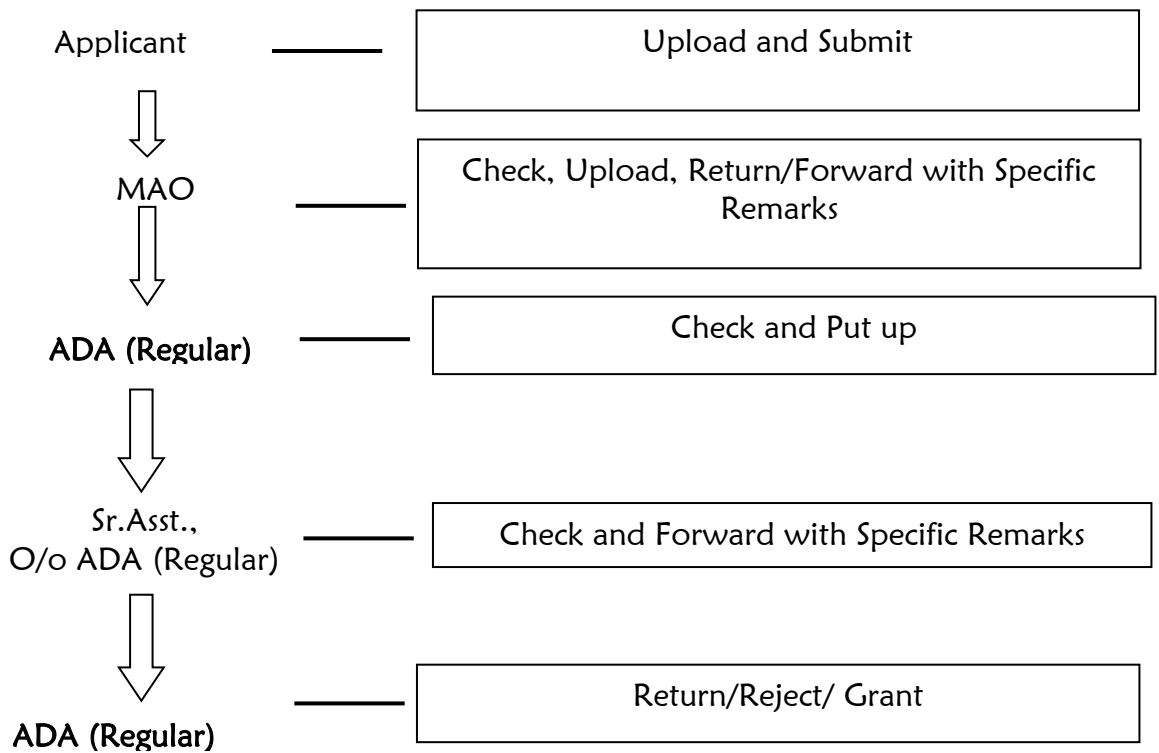


3) District Whole Sale License

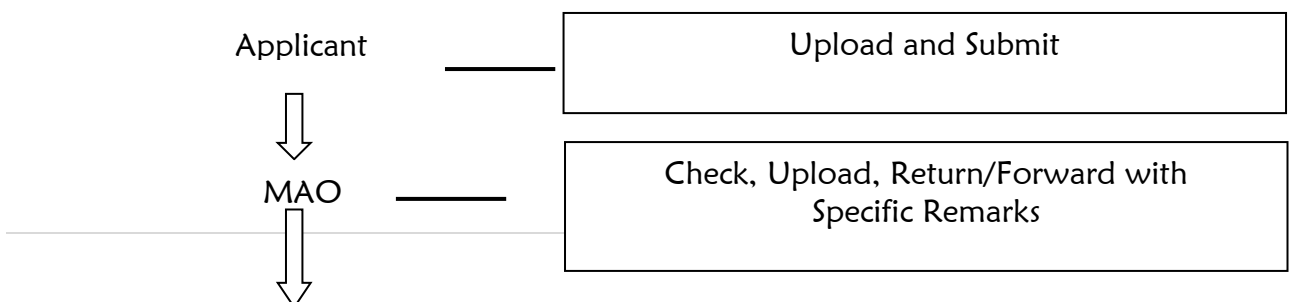


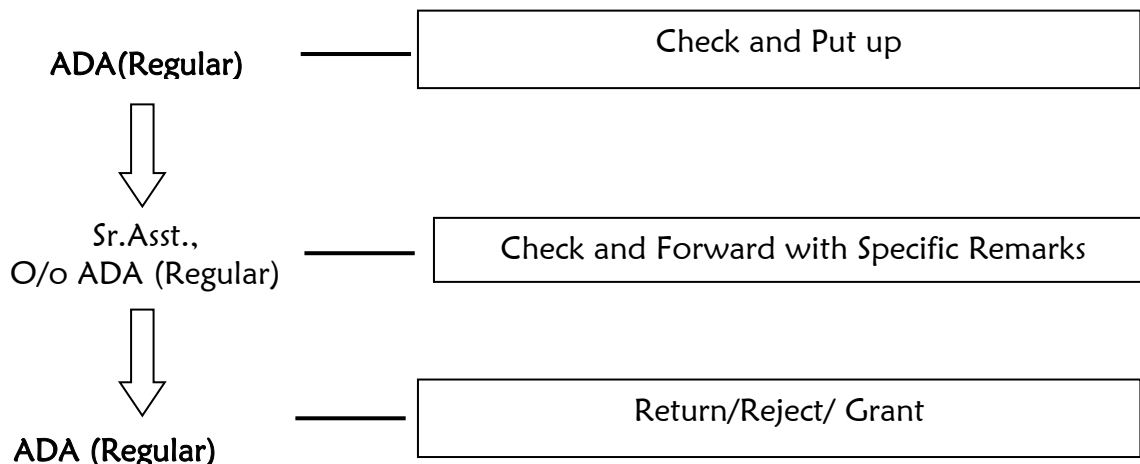


4) Divisional Level Whole Sale License



5) Retail License





2.3 Scope of work and Flow chart for Pesticides

4 categories of licenses are processed and issued at HOD level and District level

- a) Issue of Manufacturing license and amendments.
- b) Issue of Marketing permissions and amendments.
- c) Commercial pest control operator’s license, renewal and product renewals.
- d) Pesticide retail licenses & Commercial Pest Control Operations (other than fumigation or House hold) at districts by district DAOs.

The following are the features to be developed for Online Pesticide License Management System, i.e,

A.License Application and Generation through Online

B. Reports Generation through Online.

A.Licensing System

III. Manufacturing License:

- c) **Pesticides / Bio Pesticides Manufacturing License: (Form III)** (Issued by the Commissioner of Agriculture) **(Issue of New License and Amendments)**

For New

- Application through Form II.
- Generation of Form III.

AMENDMENTS:

- Inclusion of Products
- Secondary factory inclusion
- Issue of NOC
- Spare Capacity
- Inclusion of Marketers
- Change of Chemist/Additional Chemist
- Change of firm Name

- Change of Address
- Validity Extension of PCB certificate/ Consent Order

Check list for New License

S.No	List of Enclosures
1	Application in Form-II
2	Fees particulars (Original Challan should be enclosed)
3	Attested copies of (CIB & RC Certificates) Central Insecticides Board & Registration Committee Certificates.
4	Status of the firm (whether proprietary/Partnership/ private limited company/public limited company proof to be enclosed).
5	Copy of resolution of the Board of Directors or Partners as the case may be in case of limited company or partnership authorizing a person to represent on behalf of the firm with complete address.
6	Consent letter from A.P.P.C.B. i.e., Consent for Establishment / Consent for Operation. (Not applicable for Bio-pesticides)
7	Name of the person responsible for day-to-day administration, age, father's name / husband's name, designation, residential and official address. Consent on N.J.S. (Non judicial stamp) (Affidavit), contact number
8	Name of the person responsible for Quality Control (Expert Staff), age, father's name / husband's name, designation, residential and official address with contact number.
	a) Bio-data of the Expert Staff (Chemist). Degree from Recognized university in Bio Chemistry for pesticides. (Microiology should be one of the subject in case of Bio-pesticides) attested by concerned A.O.
	b) Copy of Degree Certificate
9	Affidavit of Expert Staff (Chemist) on NJS on worth of Rs.20/-
10	Undertaking of the M.D on N.J.S worth of Rs.20/- as per the Section 33 of Insecticides Act 1968.
11	Acceptance letter of Medical Doctor.
12	List of Machinery and Lab Equipment.
13	Certificate of Industries Department / NOC from Gram Panchayat or Municipality.

- NOTE: Copies of documents should be attested.
- Particulars of Application Fee paid by the Applicant Fee @ Rs.2,000/- per product and maximum Rs.20,000/- (i.e., 10 products & above)

HEAD OF ACCOUNT :

Major Head-0401001070001000000VN, District: AP Capital Region, Treasury:Pay & Accounts Office, DDO Code:27000102006, Sub Head – 01

Time Lines:

License to Manufacture Insecticides			Time Lines in Days
Level	Flow of application		
PP_SEC	Forward	Re-Submission of docs	2

PP_SUPDT	Forward	Return to PP_SEC		2
PP_AO	Forward	Return to PP_SUPDT		2
PP_ADA	Forward	Return to PP_AO		2
PP_DDA/JDA (PP)	Forward	Return to PP_ADA		2
PP_Addl.DA	Forward to concerned DAO for inspection	Return to PP_DDA/JDA		2
DAO	Forward			5
PP_SEC	Forward			1
PP_SUPDT	Forward			1
PP_AO	Forward			1
PP_ADA	Forward			1
DDA/JDA (PP)	Forward			2
Addl. DA	Forward			2
C&DA	Approval with OTP authentication facility	Return to Addl.DA	Rejection	5
(Total: 30 Days)				

b. Commercial Pest Control Operations License(Form III) (Issued by the Commissioner of Agriculture) (Issue of New License , Renewal of the License upon expiry and Amendments) For New/Renewal

- Application through Form II.
- Generation of Form III.

AMENDMENTS:

- Inclusion of products
- Change of Firm name
- Change of Address
- Inclusion of Revalidated fumigation operator/fumigation agency

Check List

S.No	List of Enclosures
1	Application in Form –II for Grant/Renewal of license.
2	Particulars of Application Fee paid by the Applicant for an amount of Rs.1000/- in Head Of Account: 0401001070001000000VN, District- AP Capital Region, Treasury Pay & Accounts Office, DDO Code:27000102006
3	Affidavit of the Pest Control Operator / Proprietor / Managing Partner/ MD on NJS on worth of Rs.100/-.
4	Source of purchase (PCs) of restricted Insecticides used for Pest Control Operation / Fumigation
5	Statement showing existing stock particulars of insecticides used for Pest Control Operation

6	Certificate of Registration of Fumigation Agency by the Directorate of Plant Protection, Quarantine and Storage, Faridabad
7	Certificate of Accreditation of the Fumigation Operator by the Directorate of Plant Protection, Quarantine and Storage, Faridabad
8	Accreditation Card of the Fumigation Operator issued by Joint Director (PP), Regional Plant Quarantine Station, Chennai
9	Training Certificate of the Fumigation Operator
10	Biodata and Qualification Certificates of the Fumigation Operator
11	Route Map of the firm office premises
12	Ownership / Lease Agreement for office cum store room
13	Status of the firm showing a copy of Certificate of Incorporation / Partnership Deed / Resolution from the Board of Directors / MSME Certificate / SSI Certificate
14	Statement showing the details of Safety Equipments, antidotes and all other essentials facilities
15	Declaration of the Applicant
16	Any other relevant documents

Note : All above documents should be notarized

Head of account:

Major Head-0401001070001000000VN, District: AP Capital Region, Treasury:Pay & Accounts Office, DDO Code:27000102006, Sub Head – 01

Time Lines:

License to Stock and Use of Restricted Insecticides for Commercial Pest Control Operations			Time Lines in Days
Level	Flow of application		
PP_SEC	Forward	Re-Submission of docs	2
PP_SUPDT	Forward	Return to PP_SEC	2
PP_AO	Forward	Return to PP_SUPDT	2
PP_ADA	Forward	Return to PP_AO	1
PP_DDA/JDA (PP)	Forward	Return to PP_ADA	1
PP_Addl.DA	Forward to concerned DAO	Return to JDA (PP)	1
DAO	Forward		3
PP_SEC	Forward		1
PP_SUPDT	Forward		1
PP_AO	Forward		1
PP_ADA	Forward		1
DDA/JDA (PP)	Forward		1
Addl. DA	Forward		1
PP_CDA	Approval with OTP authentication facility	Return to PP_ADDLDA Rejection	3
(Total: 30 Days)			

IV. Marketing Permission to within state/ out of state Manufacturers (Issued by the Addl.DA (PP) of Agriculture) (Issue of Appendix (Principal Certificate)and Amendments) :

For New

- Application through Appendix (Principal Certificate)
- Generation of Appendix (Principal Certificate)

AMENDMENTS:

- Inclusion/Deletion of products
- Inclusion/Deletion of manufacturers
- Revalidation of marketers
- Change of firm name
- Addition/Deletion of sources
- Change of person responsible
- Change of godown points

Check list

S.No	List of Enclosures
1	Letter requesting for approval of Appendix/principal certificates.
2	Copy of manufacturing license duly notarized along with original license for verification.
3	Affidavit from the person responsible for quality control (Chemist), as recorded in the manufacturing license unit wise, in the prescribed proforma (enclosed).
4	An Undertaking from the M.D / Director for the Chemist, as recorded in the manufacturing license unit wise, in the prescribed proforma (enclosed).
5	Copy of resolution of the Board of Directors or Partners as the case may be in case of limited company or Partnership authorizing a person to represent on the behalf of firm.
6	Name and address of the person responsible for day-to-day administration in A.P. specifically.
7	Name and address of the person authorized to sign on principal certificates duly attested by M.D / Director etc., along with name, father's name, age and designation etc.
8	Sales particulars for the last two years product wise, and district wise.
9	Details of States where Marketing was done by the firm since last three years
10	The unit may be directed to give a letter stating that they have not committed any offence under the Insecticide Act 1968 / Rules 1971, anywhere in the country, during the last three years.
11	Quality Performance Certificate for the last three years.
12	Notarized copies of C.I.B. Registration Certificates along with originals for verification.
13	Printed labels / leaflets in the regional language in Telugu for additional products.
14	Addresses of office and sale depot in A.P. with details of person in charge of sale depot.

15	Memorandum of Article / Board of Directors.
16	(4) copies of P.Cs indicating the source of supply of the concerned districts.
17	Address & Contact number of M.D / Chemist / Day to Day Administrator

Time Lines:

License to marketing of Pesticides (Appendix/PC)			Time Lines in Days
Level	Flow of application		
PP_SEC	Forward	Re-Submission of docs	2
PP_SUPDT	Forward	Return to PP_SEC	2
PP_AO	Forward	Return to PP_SUPDT	2
PP_ADA	Forward	Return to PP_AO	1
DDA/JDA (PP)	Forward	Return to PP_ADA	1
PP_Addl. DA	Approval with OTP authentication facility	Return to PP_JDA/DDA (PP)/ADA(PP)/AO (PP)	Rejection 3
(Total: 11 Days)			

III. Retail Pesticide License at District level:**For New**

- Application through Form II.
- Generation of Form III.

AMENDMENTS:

- Change of sale Point address
- Change of Firm name
- Change of Person Responsible
- Change of Address
- Inclusion of Godowns
- Deletion of Godowns

Check List

S.No	Enclosure Name
1	Application in Form –II for Grant of license.
2	Particulars of Application Fee paid by the Applicant for an amount of Rs.7500/- in Head Of Account: 0401001070001000000VN, District- AP Capital Region, Treasury Pay & Accounts Office, DDO Code:27000102006
3	Photo of the Applicant and technical person if any.
4	Aadhar Card of the Applicant
5	PAN Card of the Applicant

6	GST Certificate
7	NOC from Gram Panchayat or Local Administration
8	Proof of Age (SSC Memorandum / Birth Certificate / Aadhar Card / Any other relevant document)
9	Proof of Experience in Selling Insecticides (Declaration from the Applicant along with valid proof)
10	Proof of Sales Turn Over (Declaration from the Applicant along with valid proof)
11	Ownership Document / Rental Agreement for Sale / Sale Deed
12	Biodata of person responsible
13	Educational Qualification Certificate(s) of the applicant/Technical employed person
14	Copies of Endorsement / Principal Certificates
15	Declaration of the Applicant
16	Any other relevant documents

Time Lines:

License to Sell, Stock or Exhibit for Sale or Distribute Insecticides (Retailers)				Time Lines in Days
Level	Facilities required			
MAO	Forward	Re-Submission of docs	Rejection	5
Sr Asst. of ADA Office	Forward			2
ADA	Forward	Return to MAO		2
Sr Asst.(PP_SEC),O/o DAO	Forward	Return to ADA		2
AO-QCI	Forward	Return to PP_SEC, O/o DAO		3
ADA(PP)/DDA(PP)	Forward	Return to AO-QCI		2
DAO	Approval with OTP Authentication facility	Return to ADA(PP)/DDA(PP)	Rejection	5
(Total: 21 days)				

IV. Commercial Pest Control Operations other than fumigation or House hold license at District level (Issued by DAO)

For New/Renewal

- Application through Form II.
- Generation of Form III.

AMENDMENTS:

- Change of sale Point address
- Change of Firm name
- Change of Person Responsible
- Change of Address

Check list:

S.No	Enclosure name
1	Photo of the Applicant
2	Copy of SSI/MSME/Certificate Of Incorporation (COI) / Memorandum of Articles of Association (MoA)/Partnership Deed / Resolution of the Board of Directors or Partners
3	Upload the Copy of GST
4	Upload the Copy of PAN Card
5	Copy of Affidavit of the Managing Director on NJS on worth of Rs.20/-
6	Route Map of the firm
7	Training Certificate for a minimum 15 days from Central Food Technological Research Institute (CFTRI, Mysore) / Indian Grain Storage Management & Research Institute (IGMRI, Hapur) / National Plant Protection Training Institute (NIPHM, Hyderabad)
8	Bio-data of the Pest Control Operator
9	Authorization / Appointment Letter of the Pest Control Operator if engaged for the purpose the Copy of Affidavit of the Pest Control Operator on NJS on worth of Rs.20/-.
10	Ownership / Lease Agreement for office cum stock point
11	Copy of Affidavit of the Person Responsible for Day to Day Administration & Legal Matters on NJS on worth of Rs.20/-.
12	Signed Copy of Statement on Safety Equipment, antidotes and all other essential facilities
13	Copies of the Principal Certificates
14	Copy of Statement showing existing stock particulars of insecticides used for Pest Control Operations
15	Copy of Signed Statement on the details of Licenses obtained in other States
16	Copy of Fee Particulars of Fee paid by the Applicant for an amount of Rs.1000/- per each place of operation (Head Of Account: 0401001070001000000VN, District- AP Capital Region, Treasury Pay & Accounts Office, DDO Code:27000102006)

Time Lines:

License to Commercial Pest Control Operations other than fumigation or House hold purpose				Time Lines in Days
Level	Facilities required			
MAO	Forward	Re-Submission of docs	Rejection	5

Sr Asst. of ADA Office	Forward			2
ADA	Forward	Return to MAO		2
Sr Asst.(PP_SEC), O/o DAO	Forward	Return to ADA		2
AO-QCI	Forward	Return to PP_SEC, O/o DAO		3
ADA(PP)/DDA(PP)	Forward	Return to AO-QCI		2
DAO	Approval with OTP authentication facility	Return to ADA(PP)/DDA(PP)	Rejection	5
(Total: 21 days)				

V. Duplicate Licenses:

1. Issuance of duplicate Manufacturing Licenses (Form III).
2. Issuance of Retail Licenses.

Features Required in the Application:

- ✓ Individual Logins to the manufacturing companies, marketers and retail dealers for uploading of application, download of license copy and to file the grievance by the stake holders and all Departmental officials.
- ✓ Updation of all types of existing licenses in to the OLMS.
- ✓ Display of required documents on selection of type of application on home page.
- ✓ Capturing of Applicant details.
- ✓ Provision of different types of payment gateways for fee payment linked with CFMS.
- ✓ Alert mechanism (SMS) at all levels for all types of transactions/ processing.
- ✓ Generation of Acknowledgements to the applicants on successful submission. (With Unique identification number and date).
- ✓ Tracking of Application by the Applicants with Unique identification number (Without Departmental Remarks).
- ✓ Integration of quality performance of manufacturing firms with integrated labs.
- ✓ Storing of all documents, data, and license copies in the History of individual dealer.
- ✓ Generation Form III and Appendix (Principal Certificate) in line with Insecticides Act 1968 and Rules 1971 along with Annexures.
- ✓ Provision for re-submission of pending/ missed documents.
- ✓ Generation of unique License number i.e. district, mandal, type of license, issuing authority, year of issuing with serial number along with Date of Issue and validity.
- ✓ Online submission/ tagging of all types of Inspection reports by MAO/ ADA/ DAO to the application along with digital signatures.
- ✓ Provision for recording remarks by the all Departmental officers.
- ✓ Provision for Forward, return, reject and approval options. (Will be clarified in detail at the time of Discussions)
- ✓ Preview of License PDF before approval by the concerned.

- ✓ Provision of checking details of processed applications and applications status (Filtering or application id) in the respective officer's logins.

B. Reporting System:

- a) Report generation: i) monthly sales returns ii) production returns
- b) Streamlining of alert messages to manufacturers, enforcement officers on renewals (Fumigation/House hold), non- processing of applications.
- c) Issue of auto generated memos to the license processing officers for not attending the work/dereliction in discharging of the duties.
- d) Generation of reports category wise, grades wise, month wise, year wise, mandal wise, district wise, dealer wise sales carried in the concerned officer's logins.
- e) Tracking of History of dealers including license details by the concerned officials in their jurisdiction by the License number, name of the firm or any other mode.
- f) Searching of license details or information by type of license wise, category wise, district wise, mandal wise year wise, valid or invalid.
- g) List of pending licenses, processed licenses, status of applications etc. (Approved or rejected)
- h) Passwords reset or change of users in their logins.
- i) Download of any PDF formats by applicant like person responsible etc.
- j) All kinds of analytical reports with download option which will be shared by the department during development of the software

Provision of Administrator logins for HOD office. The administrator shall have:

- n. Generation of reports pertaining to licenses.
- o. Generation of reports category wise, month wise, year wise, mandal wise, district wise, dealer wise sales carried in the entire state.
- p. Viewing of details processed applications and approved and rejected applications along with pdfs and remarks.
- q. Viewing of limit exceeding applications in the officer's logins and generation of Memos or SCNs to the concerned.

The Successful Bidder (Service Provider / Agency) is responsible for Application/Database Administration; backup of the transactions/Data as per the requirements of the Department of Agriculture. Software & MIS reports need to be modified from time to time upon receipt of written/mail request from the Department of Agriculture.

2.4 Supply Chain Management: The system shall have the inbuilt ability to understand stock position at all points including manufacturer, distributors, dealers, retailers, importers, exporters (All the firms handling the inputs) as well as capture all sales transactions based on stock and sale records.

2.5 Legal cases: For better monitoring and tracking legal cases of all the three inputs, an end to end tracking mechanism shall be in place for all the users with an updating feature in their logins.

2.6 Ownership of the Software:

The owner of the Software developed by the successful bidder will be the department of Agriculture. The developer shall provide the Source Code to the department once in six months invariably or whenever requested by the department as per requirement. In case of any termination of the contract by either of the parties,

- The developer shall hand over the Source Code to the department as on date.
- Provide the Complete documentation of the software to the agency identified by the department at no additional cost.
- Provide complete Knowledge Transfer to the agency identified by the department at no additional cost.
- Assist the department-designated agency with fulfilling all software requirements to ensure seamless operation of the application at no additional cost.

2.7 Technology & Integrations

- a) **Technology:** The successful bidder shall develop the OLMS with the latest technologies including data base prevailing in the industry. The produced application shall be easily transitioned to a new agency in the future (If required), and access to the technology, framework, architecture, and database utilized in the application shouldn't present any issues. The website shall be completely user friendly.
- b) **Integrations:** The OLMS shall be integrated with all the existing applications as per the requirement through APIs as and when requested by the department at no additional cost during development as well as maintenance period. Integration with CFMS payment gateway shall also be done for payment of License fee by the dealers.
- c) **Integration of OLMS and InSight:**
 - **Access to Licensing Information:** Provide access to details of manufacturers, marketers, and dealers with valid licenses to operate within specific jurisdictions.
 - **Product Information:** Include comprehensive information on the permitted products for sale by each licensed entity for easy reference during sample collection.
 - **Integration with InSight App:** Ensure seamless integration with the InSight app for real-time data sharing, enhancing the efficiency of the sampling process.
 - **Automated Updates:** Support automated updates to ensure all data regarding licenses and permitted products is current and accurate.
 - **Risk Assessment using AI :** Implement an AI model that analyzes data from OLMS, including dealer compliance history and licensing status, to assess risk levels for different products or manufacturers. InSight can then prioritize sampling based on this risk assessment.
 - **Dynamic Sampling Frequency:** Use OLMS data to adjust the frequency of sampling dynamically. For example, if a specific dealer or product has a history of quality issues, the system should automatically increase the sampling frequency for that entity.

- **Real-Time Stock Notifications:** Utilize OLMS to send real-time alerts to InSight whenever new stock arrives at dealer outlets. This could help QCIs plan sampling activities based on fresh inventory, ensuring more relevant testing

d) Inventory Management & Data integration:

- Develop an intuitive user interface in OLMS that allows dealers, marketers and manufacturers to easily input and update stock information. This interface should support bulk uploads to streamline the process.
- Integrate functionalities such as dropdown menus and auto-suggestions to minimize data entry errors and enhance user experience.
- Integrate a WhatsApp-based feature using the WhatsApp Business API to allow dealers to update stock information in real time within the Online License Management System (OLMS). This functionality will facilitate prompt data entry and enhance user engagement, ensuring accurate and up-to-date stock details are available for effective sample selection and quality control. Automated confirmations and notifications will further streamline inventory management in the agricultural input supply chain.
- Implement a robust API that enables real-time data transfer of stock information between OLMS and InSight. This API should support automated updates to ensure that stock details are always current and accessible for sampling decisions. Include endpoints for both data retrieval and submission, allowing InSight to seamlessly pull the necessary stock data.
- Establish protocols for regular audits of stock data by Quality Control Inspectors to ensure accuracy and completeness. This process should include automated checks for discrepancies, missing fields, and compliance with defined data standards. Implement a feedback mechanism that allows QCIs to report inconsistencies or issues with stock data, facilitating continuous improvement.

e) The OLMS system shall consume APIs from other departmental software's / other departments software, such as InSight etc and provide the reports that are required to monitor the stock positions, samples drawn, Substandard/misbranded samples etc in the dashboard.

2.8 Assignment of Manpower: The successful bidder shall assign two or more business analysts, depending on the needs, to this office to take the requirements and work in tandem with the officers of the three input sections (Seeds, Fertilizers, and Pesticides) until the application is fully developed, UAT, audited and ready to Go Live.

2.9 Trainings: After development of OLMS, it is the responsibility of the successful bidder to provide training to all the users of the OLMS, with their own cost. The training schedule shall be prepared in consultation with concerned sections of this office.

2.10 Logins : SMS Gate way will be provided by the department. The Service provider shall integrate the Gateway to the OLMS application and OTP based logins to be provided to the following users.

1. HOD – Commissioner level

2. Sections – JDAs of Seeds, Fertilizers, Pesticides, Agri Labs and Legal Cell
3. DAOs – DAOs of all the 26 districts
4. ADAs – 155 ADAs in the state
5. MAOs – 662 MAOs in the state
6. Manufacturers, Distributors & Dealers – Around 50,000 in the state

Forwarding & approval mechanism by the Licensing authority shall be through UID based / Digital signature.

2.11 **Dashboard:** For effective and regular monitoring at different levels, an end to end dashboard with all the required features, analytical reports etc is to be developed with login credentials to the following users.

- i. **HOD** – Total State information/Reports pertaining to all the three inputs (both individual and consolidated) to be shown
- ii. **4 Sections** (Seeds, Fertilizers, Pesticides, Labs) of this office – Section wise information/Reports to be shown
- iii. **26 DAOs:** Information/Reports pertaining to a particular district to be shown
- iv. **155 ADAs:** Information/Reports pertaining to a particular ADA Sub division to be shown in the dashboard.
- vi. **662 MAOs:** Information/Reports pertaining to a particular Mandal to be shown
- vii. The system should include a dedicated dashboard for each dealer, marketer, and manufacturer that provides an intuitive interface for managing their licensing activities and stock information.
- viii. This dashboard must allow users to apply for licenses, request product inclusions, submit amendments, and update stock details easily.
- ix. Users should have access to real-time analytics on their stock levels, product availability, and application status, enabling them to make informed decisions.
- x. Additionally, the dashboard should feature alerts and notifications for important updates, such as pending applications or compliance requirements, ensuring that users stay informed and engaged in the licensing process. This user-centric approach will enhance operational efficiency and transparency in managing agricultural inputs.
- xi. The system should feature a comprehensive dashboard for the Head Office to monitor stock positions and availability across the state effectively. This dashboard must visually represent stock information on an interactive map, highlighting stock distribution and availability in various regions.
- xii. Key metrics such as the number of companies, dealers, and products covered under sampling should be readily accessible.
- xiii. The dashboard should also include advanced analytics, allowing users to track sales points that are not updating their stock positions, as well as monitor the accuracy of stock data verified by Quality Control Inspectors (QCI).
- xiv. The dashboard should display the results of samples drawn, highlighting which companies, products, and dealer outlets are repeatedly failing quality tests. This information will enable authorities to make informed decisions regarding the continuation, cancellation, or non-renewal of licenses during the renewal process.

- xv. Additionally, dealers who fail to update stock reports to be automatically warned by the system via SMS, with this non-compliance information also available for license review decisions. This feature will enhance transparency, enforce accountability, and ensure only compliant dealers and companies remain operational
- xvi. Establish a feedback mechanism where farmers can report their experiences with dealers / products. This could help identify issues with specific products or dealers more quickly and allow for faster response times in quality control.
- xvii. The OLMS dashboard should feature an interactive discussion channel that enables dealers, Quality Control Inspectors (QCI), and other stakeholders to engage in real-time conversations about quality issues. This platform should allow users to initiate discussions, request updates or specific requirements from the department, and share best practices to enhance quality control processes. Participants can comment on discussion threads, attach relevant documents, and get notified about new replies. This helps create a teamwork atmosphere that supports openness and ongoing improvement in the agricultural sector.
- xviii. The OLMS dashboard must include a robust market intelligence feature that provides real-time data on the availability of seeds, fertilizers, and pesticides within the state at any given time. This functionality will enable stakeholders to monitor stock levels, identify potential shortages, and analyze supply trends. By presenting this information clearly, the dashboard will support informed decision-making, allowing for timely interventions to ensure that agricultural inputs are consistently available to meet the needs of farmers and enhance overall productivity

2.12 QR Code: In each of the License, a QR Code shall be provided, upon scanning the code the License shall be displayed with the latest amendments.

2.13 Existing Licenses information: In order to bring all the existing state level and district licenses in to OLMS system, a feature shall be made available to **enter details**, upload all the exiting Licenses/ documents in the logins, verification, approval mechanism as directed by the concerned sections and integrating this data into the OLMS for further continuation of the process.

2.14 Mobile Application for Users: An user friendly mobile application with all the features that are required while visiting the Sale/Storage/Processing premises of the manufacturers/distributors/dealers shall be provided to users along with capturing of Latlongs of the location.

2.15 Seasonal inspections of the outlets: The departmental officers conduct regular inspections of the Seeds/fertilizers/pesticides outlets. A provision/feature shall be given to the inspection officers to enter all the inspection details. All such inspections and the reports shall be displayed in the dashboard with analytical reports.

2.16 Alert mechanism – The system shall alert, when the user does not perform the assigned/scheduled task, as per the timelines given by the department. If the user fails to perform the task even after two alert messages, within a prescribed period, the issue shall be escalated to concerned persons for taking further action.

2.17 Auto escalation: If any application held at any login for more number of days (As per the defined SLA), the system should Auto-Escalate the application to the next level.

2.18 AI based Risk Assessment: The OLMS shall automate decision-making through AI-based risk assessment before issuing licenses. This proposal shall be a transparent and futuristic application, leveraging AI and automation, making it the first of its kind in India, and offering an efficient solution for agricultural quality control and license management.

2.19 Integration with DigiLocker /Entity DigiLocker of GOI: To ensure in modernizing the Agriculture Sector's document management and service delivery, access to be given for the essential documents of Licenses duly integrating them onto DigiLocker/Entity DigiLocker of Government of India.

3. Pre-qualification Criteria

S. No	Particulars/ parameters	Documents to be submitted
Legal Entity		
1	The Bidder should be a Company registered under the Indian Companies Act and shall be primarily in the business of providing Information Technology Software Development or System Integration or IT Solution Implementation services. The Company should have been in business for at least 5 (Five) financial years as on 31st March 2024.	Certificate of Incorporation of the Bidder to be enclosed. Certificate of GST
Blacklisting– 10.10.24		
2	The bidder declared blacklisted/ ineligible/ debarred by any State / Central Government or PSU or has been found to have been engaged in activities or practices which are corrupt, fraudulent, Non-Satisfactory work performed or any other unethical business practices, as on date of bid submission, shall not be eligible.	Self-Declaration from the Bidder as per from authorized signatory of the firm
Financial Criterion		
3	The Minimum annual turnover per year should be INR 5.0 Cr for the past 5 years and profit making for each of the last 5 years. The revenues should have accrued from software development and maintenance.	The bidder should submit audited financial statements and a certificate of revenue composition by the Auditor for FY 19-20, 20-21, 21-22, FY 22-23 and FY 23-24.
4	The bidder shall have minimum positive net worth 1 Cr for the last three years.	The bidder should submit audited financial statements and a certificate of revenue composition for each of the 3

		years by the Auditor for FY 21-22, FY 22-23 and FY 23-24.
Prior Experience		
5	<p>The Bidder should have prior experience in development & maintenance of OLMS any one of the Indian states and bidder should satisfy all below conditions:</p> <ol style="list-style-type: none"> 1. The applications must have developed OLMS/Similar kind of applications and maintaining in the past 5 years. 2. Demo of the Application should be shown on the date of Technical bid submission 3. Should have experience in AI, Barcode/QR Code etc technologies 	<p>Details of Experience of responding firm / Citation for OLMS/Similar kind of applications with Work order/Agreement and Live Application to be shown.</p>
EMD		
6	Submission of EMD for an amount of Rs.5.00 Lakhs	Details of DD/Bank Guarantee

4. Instructions to Bidders

4.1. Completeness of Response

Bidders are advised to study all instructions, forms, requirements and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications. The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to this document will be at the Bidder's risk and may result in rejection of its Proposal.

4.2 Proposal preparation costs & related issues

The bidder is solely responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduction of informative and other diligence activities, participation in meetings /discussions /presentations, preparation of proposal in providing any additional information required for facilitating the evaluation process and any other related expenses.

Will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

This RFP does not commit to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this RFP.

4.3 Pre-bid Meeting

Department of Agriculture shall hold a pre-bid meeting with the prospective bidders for clarifying on the bid conditions and other related aspects. All and any other queries related to scope of work, payment terms and mode of selection will be entertained during Pre-bid clarifications meeting. Bidders can also send their queries either by email or post. Max. Two (2) authorized representatives of the company will be permitted to attend pre-bid meeting.

4.4 Responses to Pre-bid Queries and Issue of Corrigendum

Department of Agriculture will try to provide timely response to all queries. However, Department of Agriculture makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does Department of Agriculture undertake to answer all the queries that have been posed by the bidders. At any time prior to the last date for receipt of bids, Department of Agriculture may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a corrigendum.

The Corrigendum (if any) & clarifications to the queries from all bidders will be posted in the portal in <http://www.apecurement.gov.in/>. Any such corrigendum shall be deemed to be incorporated into this RFP.

In order to provide prospective Bidders reasonable time for taking the corrigendum into account, Department of Agriculture may, at its discretion, extend the last date for the receipt of RFP Proposals.

4.5 Right to terminate the process

Department of Agriculture may terminate the RFP process at any time and without assigning any reason. Department of Agriculture makes no commitments, express or implied, that this process will result in a business transaction with anyone. This RFP does not constitute an offer by Department of Agriculture. The bidder's participation in this process may result in short listing of the bidder.

4.6 Preparation of Proposals

The Proposal as well as all related correspondence exchanged by the bidders and Department of Agriculture shall be written in English language, unless specified otherwise. In preparing their Proposal, Bidders are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

The Technical Proposals shall contain an Executive summary giving a brief overview of the way the bidder proposes to achieve the outcomes and the assessment of resources required.

The bidder is expected to submit the Technical Proposal as per the format given in Appendix II. 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.

The Financial Proposal shall be submitted through e-Procurement portal only.

4.7 Submission of Responses

The bidder shall submit (2) proposals – **Technical Proposal (Offline) and Financial Proposal (online in ap eprocurement portal only)** as per format given in Appendices on or before specified time/date at Department of Agriculture, IHC Corporate, Bus Depot Road, Mangalagiri, Guntur Dist, Andhra Pradesh.

The original proposal of both Technical and Financial shall contain no interlineations or overwriting, except as necessary to correct the errors made by the bidders themselves. The same authorized representative who has signed the proposal shall initial the corrections.

An authorized representative of the bidders shall sign in all the pages of the original Technical and Financial Proposals. The authorization shall be in the form of written power of attorney accompanying the proposal and supported by any evidence that the representative has been duly authorized to sign.

One set of the documents necessary for Qualification as per the format given in Appendix-I, shall be submitted. An authorized representative of the bidders shall initial all pages of Qualification documents submitted.

4.8 Bid Submission Format

- a. The entire proposal shall be strictly as per the format specified in this Invitation for Request for Proposal and any deviation may result in the rejection of the RFP
- b. The documents to be submitted for Qualification are:
 - i. General Information of the Bidder – Form PQ#1
 - ii. Financial Turnover – Form PQ#2
 - iii. Past experience details – Form PQ#3
 - iv. Declaration regarding Clean track record – Form PQ#4
 - v. Acceptance of the terms & conditions of the Tender – Form PQ#5
 - vi. Undertaking on Litigations – Form PQ#6
- c. The documents to be submitted for Technical Proposal are:
 - i. Executive Summary
 - ii. Description of approach, methodology. T#1
- d. The documents to be submitted for Commercial Proposal on <http://www.ap procurement.gov.in/> portal only are:
 - i. Financial Proposal Cost Break-up (As per the attachment)

4.9 Venue and deadline for submission

- a) Technical Proposals must be submitted at Agriculture Commissionerate, IHC Corporate, Bus Depot Road, Mangalagiri, Guntur Dist, Andhra Pradesh PIN:522503 on or before the last date & time given.
- b) The bidders should take care in submitting their bids & supporting documents well in advance so as to avoid last minute rush & failures. Department of Agriculture will not entertain any such complaints.
- c) The bids submitted by telex/telegram/fax/e-mail, etc. Shall not be considered. No correspondence will be entertained on this matter.
- d) Department of Agriculture reserves the right to modify and amend any of the above-stipulated condition /criterion depending upon assignment/project priorities vis-à-vis urgent commitments.

4.10 Short listing Criteria

- a) Department of Agriculture will shortlist bidders who meet the Qualification criteria mentioned in this Invitation to RFP.
- b) Interested bidders shall pay EMD in the form of Bank guarantee or Demand Draft for **Rs 5 Lakh** (Rupees Five Lakhs only) along with the technical bid enclosures. EMD shall be valid till 90 days of the date of bid.
- c) Any attempt by a Bidder to influence the bid evaluation Process may result in the rejection of its RFP Proposal.

4.11 Evaluation Process

- a) The evaluation will be i.e., PQ, TQ (offline) & Commercial (Online Only) of the proposal submitted by the bidders.
- b) The bidders will be shortlisted based on the Qualification criteria as given in this RFP document.
- c) The bidders who qualify in PQ evaluation will be eligible for opening of Technical Evaluation & also bidder should arrange for technical presentation on the understanding of the scope of work, approach and methodology if required as well as demo of the OLMS already developed in any of the other states.
- d) **The bidders have to score a minimum of 75 marks in Technical evaluation to be considered for Financial Evaluation .**
- e) The Financial Proposal of those bidders who get more than 75% marks, in the Technical Evaluation shall be considered for commercial bid evaluation.
- f) Financial proposals of the technically qualified bidders will only be opened.
- g) The overall evaluation criteria – Quality and Cost based Selection (QCBS) shall be 70:30 i.e. 70% weightage to the technical evaluation (technical evaluation criteria as per section 5 of this EOI) and 30% weightage to financial evaluation.

- h) In financial evaluation L1 bidder will be given 100 Marks. Marks for other bidders will be given using the formula **(L1 Price/Bidder Price)*100**
- i) The proposals will be ranked in terms of the overall scores obtained from Highest to Lowest. The bidder with the highest overall score will be considered for award of contract & will be issued L1 after commercial negotiations with the Department of Agriculture, AP, Guntur.

4.12 The Technical Proposal shall cover the following:

- a) Core business areas of operation, number of years in the business, ownership and organizational structure of firm.
- b) Client and Project brief details of similar projects.
- c) Audited financial statement for the last three (3) years showing financial capability as specified.
- d) Project Plan for the technical partnership covering scope of work.
- e) Any other relevant information.

5 Technical Evaluation Criteria

The bidder should attain a qualifying score of **75 marks** for qualifying in technical evaluation and to be further considered for Commercial evaluation.

S No	Evaluation Criteria	Max Score
I	Past Experiences and Technical Expertise	50
a	Implementation of OLMS/Similar kind of applications in number of states The bidder should meet anyone of the following Criteria: In more than 2 states – 50 Marks In one State - 40 Marks (or) else zero Marks	
II	Demonstration of the OLMS or Similar kind of application	25
a	Demonstration of the Live Application Application demonstrated : 25 marks (or) else zero Marks	
III	Project Management and Work Plan	25
a	Project Management Framework The proposal should clearly and concisely define the project management framework that shall be followed by the bidder. The framework should contain at least but not limited to the following: a. The Project Organization & Quality Management Strategy – 8 Marks b. Communication Management Strategy – 4Marks c. Configuration Management Strategy – 2 Marks d. Risk Management Strategy - Highlight the associated risks/problems and plans for mitigation and explain the technical approach it would adopt to address them – 1 Marks	15

b	Work Plan: Apart from the detailed Project Plan proposed by the Bidder, the following has to be provided which would be evaluated in the following parameters: - <ul style="list-style-type: none"> a. Go- Live and Operational Plan – 5Marks b. O & M Plan – 3Marks c. Integration Plan – 2Marks 	10
Total (I+II+III)		100

A PowerPoint presentation shall be made by the bidder on **Ila** and **b**; **III a** and **b**

6 Statement of important limits/values related to bid

S No	Item	Description
1	Bid Validity Period	30 days from the date of opening of bids.
2	Period for signing contract	Within 10 days from date of receipt of Notification of Award
3	Payment Terms	As per RFP
4	Conditional bids	Not acceptable and liable for rejection
5	Eligibility Criteria	As per RFP
6	Bid Submission	Bidders are requested to submit the bids after issue of minutes of the pre bid meeting duly considering the changes made if any, during the pre bid meeting. Bidders are totally responsible for incorporating /complying the changes /amend'ts issued if any during pre bid meeting in their bid.
7	Procedure for Bid Submission	Bids shall be submitted at Commissionerate office, Mangalagiri.

7 General Instructions to bidders

7.1 Definitions:

- (a) Tender call or invitation for bids means the detailed notification seeking a set of solution(s), service(s), materials or any combination of them.
- (b) Specification means the functional and technical specifications or statement of work, as the case may be.
- (c) Firm means a Company, Authority, Society, Trust, Co-operative or any other Organization incorporated under appropriate statute as is applicable in the country of incorporation.
- (d) Bidder means any firm offering the solution(s), service(s) and/or materials required in the tender call. The word Firms/bidder when used in the pre award period shall be synonymous with bidder and when used after award of the contract shall mean the successful bidder with whom Department of Agriculture signs the contract for rendering of goods and services.
- (e) Qualification and Technical bid means that part of the offer that provides information to facilitate assessment by Department, professional, technical and financial standing of the bidder, conformity to specifications etc.

- (f) Financial Bid means that part of the offer, that provides price schedule, total project costs etc.
- (g) Bid means the qualification bid, Technical submitted at Commissionerate and financial bid on <http://www.apesprocurement.gov.in/> portal only.
- (h) Goods and services mean the solution(s), service(s), materials or a combination of them in the context of the tender call and specifications.
- (i) The word goods when used singly shall mean the hardware, firmware component of the goods and services.
- (j) Maintenance period means period mentioned in bid document for maintaining the systems as scope of work.
- (k) **EMD of Rs.5.00 Lakhs** will be kept with the Department till the completion of the process of the RFP. The EMD will be returned to the L1 Bidder up on submission of Performance Bank Guarantee.
- (l) The EMD for rest of the bidders will be returned after awarding the contract to the successful L1 bidder. No interest will be paid for the period till return of the EMD BGs.

7.2 General Eligibility

- a. This invitation for bids is open to all firms both from within and outside India, who are eligible to do business in India under relevant Indian laws as is in force at the time of bidding subject to meeting the pre qualification criterion.
- b. Bidders marked/considered by Department of Agriculture to be ineligible to participate for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices shall not be eligible.
- c. Bidder/ blacklisted by any Central or State Govt. / Quasi –Govt. Departments or organizations as on bid calling date for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices shall not be eligible.
- d. Breach of general or specific instructions for bidding, general and special conditions of contract with Department of Agriculture or any of its user organizations may make a firm ineligible to participate in bidding process.

7.3 Bid forms

- a. Wherever a specific form is prescribed in the bid document, the bidder shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information.
- b. For all other cases the bidder shall design a form to hold the required information.

7.4 Cost of bidding

- a. The bidder shall bear all costs associated with the preparation and submission of its bid, and Department of Agriculture will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.
- b. Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in the rejection of its bid.

7.5 Clarification of bidding documents

- a. A prospective Firm / bidder requiring any clarification of the bidding documents may notify Department of Agriculture contact person. Written copies/ e-mail of the Department of Agriculture response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders that have received the bidding documents.
- b. The concerned person will respond to any request for clarification of bidding documents which it receives no later than bid clarification date mentioned in the notice prior to deadline for submission of bids prescribed in the tender notice. No clarification from any bidder shall be entertained after the closure of date and time for seeking clarification mentioned in tender call notice. It is further clarified that Department of Agriculture shall not entertain any correspondence regarding delay or non-receipt of clarification from Department of Agriculture.

7.6 Amendment of bidding documents

- a) At any time prior to the deadline for submission of bids, Department of Agriculture, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the bidding documents by amendment.
- b) All prospective bidders those have received the bidding documents will be notified of the amendment and such modification will be binding on all bidders.
- c) In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Department of Agriculture, at its discretion, may extend the deadline for the submission of bids.

7.7 Period of validity of bids

- a. Bids shall remain valid for 90 days or duration specified in this document. A bid valid for a shorter period shall be rejected as non-responsive.
- b. In exceptional circumstances, the Department of Agriculture may solicit the bidders' consent to an extension of the period of bid & EMD validity. The request and the responses thereto shall be made in writing. The bid security shall also be suitably extended. A bidder granting the request will not be permitted to modify its bid.

7.8 Submission of bids

- a. The bidders shall submit all the bids i.e., Qualification, Technical cover at O/o Commissioner & Director of Agriculture Guntur

Deadline for submission of bids

- a. Technical Bids must be submitted not later than the bid submission date and time specified in the tender call notice.
- b. The Department of Agriculture may, at its discretion, extend this deadline for the submission of bids by amending the tender call, in which case all rights and obligations of the Department of Agriculture and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

7.9 Late bids

Any bid not received by the Department of Agriculture contact person by the deadline for submission of bids will be rejected and returned unopened to the bidder.

7.10 Modification and withdrawal of bids

- a. No bid can be modified subsequent to the deadline for submission of bids.
- b. No bid can be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity.

7.11 General Business information:

The bidder shall furnish general business information to facilitate assessment of its professional, technical and commercial capacity and reputation.

7.12 Overview of financial bid

The financial bid should be quoted on www.apesprocurement.gov.in portal only. Any other form of financial quote will be rejected.

i. Bid prices

- a. Prices quoted by the bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account unless otherwise specified in this Tender document. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.

- ii. **Bid currency:** Prices shall be quoted in Indian Rupees and inclusive of all applicable taxes.

7.13 Performance Bank Guarantee

The successful bidder is required to furnish an unconditional and irrevocable Bank Guarantee for an amount equivalent to 3% of total Project Cost as quoted in the

commercial bid within the timelines stated in this tender. Failure of the successful bidder to comply with the requirement of submitting the Performance Bank Guarantee shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD.

7.14 Force majeure

- a. The Firms/bidder shall not be liable for forfeiture of its EMD, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- b. For purposes of this clause, “Force Majeure” means an event beyond the control of the Firms/bidder and not involving the Supplier’s fault or negligence and not foreseeable.

Such events may include, but are not restricted to, acts of the Department of Agriculture in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- c. If a Force Majeure situation arises, the Firms/bidder shall promptly notify the Department of Agriculture in writing of such condition and the cause thereof. Unless otherwise directed by the Department of Agriculture in writing, the Firms/bidder shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

7.15 Termination for insolvency

Department of Agriculture may at any time terminate the contract by giving 30 days written notice to the Firms/bidder if the Firms/bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Firms/bidder, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Department of Agriculture

7.16 Termination for convenience

- a. Department of Agriculture / Service Provider may at any time by giving 30 days written notice terminate the Contract, in whole or in part, for its convenience. The notice of termination shall specify that termination is for either of the parties’ convenience, the extent to which performance under the Contract is terminated, and the date upon which such termination becomes effective. In case the Service provider issue notice for termination,
 - i. The service provider shall continue the services, till an effective alternative is found by the Department of Agriculture, even beyond 30 days of notice period, without any disruption of services.
 - ii. The Service Provide shall provide the KT and all other related/ required information to the agency identified by the Department till the agency gets well acquainted and familiar with the software, database, servers etc.

- iii. Payment pending to the service provider till the service period, will be paid, only after smooth transfer of KT and others as mentioned in point (ii).
 - b. In case of any deviations of the above, the PBG given by the service provider will be forfeited, the firm will be blacklisted and/or penalty will be levied as decided by the Department of Agriculture.
 - c. Department of Agriculture may in the following events after giving a prior notice and conducting investigations if required, terminate:-
 - i. If the Bidder becomes Bankrupt or financially insolvent during the period of contract.
 - ii. If it is found that the bidder has been convicted for any unlawful activities.
 - iii. If it is found that bidder has made gross misconduct or involved in practices injurious to the image and interest of the Department or has failed in performing his duties as per contract.

7.17 Resolution of disputes

- a. Department of Agriculture and the Firms/bidder shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.
- b. If, after thirty (30) days from the commencement of such informal negotiations, Department of Agriculture and the Firms/bidder have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified here in. These mechanisms may include, but are not restricted to, conciliation mediated by a third party.
- c. The dispute resolution mechanism shall be as follows:
- d. In case of a dispute or difference arising between Department of Agriculture and the Firm /bidder relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled at the Director of Agriculture and the decision of the Director will be the final.

7.18 Governing language

The contract shall be written in English. All correspondence and other documents pertaining to the contract which are exchanged by the parties shall be written in same languages.

7.19 Applicable law

The contract shall be interpreted in accordance with appropriate Indian Laws.

7.20 Notices

- a. Any notice given by one party to the other pursuant to this contract shall be sent to the other party in writing or by Telex, e-mail, Cable or Facsimile and confirmed in writing to the other party's address.

- b. Notice shall be effective when delivered or tendered to other party whichever is earlier.

7.21 Taxes and duties

The Firms/bidder shall be entirely responsible for all taxes, duties, license fee etc. incurred until delivery of the contracted services to Department of Agriculture or as per the terms of tender document if specifically mentioned.

7.22 Standards

- a. The technology and quality of the service should be of the highest standards available in the present market.
- b. Before shipping, the identified Firm will inform Department of Agriculture giving full details about these standards and take approval.

7.23 Rejection of Bids

Besides other conditions and terms highlighted in the tender document, bids maybe rejected under following circumstances:

7.24 Technical Rejection Criteria

- Bids submitted without EMD & Tender Processing fee or with improper EMD& Tender Processing fee.
- Bids which do not conform to required validity period of the bid as prescribed in the Tender.
- Failure to conform to Technical eligibility & evaluation criteria as per this tender.
- If the information provided by the Bidder is found to be incorrect/ misleading at any stage/time during the Tendering Process.
- Any effort on the part of a Bidder to influence the bid evaluation, bid comparison or contract award decisions.
- Bids without signature of person (s) duly authorized on required pages of the bid.
- Bids without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidder.
- Technical Bid containing commercial details.
- Revelation of Prices in any form or by any reason before opening the Commercial Bid.
- Failure to furnish all information required by the tender Document or submission of a bid not substantially responsive to the Tender Document in every aspect.
- Failure to furnish proofs for information provided.
- Bidders not quoting for the complete Scope of Work as indicated in the Tender documents, corrigendum / addendum (if any) and any subsequent information given to the Bidder.
- Bidders not complying with the Technical and General Terms and conditions as stated in the tender Document.

- The Bidder not conforming to unconditional acceptance of full responsibility of providing services in accordance with the Scope of work and Service Levels defined in this tender.
- If the bid does not conform to the timelines indicated in the bid.
- Any false declaration by the bidder during the bidding process, following action may be taken:
 - Liable for Legal Action
 - Forfeiture of entire PBG
 - Forfeiture of any Released payments
 - Blacklisting of the Vendor

7.25 Commercial Rejection Criteria

- Incomplete Price Bid
- Price Bids in which prices are not quoted or zero price quoted
- Total price quoted by the Bidder does not include all statutory taxes and levies applicable.
- Conditional price bid.

7.26 Right to terminate the process

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

This RFP does not constitute an offer by Department of Agriculture. The bidder's participation in this process may result in short listing of the bidder.

7.27 Negotiations

The Department reserves the right to negotiate with the successful bidder on the Prices quoted. The Department of Agriculture, Andhra Pradesh reserves the right to negotiate, if needed, with the L1 bidder to reach agreement on all points including the quoted price and signing of contract.

7.28 Subcontracts

The Successful bidder shall NOT subcontract this contract in whole or in part.

7.29 Delay in the Bidder's Performance

Delivery of the Services shall be made by the successful bidder in accordance with the time schedule specified in the tender document.

If, at any time during performance of the Contract, the bidder encounter conditions impeding timely delivery of Services, the Supplier shall promptly notify the Director in writing of the fact of the delay, it's likely duration and its cause(s).

As soon as practicable, after receipt of the Bidder's notice, the Director shall evaluate the situation and may, at his discretion, extend the Bidder's time for performance with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of the Contract.

Except as provided under Force Majeure clause of this tender, a delay by the Bidder in the performance shall render the Bidder liable to the imposition of liquidated damages, unless an extension of time is agreed upon pursuant to without the application of liquidated damages.

7.30 Bidders on failing to complete the Application:

If the successful bidder fails/unable to deliver the OLMS application and requests to terminate his order if any, then the successful bidder has to pay the department the finalized cost (T1) and also to forego the PBG.

Check List of Documents

Compliance/ Agreed/ Enclosed/ Deviation Statement

The following are the particulars of compliance/deviations from the requirements of the tender specifications.

Sl.No	Bid document reference	Remarks
1	Bid Letter form	
2	Certificate of Incorporation	
3	Certificate of GST	
4	Form PQ#1 – Bidder General Information	
5	Form PQ#2 – Bidder Turn over Details & positive Networth details	
6	EMD Details	
7	Form PQ#3 – Project Experience details	
8	Form PQ#4 – Declaration regarding clean track record	
9	Form PQ#5 – Acceptance of Terms & Conditions	
10	Form PQ#6 – Undertaking on Litigations	
11	Form T#1 – Understanding of the project. (A Presentation shall be made by the bidder)	
12	Delivery period (No of Days for Go-Live)	

The specifications and conditions furnished in the bidding document shall prevail over those of any other document forming a part of our bid, except only to the extent of deviations furnished in this statement.

Place:

Bidder's Signature and Seal

Date:

NOTE: For every item appropriate remark should be indicated like, "no deviation", "agreed", "enclosed" etc. as the case may be.

Bid Letter Form

From:

(Registered name and address of the bidder.)

To:

The Director of Agriculture
IHC Corporate, Bus Depot Road
Mangalagiri - 522503
Guntur Dist, Andhra Pradesh

Sir,

Having examined the bidding documents and amendments there on, we the undersigned, offer to provide services in conformity with the terms and conditions of the bidding document and amendments there on, for the following project in response to your tender call dated.....

Project title:

If our bid is accepted, we undertake to;

Provide services/ execute the work according to the time schedule specified in the bid document,

Agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.

We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Place: Bidder's signature and seal.

Date:

APPENDIX I

Pre Qualification (PQ) Proposal submission forms

Form – PQ#1: Bidder's General Information

1	Name of the Company/ Firm	:	
2	Date of Incorporation (Number & Registering Authority) GST No., PAN No.	:	
3	Legal Status of the Company in India And nature of Business in India	:	
4	Address of the Registered Office in India	:	
5	Date of Commencement of Business	:	
6	Name & e-mail id, phone number, fax of the Contact person	:	
7	Web-Site URL	:	
8	Quality Certifications attained by the firm – ISO 9000 certification or any other Internal Quality System with defined quality policy and standard quality procedure.	:	
	Issue Date	:	
	Expiry Date	:	

Place:

Bidder's Signature and Seal

Date:

Form - PQ#2: Bidder's Turnover Details

(All values in Rs. Lakhs)

Financial Information of Bidder				
S No	Financial Year	Turnover of the firm in	Total Profit after Tax	Net Worth of Company
	(1)	(2)	(3)	(4)
1	FY.2021-22			
2	FY.2022-23			
3	FY.2023-24			

Note:

1. Turnover in areas other than mentioned above shall not be considered for evaluation.
2. Please attach audited Balance Sheets and IT return statements to confirming the figures mentioned in columns (2).
3. Bidder should submit any of the Audited balance sheet / Profit & Loss statement / certificates from CFO of the Company duly audited by the Chartered Accountant and certified by the Company Secretary for all the above stated three financial years.

Auditor (Signature & Seal)

Place:

Bidder's Signature and Seal

Date:

Form – PQ#3: Bidder’s Project Experience Details

Bidder should provide the details of projects executed meeting the pre-qualification criteria:

Description of Item	Supporting Document with Page Number
Project Description	
Name of the Client / Department	
Contact address & details of the department	
Value of the Project	
Date of Start of Work	
Date of Completion of Work	
Description of Work	
Bidder should submit any of the following: i. Work orders from client dept. ii. Work satisfactory certificate from the client dept.	

Note:

1. Please submit supporting documents to support the claim and the certificates must be signed by Senior Executive/ Deputy GM of the organization clearly indicating his/her name, designation and contact details such as Telephone Number, Fax number, email-id etc.

Place:
Date:

Bidder’s Signature and Seal

Form – PQ#4: Declaration Regarding Clean Track Record

To:

The Director of Agriculture
IHC Corporate, Bus Depot Road
Mangalagiri - 522503
Guntur Dist, Andhra Pradesh

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document [No._____]. I hereby declare that my company/ Consortium Partners has not been Debarred/ blacklisted as on Bid calling date by any Central or State Government/ Quasi Government Departments or Organizations in India for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices. I further certify that I am competent officer in my company to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

Undertaking on Acceptance of Terms and Conditions in Tender
(On company letter head)

PQ#5 : Undertaking on Acceptance of Terms and Conditions of Tender

Date: dd/mm/yyyy

To,
The Director of Agriculture,
Department of Agriculture,
Chuttugunta, Guntur - 522004
Andhra Pradesh.

Sir / Madam,

Sub.: Undertaking on acceptance of terms and conditions of this Tender.

Ref.: Tender No: <TENDER REFERENCE NUMBER> Dated <DD/MM/YYYY>

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

I hereby confirm that all the provisions of this tender 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 bidder and should be duly signed and sealed by the authorized signatory of the bidder.

PQ#6 : Undertaking on litigation(s)

(On company letter head)

To,
The Director of Agriculture,
Department of Agriculture,
Chuttugunta Center, Guntur - 522004
Andhra Pradesh.

Undertaking on litigation(s)

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

Yours faithfully,

Authorized Signatory

Name of Signatory:

Date:

Place:

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

APPENDIX II

Form – T1: Understanding of the project

Presentation to be given by the bidder as per the Technical evaluation parameters

Place:

Bidder's Signature and Seal

Date:

*APPENDIX III***Form C#1: Commercial Proposal***To be submitted in the e-Procurement portal only*

The quoted price shall be for T2 (Five years) as mentioned in the Tender document which includes design, development and maintenance of website, dashboard, reports etc inclusive of all the GST, any other costs, logistics, fees that were incurred, to be incurred for the coming 5 years. The department hold no responsibility other than the quoted price.

The breakup of the above cost shall be given in the following format (To be uploaded in the portal)

S No	Details	Price	GST	Total
1	Design, Development & Reports and Go-Live			
2	Maintenance for 5 years after Go-Live			
Total		A	B	A+B = C

Note : The total mentioned in the 'C' shall be quoted in the commercial bid.

Performance Bank Guarantee (PBG)

Performance Bank Guarantee (PBG)

To,
The Director of Agriculture,
Department of Agriculture,
Chuttugunta Center, Guntur - 522004
Andhra Pradesh.

WHEREAS (Name of Bidder) hereinafter called "the Bidder" has undertaken , in pursuance of Tender ID..... dated,..... 20__ to provide Software services pertaining to the Design, Development and Maintenance of OLMS) hereinafter 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 Bidder's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidder a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Bidder, 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 Bidder 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 therein.

This guarantee is valid until theday of.....20__.

Signature and Seal of Guarantors

.....
.....
.....
Date.....20__
Address:.....
.....
.....

Form of Model Contract Agreement

This contract agreement is made on the *[insert: number]* day of *[insert: month]*,

[insert: year].

Between

- (1) *[insert: Name of Client]*, (hereinafter called “the Client”), and
- (2) *[insert: name of the bidder]*, (hereinafter called “the bidder”).

Whereas the Client desires for “_____” for _____ Department, Andhra Pradesh, Guntur and submit all deliverables and have agreed to such engagement upon and subject to the terms and conditions appearing below in this Contract Agreement.

NOW IT IS HEREBY AGREED as follows:

1. Article 1 - Contract Documents

1.1 Contract Documents

The following documents shall constitute the Contract between DEPARTMENT OF AGRICULTURE and the

Firm, and each shall be read and construed as an integral part of the Contract:

This Contract Agreement and the Appendices attached to the Contract Agreement.

- (a) Notification of Award
- (b) Special Conditions of Contract
- (c) General Conditions of Contract
- (d) Pre-bid conference minutes.
- (e) Bid document with modification if any
- (f) Any other documents

1.2 Order of Precedence

In the event of any ambiguity or conflict between the Contract Documents listed above, the order of precedence shall be the order in which the Contract Documents are listed in Article 1.1 (Contract Documents) above.

1.3 Definitions (Reference GCC Clause 1)

Capitalized words and phrases used in this Contract Agreement shall have the same meanings as are ascribed to them in the General Conditions of Contract.

2. Article 2 - Contract Price and Terms of Payment

2.1 Contract Price

The Client hereby agrees to pay to the bidder as amount of ***Rs. XXXX*** /- for the items mentioned after finalisation of price bid. The Contract Price in consideration of the performance by the bidder of its obligations under the Contract.

3. Article 3 - Effective Date for Determining Time for Operational Acceptance

3.1 Effective Date:

The time allowed for execution, delivering deliverables and Acceptance of the same should be determined from the date when all of the following conditions have been fulfilled:

- (a) This Contract Agreement has been duly executed for and on behalf of the Client and the bidder;
- (b) The bidder has submitted to the Client the Implementation cum performance security.

4. Article 4 – Jurisdiction

- 4.1. Any legal proceedings arising out of the agreement shall be subject to the appropriate court in Guntur.

5. Article 5 – Appendixes

- 5.1. The Appendixes listed in the attached List of Appendixes shall be deemed to form an integral part of this Contract Agreement.
- 5.2. Reference in the Contract to any Appendix shall mean the Appendixes attached to this Contract Agreement, and the Contract shall be read and construed accordingly.

IN WITNESS WHERE OF DEPARTMENT OF AGRICULTURE and the Firm have caused this Agreement to be duly executed by their duly authorized representatives the day and year first above written.

For and on behalf of the Client (Purchaser)

Signed:

in the capacity of [*insert: title or other appropriate designation*]

in the presence of _____

For and on behalf of the Bidder

Signed: _____

in the capacity of [*insert: title or other appropriate designation*]

in the presence of

Annexure – A

Features of Seed Licenses application

A. List of documents required for Fresh State Seed License (Notified Varieties)

1. Request Letter of the Firm.
2. ChallanforRs.1000/-towards fees
3. Application in Form–A
4. Bio-data of person responsible for legal correspondence on a non-judicial stamp paper of not less than Rs.100/- with notary.
5. Person responsible for day to day administration on a non-judicial stamp paper of not less than Rs.100/- with notary.
6. Copy of Self declaration of Proprietorship /Partnership /memorandum of articles of association if Registered Limited Company /Registered Societies /Cooperatives/ Federations - By laws are to be furnished.
7. Proof of Ownership/Rental Lease agreement on a non-judicial stamp paper of not less than Rs.100/- for sale/storage/processing/packing premises
8. In case of processing plant, copy of registration certificate issued by APSSCA
9. Details of processing facilities
10. Details of Farmer wise, variety wise and district wise seed production plan
11. District wise Market plan.
12. Latest Authentic original scanned copies of Purchase bills for Notified Breeder seed / Foundation seed/Parental lines.
13. Inspection report of Seed Inspector for sale/storage/processing/packing premises.
14. Other documents if any relevant to Clause 5 of SCO, 1983.

B. List of documents required for Fresh State Seed License (Non-Notified Varieties)

1. Request Letter of the Firm.
2. ChallanforRs.1000/-towards fees
3. Application in Form–A
4. Bio-data of person responsible for legal correspondence on a non-judicial stamp paper of not less than Rs.100/- with notary.

5. Person responsible for day to day administration on a non-judicial stamp paper of not Less than Rs.100/-with notary.
6. Copy of Self declaration of Proprietorship /Partnership /memorandum of articles of association if Registered Limited Company/Registered Societies /Cooperatives / Federations - By laws are to be furnished.
7. Proof of Ownership/Rental Lease agreement on a non-judicial stamp paper of not less than Rs.100/- for sale/storage/processing/packing premises
8. In case of processing plant, copy of registration certificate issued by APSSCA
9. Details of processing facility
10. Details of Farmer wise, variety wise and district wise seed production plan
11. District wise Market plan.
12. Distinguished morphological characters along with duly mentioning, physiological & quality attributes, agronomic practices, expected /potential yield, suitability, area adaptability, reaction to pests & diseases etc., along with DUS characters for each variety along with Breeder certificate.
13. Data on Yield evaluation trials – (i) Observation Yield Trial (OYT) (ii) Preliminary Yield Trial (iii) Advanced Yield Trial (AYT).
14. Evaluation reports from ANGRAU/YSRHU/ICAR Institutes for Paddy, Bt cotton, Chillies, Maize, Sunflower.
15. GEAC/DBT/ICAR approvals for commercial release of Bt cotton Varieties in Andhra Pradesh.
16. Information on Germplasm (i) collection (ii) evaluation, (iii) characterization (iv) utilization etc. by the breeder of the firm.
17. Inspection report of Seed Inspector for office/ sale/ storage/processing/packing premises.
18. Other documents if any relevant to Clause5 of SCO,1983.

C. List of documents required for Renewal of State Seed License

1. Request Letter of the Firm.
2. ChallanforRs.500/-towards fee(Rs.1000/-in the grace period)
3. Application in Form-C
4. Original Seed License.
5. Latest Form-D for the last one year.

6. Self certified latest Non Conviction Certificate stating that the applicant has not been convicted under the ECAct,1955 or any order issued there under within three years preceding the date of application.
7. Bio-data of person responsible for legal correspondence on a non-judicial stamp paper of not less than Rs.100/-
8. Nomination of authorized signatory of person responsible for day-to-day administration on a non-judicial stamp paper of not less than Rs.100.
9. Copy of Self declaration of Proprietorship /Partnership /memorandum of articles of association /if Registered Limited Company/Registered Societies/Cooperatives/ Federations - By laws are to be furnished.
10. Proof of Ownership/Lease agreement if on a non-judicial stamp paper of not less than Rs.100/-
11. Details of processing facility
12. Details of Farmer wise, variety wise and district wise seed production plan
13. District wise Market plan.
14. Latest Authentic original scanned copies of Purchase bills for Notified Breeder seed/ Foundation seed for Notified Varieties.
15. Inspection report of Seed Inspector for office/sale/storage/processing/packing premises.
16. Other documents if any relevant to Clause 5 of SCO,1983.

D. Types of Amendments of State Seed License

- i. Inclusion of Notified varieties for sale.
 - ii. Inclusion of Non-notified varieties for sale
 - iii. Inclusion of newly imported varieties for sale
 - iv. Inclusion of transgenic varieties
 - v. Change of Firm Name
 - vi. Change of Firm sale address
 - vii. Inclusion of storage unit.
 - viii. Inclusion of Processing unit
 - ix. Purchase or takeover of the firm
 - x. Change of person responsible
 - xi. Deletion of storage/Processing units
 - xii. Request cancellation of the license
-
- i. **Inclusion of Notified varieties for sale**

1. Request Letter of the Firm.
2. Challan for Rs.50/-towards fees
3. Original Seed License
4. Self certified latest Non Conviction Certificate (Not convicted under Seed Laws, or ECAct,1955or EP Act, 1986 for preceding 3 years)
5. Latest Form-D
6. Details of Farmer wise, variety wise and district wise seed production plan District wise Market plan.
7. Latest Authentic original scanned copies of Purchase bills for Notified Breeder seed/ Foundation seed for Notified Varieties.
8. Other documents if any relevant to Clause 5 of SCO, 1983.

ii. Inclusion of non-notified varieties for sale

1. Request Letter of the Firm.
2. Challan forRs.50/-towards fees
3. Original Seed License
4. Self certified latest Non Conviction Certificate (Not convicted under Seed Laws, or EC Act, 1955 or EP Act, 1986 for preceding 3 years)
5. Latest Form-D
6. Distinguished morphological characters along with duly mentioning, physiological & quality attributes, agronomic practices, expected /potential yield, suitability, area adaptability, reaction to pests & diseases etc., along with DUS for each variety along with Breeder certificate.
7. Information on Germ plasm (i) collection (ii) evaluation, (iii) characterization (iv) utilization etc.
8. Data on Yield evaluation trials–(i) Observation Yield Trial(OYT)(ii) Preliminary Yield Trial(iii) Advanced Yield Trial (AYT).
9. Evaluation reports from ANGRAU/YSRHU/ICAR Institutes for Paddy, Bt cotton, Chillies, Maize, Sunflower
10. Details of Farmer, variety and district wise seed production plan
11. District wise Market plan
12. Other documents if any relevant to Clause 5 of SCO,1983.

iii. Inclusion of newly imported varieties for sale

1. Request Letter of the Firm.
2. Challan for Rs.50/-towards fees
3. Original Seed License

4. Self certified latest Non Conviction Certificate (Not convicted under Seed Laws, or EC Act, 1955 or EP Act, 1986 for preceding 3years)
 5. Latest Form-D
 6. Distinguished morphological characters along with duly mentioning, physiological & quality attributes, agronomic practices, expected /potential yield, suitability, area adaptability, reaction to pests & diseases etc., along with DUS for each variety along with Breeder certificate.
 7. Details of Farmer, variety and district wise seed production plan
 8. District wise Market plan
 9. Multi Location adaptive trial data from SAU/ICAR institutes. (Protective cultivation/poly/glass/green houses data cannot be considered)
 10. Agreement and Quality certificate from the concerned foreign company.
 11. Quarantine (Airports)/Phyto sanitary certificate or both (seaports) from the originating and importing country.
 12. Import permit issued by GOI.
 13. Other documents if any relevant to Clause 5 of SCO, 1983.
- iv. Inclusion of transgenic crop varieties**
1. Request Letter of the Firm.
 2. Challan for Rs.50/-towards fees
 3. Original Seed License
 4. Copies of Basic Seed Registers
 5. Self certified latest Non Conviction Certificate (Not convicted under Seed Laws, or EC Act,1955 o EP Act, 1986 for preceding 3 years)
 6. Latest Form-D
 7. Distinguished morphological characters along with duly mentioning, physiological & quality attributes, agronomic practices, expected /potential yield, suitability, area adaptability, reaction to pests & diseases etc., along with DUS for each variety along with Breeder certificate.
 8. Information on Germ plasm (i) collection (ii)evaluation, (iii)characterization (iv)utilization etc.
 9. Data on Yield evaluation trials – i. Observation/Yield Trial(OYT),

- ii. Preliminary Yield Trial (PYT), iii. Advanced Yield Trial (AYT)
 10. Evaluation reports from ANGRAU / YSRHU /ICAR Institutes for Paddy, Bt cotton, Chillies, Maize, Sunflower.
 11. Details of Farmer, variety and district wise seed production plan
 12. District Market plan
 13. GEAC/DBT/ICAR approvals for commercial release of Bt cotton Varieties in Andhra Pradesh.
 14. Other documents if any relevant to Clause 5 of SCO, 1983.
- v. Change of Firm Name**
1. Request Letter of the firm
 2. Challan for Rs.50/-towards fee
 3. Original Seed License
 4. Affidavit, stating (i) reasons for change of name of the firm (ii) transfer of legal liabilities(iii) details of persons responsible for legal tangles if any (iv) authorized signatory for day to day administration / correspondence
 5. Declaration about change /no change of management.
 6. Certificate of incorporation upon conversion to Private limited company / Limited company.
 7. In case of (i)Proprietorship firm-Self declaration (ii) Partnership firm- Partnership deed (iii)Private/Private Ltd, companies registered under Companies Act - Memorandum of articles of association (iv) registered societies /Cooperatives/Federations – Bye laws is to be furnished.
 8. Self certified latest Non Conviction Certificate (Not convicted under Seed Laws, or EC Act, 1955 or EP Act, 1986 for preceding 3 years)
 9. Latest Form -D.
 10. Other documents if any relevant to Clause 5 of SCO, 1983.
- vi. Change of Firm sale address**
1. Request Letter of the firm.
 2. Challan for Rs.50/- towards fee
 3. Original Seed License
 4. Affidavit, stating (i) reasons for change of address of the firm (ii) transfer of legal liabilities (iii) details of persons responsible for legal tangles if any (iv) authorized signatory for day to day administration / correspondence

5. Self certified latest Non Conviction Certificate (Not convicted under Seed Laws, or EC Act, 1955 or EP Act, 1986 for preceding 3 years).
6. Latest Form -D.
7. Valid Lease agreement of firm for sale /storage on a non judicial stamp paper of not less than Rs100/- .
8. Inspection report of Seed Inspector in prescribed proforma.
9. Other documents if any relevant to Clause 5 of SCO,1983.

vii. Inclusion of Storage Unit

1. Request Letter of the firm.
2. Challan for Rs.50/-towards fee
3. Original Seed License
4. Lease agreement on a non judicial stamp paper of not less than Rs.100/-
5. Inspection report of concerned Seed Inspector in prescribed proforma.
6. Self certified latest Non Conviction Certificate (Not convicted under Seed Laws, or EC Act, 1955 or EP Act, 1986 for preceding 3 years)
7. Latest Form-D.
8. Other documents if any relevant to Clause 5of SCO, 1983.

viii. Inclusion of Processing unit

1. Request Letter of the firm.
2. Challan for Rs.50/- towards fee
3. Original Seed License
4. Lease agreement on a non judicial stamp paper of not less than Rs.100/-
5. Inspection report of concerned Seed Inspector in prescribed proforma.
6. Details of processing facility-(i)Details of machinery available, (ii) Crops that can be processed, (iii) Capacity of unit along with (iv) Certificate of APSSCA /concerned SSCA(v)CSL copy, Lease agreement and the list of firms towhomthe custom processing extended by the Lessor (in case of custom processing)
7. Self certified latest Non Conviction Certificate (Not convicted under Seed Laws, or EC Act, 1955 or EP Act, 1986 for preceding 3 years)

8. Latest Form - D.
9. Other documents if any relevant to Clause 5 of SCO, 1983.
- ix. **Purchase or takeover of the firm**
 1. Request Letter of the firm.
 2. Challan for Rs.50/- towards fees
 3. Letter of Binding over to the legal tangles if any from both purchaser and Seller.
 4. Agreement between Purchaser and Seller along with purchaser Brand name and seller's Brand name.
 5. Registered document of Merger, Court Copy and resolution copy of General Body Meeting.
 6. Certificate issued by the Registrar of companies/Societies/corporations.
 7. Transfer agreement consisting of R&D, Products transfer, Brand name, legal tangles etc.
 8. Self certified latest Non Conviction Certificate (Not convicted under Seed Laws, or EC Act, 1955 or EP Act, 1986 for preceding 3 years)
 9. Latest Form-D.
 10. Other documents if any relevant to Clause5 of SCO, 1983.
- x. **Change of person responsible**
 1. Request letter of the Firm.
 2. Challan for Rs.50/- towards fee with Purpose, Firm name & Address. Correct Head of Accounts and DDO code of Commissionerate of Agriculture to be mentioned (Multiple usage of challan is strictly prohibited)
 3. Original Seed License (Do not upload Photostat copy).
 4. Bio-data of person responsible for legal correspondence (i) on a non judicial stamp paper of not less than Rs 100/- with notary bearing the responsibility of the compliance to terms & conditions of the license (b) With age, residential address, phone no etc.
 5. Nomination of authorized signatory of person responsible for day-to- day administration (i) on a non judicial stamp paper of not less than Rs100/-with notary bearing the responsibility of the compliance to terms & conditions of the license, (ii) with age, residential address, phone no etc.
 6. Self certified latest Non Conviction Certificate (Not convicted under Seed Laws, or EC Act, 1955 or EP Act, 1986 for preceding 3 years)

7. Latest Form-D.
 8. Other documents if any relevant to Clause 5 of SCO, 1983.
- xi. Deletion of sale /storage /other units**

1. Request letter of the Firm.
 2. Challan for Rs.50/- towards fee
 3. Original Seed License
 4. In case of Leased unit, valid Lease agreement of the unit that is proposed to be deleted. In case of own premises a self-declaration with sale deed/supporting bills of house/ godown tax paid to concerned authorities
 5. Self declaration by the Proprietor/Authorized signatory stating the reasons for deletion and there are no legal issues pending on this Door No. /Address.
 6. Self certified latest Non Conviction Certificate (Not convicted under Seed Laws, or ECA ct, 1955 or EP Act, 1986 for preceding 3 years)
 7. Latest Form-D.
 8. Other documents if any relevant to Clause 5 of SCO, 1983.
- xii. Request for Cancellation of License**

1. Request letter of the Firm.
2. Original Seed License

District Seed licenses Documents

a. List of the documents required for Fresh District Seed License

1. Request Letter
2. Application in Form A
3. Original Challan Rs 1000/-
4. Proof of Ownership or Rental Agreement if Rented
5. Bio data of person responsible for legal correspondence on Non judicial stamp paper not less than Rs. 100 with notary
6. Biodata of person responsible for Day to day Administration on Non judicial stamp paper not less than Rs. 100 with notary
7. Copy of Self declaration of Proprietorship/ Partnership/ memorandum of articles of association if Registered Limited Company/ Copy of Self declaration by laws if Registered Society
8. Inspection report of MAO concerned
9. Certificate of Source of seed from Seed Producer Companies.

10. Other documents if any relevant to Clause 5 of SCO, 1983
- b. List of the documents required for Renewal of District Seed License**
 1. Original License (Form B)
 2. Request Letter
 3. Application in form C
 4. Original Challan Rs 500/- (Rs. 1000/- in the grace period)
 5. Proof of Ownership or Rental Agreement if Rented
 6. Biodata of person responsible for legal correspondence on Non-judicial stamp paper not less than Rs. 100 with notary.
 7. Biodata of person responsible for Day to day Administration on Non-judicial stamp paper not less than Rs. 100 with notary.
 8. Copy of Self declaration of Proprietorship/ Partnership/ memorandum of articles of association if Registered Limited Company /Copy of Self declaration by laws if Registered Society
 9. Self certified latest Non Conviction Certificate (Not convicted under Seed Laws, or EC Act, 1955 or EP Act, 1986 for preceding 3 years)
 10. Form-D for the last one year.
 11. Inspection report of MAO concerned
 12. Other documents if any relevant to Clause 5 of SCO, 1983.

Different kinds of amendments of District Seed License:

1. Change of Firm Name
2. Change of Firm sale address
3. Inclusion of Storage unit.
4. Deletion of storage/Processing units
5. Request Cancellation of License
6. Purchase or takeover of the firm

Documents from 1 to 5 are same as that of State seed license amendments

6. Purchase or takeover of the firm

1. Request Letter of the firm.
2. Challan for Rs.50/- towards fees
3. Letter of Binding over to the legal tangles if any from both purchaser and Seller.
4. Registered document of Merger, Court Copy and resolution copy of General Body Meeting.

5. Certificate issued by the Registrar of companies/Societies/corporations.
6. Self certified latest Non Conviction Certificate (Not convicted under Seed Laws, or EC Act, 1955 or EP Act, 1986 for preceding 3 years)
7. Latest Form-D.
8. Other documents if any relevant to Clause 5 of SCO, 1983.