

TELANGANA GRAMEENA BANK

(Sponsored by State Bank of India)

HEAD OFFICE: HYDERABAD

EMPANELMENT of vendors for Printing & supply of

WALL CALENDARS-2025
THROUGH ONLINE SBI
E- PROCUREMENT

TENDER

No.

TGB/E/2024-

25/01

Dt:25.10.2024

TENDER SCHEDULE

Tender availability	www.tgbhyd.in & https://etender.sbi		
Last Date of SUBMISSION of Tenders	Date	Up to	ON-LINE Auction Website : https://etender.sbi
	14.11.2024	04.00 PM	
Date of OPENING / VERIFICATION of TECHNICAL Tenders	Date		
	14.11.2024 04.30 PM		
Tender Cost: Non- Refundable	Rs.500/- Exempted for MSE UNITS		Demand Draft in favour of Telangana Grameena Bank, Head Office, Hyderabad.
Tender Value	Rs.9,60,000/-(Approx.)		
EMD (1% of tender value)	Rs.9,600/- Exempted for MSE UNITS		
Security Deposit	3% of Tender Value		
Empanelment Period	90 days from the Date of Agreement		
No. of Vendors to be empanelled	One (01)		
Security Deposit - 3% of Tender value (Including EMD)			

TENDER CONTENTS	Part – I – Technical Bid	01 - 21 Pages
	Part – II – Price Bid	22nd Page

Appointed Officers for Enquiries	A.Ramakrishna - 7901617532	B.Hareesh Kumar- 9491041951
-----------------------------------------	----------------------------	-----------------------------

Tenders should be submitted online to: https://etender.sbi/SBI/ M/s e-Procurement Technologies Ltd. B-705, Wall Street - II, Opp. Orient Club, Nr. Gujarat College, Ellis Bridge, Ahmedabad - 380 006. Gujarat State, India. Phone:+91-7859800621 / 9265562819	EMD DD should be submitted at the office of: TELANGANA GRAMEENA BANK, HEAD OFFICE, 2-1-520, 2nd floor, Vijaya Sri Sai Celestia, Street No.9, Shankarmutt Road, Nallakunta, Hyderabad-500044, State : Telangana. GENERAL MANAGER (Admin)
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Tender submitted by	Name of the vendor: M/s _____ Address : _____
----------------------------	------------------------------------------------------

Sl. No.	CONTENTS	Page No.
1	INTRODUCTION	3
2	Bidders' Eligibility Criteria	3
3	Scope of Work	4
4	Tentative Requirements & empanelment of vendor	4
5	INSTRUCTIONS TO BIDDERS	
	5.1 RFP and Bid Submission	5
	5.2 Mode of submission of tender	5
	5.3 Procedure of opening of tender	5
	5.4 Decision of the Bank shall be final	5
	5.5 Address for submission	6
	5.6 Change of Tender date in case of holiday	6
	5.7 Cost of Bidding – Vendor to bear	6
	5.8 Late Bids – Rejection	6
	5.9. Withdrawal / Amendment to RFP Contents	6
	5.10 Two Stage Bidding Process	6
	5.11 Conditional Bid	8
	5.12 Rates quoted to be exclusive of GST & inclusive of transport	8
6	BIDDING	
	6.1. Bidding	8
	6.2. Second Stage of Bidding	8
7	BID FEATURES	
	7.1. Language of the Bid	8
	7.2. Bid Currency & Price Structure	8
	7.3. Validity Period	8
	7.4. Format & Signing of Bid	8
	7.5. Technical / Commercial Bid Essentials	9
8	BID EVALUATION	
	8.1. General Evaluation	9
	8.2 Commercial Evaluation	10
9	AWARD NOTIFICATION	
	9.1 Change of Address	10
10	Bidder's Disqualification	10
11	TERMS AND CONDITIONS	
	11.1 Proposal Ownership	10
	11.2 Delivery, Installation and Commissioning of Items	10
	11.3 Cancellation of Order	10
	11.4 Defect Liability Security Deposit	10
	11.5 Payment Terms	11
	11.6 Earnest Money Deposit	11
	11.7 Forfeiture of EMD Amount	11
	11.8 Further Orders	11
	11.9 Penalty for delay	11
	11.10 Order Cancellation	11
	11.11 Force Majeure	11
	11.12 Resolution of Disputes	12
12	ANNEXURE-I	
	Check list for Vendors	13
13	ANNEXURE-II	
	DRAFT – Letter of authorization	14
14	ANNEXURE-III	
	DRAFT – Non-blacklisting letter	15
15	ANNEXURE-IV	
	DRAFT - Bidder's General Information	16-17
16	Letter of INTENT/ACCEPTANCE	18
17	Agreement	19-21
18	ANNEXURE-V	
	DRAFT – Commercial Bid Format	22

INTRODUCTION

1. Introduction

TELANGANA GRAMEENA BANK is a Regional Rural Bank, incorporated under Regional Rural Bank Act, 1976, sponsored by State Bank of India, and jointly established by Government of Telangana and Government of India. Our bank has 431 branches as of now and are operating in eight(8) regions viz. Adilabad, Hyderabad-I, Hyderabad-II, Jagtial, Karimnagar, Mancheria, Nirmal, Nizamabad in the State of Telangana.

The Bank invites technically complete and commercially competitive bids from the PRINTERS for printing & supply of **Wall Calendars-2025** to our eight(8) Regional Business Offices and Head Office at Hyderabad.

The locations are:

S.No.	Region	Address
1	ADILABAD	SARASWATHI BHAVAN, BESIDES BGR GARDEN (STU BHAVAN), GANDHI PARK ROAD, DIST: ADILABAD-504001, TELANGANA
2	HYDERABAD-I	9-27/1, I FLOOR, LALITHA NAGAR, DILSHUKNAGAR, HYDERABAD-500060, TELANGANA.
3	HYDERABAD-II	H.NO 2-1-520, 2ND FLOOR, VIJAYA SRI SAI CELESTIA, STREET NO.9, NALLAKUNTA, SHANKERMUTT ROAD, HYDERABAD – 500044
4	JAGTIAL	D NO.3-6-92, OPP.BOMBAY CLOTH SHOWROOM, KARIMNAGAR ROAD, JAGTIAL, 505327, TELANGANA.
5	KARIMNAGAR	H NO 2-8-129, WARD NO :2, MUKARAMPURA, BESIDES SEVEN HILLS BUILDING DIST: KARIMNAGAR-505001, TELANGANA .
6	MANCHERIAL	D.NO 4-56, JANMABHOOMI NAGAR, BELLAMPALLY X ROAD, MANCHERIAL - 504208, TELANGANA.
7	NIRMAL	H NO 8-1-83/2, VINAYAK NAGAR, ROAD NO.3, NEAR NAKSHATRA HOTEL, NIRMAL – 504106, TELANGANA.
8	NIZAMABAD	H.NO: 6-2-196, SUBHASH NAGAR, NEAR PRAGATHI MESS, NIZAMABAD- 503001, TELANGANA.
9	HEAD OFFICE	H.NO:2-1-520, 2ND FLOOR, VIJAYA SRI SAI CELESTIA, ST.NO.9, SHANKERMUTT ROAD, NALLAKUNTA, HYDERABAD – 500 044.

2. Bidders' Eligibility Criteria

The following are the bidders' eligibility criteria:

1. The Vendors are restricted to Telangana (**Hyderabad and Secunderabad**) only to ensure smooth communication and timely delivery of stationery items to our branches and offices.
2. The vendors should submit **Tender cost** of Rs.500/- and **EMD of Rs.9600/- (or) MSE certificate** in printing to claim exemption from Tender Cost and EMD (Scanned DD's / MSE certificate should be uploaded along with other eligibility documents).
 1. Simultaneously the hard copy of DD's / MSE certificate should be sent to **TELANGANA GRAMEENA BANK, HEAD OFFICE: Hyderabad**, H.NO:2-1-520, 2nd floor, Vijaya Sri Sai Celestia, Street No.9, Nallakunta, Shankermutt Road, Hyderabad – 500044.
 2. **Samples of Paper should also be sent to the above address(Hyderabad).**
 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 3 years.
 6. Sales turnover for the last 3 years (each year) should be Rs.50 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** showing that the vendor is continuing the business since last 3 years to till date should be submitted/uploaded.

3. Scope of Work

TELANGANA GRAMEENA BANK has network of 431 Branches, 8 Regional Offices and Head Office at Hyderabad in the state of **Telangana** as stated in Introduction above.

The selected Vendor shall print & supply **Calendars-2025** to nine (9) destinations i.e. **eight (8) Regional Offices in all the above districts & to Head Office at Hyderabad** as mentioned in the Introduction.

The tender is restricted in Telangana, to Hyderabad and Secunderabad cities only.

4. Tentative Requirements

- **Quantity to print – See Segment: A**
- **The quantity is approximately 80,000 units**
- **Approximate Value - Rs.9.60 lakhs**

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

Ballarpur, Century Pulp, International Paper APPM, ITC, Seshasayee, TNPL & West Coast

1. Designing & data feeding of the Calendar in **TELUGU** as per the Previous Year's Sample shall be the responsibility of the vendor.
2. Size : Width 11" x height 17.5"
3. Paper : 80 GSM thick Maplitho paper of 80% or higher brightness of **GRADE – A MILLS** of **Ballarpur, Century Pulp, International Paper APPM, ITC, Seshasayee, TNPL & West Coast etc.**
4. Printing :
 - In multi colours and TITLE in two languages – English & Telugu.
 - Six Folios– Printed front & back.
 - Tin mounting on TOP, 11" side with silk thread & a hole.
 - Bank Products and Quotations of value on all pages.
 - Telugu Tithulu & Bank Holidays.

TIME OF SUPPLY:

- Wall Calendars-2025 – to be supplied within 15 Days from the date of work order.

Note: Orders will be placed in split quantities, more or less quantities noted in this tender.

DELIVERY DESTINATIONS: Deliveries should be made to nine(9) different locations through authorized Transporters like, SRMT, KRANTI, NAVATA, VRL Etc., on **"PAID TRANSPORT" and "DOOR DELIVERY" basis.**

RATES TO QUOTE –

Tenders are invited for quoting in segment mentioned below:

S.No.	SEGMENT: A WALL CALENDARS-2025
1	WALL CALENDARS-2025 SEGMENT - A

The bank requires you to quote competitive rates **inclusive of all charges, packing & all types of printing operations and transport charges** **exclusive of GST** for the above item.

EMPANELMENT PERIOD : 90 DAYS FROM THE DATE OF AGREEMENT

5. INSTRUCTIONS TO BIDDERS

Bidding Process - ON-LINE SBI E-PROCUREMENT

5.1 RFP and Bid Submission

The bidder shall have to submit the tender **ON-LINE**, by downloading tender document either from our website www.tgbhyd.in or <https://etender.sbi>

The technical and Price bids shall be submitted through <https://etender.sbi> only.

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 website 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 3, Point No.2- Bidder’s Eligibility Criteria and also Page No.7 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 **TGB** will be rejected ab initio. Vendors with MSE certification in printing shall be exempted from Tender Cost and 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 through <https://etender.sbi> on or before **14/11/2024**, before **04:00 PM**.

Contact: For any enquires :

A.Ramakrishna, Manager - 7901617532
B.Hareesh Kumar, Chief Manager-9491041951

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 the bid and the Bank will, in no case, be responsible or liable for any 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.

PART – A - TECHNICAL BID –for supply of Wall Calendars-2025”, should include the relevant supporting papers.

2. **Tender cost of Rs.500/-** and **Earnest Money Deposit of Rs.9,600.00** (Rupees Nine Thousand Six Hundred only) in the form of Demand Draft issued by scheduled commercial bank in favour of **TELANGANA GRAMEENA BANK, payable at Hyderabad**(Exempted for MSE Units), must be part of the Technical Bid by uploading the scanned DD's.

HOWEVER,
THE Tender cost of Rs.500/-, Earnest Money Deposit of Rs.9,600/- AND
SAMPLES OF PAPER SHOULD BE SUBMITTED IN ORIGINAL AT OUR HEAD
OFFICE HYDERABAD BEFORE THE LAST DATE OF SUBMISSION OF THE TENDER
ONLINE.

Address: TELANGANA GRAMEENA BANK,
HEAD OFFICE: Hyderabad,
2-1-520, 2nd floor, Vijaya Sri Sai Celestia, Street No.9, Shankarmutt
Road, Nallakunta, Hyderabad-500044, State : Telangana.

IF THE DEMAND DRAFTS DOES NOT REACH THE TGB HEAD OFFICE, HYDERABAD BEFORE THE LAST DATE AND TIME OF SUBMISSION OF ONLINE TENDER, 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 bidder.
- **Forfeiture of Earnest Money Deposit, Security Deposit:** If the successful bidder fails to furnish the required Security Deposit then the EMD furnished shall be forfeited. The EMD amount, Security Deposit 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 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.

If selected for empanelment, the applicant will be required to furnish a **Security Deposit of 3% of tender cost including EMD (₹9,600/-)**.

3. **Technical Bid:** The bidders shall **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 5.10 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 Telangana)
6. Memorandum of Articles of Association, Partnership Deed, if any.
7. GST Tax – Registration Copy (Regular or Composite)
8. IT Return for last three (3) years
9. Audited Balance sheets and Profit & Loss (Financial /Turnover) Statements for last three(3) years
10. Experience documents / Copies of Purchase Orders & Delivery certificates
11. **Samples of material from GRADE – A Mills - 80 GSM Sample Paper or finished product of Calendar.**
(TO BE SUBMITTED AT HEAD OFFICE, HYDERABAD 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 Wall Calendar-2025” consisting of:

1. Priced Bid duly filled, stamped and signed (partial quote is not acceptable)–ANNEXURE V.
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 the bid without any further reference to bidder.

5.11 Conditional Bid

Any conditional bid is not valid and shall be summarily rejected

5.12 Rates quoted to be **EXCLUSIVE** of GST.

The RATES quoted should be **EXCLUSIVE of GST and inclusive of transport.**

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

6. **BIDDING**

EVALUATION – TWO STAGES

6.1. EVALUATION – FIRST STAGE of bidding Technical Evaluation

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

As part of the Technical bid evaluation, the Bank may make site visits if required to the factories, printing press or work units. The date of opening of the COMMERCIAL BID will be informed to the shortlisted vendors.

6.2. SECOND STAGE of Evaluation – Submission of Price Bids.

In the second stage, **commercial/price bids** of short-listed, technically qualified bidders shall be opened ON-LINE and the Least quoted rate will be considered as the L1 rate 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 inclusive of :

- a) **cost of Paper,**
- b) **Printing,**
- c) **All binding operations,**
- d) **Packing,**
- e) **Transportation and DOOR-DELIVERY (PAID)** at the **DESTINATIONS** noted above (various Regions & Head Office).
- f) **Insurance during transit until reaching the destination through DOOR-DELIVERY**
- g) **EXCLUSIVE OF TAXES / GST**

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

7.3. Validity Period

The Bids shall be **valid for 90 days** 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 5.10, Part-A, Point No.3
- (d) The Commercial Bid must contain the following: -
 - (i) Rate for the item specified in Indian rupees, exclusive 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 vender.
- (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, non-conformity, 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. Price Bids 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 ordered 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: -

**TELANGANA GRAMEENA BANK,
HEAD OFFICE: Hyderabad,
2-1-520, 2nd floor, Vijaya Sri Sai Celestia, Street No.9, Shankarmutt Road,
Nallakunta, Hyderabad-500044, State : Telangana.**

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 the terms and conditions mentioned below are binding on all vendors who participate in this bid. 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 the 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 successful Bidder shall be liable for forfeiture of the EMD amount, Security Deposit and also penalty for delay.

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 of extreme damage or errors in printing.

11.5 Payment Terms: No advance / mobilization amount will be paid to the vendors. Payments of the bill will be made only upon:

- Production of acknowledgements of receipt of the item ordered at the destinations, as per specifications and quantity, and 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)**

11.6 Earnest Money Deposit: The bidder shall have to deposit earnest money in the form of DD / Pay Order for **Rs.9,600.00** (Rupees Nine thousand Six hundred only), which will be added to **Security Deposit of 3%** for the successful bidder(s) and returned on expiry of the 90 days of the contract period. The offer without Earnest Money Deposit would be considered as non-responsive, incomplete and shall be out rightly rejected (Exempted for MSE Units).

11.7 Forfeiture of EMD Amount, Security Deposit: If the successful bidder fails to furnish the required Security Deposit then the EMD furnished shall be forfeited. The EMD amount, Security Deposit 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 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 the item specified in this tender 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, Security Deposit and also penalty for delay.

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

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 2% of the bill amount will be levied for delay of 10 days. The total delay cannot be beyond twenty days in any case, beyond which the order shall be cancelled.

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 in 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 HYDERABAD.

<p>Date : ____/____/2024</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, Security Deposit, Penalty, the Force Majeure clause & Resolution of disputes. I/We offer the quotes / rates in Segment-A printing & supply of the Wall Calendar-2025 as per terms & conditions in the RFP.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <p>_____</p> <p>Seal of the bidder</p> </div> <div style="width: 45%; text-align: center;"> <p>_____</p> <p>Signature</p> </div> </div>
-----------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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

Sl. No.	Document Name	Tick mark
1	Demand Draft for Tender cost and EMD (As in 5.10 Two Stage Bidding Process) or MSE Certificates	
2	Letter of authorization to the representing executive(s) (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 Telangana)	
7	Memorandum of Articles of Association, Partnership Deed, if any	
8	Sales / GST Tax – Registration Copy	
9	IT Return for last three (3) years	
10	Audited Balance sheets and Profit & Loss (Financial /Turnover) Statements for last three (3) years	
11	Experience documents / Copies of Purchase Orders & Delivery certificates	
12	Samples of material viz., 80 GSM NATURAL SHADE SAMPLE PAPER or finished product of Calendar	
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(Admin)

DRAFT – Letter of Authorization

Ref. No. _____ dated ____/____/2024

General Manager (Admin)
TELANGANA GRAMEENA BANK,
Head Office,
H.NO:2-1-520, 2ND FLOOR, VIJAYA SRI SAI CELESTIA,
ST.NO.9, SHANKERMUTT ROAD, NALLAKUNTA,
HYDERABAD – 500 044,
Telangana State.

Dear Sir,

Tender Ref. TGB/E/2024-25/01 dated 25/10/2024

We M/s _____ who are
established and reputed manufacturers of Calendars having factories at
_____ and
_____ do hereby authorize
Sri/Smt/Kum/Transgender _____ (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 Vendor/Printer/manufacturer)

Signature of the Authorized Person

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

DRAFT – NON-BLACKLISTING LETTER

Our Lr. No.:_____ dated ____/____/2024

General Manager (Admin)
 TELANGANA GRAMEENA BANK,
 Head Office,
 H.NO:2-1-520, 2ND FLOOR, VIJAYA SRI SAI CELESTIA,
 ST.NO.9, SHANKERMUTT ROAD, NALLAKUNTA,
 HYDERABAD – 500 044,
 Telangana State.

Dear Sir,

Tender Ref. TGB/E/2024-25/01 dated 25/10/2024

I/We M/s _____ who are
 established and reputed manufacturers of Calendars, having factories at
 _____ and
 _____ do hereby confirms
 that our company / business entity is **NOT-BLACKLISTED** by any Bank or a Govt.
 organization during the last **THREE (3)** years.

We assure you of our best services timely and qualitatively.

Yours faithfully,

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

 Signature of the Authorized Person

Note: This letter of NON-BLACKLISTING should be written / printed on the letterhead of the vendor/printer/manufacturer(s) and should be signed by an authorized person of the vendor /printer/manufacturer.

(Ref: Tender Notice No. TGB/E/2024-25/01 dated 25.10.2024)

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

PLEASE FILL UP ALL THE COLUMNS LEGIBLY

Sl. No.	Specifications	Particulars
1	Name of the Unit/Firm with full address with Telephone / Mobile/ FAX.Nos/e-mail 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/ Mng. Partner/Mng. Director etc.	
5	Bank details of your company /firm	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 2021-22 Rs. _____ Year 2022-23 Rs. _____ Year 2023-24 Rs. _____
9	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)
10	Whether you have the capacity to take up MULTICOLOUR printing jobs?	Yes / No
11	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?	
12	Whether you are ready to accept to Print & Supply at the L-1 approved rates for a period of 90 days without interruption for whatever reason?	
13	Whether you accept to provide INSURANCE against Fire, Theft, Riots during transit for finished products till delivery at the destinations stated in the RFP?	
14	Names of Institutions/ Govt. Agencies / Banks, Reputed companies etc., to whom your unit is executing works and mention your turnover with them in the last year	You should submit Orders & Completion Certificates
15	Detailed description of works undertaken	
16	Were you removed / blacklisted at any time in any Bank / Govt. organization? If yes mention details	YES / NO _____ Self-declaration Letter to be enclosed (ANNEXURE-III)

COMPLIANCE STATEMENT

Declaration:

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

PLACE : _____

DATE : ____/____/2024

Stamp/Seal

Signature & Designation

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

To,
The General Manager(Admin)
TELANGANA GRAMEENA BANK,
Head Office :: HYDERABAD.

Date:____/____/2024

LETTER OF INTENT /ACCEPTANCE

Dear Sir,

EMPANELMENT OF PRINTERS

Ref: Tender Notice No. TGB/E/2024-25/01 dated 25.10.2024 for Empanelment of Printers through **ON-LINE** TENDER and posted in Bank's website www.tgbhyd.in and <https://etender.sbi> on 25/10/2024.

With reference to the above Tender, I/We accept to print & supply the item mentioned therein, at the L-1 rate 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 90 days after execution.

I/We intend to deposit the security deposit which will be 3% of the tender value and shall stand as guarantee for performance / execution of the order placed.

I/We undertake to continuously print & supply to all the purchase orders placed on me/us for the item(s) 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 / Security deposit 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.200/- Stamp(s) to be affixed on the Agreement.

Yours faithfully,

Proprietor(s)

AGREEMENT

(For Printing & Supply of Wall Calendars-2025)

This agreement is made on this the _____ day of _____ 2024, between **The TELANGANA GRAMEENA BANK**, HEAD OFFICE, H.NO:2-1-520, 2nd Floor, Vijaya Sri Sai Celestia, Street No.9, Nallakunta, Shankermutt Road, HYDERABAD, Telangana - 500044 (Hereinafter referred to as the "**The Bank**" which expression shall, unless excluded by or repugnant to the context, includes its successors and assigns) of the ONE PART

and

M/s _____, proprietary/partnership firm carrying on its business at _____, Represented by its proprietor Sri/Smt _____ (Hereinafter referred to as "**The Vendor**" unless excluded by or repugnant to the context, includes its successors and assigns) of the other part.

Whereas, the Bank for the purpose of carrying on its banking business needs to empanel the vendor for printing and supply of Wall Calendars-2025, the Bank had issued an RFP.

Whereas the vendor has applied and is found eligible for appointment, as an empanelled printer to the Bank for a period of 90 days from the date of entering into rate contract / AGREEMENT.

NOW IT IS AGREED BETWEEN THE PARTIES HERETO AS FOLLOWS:

1. **EMPANELMENT:** The Bank hereby appoints me/my printing concern, as the vendor of the Bank to print and supply Wall Calendars-2025, as required by the Bank for a **period of 90 days** from the date of this agreement or till the next empanelment and/or unless otherwise specified.
2. **DEPOSIT OF EMD / SECURITY DEPOSIT:** The Vendor hereby agrees to deposit the Security Deposit to the Bank. The EMD of **Rs. _____/-** submitted by vendor/vendor's printing concern will form part of the **Security Deposit** which will be 3% of the tender value and held with the Bank throughout the rate contract period of the tender, i.e., for **90 days**, and shall stand as guarantee for performance/execution of the order placed on the vendor. The Vendor also understand, that, no interest will be payable on the Earnest Money Deposit and Security Deposit.
3. **PLACING OF ORDERS:** The Bank places printing orders according to its requirements. The vendor cannot demand or decline to execute any work order on the basis of quantity and amount of the order. Orders will be as per the tender terms & conditions, and on the performance of the vendor. No correspondence will be entertained by the Bank in this regard.
4. **DELIVERY:** The ordered quantity of Wall Calendars-2025 shall be delivered at the destinations noted in the RFP or as advised in the purchase order. The delivery shall be done within the prescribed period and any delay will attract penalty as stated in the penalty clause of the agreement.
5. **SECRECY:** The vendor should maintain strict confidentiality in printing of the Wall Calendars-2025, ordered by the Bank and should not disclose to third parties.
6. **TIME SCHEDULE:** The time schedule for printing and supply of Wall Calendars-2025 irrespective of quantity ordered for will be as under :
 - a. Wall Calendars-2025 - to be supplied within 15 Days from the date of work order
7. **PROOF:** Proof in respect of Wall Calendars-2025, should be submitted to the department for approval. Printing should be taken up only after the FINAL approval is accorded by the department Officials.
8. **Forfeiture of EMD Amount, Security Deposit:** If the vendor fails to furnish the required Security Deposit then the EMD furnished shall be forfeited. The EMD amount, Security Deposit will be forfeited, if the vendor refuses to accept purchase order or having accepted the purchase order fails to carry out his obligation mentioned therein.

9. **Bill Payment Terms:** No advance/ mobilization amount will be paid. The payment will be made only on:
- 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.
 - Receipt of the item ordered at the destinations advised, as per specifications and Quantity, and in good condition.
 - Receipt of Bill along with Delivery Challans from the recipients duly authenticated & Stamped for having received the item.
10. **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 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, Security Deposit Amount and also penalty for delay.
11. **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 ten days. The total delay cannot be beyond twenty days in any case, beyond which the order shall be cancelled and the vendor is also liable for any loss suffered by the bank due to delay.
12. **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 vendor shall be liable for forfeiture of the EMD amount, Security Deposit and also penalty for delay.
13. **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.
 - 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.
 - e. In the event of order cancellation, the vendor shall be liable for forfeiture of the EMD amount, Security Deposit and also penalty for delay.
14. **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.
15. **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.
16. **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 HYDERABAD.

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

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

Address of the Vendor	Address of the Bank
_____	TELANGANA GRAMEENA BANK,
_____	HEAD OFFICE: Hyderabad
_____	H.NO:2-1-520, 2ND FLOOR, VIJAYA SRI SAI
_____	CELESTIA,
_____	ST.NO.9, SHANKERMUTT ROAD,
_____	NALLAKUNTA, HYDERABAD-500044,
_____	Telangana

19. **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 _____ 2024 at _____ (Place)

For M/s _____

For TELANGANA GRAMEENA BANK

Stamp & Seal, Proprietor's Signature

Signature of Designated Official & Seal

(Name)

(Name.....)

COMMERCIAL BID SEGMENT-A **(CALENDAR 2025)**

To,
The General Manager(Admin)
TELANGANA GRAMEENA BANK
Head office: Hyderabad

Sir,

While accepting all Terms & Conditions in the RFP, we quote the following rates which shall be valid for a period of **90 days** from the date of approval / agreement

Sl. No.	ITEM	Specifications	Apprx. Qty.	Rate per Unit Rs.
1	CALENDAR-2025	<ul style="list-style-type: none"> Designing & data feeding of the Calendar as per the Previous Year's Sample Size : Width 11" x Height 17.5" <p>Paper: 80 GSM Maplitho paper of 80% or higher brightness of Grade-I Mills of Ballarpur, Century Pulp, International Paper APPM, ITC, Seshasayee, TNPL & West Coast.</p> <ul style="list-style-type: none"> Printing : <ol style="list-style-type: none"> In multi colors and TITLE in two languages – English & Telugu. Six Folios – Printed front & back. Tin mounting on 11" side with silk thread & a hole. Bank Products and Quotations of value on all pages. Telugu Tithulu & Bank Holidays 	80,000	

*** NOTE: THE RATES QUOTED ARE EXCLUSIVE OF GST**

Place : _____

Date : ____/____/2024

Signature with Stamp

VENDOR'S Name:.....

Address :

.....

