
ANNEXURE – I

(Ref: Tender Notice No.APGVB/P&D/1/2017-18

dated 16/06/2017

CATEGORYWISE ELIGIBILITY CRITERIA

The following eligibility criteria category wise, laid down by the Bank needs to be ensured / fulfilled by the applicants / vendors /suppliers before submitting their applications duly filled in.

1. Evidences / details should be enclosed to the respective applications to fulfill the following eligibility criteria by means of certificates/documents/audited financial statements like Balance Sheets/Trading and P&L A/c, Income Tax Returns, etc.
2. Details of technical/Non-technical employees and machinery details may be furnished to satisfy applicant/s printing capabilities
3. Last date for receipt of applications at Head Office, Warangal is:
 ___/06/2017

CATEGORY :

1. Manufacture of **Continuous Computer Paper**

S. No	Specifications	Particulars
1	Experience in line of Activity	Five years
2	Sales turnover for the last 2 years (each year)	Rs.25 Lakhs in the line of activity. Details of the associate concerns having similar activity with their turnover details may also be furnished
3	Other conditions	<ul style="list-style-type: none"> • If selected for empanelment, the applicant will be required to furnish a security deposit of Rs.50000/- • Printing capacity per day 4 lakhs minimum • Insurance against fire, theft riots etc. to be arranged by printer only

2. Manufacture of Plain/Window/Laminate/Cloth lined envelops

S. No	Specifications	Particulars
1	Experience in line of Activity	Five years
2	Sales turnover for the last 2 years (each year)	Rs.15 Lakhs & above
3	Other conditions	<p>Required paper acceptable to Bank (Reputed Mills only) should be procured and cost thereof should be borne by vendor</p> <p>If selected for empanelment, the applicant will be required to furnish a security deposit of Rs.25000/-</p>

3. Manufacture of Pouches for TDR / STD RECEIPTS

S. No	Specifications	Particulars
1	Experience in line of Activity	Five years
2	Sales turnover for the last 2 years (each year)	Rs.10 Lakhs & above
3	Other conditions	<p>Required material acceptable to Bank should be procured and cost thereof should be borne by vendor</p> <p>If selected for empanelment, the applicant will be required to furnish a security deposit of Rs.25000/-</p>

4. Printing of Forms/ Vouchers/ Applications/ Documents/ Registers/ Booklets/Pass Books etc. with single or multi colour printing facilities

S. No	Specifications	Particulars
1	Experience in line of Activity	Five years
2	Sales turnover for the last 3 years (each year)	Rs.25 Lakhs & above
3	Other conditions	<ul style="list-style-type: none"> • Please note that print orders will have to be executed at the L-1 rates finalized • To be capable of printing in SINGLE, DOUBLE and MULTICOLOUR • Required paper from reputed mills acceptable to Bank should be procured and cost thereof should be borne by the vendor • Daily Printing Capacity of the machines should be more than 50000 • If selected for empanelment, the applicant will be required to furnish a security deposit in the form of an EMD Rs.50000/- to make good the losses incurred by the Bank due to low quality printing/delivery of defective stocks of printed material/ shortages/rejections etc • The decision of the Bank to determine the extent of loss in this regard is final • Insurance against fire, theft riots etc. to be arranged by printer only • The terms & conditions stipulated by the Bank from time to time should be acceptable by the empanelled printer

General Manager (I)

5. Printing of SECURITY FORMS, Viz., Cheque Books, e-mandate books, Demand Drafts TDR & STDR Books

S. No	Specifications	Particulars
1	Experience in line of Activity	Five years
2	Sales turnover for the last 2 years (each year)	Rs.25 Lakhs & above
3	Other conditions	<ul style="list-style-type: none"> • Please note that print orders will have to be executed at the L-1 rates finalized • Required MICR paper/Parchment paper from reputed mills acceptable to the Bank should be procured and cost thereof should be borne by the vendor • If selected for empanelment, the applicant will be required to furnish a security deposit of Rs.50000/- to make good the losses incurred by the Bank due to low quality printing/delivery of defective stocks of printed material/ shortages/rejections etc • The decision of the Bank to determine the extent of loss in this regard is final • Insurance against fire, theft riots etc. to be arranged by printer only • The terms & conditions stipulated by the Bank from time to time should be acceptable by the empanelled printer

General Manager (I)

PRE-QUALIFICATION FOR EMPANELMENT OF VENDORS
(Please see Annexure – I) Eligibility Criteria/terms & conditions and apply only if eligible)
PLEASE FILL UP ALL THE COLUMNS LEGIBLY
CATEGORY :

1. Manufacture of Continuous Computer Paper
2. Manufacture of Plain/Window/Laminate/Cloth lined envelops
3. Manufacture of Plastic Pouches for TD /STD Receipts
4. Printing of Forms/ Vouchers/Applications/Documents/Registers etc. with single or multi colour printing facilities

Name of the Category applied for : _____

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 Sales Tax purposes (Mention No. & Date and furnish copies)	
7	Whether an Assesse of Income Tax (Enclose copies of IT Return for the last 3 years with all enclosures)	PAN No: _____ TAN No: _____
10	Annual Turnover for the last 3 years (See Annexure – I) category wise eligibility criteria) (Balance Sheets to be enclosed)	Rs. in lakhs Year 2013-14 Rs. _____ Year 2014-15 Rs. _____ Year 2015-16 Rs. _____ (provisional)
11	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)
12	Whether you have the capacity to take up MULTICOLOUR printing jobs?	Yes / No
13	Whether you accept to execute the order as per the specifications of paper (GSM) and make of Grade-I Mills, mentioned in the RFP, throughout the validity of the agreement period?	
14	Whether you are ready to accept to Print & Supply at the L-1 rates drawn from all the tenders received for a period of one year without interruption for whatever reason?	
15	Whether you accept to provide INSURANCE against Fire, Theft, Riots during transit for finished products till delivery at the destinations stated in the RFP?	
16	Names of Institutions/ Govt, Agencies / Banks, reputed companies etc., to whom your unit is executing works and maintained there against the turnover in the last year	You may submit Orders & Completion Certificates

17	If you are registered SBI panel/or other organisations/statutory bodies, furnish details (Enclose Proof)	
18	Detailed description of works undertaken	
19	Were you removed / blacklisted at any time in any Bank / Govt. organization? If yes mention details	YES / NO _____

COMPLIANCE STATEMENT

Declaration :

We hereby undertake and agree by all the terms and conditions stipulated by the Bank in the Tender Document, i.e., Annexure – I, Category wise eligibility criteria and those specified in the Bank’s website, www.apgvbank.in under the head – Procurement News

PLACE :

DATE : ____/____/2017

Stamp/Seal

Signature
Designation



ANDHRA PRADESH GRAMEENA VIKAS BANK

Head office :: WARANGAL

RFP

(Request for Proposal)

Printing & Supply of ENVELOPS / Note Slips

(Plain Envelops & Self Adhesive Note Slips)

Sr. No.	Subject	Date/time
1	Date of Commencement of Bidding Process	16 /06/2017
2	Last date for receipt of Bidding Documents	06 / 07 /2017 at 12.00 noon
3	Date & Time of Opening of Technical Bid	06 / 07 /2017 at 3.00 PM
4	Place of Opening of Bids at	ANDHRA PRADESH GRAMEENA VIKAS BANK HEAD OFFICE: WARANGAL 2-5-8/1, RAMNAGAR HANAMKONDA WARANGAL – 506 001 PH: 0870 – 2577766 FAX: 0870 – 2550370
5	Website address	www.apgvbank.in

General Manager – I

INTRODUCTION

1. Introduction

The Bank invites technically complete and commercially competitive bids from the PRINTERS for printing & supply of **Envelops - Plain, Window, Cloth lined, Laminated, Self Adhesive etc & Note Slips** to our 11(eleven) Regional Offices, CSD at Sangareddy & Head Office at Warangal.

The locations in Telangana State are:

1. Sangareddy Region : District Sangareddy
2. Warangal Region : District Warangal Urban
3. Ashoknagar Region : District Sangareddy at Ashoknagar, RC Puram, BHEL
4. Mahabubnagar Region: District Mahabubnagar
5. Nalgonda Region : District Nalgonda
6. Khammam Region : District Khammam
7. Bhadrachalam Region: District Bhadradi
8. CSD Sangareddy : District Sangareddy
9. Head Office : District Warangal Urban

The locations in Andhra Pradesh State are:

1. Srikakulam Region : District Srikakulam
2. Vizianagaram Region : District Vizianagaram
3. Parvathipuram Region : District Vizianagaram
4. Vishakapatnam Region : District Vishakapatnam

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 5 years.
2. The bidder should enclose IT Returns for the last 3 years.
3. Other stipulations / criteria as mentioned in ANNEXURE - I

3. Scope of Work

ANDHRA PRADESH GRAMEENA VIKAS BANK has network of **768 Branches** spread in the two states of **Andhra Pradesh** and **Telangana** as stated above in Introduction above.

The selected vendor shall print & supply to destinations (Regional Offices) & CSD at Sangareddy, in all the above districts.

4. Tentative Requirements

I) ENVELOPS - PLAIN

100 GSM in **YELLOW** coloured paper of Grade I mills at vendor's cost and include all operations of printing of Bank Name, Ads, matter in 2 or 3 languages packed in polythene foil or craft paper, 100 envelopes in a packet with slip pasted on the packet printed therein Bank's name description of item etc..

- **PLAIN - 12.5 Cm x 25.4 Cm Or 5" x 10" - Apprx. Quantity required – 150000**
- **PLAIN - 25.4 Cm x 31Cm or 10" x 12" - Apprx. Quantity required – 100000**
- **SELF ADHESIVE NOTE SLIPS - 19x39½ cm with 80 GSM Maplitho - Quantity - 50000**

II) SELF ADHESIVE NOTE SLIPS

As per specimen in white paper

- 19x39½ cm with **80 GSM** Maplitho
- Shape dye cut with 2 Nos. self adhesive stickers of 2 years' shelf life,
- Matter printed in Multi colour
- Dye Cut
- Packing for every one thousand

Note : Orders will be placed in split quantities / more or less quantities noted above and as and when required.

5. INSTRUCTIONS TO BIDDERS

Bidding Process

5.1. RFP Purchase and Bid Submission

The bidder shall have to submit an application downloaded from our website www.apgvb.com for 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. Bids duly sealed, addressed to the General Manager (I) should be submitted / reach at our Head Office, Warangal, on or before **06 / 07 /2017, 12.00 NOON.**

Address for submission of Tenders / Bids:

Chief Manager (P&D)
ANDHRA PRADESH GRAMEENA VIKAS BANK,
HEAD OFFICE: Warangal
D.No: 2-5-8/1, RAMNAGAR
HANUMKONDA -- 506 001
District : WARANGAL
State : Telangana
PH: 0870 – 2577766, 8331019299

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) – The envelope should be duly super-scribed “**TECHNICAL BID**” which should include the EMD amount and the relevant supporting papers.

2. **Earnest Money Deposit of RS.25,000.00** (Rupees twenty five 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 Rs.25,000.00 will not be accepted. The EMD of the successful bidder/s will be held by the Bank throughout the rate contract period of the tender. No interest will be payable on the earnest money deposit.

- **Return of Earnest Money Deposit:** The earnest money of the unsuccessful bidders will be returned soon after entering into rate contract agreement with successful bidders..
- **Forfeiture of Earnest Money Deposit:** This EMD 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.

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

- Bidder's General Information (Annexure – II)
 1. Certificate of Registration copy
 2. Memorandum of Articles of Association, Partnership Deed
 3. Experience document / Copy of Purchase Orders & completion certificates (See Annexure – I)
 4. Sales / Vat Tax – Registration Copy (S.No.6 of Annexure – II)
 5. IT Return for last 3 years
 6. Financial Statements for last three years
 7. Turnover statements for last three years
 8. Demand Draft for EMD (Annexure – I)
 9. Letter authorizing the representing executive(s)
 10. Other required documents mentioned
 11. Samples of material viz., Paper of 100 GSM or finished product of envelopes

PART – B (COMMERCIAL BID) – Duly super-scribed on the Envelope Consisting of:

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.

4. Conditional Bid is not valid and will be summarily rejected

5. The RATES quoted should be **INCLUSIVE of all Taxes**. No condition, such as, + VAT or +TRANSPORT will be accepted. The price quoted shall be the DOOR DELIVERY price at the DESTINATIONS noted above (various Regions & Head Office).

6.7.1. Bidding

In the first stage, only the Technical Bids will be opened in presence of a "*Quotations Opening Committee*". The Bidders' representatives who choose to attend can do so at the given time, 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 "*Quotations 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 a period of 12 months** from the date of entering into rate contract. A bid submitted 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 /authenticated 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 ANNEXURE-II. 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 **Rs.25,000.00** 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;
- Point wise Compliance with the Scope of Work;
- Acceptance of all Terms & Conditions as mentioned in the RFP;
- Enclosing of Samples of paper with Grade – I mills manufacturer's names
- Audited Balance Sheet and Profit & Loss Account documents for the last 3 Financial years (2014-15, 2015-16 & 2016-17);
- Income tax returns for the last 3 years

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

- (i) Rates for each item specified in Indian rupees, inclusive of taxes
- (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's 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. 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, Installation and Commissioning of Items**-The vendor shall be responsible for delivery of the ordered item(s) at the destination within stipulated time / days as noted above and in 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.

(c) In case of serious discrepancy in the item supplied, the Bank may cancel the entire purchase order and return the item(s) back to the vendor at vendor's costs and risks. The vendor shall give acceptance within one week from the date of order. Bank has right to cancel the order, if the same is not accepted within the stipulated period from the date of order and the earnest money of the bidder will be forfeited.

2. Defect Liability Security Deposit: Bank shall retain 10% of the bill amount for 70days 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
- **the total Bill amount noted in the bill should clearly state :**
 1. **The actual cost of the product**
 2. **TAX component (GST etc)**

(d) **Earnest Money Deposit:** The bidder shall have to deposit earnest money in the form of DD / Pay Order for **Rs.50000.00** (Rupees fifty thousand only), which will be returned on expiry of the one year of the contract period. The offer without Earnest Money Deposit would be considered as non-responsive, incomplete and shall be out rightly rejected.

e) **Forfeiture of EMD Amount:** 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.

Fluctuations in market prices of Paper: No subsequent pleas/excuses for non-performance/execution of the order placed on them during the contracted period of one year shall be considered, showing the **"increase in market prices of the paper"** as the cause. Once the acceptance letter is submitted and agreement is entered, the vendor is bound to print & supply any of the items mentioned in the list till the currency of the contract period. Any reluctance on the part of the vendor shall be considered rejection of the order and shall tantamount to breach of the contract and shall be liable for forfeiture of the EMD amount and also penalty for delay.

No interest shall be payable on the Earnest Money Deposit (EMD).

(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) **Penalty for delay:** The Bank reserves the right to levy penalty for delay in supply beyond the stipulated time. A penalty of 1% of the bill amount will be levied for delay of one week and 2% of the bill amount thereafter for every week for of delay in supply. The total delay cannot be beyond three (3) weeks in any case, beyond which the order shall be cancelled.

(g) **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 & delay time limit
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.

(h) **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.

(i) **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.

<p>Date : _____/_____/2017</p> <p>Place : _____</p>	<p>I/we have read and understood the RFP as detailed in the above pages right from the Introduction, Scope of work, Tentative requirements, Bidding Process, Terms & Conditions, Payment Terms, EMD, Penalty, the Force Majeure clause & Resolution of disputes and tender my rates of supply in the Annexures IIIA</p>
	<p>_____</p> <p>Seal of the bidder</p>
	<p>_____</p> <p>Signature</p>

COMMERCIAL BID
(ENVELOPS & NOTE SLIPS)

To,
The General Manager(I)
Andhra Pradesh Grameena Vikas Bank
Head office : Warangal

Sir,

While accepting all Terms & Conditions in the RFP, we quote the following rates which shall be valid for a period of **one year** from the date of approval / agreement

S. No	ITEM	Specifications	Apprx .Qty	Rate per ENVELOPE
1	ENVELOPS PLAIN	100 GSM in YELLOW coloured paper purchased from Grade I mills at vendor's cost and include all operations of printing of Bank Name, Ads, matter in 2 or 3 languages packed in polythene foil or craft paper, 100 envelopes in a packet with slip pasted on the packet printed therein Bank's name description of item etc..		
		PLAIN SIZE - 12.5 Cm x 25.4 Cm Or 5" x 10"		
		PLAIN SIZE – 25.4 Cm x 31 Cm Or 10" x 12"		
2	SELF ADHESIVE NOTE SLIPS	<ul style="list-style-type: none"> ➤ 19x39½ cm with 80 GSM Maplitho ➤ Shape dye cut with 2 Nos. self adhesive stickers of 2 years' shelf life, ➤ Matter printed in Multi colour ➤ Dye Cut Packing for every one thousand		

Place : _____

Date : ____/____/2017

Signature with Stamp

VENDOR'S Name:.....

Address :

.....



ANDHRA PRADESH GRAMEENA VIKAS BANK

Head office :: WARANGAL

RFP

(Request for Proposal)

Printing & Supply of TDR/STDR Plastic Pouch

(Made from PVC Lamina & Sartin)

Sr. No.	Subject	Date/time
1	Date of Commencement of Bidding Process	16 /06/2017
2	Last date for receipt of Bidding Documents	06 / 07 /2017 at 12.00 noon
3	Date & Time of Opening of Technical Bid	06 / 07 /2017 at 3.00 PM
4	Place of Opening of Bids at	ANDHRA PRADESH GRAMEENA VIKAS BANK HEAD OFFICE: WARANGAL 2-5-8/1, RAMNAGAR HANAMKONDA WARANGAL – 506 001 PH: 0870 – 2577766 FAX: 0870 – 2550370
5	Website address	www.apgvbank.in

General Manager – I

INTRODUCTION

1. Introduction

The Bank invites technically complete and commercially competitive bids from the PRINTERS for printing & supply of **Plastic Pouches for S/TD Receipts** to our 11 (eleven) Regional Offices, CSD at Sangareddy & Head Office at Warangal.

The locations in Telangana State are:

1. Sangareddy Region : District Sangareddy
2. Warangal Region : District Warangal Urban
3. Ashoknagar Region : District Sangareddy at Ashoknagar, RC Puram, BHEL
4. Mahabubnagar Region: District Mahabubnagar
5. Nalgonda Region : District Nalgonda
6. Khammam Region : District Khammam
7. Bhadrachalam Region: District Bhadradi
8. CSD Sangareddy : District Sangareddy
9. Head Office : District Warangal Urban

The locations in Andhra Pradesh State are:

1. Srikakulam Region : District Srikakulam
2. Vizianagaram Region : District Vizianagaram
3. Parvathipuram Region : District Vizianagaram
4. Vishakapatnam Region : District Vishakapatnam

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 5 years.
2. The bidder should enclose IT Returns for the last 3 years.
3. Other stipulations / criteria as mentioned in ANNEXURE - I

3. Scope of Work

ANDHRA PRADESH GRAMEENA VIKAS BANK has network of **768 Branches** spread in the two states of **Andhra Pradesh** and **Telangana** as stated above in Introduction above.

The selected vendor shall print & supply to destinations (Regional Offices) & CSD at Sangareddy, in all the above districts.

4. Tentative Requirements

PLASTIC POUCHES:

- Made from PVC Lamina of 0.25 mm in in the front
 - Length of 285 mm including 20mm flap for giving a fold
 - Width of 140mm
- Back with 0.20mm transparent SARTIN of 282mm & width of 140mm
- Printing of Bank's Name in 3 languages of English, Hindi & Telugu along with Bank's LOGO
- **QUANTITY** : Approximately **3,00,000** units

Note : Orders will be placed in split quantities / more or less quantities noted above and as and when required.

5. INSTRUCTIONS TO BIDDERS

Bidding Process

5.1. RFP Purchase and Bid Submission

The bidder shall have to submit an application downloaded from our website www.apgvb.com for 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. Bids duly sealed, addressed to the General Manager (I) should be submitted / reach at our Head Office, Warangal, on or before **06 / 07 /2017, 12.00 NOON**

Address for submission of Tenders / Bids:

Chief Manager (P&D)
ANDHRA PRADESH GRAMEENA VIKAS BANK,
HEAD OFFICE: Warangal
D.No: 2-5-8/1, RAMNAGAR
HANUMKONDA -- 506 001
District : WARANGAL
State : Telangana
PH: 0870 – 2577766, 8331019299

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) – The envelope should be duly super-scribed “**TECHNICAL BID**” which should include the EMD amount and the relevant supporting papers.

2. **Earnest Money Deposit of RS.25,000.00** (Rupees twenty five thousand only) in the form of Demand Draft / Pay Order 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 Rs.25,000.00 will not be accepted. The EMD of the successful bidder/s will be held by the Bank throughout the rate contract period of the tender. No interest will be payable on the earnest money deposit.

- **Return of Earnest Money Deposit:** The earnest money of the unsuccessful bidders will be returned soon after entering into rate contract agreement with successful bidders..
- **Forfeiture of Earnest Money Deposit:** This EMD 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.

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

- Bidder's General Information (Annexure – II)
 1. Certificate of Registration copy
 2. Memorandum of Articles of Association, Partnership Deed
 3. Experience document / Copy of Purchase Orders & completion certificates (See Annexure – I)
 4. Sales / Vat Tax – Registration Copy (S.No.6 of Annexure – II)
 5. IT Return for last 3 years
 6. Financial Statements for last three years
 7. Turnover statements for last three years
 8. Demand Draft for EMD (Annexure – I)
 9. Letter authorizing the representing executive(s)
 10. Other required documents mentioned
 - 11. Samples of material viz., PVC LAMINA of 0.25mm & SARTIN of 0.20 mm**

PART – B (COMMERCIAL BID) – Duly super-scribed on the Envelope Consisting of:

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.
4. **Conditional Bid is not valid and will be summarily rejected**
5. The RATES quoted should be **INCLUSIVE of all Taxes**. No condition, such as, + VAT or TRANSPORT will be accepted. The price quoted shall be the **DOOR DELIVERY** price at the DESTINATIONS noted above (various Regions & Head Office).

6.7.1. First Stage of Bidding

In the first stage, only the Technical Bids will be opened in presence of a "*Quotations Opening Committee*". The Bidders' representatives who choose to attend can do so at the given time, 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 "*Quotations 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 a period of 12 months** from the date of entering into rate contract by signing the Agreement.

A bid submitted 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 /authenticated 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 / authorization, 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 ANNEXURE-II. 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 **Rs.25,000.00** 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;
- Point wise Compliance with the Scope of Work; **Annexure-I & II**
- Acceptance of all Terms & Conditions as mentioned in the RFP;
- Enclosing of Samples of paper with Grade – I mills manufacturer's names
- Audited Balance Sheet and Profit & Loss Account documents for the last 3 Financial years (2014-15, 2015-16 & 2016-17);
- Income tax returns for the last 3 years

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

- (i) Rates for each item specified in Indian rupees, inclusive of taxes
- (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's 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. 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, Installation and Commissioning of Items**-The vendor shall be responsible for delivery of the ordered item(s) at the destination within stipulated time / days as noted above and in 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.

(c) In case of serious discrepancy in the item supplied, the Bank may cancel the entire purchase order and return the item(s) back to the vendor at vendor's costs and risks. The vendor shall give acceptance within one week from the date of order. Bank has right to cancel the order, if the same is

not accepted within the stipulated period from the date of order and the earnest money of the bidder will be forfeited.

2. Defect Liability Security Deposit: Bank shall retain 10% of the bill amount for 70days 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
- **the total Bill amount noted in the bill should clearly state :**
 1. **The actual cost of the product**
 2. **TAX component (GST etc)**

(d) **Earnest Money Deposit:** The bidder shall have to deposit earnest money in the form of DD / Pay Order for **Rs.50000.00** (Rupees fifty thousand only), which will be returned on expiry of the one year of the contract period. The offer without Earnest Money Deposit would be considered as non-responsive, incomplete and shall be out rightly rejected.

e) **Forfeiture of EMD Amount:** 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.

Fluctuations in market prices of Paper: No subsequent pleas/excuses for non-performance/execution of the order placed on them during the contracted period of one year shall be considered, showing the **“increase in market prices of the paper”** as the cause. Once the acceptance letter is submitted and agreement is entered, the vendor is bound to print & supply any of the items mentioned in the list till the currency of the contract period. Any reluctance on the part of the vendor shall be considered rejection of the order and shall tantamount to breach of the contract and shall be liable for forfeiture of the EMD amount and also penalty for delay.

No interest shall be payable on the Earnest Money Deposit (EMD)

(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) **Penalty for delay:** The Bank reserves the right to levy penalty for delay in supply beyond the stipulated time. A penalty of 1% of the bill amount will be levied for delay of one week and 2% of the bill amount thereafter for every week for of delay in supply. The total delay cannot be beyond three (3) weeks in any case, beyond which the order shall be cancelled.

(g) **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 & delay time limit
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.

(h) **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.

(i) **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.

<p>Date : _____/_____/2017</p> <p>Place : _____</p>	<p>I/we have read and understood the RFP as detailed in the above pages right from the Introduction, Scope of work, Tentative requirements, Bidding Process, Terms & Conditions, Payment Terms, EMD, Penalty, the Force Majeure clause & Resolution of disputes and tender my rates of supply in the Annexures III B</p>
	<p>_____</p> <p>Seal of the bidder</p>
	<p>_____</p> <p>Signature</p>

COMMERCIAL BID
(S/TDR PLASTIC POUCH)

To,
The General Manager(I)
Andhra Pradesh Grameena Vikas Bank
Head office : Warangal

Sir,

While accepting all Terms & Conditions in the RFP, we quote the following rates which shall be valid for a period of **one year** from the date of approval / agreement

S. No	ITEM	Specifications	Apprx .Qty	Rate per ENVELOPE Rs.
1	PLASTIC POUCH	<ul style="list-style-type: none"> • Made from PVC Lamina of 0.25 mm in in the front • Length of 285 mm including 20mm flap for giving a fold • Width of 140mm • Back with 0.20mm transparent SARTIN of 282mm & width of 140mm • Printing of Bank's Name in 3 languages of English, Hindi & Telugu along with Bank's LOGO 	3,00,000	

Place : _____

Date : ____ / ____ /2017

Signature with Stamp

VENDOR'S Name:.....

Address :

.....

ANDHRA PRADESH GRAMEENA VIKAS BANK

Head office :: WARANGAL

RFP

(Request for Proposal)

Printing & Supply of Continuous Computer Paper

Sr. No.	Subject	Date/time
1	Date of Commencement of Bidding Process	16 /06/2017
2	Last date for receipt of Bidding Documents	06 / 07 /2017 at 12.00 noon
3	Date & Time of Opening of Technical Bid	06 / 07 /2017 at 3.00 PM
4	Place of Opening of Bids at	ANDHRA PRADESH GRAMEENA VIKAS BANK HEAD OFFICE: WARANGAL 2-5-8/1, RAMNAGAR HANAMKONDA WARANGAL – 506 001 PH: 0870 – 2577766 FAX: 0870 – 2550370
5	Website address	www.apgvvbank.in

General Manager - I

INTRODUCTION

1. Introduction

The Bank invites technically complete and commercially competitive bids from the PRINTERS for printing & supply of **Computer Continuous Paper** to our 11 (eleven) Regional Offices, CSD at Sangareddy & Head Office at Warangal.

The locations in Telangana State are:

1. Sangareddy Region : District Sangareddy
2. Warangal Region : District Warangal Urban
3. Ashoknagar Region : District Sangareddy at Ashoknagar, RC Puram, BHEL
4. Mahabubnagar Region: District Mahabubnagar
5. Nalgonda Region : District Nalgonda
6. Khammam Region : District Khammam
7. Bhadrachalam Region: District Bhadradi
8. CSD Sangareddy : District Sangareddy
9. Head Office : District Warangal Urban

The locations in Andhra Pradesh State are:

1. Srikakulam Region : District Srikakulam
2. Vizianagaram Region : District Vizianagaram
3. Parvathipuram Region : District Vizianagaram
4. Vishakapatnam Region : District Vishakapatnam

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 5 years.
2. The bidder should enclose IT Returns for the last 3 years.
3. Other stipulations / criteria as mentioned in ANNEXURE - I

3. Scope of Work

ANDHRA PRADESH GRAMEENA VIKAS BANK has network of **768 Branches** spread in the two states of **Andhra Pradesh** and **Telangana** as stated above in Introduction above.

The selected vendor shall print & supply to destinations (Regional Offices) & CSD at Sangareddy, in all the above districts.

4. Tentative Requirements

- **Type of paper –**
70 GSM from Grade- I Mills, like AP, TNPL, Ballarsha, West Coast
- **Quantity -**
 - a) **1500 Boxes – Computer Continuous Paper – 70 GSM - Size 15 x 12 x 1**
(Each Box containing 3000 paper – Bundled into a Polythene Cover - 1000 each)
 - b) **100 Boxes – Computer Continuous Paper – 70 GSM - Size 10 x 12 x 1**
(Each Box containing 3000 paper – Bundled into a Polythene Cover - 1000 each)

5. INSTRUCTIONS TO BIDDERS

Bidding Process

5.1. RFP Purchase and Bid Submission

The bidder shall have to submit an application downloaded from our website www.apgvb.com for 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. Bids duly sealed, addressed to the General Manager (II) should be delivered / reach at our Head Office, Warangal, on or before **06 / 07 /2017, 12.00 NOON.**

Bids have to be submitted at the following address:

**ANDHRA PRADESH GRAMEENA VIKAS BANK,
HEAD OFFICE: Warangal
D.No: 2-5-8/1, RAMNAGAR
HANUMKONDA -- 506 001
District : WARANGAL
State : Telangana
PH: 0870 – 2577766, 8331019299**

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) – The envelope should be duly super-scribed “**TECHNICAL BID**” which should include the EMD amount and the relevant supporting papers.

2. **Earnest Money Deposit of Rs.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 Rs.50,000.00 will not be accepted. The EMD of the successful bidder/s will be held by the Bank throughout the rate contract period of the tender. No interest will be payable on the earnest money deposit.

- **Return of Earnest Money Deposit:** The earnest money of the unsuccessful bidders will be returned soon after entering into rate contract agreement with successful bidders..
- **Forfeiture of Earnest Money Deposit:** This EMD 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.

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

- Bidder's General Information (Annexure – II)
 1. Certificate of Registration copy
 2. Memorandum of Articles of Association, Partnership Deed
 3. Experience document / Copy of Purchase Orders & completion certificates (See Annexure – I)
 4. Sales / Vat Tax – Registration Copy (S.No.6 of Annexure – II)
 5. IT Return for last 3 years
 6. Financial Statements for last three years
 7. Turnover statements for last three years
 8. Demand Draft for EMD (Annexure – I)
 9. Letter authorizing the representing executive(s)
 10. Other required documents mentioned
 11. Samples of 7. GSM paper, of different Grade-I Mills

PART – B (COMMERCIAL BID) – Duly super-scribed on the Envelope Consisting of:

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.

4. **Conditional Bid is not valid and will be summarily rejected**

5. The RATES quoted should be **INCLUSIVE of all Taxes**. No condition, such as, + VAT or +TRANSPORT will be accepted. The price quoted shall be the DOOR DELIVERY price at the DESTINATIONS noted above (various Regions & Head Office).

6.7.1. **Bidding**

In the first stage, only the Technical Bids will be opened in presence of a "*Quotations 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 "*Quotations 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 a period of 12 months** from the date of entering into rate contract. A bid submitted 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 /authenticated 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 ANNEXURE-I & ANNEXURE-II. 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 **Rs.50,000.00** in the form of Bank Draft / Pay Order 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;
- Point wise Compliance with the Scope of Work;
- Acceptance of all Terms & Conditions as mentioned in the RFP;
- Enclosing of Samples of paper with Grade – I mills manufacturer's names
- Audited Balance Sheet and Profit & Loss Account documents for the last 3 Financial years (2014-15, 2015-16 & 2016-17);
- Income tax returns for the last 3 years

(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. 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, Installation and Commissioning of Items**-The vendor shall be responsible for delivery of the ordered item(s) at the destination within stipulated time / days as noted above and in

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.

(c) In case of serious discrepancy in the item supplied, the Bank may cancel the entire purchase order and return the item(s) back to the vendor at vendor's costs and risks. The vendor shall give acceptance within one week from the date of order. Bank has right to cancel the order, if the same is not accepted within the stipulated period from the date of order and the earnest money of the bidder will be forfeited.

(d) Defect Liability Security Deposit: Bank shall retain 10% of the bill amount for 70days 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.

(e) **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
- **the total Bill amount noted in the bill should clearly state :**
 1. **The actual cost of the product**
 2. **TAX component (GST etc)**

(f) **Earnest Money Deposit:** The bidder shall have to deposit earnest money in the form of DD / Pay Order for **Rs.50000.00** (Rupees fifty thousand only), which will be returned on expiry of the one year of the contract period. The offer without Earnest Money Deposit would be considered as non-responsive, incomplete and shall be out rightly rejected.

g) **Forfeiture of EMD Amount:** 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.

Fluctuations in market prices of Paper: No subsequent pleas/excuses for non-performance/execution of the order placed on them during the contracted period of one year shall be considered, showing the **"increase in market prices of the paper"** as the cause. Once the acceptance letter is submitted and agreement is entered, the vendor is bound to print & supply any of the items mentioned in the list till the currency of the contract period. Any reluctance on the part of the vendor shall be considered rejection of the order and shall tantamount to breach of the contract and shall be liable for forfeiture of the EMD amount and also penalty for delay.

No interest shall be payable on the Earnest Money Deposit (EMD).

(h) **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.

(i) **Penalty for delay:** The Bank reserves the right to levy penalty for delay in supply beyond the stipulated time. A penalty of 1% of the bill amount will be levied for delay of one week and 2% of the bill amount thereafter for every week for of delay in supply. The total delay cannot be beyond three (3) weeks in any case, beyond which the order shall be cancelled.

(j) **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 & delay time limit
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.

(k) **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.

(l) **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.

<p>Date : _____/_____/2017</p> <p>Place : _____</p>	<p>I/we have read and understood the RFP as detailed in the above pages right from the Introduction, Scope of work, Tentative requirements, Bidding Process, Terms & Conditions, Payment Terms, EMD, Penalty, the Force Majeure clause & Resolution of disputes and tender my rates of supply in the Annexure III C</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Seal of the bidder _____ Signature</p>
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COMMERCIAL BID
(Tender for **Computer Continuous Paper**)

To,
The General Manager(I)
Andhra Pradesh Grameena Vikas Bank
Head office : Warangal

Sir,

While accepting all Terms & Conditions in the RFP, we quote the following rates which shall be valid for a period of **one year** from the date of approval / agreement :

S. No	ITEM	Specifications	Binding / Packing	Appr. Qty	Rate per 1000 leaves
1	Computer Continuous Paper SIZE – 15 X 12 X 1	<ul style="list-style-type: none"> • 70 GSM • From Grade – I Paper Mills • LOGO Printing – on top & Tagline at the bottom • Continuous Numbering 	1000 Paper in one Polythene Pack & 3 such packs in one Corrugated BOX	1000 Boxes	
2	Computer Continuous Paper SIZE – 10 X 12 X 1	<ul style="list-style-type: none"> • 70 GSM • From Grade – I Paper Mills • LOGO Printing – on top & Tagline at the bottom • Continuous Numbering 	1000 Paper in one Polythene Pack & 3 such packs in one Corrugated BOX	100 Boxes	

Place : _____

Date : ____/____/2017

Signature with Stamp

VENDOR'S Name:.....

Address :

.....

.....



ANDHRA PRADESH GRAMEENA VIKAS BANK
Head Office :: WARANGAL

RFP

Request for Proposal

EMPANELMENT OF PRINTERS

Printing & Supply of General Stationery Items

(Applications – Forms – Vouchers – Registers, Pads, Pass Books, Booklets - Etc.)

Sr. No.	Subject	Date/time
1	Date of Commencement of Bidding Process	16 /06/2017
2	Last date for receipt of Bidding Documents	06 / 07 /2017 at 12.00 noon
3	Date & Time of Opening of Technical Bid	06 / 07 /2017 at 3.00 PM
4	Place of Opening of Bids at	ANDHRA PRADESH GRAMEENA VIKAS BANK HEAD OFFICE: WARANGAL 2-5-8/1, RAMNAGAR HANAMKONDA WARANGAL – 506 001 PH: 0870 – 2577766 FAX: 0870 – 2550370
5	Website address	www.apgvbank.in

General Manager – I

INTRODUCTION

1. Introduction

The Bank invites technically complete and commercially competitive bids from the PRINTERS for printing & supply of **General Items of Stationery, viz: Applications, Forms, Vouchers, Registers, Pass Books, Book lets, Etc.** to our eleven Regional Offices and CSD at Sangareddy.

The locations in Telangana State are:

1. Sangareddy Region : District Sangareddy
2. Warangal Region : District Warangal Urban
3. Ashoknagar Region : District Sangareddy at Ashoknagar, RC Puram, BHEL
4. Mahabubnagar Region: District Mahabubnagar
5. Nalgonda Region : District Nalgonda
6. Khammam Region : District Khammam
7. Bhadrachalam Region: District Bhadrachalam
8. CSD Sangareddy : District Sangareddy
9. Head Office : District Warangal Urban

The locations in Andhra Pradesh State are:

1. Srikakulam Region : District Srikakulam
2. Vizianagaram Region : District Vizianagaram
3. Parvathipuram Region : District Vizianagaram
4. Vishakapatnam Region : District Vishakapatnam

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 5 years.
2. The bidder should enclose IT Returns for at least 3 years.
3. Other stipulations / criteria as mentioned in ANNEXURE - I

3. Scope of Work

ANDHRA PRADESH GRAMEENA VIKAS BANK has network of **768 Branches** spread in the two states of **Andhra Pradesh & Telangana State** as stated above.

The empanelled vendors shall print & supply to destinations (Regional Offices) & CSD Sangareddy, in all the above districts.

The RATES of L1 bidder and Lowest rates from all participants shall be drawn, and a list of items with all L-1 rates will be approved by the Bank & circulated to all participants for their acceptance.

Letter of Acceptance/ Letter in Intent

Those participants **agreeing to the lowest rates** approved by the Bank, shall have to submit the **"Letter of acceptance" / "Letter in Intent"** to print & supply for a period of **"ONE YEAR"** from the date of approval.

Signing the Agreement

The vendors who agree to print & supply at the L-1 rates drawn from the L-1 rates of all the participants and submits the **“Letter of acceptance” / “Letter in Intent”** to print & supply for a period of **“ONE YEAR”**, shall sign an agreement which will be in currency for a period of one year from the date of signing.

4. Tentative Requirement & specifications

Approximate Value of printing & supply for one year would be to the tune of Rs.1.5 crores

QUANTITY – The approximate requirements and specifications are attached as ANNEXURE – III D (6 Pages)

TIME OF SUPPLY:

- Forms & Vouchers – 15 Days
- Applications – 20 days
- Registers – 20 -25 days

DELIVERY DESTINATIONS: Deliveries should be made to 12 different locations in Andhra Pradesh & Telangana State, such as Parvathipuram (Vizianagaram district), 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 **“TO PAY” and “DOOR DELIVERY” basis**.

5. INSTRUCTIONS TO BIDDERS

Bidding Process

5.1. RFP Purchase and Bid Submission

The bidder shall have to submit an application downloaded from our website www.apgvb.com for 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 already purchased and not accompanied by the Demand Draft / Pay Order of requisite amount shall be out-rightly rejected. Bids duly sealed, addressed to the General Manager (II) and should be delivered at HO, Warangal, or should reach on or before **06 / 07 /2017, 12.00 NOON**.

Bids have to be submitted at the following address:

Chief Manager (P&D)
ANDHRA PRADESH GRAMEENA VIKAS BANK,
HEAD OFFICE:
2-5-8/1, RAMNAGAR
HANUMKONDA
WARANGAL – 506 001
PH: 0870 - 2577766

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 “**TECHNICAL BID**” on the Envelope along with **Demand Draft of Rs.50,000/- (Fifty Thousand only) towards EMD** amount.

2. **Earnest Money Deposit of Rs.50,000.00** (Rupees Fifty thousand only) in the form of Demand Draft / Pay Order 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 Rs.50,000.00 will not be accepted. The EMD of the successful bidder/s will be held by the Bank throughout the rate contract period of the tender. No interest will be payable on the earnest money deposit.

- **Return of Earnest Money Deposit:** The earnest money of the unsuccessful bidders will be returned soon after entering into rate contract agreement with successful bidders.
- **Forfeiture of Earnest Money Deposit:** This EMD 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.

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

- Bidder's General Information (Annexure – II)
 1. Certificate of Registration copy
 2. Memorandum of Articles of Association, Partnership Deed
 3. Experience document / Copy of Purchase Orders & completion certificates (See Annexure – I)
 4. Sales / Vat Tax – Registration Copy (S.No.6 of Annexure – II)
 5. IT Return for last 3 years
 6. Financial Statements for last three years
 7. Turnover statements for last three years
 8. Demand Draft for EMD of Rs.50,000/- (Annexure – I)

9. Letter authorizing the representing executive(s)
10. Other required documents mentioned
- 11. Samples of PAPER material to be used / required for printing & supply should be enclosed (See Annexure – III D) for GSM & type of paper – All from Grade – I Mills, like AP Paper, TNPL, Ballarsha, West Coast Etc.**

PART – B (COMMERCIAL BID) – Duly super-scribed on the Envelope Consisting of:

1. Priced Bid format (ANNEXURE – III) 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.
4. **Conditional Bid is not valid and will be summarily rejected**
5. The RATES quoted should be **INCLUSIVE of all Taxes**. No condition, such as, + VAT or TRANSPORT will be accepted. 00k

6.7.1. First Stage of Bidding

In the first stage, only the Technical Bids will be opened in 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 & Insurance during transit until reaching the destination. The Bank shall neither pay any other cost nor consider any other cost for L-1 vendor or empanelled vendors.

7.3. Validity Period

The Bids shall be valid for **"ONE YEAR"** from the **date of signing the Agreement**

A bid submitted 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 initialed 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 authorization, issued by the Proprietor / CEO / Director or any top-level executive, authorizing representing executive(s) should be submitted as part of the Technical Bid.

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(c) The Technical Bid must contain the following: -

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- 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;
- Point wise Compliance with the Scope of Work; **Annexure-I & II**
- 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);

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

- (i) Rates for each item specified in Indian rupees for 1000 leaves
- (ii) Declaration agreeing to all the Terms & Conditions in the RFP

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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;
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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.
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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.

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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, Installation and Commissioning of Items**-The vendor shall be responsible for delivery of the ordered item(s) at the destination within stipulated time / days as noted above and in 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.

(c) In case of serious discrepancy in the item supplied, the Bank may cancel the entire purchase order and return the item(s) back to the vendor at vendor's costs and risks. The vendor shall give acceptance within one week from the date of order. Bank has right to cancel the order, if the same is not accepted within the stipulated period from the date of order and the earnest money of the bidder will be forfeited.

2. Defect Liability Security Deposit: Bank shall retain 10% of the bill amount for 70days 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
- **the total Bill amount noted in the bill should clearly state :**
 1. **The actual cost of the product**
 2. **TAX component (GST etc)**

(d) **Earnest Money Deposit:** The bidder shall have to deposit earnest money in the form of DD / Pay Order for **Rs.50000.00** (Rupees fifty thousand only), which will be returned on expiry of the one year of the contract period. The offer without Earnest Money Deposit would be considered as non-responsive, incomplete and shall be out rightly rejected.

e) **Forfeiture of EMD Amount:** 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.

Fluctuations in market prices of Paper: No subsequent pleas/excuses for non-performance/execution of the order placed on them during the contracted period of one year shall be considered, showing the **"increase in market prices of the paper"** as the cause. Once the acceptance letter is submitted and agreement is entered, the vendor is bound to print & supply any of the items mentioned in the list till the currency of the contract period. Any reluctance on the part of the vendor shall be considered rejection of the order and shall tantamount to breach of the contract and shall be liable for forfeiture of the EMD amount and also penalty for delay.

No interest shall be payable on the Earnest Money Deposit (EMD).

(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) **Penalty for delay:** The Bank reserves the right to levy penalty for delay in supply beyond the stipulated time. A penalty of 1% of the bill amount will be levied for delay of one week and 2% of the bill amount thereafter for every week for of delay in supply. The total delay cannot be beyond three (3) weeks in any case, beyond which the order shall be cancelled.

(g) **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 & delay time limit
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.

(h) **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 it's 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.

(i) **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.

<p>Date : _____/_____/2017</p> <p>Place : _____</p>	<p>I/we have read and understood the RFP as detailed in the above pages right from the Introduction, Scope of work, Tentative requirements, Bidding Process, Terms & Conditions, Payment Terms, EMD, Penalty, the Force Majeure clause & Resolution of disputes and tender my rates of supply in the Annexures IIID (6 pages)</p>
<p>_____</p> <p>Seal of the bidder</p>	<p>_____</p> <p>Signature</p>

FORMS - In WHITE PAPER

ANNEXURE – III D (Page-1)

S. No.	Application Type	Item Code	Type	Printing / Colour / Numbering	Size	GSM	No. of Folios	No. of Prints	Approximate Quantity	Rate per Unit (Pad or Single) Rs.
1 2	Appln - KCC Renewal FO Monthly Certificates	207 703	Pad	Black	8" x 13"	70	1	2	6000 Pads	
3 4 5 6 7 8 9 10 11	Appln - Demand Loan, Regd. Notice pad Form 60 TDS , Gold Loan Notice Pad Form 61 TDS, Locker Reminder ATM Letter of Undertaking, KYC NON-Compliance PMJBY – Jeevan Jyothi Beema Yojana - Rs.330/- PMSBY – Suraksha Beema Jojana - Rs.12/- LCPC –Objection Memo pad, Ord. Notice Mobile & Internet Banking Reg. Form, Crop Ins. Schedule	201, 902 706, 903 707, 904 713, 905 714 715 716, 901 717 1302	Pad	Black (Single Side)	8.5"x11.5"	70	1	1	20000 Pads	
12 13 14	15 G (Depositors TAX) – TDS 15 H (Depositors TAX) – TDS Appln - FIC - Bajaj Allianz Insurance Proposal	704 705 708	Pad	Black (B & B)	8.5"x11.5"	70	1	2	3500 Pads	
15	Letter Pad - Letter Heads for branches	807	Pad	Multicolour	7.5"x9.5"	70	1	1	1500 Pads	
16	Letter pad - Letter Heads(A4 - size) - WHITE	806	Pad	Multicolour	8.5"x11.5"	80	1	1	2000 Pads	
17	Account Opening Form	701	Single	Multi Colour	8.25"x11"	80	4	8	10,00,000	
18	ATM Application	223	Single	Multi Colour	8.25"x11"	80	1	2	50,000	
19	FIC – Bio-Metric Account Opening Form with Acknowledgement Receipt	700	Pad	Multi Colour/ Continuous Numbering	8.25"x11"	80	1	1	2,000 Pads	

*The rate should include all operations, like Perforation, Folding, Gumming, Pinning, Pasting, Padding, Gathering, **Numbering** etc.

Date :/...../2017

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	PASS BOOKS / BOOK LETS	Item Code	Type	Printing / Colour / Numbering	Size	GSM	No. of Folios	No. of Prints	Approximate Quantity	Rate per Unit Rs.
20	Printer Pass Books – Cover in Art Card 170 GSM - Inner Pages in 80 GSM White Maplitho	1100 - 1104	Single	Multicolour	20.5 x 9 Cms	170 / 80	12	12	10,00,000	
21	Book let – KNOW YOUR BRANCH (Cover in 300 GSM Art Card with lamination & Foreword in 80 GSM Multicolour & other Inner pages in Black or single colour on 80 GSM)	1105	Single	Multicolour	8.5"x11.5"	300 / 80	22-24	44 - 48	850	
22	Book let – FIC BCA (Cover & Foreword in Multicolour & other Inner pages in Black)	1106	Single	Multicolour & Black	8.5"x11.5"	300 / 80	32-36	64 - 72	500	
23	Book let – VIGILANCE (Cover & Foreword in Multicolour & other Inner pages in Black)	1107	Single	Multicolour & Black	7"x9.5"	300 / 80	9-10	18 - 20	500	

*The rate should include all operations, like Perforation, Folding, Gumming, Pinning, Pasting, Padding, Gathering, Numbering etc.

Date :/...../2017

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TENDERS – VOUCHERS / FORMS										
SPECIFICATIONS FOR PRINTING & SUPPLY WITH PAPER & Approximate Quantity										
	Application		Type	Printing Colour	Size	GSM	No. of Folios	No. of Prints	Approximate Quantity	Rate per Unit (Pad or Single) Rs.
	WHITE PAPER - Vouchers / Forms									
24	Illiterate Thumb Impression Letter	403								
25	Gold loan Slips	1403								
26	Debit Voucher - Deposits	1506	Pad	Black	4.25"x7.5"	70	1	1	100000 Pads	
27	Plain Debit – Transfer Voucher	1507								
28	Demand Loan Debit Voucher	1508								
29	Composite Transfer Voucher	1510	Pad	RED	4.25"x7.5"	70	1	1	20000 PADS	
30	Credit - SB/CA/CC/CCOD/RD/DL/TL - WHITE	1502	Pad	Blue	4.25"x11"	70	1	2	140000 Pads	
31	Credit - TDR / STDR Vouchers – WHITE	1504	Pad	Green	4.25"x11"	70	1	2	10000 pads	
32	NEFT / RTGS Voucher – White	1509	Pad	Black	5.75"x11"	70	1	2	10000 pads	
	COLOUR PAPER - Vouchers / Forms									
33	Credit - Bankers's Cheques / Demand Draft - YELLOW	1501	Pad	Black	4.25"x11"	47/56	1	2	5000 pads	
34	Credit - Plain – GREEN	1503	Pad	Black	4.5"x7.5"	47/56	1	1	50000 pads	
35	Debit - Advances – PINK	1505	Pad	Black	4.5"x7.5"	47/56	1	1	30000 pads	
	LEDGER PAPER – Forms / Documents									
36	Appln - LOCKER Application	209								
37	RD - Vikas Vishista Account Opening Form	709	Pad	Black	7" x 9.5"	80	1	2	500 pads	
38	Demand Promissory Note & Take Delivery Letter Revival Letter	401 407	Pad	Black	8" x 13"	80	1	1	10000 pads	
39	SDL Agreements – For hiring of Locker (With FOLD)	408	Single	Black	8" x 13"	80	3	6	2000 Forms	
	KRAFT PAPER									
40	Voucher DOCKET	1402	Single	Black	5.4"x16.5"	80	1	1	400000	
	CARD BOARD									
41	Leave Account Card (B & B)	712	Single	Black	9" X 11"	180	1	2	2500 Cards	
	*The rate should include all operations, like Perforation, Folding, Gumming, Pinning, Pasting, Padding, Gathering, Numbering etc.									

CALLING TENDERS – REGISTERS							SPECIFICATIONS FOR PRINTING & SUPPLY WITH PAPER		ANNEXURE – III D (Page-4)	
							Rate for each size			
S. No	Size of the Register	Folios	Pages	Thickness of Board (LB)	Paper to Use	Approx. Quantity	Full Canvas Rs.	Half Calico -with Canvas Corners	Rs.	
42	Demy 1/8 of 18"x23"	100	200	2	80 GSM	500				
43	Demy 1/4 of 18"x23"	100	200	2	80 GSM	6000				
44	Demy 1/2 of 18"x23"	100	200	2	80 GSM	1500				
45	Full Scape 1/4 of 17"x27"	50	100	1½	80 GSM	1000				
46	Full Scape 1/4 of 17"x27"	100	200	2	80 GSM	20000				
47	Full Scape 1/4 of 17"x27"	200	400	2 ½	80 GSM	1000				
48	Full Scape 1/2 of 17"x27"	50	100	1½	80 GSM	1000				
51	Full Scape 1/2 of 17"x27"	100	200	2	80 GSM	1000				
49	Crown 1/4 of 20"x30"	100	200	2	80 GSM	5000				
50	Crown 1/2 of 20"x30"	50	100	1½	80 GSM	2000				
	Crown 1/2 of 20"x30"	100	200	2	80 GSM	2000				

Date :/...../2016

Signature & Seal of the Vendor

CALLING TENDERS - PADS

SPECIFICATIONS FOR PRINTING & SUPPLY WITH PAPER

S. No	Size of the PAD	Folios	Pages	Thickness of Board (LB)	Paper / Printing	Apprx. Quantity	Double Card – Stiff Binding with Calico & Paper Rs.	Double Card - Stiff Binding with Calico & Paper with Calico Corners Rs.
51	Demy 1/4 of 18"x23"	200	200	2	White 70 GSM, 1+1	1000		
52	Demy 1/4 of 18"x23" 710, 902, 903, 904, Ch Collc Shdl, 808, 809	200	200	2	White 70 GSM, 1+1 (B& B)	1000		
53	Demy 1/4 of 18"x23"	200	200	2	White 70 GSM, 1+2	500		
54	Demy 1/4 of 18"x23" 801, 802	200	200	2	White 70 GSM, 1+3	2000		
55	Demy 1/2 of 18"x23" Adv. Control Return	100	200	2	White +Colour 70+56 GSM 1+2 (B&B)	1000		
56	Full Scape 1/4 of 17"x27"	100	200	2	White 70 GSM, 1+1	1500		
58	Full Scape 1/4 of 17"x27" Charge Taking Over	200	200	2 ½	White 70 GSM, 1+1	1500		

*The rate should include all operations, like Perforation, Folding, Gumming, Pinning, Pasting, Padding, Gathering, Numbering etc.

Date :/...../2017

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APPLICATION SETS

ANNEXURE – IIID (Page – 6)

S. No	Item Code	Application	Apprx. Qty	Type	Printing Colour	Size	White Paper			Ledger Paper			Kraft Paper			Rate per set of Application
							GSM	No. of Folios	No. of Prints	GSM	No. of Folios	No. of Prints	GSM	No. of Folios	No. of Prints	
59	202	Appln - GOLD LOAN	50000	Set	Black	8" x 13"	70	4	5	80	1	1	-	-	-	
60	203	Appln - HOUSING LOAN - Public	7000	Set	Black	8" x 13"	70	13	19	80	4	8	80	2	2	
61	204	Appln - JLG - Joint Liability Group	5000	Set	Black	8" x 13"	70	9	15	80	4	6	80	2	2	
62	205	Appln - KCC - ST & LT Loan	300000	Set	Black	8" x 13"	70	6	10	80	4	7	80	2	2	
63	206	Appln -KCC-STLoan(> Rs.1 lak) AB-1,2,3	100000	Set	Black	8" x 13"	70	7	10	80	9	18	80	2	2	
64	208	Appln - MUDRA - SISHU (Rs. 50000)	50000	Set	Black	8" x 13"	70	6	8	80	4	7	80	2	2	
65	211	Appln – TLOD – Term Loan/Over Draft Against Mortgage Property	5000	Set	Black	8" x 13"	70	16	27	80	6	11	80	2	2	
66	212	Appln - PERSONAL LOAN (Salaried Employees)	10000	Set	Black	8" x 13"	70	11	17	80	5	9	80	2	2	
67	213	Appln – VAHANA VIKAS – Public	5000	Set	Black	8" x 13"	70	23	28	80	4	8	80	2	2	
68	214	Appln - RYTHU VIKAS CHAKRA - Tractor for Farmers	5000	Set	Black	8" x 13"	70	22	30	80	4	7	80	2	2	
69	216	Appln - SHG LOANS	100000	Set	Black	8" x 13"	70	7	13	80	5	9	80	2	2	
70	217	Appln - Soalr Off Grid	5000	Set	Black	8" x 13"	70	8	9	80	2	4	80	2	2	
71	218	Appln – ATL – Agrl. Term Loan	5000	Set	Black	8" x 13"	70	10	19	80	4	7	80	2	2	
72	219	Appln - VIDYA VIKAS - Education	10000	Set	Black	8" x 13"	70	15	22	80	4	6	80	2	2	
73	220	Appln - MILCH ANIMALS	10000	Set	Black	8" x 13"	70	5	7	80	1	2	80	2	2	
74	221	Appln – SRTO – Transport Operators	5000	Set	Black	8" x 13"	70	20	25	80	2	4	80	2	2	
75	223	Appln - MortGage Loan (PL)	5000	Set	Black	8"x 13"	70	18	27	80	6	11	80	2	2	
From the above - Paper to use - White paper for application, Ledger paper for document & Kraft paper for cover																
*The rate should include all operations, like PAPER, Perforation, Folding, Gumming, Pinning, Pasting, Gathering, Numbering etc.																
**Quote for any additional folios that may be required (White or Ledger paper) to insert in any of the above application sets										Rate for each additional folio of WHITE PAPER of 70 GSM Paper						
										Rate for each additional folio of LEDGER PAPER of 80 GSM Paper						

Date :/...../2017

Signature & Seal of the Vendor