



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	26 /07/2017
2	Last date for receipt of Bidding Documents	18 /08/2017 at 12.00 noon
3	Date & Time of Opening of Technical Bid	18 /08/2017 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** for use at 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

The Godown of Central Stationery department of ANDHRA PRADESH GRAMEENA VIKAS BANK is situated at Sangareddy town of Sangareddy District in Telangana State

The selected vendor shall print & supply to CSD at Sangareddy, in Sangareddy district in Telangana State, on **TO-PAY** basis.

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

- **SELF ADHESIVE NOTE SLIPS - 19x39½ cm with 80 GSM Maplitho - Quantity - 50000**

- Shape dye cut with 2 Nos. self adhesive stickers of 2 years' shelf life,
- Matter to be 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 delivered / reach at our Head Office, Warangal, on or before **18/08/2017, till 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	TENDER BOX	
	ALSO	Two Officials who shall receive the tenders in the First Floor
	Last date: 18/08/2017 Till 12.00 Noon	K.Ram Reddy 9440663873 V.Rajivkanth 9491395948

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.

1. Bidder's General Information (Annexure – II)
2. Certificate of Registration copy
3. Memorandum of Articles of Association, Partnership Deed
4. Experience document / Copy of Purchase Orders & completion certificates (See Annexure – I)
5. **GST** – Registration Copy (S.No.6 of Annexure – II)
Shall have to state, under which of the two under noted schemes the Registration is made
 - Under Composition Scheme
(Turnover upto Rs.75 lakhs)
 - Regular Registration, where the threshold is above Rs.75 lakhs turn over during the year
6. IT Return for last 3 years
7. Financial Statements for last three years
8. Turnover statements for last three years
9. Demand Draft for EMD (Annexure – I)
10. Letter authorizing the representing executive(s)
11. Other required documents mentioned
12. 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
- **ACTUAL RATE** and **APPLICABLE GST RATE**
 - **EXCLUSIVE** of **TRANSPORT** on **TO-PAY** basis.

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 per Envelope
- (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 of Items**-The vendor shall be responsible for delivery of the ordered item(s) at the destination within stipulated time / days (within 25 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) **Serious Discrepancy:** 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) **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)**

(e) **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 at 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 style="text-align: center;">_____</p> <p style="text-align: center;">Seal of the bidder Signature</p>
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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	Grade-I Mill Name(s)	Apprx Qty	Rate per ENVELOPE/ Note Slip Rs.	
					Actual Cost Rs.	GST %
1	2	3	4	6	7	
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"	*	150000		
2	ENVELOPS PLAIN	PLAIN SIZE – 25.4 Cm x 31 Cm Or 10" x 12"		100000		
3	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	*	50000		

*Please write the Grade – I Mill Name(s)

The rates quoted are :

- **Actual Rate and applicable GST%**
- **Exclusive of TRANSPORT or on TO-PAY basis**

The GST opted is under "**Composition Scheme**". Hence, the GST rate shown is 2%.
(When the Annual Turnover is Rs.75 lakhs and less)

Place : _____

Date : ____/____/2017

Signature with Stamp

VENDOR'S Name:.....

Address :

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