



Date: November 15, 2023

NOTIFICATION

Saptagiri Grameena Bank, an RRB sponsored by Indian Bank, with an authorized capital of Rs.500 lakhs, is having 237 branches, spread over across Chittoor, Annamayya, NTR, Eluru, Tirupati and Krishna districts in the state of Andhra Pradesh. Of the 237 branches, 160 branches are in Rural, 57 are in semi-urban and 20 branches are in Urban areas.

Sealed quotations are invited by the bank from reputed vendors for **Printing & Supply** of Calendars for the year 2024, to all four regional offices located at Gudivada, Vijayawada, Tirupati & Madanapalli and to Head Office located at Chittoor (Total 5 Centres).

Saptagiri Grameena Bank reserves the right to accept or reject, part or all quotations without assigning any reason thereof.

The Calendar Specification must have following minimum standard

Design	Professionally & aesthetically designed (specimen copy attached to this notification)
Quality of paper	90 GSM art paper & ensure durability premium finish
Size of Calendar	11" x 16.5" (excluding borders) * Boarder should be of 1 cm at least
Printing	Full- colour printing is required & high quality of ink should be used
Binding	The calendar should be securely bound with a professional finish
Quantity	A total of 85000 copies.
EMD Specifications	<ul style="list-style-type: none"> ➤ Non-interest bearing Earnest Money Deposit (EMD) of Rs.50,000/- should be remitted through NEFT / RTGS / IMPS for the credit of CA/c No. 88618083 IFSC - IDIB0SGB001, favouing Saptagiri Grameena Bank, HO: Chittoor. ➤ No other mode of remittance would be entertained. ➤ Technical Bid should also include UTR Number for having remitted the EMD amount of Rs.50,000/-. ➤ EMD amount should be remitted on or before 29.11.2023, before the cut-off time. Any EMD received after the cut-off date / time would not be considered for bidding process. ➤ Technical Bids without particulars of EMD would be rejected. ➤ For successful bidder (L1) EMD amount will be paid at the time of final payment. ➤ For unsuccessful bidder(s), EMD will be returned within 7 working days from the bid opening date. ➤ Bidders are advised to incorporate bank particulars for return / refund of EMD. ➤ For those vendors who participate in the bid process, is selected as L1 & fail to execute the order, the EMD amount would be forfeited.
Important Note	The vendor / Printer or its any of the art work department employee should have the good knowledge of Telugu language . Design & DTP works should be at their own cost of Printer / Vendor only.
Delivery	Must be delivered within 10 - 15 days from the date of purchase order to the 5 centres mentioned above.
Last date for submission of quotations	Up to 3:00 PM on 29.11.2023



Quotations are to be submitted to	The General Manager Saptagiri Grameena Bank #19-565/11, 3 rd floor, Sai Yashus, Vellore Road, Chittoor AP – 517 002. <i>(Quotations received beyond the time line will not be entertained)</i>
Sealed covers will be opened at / on	at 4:00 PM on 29.11.2023
Process of openings	Technical Bids would be opened first . Financial Bids of successful vendors in technical bid would be opened subsequently .
Contact details for queries	Sri. K Eswar Reddy – 88866 44258 Sri. Hanuma Kumar – 88866 44238
Time line for queries	Up to 4:00 PM on 17.11.2023
Vendor should be a GST registered and bills / Tax Invoices should be uploaded in GST portal.	

The following details of Vendor / Printer to be submitted **along with the quotation**

1. Brief Company Profile
2. GST Registration & PAN of the vendor
3. Last 3 years' ITRs
4. Details of past experience in calendar printing
5. Sample Calendar

Mandatory Technical qualifications for participating

- The vendor is not supposed to be blacklisted in any Government Department / Public Sector undertaking / Private Sector / or any other agency during the last 3 (three) years, undertaking letter to be enclosed (as per **Annexure – I**).
- The vendor should be in the line of activity for at least 5 (five) years. Self-attested documentary proof duly should be enclosed along with quote.
- Vendors should have valid GSTN number and GST Registration No. & it should be clearly mentioned in the quotation. Self-attested copy of the GSTN should be enclosed.
- Each and every page should be affixed with seal of firm & signed by the vendor (authorized signatory).

Terms & Conditions

- The sealed quotation should be in **“Printed Form” only**.
- Hand written quotations will NOT BE ACCEPTED and the quote should be in INR only.
- Quote should be with the total price inclusive of base rate and GST as per **Annexure – II**. Vendor should consider his cost towards Designing / Art Work, Transportation, Loading / unloading charges, etc., before submitting quote.
- Sample paper should be submitted as per our specification along with quotation; Quote without sample paper would be rejected.
- Designing / Artwork should be submitted by the bidder & proof should be submitted within 5 days from the date of work order.
- Sample Calendar should be approved by the bank before printing.
- If delivery is not performed before 10-15 days from PO date, Bank has right to cancel the order without prior notice and bank will not bear any expenses.
- In case of non-fulfilment of desired quality as per approved sample, Bank has right to cancel the order without prior notice and bank will not bear any expenses.
- Vendor has to print and supply the exact quantities as per Purchase Order. Excess supply will not be accepted and payment would be made only for the quantities ordered.



- **Annexure – II** format should be submitted on the **letter head** of the vendor / printer.
- During opening of price bids, the vendor who has quoted least price will be selected as L-1.
- If L1 fails to supply the item(s) for any reason, after submitting sealed quotation, the name of such vendor shall be kept under **Block List** and shall not be allowed to participate in future works of the Bank.
- Subsequently the order will be allotted to the one who agrees to supply the item(s) at the rate quoted by L1 bidder.
- Such negotiations for L1 price would be undertaken with L2, L3, L4, L5 and so on.
- The vendor who agrees to undertake the contract at L1 Price would be selected for placing Purchase Order.
- In case none of the vendors agree for L1 Price, bank would decide either to proceed for next lowest price or to cancel the bidding process.
- In all the cases, the decision of the bank would be final. Vendors who agree for the terms and conditions of the bank are only requested to participate in the bidding process.
- The selected vendor is required to print & supply the year 2024 calendars to all four regional offices located at Gudivada, Vijayawada, Tirupati & Madanapalli and to Head Office located at Chittoor. No transportation charges for delivery will be paid.
- The quantities to be supplied to each Centre would be intimated in the purchase order.
- Vendors may submit their application duly complete in all respects in a sealed envelope cover superscripted “Quotation for Printing & Supply of Calendars for the year 2024” and this envelope should contain two separate envelopes superscripted as detailed below:

Envelope 1: Technical qualification documents

Envelope 2: Price quote

- The price will be valid for a period of 2 months or less as decided by the bank.
- Payment would be done only after supply of full quantity of calendars for the year 2024 at all our 4 Regional offices and Head Office (Chittoor), duly certified by our Regional offices. **No advance payment** would be given and accepted rate will be paid only after completion of the work.
- The last date for submission of sealed quotation is 29.11.2023, up to 03.00 pm and date & time of opening sealed quotations is 29.11.2023 at 04.00 pm at Saptagiri Grameena Bank, Head office, Chittoor.
- The sealed quotation should be dropped in the box which is placed at Development Dept., Head office, Chittoor. Letter cover should be superscripted by “S G Bank - Development dept. - Quotation for Printing & Supply of 2024 Calendars” and reach the following address either by COURIER or REGISTERED POST or IN PERSON to:-

General Manager
SAPTAGIRI GRAMEENA BANK
HEAD OFFICE, # 19-565/11, 3rd Floor,
SAI YASHUS, Vellore Road, Chittoor – 517002.

- Bank reserves the right to reject any or all the quotations and stop the process at any point of time without assigning any reason whatsoever.

General Manager

Annexure – I Format of Undertaking on “BLACKLISTING / NON-DEBARMENT”.

Annexure – II Format of Price Quote (to be printed in vendor’s letter head)

FORMAT OF UNDERTAKING TO BE FURNISHED IN COMPANY'S LETTER HEAD WITH REGARD TO BLACKLISTING / NON-DEBARMENT, BY ANY ORGANIZATION

UNDERTAKING REGARDING BLACKLISTING / NON-DEBARMENT

To

The General Manager
Saptagiri Grameena Bank
Head Office: Development
#19-565/11,3rd Floor, Sai Yashus
Vellore road, Chittoor-517002.

Dear Sir,

We here by confirm and declare that we, M/s _____ is not Blacklisted / De-registered /Debarred by any Government department / Public sector undertaking / private sector / or any other agency for which we have executed /undertaken the works /services during the last 03 (three) years.

This certificate / declaration is true & correct to be best of our knowledge. If found incorrect, at any point of time, even after allotment of Purchase Order, we are aware that the bank would black list our firm and we would not be permitted to participate in further bidding process of the bank and any PO issued in our favour would be subject to cancellation, without assigning any reasons thereof.

We further declare that we have gone through all the terms and conditions stipulated in the tender document and abide by the same.

For _____

Authorized signatory

Date:

Format of Price Quote

(To be typed on the vendor printed letter head)

S. No	Description	Qty.	Base Rate per unit	Amount	GST %	GST Amount	Total Amount
(1)	(2)	(3)	(4)	(5)=(3)*(4)	(6)	(7)=(5)*(6)	(8)=(5)+(7)
1	Printing and Supply of Year 2024 Calendar of size 11" x 16.5" (excluding boarder) Size of boarder is 1 cm full colour printing on 90 GSM paper finished with durability to all four Region Offices i.e., Gudivada, Vijayawada, Tirupati and Madanapalli and Head office (Chittoor)	85000					

EMD paid particulars

UTR No.	
Date of remittance	
Name of the Bank	
Name of the Branch	
Amount of remittance	Rs.50,000/-

Bank Particulars of Vendor

Name of the Bank	
Name of the Branch	
IFSC	
A/c No	
Type of Account	Savings Bank / Current Account
Amount of refund	Rs.50,000/-

Seal & signature of Vendor