



# **APSRTC**

*TENDER FOR THIN PCs*

*TO VARIOUS UNITS OF A.P.S.R.T.C*

*THROUGH MSTC PORTAL WITH E-TENDER &*

*REVERSE AUCTION.*

## **DISCLAIMER**

The information contained in this Tender document or subsequently provided to Tenderers, whether in document or verbal or any other form by or on behalf of Andhra Pradesh State Road Transport Corporation (APSRTC) by any of its employees or advisors, is provided to Tenderers on the terms and conditions set out in this Tender document and such other terms and conditions subject to which such information is provided.

The purpose of this Tender document is to provide interested parties with information that may be useful to them in eliciting their proposals pursuant to this Tender document. This Tender document may not be appropriate for all persons, and it is not possible for APSRTC, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this Tender document.

This Tender document includes statements, which reflect various assumptions and assessments made by APSRTC in relation to the Contract. Such assumptions, assessments and statements do not purport to contain all the information that each Tenderer may require.

The assumptions, assessments, statements and information contained in this Tender document, may not be complete, accurate, adequate or correct. Each Tenderer should, therefore, conduct his/its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this Tender document and obtain independent advice from appropriate sources.

Information provided in this document to the Tenderer(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. APSRTC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

APSRTC, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Tenderer under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Tender document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Tender document and any assessment, assumption, statement or information contained therein or deemed to form part of this Tender document or arising in any way in this Tender Stage.

**Controller of Stores— C**

### E- TENDER DETAILS

1.	Department Name	<b>ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION</b>
2.	Circle/Division	Office of the VC & MD, Stores & Purchase Department, RTC house, PNBS, Vijayawada—13.
3.	<b>Tender Number</b>	<b>PSO/II/Thin PCs/17/20-21. Dt: 09.12.2020.</b>
4.	Tender Subject	<b><i>THIN PCs TO VARIOUS UNITS OF A.P.S.R.T.C</i></b>
5.	Tender Type	Open
6.	EMD	EMD of Rs.10,000/- (Rupees Ten thousands only) DD/NEFT/RTGS in favour of “FA & CAO, APSRTC , PNBS, Vijayawada-13.
7.	Security Deposit.	The successful Tenderer should pay an amount of 10% of order value by way of DD in favour of “ Financial Adviser & CAO, APSRTC, RTC House, PNBS, Vijayawada-13. No interest is payable on these deposits.
8.	Contact Person Phone Nos. regarding MSTC e-portal	Rama ph. 9989719979 mail id : <a href="mailto:krama@mstcindia.co.in">krama@mstcindia.co.in</a> Assistant Manager-Vijayawada
9.	Officer Inviting Bids	Chief Controller of Stores , APSRTC
10.	Contact Person	Purchase & Stores Officer—C II , APSRTC
11.	Address/e-mail id	Stores & Purchase Department, RTC House, PNBS, Vijayawada, <a href="mailto:psoc3rtc@gmail.com">psoc3rtc@gmail.com</a>
12.	Contact Details: Telephone	PSO-C II --- 9100947508
13.	Procedure to Offer Submission	<ul style="list-style-type: none"> <li>➤ Eligibility</li> <li>➤ For participating in the e-tender the intending bidder shall</li> <li>➤ Obtain GST number</li> <li>➤ Register themselves as "vendors for APSRTC on the MSTC portal" duly obtaining username and password at <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a> select e-procurement &gt; Govt-PSU's &gt; Page no#3(APSRTC SYMBOL) or got to the</li> </ul>

link >(https://www.mstcecommerce.com/eprochome(apsrtc(buyer login.jsp)

- Further please download the vendor guide from [www.mstcecommerce.com/eprochome\(apsrtc\(buyer login.jsp](https://www.mstcecommerce.com/eprochome(apsrtc(buyer login.jsp) for the detailed guidelines to be followed in the e-bidding, also refer to the java download and FAQs tabs for further guidance. Please use Microsoft internet explorer for bidding.
- At the time of registration, no payment is required.
- Details of personal information required for registration include, PAN number, mobile number, e mail, address, bank account details with IFSC code.
- For participation in e tender, the Bidder shall possess "class III digital signature with signing".
- Employees of APSRTC and their family members as defined in APSRTC Employees(Conduct)Regulations, 1963 are not eligible to participate in the e-tenders.
- Minors under the age of 18 years shall not participate in the e tenders.
- No preference will be given to existing bidder.
- Corporation Committee's decision is final in Selection of the Bidder.
- In the e-tender process, bids are invited for the **Thin PCs** supply throughout the state. The Bidder has to satisfy himself regarding eligibility and other terms and conditions before participating in the e-tender. No representation in this regard will be entertained at any later date.
- The RFP(Request For Proposal) has to be downloaded from APSRTC website <http://apsrtc/ap.gov.in/Tenders/procurement & supplies>.
- Criteria for allotment of the bid:
- The Bidder shall log in at the APSRTC page on MSTC ecommerce site with his/her user id and password and digital signature and rate for item i.e. Basic Rate and GST separately in "rupees" for the item indicated at Annexure-A. The selection of the bidder will be purely on the basis of lowest offer ( Basic rate + GST) of the item.
- The Bidder shall arrange to remit an amount of Rs.10,000/- (RupeesTen-thousands only) to APSRTC as EMD (Earnest Money Deposit) (refundable).
- The EMD (caution deposit) shall be paid into the current account Number of FA&CAO of APSRTC through NEFT / RTGS only at least 24 hrs. in advance of bid.

➤ Name	➤ Current account number	➤ IFSC code	Name of the bank
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		<ul style="list-style-type: none"> <li>➤ FA &amp; CAO APSRTC</li> <li>➤ 62472413226</li> <li>➤ SBIN0020169</li> </ul>	State Bank of India												
		<ul style="list-style-type: none"> <li>➤ The details with UTR number shall be mailed to <a href="mailto:psoc3rtc@gmail.com">psoc3rtc@gmail.com</a></li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;">Name</th> <th style="width: 15%;">Mobile</th> <th style="width: 15%;">Zone</th> <th style="width: 20%;">EMD amount Paid Rs.</th> <th style="width: 15%;">Bank IFSC</th> <th style="width: 20%;">UTR Number</th> </tr> </thead> <tbody> <tr> <td>➤</td> <td>➤</td> <td>➤</td> <td>➤</td> <td>➤</td> <td>➤</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>➤ During the bid process, the bidder will be required to pay user charges to the MSTC at the rate of 0.03% of bid value plus 18% GST or Rs 10,000/- plus 18% GST whichever is lower.</li> <li>➤ Allotment :</li> <li>➤ The successful bidder shall be decided based on the lowest rate after completing the reverse auction.</li> <li>➤ However, the corporation reserves the right to reject any bid or cancel the bid without assigning any reason at any stage.</li> <li>➤ The successful bidder will have to enter into an agreement within 30 days from the date of receipt of Letter of Intent, duly submitting prescribed amount, towards Security Deposit.</li> <li>➤</li> </ul>		Name	Mobile	Zone	EMD amount Paid Rs.	Bank IFSC	UTR Number	➤	➤	➤	➤	➤	➤
Name	Mobile	Zone	EMD amount Paid Rs.	Bank IFSC	UTR Number										
➤	➤	➤	➤	➤	➤										
18	General Terms & Conditions														

**Controller of stores—C**

## **HOW TO APPLY**

Click at ([https://www.mstcecommerce.com/eprochome\(apsrtc\(buyer login.jsp\)\)](https://www.mstcecommerce.com/eprochome(apsrtc(buyer login.jsp)))) to download e-procurement notification and Tender document, further please download the vendor guide from [www.mstcecommerce.com/eprochome\(apsrtc\(buyer login.jsp\)](https://www.mstcecommerce.com/eprochome(apsrtc(buyer login.jsp))) for the detailed guidelines to be followed in the e-bidding, also refer to the java download and FAQs tabs for further guidance. Please use Microsoft internet explorer for bidding.

- Read the complete document, carefully
- Price Bid shall be submitted online only
- The system will generate an acknowledgement with a unique offer submission number on successful completion of the above process.

For any help or technical support on MSTC portal, Bidders may contact over phone or their helpdesk at:

**MSTC LIMITED #**  
**D. No. 7-130, 1st Floor,**  
**BSNL Telephone Exchange Building,**  
**Poranki Vijayawada - 521 137**  
**e-mail id : [gnjayakumar@mstcindia.co.in](mailto:gnjayakumar@mstcindia.co.in)**  
**Ph No. 0866-2581331**

**e-mail id : [krama@mstcindia.co.in](mailto:krama@mstcindia.co.in) Ph. 9989719979**

**GSTN No: 37AAGFA3527J2ZF ( APSRTC)**  
**GSTN No: 37AACCM0021E1Z6 ( MSTC)**

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## ABOUT APSRTC

Public Transport is one of the most common modes of transport especially in a developing country like India. APSRTC (for Andhra Pradesh State) is currently operating services in Andhra Pradesh and Telangana States, and in the neighbouring States.

Some of the key factors (as on 31.10.2018) about APSRTC (for Andhra Pradesh State) are:

➤ Number of Vehicles	11,893
➤ Average Daily Earnings	Rs. 13.34 Crores
➤ Avg. Daily Volume of Operation	43.23 Lakhs KMs
➤ No. of passengers	74.07 lakh daily
➤ Zones	4
➤ Regions	12
➤ Depots	128
➤ Zonal Workshops	4
➤ Man power	53,848

Andhra Pradesh State Road Transport Corporation is organized into 4 Zones, 12 Regions and 128 Depots, with 4 Zonal Workshops. It has man power strength of about 53,848 employees.

Various branded services offered by APSRTC include: -

- Regular Services operated daily with various levels of comfort, such as Vennela, Vennela economy, Amaravathi, Garuda Plus, Garuda, Indra, Metro luxury A/c, Super Luxury A/c, Super Luxury, Ultra Deluxe, Express, Telugu velugu, City Metro Express, City Ordinary.
- Contract Carriage Services, Advance Reservation Services; Concessional Travel Schemes such as Vihari Card, Silver Card etc.

APSRTC is the first State Transport Undertaking to have introduced Night Out Services, Ultra-Deluxe Services, and One Man Services etc., and holds the record of getting Petroleum Conservation Research Association of India (PCRA) Trophy continuously for the past 25 years.

### I. THE TRAIL BLAZER ON THE ROAD

Andhra Pradesh State Road Transport Corporation has been leading by example. It has a number of firsts to its credit in India:

- First to nationalize Commuter Road Transport services in the country, in 1932.
- First to introduce long distance Night Express services.
- First to introduce A/c sleeper coach, Hi-Tech, Metro Liner, Metro Express and Inter-City services.
- First to introduce Depot computerization - in the year 1986.
- First to appoint Safety Inspectors for improving the safety of the commuters.



- All the Depots in the State are computerized.
- First to introduce Central Complaint Centre among STUs.
- First to implement tracking of services for all types.
- First to implement centralized bus pass issue system.

As part of its philosophy to provide various facilities and schemes to benefit travelling public, APSRTC has introduced Computerized Bus Pass System in the year 2001 and it was implemented in Vijayawada and Visakhapatnam City and later in 2015 at all zones of the state. At present computerized Bus Pass System is implemented in all 4 zones with 140 Bus Pass centres.

- **TENDER CUM REVERSE AUCTION FOR PROCUREMENT OF THIN PCS :**

E-bids are invited from bidders for **THIN PCS** at various units of APSRTC in Andhra Pradesh State.

- a) The Bidder shall log on at the APSRTC page on MSTC ecommerce site with his/her user id and password and digital signature and quote charges Basic rate + GST charges in "rupees". The selection of the bidder for allotment of the tender is on the basis of lowest rate offered by the Bidder through MSTC portal, through the process of e-bid followed by reverse auction.
- b) Reverse auction will be conducted for the item based on the L1 net rate quoted. The bidder has to reduce the item rate in multiples of **Rs.100 (Rs.One Hundred)** in the reverse auction.
- c) The process of comparison of the offers as received in the tender and the reverse auction will be done and the decision of the Corporation will be communicated to the successful bidder. The procedure to be followed for conducting reverse auction will be detailed in the pre bid meeting.

- **KEY EVENTS & DATES**

Sl. No.	Event	Date
1	Uploading of tender Document	10.12.2020
2	Pre-bid meeting	17.12.2020 at 11.00 hrs
3	Issue of clarifications to prospective bidders	23.12.2020
4	Start of Submission of e-bids	28.12.2020 10.00 hrs
5	End of Submission of e-bids & EMD Submission	30.12.2020 up to 15.00 hrs
6	Opening of technical bids	30.12.2020 at 15.30 hrs
7	Opening of Price e-bids	06.01.2021 at 11.00 hrs
8	Start of reverse Bidding	07.01.2021 at 11.00 hrs
9	Close of Reverse Bidding	07.01.2021 up to 14.00 hrs

Reverse auction will be conducted for the item based on the lowest net rate quoted .

- **PRE-BID MEETING**

APSRTC will conduct a pre-bid meeting to clarify the objectives/scope of the tender in APSRTC Main Conference Hall, RTC house, Vijayawada at 11.00 hrs., on the date mentioned in "Key Events & dates" clause. Only two

representatives from each firm/company/consortium will be allowed to participate in the pre-bid meeting.

All related queries should be sent through e-mail on or before last date for receipt of queries as indicated in “Key Events & dates” clause. The queries shall be sent to the mail id : psoc3rtc@gmail.com.

Clarifications, if any, may be obtained from the Controller of Stores—C , APSRTC, RTC house, Vijayawada.

• **ELIGIBILITY CRITERIA FOR BIDDERS**

1. The firm shall have a valid registered certificate.
2. The firm should have registration with the state and local authorities for undertaking the profession (copy of proof to be submitted along with DD).
3. **Turnover& Experience :**
  - a) Minimum Annual Turnover of the company should be **Rs.100 lakhs for** any one of the last three years.
  - b) For Single work experience i.e., Supply of **THIN PCS** executed for any one PSU/Govt Client worth **Rs 25 lakhs and above** for any one of the last three years.
  - c)The firm must have minimum three years of experience of supplying the **THIN PCS** . Copy of proof must be submitted along with tender.
  - d) The bidder should have supplied more than 1000 Thin PCs per annum will only be considered for bidding.
  - e) Audited financial statements are to be submitted for the last 3 years (2017-18, 2018-19, 2019-20).
4. **Delivery :** Delivery should be made within **4 weeks** from the date of receipt of Purchase Order.
5. There is no **Buy Back offer**.
6. The firm should have valid PAN Card issued by Income Tax Authorities. The firm must have a valid GST no.
7. The firm should not be blacklisted by any PSU/Govt Client and firm shall submit an affidavit on **Rs 100 non judicial stamp paper** duly notarized in this regard. The same document shall be submitted along with tender.
8. **The firm should submit DD/NEFT/RTGS for an amount of Rs 10,000/- in favour of “FA & CAO, APSRTC “towards EMD.**

**PURCHASE & STORES OFFICER (C) II**

- **Tender Procedure:**

### 1. Eligibility

For participating in the e-tender the intending bidder shall

- Obtain GST number
  - Register themselves as "vendors for APSRTC on the MSTC portal" duly obtaining username and password at [www.mstcecommerce.com](http://www.mstcecommerce.com)
  - Select e-procurement > Govt-PSU's > Page no#3(APSRTC SYMBOL) or got to the link > ([https://www.mstcecommerce.com/eprochome\(apsrtc\(buyer login.jsp\)\)](https://www.mstcecommerce.com/eprochome(apsrtc(buyer login.jsp))))
  - further please download the vendor guide from [www.mstcecommerce.com/eprochome\(apsrtc\(buyer login.jsp\)](http://www.mstcecommerce.com/eprochome(apsrtc(buyer login.jsp))) for the detailed guidelines to be followed in the e-bidding, also refer to the java download and FAQs tabs for further guidance. Please use Microsoft internet explorer for bidding.
  - At the time of registration, no payment is required.
  - Details of personal information required for registration include, PAN number, mobile number, e mail, address, bank account details with IFSC code.
  - For participation in e tender, the Bidder shall possess "class III digital signature with signing".( please refer to the guidelines at [www.mstcecommerce.comon MSTC platform for installing java and use only internet explorer browser for bidding](http://www.mstcecommerce.comon MSTC platform for installing java and use only internet explorer browser for bidding).)
  - Employees of APSRTC and their family members as defined in APSRTC Employees(Conduct)Regulations, 1963 are not eligible to participate in the e-tenders.
  - Minors under the age of 18 years shall not participate in the e tenders.
  - Corporation Committee's decision is final in Selection of the Bidder.
2. The Bidder has to satisfy himself regarding qualifications and other terms and conditions before participating in the e-tender. No representation in this regard will be entertained at any later date.

The RFP has to be downloaded from APSRTC website <http://apsrtc/ap.gov.in/Tenders/procurement & supplies>.

- During the bid process, the bidder will be required to pay user charges to the MSTC at the rate of **0.03% of bid value plus 18% GST or Rs 10,000/- plus 18% GST whichever is less.**

### 3. Allotment

- The successful bidder shall be decided based on the lowest bid of item after completing the reverse auction. However, the corporation reserves the right to reject any bid without assigning any reason at any stage.
- The successful bidder will have to enter into an agreement within 30 days from the date of receipt of Letter of Intent, duly submitting prescribed amount, towards Security Deposit. The EMD of unsuccessful bidder will be refunded after the bidding except for L2. EMD of the L2 will be refunded after the LOI acceptance by L1 bidder.
- **SECURITY DEPOSIT & EMD Amount:**  
EMD of Rs.10,000/- (Rupees Ten thousands only) DD/NEFT/RTGS in favour of "FA & CAO, APSRTC , PNBS, Vijayawada-13.

The EMD of unsuccessful bidder will be refunded after the bidding except for L2. EMD of L2 will be refunded after the LOI acceptance by the L1 bidder.

The successful Tenderer should pay an amount of **10% of order value as Security Deposit** by way of DD in favour of " Financial Adviser & CAO, APSRTC, RTC House, PNBS, Vijayawada-13. No interest is payable on these deposits.

## **8 .GENERAL TERMS & CONDITIONS :-**

1. Andhra Pradesh State Road Transport Corporation, Vijayawada, is inviting e-tenders for the supply of "**Thin PCs**" as per the specifications enclosed & requirements are shown in the enquiry. But, it must be distinctly understood that the demands must necessarily fluctuate and no definite quantities can be guaranteed. The quantity indicated is subject to variation by 20% more or less.

2. Rate should be quoted as per Tender Enquiry for supply to our APSRTC Depots in the State of A P on '**FOR**' **Destination basis**.

3. If any rate reduction at the time of supply of the material, the same should be extended to APSRTC.

4. Specific rate of GST and Insurance charges if any applicable should be clearly mentioned. In other words, the exact percentage of GST applicable should be mentioned clearly.

**b) GST is implemented in majority of the states in the country. As the supplies are entitled for certain amount of GST, their quoted basic rates will be lesser than those prior to implementation of GST. This important point may be noted while quoting the basic rates in response to this enquiry.**

### **5. GST Registration No & HSN Code:**

### **6. The price variation clause is not acceptable.**

7. Make/Brand/Pattern name of your product should be furnished clearly and enclose brochures.

### **8. EMD:**

- a) A sum of **Rs.10,000/-** should be paid by each bidder towards Earnest Money Deposit (EMD) by Demand Draft/NEFT/RTGS in favour of FA&CAO, A.P.S.R.T.C. The DD should be submitted in COS-C section before **30.12.2020 by 15.00 Hrs**. The firms which fail to submit EMD will not be allowed to participate in e-Tender process.
- b) The EMD will be refunded to the unsuccessful bidder after finalization of the e-Tender process. EMD does not carry any interest.
- c) Firms request for waving EMD will not be entertained.

9. **SECURITY DEPOSIT:** The successful Tender Participant will be required to pay Security Deposit of **10% of the total value of the Order** by way of Demand Draft as a security for good and faithful performance of the contract. The DD shall be drawn in the name of "**Financial Advisor, APSRTC, Vijayawada**" within seven days from the date of intimation through letter of Intent, failing which the offer will be liable for treating as null and void and Corporation will be at liberty to forfeit the EMD amount. No interest is payable on these deposits. Requests for waving off the Security Deposit will not be entertained. Security deposit will be liable for forfeiture in case of default in ensuring supplies.

10. APSRTC/MSTC will not be responsible for local net connectivity problems if any during bidding process.

#### 11. Negotiations:

a. The committee nominated by the Corporation will conduct negotiations with the bidders, if necessary to decide the final price for supply of the **Thin PCs**. The firms quoted the lowest price will be allotted quantities to the extent of their monthly quoted/assessed capacities. The balance quantities will be allotted to all registered firms who participated in e-tender process if they match their offer with the final price fixed by the Corporation, subject to meeting the requirements.

12. Lead time required for commencing supply, manufacturing capacity and supply capacity to APSRTC should be indicated. The Tender Participant should submit a self-test certificate of their product from a recognized/reputed Test House.

13. If the firm is on Rate Contract with Association of State Road Transport Undertakings or Director General of Stores & Disposal, a copy of the same may be submitted on tender opening date.

14. If the firm is supplying above said items to any other reputed organization, Copies of the Purchase Order should be submitted on tender opening date.

15. Tender Participants should keep their offers open for six months from the date of opening of tenders. Any increase in rates within the period will not be entertained and may result in the forfeiture of Earnest Money Deposit.

**16. The successful Tender Participant is requested to ensure that the rates will hold good and kept firm for 12 months from the date of issue of Purchase Order or till the completion of supply of ordered quantity whichever is later. No increase in rates will be accepted within this period of 12 months.**

17. Tender qualified by vague and indefinite expression, such as subject to prior sale or subject to stock being available will be rejected.

18. **Guarantee/Warranty** (Unconditional) should be given for free replacement against any material or manufacturing defects.

19. **E-Tenders price bids will be opened on date: 06.01.2021 at 11.00 hrs in the office of the Purchase & Stores Officer(C) II, RTC House, PNBS, Vijayawada 520013.**

20. The Corporation does not bind itself to accept the lowest or any other tender for the whole or part of the requirements mentioned in the schedule. The Managing Director reserves the right to distribute the order and has also the right of rejecting all or any item without assigning any reasons thereto. Tender Participants are at liberty to quote for the whole or any portion of the tender but for the full quantity.

21. Acceptance of tender will be intimated to the successful Tender Participant and if some delay is likely to occur, Tender Participant will be required to keep their offers, open for a further period as may be found necessary.

22. The Managing Director reserves the right to invite fresh tenders and to place orders against any quantity of any item in this tender.

23. The Corporation reserves the right to cancel the Tender/Work Orders placed at any point of time without assigning any reason. No compensation is payable for such cancellation of Tender/ Work Order. The successful bidders shall not have any right to claim damages on account of such cancellations at any point of time.

24. The delivery of materials should be made in one instalment or instalments as directed by the Corporation.

25. Supplies shall be made strictly as per the specifications laid down in the enquiry/PO. If the supplies are not as per specifications, the supplies will be rejected.

26. With regard to suitability/acceptance of the material, the opinion of the respective inspecting authority, as communicated by the respective Stores Officer shall be final. The Tender Participant shall replace the rejected material.

27. **PAYMENT : Payment term is**

**(a)“90% payment within 30 days against delivery, installation and Suitability of material”.**

**(b)5% payment after completion of warranty period 3 years.**

**(c)Balance 5% payment after 6 years(3 years warranty period + 3 years Hardware onsite service support with spares).**

Payment shall be made directly to the bank A/c of the supplier through RTGS mode.

28. In the event of the offered material not being supplied at the appointed time, it is liable to be rejected. It shall also be open to the administration to cancel the Purchase Order and purchase elsewhere (on the account and at the risk of the contractor, the stores or any consignment ) the material which the tenderer has failed to deliver and if the same is not available the best and nearest substitute will be procured and in such an event the tenderer shall be responsible for all accruing loss or damage which the APSRTC will be entitled to deduct from the firm's bills or from any money that may be due or become due to the firm.

29. In case of non-supply/delayed supplies the Corporation reserves the right to divert quantities to other sources and impose penalties as decided. Penalty will also be imposed in case of defects noticed in the supplies.

30. The security deposit will be refunded only on the successful completion of the contract in all respects and having faithfully carried out terms and conditions of the contract and no sum of money is out-standing against them in any manner.

31. Any clarification required to the terms and conditions of this tender should be referred to the **Purchase Officer @II, APSRTC, SPD Wing, RTC House, PNBS, Vijayawada 520013 mobile 9100947508** or through mail [psoc3rtc@gmail.com](mailto:psoc3rtc@gmail.com) Prior to placing of

Purchase Order and once Purchase Orders are placed, they are firm and therefore should be adhered to strictly and complied with accordingly.

32. The successful bidder shall keep the negotiated rates valid till completion of the quantity allotted in the work order/quantity enhanced later.

33. All disputes or litigations related to this e-Tender are subject to the jurisdiction of Amaravati, Guntur Dist., State of Andhra Pradesh.

34. **Warranty: 3 Years from the date of supply, installation and suitability of material.**

35. **Onsite service support** : 3 years in continuation to warranty period including spares.

36. **Penalties :**

**(a)** For every downtime of thin PC, the delay shall not exceed 3 working days. Beyond the delay of 3 working days a **penalty of Rs.50/- per day** will be imposed.

**(b)** If any device supplied is found not worthy and not working during the period of agreement the device has to be replaced with a spare instrument within 3 days of intimation. Beyond this period a **penalty of Rs.50/- per device per day** will be recovered from the payable invoice amount.

**(c)** Defective device to be replaced immediately, otherwise it will attract a penalty of **Rs.50/- per day per device** subject to a maximum of 10% of the cost per device per instance if not attended within 3 days.

**PURCHASE & STORES OFFICER (C- II)**

I certify that I have studied the above terms and conditions and agree to abide by them.

**DIGITAL SIGNATURE OF BIDDER**

**Bidder Should Mark Page No. on Enclosures**

(Bidder should ensure that all documents enclosed are neat and legible)

SNo	Criteria (Document submitted)	Mention Enclosure Page No.	Fill Compliance (Yes/No)
1	Bidder shall provide an attested copy of -		
a)	PAN card		
b)	Company Registration Certificate (if applicable)		
c)	Valid Service tax registration Certificate		
d)	Income Tax Returns for the last three years (2017-18, 2018-19, 2019-20).		
2	Certified Audited copies of Balance Sheets, Profit & Loss Accounts, Annual Reports of last three financial years from bidder and/or consortium partner		
3	Supply of <b>THIN PCS</b> executed for any one PSU/Govt Client worth <b>Rs 25 lakhs and above</b> for any one of the last three years.		
4	Documentary proof from bidder regarding having minimum average turnover of <b>Rs. 100 lakhs, for any one of the last three financial years.</b>		
5	An affidavit duly attested by the notary that the Bidder was not Black listed by any PUC/Corporation/Board or State/Central Government in India		



## TENDER FORM

(Bidder should ensure that all documents enclosed are neat and legible)

1	Name of the Firm		
2	Address for Correspondence		
3	Telephone Number & Email address		
4	Name ,Contact number & mail id of Authorized Person		
5	GST Certificate No.		
6	HSN Code		
7	PAN No		
8	Annual Turn Over	2017-18	
		2018-19	
		2019-20	
9	Company Registration No.		
10	Last Three years Audited Profit & Loss		
12	Certificate of Firm not black listed		
13	Monthly supply capacity		
14	FOR Particulars		Destination
15	Validity of your quotation		
16	Brand of the material offered		
17	Your Manufacturer's Name		
18	EMD - (Furnish DD. No & Date)		
19	Tender conditions accepted and signed		
20	Whether Income Tax Clearance Certificate submitted or not		
21	DELIVERY TIME		

IMPORTANT NOTE: Quotation will not be considered if this form duly filled in is not accompanied along with your tender.

**PURCHASE & STORES OFFICER—(C) II**

**DIGITAL SIGNATURE OF THE TENDERER**

**Annexure-A**

<b>SUMMARY OF THE Thin PCs Procurement.</b>					
<b>ITEM</b>	<b>Qty. (Nos)</b>	<b>BASIC PRICE./ Unit (Rs)</b>	<b>GST/Unit (Rs)</b>	<b>Net Rate /Unit (Rs)</b>	<b>Net amount (Rs)</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(2x5)</b>
<b>THIN PCs with pre-installed Cent OS 6.9 operating System</b>	<b>225</b>				
<b>THIN PCs with pre-installed Windows 10 IOT enterprise operating System</b>	<b>62</b>				

**Note:-**

- 1) The above Item to be delivered to various locations in entire State of Andhra Pradesh.
- 2) Reverse auction will be conducted for the item based on the least net rate quoted. The bidder has to reduce the item rate in multiples of **Rs.100** (Rs.One Hundred) in the reverse auction.
- 3) **Delivery Schedule:** First batch 50 units immediate delivery, rest will be based on satisfactory performance after **TWO Months**.

**Purchase & Stores Officer—C II**





**ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**

O/o The V C & M D  
RTC House, Vijayawada-13  
Date: 03.12.2020.

**TENDER ENQUIRY NO: PSO/II/Thin PCs/17/20-21.**

- A) APSRTC is inviting e-Tenders from Manufacturers/ Distributors for supply of Thin PCs to various units of the Corporation throughout A P State.

S.No	Description	UOM	Quantity	Remarks
1	Thin PCs with OS.	Nos		
2	Thin PCs without OS.	Nos.		

- B) Schedule of Tender:

I	Last date for submission of EMD	
II	Start of submission of Bids	
III	Closing of Bids Submission	
	<b>Opening of e-Bids :</b>	
	Opening of technical bids	
	Opening of Financial Bid	
	Start of reverse bidding	
	Close of reverse bidding	

- C) E-Tender process will be done through MSTC e-procurement portal. All the interested Computer Hardware Manufacturers/ Distributors shall complete vendor registration with MSTC to participate in e-Tender. Tender documents along with eligibility criteria, terms and conditions, detailed “**Specifications for Thin PCs**” can be downloaded from MSTC portal.
- D) Bidders have to pay an amount equal to 0.03% of the bid value or Rs.11,800/- including GST whichever is lower to M/s MSTC through transaction fee payment link of MSTC to participate in e-bid process.
- E) Bidders shall quote their prices in MSTC portal.
- F) The Financial Bids of firms will be opened at 15.00 pm on . The evaluation will be on cost per location basis.

G) MSTC help line: 033 22901004(Kolkata),  
0891 2701066/2746948(Visakhapatnam),0866 2581331(Vijayawada)  
MSTC Contact No: 9989719979  
APSRTC Contact No: 9100947508 (PSO-C III)

## **PURCHASE & STORES OFFICER(C-II)**

### **ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**

#### **GENERAL TERMS & CONDITIONS OF THE e-TENDER No.PSO/II/Thin PCs/17/20-21.**

(Tenderers are requested to sign on the terms & conditions form as having accepted to the terms & conditions)

1. Andhra Pradesh State Road Transport Corporation, Vijayawada, is inviting e-tenders for the supply of "**Thin PCs to various Depots & Offices of APSRTC**" as per the specifications enclosed & requirements are shown in the enquiry. But, it must be distinctly understood that the demands must necessarily fluctuate and no definite quantities can be guaranteed. The quantity indicated is subject to variation by 20% more or less.

2. Rate should be quoted as per Tender Enquiry for supply to our APSRTC Depots & Offices in the State of A P on '**FOR**' **Destination basis**.

3. If any rate reduction at the time of supply of the material, the same should be extended to APSRTC.

4.(a) Specific rate of GST and Insurance charges if any applicable should be clearly mentioned. In other words, the exact percentage of GST applicable should be mentioned clearly.

b) As the supplies are entitled for certain amount of GST, their quoted basic rates will be lesser than those prior to implementation of GST. This important point may be noted while quoting the basic rates in response to this enquiry.

#### **5. GST Registration No & HSN Code:**

#### **6. The price variation clause is not acceptable.**

7. Make/Brand/Pattern name of your product should be furnished clearly and enclose brochures.

#### **8. EMD:**

d) A sum of **Rs.10,000/-** should be paid by each bidder towards Earnest Money Deposit (EMD) by Demand Draft/ NEFT/RTGS, drawn on any scheduled bank in favour of FA&CAO, A.P.S.R.T.C.The DD should be submitted in **COS-C section** before by 15.00 Hrs. The firms which fail to submit EMD will not be allowed to participate in e-Tender process.

- e) The EMD will be refunded to the unsuccessful bidder after finalization of the e-Tender process. EMD does not carry any interest.
- f) Firms request for waving EMD will not be entertained.

9. **SECURITY DEPOSIT:** The successful Tender Participant will be required to pay Security Deposit of **10% of the total value of the order by way of Demand Draft** as a security for good and faithful performance of the contract. **No interest is payable on these Deposits.**

The DD shall be drawn in the name of "**Financial Advisor, RTC House, PNBS, APSRTC, Vijayawada-13**" within seven days from the date of intimation through letter of Intent, failing which the offer will be liable for treating as null and void and Corporation will be at liberty to forfeit the EMD of Rs.10,000/-. No interest is payable on these deposits. Requests for waving off the Security Deposit will not be entertained. Security deposit will be liable for forfeiture in case of default in ensuring supplies.

10. APSRTC/MSTC will not be responsible for local net connectivity problems if any during bidding process.

11. Negotiations:

- b. The committee nominated by the Corporation will conduct negotiations with the bidders, if necessary to decide the final price for supply of the **Thin PCs**.
- c. The firms quoted the lowest price will be allotted quantities to the extent of their monthly quoted/assessed capacities. The balance quantities will be allotted to all registered firms who participated in e-tender process if they match their offer with the final price fixed by the Corporation, subject to meeting the requirements.

12. Lead time required for commencing supply, manufacturing capacity and supply capacity to APSRTC should be indicated. The Tender Participant should submit a self-test certificate of their product from a recognized/reputed Test House.

13. If the firm is on Rate Contract with Association of State Road Transport Undertakings or Director General of Stores & Disposal, a copy of the same may be submitted on tender opening date.

14. If the firm is supplying above said items to any other reputed organization, Copies of the Purchase Order should be submitted on tender opening date.

15. Tender Participants should keep their offers open for six months from the date of opening of tenders. Any increase in rates within the period will not be entertained and may result in the forfeiture of Earnest Money Deposit.

16. The successful Tender Participant is requested to ensure that the rates will hold good and kept firm for 18 months from the date of issue of Purchase Order or till the completion of supply of ordered quantity whichever is later. No increase in rates will be accepted within this period of 18 months.

17. Tender qualified by vague and indefinite expression, such as subject to prior sale or subject to stock being available will be rejected.

18. **Guarantee/Warranty** (Unconditional) should be given for free replacement against any material or manufacturing defects.

19. **E-Tenders Financial bid will be opened on date: at 15.00hrs in the office of the Purchase & Stores Officer(C) II, RTC House, PNBS, Vijayawada 520013.**

20. The Corporation does not bind itself to accept the lowest or any other tender for the whole or part of the requirements mentioned in the schedule. The Managing Director reserves the right to distribute the order and has also the right of rejecting all or any item without assigning any reasons thereto. Tender Participants are at liberty to quote for the whole or any portion of the tender but for the full quantity.

21. Acceptance of tender will be intimated to the successful Tender Participant and if some delay is likely to occur, Tender Participant will be required to keep their offers, open for a further period as may be found necessary.

22. The Managing Director reserves the right to invite fresh tenders and to place orders against any quantity of any item in this tender.

24. The Corporation reserves the right to cancel the Tender/Work Orders placed at any point of time without assigning any reason. No compensation is payable for such cancellation of Tender/ Work Order. The successful bidders shall not have any right to claim damages on account of such cancellations at any point of time.

24. The delivery of materials should be made in one instalment or instalments as directed by the Corporation.

25. Supplies shall be made strictly as per the specifications laid down in the enquiry/PO. If the supplies are not as per specifications, the supplies will be rejected.

26. With regard to suitability/acceptance of the material, the opinion of the respective inspecting authority, as communicated by the respective Stores Officer shall be final. The Tender Participant shall replace the rejected material.

27. **PAYMENT : Payment term is**

**(a) "90% payment within 30 days against delivery, installation and Suitability of material".**

**(b) 5% payment** after completion of warranty period 3 years.

**(c) Balance 5% payment** after 6 years (3 years warranty period + 3 years Hardware onsite service support).

Payment shall be made directly to the bank A/c of the supplier through RTGS mode.

8. In the event of the offered material not being supplied at the appointed time, it is liable to be rejected. It shall also be open to the administration to cancel the



Purchase Order and purchase elsewhere (on the account and at the risk of the contractor, the stores or any consignment ) the material which the tenderer has failed to deliver and if the same is not available the best and nearest substitute will be procured and in such an event the tenderer shall be responsible for all accruing loss or damage which the APSRTC will be entitled to deduct from the firm's bills or from any money that may be due or become due to the firm.

29. In case of non-supply/delayed supplies the Corporation reserves the right to divert quantities to other sources and impose penalties as decided. Penalty will also be imposed in case of defects noticed in the supplies.

30. The security deposit will be refunded only on the successful completion of the contract in all respects and having faithfully carried out terms and conditions of the contract and no sum of money is out-standing against them in any manner and completion of warranty period.

31. Any clarification required to the terms and conditions of this tender should be referred to the **Purchase Officer @II, APSRTC, SPD Wing, RTC House, PNBS**, Vijayawada **520013 mobile 9100947508** or through mail [psoc3rtc@gmail.com](mailto:psoc3rtc@gmail.com) Prior to placing of Purchase Order and once Purchase Orders are placed, they are firm and therefore should be adhered to strictly and complied with accordingly.

32. The successful bidder shall keep the negotiated rates valid till completion of the quantity allotted in the work order/quantity enhanced later.

33. All disputes or litigations related to this e-Tender are subject to the jurisdiction of Amaravati, Guntur Dist, State of Andhra Pradesh.

34. **Warranty : 03 Years from the date of supply , installation and suitability of material.**

**PURCHASE & STORES OFFICER (C- II)**

I certify that I have studied the above terms and conditions and agree to abide by them.

**DIGITAL SIGNATURE OF BIDDER**

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

**TECHNICAL BID for Tender No. PSO/II/Thin PCs/17/20-21.**

1	Name of the Firm	
2	Address for Correspondence	
3	Telephone Number & Email address	
4	Name ,Contact number & mail id of Authorized Person	
5	GST Certificate No.	
6	HSN Code	
7	PAN No	
8	Annual Turn Over	2017-18

		2018-19	
		2019-20	
9	Company Registration No.		
10	Last Three years Audited Profit & Loss		
12	Certificate of Firm not black listed		
13	Monthly supply capacity		
14	FOR Particulars		Destination
15	Validity of your quotation		
16	Brand of the material offered		
17	Your Manufacturer's Name		
18	EMD - (Furnish DD. No & Date)		
19	Tender conditions accepted and signed		
20	Whether Income Tax Clearance Certificate submitted or not		
21	DELIVERY TIME		

IMPORTANT NOTE: Quotation will not be considered if this form duly filled in is not accompanied along with your tender.

**PURCHASE & STORES OFFICER—(C) II**

**DIGITAL SIGNATURE OF THE TENDERER**

**ELIGIBILITY CRITERIA: Enquiry No- PSO/II/Thin PCs/17/20-21.**

1. The firm shall have a valid registered certificate.
2. Experience: The firm must have minimum three years of experience of supplying the **Thin PCs**(copy of proof must be submitted during the opening of financial bid on .at 15.00 hrs)
3. The firm should have registration with the state and local authorities for undertaking the profession (copy of proof to be submitted along with DD)

4. Minimum Annual Turnover of the company should be **Rs.50 lakhs and above** during the last three years in supply of **Thin PCs** and experience of having executed an order of one PSU/Govt Client worth **Rs 25 lakhs and above** for any one of the last three years

5. The firm should have valid PAN Card issued by Income Tax Authorities. The firm must have a valid GST no.

6. The firm should not be blacklisted by any PSU/Govt Client and firm shall submit an affidavit on **Rs 100 non judicial stamp paper** duly notarized in this regard. The same document shall be submitted during the opening of financial bid on \_\_\_\_\_ at 15.00 hrs.

7. **The firm should submit DD for an amount of Rs 10,000/- in favour of "FA & CAO, APSRTC "towards EMD.**

**PURCHASE & STORES OFFICER (C) II**

**DIGITAL SIGNATURE OF THE TENDERER**

#### **TERMS AND CONDITIONS OF TENDER AND SUPPLY**

1. The rate must be for the unit specified and quoted FOR Destination, Packing & Forwarding and Freight charges, if any shall be quoted specifically. Vague remarks 'Extra' will not be accepted.
2. GST, Insurance and any other charges shall be quoted specifically.

3. Samples shall normally be submitted along with the offers or within such time as may be permitted, to the concerned Purchase Office. Otherwise offers will be rejected.
4. Supplies shall be made strictly as per the specifications laid down in the enquiry / PO or as per the sample submitted and approved.
5. If the supplies are not as per specifications / sample submitted, the supplies shall be rejected.
6. Lead time required for commencing supply and the supply capacity shall be indicated specifically.
7. Brand make of the product shall be indicated.
8. Validity: The offer shall be valid for a period not less than 180 days from the date of opening of Tenders for the placement of Purchase Order. The rates shall be kept firm for the quantity of the Purchase Order or till such period of 18 months from the date of Purchase Order whichever is later. However, the variation in Statutory Levies if any during this period shall be accepted subject to prior approval.
9. The Corporation reserves the right to cancel the tenders, without assigning any reasons and to call for fresh quotations. The Corporation also reserves the right to reject any or all the offers received, without assigning any reasons.
10. In case tenderer fails to supply ordered material in time or fails to supply the material as agreed, the corporation reserves the right to purchase the ordered material elsewhere and recover the extra expenditure incurred, if any, from the tenderer.
11. In regard to suitability / acceptance of the material, the opinion of the respective inspecting authority, shall be final. The tenderer shall replace the rejected material or reimburse the cost of rejected material, if paid in advance.
12. The normal term of payment is 100% within 30 days from the date of supply, installation and suitability of material.
13. All bills for payment shall be submitted directly to SPD section/ Head Office. The suppliers are requested to indicate the name of the Bank, Branch, Type of Account & Account No. on their bills/invoices.
14. a) Whenever firms are asked to submit samples along with the tender and tested the firm shall bear the test charges.  
  
b) Whenever random samples are tested out of supplies made by the firm, the test charges will be borne by the Corporation when the sample meets the specification and the firm has to bear the test charges **apart from levying penalty up to 10% of Invoice value** for shortfall of specifications, as applicable, when the sample fails to meet the specifications.

15. Ex-stock offer requested for immediate / staggered supply.

17. All disputes or litigations are subject to the jurisdiction of Amaravati, Guntur Dist, Andhra Pradesh.

**PURCHASE & STORES OFFICER (C) II**

I certify that I have studied the above terms & conditions and agreed to abide by them.

**DIGITAL SIGNATURE OF THE TENDERER**

**:: 15 ::**

This case deals with procurement of Thin PCs as replacement of Desktops for requirements of various units of the Corporation.

Please peruse the note file received from IT Department. It is requested to procure and supply 287 Nos. Thin PCs under replacement of Desktops. For initiative procurement action, certain clarifications are required from IT Department.

1. Out of 287 Nos. Thin PCs, quantities with OS and DOS to be mentioned separately.
2. Specifications sheet to be furnished separately for windows and DOS.
3. Sanction obtained as replacement. Procurement action with buyback or without buyback, please clarify.
4. Warranty : 3 years comprehensive warranty and further 3 years on Hardware onsite service support including spares with remote diagnosis.
5. Payment condition :
  - (a) 90% payment within 30 days from the date of supply, installation & suitability of material.
  - (b) 5% payment after completion of 3 years warranty period.
  - (c) Balance 5% payment after 6 years. (3 years warranty period + 3 years Hardware onsite service support).
6. Supply locations may be furnished for 287 Nos.
7. Eligibility , Terms & Conditions, and Penalty clauses are mentioned separately.
8. 10% of order value collects as Security Deposit from the successful bidder for good and faithful supply performance.

The case is referred to CE(IT) for further directive please.

**PSO(C)II**

**COS(C)**

**KEY EVENTS & DATES.**

Sl. No.	Event	Date
	Uploading of tender Document	10.12.2020
	Pre-bid meeting	17.12.2020 at 11.00 hrs
	Issue of clarifications to prospective bidders	23.12.2020
	Start of Submission of e-bids	28.12.2020
	End of Submission of e-bids & EMD Submission	30.12.2020 up to 15.00 hrs
	Opening of technical bids	30.12.2020 at 15.30 hrs
	Opening of Price e-bids	06.01.2021 at 11.00 hrs
	Start of reverse Bidding	07.01.2021 at 11.00 hrs
	Close of Reverse Bidding	07.01.2021 up to 14.00 hrs