



**The Andhra Pradesh  
State Cooperative Bank Ltd.**  
(A State Partnered Scheduled Bank)



Ref: f58p2-procurementoflaptops

Date: 22.03.2024

**REQUEST FOR PROPOSAL**

*Invitation of Bids for Supply and Installation of Laptops  
for APCOB*

Bids are invited through two bid system for "**Supply and installation of Laptops for APCOB**". The details of tender are as under.

SNo	Product	Quantity
1.	Laptops	28

- The tender documents are available in Bank website (<https://apcob.org>) (for reference only) and the same can be downloaded.

**INDICATIVE CRITICAL DATE SHEET**

Bid Security/Earnest Money Deposit (Refundable)	Rs. 5,000/- (Rupees Five thousand only)
Bid Submission Start Date	22.03.2024
Bid Submission End Date	05.04.2024
Commercial Bid Opening	Shall be intimated to Technically Qualified bidders.
Point of Contact for Bid Submission	Sri B Dinesh Kumar, Dy. General Manager, The Andhra Pradesh State Cooperative Bank Ltd., NTR Sahakara Bhavan, Governorpet, Vijayawada 520002 Phone: 0866 2429036/07729996722 e-mail: info.tech@apcob.org Time: 10 AM to 5 PM
Address for Tender Submission	Sri B Dinesh Kumar, Dy. General Manager The Andhra Pradesh State Cooperative Bank Ltd., NTR Sahakara Bhavan, Governorpet, Vijayawada 520002 Phone: 0866 2429036/07729996722 e-mail: info.tech@apcob.org Time: 10 AM to 5 PM
Technical Clarifications	Sri B Purna Reddy Chief Technology Officer (CTO) Phone: 0866-2429007,08919665957 email: cio@apcob.org/ purnabolla_itc@apcob.org Time:10 AM to 5 PM

1. Bidder(s) shall submit their bid (comprising of "Technical" and "Financial" bid), in sealed cover to IT Dept, APCOB.
2. **Submission of bids:** The bids will have to be submitted through sealed covers within the time specified as indicated in critical data sheet.

**Technical Bid:**

- i. The technical information should be prepared very carefully and as indicated in the tender document since it will form the basis for pre-qualification of bidder(s). Only relevant and to the point information/document should be uploaded (Preferable format: .pdf). Failure to provide any required information, may lead to the rejection of the offer. Bidder(s) must read the tender document very carefully before signing on it.
- ii. All annexures (including all the pages of tender document) must be signed by the authorized representative along with date as token of acceptance of the terms & conditions of tender.

**Financial Bid:**

- a) Bidder(s) must read the terms and conditions mentioned in this tender document and submit the form accordingly.
  - b) Bidder(s) are required to check the prices / amount carefully before submitting financial bid as no change will be entertained once the bid is submitted.
  - c) Submission of more than one bid is not allowed and shall result in disqualification of the bidder.
  - d) **Validity of bids:** Bid submitted by the Bidder(s) shall remain valid for acceptance for a period of Ninety (90) days from the last date of submission of bid (Technical and Financial), including extensions, if any.
  - e) APCOB reserves the right to reject any or all the bids without assigning any reasons thereof.
  - f) **Authorization and Attestation:** Bidder(s) must submit an authorization Letter or valid Power of Attorney on behalf of firm for signing the document.
  - g) The Standard Terms and Conditions of this RFP also form part of the Open- Tender specifications. The information furnished shall be complete by itself. Bidder(s) are required to furnish all the details and other documents as required.
  - h) Bidder(s) are advised to study all the tender documents carefully. If any conditional bid received shall not be considered and will be summarily rejected in very first instance without any recourse to the bidder.
3. Any submission of bid shall be deemed to have been done after careful study and examination of this RFP document and with the full understanding of the implications thereof.

4. In case of any doubt about the meaning of any portion of this RFP or any discrepancies or omission(s) in the scope of work or any other portion of this RFP or any incomplete portion or requires clarification on any aspect, scope of work etc., Bidder(s) shall contact the authority inviting the tender as per date and time mentioned in the Indicative Critical Data Sheet.
5. Bidder(s) request for clarification shall be with reference to clauses in this RFP document only.
6. The specifications and terms and conditions shall be deemed to have been accepted by the Bidder(s) in their offer.
7. Non-compliance with any of the requirements and instructions of this RFP ~~document~~ may result in the rejection of the bid.
8. This document has not been filed, registered, or approved in any Court of Competent jurisdiction. Recipient of this document should inform themselves of and observe any applicable legal requirements.
9. This document constitutes no form of commitment on the part of the APCOB. Furthermore, this document confers neither the right nor an expectation on any party to participate in the tendering process.
10. Mere participation in this Tender process by any party does not confer or constitute any right of association with APCOB.
11. APCOB reserves the right to reject any or all the bids without assigning any reasons thereof at any stage or at any point of time.

## REQUEST FOR PROPOSAL

### Objective:

This RFP (Request for Proposal) is issued as a request for "Selection of an agency for **Supply and installation of Laptops for APCOB**".

### 1. THE CLIENT – APCOB

The Deputy General Manager (ITD), APCOB, Vijayawada-520002 is inviting bids in two bid system (Technical & Commercial) for Supply and installation of **Laptops for APCOB**.

### 2. DEFINITIONS

**"Applicable Law"** - means all relevant laws in force and effect as of date hereof and which may be promulgated or brought into force and effect hereinafter in India, including judgments, decrees, injunctions, writs, orders of court, as may be in force and effect during the subsistence of this Tender Document.

**"Bid"** - shall mean the document submitted by the bidder, pursuant to understanding and agreeing with the terms and conditions set out in this Tender Document.

**"APCOB"** - The Andhra Pradesh State Cooperative Bank Ltd.

### 3. Bid Security / Earnest Money Deposit (EMD)

Bids received without EMD are liable to be rejected. Bidder should pay specified amount towards Earnest Money deposit as follows:

- i) Rs. 5,000/- (Rupees five Thousand Only) in the form of Demand Draft drawn on any Nationalized /Schedule bank in favour of "APCOB"
- ii) EMD will not carry any interest.
- iii) EMD will be refunded to the unsuccessful bidders after finalization of the bid and EMD of successful bidder shall be returned after acceptance of work order.

### 4. The Earnest Money Deposit submitted by the Successful bidder may be forfeited if,

- Successful bidder fails to accept the work order within specified time as per intimation/request of APCOB.
- Successful Bidder withdraws his bid or backs out after acceptance.
- Bidder withdraws his bid before the expiry of validity period stipulated in the tender document.
- Bidder violates any of the terms and conditions of the tender.
- Bidder revises any of the items quoted during the validity period.
- Bidder is found to have indulged in fraudulent practices in the bid submission process.

### 5. INTERPRETATION

In this Tender Document, unless the context otherwise requires,  
For the purpose of this Tender Document, where the context so admits:

- a. The singular shall be deemed to include the plural and vice versa and versa.
- b. Masculine gender shall be deemed to include the feminine gender and References to a "person" if any shall, where the context so admits, include references to natural persons, partnership firms, companies, bodies, corporate and associations, whether incorporated or not or any other organization or entity including any governmental or political subdivision, ministry, department, or agency thereof.
- c. References to Clauses, Recitals or Schedules are references to clauses and recitals of and schedules to the Contract and the Tender Document. The Schedules, annexure and addendums shall form an integral part of this Contract.
- d. Any reference herein to a statutory provision shall include such provision, as is in force for the time being and as from time to time, amended or re-enacted in so far as such amendment or re- enactment can apply to any transactions covered by this Contract. Any references to an enactment include references to any subordinate legislation made under that enactment and any amendment to, or replacement of, that enactment or subordinate legislation. Any references to a rule or procedure include references to any amendment or replacement of that rule or procedure.
- e. The headings and sub-headings are inserted for convenience only and shall Document. References to the word "include" and "including" shall be construed without

limitation. Any reference today shall mean a reference to a calendar day including Saturday and Sunday.

#### **6. DUE DILIGENCE**

The Bidder is expected to and shall be deemed to have examined all instructions, forms, terms, and specifications in this Tender Document. The Bid should be precise, complete and in the prescribed format as per the requirement of the Tender Document. Failure to furnish all information required by the Tender Document or submission of a bid not responsive to the Tender Document in every respect will be at the bidder's risk and may result in rejection of the bid. APCOB shall at its sole discretion be entitled to determine the adequacy /sufficiency of the information provided by the bidder.

#### **7. COST OF BIDDING**

The Bidder shall bear all costs associated with the preparation and submission of its bid and APCOB shall in no event or circumstance be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

## 8. SCOPE OF WORK

The broad scope of work is given below: -

### Configuration for Laptops:

Item	Specifications
Screen Type	Touch
Form Factor	Clamshell
Chassis	With metallic hinges + Metallic/Non-Metallic Body
Chipset	Compatibility chipset
Processor	13th Generation Intel® Core™ i5
Display	Max 14" inch FHD IPS Touch Screen
RAM	Min 8gb
Hard Drive	Min 512 GB NVMe SSD
Graphics	Integrated graphics
Audio	Integrated audio controller with internal speakers
Operating System	DOS
Network interface	Integrated Gigabit 10/100/1000 Ethernet Controller
Mother Board	Compatible OEM Mother board
Wireless Lan	802.11 ac and Bluetooth V 5.0 or higher
Input Devices	Keyboard with standard Touch pad
Web cam	Integrated HD Webcam and microphone
MAF	Yes
Warranty	3 Years Comprehensive onsite warranty

## 9. CLARIFICATION ON BID DOCUMENTS

All prospective bidders requiring any clarification on the bid documents may request/forward their clarifications/queries to the Point of contact of APCOB, before the last date of seeking clarifications. Copies of consolidated queries of bidders and response of APCOB will be issued by APCOB as addendum on the website, only if the clarifications requested for, are considered appropriate by APCOB.

## 10. ELIGIBILITY CRITERIA

S. No.	Criteria	Required Documents
1.	The bidder should be a company registered in India under the Indian Companies Act 1956/2013 or a partnership firm or a society constituted under the Societies Registration Act 1860 or sole proprietor	1) Copy of valid Certificate of Registration/ partnership deed etc. attested by Company Secretary/ authorized signatory should be submitted by the bidder.
2.	firm with their registered office in India for the last five years as on 31st March, 2023.	2) Copy of PAN card attested by authorized signatory should be submitted by the bidder.
3.	The bidder should have valid TIN/ Services Tax/GSTN registration.	Copy of valid Certificate of GSTN registration attested by authorized signatory should be submitted by the bidder.
4.	Bidder must have one local office in Vijayawada, Andhra Pradesh or Hyderabad, Telangana.	Copy of address proof of office premises in Vijayawada (Andhra Pradesh)/Hyderabad (Telangana) attested by authorized signatory should be submitted by the bidder.
5.	The bidder should not be barred or black-listed by any central/ state govt. departments/ organizations/ PSUs for any reason on the date of bid submission	A self-declaration certificate from the authorized signatory should be submitted by the bidder.
6.	The bidder should have a minimum average annual turnover of Rs. 50 Lakhs in last three financial Years.	Attested audited copies of bidder's annual reports for the last three financial years along with a certificate from a practicing Chartered Accountant on his letter head confirming annual turnover & average annual turnover during these financial years should be submitted.
7.	Letter of authorization from the OEM for bidder to bid against this tender specifically.	Letter from OEM
8.	Undertaking from the OEM that the quoted product(s) are of the latest versions and should not be declared as at "end-of-sale" or "end-of support" by the respective OEM within three (3) years of the acceptance of the workorder.	Letter from OEM
9.	EMD Rs. 5,000/- (Rupees five thousand only)	Demand Draft (DD) or Bank Pay order in favour of "APCOB" payable at Vijayawada.

**Note: Bid without a valid EMD will be rejected outright.**



## 11. SPECIAL TERMS AND CONDITIONS:

- APCOB shall reserve the right to verify the operation and performance of project by the bidder and the bidder shall permit APCOB to do so. The APCOB will evaluate the information submitted by the bidder regarding bidder's capacity. The bidder cannot subcontract the work at any stage without prior written approval from the APCOB.
- The job would be awarded to the L1 bidder, whosoever declared as L1 bidder, as per the criteria defined tender document.
- Rates quoted in the item rate /tender document should be valid for the complete contract period as no changes in the price bid would be considered at a later stage.
- The bidder cannot make any amendment in the Technical Bid/Commercial Bid; neither can he impose any condition. All such bids will be rejected at the discretion of APCOB.
- The rates quoted in the price bid shall be inclusive of all taxes, duties, levies etc. but excluding Service tax and/or GST.
- The agency will submit the invoice supported by complete description of work and rate payable as per job order. Further the invoice should also be supported with detail of documents serial/date wise, with hard/soft copies without duplication containing exact number of pages.
- The invoice should contain PAN No., GST No., Job order no. and address of the bidder when the payment must be made.

## 12. UNDERTAKING

An undertaking from the Bidder stating the compliance with all the conditions of the Contract and Technical Specifications of the Bidding Document will be required, since no deviation will be acceptable to APCOB.

## 13. BID PRICES

- i. The price i.e., offer must be made by the intending bidder covering all important points mentioned in the bid format. The financial offer may be submitted keeping in view the terms and conditions of this bid document and site conditions.
- ii. The bidder shall include payment of all dues such as taxes & other statutory dues, not specifically mentioned in the specification but essential for successful completion of work. The bidder shall not be eligible for any extra charges in respect of such payments. Though not mentioned in the bid document extra charges if any, shall be paid by the bidder only.
- iii. All liabilities, whatsoever, on account of copy rights or any other reason, if any, shall be borne by the bidder.

#### 14. PERIOD OF VALIDITY OF BID

##### i. **Validity Period**

Online Bids shall remain valid for 90 days after the date of bid opening prescribed by APCOB; APCOB holds the right to reject a bid valid for a period shorter than 90 days as non-responsive, without any correspondence.

##### ii. **Extension of Period of Validity**

In exceptional circumstances, APCOB may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. Extension of validity period by the Bidder shall be unconditional. A Bidder granting extension of validity will not be permitted to modify his technical or commercial bid.

##### iii. **Amendment of RFP**

At any time prior to the deadline for submission of proposal, APCOB may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFP document and it will be notified.

#### 15. MODIFICATIONS/SUBSTITUTIONS/ WITHDRAWAL OF PROPOSALS

No proposal shall be modified, substituted, withdrawn by the applicant after the proposal due date. Any alteration / modification in the proposal or additional information or material supplied after the proposal due date, unless the same has been expressly sought for by the authority, shall be disregarded.

#### 16. ACCEPTANCE & WITHDRAWALS

The right of final acceptance of the tender is entirely vested with APCOB who reserves the right to accept or reject any or all the tenders in full or in parts without assigning any reason whatsoever. There is no obligation on the part of APCOB to communicate with rejected Bidders. After acceptance of the tender by APCOB, the Bidder shall have no right to withdraw his tender or claim higher price.

#### 17. APCOB'S DECISION TO BE FINAL

**The final decision would be based on the technical capacity and pricing. APCOB does not bind itself in selecting the firm offering lowest prices alone.** The tender shall be submitted neatly and all corrections, over-typing shall be attested with seal and full signature. APCOB reserves the right to not to accept lowest price, to reject any or all the tenders without assigning any reason. Tendering/Subsequent award of job shall not in any way entitle the vendor to have any exclusive rights and privileges.

## 18. AWARD CRITERIA

- I. Preliminary Scrutiny: APCOB will scrutinize the offers to determine whether they are complete, whether any errors have been made in the offer, whether required technical documentation has been furnished, whether the documents have been properly signed, and whether items are quoted as per the schedule. APCOB may, at its discretion, waive any minor nonconformity or any minor irregularity in an offer. This shall be binding on all Bidders and APCOB reserves the right for such waivers.
- II. The quote received will be first evaluated for completeness and responsiveness. Only those bids which are found to be responsive, will be considered for technical evaluation, those bids which are technically qualified will be considered for financial bid opening. Non-responsive/non-complete bids shall be summarily rejected and no communication of the same will be obligatory on the part of APCOB.

## 19. PAYMENT TERMS & PERIOD OF CONTRACT:

- i. 100% Payment will be made after supply and installation of laptops.
- ii. APCOB shall deduct any dues, such as TDS etc. while making payments.
- iii. Any repair/damage of the supplied hardware within the warranty period shall be attended by the vendor.
- iv. No additional charges will be paid.
- v. Rate contract shall be provided for 1 year from the date of purchase order.
- vi. The bank has right to modify/amend/cancel the process/procurement without assigning any reason at any point of time.
- vii. Warranty period of the laptops is three years and warranty certificate shall be submitted and support should be provided during warranty whenever a request is raised by the bank.

## 20. LIQUIDATED DAMAGES

Failure to install and commission the products in the stipulated period from the date of purchase order will result in imposition of penalty of 0.5% of the total contract value for a maximum of one week of delay and 2% of the total contract value per week for a maximum of another one week of delay. Delay beyond 2 weeks may attract cancellation of contract, at the discretion of APCOB.

## 21. TAXES AND DUTIES

The prices (including all taxes, duties, etc. but excluding Service tax and/or GST) quoted in the bid shall hold good and shall be binding on the bidder, notwithstanding any increase in the prices of materials and labour or in the freights or levy of other charges whatsoever and the bidder shall not be entitled to claim any increase over the rates quoted by him during the period of currency of the contract except taxes and duties as introduced / modified by Govt. from time to time if any within the period from last date of bid submission to the original completion date of the Contract. Reimbursement of any new tax or variation of existing tax, introduced during last date of bid submission to the

original completion date of the Contract shall be paid in actual on submission of documentary evidence.

The extended period of Contract for the purpose shall only be considered on merit.

## **22. NOTIFICATION OF AWARD & SIGNING OF CONTRACT WITH PURCHASER**

The Bidder whose Bid has been accepted shall be notified of the award by APCOB, by registered letter, fax or by official mail. The Bidder shall acknowledge in writing, the receipt of the Letter of Indenter Notification of award of work within 3 working days and shall send his acceptance to enter the Contract within Seven (7) days from the receipt of the Letter of Intent notification of work award (Purchase Order).

## **23. EXPENSES FOR THE CONTRACT**

All incidental expenses of the execution of the contract/ agreement shall be borne solely by the successful bidder and such amount shall not be refunded to the successful bidder by the APCOB.

## **24. FAILURE TO ABIDE BY THE CONTRACT**

The conditions stipulated in the contract shall be strictly adhered to and violation of any of these conditions shall entail immediate termination of the contract without prejudice to the rights of APCOB.

## **25. TERMINATION FOR DEFAULT**

The company may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the contractor, terminate this contract in whole.

- a. If the contractor fails to deliver any or all the goods and perform services within the time specified in the contract, or any extension thereof granted by the company.
- b. if the contractor fails to perform any obligation(s) under the contract.
- c. if the contractor, in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as the purchaser may authorize in writing) after receipt of the default notice from the company.

## **26. GOVERNING LAW**

The laws of Republic of India shall govern the Tender Document and the Contract.

## **27. SUBMISSION OF BIDS**

Bid should comprise of:

- Technical Bid

Signed and Sealed hard copies

- Commercial Bid
- Price bid undertaking
- Schedule of price bid in the form of proposal/Commercials

Bidder who has downloaded the tender from the website shall not tamper/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 EMD would be forfeited, and bidder is liable to be banned from doing business with APCOB.

Bidders are advised to visit again website at least 1 day prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

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

## **28. VALIDATION OF INTERLINEATIONS IN BID**

Any interlineations, erasures, alterations, additions, or overwriting shall be valid only if the person or persons signing the bid have authenticated the same with signature.

## **29. REJECTION OF BID**

The Bid Document shall be submitted in the form of printed document. Bids submitted by Telex, fax or email would not be entertained. Any condition put forth by the bidder not conforming to the bid requirements shall not be entertained at all and such bid shall be rejected.

## **30. LATE BIDS**

Any bid received by APCOB after the deadline for submission of bids prescribed by APCOB, will be summarily rejected, and returned unopened to the Bidder. APCOB shall not be responsible for any postal delay or non- receipt / non-delivery of the documents.

No further correspondence on this subject will be entertained.

## **31. ANNOUNCEMENT OF BIDS**

The Bidder's names, bid modifications or withdrawals and the presence or absence of requisite bid security and such other details will be announced at the time of opening. No bid shall be rejected at bid opening, except for late bids.

### 32. BIDS NOT CONSIDERED FOR EVALUATION

Bids those are rejected during the bid evaluation process shall not be considered for further evaluation, irrespective of the circumstances.

### 33. OPENING OF COMMERCIAL BIDS

Commercial Bids will be opened and compared at the specified date and time. The name of Bidder, bid prices, total amount of each Bid, etc. shall be announced by the APCOB at the Commercial Bid opening.

### 34. CLARIFICATION OF BIDS

To assist in the evaluation, comparison, and an examination of bids, APCOB may, at its sole discretion, ask the Bidder for a clarification of its bid including breakup of rates. The request for clarification and the response shall be in writing. If the response to the clarification is not received before the expiration of deadline prescribed in the request, APCOB reserves the right to make its own reasonable assumptions at the total risk and cost of the bidder.

### 35. COMPLETENESS OF BIDS


APCOB will examine the bids to determine whether they are complete, whether they meet all the conditions of the Tender Document and Technical Specifications, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the Bid Documents are substantially responsive to the requirements of the Tender Document.

### 36. RECTIFICATION OF ERRORS

Arithmetical errors will be rectified on the following basis: - If there is a discrepancy between the rates in words and figures, the rate in words will govern. If the bidder does not accept the correction of errors, his bid will be rejected.

### 37 REJECTIONS OF BID

A bid that does not meet all pre-qualification criteria or is not responsive shall be rejected by APCOB and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation by the bidder.

  
Deputy General Manager (ITD)  
B. Dinesh Kumar  
Dy. General Manager  
Emp. Code: 321

MANUFACTURER'S AUTHORIZATION FORM

**Ref:f 58 p2-procuremnt of laptops**

**Date:**

To  
The Dy General Manager (ITD)  
The Andhra Pradesh State Cooperative  
Bank Limited D.No.27-29-28, NTR  
Sahakara Bhavan, Governor pet,  
Vijayawada – 520 002

**Sub: Manufacturer Authorization form**

Dear Sir,

We, <OEM > having our registered office at < OEM address>, are an established manufacturer of < name of quoted item >. We < OEM> solely authorized to quote our product for above mentioned tender.

Our full support is extended in all respects for supply and maintenance of our product. We also ensure to provide the service support for the supplied item at least for a period of 3 years from the date of installation & configuration of the item as per tender terms. In case of any difficulties in logging complaint at bidder end, user will have option to log complaint at our call support center. We also undertake that in case of default in execution of this tender by the bidder, we will take all liabilities and responsibilities and necessary steps for successful execution of this tender. We also undertake to meet the timelines defined in the tender. We will ensure that the delivery of the items is made available to APCOB in time. If the supplied product is declared end of life, we will ensure that a suitable equivalent or higher roll over product is offered to APCOB for due approval and order execution thereafter.

Thanking You

Name:

Designation:

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to legally bind the manufacturer. The Bidder in its bid should include it.

## Technical Response

Ref no: F 58 p2-procuremnt of laptops

Date:

To  
The Dy General Manager (ITD)  
The Andhra Pradesh State Cooperative Bank  
Limited D.No.27-29-28, NTR Sahakara  
Bhavan, Governor pet, Vijayawada – 520 002

Dear Sir,

**Sub: RFP for Procurement of hardware- Submission of Proposal – Reg.**

**Ref: F58p2-procuremntoflaptops**

S. No.	Criteria	Required Documents
1.	The bidder should be a company registered in India under the Indian Companies Act 1956/2013 or a partnership firm or a society constituted under the Societies Registration Act 1860 or sole proprietor firm with their registered office in India for the last five years as on 31st March 2023.	1. Copy of valid Certificate of Registration, partnership deed etc. attested by Company Secretary/ authorized signatory should be submitted by the bidder. 2. Copy of PAN card attested by authorized signatory should be submitted by the bidder.
2.	The bidder should have valid TIN/ Services Tax/GSTN registration.	Copy of valid Certificate of GSTN registration attested by authorized signatory should be submitted by the bidder.
3.	Bidder must have one local office in Vijayawada, Andhra Pradesh or Hyderabad, Telangana.	Copy of address proof of office premises in Vijayawada (Andhra Pradesh)/Hyderabad (Telangana) attested by authorized signatory should be submitted by the bidder.
4.	The bidder should not be barred or black- listed by any central/ state gvt. departments/ organizations/PSUs for any reason on the date of bid submission.	A self-declaration certificate from the authorized signatory should be submitted by the bidder.



5	The bidder should have a minimum average annual turnover of Rs. 50 Lakhs in last three financial Years.	Attested audited copies of bidder's annual reports for the last three financial years along with a certificate from a practicing Chartered Accountant on his letter head confirming annual turnover & average annual turnover during these financial years should be submitted.
6	Letter of authorization from the OEM for bidder to bid against this tenderspecifically.	Letter from OEM
7	Undertaking from the OEM that the quoted product(s) are of the latest versions and should not be declared as at "end-of-sale" or "end-of support" by the respective OEM within three (3) years of the acceptance of the workorder.	Letter from OEM
8	EMD Rs. 5,000/- (Rupees five thousand only)	Demand Draft (DD) or Bank Pay order in Favor of "APCOB" payable at Vijayawada.

Yours Truly

Authorized signatory of bidder

[Seal, Name, Signature and authority]

## COMMERCIAL RESPONSE

Ref No: **F58p2-procurementoflaptops**

Date:

To  
The Dy General Manager (ITD)  
Andhra Pradesh State Cooperative  
Bank Limited D.No.27-29-28, NTR  
Sahakara Bhavan, Governor pet,  
Vijayawada – 520 002

Dear Sir,

Sub: RFP for Procurement of Hardware - Submission of Proposal – Reg.

Ref: F58p2-procuremntoflaptops

Total Price (Exclusive of all taxes):

Amount in Words:

Note:

1. The Agencies will not indicate separate discount, discount if any should be merged in the quoted rates.
2. If there is any discrepancy between words and figure, the amount in words shall prevail and will be adopted for evaluation.
3. Duties, taxes, and other levies payable as per the statute should not be included in the bid. The price bid shall be quoted exclusive of the applicable taxes.
4. The Lowest quote arrived based on the above will then be considered as L1.
5. If more than one agency stands on equal Price Quote, then the agency having more relevant experience can be considered for award of contract.

**DECLARATION REGARDING CLEAN TRACK RECORD**

To  
The Dy General Manager (ITD)  
The Andhra Pradesh State Coop.  
Bank Limited D.No.27-29-28, NTR  
Sahakara Bhavan, Governor pet,  
Vijayawada– 520 002

Dear Sir,

Sub: RFP for Procurement of hardware- Submission of Proposal – Reg.  
Ref: F58p2-procurementoflaptops

I have carefully gone through the Terms & Conditions contained in the Tender Reference No. . I hereby declare that my Company/ Firm/ Partners has not been debarred/ blacklisted by any Central or State Government/ Banks or Organizations in India for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices during the past 3 years. I further certify that I am competent officer in my company to make this declaration.

Yours Truly

Authorized signatory of bidder  
[Seal, Name, Signature and authority]

**BIDDER INFORMATION**

1	Name of the Organization	
2	Year of establishment (Enclose copy of certificate without fail)	
3	Registered office address	
4	Phone Number	
5	e-mail	
6	Whether Authorized Dealer/ Service provider	If yes, provide relevant document
7	Authorized Nominated person to participate in the bid process Name & Mobile Number and Office Phone Number	

Yours Truly

Authorized signatory  
of bidder

[Seal, Name and Signature of authority]