



ఆంధ్ర ప్రగతి గ్రామీణ బ్యాంక్ ఆంధ్ర ప్రగతి గ్రామీణ బేంక
Andhra Pragathi Grameena Bank
(Sponsored by Canara Bank)

Request for Proposal (RFP)
for
Supply of Banners of 3'X6' size
(Ref. 340/Banners/2024 dated 15.10.2024)

Issued by:

General Manager
Premises Maintenance & Services Department
HEAD OFFICE, 3rd Floor,
ANDHRA PRAGATHI GRAMEENA BANK
Beside Mariyapuram Church
Akkayapalle, Kadapa – 516 003
Ph: 9490158007, 8106648918





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Andhra Pragathi Grameena Bank
(Sponsored by Canara Bank)

Request for Proposal for Supply of Banners

Andhra Pragathi Grameena Bank, a Regional Rural Bank having a network of 551 branches and 9 Regional Offices spread over 10 districts such as Anantapuramu, Sri Satya Sai, YSR, Kurnool, Nandyal, Prakasam, Nellore, Tirupati, Bapatla and Annamayya Districts.

Andhra Pragathi Grameena Bank invites sealed tenders from vendors in two bid system i.e. Technical Bid and Financial Bid for Supply of Banners of 3'X6' size. Format for Technical bid is as per Annexure –A and format for Financial Bid is as per Annexure –B is attached. A Firm submitting the proposal in response to this RFP shall hereinafter be referred to as Bidder/Vendor.

The specifications and quantity of the banners are mentioned below.

S. No	Item Particulars	Specifications	Quantity
1	3'X6' size Banners	a. 280 GSM Sunlex Flex b. High Quality 4 Pass Printing c. 4 Corners Iron Rivets	5,595

Quantity of the items may increase or decrease based on the requirement.

Interested Bidders who are dealing in Supply of Banners or similar type of works and meeting the following Eligibility Criteria may respond.

Eligibility Criteria:

S.No	Criteria	Documents Required
1	Authentic PAN and GST distinguished registration numbers	PAN & GST Should be Submitted
2	Minimum 3 Years of Experience in the supply of Banners or Similar Type of Works	Required documents for having the experience
3	Sample of Banner	Sample has to be submitted
4	Annual Turnover of atleast Rs.5.00 lakhs for the last three years	Latest CA's Certificate indicating quantum of turnover of the last 3 financial years – along with Audited Balance sheets.
5	Profitability	Should have profit during the last three financial years and submit the Profit & Loss Statements of last three years.
6	The Bidder should have supplied atleast 1000 no.s of banners to Banks / Financial Institutions in India, during any one of the three years i.e. as on 31.03.2022, 31.03.2023 and 31.03.2024.	1) Purchase order copies issued by the Bank/ Financial Institutions. 2) Satisfactory completion certificate from Bank/Financial Institutions indicating the date and quantities supplied in respect of the above mentioned purchase order.





Bid Details in Brief

Sl. No.	Description	Details
1.	RFP No. and Date	RFP: 340/Banners/2024 dated 15.10.2024
2.	Brief Description of the RFP	Supply of Banners of 3'X6' size
3.	Bank's Address for Communication	The General Manager, Andhra Pragathi Grameena Bank, Premises, Maintenance & Services Department, 3 rd Floor, Head Office, Mariapuram, Kadapa – 516 003. Andhra Pradesh Cell: 9490158007 E Mail: hopms@apgb.in
4.	Date of Issue	16.10.2024
5.	Last Date of Submission of Bids	19.10.2024, up to 5:00 PM
6.	Date and time opening of Technical Bid	21.10.2024, 10.00 AM
7.	Date and time opening of price/Commercial Bid (Indicative)	Date and time of opening of financial bid will be intimated to the technically qualified bidders only
8.	Application Fees (Non Refundable)	₹500/-
9.	Earnest Money Deposit (Refundable)	₹40,000/-
10.	Security Deposit	5 % of the value of work order (To be submitted by successful bidder within 7 days of award of work)

This document can be downloaded from Bank's website <https://www.apgb.in> and CPP portal <https://eprocure.gov.in>. The bidders should pay the Application Fee for tender document by means of DD drawn on any Scheduled Commercial Bank for the above amount in favour of Andhra Pragathi Grameena Bank, payable at Kadapa and submit the same along with the Bid document.

MSMEs are exempted from paying Tender Cost and EMD on submission of relevant documents such as valid MSME registration Certificates.





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Andhra Pragathi Grameena Bank
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Scope of Work:

The selected Bidder/Vendor shall supply the Banners with the aforementioned specifications and quantity to Head Office, Kadapa and our Regional Offices at Anantapur, Kadapa, Kadiri, Kurnool, Nandyal, Nellore, Ongole, Rajampeta and Markapur as per our directions within the specified time line.

General Instructions to the Bidders/Vendors

The RFP document is made available in the Bank's website which can be accessed through the web addresses www.apgb.in and <https://eprocure.gov.in>.

Documents in support of eligibility criteria should be submitted as per Annexure A.

Sealed Financial Bids, as per Annexure B, which should contain all price information should be submitted.

Offer cannot be modified or withdrawn by a bidder after submission of Bid/s. In case any modification required on account of clarification in Technical Bids such modifications can be done with the prior approval of the Bank.

Submission of Bids:

Technical Bid: The Technical Bid for Supply of Banners, is to be sealed in a separate Envelope super scribed on the top of the cover as "RFP: 340/Banners/2024 dated 15.10.2024- Technical Bid for Supply of Banners". The Technical Bid must contain all eligibility criteria supported documents, Bid Cost and EMD as per Annexure-A. The bids submitted without Bid cost and EMD will be rejected. Placing of Bid Cost and EMD in any other cover i.e. financial bid will make bid invalid and Bank shall disqualify such bids.

The Technical Bid should be complete in all respects and contain all information sought for. The Technical Bid should not contain any price information

Financial Bid: The Financial Bid for Supply of Banners, as per Annexure-B, is to be sealed in a separate envelope super scribed on the top of the cover as "RFP: 340/Banners/2024 dated 15.10.2024 - Financial Bid for Supply of Banners"

The vendors advised to submit the Technical Bid and Financial Bid, as per the formats separately sealed in separate covers and Both shall have to be kept in one sealed cover, with super scribing as "RFP: 340/Banners/2024 dated 15.10.2024- Bids for Supply of Banners".





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Opening of Bids:

The Bid shall be opened in the presence of the Bidder / Bidder's representatives present on 21.10.2024, at 10.00 AM at Premises Maintenance and Services Department, Head Office, Mariyapuram, Kadapa, Andhra Pradesh, Bidder's representative may be present at the venue well in time along with a copy of authorization.

Technical evaluation will be done based on the eligibility criteria and sample provided. If the sample is not met our required specification, the bid will be disqualified. The Bank decision in this regards is final.

The bids which are technically qualified will only be considered for opening of Financial Bids.

Determination of L1 Bidder:

The L1 price will be determined on the basis of the lowest base price quoted and quality of the sample provided.

Bank reserves the right to negotiate or re-negotiate with the L-1 bidder.

If more than one Bidder is declared as L-1, for the banner, Bank reserves right to negotiate with all L-1 bidders and allot the order to the lowest quoted bidder.

The bidder is bound to supply Banners at the quoted rate as per terms and conditions.

Earnest Money Deposit:

The bidder is required to deposit a sum of Rs.40,000/- in the form of DD drawn on any Scheduled Commercial Bank in favour of Andhra Pragathi Grameena Bank, payable at Kadapa.

The EMD of the unsuccessful bidders shall be returned within 2 weeks from the date of finalization of successful bidders.

The EMD of Successful bidder shall be returned within 2 weeks after depositing of the security deposit as per terms and conditions of the RFP.

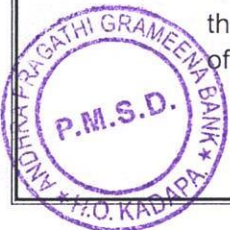




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Terms and Conditions:

1. The bidder shall submit the sample banner along with technical bid, as per our specifications. If the sample banner is not met our required specification, the bid will be disqualified. The Bank decision in this regard is final.
2. The rates are inclusive of all taxes, duty and freight charges.
3. The finalized L-1 vendor shall submit security deposit of 5% of the tender value within 3 days from the date of receipt of work order. If the security deposit is not submitted with in the stipulated time, Bank reserves the right to cancel the order and forfeit the EMD. Security Deposit shall be submit by the way of DD drawn on Andhra Pragathi Grameena Bank
4. The EMD amount will be returned to the vendor without interest, after satisfactory supply of all ordered quantity and after ensuring the payment of GST only. If the vendor fails to execute the order given by the Bank as per the work order, the security deposit will be forfeited.
5. **Place of Delivery:** The delivery of the stationery shall be made at ground floor of Head Office (Kadapa) of the Bank or at Regional Offices (Anantapur, Kadiri, Kadapa, Rajampeta, Kurnool, Nandyal, Ongole, Nellore and Markapur) as directed by the Bank during office hours. The printer or his agent should attend personally for delivery of the banners and obtain delivery challan to submit along with the Bill.
6. **Execution of order:** The order given to the vendor shall be executed within the stipulated period which will not exceed 10 days from the date of issue of order. Printing shall commence only after the Proof is approved by the Department.
7. **Delivery:** The delivery of the Banners shall be made only after obtaining delivery approval from the concerned authority before delivering the stock, so that space arrangements shall be made by the bank.
8. **Delay in delivery:** In case the banners are supplied after expiry of the stipulated time, Bank will have right/discretion either to accept the stationery or to reject the same.
 - Even if accepted, Bank will have discretion to impose penalty.
 - If the items are not supplied within the stipulated time, Penalty will be levied @ 0.5% for every seven days, after completing stipulated time period, with a maximum 10% of the purchase value of the undelivered items.
9. **Quality of Banner:** The quality of the Banner shall be as per the specifications given by the Bank and the sample approved by the bank before supply. Any deviation in the quality of paper will not be accepted.





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- Bank reserves the right to reject the stock and to cancel the order if any deficiency is observed in quality of the banner.
 - If any banner supplied by the vendor is found defective and deficient in quality at later date, the bank will have right to impose penalty up to 100% value of the item supplied or Security Deposit will be forfeited.
 - Further the name of the vendor will be kept in black list and the vendor will not be allowed to participate in future works of the bank.
10. **Supply of stationery in excess quantities:** Supply of stationery in excess quantities over and above the order placed, shall not be paid.
 11. **If L1 fail to supply:** If L1 fails to supply the Banners for any reason the name of the vendor shall be kept in Black List and shall not be allowed to participate in future works of the Bank.
 12. Bank is at liberty to allot work orders for L1 rates to other tender participants if agreed, for not more than 49% of total tender (for a particular item), with the same terms and conditions.
 13. T.D.S(GST/IT) as per the rules in force will be effected at the time of payment of bill/s (income tax/GST).
 14. The vendor has to file all GST related returns in time so as to enable us to claim input tax credit. If any loss is incurred to the Bank due to delayed/ Non filing of GST returns, the same shall be recovered from the printer. GST shall be paid at the end of every month and proof of payment shall be submitted. If the GST return is not uploaded, the Bank reserves the right to collect the amount from the next bills or from the Security Deposit of the concerned vendor.
 15. All payments, irrespective of the amount of the bill, will be paid through RTGS/NEFT on presentation of bills along with specimen enclosed. The Bank Name, Firm Name, IFSC Code, Account No., Name of the Branch shall be furnished in the bill copy.
 16. No advance amount will be paid to the vendor.
 17. Payment will be made within 15 days of time, against delivery of full stock as per the order only, no partial payments will be allowed.
 18. Any dispute arising out of or relating to this transaction shall be deemed to have been arises at Kadapa and be subject to the jurisdiction of competent court at Kadapa only.





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19. The Printer should supply the stationery at his own risk and as per rules in force under various acts in A.P. If, for any reason the stock is detained by any authority, the Bank is not responsible whatsoever may be.
20. Bank need not bound itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the tender without assigning any reason of whatsoever. The bank reserves the right to issue orders for less/high quantity of tender or one or two installments.

Modification/Cancellation of RFP:

The Bank reserves the right to modify/cancel the tender or re-tender without assigning any reasons whatsoever. The Bank shall not incur any liability to the affected bidder(s) on account of such rejection. The Bank shall not be obliged to inform the affected bidder(s) of the grounds for the Bank's rejection/cancellation.





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Annexure-A

Technical Bid - for supply of banners

S N o	Pre-Qualification Criteria	Valid Supporting documents to be submitted with the RFP	Compliance (Y/N) (With documents)								
1	Minimum 3 Years of Experience in the supply of Banners or Similar Type of Works	Required documents for having the experience.									
2	PAN registration	Valid registration Certificates/details									
3	GST registration	Valid registration Certificates/details									
4	Sample of Banner, as per the specifications										
5	Annual Turnover of atleast Rs.5.00 Lakhs for last three years	<table border="1"> <thead> <tr> <th>Turn over (Lakh)</th> <th>FY 2021-22</th> <th>FY 2022-23</th> <th>FY 2023-24</th> </tr> </thead> <tbody> <tr> <td>Value</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> Submit CA's Certificates	Turn over (Lakh)	FY 2021-22	FY 2022-23	FY 2023-24	Value				
Turn over (Lakh)	FY 2021-22	FY 2022-23	FY 2023-24								
Value											
6	Annual Profit for the last 3 financial years	<table border="1"> <thead> <tr> <th>Turn over (Lakh)</th> <th>FY 2021-22</th> <th>FY 2022-23</th> <th>FY 2023-24</th> </tr> </thead> <tbody> <tr> <td>Value</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Turn over (Lakh)	FY 2021-22	FY 2022-23	FY 2023-24	Value				
Turn over (Lakh)	FY 2021-22	FY 2022-23	FY 2023-24								
Value											
7	The Bidder should have supplied atleast 1000 no.s of banners to Banks / Financial Institutions in India, during any one of the three years i.e. as on 31.03.2022, 31.03.2023 and 31.03.2024.	Copies of the orders from the Banks / Financial Institutions shall be submitted.									
8	RFP Document	Every page of RFP document (except financial bid) should be signed by the person submitting the RFP.									
9	EMD & Application Fee	DDs particulars with covering letter									
	Price Bid (separate Sealed Cover)										

(Bidder Signature with seal)





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Andhra Pragathi Grameena Bank
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Annexure-B
Financial Bid for Supply of Banners

TO
The General Manager,
Andhra Pragathi Grameena Bank,
Premises, Maintenance & Services Department,
3rd Floor, Head Office, Mariapuram, Kadapa – 516 003.
Andhra Pradesh

Amount in Rs.

S. No	Item Particulars (A)	Quantity (B)	Specifications (C)	Base rate per Banner (D)	GST per Banner (E)	Final Rate per Banner (F)	Total cost of the Bid including GST, transportation and other charges (BXF)
1	3'X6' size Banners	5,595	a. 280 GSM Sunlex Flex b. High Quality 4 Pass Printing c. 4 Corners Iron Rivets				

Note: The vendors should submit the financial bid on their letter head only.

(Bidder Signature with seal)

