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THE ANDHRA PRADESH STATE CO-OPERATIVE BANK Ltd.,

(A State Govt. Partnered Scheduled Bank)

HO: NTR Sahakara Bhavan, # 27-29-28, Governorpet, Vijayawada-520 002.

Url: <http://www.apcob.org> Email: info.tech@apcob.org

Date:08/08/2022

SHORT TENDER NOTICE

Purchase of Microsoft Exchange Client Licenses

1. **Preface**

The Andhra Pradesh State Co-operative Bank Limited (APCOB) is a Govt. partnered scheduled Bank working with its Head Office in Vijayawada and 18 Branches. The Bank is planning to procure Microsoft Exchange Server Standard Edition for APCOB.

2. **Objective of the RFP:**

APCOB is issuing this Request for Proposal Document, hereinafter called as a Tender, to vendors who are eligible to participate in the competitive Tendering for providing required hardware.

3. **INDICATIVE CRITICAL DATE SHEET**

Application fee (INR)(Non-Refundable)	Rs. 1,000/- (Rupees One Thousand Only)
Earnest Money Deposit(INR)(Refundable)	Rs. 5,000/- (Rupees Five Thousand Only)
Bid Submission Start Date	08.08.2022
Bid Submission End Date	18.08.2022 at 4.00PM
Bid Opening Date	20.08.2022 at 4:00PM
Point of Contact for Bid Submission	T Sree Lakshmi Dy. Gen. Manager Andhra Pradesh State Cooperative Bank Limited NTR Sahakara Bhavan, Governorpet, Besant Road Vijayawada 520002 Contact No. 7729996730 Mail ID: sreelakshmit@apcob.org
Address for Tender Submission	T Sree Lakshmi Dy. Gen. Manager Andhra Pradesh State Cooperative Bank Limited NTR Sahakara Bhavan, Governorpet, Besant Road Vijayawada 520002

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	Contact No. 7729996730
Technical Clarifications	Mr. Purna Reddy Bolla Chief Information Officer purnabolla_itc@apcob.org +91 891966957

Bids shall be submitted only at APCOB communication address. Tenderers/Contractors are advised to follow the instructions provided on indicative critical data sheet.

Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

Tenderer who has downloaded the tender from the APCOB's web site www.apcob.org (for reference only) **shall not modify the tender form including downloaded price bid template in any manner**. In case if the same is found to be tempered/ modified in any manner, tender will be completely rejected and APPLICATION FEE would be forfeited and tenderer is liable to be banned from doing business with APCOB.

Intending tenderers are advised to visit again APCOB website www.apcob.org at least 1 day prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

4. APPLICATION FEE Payment(Non-Refundable) & EMD (Refundable)

1. Earnest Money Deposit & Application fee of tender is to be deposited through DD in favour of APCOB payable at Vijayawada. Bidders are required to submit the instruments of EMD & APPLICATION FEE along with tender document.
2. The hard copy of original instruments in respect of cost of tender document should be put in envelope duly sealed must be enclosed with tender. The tender fee/ cost of tender shall be non-refundable and EMD shall be refundable.
3. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**.

5. Submission of Tender

The tender shall be submitted in Two parts", viz., Technical bid and Financial bid.

All the pages of bid being submitted must be sequentially numbered by the bidder irrespective of nature of content of the documents before submitting.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

6. SEARCHING FOR TENDER DOCUMENTS

- 1) Bidders can log on to APCOB portal and search for tenders under Tenders tab.
- 2) Once the bidders have selected the tenders they are interested in, they may download the

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required documents / tender schedules.

3) The bidder should make a note of the point of contact assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

7. PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule.

8. SUBMISSION OF BIDS

1) **Technical Bid and Commercial Bid to be submitted in separate sets.**

2) Bidder should submit well in advance for bid submission so that they can avoid last minute hurry. Bidder will be responsible for any delay due to other issues.

3) The bidder has to sign and put seal on the required bid documents one by one as indicated in the tender document.

4) Bidder has to pay the EMD & APPLICATION FEE as applicable and enter details of the instrument.

5) Bidder should prepare the EMD & APPLICATION FEE as per the instructions specified in the tender document. The original should be enclosed with tender.

6) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

9. ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the technical clarifications should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

10. Scope of Work:

Supply, installation, testing and maintenance of the items intended to be procured through

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this RFP/Tender.

11. Hardware Particulars:

S. No	Product	Qty
1.	Microsoft Exchange Client Licenses	50

12. Other Terms and Conditions:

- Rate contract is applicable on Base Unit.
- The Rate contract is applicable for a period of 1 year from the date of the Purchase Order.
- Total cost inclusive of GST to be indicated.
- L1 Bidder should submit a declaration stating that MAF will be submitted within a week from the date of finalization of L1. If L1 fails to submit the MAF within one week then L2 will be given an opportunity to fulfil the same.
- Support during warranty period shall be provided onsite whenever required.
- **Payment terms**

Order value will be released on delivery of the items and submission of invoice.

Srilakshmi Tallapragada
Dy. Gen. Manager
(IT)
(APCOB)