



ఆంధ్ర ప్రదేశ్ గ్రామీణ బ్యాంక్
ANDHRA PRADESH GRAMEENA BANK
(Scheduled Bank owned by Government)
HEAD OFFICE – GUNTUR

**Request for Quotation in GeM Portal [RFQ] for
Renewal of ZOHO Project Licenses for a period of one year**

RFP Ref. No.: GEM/2025/B/7176437 dated 31/01/2026

GEM BID No: GEM/2025/B/ 7176437

Issued by: **Andhra Pradesh Grameena Bank,
Department of Information Technology,
Head Office, Guntur**

Mobile: 9281404943, 9281404942, 9390478378

procurement@apgb.bank.in



Supply of ZOHO Project Licenses

Introduction

Andhra Pradesh Grameena Bank is a Regional Rural Bank having 1351 branches network in all districts of Andhra Pradesh having its Head office at Door. No, 5-37-234, 4th floor, Raghu Mansion, 4/1 Brodipet, Andhra Pradesh Grameena Bank, Guntur, Andhra Pradesh.

Bank is using “ZOHO Project Licenses” for its admin office use. The existing licenses of the product is due to expire on 19 February 2026.

Bank now intends to engage a suitable service provider for supply of ZOHO project Enterprise and Premium licenses for its usage for a period of one year along with training on the product and need based support.

This is a Request for Quotation (RFQ) and not an offer of engagement. Andhra Pradesh Grameena Bank reserves the right to withdraw this RFQ or reject any or all bids received without assigning any reasons whatsoever.

Following are the requirement of ZOHO Project Licenses,

Description	Users	Start Date	Period of subscription
Zoho Projects Premium Licenses (Renewal of existing Subscription)	145	20-02-2026	1 Year
Zoho Projects Enterprise Licenses (new Subscription)	5	20-02-2026	1 Year

Any additional licenses required in the future will be purchased by Andhra Pradesh Grameena Bank on a pro-rata basis so that all licenses have the same expiry date.



IMPORTANT DATES AND INFORMATION ON RFP SUBMISSION

S. No	Particulars	Timeline
1	Issuance Date of RFP (Date of RFP Issuance)	31-01-2026
2	Last Date of Submission/ Closing Date in GeM portal (Last Date of Submission of RFP Response)	16-02-2026 03:00 PM The General Manager-IT, Andhra Pradesh Grameena Bank Door. No, 5-37-234, 4th floor, Raghu Mansion, 4/1 Brodipet, Guntur, Andhra Pradesh, 522002
3	Eligibility cum Technical Bid Opening Date	16-02-2026 03:30 PM
4	Online Bid Submission Details	Documents to be submitted only through Government e-Market Place (GeM) portal.
5	Contact details of the Bank Officials	1. S Vamsi, HOD-IT 2. Raghav Vellore - Sr. Manager -IT Mobile: 9281404943/42 Email: Procurement@apgb.bank.in Website: https://www.apgb.bank.in

Two Bid System

1. Technical Bid:

The Bid documents, to be uploaded as part of online bid submission, are as follows:

- Eligibility Criteria, along with all supporting documents required.
- All Annexures as per this tender on Bidder's letter head with authorizing person's signature and Bidder seal on all pages.
- Relevant brochures

Any other information sought by the Bank with relevant to this tender

Bidder has to submit the above documents to meet the eligibility criteria.

2. Financial Bid:

L1 bidder has to submit the following document

- Annexure-VI

Delivery of Licenses:

Bidder has to supply the ZOHO project Licenses in the name of Andhra Pradesh Grameena Bank within 5 days from issue of purchase order.



Pre-Qualification Criteria

(Should be submitted on Company's letter head with company seal and signature of the authorized person)

SUB: Subscription of Zoho Project Licenses for a period of one year

Ref: GeM Bid ref. no. GEM/2025/B/7176437 dated 31/01/2026

Sl. No.	Criteria	Documents to be submitted for Compliance	Bidder's Response and Documents Submitted
1	The bidder should be a company registered in India as per Company Act 1956 /2013 or a partnership firm / a Limited Liability Partnership (LLP) company under the Limited Liability Partnership Act 2008 in India	Certificate of incorporation/certificate for commencement of business along with the copies of Memorandum and Articles of Association and full address of the registered office is to be submitted	
2	Bidder should have provided at least 200 or above ZOHO project Licenses to Public Sector Banks/Private Banks/ Regional Rural Banks (RRBs) / Financial Institutions /any organization in India.	Copy of the purchase order along with proof of supply from the organizations to be submitted	
3	The Bidder or firm should have an average Turnover of ₹ 10 Lakhs for last three financial years (2022-23, 2023-24 & 2024-25). Relaxation only for MSE/ Start-up: GOI Extent Guidelines Relevant for start-ups/MSE will be applicable	Auditor confirmation certificate/IT Returns should be submitted	
4	Whether the Bid is authenticated by authorized person?	Signed persons will be Authorized persons from the company as per Annexure-V	
5	Bidder profile should be submitted	Annexure-I should be submitted by the Bidder	
6	Payment terms 100 % after receipt of successful execution of Licenses and submission of Contract Form	Annexure-VII should be submitted by the Bidder	



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7	The letter from OEM on its letterhead, certifying that the bidder is the authorized partner/system integrator for providing license, implementation and maintenance of ZOHO projects license	Annexure-III should be submitted by the Bidder	
8	Non-Blacklisting / Non -Debarment Declaration as given in Annexure-II	Annexure-II should be submitted by the Bidder	
9	Bidder must have GST registered vendor Note: Composite bidder not eligible to participate in this Bid	GST certificate submitted by bidder	
10	GST Clause: In the event that appropriate reporting after is not completed by the vendor in Form GSTR-1 or GST charged on the invoice and paid by Bank is not reflected in the GSTR-2A available on the common GST portal as eligible input tax credit for any reason the Bank will be eligible to recover from the vendor all costs (including interest costs) incurred by it on account of reversal of input tax credit in terms of Section 16 of the Central Goods and Services Tax Act, 2017 (“CGST Act”). Vendor hereby undertakes that it will make timely payments of all taxes, duties, levies imposed by Tax Authority, be responsible for filing of all necessary tax returns.	Acceptance of bidder should be provided	

We confirm that the information furnished above is true and correct. We also note that, if there are any inconsistencies in the information furnished above, the bid is liable for rejection. All documentary evidence / certificates confirming compliance to Pre-Qualification Criteria should be part of the GeM bid.

Date

Signature with seal

Name:

Designation:



Annexure-1

Bidder's Profile

(Should be submitted on Company's letter head with company seal and signature of the authorized person)

SUB: Subscription of Zoho Project Licenses for a period of one year

Ref: GeM Bid ref. no. GEM/2025/B/7176437 dated 31/01/2026

#	Particulars	Details	
a)	Name of the Bidder Firm/Company		
b)	Constitution (Ltd./Pvt. Ltd/Firm etc.)		
c)	Date of Incorporation and / or Commencement of business with supporting documents		
d)	Certificate of Incorporation (CIN) if any		
e)	Whether registered as MSE for the item under the GeM Bid? (Proof of registration as MSE for the item under the GeM Bid)		
f)	Address		
g)	Particulars of the Primary Contact Person (Authorized Signatory of the Bidder)	Name	
		Designation	
		Address for Correspondence	
		Phone Number (Landline)	
		Mobile Number	
h)	Particulars of the Secondary Contact Person	Email address	
		Name	
		Designation	
		Mobile Number	
i)	Firm / Company Website address		
j)	Firm/Company PAN number Firm/Company GST Number <u>Beneficiary Bank Details for Bid security refund etc.,</u> Beneficiary Name Beneficiary Account Number Type of Bank Account (Current/OD/OCC etc.) IFSC Code Beneficiary Bank Name & Branch address		

Date

Signature with seal
Name:
Designation:



ANNEXURE-II
Self-Declaration - Blacklisting

The General Manager,
IT Department
Andhra Pradesh Grameena Bank
Door. No, 5-37-234,
4th floor, Raghu Mansion,
4/1 Brodipet, Guntur, Andhra Pradesh - 522002

Dear Sir,

Sub: Subscription of Zoho Project Licenses for a period of one year

GeM Bid Ref: GEM/2025/B/7176437 dated 31/01/2026

We hereby certify that, we have not been blacklisted by any Government Department / Regulatory Agencies/PSU/Banks/Financial Institution during last three years as on date of submission of above GeM tender.

Further, we certify that we are not under liquidation, court receivership or similar proceedings and are not bankrupt as on date of submission of above GeM tender.

Signature of Authorized Official

Name and Designation with Office Seal

Place:

Date:



Annexure-III
Manufacturer Authorization Form

[Note: This Format Letter should be on the letterhead of the OEM/OSO/OSD concern and should be ink signed by an Authorized Signatory of the OEM/OSO/OSD]

No. _____ dated _____

The General Manager
Andhra Pradesh Grameena Bank,
Head Office,
IV Floor, Raghu Mansion, 4/1 Brodipet,
Guntur - 522002

Dear Sir,

SUB: Subscription of Zoho Project Licenses for a period of one year

Ref: GeM Bid ref. no. GEM/2025/B/7176437 dated 31/01/2026

We _____ who are established and reputed manufacturers of _____ having factories/development facilities at 1) _____ and 2) _____ do hereby authorize M/s _____ (Name and address of the Agent/Dealer) to offer their quotation, negotiate and conclude the contract with you against the above invitation for tender offer.

We (Manufacturer) hereby extend our full guarantee and warranty as per terms and conditions of the tender and the contract for the **ZOHO Project Licenses**, products/equipment and services offered against this invitation for tender offer by the above firm and will extend technical support and updates and ensure availability of spares including processors for our products for during the contract period from the date of installation.

We (Manufacturer/OEM) also confirm that we will ensure all product updates (including management software updates and new product feature releases) are provided by M/s for all the products quoted for and supplied to the bank during the Contract period. In case this is not considered while quoting and in the event M/s fail in their obligations to provide the updates within 30 days of release/announcement, we hereby confirm that we will provide the same to the bank at no additional cost to the bank and we will directly install the updates and updates and any new Operating Software releases at the bank's premises.

We also confirm that the proposed software/licenses offered by the bidder to the Bank are correct, viable, technically feasible for implementation and the hardware/Software will work without any hassles in all the locations. We also confirm that all the equipment offered are not "End of Life" during the next three Year and "End of Support" for the contract period.

We hereby commit to the tender terms and conditions and will not withdraw our commitments during the process and or during the period of contract.

Yours
faithfully
(Name)
For and on behalf of
M/s



Annexure-IV
Scope of work

(Should be submitted on Company's letter head with company seal and signature of the authorized person)

To,
The General Manager
Andhra Pradesh Grameena Bank,
Head Office, IV Floor, Raghu Mansion,
4/1 Brodipet,
Guntur - 522 002

SUB: Subscription of Zoho Project Licenses for a period of one year.

Ref: GeM Bid ref. no. GEM/2025/B/7176437 dated 31/01/2026.

Dear Sir

Andhra Pradesh Grameena Bank is inviting quotations for procurement of Zoho Project licenses for **145 No. of Zoho Premium Licenses and subscription of 5 No. of enterprise licenses.**

Any additional licenses required in the future will be purchased by Andhra Pradesh Grameena Bank on a pro-rata basis so that all licenses have the same expiry date.

The successful bidder has to supply licenses within 5 days from the date of issue of Purchase Order.

The following features shall be available to the Bank upon purchase of the licenses.

ZOHO Project Premium License	ZOHO Project Enterprise Licenses
<ol style="list-style-type: none">1. Unlimited Projects2. Custom Views & Statuses3. Project Custom Modules4. Task Blueprint5. Project Budget & EVM6. Time Logs and Timesheets7. Timesheet Multi-Level Approvals8. Workflow Actions (5000 executions/month)9. One Business Calendar and Holiday List10. Recurring Tasks and Task Reminders11. Web Tabs	<p>Premium Features +</p> <ol style="list-style-type: none">1. 10 Read-Only Users2. Resources (Add-on)3. Global Custom Modules4. Custom Profiles, Roles, and Fields5. Custom Domain6. Workflow Actions (50000 executions/month)7. 3 Business Calendars and Holiday Lists8. Single Sign-On (SSO)9. Two-Factor Authentication (2FA)10. Portfolio Dashboard11. Critical Path & Baseline12. Sandbox13. Power BI Integration14. User Hierarchy



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Above features will be for indicative only, whatever features provided by OEM to be passed on to bank. Further, any future updates available in Zoho Projects under the respective licenses shall be made available to Andhra Pradesh Grameena Bank without any restrictions from the system integrator.

Payment terms will be as under:

- ✓ Bidder has to assign the required ZOHO project Licenses in the name of Andhra Pradesh Grameena before raising the Invoice.
- ✓ 100% of the payment will be released upon supply of ZOHO Project licenses and its acceptance by Andhra Pradesh Grameena Bank.
- ✓ In case of any additional requirement of ZOHO licenses, 100% of payment shall be due to be released upon supply of the said licenses on pro rate basis and its acceptance by Andhra Pradesh Grameena Bank

Place:
Date:

[Signature of Authorised Signatory]
Name:
Designation:
Seal:



Annexure-V

LETTER OF AUTHORISATION TO BID

To,

General Manager-IT,
Andhra Pradesh Grameena Bank
Door. No, 5-37-234,
4th floor, Raghu Mansion,
4/1 Brodipet, Guntur, Andhra Pradesh - 522002

Date

SUB: Authorization Letter for submitting bid documents.

GeM Bid Ref: GEM/2025/B/7176437 dated 31/01/2026

This has reference to your above RFP Renewal of 145 Zoho Projects Premium Licenses and subscription of 5 Zoho Projects Enterprise licenses for a period of one year to Andhra Pradesh Grameena Bank, Mr/Mrs/Miss_____ is hereby authorised to submit the bid documents, to submit on-line bid, to participate in reverse auction/negotiation if any and to sign the contract on behalf of our organization for all the services/ goods required by the bank as called vide the bank's request for quotation vide **GeM Bid ref. no. GEM/2025/B/6991495 dated:11-12-2025** on behalf of our organization. We confirm that the person so authorized above has digital signatures **(with encryption feature) issued in the name of company** and confirm that all the prices quoted in on-line-sealed bid or in reverse auction by him shall be binding on us. He/ She is also authorised to take decisions on behalf of the company till RFP process is completed.

Certified Xerox copy of Power of Attorney (P/A) of the person authorising such person is duly submitted.

We hereby extend our full guarantee and warranty as per Clauses of Contract for the goods and services offered for supply by the above firm against this RFP.

The specimen signature is attested below:

Specimen Signature of Representative

Signature of Authorizing Authority

Name of Authorizing Authority (Certified Xerox copy of P/A of authorised Signatory/authority is to be submitted)

Note: 1. This letter of authority should be on the letterhead of the principal on whose behalf the proposal is submitted and should be signed by a person competent and having the power of attorney to bind the principal. It should be included by the Bidder in its bid.



Annexure-VI
Bill of Material

SUB: Subscription of Zoho Project Licenses for a period of one year

Ref: GeM Bid ref. no. GEM/2025/B/7176437 dated 31/01/2026.

Price details of ZOH0 Project Licenses

[Amount in Rs.]

1	2	3	4	5	6	7
Description	Period	Users (A)	Price per user per Year (B)	Total Base price (C=A*B)	GST (D)	Total price (Incl GST) E=C+D
Zoho Projects Premium Licenses (Renewal of existing Subscription)	One Year from 20-02-2026	145	XX	XX	XX	XX
Zoho Projects Enterprise Licenses (new Subscription)	One Year from 20-02-2026	5	XX	XX	XX	XX
Total Price(Incl GST)						XX

Declaration

- ✓ Bill of material is submitted on the letter head and is signed by an Authorized Signatory with Name and Seal of the Company.
- ✓ **Total Price (Incl of GST) in Column 7 will be considered L1 for the Bid.**
- ✓ We confirm that we have gone through GeM bid clauses, subsequent amendments and replies to pre-bid queries (if any) and abide by the same.
- ✓ We have not changed the structure of the format nor added any extra items. We note that any such alternation will lead to rejection of Bid.
- ✓ We agree that no counter condition/assumption in response to commercial bid will be accepted by the Bank. Bank has a right to reject such bid.
- ✓ We are agreeable to the payment schedule as per "Payment Terms" of the GeM bid.
- ✓ Any additional licenses required in the future will be purchased by Andhra Pradesh Grameena Bank on a pro-rata basis so that all licenses have the same expiry date.

Date:

Place:

Authorized signatory

Name:

Designation:

Company seal:



ANNEXURE-VII
Contract Form

(To be submitted on Non - Judicial Stamp Paper)

THIS AGREEMENT made theday of.....2026 Between Andhra Pradesh Grameena Bank, having its Head Office at Door. No, 5-37-234, 4th floor, Raghu Mansion, 4/1 Brodipet, Guntur, Andhra Pradesh - 522002 (hereinafter “the Purchaser”, ”Bank”) of the one part and (Name of Supplier) having its Registered Office at (City and Country of Supplier) (hereinafter called “the Supplier”, ”service provider”) of the other part :

WHEREAS the Purchaser invited bids vide RFP No.for certain Goods and ancillary services viz., (Brief Description of Goods and Services) and has accepted a bid by the Supplier for the provision of those goods and services in the sum for (Contract Price in Words and Figures) (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Bid Form and the Price Schedule submitted by the Bidder;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the Conditions of Contract;
 - (e) the Purchaser’s Notification of Award.
 - (f) the RFP no GEM/2025/B/***** dated including its Addendum/s & corrigendum/s.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the goods and services which shall be supplied/provided by the Supplier are as under:



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[Amount in Rs.]

1	2	3	4	5	6	7
Description	Period	Users (A)	Price per user per Year (B)	Total Base price (C=A*B)	GST (D)	Total price (Incl GST) E=C+D
Zoho Project Premium Licenses (Renewal of existing Subscription)	One Year from 20-02-2026	145	XX	XX	XX	XX
Zoho Project Enterprise Licenses (new Subscription)	One Year from 20-02-2026	5	XX	XX	XX	XX
Total Price(Incl GST)						XX

Further requirement of additional licenses would be procured by Andhra Pradesh Grameena Bank on pro-rata basis in such a manner that the expiry date of all licenses shall be co-terminus.

Total Cost quoted = Rs.

Price is inclusive of all charges. TDS if any, will be deducted from the payment.

Total Amount in words: Rupees _____

TOTAL VALUE:

DELIVERY SCHEDULE:

The renewal of existing and subscription of new ZOHO Licenses are to be commissioned within 5 days from the date of purchase order.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the

said (For Andhra Pradesh Grameena Bank)

in the presence

of:.....

Signed, Sealed and Delivered by the

said (For the supplier) in the presence

of:.....