

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

Proprietary & Confidential

**Andhra Pradesh Technology Services Limited,
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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	Open
Empanelment Proposal submission closing date / time	Open
Empanelment registration / processing Fee per each item	Rs.500/- (DD in favor of “MD, APTSL”, Hyderabad
APTS Contact person	P. Venkateswara Reddy, SSE 9963029410
APTS Reference No.	APTS/CS/VENDOR EMPANELMENT/ 2015

For further details regarding detailed Notification and digital certificate please **visit** <http://www.aps.gov.in/apsTenders.aspx> Mail-id – pvreddy@aps.gov.in,

Contact phone nos. (40) 23224289; (40) 23223753; Fax: (40) 23227458/8057

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. To this end, GoAP has published a Blueprint, 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.

1.1 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.

1.2 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

1.3 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 effective for a period of one year.**
- 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.

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

2 General instructions to Vendors

2.1 General Eligibility

- 2.1.1 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 Section 4
- 2.1.2 Vendors marked/considered by APTS to be ineligible to participate for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices shall not be eligible.
- 2.1.3 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.

2.2 Empanelment forms

- 2.2.1 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.
- 2.2.2 For all other cases the vendor shall design a form to hold the required information.

2.3 Cost of proposal submission

- 2.3.1 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.
- 2.3.2 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.
- 2.3.3 The Application process Fee for each item, the vendor is applying for empanelment to be submitted as specified in the SCC. The Application processing fee is not refundable.

2.4 Clarification of Empanelment documents

- 2.4.1 The concerned person will respond to any request for clarification of documents in the pre Empanelment meeting. No clarification from any vendor shall be entertained after pre Empanelment meeting time for seeking clarification mentioned in Proposal notice. It is further clarified that APTS shall not entertain any correspondence regarding delay or non-receipt of clarification from APTS.

2.5 Submission of Empanelment proposals

- 2.5.1 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.**
- 2.5.2 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”.
- 2.5.3 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.
- 2.5.4 Proposal shall be submitted at
Andhra Pradesh Technology Services Ltd.
B Block, 4th Floor, BRKR Bhavan,
Tankbund Road, Hyderabad-63

2.6 MAF

- 2.6.1 The Vendors have to submit the Manufacturing Authorization Form **with date of issue** for the products to be empanelled exclusively addressed to MD, APTS **for each Item/Product** otherwise their proposal will not be considered. **(Product Name should be mentioned clearly)**
- 2.6.2 Vendors can submit Multiple MAF for the same item.

2.7 Deadline for submission of Empanelment

- 2.7.1 Proposal must be submitted to APTS not later than the proposal submission date and time specified in the invitation.
- 2.7.2 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.

2.8 Late submission of Empanelment proposals:

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

2.9 Security Deposit for Empanelment

- 2.9.1 The vendor shall furnish security Deposit specified in the invitation notice.
- 2.9.2 The proposal security is required by APTS to:
- Assure Vendor's Continued Interest to Participate in the Limited Tender
 - Respond to Limited Tender calls
- 2.9.3 The empanelment proposal security Deposit shall be in Indian Rupees and in the form of **Demand Draft only** drawn in favor of “MD, APTSL” payable at Hyderabad.
- 2.9.4 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.
- 2.9.5 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.
- 2.9.6 The successful vendor's proposal security will be discharged only upon a written request by the vendors for withdrawing from the empanelment.
- 2.9.7 The Empanelment security deposit may 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.
- 2.9.8 Debar from empanelment for Default:
- 2.9.8.1 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
- 2.9.8.2 If vendor does not respond the Limited Tender enquiry/or quotation for APTS for 5 sequential enquiries (even fail to submit regret letter)
- 2.9.9 All disputes in this connection shall be settled in the jurisdiction of AP State High Court
- 2.9.10 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.

2.10 Evaluation of Proposals

- 2.10.1 The proposal documentation shall be evaluated in two steps.
- 2.10.2 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.
- 2.10.3 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.
- 2.10.4 Past track record of vendor in supply/ services and
- 2.10.5 Any other specific criteria indicated in the tender call and/or in the specifications.

2.11 SMEs and Startup Firms

- 2.11.1 In view of the State Reorganization 2014 act, all SMEs & Startup Companies are also need to register/empanel a fresh.
- 2.11.2 SME registration will follow as per the GO MS 223, dated 31-8-2010 of ITE&C Department. However the existing SME registration will be null and void once this process is complete. The SME has to submit the **Form-F4** & Startup firms has to submit the **Form -F5** specified
- 2.11.3 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 of minimum of 10+ technical staff
 - Have a firm address & contact details including URL
 - Have a domain area service / category
 - Registration / processing fee of Rs 500/- with support documents

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

- 2.12.1 APTS reserves the right to accept or reject any proposal, and to annul the empanelment process and reject all proposal 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.

2.13 Notification of Empanelment

- 2.13.1 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.

2.14 Corrupt, fraudulent and unethical practices

- 2.14.1 “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
- 2.14.2 “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:
- 2.14.3 “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.
- 2.14.4 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

3.1 The Special Conditions

- 3.1.1 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.
- 3.1.2 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.
- 3.1.3 Correct/relevant information / data have to be furnished by the vendors
- 3.1.4 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.
- 3.1.5 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..
- 3.1.6 Applications incomplete in any respect, viz non-submission of any required document or information, or fee in requisite amount are liable for rejection.
- 3.1.7 The following essential documents (whichever is applicable) should accompany with the application form:
- CST / VAT / TIN No / Service tax registration certificate
 - Trade License; Factory License
 - Income tax Permanent Account No. (In the name of firm if not a proprietorship firm)

- Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
 - Audited balance sheet or Profit & loss account for last three years. Or else, Annual turnover certificate for last three years duly certified by a CA firm.
 - ISO certification if any.
 - A notarized certificate that the vendor has not been black listed by any institution of the Central/ State Government / PSU/Autonomous Bodies, Universities, etc. in the past three years should be submitted in his/her own format.
 - For Electrical work & Civil work the relevant certificate to be enclosed and Labor License to be enclosed for Civil and Electrical Contractors.
- 3.1.8 APTS may ask the registered vendor/contractor to submit any other certificate from time to time as it may deemed fit.
- 3.1.9 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 are required for the HW, Networking and infrastructure vendors only.**
- 3.1.10 A limited tender enquiry will be sent to all empanelled vendors who are empanelled for all the Items requested by the department.

4 General Terms & Conditions

4.1 General Terms & Conditions of Empanelment

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.

- 4.1.1 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.
- 4.1.2 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.
- 4.1.3 Mode of Payment for all limited tenders : All payments will be made through RTGS/NEFT/ Treasury/PAO EFMS
- 4.1.4 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 three years for further dealings with APTS.

- 4.1.5 The vendor should not assign or sublet the empanelment or any part of it to any other vendor in any form. Failure to do so shall result in termination of empanelment.
- 4.1.6 No vendor can get registered or empanelled any time during the currency of present empanelment. New vendors can be empanelled only with next call for the empanelment.**
- 4.1.7 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.
- 4.1.8 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.
- 4.1.9 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.

4.2 Items – Services - Category List & Qualification criteria

S.No	Items	FY 2012-2015			
		Security Deposit Rs.Lakhs	Cumulative Sales in 3 years(Nos)	MAF/ Authorized channel partner (ACP)	Cumulative Turnover in 3 years all products / services Rs. Lakhs
PC Hardware					
1.	Desktop, Systems	2.00	1500	MAF	200
2.	Notebook/Laptop Systems	2.00	150	MAF	50
3.	Printers / MFD, Scanners	1.00	300	MAF	50
4.	UPS Systems with Batteries / Solar UPS Systems with Batteries & Solar panels	1.00	100	MAF	50
5.	Solar UPS Systems with Batteries & Solar panels	1.00	10	MAF	10
6.	Servers	1.00	30	MAF	50
7.	Tablets	1.00	300	MAF	10
8.	SAN Storage / Server racks	1.00	3	MAF	50
Peripherals					
9.	Information Kiosks / integrated computer with projector	1.00	6	MAF	5

10.	Photo Copiers	1.00	30	MAF	50
11.	Fax machines	0.20	10	MAF	1
12.	LCD Projectors/ DVD Players	0.25	30	MAF	30
13.	TV/Display Panels, Monitors, TV Tuner Cards	0.25	10	MAF	10
14.	Mobile Handsets, Power banks, Batteries(Note Book, Mobile)	0.25	1000	-	10
15.	Access control systems /Biometric Devices/ Bar code scanners/ readers	0.50	300	MAF	10
16.	Hard Disk Drives, Memory (RAM), CD/DVD Writer, Key Board, Mouse, Head Sets, Power Cards	0.10	-	-	10
17.	Computer Consumables - Printer Consumables, Cartridges, Toner, Ribbon, Printer Head, Fuser Assembly – Media, USB Sticks, DVD, Backup Tapes, DV Cams	0.10	-		20
18.	Card Printer and Consumables	1	6	MAF	15
Software Vendors (off the Shelf Products)					
19.	Microsoft Product	2.50	-	ACP	50
20.	Linux products	0.50	-	ACP	10
21.	Oracle Product	2.50	-	ACP	100
22.	Security &Antivirus Software	1.00	-	ACP	10
23.	Open Source	0.50	-	ACP	5
24.	Middle ware / Virtualization / CMS, MDM etc	1.00	-	MAF/ ACP	5
25.	GIS/GPS Products / other software	2.00	-	ACP	15
Office Equipment					
26.	EPABX, Telephone Devices	0.25	3	MAF	5
27.	PAS: Public Addressing System	0.10	3	MAF	5
28.	Video Cameras	0.10	10	MAF	5
29.	Air conditioners	0.50	20	MAF	5
30.	Computer Furniture & Interior, Partition Works	5.00	10 sets	MAF	100
31.	Fire Extinguisher	0.10	3	MAF	10
Networking Services (LAN & WAN)					

32.	Network Cabling works, Electrical Works	1.00	30	-	20
33.	Hubs/ Switches, Modems, Leased Line Modems, Routers, Wireless Access Points	2.00	100	MAF	50
34.	UTM, firewalls, IDS / IPS security products	2.00	6	MAF	15
35.	Receive only Terminals (ROTs)	0.10	3	MAF	1
36.	Video Conference Equipments	5.00	100	MAF	200
Manpower Services					
37.	Data Entry Operators, DPCs, Office Assistants, Stenographers	0.10	10 work orders	EPF registration	20
38.	Programmers , System Analyst, Network Engineers	0.10	10 work orders	EPF registration	20
39.	Drivers, Office Subordinates, Security Guards, Sweepers, Cooks	0.10	10 work orders	EPF registration	10
40.	I.T Advisory Services / IT consultancy services	2.00	10 work orders	-	500
Hiring of Equipment/ Services					
41.	Computer Systems, Printers, UPS, Passbook Printers, Shredders, Copiers, Fax Machine, Video Camera, Laptops for presentation , LCD/DLP Projector with operator	0.10	10 work orders	-	10
42.	Data Entry, Scanning & Digitization, Printing	0.25	10 work orders	-	10
43.	Maintenance of Computers, UPS Peripherals &, Network	0.50	6 work orders	-	50
Application Development					
44.	Software (application Development)	2.00	5 work orders	CMMi L3	1500
45.	Custom Software support (AMC)	2.00	5 work orders	CMMi L3	1500
46.	ERP implementation	2.00	5 work orders	CMMi L3	1500
47.	GIS /GPS solutions	2.00	5 work orders	ISO	1000
48.	BIS/ Analytics	2.00	5 work orders	CMMi L3	1000
Security & Surveillance Equipment					
49.	CC Cameras, PTZ Cameras	0.20	5 work orders	MAF	25
50.	X-Ray Machines	0.20	5 work orders	MAF	50

51.	Metal Detectors	0.20	5 work orders	MAF	10
52.	Fence	0.20	5 work orders	MAF	10
53.	Bollards	0.20	5 work orders	MAF	10
54.	Counting Machine cum Fake note detector	0.50	5 work orders	MAF	10
IT Trainings					
55.	Training & Content Management	0.50	5 Work orders	-	50
56.	Website/Web portal Design, development and Security Audit	0.10	3 Work orders	-	50
SME & Startups			As per the Terms & Conditions		

5 Proposal submission Forms

5.1 Proposal submission – Form - F1

To,

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

Sir,

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.

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

S.No	Category	Item S.No.	Item Description	Deposit	Processing fee
1					

Yours faithfully

Signature

–
Name :
Designation :
Address :
Date :
Seal :

5.2 Application Form for Empanelment - Form - F2-A
(Year applied: 2015 – 2016)

S.No.	Items	Details
1.	a)Name of the organization:	
	b)Address of the Registered office	
	c) Address for Correspondence	
	d) Contact person Name	
	e) Designation	
	f) Land Line Phone No	
	g) Mobile No.	
	h) Fax No.	
	i) e-mail address	
	j) Website(if any)	
	k) Year of Commencement of business	
	l) Sales Tax Number/VAT/TIN	
	m) Service Tax Registration No.	
	n) PAN No. of Organization	
	o) eprocurement user id (optional)	
	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 or Co-operative Body etc.)	
3.	Name of the Proprietor/ Partners/ Directors of the Organisation	
	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.	Address of offices at Hyderabad			
	Name of Contact person:			
	Telephone: Fax : Mail ID:			
9.	Technical personnel available in the Organization			
10.	Adequate and satisfactory evidence to indicate financial capacity of the Organization to undertake the said supply / work with name of companies and their full address			
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			
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			
	Location-1			
	Location-2			
	Location-3			

5.3 Application Form for Empanelment - Form - F2- B

(Separate sheet for each product / service be enclosed) Year applied: 2015 – 2016:

1.	a)Name of the organization:				
2.	Item Category				
3.	Item description				
4.	Item SL NO as per empanelment RFP				
5.	Yearly Turnover of the Company during last 3 Financial Years (year wise) (Not of group) (Audited balance Sheet, P&L A/c and Annual Report must be enclosed	2012-13	2013-14	2014-15	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				

5.4 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.	Form-F3- Item wise documents in the proposal		
4.	Firm Registration Copy (partnership deed if any)		
5.	APGST or VAT Registration Certificate Copy		
6.	CST Registration certificate copy or Service Tax Registration certificate copy		
7.	Pan Card Copy		
8.	Adequate and satisfactory evidence to indicate financial capacity of the organization to undertake the said work with name of companies and their full address (Solvency certificate from the Bank shall attached)		
9.	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)		
10.	Turnover details along with certified Audited Firm / Company Profit & Loss Account statement and Balance sheet for last 3 years		
11.	Copies of orders of major customers for the items specified for the last three(3) years		
12.	Copies of Satisfactory certificates regarding after sales service and support from the above mentioned customers		
13.	Service Centers / Manpower Details		
14.	Whether the company is blacklisted by any of the offices/ Companies/Government? If so details		

15.	Affidavit in Original on Rs. 100/- Non-Judicial Stamp Paper stating that the company is not blacklisted earlier with Notary		
16.	Demand draft of Rs. 500/- (Non-Refundable) in favor of MD, APTSL, Hyderabad drawn on any Nationalized / Scheduled Bank towards Processing fee for each item		
17.	Demand Draft for Requisite amount towards Security Deposit for the categories applied		
18.	Any other documents (pl. specify)		

Signature of the Vendor

With office Stamp

5.5 Item wise Document Index in the proposal - Form-F3

- Security Deposit (SD)
- Cumulative Sales (Quantity) in 3 years(CS -3)
- MAF/ Authorized Channel Partner(MAF/ACP)
- Cumulative Turnover (Amount) in 3 years for all products (CT-3)
- Purchase order/Delivery Challan /Installation Report/Agreement (PO/DC/IR)

(Vendor may provide the page nos (from & To Page numbers))

Category	Items	SD		CS-3		MAF/ACP		CT-3		PQ/DC/IR	
		From	To	From	To	From	To	From	To	From	To
PC Hardware											
1.	Desktop, Systems										
2.	Notebook/Laptop Systems										
3.	Printers / MFD, Scanners										
4.	UPS Systems with Batteries / Solar UPS Systems with Batteries & Solar panels										
5.	Solar UPS Systems with Batteries & Solar panels										
6.	Servers										
7.	Tablets										
8.	SAN Storage / Server racks										
Peripherals											
9.	Information Kiosks / integrated computer with projector										
10.	Photo Copiers										
11.	Fax machines										
12.	LCD Projectors/ DVD Players										
13.	TV/Display Panels, Monitors,										

	TV Tuner Cards										
14.	Mobile Handsets, Power banks, Batteries(Note Book, Mobile)										
15.	Access control systems /Biometric Devices/ Bar code scanners/ readers										
16.	Hard Disk Drives, Memory (RAM), CD/DVD Writer, Key Board, Mouse, Head Sets, Power Cards										
17.	Computer Consumables - Printer Consumables, Cartridges, Toner, Ribbon, Printer Head, Fuser Assembly – Media, USB Sticks, DVD, Backup Tapes, DV Cams										
18.	Card printer and Consumables										
Software Vendors (off the Shelf Products)											
19.	Microsoft Product										
20.	Linux products										
21.	Oracle Product										
22.	Security &Antivirus Software										
23.	Open Source										
24.	Middle ware / Virtualization / CMS, MDM etc										
25.	GIS/GPS Products / other software										
Office Equipment											
26.	EPABX, Telephone Devices										

27.	PAS: Public Addressing System										
28.	Video Cameras										
29.	Air conditioners										
30.	Computer Furniture & Interior, Partition Works										
31.	Fire Extinguisher										
Networking Services (LAN & WAN)											
32.	Network Cabling works, Electrical Works										
33.	Hubs/ Switches, Modems, Leased Line Modems, Routers, Wireless Access Points										
34.	UTM, firewalls, IDS / IPS security products										
35.	Receive only Terminals (ROTs)										
36.	Video Conference Equipments										
Manpower Services											
37.	Data Entry Operators, DPCs, Office Assistants, Stenographers										
38.	Programmers , System Analyst, Network Engineers										
39.	Drivers, Office Subordinates, Security Guards, Sweepers, Cooks										
40.	I.T Advisory Services / IT consultancy services										
Hiring of Equipment/ Services											
41.	Computer Systems, Printers, UPS, Passbook Printers,										

	Shredders, Copiers, Fax Machine, Video Camera, Laptops for presentation , LCD/DLP Projector with operator										
42.	Data Entry, Scanning & Digitization, Printing										
43.	Maintenance of Computers, UPS Peripherals &, Network										
Application Development											
44.	Software (application Development)										
45.	Custom Software support (AMC)										
46.	ERP implementation										
47.	GIS /GPS solutions										
48.	BIS/ Analytics										
Security & Surveillance Equipment											
49.	CC Cameras, PTZ Cameras										
50.	X-Ray Machines										
51.	Metal Detectors										
52.	Fence										
53.	Bollards										
54.	Counting machine cum Fake note detector										
SME & Startups											

**Signature of Vendor
with office stamp**

(On Letter Head)

6 Application for Empanelment of SME Firms for IT Projects - Form F4

Date:

Place:

To

The Managing Director, A. P Technology Services Ltd.

B – Block, 4th floor, BRKR Bhavan

Tank bund Road, Hyderabad-63.

PART A: Details of Applicant

S.No		
1	Name of Organization / Firms	
2	Registration Number & Date(Enclose Registration copy)	
3	Category(Please "✓" mark at appropriate place)	
	A) Individual	
	B) Partnership	
	C) Private Limited	
	D)Others(Please specify)	
4	Address(postal)	
	Pin code	
	Telephone/s(with STD code)	
	Mobile number	
	Fax No	
	Email ID	
	website	
5	Name of the CEO	
	Contact Details- Tele/Fax/Email	
6	Certificates of OEM/CMMI/ISO (Optional)	
7	Details of support Facilities	
	a) Application Testing	
	b) Requirement Engineering, Business Modeling	
	c) Module Design & Development	
	d) Digitization	
	e) Localization of Application etc	
	f) Networking	
	g) Annual Maintenance	
	h) Facility Management and Call center services	
	i) Special Areas(Biometrics, GIS,GPS etc.)	
	j) Data Analytics	
	k) Consultancy services	
	l) Innovations and R&D	
	m) Interior & Furniture	
	n) Cyber Security & Digital Forensic Services	

Part B : **Manpower Details , Experience and Turnover**

1. **Table I : Manpower and Experience – (Details of Technical manpower)**

S. No	Name & Designation	Qualification	Experience (years)	Sector of Expertise	Whether Certified
1.					
2.					
3.					

(Attach resume of each of the team member. Use separate sheet if required)

2. **Table II : Projects undertaken - Minimum Three(3) completed projects:**

S. No	Name of the Project	Category	Sub – Sector
1.			
2.			
3.			

*-Development/Consultancy/Both/System Integration/AMC (Use separate Sheet, if required)

3. **Table III : Turnover during last Three Financial years:**

S. No	Financial Year	Turnover (in Lakhs)
1.		
2.		
3.		

(Pl. attach Audited Balance Sheets/ Certificate from CA)

4. **Additional information in support of your application:**

(Pl. attach all supporting documents wherever necessary for all)

Declaration

- The information provided in this form is accurate and true to the best of my knowledge
- We agree to abide by the terms & conditions
- Kindly enroll the name of our company for undertaking IT Projects of GoAP's SME Program.
- Please find enclosed DD of Rs.500/- drawn in favour of MD, APTSL payable at Hyderabad.

DD No.

Date:

Name of the Bank:

Branch:

Name & Designation of the Authorized signatory :

(Signature) (seal of Organization)

Date:

.....
(for office use only)

Date of Receipt

Date of Approval

Reg. Fee Deposited on

(On Letter Head)

7 Application for Empanelment of “STARTUP COMPANIES” for IT Projects - Form-F5

Date:

Place:

To

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

PART A: Details of Applicant

S.No.		
1	Name of the Organization / Firm	
2	Registration Number & Date (Enclose Registration copy)	
3	Category (Please "✓"mark at appropriate place	
	A) Individual	
	B) Partnership	
	C) Private Limited	
	D) Others (Please Specify)	
4	Address (Postal)	
	Pin code	
	Telephone (With STD Code) /Mobile	
	Fax No.	
	Email & website	
5	Name of the CEO	
	Contact Details – Tele/Fax/Email	
6	Certificates of OEM/CMMI/ISO(Optional)	
7	Details of support facilities	
	a) Application Testing	
	b) Requirement Engineering, Business Modeling	
	c) Module Design & Development	
	d) Digitization	
	e) Localization of Application etc.	
	f) Networking	
	g) Annual Maintenance	
	h) Facility Management and Call Centre Services	
	i) Special Areas (Biometrics, GIS,GPS,etc)	
	j) Data Analytics	
	k) Consultancy services	
	l) Innovations and R&D	
	m) Interior & Furniture	
	n) Cyber Security & Digital Forensic Services	

Part B : Manpower and Experience – (Details of Technical manpower)

S.No	Name & Designation	Qualification	Experience (years)	Sector Expertise	of	Whether certified
1						
2						
3						

(Attach resume of each of the Team member, Use separate sheet if required)

Table II : Projects undertaken from the inception

S. No	Name of the Project	Category	Sub – Sector
1.			
2.			
3.			

*-Development/Consultancy/Both/System Integration/AMC (Use separate Sheet, if required)
(Pl. attach all supporting documents wherever necessary for all)

Table III : Turnover during last three financial years:

S. No	Financial Year	Turnover (in Lakhs)
1.		
2.		
3.		

(Pl. attach Audited Balance Sheets/ Certificate from CA)

Declaration

- The information provided in this form is accurate and true to the best of my Knowledge.
- We agree to abide by the terms & conditions
- Kindly enroll the name of our company
- Please find enclosed DD of Rs.500/- drawn in favour of MD, APTSL payable at Hyderabad.

DD No.

Date:

Name of the Bank:

Branch:

Name & Designation :
Of Authorized Signatory

Date :

(Signature) (Seal of Organization)

(for office use only)

Date of Receipt _____
Date of Approval _____
Reg. Fee Deposited on _____