



ANDHRA PRAGATHI GRAMEENA BANK

A SCHEDULED GOVERNMENT BANK
(SPONSORED BY SYNDICATE BANK)

HEAD OFFICE, P.B. NO. 65, KADAPA - 516 001 (AP)

COMMITTED TO RURAL DEVELOPMENT

REQUEST FOR PROPOSAL (RFP)

(For Empanelment of vendors for supply Printing and stationery works)

1. GENERAL

Andhra Pragathi Grameena Bank, Head Office, Kadapa invites Request for Proposal (RFP) **For Empanelment of vendors** for supply of Printing & Stationery works of the bank from reputed firms/registered dealers or who has experience in supply of Printing & Stationery.

2. SCOPE OF THE WORK

Supply of Printing & Stationery for Andhra Pragathi Grameena Bank. The Empanelment shall be for a period of 3 years, from 01.09.2017 to 31.08.2020. The Empanelment by the Bank should in no way be construed as work order.

3. SCHEDULE

The following is an indicative time frame for the overall process. Changes to the time frame, if any, shall be communicated to the Respondents during the process, through e-Mail

Tender Reference	Details
Price of RFP Document	Rs.1,000 /- (Non Refundable)
EMD	Rs. 10,000/-
Date of commencement of issue of RFP Document	1 st August, 2017
Queries for Pre RFP Meeting to be mailed by	9 th August, 2017 up to 4.30 PM
Pre RFP Meeting	10 th August, 2017 at 10.30 AM ✓
Last Date & Time for receipt of tender offers	18 th August, 2017 at 01.30 PM
Date of opening of technical bids	18 th August, 2017 at 3.30 PM.
Address for Communication	The General Manager Andhra Pragathi Grameena Bank Head Office, Mariapuram Kadapa - 516003.
Telephone Contact Number	9490158007, 8331019340

E-mail Id	hopms@apgb.in
Website	www.apgb.in

4. SUBMISSION OF APPLICATION

'Request for Proposal' Document/Application, complete in all respect, should be submitted along with payment of Rs. 1,000/- (Non-Refundable) towards the cost of RFP Document and EMD of Rs 10,000/- by way of DD/Pay Order in favour of Andhra Pragathi Gramena Bank Kadapa, on or before 1.30 pm 18/08/2017 in a sealed envelope.

The agency must sign each page of tender document and duly filled & signed application form along with supporting documents, failing which the application is liable to be rejected.

The applications received late, or without application fee or conditional applications would be rejected. Further, the Bank reserves the right to accept or reject any or all applications without assigning any reason.

5. EVALUATION PROCESS

'Request for Proposal - Technical Evaluation for Empanelment:'

Incomplete 'Request for Proposal', i.e. proposals not accompanied by the mandatory documents as mentioned under para 'Details Required to be Submitted', cost of application. Offers will be evaluated against the stipulated eligibility criteria based purely on valid proof of documents submitted by the Vendors. Offers not complying with the eligibility criteria will be rejected. Technical Evaluation will be done by a Committee of Officers based on Annual Turnover, experience, especially with nationalized banks, servicing network, etc., as per the Appendix

6. LAST DATE FOR SUBMISSION OF RFP

Request for Proposal (RFP) along with the documents (as mentioned under Para 7 (Details required to be submitted) should be submitted latest by 1.30pm on 18th August 2017. The RFP document will be opened on the same day at 3.30pm.

7. ELIGIBILITY CRITERIA FOR APPLICANT

The Applicant for empanelment should be reputed firms/registered dealers or who has experience in supply of Printing & Stationery.

- Applicant should have authentic PAN and GST distinguished registration numbers etc.

Turnover - The Applicant should have Annual turnover of Rs. 10.00 lakhs preferably for each of the last 3 Financial Years 2014-15, 2015-16 & 2016-17.

Experience Period - Applicants should have minimum One (1) years but preferably 3 years experience in the field of supply of Printing & Stationery works required by the bank and for which empanelment is sought, as on 31 March 2017.

Work Experience: Only those Applicants will be considered who have the experience of Printing & Stationery related works at any Bank branches/ Co - Operative Societies/ Corporate Offices.

Blacklisting: The applicant should not have been blacklisted by any Bank in past or services terminated due to poor performance. An undertaking stating that the company/firm has not been blacklisted should be submitted.

8.DETAILS REQUIRED TO BE SUBMITTED

- Name of the firm -
- In the business since when -
- Registration particulars -
- PAN or Income Tax Registration Certificates -
- Goods & Services Tax Registration No. -
- Proof of having offices and firm bank account details.
- Proof of adequate availability of technical expertise & staff strength including name of persons, address, phone no.s, manpower, etc.
- No. & Type of printing and related machinery, its capacity to print per day
- Proof of execution of such works in last three consecutive years (copy of work orders, completion certificate to be enclosed).
- Proof of having executed supply of Printing & Stationery works for bank branches/ Co - Operative Societies/ Corporate Offices for last 3 years. Work orders executed shall be supported by Bank statement as a proof of payments received. Submit clients phone no.s
- The above details MUST be submitted with proof.

9. PRE-RFP MEETING

Pre-RFP meeting for clarifying the doubts of the Applicant with regards to the tender will be held on 10/08/2017 at 10.30 AM at Bank's Head Office at Kadapa. Participating applicants to submit their points for clarification if any during pre- RFP meeting latest by 5.00pm on 09/08/2017 on email id: hopms@apgb.in

On the basis of clarification sought by the applicant in the Pre RFP Meeting, appropriate "Addendum" shall be issued on Bank's website only and applicant must refer the same before final submission of the Tender.

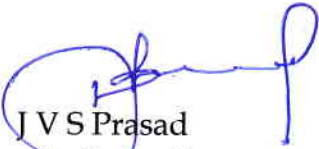
10. GENERAL INSTRUCTIONS/CONDITIONS

- Please read the terms and conditions carefully before filling the application form.
- Please sign all the pages of the tender document including each page of the application form.

- There should be no cutting/over writings. The cuttings/over writings, if any should be duly attested.
- During the empanelment period Bank may De-empanel if the services are found NOT satisfactory.

The Bank reserves all rights to:

Accept or reject the application either in whole or in part.
 Reject any or all the applications partially or wholly.
 Cancel or withdraw this tender.
 Accept or reject any deviation from these conditions.


 J V S Prasad
 General
 Manager

APPENDIX A

RFP FOR EMPANELMENT OF Vendors for Supply of Printing & Stationery works

S No	Pre Qualification Criteria	Valid Supporting documents to be submitted with the RFP	Compliance (Y/N) (With documents)								
1	Do you have Goods & Service Tax Registration										
2	PAN registration	Valid registration Certificates/details	PAN: <input type="text"/>								
3	Is your annual sales turnover Rs.10 lakhs or higher in each of the last 3 financial years	Latest POs (related to Banks/Corporate offices) worth Rs.10 lakhs or higher of last 3 financial years mentioning the turnover <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Turnover (Cr)</th> <th>FY 2014-15</th> <th>FY2015-16</th> <th>FY 2016-17</th> </tr> </thead> <tbody> <tr> <td>Value</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Turnover (Cr)	FY 2014-15	FY2015-16	FY 2016-17	Value				
Turnover (Cr)	FY 2014-15	FY2015-16	FY 2016-17								
Value											
4	Have you obtained orders from any Banks in last 3 years for supply and erection of counters	Submit PO of Bank Clients									

DETAILS REQUIRED TO BE SUBMITTED

All information requested in point 8 has to be submitted with proofs in addition to the above proforma.