

Date: October 22, 2024

NOTIFICATION

Saptagiri Grameena Bank, an RRB sponsored by Indian Bank, with an authorized capital of Rs.500 lakhs, is having 245 branches, spread over across Chittoor, Annamayya, NTR, Eluru, Tirupati and Krishna districts in the state of Andhra Pradesh. Of the 245 branches, 166 branches are in Rural, 59 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 2025, 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	10.50" x 16" (excluding borders) * Border should be of 1 cm atleast
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	Minimum of 80000 copies. (Quantity may be differed after L1 Price)
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 - IDIB05GB001, favoring 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/-.➤ 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 10 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 12.11.2024
Quotations are to be submitted to	The General Manager, Saptagiri Grameena Bank, Head Office, #4-2195/3-SG, 2nd floor, SGB Towers, Vellore Road, Chittoor, AP – 517002. (Quotations received beyond the time line for submission will not be entertained)
Sealed covers will be opened at / on	At 4:00 PM on 12.11.2024
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 – 8886644258 Sri. B Chaitanya Raj – 8886644238
Time line for queries	Up to 4:00 PM on 28.10.2024
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 signed by the vendor and affix seal also.

Terms & Conditions:

- The sealed quotation (**Should be in Printed Form only**. Hand written quotations will NOT BE ACCEPTED) and it should be in Rupees only.
- Quote should be with the total price inclusive of base rate and GST as per **Annexure – II**
- **Annexure – II** format should be submitted on the letter head of the vendor / printer
- Vendors should have valid GSTN number and GST Registration No. & it should be clearly mentioned in the quotation.
- The selected vendor is required to print & supply the year 2025 calendars at the place of bank premises mentioned in the purchase order. No transportation charges for delivery will be paid.
- If L1 fails to supply the item(s) for any reason, 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.
- 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 2025" and this envelope should contain two separate envelopes superscripted as detailed below:

Envelope 1: Technical qualification documents

Envelope 2: Price quote

- 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.
- The price will be valid for a period of 3 months or less as decided by the bank.
- Payment would be done only after satisfactory supply of full quantity of calendars for the year 2025 at all our Regional offices and Head Office(Chittoor), duly certified by our Regional offices, i.e., **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 12.11.2024, up to 03.00 pm and date & time of opening sealed quotations is 12.11.2024 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 "Quotation for Printing & Supply of Calendars for the year 2025" and reach the following address either by COURIER or REGISTERED POST:-

THE GENERAL MANAGER
SAPTAGIRI GRAMEENA BANK
#4-2195/3-SG, 2nd floor,
SGB Towers, Vellore Road,
Chittoor – 517002.

General Manager

Annexure – I (UNDERTAKING REGARDING BLACKLISTING/NON-DEBARMENT)

Annexure – II (PRICE QUOTE FORMAT)



Saptagiri Grameena Bank
(Public Sector RRB : Sponsored by Indian Bank)

సప్తగిరి గ్రామీణ బ్యాంక్
(ప్రభుత్వ రంగ పంపు : ఇండియన్ బ్యాంక్ ప్రయోజనం)

सप्तगिरि ग्रामीण बैंक
(सार्वजनिक क्षेत्र आरआरबी : इंदियन बैंक द्वारा प्रायोजित)

Annexure – I

**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
#4-2195/3-SG, 2nd floor,
SGB Towers, 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:

Annexure – II

Format of Price Quote

(To be typed on the vendor printed letter head)

S. No	Description	Base Rate per unit	GST Amount	Total Amount per unit
(1)	(2)	(3)	(4)	(5)=(3)+(4)
1	Printing and Supply of Year 2025 Calendar of size 10.5" x 16.0" Inches (excluding border) Size of borders 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)			

EMD paid particulars:

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

Bank Particulars of Vendor

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

Seal & signature of Vendor