



Chaitanya Godavari Grameena Bank
(A Government Undertaking Sponsored by Union Bank of India)
Head office, Guntur

Reference No:099/51/NIT/2023-24/05, Date: 13.11.2023

NOTICE INVITING TENDER FOR
Printing and Supply of Wall Calendars for the year 2024

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Document Owner : General Manager

TENDER DETAILS

Sr. No.	Subject	Date/time
1.	Tender Ref. Number & Date	No.099/51/NIT/2023-24/05 Dt.13.11.2023
2.	Last date for receipt of Bids	04.12.2023 at 10.30 A.M
3.	Date & Time of Opening of Technical Bids*	04.12.2023 at 11.00 A.M
4.	Address for submission of Bid & Place of Opening of Bids	1. Dr. B.V.Ramana Rao, General Manager, Chaitanya Godavari Grameena Bank, Head office, 4 th Floor, Raghu Mansion, 4/1, Brodipet, Guntur - 522 002. Phone No: 0863-2324500 2. K. Anjaneyulu, Senior Manager - HOD (P&D), Chaitanya Godavari Grameena Bank, Head office, 4 th Floor, Raghu Mansion, 4/1, Brodipet, Guntur - 522 002. Phone No: 91825 64144
5.	Website address	www.cggb.in
6.	E-mail address	planning@cggb.co.in gm-ho@cggb.co.in
7.	Tender Fee	Rs.3,000/-

*In the presence of the authorized representative of the bidders (authorization letter from Company to be submitted) Technical bids will be opened. Only one representative will be allowed to represent the Company.

DEPARTMENT OF PLANNING & DEVELOPMENT
Chaitanya Godavari Grameena Bank,
IV Floor, Raghu Mansion, 4/1 Brodipet, Guntur - 522 002,
Andhra Pradesh.
Phone No: 9182564144.

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1.Introduction:

Chaitanya Godavari Grameena Bank (CGGB) was formed by the amalgamation of two Regional Rural Banks namely 'Chaitanya Grameena Bank' and 'Godavari Grameena Bank' with effect from March 1,2006. Bank was formed as per RRB act 1976.

Bank is sponsored by Union Bank of India.

Profile of Chaitanya Godavari Grameena Bank (CGGB).

The shareholding pattern of the bank

Government of India	50%
Union Bank of India	35%
Government of Andhra Pradesh	15%

Chaitanya Godavari Grameena Bank is herein after called "Bank" which term or expression unless excluded by or repugnant to the context or the meaning thereof, shall be deemed to include its successors and permitted assigns herein after called "Chaitanya Godavari Grameena Bank" or "Bank" or "bank", issues this Request for Quotation, hereinafter called "NIT".

2. Broad Scope of Work:

Chaitanya Godavari Grameena Bank invites sealed Tenders from reputed printers for printing and supply of wall calendars for the year 2024.

The scope of work includes printing and supply of 2,80,000 wall Calendars for the year 2024 as per the specifications provided in the Annexure-IV.

3. Bidders' Eligibility Criteria:

Only those bidders, who have fulfilled the criteria as given below, only need to apply for the work.

- i. As printing and supply of Calendars is a time bound process, timely completion of order is essence of the contract.
- ii. The bidder should have prior experience of printing and supply of 1,00,000 Calendars for at least one Bank in the last five years.
- iii. The bidder shall comply with the following criteria:
 - a. Average financial turnover during last 3 years preceding current financial year ended 31st March 2023 shall not be less than Rs.75.00 Lakhs.

- b. Should be in profit for the last three financial years (2020-21, 2021-22 & 2022-23)
- c. Should have successfully completed at least three similar printing works during the last 3 years (2020-21, 2021-22 & 2022-23).
- iv. The bidder should have a valid certificate/license from Central/State Govt. as on the date of NIT. The copies of the certificates should be submitted along with the bid.
- v. The bidder must not have been black listed by any Government organization or Govt. agency or Banks in India (A self-declaration signed by the authorized Signatory to be enclosed).
- vi. Bidders, who have not satisfactorily completed any of the earlier contracts with Bank, will not be eligible for participation in this tender.

4. Bid Process:

4.1. The response to the NIT shall be submitted by way of two stage bidding process comprising of Technical & Indicative Commercial Bids as detailed below.

Technical Bid: It indicates the technical compliance to the NIT. It should contain

- i. Organization profile in brief.
- ii. A valid State/Central Govt. Certificates/Licenses.
- iii. A self-declaration signed by the authorized Signatory regarding non-black listed by any Government organization or Govt. agency or Banks in India to be enclosed.
- iv. Bid security declaration (Annx-VI).

Indicative Commercial Bid: It should contain all relevant information as per Annexure-III. Please note that no other information other than the price & other information called for should be furnished along with this offer.

4.2. The offer shall be submitted in sealed cover for all the products offered. The Covers should be super scribed with the headings **“Technical offer for printing and supply of wall Calendars for the year 2024”** for Technical Bid documents and **“Indicative Commercial offer for printing and supply of wall Calendars for the year 2024”** for Indicative Commercial Bid documents, whenever submitted.

4.3. The sealed covers containing the **Technical and Indicative Commercial** offers shall in turn be put in a sealed outer envelope to be super scribed **“Technical and Indicative Commercial offers for printing and supply of wall Calendars for the year 2024”**.

4.4. The envelope shall bear the NIT No., NIT Details, name & complete postal address of the bidder and authority to whom the Bid is submitted.

4.5. The envelopes should be properly sealed and submitted.

5. Tender Fee:

The Bidder is required to submit a Demand Draft amounting to **Rs. 3,000/-** (Rupees Three Thousand only) in favor of Chaitanya Godavari Grameena Bank payable at Guntur along with the bid. This is to be submitted in a separate envelope along with the Bid response. This amount is not refundable.

Tender Fee is exempted for the Bidders having the NSIC Certificate or MSME Certificate; Bidder has to submit the valid proofs from NSIC at the time of Bid submission.

6. Bid security declaration:

The Bidder is required to submit Bid security declaration (Annexure-VI) form with clear undertaking that the bidder shall be disqualified from bidding for any contract with the bank for a period of five years from the date of notification if the bidder is in a breach of any obligation under the bid conditions and also the following terms.

- The bidder withdraws his bid before opening of the bids.
- The bidder withdraws his bid after opening of the bids but before acceptance of “Letter of Intent” or “Purchase Order”.

7. General Terms of Bid submission:

Please note the following points while submitting your offers.

- i. The bid is non-transferable.
- ii. The offers shall be made strictly as per the formats enclosed. The bids submitted by the bidders should contain the Annexure - I to VIII and all other requisite documents otherwise the bid is liable for rejection.
- iii. Any bid received by the Bank after the last date for submission of bid prescribed by the bank will be rejected and/or returned unopened to the empaneled bidder, which the concerned bidder has to collect from the Bank.
- iv. The Bidder shall bear all the costs associated with the preparation of the documents, submission of its bid and Bank will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

- v. The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized to bind the bidder to the contract.
- vi. The bid shall contain no interlineations, erasures or over writing except as necessary to correct errors made by the Bidder. In which case the person or persons signing the bid shall initial such corrections.
- vii. The offers submitted to Bank should not bear any corrections, alterations, over writings and additions in hand writing.
- viii. The Bidder is expected to examine all instructions, forms, terms and conditions and technical specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.
- ix. At any time prior to the deadline for submission of bids, the Bank may, for any reason whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding documents by amendments. All such amendments will be notified by our website and will be binding on all the bidders. Further, in order to provide, prospective Bidders, reasonable time to take the amendment into account in preparing their bid, the Bank may, at its discretion extend the dead line for submission of bids.
- x. The company having quality certification & other certifications, for their operations, can submit.
- xi. Bank will prepare a list of empaneled vendors on the basis of the compliance of pre-qualification criteria as per terms of the tender documents & technical evaluation based on the technical compliance of the product offered by the bidder vis-à-vis the Equipment Configuration & Compliance forms given in the technical bid forms. Bank may call for any clarifications/ additional particulars required, if any, on the technical bids submitted by the bidder. The bidder has to submit the clarifications/ additional particulars in writing within the specified date and time. The bidder's offer will be disqualified, if the clarifications/ additional particulars sought are not submitted within the specified date and time. Bank reserves right to call for a presentation on the features etc., from the short listed vendors based on the technical bids submitted to make an evaluation.
- xii. Bank reserves the right to reject this invitation to NIT, in part or full, or cancel the entire NIT process at any stage without assigning any reason. In such a case, bank will not entertain any correspondence in the matter.

- xiii. The decision of the bank shall be final and binding with regard to technical and financial bids.
- xiv. All documents that comprise the offer should be signed and sealed by the firm, as a token of acceptance to the terms and conditions specified in the tender.
- xv. Bank reserves the right to accept or reject any /all tender/s in part or whole of any firm/ firms without assigning any reasons whatsoever. The decision of the Bank in this regard shall be final. In the event of intending tenderers failure to satisfy the bank, the bank reserves the right to reject the tender.
- xvi. Bank reserves right to change/modify/amend any or all provisions of the tender document. Such revision/amendment or corrigendum/addendum, if any, will be made available on Bank official website (www.cggb.in) only. No separate communication will be issued in this regard.
- xvii. Tenders received late on account of any reason whatsoever as also Telegraphic and Faxed Tenders shall not be entertained.
- xviii. The tender shall not include any conditions whatsoever. In case, any conditions are included in the Tender the same shall not be taken in to consideration. The tender in such cases is liable to be rejected. Clarification, if any, shall be obtained from Bank before submission of the tender.
- xix. Bank reserves the right to partly accept any or all the tenders received without assigning any reasons thereof. The tenderer may have to furnish Rate Analysis for the scrutiny of rates by Bank for negotiation etc., if required.
- xx. The wall Calendars are to be printed in Telugu. Sealed quotations are invited from eligible, reputed printers located in Andhra Pradesh who have executed similar type of job earlier.
- xxi. The general terms and conditions for execution of the work are given in Annexure II. The detailed specifications related to the printing of wall Calendars are given in Annexure IV.
- xxii. All the proposals will be graded on technical and financial parameters as specified in the NIT document.
- xxiii. It will be necessary to submit the artwork (print-ready file) for our approval before printing. Similarly, copies of the cover pages, monthly leaves, inside pages, etc., also need to have our prior approval before the strike order for final printing is given. The entire work has to be completed, packaged, labelled for outstation dispatches and delivered at our Branches, Regional offices & Head Office latest by **20.12.2023**.

In case of delay, a penalty of 0.5% of the total cost plus applicable GST per day will be levied for each day of delay.

8. Price Composition:

The empaneled bidder should comply with the following terms & conditions with respect to the Indicative Commercial Bids enclosed/ as and when called for and note:

(a) The pricing structure should be furnished strictly as per our format and price quoted should be only in Indian rupees.

(b) The quoted price should be **all-inclusive price** (i.e., including Technical GST and if any, Excise Duty, Sales Tax, VAT, any other applicable duties and taxes, Packing, Freight and Forwarding, Transit Insurance, Local transportation, Hamali Charges, completing the Road permit formalities, if required, Installation and warranty period charges. The total price shall also include cable connectors, Technical/User Manuals, Driver/ Utility Compact Disk) and **shall be applicable uniformly to any part of the country in case Bank prefers to place repeat orders for different locations**. No additional charges/ management fee of any kind will be reimbursed. However, Octroi/ Entry Tax/ Road Permit will be reimbursed as per actual, subject to production of original receipts and other relevant documents. **(The quoted price should clearly indicate the Base Price (A) + GST, other charges component, separately(B).)**

9. Opening of Bids:

The Techno-Indicative Commercial bids will be opened at our Head Office as per the date & time mentioned in the Bid details in brief.

Only one representative will be allowed to represent the Company for opening of the Bids. No separate intimation will be given in this regard to the bidders for deputing their representative. The bid will be opened in the presence of Bidder's representative and Bank Officials.

The Bank reserves the right to open the Bids on the date and time mentioned in the Bid details irrespective of presence of any Bidder's representative.

Non-attendance at the bid opening will not be a cause for disqualification of the bidder.

10. Evaluation process:

10.1 The Bids which are qualified in Eligibility/Technical Criteria would be considered for Commercial Evaluation.

The Technical evaluation shall be done as under.

Technical Bid Details (100 marks)		
Sr. No	Details required/parameters on which Bidder will be scored	Maximum Marks
1	Previous work orders of at least 1,00,000 calendars	15
2	Sample calendars printed in the past (at least three) along with orders.	30
3	Sample CGGB wall calendar 2024 as per specifications in Annexure IV of this document	55
	TOTAL	100
<i>Minimum qualifying score is 70</i>		

10.2 For Commercial evaluation, the Bank intends to finalize L1 vendor through a reverse auction process from the Technically Empaneled Vendors whenever required duly furnishing the quantity of procurement by the bank.

10.3 The commercial bidding process will be through e-procurement reverse auction process. The bidders who are Technically Empaneled can participate in the online reverse auction. The time and date of reverse auction, along with the details of the service provider conducting the reverse auction will be informed to technically empaneled vendors through e-mail. Business Rules and Terms & Conditions of Reverse Auction are provided in Annexure IX.

The Technically Qualified bidder with the lowest Commercial Bid after reverse auction and scrutiny would be declared as L1.

Successful bidder has to submit the detailed price bid confirming to the TCO finalized in the reverse auction process as per the format of indicative commercial bid submitted, within 1 day after the reverse auction is completed.

The bidder whose price bid is accepted will be referred to as “Selected Bidder” and the bank will notify the name of the Selected Bidder.

The envelope containing Indicative Commercial Offer should include only the indicative commercial quote for the product offered as per the format enclosed. Please note that no other information other than the price & other information called for should be furnished in the Indicative Commercial Bid.

10.4 Bank reserves the right to reject any or all offers under any of the following circumstances: -

- i. Demand Draft for Tender fee is not submitted.
- ii. Offer is incomplete and / or not accompanied by all stipulated documents.
- iii. Offer is not in conformity with the terms and conditions stipulated in this document.

10.5 However, the reverse auction process is optional. Bank reserves the right to finalize the bidder through reverse auction process or directly through indicative commercial bid (L1 bidder) without conducting reverse auction as per its requirement.

10.6 After completing the above process, the Bank will declare L1, L2, L3..... Bidder in order to determine the Lowest Evaluated Bid (L1). The next ranked bidder will be called to match the L1 bidder cost until the bank empanels two bidders. If the next ranked bidder matches the L1 price, the bank is having discretion to award the contract to the two bidders. The no. of calendars to be allotted to the bidders is at the sole discretion of the bank. No communication/ correspondence/requests with respect to the allotment of calendars will be entertained for whatever the reason may be.

11. Payment Terms:

Bank's Standard payment terms are only applicable. **No advance will be paid against the Purchase Order.** Payments will be released in proportionate to the number of calendars received at the branches/ Regional Offices/ Head Office.

Bank will not consider any other payment terms even if it is mentioned in the offer letter.

12. Fall clause:

The Bidder undertakes that it has not supplied/is not supplying similar product/systems/subsystems/services/solutions software in a comparable business circumstances at a price lower than that offered in the present bid in respect of any other public sector bank in India/PSU/Ministry or Dept. of Govt. of India or any PSU and if it is found at any stage that similar product/system or subsystems were supplied by the bidder to any other ministry/Dept. of Govt. of India/PSU at a lower price, than that vary price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the bidder to the buyer, if the contract has already been concluded.

13. Period of validity:

The Bids should remain valid for the period of 90 days after the last date for submission of bid prescribed. A bid valid for a shorter period shall be rejected by the Bank as nonresponsive. Bank may seek extension of bid validity, if required.

However, Bank will be free to either reduce or increase the quantity to be sold on the same terms and conditions, during the commercial bid validity period of 90 days. The Bank reserves the right to alter quantities.

14. Term of execution of work:

The tender is time bound. The entire work should be completed as per the schedule.

Bank reserves the right to charge penalty for delay in disposal at the rate of 0.50% of purchase order value per day without prejudice to its other rights, if not done within 10 days from the date of purchase order. The penalty may be increased to 1% per day for the delay beyond 1 week.

15. No Price Variations:

The commercial offer shall be on a fixed price basis. No upward revision in the prices would be considered during the offer validity period.

16. No commitment to accept lowest or any tender:

Bank shall be under no obligation to accept the lowest or any other offer received in response to this NIT and shall be entitled to reject any or all offers without assigning any reason whatsoever.

17. Right to alter quantities:

17.1 Bank will be free to either reduce or increase the quantity on the same terms and conditions. Bank reserves the right to alter quantities.

17.2 Bank also reserves the right to place further / repeat order at the special rates offered.

18. Order Cancellation:

If the vendor fails to supply the allotted wall Calendars within the stipulated time schedule or by the date indicated by Bank, it will be a breach of contract. In such case, Bank reserves the right to cancel the order without assigning any reason therefor.

19. Right to Accept/Reject the Offer:

Bank reserves the right to accept or reject any offer submitted in response to this NIT and to annul the process at any time prior to placing of purchase order, without thereby incurring any liability to the affected vendor or any obligation to inform the affected vendors of the grounds for Bank's action.

No columns of the tender should be left blank. Offers with insufficient information and Offers, which do not strictly comply with the stipulations given above, are liable to be rejected.

Bank may accept or reject, in full or in part, any or all the offers, without assigning any reason thereof whatsoever in writing.

The Bank will not be obliged to meet and have discussions with any bidder and / or to entertain any representations in this regard.

20. Dispute Resolution, Governing Law and Jurisdiction:

All disputes and differences of any kind, whatsoever, shall be referred by either party (the Bank or the Bidder), after issuance of 30 days' notice on writing to the other, clearly mentioning the nature of the dispute/differences, to a single arbitrator, acceptable to both the parties, for initiation of arbitration proceedings and settlement of the disputes and differences strictly under the terms and conditions of this contract, executed between the Bank and the Bidder. The arbitration shall be governed by the provisions of the applicable Indian Laws. The award shall be final and binding on both the parties. The venue for arbitration shall be at Guntur, AP.

21. Force Majeure:

Notwithstanding the above provisions, the Successful bidder shall not be liable for penalty or termination for default if and to the extent that its 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 Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events may include, but are not restricted to, wars or revolutions and epidemics. If a Force Majeure situation arises, the Bidder shall promptly notify the Bank in writing of such condition and the cause thereof. Unless otherwise directed by the Bank in writing, the Bidder shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means of performance not prevented by the Force Majeure event.

22. Confidentiality:

The NIT document contains confidential information proprietary to the Bank. The Bank is bound by an agreement of confidentiality and secrecy with regard to the dealings of all customers, particularly the borrowers. The selected Bidder shall take all precautions necessary to keep the information totally confidential and under no circumstances it will be disclosed to any third party or competitors. The Bidder shall render himself liable for disqualification/premature termination of contract apart from other legal action as may be warranted for any laxity on his part. The Bank is entitled to be indemnified by the Bidder for any loss/damage to reputation and / or

for any breach of confidentiality. The information referred to shall include but not restricted to any and every information concerning the Bank and its customers which the Bidder comes to know only on account of his being associated with the Bank through the contract which the Bidder otherwise would not have had access to.

The Bidder shall also not make any news release, public announcements or any other reference on NIT or contract without obtaining prior written consent from the Bank. Any reproduction of this NIT by Photostat/Electronic or any other means is strictly prohibited without prior consent of the Bank.

Dr. B V Ramana Rao
General Manager
Encl: Annexure - I to VIII

CHECK LIST FOR SUBMISSION OF TENDER

Printing and Supply of wall Calendars for the year 2024

Technical Bid:

- Organization profile in brief.
- A valid State/Central Govt. Certificates/Licenses.
- A self-declaration signed by the authorized Signatory regarding not black listed by any Govt. organization/agency/Bank.
- Certificate of Registration.
- List of Partners and Directors.
- Attested copy of Certificate of Factory License.
- Attested copy of GST Certificate along with Registration under Works Contract.
- Details of three latest orders of similar kind of works.
- Audited balance sheets for 2020-21, 2021-22 and 2022-23: **(Provisional if accounts are yet to be finalized)**
- 3 Samples of wall calendars printed by you in the past.
- Sample wall calendars as per specifications.
- Eligibility Criteria form (Annexure-V)

Commercial Bid:

- Indicative Commercial Bid format (Annexure-III)

GENERAL TERMS AND CONDITIONS

Printing and supply of wall Calendars for the year 2024

- i. Sample calendar should be approved before printing/manufacturing.
- ii. The order can be increased or reduced by 5% for supply at the quoted rate.
- iii. All calendars should be properly packed and dispatched latest by **20.12.2023 or within 10 days from the date of purchase order whichever is earlier** as per our specifications (Annexure - IV) to the corresponding Branch/Regional Offices/ Head Office addresses.

Bank reserves the right to charge penalty for delay in disposal at the rate of 0.50% of purchase order value per day without prejudice to its other rights, if not done within 10 days from the date of purchase order. The penalty may be increased to 1% per day for the delay beyond 1 week.

- iv. No cost in respect of damage/mutilated calendars will be reimbursed.
- v. Any delay in adhering to the prescribed delivery schedule or failure to supply requisite number of calendars of agreed quantity and specifications would entitle CGGB to cancel the order. In such an event, CGGB shall not be liable to pay any amount and the supplier shall not be entitled to recover from CGGB any amount by way of damages, loss or otherwise for such cancellation of the order but at the same time CGGB shall be entitled to recover the loss which it may incur on account of non-delivery or late delivery or on account of placing order with other suppliers and recover from the printer/supplier the difference between the price at which it has been agreed to supply and the price at which CGGB will be forced to place fresh orders.

INDICATIVE COMMERCIAL BID FORM

To
 The General Manager,
 Chaitanya Godavari Grameena bank,
 Head office, 3rd Floor, Raghu Mansion,
 4/1, Brodipet,
 Guntur - 522 002.

Sub: Printing and Supply of wall Calendars for the year 2024
Ref: Reference No:099/51/NIT/2023-24/05 Date: 13.11.2023

With reference to the above, we are pleased to inform our offer as below.

Item	Quantity (a)	Unit Cost (exclusive of GST) (b)	GST (c)	Total Cost (b+c)*a
Cost of Printing and supply of _____ Calendars with specifications as given in annexure IV				

The amount quoted in words: _____

The total price is inclusive of all misc. charges like transportation, labor, all taxes or any other expenses.

We understood the terms and conditions of tender and also we will abide by the rules and regulations of Bank applicable for this tender.

Signature of the bidder with Seal Date:
Address of the bidder with Tel No.

Mobile No.
Email:

SPECIFICATIONS FOR WALL CALENDARS

Wall Calendars - Quality & Quantity:

- (a) Total of 2,80,000 calendars in 9.5' (Width) x 14' (Height) size with color printing on 80 GSM Paper for 6 month leaves providing for:
- i. 6 sheets (6 months) with both side printing in colors
 - ii. 80 GSM paper for the 6 leaves
 - iii. With Quality Iron G.I Sheet & Quality Thread
 - iv. A.P. Maplitho Paper
- (b) The sample paper must indicate the GSM, brand of the paper, name of the manufacturer, etc.
- (c) The artwork will be shared via online sharing platform by Bank along with hard copy print outs.
- (d) After preparing and setting the complete artwork of the calendar, proof of calendar needs to be submitted for our approval.
- (e) Final printing of the entire calendar is to be done by offset process.

Please present a Sample calendar with the above specifications for evaluation in Technical Bid.

Eligibility Criteria Form

S.No.	Eligibility Criteria	Compliance
1	The bidder should have prior experience of printing and supply of <u>1,00,000</u> Calendars for at least one Bank/FI in the previous years.	
2	Average financial turnover during last 3 years preceding current financial year ended 31st March 2023 shall not be less than Rs.75.00 Lakhs.	
3	Should be in profit for the last three financial years (2020-21, 2021-22 & 2022-23)	
4	Should have successfully completed at least three similar printing works during the last 3 years (2020-21, 2021-22 & 2022-23)	
5	The bidder should have a valid certificate/license from Central/State Govt. as on the date of NIT. The copies of the certificates should be submitted along with the bid.	
6	The bidder must not have been black listed by any Government organization or Govt. agency or Banks in India (A self-declaration signed by the authorized Signatory to be enclosed).	
7	Bidders, who have not satisfactorily completed any of the earlier contracts with Bank, will not be eligible for participation in this tender.	
8	1-2 Samples of calendars printed by you in thepast.	Samples to be submitted along with the bid.

Certified that the above particulars are true.

Date:
Place:

Signature of Authorised Signatory
(Name of company/firm)

Seal of Company/firm

Bid Security Declaration Form

To
The General Manager,
Chaitanya Godavari Grameena Bank,
Head office, 3rd Floor, Raghu Mansion,
4/1, Brodipet, Guntur - 522 002.

We, the undersigned, declare that:

We understand that bids must be supported by a Bid Securing Declaration.

We accept that we may be disqualified from bidding for any contract with the bank for a period of five years from the date of notification if we are in a breach of any obligation under the bid conditions,

- The bidder withdraws his bid before opening of the bids.
- The bidder withdraws his bid after opening of the bids but before acceptance of “Letter of Intent” or “Purchase Order”.
- The bidder violates any of the provisions of the terms and conditions of the NIT in the process of evaluation.

We understand this Bid Securing Declaration shall cease to be valid if we are not the successful Bidder or after the expiration of the validity of our Bid.

With kind regards

Yours sincerely

Authorised Signatory:

Name:

Title/position:

Date:

Company Seal:

duly authorised for and on behalf of

Non - Disclosure Agreement Format

Strictly Private and Confidential

Date:

To
The General Manager,
Chaitanya Godavari Grameena Bank,
Head office,
3rd Floor, Raghu mansion,
4/1 Brodipet, Guntur - 522 002.

Dear Sir,

Tender Ref No.: 099/51/NIT/2023-24/05, Dt. 13.11.2023

Confidentiality Undertaking

We acknowledge that during the course of the Engagement for printing and supply of wall Calendars for the year 2024 we shall have access to and be entrusted with Confidential Information. In this letter, the phrase "Confidential Information" shall mean information (whether of a commercial, technical, scientific, operational, administrative, financial, marketing, business, or intellectual property nature or otherwise), whether oral or written, relating to Chaitanya Godavari Grameena Bank and its business that is provided to us pursuant to this Agreement.

In consideration of the bank making Confidential Information available to us, we agree to the terms set out below:

1. We shall treat all Confidential Information as strictly private and confidential and take all steps necessary (including but not limited to those required by this Agreement) to preserve such confidentiality.
2. We shall use the Confidential Information solely for the preparation of the Engagement and not for any other purpose.
3. We shall not disclose any Confidential Information to any other person or firm.
4. We shall not disclose or divulge any of the Confidential Information directly or indirectly to any other client of ours.
5. We shall seek the bank's prior written consent to disclose the information, except in cases where such disclosure is required by any rule or requirement of law or any regulatory authority with which we are bound to comply
6. This Agreement shall not prohibit disclosure of Confidential Information:
 - i. To our employees who need to know such Confidential Information to assist with the Engagement and in the review processes
 - ii. To our professional advisers for the purposes of our seeking advice. Such professional advisors will be informed of the need to keep the information confidential.
7. This Agreement shall not apply to Confidential Information that:
 - i. Is in the public domain at the time it is acquired by us

- ii. Enters the public domain after that, otherwise than as a result of unauthorized disclosure by us
 - iii. Is independently developed by us.
8. This Confidentiality Agreement shall continue for two years after the completion of the engagement unless and to the extent that the bank may release it in writing.
 9. We acknowledge that the Confidential Information will not form the basis of any contract between the bank and us.
 10. We warrant that we are acting as principal in this matter and not as agent or broker for any person, company, or firm.
 11. We acknowledge that no failure or delay by the bank in exercising any right, power, or privilege under this Agreement shall operate as a waiver thereof, nor shall any single or partial exercise thereof or the exercise of any other right, power, or privilege.
 12. This Agreement shall be governed by and construed in accordance with Indian laws and any dispute arising from it shall be subject to the exclusive jurisdiction of the Indian courts.

We have read this Confidentiality Undertaking carefully and confirm our agreement with its terms.

With kind regards

Yours sincerely

Authorised Signatory:

Name:

Title/position:

Date:

Company Seal:

Duly authorised for and on behalf of

PRE CONTRACT INTEGRITY PACT
(Printed on Stamp Paper)

Chaitanya Godavari Grameena Bank hereinafter referred to as "The Principal", and
.....hereinafter referred to as "The Bidder/
Contractor"

Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for
.....The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/transparency in its relations with its Bidder(a) and / or Contractor(s).

In order to achieve these goals, the Principal will appoint Independent External Monitors(IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1 - Commitments of the Principal

(1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

- a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
- b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
- c. The Principal will exclude from the process all known prejudiced persons.

(2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Office and in addition can initiate disciplinary actions.

Section 2 - Commitments of the Bidder(s)/ Contractor(s)

i) The Bidder(s)/ Contractor(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s)/ Contractor(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution.

- a. The Bidder(s)/ Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

- b. The Bidder(s)/ Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission

of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

- c. The Bidder(s)/ Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
- d. The Bidder(s)/ Contractors(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the “Guidelines on Indian Agents of Foreign Suppliers” shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only.
- e. The Bidder(s)/Contractor(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
- f. Bidder(s)/Contractor(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.

(2) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3 - Disqualification from tender process and exclusion from future contracts

If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process. The firm will be banned from all future business dealings also.

Section 4 - Compensation for Damages

1. If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.
2. If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

Section 5 - Previous transgression

1. The Bidder declares that no previous transgressions occurred in the last three years with any other company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.
2. If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process.

Section 6 - Equal treatment of all Bidders/ Contractors

1. The Principal will enter into agreements with identical conditions as this one with all Bidders and Contractors.
2. The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7 - Criminal charges against violating Bidder(s)/Contractor(s)

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8 - Independent External Monitor

1. The Principal appoints competent and credible Independent External Monitor for this Pact after approval by Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
2. The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would have access to all contract documents, whenever required. It will be obligatory for him/her to treat the information and documents of the Bidders/Contractors as confidential. He/she reports to the Chairman, Chaitanya Godavari Grameena Bank
3. The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all project documentation of the Principal including that provided by the Contractor. The contractor will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to Sub-contractors.
4. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/Contractor(s)/Sub-contractor(s) with confidentiality. The monitor has also signed declarations on 'Non-Disclosure of Confidential Information' and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform chairman, Chaitanya Godavari Grameena Bank and recuse himself/herself from that case.

5. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
6. As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
7. The Monitor will submit a written report to the Chairman, Chaitanya Godavari Grameena Bank within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposals for correcting problematic situations.
8. If the Monitor has reported to the Chairman Chaitanya Godavari Grameena Bank, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Chairman Chaitanya Godavari Grameena Bank has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
9. The work 'Monitor' would include both singular and plural.

Section 9 - Pact Duration

This pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by Chairman of Chaitanya Godavari Grameena Bank.

Section 10 - Other Provisions

This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal, i.e. Guntur.

1. Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
2. If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
3. Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
4. Issues like Warranty/Guarantee etc. shall be outside the purview of IEMs.
5. In the event of any contradiction between the Integrity Pact and its Annexure, the Clause in the Integrity Pact will prevail.

(For & On behalf of the Principal)
(Office Seal)

(For & On behalf of Bidder/Contractor)
(Office Seal)

Place :

Date :

Witness 1:
(Name &Address) _____

Witness 2 :
(Name &Address) _____

Annexure IX

Business Rules and Terms & Conditions of Reverse Auction

Reverse Auction event will be carried out among the technically qualified bidders, for providing opportunity to the bidders to quote the price dynamically for the procurement for which this RFP is floated.

Applicability:

Reverse Auction is carried out under the framework of rules that are called Business Rules.

All bidders participating in Reverse Auction shall understand/accept and give an undertaking for compliance with the same to the Bank in the prescribed Annexure-RA-1 enclosed as annexure.

Any bidder not willing to submit such an undertaking shall be disqualified for further participation respecting the procurement in question.

Eligibility of Bidders to participate in Reverse Auction:

Bidders, who are technically empanelled and accept the Business Rules, Terms & Conditions of Reverse Auction and submit the undertakings as per Annexure-RA-1, can only participate in Reverse Auction process. Bidders not submitting the above undertaking or submitting with deviations / amendments thereto will be disqualified from further evaluation / participation in the process of relevant procurement.

Compliance / Confirmation from the Vendor:

The bidder participating in the Reverse Auction shall submit the following duly signed by the same Competent Authority who signs the offer documents in response to the RFP:

- a) Acceptance of Business Rules for reverse auction and undertaking as per format in Annexure-RA-1.
- b) Agreement between service provider and vendor (This format will be given by the service provider prior to announcement of Reverse Auction.)
- c) Letter of authority authorising the name/s of official/s to take part in Reverse Auction as per the format Annexure-RA-2.

Training

The Bank will facilitate training for participation in Reverse Auction either on its own or through the Service Provider for the Reverse Auction.

Where necessary, the Bank/Service provider may also conduct a 'mock reverse auction' to familiarize the bidders with the Reverse Auction process.

Any bidder not participating in training and/or 'mock reverse auction' shall do so at his own risk and it shall not be open for him to make any complaint/grievance at a later date.

Total Cost of Ownership (TCO)

Total Cost of Ownership (TCO) refers to the aggregate amounts payable by the Bank for transfer of ownership.

TCO shall encompass but not limited to the following:

- a.) Cost of supply of Systems/Printers/Scanners.
- b.) Cost for installation and commissioning of Systems/Printers/Scanners.
- c.) 3 years warranty for each item.

Date / Time for Training

The Venue, Date, Time etc. for training in Reverse Auction shall be advised at the appropriate time.

The Bank shall endeavour to fix such Date/Time at mutual convenience to the bidder/s, Service Provider and the Bank.

No request for postponement/fixing of Training Date/Time shall be entertained which in the sole view and discretion of the Bank might result in any avoidable delay to either Reverse Auction or the whole process of selection of Vendor.

Date / Time of Reverse Auction

The Date and Time of commencement of Reverse Auction as also the Duration of 'Reverse Auction Time' shall be communicated at least 2 days prior to such auction date.

Any force majeure or other conditions leading to postponement of auction shall entitle the bank to postponement of auction even after communication, but, the Bank shall be obliged to communicate to all participating bidders the 'postponement' prior to commencement of such 'Reverse Auction'.

Conduct of Reverse Auction

The Reverse Auction shall be conducted on a specific web portal meant for this purpose.

The Reverse Auction may be conducted by the Bank itself or through a Service Provider specifically identified/appointed/empanelled by the Bank.

Service Provider's Role & Responsibilities

In all Reverse Auctions conducted by the Bank through a Service Provider, the Bank shall enter into a separate agreement clearly detailing the role and responsibilities of the Service provider hosting the web portal for the Reverse Auction.

For creating necessary obligations and rights, the Service Provider will also enter into an agreement with each bidder as per the format designed by the Service Provider for this purpose.

The Bank shall resolve any points/issues concerning such agreement of the bidders and Service Provider. While a Service Level Agreement (SLA) by the Bank with the Service Provider is an agreement for smooth and fair conduct of the Reverse Auction, the Bank shall be directly responsible to the bidders for fair and transparent conduct of Reverse Auction.

The Service Provider at the end of each reverse Auction shall provide the Bank with all details of the bids and the reports of Reverse Auction. The Service Provider shall also archive the data pertaining to the Reverse Auction for a minimum period of 3 years.

Training and Auction

Service Provider/auctioneer is responsible for conduct of adequate training to all technically qualified bidders representing the Reverse Auction and bidding process. Each bidder shall participate in the training at his/their own cost.

Wherever it is considered necessary and asked by the bidders or as decided by the Service provider/auctioneer or by the Bank, a mock auction may also be conducted for the benefit of all concerned.

Authorized representatives of the bidders named in the authorization letter given by the bidders (Annexure-RA-2) shall be given unique user name and password by the Service Provider/auctioneer.

Each bidder shall change the password and edit the information in the registration page after receipt of initial password.

All the bids made from the log-in ID given to the bidders shall ipso-facto be considered bid made by the bidder to whom log-in ID and password were assigned by the Service Provider/auctioneer.

Any bid once made through the registered log-in ID/password by the bidder cannot be cancelled. The bidder, in other words, is bound to sell the 'Offering' as per the RFP at the bid price of TCO.

Every successive bid by the bidder being decrement bidding shall replace the earlier bid automatically and the final bid as per the time and log-in ID shall prevail over the earlier bids.

The Bank shall conduct the Reverse Auction as per the Standard English reverse auction, that is, no two bids can have identical price from two different bidders. In other words, there shall never be a 'TIE' in bids.

Proxy Bid

A proxy bid is one where the bidder can submit the lowest bid amount by him in strict confidence to the system directly. This obviates the need for him in participating in the bidding process until the proxy bid amount is decrementally reached by other bidders.

When proxy bid is reached, the bidder has an option to revise the proxy bid amount or he can prefer to start participating in the bidding process.

Since it is an English auction with no ties, two bidders submitting identical proxy bid amount and succeeding in auction simultaneously does not arise.

During the training, the issue of proxy bidding will be clarified in detail by the Service Provider/auctioneer.

Transparency in Bids

All bidders will be able to view during the auction time the current lowest price in portal. Bidder shall be able to view not only the lowest bid but also the last bid made by him at any point of time during the auction time.

Masking of Names

Name of bidders shall be anonymously masked in the Reverse Auction process and the bidders will be given suitable dummy names.

After completion of Reverse Auction, the Service Provider/auctioneer shall submit a report to the Bank with all details of bid and the original names of bidders as also the L1 bidder with his/their original names.

Start Price

Bank shall determine the start price either on its own or through the indicative commercial bid. Based on the price band so informed by the vendors, Bank would determine the start price for Reverse Auction.

Decremental Bid Value

The bidders shall be able to bid only at a specified decrement value and not at any other fractions. The bid decrement value shall be Rs.25,000/- or 0.50% of the start price of the Reverse Auction, whichever is higher.

The bid decrement value shall be rounded off to the nearest thousands of rupees.

For the sake of convenience of the bidders, the web portal shall display the next possible decrement value of the bid. It is not, however, obligatory on the part of the bidders to bid at the next immediate lower level only. That is, bids can be even at multiple levels lower than the immediate lower level.

Copy of Business Rules

The Bank shall supply copy of the Business Rules to any bidder wishing to participate in the Reverse Auction. Such request shall be made in writing to the Bank by an authorized representative of the bidder.

The Bank shall also send/handover a copy of the Business Rules with a covering letter duly signed by an authorized signatory of the Bank.

For any dispute concerning the Business Rules, the hard copy of Business Rules supplied by the Bank for the reference of Reverse Auction process will alone be considered as final and binding.

Reverse Auction Process

In order to reduce the time involved in the procurement process, Bank shall be entitled to complete the entire process through a single Reverse Auction. For this purpose, Bank shall do all it can to award the contract to L1 bidder.

The Bank shall however, be entitled to cancel the procurement through Reverse Auction process, if in its view procurement through Reverse Auction process cannot be conducted in a fair manner and / or in the interest of the Bank.

The successful bidder shall be obliged to provide a Bill of Material at the last bid price at the close of auction.

Expenditure on Reverse Auction

All expenses of Reverse Auction shall be borne by the Bank.

The bidders, however, shall attend the training or mock auction at their own cost.

Change in Business Rules

Any change in Business Rules as may become emergent and based on the experience gained shall be made only by a committee of Senior / Top executives of the Bank.

Any / all changes made in Business Rules shall be uploaded in the Bank's website immediately.

If any Reverse Auction process has commenced and a change is made in Business Rules, it shall be informed immediately to each bidder and his concurrence to / acceptance of the change shall be obtained in writing by the Bank.

Don'ts Applicable to the Bidders

No bidder shall involve himself / itself or any of his / its representatives in any price manipulation directly or indirectly with other bidders. If any such practice comes to the notice of the Bank, the Bank shall disqualify the bidder/bidders concerned from the Reverse Auction process.

Bidder shall not disclose details of his bids or any other details concerning the Reverse Auction process of the Bank to any other third party without specific permission in writing from the Bank.

Neither Bank nor Service Provider / auctioneer can be held responsible for consequential damages such as no power supply, system problem, inability to use the system, loss of electronic information, power interruptions, UPS failure etc. Bank shall, however, entertain any such interruptions, problems with an open mind and fair degree of transparency in the process before deciding to stop or extend the auction.

Grievance Redressal

Any aggrieved bidder through Reverse Auction process can make a complaint in writing within 48 hours of the Reverse Auction to the Bank.

The Grievance Redressal Committee formed by the Bank shall give a personal hearing to the aggrieved bidder and decide upon the complaint/grievance.

Decision of the Grievance Redressal Committee shall be binding on the Bank as well as on the bidders participating in the Reverse Auction.

Errors and Omissions

On any issue or area of material concern in respect of Reverse Auction not specifically dealt with in these Business Rules, the decision of the Bank shall be final and binding on all concerned.

Place:

Date:

Annexure-RA-I (to be submitted on company letter head by all Bidders participating in Reverse Auction)

To,
The General Manager
Chaitanya Godavari Grameena Bank
Head Office, 3rd Floor, Raghu Mansion
4/1, Brodipet, Guntur - 522 002

Date:

DECLARATION

1. We _____ (name of the company) hereby confirm having submitted our bid for participating in Bank's RFP ref no _____ dated _____ for supply of Systems/Printers/Scanners for our branches.
2. We also confirm having read the terms of RFP as well as the Business Rules relating to the Reverse Auction for this RFP process.
3. We hereby undertake and agree to abide by all the terms and conditions stipulated by Bank in the RFP document including all annexures and the Business Rules for Reverse Auction.
4. We shall participate in the on-line auction conducted by _____ Ltd. (Auction Company) and submit our commercial bid. We shall also abide by the procedures prescribed for online auction by the auction company.
5. We, hereby confirm that we will honor the Bids placed by us during the auction process, failing which we shall forfeit the EMD. We also understand that the Bank may debar us from participating in future tenders.
6. We confirm having nominated Mr. _____, designated as _____ of our company to participate in the Reverse Auction on behalf of the company. We undertake that the company shall be bound by the bids made by him in the Reverse Auction.
7. We undertake to submit the confirmation of last bid price by us to the auction company/Bank within 48 working hours of the completion of the event. We also undertake to submit the Bill of Materials for the TCO (Total Cost of Ownership) in terms of the RFP.

Signature with company seal

Name:

Company/Organization:

Designation within Company / Organization:

Address of Company / Organization:

Date:

Name of Authorized Representative:

Signature of Authorized Representative:

Verified above signature

Signature of Competent Authority:

Date:

Annexure-RA-II: Process Compliance Form

(The Bidders are required to print this on their company's letter head and sign, stamp before submitting)

Letter of Authority for participation in Reverse Auction

(The Bidders are required to print this on their company's letter head and sign, stamp before submitting)

To,

Date:

The General Manager
Chaitanya Godavari Grameena Bank
Head Office, 3rd Floor, Raghu Mansion
4/1, Brodipet, Guntur

1. We _____ (name of the company) have submitted our bid for participating in Bank's RFP dated _____ for selection of _____.
2. We also confirm having read and understood the terms of the RFP as well as the Business Rules relating to the Reverse Auction for this RFP process.
3. As per the terms of RFP and Business rules, we nominate Mr. _____, designated as _____ of our company to participate in the Reverse Auction.
4. We accordingly authorize Bank and/or the Auction Company to issue user id and password to the above named official of the company.
5. Both Bank and the auction company shall contact the above named official for any and all matters relating to the Reverse Auction.
6. We, hereby confirm that we will honor the Bids placed by Mr. _____ on behalf of the company in the auction process, failing which we comply as per the terms in Bid security form. We agree and understand that the bank may debar us from participating in the future tenders for any such failure on our part.

Signature with company seal

Name:

Company/Organization:

Designation within Company/Organization:

Address of Company/Organization:

Date:

Name of Authorized Representative:

Signature of Authorized Representative:

Verified above signature

Signature of Competent Authority:

Date: