



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

Request for Proposal (RFP)
for
“Printing and Supply of Telugu Wall Calendars
with Panchangam & Staff Information
Handouts”

RFP Reference No : RFP:346/WC-SIH/2024
Date of RFP Document : 25.10.2024
Date of Pre Bid Queries Date : 02.11.2024, 11.00 AM
Last Date for submission of RFP : 15.11.2024, 05.00 PM
Date of Opening of Technical Bid : 16.11.2024, 10.00 AM
Earnest Money Deposit : Rs. 100000/-
No. of Pages : 23

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



TENDER FOR PRINTING AND SUPPLY OF TELUGU WALL CALENDERS AND STAFF INFORMATION HANDOUTS

CALENDER OF EVENTS

Sr No	EVENT	DATE	TIME
1	Date of Issue	25.10.2024	
2	Date of Pre Bid Meeting	02.11.2024	11.00 AM
3	Last Date for Submission of Bids	15.11.2024	05.00 PM
4	Date of Opening of Technical Bid	16.11.2024	10.00 AM
5	Date of opening of Financial Bid	Will be intimated subsequently	



NOTICE INVITING RFP

REQUEST FOR PROPOSAL (RFP) FOR Printing and Supply of Telugu Wall Calendars with Panchangam & Staff Information Handouts

Andhra Pragathi Grameena Bank, a Regional Rural Bank having 551 branches and 9 Regional Offices having a network in Anantapuramu, Sri Satya Sai, YSR, Kurnool, Nandyal, Prakasam, Nellore, Tirupati, Bapatla and Annamayya Districts.

The bank proposes to procure the Telugu Wall Calendars with Panchangam and Staff Information handouts for use at various Branches in our service area. Two bids concept (Technical Bid and Financial Bid) in GeM portal for Telugu Wall Calendars with Panchangam and Staff Information handouts are invited. A Firm submitting the proposal in GeM portal in response to this RFP shall hereinafter be referred to as Bidder.

Interested Bidders who are dealing in Printing and Supply of Telugu Wall Calendars with Panchangam and Staff Information handouts and meeting the following Eligibility Criteria may respond.

ELIGIBILITY CRITERIA

S.N	Criteria	Documents Required
1	The bidder should have minimum 5 years of experience as on 31.03.2024 in printing and supply of stationary to any PSU/PSB/State Government Departments/Central Government Departments/Regional Rural Banks	Valid certificates/Order Satisfactory work completion certificates shall be submitted by bidder Copies/
2	Is your annual sales turnover Rs. 10.00 lakhs or higher in each of the last 3 financial years	Latest CA's Certificate and Audited Balance sheets and Profit & Loss statements of last 3 financial years mentioning the turnover. Turnover (Lakhs) FY 2021-22 FY 2022-23 FY 2023-24
3	Are you a profitable organization in India having Net profit after tax and Depreciation in each of the last 3 financial years	Profit FY 2021-22 FY 2022-23 FY 2023-24 Net Profit after Tax and Depreciation
4	The Bidder should have done the printing and supply of at least 50000 no of Telugu Wall Calendars with Panchangam at least in one Financial year during last five (5) years as on 31.03.2024.	Order copies for the same shall be submitted with Bid in GeM portal.
5	The Bidders desirous of quoting should have their own printing press and plant in any part of the India.	Declaration on letter head to be submitted
6	The firm must have Goods & Service tax registration number and PAN number.	Copies of the GST registration certificate and PAN card copy shall be enclosed.



TENDER FOR PRINTING AND SUPPLY OF TELUGU WALL CALENDERS AND STAFF INFORMATION HANDOUTS

7	The bidder should not be a blacklisted/debarred company as on the date of submission of RFP by any Government Department /Financial Institution/ Public sector Units/Scheduled Commercial bank in India.	In this respect, the Bidders shall submit declaration as outlined in the format on their Company Letter head duly sealed & signed.
8	The bidder should not be from a country which shares a land border with India unless the bidder is registered with the Competent Authority (as detailed in Office Memorandum- F. No. 6/18/2019-PPD of Dept. of Expenditure, Ministry of Finance). Bidder from a country which shares a land border with India means: a. An entity incorporated, established or registered in such a country; or b. A subsidiary of an entity incorporated, established or registered in such a country; or c. An entity substantially controlled through entities incorporated, established or registered in such a country; or d. An entity whose beneficial owner is situated in such a country; or e. An Indian (or other) agent of such an entity; or f. a natural person who is a citizen of such a country; or g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above	A declaration in letter head of the firm/company stating "We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; we certify that we are not from such a country or; if from such a country, have been registered with the Competent Authority (copy attached). We hereby certify that we fulfil all requirements in this regard and are eligible to be considered ". Has to be submitted. Bidder has to submit an undertaking on letter head
9	Bidder company or firm should not be owned or controlled by any Director or employee (or relatives) of Andhra Pragathi Grameena Bank.	Self-declaration letter



Before submission of the offer, the Bidders are requested to read the following instructions and the terms and conditions.

A. GENERAL RULES & INSTRUCTIONS TO BIDDERS.

1. BIDDING PROCEDURE.

1.1. Contents of the bid.

1.1.1 Contents of the Technical Bid:

- a. All pages of this RFP as downloaded from the GeM Portal duly signed on all pages.
- b. Bidder's Covering letter. This should be as per **Annexure-A**.
- c. Power of Attorney / authorization with the seal of the bidder's company /firm in the name of the person signing the RFP documents.
- d. Authorization letter for attending the bid opening as per **Annexure-D**.
- e. Profile of the Company / Firm as per Annexure-B.
- f. **Documents in support of all eligibility criteria.**
- g. Technical Compliance Statement as per **Annexure-C**.
- h. Technical Offer as per Specifications given in **Annexure-E** should be complete with all the columns filled in
- i. Technical Documentation (Product Brochures, leaflets, manuals, drawings). An index of technical documentation submitted with the offer must be enclosed.

1.1.2. Contents of the Financial Bid.

- a. Financial bid in GeM portal **as per ANNEXURE – G** (Printing and Supply of Telugu Wall Calenders with Panchangam and Staff Information handouts) which should contain all price information.

1.2 Submission of Bids

1.2.1. Technical Bid

The Technical Bid for Printing and Supply of Telugu Wall Calenders with Panchangam and Staff Information handouts is to be submitted in GeM portal only as "RFP:346/WC-SIH/2024 Dt 25.10.2024. No physical submission of bid is accepted. EMD shall be submitted through registered post to the address "General Manager, Premises Maintenance & Services Department, Head Office, 3rd Floor, Andhra Pragathi Grameena Bank, Beside Mariyapuram Church, Akkayapalle, Kadapa – 516 003." EMD shall reach to the above mentioned address before opening of technical bid in GeM portal.

- 1.2.2. The Technical Bid should be complete in all respects and contain all information sought for. The Technical Bid **should not contain any price information**. The Technical Bid should be complete to indicate that all products and services sought for are quoted.

1.2.3. Financial Bid

The Financial Bid for **Printing and Supply of Telugu Wall Calenders with Panchangam and Staff Information handouts** is to be submitted portal as per GeM portal guidelines.



TENDER FOR PRINTING AND SUPPLY OF TELUGU WALL CALENDERS AND STAFF INFORMATION HANDOUTS

Financial Bid (also called price bid): **Sum of amount quoted for Printing and Supply of 250000 no of Telugu Wall Calenders with Panchangam and 7400 no of Staff Information handouts as specifications mentioned in Annexure-E in GeM.** The Financial Bid should give all relevant price information as per **Annexure-G.**The Financial Bid must not contradict the Technical Offer in any manner.

- 1.2.4. All the pages of Bid including Brochures should be made in an organized, structured, and neat manner. Brochures / leaflets etc. should be submitted in GeM portal. All the pages of the bid should be page initiated with Name, Seal and Signature of the Authorized Signatory. Signing on all pages of RFP will be treated as a confirmation of offer of having accepted the conditions. All papers of Technical Bid must be stamped and signed by the personnel authorized to submit the bid in GeM portal.
- 1.2.5. The bid/s submission shall be through GeM portal only. No physical submission of bids is accepted
- 1.2.6. Bidders / their authorised representatives are requested to be present during the opening of the bids. If any of the Bidders or all the bidders who submitted are not present during the specified date and time of opening it will be deemed that such Bidder is not interested to participate in the opening of the Bid/s and the Bank will proceed further with opening of the bids in GeM portal in their absence.
- 1.2.7. Financial Bids are to be submitted through GeM Portal. The L1 bidder will be selected through Reverse Auction method as per GeM Portal guidelines.

1.3 Opening of Bids.

- 1.3.1 The Technical Bid shall be opened in GeM portal in the presence of the Bidder's representatives present on **16.11.2024 at 10.00 AM at Premises Maintenance and Services Department, Head Office, Mariyapuram, Kadapa, Andhra Pradesh**, Bidder's authorised representative may be present in the venue well in time along with a copy of authorization (Original as per the format Annexure –D to be enclosed in Technical Bid) and sign in Tender / RFP Register during opening of Technical Bid.

2. DETERMINATION OF L-1 PRICE

The L1 price will be determined on the basis of the lowest price quoted in GeM portal. The Price Bid as per the Bill of Material **Annexure-G** on Total Cost of Ownership (TCO) basis and the L1 bidder will be determined accordingly.

3. PROPOSAL OWNERSHIP

The proposal and all supporting documentation submitted by the bidder shall become the property of the Bank.

4. MODIFICATIONS AND WITHDRAWALS OF BID/S

Offer cannot be modified or withdrawn by a Bidder after submission of Bid/s. In case any modification required on account of clarifications in Technical bids, such



modifications can be done with the prior approval of the bank.

5. PRE BID MEETING AND CLARIFICATION TO THE TENDER

The Vendor should go through the terms and conditions of the Tender and may seek clarifications, if required. The Vendor in all such cases seek clarification in writing in a word document (.doc) in the same serial order of that of the Tender by mentioning the relevant page number and clause number of the Tender. pre-bid query should be in the following format.

S.No	Page No	Tender Clause No	Tender Clause	Query

6. SCRUTINY OF OFFERS.

- i. The Bank will scrutinize the Bid/s received in GeM portal to determine whether they are complete in all respects as per the requirement of RFP.
- ii. The Technical Bid will be evaluated only for those bidders who submit EMD and based on the stipulated eligibility criteria and RFP Terms.
- iii. The bidders who comply with the eligibility criteria will be qualified for opening of Financial Bids in GeM portal, their Price Bid will be opened with due communication by the Bank.

7. CLARIFICATION OF OFFERS

During the process of scrutiny, evaluation and comparison of offers, the Bank may, at its discretion, seek clarifications from all the bidders/any of the bidders on the offer made by them. The request for such clarifications and the Bidders response will necessarily be in writing and it should be submitted within the time stipulated by the Bank, failing which the bids are liable for rejection.

8. NO COMMITMENT TO ACCEPT LOWEST OR ANY OFFER

- i. The Bank is not bound to accept the lowest bid or any offer / bid or to assign any reason for non-acceptance. It also reserves its right to reject any or all the offers / Bids without assigning any reason thereof whatsoever.
- ii. The Bank will not be obliged to meet and have discussions with any bidder and/or to entertain any representations in this regard.
- iii. The bidder including those, whose RFP is not accepted shall not be entitled to claim any costs, charges, damages and expenses of and incidental to or incurred by them through or in connection with his submission of RFPs, even though the Bank may opt to modify/withdraw the RFP / Recall the RFP.



9. INCOMPLETE OFFERS WILL BE REJECTED.

The incomplete offers will be rejected in GeM portal without any further reference. Such rejections may take place in case of non-adherence to the format or partial submission of technical information as per the format given in the offer or not Furnishing the information sought for.

10. ERASURES OR ALTERATIONS.

Offer shall be submitted on prescribed Form only, the documents downloaded from GeM portal have to be duly filled and submitted and no other format shall be used, except for Proformas which shall be submitted in the letter head. Wherever required, particulars can be submitted in annexure but such details shall be clearly mentioned in respective columns in the original document.

All the documents, enclosures, and correspondence will form the part of contract. Offer in any other format other than the prescribed in this document shall be liable for rejection. The applicant shall submit an under taking in **Annexure - F** stating that no changes, alterations are made in the offer documents issued by the Bank or downloaded from the GeM portal and same is submitted to the Bank.

11. ALTERNATIVE OFFERS /BIDS.

A Bidder/s should specifically quote for mentioned specifications only. Any bidder with multiple quoting for multiple specifications will be rejected. The specification of Telugu Wall calender with panchangam and Staff Information Handouts shall be as mentioned in Annexure-E.

12. EARNEST MONEY DEPOSIT and SECURITY DEPOSIT.

- i. The bidder is required to deposit a sum of Rs.1,00,000/- in the form of DD drawn on any Scheduled Commercial Bank in favour of Andhra Pragathi Grameena Bank, payable at Kadapa.
- ii. The EMD of the unsuccessful bidders shall be returned within 2 weeks from the date of finalization of successful bidders.
- iii. 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.
- iv. The L-1 Bidder shall submit security deposit of 5% of the tender value within Seven (07) days from the date of receipt of work order. If the security deposit is not submitted within the stipulated time, Bank reserves the right to cancel the order and forfeit the EMD. Security Deposit shall be submitted by the way of DD drawn on Andhra Pragathi Grameena Bank.

The Security Deposit amount will be returned to the printer without interest, after satisfactory supply of all items ordered and after ensuring the payment of GST only. If the printer fails to execute the orders given by the Bank as per the work order, the security deposit will be forfeited.



13. PROVISIONS FOR MICRO & SMALL ENTERPRISES (MSES):-

As per Government of India's Public Procurement Policy act 2012, certain benefits will be given for MSE Units. The details are as under.

The Public Procurement Policy shall apply to MSEs registered with District Industries Centres or Khadi Village Industries Commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts & Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprises.

MSEs participating in Tender/RFPs and qualified for opening price bid, quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 in a situation where L1 price is from someone other than a MSE & such MSE shall be allowed to supply upto 20% of total Tender/RFP value. In case of more than one such MSE, the supply shall be shared proportionately (to Tender/RFP quantity).

MSEs are also exempted from paying EMD. For getting the benefits in case of MSE firms, shall submit relevant documents such as valid MSE registration Certificates as per clause 15.1.

B. TERMS AND CONDITIONS OF THE RFP:

SCOPE OF WORK: The selected Printers shall supply the ordered items with the specifications and quantity mentioned in the purchase order, to the Head Office, Kadapa within the specified time line, after confirmation of the proofs.

Definition: The definitions of the words used shall be as follows:

Bidder – Firm participating for subject RFP.

Bank - Andhra Pragathi Grameena Bank.

Branches – Andhra Pragathi Grameena Bank Branches

Vendor: Successful bidder with whom the Bank enters into agreement.

Rate: The rates quoted by the bidder/printer shall be inclusive of freight charges and **shall be submitted in the following format:**

Item Particulars	Base Rate	GST	Final Rate

The L-1 Bidder shall submit security deposit of 5% of the tender value within Seven (07) days from the date of receipt of work order. If the security deposit is not submitted within the stipulated time, Bank reserves the right to cancel the order and forfeit the EMD. Security Deposit shall be submitted by the way of DD drawn on Andhra Pragathi Grameena Bank.



TENDER FOR PRINTING AND SUPPLY OF TELUGU WALL CALENDERS AND STAFF INFORMATION HANDOUTS

The Security Deposit amount will be returned to the printer without interest, after satisfactory supply of all items ordered and after ensuring the payment of GST only. If the printer fails to execute the orders given by the Bank as per the work order, the security deposit will be forfeited.

Period: The finalized rates shall be in force for a period of 12 months in general. If Bank finds any further requirements of items for which rates are finalized in the tender process, stock will be purchased from the L-1 Printer (if agreed) for further six months.

The printer is bound to supply the ordered items at the finalized rates, as and when required by the Bank during the said period irrespective of the quantity specified in the tender.

Place of Delivery: The delivery of the ordered items 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 **at your own cost and Risk**. The printer or his agent should attend personally for delivery of the ordered items and obtain delivery challan to submit along with the Bill.

Execution of printing order: The printing orders given to the printers shall be executed within the stipulated period which will not exceed 30 days from the date of issue of printing order. Printing shall commence only after the Proof is approved by the Bank.

Delivery: The delivery of the ordered items shall be made within 15 Days after obtaining delivery approval from the concerned authority before delivering the stock, so that space arrangements shall be made by the bank.

Delay in delivery: In case the ordered items 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.

Quality of Paper: The quality of the paper 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.

- Bank reserves the right to reject the ordered items and to cancel the order if any deficiency is observed in quality of the paper. If the bank is intending to find the quality check, lab test may be conducted and the cost shall be borne by the concerned printer only.
- If any ordered item supplied by the printer is found defective and deficient in quality at later date, the bank will have right to impose penalty up to 100% value of the stationery item supplied or Security Deposit will be forfeited.



TENDER FOR PRINTING AND SUPPLY OF TELUGU WALL CALENDERS AND STAFF INFORMATION HANDOUTS

- Further the name of the printer will be kept in black list and the printer will not be allowed to participate in future works of the bank.

Supply of stationery in excess quantities: Supply of ordered items in excess quantities over and above the order placed, shall not be paid in general but may accept upto 5% (+ or -) of total quantity with prior approval.

If L1 fail to supply: If L1 fails to supply the ordered item for any reason the name of the printer shall be kept in Black List and shall not be allowed to participate in future works of the Bank.

Bank is at liberty to allot purchase 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.

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).

The printer 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 Printer.

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.

No advance amount will be paid to the Printers.

Payment will be made within 15 days of time, against delivery of full indent as per the order only, no partial payments will be allowed.

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.

The Printer should supply the ordered items 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.

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.

Bank is at liberty to remove any of the three proposed items in RFP from final purchase order basing on the requirement of Bank. L1 bidder has to print and supply remaining items only as per requirement of Bank



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.

The Bank shall forfeit the Security Deposit given by the bidder towards non performance/non compliance of the terms and conditions of the RFP, to appropriate the damages to the extent of substandard quality of items.

PRICE.

The Price/s quoted for Telugu Wall Calenders with Panchangam and Staff Information handouts must be made in Indian Rupees only and shall include the following:

- a. All duties and importing cost.
- b. All the applicable Taxes except CST/LST/VAT/Service Tax/GST, which will be paid by bank as per actual & Octroi / Entry Tax. The bank shall reimburse the actual Octroi / Entry Tax paid subject to production of the original receipts issued by concerned Government authorities.
- c. Packing, Transportation and Forwarding charges to the site.
- d. Local levies in the country of origin and shipment.

If the bidder fails to include any other expenditure/item in the RFP, no claim thereof will be considered by the bank afterwards.

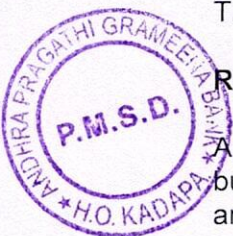
No escalation in price is permitted for any reason whatsoever. Prices quoted must be firm until the completion of printing and supply of Telugu Wall Calenders with Panchangam and Staff Information handouts.

NEGLIGENCE.

In connection with the contravenes the provisions of General Terms, If the bidder neglects to execute the order with due diligence or expedition or refuses or neglects to comply with any reasonable order given to him in writing by the Bank, in such eventuality, the Bank may after giving notice in writing to the bidder calling upon him to make good the failure, neglect or contravention complained of, within such times as may be deemed reasonable and in default of the said notice, the Bank shall have the right to cancel the order holding the bidder liable for the damages that the Bank may sustain in this behalf. Thereafter, the Bank may make good the losses at the risk and cost of the Bidder.

RESPONSIBILTY FOR COMPLETENESS

Any supplies and services which might not have been specifically mentioned in this RFP but are necessary for the printing and supply of Telugu Wall Calenders with Panchangam and Staff Information handouts, completeness of the order, shall be provided / made



available as per the time schedule.

The Bidder shall be responsible for any discrepancies, errors and omissions in the drawings or other information submitted by him irrespective of whether these have been approved, reviewed or otherwise accepted by the bank or not. The bidder shall take all corrective measures arising out of discrepancies, error and omission in drawings and other information as mentioned above within the time schedule and without extra cost to the bank.

FORCE MAJEURE

The bidder shall not be liable for default or non-performance of the obligations under the contract, if such default or non-performance of the obligations under this contract is caused by any reason or circumstances or occurrences beyond the control of the bidder, i.e. Force Majeure.

For the purpose of this clause, "Force Majeure" shall mean an event beyond the control of the bidder, due to or as a result of or caused by acts of God, wars, insurrections, riots, earth quake and fire, events not foreseeable but does not include any fault or negligence or carelessness on the part of the bidder, resulting in such a situation.

In the event of any such intervening Force Majeure, the Bidder shall notify the Bank in writing of such circumstances and the cause thereof immediately within five calendar days. Unless otherwise directed by the Bank, the Bidder shall continue to perform / render / discharge other obligations as far as they can reasonably be attended / fulfilled and shall seek all reasonable alternative means for performance affected by the Event of Force Majeure.

In such a case, the time for performance shall be extended by a period (s) not less than the duration of such delay. If the duration of delay continues beyond a period of Fifteen days, the Bank and the Bidder shall hold consultations with each other in an endeavor to find a solution to the problem.

Under no circumstances the bidder will be entitled to any compensation, damages or extra cost. Notwithstanding above, the decision of the Bank shall be final and binding on the Bidder.

RESOLUTION OF DISPUTES.

All disputes and differences of any kind whatsoever, arising out of or in connection with this Offer or in the discharge of any obligation arising under this Offer (whether during the course of execution of the order or after completion and whether beyond or after termination, abandonment or breach of the Agreement) shall be resolved amicably. In case of failure to resolve the disputes and differences amicably the matter may be referred to a sole arbitrator mutually agreed upon after issue of atleast 30 days notice in writing to the other party clearly setting out there in the specific disputes. In the event of absence of consensus about the single arbitrator, the dispute may be referred to joint arbitrators; one to be nominated by each party and the said arbitrators shall appoint a presiding arbitrator. The provisions of the Indian Arbitration and Conciliation Act, 1996, shall govern the arbitration. In case the Proposal is not received as required above on or before the said date and time, Bank shall presume that bidder is not interested proceeding with the dispute. The venue of arbitration shall be Kadapa, Andhra Pradesh.



TENDER FOR PRINTING AND SUPPLY OF TELUGU WALL CALENDERS AND STAFF INFORMATION HANDOUTS

JURISDICTION

The Purchase Contract shall be governed by the Laws and Regulations of India for the time being in force and will be subject to the exclusive jurisdiction of the Courts in Kadapa, Andhra Pradesh.

**GENERAL MANAGER,
PREMISES MAINTAINENCE AND SERVICES DEPARTMENT
ANDHRA PRAGATHI GRAMEENA BANK,
HEAD OFFICE,
KADAPA**



ANNEXURE – A

Covering letter format

Offer Reference No:

Date:

To

**The General Manager,
Premises Maintenance & Services Department,
Head Office,
Kadapa**

Dear Sir,

RFP: 346/WC-SIH/2024 dated 25.10.2024.

Having examined the RFP document including all Annexures the receipt of which is hereby duly acknowledged, we, the undersigned, offer to Printing and Supply of Telugu Wall Calenders with Panchangam and Staff Information handouts in conformity with the said RFP in accordance with the schedule of prices indicated in the Financial offer and made part of this offer.

If our offer is accepted, we undertake to Printing and Supply of Telugu Wall Calenders with Panchangam and Staff Information handouts to the Bank immediately within 15 days from the date receipt of purchase order.

We enclose a Demand Draft for Rs. 100000/- as EMD in favour of Andhra Pragathi Grameena Bank, if applicable.

We agree to abide by this offer till 365 days from the date for opening of the RFP and for such further period as may be requested for by the bank, and agreed to in writing by us. We also agree to keep the Earnest Money Deposit during the entire validity period of the RFP. However, if we withdraw our offer within the said validity period, you shall have the right to forfeit the EMD without reference to us. We agree to abide by and fulfill all the terms and conditions of the RFP and in default thereof, to forfeit and pay to you or your successors, or authorized nominees such sums of money as are stipulated in the conditions contained in RFP together with the return acceptance of the purchase order for Printing and Supply of Telugu Wall Calenders with Panchangam and Staff Information handouts.



TENDER FOR PRINTING AND SUPPLY OF TELUGU WALL CALENDERS AND STAFF INFORMATION HANDOUTS

We enclose a list of clients in India (giving their full addresses) where the model quoted by us now have been supplied by us and the name and addresses of our Bankers.

We also confirm that we have not been disqualified by any PSU banks/ Financial Institutions for supply of 1 mg Electronic Jewel Weighing Scales.

Our PAN number for Income Tax is _____.

We are registered with the Goods & Service Tax authorities and our registration numbers are as follows.

Goods & Service Tax Registration Number is _____.

We accept all the Instructions and Terms and Conditions of the subject RFP.

We understand that the Bank is not bound to accept the lowest or any offer the Bank may receive without assigning any reason whatsoever.

Dated this _____ day of _____ 2024

Signature of the Authorized Signatory with date & seal

ENCLOSED:

1) EMD: DD No.s



ANNEXURE – B**Particulars of Bidders**

Sr No	Particulars	
A	Company/Bidder Profile	
1.	Name of the Bidders/Firm Company	
2.	Constitution	
3.	Date of Establishment/Incorporation	
4.	Address Registered Office Corporate Office	
5.	Telephone No FAX No E-mail Address Website	
6.	Sales Turnover 2021-22 :- 2022-23 :- 2023-24 :-	
7.	Domestic Customer Base (Printing and Supply of Telugu Wall Calenders with Panchangam and Staff Information handouts)	

Signature of the Authorized Signatory with date & seal



ANNEXURE – C

Technical compliance Statement

Declaration

We hereby undertake to agree to abide by all the terms & conditions stipulated in the RFP document

We certify that the Products/services offered by us for RFP conform to the specifications stipulated in the RFP form

Signature of the Authorised Signatory with date & seal



ANNEXURE - D

Authorization letter format

To

**The General Manager,
Premises Maintenance & Services Department,
Head Office,
Kadapa**

Dear Sir,

SUB: Authorization Letter for attending the Bid Opening

REF: YOUR RFP NO: - _____ Dt _____.

This has reference to your above RFP for printing and supply of _____. Mr. Miss/Mrs. _____ is hereby authorized to attend the bid opening of the above RFP _____ DT: _____ on _____ on behalf of our organization.

The specimen signature is attested below :

Specimen Signature of Representative

Signature of Authorizing Authority

Signature of Attesting Authority

Name of Authorizing Authority



TENDER FOR PRINTING AND SUPPLY OF TELUGU WALL CALENDERS AND STAFF INFORMATION HANDOUTS

Annexure – E

Technical Specifications and other details printing and supply of Telugu wall calenders with panchangam and staff information handouts.

S.No	Item	Item Specification	Total Quantity
1	Wall Calendars	ORDINARY CALENDAR WITH TELUGU PANCHANGAM 1. Size:17"x11.5" 2. No. of Sheets:6 sheets-with good quality rimming –as per sample, hanging thread with hole. 3.Colour: Multi-colour 4.Paper to be used : 18.6 KG -70 GSM-JK Maplitho white paper	2,50,000 copies To be packed in packet of 500 Calendars
2	Staff Information Handout	8.5"x5.5" Size – On every page Bank Logo, name and two dates per page to be printed along with 82 pages containing information of both Bank and General - 80 GSM JK white paper, 2lb grey board-Blue Foam rexion with single color both side printing and inner section with gum binding.	3,700 Nos.
3	Staff Information Handout	8.5"x5.5" Size– On every page Bank Logo, name and two dates per page to be printed along with 82 pages containing information of both Bank and General - 80 GSM JK white paper, 2lb grey board-130 GSM art paper Multi colour printing cover page with lamination – case Binding logo and bank address	3,700 Nos.

Authorized Signature on behalf of the Bidder with full Name.



ANNEXURE –F

Undertaking letter in your letter head with technical bid

To,

**The General Manager,
Premises Maintenance & Services Department,
Head Office, Mariyapuram,
Kadapa**

SUBJECT: RFP: 346/WC-SIH/2024 Dt 25.10.2024

Dear Sir,

This has reference to your above RFP published in GeM portal.

We hereby state that we M/s _____ have submitted the above offer documents duly filling at the appropriate places without making any alterations, corrections, omissions in the offer issued by the bank or downloaded from the web site.

Signature & Name of the Bidder



ANNEXURE – G**Bill of Material and Price Schedule.**

Final/ Lowest Bid Price quoted in Reverse Auction, held on _____ in respect of RFP GeM Bid ref. no. 346/WC-SIH/2024 dated 24/10/2024 for procurement of _____

(Amount in Rs)

S.No.	Item	Item Specification	Quantity	Base Rate (A)	GST @ 18% (B)	Total (C= A+B)
1	Wall Calendar	TELUGU CALENDAR WITH PANCHANGAM 1. Size:17"x11.5" 2. No. of Sheets:6 sheets-with good quality rimming –as per sample, hanging thread with hole. 3.Colour: Multi-colour 4.Paper to be used : 18.6 KG -70 GSM-JK Maplitho white paper	2,50,000 copies To be packed in packet of 500 Calendars			
2	Staff Information Hand Out	8.5"x5.5" Size – On every page Bank Logo, name and two dates per page to be printed along with 82 pages containing information of both Bank and General - 80 GSM JK white paper, 2lb grey board-Blue Foam rexion with single color both side printing and inner section with gum binding	3,700 Nos			
3	Staff Information Hand Out	8.5"x5.5" Size– On every page Bank Logo, name and two dates per page to be printed along with 82 pages containing information of both Bank and General - 80 GSM JK white paper, 2lb grey board-130 GSM art paper Multi colour printing cover page with lamination – case Binding logo and bank address	3,700 Nos			
TOTAL(D)						

Cost of RFP (D)



***Net quantity to be purchased by the Bank may vary +/- 25% and Cost of RFP will be taken for the finalization of L1 bidder.**

*Note: BID EVALUATION in GeM portal IS BASED ON THE TOTAL Cost column. Bidder shall mention the value of D column in GeM portal for finalizing L1 bidder .

We abide by the terms and conditions of the tender.

Authorized Signature on behalf of the Bidder with full Name.

Notes:

- All the above prices should be inclusive of all imports cost, duties, excise duty. Etc. Applicable Taxes like CST/VST/VAT/Service Taxes/GST will be paid as per actual. Octroi & Entry tax which will be reimbursed by Bank on production of Receipt.
- Finalisation of L1 Bidder in GeM portal is determined based on 'Reverse Auction in GeM portal'.

We confirm that we have quoted as per terms and conditions of the RFP, giving the rates/price in our Financial Offer.

Date:

Place:

Signature on behalf of Name of the bidder

