

Ref: ITINFRA/2182268/CONSUMABLES/2026-27

Date: 19-09-2026



REQUEST FOR PROPOSAL (RFP)

INVITATION OF BIDS FOR EMPANELMENT OF VENDORS FOR SUPPLY OF IT CONSUMABLES, CARTRIDGES, KEYBOARDS, MICE AND OTHER COMPUTER PERIPHERALS

The Andhra Pradesh State Cooperative Bank Ltd. (APCOB), Vijayawada, invites sealed Technical Bids from eligible and reputed firms for empanelment of vendors for supply of IT consumables, printer cartridges, peripherals, accessories and allied IT items on a need basis for Head Office, Administrative Offices and Branches of APCOB.

The objective of this empanelment is to establish a panel of qualified vendors to ensure transparent procurement, competitive pricing, availability of alternate sources, prompt delivery and uninterrupted supply of IT consumables and peripherals required for day-to-day operations of the Bank.

APCOB reserves the right to empanel multiple vendors and reserves the right to accept or reject any or all bids without assigning any reason.

1. CRITICAL DATE SHEET

Particulars	Details
RFP Issue Date	19.09.2026
Bid Submission Start Date	19.09.2026
Last Date for Submission of Bids	29.09.2026
Opening of Technical Bids	30.09.2026
Application Fee	Rs.500/- (Non-refundable)
Bid Validity Period	180 Days
Empanelment Period	2 Years (extendable by 1 additional year)

2. CONTACT DETAILS

Submission & Administrative Clarifications

Sri Adam Shafi Shaik

Deputy General Manager (ITD)

The Andhra Pradesh State Cooperative Bank Ltd.

NTR Sahakara Bhavan, Governorpet, Vijayawada – 520002

Mobile: 8712014427

Email: itinfra@apcob.bank.in

Working Hours: 10.00 AM to 5.00 PM

Technical Clarifications**Sri B. Ramachandraiah,**

Chief Technology Officer (CTO)

Mobile: 9951904488

Email: ramachandraiahb@apcob.org

Working Hours: 10.00 AM to 5.00 PM

3. OBJECTIVE OF EMPANELMENT

APCOB requires regular procurement of printer consumables, computer peripherals, accessories and related IT items for smooth functioning of Bank operations.

The empanelled vendors shall participate in future Request for Quotations (RFQs) floated by APCOB during the validity period.

4. SCOPE OF WORK

The empanelled vendors shall supply genuine and brand-new IT consumables, printer cartridges, computer peripherals and accessories as required by APCOB from time to time.

A. Printer Consumables**Toner Cartridges**

- HP 77A
- HP 30A
- HP 88A
- HP 12A
- Brother B021
- Brother 2365
- Kyocera TK-7130

- HP 78A
- Brother TN-880
- HP 203A Series

Ink Cartridges

- Epson M3170
- Epson L6460
- Brother DCP-T220
- Other models used by APCOB

Ribbon Cartridges

- Epson FX-890 II
- Epson PLQ-20

Drum Units

- DR-880
- Brother B021
- Brother 2365

Maintenance Kits

- For laser and colour printers.

B. Computer Peripherals

- USB Keyboard
- Wireless Keyboard
- USB Mouse
- Wireless Mouse
- Keyboard & Mouse Combo
- Web Cameras
- Speakers
- Headsets
- Numeric Keypads

C. Storage Devices

- USB Drives
- SSDs
- External Hard Drives
- Portable Backup Devices

D. Networking Accessories

- LAN Patch Cords
- Patch Panels
- Data Connectors
- Network Accessories

E. Cables & Adaptors

- HDMI Cables
- VGA Cables
- Display Cables
- USB Hubs
- Power Adaptors
- Surge Protectors

F. Any Other IT Item

Any other IT consumable, accessory, peripheral or allied item required by APCOB from time to time.

The above list is indicative and APCOB reserves the right to add or delete items.

G. OEM Compliance

1. **Wherever OEM products are specified in the Request for Quotation (RFQ) or Purchase Order, the vendor shall supply only genuine OEM products.**
2. **OEM products supplied shall be brand new and sourced through authorized channels.**
3. **APCOB reserves the right to seek OEM authorization, proof of source, serial numbers, warranty details, invoices, or other documentary evidence to verify authenticity.**
4. **APCOB may procure compatible cartridges where considered commercially advantageous and operationally suitable.**

5. **Compatible cartridges shall be sourced from reputed manufacturers and shall provide performance equivalent to OEM cartridges without causing damage to the printer or affecting print quality.**
6. **Any counterfeit, refurbished, recycled, duplicate, remanufactured, or non-genuine product supplied as OEM shall be rejected and may result in removal of the vendor from the empanelled list.**
7. **APCOB reserves the right to determine whether OEM or compatible cartridges shall be procured for any particular requirement.**

5. EMPANELMENT PERIOD

The empanelment shall remain valid for:

Two (2) Years

APCOB may extend the empanelment for an additional period of One (1) Year based on:

- Performance.
- Quality of supplies.
- Service support.
- Competitive pricing.

6. ELIGIBILITY CRITERIA

Sl. No.	Eligibility Criteria	Documentary Evidence
1	Firm Registered in India for minimum 3 years	Registration Certificate
2	GST Registration	GST Certificate
3	PAN Registration	PAN Copy
4	Office in Andhra Pradesh	Address Proof
5	Turnover of minimum Rs.10.00 Lakhs in any one of last three financial years	CA Certificate/Audited Statements
6	Experience in supply of IT consumables/peripherals to Banks/Govt./PSUs/Corporate organizations	Work Orders/Purchase Orders
7	Not blacklisted by any Government Department/PSU/Bank	Self-Declaration
8	Authorized Dealer/Distributor/Reseller (where applicable)	Authorization Certificate

7. DOCUMENTS TO BE SUBMITTED

The bidder shall submit:

1. Covering Letter.
2. Registration Certificate.
3. GST Registration.
4. PAN.
5. Address Proof.
6. Turnover Certificate.
7. Experience Certificates.
8. Dealer Authorization (if applicable).
9. Non-Blacklisting Declaration.
10. Signed copy of RFP.
11. Demand Draft for Application Fee.
12. OEM Authorization Letter/Manufacturer Authorization Form (where applicable).

8. APPLICATION FEE

Application Fee:

Rs.500/- (Rupees Five Hundred Only)

Demand Draft drawn in favor of:

"The Andhra Pradesh State Cooperative Bank Ltd., Vijayawada"

The fee shall be:

- Non-refundable.
- Non-transferable.
- Mandatory.

Bids without application fee shall be rejected.

9. EMPANELMENT PROCESS

The empanelment process shall comprise:

Stage-I

Preliminary Scrutiny of Documents.

Stage-II

Verification of Eligibility Criteria.

Stage-III

Technical Evaluation.

Stage-IV

Empanelment of Qualified Vendors.

APCOB may empanel one or more vendors.

10. PROCUREMENT PROCESS AFTER EMPANELMENT

For every requirement:

1. APCOB shall invite quotations from all empanelled vendors.
2. Requirement shall be communicated through email.
3. Vendors shall submit quotations within stipulated time.
4. Quotations shall be evaluated based on:
 - Price.
 - Product Quality.
 - Delivery Capability.
 - Service Support.
 - Warranty Support.
5. Purchase Order shall ordinarily be placed on L1 vendor, each item-wise, satisfying all conditions.
6. APCOB may split quantities among vendors if necessary.
7. APCOB reserves the right not to place any order even after obtaining quotations.
8. **APCOB may specify either OEM products or compatible products in the RFQ depending upon business requirements, cost considerations, warranty requirements, and operational suitability.**

11. PRICE REASONABILITY

APCOB reserves the right to:

- Compare quotations with prevailing market prices.

- Compare rates available through OEMs and authorized distributors.
- Reject abnormally high quotations.
- Negotiate rates where deemed necessary.

12. DELIVERY CONDITIONS

The supplier shall deliver materials:

- Within 3 working days from Purchase Order.
- Within 24 hours for emergency requirements.

Delivery location shall be APCOB Head Office, Branches or Administrative Offices as indicated/communicated from time to time.

13. WARRANTY & REPLACEMENT

The vendor shall:

- Replace defective items free of cost.
- Replace rejected material within 3 working days.
- Provide OEM warranty wherever applicable.

Supplies found counterfeit, refurbished or substandard shall be rejected immediately.

14. PERFORMANCE REVIEW

Performance shall be evaluated periodically on:

- Price competitiveness.
- Delivery timelines.
- Product quality.
- Complaint resolution.
- Responsiveness.

Poorly performing vendors may be suspended or removed.

15. PENALTY

For delayed delivery:

- 0.5% of order value per day.
- Maximum penalty: 10% of order value.

Repeated delays may result in:

- Suspension.
- Removal from panel.
- Blacklisting.

16. PAYMENT TERMS

Payment shall be released:

- After satisfactory supply.
- After verification of materials.
- Subject to statutory deductions.

No advance payment shall be made.

17. CONFIDENTIALITY

The empanelled vendor shall maintain strict confidentiality regarding:

- APCOB infrastructure.
- IT assets.
- Procurement information.
- Business information.

Breach of confidentiality shall result in termination.

18. TERMINATION

APCOB may terminate empanelment if:

- False information is provided.
- Vendor is blacklisted.
- Substandard items are supplied.
- Delivery obligations are not met.
- Any terms of RFP are violated.

19. FORCE MAJEURE

Neither party shall be liable for failure in performance due to:

- Natural calamities.
- Government restrictions.

- Acts of God.
- War.
- Epidemics/Pandemics.

20. RIGHTS OF APCOB

APCOB reserves the right to:

- Accept or reject any or all bids.
- Empanel any number of vendors.
- Amend or cancel the RFP.
- Seek additional documents.
- Verify information independently.
- Procure through any alternative mode.

Participation in this RFP does not confer any claim or right on the bidder.

21. JURISDICTION

This RFP shall be governed by the laws of India.

Courts at **Vijayawada, Andhra Pradesh** alone shall have jurisdiction.

ANNEXURE-I

FORMAT OF TECHNICAL BID

Name of Firm: _____

Address: _____

Contact Person: _____

Mobile Number: _____

Email ID: _____

GST No.: _____

PAN No.: _____

Years of Experience: _____

Office Address in Andhra Pradesh: _____

ANNEXURE-II**SELF DECLARATION OF NON-BLACKLISTING**

We hereby declare that our firm has not been blacklisted/debarred by any Government Department, PSU, Cooperative Institution, Bank or Regulatory Authority as on the date of submission of this bid.

Name: _____

Designation: _____

Seal & Signature

Date: _____

ANNEXURE-III**CHECKLIST OF DOCUMENTS**

Sl.No	Document	Submitted (Yes/No)
1	Covering Letter	
2	Registration Certificate	
3	GST Certificate	
4	PAN Copy	
5	Address Proof	
6	Turnover Certificate	
7	Experience Proof	
8	Dealer Authorization	
9	Non-Blacklisting Declaration	
10	Application Fee DD	
11	Signed RFP Copy	

BIDDER INFORMATION

1	Name of the Organization	
2	Year of establishment (enclose copy of certificate without fail)	

3	Registered office address	
4	Phone Number	
5	e-mail	
6	Whether Authorized Dealer/ Service provider	If Yes, provide relevant document
7	Authorized Nominated person to participate in the bid process Name & Mobile Number and Office Phone Number	

Yours Truly

Authorized signatory of bidder
[Seal, Name, Signature and authority]

ADAM SHAFI SHAIK
DEPUTY GENERAL MANAGER

Digitally signed by
SHAIK ADAM SHAFI
Date: 19-09-2026
10:31:29