

**Invitation
for
Empanelment of Vendors
for
IT and IT Related Goods and Services
(Hardware, Software, Networking etc)
for
Andhra Pradesh Technology Services Ltd.**

January'2020

**Proprietary & Confidential
Andhra Pradesh Technology Services Limited,
3rd Floor, R&B Building
Opp. Indira Gandhi Municipal Stadium
Labbipet, M.G.Road, Vijayawada-520010
www.apts.gov.in**

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Andhra Pradesh Technology Services Limited
Newspaper Advertisement

**Empanelment of Vendors
for
IT and IT Related Goods and Services (Hardware, Software,
Networking etc)**

Time schedule of various Empanelment related events:

Empanelment calling date	28.01.2020
Empanelment Proposal submission closing date	Open
Empanelment registration / processing Fee per each item as mentioned in the document	DD in favor of "MD, APTSL", Vijayawada
APTS Contact person	P. Venkateswara Reddy, SSE 9963029410
APTS Reference No.	ITC51-13022/6/2020-E PROC-APTS

For further details regarding detailed Empanelment Notification please
visit <https://www.aps.gov.in> Mail-id – venkateswarareddy.p@gov.in

Managing Director, APTS Ltd

1 Background

The Government of AP has an ambitious plan of implementing e-Governance and establishing conducive environment for development of IT industry in the State over the next 5 years. GoAP has notified an IT Policy and is in the process of developing an Enterprise Architecture for e-Governance. The Vision of the Government is

“To develop Andhra Pradesh as a knowledge society of global repute, with a focus on enhancing the quality of life of its citizens, through high-quality education and healthcare, increased productivity in agriculture and allied activities, creation of requisite employment potential by promoting electronics and IT industries, and above all, by providing good governance.”

The number of projects in the e-Governance sector is going to be large which requires appropriate implementation and procurement models. Under these circumstances, it is quite expedient to adopt **Procurement Policy for e-Governance** to achieve the above.

The Procurement Policy

ITE&C Dept. issued G.O.Ms. No 12, Dated 08.06.2015, the Procurement Policy. The Objective of the policy is to:

- a. To enhance efficiency, effectiveness and transparency in procurement decisions relating to e-Governance.
- b. To enable Government departments and agencies to entrust works relating to design, development and implementation of e-Governance projects on an outcome basis, balancing cost-effectiveness and transparency.

Various methods of procurement as per the GO

The following methods of procurement are prescribed for compliance by all the Departments, in relation to the implementation of e-Governance projects or in undertaking any IT-related activities. These methods are described in the succeeding sub-sections.

- a. Rate Contracts (RC)
- b. Limited Tenders - through Empanelment of Vendors
- c. Swiss Challenge
- d. Promotion of Innovative products & Solutions
- e. PPP Methods
- f. Open competitive Bid
- g. Special Provisions for Procurement

Limited Tenders- through Empanelment of Vendors/Service Providers

Limited tender is a procedure where tenders are called from the vendors, who are pre-qualified for specified categories of IT products and services. The following provisions apply in regard to administration of the scheme of Empanelment.

- a. AP Technology Services Ltd (APTS) is nominated as the Nodal Agency for empanelling of vendors of IT Products and services subject to provisions of this policy.
- b. APTS shall undertake the empanelment by issuing Open notification clearly specifying categories of products and services for which empanelment is being sought, the specifications for all the products, the service levels for services as applicable and the criteria for pre-qualification of vendors for each category of products and services.
- c. Upon completion of the pre-qualification process, APTS shall issue a notification to the successful vendors for the goods or services for which they are empanelled as per the notice for empanelment.
- d. The panel of vendors so prepared, shall be valid up to **31.03.2021**.
- e. On receipt of an indent from a Department, Corporation and Society of the Government, APTS shall, within a period of 1 week, invite limited tenders from all the vendors empanelled for the category of product or service for which such indent has been received. Thereupon, APTS shall select the vendor based on a two-stage process.
- f. The Departments, Corporations and Societies of the Government may choose the empanelment procedure wherever substantial part of the scope of their requirement is not covered under RC.
- g. The empanelment for the vendors submitted their proposals will be valid from the date of empanelment.
- h. Every vendor empanelled under this process will be issued a vendor empanelment letter indicating the items/services empanelled and its validity.

In accordance to the above G.O, APTS is inviting proposals from prospective suppliers / vendors for empanelment.

2 General instructions to Vendors

General Eligibility

This invitation for proposals is open to all firms within 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, specified in Section 4.

The firms operating outside AP shall submit an undertaking to establish branch office, within 3 months of award of contract, in any one of the 13 districts in the new State of Andhra Pradesh and billing should be done from AP only.

Vendors will be ineligible to participate for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices. Breach of general or specific instructions for bidding, general and special conditions of contract with APTS or any of its user organizations may make a firm ineligible to participate in the process.

Eligibility Criteria for Empanelment (Proof of documents to be enclosed)

- a. The Vendors/SMEs/Startups those who are having Registered office with AP GST in 13 Districts of Andhra Pradesh
or
- b. Vendors/SMEs/Startups who have Branch office in Andhra Pradesh with AP GST.
Or
- c. Vendors, outside AP and Those who are willing to submit the commitment as per 2.1.2

Empanelment forms

Wherever a specific form is prescribed in the document, the vendor 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.

For all other cases the vendor shall design a form to hold the required information.

Cost of proposal submission

The vendor shall bear all costs associated with the preparation and submission of its proposal, and APTS will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.

Vendor is expected to examine all instructions, forms, terms, and specifications in the documents. Failure to furnish all information required by the documents or to submit a proposal not substantially responsive to the documents in every respect will be at the vendor's risk and may result in the rejection of its proposal.

The Application process Fee for each item, the vendor is applying for empanelment to be submitted as specified in this document. The Application processing fee is not refundable.

Clarification of Empanelment documents

The concerned person will respond to any request for clarification of documents. It is further clarified that APTS shall not entertain any correspondence regarding delay or non-receipt of clarification from APTS.

Submission of Empanelment proposals

The vendor shall submit the item wise proposals separately with separate Security Deposit.

The vendors shall seal the proposal in envelopes, duly marking the envelopes as "Proposal for Empanelment for the item", to be addressed to the APTS at the address given in the invitation; **Vendor has to submit separate application for each category and in separate sealed cover with all supporting documents.**

The outer envelopes shall clearly indicate the name and address of the vendor to enable the proposal to be returned unopened in case it is declared "late".

If the outer envelope is not sealed and marked as required above, APTS will assume no responsibility for the proposal's misplacement or premature opening.

Proposal shall be submitted at

**Andhra Pradesh Technology Services Ltd.
3rd Floor, R&B Building
Labbipet, M G Road, Vijayawada - 520010**

MAF/Partnership/Dealership Letter issued by OEM

The Vendors must submit the Manufacturing Authorization Form **with date of issue** for the products to be empanelled exclusively addressed to MD, APTS with MAF/Partnership/Dealership letter issued by OEM **for each Item/Product** otherwise their proposal will not be considered. **(Product Name should be mentioned clearly)**

Vendors can submit Multiple MAF/ Partnership/Dealership letter issued by OEM for the same item. If the certificate is expired during the empanelment period, valid certificate to be submitted to continue the Empanelment.

Deadline for submission of Empanelment

Proposal must be submitted to APTS not later than the proposal submission date and time specified in the invitation. Proposals received after the deadline, the same will be evaluated in the next slot.

The APTS may, at its discretion, extend this deadline for the submission of proposal by amending invitation call, in which case all rights and obligations of the APTS and vendors previously subject to the deadline will thereafter be subject to the deadline as extended.

Late submission of Empanelment proposals:

Any proposal not received by the APTS contact person by the deadline for submission of proposal will be rejected.

Security Deposit for Empanelment

The vendor shall furnish security Deposit specified in the invitation notice.

The proposal security is required by APTS to:

- a. Assure Vendor's Continued Interest to Participate in the Limited Tender
- b. Respond to Limited Tender calls

The empanelment proposal security Deposit shall be in Indian Rupees and in the form of Draft (DD) only drawn in favor of “MD, APTSL” payable at Vijayawada. The Existing security deposit of the vendors will be returned after finalization of current empanelment.

The Vendors who has submitted application for empanelment and not empanelled so far may take back their application with processing fee and Security Deposit and resubmit their application.

All the vendors have to obtain the receipt for the security Deposit paid towards empanelment. The Original receipt has to be produced for refund of the same whenever the vendor withdrawn from empanelment or expiry of the empanelment.

Unsuccessful vendor's proposal security will be discharged or returned as promptly as possible as but not later than thirty (30) days after the expiration of the period of proposal validity prescribed by APTS.

The successful vendor's proposal security deposit will be discharged only upon a written request by the vendors for withdrawing from the empanelment.

The Empanelment security deposit will be treated as EMD for all Limited tenders invited by APTS. There will not be any EMD in the Limited Tenders.

The Empanelment security deposit will be adjusted to penalty of an amount equal to **2%** of Estimate Contract Value of each limited tender if:

- A vendor withdraws its proposal during the period of proposal validity or
- In the case of a successful vendor fails to sign the contract in time or to furnish performance security in time.
- Once the security deposit is exhausted by way of penalty for the fault of the empanelled vendor or reach 10% security deposit, then the empanelment will be ceases automatically.

Debar from empanelment for Default:

Default is said to have occurred: if the vendor fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by APTS or if the vendor fails to perform any other obligation(s) under the Limited Tenders

If vendor does not respond the Limited Tender enquiry/or quotation for APTS for 5 sequential enquiries (even fail to submit regret letter)

All disputes and Arbitration proceedings shall be held in High Court of Judicature at Andhra Pradesh only and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.

The vendors must obtain digital key and register with AP eProcurement portal within 10 days from the date of empanelment award. No Limited tender will be postponed on the request of empanelled vendor for not having Digital Key. The User Id of the AP eProcurement portal should be informed to APTS in writing. Failure to submit the user Id details will lead to non-receipt of Limited Tenders.

Evaluation of Proposals

The proposal documentation shall be evaluated in two steps. Firstly, the documentation furnished by the vendor will be examined prima facie to see if the technical skill base and financial capacity and other vendor attributes claimed therein are consistent with the needs of APTS. In the second step, APTS may ask vendor(s) for additional information, visit to vendors site and/or arrange discussions with their professional, technical faculties to verify claims made in proposal documentation. Past track record of vendor in supply/ services and any other specific criteria indicated in the tender call and/or in the specifications.

SMEs and Startup Firms

All SMEs & Startup Companies are also needed to register/empanel a fresh in this process. SME registration will follow as per the GO MS 223, dated 31-8-2010 of ITE&C Department. The existing SME registration will become null and void once this new empanelment process is complete.

Similarly, Startup firms also shall go for fresh registration as described below. To encourage the startup companies for participation in limited inquiries for small scale projects / works around a value of Rs. 10 lakhs with the following conditions and the startup company shall:

- Be a company registered with Registrar of Companies for at least 3 months by the time of making the application for registration
- Have manpower strength as stated above
- Have a firm address & contact details including URL
- Have a domain area service /category

APTS' right to accept any proposal and to reject any or all proposals.

APTS reserves the right to accept or reject any proposal, and to annul the empanelment process and reject all proposals at any time prior to award of empanelment, without thereby incurring any liability to the affected vendor(s) or any obligation to inform the affected vendor(s) of the grounds for such decision.

Notification of Empanelment

APTS will notify the successful vendor in writing that its application has been accepted, and the empanelment is valid for the specified period as mentioned.

Corrupt, fraudulent and unethical practices

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the process of contract execution and

“Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to detriment of the purchaser, and includes collusive practice among Vendors (prior to or after proposal submission) designed to establish proposal at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition:

“Unethical practice” means any activity on the part of vendor which tries to circumvent tender process in any way. Unsolicited offering of discounts, reduction in financial proposal amount, upward revision of quality of goods etc after opening of first proposal will be treated as unethical practice.

APTS will reject a proposal for award and also may debar the vendor for future proposal in APTS, if it determines that the vendor has engaged in corrupt, fraudulent or unethical practices in competing for, or in executing a contract.

3 Special Conditions of Empanelment

The Special Conditions

Subsequent to the empanelment, if any vendor blacklisted by APTS or by any State Government / Central government Dept. /Local Bodies/PSU/Autonomous Bodies, University etc the vendor empanelment will be cancelled.

The applicant should clearly read all the pages of the document including, G.O.Ms. No.12 dated 08.06.2015 of ITE&C Dept. Correct/relevant information / data have to be furnished by the vendors

The applicant should make sure before applying for a particular type of Category, that the vendor/firm has the required eligibility criteria & experience for that category of work/ item. Service providers / Suppliers seeking for empanelment shall have to pay the requisite empanelment registration / processing fee specified for each item in the form of DD, in the name of MD, APTSL, along with the application form.

Applications incomplete in any respect, viz non-submission of any required document or information, or fee in requisite amount are liable for rejection.

The following essential documents (whichever is applicable) should accompany with the application form:

- a. AP GST registration certificate or undertaking letter in case vendors from outside of AP

- b. Trade License; Factory License
- c. Income tax Permanent Account No. (In the name of firm if not a proprietorship firm)
- d. Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
- e. Audited balance sheet with Profit & loss account for last three years. Or else, Annual turnover certificate for last three years duly certified by a CA.
- f. ISO certification or other certifications if any.
- g. A Self Declaration certificate on the Company letter that the vendor has not been blacklisted by any institution of the Central/ State Government / PSU/Autonomous Bodies, Universities, etc. as on invitation Empanelment should be submitted in his/her own format.
- h. For Electrical work & Civil work the relevant certificate to be enclosed and Labor License to be enclosed for Civil and Electrical Contractors.

APTS may ask the registered vendor/contractor to submit any other certificate from time to time as it may deemed fit.

Service Centers: Service Centre in AP/ in major cities, to be provided. Bidders not enclosing the service centre details will be rejected. For authorized distributor / OEM centers the vendor shall produce a copy of the valid agreement / undertaking from authorized distributor /OEM.

The Service Centre in AP/ in major cities is required for the HW, Networking and infrastructure vendors only.

A limited tender enquiry will be sent to all empanelled vendors who are empanelled for particular Items requested by the department.

4 General Terms &Conditions

The said registration qualifies a particular vendor for consideration for issue of tender notification in case of Limited Tenders for relevant category only for which vendor is registered / empanelled. However, this will not give any claim to the vendor for award of work / purchase order.

APTS reserves the right to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of APTS in respect of registration of parties for various categories of work / items shall be final & binding on all concerned registered firms / vendors in the panel of APTS.

Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of APTS and keep the APTS informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.

Mode of Payment for all limited tenders: All payments will be made through RTGS/NEFT/ Treasury/PAO CFMS

In case, if empanelled vendor is found in breach of any terms & condition(s) of APTS or supply/work order, at any stage during the course of supply / installation or warranty period, the legal action as per rules/laws, shall be initiated against the vendor and

Security Deposits shall be forfeited by APTS, besides debarring and blacklisting the vendor concerned for at least one year for further dealings with APTS.

The vendor should not assign or sublet the empanelment or any part or it to any other vendor in any form. Failure to do so shall result in termination of empanelment.

All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier. In all future correspondence with APTS, empanelled vendors are required to quote the Registration No.

APTS has all the rights reserved to add / delete / alter any of the items and to amend / add any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reason(s) for the same.

The empanelled vendor shall indemnify the APTS and user departments against all third-party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof. APTS / User department stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfillment of the purchase orders.

Items – Services - Category List & Qualification criteria

S.No	Item	Security Deposit Rs Lakhs	Processing Fee	Sales (Qty) in last three years	MAF/ Authorized channel partner (ACP)	Turnover in 3 years in all products / services Rs. Lakhs
PC Hardware						
1.	Desktop, Systems	3.00	10000	1000	MAF	200
2.	Notebook/Laptop Systems	3.00	10000	150	MAF	75
3.	Printers / MFD, Scanners	1.50	10000	300	MAF	50
4.	UPS with Batteries & Solar panels	1.50	10000	100	MAF	50
5.	Servers	1.50	10000	30	MAF	50
6.	Tablets	1.50	10000	300	MAF	25
7.	SAN Storage / Server racks	1.50	10000	3	MAF	50
Peripherals						
8.	Information Kiosks / integrated computer with projector	1.50	10000	6	MAF	20
9.	Photo Copiers	1.50	10000	30	MAF	50
10.	Fax machines	0.25	5000	10	MAF	5
11.	LCD Projectors	0.50	5000	30	MAF	20
12.	TV/Display Panels, Monitors, TV Tuner Cards	0.50	5000	10	MAF	20

13.	Mobile Handsets, Power banks, Batteries (Note Book, Mobile)	0.50	5000	1000	-	20
14.1	Access control systems /Biometric Devices/ Bar code scanners/ readers (Startup)	0.20	500			0 -50 (LFY)
14.2	Access control systems /Biometric Devices/ Bar code scanners/ readers (SME-Cat-1)	0.50	500			>50 -<=200. (LFY)
14.3	Access control systems /Biometric Devices/ Bar code scanners/ readers (SME-Cat-2)	1.00	500			>200-<= 500 (LFY)
14.4	Access control systems /Biometric Devices/ Bar code scanners/ readers (SME-Cat-3)	2.00	500			>500-<=1000 (LFY)
14.5	Access control systems /Biometric Devices/ Bar code scanners/ readers (Vendor)	3.00	5000	300	MAF	>1000
15.	Hard Disk Drives, Memory (RAM), CD/DVD Writer, Key Board, Mouse, Head Sets, Power Cards	0.10	5000	-	-	10
16.	Computer Consumables - Printer Consumables, Cartridges, Toner, Ribbon, Printer Head, Fuser Assembly – Media, USB Sticks, DVD, Backup Tapes, DV Cams	0.10	5000	-	-	20
17.	Card Printer and Consumables	1.00	10000	6	MAF	15
Software Vendors (off the Shelf Products)						
18.	Microsoft Product	2.50	10000	-	ACP	50
19.	Linux products	0.50	10000	-	ACP	10
20.	Oracle Product	2.50	10000	-	ACP	100
21.	Security &Antivirus Software	1.00	10000	-	ACP	10
22.	Open Source	0.50	10000	-	ACP	10
23.	Middle ware / Virtualization /CMS, MDM etc	1.00	10000	-	MAF/ ACP	10
24.	GIS/GPS Products / other software	2.00	10000	-	ACP	15

Office Equipment						
25.	EPABX, Telephone Devices	0.25	5000	3	MAF	10
26.	PAS: Public Addressing System	0.10	5000	3	MAF	10
27.	Video Cameras	0.10	5000	10	MAF	10
28.	Air conditioners	0.50	5000	20	MAF	10
29.	Computer Furniture & Interior, Partition Works	5.00	10000	10 sets	MAF	100
30.	Fire Extinguisher	0.10	5000	3	MAF	10
Networking Services (LAN & WAN)						
31.1	Network Cabling works, Electrical Works (Startup)	0.20	500			0-50 (LFY)
31.2	Network Cabling works, Electrical Works (SME-Cat-1)	0.50	500			>50 -<=200 (LFY)
31.3	Network Cabling works, Electrical Works (SME-Cat-2)	1.00	500			>200-<= 500 (LFY)
31.4	Network Cabling works, Electrical Works SME-Cat-3)	2.00	500			>500-<=1000 (LFY)
31.5	Network Cabling works, Electrical Works (Vendor)	3.00	5000	30	-	>1000
32.	Hubs/ Switches, Modems, Leased Line Modems, Routers, Wireless Access Points	2.00	5000	100	MAF	50
33.	UTM, firewalls, IDS / IPS security products	2.00	5000	6	MAF	15
34.	Video Conference Equipment's	5.00	15000	50	MAF	200
Manpower Services						
35.	Non-Technical	1.00	15000	1 work order	EPF/ESI/ Labour Registration	100
36.	Technical Manpower	2.00	15000	1 work order	EPF/ESI/ Labour Registration	200
37.	I.T Advisory Services / IT consultancy services	2.00	15000	1 work order	-	500
Hiring of Equipment/ Services						
38.	Computer Systems, Printers, UPS, Passbook Printers, Shredders, Copiers, Fax Machine, Video Camera, Laptops for presentation, LCD /	0.10	10000	2 work orders	-	10

	DLP Projector with operator					
39.1	Data Entry, Scanning & Digitization, Printing (Startup)	0.20	500			0-50 (LFY)
39.2	Data Entry, Scanning & Digitization, Printing (SME-Cat-1)	0.50	500			>50 -<=200 (LFY)
39.3	Data Entry, Scanning & Digitization, Printing (SME-Cat-2)	1.00	500			>200-<= 500 (LFY)
39.4	Data Entry, Scanning & Digitization, Printing (SME-Cat-3)	2.00	500			>500-<=1000 (LFY)
39.5	Data Entry, Scanning & Digitization, Printing	3.00	5000	3 work orders	-	>1000
40.1	Maintenance of Computers, UPS Peripherals &, Network (Startup)	0.20	500			0-50 (LFY)
40.2	Maintenance of Computers, UPS Peripherals &, Network (SME-Cat-1)	0.50	500			>50 -<=200 (LFY)
40.3	Maintenance of Computers, UPS Peripherals &, Network (SME-Cat-2)	1.00	500			>200-<= 500 (LFY)
40.4	Maintenance of Computers, UPS Peripherals &, Network (SME-Cat-3)	2.00	500			>500-<=1000 (LFY)
40.5	Maintenance of Computers, UPS Peripherals &, Network (Vendor)	3.00	5000	3 work orders	-	>1000
Application Development						
41.1	Software (application Development/AMC) (Startup)	0.20	500			0-50 (LFY)
41.2	Software (application Development/AMC) (SME-Cat-1)	0.50	500	1 work order		>50 -<=200 (LFY)
41.3	Software (application Development/AMC) (SME-Cat-2)	1.00	500	1 work order		>200-<= 500 (LFY)
41.4	Software (application Development/AMC) (SME-Cat-3)	2.00	500	1 work order		>500-<=1000

	Cat-3)					(LFY)
41.5	Software (application Development/AMC) (Vendor)	3.00	25000	3 work orders	CMMi L3/ ISO 9001 Certification	>1000
42.	ERP implementation	3.00	25000	3 work orders	CMMi L3/ ISO 27001 Certification	1000
43.1	GIS /GPS solutions (Startup)	0.20	500			0-50 (LFY)
43.2	GIS /GPS solutions (SME-Cat-1)	0.50	500	3 work orders		>50 -<=200 (LFY)
43.3	GIS /GPS solutions (SME-Cat-2)	1.00	500	3 work orders		>200-<= 500 (LFY)
43.4	GIS /GPS solutions (SME-Cat-3)	2.00	500	3 work orders		>500-<=1000 (LFY)
43.5	GIS /GPS solutions (Vendor)	3.00	25000	3 work orders	CMMi L3	>1000
44.	BIS/ Analytics	3.00	25000	3 work orders	CMMi L3	1000
Security & Surveillance Equipment						
45.	CC Cameras, PTZ Cameras	0.20	10000	3 work orders	MAF	25
46.	X-Ray Machines	0.20	5000	3 work orders	MAF	50
47.	Metal Detectors	0.20	5000	3 work orders	MAF	10
48.	Fence	0.20	5000	3 work orders	MAF	10
49.	Bollards	0.20	5000	3 work orders	MAF	10
50.	Counting Machine cum Fake note detector	0.50	5000	3 work orders	MAF	10
Trainings						
51.	Training & Content Management	0.50	15000	1 Work order	-	25
Others						
52	Printers and Publishers	0.25	10000	1 work order		25
53	Advertising Agencies	0.10	10000		I&PR Registration	
54	Digital Media and marketing	0.50	10000	1 Work order		50
55	Event Management	1.00	15000	1 Work order		100

- LFY - Last Financial Year. (For SME and Startups only)

5 Proposal submission Forms
Proposal submission – Form -F1
(Print on company letter Head)

To,

The Managing Director
A.P.Technology Services Ltd.,
Vijayawada

Sir,

I/We do here by declare that the information furnished in the Proforma from pages to _
_____and in the supplementary sheets from pages _____to _____is
correct to the best of my/our knowledge and belief.

I/We apply for the empanelment for the following item / category:

S.No	Category	Item S.No.	Item Description	Deposit Amt./DD.No/ Date/Bank Name	Processing fee
1					

Yours faithfully

Signature

-

Name :
Designation :
Address :
Date :
Seal :

Application Form for Empanelment - Form -F2-A

S.No	Items	Details
1.	a)Name of the organization: (enclose Registration copy)	
	b)Address of the Registered office	
	c) Address for Correspondence	
	d) Address of the Branch in Andhra Pradesh (proof to be enclosed)	
	e) Contact person Name	
	f) Designation	
	g) Land Line Phone No	
	h) Mobile No.	
	i) Fax No.	
	j) e-mail address	
	k) Website(if any)	
	l) Year of Commencement of business	
	m) AP GST No.	
	n) Service Tax Registration No.	
	o) PAN No. of Organization	
	p) e-procurement user id(if not furnished, Limited tenders issued by APTS will not be received)	
	Bank Details	
	Bank Account No.	
	Name of the Bank	
	Name of the Branch	
	IFSC Code	
2.	Type of organization (whether Sole Proprietorship/ Partnership/ Private Limited/ Limited/Firm or Co-operative Body etc.)	
3.	Name of the Proprietor/ Partners/ Directors of the Organization	
	Designation	
	Phone No.LL/ Mobile	
	FAX No.	
	Mail ID of the person authorized to make commitments to the APTS	

4.	Details of Registration (whether Partnership firm, Company etc.) Registering Authority			
5.	Registration No. & Date			
6.	Business/ activity of the firm.			
7.	Details of offices in other Centers including complete address, Telephone No. , Fax No, Mail id of Contact person			
8.	Branch office in Andhra Pradesh with Address			
	Name of Contact person:			
	Telephone: Fax : Mail ID:			
9.	Technical personnel available in the Organization			
10.	Declaration to indicate financial capacity of the Organization to undertake the said supply / work (Yes/No)			
11.	Details of company and its location, technical personnel employed (Attach a separate sheet)			
12.	Ability to Provide bank Guarantee or other equivalent forms of security from a Nationalized Bank/ Scheduled Bank (Yes/No)			
13.	Whether any civil suit/Litigation arisen in the contracts executed during last 3 years/ being executed. Please furnish the name of the project, Employer, nature of work, contract value, work order and date and brief details of litigation (Please attach separate sheet if required)			
14.	Clientele (Certificate regarding after sales service and support from the mentioned companies should be furnished)	Central and State Govt. with Phone No.	Govt. Undertaking with Phone No.	Other Organizations with Phone No.
15.	Has the vendor been black-listed by any of the offices/companies/Government? If so, details may be provided			
16.	Addresses of Three (3) Service Centres in AP with Phone No. and Contact person Name (for Hardware Items/Products only)			
	Location-1			
	Location-2			
	Location-3			

Application Form for Empanelment - Form - F2-B

(Separate sheet for each products / services to be enclosed) :

1.	a)Name of the organization:				
2.	Item Category				
3.	Item description				
4.	Item SI No as per empanelment RFP				
5.	Yearly Turnover of the Company during last 3 Financial Years (year wise) (Not of group) (Audited balance Sheet with P&L A/c must be enclosed	2016-17	2017-18	2018-19	Total
6.	Yearly profit (year wise)				
7.	Brands of Hardware, Peripherals / Software/Services of which the vendor is OEM/ Authorized Dealer/ Reseller of (Certificate from the Principal should be enclosed in case of Authorized Dealers/ Resellers) MAF				
8.	Whether the vendor has ability to provide alternate equipment to ensure that there is no break in the clients operations in case they are not able to immediately repair malfunctioning hardware/software falling under their warranty / AMC				
9.	Any other information/certificates				
10.	List of documents enclosed - for this item				

CHECKLIST WITH APPLICATION - FORM -F2-C

S.No	Documents	Furnished Yes/No	Page Nos
1.	Form-F1 Undertaking Letter		
2.	Form-F2 A & B Application Form for vendor Empanelment Registration		
3.	Firm Registration Copy (partnership deed if any)		
4.	AP GST Registration Certificate Copy		
5.	Pan Card Copy		
6.	Whether Manufacturer / Authorized Dealer / Distributor/ Authorized Service provider letter (The Authorization letter (MAF) must be addressed to Managing Director, APTS and also mention the Authorization validity period)		
7.	Turnover details along with certified Audited Firm / Company Profit & Loss Account statement and Balance sheet for last 3 years		
8.	Service Centers / Manpower Details		
9.	Whether the company is blacklisted by any of the offices/ Companies/Government? If so details		
10.	Affidavit in Original on Rs. 100/- Non-Judicial Stamp Paper stating that the company is not blacklisted earlier with Notary		
11.	Demand draft (Non-Refundable) in favor of MD, APTSL, Vijayawada drawn on any Nationalized / Scheduled Bank towards Processing fee for each item		
12.	Demand Draft for Requisite amount towards Security Deposit for the categories applied		
13.	Any other documents (pl. specify)		

Signature of the Vendor With office Stamp

(On Rs. 100/- Stamp paper)
Declaration Regarding Clean Track Record

To,
The Managing Director
Andhra Pradesh Technology Services Limited
Vijayawada, Andhra Pradesh, India

Sir,

I have carefully gone through the Terms & Conditions contained in the Vendor Empanelment Document Ref No.. ITC51-13022/6/2020-E PROC-APTS. I hereby declare that my/our Company has not been debarred/ black listed as on Bid calling date by any State Government, Central Government, Central & State Govt. Undertakings/enterprises/Organizations and by any other Quasi Government bodies/Organizations, World Bank and any other major Enterprise/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,

(Authorized Signatory)

Printed Name
Designation
Seal
Date:

(On Company Letter Head)

Employees details

S.No.	Employee Name	Designation	Employee ID	Aadhaar No.