

Andhra Pradesh Urban Infrastructure Asset Management Limited

Reg. Off: 4th Floor, NTR Administrative Block, Pandit Nehru Bus Station

Vijayawada - 520 013

CIN: U65999AP2016PLC103663

December 28, 2022

Approval Note

Sub: Administrative approval for selecting Vendor(s) for various Capex requirement

Background:

At present Company has only one leased Printer at Head Office, which is being utilised by all APUIAML officials sitting in office premises along with other officials visiting. Since there is only one printer and all printing load goes to one Printer, which results to congestion of the printing at most of the time and frequent break down of the Printer. To avoid all these and to reduce the cost as well as to maintain the confidentiality of the document, since the premises is being utilised by other Departments of AP Government it is advised by the Management to procure small colour Printers and to be installed as per details given below:

S.No.	User Name	Location
1	CEO	B1 Cabin @ HO, Vijayawada
2	CFO & Accounts Team	A1 Cabin @ HO, Vijayawada
3	Corporate	A2 Cabin @ HO, Vijayawada
4	Mr. O R Babu and B Kiran	A4 Cabin @ HO, Vijayawada
5	CTO	B5 Cabin @ HO, Vijayawada
6	*Transit House	LIC Colony, Vijayawada

* with two sided printing facility

Further it is also advised to procure one Shredder for HO, Vijayawada and one Desktop for Accounts Team at HO.

Also, Department is in receipt of following capex items requirement from PMC Rajmundhary:

- 2TB Hard Disk to store office project data
- Water dispenser
- Open Rack to store office files/folders

Department initiated process with quick market survey to get the suitable Printers, Shredder, Water Dispenser, Desktop, Hard Disk & Rack availability, and it is suggested to get the following:

- 5 nos. EPSON 3216 Color Printers
- 1 no. of HP Desktop
- 1 no. of EPSON 6290 Colour Printer (for Transit House)
- 1 no. of "GBC Duo" Shredder, which was earlier utilized by company, and there was no complaint
- 1 no. of 2TB Hard Disk Seagate
- 1 no. of Water Dispenser of Voltas
- 1 no. of open Filing Rack (from local market)

Giving below the tentative Budget of procurement of the above items

S.No.	Capex Item	Capex Category	Qty.	Budget (Rs.)
1	EPSON 3216 Color Printers	DPE	5	75,000 plus GST
2	EPSON 6290 Colour Printer	DPE	1	30,000 plus GST
3	"GBC Duo" Shredder	OE	1	10,000 plus GST
4	2TB Hard Disk Seagate	DPE	1	10,000 plus GST
5	Water Dispenser of Voltas	EI	1	10,000 plus GST
6	Open Filing Rack	F&F	1	10,000 plus GST
7	HP 250G8 Desktop		1	70,000 plus GST
			Total	2,15,000 plus GST

Note: The above-mentioned rates are estimated Cost (exclusive of GST)

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Further, it is suggested to adopt the Short Term Limited Bidding (STLB), which is an appropriate method for procuring readily available off the shelf goods of standard specifications commodities and works that are small in value and are ordinarily available from more than one source. Quotations would be used for procurement purpose under this method for comparing price. At least three quotations are required to ensure competitive prices. Under this method, the firm with the lowest price shall be selected. Accordingly, prepared requirement details for inviting quotes from Vendor(s), which would be put up at the Procurement page of www.apurban.com

Giving below the capex budget, which is duly approved by the Board, details:

S.No.	Capex Category	Board Approved Budget for FY 22-23	Already procured assets in FY 22-23	Balance Budget	Current Capex requirement
1	OE	Rs.10 Lakhs	Rs.1,76,593	Rs.8,23,407	Rs.10,000/-
2	F&F	Rs.15 Lakhs	Rs.5,35,032	Rs.9,64,968	Rs.10,000/-
3	EI	Rs.20 Lakhs	Rs.10,15,914	Rs.9,84,086	Rs.10,000/-
4	DPE	Rs.20 Lakhs	Rs.62,000	Rs.19,38,000	Rs.1,85,000/-

It is submitted that the current capex requirement under each category is well within the balance budget available for FY 2022-23.

Proposal:

Keeping in view the above, it is proposed the following:

- to adopt Short Term Limited Bidding (STLB) mode of the procurement policy, for taking quotes
- to put the requirement at the "Procurement" page of APUIAML Website as well as to share the details (as per **Annexure-A**) with the relevant vendors (to be identified through Internet Search Engine) in & around Vijayawada/Hyderabad
- to provide Admin Sanction for lumpsum of Rs.2.15 lakhs (plus GST)
- to capitalise the assets post procurement as per the category mentioned against each item, and to be insured under the existing insurance policy of the company from the invoice date of the items

Approval sought:

Submitted the above proposal for the approval along with to authorize Head-Admin to do the needful in the matter

Placed for Approval

Department Representatives

(Surendra Akiri)

Sr. Officer, Admin & IT Dept

Placed for Recommendation of all Procurement Committee members

(Sankar Reddy M) Chief Finance Officer	(O. R. Babu) Domain Head-UID	(Harish Nawani) Head-HR & Admin	(Pavan Kumar K) Company Secretary
			Approved By
			CEO-APUAIML

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Annexure-A

SCOPE FOR SUPPLY OF CAPEX ITEMS AT APUIAML

Andhra Pradesh Urban Infrastructure Asset Management Limited (APUIAML) requires to purchase following items from the vendor(s)

A) Printers for Vijayawada

Sl. No.	Item Required	Qty. (Nos.)	Unit Cost (Rs.)
1.	EPSON 3216 Color Printer <ul style="list-style-type: none">• Print Speed : Text Black / Colour- Up to 33.0 ppm / 15.0 ppm & Image Black / Colour - Up to 10.0 ipm / 5.0 ipm• Scan Speed : Monochrome 200dpi- Up to 11 sec & Colour 200dpi Up to 32 sec• Automatic 2-sided Printing : No• Maximum Copy Size : A4 Letter A4• Printing Technology : On-demand inkjet (Piezoelectric)• USB Interface's 2.0	05	
2.	EPSON 6290 Colour Printer <ul style="list-style-type: none">• Print Speed : Upto 20 PPM• Copying : Simplex: Up to 11.0 ipm / 5.5 ipm• Scan Speed : 12 sec ADF: 5.0 ipm• Automatic 2-sided Printing : Yes• Maximum Copy Size : A4 Letter A4• Printing Technology : Multiple Function Printer Laserjet Pro• USB Interface's 2.0	01	
3	HP 250G8 Desktop <ul style="list-style-type: none">• Processor : Core I5 11th Gen• Ram: 16 GB• Storage : 512 GB SSD/1TB HDD• Screen : 19 Inch• DVD Writer : NO• OS : Win 10• Keyboard & mouse	01	

B) Shredder for Vijayawada

Sl. No.	Item Required	Qty. (Nos.)	Unit Cost (Rs.)
1.	"GBC Duo" Shredder	01	

C) Hard Disk for Rajmundhary

Sl. No.	Item Required	Qty. (Nos.)	Unit Cost (Rs.)
1.	2TB Hard Disk Seagate	01	

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D) Water Dispenser for Rajmundhary

Sl. No.	Item Required	Qty. (Nos.)	Unit Cost (Rs.)
1.	Water Dispenser of Voltas	01	

E) Open Filing Rack for Rajmundhary

Sl. No.	Item Required	Qty. (Nos.)	Unit Cost (Rs.)
1.	Open Filing Rack	01	

GENERAL TERMS & CONDITIONS:

- Supplier(s) should be having authorised dealership of the products (Brand mentioned against each Product)
- Prices should be quoted (exclusive of GST, which should be mentioned separately). No extra charges will be paid if the same is not specified in the quote
- Selected supplier(s) will be solely responsible for their products till the delivery reaches at APUAIML Vijayawada / Rajmundhary
- APUAIML will not be responsible for any packing and transportation damages and if any damaged product found, should be replaced by the selected supplier(s) with an immediate effect
- APUAIML will make payment through RTGS / Cheque against the Invoice(s)
- Items should be delivered at:

For Vijayawada Items at

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Vijayawada - 520 013

For Rajmundhary items at

Andhra Pradesh Urban Infrastructure Asset Management Limited
Rajahmundry Municipal Corporation, MCR road, Seshayyamma,
Rajamahendravaram – 533101

Selected Supplier(s) will raise Invoice

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Please submit your Quote (on or before 3 pm of January 05, 2023) in a sealed envelope at the address given below or by way of mail to surendra.akiri@apurban.in with a cc to harish.nawani@apurban.in and sankar.modugula@apurban.in:

Mr. Venkata Surendra Akiri
Administration Department
Andhra Pradesh Urban Infrastructure Asset Management Limited
4th Floor, NTR Administrative Block, Pandit Nehru Bus Station
Vijayawada - 520 013

For any clarification on the, may please be contact to Mr. Surendra Akiri (Mobile No. 9014302676)

-: DISCLAIMER :-

The final decision to award contract shall always reside with APUIAML. APUIAML Management keeps the full right:

- (a) to take all decision in respect of the Bidding Process for selection of the Supplier(s)
- (b) Not to disclose with anyone the reasons for rejection/ selection of any quote(s)