

**GOVERNMENT OF ANDHRA PRADESH**

**ABSTRACT**

Decentralisation of procurement of computer products APTS Ltd., to draw up rate contract at regular intervals and make available the technical specifications as well as specification wise rate contract firms to departments/users on demand -Orders-Issued.

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**FINANCE & PLANNING (PLG.IT&C) Dept.**

**G.O.Ms.No.43**

**Dt.15-06-1998.**

Read the following:-

- 1.G.O.Ms.No.71, Fin.&Plg. (Plg.PS) Dept., dt.20.12.1985.
2. G.O.Ms.No.594, G.S. (A.R&T)Dept, dt.22.11.1986.

1. In the G.O. 1<sup>st</sup> read above Government established APTS Ltd. as a specialised agency to build upskills 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.

2.Government Departments, Public Institutions and Public Sector Undertakings have been relying on APTS Ltd., for their hardware/software procurement requirements excepting a few organisations like APSRTC, APSEB, Police department, NIMS, Universities etc., which were undertaking their procurement with the help of in-house expertise. Besides, certain departments such as APSCC Corporation, Technical Education Department, District Collector, Vizianagaram and others have recently gone ahead with procurement on their own after taking no objection certificate from APTSL/Dept. of Information Technology.

3. Against this background, Government have reviewed the present procurement policy in respect of computer hardware, software and office automation equipment in consultation with the MD, APTS Ltd. During this review, the recommendations of the MD, APTSL for a new policy on procurement of computer equipment including computer hardware, software and office equipment were considered with reference to the constraints and difficulties involved in the procedures currently adopted by APTS Ltd. for this purpose.

4. After careful consideration of the various issues involved in the procurement of computer products and office automation equipment and the recommendations of the MD, APTS in this regard, Government hereby modify the orders contained

in the G.O.s 1st and 2nd read above. Government department / organisations having access to skills and expertise for development of system requirements specifications and/or techno-commercial analysis of offers are hereby permitted to undertake the procurement themselves in accordance with the procedure laid down in the Annexure to this order. However, in order to encourage cross-agency applications and for proper coordination of IT projects in the State, consultation with the Department of Information Technology should form part of the procurement process.

5. Depending on the extent of technical expertise and techno-commercial information available to or accessible by a Department/ organisation, it may avail of any of the various graded services offered by APTS Ltd. as annexed to this order

6. All Departments and Public Sector Undertakings are, therefore, advised to follow these orders in matters relating to the procurement of computer hardware/software and office automation equipment.

7. Orders with regard to the lump sum grant payable by Government to APTS Ltd. for maintaining the rate contract service will be issued separately.

8. This order issues with the concurrence of Finance Wing vide their U.O.No.1218/FS/98dt.25.5.98.

*(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)*

**K.MADHAVARAO**  
**CHIEF SECRETARY TO GOVERNMENT**

To

All Departments of the Secretariate  
All Heads of departments  
All District Collectors  
The Managing Director, APTS Ltd., Hyderabad.  
The Pay and Accounts Officer, Hyderabad  
The Accountant General, A.P., Hyderabad.

//FORWARDED BY ORDER//

SECTION OFFICER

**VARIOUS GRADED SERVICES OFFERED BY APTS LTD.**

<b>SERVICE OPTION</b>	<b>ROLE OF APTS</b>	<b>ROLE OF DEPT.,</b>	<b>SERVICE CHARGE</b>
<b>Full procurement Services</b>	<b>This is the only Service that APTS offered as per the earlier procedure. After receipt of funds from APTS undertakes invitation of offers, evaluation of bids, identification of vendors, issue of purchase order, acceptance testing etc.</b>	<b>To indicate its requirement and to participate in the APTS procurement procedure as per the guidelines issued by APTS from time to time.</b>	<b>5% of the cost of the equipment.</b>
<b>Acceptance and Evaluation Services</b>	<b>APTS assists the dept. at the stage of critical analysis of the comparative statement, evaluation of technical bids, etc. and tenders its advice. Acceptance testing is also done by APTS.</b>	<b>Finalises configuration, invites offers by publishing tender or such other means and prepares comparative statement. Department also takes final decision after considering APTS advice.</b>	<b>3% of the cost of equipment.</b>
<b>Evaluation Service</b>	<b>APTS assists only in evaluation of offers and comparative analysis of technical bids and financial bids</b>	<b>User department takes all decisions including identification of vendor after considering APTS advice. In addition, the dept. is responsible for</b>	<b>2% of the cost of equipment</b>

		<b>acceptance testing.</b>	
<b>Acceptance testing Service</b>	<b>APTS tests the items supplied and verifies whether they conform to the specifications.</b>	<b>All tasks connected with the procurement except acceptance testing.</b>	<b>2% of the cost of equipment purchased.</b>
<b>Rate contract</b> <b>(Applicable only for purchases of Rs.5 Lakhs and blow in a single order)</b>	<b>APTS furnishes, on request and across the counter or by fax, e-mail etc., rate contract details for desired or standard, configuration/ equipment as per requirements furnished by the user dept. or organisation.</b> <b>APTS will revise the rate contracts every month.</b> <b>In addition, APTS will also offer assistance in finalising system specifications. if required by a user Department/ organisation.</b>	<b>Placement of purchase order, acceptance, etc.,</b>	<b>No charge as Government will pay APTS a lump sum amount for providing this service</b>