

TENDER NOTICE

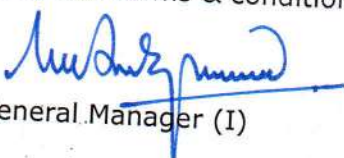
Tender Notice No.APGVB/P&D/4/2017-18

dated 16/09/2017

Tenders are invited for rate contract for procurement of **DIARY 2018****LAST DATE FOR RECEIPT OF TENDERS 11/10/2017 UP TO 2.00 PM
TENDERS WILL BE OPENED ON 11/10/2017 AT 3.00 PM****Terms & Conditions:**

1. Please submit your competitive TENDERS for the items mentioned in the RFP.
2. The details of procurements are enumerated in separate RFP.
3. Taxes will be deducted at the applicable rates.
4. Printing & binding to confirm to our specifications
5. Quality of printing etc. should be only to our specifications. If supplies are NOT made in accordance with the specifications, the entire supplies will be rejected and the cost will be recovered. Paper used should be of reputed A Grade Mills. i.e, AP, Ballapur, West Coast, Seshasai, JK, TNPL.
6. Tenders will be accepted till 2.00 PM on 11/10/2017 and will be opened at 3.00 pm the same day. ✓
7. TENDER BOX is available at a conspicuous place on FOURTH Floor, at our Head Office, Hanmakonda, Warangal.
8. Your TENDER cover should be suitably superscribed as:
 - Outer cover "**Tender for DIARY 2018**"
 - First Inner cover "**Technical Bid for Diary 2018**"
 - Second Inner cover "**Commercial Bid for Diary 2018**"
9. Any Tender without **EMD** will be summarily rejected.
10. The Tender cover should be addressed to:
**The General Manager-I
ANDHRA PRADESH GRAMEENA VIKAS BANK
HEAD OFFICE: WARANGAL
2-5-8/1, RAMNAGAR
HANAMKONDA
WARANGAL - 506 001**
11. Tender should reach on or before **2.00 PM of 11/10/2017**

Read the Terms & conditions carefully in RFP before filling & submission of the Tender.


General Manager (I)



ANDHRA PRADESH GRAMEENA VIKAS BANK
Head office :: Warangal


ANNEXURE - I

(Ref: Tender Notice No.APGVB/P&D/4/2017-18 dated 16/09/2017)

PRINTING OF DIARY 2018

TECHNICAL & COMMERCIAL BID ESSENTIALS

1. Earnest Money Deposit (EMD) of **₹50,000.00** in the form of Bank Draft favouring ANDHRA PRADESH GRAMEENA VIKAS BANK, WARANGAL
2. **Letter authorizing** representing executive(s)
3. Should have **GST** registration and should specify composition or regular
4. Should have at least **5 years** of experience in the line of activity
5. **Latest Orders** placed on the vendor
6. **Audited Balance Sheets** and Profit & Loss Account documents for the last 3 Financial years (2014-15, 2015-16 & 2016-17);
7. Should have sales turnover of over **25 lakhs** for 3 years
8. **Documents in support** of meeting Bidder's Eligibility Criteria with authenticated supporting documents. Non-attachment of requisite documents will disqualify the bidder);
9. Bidder's General Information in **ANNEXURE-II**;
10. Point wise Compliance with the Scope of Work;
11. **Acceptance** of all Terms & Conditions as mentioned in the RFP;
12. Enclosing of **Samples** of paper
13. **This RFP should be part of the Technical Bid and signed by the appropriate authority on all pages**


GENERAL MANAGER-I 16/9/17





ANDHRA PRADESH GRAMEENA VIKAS BANK
Head office :: Warangal

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(Ref: Tender Notice No.APGVB/P&D/4/2017-18 dated 16/09/2017)

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10. Point wise Compliance with the Scope of Work;
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13. **This RFP should be part of the Technical Bid and signed by the appropriate authority on all pages**


GENERAL MANAGER-I 16/9/17



ANNEXURE – II (Ref: Tender Notice No.APGVB/P&D/4/2017-18 dated 16/09/2017)

PARTICULARS OF BIDDERS

(Please see Annexure – I) Eligibility Criteria/terms & conditions and apply only if eligible)

PLEASE FILL UP ALL THE COLUMNS LEGIBLY

Printing & supply of DIARY 2018

S. No	Specifications	Particulars
1	Name of the Unit/Firm with full address with Telephone / Mobile/ FAX.Nos/Email Address etc.,	
	Administrative Office :	
	Factory Address:	
	Whether ISO certified / IBA/RBI/SBI/approved Unit (if so, enclose copy of relative certificate issued)	
2	CONSTITUTION (Enclose evidence like Certificate of Commencement of Business / memorandum of Articles of Association/ Partnership Deed Etc)	a) Proprietary /Partnership /Private/ Limited/ Public ltd. Company/Co-op Society (Delete inapplicable)
		b) SSI Registration No./Trade License No.(Enclsoe Copy of Certificate) Date valid up to : _____ / _____ / _____
3	Year of Establishment/ Experience in line of activity: (Please see Annexure-I) Eligibility criteria for category wise minimum length if experience required)	Year of establishment : _____ Experience in years of the Proprietor / partner / Director of the unit : _____ years
4	Name of the Proprietor/ Mg.Partner/Mg.Director etc	
5	Name and addresses of the Bankers / Phone Numbers	BANK: BRANCH: A/c No: IFS Code:

6	Whether registered for GST ? (Mention No. & Date and furnish copies) Whether registered under REGULAR or COMPOSITION scheme?	GST No:
7	Whether an Assesse of Income Tax (Enclose copies of IT Return for the last 3 years with all enclosures)	PAN No: _____ GSTAN/GSTIN No: _____
8	Annual Turnover for the last 3 years (See Annexure – I) category wise eligibility criteria) (Balance Sheets to be enclosed)	(Rs. in lakhs) Year 2014-15 Rs. _____ Year 2015-16 Rs. _____ Year 2016-17 Rs. _____
9	Details of Machinery , with brief description of its output per day : (Enclose separate paper if space is not sufficient)	Capacity of printing..... (No. of prints per day)
10	FACILITY to take up MULTICOLOUR printing jobs?	Yes / No
11	Execute the order as per the specifications of paper (GSM) and make of Grade-I Mills , mentioned in the RFP?	Yes / No If Yes, mention which of the Mills ?
12	Provide INSURANCE against Fire, Theft, Riots during transit for finished products till delivery at the destinations stated in the RFP?	Yes / No
13	Names of Institutions/ Govt, Agencies / Banks, reputed companies etc., WHERE your unit is executing works and maintained there against the turnover in the last year	Submit Orders & Completion Certificates
14	Detailed description of works undertaken with Banks/GOI institutions	
15	Whether removed / blacklisted at any time in any Bank / Govt. organization? If yes mention details	YES / NO _____
16	Details of EMD enclosed	DD. No: Date of DD: Name of the Bank:

COMPLIANCE STATEMENT

Declaration :

I/we _____ s/o d/o Sri _____

Proprietor / Partner / Director / Authorized Signatory of Sri/Smt _____
_____ competent to sign and execute the
Tender document.

2. I/We have carefully read and understood all the terms and conditions of the tender and hereby convey my/our acceptance of the same.

3. The information / documents furnished along with the above declaration are true and authentic to the best of my/our knowledge and belief. I/We am / are well aware of the fact that furnishing of any vague / false information / fabricated document would lead to rejection of my /our tender at any stage besides liabilities towards prosecution under appropriate law

PLACE : _____

DATE : ____/____/2017

Stamp/Seal

Signature
Designation



ANDHRA PRADESH GRAMEENA VIKAS BANK

Head office :: WARANGAL

R F P

Request for Proposal

P r i n t i n g & S u p p l y o f

D I A R Y - 2 0 1 8

Sr. No.	Subject	Date/time
1	Date of Commencement of Bidding Process	16/09/2017
2	Last date for receipt of Bidding Documents	11/10/2017 at 2.00 pm
3	Date & Time of Opening of Technical Bid	11/10/2017 at 3:00 pm
4	Place of Receipt & Opening of Bids	ANDHRA PRADESH GRAMEENA VIKAS BANK HEAD OFFICE: WARANGAL 2-5-8/1, RAMNAGAR HANAMKONDA WARANGAL – 506 001 PH: 0870 – 2577766
		TENDER BOX PLACED AT 4TH FLOOR
5	Website address	www.apgvbank.in

General Manager-I

16/09/2017

INTRODUCTION

1. Introduction

The Bank invites technically complete and commercially competitive bids from the PRINTERS for printing & supply of **DIARY - 2018** to our eleven Regional Offices located in 5 erstwhile districts of Telangana & three districts across Andhra Pradesh, as per the Specifications provided in this RFP.

2. Bidders' Eligibility Criteria

The following is the bidders' eligibility criteria:

1. The bidder should be a profitable registered company/firm involved in printing & supply for at least 3 years.
2. The bidder should enclose IT Returns for at least 3 years.
3. The Bidder should be registered under the GST.

3. Scope of Work

ANDHRA PRADESH GRAMEENA VIKAS BANK has a network of **768 Branches** spread in the two states of Andhra Pradesh & Telangana. Five erstwhile districts of **Medak, Mahabubnagar, Khammam, Nalgonda & Warangal in the state of Telangana and three districts of Srikakulam, Vizianagaram, Parvathipuram & Visakhapatnam in the state of Andhra Pradesh.**

The selected vendor or L1 bidder shall print & supply to destinations (Regional Offices) in all the above districts.

4. Tentative Requirement & specifications

QUANTITY – Diaries will be of two sizes

- 9000 - A5 size Diaries
- 300 - Executive Size Diaries

Of the above **9000** A5 Size Diaries, **5800 will be for PUBLIC distribution and 3200 will be for STAFF** use with specific data included.

1. **Diaries for PUBLIC** – Apart from the general features, the material (Bank pages) will consist of **17-18 folios (34 – 36 pages) – for 5800 diaries**
2. **Diaries for STAFF** – Apart from the general features the diaries for STAFF, would have about **36-38 folios (72 – 76 pages) for 3200 diaries**
3. **Executive Diaries** - Shall contain about **17-18 folios (i.e., total of 34 – 36 pages) for 300 diaries**

DIFFERENCE IN SPECIFICATIONS

		SMALL / A5 SIZE DIARY				EXECUTIVE DIARY	
		STAFF			PUBLIC		
1	Two dates to be clubbed in one page	1	Two dates to be clubbed in one page	1	Only Saturday and Sunday to be clubbed in one page		
2	Bank Data 36-38 Folios		Bank Data 17-18 Folios		Bank Data 17-18 Folios		

COMMON SPECIFICATIONS:

The Basic features & Terms & Conditions:

1. Designing of the Cover
2. Customisation of the Bank's Data
(Running Matter + Contact Numbers)
3. Paper – **White Maplitho Paper of 70 GSM of 80% or higher brightness** from Grade – I mills
4. Printing in Single Colour, Outer cover in **MULTICOLOUR**
5. Outer Cover – Pasting & Binding in hard
6. Bank's Logo & Bank's name on the front side of the cover
7. Bank's Logo and Bank's address on the back cover
8. Bank's name on the side
9. With Best Compliments From, LOGO & Chairman's Name & Bank's name
10. Personal Memoranda at the start
11. Monthly Planner at the start of each month
12. Telephone Index at the end
13. Year Planner at the end
14. Delivery to different locations of our Bank's operation – 3 districts in Andhra Pradesh & 5 Districts in Telangana, Total 11 Regions
15. **TIME OF DELIVERY:** The Diaries should reach (destinations) by **15th of December' 2017**
16. The items should be **COMPULSORILY** delivered without damages and correct quantity as per order & along with dispatch advice.
17. The quantity mentioned above can be either increased or decreased
18. **SUPPLY TIME & DELAY CLAUSE:** Should ensure to supply the items within **stipulated time** from the receipt of this order. For any delay, 1% of Bill Amount will be levied as penalty for first 5 days after due date (15/12/2017) and 2% for every 5 days thereafter an no bill will be paid if the delay is beyond 31/12/2017.
19. **CAPACITY TO PRINT & SUPPLY:** **Should be able to print and supply the whole quantity within 3 weeks from the date of final data of Bank given.**

TIME OF SUPPLY: The time taken for supply of **Dairy** should be stated in your quotation / Tender and should be strictly adhered to, in case you bag the order. The final consignment should reach us or our destinations not later than **15/12/2017**.

DELIVERY DESTINATIONS: Deliveries should be made to 12 different locations in Andhra Pradesh & Telangana State, such as Parvathipuram, Srikakulam, Vizianagaram & Vishakapatnam in the state of Andhra Pradesh and Warangal, Nalgonda, Mahabubnagar, Sangareddy, Ashoknagar (Adjacent to BHEL Hyd), Bhadrachalam and Khammam in the state of Telangana through authorized Transporters like, SRMT, KRANTI, NAVATA, VRL Etc., on **"PAID LR" and "DOOR DELIVERY" basis.**

PRICING: Quoted **price** per **DIARY** should be **inclusive** of all TAXES (**GST.**), and **TRANSPORT (Paid)** up to the destination (DOOR DELIVERY)

NOTE : Separate rates should be quoted for 3 types of diaries:

- **A5 Size Diary – PUBLIC**
- **A5 Size Diary – STAFF**
- **Executive size diary**

5. INSTRUCTIONS TO BIDDERS

Bidding Process

5.1. RFP and Bid Submission

The bidder can download the RFP bid documents at free of cost from our website www.apgvb.com at the time of submission of tender document.

The Bank shall not consider any request for date-extension for bid-submission on account of late receiving / downloading of RFP by any bidder. The bids not accompanied by the EMD in form of Demand Draft for requisite amount drawn in favour of the General Manager, shall be out-rightly rejected. Bids duly sealed, addressed to the General Manager(I) should be delivered on or before **11/10/2017 up to 2:00 P.M.**

Bids have to be submitted at the following address:

**GENERAL MANAGER
ANDHRA PRADESH GRAMEENA VIKAS BANK,
HEAD OFFICE: 2-5-8/1, RAMNAGAR
HANUMKONDA
WARANGAL – 506 001
PH: 0870 – 2577766**

Contact Persons:

1. S.Lakshmi	Asst.Manager	9491035491
2. K.Kishan Rao	Manager	7382297156
3. K.Ram Reddy	Sr.Manager	9440663873

In the event of the specified date for bid-submission being declared a holiday for the Bank, the bids will be received up to the appointed time on the next working day.

5.2. Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid and the Bank will, in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

5.3. Late Bids

Any bid received by the Bank after the last date/time for bid-submission will be rejected and returned unopened to the bidder.

5.4. Withdrawal / Amendment to RFP Contents:

The bank reserves the right to accept or reject any / all proposal(s), to revise the tender, to request one or more resubmissions or clarifications from one or more vendors, or to cancel the process in part or whole. The Bank also reserves the right to amend the RFP at any time prior to the last date for bid-submission. The Bank may, for any reason, whether at its own initiative or in response to clarification(s) requested by a bidder, modify the RFP contents by amendment. Amendment will be notified on the Bank's website / portal and will be binding on participating bidders. The Bank shall not be liable for any communication gap. In order to provide prospective bidders, reasonable time to take the amendment into account for preparation of their bid, the Bank may, at its discretion, extend the last date for bid-submission.

5.5. Two Stage Bidding Process

The bidder will submit its response to the RFP, packaged as a set of following envelopes.

PART – A (TECHNICAL BID) – duly super-scribed on the Envelope **“Technical bid for Diary 2018”**

2. Earnest Money Deposit of `50,000.00 (Rupees fifty thousand only) in the form of Demand Draft issued by scheduled commercial bank favouring Andhra Pradesh Grameena Vikas Bank, payable at Warangal, must be submitted along with the Technical Bid. Proposals not accompanied with Earnest Money of `50,000.00 will not be accepted. This amount will be forfeited, if the successful bidder refuses to accept purchase order or having accepted the purchase order fails to carry out his obligation mentioned therein. No interest will be payable on the earnest money deposit. The earnest money of the unsuccessful bidders will be returned within a period of 7 days from the date the L-1 accepting the Order.

3. Technical Bid Envelope should also include following documents, duly filled in, stamped and signed.

Bidder's General Information in **ANNEXURE-II** (Must attach supporting documents i.e. Purchase Order(s), Completion certificate(s) to substantiate claim(s) for each clause and item with the Technical bid,

All requisite enclosures as mentioned in 'Other Mandatory Requirements' (Attach requisite documents by marking as indicated),

Terms and Conditions for Bidders

All Other required Documents mentioned

Undertaking by Bidder

PART – B (COMMERCIAL BID) – Duly super-scribed on the Envelope “Commercial Bid for Diary 2018”

1. Priced Bid format duly filled, stamped and signed

2. The envelopes must have Bidder's Title / Name, Address, Contact Person and his Telephone / Mobile No.

3. The Bank expects the bidder to carefully examine all instructions, forms, terms & conditions, technical specifications etc., mentioned in this RFP. Failure to furnish all information required for submission of a bid not substantially responsive to the RFP in every respect will be at the bidder's risk and may result in the rejection of its bid without any further reference to bidder.

6.7.1. First Stage of Bidding

In the first stage, only the Technical Bids will be opened in the presence of a *Technical Bids Opening Committee*. The Bidders' representatives who choose to attend can do so at the given time, the date and the place. The bidders' representatives who are present shall sign a document evidencing their attendance.

6.7.2. Second Stage of Bidding

In the second stage, commercial bids of short-listed technically qualified bidders shall be opened in presence of a *Commercial Bids Opening Committee* and Bidders' representative who choose to attend, at the time, on the date and at the place as communicated. As above, the bidders' representatives who are present shall sign a document evidencing their attendance. The Bank may return unopened commercial bids of technically disqualified bidders.

7. BID FEATURES

7.1. Language of the Bid

All bids and supporting documentation must be in English only.

7.2. Bid Currency & Price Structure

Prices shall be expressed in the Indian Rupees only. **The Prices quoted by the bidders should be inclusive of cost of Paper, Printing, all or any kind of taxes that may apply, Packing, Transportation & Insurance during transit until reaching the destination.** The Bank shall neither pay any other cost nor consider any other cost for L-1 vendor.

7.3. Validity Period

The Bids shall be valid for one time from the date of opening of technical bids and. A bid valid for a shorter period shall be rejected by the Bank as non-responsive.

7.4. Format & Signing of Bid

- (a) The Bank in case of non-adherence to the Format or partial submission of bid will not evaluate the bid,
- (b) Each bid shall be made in the legal name of the bidder,
- (c) Each page of it shall be serially numbered, signed and duly stamped by the bidder or a duly authorized person to sign on behalf of the Bidder,
- (d) Any interlineations, erasure or overwriting shall be valid only if these are initialled by the person(s) signing the bid.
- (e) Executive(s) representing the bidder should be duly authorized to sign the bid, interacting with the Bank for all sorts of communication as well as appearing in for price negotiation meeting, in case the bidder emerges as L-1 as a result of commercial evaluation of all technically qualified bids.
- (f) A letter of this intent, issued by the Proprietor / CEO / Director or any top-level executive, authorizing representing executive(s) should be submitted as part of the Technical Bid.

7.5. Technical / Commercial Bid Essentials:

- (a) All relevant information should be given against the space provided for information in the prescribed format. Writing of 'OK' 'accepted', 'noted', 'sheet attached' will not be accepted. In case, due to insufficient space, a sheet is added, page no. of that sheet should be mentioned and the added sheet should have backward reference on right hand top thereof,
- (b) All supporting documents of the particular Appendix should be attached thereafter the bid, writing reference thereon.
- (c) The Technical Bid must contain the following: -
 - Earnest Money Deposit (EMD) of **₹50,000.00** in the form of Bank Draft favouring ANDHRA PRADESH GRAMEENA VIKAS BANK, WARANGAL
 - Letter authorizing representing executive(s);
 - Documents in support of meeting Bidder's Eligibility Criteria with authenticated supporting documents. Non-attachment of requisite documents will disqualify the bidder);
 - Bidder's General Information **ANNEXURE-II**;
 - Point wise Compliance with the Scope of Work;
 - Acceptance of all Terms & Conditions as mentioned in the RFP;
 - Enclosing of Samples of paper
 - Audited Balance Sheet and Profit & Loss Account documents for the last 3 Financial years (2014-15, 2015-16 & 2016-17);
 - **This RFP should be part of the Technical Bid and signed by the appropriate authority on all pages**

(d) The Commercial Bid must contain the following: -

- (i) Rates for each item specified in Indian rupees
- (ii) Declaration agreeing to all the Terms & Conditions in the RFP

8. Bid Evaluation

The purpose of bid evaluation is to determine: -

- (a) Reputation of the vendor in India for quality and reliability;
- (b) Acceptance of terms and conditions
- (c) Service capability of the vendor;
- (d) Vendor standing i.e. experience in supply
- (e) Vendor meeting the qualification criteria as specified in the tender documents;
- (f) The lowest evaluated responsive bid from amongst the substantially responsive bids received by the Bank. In order to determine the lowest evaluated responsive bid, the Bank shall adopt a systematic evaluation process.

8.1. General Evaluation

1. The Bank will examine the bids against *Bidder's Eligibility Criteria* mentioned in the RFP.
2. The Bank will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
3. The Bank may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any other bidder.
4. Prior to the detailed evaluation, the Bank will determine the substantial responsiveness of each bid against this RFP. For purposes of these clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the RFP without material deviations.
5. During evaluation of the bids, the Bank may, at its discretion, ask the bidder for providing clarification on any point mentioned in its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.
6. The samples enclosed by the bidders should be the same, which have been quoted in their bids as part of the RFP. No chance will be given for re-submission.
7. Commercial bids of only those vendors will be opened, who are technically qualified and fulfil all other requirements as enlisted in the RFP.

8.3 Commercial Evaluation

1. Commercial bids submitted will be opened only for those bidders, who have qualified the general and technical evaluation, their price will be compared and the lowest quoting bidder will be declared as L-1.
 2. **L-1 will be evaluated as a package, for all the items quoted and the total of all shall become the base for evaluation**
 3. However the bank shall be under no obligation to accept the lowest or any other offer received in response to this notice and shall be entitled to reject any or all the offers without assigning any reasons whatsoever.
2. The bank reserves its right for placing the orders as per requirement.
 3. The Bank will be free to either reduce or increase the quantities to be printed on the same terms and conditions. The bank reserves the right to alter the quantities.

9. Award Notification

The acceptance of a bid, subject to contract, commercial considerations & compliance with all terms and conditions will be communicated in writing by means of placing order at the address supplied by the bidder in its bid. Any change of bidder's address, should therefore be promptly notified to: -

**ANDHRA PRADESH GRAMEENA VIKAS BANK,
HEAD OFFICE
2-5-8 / 1 RAMNAGAR, HANUMKONDA
WARANGAL – 506 001
State : Telangana
PH: 0870 – 2577766**

10. Bidder's Disqualification

Any bidder not complying with the bidding process is liable for disqualification at any stage without assigning any reason. Decision of the Bank in this regard shall be final, conclusive and binding on the bidder.

11. Terms and Conditions

All under mentioned terms and conditions for vendors, who participate in this bid, are binding on all. These terms and conditions will also form part of the print order, to be

issued to the successful Bidder. All the terms and conditions in the tender document should be stamped and signed and attached with the Technical Bid as acceptance of these terms and conditions

(a) **Proposal Ownership**-The bid and all supporting documentation submitted by the bidders shall become the Bank's property and the Bank reserves the right to accept or reject any request made by any bidder to return or destroy the bid and accompanying documentation.

(b) **Delivery of Items**-The vendor shall be responsible for delivery of the ordered item(s) at the destination within **Three weeks or latest by 15/12/2017** of purchase order. The vendor should arrange for appropriate insurance to cover the ordered item(s) for the transit period and till the time of its receipt by the Bank at the respective destination. The cost of the insurance will be borne by the vendor.

2. Defect Liability Security Deposit: Bank shall retain **10% of** the bill amount for 60days as defect liability security deposit. The same shall be released after the material is approved in quality testing. This however, does not preclude the Bank from seeking replacement of the goods supplied in case extreme damage or errors in printing.

(c) **Payment Terms:** No advance / mobilization amount will be paid to the vendors. Bill will be paid only on:

- receipt of the item ordered at the destinations advised, as per specifications and quantity & in good condition
- receipt of Bill along with Delivery Challans from the recipients duly authenticated & stamped for having received the item

(d) **Earnest Money Deposit:** The bidder shall have to deposit earnest money in the form of DD for **Rs.50000.00 (Rupees fifty thousand only)**, which will be returned on successful execution of the job in all respects.

(e) **Further Orders:** The Bank may continue to place further orders beyond the valid period, by mutual agreement between the Bank and the vendor on the same approved rates.

(f) **Order Cancellation:** The Bank reserves the right to cancel the purchase order in the event of one or more of the following situations: -

1. Delay in supply, beyond the specified period
2. Serious discrepancy in quality of supplied item
3. In the event of order cancellation, the vendor shall be responsible to take back the faulty item supplied, at their own cost & expenses.

(g) **Force Majeure:** The vendor shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

For purposes of this Clause, "**Force Majeure**" means an event beyond the control of the Vendor and not involving the vendor's fault or negligence and not foreseeable. Such events may include, but are not limited to, Acts of God or of public enemy, acts of Government of India in their sovereign capacity, acts of war, fire, floods, strikes, lock-outs and freight embargoes. If a Force Majeure situation arises, the vendor shall promptly notify the Bank in writing of such conditions and the cause thereof within twenty calendar days. Unless otherwise directed by the Bank in writing, the vendor shall continue to perform its obligations under the Contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

(h) **Resolution of Disputes:** The Bank and the vendor shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract. If after thirty days from the commencement of such informal negotiations, the Bank and the Vendor are unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution by formal arbitration. All questions, disputes or differences arising under and out of, or in connection with the contract, shall be referred to two Arbitrators: one Arbitrator to be nominated by the Bank and the other to be nominated by the Vendor. In the case of the said Arbitrators not agreeing, then the matter will be referred to an umpire to be appointed by the Arbitrators in writing before proceeding with the reference. The award of the Arbitrators and in the event of their not agreeing, the award of the Umpire appointed by them shall be final and binding on the parties. The Arbitration and Reconciliation Act, 1996 shall apply to the arbitration proceedings and the venue & jurisdiction of the arbitration shall be WARANGAL.

General Manager-I

Undertaking by the vendor

To,
The General Manager-I
Andhra Pradesh Grameena Vikas Bank
Head Office : Warangal

Sir,

I/we have gone through all the RFP specifications, terms & conditions etc., stated above and fully understood them and I/we agree to abide by them to execute in time as specified.

In the event of my/our failing in the execution as required, shall entail me/us by the Bank to:

- Cancel the order
- Penalize for delay in supply
- Penalize for short supply
- Take back items compromised in quality with no costs to the Bank
- Other Terms & Conditions that may apply

Date : ____/____/2017

Place : _____

Seal of the bidder

Signature

COMMERCIAL BID
Printing & supply of Diary 2018

To,
The General Manager-I
Andhra Pradesh Grameena Vikas Bank
Head Office : Warangal

I/We have read the RFP and fully understood the Specifications, Terms & Conditions and quote the rates for Diaries as under :

S. No	Specifications/Particulars	Type of Diary	Bank Data No. of Folios/Pages	No. of Diaries	Rate per diary Rs.
1	Two dates to be clubbed in one page	A5 - Staff	36-38 folios (72 - 76 pages)	3200	
2	Two dates to be clubbed in one page	A5 - Public	17-18 folios (34 - 36 pages)	5800	
3	Only Saturday & Sunday to be clubbed in one page	Executive	17-18 folios (34 - 36 pages)	300	
The rates quoted are inclusive of GST & TRANSPORT up to the destinations mentioned				TOTAL	

	<p>The Basic features & Terms & Conditions:</p> <ol style="list-style-type: none"> 1. Designing of the Cover 2. Customisation of the Bank's Data (Running Matter + Contact Numbers) 3. Paper - White Maplitho Paper of 70 GSM from Grade-I Mills 4. Printing in Single Colour, Outer cover in MULTICOLOUR 5. Outer Cover - Pasting & Binding in hard 6. Bank's Logo & Bank's name on the front side of the cover 7. Bank's Logo and Bank's address on the back cover 8. Bank's name on the side 9. With Best Compliments From, LOGO & Chairman's Name & Bank's name 10. Personal Memoranda at the start 11. Monthly Planner at the start of each month 12. Telephone Index at the end 13. Year Planner at the end 14. Delivery to different locations of our Bank's operation - 3 districts in Andhra Pradesh & 5 Districts in Telangana, Total 11 Regions 15. TIME OF DELIVERY: The Diaries should reach (destinations) by 15th of December' 2017 16. The items should be delivered without damages and correct quantity as per order & along with dispatch advice. 17. SUPPLY TIME & DELAY CLAUSE: Should ensure to supply the items within stipulated time from the receipt of this order. For any delay, 1% of Bill Amount will be levied as penalty for first 5 days after due date (15/12/2017) and 2% for every 5 days thereafter an no bill will be paid if the delay is beyond 31/12/2017. 18. CAPACITY TO PRINT & SUPPLY: To print and supply the whole quantity within 3 weeks or by 15/12/2017
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Date :

Place:

Seal / Stamp of vendor

Signature of vendor