

Annexure- I
Empanelment of Vendors for Supply of Computer Hardware, Software and Peripherals and Maintenance of Hardware, Software and Peripherals etc.
Undertaking to be signed by Applicants

To,

The Managing Director
A.P.Technology Services Ltd.,
4th Floor, B-Block, BRKR Bhavan
Tankbund Road
Hyderabad

I/We do hereby 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.

Yours faithfully,

Signature_____

Name_____

Designation_____

Address_____

Date_____

Seal

Annexure-II

Application Form for Empanelment
(Separate sheet for each category / product should be enclosed)
Year applied for: 2010 - 2011

S.No	Items	Details
1.	i)Name of the applicant/ organisation: ii)Address of the Registered office: iii)Phone No.: iv)Email address: v) Web site if any: vi)Year of commencement of Business: vii) Sales Tax Number: viii)Income Tax Number:	
2.	Type of organisation (whether Sole Proprietorship/ Partnership/ Private Limited/ Limited or Co-operative Body etc.)	
3.	i)Name of the Proprietor/ Partners/ Directors of the Organisation/ Firm: ii)Name and designation, Phone/ Mobile No, fax, mail ID of the person authorized to make commitments to the APTS:	
4.	Details of Registration (whether Partnership firm, Company etc.) Registering Authority, Date, Registration No. etc. mentioning the business/ activity of the firm.	
5.	Details of offices in other Centers including complete address, Telephone No. ,Fax Numbers, Mail ID of contact person etc.	
6.	Address of offices at Hyderabad Name of Contact person: Telephone: Fax : Mail ID:	
7.	Technical personnel available in the organisation (details to be furnished in part III)	
8.	Address of office through which the proposed work of APTS will be handled and the name and designation of the Officer-in-Charge.	

9.	Authorised distributor / Reseller of Hardware and Software. Enclose a detailed list of brands along with certificate from the principle			
10.	Adequate and satisfactory evidence to indicate financial capacity of the Organisation to undertake the said work with names of Companies and their full address. (Solvency certificate from the Bank and Income Tax clearance certificate shall be attached.)			
11.	Details of company and its location, technical personnel employed (Attach a separate sheet)			
12.	Yearly Turnover/ Profit of the company during last 3 years (year wise). (not of group) Turnover: Profit (year wise): (Audited Balance Sheet, P&L A/c and Annual Report must be enclosed)	(2006-07) (Rs.)	(2007-08) (Rs.)	(2008-09) (Rs.)
13.	Ability to Provide Bank Guarantee or other equivalent forms of security from a Scheduled Bank:			
14.	Whether any civil suit/ Litigation arisen in the contracts executed during last 5 years/ being executed, please furnish the name of the project, employer, nature of work, contact value, work order and date and brief details of litigation. (please attach a separate sheet if required)			
15.	Whether the application is for empanelment for supply or maintenance of Hardware/ Software or both (please tick appropriate column)	Supply of Hardware/ Software	Maintenance of Hardware/ Software	Both
16.	Clientele (Certificate regarding after sales service and support from the mentioned companies should be furnished)	Central and State Govt. with Phone No.	Government Undertaking with Phone No.	Other Organizations with Phone No.
17.	Brands of Hardware, Peripherals of which the vendor is OEM/ Authorised Dealer/ Reseller of (Certificate from the principal should be enclosed in case of Authorized			

	Dealers/ Resellers)		
18.	Software brands of which the vendor is developer/ Authorised Dealer/ Reseller/ Support Partner (Certificate from the principal should be enclosed in case of Authorized Dealers/ Resellers/ Support Partner)		
19.	Whether vendor is a systems integrator (Details of Systems Integration work undertaken)		
20.	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.		
21	Category of equipment	Tick(✓) whichever applicable	
		Supply	Maintenance
	Computer Hardware: Personal Computer, Laptop, Server etc.		
	Computer Peripherals: Printers, Scanners, CD writers, Multi-functional devices, etc.		
	Network Products: for Network Design, multi location implementation & management / maintenance of WAN with combinations of Leased Line, ISDN and VSATs with centralized Data Center environment etc., and IT services like Single Vendor AMC for Network Hardware and NMS/LLM services etc.		
	PC link Projectors etc.		
	Operating Systems /System Softwares etc.		
22.	Has the vendor been black-listed by any of the offices/companies/Government? If so, details may be provided.		
23.	Any other information/certificates		
24.	List of documents enclosed		

Signature of Vendor with Stamp

Annexure-III

Application Form for Renewal of Empanelment
(Separate sheet for each category / product should be enclosed)
Year applied for: 2010 - 2011

1. Name of the Company:
2. Category Applied/year:
3. Product/Item (Make/Brand)
4. Whether Manufacturer/
Authorized dealer/
Distributor/ Authorized
Service provider / System Integrator:
5. Name and Address of the Company:

Name of Company :	
Name of Company Representative	
Address of Correspondence:	
Telephone No.	
Fax No.	
E-mail ID	

6. Details of Security Deposit Paid:

S.No.	Demand Draft No.	Year/Date	Category	Amount	Bank	APTS receipt No. & Date

7. Details of Renewal Fees:

S.No.	Demand Draft No.	Category Applied	Year/Date	Amount	Bank

Signature of vendor
With office stamp

Annexure-IV

CHECKLIST & CERTIFICATE COPIES TO BE ENCLOSED ALONG WITH APPLICATION FORM

S.No.	Documents	Furnished: Yes/No
1	Annexure-I - Undertaking letter	
2	Annexure-II - Application Form for Vendor Empanelment Registration	
3	Annexure-III - Application Form for Renewal of Empanelment	
4	Annexure-IV - Checklist	
5	Annexure-V – Category list	
6	Firm registration copy (Partnership deed, if any)	
7	APGST or VAT Registration certificate copy	
8	CST Registration certificate copy or Service tax registration certificate copy	
9	PAN CARD copy	
10	Whether Manufacturer/ Authorized Dealer/ Distributor/ Authorized Service Provider letter (The Authorisation letter must be addressed to Managing Director, APTS and also mention the authorization validity period)	
11	Turn over details (for the items specified) along with Certified /Audited Firm / Company profit & loss account statement and balance sheet for last three years	
12	Copies of orders of major customers for the items specified for the last three (3) years	
13	Copies of satisfactory certificates regarding after sales service and support from the above mentioned customers	
14	Certifications obtained relevant to the product	
15	Service centers / man power details	
16	Income Tax clearance certificate	
17	Affidavit in original on Rs.100-00 Non-Judicial Stamp Paper stating that the company is not blacklisted earlier with Notary	
18	Demand draft of Rs.1,000-00(Non-refundable) in favor of MD, APTS, Hyderabad drawn on any Nationalized/Scheduled Bank towards processing fee.	

**Signature of Vendor
With office stamp**

Annexure-V : Category List

S. No.	Item Category	Application Fee	Scope of Empanelment
1	PC Hardware 1. Servers 2. Desktop Systems 3. Notebook PCs 4. Thin client 5. Information kiosks	Rs. 2.0 lakhs	
2	PC Peripherals 1. Printers 2. Scanners 3. UPS systems 4. CVT's 5. Stabilizers 6. Server racks 7. Personnel Digital Assts. (PDA)	Rs. 0.50 lakhs	
3	SOFTWARE VENDORS (Off the shelf products). These shall be for each of the following categories: 1. Microsoft product 2. Oracle product 3. Antivirus software 4. Linux product	Rs. 0.25 lakhs	
4	Office Automation Equipment 1. Photo copiers 2. Fax machines 3. LCD Projectors 4. Plasma display panels 5. EPABX 6. Telephone systems etc. 7. Digital cameras 8. Video cameras 9. DVD players 10. Access Control Systems 11. Bio-Metric Products 12. Mobile Handsets 13. Bar code Scanners/ Readers 14. Air-conditioners 15. Computer furniture	Rs. 0.25 lakhs	
5	Networking Services (LAN & WAN) 1. Network Cabling 2. Hubs 3. Switches 4. Wireless Access Points 5. Network Components 6. Routers 7. Leased Line Modems	Rs. 0.25 lakhs	

6	Supply of Spare Parts like 1. Hard Disk Drives 2. Memory 3. Monitors 4. CD ROM 5. CD /DVD Writer 6. Key Board 7. Mouse 8. Head Sets 9. Power Cards 10. Modems 11. Note book Batteries 12. TV Tuners Cards 13. Other cables etc.,	Rs.0.10 lakhs	
7	Technical Man Power Services 1. Date Entry Operators 2. DPO's 3. Programmers 4. Network Engineer 5. System Analysts etc	Rs.0.20 lakhs	
8	Non-Technical Man Power 1. Office Assistants 2. Stenographers 3. Drivers 4. Attenders 5. Security Guards 6. Sweepers 7. Cooks etc.,	Rs.0.10 lakhs	
9	Hiring of 1. Computer Systems 2. Printers 3. Mobile Telephones with Internet connection 4. Shredders	Rs.0.05 lakhs	
10	Hiring of 1. LCD/DLP Projector 2. Laptops for presentation 3. Copiers 4. Fax Machine 5. Digital camera 6. Video Camera 7. Web camera 8. Biometrics / Fingerprint/ Smart card Devices 9. Passbook printer	Rs.0.025 lakhs	
11	1. Software application development 2. Software Annual maintenance 3. Digitalization. 4. Web Design 5. ERP	Rs.0.25 Lakhs	

12	Computer Consumables: - Printer consumable, Cartridges, Toner, Ribbon, Printer head, Fuser assembly - Media : Floppy, USB Sticks, CD, DVD	Rs.0.10 Lakhs	
13	Training	Rs. 0.10 Lakhs	
14	Civil Works 1. Civil 2. Electrical 3. Wooden	Rs. 0.25 Lakhs	
15	Data Entry & Printing	Rs.0.25 Lakhs	
16	Maintenance of Computers and peripherals	Rs.0.50 Lakhs	
17	Maintenance of UPS,CVT & Voltage Stabilizer	Rs.0.25 Lakhs	
18	I.T. Consultants	Rs.0.50 Lakhs	

**Signature of Vendor
With office stamp**