



ANDHRA PRADESH GRAMEENA VIKAS BANK

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

Planning & Development Department

NOTICE INVITING TENDERS

<p>Rate Contract for Printing & supply of</p> <p><u>E N V E L O P S</u></p> <p><u>THROUGH ONLINE</u></p> <p><u>E- PROCUREMENT & REVERSE AUCTION</u></p>	<p>TENDER</p> <p>No.</p> <p>5</p> <p>01.09.2020</p>
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TENDER SCHEDULE

Tender availability	www.apgvbank.in & https://etender.sbi	
Last Date of SUBMISSION of Tenders	Date	Upto
	22.09.2020	05.00 PM
Date of OPENING / VERIFICATION of TECHNICAL Tenders	Date	
	23/09/2020	
Tender Cost: Non- Refundable	Rs.500.00 Exempted for MSME UNITS	Demand Draft in favour of Andhra Pradesh Grameena Vikas Bank, Warangal
Tender Value	Rs.12,00,000/- (Approx)	
EMD	Rs.12,000/- Exempted for MSME UNITS	
Security Deposit	2% of Tender Value	
Validity of tender	TWO YEARS	
Security Deposit - 2% including EMD ₹24,000		

TENDER CONTENTS	Part - I - Technical Bid	1 - 20 Pages
	Part - II - Price Bid	21 - 21 Pages

Appointed Officers for Enquiries	S Lakshmi- 9491035491	K. Ram Reddy - 7901624894
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<p>Tenders should be submitted online on https://etender.sbi M/s e-Procurement Technologies Ltd. Name: Nanadan Valera, Fahad Khan & Dharam Rathod E-mail ID: nandan.v@eptl.in, fahad@eptl.in, dharam@eptl.in Landline No. : 079 6813 6857, 6820, 6842 Official Mobile No. : 9081000427</p>	<p>EMD DD should be submitted at the office of: ANDHRA PRADESH GRAMEENA VIKAS BANK Central Stationery, First Floor, Opp: Inspection Bungalow, Shanthinagar, Sangareddy - 502001 GENERAL MANAGER - I</p>
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Tender submitted by	<p>Name of the vendor: M/s _____</p> <p>Address : _____</p>
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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 775 branches as of now and are operating in eleven regions viz. Ashoknagar, Bhadrachalam, Khammam, Mahabubnagar, Nalgonda, Parvathipuram, Sangareddy, Srikakulam, Vizianagaram, Vishakhapatnam, and Warangal in the States of Telangana and Andhra Pradesh. All the **775** branches have been functioning in a computerized environment on CBS platform.

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

The locations in Telangana State are:

S.No.	Region	Districts covered
1	Sangareddy	Sangareddy, Medak & Siddipet
2	Warangal	Warangal Urban & Rural, Bhupalapally, Jangaon, Mahabubabad
3	Ashoknagar	Sangareddy, Medak, Siddipet, Mahabubnagar
4	Mahabubnagar	Mahabubnagar, Gadwal, Wanaparthy & Nagarkurnool
5	Nalgonda	Nalgonda & Yadagiri Bhuvanagiri
6	Khammam	Khammam
7	Bhadrachalam	Bhadrachalam Kothagudem
8	CSD Sangareddy	Sangareddy
9	Head Office	Warangal Urban

The locations in Andhra Pradesh State are:

S.No.	Region	Districts covered
1	Srikakulam	Srikakulam
2	Vizianagaram	Vizianagaram
3	Parvathipuram	Vizianagaram
4	Vishakapatnam	Vishakapatnam

2. Bidders' Eligibility Criteria

The following is the bidders' eligibility criteria:

1. The vendors should be from **Hyderabad & Secunderabad** in Telangana and **Srikakulam, Vizianagaram & Vishakapatnam** in Andhra Pradesh.
2. The vendors should submit **Tender cost** of Rs.500 and **EMD of Rs.12,000/- or MSME certificate** in printing (Scanned DD / MSME certificate should be uploaded along with other eligibility documents)
 1. Simultaneously the hard copy of DD / MSME should be sent to **ANDHRA PRADESH GRAMEENA VIKAS BANK**, Central Stationery, First Floor, Opp: Inspection Bungalow, Shanthinagar, Sangareddy - 502001.
 2. **Samples of Paper also send at the above address (Sangareddy)**
 3. Self-declaration letter for not having BLACK LISTED by any Bank or Govt. Organization - (Format in ANNEXURE-III)
 4. Should have **permanent GST Registration**
 5. The bidder should be a profitable **registered company/firm** involved in printing & supply for at least 5 years.
 6. Sales turnover for the last 3 years (each year) – Rs.25 lakhs & above
 7. The bidder should enclose IT Returns for the last 3 years.
 8. Complete **tender document signed on all pages should be uploaded**
 9. **Orders & completion certificates** to show the vendor is continuing the business should be submitted/uploaded

3. Scope of Work

ANDHRA PRADESH GRAMEENA VIKAS BANK has network of **775 Branches** spread in the two states of **Andhra Pradesh** and **Telangana** as stated above in Introduction above.

The selected L-1 vendor shall print & supply to destinations (Head Office, Regional Offices or Branches) in all the above districts & to CSD at Sangareddy.

The tender is restricted in Telangana, to Hyderabad and Secunderabad cities & in Andhra Pradesh State to Srikakulam, Vizianagaram and Visakhapatnam only.

4. Tentative Requirements

- **Quantity to print – See in Commercial Bid**
- **The quantity can be + or – 25%**
- **Approximate Value - Rs.12 Lakhs**

TYPE OF PAPER TO USE : GRADE – A MILLS viz;

100 GSM in **YELLOW & White** coloured paper and 90 GSM in **RIBBED KRAFT** paper of **Grade A mills** and at vendor's cost and include all operations of printing of Bank Name, Ads, matter in 2 or 3 languages in **MULTICOLOR** 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 – 400000**
- **PLAIN - 25.4 Cm x 31Cm or 10" x 12" - Apprx. Quantity required – 200000**
- **WINDOW ENVELOPS 5" x 9.5" x 1.25" Flap - Apprx.. Quantity required - 120000**

TIME OF SUPPLY:

- Envelops & Window Envelops – 30 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 through authorized Transporters like, SRMT, KRANTI, NAVATA, VRL Etc., on **"TRANSPORT PAID" and "DOOR DELIVERY" basis.**

RATES TO QUOTE – TOTAL COST OF OWNERSHIP (TCO):

Tenders are invited for quoting under segments as under:

S.No	Envelops	Quantity
1	PLAIN - 12.5 Cm x 25.4 Cm Or 5" x 10"	4,00,000
2	PLAIN - 25.4 Cm x 31Cm or 10" x 12"	2,00,000
3	WINDOW ENVELOP - 5" x 9.5" x 1.25" Flap & Window Size - 3.5" x 2.4"	1,20,000

The bank requires you to quote competitive rates unit-wise **inclusive of all charges, packing, all types of printing operations and Transport and exclusive of all taxes** for individual items.

ENVELOP:

Based on the unit-prices quoted, L-1 would be arrived at under the **TCO-Total Cost of Ownership for each vendor. Total of all items, from S.No 1 to 3 will be considered to arrive at L1 vendor.**

TENDER VALIDITY: TWO YEARS

5. INSTRUCTIONS TO BIDDERS

Bidding Process - **ON-LINE E-PROCUREMENT WITH REVERSE AUCTION**

5.1 RFP and Bid Submission

The bidder shall have to submit the tender **ON-LINE** downloaded either from our website www.apgvbank.com or from the following e-procurement portal:

<https://etender.sbi>

M/s e-Procurement Technologies Ltd.

Name: Nanadan Valera, Fahad Khan & Dharam Rathod

E-mail ID: nandan.v@eptl.in, fahad@eptl.in, dharam@eptl.in

Landline No. : 079 6813 6857, 6820, 6842

Official Mobile No. : 9081000427

Auction Website : <https://etender.sbi>

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 – ON-LINE

Tenders are to be submitted **ON-LINE** by uploading in the portal advised above.

1. **Tender cost and Earnest Money Deposit – The DD'S should be scanned and uploaded**
2. **Non-financial /Technical bid – Should be signed on all pages and uploaded**
3. **The documents pertaining to the **ELIGIBILITY CRITERIA** (*Page 4, Point No.2 Bidder's Eligibility Criteria and also Page No.8 Point No.3*) should be uploaded**
4. **Indicative Price bid** should be uploaded

5.3 Procedure of opening of tender

After the last date of submission of the tenders, the Bank will open the technical bids **ON-LINE** and evaluate by verifying the eligibility documents submitted in the portal:

1. The Tender cost and EMD will be verified first. Those **not** submitting the **Tender Cost** and **EMD DD (IN ORIGINAL)** to **APGVB** will be rejected ab initio. Vendors with MSME certification in printing shall be exempted from EMD.
2. Other eligibility documents will be verified. Vendors should take **CARE** to submit all the eligibility requirements and it will be at the Bank's discretion to allow or not to allow to ask for any further documents for evaluation.
3. Price bids will be considered for only those vendors who have qualified in the technical verification.

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 should be submitted ON-LINE to **<https://etender.sbi>**

M/s e-Procurement Technologies Ltd.

Name: Nanadan Valera, Fahad Khan & Dharam Rathod

E-mail ID: nandan.v@eptl.in, fahad@eptl.in, dharam@eptl.in

Landline No. : 079 6813 6857, 6820, 6842

Official Mobile No. : 9081000427

Auction Website : <https://etender.sbi> on or before **22/09/2020, before 5.00 PM.**

Contact: For any enquires : S.Lakshmi, Asst. Manager 9491035491
K.Ram Reddy, Sr. Manager 7901624894

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

Tenders cannot be submitted late.

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 have to submit response to the RFP, packaged as a set of following Envelops.

PART – A - TECHNICAL BID –for supply of Envelops, should include the relevant supporting papers.

2. **Tender cost of Rs.500** and **Earnest Money Deposit of Rs.12000.00** (Rupees Twelve Thousand only) in the form of Demand Draft issued by scheduled commercial bank favouring **Andhra Pradesh Grameena Vikas Bank, payable at Warangal**, must be part of the Technical Bid by uploading the scanned DD.

HOWEVER,

THE Tender cost of Rs.500, Earnest Money Deposit of Rs.12,000.00 AND SAMPLES OF PAPER SHOULD BE SUBMITTED IN ORIGINAL AT OUR CSD SANGAREDDY BEFORE THE LAST DATE OF SUBMISSION OF THE TENDER ONLINE.

**Address: Andhra Pradesh Grameena Vikas Bank
Central Stationery, First Floor, Opp: Inspection Bungalow, Shanthinagar,
Sangareddy - 502001**

IF THE DEMAND DRAFT'S DOES NOT REACH THE APGVB OFFICE, SANGAREDDY BEFORE THE LAST DATE AND TIME OF SUBMISSION, THE TENDER SHALL NOT BE CONSIDERED FOR EVALUATION.

- **Tender cost:** Non- Refundable
- **Return of Earnest Money Deposit:** The earnest money of the unsuccessful bidders will be returned 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.

SECURITY DEPOSIT:

The EMD of the successful bidder/s will add to the Security Deposit and will be held by the Bank throughout the rate contract period of the tender as **Security Deposit**. No interest will be payable on the Earnest Money Deposit/Security Deposit.

L-1 Vendor will be required to furnish a **Security Deposit of 2% including EMD (₹24000)**.

3. **Technical Bid:** Should **COMPULSORILY** include the following documents, duly filled in, stamped, signed, filed in the seriatim as below and serially numbered.

1. Demand Draft for Tender Cost & EMD (As in 5.5 Two Stage Bidding Process)
2. Self-declaration letter for not having BLACK LISTED by any Bank or Govt. Organization - (Format in ANNEXURE-III)
3. Bidder's General Information (Format in Annexure-IV)
4. Complete Tender Document signed on all the pages
5. Certificate of Registration copy (Registration with Government of AP or TS)
6. Memorandum of Articles of Association, Partnership Deed, if any
7. GST Tax – Registration Copy (Regular or Composite)
8. IT Return for last 3 years
9. Audited Balance sheets and Profit & Loss (Financial /Turnover) Statements for last three years
10. Experience documents / Copies of Purchase Orders & Delivery certificates
11. **Samples of material viz., Yellow & White Paper – APPM 100 GSM & Ribbed Kraft Paper(IP) – APPM 90 GSM only or finished product of Envelop (TO BE SUBMITTED AT SANGAREDDY BEFORE THE LAST DATE OF UPLOADING THE DOCUMENTS)**
12. Other required documents mentioned elsewhere in this tender document

PART – B (COMMERCIAL/PRICE BID) – “Price Bid for Envelops” consisting of:

1. Priced Bid duly filled, stamped and signed on all pages for all items (partial quote is not acceptable)
2. 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 rejected

1.12 Rates quoted to be EXCLUSIVE of all taxes

The RATES quoted should be **EXCLUSIVE of all Taxes (GST)**. No condition, such as, + GST will be accepted.

However, the consignments should be invariably addressed, **DOOR-DELIVERY (PAID)** at the **DESTINATIONS** noted above (various Regions & Head Office).

EVALUATION – THREE STAGES

6.1. EVALUATION – FIRST STAGE of bidding Technical Evaluation

In the first stage, only the **Technical Bids** will be opened by the “*Tender Opening Committee*”.

After the technical bids pass the qualification, the Bank may make site visits to the factories, printing press or work units. The vendors will be short listed, after the site inspections and the date of opening the COMMERCIAL BID will be informed.

6.2. SECOND STAGE of Evaluation – Submission of **Indicative Price Bids – Base Price & Decrement Value**

In the second stage, **Indicative commercial/price bids** of short-listed, technically qualified bidders shall be opened ON-LINE and a Base price will be advised to the E-Procurement agency for further evaluation.

6.2. THIRD STAGE of Evaluation – REVERSE AUCTION

In the third stage, **REVERSE AUCTION** shall be conducted for final rates of supply.

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 :

- a) **Inclusive of cost of Paper,**
- b) **Printing,**
- c) **All binding operations**
- d) **Packing,**
- e) **Transportation up to Our Office(SRMT, KRANTHI, VRL ETC)**
- f) **Insurance during transit until reaching the destination**
- g) **EXCLUSIVE OF TAXES / GST**

*The Bank shall neither pay any other cost nor consider any other cost apart from approved L-1 rates.

7.3. Validity Period

The Bids shall be **valid for a period of 24 months/TWO years** from the date of entering into rate contract / 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, 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-IV. 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 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 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 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) In order to determine the lowest evaluated responsive bid, the Bank shall adopt **TCO (TOTAL COST OF OWNERSHIP)** from **Sr. No 1-5**.

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, Indicative Prices & Reverse Auction

1. Commercial bids submitted will be opened only for those bidders, who have qualified in the general and technical evaluation.
 2. The vendors are required to submit the **INDICATIVE PRICES** which will be considered for further evaluation through **REVERSE AUCTION**
 3. The **LOWEST** prices arrived at in **REVERSE AUCTIONS** 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: -

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, 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.

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 forfeit the Security Deposit if the material supplied is not as per specifications. 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:

- Production of acknowledgements of receipt of the item ordered at the destinations, 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) (Separate for AP & Telangana)**

11.6 Earnest Money Deposit: The bidder shall have to deposit earnest money in the form of DD / Pay Order for **Rs.12,000.00** (Rupees Twelve thousand only), which will be **added to Security Deposit** for the successful bidder(s) and returned on expiry of the two years 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 Two years 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.

CHECK LIST FOR VENDORS

Submission of tender through ON-LINE

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

S.No	Document Name	Tick mark
1	Demand Draft for Tender cost and 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 viz., Yellow/Ribbed Craft of 100,90 GSM or finished product of Envelop – Should	
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

General Manager-I

DRAFT – Letter of Authorization

Ref. No. _____ dated ____/____/2020

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:5 ____ /2020-21 dated ____/09/2020

We M/s _____ who are established and reputed printers of Envelops _____ 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 ____/____2020

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:5 ____ /2020-21 dated ____/09/2020

I/We M/s _____ who are established and reputed printers of Envelops, _____ 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. 5 /2020-21 dated _____)

BIDDERS' GENERAL INFORMATION & PRE-QUALIFICATION DATA**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: _____

10	Annual Turnover for the last 3 years (Balance Sheets to be enclosed)	Rs. in lakhs Year 2017-18 Rs. _____ Year 2018-19 Rs. _____ Year 2019-20 Rs. _____
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-A 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 approved rates for a period of two years 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 their against the turnover in the last year	You should submit Orders & Completion Certificates
17	Detailed description of works undertaken	
18	Were you removed / blacklisted at any time in any Bank / Govt. organization? If yes mention details	YES / NO _____ Self-declaration Letter enclosed

COMPLIANCE STATEMENT

Declaration:

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

PLACE : _____

DATE : ____/____/2020

Stamp/Seal

Signature & Designation

(To be printed on the LETTER HEAD of the printer)

To,
The General Manager,
Andhra Pradesh Grameena Vikas Bank,
Head Office :: WARANGAL

Date: ____/____/2020

LETTER OF INTENT /ACCEPTANCE

Dear Sir,

RATE CONTRACT FOR SUPPLY OF ENVELOPS

Ref: Tender Notice No. 5 /2020-21 dated ____/____/2020 for Rate Contract for supply of Envelops – E-tendering **ON-LINE** – and Tender posted in Bank’s website www.apgvbank.in on ____/____/2020

With reference to the above Tender, I/We accept to print & supply all the items mentioned therein, at the L-1 rates approved by the Bank.

I/We intend to sign the AGREEMENT as stated in the tender document and accept all Terms & Conditions contained therein. The agreement shall be valid for a period of two years after execution.

I/We undertake to continuously print & supply to all the purchase orders placed on me/us for any of the items noted in the Commercial Bid and as per specifications of paper, binding, time of supply, etc., mentioned in the RFP, without giving scope for compromise in quality / quantity or delay during the currency of the agreement or beyond with mutual consent.

I/We honour the condition of EMD to be retained till the expiry of the agreement and/or till the end of all supplies against the orders placed even beyond the agreement date.

I/We shall bear the expenditure for purchase of Rs.100/- Stamp(s) to be affixed on the Agreement.

Yours faithfully,

Proprietor(s)

DRAFT

AGREEMENT

(For Printing & Supply of Envelops)

This agreement is made on this the _____ day of _____ 2020, between Andhra Pradesh Grameena Vikas Bank, a Government of India Undertaking under the Banking Regulation Act, 1976, having its Head Office at D.No: 2-5-8/1, RAMNAGAR, HANUMKONDA -- 506 001, Warangal district, in Telangana state, being represented by its Chief Manager, Planning & Development department, hereinafter referred to as "**The Bank**", which expression shall, unless it be repugnant to the context or meaning thereof, mean and include its successors and authorized representatives, on the other part M/s _____

_____, proprietary/partnership firm carrying on its business at # _____, _____, Hyderabad/ _____ PIN- _____. Represented by its proprietor/ _____ Sri/Smt _____

_____, hereinafter called "**The Printer**" which expression shall unless repugnant to the context shall include its legal heirs, successors and assignees on the other part.

Whereas, the Bank for the purpose of carrying on its banking business needs to empanel printers for printing and supply of Envelops, the Bank had issued an RFP.

Whereas the printer has applied and is found eligible for appointment, as an empanelled printer to the Bank for a period of two years.

NOW IT IS AGREED BETWEEN THE PARTIES HERETO AS FOLLOWS:

1. **RATE CONTRACT:** The Bank hereby appoints me/my printing concern, as the printer of the Bank on rate contract to print and supply Envelops, as required by the Bank for a **period of two years** from the date of this agreement or till the next empanelment and/or unless otherwise specified.
2. **DEPOSIT OF EMD / SECURITY DEPOSIT:** The EMD of **Rs.12,000/-** submitted by me/my printing concern will form part of the **Security Deposit** which will be 2% of the tender value and held with the Bank throughout the rate contract period of the tender, i.e., for **two years**, and shall stand as guarantee for performance/execution of the order placed on the printer. I also understand, that, no interest will be payable on the earnest money deposit.
3. **BILL PAYMENT:** The payment will be made as per the approved L- 1 rates agreed through the "Letter of Intent / Acceptance" on satisfactory completion/execution of the order.
4. **PLACING OF ORDERS:** The Bank places printing orders according to its requirements. No printer can demand or decline to execute any work order on the basis of quantity and amount of the order. Distribution of orders will be as per the tender terms & conditions, and on the performance of the printer. No correspondence will be entertained by the Bank in this regard.

5. **DELIVERY:** The ordered quantity of Envelops shall be delivered at the destinations noted in the RFP or as advised in the purchase order.
6. **SECURITY:** The printer should maintain strict confidentiality in printing of the Envelops, ordered by the Bank and should not disclose to third parties.
7. **TIME SCHEDULE:** The time schedule for printing of Envelops irrespective of quantity ordered for will be as under :
 Envelops - 30 days
8. **PROOF:** Proof in respect of Envelops, should be submitted to the department for approval. Printing should be taken up only after the FINAL approval is accorded by the department Officials.
9. **Forfeiture of EMD/Security Deposit 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.
10. **Bill Payment Terms:** No advance/ mobilization amount will be paid. 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
11. **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 two years 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.
12. **Penalty for delay:** The Bank reserves the right to levy penalty for delay in supply beyond the stipulated time. A penalty of 2% of the bill amount will be levied for delay of two week. The total delay cannot be beyond one month in any case, beyond which the order shall be cancelled.
13. **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.
14. **Order Cancellation:** The Bank reserves the right to cancel the purchase order in the event of one or more of the following situations: -
 - a. 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.
 - b. Delay in supply, beyond the specified period & delay time limit
 - c. Serious discrepancy in quality of supplied item
 - d. In the event of order cancellation, the vendor shall be responsible to take back the faulty item supplied, at their own cost & expenses.
15. **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.
16. **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.

17. **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.

Even after thirty days from the commencement of such informal negotiations, if 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.

18. The printer agrees to abide by the terms and conditions issued by the Bank from time to time at the time of entrustment of works

19. Notices : The address for service of all notices on the parties of MOU is as under:

Address of the Printer	Address of the Bank
_____ _____ _____ _____ _____ _____	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, 9491035491, 9440663873, 8331019299

20. **Non-Exclusivity clause:** This agreement between the parties is on a non-exclusive basis and either party hereto may enter into similar agreement(s) with other parties/Banks, as the case may be.

Signed on this day _____ the _____ 2020 at _____ (Place)

For M/s _____

For Andhra Pradesh Grameena Vikas Bank

Stamp & Seal Proprietor's Signature

Signature of Designated Official & Seal

(Name)

(Name.....)

COMMERCIAL BID
(ENVELOP)

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 **Two Years** from the date of approval / agreement

S. No	Type of Paper & Make	GSM	Printing/ Color	Size of Envelop	Quantity	Rate per ENVELOPE Rs.
1	Ribbed Kraft Paper(IP) – APPM only	90	Multi Color	12.5 Cm x 25.4 Cm / 5"x10" and Cover flap of 1.5CM	4,00,000	
2	Ribbed Kraft Paper(IP) – APPM only	90	Multi Color	25.4 Cm x 31Cm / 10"x12" and Cover flap of 1.5CM	2,00,000	
3	White Paper - Window Envelop	100	Multi Color	Envelope Size - 5" x 9.5" x 1.25" Flap Window Size - 3.5" x 2.4" With - Peal & Seal Closing, Die Cut & Outside Gloss animation	1,20,000	
Total						

Place : _____

Date : ____/____/2020

Signature with Stamp

VENDOR'S Name:.....

Address :