



ANDHRA PRADESH GRAMEENA VIKAS BANK

Head Office :: WARANGAL
(A Government of India Undertaking)
(Sponsored by State Bank of India)

Planning & Development Department

NOTICE INVITING TENDER

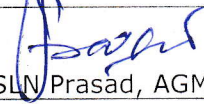

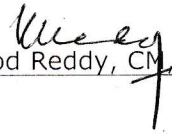
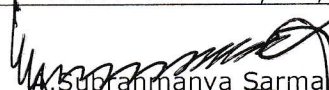

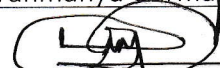


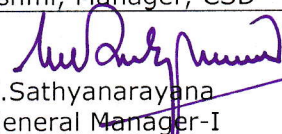
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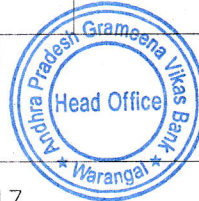
REQUEST FOR PROPOSAL

Empanelment of vendor for Printing & supply of SECURITY FORMS E-MANDATE Demand Drafts, TDR & STDR BOOKS	TENDER No 6
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Last Date of Receipt of Tenders	11/09/2018 up to 1.00 PM
Date of opening of Tenders	11/09/2018 at 1.30 PM
EMD amount	Rs.50,000.00
Offer Valid Period	ONE YEAR FROM AGREEMENT
Availability of Tender Document - Bank's Website	www.apgvbank.in

Tender Committee

 SLN Prasad, AGM, RRM & Credit	 T.V.V. Prabhakar, CM, Accounts
 K.Vinod Reddy, CM, P&D	 Subrahmanya Sarma, CM, P&D
 K.Kiran Kumar Sr.Mngr, Law dept	 K.Ram Reddy, Sr. Mngr P&D
 K.Satish Kumar Manager P&D	 S.Lakshmi, Manager, CSD
Date : 21./08/2018	 M.Sathyanaarayana General Manager-I



Total No.of pages in this document - 17



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K.Kiran Kumar Sr.Mngr, Law dept	K.Ram Reddy, Sr. Mngr P&D
K.Satish Kumar Manager P&D	S.Lakshmi, Manager, CSD
Date : 21/08/2018	M.Sathyanarayana General Manager-I

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INTRODUCTION

1. Introduction

Andhra Pradesh Grameena Vikas Bank is a Regional Rural Bank, sponsored by State Bank of India, and jointly established by Government of Andhra Pradesh and Government of India. Our bank has 768 branches as of now and are operating in eleven regions viz. Ashoknagar, Bhadrachalam, Khammam, Mahabubnagar, Nalgonda, Parvathipuram, Sangareddy, Srikakulam, Vizianagaram, Visakhapatnam, and Warangal in the States of Telangana and Andhra Pradesh. All the **768** branches have been functioning in a computerized environment on CBS platform.

The Bank invites technically complete and commercially competitive bids from the RBI approved PRINTERS for printing & supply of **Security Forms, viz: Demand Drafts, TDR & STDR Books** and **E-Mandate Books** to our 11(eleven) Regional Offices, CSD at Sangareddy & Head Office at Warangal.

S.No	REGIONAL OFFICE	DISTRICTS
	TELANGANA STATE	
1	SANGAREDDY	Sangareddy, Medak & Siddipet
2	WARANGAL	Warangal Urban & Rural, Bupalapally, Jangaon, Mahbubabad
3	ANSHONAGAR	Sangareddy, Medak, Siddipet, Mahabubnagar
4	MAHABUBNAGAR	Mahabubnagar, Gadwal, Wanaparthy & Nagarkurnul
5	NALGONDA	Nalgonda & Yadagiri Bhuvanagiri
6	KHAMMAM	Khammam
7	BHADRACHALAM	Bhadrachalam Kothagudem
	ANDHRA PRADESH STATE	
8	SRIKAKULAM	Srikakulam
9	VIZIANAGARAM	Vizianagaram
10	VISHAKAPATNAM	Vishakapatnam
11	PARVATHIPURAM	Vizianagaram & 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. Sales turnover for the last 3 years (each year) – Rs.25 lakhs & above
3. The bidder should enclose IT Returns for the last 3 years.
4. If selected for empanelment, the applicant will be required to furnish a security deposit of **Rs.50000/-**
5. Other stipulations / criteria as mentioned in this tender document elsewhere

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 (Head Office, Regional Offices or Branches) & CSD at Sangareddy, in all the above districts.

4. Tentative Requirements

S. No.	Particulars	Type of paper (Grade-A Mills)	Size	Quantity
1	Demand Draft Continuous Paper with	NPCI Approved - CTS 2010, MICR Paper-95 GSM	9"x3.667"	300000
2	E-Mandate (20+20)	NPCI Approved - CTS 2010, First copy MICR Paper-95 GSM Second Copy of White Maplitho 70 GSM	8.8"x3.667"	1500
3	TDR Books (50 leaves)	Parchment Paper – 105 GSM	8.25"x4"	2500
4	STDR Books (50 leaves)	Parchment Paper – 105 GSM	8.25"x4"	3000

***Design & Colour as per Bank's specifications**

TIME OF SUPPLY: The ordered quantity of any of the above items should be supplied with in 20 -25 days

Note: Orders will be placed in split quantities, more or less quantities noted in this tender and as & when required.

DELIVERY DESTINATIONS: Deliveries should be made to 12 different locations noted above in Telangana & Andhra Pradesh through authorized Transporters like, SRMT, KRANTI, NAVATA, VRL Etc., on "**FULLY PAID**" and "**DOOR DELIVERY**" basis.

RATES TO QUOTE –: Inclusive of all Taxes, Packing & Transport

The bank requires you to quote competitive rates unit-wise **inclusive of all taxes, packing & Transport** till destinations.

EVALUATION OF L-1: TOTAL COST OF OWNERSHIP (TCO)

The rates quoted for each item shall be added and the total of all the items shall be taken to compare and the lowest of all totals shall be considered L-1, under Total Cost of Ownership rule.

EMPANELMENT OF VENDORS & PERIOD:

The L-1 so identified shall be empanelled for a period of **ONE YEAR** from the date of agreement.

PLACING OF ORDERS:

Order shall be placed as per the requirement of the bank and in quantities more or less noted above in this document.

5. INSTRUCTIONS TO BIDDERS

Bidding Process

5.1 RFP and Bid Submission

The bidder shall have to submit an application downloaded from our website www.apgvbank.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. But, however, any suggestion or advice of value addition from the vendors to the tender or rectification of any short comings in tender may entail in issue of Corrigenda before the last date or postpone the tender as the Bank may deem necessary.

5.2 Mode of submission of tender

Tenders are to be submitted in **three separate sealed covers**, first one for Demand Draft pertaining to the **Earnest Money Deposit**, the second one for **Non-financial (Technical) bid**, the third for **Financial (non-technical) bid**. The three above covers should be kept in one sealed cover and to be **dropped in the Tender Box**, or sent by **Registered post or Courier** to enable us to verify the EMD amount and technical qualifications before opening the price bid.

5.3 Procedure of opening of tender

Please note that the cover containing

- a) EMD cover will be opened first, to find the Demand draft submitted is for the correct amount and in order
- b) The Non-financial (technical) bid cover will be opened next to find the technical bid is enclosed with all the required / above stated documents and are found in order and acceptable
- c) If the above two are in order and acceptable, then only the financial bid will be opened

Bank reserves the right to open or not to open the financial bid of any vendor basing on the acceptance/rejection of non-financial bid and past performance.

5.4 Decision of the Bank shall be final

The decision of the Bank shall be final and binding on the vendor in the matter of interpretation of any clause included in this tender or any dispute arising out of the execution of tender. Bank can also terminate the tender without assigning any reason.

5.5 Address for submission

Bids duly sealed, addressed to the General Manager (I) should be dropped in the Tender Box or hand over in person (if the tender cover is oversized & cannot be dropped in the tender box) to the two officials designated as stated below, at our Head Office, Warangal, on or before **11/09/2018, before 1.00 PM**.

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,

Contact: K.Satish Kumar, Manager 7382297156

K.Ram Reddy, Sr. Manager 9440663873

For any enquires : S.Lakshmi, Manager 9491035491

5.6 Change of Tender date in case of holiday

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.

5.7 Cost of Bidding – Vendor to bear

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.

5.8 Late Bids – Rejection

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

5.9 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 / Corrigendum 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.

5.10 Two Stage Bidding Process

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

PART – A (TECHNICAL BID) – The General Stationery Items 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:** Tender submission should **COMPULSORILY** include the following documents, duly filled in, stamped, signed, filed in the seriatum as below and serially numbered.

1. Demand Draft for EMD (As in 5.5 Two Stage Bidding Process)
2. Letter authorization to the representing executive(s) (See 7.4-f below) (Format in ANNEXURE-II)

3. Self-declaration letter for not having BLACK LISTED by any Bank or Govt. Organization - (Format in ANNEXURE-III)
4. Bidder's General Information (Format in Annexure-IV)
5. Complete Tender Document signed on all the pages
6. Certificate of Registration copy (Registration with Government of AP or TS)
7. Memorandum of Articles of Association, Partnership Deed, if any
8. Sales / GST Tax – Registration Copy
9. IT Return for last 3 years
10. Audited Balance sheets and Profit & Loss (Financial /Turnover) Statements for last three years
11. Experience documents / Copies of Purchase Orders & Delivery certificates
12. **Samples of material from GRADE – A Mills – MICR 95 gsm / PARCHMENT paper of 105 GSM**
13. Other required documents mentioned elsewhere in this tender document

PART – B (COMMERCIAL BID) – Duly super-scribed on the Cover “**Price Bid**” consisting of:

1. Priced Bid duly filled, stamped and signed for all items (partial quote is not acceptable) – Format in ANNEXURE-V.
2. The front face of Cover must bear 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.

5.11 Conditional Bid

Any conditional bid is not valid and shall be summarily be rejected

5.12 Rates quoted to be inclusive of all taxes

The RATES quoted should be **INCLUSIVE of all Taxes (GST), Packing & Transport.** No condition, such as, + GST or packing or transport will be accepted. However, the consignments should be invariably addressed, **DOOR-DELIVERY** at the **DESTINATIONS** noted above (various Regions & Head Office).

6.1. 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.

6.2. 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 rates

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.

7.5. Technical / Commercial Bid Essentials:

(a) All relevant information should be given against the space provided for information in the prescribed format ANNEXURE-IV. Writing of 'OK' 'accepted', 'noted' 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 documents as stated in 5.5 Part-A 3): -

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

- (i) Rates for each item specified in Indian rupees, inclusive of all taxes, packing & transport
- (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.

8.2 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, if the quality of the procuring item is not the same as required and shall be entitled for rejection of any or all the offers assigning reasons therefor.
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

9.1 Change of Address

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: Warangal, 2-5-8 / 1 RAMNAGAR, HANMAKONDA,
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

11.1 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.

11.2 Delivery 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.

11.3 Cancellation of Order: 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.

11.4 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.

11.5 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 (CGST& SGST)**

11.6 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.

11.7 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).

11.8 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.

11.9 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.

11.9A Penalty for Mistakes: The Bank reserves the right to levy penalty for errors in printing, less no. of folios or more no. of folios in the TDR / STDR Books or Demand Drafts or E-Mandates. Each error/mistake shall carry a penalty of Rs.5000/- and shall be deducted from the Bill amount payable.

11.10 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 / mis-printed item supplied, at their own cost & expenses.

11.11 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.

11.12 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 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 : _____/_____/2018 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. I/We offer the quotes / rates in ANNEXURE-IV for printing & supply of the required items as per terms & conditions in the RFP.</p> <p>_____ Seal of the bidder</p> <p>_____ Signature</p>
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CHECK LIST FOR VENDORS

Submission of tender

Vendors are advised to check & ensure to enclose the following list of documents before submitting the Tender

1. Demand Draft for EMD (As in 5.10 Two Stage Bidding Process)
2. Letter authorization to the representing executive(s)
(See 7.4(f) below) (Format in ANNEXURE-II)
3. Self-declaration letter for not having BLACK LISTED by any Bank or Govt. Organization - (Format in ANNEXURE-III)
4. Bidder's General Information (Format in Annexure-IV)
5. Complete Tender Document signed on all the pages
6. Certificate of Registration copy
(Registration with Government of AP or TS)
7. Memorandum of Articles of Association, Partnership Deed, if any
8. Sales / GST Tax – Registration Copy
9. IT Return for last 3 years
10. Audited Balance sheets and Profit & Loss
(Financial /Turnover) Statements for last three years
11. Experience documents / Copies of Purchase Orders & Delivery certificates
- 12. Samples of material, MICR Paper 95 GSM & Parchment paper of 105 GSM**
13. Other required documents mentioned elsewhere in this tender document

Note: NON-SUBMISSION of any of the above documents may result in rejection of the tender at the discretion of the Bank

General Manager-I

DRAFT – Letter of Authorization

Ref. No. _____ dated ____/____/2018

General Manager (I)
Andhra Pradesh Grameena Vikas Bank,
Head Office, Warangal,
H.No.2-5-8/1, Ram Nagar, Hanmakonda,
Warangal Urban District- 506001
Telangana State

Dear Sir,

Tender Ref. No: 6 /2018-19 dated ____/08/2018

We M/s _____ who are established and reputed printers of Security Forms viz: Demand Drafts, E-mandates, S/TDR books _____ etc., having factories at _____ and

_____ do hereby authorize Sri/Smt/Kum/Tansgender _____ (Name) to offer our tender/quotation, negotiate and conclude the contract with you against the above invitation for offer.

The above representative shall be responsible for answering any query and authenticate as required during the process of tender opening for smooth conclusion.

Yours faithfully,

For and on behalf of M/s _____
(Name of Printer/manufacturer)

Signature of the Authorized Person

Note: This letter of authority should be written / printed on the letterhead of the printer/manufacturer/s and should be signed by a competent person of the printer / manufacturer.

DRAFT – NON-BLACKLISTING LETTER

Our Lr No: _____ dated ____/____/2018

General Manager (I)
Andhra Pradesh Grameena Vikas Bank,
Head Office, Warangal,
H.No.2-5-8/1, Ram Nagar, Hanmakonda,
Warangal Urban District- 506001
Telangana State

Dear Sir, Madam, Transgender,

Tender Ref. No: 06 /2018-19 dated ____/08/2018

I/We M/s _____ who are established and reputed printers of various Security Forms viz: Demand Drafts, E-mandates, S/TDR books _____ etc., having factories at _____ and _____ do hereby confirm that our concern is **NOT-BLACKLISTED** by any Bank nor a Govt. organization during the last **THREE** years.

We assure you of our best services timely and qualitatively.

Yours faithfully,

For and on behalf of M/s _____
(Name of Printer/manufacturer)

Signature of the Authorized Person

Note: This letter of NON-BLACKLISTING should be written / printed on the letterhead of the printer/manufacturer/s and should be signed by a competent person of the manufacturer.

(Ref: Tender Notice No. 6 /2018-19 dated ___/08/2018)

BIDDERS' GENERAL INFORMATION & PRE-QUALIFICATION DATA
EMPANELMENT OF VENDORS

PLEASE FILL UP ALL THE COLUMNS LEGIBLY

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.(Enclose 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 : _____ (As per Unit Registration Certificate} Experience in years of the Proprietor / partner / Director of the unit : _____ years
4	Name of the Proprietor/ Mg.Partner/Mg.Director etc	
5	Name and addresses of the Bankers / Phone Numbers	BANK: BRANCH: A/c No: IFS Code:
6	Whether registered for GST purposes? (Mention GST No. and furnish Xerox 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: _____

8	Annual Turnover for the last 3 years (Balance Sheets to be enclosed)	Rs. in lakhs Year 2015-16 Rs. _____ Year 2016-17 Rs. _____ Year 2017-18 Rs. _____ (provisional)
9	Whether you accept to execute the order as per the specifications of paper (GSM) and make of Grade-A Mills , mentioned in the RFP, throughout the validity of the agreement period?	
10	Whether you are ready to accept to Print & Supply at the L-1 approved rates for a period of one year without interruption for whatever reason?	
11	Whether you accept to provide INSURANCE against Fire, Theft, Riots during transit for finished products till delivery at the destinations stated in the RFP?	
12	Names of Institutions/ Govt, Agencies / Banks, reputed companies etc., to whom your unit is executing works and maintained their against the turnover in the last year	You may submit Orders & Completion Certificates
13	Detailed description of works undertaken	
14	Were you removed / blacklisted at any time in any Bank / Govt. organization? If yes mention details	YES / NO _____ Self Declaration Letter enclosed
15	EMD details	DD No: Date: Bank: Branch:
16	Samples of paper belong to Mill (APPM, TNPL, JK, Ballarpur, ITC & West Coast)	

COMPLIANCE STATEMENT

Declaration:

We hereby undertake and agree by all the terms and conditions stipulated by the Bank in the Tender Document.

PLACE : _____

DATE : ____/____/2018

Stamp/Seal

Signature & Designation

ANNEXURE – V

COMMERCIAL BID
(Demand Drafts, E-Mandate, TDR & STDR Books)

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.	Particulars	Type of paper (Grade-A Mills)	Size	Quantity	Rate per Folio Rs.
1	Demand Draft as Continuous stationery in colour	NPCI Approved - CTS 2010 MICR Paper-95 GSM	9"x3.667"	300000	
2	E-Mandate Books (20+20leaves)	First copy MICR Paper95 GSM Second copy of 70 GSM Maplitho paper	8.8"x3.667"	1000	
3	TDR Books (50 leaves)	Parchment Paper - 105 GSM	8.25"X4"	2500	
4	STDR Books (50 leaves)	Parchment Paper - 105 GSM	8.25"X4"	3000	

***Design & Colour as per Bank's specifications**

Note:

1. Price includes all taxes
2. Includes Packing
3. Includes Transport cost till destinations

Place : _____

Date : ____/____/2018

Signature with Stamp

VENDOR'S Name:.....

Address :
.....