

17-07-2026**Ref:APCOB/ITD/RPCS/DESKTOPS/ 3327280/2026-27****TENDER DOCUMENT**

For Supply and Installation of Desktops for APCOB

Reference No.:**APCOB/ITD/RPCS/DESKTOPS/ 3327280 /2026-27****1. Invitation for Bids**

The Andhra Pradesh State Cooperative Bank Ltd. invites sealed bids under the **Two-Bid System** from eligible vendors for the **Supply and Installation of Desktops for APCOB**.

The tender document is available on the Bank's website www.apcob.org for reference and download.

2. Requirement Details

S. No.	Product	Quantity
1	Desktops	44

3. Indicative Critical Date Sheet

Particulars	Details
Application Fee	₹2,500/- Rupees Two Thousand Five Hundred only, non-refundable (DD in favor of APCOB)
Bid Security / EMD	₹10,000/- Rupees Ten Thousand only, refundable (DD in favor of APCOB)
Bid Submission Start Date	17.07.2026
Bid Submission End Date	27.07.2026 till 03:00 p.m.
Technical Bid Opening	27.07.2026 (tentatively)
Commercial Bid Opening	Shall be intimated to technically qualified bidders

4. Point of Contact for Bid Submission

Sri Adam Shafi Shaik

Deputy General Manager

The Andhra Pradesh State Cooperative Bank Ltd.

NTR Sahakara Bhavan, Governorpet, Vijayawada – 520002

Phone: 0866-2429094

Email: itinfra@apcob.org

Time: 10:00 AM to 5:00 PM

5. Technical Clarifications

Sri B. Ramachandraiah

Chief Technology Officer

Phone: 9951904488

Email: ramachandraiahb@apcob.org

Time: 10:00 AM to 5:00 PM

6. APCOB Background

The Andhra Pradesh State Cooperative Bank Ltd. is the Scheduled State Cooperative Bank of Andhra Pradesh. APCOB is included in the Second Schedule of the Reserve Bank of India Act with effect from 16 July 1966.

APCOB functions as the apex cooperative bank in the State and provides banking and developmental support to the cooperative credit structure through District Cooperative Central Banks and Primary Agricultural Cooperative Societies.

The Bank operates from its Head Office at Vijayawada and undertakes technology-enabled banking operations, including CBS-based services, digital banking, and IT infrastructure support for its offices and connected cooperative banking network.

7. Tender Objective

The objective of this tender is to invite responses from eligible vendors for the **Supply and Installation of Desktops for APCOB** as per the technical specifications, terms, and conditions mentioned in this document.

8. Instructions to Vendors

8.1 Two-Bid System

The offer shall be submitted in **two separate sealed envelopes**, and both envelopes shall be placed in one common outer envelope.

Envelope I – Technical Bid

The Technical Bid shall contain all required technical and eligibility documents. It shall not contain any price information.

The envelope shall be superscribed as:

“Technical Bid for Supply and Installation of Desktops for APCOB”

Envelope II – Commercial Bid

The Commercial Bid shall contain only the price details in the prescribed format. It shall not contradict the Technical Bid in any manner.

The envelope shall be superscribed as:

“Commercial Bid for Supply and Installation of Desktops for APCOB”

Separate Envelope for Application Fee and EMD

Application Fee and EMD shall be submitted separately in the form of Demand Draft / Bank Pay Order, as applicable.

All envelopes shall be properly sealed and signed by the authorized signatory.

8.2 Format of Technical Bid

The Technical Bid shall be submitted in an organized and structured manner. Brochures, specifications, certificates, and supporting documents shall be properly arranged and shall not be submitted in loose form.

All pages of the bid shall be signed and sealed by the authorized signatory of the bidder.

8.3 Format of Commercial Bid

The Commercial Bid shall be quoted in Indian Rupees only.

The price shall be quoted exclusive of GST. Applicable GST shall be paid as per actuals.

9. General Terms and Conditions

1. The bidder shall carefully read all the terms and conditions before submitting the bid.
2. Submission of more than one bid by the same bidder shall lead to disqualification.
3. The bid shall remain valid for **180 days** from the last date of bid submission.
4. APCOB reserves the right to accept or reject any or all bids without assigning any reason.
5. Conditional bids shall be summarily rejected.
6. The bidder shall submit an Authorization Letter or valid Power of Attorney in favour of the person signing the bid documents.
7. Non-compliance with any requirement of the tender document may result in rejection of the bid.
8. Mere participation in the tender process shall not confer any right on the bidder for award of contract.

9. APCOB reserves the right to modify, amend, cancel, or withdraw the tender at any stage without assigning any reason.

10. Earnest Money Deposit

The bidder shall submit an EMD of **₹10,000/- Rupees Ten Thousand only** in the form of Demand Draft / Bank Pay Order drawn in favour of **APCOB**, payable at Vijayawada.

The EMD shall not carry any interest.

The EMD of unsuccessful bidders shall be refunded after finalization of the tender process. The EMD of the successful bidder shall be returned after acceptance of the work order.

The EMD may be forfeited if:

1. The successful bidder fails to accept the work order within the specified time.
2. The bidder withdraws the bid during the validity period.
3. The bidder violates any terms and conditions of the tender.
4. The bidder revises quoted items or commercial terms during the bid validity period.
5. The bidder is found to have indulged in fraudulent or unethical practices.

MSME vendors registered under UDYAM shall be exempted from submission of EMD, subject to submission of a valid UDYAM Registration Certificate.

11. Application Fee

The bidder shall submit a non-refundable Application Fee of **₹2,500/- Rupees Two Thousand Five Hundred only** in the form of Demand Draft / Bank Pay Order drawn in favour of **APCOB**, payable at Vijayawada.

The Application Fee shall be non-refundable and non-interest bearing.

12. Scope of Work

The successful bidder shall supply, deliver, install, and provide warranty support for **62 desktops** at APCOB-designated locations.

The delivery and installation shall be completed within **1 to 2 weeks** from the date of Purchase Order.

The delivery locations are:

S no	Location	1.
1	11-53, Adimurthy Nagar, Anantapur – 515001.	

2	Nellore DCCB, 373/B-11, Ward No. 23, Plot Nos. 10 & 11, Fathekhanpet, Aravinda Nagar, Nellore – 524003.
3	1 st Floor Hukumpeta PACS, D.No. 104-2-282, New Ramalayam Street, Hukumpeta, Rajahmundry Rural, East Godavari – 533107.
4	2nd Floor Tagarapuvalasa PACS, Near Tata Theatre, Tagarapuvalasa, Bhimili Mandal Visakhapatnam – 531162

13. Technical Specifications for Desktops

S. No.	Item	Minimum Specification
1	Form Factor	Tower / Micro Tower / Mini Tower
2	Chassis	Standard chassis
3	Chipset	Intel H670 / B660 chipset or AMD equivalent chipset
4	Processor	Intel Core i5-14500 / AMD Ryzen 5 8500G or equivalent or higher
5	Motherboard	OEM motherboard with TPM 2.0
6	Memory	16 GB DDR5 RAM with suitable slots and support for expansion up to 64 GB
7	Storage	512 GB PCIe NVMe SSD
8	Graphics	Integrated graphics
9	Audio	Integrated audio controller
10	Operating System	DOS
11	Networking	Integrated Gigabit Ethernet with Wi-Fi 6 and Bluetooth 5.3 or higher
12	Ports	1 HDMI and 1 VGA/DP; minimum 8 USB ports, including at least 2 USB 3.2 Gen 2 or better ports in front
13	Slots	2 PCI / PCIe slots, including minimum 1 PCIe x16 slot and 1 M.2 NVMe slot
14	Keyboard	USB wired keyboard

15	Mouse	USB optical wired mouse
16	Power Supply	Minimum 180W SMPS with 90% efficiency or better
17	Certifications	Microsoft Windows 11, FCC, CE, RoHS, UL, EPEAT, Energy Star, ISO 9001, ISO 14001, and ISO 27001 for OEM
18	Display	21.5-inch display, minimum 1920 x 1080 resolution, VGA/DP, HDMI, IPS panel, anti-glare, TCO 8.0 certified, same OEM as desktop
19	MAF	Manufacturer Authorization Form required
20	Warranty	3 years comprehensive onsite warranty

14. Eligibility Criteria

S. No.	Criteria	Required Documents
1	Bidder shall be a company / partnership firm / society / sole proprietorship firm registered in India for at least four years as on 31 March 2026	Certificate of Registration / Partnership Deed / relevant documents and PAN
2	Bidder shall have valid GST registration	GST Registration Certificate
3	Bidder shall have a local office in Vijayawada, Andhra Pradesh or Hyderabad, Telangana	Address proof of office premises
4	Bidder shall not be blacklisted by any Government Department / PSU / Bank / Organization	Self-declaration by authorized signatory
5	Bidder shall have minimum average annual turnover of ₹50 lakh during the last three financial years	Audited financial statements and CA certificate
6	Bidder shall submit OEM authorization letter specific to this tender	Letter from OEM
7	OEM shall confirm that quoted products are latest versions and shall not become End-of-Sale / End-of-Support within 3 years from acceptance of work order	Undertaking from OEM
8	Application Fee of ₹2,500/-	DD / Bank Pay Order in favour of APCOB
9	EMD of ₹10,000/-	DD / Bank Pay Order in favour of APCOB
10	OEM should have global presence and be among Top 3 PC OEMs	Certification / report from IDC or Gartner
11	MSME exemption, if applicable	Valid UDYAM Registration Certificate
12	OEM / bidder shall have authorized service centre in	Confirmation letter from

Vijayawada	OEM / bidder
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15. Special Terms and Conditions

1. APCOB reserves the right to verify the bidder's capacity, service capability, and performance.
2. Subcontracting of any part of the awarded work shall not be permitted without prior written approval from APCOB.
3. The work shall be awarded to the L1 bidder, subject to technical qualification and compliance with tender conditions.
4. Rates quoted shall remain valid for the entire contract period.
5. The bidder shall not impose any additional conditions in the Technical or Commercial Bid.
6. The invoice shall contain PAN, GST number, Purchase Order number, item description, serial numbers, and other relevant details.
7. Warranty shall be for **3 years** from the date of installation.
8. Any malfunction, breakdown, or defect during the warranty period shall be attended within **24 hours** from the time of complaint.
9. No additional charges shall be paid by APCOB for warranty support.

16. Payment Terms

S. No.	Activity	Payment
1	Supply and successful installation of desktops with delivery challan and installation report	90%
2	After submission of Bank Guarantee for 10% of contract value including GST, valid for 3 years, or after completion of warranty period	10%

APCOB shall deduct applicable TDS and other statutory deductions while making payment.

17. Delivery Period

The successful bidder shall complete delivery and installation within **14 days** from the date of acceptance of the Purchase Order.

18. Liquidated Damages

If the bidder fails to deliver and install the desktops within the stipulated period, liquidated damages shall be applicable as follows:

1. Delay up to one week: **0.5% of total contract value including GST.**
2. Delay beyond one week: **2% of total contract value including GST per week**, for a maximum of another one week.

3. Delay beyond one month may result in forfeiture of Performance Security and cancellation of contract, at the discretion of APCOB.

19. Taxes and Duties

The bidder shall quote prices exclusive of GST.

All applicable statutory taxes shall be paid as per actuals, subject to submission of proper tax invoice and supporting documents.

The quoted price shall remain firm during the contract period and no price escalation shall be allowed, except for statutory changes in taxes and duties, if any.

20. Validity of Bid

The bid shall remain valid for **180 days** from the date of opening of the bid.

In exceptional circumstances, APCOB may request extension of bid validity. Such extension shall be unconditional, and the bidder shall not be permitted to modify the technical or commercial bid.

21. Notification of Award

The successful bidder shall be notified through official communication from APCOB.

The bidder shall acknowledge receipt of award / Purchase Order within **3 working days** and submit acceptance within **7 days** from the date of receipt of the Purchase Order.

22. Termination for Default

APCOB may terminate the contract, wholly or partly, by issuing written notice if:

1. The vendor fails to deliver goods within the specified time.
2. The vendor fails to perform obligations under the contract.
3. The vendor fails to rectify default within 15 days from receipt of notice.

23. Governing Law

The tender document and the contract shall be governed by the laws of the Republic of India.

24. Submission of Bids

The bid shall consist of:

1. Technical Bid
2. Commercial Bid

3. Application Fee
4. EMD, wherever applicable

Bids submitted through telegram, fax, or email shall not be considered.

Late bids shall be summarily rejected.

25. Evaluation and Award Criteria

The bids shall be evaluated in the following stages:

1. Preliminary scrutiny
2. Technical evaluation
3. Commercial bid opening of technically qualified bidders
4. Final evaluation and award

Only technically qualified bids shall be considered for commercial evaluation.

APCOB does not bind itself to accept the lowest bid and reserves the right to reject any or all bids without assigning any reason.

ADAM SHAFI SHAIK

DEPUTY GENERAL MANAGER

Annexure I

Manufacturer Authorization Form

Ref: APCOB/ITD/RPCS/DESKTOPS/ 3327280/2026-27

Date: _____

To
The Deputy General Manager
Information Technology Department
The Andhra Pradesh State Cooperative Bank Ltd.
NTR Sahakara Bhavan, Governorpet
Vijayawada – 520002

Subject: Manufacturer Authorization Letter

Dear Sir/Madam,

We, M/s. _____, are the Original Equipment Manufacturer of the quoted product(s).

We hereby authorize M/s. _____ to quote, supply, install, and support our product(s) against the tender issued by The Andhra Pradesh State Cooperative Bank Ltd.

We confirm that the above vendor is authorized to deal with our product(s), and we shall provide necessary warranty and technical support as per the terms of the order.

For M/s. _____

Authorized Signatory: _____

Name: _____

Designation: _____

Seal & Signature: _____

[Annexure II](#)

[OEM Undertaking on Latest Version and Support](#)

Ref: APCOB/ITD/RPCS/DESKTOPS/ 3327280 /2026-27

Date: _____

To
The Deputy General Manager
The Andhra Pradesh State Cooperative Bank Ltd.
Vijayawada, Andhra Pradesh

Subject: Undertaking from OEM regarding latest version and support

Dear Sir/Madam,

We, M/s. _____, are the Original Equipment Manufacturer of the product(s) quoted by M/s. _____ against your tender reference no. _____.

We hereby confirm that the quoted product(s) are of the latest version and have not been declared as End-of-Sale or End-of-Support by our company as on date.

We further undertake that the quoted product(s) shall not be declared as End-of-Sale or End-of-Support within three years from the date of acceptance of the work order.

For M/s. _____

Authorized Signatory: _____

Name: _____

Designation: _____

Seal & Signature: _____

[Annexure III](#)

[Technical Response Format](#)

Ref: APCOB/ITD/RPCS/DESKTOPS/ 3327280 /2026-27

Date: _____

To
The Deputy General Manager
Information Technology Department
The Andhra Pradesh State Cooperative Bank Ltd.
NTR Sahakara Bhavan, Governorpet
Vijayawada – 520002

Subject: Supply and Installation of Desktops for APCOB – Submission of Technical Proposal

Dear Sir/Madam,

We hereby submit our Technical Proposal for the above-mentioned tender.

S. No.	Eligibility / Requirement	Compliance	Documents Enclosed
1	Registration Certificate / Partnership Deed / Proprietorship proof	Yes / No	
2	PAN Card	Yes / No	
3	GST Registration Certificate	Yes / No	
4	Local office proof in Vijayawada / Hyderabad	Yes / No	
5	Blacklist self-declaration	Yes / No	
6	Audited financial statements and CA turnover certificate	Yes / No	
7	OEM authorization letter	Yes / No	
8	OEM undertaking for support and non-EOS/EOL	Yes / No	
9	Application Fee DD / Bank Pay Order	Yes / No	
10	EMD DD / Bank Pay Order / MSME exemption certificate	Yes / No	
11	IDC / Gartner certification for OEM	Yes / No	
12	Authorized service centre confirmation	Yes / No	

Yours faithfully,

Authorized Signatory

Name: _____

Designation: _____

Seal & Signature: _____

Annexure IV
Commercial Response Format

Ref: APCOB/ITD/RPCS/DESKTOPS/ 3327280 /2026-27**Date:** _____

To
The Deputy General Manager
Information Technology Department
The Andhra Pradesh State Cooperative Bank Ltd.
NTR Sahakara Bhavan, Governorpet
Vijayawada – 520002

Subject: Supply and Installation of Desktops for APCOB – Submission of Commercial Proposal

Dear Sir/Madam,

We hereby submit our Commercial Proposal for the supply and installation of desktops as per the tender terms and conditions.

S. No.	Item	Quantity	Unit Price excluding GST	Total Price excluding GST
1	Desktop as per tender specifications	62	₹ _____	₹ _____

Total Price excluding GST: ₹ _____**Amount in Words:** _____**Notes**

1. GST shall be paid as applicable.
2. No separate discount shall be indicated. Any discount shall be included in the quoted price.
3. In case of discrepancy between figures and words, the amount in words shall prevail.
4. The lowest quote shall be considered for L1 evaluation, subject to technical qualification.
5. If more than one bidder quotes the same price, APCOB may consider relevant experience and service capability for award of contract.

Yours faithfully,

Authorized Signatory

Name: _____

Designation: _____

Seal & Signature: _____

[Annexure V](#)[Declaration Regarding Clean Track Record](#)

To
 The Deputy General Manager
 Information Technology Department
 The Andhra Pradesh State Cooperative Bank Ltd.
 NTR Sahakara Bhavan, Governorpet
 Vijayawada – 520002

Subject: Declaration Regarding Clean Track Record

Dear Sir/Madam,

I / We have carefully gone through the terms and conditions of Tender Reference No. **APCOB/ITD/RPCS/DESKTOPS/ 3327280/2026-27**

I / We hereby declare that our company / firm / partners have not been debarred or blacklisted by any Central Government, State Government, Bank, PSU, or any other organization in India for non-satisfactory performance, corrupt practice, fraudulent practice, or any unethical business practice during the past five years.

I / We further certify that I am competent and authorized to make this declaration on behalf of the company / firm.

Yours faithfully,

Authorized Signatory

Name: _____

Designation: _____

Seal & Signature: _____

Annexure VI
Bidder Information

S. No.	Particulars	Details
1	Name of the Organization	
2	Year of Establishment	
3	Registered Office Address	
4	Local Office Address	
5	Phone Number	
6	Email ID	
7	PAN	
8	GST Number	
9	Whether Authorized Dealer / Service Provider	Yes / No
10	Name and Mobile Number of Authorized Contact Person	
11	Details of OEM	

12	Details of Service Centre at Vijayawada	
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Yours faithfully,

Authorized Signatory

Name: _____

Designation: _____

Seal & Signature: _____