



APCOB

Ref: APCOB/IT/F02/1640251/2024

**The Andhra Pradesh
State Cooperative Bank Ltd.**

(A State Partnered Scheduled Bank)



Date: 20.11.2024

SHORT TENDER NOTICE

*Invitation of Bids for Supply and Installation Of
Microsoft Exchange Client Access Licenses in APCOB*

ANDHRA PRADESH STATE COOPERATIVE BANK LIMITED
NTR Sahakara Bhavan, Governorpet, Besant Road
Vijayawada - 520002





Tender No: APCOB/IT/F02/1640251/2024

Date: 20.11.2024

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 client access licenses** for APCOB.

Objective of the RFP:

APCOB is issuing this Short tender notice, hereinafter called as a Tender, to vendors who are eligible to participate in the competitive Tendering for providing required licenses.

INDICATIVE CRITICAL DATE SHEET

Application fee (Non-Refundable)	Rs. 5,000/- (Rupees Five thousand Only)
EMD (Refundable)	Rs. 30,000/- (Rupees Thirty thousand Only)
Bid Submission Start Date	20.11.2024
Bid Submission End Date	30.11.2024 @10.30 AM
Bid open date	30.11.2024 @11.00 AM (Tentatively)
Point of Contact for Bid Submission	B Dinesh Kumar, DGM (IT) The Andhra Pradesh State Cooperative Bank Limited NTR Sahakara Bhavan, Governorpet, Besant Road Vijayawada - 520002 dineshb@apcob.org itinfra@apcob.org Ph no: 7729996722
Address for Tender Submission	The Andhra Pradesh State Cooperative Bank Limited NTR Sahakara Bhavan, Governorpet, Vijayawada - 520002
Technical Clarifications	B Ramachandraiah, CTO/CGM (IT) ramachandraiahb@apcob.org itinfra@apcob.org +91 9951904488



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 contractor 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 Commercial bid template in any manner. In case if the same is found to be tampered/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.

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 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, 2024.	<ul style="list-style-type: none">➤ Copy of valid Certificate of Registration, partnership deed etc. attested by Company Secretary/ authorized signatory should be submitted by the bidder.➤ Copy of PAN card attested by authorized signatory should be submitted by the bidder.
2.	The bidder should have valid TIN/Services Tax/GSTIN registration.	Copy of valid Certificate of registration attested by authorized signatory should be submitted by the bidder.



3.	The bidder should have a technical support office in operation in Andhra Pradesh or Telangana and support centers manned with qualified staff.	Copy of address proof of office premises in Andhra Pradesh or Telangana attested by authorized signatory should be submitted by the bidder. The bidder which is not having a customer care/toll free number may provide an undertaking on its letter head duly signed by the authorized signatory to the effect that the same shall be obtained immediately in case the bidder is declared L1 and awarded the contract.
4.	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.	As 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. 20 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 by the bidder.
6.	Letter of authorization from the OEM for bidder to bid against this tender specifically.	Letter from OEM
8.	APPLICATION FEE Rs. 5,000/- (Rupees Five thousand only)	Demand Draft (DD) or Bank Pay order in favor of "APCOB" payable at Vijayawada.

Note: Bid without a valid APPLICATION FEE will be rejected outright.

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

1. Earnest Money Deposit & Application fee of tender is to be deposited through DDs 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. The bidders those who will provide the UDYAM certificate will be exempted from EMD.
4. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**.

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.

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 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.

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.

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 originals 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.

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.

Scope of Work:

Supply and installation of the licenses intended to be procured through this Tender.

Licenses Particulars:

S. No	Product	Required Quantity
1.	Microsoft Exchange Client Access Licenses	100

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.

Payment terms

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



(Handwritten Signature)
Dy. General Manager (IT)

B Dinesh Kumar
Dy. General Manager
Emp.Code:821

Commercial Response

Date:

To

The DGM (IT)

ANDHRA PRADESH STATE COOPERATIVE BANK LIMITED

NTR Sahakara Bhavan, Governorpet, Besant Road

Vijayawada - 520002

Dear Sir

SUB: RFP/Tender Reference:

Supply of Licenses in APCOB

Description	Unit Price	Qty	Amount (in Rs.)	GST	Total Amount (incl. GST)
Microsoft Exchange Standard edition User CALs		100			

Yours Truly

Authorized signatory of bidder

[Seal, Name, Signature and authority]

