



# ANDHRA PRADESH GRAMEENA VIKAS BANK

Head Office:: WARANGAL  
(A Government of India Undertaking: Sponsored by State Bank of India)

## Information Technology Department

### NOTICE INVITING TENDERS

<b>Procurement of Desktops, Passbook Printers, Laser Printers and Scanners THROUGH ONLINE E- PROCUREMENT &amp; REVERSE AUCTION</b>	<b>TENDER No. 13 / 25.01.2022</b>
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### TENDER SCHEDULE

Tender availability	<a href="http://www.apgvbank.in">www.apgvbank.in</a> & <a href="https://etender.sbi">https://etender.sbi</a>			
Date for PRE-BID (for clarifications) if any	04.02.2022 @12:00 NOON		ANDHRA PRADESH GRAMEENA VIKAS BANK, HEAD OFFICE: Warangal, 2-5-8 / 1 RAMNAGAR, HANMAKONDA, WARANGAL – 506 001, State: Telangana, PH: 0870 – 2577766	
Last Date of SUBMISSION of Tenders	Date	Upto	ON-LINE	
	17.02.2022	05.30 PM	<a href="https://etender.sbi">Auction Website : https://etender.sbi</a>	
Date of OPENING/ VERIFICATION of TECHNICAL BID	Date	At		
	18.02.2022	11.30AM		
Tender Cost: Non-Refundable	Rs.3,000/-	Demand Draft in favor of Andhra Pradesh Grameena Vikas Bank, Warangal		
Validity of the Tender	One year from the date of agreement			
<b>Procurement Items, Hardware Cost, EMD Requirement &amp; Categories for Reverse Auction</b>				
s.no	Procurement Category	Tentative Qty	Approx. Cost of Hardware	EMD
1	Desktops	600	2,62,08,000.00	5,00,000.00
2	Passbook Printers	200	31,50,000.00	70,000.00
3	Laser Printers	185	15,73,425.00	40,000.00
4	Scanners	400	20,00,000.00	40,000.00
Appointed Officers for Enquiries	K Prakash -7382297158		S Siva Prasad -8985922775	
Tenders should be submitted online to:		<b>EMD Demand Drafts</b> should be submitted at the office of: <b>ANDHRA PRADESH GRAMEENA VIKAS BANK</b> IT Department, 3 <sup>rd</sup> Floor, Prasanth Nagar, H.No: 5-1-28/4, Bypass Road, Prasanth Nagar, Rajampet, Sangareddy-502001  GENERAL MANAGER – (HR&IT)		
<b>M/s e-Procurement Technologies Ltd.</b> <b>B-704, Wall Street - II,</b> <b>Opp. Orient Club, Nr. Gujarat College,</b> <b>Ahmedabad - 380 006. Gujarat State, India</b> Cell: 6354919566 Email: <a href="mailto:pooja.shah@eptl.in">pooja.shah@eptl.in</a>		<b>Name of the Vendor :</b> _____  <b>Address :</b> _____		
<b>TENDER SUBMITTED BY</b>				

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## INTRODUCTION

### 1. Introduction

Andhra Pradesh Grameena Vikas Bank is a Regional Rural Bank, sponsored by State Bank of India. Our bank has a total of 794 branches / offices (Which includes 771 Branches, 14 Regional Office, 8 Offices and 1 Head Office) as of now and are operating in Fourteen regions viz. Anakapalli, Ashoknagar, Bhadrachalam, Bhongir, Khammam, Mahabubnagar, Nagarkurnool, Nalgonda, Parvathipuram, Sangareddy, Srikakulam, Vizianagaram, Vishakhapatnam, and Warangal in the States of Telangana and Andhra Pradesh. All the 771 branches, 23 Offices have been functioning in a computerized environment on CBS platform.

The Bank invites technically complete and commercially competitive bids from the vendors for supplying Desktops, Passbook Printers, Laser Printers and Scanners to our branches & offices located in 14(fourteen) Regional Offices & Head Office at Warangal.

#### The locations of our Regional Offices in Telangana State are:

Sno	Name of the Region/Department	District Names in which branches / offices are located
1	Sangareddy	Sangareddy, Medak & Siddipet.
2	Warangal	Warangal Urban & Rural, Bhupalapally, Jangaon & Mahabubabad.
3	Siddipet	Sangareddy, Medak & Siddipet.
4	Mahabubnagar	Mahabubnagar, Gadwal, Wanaparthy & Nagarkurnool.
5	Nagarkurnool	Mahabubnagar, Gadwal, Wanaparthy & Nagarkurnool
6	Nalgonda	Nalgonda & Yadagiri Bhuvanagiri
7	Bhongir	Nalgonda, Yadagiri Bhuvanagiri & Jangaon
8	Khammam	Khammam & Suryapet.
9	Bhadrachalam	Bhadrachalam, West Godavari & East Godavari
10	SLC/IT Dept/ Audit Dept / CSD / FIC	Sangareddy
11	Head Office	Warangal Urban
12	LCPC TS	Nalgonda

#### The locations of our Regions in Andhra Pradesh State are:

Sno	Name of the Region/Department	District Names in which branches / offices are located
1	Anakapalli	Vishakhapatnam
2	Srikakulam	Srikakulam
3	Vizianagaram	Vizianagaram
4	Parvathipuram	Vizianagaram & Srikakulam.
5	Vishakhapatnam	Vishakhapatnam & Vizianagaram.

## 2. Scope of Work

Andhra Pradesh Grameena Vikas Bank, Head Office, Warangal, (APGVB) invites offers through online with the following details:

- 1) EMD (Earnest Money Deposit) along with Tender Cost
- 2) Technical Bid
- 3) Commercial Bid (Indicative)

From eligible, reputed manufacturers and/or their authorized dealers/agents of good track of providing after sales service, for supply, installation at various Regional Offices/Branches/Offices of the Bank located in the districts of Andhra Pradesh & Telangana State as described in this document. The number of branches / offices located in each Region is given in the Annexure-C. The delivery, installation & after sales service should be rendered at these locations. The following is the tentative requirement of the hardware.

Sno	Procurement Item Category	Tentative Qty#	Approx. Cost of Hardware in Rs.	EMD in Rs.	Security Deposit - 2% of the Total of Tender / Order value in Rs.
1	Desktops	600	2,62,08,000.00	5,00,000.00	5,24,160.00
2	Passbook Printers	200	31,50,000.00	70,000.00	63,000.00
3	Laser Printers	185	15,73,425.00	40,000.00	31,468.50
4	Scanners	400	20,00,000.00	40,000.00	40,000.00

#the original quantity of procurement may vary with in a range of -25% to +25%.

**\*Security Deposit:** The total security deposit mentioned against each category would be collected from all the finalized vendors in the appropriate proportions as per the order assigned to the vendors. This amount shall be adjusted with initial EMD which is collected during the tender submission. The minimum security deposit to be retained with the Bank, is fixed i.e. 2% of the order value.

The allocation of the total tender order will be done as per the guidelines mentioned in the **Annexure-P**.

## 3. Important Details

The following are the important details to be noted:

Tender Reference	<b>No.13/2021 -22 dated 25.01.2022</b>	
<b>Tender Cost</b> (Not Refundable)	<b>Rs.3,000/-</b>	Demand Draft favoring Andhra Pradesh Grameena Vikas Bank. <b>MSMEs &amp; NSSIC are exempted</b>
<b>Security Deposit*</b> - to be deposited within 14 days of issue of the empanelment	2% of the total of Tender value as mentioned in the above table	Demand Draft or Bank Guarantee from any commercial bank. This includes the EMD already submitted.

Tender document available from	<b>25.01.2022</b> in Bank's website – <a href="http://www.apgvbank.in">www.apgvbank.in</a>
Correspondence for any Technical Enquiry (IT Department, Sangareddy)	1. <b>S Siva Prasad -8985922775</b> 2. <b>K Prakash -7382297158</b> 3. <b>Email:</b> <a href="mailto:cmit@apgvbank.in">cmit@apgvbank.in</a>
Last date for submission	<b>17/02/2022 , 5:30PM</b>
Mode of receipt of tenders	THROUGH ONLINE AS GIVEN IN THIS DOCUMENT
Date and time of opening Bids/Offers	On <b>18/02/2022 at 11:30AM</b>
Address for Communication	The General Manager-(HR&IT), ANDHRA PRADESH GRAMEENA VIKAS BANK IT Department, 3 <sup>rd</sup> Floor, Prasanth Nagar, H.No: 5-1-28/4, Bypass Road, Prasanth Nagar, Rajampet, Sangareddy-502001

**A vendor can bid for one or more hardware items as per the declaration submitted in Annexure-O. All the bidders, who do not fall under MSME/NSIC category, are required to pay the Tender-Fee of Rs.3000/-.**

**EMD & Security Deposit is applicable for each hardware item separately as mentioned in the above table. All the vendors are required to submit declaration in the format – Annexure-O, stating the hardware items for which they are bidding & details of the EMD.**

**\*If there is any mismatch between the EMD amounts quoted in the Annexure-O & the amount mentioned in the physical instruments submitted to us, then it will lead to disqualification of the vendor for the tender.**

#### **4. Modifications or Corrigendum**

Any modifications or corrigendum to this tender document that may require after floating this tender shall be uploaded to the same website addresses, i.e., [www.apgvbank.in](http://www.apgvbank.in) and <https://etender.sbi> on any day before closure of the tender. The aspiring vendors may visit the websites till the last day of tender for updates.

## **PROCESS OF THE TENDER**

### **5. Bidding Process - ON-LINE E-PROCUREMENT WITH REVERSE AUCTION**

#### **5.1 RFP and Bid Submission**

The bidder shall have to submit the tender **ON-LINE** downloaded either from our website [www.apgvbank.com](http://www.apgvbank.com) or from the following e-procurement portal:

M/s e-Procurement Technologies Ltd.

B-704, Wall Street - II,

Opp. Orient Club, Nr. Gujarat College,

Ahmedabad - 380 006. Gujarat State, India

Phone: +91-79-68136852 |6863|6835|6829|6831|6853 | Cell: 6354919566

**Auction Website :** <https://etender.sbi>

The Bank shall not consider any request for date-extension for bid-submission on account of late receiving / downloading of RFP by any bidder. But, however, any suggestion or advice of value addition from the vendors to the tender or rectification of any short comings in tender may entail in issue of Corrigenda before the last date or postpone the tender as the Bank may deem necessary.

#### **5.2 Mode of submission of tender – ON-LINE**

Tenders are to be submitted **ON-LINE** by uploading in the portal advised above.

- 1. Tender Fee & Earnest Money Deposit – The DDs should be scanned and uploaded / For exemption, MSME/NSSIC Certificate to be uploaded**
- 2. Non-financial / Technical Bid – Should be signed on all pages and uploaded**
- 3. Financial Bid / Price Bids – The price-bids should be submitted online in the E-Procurement website.**

#### **5.3 Procedure of opening of tender**

After the last date of submission of the tenders, the Bank will open the technical bids **ON-LINE** and evaluate by verifying the eligibility documents submitted in the portal:

1. The EMD will be verified first. Those **not** submitting the **EMD DD (IN ORIGINAL)** to **APGVB** will be rejected ab initio. Vendors with MSME/NSIC certification in the relevant trade, shall be exempted from EMD.
2. Other eligibility documents will be verified. Vendors should take **CARE** to submit all the eligibility requirements and it will be at the Bank's discretion to allow or not to allow to ask for any further documents for evaluation.
3. Price bids will be considered for only those vendors who have qualified in the technical verification.

Bank reserves the right to, open or not to open the financial bid of any vendor basing on the acceptance/rejection of non-financial bid and past performance.

#### **5.4 Decision of the Bank shall be final**

The decision of the Bank shall be final and binding on the vendor in the matter of interpretation of any clause included in this tender or any dispute arising out of the execution of tender. Bank can also terminate the tender without assigning any reason.

## 5.5 Address for submission

Bids should be submitted ON-LINE to ,  
M/s e-Procurement Technologies Ltd.  
B-704, Wall Street - II,  
Opp. Orient Club, Nr. Gujarat College,  
Ahmedabad - 380 006. Gujarat State, India  
Phone: +91-79-68136852 |6863|6835|6829|6831|6853 | Cell: 6354919566

**Auction Website :** <https://etender.sbi>

The tender offer with all necessary documents mentioned are to be submitted on or before **17/02/2022 , before 5.30 PM.**

**Contact: For any technical enquires: K Prakash: Manager IT- 7382297158  
S Siva Prasad : Senior Manager IT -8985922775**

## 5.6 Change of Tender date in case of holiday

In the event of the specified date for bid-submission being declared a holiday for the Bank, the bids will be received up to the appointed time on the next working day.

## 5.7 Cost of Bidding – Vendor to bear

The bidder shall bear all costs associated with the preparation and submission of its bid and the Bank will, in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

## 5.8 Late Bids – Rejection

Tenders cannot be submitted late as the website will not allow submissions post cut-off time.

## 5.9 Withdrawal / Amendment to RFP Contents:

The bank reserves the right to accept or reject any / all proposal(s), to revise the tender, to request one or more resubmissions or clarifications from one or more vendors, or to cancel the process in part or whole. The Bank also reserves the right to amend the RFP at any time prior to the last date for bid-submission. The Bank may, for any reason, whether at its own initiative or in response to clarification(s) requested by a bidder, modify the RFP contents by amendment. Amendment / Corrigendum will be notified on the Bank's website / portal and will be binding on participating bidders. The Bank shall not be liable for any communication gap. In order to provide prospective bidders, reasonable time to take the amendment into account for preparation of their bid, the Bank may, at its discretion, extend the last date for bid-submission.

## 5.10 Two Stage Bidding Process

The bidder will have to submit response to the RFP with the documents mentioned in PART-A and PART-B as mentioned below.

**PART – A - TECHNICAL BID –for supply & installation of Desktops, Passbook Printers, Laser Printers and Scanners,** should include the relevant supporting documents.

2. **Tender Cost of Rs.3000/-& Earnest Money Deposit** as / mentioned in the point number 2 (scope of work) in the form of two separate Demand Drafts issued by scheduled commercial bank favoring **Andhra Pradesh Grameena Vikas Bank, payable at Warangal**, must be part of the Technical Bid by uploading the scanned DDs.

- PROVISIONS FOR MICRO, SMALL and MEDIUM ENTERPRISES (MSME) and NATIONAL SMALL SCALE INDUSTRIES/CORPORATIONS: - As per Government of India's Public Procurement Policy act 2017, certain benefits will be given for MSME Units and NSSIC. The details are as under:

A) The Public Procurement Policy shall apply to MSMEs registered with District Industries Centres or Khadi Village Industries Commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts & Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprises.

B) **MSMEs and NSSIC are exempted from paying Tender/RFP fee/cost, EMDs. For getting the benefits in case of MSE firms and NSSIC, the firms shall submit relevant documents such as valid registration Certificates and exemption certificate from relevant authorities.(Note - for Relevant trade only).**

**HOWEVER,  
TWO SEPARATE DEMAND DRAFTS FOR TENDER COST & EMD (MSME/NSSIC CERTIFICATE IN RELEVANT TRADE TO BE SUBMITTED FOR EXEMPTION) SHOULD BE SUBMITTED AT OUR IT-DEPARTMENT, SANGAREDDY BEFORE THE LAST DATE OF SUBMISSION OF THE TENDER ONLINE.**

**Address : ANDHRA PRADESH GRAMEENA VIKAS BANK  
IT Department, 3rd Floor, Prasanth Nagar,  
H.No: 5-1-28/4, Bypass Road, Prasanth Nagar, Rajampet, Sangareddy-502001**

**IF THE DEMAND DRAFTS (MSME CERTIFICATE COPY FOR EXEMPTION) DOES NOT REACH THE APGVB OFFICE. SANGAREDDY BEFORE THE LAST DATE AND TIME OF SUBMISSION, THE TENDER SHALL NOT BE CONSIDERED FOR EVALUATION.**

- **Return of Earnest Money Deposit:** The earnest money of the unsuccessful bidders will be returned after entering into rate contract agreement with successful bidders.
- **Forfeiture of Earnest Money Deposit:** This EMD amount will be forfeited, if the successful bidder refuses to accept purchase order or having accepted the purchase order fails to carry out his obligation mentioned therein.

#### **SECURITY DEPOSIT:**

The EMD of the successful bidder/s will be held by the Bank throughout the rate contract period of the tender as **Security Deposit**. In case, EMD is more than Security deposit, the excess amount will be returned to the finalized vendors

In case the security deposit to be paid is more than the EMD amount, then the vendor has to remit the difference amount before issuance of the tender award. No interest will be payable on the Earnest Money Deposit/Security Deposit.

3. **Technical Bid:** The technical bid should **COMPULSORILY** include all the requirements of Technical specifications, Terms & Conditions and the following documents, duly filled in, stamped, signed, filed in the seriatim as below and serially numbered.

1. Tender Cost & EMD amount – Two separate Demand Drafts / MSME Certificate in relevant trade for exemption of EMD & Tender Cost
2. **Annexure – D** (Vendors Response / Acceptance Letter)
3. **Annexure – E** (Vendors Particulars)
4. **Annexure - F** (Technical specifications acceptance for Desktops)
5. **Annexure - G** (Technical specifications acceptance for Passbook Printers)
6. **Annexure - H** (Technical specifications acceptance for Laser Printers)
7. **Annexure - I** (Technical specifications acceptance for Scanners)
8. Certificate of Registration copy.
9. Memorandum of Articles of association, Partnership Deed, if any
10. GST Registration Copy
11. Authorization Certificate from OEM : Valid till 31/01/2023. Separate Certificates should



be submitted for all the hardware items which the bidder intends to bid for. (original document should be scanned).

12. Financial Statement/ Turnover Statement of Last 3 Years
13. Experience documents / Purchase Orders Copies for supply of Desktops/ Passbook Printers/ Laser Printers/ Scanners - Purchase orders to be provided as per the eligibility criteria mentioned in **Annexure-R**
14. List of Service centers & names of Service Engineers along with Phone No's
15. Tender form set including all annexures, duly signed on all pages accepting the terms & conditions. The document containing alterations, erasures or any handwritten material shall not be considered.
16. Brochures of all the hardware items for which the vendor has submitted the technical / price bids.
17. Authorization letter issued by the Proprietor / CEO / Director or any top-level executive, authorizing representing executive(s) to sign on the tender documents.
18. **Certificate / Declaration of local content\***: The bidder is required to provide self-certification as per **ANNEXURE-Q** and details of location(s) at which the local value addition is made.
19. **Declaration - Annexure-O** : The list of hardware items chosen by the vendor to supply under this tender. EMD details also to be furnished by the bidder.
20. Other required documents mentioned elsewhere in this tender document

\*Basing on this self-certificate / declaration, the vendors will be identified as "Class-I Local supplier". For criteria of identifying class-I local supplier & tender order award guidelines, please refer to the Annexure-P.

**PART – B (COMMERCIAL/PRICE BID) – "Price Bid for supply & installation of Desktops, Passbook Printers, Laser Printers and Scanners"** consisting of:

1. The Price Bid should be submitted online in the e-procurement web-portal only. This is treated as Indicative Price bid.
2. The Bank expects the bidder to carefully examine all instructions, terms & conditions, technical specifications etc., mentioned in this RFP. Failure to furnish all information required for submission of a bid not substantially responsive to the RFP in every respect will be at the bidder's risk and may result in the rejection of its bid without any further reference to bidder.
3. **Note** - The Bidders should not fill the hardcopy of the **financial bid (Annexure-J to M)**. these Annexures are provided for reference to the bidders. The bid should be submitted online in the e-procurement web-portal only.
4. Reverse Auction will be conducted for the shortlisted vendors to arrive final L1 price. The date of reverse auction will be informed through mail communication.

**5.11 Conditional Bid**

Any conditional bid is not valid and shall be summarily rejected

**5.12 Rates quoted to be EXCLUSIVE of all taxes**

The RATES quoted should be **EXCLUSIVE of all Taxes (GST,TCS)**. No condition, such as, + GST will be accepted.

However, the quoted rates should be inclusive of all the charges for shipping, transit insurance, installation and warranty services at the delivered locations.

## **6. BIDDING – THREE STAGES**

### **6.1. Bidding – FIRST STAGE of bidding Technical Evaluation**

In the first stage, only the **Technical Bids** will be opened by the “*Tender Opening Committee*”.

**After the technical bids pass the qualification, the Bank may make site visits to the factories, firms, units. The vendors will be shortlisted for further process, after the site inspections.**

### **6.2. SECOND STAGE of Bidding – Submission of **Indicative Price Bids by the vendors** – Fixing Base Price & Decrement Value for the Reverse Auction**

In the second stage, **Indicative commercial/price bids** of short-listed, technically qualified bidders shall be opened ON-LINE and a Base price will be advised to the E-Procurement agency for further evaluation.

### **6.3. THIRD STAGE of Bidding – **REVERSE AUCTION****

In the third stage, **REVERSE AUCTION** shall be conducted for final rates of supply. The shortlisted vendors will be informed by E-Mail communication.

## **7. BID FEATURES**

### **7.1. Language of the Bid**

All bids and supporting documentation must be in English only.

### **7.2. Bid Currency & Price Structure**

Prices shall be expressed in the Indian Rupees only.

**The Prices quoted by the bidders should be:**

- a) **Inclusive of all costs in delivering the goods to the location**
- b) **Inclusive of all costs in installation of the goods at the location**
- c) **Packing**
- d) **Transportation costs**
- e) **Insurance during transit until reaching the destination & installation**
- f) **Onsite service to the supplied goods till one year from the date of installation.**
- g) **EXCLUSIVE OF GST & TCS**

The Bank shall neither pay any other cost nor consider any other cost apart from approved L-1 rates.

### **7.3. Validity Period**

The Bids shall be **valid for a period of 12 months/ONE Year** from the date of entering into rate contract / AGREEMENT. A bid submitted for a shorter period shall be rejected by the Bank as non-responsive.

### **7.4. Format & Signing of Bid**

(a) The Bank, in case of non-adherence to the Format or partial submission of bid, will not evaluate the bid

(b) Each bid shall be made in the legal name of the bidder

(c) Each page of it shall be serially numbered, signed and duly stamped by the bidder or a duly authorized person to sign on behalf of the Bidder,

(d) Any interlineations, erasure or overwriting are not valid.

(e) Executive(s) representing the bidder should be duly authorized to sign the bid, interacting with

the Bank for all sorts of communication as well as appearing in for price negotiation meeting, in case the bidder emerges as L-1 as a result of commercial evaluation of all technically qualified bids.

(f) A letter of this intent, issued by the Proprietor / CEO / Director or any top-level executive, authorizing representing executive(s) should be submitted as part of the Technical Bid.

## 8. BID EVALUATION

The purpose of bid evaluation is to determine: -

- (a) Reputation of the vendor for quality and reliability;
- (b) Acceptance of terms and conditions
- (c) Service capability of the vendor
- (d) Vendor's standing i.e. experience in supply
- (e) Vendor meeting the qualification criteria as specified in the tender documents;

### 8.1. General Evaluation

1. The Bank will examine the bids against *Bidder's Eligibility Criteria* mentioned in the RFP.
2. The Bank will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
3. The Bank may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any other bidder.
4. Prior to the detailed evaluation, the Bank will determine the substantial responsiveness of each bid against this RFP. For purposes of these clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the RFP without material deviations.
5. During evaluation of the bids, the Bank may, at its discretion, ask the bidder for providing clarification on any point mentioned in its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.
6. The Bank will consider and evaluate the bid basing on the hardware items chosen to offer by the vendors in the **Annexure-O**. The total EMD submitted by the vendor (if required to be submitted) in a single DD or multiple DDs, should match the EMD requirement of the hardware items chosen in the **Annexure-O**.
7. Commercial bids of only those vendors will be opened, who are technically qualified and fulfill all other requirements as enlisted in the RFP.

### 8.2 Commercial Bids Evaluation, **Indicative Prices & Reverse Auction**

1. Commercial bids submitted will be opened only for those bidders, who have qualified in the general and technical evaluation.
  2. The vendors are required to submit the **INDICATIVE PRICES** which will be considered for further evaluation through **REVERSE AUCTION**
  3. The LOWEST prices arrived at in REVERSE AUCTIONS will be declared as L-1. However, the bank shall be under no obligation to accept the lowest or any other offer received in response to this notice, if the quality of the procuring item is not the same as required and shall be entitled for rejection of any or all the offers assigning reasons therefor.
2. The bank reserves its right for placing the orders as per requirement.
3. L1 & Matching/Empanelment of vendors:  
The allocation of the total tender order will be done as per the guidelines mentioned in the Annexure-P.

4. The reverse auction will be conducted **ITEM WISE** separately for all the hardware items (from Annexure-J to Annexure-M).

## **9. AWARD NOTIFICATION**

### **9.1 Change of Address & Contact Details**

The acceptance of a bid, subject to contract, commercial considerations & compliance with all terms and conditions will be communicated in writing by means of placing order at the address supplied by the bidder in its bid. Any change of bidder's address, E-Mail address, Phone Numbers, should therefore be promptly notified to: -

**ANDHRA PRADESH GRAMEENA VIKAS BANK,  
HEAD OFFICE: Warangal, 2-5-8 / 1 RAMNAGAR, HANMAKONDA,  
WARANGAL – 506 001, State : Telangana, PH: 0870 – 2577766**

## **10. Bidder's Disqualification**

Any bidder not complying with the bidding process is liable for disqualification at any stage without assigning any reason. Decision of the Bank in this regard shall be final, conclusive and binding on the bidder.

## **11. TERMS AND CONDITIONS**

The Terms and Conditions for vendors who participate in this tender are specified in the – Annexure-B. These terms and conditions are binding on all the vendors. These terms and conditions will also form part of the purchase order, to be issued to the successful Bidder(s)/Vendor(s). All the terms and conditions in the tender document should be stamped and signed and attached with the Technical Bid as acceptance of these terms and conditions.

## **12. NON-TRANSFERABLE OFFER/SUBCONTRACTING**

The order placed by the Bank shall have to be honored by the vendor who has participated in the tender and subsequently empaneled by the Bank. The Bank's order is non-transferable and sub-contracting is not allowed by any means.

## **13. PROPOSAL OWNERSHIP**

The proposal and all supporting documents submitted by the Vendor shall become the property of the Bank.

## **14. ADDRESS FOR COMMUNICATION**

Bids should be submitted ON-LINE to,

[M/s e-Procurement Technologies Ltd.](#)

[B-704, Wall Street - II,Opp. Orient Club, Nr. Gujarat College,](#)

[Ahmedabad - 380 006. Gujarat State, India](#)

[Phone: +91-79-68136852 |6863|6835|6829|6831|6853 | Cell: 6354919566](#)

[Auction Website :https://etender.sbi](https://etender.sbi)

The tender offer with all necessary documents mentioned are to be submitted on or before **17/02/2022** , before 5.30 PM.

Contact: For any technical enquires : K Prakash (Manager) - 7382297158

S Siva Prasad (Senior Manager-IT) – 8985922775

For any other communication, the below mentioned official may be contacted.

Shri Vikranth Reddy, Senior Manager(Operations), Phone: 8331019299

Andhra Pradesh Grameena Vikas Bank, Head Office, Warangal, H.No.2-5-8/1, Ram Nagar, Hanmakonda, Warangal Urban District- 506001 Telangana State.

#### **15. MODIFICATION AND WITHDRAWAL OF OFFER**

The Vendors will not be allowed to modify their offer once submitted. However, the Vendors are allowed to withdraw their offers at any time before the last date and time specified for receipt of offers. No offer can be withdrawn by a Vendor after the last date and time specified for submission of offers.

#### **16. PRELIMINARY SCRUTINY**

Offers from Vendors not meeting the qualification criteria shall be rejected.

The Bank will scrutinize the offers received to determine whether they are complete and as per tender requirement, whether any errors have been made in the offer, whether technical documents as asked for and required to evaluate the offer has been submitted, whether the documents have been properly signed and whether items are offered as per the tender requirements.

The Bank may, at its discretion, waive any minor non-conformity or any minor irregularity in the offer. This waiver shall be binding on all Vendors and the Bank reserves the right for such waivers.

#### **17. CLARIFICATION ON OFFERS**

To assist in the scrutiny, evaluation and comparison of offers, the Bank may, at its discretion, ask some or all Vendors for clarifications on the offer made by them. The request for such clarifications and the Vendor response will necessarily be in writing/e-mail.

#### **18. LOCATIONS OF DELIVERY & INSTALLATION**

The Head Office of the Bank is floating this tender for purchase of Desktops, Passbook Printers, Laser Printers and Scanners, which shall be delivered, installed and commissioned/supported by the Vendor at various locations of the Bank. The Region wise count of the branches/offices is provided in **Annexure-C**.

#### **19. RIGHT TO ALTER QUANTITIES & ISSUE OF PURCHASE ORDERS**

The Bank reserves the right to alter the quantities specified by the Bank up to  $\pm 25\%$  of the Tendered quantity while placing the order.

#### **20. LIABILITIES OF THE BANK**

This tender is not an offer by the Bank, but an invitation for Vendor responses. No contractual obligation on behalf of the Bank, whatsoever, shall arise from the tender process unless and until a formal contract is signed and executed by duly authorized officers of the Bank and the Vendor.

#### **21. PROPOSAL PROCESS MANAGEMENT**

The Bank reserves the right to accept or reject any/all proposal/ to revise the tender, to request one or more re-submissions or clarifications from one or more Vendors, or to cancel the process in part or whole. No Vendor is obligated to respond to or to continue to respond to the tender. Additionally, the Bank reserves the right to alter the requirements, in part or whole, during the tender process. Each party shall be entirely responsible for its own costs and expenses that are incurred while participating in the tender, subsequent presentation and contract negotiation processes.

## ELIGIBILITY CRITERIA

## ANNEXURE-A

### (PROCUREMENT OF Desktops, Passbook Printers, Laser Printers and Scanners)

The following eligibility laid down by the Bank needs to be ensured / fulfilled by the applicants / vendors /suppliers before submitting their applications duly filled in.

- The Bidder should have necessary registrations from GOI & Any State Govt.
- The bidders shall be the authorized dealers of the Branded companies. They should submit necessary OEM-Certificate from the Company. The original document should be scanned & uploaded.
- The Bidders shall give **one year onsite warranty** for **Desktops, Passbook Printers, Laser Printers and Scanners**.
- The Bidder should be in the line of business of Supply, Installation and commissioning of **Desktops/Passbook Printers/Laser Printers/ Scanners** and the bidder should have supplied **Desktops/Passbook Printers/Laser Printers/ Scanners** to public sector/private sector Banks/ Government Departments. They should submit Purchase Order since support of their supplies as per the eligibility criteria mentioned in Annexure-R.
- The Bidder should have proven track record of providing adequate support and service through its branches/dealers etc. They should have **service centers** in **all the district headquarters**. They should provide Address of the service centers along the names of service engineers.
- The Bidder should presently **not be banned / blacklisted** from dealing with the Government/Banks.
- The bidders have to submit their financial statements for the **last three years**.
- The minimum turnover should be as per **annexure - N** during last 3 financial years. The bidders have to submit their turnover statements for the last three years.

General Manager (HR & IT)

**1. COMPLYING WITH CONFIGURATION**

The indicated configuration has to be strictly adhered to and quotation submitted as per the formats given therein. Non-furnishing of any responses in the 'response sheet' of technical bid may result in disqualification of the tender. The Bank reserves the right to decide whether or not, to open price bid of the vendor/to permit or to participate in the reverse auction without assigning any reason what so ever.

In case the supply is not according to the order or if the components, if any, are found to be varying from the order in any respect, the vendor will undertake to replace at no extra cost to the bank, during the period of use after the warranty also.

**2. VALIDITY OF OFFER**

The offer shall be valid for a period of **ONE YEAR** from the date of awarding the contract / date of entering into the agreement.

**3. NON-TRANSFERABLE OFFER**

This tender document is not transferable. Only the Vendor, who has downloaded the tender document, is entitled to quote/participate.

**4. PLACING OF ORDERS**

**The allocation of the total tender order will be done as per the guidelines mentioned in the Annexure-P.**

**5. OFFERS BY A THIRD-PARTY**

The vendors are not permitted to authorize their dealers/distributor/stockiest etc., (including individuals and third party firms/companies) to either collect or submit the tender-related documents on their behalf. The Bank will summarily reject such requests and arrangements.

**6. MATERIAL ALTERATIONS & AMBIGUOUS/UNQUANTIFIABLE COSTS**

The offer should ensure that there are no cuttings, over-writing, and illegible or undecipherable figures to indicate their offer. All such cases may be disqualified on this score alone. The decision of the Bank is final and binding on the offerer. Kindly ensure that ambiguous or unquantifiable costs/amounts are not included in the offer, which would disqualify the offer.

**7. TAXES/LEVIES/DUTIES**

The quoted prices should be exclusive of GST but inclusive of all charges like packing/forwarding/freight/transit insurance, installation/commissioning etc., for the equipment to be delivered, installed and commissioned at our specified site(s) **Annexure-C**.

**8. DELIVERY PERIOD**

The equipment (as per the specifications given) should be made ready for conducting the mandatory FAT (Factory Acceptance Test) within 2 (Two) weeks from the date of the LOI/PO. After the equipment is tested and accepted by the HO/CO Team at the factory, the same should be delivered within a week time thereafter to the Branches/sites of the Bank. **Finally, material should be supplied and installed in all the branches with in 4 (Four) Weeks from the date of Purchase Order. Any delay will lead to cancellation of the LOI/PO itself and forfeiture of the security deposit even though the FAT was successful and the equipment was approved by the testing Team.**



## **9. WARRANTY**

The warranty period shall expire after 12 months from the date of installation of Desktops, Passbook Printers, Laser Printers and Scanners respectively. Date of installation of the ordered equipment will be decided by the Bank. The Warranty shall cover comprehensively all the Hardware and networking items and any software accompanying the Hardware and included in the cost thereof. The vendors should provide comprehensive and unconditional warranty to the goods they have supplied.

**During Warranty period service support should be provided within 24 hours of lodging complaint. In case the rectification delayed or part needs to be taken to the vendors lab for repair, the vendor should provide standby equipment within 72 hours from the date of complaint. The standby items should be replaced with the originals or new items (of the same make & model of the contract) within a week duration. In cases of the replacements with new devices (either Desktops, Passbook Printer, Laser Printers and Scanners), the new items should be of the same make & model of the damaged items.**

## **10. SECURITY DEPOSIT FORFEITURE – PENALTY FOR DELAYS**

In order to eliminate delays in the delivery schedules & support during warranty period, it has been decided that security deposit as mentioned in the point number 2 (scope of work) will be collected from the vendors who are willing to quote for supply of Desktops, Passbook Printer, Laser Printers and Scanners. No request from Vendors either for waiving the EMD / Security Deposit or for recovery/retention of the EMD/ Security Deposit amount against future payments due to them or additional time for submission of the EMD will be entertained. The EMD would be returned to all unsuccessful bidders normally within 30 days after placing PO/LOI on the selected Vendors. No correspondence will be entertained on this account and the Bank's decision will be final and binding on all vendors

**Penalty for Delay in Supply:** In case of delay in delivery beyond the period of 4 Weeks, a penalty of 1% of the total cost of undelivered quantities during the first week of delay and 2% for each week for delay beyond one week subject to a maximum of 5% be levied. Failure to supply the goods within 6 Weeks from the date of P.O may lead to forfeiture of security deposit.

**Penalty for Delay in Service during Warranty Period:** In case of failure in repairing or replacing (with standby) the faulty item during the warranty period within 3 days, a penalty of 1% of the total cost of goods Item during the first week of delay and 2% for each week for delay beyond one week subject to a maximum of 5% be levied. Failure to replace the goods with new one within 3 Weeks from the date of complaint may lead to forfeiture of security deposit.

Note: For the purpose of calculation of liquidated damages / penalty, part of a Week will be considered as full week.

## **11. The EMD/Security Deposit may be forfeited**

- a) If bidder withdraws its Bid during the period of Bid Validity
- b) In case of Successful Bidder fails to accept the Purchase Order
- c) If vendor doesn't supply the goods within 6 Weeks from date of releasing PO.
- d) If vendor doesn't replace the faulty item with new one within 3 Weeks from the date of complaint during Warranty Period.
- e) If vendor fails to comply any terms of RFP or Purchase Order

## **12. ENHANCEMENTS AT NO ADDITIONALCOST**

The configuration given is the minimum configuration that is/are required. Vendors may choose



to supply higher/better/enhanced system but their financial quotes shall be treated as if they have been offered for the specified configuration only.

### **13. SHORT-SHIPMENTS**

No short-shipments are permitted. In the unlikely event of such short-shipments, the security deposit would be forfeited automatically. Moreover, the vendors should invariably seek the written consent of the Bank, before dispatching the ordered equipment with some short-shipments. In the event of very important or critical equipment (in the view of the bank) getting short- shipped, no payment will be released till the short-shipped items are delivered (this is in addition to the forfeiture of the security deposit).

### **14. COPYRIGHT/LICENSE VIOLATIONS & PROVISION OF LEGALCOPIES**

Vendors shall explicitly absolve the Bank of any responsibility and indemnify the Bank against any liability for the use of system software, with regard to copyright/license violations, if any. Wherever the hardware is supplied with pre-loaded Operating System software, appropriate LTU (License -To-Use)/ Paper License with recovery media for each of the systems shall be provided free of cost. At any time after installation of the required hardware components, like computers, printers, scanners etc. or kits, if it is discovered that the software or hardware installed or used is not genuine and that of counterfeited one, the contract entered into between the parties stands terminated and the vendor or supplier, as the case may be, will be made liable directly for the consequences of using such counterfeit software and hardware components or programs and the damages arising there from including remote damages. In cases of such discovery, the bank is discharged from making payments due to such vendor/ supplier in addition to forfeiting security deposit and is at liberty to take necessary action as per the law.

### **15. DIVERSION OFEQUIPMENT**

In the event of the Bank deciding to install the ordered equipment, either the entire lot or a part thereof, at a different location/Branch, the vendors will have to provide the documentation (invoices, delivery Challans etc.,) accordingly. The Bank may, at its own discretion, pay the cost of transportation, on actual basis, only if the entire lot was delivered at the designed branch before the diversion of equipment is intimated to the vendors.

### **16. TRAINING FOR BANK PERSONNEL**

Vendors shall provide free training to the Bank's personnel at the site in the operating Desktops, Passbook Printers, Laser Printers and Scanners.

### **17. SERVICE SUPPORT ON SATURDAYS/SUNDAYS AND HOLIDAYS**

During the entire warranty period it is incumbent on the vendors to provide complete and satisfactory technical support in the areas of installation of Desktops, Passbook Printer, Laser Printers and Scanners. As most of these activities are carried out during holidays/Saturdays/Sundays, it is necessary for the engineers/technical support personnel from the vendor's side to work (along with then technical staff/operating staff from the Bank's side) on these days as well, even though these may be holidays as per their service conditions. In addition to the 12 months (as the case may be) unconditional comprehensive warranty, the Bank may insist upon the selected vendors to assign one exclusive Engineer/Help Desk for a cluster/zone during the entire warranty period (or for that length of period as it may consider necessary) to ensure smooth implementation. All expenses incurred by the vendors in extending such support will be borne by the vendors only.

### **18. INSPECTION AT FACTORY LOCATION (FAT/PDI)**

Vendors will intimate to the Bank the date of factory inspection, by which date the entire equipment should be kept ready for the Bank's inspection. The vendors have to ensure that all

the equipment/components /peripherals (and all the sub-components thereof) are kept ready by the indicated date, failing which the security deposit would be forfeited. Documentary evidence should be provided to the team to prove the validity of all such part numbers.

## **19. SITE ACCEPTANCE TEST (SAT) SCHEDULE**

In addition to the above, factory acceptance tests/procedures would be repeated at the site after installation of **Desktops, Passbook Printer, Laser Printers and Scanners.**

## **20. PAYMENT TERMS**

No advance amount will be paid along with the Purchase Order/Letter of Intent. 90 % Payment will be made only after installation, successful acceptance tests (As detailed elsewhere), upon production of Bank Guarantee (From any of the Nationalized Banks, other than APGVB) for 10% of the total project cost, valid for a period of 12 (as the case may be) form the date of Installation.

Payment for Desktops, Passbook Printer, Laser Printers and Scanners, purchased at the Branch/site shall be made as per the under noted schedule (No representation will be entertained for releasing Ad-hoc payments, of any nature):

- a. Advances Payment with LOI/PO :NIL**
- b. Against delivery and installation reports : 90% of the total Cost**
- c. After completion of the warranty period : 10% of the total cost kept as EMD**

or against production of Bank Guarantee before the end of the warranty period or a Special Term Deposit of APGV Bank from any Branch. The fixed deposit receipt has to be duly discharged by the Vendor on the back side of the STDR and will be marked LIEN by the Branch concerned. A suitable undertaking letter will also be obtained apart from the usual lien undertaking letter.

## **21. ADDITIONAL INFORMATION**

The following aspects will also be taken into consideration and given weightage while finalizing the tenders:

- a) Past experience, for the supplies already made to the Bank.
- b) Commitment for storing critical spares/components at the branches/sites specified during warranty

## **22. PRE- CONDITIONS BY VENDORS**

Please note that any other terms and conditions whether implicitly or explicitly stated in any of the responses by the vendors will be ignored.

Vendors may approach Information Technology Department of Andhra Pradesh Grameena Vikas Bank, Sangareddy for clarifications, if any, in this regard.

## **OTHER TERMS & CONDITIONS:**

### **1. Indemnity**

The vendor shall indemnify, protect and save the Bank against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting from infringement of any patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the Security System supplied by Vendor.

## **2. Limitation of Liability (Up to a maximum amount of 10% of order value)**

The liability of the successful Vendor arising out of any penalty and/or damages (on account of non-performance or inadequate performance or deficiency of services or breach of contract), which are resulting from any actions and/or deficient services of the Vendor or its employees or agents or the Service Provider shall be liable up to an amount equivalent to 10% of the order value. However this limitation shall not be applicable for the damages / claims / costs / losses arising out of any infringement by the successful Vendor. The Vendor shall indemnify in full without any limitation, protect and save the Bank against all claims, losses, costs, damages, expenses, action suits and other proceedings resulting from infringement of any law pertaining to patent, trademarks, copyrights, etc., or such other statutory infringements in respect of all the Desktops, Passbook Printer, Laser Printers and Scanners supplied and /or used by them for the purpose of fulfilling the contractual obligations or while rendering the necessary services specified in this tender/contract/scope of services.

## **3. Publicity**

Any publicity by the Vendor in which the name of the Bank is to be used should be done only with the explicit written permission of the Bank.

## **4. Guarantee**

Vendor should guarantee that the **Desktops, Passbook Printer, Laser Printers and Scanners** delivered to the Bank are brand new, including all accessories. Only latest batch (not less than 3 months) goods should be supplied to the Bank. In the case of software, the Vendor should guarantee that the software supplied to the Bank is licensed and legally obtained. All the goods must be supplied with their original and complete printed documents.

## **5. Assurance**

The Vendor should provide an assurance, by accepting the Order and by complying with same during execution, that the application /software/ other item that is being supplied is free of malware, free of any obvious bugs and free of any covert channels in the code of the version of the application, at the time of delivery of programs/codes/items as well during as any subsequent versions/modifications done to the supplied programs/codes.

## **6. Confidentiality**

The Parties shall observe the strictest confidentiality in respect of all matters relating to the implementation of this tender. All the information under this tender will be treated as confidential and shall not be disclosed to any third party unless otherwise agreed by the non- disclosing party. Nothing in this tender shall however be deemed to prohibit disclosure of any confidential information required under law, under a court order or by any regulatory or governmental authority. The obligation to maintain secrecy shall survive the termination of the agreement.

## **7. Information Security**

The Vendor shall represent and warrant that it has developed, implemented and will maintain effective information security policies and procedures that include administrative, technical and physical safeguards designed to (1) ensure the security and confidentiality of confidential information provided to the Vendor hereunder, (2) protect against anticipated threats or hazards to the security or integrity of such confidential information; and (3) protect against unauthorized access or use of such confidential information.

And will comply with all applicable privacy and data protection laws, as well as all other applicable regulations and directives.

The Vendor shall agree to notify the Bank within two (2) business days in writing of any discovery by the Vendor of any breach or suspected breach of the provisions of this Tender or any loss or unauthorized use, disclosure, acquisition of or access to any Bank's Confidential Information and/or bank's business systems of which the Vendor becomes aware. The Vendor shall promptly take all appropriate or legally required corrective actions, and shall cooperate fully with Bank in all reasonable and lawful efforts to prevent, mitigate or rectify such Data Breach.

## **8. Force Majeure**

The parties shall not be liable for default or non-performance of the obligations under the contract, if such default or non-performance of the obligations under this contract is caused by any reason or circumstances or occurrences beyond the control of the parties, i.e. Force Majeure.

For the purpose of this clause, Force Majeure shall mean an event beyond the control of the parties, due to or as a result of or caused by acts of God, wars, insurrections, riots, earth quake and fire, events not foreseeable but does not include any fault or negligence or carelessness on the part of the parties, resulting in such a situation.

In the event of any such intervening Force Majeure, each party shall notify the other party in writing of such circumstances and the cause thereof immediately within thirty calendar days. Unless otherwise directed by the other party, the party pleading Force Majeure shall continue to perform/render/discharge other obligations as far as they can reasonably be attended/fulfilled and shall seek all reasonable alternative means for performance affected by the Event of Force Majeure.

In such a case, the time for performance shall be extended by a period/s not less than the of such delay. If the duration of delay continues beyond a period of three months, the parties shall hold consultations with each other in an endeavor to find a solution to the problem.

Notwithstanding above, the decision of the Bank shall be final and binding on the Vendor.

## **9. Resolution of Disputes**

The Bank and the Vendor shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract. If after thirty days from the commencement of such informal negotiations, the Bank and the Vendor have been unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution by formal arbitration.

- All questions, disputes or differences arising under and out of, or in connection with the contract, shall be referred to two Arbitrators: one Arbitrator to be nominated by the Bank and the other to be nominated by the Vendor. In the case of the said Arbitrators not agreeing, then the matter will be referred to an umpire to be appointed by the Arbitrators in writing before proceeding with the reference. The award of the Arbitrators, and in the event of their not agreeing, the award of the Umpire appointed by them shall be final and binding on the parties. The Arbitration and Reconciliation Act 1996, as amended from time to time, shall apply to the arbitration proceedings and the venue of the arbitration shall be Warangal or Hyderabad as decided by the bank or depending on the convenience of the bank.

During the period of dispute each party shall continue its obligations under this tender.

**10. Black listed / Financial disputes with APGVBANK**

Vendors who are black listed by any organization or Bank or those vendors having financial disputes with APGV Bank are not eligible for participation in the tender process.

<p><b>Date :</b> _____/_____/2022 <b>Place :</b> _____</p>	<p>I/we have read and understood the RFP as detailed in the above pages right from the Introduction, Scope of work, Tentative requirements, Bidding Process, Terms &amp; Conditions, Payment Terms, EMD/ security deposit, Penalty, the Force Majeure clause &amp; Resolution of disputes. I/We submit the technical bid and financial bid offers in the prescribed formats for supply &amp; installations of Desktops, Passbook Printer, Laser Printers and Scanners as per terms &amp; conditions in the RFP.</p> <p>_____</p> <p><b>Seal of the bidder    Signature</b>    _____</p>
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**ANNEXURE - C****REGION WISE BRANCHES COUNT FOR DELIVERY & INSTALLATION**

<b>S.No.</b>	<b>Name of the Region</b>	<b>State</b>	<b>No of Branches (Including Regional Office)</b>
1	Anakapalli	AP	51
2	Parvathipuram	AP	58
3	Srikakulam	AP	58
4	Vishakapatnam	AP	52
5	Vizianagaram	AP	58
6	Bhadrachalam	TS	60
7	Bhongir	TS	46
8	Khammam	TS	65
9	Mahabubnagar	TS	51
10	Nagarkurnool	TS	56
11	Nalgonda	TS	64
12	Sangareddy	TS	60
13	Siddipet	TS	51
14	Warangal	TS	64
		<b>TOTAL</b>	<b>794</b>

# Branches / Offices are included in Regional Offices

<b>Sno</b>	<b>Name of the Branch/office</b>	<b>State</b>	<b>Name of the Regional Office</b>
1	LCPC AP	AP	Vishakapatnam
2	RASMECC, ASH	AP	Sangareddy
3	RASMECC, VZG	AP	Vizianagaram
4	CCPC,Sangareddy	TS	Sangareddy
5	FIC Dept	TS	Sangareddy
6	Head Office	TS	Warangal
7	IT Cell Dept	TS	Sangareddy
8	LCPC TS	TS	Sangareddy
9	SLC	TS	Sangareddy

Please do visit our website [www.apgvbank.in](http://www.apgvbank.in) to know about our branches information.

**VENDORS' RESPONSE      ANNEXURE -D**

(Tender Offer Acceptance/Intent Letter (To be printed on Vendor's letter head))

Date: \_\_\_/\_\_\_/2022

Your Offer Reference No.: \_\_\_\_\_  
The General Manager-(HR & IT)  
Andhra Pradesh Grameena Vikas  
Bank Head Office: Warangal

Dear Sir,

**Tender Ref. No: 13/2021 -22 dated 25/01/2022**

Having examined the tender documents including all annexures, the receipt of which is hereby duly acknowledged. We, the undersigned, offer to supply and install Desktops, Passbook Printer, Laser Printers and Scanners (Strike off which is not applicable) at various branches of the Bank in conformity with the said tender documents. We accept all the terms & conditions of this tender.

S. No	Parameter	Vendors' Response Yes/No
1	We are agreeable to all the terms and conditions expressed by the Bank	
2	We are agreeable to the payment norms of the Bank.	
3	We are registered under GST Number	
4	We are having a minimum 3 years of experience in this field having supplied Desktops, Passbook Printer, Laser Printers and Scanners to public sector/private sector Banks/ Government Departments.	
5	We have the minimum turnover and executed work order as per the eligibility criteria mentioned in Annexure-R.	
6	We have service outlets in the Bank's area of operation.	
7	We are agreeable to supply and install the goods within 4 weeks after receiving the purchase order	
8	We are agreeable to the penalty clause & security deposit forfeiture clause expressed by bank	
9	We are agreeable to provide Warranty as per the terms specified in the tender	
10	We are agreeable to compile and supply the material as per technical specifications	

We agree to abide by this tender offer till One year from the date of opening of Technical Bid/Offer or from the date of agreement and our offer shall remain binding upon us.

Until a formal contract is prepared and executed, this tender offer, together with the Bank's written offer thereof and the Bank's notification of award, shall constitute a binding contract between us.

We confirm that, we have **not** made any changes in the tender documents downloaded, except for filling in appropriate columns.

We understand that the Bank is not bound to accept the lowest or any offer the Bank may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2022

Signature: \_\_\_\_\_ (In the Capacity of)

Name: \_\_\_\_\_

Email ID: \_\_\_\_\_

Duly authorized to sign the offer for and on behalf of M/s \_\_\_\_\_

Contact No: \_\_\_\_\_

**ANNEXURE – E****VENDORS' PARTICULARS****TENDER FOR PROCUREMENT OF Desktops, Passbook Printers, Laser Printers and Scanners**(Ref: **Tender Ref. No: 13/2021 -22 dated 25/01/2022**)

(PLEASE FILL UP ALL THE COLUMNS LEGIBLY)

<b>S. No</b>	<b>Specifications</b>	<b>Particulars</b>
1	<b>Name of the Unit/Firm</b> with full address with Telephone / Mobile/ FAX. No's /Email Address etc.,	
	Administrative Office :	Email: Mobile:
	Factory Address:	
	Whether ISO certified / IBA/RBI/SBI/approved Unit (if so, enclose copy of relative certificate issued)	
2	<b>CONSTITUTION</b> (Enclose evidence like Certificate of Commencement of Business / memorandum of Articles of Association/ Partnership Deed Etc.)	a) Proprietary /Partnership /Private/ Limited/ Public Ltd. Company/Co-op Society (Delete inapplicable)
		b) SSI Registration No./Trade License No. (Enclose Copy of Certificate)  Date valid upto: _____/_____/_____
3	<b>Year of Establishment/</b> Experience in line of activity: (Please see Form-I Eligibility criteria for category wise minimum length if experience required)	Year of establishment: _____  Experience in years of the Proprietor / partner/ Director of the unit : _____ years
4	Name of the Proprietor/ Mg. Partner /Mg. Director etc.	



5	Name and addresses of the Bankers / Phone Numbers	BANK: BRANCH: A/c No: IFSCode:
6	Whether registered for <b>GST</b> purposes (Mention No. & Date and furnish copies)	GSTNo: _____
7	Whether an Assesse of Income Tax (Enclose copies of IT Return for the last 3 years with all enclosures)	PAN No: _____ GSTIN No: _____
8	<b>Annual Turnover</b> for the last 3 years (Balance Sheets to be enclosed)  If FY2020-21 is not audited, then they need to provide previous 3 Years Financial Statements i.e, 2017-18 & 2018-19 , 2019-20	Rs. in lakhs  Financial Year 2017-18Rs. _____ Financial Year 2018-19Rs. _____ Financial Year 2019-20Rs. _____ Financial Year 2020-21Rs. _____
9	Names of Institutions/ Govt, Agencies / Banks, reputed companies etc., to whom your unit is executing works and maintained their against the turnover in the last year	You may submit EMPANELMENT LETTER / AGREEMENT COPY
10	Were you <b>removed / blacklisted</b> at any time in any Bank / Govt. organization?  If yes mention details	YES /NO _____

### **COMPLIANCE STATEMENT**

**Declaration:**

We hereby undertake and agree by all the terms and conditions stipulated by the Bank in the **RFP/Tender Document (and Annexures)**, and those specified in the Bank's website, [www.apgvbank.in](http://www.apgvbank.in).

PLACE: \_\_\_\_\_

DATE: \_\_\_\_\_/\_\_\_\_\_/2022

\_\_\_\_\_  
Stamp/Seal

\_\_\_\_\_  
Signature of the Authorized person  
& Designation

## Technical Specifications of Desktops - **Annexure – F**

Specification Type	Specification Requirement	Comply - Yes / No
<b>Description :</b>	<b>Desktop PC ( Certified for Microsoft windows)</b>	
<b>Processor :</b>	3.6 Ghz Intel Core i3 - 10100 , 10th generation or Better	
<b>Chipset :</b>	Compatible Chipset (250 GB SSD with 1TB SATA HDD at least 7200 RPM)	
<b>Hard Disk :</b>	1 TB SSD or higher with additional SATA cable is to be provided within the CPU for data backup connection from HDD to Motherboard.	
<b>Memory :</b>	1x16GB, DDR4 - 2400 MHz RAM, expandable to 32 GB or more with minimum 2 DIMM slots	
<b>Monitor :</b>	21" FHD TFT or higher Color Monitor or better ,TCO Certified, Display Port / HDMI and VGA Port	
<b>Keyboard :</b>	104 keys USB Keyboard**	
<b>Mouse :</b>	USB OPTICAL SCROLL MOUSE**	
<b>Network Card :</b>	Single NIC card compliant with IPV4/IPV6 is required.	
<b>Ports :</b>	MINIMUM 1 SERIAL, 1 PARALLEL, Integrated, 6 USB PORTS (2 Front,4 Back)	
<b>Operating System :</b>	Windows 10 Professional 64 bit license or higher version.	
<b>Power Supply :</b>	Maximum 300 watts Energy Star complied.	
<b>Additional Software :</b>	A CD/DVD containing the image of all software as required by the Branch to be preloaded on the Desktop as per Golden Image provided by PE-1 Department.	
<b>Manageability :</b>	Pre-Failure Notification for HDD	
<b>Compliance :</b>	Safety - Any one or more EPEAT Registered, Energy Star 6.1 compliant and RoHS.	
<b>Warranty :</b>	1 Year (On Site)	
<b>Security Management :</b>	TPM 2.0	

NOTE :

- 1. Certification : The desktop model should be CERTIFIED FOR MICROSOFT WINDOWS**
- 2. \*\*Monitor, USB Keyboard & Mouse from Same OEM.**
- 3. CARE: No CD/DVD drive to be provided.**
- 4. Network Cable and VGA/HDMI cable provided should be minimum of 1.5 meter length**
- 5. Recovery Partition / Recovery Media with driver software should be available with each system**

**Technical Specifications of Passbook Printers - Annexure –G**

<b>Specification Type</b>	<b>Specification Requirement</b>	<b>Comply - Yes / No</b>
Number of Pins Head:	24 Pin	
Printing Speed:	576 characters per second or higher Draft	
Ports :	Parallel / Serial / USB (any two)	
Ribbon Life :	3 million characters	
Print Head Life :	400 million dots, Horizontal & Vertical Type.	
Print handling :	Automatic front feed for handling average size passbook with Automatic document alignment.	
Supported OS:	Windows8 & Above	
Power Supply	Universal 100 to 230 V, 60-50Hz	
Noise Level	<54 Db	
Special function	Automatic Gap Adjustment, Document Auto alignment.	

**Technical Specifications of Laser Printers - Annexure -H**

<b>S.no</b>	<b>Specification Type</b>	<b>Specification Requirement</b>	<b>Comply - Yes / No</b>
1	Printer type	Laser Printer - Sheet fed, Single Function Laser Monochrome Printer (Black)	
2	Function	Print Only—Auto Duplex printing	
3	Connectivity / Interface	USB 2.0 High speed or 3.0	
4	Compatible Operating Systems	Windows-8 & above operating systems	
5	Print quality black	600 x 600 dpi	
6	Monthly Duty cycle	Minimum up to 4000 pages	
7	Warranty	ONE Year On Site warranty	
8	Pages per Minute	Minimum 18 ppm (A4 size in Black)	
9	Page size supported	A4, A5, B5, Legal, Letter	
10	Number of Print Cartridges	1 (black)	
11	Power Requirement	220-240V (+/-15%), 50/60Hz(+/-2Hz)	
12	Per page print cost	Less than Rs.1/-	
13	On Board Memory	Minimum 32MB	
14	Toner Cartridges Refilling Technology	1. No Chipped Ink technology. Chip based laser printers which requires toner cartridge of same manufacturer or only selective makes are not eligible. 2. Laser Printers for which toner cartridges refill is widely available are eligible for procurement.	

## Technical Specifications of Scanners - **Annexure -I**

S.no.	Specification Type	Specification Requirement (Minimum)	Comply - Yes / No
1	Type of Scanner	Flatbed	
2	Document size Comaptability	A4 / Letter	
3	Optical Resolution	300 dpi or more	
4	Resolution	2400*2400 dpi	
5	OS Support	Windows 8 and above	
6	Scanning speed	(Color or B/W) A4 @ 300dpi, 8sec	
7	interface	USB 2.0	
8	warranty	1year	
9	Supporting File Formats as output	Must: JPEG, PDF Optional: DOC, XLSX, PPTX	
10	Min Features	ISO Standard, Document Auto Detection & Correction, Stitching facility for larger documents, Pdf sorting & merging options,OCR Text Extraction	

**Note:** The Bidders have to mention their compliance to the each and every specification item as mentioned in Annexure-F, Annexure-G, Annexure-H & Annexure-I. The bids not complying any of the above specifications shall be treated as non-responsive & will be rejected.

**FINANCIAL BID****ANNEXURE -J**Tender for supply of Desktops, Passbook printers, Laser printers and Scanners

To,  
The General Manager-(HR & IT)  
Andhra Pradesh Grameena Vikas  
Bank, Head Office: Warangal

Sir,

I/We have read the RFP and fully understood the Specifications, Terms & Conditions and quote the rates for **Desktops** as required in the Tender No.:13/2021-22 dated **25.01.2022**.

S.no.	Item Name	Make & Model	Bid Price in Rs.
1	Desktops (with the specifications listed in Annexure-F & with One-Year on-site warranty)		

The rates quoted for the above items are **exclusive of GST**, but **inclusive of** all other charges like packing/forwarding/freight/transit insurance, installation/commissioning etc.

We agree & understand that:

- 1) The price quoted shall be valid up to one year from the date of awarding the tender.
- 2) The ordered hardware shall have to be supplied & installed at the branches/offices given in the purchase order.
- 3) All other terms and conditions as well as technical details as set out in this tender document.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place: \_\_\_\_\_

Signature of the authorized signatory of the company

\_\_\_\_\_

**COMPANY SEAL**

**FINANCIAL BID****ANNEXURE –K**Tender for supply of Desktops, Passbook printers, Laser printers and Scanners

To,  
The General Manager-(HR & IT)  
Andhra Pradesh Grameena Vikas  
Bank, Head Office: Warangal

Sir,

I/We have read the RFP and fully understood the Specifications, Terms & Conditions and quote the rates for **Passbook printers** as required in the Tender No.:13/2021-22 dated 25.01.2022.

S.no.	Item Name	Make & Model	Bid Price in Rs.
2	Passbook printers (with the specifications listed in Annexure-G & with One-Year onsite warranty)		

The rates quoted for the above items are **exclusive of GST**, but **inclusive of** all other charges like packing/forwarding/freight/transit insurance, installation/commissioning etc.

We agree & understand that:

- 1) The price quoted shall be valid up to one year from the date of awarding the tender.
- 2) The ordered hardware shall have to be supplied & installed at the branches/offices given in the purchase order.
- 3) All other terms and conditions as well as technical details as set out in this tender document.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place: \_\_\_\_\_

Signature of the authorized signatory of the company

\_\_\_\_\_

**COMPANY SEAL**

**FINANCIAL BID****ANNEXURE –L**Tender for supply of Desktops, Passbook printers, Laser printers and Scanners

To,  
The General Manager-(HR & IT)  
Andhra Pradesh Grameena Vikas  
Bank, Head Office: Warangal

Sir,

I/We have read the RFP and fully understood the Specifications, Terms & Conditions and quote the rates for **Laser printers** as required in the Tender No.:13/2021-22 dated 25.01.2022.

S.no.	Item Name	Make & Model	Bid Price in Rs.
1	Laser Printers(with the specifications listed in Annexure-H & with One-Year onsite warranty)		

The rates quoted for the above items are **exclusive of GST**, but **inclusive of** all other charges like packing/forwarding/freight/transit insurance, installation/commissioning etc.

We agree & understand that:

- 1) The price quoted shall be valid up to one year from the date of awarding the tender.
- 2) The ordered hardware shall have to be supplied & installed at the branches/offices given in the purchase order.
- 3) All other terms and conditions as well as technical details as set out in this tender document.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place: \_\_\_\_\_

Signature of the authorized signatory of the company

\_\_\_\_\_

**COMPANY SEAL**



**FINANCIAL BID****ANNEXURE –M**Tender for supply of Desktops, Passbook printers, Laser printers and Scanners

To,  
The General Manager-(HR & IT)  
Andhra Pradesh Grameena Vikas  
Bank, Head Office: Warangal

Sir,

I/We have read the RFP and fully understood the Specifications, Terms & Conditions and quote the rates for **Scanners** as required in the Tender No.:13/2021-22 dated 25.01.2022.

S.no.	Item Name	Make & Model	Bid Price in Rs.
1	Flatbed Scanners (with the specifications listed in Annexure-I & with One-Year onsite warranty)		

The rates quoted for the above items are **exclusive of GST**, but **inclusive of** all other charges like packing/forwarding/freight/transit insurance, installation/commissioning etc.

We agree & understand that:

- 1) The price quoted shall be valid up to one year from the date of awarding the tender.
- 2) The ordered hardware shall have to be supplied & installed at the branches/offices given in the purchase order.
- 3) All other terms and conditions as well as technical details as set out in this tender document.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place: \_\_\_\_\_

Signature of the authorized signatory of the company

**COMPANY SEAL**

**VENDORS' ELIGIBILITY – TURN OVER REQUIREMENT**

The minimum turn-over eligibility of the vendors, for participating in the tender

s.no	Procurement Category	Cost of Hardware	Vendor Minimum Turnover Requirement	
			For all Categories	Individual Categories
1	Desktops	2,62,08,000.00	1,00,00,000.00	1,00,00,000.00
2	Passbook Printers	31,50,000.00		30,00,000.00
3	Laser Printers	15,73,425.00		30,00,000.00
4	Scanners	20,00,000.00		30,00,000.00
<b>Total Tender Value</b>		<b>3,29,31,425.00</b>		

- If any vendor wants to **Bid** for all 4 categories or individually for Desktops alone Rs. 1.00Cr is the minimum Turnover required.
- If any vendor wants to **Bid** for any individual item other than Desktop Rs.30 Lakhs minimum Turnover required.
- If any vendor wants to **Bid** for 3 items i.e. Passbook Printers, Laser Printer & Scanners Rs.30 Lakhs minimum Turnover required.

**Bidding declaration for various Hardware Items***Tender for supply of Desktops, Passbook printers, Laser printers and Scanners*

To,  
 The General Manager-(HR & IT)  
 Andhra Pradesh Grameena Vikas  
 Bank, Head Office: Warangal

Sir,

I/We are participating in the Tender No.:13/2021-22 dated 25.01.2021. to supply the below opted items.

Sno	Hardware Item	Approx. Cost of Hardware	Opted for supply	EMD/Certificate Number of MSMEs/NSSCI	DD No./Certificate Number of MSMEs/NSSCI
1	Desktops (with the specifications listed in Annexure-F & with One-Year onsite warranty)	2,62,08,000.00	Yes/No		
2	Passbook printers (with the specifications listed in Annexure-G & with One-Year onsite warranty)	31,50,000.00	Yes/No		
3	Laser Printers(with the specifications listed in Annexure-H & with One-Year onsite warranty)	15,73,425.00	Yes/No		
4	Flatbed Scanners (with the specifications listed in Annexure-I & with One-Year onsite warranty)	20,00,000.00	Yes/No		

Note : A single Demand Draft can be submitted for the total sum of EMD amount (in case the bidder wants to bid for multiple hardware items).

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place: \_\_\_\_\_

Signature of the authorized signatory of the company

\_\_\_\_\_

**COMPANY SEAL**

**i. CRITERIA FOR AWARDING THE TENDER ORDER****Applicability of Preference to Make in India, Order 2017 (PPP-MII Order)**

Guidelines on Public Procurement (Preference to Make in India), Order 2017 (PPPMII Order and revision thereto) will be applicable for this RFP and allotment will be done in terms of said Order as under:

- (a) Among all qualified bids, the lowest bid (as quoted in reverse auction) will be termed as L1. If L1 is 'Class-I local supplier', the contract for full quantity will be awarded to L1.
- (b) If L1 bid is not a 'Class-I local supplier', 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the 'Class-I local supplier', will be invited to match the L1 price for the remaining 50% quantity subject to the Class-I local supplier's quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such 'Class-I local supplier' subject to matching the L1 price. In case such lowest eligible 'Class-I local supplier' fails to match the L1 price or accepts less than the offered quantity, the next higher 'Class-I local supplier' within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case some quantity is still left uncovered on Class-I local suppliers, then such balance quantity may also be ordered on the L1 bidder.

**Definitions under "Preference to Make in India, Order 2017 (PPP-MII Order)" and revision thereto:**

**"Local content"** means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.

**"Class-I local supplier"** means a supplier or service provider whose product or service offered for procurement meets the minimum local content as prescribed for 'Class-I local supplier' hereunder.

**"Class-II local supplier"** means a supplier or service provider whose product or service offered for procurement meets the minimum local content as prescribed for 'Class-II local supplier' hereunder. Class-II local supplier shall not get any purchase preference under this RFP.

**"Non-local supplier"** means a supplier or service provider whose product or service offered for procurement has 'local content' less than that prescribed for 'Class-II local supplier' under this RFP.

**"Minimum Local content"** for the purpose of this RFP/Tender, the 'local content' requirement to categorize a supplier as 'Class-I local supplier' is minimum 50%. For 'Class-II local supplier', the 'local content' requirement is minimum 20%. If Nodal Ministry/Department has prescribed different percentage of minimum 'local content' requirement to categorize a supplier as 'Class-I local supplier'/'Class-II local supplier', same shall be applicable.

**"Margin of purchase preference"** means the maximum extent to which the price quoted by a 'Class-I local supplier' may be above the L1 for the purpose of purchase preference. The margin of purchase preference shall be 20%.

**ANNEXURE – Q**

To,  
The General Manager-(HR & IT),  
Andhra Pradesh Grameena Vikas Bank,  
Head Office :: WARANGAL

Date: \_\_\_\_/\_\_\_\_/202\_

**Format for Self-Certification of Local Content**

Date:

Dear Sir,

Ref.: RFP No. : \_\_\_\_\_ Dated: \_\_\_\_\_

This is to certify that, the following hardware item(s) that we wish to supply, is/are having the local content as specified in the below mentioned table.

The details of location(s) at which the local value addition is made are as under:

Sno	Product details	Model Name	Percentage of local content as defined in the RFP/Tender	Name of the place where local content is added to the goods
<b>1</b>	<b>Desktops</b>			
<b>2</b>	<b>Passbook Printers</b>			
<b>3</b>	<b>Laser Printers</b>			
<b>4</b>	<b>Scanners</b>			

This certificate is submitted in reference to the Public Procurement (Preference to Make in India), Order 2017 including revision thereto.

Signature of authorised official  
Name:  
Company seal:

**CRITERIA FOR ARRIVING ELIGIBLE “PREVIOUS WORK ORDER”**

In order to find the potential and qualified vendors, the Bank has set up minimum work order that should have been executed by the bidders in the last 5-years duration. The vendor should provide documentary evidences (purchase orders or contracts) of works performed during the last 5 years as on 31/12/2021. Any vendor can bid for one or more hardware categories; in that case, the vendor has to qualify category wise criteria on individual item basis. Criteria for arriving minimum work order for each category, is as under:

<b>Category 01</b>					
Sno	Description of Item to be Procured	Tender Value	No. of Similar work done in last 05 Years	% of Tender Value to be considered	Net worth of Experience
1	Desktops	2,62,08,000	01 similar work	80%	20966400
			02 similar work	50%	13104000
			03 similar work or above	40%	10483200

<b>Category 02</b>					
Sno	Description of Item to be Procured	Tender Value	No. of Similar work done in last 05 Years	% of Tender Value to be considered	Net worth of Experience
1	Passbook Printers	31,50,000	01 similar work	80%	2520000
			02 similar work	50%	1575000
			03 similar work or above	40%	1260000

<b>Category 03</b>					
Sno	Description of Item to be Procured	Tender Value	No. of Similar work done in last 05 Years	% of Tender Value to be considered	Net worth of Experience
1	Laser Printers	15,73,425	01 similar work	80%	1258740
			02 similar work	50%	786712.5
			03 similar work or above	40%	629370

<b>Category 04</b>					
Sno	Description of Item to be Procured	Tender Value	No. of Similar work done in last 05 Years	% of Tender Value to be considered	Net worth of Experience
1	Scanners	20,00,000	01 similar work	80%	1600000
			02 similar work	50%	1000000
			03 similar work or above	40%	800000

**Example:-**

Vendor-X is bidding for 2-hardware items (Desktops & Passbook printers).

**Case-1 :** Vendor-X has submitted previous work-order documents (for previous 5-years)

- On Desktop supplies for one customer of worth Rs.1.5 Crore
- On Passbook printers supplies for three customers of worth Rs.13 Lakh

**Bank Decision:**

- Disqualified for bidding in Desktops category, as Vendor-X fails to meet minimum previous work order of Rs.2,09,66,400/- for supplies to one customer.
- Qualified for bidding in Passbook printers category, as they meet minimum previous work order of Rs.12,60,000/- for supplies to three customers.

**Case-2 :** Vendor-X has submitted previous work-order documents (for previous 5-years)

- On Desktop supplies for two customers of worth Rs.1.5 Crore
- On Passbook printers supplies for one customer of worth Rs.13 Lakh

**Bank Decision:**

- Qualified for bidding in Desktops category, as they meet minimum previous work order of Rs. 1,31,04,000/- for supplies to two customers.
- Disqualified for bidding in Passbook printers category, as Vendor-X fails to meet minimum previous work order of Rs.25,20,000/- for supplies to one customer.