

Invitation
For
Empanelment of Vendors
for
IT and IT Related Goods and Services
(Hardware, Software, Networking etc.)
for
Telangana Technology Services Ltd.



August 2024

Proprietary & Confidential

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Telangana Technology Services Limited

Empanelment of Vendors

for

**IT and IT Related Goods and Services (Hardware, Software, Networking etc) for
Telangana Technology Services Ltd.**

Time schedule of various Empanelment related events:

Empanelment calling date	05-08-2024
Empanelment proposal Submission Closing date	Open
Vendor Empanelment registration / processing fee per each category	Rs. 2500/- (DD in favor of “MD, TGTSL”, Hyderabad)
SME / Startup empanelment	Rs. 500/- (DD in favor of “MD, TGTSL”, Hyderabad)
Email id	srinivasrao.t@gov.in kalabhashini.k@gov.in
TGTS Contact Person	K. Kalabhashini, Manager , Mob : 99630 29406 / 98493 09877 T. Srinivasa Rao, GM, Mob : 99630 29392
TGTS Reference No.	TGTS/VEMP/5001/2024

For further details regarding detailed empanelment Notification, please visit
<https://www.tgts.telangana.gov.in>

**Sd/-
Managing Director**

1 About TGTSL

Government established Telangana Technology Services Ltd. as a specialized agency to build up skills for development of computer systems requirement specifications, techno-commercial analysis, market intelligence etc. for procurement of Computer and Office automation equipment, acceptance testing and all related services.

Telangana Technology Services provides consultancy services

- To assist Government Departments, Government Companies/Corporations, Government Aided Bodies/Institutions in the purchase of modern office equipment including computer hardware/Software.
- To assist in preparation of site and installation of all such equipment and hardware, to undertake maintenance and repairs of hardware and undertake to supply of spares wherever found necessary;
- To aid adoption of innovations in reprographic technology and assist in acquisition and maintenance of equipment
- Training of personnel required
- To provide services to operate the systems
- To assist in acquisition, maintenance and use of any other technological aids to administration
- To aid development, purchase and maintenance of word processors and other mechanical and electronic devices.
- To undertake development of software appropriate to the needs of user agencies and generally deal in purchase/sale/exchange of software, to undertake research and development in software.

For meeting the above requirements, TGTSL adopts any one of the following methods of procurement based on the nature of requirement.

- Open competitive Bid
- Limited Tenders
- Promotion of Innovative products & Solutions
- PPP Methods
- Special Provisions for Procurement
- Rate Contract (RC)

TGTSL receives indents from various government departments/institutions/organizations for procurement of IT and IT Related Goods and Services (Hardware, Software, Networking etc.).

Limited tenders will be invited from empanelled vendors of TGTSL for the respective category, as per requirement. However, TGTS reserves the right to call the Limited tenders through open competition or from empanelled vendors and this will not give any claim to the Vendor for award of Work / Purchase order.

2 General Eligibility for Vendor Empanelment (Vendor/SME/Startup)

- a) This invitation for proposal is open to all firms within India and operating from Telangana who are eligible to do business in India under relevant Indian laws as is in force, at the time of applying for empanelment, subject to meeting terms and conditions mentioned in this document. The Vendors who are having registered office in Telangana (in any of the Telangana districts) or those who have branch office in Telangana State with Telangana GST are eligible for empanelment.
- b) The Vendor should submit valid Statutory documents like copy of Registration / Incorporation Certificate, PAN & TG GST etc.
- c) Vendors will be ineligible to participate for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices. Breach of general or specific instructions / special conditions of any contracts, purchase/work orders with TGTS or any of its user organizations may make a firm ineligible to participate in the process for empanelment.
- d) Vendors who are under blacklist by any Central or State Govt. / Quasi-Govt. Departments or Organizations for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices are not eligible for empanelment. In case of any concealing of information relating to blacklisting or pending of cases or submission of fake information/fake documents during the empanelment process, TGTS reserves the right to cancel the empanelment of the Vendor apart from forfeiting the Security deposit and to take penal action on the Vendor.
- e) After empanelment with TGTSL, incase vendors are blacklisted by any Central or State Govt. / Quasi-Govt. Departments or Organizations for non-satisfactory past

performance, corrupt, fraudulent or any other unethical business practices, the empanelment in TGTS will be cancelled apart from forfeiting the Security deposit and they shall not be eligible to participate in TGTSL tenders till such time that they are out of blacklist.

3 Vendor/ SME/ Startup Empanelment

- i. This empanelment notification issued is open and interested vendors can apply at any time throughout the year.
- ii. The Panel of Vendors empanelled through this empanelment notification will be valid for a period of three (3) years from the date of empanelment.
- iii. The existing empanelled Vendors empanelment will be valid / continued for a period of three (3) years from the empanelment letter date.
- iv. This notification document issued will be effective for a period of 3 years from the empanelment calling date or until a further notification is issued. TGTS reserves the right to issue the Corrigendum / amendments to this notification document at any time.
- v. Vendors should carefully read the complete document and amendments issued, if any, to this document before applying.
- vi. After receiving application from the interested vendor(s) for empanelment, they will be examined w.r.t. terms and conditions laid down in this document.
- vii. This vendor empanelment is purely for the purpose of meeting TGTSL procurement requirements through limited tender process. It is not a credential for participating in other tenders/getting orders from any other departments / organizations.
- viii. Notification Letter will be issued to the successful Vendors for respective Category / Categories, SMEs and Startups for which they are empanelled.
- ix. In general, limited tender invitation will be through GoTG e-procurement portal except for some specific cases. Vendors not registered with GoTG e-procurement portal are not eligible for participation in Limited tenders through GoTG e-

Procurement portal. Hence, Vendors are advised to take digital keys and to register with GoTG e-Procurement portal.

- x. Whenever, the empanelment period is completed three (3) years from the date of empanelment, the Vendors are requested to renew their Vendor empanelment by resubmitting the application along with the original Notification letter issued by TGTS as per the terms & conditions of this empanelment notification , within eight (8) weeks, otherwise the empanelment will be cancelled and the vendor name will be deleted from the TGTS empanelment list and the Security deposit may not be returned, if any.

3.1 Vendor Empanelment

- a) TGTS undertakes the empanelment process clearly specifying categories (products /items/services) for which empanelment is being sought with the pre-qualification criteria for each category.
- b) This empanelment notification issued is open and interested vendors can apply at any time throughout the year whose firm incorporation date is more than 3 years as on date of submission of the application for Vendor empanelment, duly following the procedures mentioned in this document.
- c) The empanelled Vendors whose empanelment is more than 3 years from the date of their empanelment as on this empanelment notification date and willing to continue their empanelment are requested to renew their Vendor empanelment by resubmitting the application along with the original Notification letter issued by TGTS, as per the terms & conditions of this empanelment notification, within eight (8) weeks from the date of this empanelment notification.
- d) The empanelled Vendors whose empanelment is more than 3 years from the date of their empanelment as on this empanelment notification date and not willing to continue their empanelment, should submit the request letter for cancellation of their empanelment along with the original Notification letter issued by TGTS, within eight (8) weeks from the date of this empanelment notification.

- e) If any Communication / letter is not received within eight (8) weeks from the existing Vendors whose empanelment is more than 3 years from the date of their empanelment as on empanelment notification date for renewal / Cancellation of their empanelment, the empanelment will be cancelled and the vendor name will be deleted from the TGTS empanelment list and the Security deposit may not be returned.

3.2 SMEs and Startup Empanelment

- a. SME means Small & Medium IT/ITES Companies/Units/ Enterprises with turnover of more than Rs.50 lakhs and less than Rs.10 crores per annum.

The SMEs are grouped into three categories.

- i. First group SME – (1) Turnover of more than Rs.50 lakhs and less than Rs. 200 Lakhs per annum
- ii. Second group SME – (2) Turnovers more than Rs.200 lakhs and less than Rs.500 Lakhs per annum and
- iii. Third group SME – (3) Turnover of more than Rs.500 lakhs and less than Rs.1000 lakhs per annum.

SME registration will follow as per the GO Rt. No. 223, dated 31-08-2010 of ITE&C Department. The SME has to submit the Form–F3, specified in the document with Registration / Processing fee of Rs 500/-.

- b. Startup firms (IT/ITES Companies/Units/ Enterprises) has to submit the Form–F4 specified, in the document. Startup firms also shall go for fresh registration. To encourage the startup companies for participation and execution of small scale projects / works in limited inquiries around a value of upto Rs. 15 lakhs with the following conditions and the startup company shall:

- Be a company registered with Registrar of Companies for at least 3 months by the time of making the application for registration
- Have manpower strength of minimum of 10 technical staff
- Have a firm address & contact details including URL
- Have a domain area service / category
- Registration / processing fee of Rs 500/- with support documents

- c. The empanelled SMEs & Startup companies whose empanelment is more than 3 years from the Date of their empanelment as on this empanelment notification date, are requested to reapply for the further relevant empanelment by resubmitting the application along with the original Notification letter issued by TGTS as per the terms & conditions of this notification, within eight (8) weeks from the date of this empanelment notification, otherwise the empanelment will be cancelled and the vendor name will be deleted from the TGTS empanelment list.

4 General Instructions to Applicants

4.1 Empanelment forms

- a) Wherever a specific form is prescribed in the document, the vendor shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information.
- b) For all other cases the vendor shall design a form to hold the required information.

4.2 Cost of proposal submission

- a) The vendor shall bear all costs associated with the preparation and submission of its proposal and TGTS will in no case be responsible for those costs, regardless of the conduct or outcome of the empanelment process.
- b) Vendor is expected to examine all instructions, forms, terms and specifications in this notification document. Failure to furnish all information required or to submit a proposal not substantially responsive to the forms and documents in every respect will be at the vendor's risk and may result in the rejection of its proposal.

- c) The application process fee for each Category is to be submitted as specified in this document. The application processing fee is not refundable to the vendors, for Successful / Unsuccessful empanelment.

4.3 Security Deposit for Vendor Empanelment

- a) The vendor shall furnish security deposit as specified in this invitation notice.
- b) The proposal security deposit is required by TGTS to:
- Assure that empanelled vendor responds to limited tender calls regularly.
 - Assure that empanelled vendor's continued interest to participate in the limited tender till supply of items, incase tender gets awarded.
 - Assure that empanelled vendor provides proper service/repair support during the warranty/maintenance period of the supplied items as per terms and conditions of the Work / Purchase order.
- c) The empanelment proposal security deposit shall be in Indian Rupees and in the form of **Demand Draft (DD) only drawn in favor of “MD, TGTSL”** payable at Hyderabad.
- d) All the Vendors have to obtain the Notification letter towards Vendor empanelment. The Notification letter has to be produced *in original for refund* of the security deposit, whenever the vendor wishes to withdraw from empanelment.
- e) Unsuccessful vendor's proposal security will be discharged or returned as promptly as possible as but not later than thirty (30) days after the expiration of the period of proposal validity prescribed by TGTS.
- f) The successful vendor's proposal security will be discharged only upon a written request by the vendors for cancellation / withdrawing from the empanelment.
- g) The empanelment security deposit may be adjusted to penalty for the fault of the empanelled vendor, in execution of works / tenders issued by TGTS. Once the security deposit is exhausted by way of penalty for the fault of the empanelled vendor, then the empanelment will be cancelled automatically.

4.4 Manufacturer's Authorization Form (MAF) / Authorized Channel Partner (ACP) Form

- a) The Vendors have to submit the MAF / ACP Form with date of issue for the items/products to be empanelled exclusively addressed to MD, TGTS for each Item/Product. (Item / Product Name should be mentioned clearly). The proposal will not be considered, without MAF / ACP.
- b) Vendors can submit Multiple MAFs / ACPs for the same item / product.

4.5 Clarification of Empanelment documents

- a) Clarifications, if any, on the terms and conditions written in this document can be submitted through e-mail, within 3 days of empanelment calling date.
- b) After examining all the Clarifications received, amendments if any will be issued to this document and will be hosted in TGTS website.
- c) All communication regarding empanelment will be hosted in TGTS Website (<https://www.tgts.telangana.gov.in>). It is further clarified that TGTS shall not entertain any correspondence regarding delay or non-receipt of clarifications.

4.6 Preparation of Empanelment proposal

- a) The applicant should clearly read all the pages of the document and amendments issued if any before filing the application.
- b) Correct/relevant information / data have to be furnished by the vendors.
- c) The applicant should make sure before applying for a particular type of Category, that the vendor/firm has the required eligibility criteria for that category.
- d) The applicants seeking for empanelment shall have to submit the requisite empanelment registration / processing fee and Security deposit specified for each category in the form of DD, in the name of MD, TGTSL, along with the application form.
- e) The applicants seeking the empanelment for multiple categories, shall have to submit the requisite empanelment registration / processing fee and Security deposit separately for each category in the form of DD, in the name of MD, TGTSL, along with the application form.
- f) Applications incomplete in any respect, viz. non-submission of any required document or information, or fee in requisite amount are liable for rejection.
- g) The following essential documents (whichever is applicable) should accompany with the application form:

- TG GST Registration Certificate
 - Trade License; Factory License
 - Income tax Permanent Account No. (In the name of firm if not a proprietorship firm)
 - Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
 - Annual turnover certificate for last three financial years duly certified by CA.
 - Audited balance sheet or Profit & Loss account for last three financial years, certified by CA.
 - MAF / ACP Form for the items/products to be empanelled, addressed to MD, TGTS for each Item/Product.
 - ISO certification , CMMI or other certifications, if any.
 - A Self declaration certificate should be submitted stating that the vendor has not been blacklisted by any institution of the Central/ State Government / PSU / Autonomous Bodies, Universities etc.
 - For Electrical work & Civil work the relevant certificate to be enclosed and Labor License to be enclosed for Civil and Electrical Contractors.
- h) TGTS may ask the registered vendor/contractor to submit any other certificate from time to time as it may deemed fit.
- i) Service Centers: List of Service Centres available in Telangana State to be provided. For authorized distributor / OEM centers the vendor shall produce a copy of the valid agreement / undertaking from authorized distributor / OEM.
- j) The Service Centres in major cities of Telangana are required for the HW, Networking and infrastructure vendors only.

4.7 Submission of Empanelment proposals

- a) The vendors shall submit the proposal along with the application fee and Security deposit physically for the respective category in TGTS office, at the address given in the invitation.
- b) The vendors shall submit the proposal with all forms and required documents duly signed by the competitive authority of the organization and stamped wherever required., TGTS is not responsible for missing of any forms / documents in the proposal.

- c) Proposal shall be submitted at -

Telangana Technology Services Ltd.
2nd Floor, HACA Bhavan, Opp. to Assembly,
Nampally, Hyderabad-500004

4.8 Evaluation of Proposals

The proposal documentation shall be evaluated in two steps.

- a) Firstly, the documentation furnished by the vendor will be examined prima facie to see if the technical skill base and financial capacity and other vendor attributes claimed therein are consistent with the needs of TGTS.
- b) In the second step, TGTS may ask vendor(s) for additional information, visit to vendors site and/or arrange discussions with their professional, technical faculties to verify claims made in proposal documentation, Past track record of vendor in supply/ services and any other specific criteria indicated in the tender call and/or in the specifications.
- c) During evaluation of the proposals, bids, TGTS may, at its discretion, ask the vendor for clarification of its empanelment proposal..

4.9 TGTS' right to accept any proposal and to reject any or all proposals.

- a) TGTS reserves the right to accept or reject any proposal, and to annul the empanelment process and reject all proposals at any time prior to award of empanelment, without thereby incurring any liability to the affected vendor(s) or any obligation to inform the affected vendor(s) of the grounds for such decision. The decision of TGTS in respect of registration of parties for various categories of work / items shall be final & binding on all concerned registered firms / vendors in the panel of TGTS.
- b) TGTS has all the rights reserved to add / delete / alter any of the items and to amend / add any of the terms and conditions with effect from any date, without assigning any reason(s) for the same.

4.10 Notification of Empanelment

TGTS will issue the notification letter to the successful vendors for the respective category / categories for which they are empanelled, with validity period.

4.11 Debar from empanelment for Default

- a) Default is said to have occurred: if the vendor fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by TGTS or if the vendor fails to perform any other obligation(s) under the Limited Tenders, apart from forfeiting the Security deposit.
- b) If vendor does not respond to the limited tender enquiry/or quotation for TGTS for 5 sequential enquiries, even fail to submit regret letter.
- c) All disputes and arbitration proceedings shall be held in the jurisdiction of Hon'ble High Court of Telangana at Hyderabad and that all the documents and communications between the parties shall be in English.
- d) Persistent complaints from TGTS / user Department during the execution of the work relating to the improper service of the empanelled Vendor, TGTS reserves the right to cancel the empanelment & to cancel the work order / contract allotted, and or to blacklist the Vendor from participating in future tenders, apart from forfeiting the Security deposit submitted to TGTS during the empanelment, to take penal action on the empanelled vendor,

4.12 Corrupt, fraudulent and unethical practices

- a) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the process of empanelment.
- b) "Fraudulent practice" means a misrepresentation of facts in order to influence empanelment process to detriment of the TGTS, and includes collusive practice among Vendors (prior to or after proposal submission) designed to establish proposal at artificial non-competitive levels and to deprive the TGTS of the benefits of free and open competition:
- c) "Unethical practice" means any activity on the part of vendor which tries to circumvent empanelment process in any way.
- d) TGTS will reject a proposal for award and also may debar the vendor for future proposal in TGTS, if it determines that the vendor has engaged in corrupt, fraudulent or unethical practices during empanelment process.

5. List of Categories (Products / Items / Services) & Qualification Criteria

S.No	Category description	Security Deposit in Rs. Lakhs	Cumulative Sales/Work orders in last 3 Fin. years (Nos)	MAF/ Authorized channel partner (ACP)/ Others	Cumulative total financial Turnover of the company in last 3 Fin. years in Rs. Lakhs
Multiple items category					
1.	Computers (Work Stations, Desktops, AIOs, Laptops and , Tablets), Printers , UPSs (up to 5 KVA) and other peripherals like scanners, FPS,Iris etc.	5.00	Min. 1500 (Desktops/ Laptops). Applicant should have sales experience of all mentioned items.	MAF/ ACP	200
2.	Servers, SAN/NAS Storage, High Capacity UPS, Operating Systems, Database software and server related peripheral items such as racks, SAN Switches, Consoles etc.	5.00	Min. 10 Servers Applicant should have sales experience of all mentioned items.	MAF/ ACP	200
Individual Items					
3	Servers (Rack and Blade)	2.00	10 nos.	MAF/ ACP	200
4	SAN/NAS Storage and SAN related items such as SAN Switches	2.00	1 no.	MAF/ ACP	200
5	Servers related items such as racks, HDDs, RAMs and consoles etc.	1.00	3 work orders	--	50
6	Desktop Computers, AIOs, Work Stations	2.00	6 work orders	MAF/ ACP	200
7	Notebook/Laptop	2.00	6 work	MAF/	50

	Systems		orders	ACP	
8	Tablet PCs	1.00	6 work orders	MAF/ ACP	200
9	Printers / MFD, Scanners	1.00	6 work orders	MAF/ ACP	50
10	UPS Systems with Batteries / Solar UPS Systems with Batteries & Solar panels	1.00	6 work orders	MAF/ ACP	50
Peripherals					
11	Information Kiosks / integrated computer with projector	0.50	3 work orders	MAF/ ACP	50
12	Photo Copiers	1.00	15 nos.	MAF/ ACP	50
13	Fax Machines	0.20	10 nos.	MAF/ ACP	10
14	LCD Projectors / DVD Players	0.25	3 Work Orders	MAF/ ACP	30
15	TV/Display Panels, Monitors, TV Tuner Cards	0.50	3 Work Orders	MAF/ ACP	10
16	Mobile Handsets, Power banks, Batteries (Note Book, Mobile)	0.50	5 Work Orders	MAF/ ACP	10
17	All types of Access control systems /Biometric Devices/ Bar code scanners/ readers	1.00	3 Work Orders	MAF	10
18	Computer Consumables / Peripherals - Hard Disk Drives, Memory (RAM), CD/DVD Writer, Key Board, Mouse, Head Sets, Power Cards, USB Sticks, DVD,	0.25	3 work orders	-	10

	Backup Tapes, DV Cams				
19	Printer Consumables, Cartridges, Toners, Ribbons, Printer Head, Fuser Assembly etc.	0.25	3 Work orders	-	20
20	Card Printer and Consumables	0.25	6 nos.	MAF	15
Software Vendors					
21	Microsoft Products	2.50	3 work orders	ACP	50
22	Linux products	0.50	1 work order	ACP	10
23	Oracle Products	2.50	1 work order	ACP	100
24	Security & Antivirus Software	1.00	3 work orders	ACP	10
25	Open Source Software	0.50	1 work order	ACP	5
26	Middle ware / Virtualization / CMS, MDM etc	1.00	1 work order	ACP	5
27	GIS/GPS Products	1.00	1 work order	ACP	15
27.1	Supply of Other Software	2.00	3 work orders	MAF/ ACP	50
27.2	SAP Products	2.00	3 work orders	ACP	100
27.3	Tally Software	1.00	3 work orders	ACP	50
27.4	Artificial Intelligence (AI) / Robotics	2.00	2 work orders	MAF/ ACP	100
Office Equipment					
28	EPABX, Telephone Devices	0.25	3 nos.	MAF	5
29	PAS: Public Addressing System	0.25	3 nos.	MAF	5
30	Video Cameras	0.25	10 nos.	MAF	5
31	Air conditioners	0.50	20 nos.	MAF	5
32	Computer Furniture & Interior,PartitionWork	2.00	3 Work Orders	MAF	100

33	Fire Extinguisher	0.25	3 nos.	MAF	10
Networking Services (LAN & WAN)					
34	Network Cabling works, Electrical Works	1.00	3 work orders	-	20
35	Hubs/ Switches, Modems, Leased Line Modems, Routers, Wireless Access Points	1.00	3 work orders	MAF	50
36	UTM, firewalls, IDS or IPS security products / AMC	2.00	3 work orders	MAF	15
37	Receive only Terminals (RoTs)	0.25	3 nos.	MAF	10
38	Video Conference Equipments	2.00	3 Work Orders	MAF	200
Manpower Services					
39	Data Entry Operators, Office Assistants, Stenographers	1.00	6 work orders	EPF & ESI registration	20
40	Programmers, System Analyst, Network Engineers etc.	1.00	6work orders	EPF registration	20
41	Drivers, Office Subordinates, Security Guards, Sweepers, Cooks etc.	1.00	6 work orders	EPF & ESI registration	10
42	I.T Advisory Services / IT consultancy services	2.00	4 work orders	EPF registration	500
Hiring of Equipment Services					
43	Computer Systems, Printers, UPS, Passbook Printers, Shredders, Copiers, Fax Machine, Video Camera, Laptops,	0.50	5 work orders	-	10

	LCD/DLP Projector with operator				
44	Data Entry, Scanning & Digitization, Printing	1.00	5 work orders	-	10
45	Maintenance of Computers, UPS Peripherals & Network	1.00	5 work orders	-	50
Application Software Development					
46	Application Software development	2.00	3 work orders	CMMI L3	1500
47	Custom Software support (AMC)	2.00	3 work orders	CMMI L3	1500
48	ERP implementation	2.00	3 work orders	CMMI L3	1500
49	GIS /GPS solutions	1.00	3 work orders	ISO Certification	1000
50	BIS / Analytics	2.00	3 work orders	CMMIL3	1000
Security & Surveillance Equipment					
51	CC Cameras, PTZ Cameras	1.00	5 work orders	MAF	25
52	X-Ray Machines	0.20	3 work orders	MAF	50
53	Metal Detectors	0.20	3 work orders	MAF	10
54	Fence	0.20	3 work orders	MAF	10
55	Bollards	0.20	3 work orders	MAF	10
56	Counting Machine cum Fake note detector	0.25	3 work orders	MAF	10
Website / Web Portal					
57	Training & Content Management	0.50	3 Work orders	-	50
58	Website/Web portal Design, development / AMC	1.00	3 work orders	-	50

59	Cyber Security / Conducting Security Audit	2.00	3 Work orders	CERT-IN Empanelme nt Certificate	100
Others					
60	Printers and Publishers	0.25	3 Work orders	-	25
61	Advertising Agencies	0.25	3 Work orders	l & PR Registration	10
62	Digital Media and Marketing	0.50	3 Work orders	-	50
63	IT - Event Management	1.00	3 Work orders	-	100
	SME & Startups			As per the Terms & Conditions	

6. Proposal Submission Forms

6.1 Proposal submission – Form - F1

To,

The Managing Director
Telangana Technology Services Ltd.,
2nd Floor, HACA Bhavan,
Opp. to Assembly, Nampally,
Hyderabad-500004

Sir,

Having examined the empanelment notice document and amendments there on, we the undersigned, request to empanel us to provide services/execute the works including supply, delivery installation of hardware, firm wares and softwares as the case may be, in conformity with the terms and conditions of the bidding documents and amendments there on, during the empanelment period.

If our empanelment request is accepted, we undertake to;

1. Provide services/execute the awarded project or its part assigned to us in conformity with the said bidding documents in accordance with the schedule of prices and timelines offered for that bid.
2. obtain the performance guarantee of a bank in accordance with bid requirements for the due performance of the contracts, and
3. agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.

We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.

We undertake that our company has not been debarred/ black listed as on this date by any State Government, Central Government, Central & State Govt. Undertakings/enterprises/Organizations and by any other Quasi Government bodies/Organizations, World Bank and any other major Enterprise/Organizations in India for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices. I further certify that I am competent officer in my company to make this declaration.

I/We do hereby declare that the information furnished is correct to the best of my/our knowledge and belief.

I/We apply for the empanelment for the following Vendor Empanelment Category/
Categories:

S.No	Category S.No	Category Description	Application fee	Security Deposit
1				
2				
3				
4				
5				

I/We apply for the empanelment for the following :

- a. SME
- b. Startup

Yours faithfully

Signature

-
Name :

Designation :

Address :

Date :

Seal :

6.2 Application Form for Vendor Empanelment - Form - F2-A
(Year applied: 20__ – 20__)

S.No.	Items	Details
1.	a)Name of the organization:	
	b)Address of the Registered office	
	c) Address of the office in Telangana (Proof to be enclosed)	
	d) Contact person Name	
	e) Designation	
	f) Land Line Phone No	
	g) Mobile No.	
	h) Fax No.	
	i) e-mail ID	
	j)Technical person(Head) contact details	
	j) Technical personnel employed (Attach a separate sheet)	
	j) Website, if any	
	k) Year of Commencement of business	
	l) TG GST Number	
	m) PAN No. of Organization	
	n) e-procurement user id	
	Bank Details	
	Bank Account No.	
	Name of the Bank	
	Name of the Branch	
	IFSC Code	
2.	Type of organization (whether Sole Proprietorship/ Partnership/ Private Limited/ Limited or Co-operative Body etc.)	

3.	Name of the Proprietor/ Partners/ Directors of the Organization			
	Designation			
	Phone No. LL/ Mobile			
	FAX No.			
	Mail ID of the person authorized to make commitments to the TGTS			
4.	Details of Registration (whether Partnership firm, Company etc.) Registering Authority			
5.	Registration No. & Date			
6.	Business/ activity of the firm.			
7.	Address of office(s) at Hyderabad			
	Name of Contact person:			
	Telephone: Fax : Mail ID:			
8.	Details of offices in other places including complete address, Telephone No., Fax No, Mail id of Contact person			
9.	Details of company and its location, technical personnel employed (Attach a separate sheet)			
10.	Certificates of OEM /CMM I /ISO (Optional)			
11.	Clientele (Certificate regarding after sales/service and support from the mentioned companies should be furnished)	Central and State Govt.	Govt. Undertaking with Phone No.	Other Organizations with Phone No.
12.	Whether any civil suit/Litigation arisen in the contracts executed during last 3 financial years/ being executed. Please furnish the name of the project, Employer, nature of work, contract value, work order and date and brief details of litigation (Please attach separate sheet if required)			
13.	Has the vendor been black-listed by any of the offices/companies/Government? If so, details may be provided			

14.	Addresses of Three (3) Service Centers in Telangana with Phone No. and Contact person Name	
	Location-1	
	Location-2	
	Location-3	

6.3 Application Form for Vendor Empanelment - Form - F2- B

Year applied: 20__ - __

(Separate sheet for each category to be enclosed)

1.	Name of the organization:	
2.	Category S.No. as per this Notification Document	
3.	Category description	
4.	Turnover of the Company during last 3 Financial Years (year wise) (Audited balance Sheet, P&L A/c)	20__ - __ 20__ - __ 20__ - __ Total
5.	Yearly profit (year wise)	
6.	Brands of Hardware, Peripherals / Software/Services of which the vendor is OEM/ Authorized Dealer/ Reseller of (Certificate from the Principal should be enclosed in case of Authorized Dealers/ Resellers) MAF/ACP	
7.	Whether the vendor has ability to provide alternate equipment to ensure that there is no break in the clients operations in case they are not able to immediately repair malfunctioning hardware/ software falling under their warranty / AMC	
8.	Any other information/certificates	
9.	List of documents enclosed - for this category	

Signature of the Vendor
With office Stamp

6.4 Checklist for Vendor Empanelment Application -Form - F2-C

S.No	Documents	Furnished Yes/No	Page Nos
1.	Form-F1 Undertaking Letter		
2.	Form-F2 A & B Application Forms for vendor Empanelment Registration		
3.	Firm Registration Copy (partnership deed if any)		
4.	TG GST Registration Certificate Copy		
5.	Pan Card Copy		
6.	Whether Manufacturer / Authorized Dealer / Distributor/ Authorized Service provider letter (The Authorization letter (MAF) must be addressed to Managing Director, TGTS and also mention the Authorization validity period)		
7.	Turnover details along with Certified Audited Firm / Company Profit & Loss Account statement and Balance sheets for last 3 fin. Years (Certified by CA)		
8.	Copy of Income Tax Returns for the last 3 fin. years		
9.	Copies of work orders / Contract agreements/ Satisfactory certificates from the customers for the items/ Category specified for the last three (3) fin. years		
10.	Service Centers / Manpower Details (On Letter Head with Sign & Seal)		
11.	Whether the company is blacklisted by any of the offices/ Companies/Government? If so, furnish the details.		
12.	Affidavit in Original on Rs. 100/- Non-Judicial Stamp Paper stating that the company is not blacklisted earlier with Notary		
13.	Demand draft of Rs. 2500/- (Non-Refundable) in favor of MD, TGTSL, Hyderabad drawn on any Nationalized / Scheduled Bank towards Processing fee for each item		
14.	Demand Draft for Requisite amount towards Security Deposit for the category applied		
15.	MAF/ ACP/others		
16.	Any other documents (Pls. specify)		

Signature of the Vendor
With office Stamp

(On Letter Head)

7. Application for Empanelment of SME Firms for IT Projects - Form F3

Date:

Place:

To
The Managing Director, TGTSL
2nd Floor, HACA Bhavan,
Opp. to Assembly, Nampally,
Hyderabad – 500001

PART A: Details of Applicant

S.No		
1	Name of Organization / Firms	
2	Registration Number & Date(Enclose Registration copy)	
3	Type of organization (Please tick mark at appropriate place)	
	A) Individual	
	B) Partnership	
	C) Private Limited	
	D)Others(Please specify)	
4	Address(postal)	
	Pin code	
	Telephone/s(with STD code)	
	Mobile number	
	Fax No	
	Email ID	
	Website	
5	Name of the CEO	
	Contact Details- Tele/Fax/Email	
6	Certificates of OEM/CMMI/ISO (Optional)	
7	TG GST number(Enclose copy)	
8	No. of Employees in office at Telangana	
9	Details of support Facilities	
	a) Application Testing	
	b) Requirement Engineering, Business Modeling	
	c) Module Design & Development	
	d) Digitization	
	e) Localization of Application etc	

	f) Networking	
	g) Annual Maintenance	
	h) Facility Management and Call center services	
	i) Special Areas(Biometrics, GIS,GPS etc.)	
	j) Data Analytics	
	k) Consultancy services	
	l) Innovations and R&D	
	m) Security Audit	
	n) Cyber Security & Digital Forensic Services (CERT-IN empanelled Certificate should be submitted.)	

Part B : Manpower Details , Experience and Turnover

1. Table I : Manpower and Experience – (Details of Min. 10 Technical manpower)

S. No	Name & Designation	Qualification	Experience (years)	Sector of Expertise	Whether Certified with details
1.					
2.					
3.					

(Attach resume of each of the team member. Use separate sheet if required)

2. Table II : Projects Completed & Undertaken :

S. No	Name of the Project	Category	Sub – Sector	Status of project (Completed/Undertaken)
1.				
2.				
3.				

*-Development/Consultancy/Both/System Integration/AMC (Use separate Sheet, if required)

3. Table III : Turnover during last Three Financial years:

S. No	Financial Year	Turnover (in Lakhs)
1.		
2.		
3.		

(Pl. attach Audited Balance Sheets or Certificate from CA)

4. Additional information in support of your application:

(Pl. attach all supporting documents wherever necessary for all)

Declaration

- The information provided in this form is accurate and true to the best of my knowledge
- We agree to abide by the terms & conditions
- Kindly enroll the name of our company for undertaking IT Projects of GoTG's SME Program.
- Please find enclosed DD of Rs.500/- drawn in favour of MD, TGTSL payable at Hyderabad.

DD No.

Date:

Name of the Bank:

Branch:

Name & Designation of the Authorized signatory :

(Signature) (Seal of Organization)

Date:

.....
.....

(for office use only)

Date of Receipt

Date of Approval

Reg. Fee Deposited

on

7.1 Check List for SME Application - Form – F3-A

S.No	Documents	Furnished Yes/No	Page Nos.
1.	Form-F1 Undertaking Letter		
2.	Application for empanelment of SME Firms on letterhead (Form F3)		
3.	Demand draft of Rs. 500/- (Non-Refundable) in favor of MD, TGTSL, Hyderabad drawn on any Nationalized / Scheduled Bank towards Processing fee.		
4.	Firm Registration Copy (partnership deed if any)		
5.	TG GST registration copy		
6.	Pan Card Copy		
7.	Manpower Details		
8.	Turnover details along with Certified Audited Firm / Company Profit & Loss Account statement and Balance sheet for last 3 financial years (Certified by CA)		
9.	Copy of Income Tax Returns for the last 3 Financial years		
10	Copies of Work orders / Contract agreements / Satisfactory Certificates of major customers for the last three(3) financial years		
11	Whether the company is blacklisted by any of the offices/ Companies/Government? If so details		
12	Affidavit in Original on Rs. 100/- Non-Judicial Stamp Paper stating that the company is not blacklisted earlier with Notary		
13	Any other documents if any, (pl. specify)		

(On Letter Head)

8. Application for Empanelment of “ Startup Companies ” for IT Projects

Form-F4

Date:

Place:

To
The Managing Director
Telangana Technology Services Ltd.
2nd Floor, Opp. to Assembly,
Nampally, Hyderabad.

PART A: Details of Applicant

S.No.	Documents	
1	Name of the Organization / Firm	
2	Registration Number & Date (Enclose Registration copy)	
3	Category (Please Tick mark at appropriate place	
	A) Individual	
	B) Partnership	
	C) Private Limited	
	D) Others (Please Specify)	
4	Address (Postal)	
	Pin code	
	Telephone (With STD Code) /Mobile	
	Fax No.	
	Email & website	
5	Name of the CEO	
	Contact Details – Tele/Fax/Email	
6	Certificates of OEM/CMMI/ISO(Optional)	
7	TG GST number(Enclose copy)	
8	Details of support facilities	
	a) Application Testing	
	b) Requirement Engineering, Business Modeling	
	c) Module Design & Development	
	d) Digitization	
	e) Localization of Application etc.	
	f) Networking	
	g) Annual Maintenance	

	h) Facility Management and Call Centre Services	
	i) Special Areas (Biometrics, GIS,GPS,etc)	
	j) Data Analytics	
	k) Consultancy services	
	l) Innovations and R&D	
	m) Security Audit	
	n) Cyber Security & Digital Forensic Services (CERT-IN empanelled Certificate should be submitted.)	

Part B: Manpower, Experience and Turnover Details –

Table I : Technical Manpower details :

S.No	Name & Designation	Qualification	Experience (years)	Sector of Expertise	Whether certified
1					
2					
3					

(Attach resume of each of the Team member, Use separate sheet if required)

Table II : Projects undertaken from the inception:

S. No	Name of the Project	Category	Sub – Sector
1.			
2.			
3.			

*-Development/Consultancy/Both/System Integration/AMC (Use separate Sheet, if required)

(Pl. attach all supporting documents wherever necessary for all)

Table III : Turnover during last three financial years:

S. No	Financial Year	Turnover (in Lakhs)
1.		
2.		
3.		

(Pl. attach Audited Balance Sheets or Certificate from CA)

Declaration :

- The information provided in this form is accurate and true to the best of my Knowledge.
- We agree to abide by the terms & conditions
- Kindly enroll the name of our company
- Please find enclosed DD of Rs.500/- drawn in favor of MD, TGTSL payable at Hyderabad.

DD No.

Date:

Name of the Bank:

Branch:

Name & Designation :
Of Authorized Signatory

Date :

(Signature) (Seal of Organization)

(for office use only)

Date of Receipt

Date of Approval

Reg. Fee Deposited

on

8.1 Check List for Startup Company Application - Form – F4-A

S.No	Documents	Furnished Yes/No	Page Nos.
1.	Form-F1 Undertaking Letter		
2.	Demand draft of Rs. 500/- (Non-Refundable) in favor of MD, TGTSL, Hyderabad drawn on any Nationalized / Scheduled Bank towards Processing fee.		
3.	Application for empanelment of Startup companies on letterhead (Form F5)		
4.	Firm Registration Copy (partnership deed if any)		
5.	TG GST Registration Copy		
6.	Pan Card Copy		
7.	Manpower Details		
8.	Turnover details along with certified Audited Firm / Company Profit & Loss Account statement and Balance sheet for last 3 financial years		
9.	Copy of Income Tax Returns for the last 3 fin. years		
10.	Copies of Work orders / Contract agreements / Satisfactory Certificates of major customers		
11.	Whether the company is blacklisted by any of the offices/ Companies/Government? If so details		
12.	Affidavit in Original on Rs. 100/- Non-Judicial Stamp Paper stating that the company is not blacklisted earlier with Notary		
13.	Any other documents (pl. specify)		

9. Annexure: Format for Declaration Regarding Clean Track Record

TGTS Ref. No. : TGTS /VEMP/5001/2024

To

The Managing Director,
Telangana Technology Services Limited,
2nd Floor, HACA Bhavan, Opp. Assembly, Nampally,
Hyderabad – 500004, Telangana State, India

Sir,

I have carefully gone through the Terms & Conditions of this Empanelment Notification Document. I hereby declare that my company M/s. ----- has not been debarred/ black listed as on till date by any Central or State Government / Quasi Government Departments or Organizations in India for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices. I further certify that I am competent officer in my company to make this declaration.

Yours faithfully,

Place & Date

Signature of Vendor &
Stamp

.....

ooooo **End of Document** ooooo