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Phone: 08562-244519

RFP:774/APGBHO/20/TENDERS/COMPUTERS/2016

Date:17.10.2016

All Eligible Vendors

Dear Sir,

**Sub: Requirement of Desktops for branches and Offices**

The Bank is a Regional Rural Bank having 512 branch network in Kadapa, Anantapur, Kurnool, Nellore and Prakasam Districts. Bank needs computer hardware for its Branches and Offices. We request you to submit your comprehensive proposal for supply of Premium Brand Computer Systems as per the details furnished in this document. The terms and conditions, format for technical bid, indicative price bid and reverse auction details for supply of Computer hardware is enclosed.

1. The filled in formats shall be submitted in sealed covers in the name of "The Chairman, Andhra Pragathi Grameena Bank, Department of IT, Head Office, Kadapa-516002". The technical bid and indicative price bid are to be submitted separately by mentioning the words "Technical bid"/"Indicative Price bid" on the respective covers specifically. Only those bids which satisfy the technical specifications will be considered. The last date for receipt of Sealed Quotations is **08.11.2016 at 14.00 hours**.
2. The mandatory condition for accepting the bids shall be the post installation services and the network of service locations in operational area of the Bank preferably at Kadapa, Anantapur, Kurnool, Nellore and Prakasam Districts.
3. The bidder should be able to provide standby system for each 50 systems with a minimum of one system, owned by the vendor, for emergent need.
4. The technical bids & Indicative price bids will be opened by the committee constituted by the Bank for this purpose. The committee's decision to reject/accept bids will be final. Technical bid is tentatively proposed for opening on **08.11.2016** at 16.00 hours and you may also associate with.
5. No personnel enquiry will be entertained. For any enquiry/queries mail to [hodit\\_hw@apgb.in](mailto:hodit_hw@apgb.in). Last date for enquiry/queries is 31.10.2016, 16.00 hours. No enquiry/queries received after 31.10.2016, 16.00 hours will not be entertained.

6. The number of systems to be purchased (approximately) are as follows:

S.No	Items	No. of items
1	Desktops	<b>450 &amp; 9 standby</b>

7. The bidder shall be in a position to **buy back** the existing Desktops at the mutually agreed price.

Yours Faithfully,

(M ANANDA)  
GENERAL MANAGER

- Encl:
- 1) Terms and Conditions
  - 2) Annexure-I-Bid form
  - 3) Annexure-II-Bid Security form
  - 4) Annexure-III-Manufacturer's authorisation form
  - 5) Annexure-IV-Letter of authorisation to bid
  - 6) Annexure-V-Service support form
  - 7) Annexure-VI-Details of down time
  - 8) Annexure-VII-Vendors particulars
  - 9) Annexure –VIII – Declaration for PDI
  - 9) Annexure-IX-Technical specifications for systems
  - 10) Annexure-X-Format for Indicative Price bid for systems
  - 11) Annexure – A – Rules for Reverse auction
  - 12) Annexure – B- I – Compliance Statement
  - 13) Annexure – B – II – Price Bid Confirmation
  - 14) Annexure – C – Format for References
  - 15) Annexure – D – Conformity Letter
  - 16) Check list to be attached to the Technical bid.

## TERMS AND CONDITIONS

### PRE- REQUISITE:

- The Vendor should be able to roll out the systems faster

### Disclaimer:

This RFP is not an offer by Andhra Pragathi Grameena Bank, but an invitation to receive response from vendors. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by duly authorized officers of Andhra Pragathi Grameena Bank with the vendors.

### 1 MANUFACTURER'S AUTHORISATION FORM:

The proposal/ bid being submitted would be binding on the Vendor. As such it is necessary that authorized personnel of the firm or organization sign the BID. **The designated personnel should be authorized by a senior official of the organization having authority to do so.** The proposal must be accompanied with an undertaking letter duly signed by the designated personnel providing a bid commitment. The letter should also indicate the complete name and designation of the designated personnel. Necessary resolutions/ authority available shall be enclosed. In the case of a Bidder offering to supply goods under the contract, which the Bidder did not manufacture or otherwise produce, the Bidder should produce a certificate as per the format enclosed that they have been duly authorized by the goods' manufacturer or producer to supply the goods and assuring full guarantee and warranty obligations. If proposals are submitted through the business partners or authorized distributors etc., a separate "LETTER OF AUTHORISATION TO BID" on behalf of the main vendor/s with a commitment to fulfill the terms of the RFP should be enclosed along with the technical bid. Proposals received without the authorization letter/s will be summarily rejected.

It is mandatory that such of those business partners/authorized distributors should have service support centers in Anantapur, Kadapa, Kurnool, Nellore and Prakasam districts.

FOLLOWING INSTRUCTIONS MAY PLEASE BE TAKEN NOTE OF IN THIS CONNECTION.

- 1). Bid Offer shall be submitted for Premium Brand Computer Systems. The details of Vendors, Technical Bid shall be submitted in one sealed cover and Indicative Price Bid shall be submitted in separate SEALED cover.
- 2). BID SECURITY
  - A. The bidder shall furnish, as part of its bid, a bid security for an amount of Rs **7.00** Lakh (Rupees Seven lakh fifty thousand Only) for Computer Systems in the form of Demand Draft *or* in the form of a Bank Guarantee issued by a reputed bank in India other than our Bank in the format enclosed and valid up to **30.04.2017**. **The Bid Security should be enclosed in original with the Technical bid.**
  - B. The successful Bidder's Bid Security will be discharged and returned upon the Bidder signing the contract & furnishing the Performance Security. Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible, but

not later than 30 days after the expiration of the period of bid validity prescribed by the purchaser/Bank.

- C. *The bid security may be forfeited:*
- i. If a bidder withdraws its bid during the period of bid validity; or
  - ii. In case of a successful Bidder, if the Bidder fails:
    - a) To sign the Contract within the stipulated time: or
    - b) To furnish Performance Security within the stipulated time and valid till the end of warranty period.
    - c) To supply goods within the stipulated period or
    - d) Fails to comply any terms of RFP or Purchase order
- 3). The best and firm price should only be quoted (as per the proforma enclosed). The prices should be inclusive of *excise, customs and other duties/levies, Sales Tax, Octroi/Entry Tax, VAT, Service Tax, Delivery, installation etc.* *The bid shall clearly mention whether the present/future Sales Tax, other taxes are included in the price or otherwise. If the taxes are inclusive, the rates shall be indicated.*
- 4). Furnish AMC charges per annum for 3 years after the free warranty period of 3 years. Annual Maintenance cost for three years quoted by the Vendor will be added to the Total cost quoted after discounting to **net present value at a discount rate of 8% p.a for evaluation purpose.**
- 5). Bid should be submitted in 2 (two) separate sealed envelopes, one Financial Bid and other Technical Bid clearly mentioning on top of envelope '**Indicative Price Bid**' or '**Technical Bid**', duly super-scribing the envelope with the reference number of this letter. Technical Bid will be opened first. If the offer is non-responsive, Financial Bid will be returned unopened. The Technical Bid should necessarily contain all Technical details and terms of Payment, Delivery and any other conditions, which may appear in the Financial Bid. All pages of the proposal should be numbered in the format "Page No. X / Total Pages Y" and counter signed by the authorised official.

***Please note that if any envelope is found to contain both technical and commercial offer together, that offer will be rejected summarily.***

- 6). TECHNICAL DETAILS FORM:  
Bidders should furnish an item-by-item commentary on the Purchaser's/Bank's Technical Specifications demonstrating substantial responsiveness of the goods and services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications as per format furnished.
- 7) Last Date:  
The last date for submitting the proposals along with Bid Security is **08.11.2016 by 14.00 hours**. Any proposal received after the due date and time will not be considered. Both Indicative Price and Technical bids complete in all aspects should be submitted to Mr. G. Masthanaiah Chief Manager-DIT, or D Ajay Kumar, Manager-DIT, within the above stipulated date.
- 8). The Bid should consist of the following documents:

**8.1 Indicative Price Bid in a separate cover.**

8.2 Technical Bid consisting of all commercial terms, which may appear, in Price Bid and Original Bid security (**Indicative Price Bid with Masked prices should be enclosed**).

8.3 Technical Specifications (Technical Specifications and Technical Details) are to be furnished item wise. Please furnish full details, ensuring strict conformity with the specifications in every respect, in order to avoid ambiguity. The software shall be supplied with Media, Manual and License wherever required. Relevant *Detailed Product Brochures* shall be submitted for each item with the proposal.

9). Delivery Place:

The Equipment has to be delivered and installed at the destination as per the delivery schedule, which will be supplied/provided along with the order. The machinery as per configuration mentioned in the format of technical bid shall be delivered within **four** weeks from the date of Order at the addresses, as mentioned in the order

10). Transfer of Ownership:

Transfer of ownership of the property will be effective as soon as the equipment is brought to the site in the Bank's premises, installed there at and accepted by the Bank

11). WARRANTY:

11.1. The Supplier warrants that the Goods supplied under the Contract are new, unused and shall have no defect arising from design, materials or workmanship.

11.2. This warranty shall remain valid for a minimum period of thirty six (36) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or for minimum period of thirty nine (39) months after the date of delivery, whichever period concludes earlier.

11.3. Supply of spares: The vendor shall undertake to provide after sales support for the items covered by the order for a minimum period of seven years. The vendor shall agree to supply all necessary spares required for the system even if the maintenance of the systems is entrusted by the Bank to any third party.

12). HARDWARE MAINTENANCE:

12.1. That the Bidder will assume total responsibility for the fault free operation of hardware, application software and maintenance during the warranty and post warranty (AMC period) for a total duration of seven years. The Supplier will accomplish preventive and breakdown maintenance activities to ensure that all hardware execute without defect or interruption for at least 99% uptime for 24 hours a day, 7 days a week of operation of the machine worked on a quarterly basis. If the service support is less than 24 x 7 basis, bank may at its own discretion to reject the proposal in total, without assigning any reason.

12.2. During the warranty period, the vendor should undertake to provide the Bank free maintenance service (which will include repair and maintenance of all systems, kits or parts, spare parts etc as and when required) from the date of commissioning of the Systems. The vendor should maintain critical components. If any critical

component of the entire configuration is out of service for more than two days, the Supplier shall either immediately replace the defective unit or replace it at its own cost so that the required uptime is not compromised.

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.

12.3. The service support should be provided within two hours for Servers/Main Systems and for others it will be within 24 hours of lodgment of complaint. In case the rectification is delayed for more than the above stipulated time or the part needs to be taken to the vendor's lab for repairs, the vendor should provide standby equipment. Failure to do so, on the part of the vendor, shall make the vendor liable to:

- FOR A PENALTY OF Rs.500/- per day for Urban Centres/Rs.250/- per day for Semi Urban/Rural centres.
- REIMBURSING THE EXPENSES INCURRED BY US IN GETTING THE FAULT REMOVED, IN CASE THE VENDOR FAILS TO RECTIFY THE FAULT EVEN AFTER TWO WORKING DAYS OF CALL LODGED BY US.
- REIMBURSING THE LOSS INCURRED BY THE BANK DUE TO DELAY IN SERVICE

12.4. The Vendor should provide one standby system for each 50 machines at Head Office or at the place decided by the bank during warranty period/AMC period owned by them.

12.5. **Delivery Period:**

Systems shall be delivered within 4 weeks from the "date of acceptance of the purchase order" or "date of delivery instructions". For any delay in delivery, installation and commissioning beyond 4 weeks from the date of delivery instructions issued by the bank, the Bank reserves the right to charge LD (Liquidated Damages) at the rate of 0.5% of the cost of the systems per week subject to a maximum of 10% of the Total Basic Cost of the System/s (Excluding AMC Charges).

**The vendor shall inform the readiness of the hardware for the purpose of pre-shipment testing by M/s Syndbank Services, Bangalore, in writing well in advance.**

13). **Payment terms are as under**

- i) On Delivery and installation: Ninety (90) % of the Contract price of the Goods backed by necessary proofs shall be paid on delivery, installation and upon submission of the following documents.
  - a) 2 copies of the Supplier's invoice, inclusive of original, showing Contract No, Goods description, quantity, unit price, total amount, Serial Nos. of the system/s, one at the branch/site and the second copy at Head Office, Department of Information Technology.
  - b) Installation report from the Branch/Office in-charge stating that the system is working satisfactorily.

- c) Original delivery note signed by consignee or acknowledgement of receipt of goods from the consignee.
- d) Insurance Certificate as per clause 3 under "Other important terms and conditions".
- e) Manufacturer's/Supplier's Warranty certificate.
- f) Supplier's factory inspection report.
- g) Delivery of Software Licenses at Head Office: Kadapa.

However, if for any reason, the installation and commissioning is delayed due to non-readiness of infrastructure and hence Commissioning certificate cannot be issued, the above 90% of the Total Contract Price shall be paid, within 30 days from the date of receipt of goods at the respective locations. In such a case, the Supplier shall have to produce document showing "Site not ready" status from the representatives of Andhra Pragathi Grameena Bank at respective locations and to undertake to install and successfully commission the equipments within 15 days of confirmation of readiness of infrastructure by the Purchaser/Bank. This, however, does not preclude the Purchaser/Bank from invoking the Performance Guarantee if warranted, as per the terms of this Bid Document.

- ii) On Final Acceptance: The remaining ten percent (10%) of the Contract price of Goods shall be paid within thirty (30) days of the Claim along with the satisfactorily working Certificate issued by the Purchaser's/Bank's representative, on production of Bank Guarantee for equal sum by the supplier.

14). **Payment for Annual Maintenance Charges/ Submission of Bank Guarantee:**

The Annual Maintenance and Repair Cost shall be paid in advance in equal half-yearly installments within thirty days of receipt of claim at the start of each year, after completion of warranty/ maintenance obligations of the previous year, at the rates quoted, on receipt of Bank Guarantee for 10% of the cost of the equipment (excluding Annual Maintenance Cost) valid for period of 3 years from the date of completion of free warranty period - with 3 months grace period. The Bank Guarantee submitted towards Performance Guarantee taken during warranty period will be released only after receipt of the above. Non-submission of **AMC Bank Guarantee** at least 15 days before the expiry of Warranty period will be sufficient reason for invoking the Performance Guarantee. No separate AMC Agreement needs to be executed. However, all the systems shall be properly maintained irrespective of Non-claiming/Non-renewal of AMC by the vendor in time. **However AMC is at the option of the bank after satisfying the performance of the Vendor.**

15). **INSPECTIONS AND TESTS:**

**15.1. The Purchaser/Bank or its representative (M/s Synd Bank Services Ltd, Bangalore) shall have the right for Pre and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Bank. .**

**15.2. The inspections and test may be conducted on the premises of the Supplier or its subcontractor(s). If conducted on the premises of the Supplier or its subcontractor(s), all-reasonable facilities and assistance, including access to drawings**

**and production data, shall be furnished to the inspectors at no extra charges to the Purchaser/Bank. The expenses of inspection shall be borne by the vendor.**

**15.3. Should any inspected or tested Goods fail to conform to the Specifications, the Purchaser/Bank may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser/Bank.**

- 16). The supplier shall buy back the System from the Purchaser/Bank at a depreciated cost in the event of the Model/System supplied by the supplier being replaced by a more advanced system. The details of such buy back can be arrived at, on mutually agreed terms at the time of buy back. The purchaser/Bank reserves the rights to go for buy back or otherwise.
- 17). The systems offered shall have provision for incorporating Bilingual features as per RBI guidelines.
- 18). The Bank may at its discretion increase/decrease the requirement up to 35% or split the order among vendors @ **65:35 ratio** or remove certain items while placing the order, within the validity period of the bid.
- 19). A Softcopy of this Document may also be collected from the Bank, if needed. A Softcopy of the proposal (both Technical and Commercial) must be submitted along with the respective sealed bid/s for easy processing whereas only the hardcopy of the proposal signed on all pages with company seal will be considered as a valid proposal.
- 20). Clarifications needed, if any may be sought from the bank immediately.
- 21). Bank reserves the right to reject this invitation to offer in part or full, or cancel the entire process at any stage without assigning any reason.

## 22). OTHER IMPORTANT TERMS AND CONDITIONS

### **1 CONTRACT FORM & PERFORMANCE SECURITY:**

- 1.1** Within Ten (10) days of receipt of the format of *Contract Form*, which will be sent along with the purchase order, the successful Bidder shall sign and date the contract and return it to the Purchaser/Bank.
- 1.2** Failure of the successful Bidder to comply with the requirement of executing Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Bank may make the award to the next lowest evaluated bidder or call for new bids.

### **2. TERMINATION FOR DEFAULT:**

- 2.1** The Bank, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:
  - 2.1.1** If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Bank/purchaser.



**2.1.2** If the Supplier fails to perform any other obligation(s) under the Contract.

**2.2** In the event the Bank terminates the Contract in whole or in part, the Purchaser/Bank may procure, upon such terms and in such manner, as it deems appropriate, Goods or Services similar to those undelivered and the Supplier shall be liable to the Bank/Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

**3. INSURANCE:**

The insurance shall be for an amount equal to 110% of the CIF value of the goods delivered at the respective branches covering all risks (fire, burglary, SRCC, natural calamities such as earth quake, flood etc) for a period of 4 months from the date of delivery.

**4. SUPPLIER'S OBLIGATIONS:**

**4.1** The Supplier is responsible for managing the activities of its personnel or sub contracted personnel and will hold itself responsible for any misdemeanors.

**4.2** The Supplier should inform the contact point for the purchaser/Bank and all the authentic status of Delivery and Installation should be made available in writing at least twice in a week.

**4.3** The Supplier will treat as confidential all data and information about the Bank/Purchaser, obtained in the execution of his responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of the Bank/Purchaser.

**4.4** The Vendor should explicitly absolve the bank of any responsibility/liability for use of system/application software delivered along with the equipment (i.e. the vendor shall absolve the bank in all cases of possible litigation /claims arising out of any copyright/license violation) for software/s sourced either from third parties or from themselves. Besides, the vendor shall furnish a certificate to the bank that the software is fully licensed.

**5. HARDWARE INSTALLATION:**

The Supplier is responsible for all unpacking, assemblies, wiring, installations, cabling between hardware units and connecting to power supplies. The Supplier will test all hardware operations and accomplish all adjustments necessary for successful and continuous operation of the hardware at all installation sites. The supplier is also responsible for installation/integration of the PCs/Peripherals and for establishing connectivity to the existing network, if any.

In case, the Bank wants the equipment to be shifted to a location other than the originally indicated location, the vendor should install the same at new location.

**6. TECHNICAL SPECIFICATIONS:**

**6.1** Detailed Specification of the items required is as attached

The Bidder is required to submit the following documentation, as applicable, along with the offer. The following list is only indicative and not exhaustive.

The manuals and technical brochures, specific names of components/items excluded from the purview of warranty/ AMC and its cost are required to be submitted for all items, including all accessories and devices, included in the package for which a bid is being submitted.

- i. Technical brochures for Hard Disk drives, Other Storage Media etc.,
- ii. Technical details of the Mother Board.
- iii. Technical details & Manual for Monitor.
- iv. Technical details & Manual for Display controller.
- v. Technical details for Keyboard including key life/Mouse etc.
- vi. Technical details for any other item/s offered.

**6.2** Technical details form must be complete in all respects. Correct technical information of the product being offered must be filled in. Any additional information available, though not included in the form, may also be submitted. Terms like OK, accepted, noted, as given in brochure/manual, or more etc., are not to be used and are not acceptable

**6.3** The format given below has provision to indicate your offer as well as deviation, if any. *It is mandatory to furnish the Technical Specification in this format for each type of Computers/other equipment offered. The offer submitted by the bidder may be rejected, if the technical details are not furnished, as per the format below:*

**TECHNICAL SPECIFICATIONS FORM: @**

<i>S No</i>	<i>Component of Each item</i>	<i>Purchase's requirement</i>	<i>Bidder's Offer</i>	<i>Deviation</i>

@ A softcopy of the specifications of the items required may be collected from the bank and the same may be used to offer Bidder's Offer & Deviations in a tabular form for submission to the Bank - this is *only to facilitate easy processing*. However, the hardcopy with Company Seal, counter signatures on all pages numbered as "Page X / Y" shall only be taken as a valid proposal.

**TECHNICAL DETAILS FORM**

<i>S No</i>	<i>Name of Major Component</i>	<i>Details</i>

**7. Arbitration:** All disputes and differences of any kind whatsoever arising out of or in connection with the purchase order shall be referred to arbitration under Hyderabad Jurisdiction. The arbitrator may be appointed by both the parties or in case of disagreement each party may appoint an arbitrator and the decision of the arbitrator(s) shall be final. Such arbitration has to be governed by the provisions of Indian Arbitration Act.

Annexure-I

BID FORM

Ref.No.....

Place: .....

Date: ..... 2016

To,  
The Chairman,  
Andhra Pragathi Grameena Bank,  
Department of Information Technology,  
P.B.No. 65, Head Office,  
Kadapa-516002

Dear Sir,

Having examined the Request for Proposal (RFP): **RFP: 774/APGBHO/20/TENDERS/COMPUTERS/2016** dated 17.10.2016, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply, deliver and install the items mentioned in the schedule of requirements for your Branches/ Offices in conformity with the said RFP for the sum mentioned in the Price Bid or such other sums as may be ascertained in accordance with the Schedule of Prices attached and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the Delivery Schedule specified.

If our bid is accepted, we will obtain the guarantee of a Bank in a sum equivalent to 10 per cent of the Contract Price for the due performance of the Contract, in the form prescribed by the Purchaser/Bank.

We agree to abide by this bid for a period of 180 days from the last date of submission of Bid and shall remain binding upon us and may be accepted at any time before the expiration of that period.

*We further confirm that,*

- 1 In case we offer system and/or other software manufactured by another company, such software operates effectively on the system offered by us and we are willing to accept responsibility for its successful operations
- 2 That similar or compatible hardware will be made available in the Purchaser's/Bank's site to provide adequate emergency processing arrangements; and

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your Notification of Award, shall constitute a binding Contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

Commissions or gratuities, if any paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name & address of agent Amount & currency Purpose of commission or gratuity

\* (If none, state none)

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this ..... day of ..... 2016

(Signature)

(In the capacity of)

Duly Authorised to sign bid for & on behalf of (Name & Address of the Bidder)

Annexure-II

BID SECURITY FORM

Whereas \_\_\_\_\_ called "the Bidder") has submitted its Bid dated \_\_\_\_2016 for the supply of \_\_\_\_\_(hereinafter called "the Bid")

KNOW ALL PEOPLE by these presents that WE \_\_\_\_ of \_\_\_\_\_ having our Registered Office at \_\_\_\_\_ (hereinafter called "the Bank") are bound unto Andhra Pragathi Grameena Bank, Department of Information Technology, Head Office, Kadapa (hereinafter called "the Purchaser") in the sum of \_\_\_\_ for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_ day of \_\_\_\_\_2016.

THE CONDITIONS of this obligation are:

- 1 If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
- 2 If the Bidder, having been notified of the acceptance of its Bid by the Purchaser during the period of Bid validity.
- 3 Fails or refuses to execute the Contract Form if required; or  
Fails or refuses to furnish the Performance Security, in accordance with the terms of the Bid.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including -----, 2016, and any demand in respect thereof should reach the Bank not later than the above date.

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(Signature and Seal of Bank)

Annexure-III

MANUFACTURERS' AUTHORISATION FORM

No. ....

Dated:     /     /2016

To  
The Chairman,  
Andhra Pragathi Grameena Bank,  
Department of Information Technology,  
P.B. No. 65, Head Office,  
Kadapa-516002.

Dear Sir,

Sub: LT No: ..... dated ....., 2016

We ..... who are established and reputable manufacturers of Computer Systems/Servers/Nodes/PCs and Peripherals having factories at ..... and ..... do hereby authorize M/s. .... (Name and Address of Agents) to submit a bid, and sign the contract with you for the goods manufactured by us against the above RFP :774/APGBHO/20/TENDERS/COMPUTERS/2016, Date:17.10.2016.

We hereby extend our full guarantee and warranty as per Clauses of Contract for the goods and services offered for supply by the above firm against this RFP.

Yours faithfully,

(NAME)  
(Name of manufacturers)

Note: *This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. It should be included by the Bidder in its bid.*

Annexure-IV

LETTER OF AUTHORISATION TO BID

No. ....

Dated: / /2016

The Chairman,  
Andhra Pragathi Grameena Bank,  
Department of Information Technology,  
P.B. No. 65, Head Office,  
Kadapa-516002.

Dear Sir,

Sub: Letter of Authorisation to bid for Andhra Pragathi Grameena Bank's Computer System requirements

We M/s ..... (Name and address of the principal) hereby authorize M/s. .... (Name and Address of Agents), our Business Partner/Authorised Distributors to submit a bid, and sign the contract on behalf of us for all the systems/goods required by the bank as called for vide the bank's request for proposal reference no: 774/APGBHO/20/TENDERS/COMPUTERS/2016, Date:17.10.2016

We hereby extend our full guarantee and warranty as per Clauses of Contract for the goods and services offered for supply by the above firm against this RFP.

Yours faithfully,

(NAME)

(Name of principal vendor on whose behalf the proposal is submitted)

*Note: This letter of authority should be on the letterhead of the principal on whose behalf the proposal is submitted and should be signed by a person competent and having the power of attorney to bind the principal. It should be included by the Bidder in its bid.*

Annexure-V

SERVICE SUPPORT FORM

N o.	Description of goods	Nearest Service Center						List of Model of items serviced in last two years	Accessibili ty time from nearest service center to destinatio n of goods
		Address , Phone and Telex/F ax Nos.	Status of office worki ng days & Hours	No. of S/W Engine ers	No. of H/W Engine ers	No. of Ad m staff	Value of Minim um Stock of spares availa ble at all time		

NOTES:

- Bidders are required to mention specifically the Name, Address, Telephone Number of their Service Center, Mobile No. Email ID etc for after Sales Service at the delivery location.

Annexure-VI

DETAILS OF DOWN TIME

(To be furnished for item mentioned in the Schedule of Requirements)

No.	ITEM	NO. OF DAY OF MAX. DOWN TIME

Notes:

1. The average down time of each item should not exceed half the maximum down time.
2. If the maximum down time during use in warranty/ maintenance period exceeds the maximum down time as specified in the bid, the supplier should arrange immediate replacement. Failure to arrange for the immediate replacement shall render the supplier liable to a penalty.

It is expected that the average downtime of an item will be less than half the maximum downtime (i.e. defined as number of days for which an item of equipment is not usable because of inability of the supplier to repair it) as mentioned in the form of technical details. In case an item is not usable beyond the stipulated maximum downtime the supplier will be required to arrange for an immediate replacement of the same till it is repaired. Failure to arrange for the immediate repair/replacement will be liable for a penalty of Rs.500/- per day per item. The amount of penalty will be recovered from bank guarantee during warranty or annual maintenance period as the case may be. Since the systems are intended for TBA, service support should be provided within two hours.

Signature and Seal of the Manufacturer / Bidder



Annexure-VII

VENDORS PARTICULARS

The format for the Technical bid will contain the following details for the Vendor/Bidder.

Sl. No.	Our requirement	Vendors remarks
1	Name of the Vendor	
2	Constitution	
3	Registered address	
4	Company's IT PAN number (enclose copy)	
5	Company's CST number	
6	Company's LST number	
7	Turn over of the company for the last 3 years	
8	The company should have in existence in the business for a minimum period of 5 years	
9	Total No. of machines sold up to 31.03.2016	
10	Whether empanelled vendor with RBI	
11	Name of the existing customers (Banks)	
12	<b>The Bidder should have ISO 9000 specification (copy should be enclosed)</b>	

We abide by the terms and conditions of the bid.

SIGNATURE OF THE VENDOR WITH SEAL

Annexure-VIII

DECLARATION OF PRE DISPATCH INSPECTION

We declare that, we will made all necessary arrangements for inspecting all the goods to be supplied to the Bank against the RFP: 774/APGBHO/20/TENDERS/COMPUTERS/2016 Date:17.10.2016 at our factory/Premises by the Bank or M/s SyndBank Services the representative of the Bank to confirm the specifications as per the contract at no extra charges to the Bank or its representatives.

Signature and Seal of the Manufacturer / Bidder

**FORMAT FOR TECHNICAL BID FOR SYSTEMS****Technical Specifications for Desktop system (Intel Core i3)**

Make and Model	To be specified/quoted	<b>It is mandatory to fill up all the detailed Specifications</b>	Compliance
1. Processor	Intel core I3-6100 LGA-1151 or higher processor with cooling solution (CPU fan and heat sink)		
2. Clock Speed	3.70 GHz or more		
3. Cache	3 MB or more		
4. Mother Board/ CHIPSET	Intel H110 or higher series chipset based mother board with support for three PCI/Express x 16 graphics port		
5. Memory	4 GB DDR4 RAM 2133 MHz expandable up to 16 GB		
6. Hard Disk Drives	1 TB SATA disk storage capable of over 6 GB/sec transfer rate or more. Cache Buffer : 16Mb, with 4 partitions. C Drive: 150 GB, D Drive:300 Gb, E Drive: 300 Gb, F Drive: Remaining space.		
7. Disk Controller	Integrated on board SATA Controller supporting a minimum of Three SATA Ports.		
8. Optical Drive	Integrated DVD Writer 16x or more		
9. Ethernet Interface	100/1000 Mbps 32/64 bit PCI Ethernet card with Auto sensing features, having UTP interface integrated on the Mother Board or as add on.		
10. Monitor	18.5" LED Monitor with built in speakers.		
11. Display Controller	Integrated Intel HD Graphics 2000 or above		
12. Key Board	104 Keys Mechanical USB Keyboard. ( Only English)		
13. Mouse	Standard USB Optical scroll Mouse with Pad		
14. Ports	One ECP/EPP parallel port, one serial port and minimum six USB ports (2+4 front and back) spare USB Ports PLUS Standard PS2 ports for Keyboard and Mouse.		
15. Power supply	Preferably CE / UL /Energy-star5.0 Mark compatible SMPS to take care of the power requirements of the system upgraded to the maximum configuration Should have short circuit & Over Voltage Circuitry. Minimum of 240 watts.		
16. Cabinet	Should be capable of mounting at least two additional devices (5.25" x 1) front accessible excluding HDD, DVD.		
17. Operating System	Windows 10 professional down gradable to Windows 7 professional 64 bit (pre Loaded) with media for each PC		
18. WARRANTY	3 Years onsite warranty		

<b>NOTES ON SPECIFICATION:</b>		
1. PC should be Certified for Microsoft Windows, Linux and compatible to Oracle 10g, ver.10.2.0.3.0.		
2. Submit appropriate technical Manuals a. Mother Board b. Monitor c. Display Controller d. Hard Disk drive & e. DVD-RW		
3. Mention Spares covered during warranty		
4. Mention the spares not covered during warranty		
Mention the spares not covered and their price for replacement valid for warranty of 3 years.		

• Ins

- Installation of Windows and Antivirus.
- Connecting the systems with Windows Server.
- Creating & Maintaining Local Area Net Work.
- Installation of Dot matrix printers/passbook printers/scanners.

We abide by the terms and conditions of the bid.

SIGNATURE OF THE VENDOR WITH SEAL

Annexure-X

FORMAT FOR FINANCIAL BID FOR SYSTEMS
--------------------------------------

S.No	Description	Particulars	Bidder's offer
1	Make & Model		
2	Price per machine (Rs. ) (Including all Taxes and installation charges)		
3	Warranty Period	3 years	
4	Delivery period	4 Weeks	
5	Security Deposit	Cash deposit/Bank Guarantee	
6	AMC Terms (After Warranty Period )	4 th year	
		5 th Year	
		6 th Year	

We abide by the terms and conditions of the bid.

SIGNATURE OF THE VENDOR WITH SEAL

Note: 1) Quote the price for each machine.

**ANNEXURE - A**  
**RULES FOR REVERSE AUCTION**

Sl.No	Particulars	Details
1.	BUYER NAME	Andhra Pragathi Grameena Bank, Head Office, DIT, Opp: Officers Club, KADAPA 516 001, Andhra Pradesh. PHONE:08562-222018
2.	AUCTION TO BE CONDUCTED BY (SERVICE PROVIDER)	<b>Ahmedabad Address:</b>  Name: e-Procurement Technologies Limited. Address: A-801, Wall Street-2, Elise bridge, Ahmedabad - 380006 Phone No :079- 40230802/ 803 Email : shivam@auctiontiger.net Contact Persons: <b>Mr. Shivam Shevaramani – 09879996111,</b>
3.	<b>WEBSITE ADDRESS FOR REVERSE AUCTION</b>  DATE OF AUCTION	<a href="https://syndicatebank.abcprocure.com">https://syndicatebank.abcprocure.com</a>  Auction Date : Will be Intimated. Online Initial Sealed Bid Time: Will be Intimated Online Reverse Auction Time: Will be Intimated (With extension as applicable)
4.	DOCUMENTS ATTACHED	Rules and Terms & Conditions of Reverse Auction: Compliance Statement (Annexure B - 1) Price Bid Confirmation (Annexure B - 2)

**Online Reverse Auction**

Bank desires to make use of Online Reverse Auction for various procurement processes at its Corporate/ Regional Offices to get the most competitive price from the participating technically qualified suppliers/ vendors.

Reverse Auction event will be carried out among the Technically Qualified Bidders, for providing opportunity to the Bidders to quote the price dynamically for the procurement for which RFP is floated.

**PROCESS OF REVERSE AUCTION:**

- a) Bank will engage the services of a Service provider for conducting Online Reverse Auction on behalf of the Bank.
- b) The Bank shall enter into a separate agreement with the Service Provider clearly detailing the roles and responsibilities of the Service Provider who hosts the web portal and conducts the Reverse Auction.
- c) For the proposed reverse auction, technically qualified Bidders having a valid digital certificate alone shall be eligible to participate.
- d) Rules like event date and time, start price, bid decrement, extensions etc., will be communicated for compliance by the Bidder.

- e) For creating necessary obligations and rights, the Service Provider will also enter into an agreement with each Bidder for this purpose.
- f) The Service Provider will provide all necessary training and assistance before commencement of online bidding on Internet. Service Provider / auctioneer is responsible for conducting training to all technically qualified Bidders participating in the reverse auction and bidding process. Bidder may contact the Service Provider in this regard.
- g) Wherever it is considered necessary and asked by the Bidders or as decided by the auctioneer or by Bank, a mock auction may also be conducted for the benefit of all concerned.
- h) Each Bidder shall participate in the training/ mock auction at his / their own cost.
- i) Bidder / Authorised representatives of the Bidders named in the authorization letter given by the Bidder shall be given with a unique user name, password by the Service Provider / auctioneer. Each Bidder / Authorised representatives shall change the password after receipt of initial password from Service Provider.
- j) Reverse auction will be conducted on scheduled date & time and the same shall be communicated in advance.
- k) Bidders have to submit the compliance form in the prescribed format, if any, provided by Service Provider before start of Reverse Auction. Without this the Bidder will not be eligible to participate in the event.
- l) Bidder is required to give their indicative price to the Bank during the online sealed bid before conducting reverse auction. Timings of the online sealed bid will be intimated by the Bank in advance to the technically responsive bidders.
- m) Start price for the Reverse Auction will be notified by the Bank.
- n) All the bids made from the Log-in ID given to Bidder will be deemed to have been made by the Bidder to whom Log-in ID and password were assigned by the Service Provider / auctioneer.
- o) Any bid once made through registered Log-in ID / password by the Bidder cannot be cancelled. The Bidder, in other words, is bound to supply the items as per the RFP at the bid price offered during the Reverse Auction.
- p) Every successive bid by the Bidder being decremental bidding shall replace the earlier bid automatically and the final bid as per the time and Log-in ID shall prevail over the earlier bids.
- q) The Bank shall conduct the reverse auction as per the Standard English reverse auction, that is, no two bids can have identical price from two different Bidders. In other words, there shall never be a "Tie" in bids.
- r) The minimum time limit for Online Reverse Auction is 1 hour only.
- s) At the end of reverse auction event, the lowest Bidder value will be known on the network.
- t) The lowest Bidder (L1) has to fax the duly signed filled-in prescribed format along with break- up as provided on case-to-case basis to the Bank within 24 hours of auction without fail.
- u) Any variation between the Online Bid value and the signed document will be liable for rejection of the Bid, forfeiture of the Bid Security etc., and the Bidder may be disqualified to conduct business with the Bank in future.
- v) The reverse auction will be treated as closed only when the bidding process gets closed in all respects for the item listed in the tender.

- w) The Service Provider at the end of each Reverse Auction shall provide the Bank with all details of the bids and reports of Reverse Auction.
- x) Bank's decision on award of Contract shall be final and binding on all the Bidders.

**Rules and Terms & Conditions of Reverse Auction**

Online Reverse Auctions are carried out under the framework of a set of rules. Following are the 'Rules and Terms & Conditions' of Online Reverse Auction:

1. Definitions :

"Bank" means Andhra Pragathi Grameena Bank

"Service Provider" means the third party agency / company who have been selected by the Bank for conducting Reverse Auction.

"Bidder" means the party or his authorised representative who has participated in the RFP / Tender Process, Technically qualified, having valid Digital Certificate, and willing to comply with all the instructions and terms & conditions of RFP.

"L1" means the Bidder who has quoted lowest price in the Reverse Auction process.

"L2" means the Bidder who has quoted second lowest price in the Reverse Auction process.

2. Eligibility of Bidders to participate in Reverse Auction:

2.1. Bidders who are technically qualified in terms of the relative Terms & Conditions of the RFP and accept the Rules and Terms & conditions of Reversion Auction and submit the undertaking as per the prescribed format in Annexure – B -1 can only participate in Reverse Auction related to the procurement for which RFP is floated.

2.2. Bidders not submitting the above undertaking or submitting the same with deviations / amendments thereto will be disqualified from further evaluation / participation in the process of relevant procurement.

2.3. Bidders should ensure that they have valid digital certificate well in advance to participate in the Reverse Auction. Bank and / or Service Provider will not be responsible in case Bidder could not participate in Reverse Auction due to non - availability of valid digital certificate.

2.4. Bidders participating in Reverse Auction shall submit the following duly signed by the same Competent Authority who signs the offer documents in response to the RFP floated by Bank.

2.4.1. Undertaking letter for acceptance of Rules for Online Reverse Auction and Letter of Authority authorizing the name/s of official/s to take part in Reverse Auction as per the format Annexure - B -1 (Compliance Statement)

2.4.2. Agreement between Service Provider and Bidder. This format will be given by the service provider prior to announcement of Reverse Auction.

3. Training:

3.1. The Service Provider shall impart training on the Reverse Auction to representatives of all eligible Bidders for participation in Reverse Auction.

3.2. All rules & procedure related to Reverse Auction will be explained during the training.

3.3. The Bank/ Service Provider may also conduct a "Mock Reverse Auction" to familiarise the vendor/s with Reverse Auction process.

3.4. Date, Time, Venue etc. of training will be advised at appropriate time.



- 3.5. Eligible Bidder / his authorized nominee has to attend the training as per the schedule and at the specified venue at his / Bidder's own cost.
- 3.6. No request from the Bidders for change in training schedule and/ or venue will be entertained.
- 3.7. However, Bank reserves the right to postpone / change / cancel the training schedule for whatsoever reasons without assigning any reasons thereof, even after its communication to eligible Bidders.
- 3.8. Any Bidder not participating in the training process will do so at his own risk and it shall not be open for him to make any complaint / grievance later.
4. Reverse Auction Schedule:
- 4.1. The date & time of commencement of Reverse Auction and its duration of time shall be communicated to the technically responsive Bidders prior to the Reverse Auction date.
- 4.2. Bank reserves the right to postpone / change / cancel the Reverse Auction event even after its communication to Bidders without assigning any reasons thereof.
- 4.3. Reverse Auction will normally be for a period of one hour. If a Bidder places a bid price in last 10 minutes of closing of the Reverse auction, the auction period shall get extended automatically for another 10 minutes. In case there is no bid price in the last 10 minutes of closing of Reverse Auction, the auction shall get closed automatically without any extension.
- 4.4. The time period of Reverse Auction & Maximum number of its extensions & time are subject to change and will be advised to eligible Bidders before the start of the Reverse Auction event.
- 4.5. During English Reverse (no ties) Auction, if no bid is received within the specified time, the Bank, at its discretion, may decide to revise Start price / scrap the reverse auction process / proceed with conventional mode of tendering.
5. Bidding Currency: Bidding will be conducted in Indian Rupees (INR).
6. **Price Schedule:** The Bidder, shall quote the Hardware Prices as per the following format given below during Online sealed Bid and Reverse Auction:

S.No	Item	Qty	Rate	Total
1	Desktops with Intel Core i3 with 3 years warranty	450	XXX	XXX
2	AMC for 4 th year	450	XXX	XXX
3	AMC for 5 th Year	450	XXX	XXX
4	AMC for 6 the year	450	XXX	XXX
Grand Total				XXX

**Notes:**

- a. The vendor has to quote the above prices in Indian rupees only, including all taxes.
- b. L1 status is determined based on 'GRAND TOTAL'.
- c. The Cost including all taxes like Sales Tax, VAT, Service tax, Octroi etc...
- d. The prices quoted should be valid for one year from the date of acceptance of purchase order.
- e. Irrespective of the Bidder's Service Level Agreement with Original manufacturer, at cost or otherwise etc., the Bidder has to strictly adhere to the service support terms & conditions of RFP.
- f. Bank may enter into annual maintenance contract (AMC) with the vendor after completion of free

- warranty period of three years at mutually agreed rates between the Bank and the vendor.
- g. The cost of Optional item will be considered for evaluation. However, Bank will procure the Optional item only on need basis.
7. Start Price:
- 7.1 Bidder needs to give their indicative price to the Bank during the ONLINE SEALED BID. Timings of the Online sealed bid will be intimated by the Bank in advance.
- 7.2 Bank shall determine the Start Price for Reverse Auction a. On its own and / or  
b. Based on the indicative price band information on Grand Total as per our price schedule received during the ONLINE SEALED BID, or  
c. Bank may determine the start price on the basis of the lowest quote of indicative commercial bids received during ONLINE SEALED BID.
- 7.3 .The start price of an item in Online reverse auction is open to all.
- 7.4 The start price of an item in Online reverse auction is open to all the participating bidders. Bidders are required to start bidding after announcement of Start Price and decrement amount. Any bidder can start bidding, in the Online reverse auction, from the start price itself. Please note that the first Online bid that comes in the system during the Online reverse auction can be equal to the auction's start price, or lesser than the auction's start price by one decrement, or lesser than the auction's start price by multiples of decrement. The subsequent bid that comes in to outbid the L1 rate will have to be lesser than the L1 rate by one decrement value or in multiples of the decrement value.
8. Decremental Bid Value:
- 8.1. The bid decrement value will be specified by Bank before the start of Reverse auction event. It can be a fixed amount or percentage of Start Price or both whichever is higher.
- 8.2. Bidder is required to quote his bid price only at a specified decremented value, which may be informed, to the technically responsive bidders during reverse auction.
- 8.3. Bidder need not quote bid price at immediate next available lower level, but it can be even at 2 / 3 / 4. ...level of next available lower level.
- 8.4. Bid decrement value shall be informed to the technically responsive bidders.
9. Web Portals and Access:
- 9.1. Reverse Auction will be conducted on a specific web portal meant for this purpose with the help of the Service Provider identified by the Bank.
- 9.2. Service Provider will make all necessary arrangement for fair and transparent conduct of Reverse Auction like hosting the web portal, imparting training to eligible Bidders etc., and finally conduct of Reverse Auction.
- 9.3. Bidders will be participating in Reverse Auction event from their own office / place of their choice. Internet connectivity and other paraphernalia requirements shall have to be ensured by Bidder themselves.
- 9.4. In the event of failure of their Internet connectivity (due to any reason whatsoever it may be)
- 9.4.1. It is the Bidders responsibility/ decision to send fax communication immediately to Service Provider furnishing the bid price, they want to bid Online, with a request to upload the faxed bid price Online so that the service provider will upload that price Online on behalf of the Bidder.
- 9.4.2. It shall be noted clearly that the concerned Bidder communicating this price to Service

Provider has to solely ensure that the fax message is received by Service Provider in a readable / legible form and also the Bidder should simultaneously check up with Service Provider over phone about the clear receipt of the bid price faxed and the service provider has entered the same in the system.

9.4.3. It shall also be clearly understood that the Bidder shall be at liberty to send such fax communications of prices to be uploaded by Service Provider only before the closure of Reverse Auction time and under no circumstances it shall be allowed beyond the closure of Reverse Auction event time.

9.4.4. Such Bidders have to ensure that the Service Provider is given reasonable time by the Bidders, to upload such faxed bid prices online and if such required time is not available at the disposal of Service Provider at the time of receipt of the fax message from the Bidders, Service Provider will not be uploading the bid prices. It is to be noted that neither the Bank nor the Service Provider will be responsible for these unforeseen circumstances.

9.5. In order to ward-off such contingent situation:

9.5.1. Bidders are advised to make all the necessary arrangements / alternatives such as back-up power supply, whatever required so that they are able to circumvent such situation and still be able to participate in the reverse auction successfully.

9.5.2. Bidders are requested not to wait till the last moment to quote their bids to avoid any such complex situations.

9.5.3 Failure of power at the premises of Bidders during the Reverse auction cannot be the cause for not participating in the reverse auction.

9.5.4. On account of this the time for the auction cannot be extended and Bank is not responsible for such eventualities.

9.5.5. Bank and / or Service Provider will not have any liability to Bidders for any interruption or delay in access to site of Reverse Auction irrespective of the cause.

9.6. For making the process of Reverse Auction and its result legally binding on the participating Bidders, Service Provider will enter into an agreement with each Bidder, before the start of Reverse Auction event. Without this Bidder will not be eligible to participate in the event.

9.7. Neither Bank nor service provider / auctioneer can be held responsible for consequential damages such as no power supply, system problem, inability to use the system, loss of electronic information, power interruptions, UPS failure, etc. (Bank shall, however, entertain any such issues of interruptions, problems with open mind and fair degree of transparency in the process before deciding to stop or extend the auction.)

10. TRANSPARENCY IN BIDS:

All bidders will be able to view during the auction time the current lowest price in portal. Bidder shall be able to view not only the lowest bid but also the last bid made by him at any point of time during the auction time.

11. MASKING OF NAMES:

11.1. Bidder will be able to view the following on their screen along with the necessary fields in Reverse Auction:

- i) Opening Price
- ii) Leading / Lowest Bid Price in Auction (only total price)
- iii) Last Bid Price placed by the respective Bidder.

11.2. Names of bidders/ vendors shall be anonymously masked in the Reverse Auction process and vendors will be given suitable dummy names.

- 11.3. After completion of Reverse Auction, the Service Provider / auctioneer shall submit a report to the Bank with all details of bid and the original names of the bidders as also the L1 bidder with his / their original names.

12. Finalisation of the Successful Bidder:

- 12.1. At the end of Reverse Auction event Service Provider will provide the Bank all necessary details of the bid prices and reports of Reverse Auction.
- 12.2. Upon receipt of above information from Service Provider, Bank will evaluate the same and will decide upon the winner i.e. Successful Bidder. Bank's decision on award of Contract shall be final and binding on all the Bidders.
- 12.3. Successful Bidder has to fax the duly signed filled-in prescribed format (Annexure – B - 2) as provided on case-to-case basis to Bank within 24 hours of Reverse Auction without fail. The Original signed Annexure – B - 2 should reach the Bank within 48 hours of Reverse Auction without fail.
- 12.4. Any variation between the On-line Reverse Auction bid price and signed document will be considered as sabotaging the tender process and will invite disqualification of Bidder/ vender to conduct business with Bank as per prevailing procedure.
- 12.5. Successful Bidder has to give break-up of his last/ lowest bid price as per Bill of Material at the end of Reverse Auction event within 24 working hours without fail.
- 12.6. Successful Bidder is bound to supply at their final bid price of Reverse Auction. In case of back out or fail to supply as per the rates quoted, Bank will take appropriate action against such Bidder and / or forfeit the Bid Security amount, debar him from participating in future.
- 12.7. In case Bank decides not to go for Reverse Auction related to the procurement for which RFP is floated and price bids if any already submitted and available with Bank shall be opened as per Bank's standard practice.

13. Bidder's Obligation:

- 13.1. Bidder shall not involve himself or any of his representatives in Price manipulation of any kind directly or indirectly with other suppliers / Bidders at any point of time. If any such practice comes to the notice, Bank shall disqualify the vendor / bidders concerned from the reverse auction process.
- 13.2. Bidder shall not divulge either his Bid details or any other details of Bank to any other party without written permission from the Bank.

14. Changes in Rules and Terms & Conditions of Reverse Auction:

- 14.1. Any change in the Rules as may become emergent and based on the experience gained shall be made only by a Committee consisting of Senior Executives of Bank.
- 14.2. Bank reserves the right to modify / withdraw any of the Rules and Terms & Conditions of Reverse Auction at any point of time.
- 14.3. Modifications of Rules and Terms & Conditions of Reverse Auction will be made available on website immediately.
- 14.4. Modifications made during the running of Reverse Auction event will be informed to participating Bidders immediately.

15. Errors and Omissions

- 15.1. On any issue or area of material concern respecting Reverse Auction not specifically dealt with in these Rules, the decision of the bank shall be final and binding on all concerned.

**ANNEXURE - B - 1**  
**COMPLIANCE STATEMENT**

(To be submitted in Company's letterhead by all the Bidders participating in Reverse Auction)

To  
The General Manager  
Andhra Pragathi Grameena Bank  
Head Office: Department of Information Technology  
Mariyapuram,  
KADAPA 516 001,  
Andhra Pradesh.

Date:

Date:

**DECLARATION**

1. We \_\_\_\_\_ (name of the company) hereby confirm having submitted our bid for participating in Bank's RFP No774/APGBHO/20/TENDERS/COMPUTERS/2016 Date:17.10.2016 for procurement of 450 Desktops.
2. We also confirm having read and understood the terms of RFP as well as the Rules relating to the Reverse Auction for this RFP process.
3. We hereby undertake and agree to abide by all the terms and conditions stipulated by Andhra Pragathi Grameena Bank in the RFP document including the Rules for Reverse Auction, all annexure, addendum, and corrigendum.
4. We shall participate in the On-line auction conducted by M/s e Procurement Technologies Ltd. (Service Provider) and submit our Commercial bid. We shall agree to enter into an agreement with the Service Provider for making the process of Online Sealed Bid or/and Reverse Auction and its results legally binding on us.
5. Bank and Service Provider shall not be liable & responsible in any manner whatsoever for our failure to access & bid in Online Sealed Bid or/and Reverse Auction due to loss of internet connectivity, electricity failure, virus attack, problems with the PC, any other unforeseen circumstances etc. before or during the auction event.
6. We understand that in the event we are not able to access the auction site, we may authorize Service Provider to bid on our behalf by sending a fax containing our offer price before the auction close time and no claim can be made by us on either Bank or Service Provider regarding any loss etc. suffered by us due to acting upon our authenticated fax instructions.
7. We do understand that Service Provider may bid on behalf of other Bidders as well in case of above-mentioned exigencies.
8. We also confirm that we have a valid digital certificate issued by a valid Certifying Authority.
9. We shall fax the duly filled in signed Price Bid format as provided in the RFP to the Bank and to the Service provider within 24 hours of end of Online Reverse Auction without fail.
10. We undertake to submit the Original confirmation of last bid price by us to the Bank as well as to the Service provider within 48 working hours of the completion of event. We also undertake to submit the Bill of Materials as per the Price Schedule of this RFP.

11. We, hereby confirm that we will honour the Bids placed by us during the reverse auction process, failing which we shall forfeit the Bid Security. We also understand that the Bank may debar us from participating in future tenders.
12. We undertake to supply at our final lowest bid price of Reverse Auction. In case of back out or not supplying as per the rates quoted by us, Bank is free to take appropriate action against us and / or forfeit the Bid Security amount, debar us from participating in future tenders.
13. We confirm having nominated Mr./Ms. \_\_\_\_\_, designated as \_\_\_\_\_ of our company to participate in the Online Sealed Bid and/or Reverse Auction on behalf of the Company and his Digital signature No. is:-----.
14. We accordingly authorize Bank and / or the Service Provider to issue user ID and password to the above named official of our Company.
15. Both Bank and the Service Provider shall contact the above named official for any and all matters relating to the Reverse Auction.
16. We undertake that the Company shall be bound by the bids made by the above named official of our Company in the Online sealed Bid and Reverse Auction, failing which the Bank shall forfeit the Bid Security. We agree and understand that the Bank may debar us from participating in future tenders for any such failure on our part.

**Signature of the Authorised Signatory** with company seal

Name : Mr. /Ms. \_\_\_\_\_  
Company / Organization : \_\_\_\_\_  
Designation within Company / Organization : \_\_\_\_\_  
Address of Company / Organization : \_\_\_\_\_

Name of Authorised Representative: Mr. /Ms. \_\_\_\_\_  
Designation of the Authorised Representative: \_\_\_\_\_

**Signature of Authorised Representative:** \_\_\_\_\_

Verified above signature

**Signature of the Authorised Signatory** with Name and Company seal

Date: \_\_\_\_\_

**Annexure - B - 2**  
**Price Bid Confirmation**

(To be submitted in Company's letterhead by L1 Bidder  
participated in Reverse Auction along with detailed price schedule strictly as per RFP format)

Date :

To  
The General Manager  
Andhra Pragathi Grameena Bank  
Head Office: Department of Information Technology  
Mariyapuram,  
KADAPA 516 002  
Andhra Pradesh.

Dear Sir,

SUB: Final / Lowest Bid Price quoted in Reverse Auction held on ..... in  
Respect of RFP Ref. No RFP No774/APGBHO/20/TENDERS/COMPUTERS/2016  
Date:17.10.2016 for procurement of 450 Desktops

We confirm that the final total bid price quoted by us in the captioned Reverse Auction event for  
captioned tender is as under -

Rs. (in figure): \_\_\_\_\_

Rs. (in words): \_\_\_\_\_

and we are submitting the detailed price schedule as per RFP. We

confirm that:

We enclose herewith the detailed break-up of above price as per Bill of Material OR We  
undertake to submit the Original duly signed detailed break-up of above bid price as per Bill of Material of  
the subject RFP within 48 hours from the end-of Reverse Auction event.

Any variation between the On-line Reverse Auction bid price quoted by us and this document will be  
considered as sabotaging the tender process and will invite disqualification of Bidder/vender to conduct  
business with Bank as per prevailing procedure. In such case Bank is free to take appropriate action and/or  
forfeit the Bid Security amount and/or debar him from participating in future.

We are bound to supply at the above final bid price of Reverse Auction.

We note that in case of back out or not supplying as per the above rates quoted by us, Bank will take  
appropriate action against us and / or forfeit our Bid Security amount and / or debar us from participating in  
future.

Signature of the Authorised Signatory with company seal Name –

Company / Organization –

Designation within Company / Organization –

Address of Company / Organization –

Email:

Mobile:

Tel. No: Fax

No:

CC: Service Provider:

M/s e Procurement Technologies Ltd.  
No.10/2, Narendra Plaza, Universal  
Business Centre,  
Victoria Road, Bangalore – 560 047

**ANNEXURE -C**

Proforma of Certificate from Banks where the Bidder has installed PC & Peripherals  
(on bank's letter head)

To  
General Manager  
Andhra Pragathi Grameena Bank,  
Department of Information Technology  
Opp: Officers Club,  
KADAPA 516 001,  
Andhra Pradesh.

Dear Sir,

Sub: Supply, Installation and Maintenance of PC by M/s .....

We hereby confirm that M/s..... has supplied, installed and maintaining  
.....(number) .....(PCs / Peripherals) between April 2013 and March 2016 and  
.....(number) are functioning satisfactorily as on date.

Place:  
Date:

Bank's seal and signature  
of Authorised Signatory.



**ANNEXURE -D**

Conformity Letter

Proforma of letter to be given by all the bidders participating in RFP No. /HO:DIT/20/2016 dated xx/10/2016 on their official letterheads

To  
General Manager  
Andhra Pragathi Grameena Bank,  
Department of Information Technology  
Opp: Officers Club,  
KADAPA 516 001,  
Andhra Pradesh.

Dear Sir,

Sub: RFP No774/APGBHO/20/TENDERS/COMPUTERS/2016, Date:17.10.2016.

Further to our proposal dated XXXXXXX, in response to the Request for Proposal (hereinafter referred to as "**RFP**") issued by Andhra Pragathi Grameena Bank, we hereby covenant, warrant and confirm as follows:

We hereby agree to comply with all the terms and conditions / stipulations as contained in the RFP and the related addendums and other documents including the changes made to the original tender documents issued by Andhra Pragathi Grameena Bank, provided however that only the list of deviations furnished by us in 'Annexure G' . Clarifications required for this RFP Terms and Conditions' of the main RFP document which are expressly accepted by Andhra Pragathi Grameena Bank and communicated to us in writing, shall form a valid and binding part of the aforesaid RFP document. Andhra Pragathi Grameena Bank is not bound by any other extraneous matters or deviations, even if mentioned by us elsewhere either in our proposal or any subsequent deviations sought by us, whether orally or in writing, and Andhra Pragathi Grameena Bank's decision not to accept any such extraneous conditions and deviations will be final and binding on us.

Yours faithfully,

Authorised Signatory  
Designation  
Vendor's corporate name

**CHECK LIST FOR TECHNICAL BID**

<b>S.No</b>	<b>Particulars</b>	<b>Page No</b>	<b>From</b>	<b>TO</b>	<b>(Technical Bid)</b>
1	RFP Document with all pages signed	1 to 34			
2	Under taking letter				
3	Authorisation/Power of attorney to sign on the bid				
4	Annexure I - Bid Form				
5	Annexure II – Bid Security				
6	Annexure III – Manufacturer’s Authorisation form				
7	Annexure IV – Letter of Authorisation to Bid				
8	Annexure V – Service support form				
9	Annexure VI – Details of Down time				
10	Annexure VII – Vendor Particulars				
11	Supporting documents for annexure VII like incorporation/Firm registration certificate, PAN card, ISO certificate, Latest 3 years balance sheets, Other bank purchase orders etc.,				
12	Annexure VIII – Declaration of PDI				
13	Annexure IX – Technical Specifications				
14	Product Information Broachers				
15	Copy of Indicative Price Bid with masked prices				
16	Annexure B-I – Compliance statement to participate in Reverse auction				
17	Others				

**The duly filled Check list shall be submitted along with the Technical bid.**

**Authorized Signature with Seal.**

---- End of document -----

