



The Guntur District Cooperative Central Bank Ltd.

Adm.Office, 2/13 Brodipet, Guntur -522002

Web site:www.gunturdccb.com

Tender Ref. No.: **GDCCB/FLC/ETENDER/2023-24**

Dated: 17/10/2023

TENDER NOTICE

Sub: Guntur DCCB invites quotations for the conduct of Financial and Digital Literacy Camps within the GDCC Bank Entire Branches such as Guntur District, Bapatla District, Palnadu District – Reg.

Last date and time for receipt of bids: 24/10/2023, 10:00 A.M

Date and Time for opening of bids: 26/10/2023, 11:00 A.M

(a procurement.gov.in server time will only be considered)

1.	The Guntur District Cooperative Central Bank Ltd., Guntur is having 42 branches, 167 PACS catering to the needs of around 3,00,000 farmers. The total deposits of Bank as on 31.03.2023 stood at Rs.1272.65 crores. The total loan outstanding of the Bank as on 31.03.2023 stood at Rs. 4129.18 crores. The total borrowings of the Bank as on 31.03.2023 was Rs.3064.92 crores. The total investments of the Bank as on 31.03.2023 was Rs.552.99 crores.
2.	The bidder should submit their technical and financial bids on e-procurement website www.a procurement.gov.in and upload all the required formats and documents as mentioned in the tender document.
3.	Pre-qualification criteria are eligible to Bid As per Annexure I
4.	Bank reserves the right to accept or reject any or all the bids without assigning any reasons thereof and to add, modify or delete any of the terms and conditions without any notice.
5.	Bank reserves the right to modify the technical specifications including Quantity at any time during the process of finalization of tender.
6.	Conditional bids not acceptable and liable for rejection.
7.	Bidder should follow
8.	Pricing Structure

	<ul style="list-style-type: none"> ➤ The prices quoted shall be valid for a minimum period of 1 year from the last date for submission of offers and applicable for the number of Financial and Digital Literacy Camps by the bank. ➤ The quoted price should be <u>all-inclusive price</u> (i.e., including Technical Service Charges, if any, GST, any other applicable duties and taxes, Insurance, Local transportation, TA, DA...other charges and shall be applicable uniformly to any part of the country in case Bank prefers to place repeat the number of Financial and Digital Literacy Camps for different locations. No additional charges/ management fee of any kind will be reimbursed. Bank's Standard payment terms are only applicable.
9.	<p><u>Qualifications</u></p> <ul style="list-style-type: none"> ➤ The NGO should have registration under societies act and NGO's act. ➤ The NGO should have minimum 5 years' experience in conducting kalajatha programmes on FLAPs. ➤ The NGO should submit the proofs for last 2 years programmes with all details. ➤ The NGO should engage senior level retired Bank officials having good track record in managing financial inclusion department in Banks as consultants. ➤ The NGO should have the capacities in preparation of skits with their own bank/RBI/NABARD requirements from time to time. ➤ The NGO well knowledge and exposure about FLC's and conducting of Nukkad Natak, songs and skits through dance etc. ➤ The programme should be in unique in nature and meet the requirement of all type of villagers. ➤ Team should reach the village around 2 PM and roam in the each and every street of village duly advertising the Bank products and details programme to be conducted at specified places in the village from 5 PM to 8 PM. ➤ The NGO has to give demonstration programme which they prepared before commencement of the programme. ➤ The team has to conduct the programmes with the coordination of concerned Branch Managers. <p>Should create awareness by displaying songs, skits and dances through videos and audios and live programmes on Digital Financial Literacy and explain about the concept of KYC, Loan recovery and Credit rating, Banking Ombudsman</p>

Terms and Conditions

- Out of NGO's qualified through e-tender, those who are quote the lowest bidding value, in that the first 3 NGO's shall play skits and FLC program in presence of bank officials, out of three work order will be given to best performer NGO.
- A TATA AC vehicle has to be booked and decorated with Banners and Posters depicting the Financial Literacy messages at four sides publishing the vehicle as Financial Literacy Mobile Van
- The programme should be digital and live mode. The NGO has to prepare the videos and audios according to bank requirements.
- The FLP has to be conducted from 2PM to 7 PM at different places with a minimum of 4 areas (viz., i. Main village, ii. BC Colony, iii. SC Colony and iv. ST Colony) in the particular village.
- Not restricting the coverage of programmes in the above said areas, Financial Awareness has to be created in the habitats of the village also with a minimum time period of 1 hour through Audio & Video visuals.
- The KALAJATHA members in the Mobile Van have to conduct short skits and play songs at random places in the village during the program scheduled day.
- The team has to distribute pamphlets and booklets about Financial Literacy in the desired areas.
- Posters about Financial Literacy may be attached at the required places.
- The schedule of conducting the program in 4 to 5 places of the village may cover at least 100 members for each program.
- Snacks for 100 members should be distributed in the programme.
- The agency should arrange TV/LCD player and do the demonstration on above technologies through PPT and short movies.
- Should arrange banners at programme place displayed as "DIGITAL FINANCIAL LITERACY AWARENESS CAMP and "GOING DIGITAL CAMP" under the sponsorship of NABARD
- Should display the NABARD logo on banners and acknowledged with the words of "Supported Under FIF managed by NABARD" at appropriate place.
- Should distribute the pamphlets during the program time and publicity time.
- Should organize the all programmes in evening times only which is convenient time for Villagers.

11.	Payment terms:	Payment will be made by the Bank on submission of All the bills/invoices within the specified time / scheduled time. Otherwise payment will not be done. All the invoice details should be based on the program/event only. No advance will be paid against the Work Order.
12.		No options will be accepted. If the vendor wants to give option, he may submit it as separate bid along with separate EMD. This will be treated as a separated bid for evaluation.
13.		Any deviation in submission of Bid as per the formats may make the bid liable for rejection. Bank reserves the right to modify / extend / cancel the tender at any point of time without giving any prior notice / any reasoning.
14.	Transaction Fee	As per eProcurement portal terms and Conditions.
15.	Bid submission	On Line. Bidders are requested to submit the bids after issue of amendments/clarifications duly considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/amendments issued if any, before bid submission time & date.
16.	Procedure for Bid Submission	Bids shall be submitted online on www.apecurement.gov.in platform 1. The participating bidders in the tender should register themselves free of cost on e-procurement platform in the website www.apecurement.gov.in . 2. Bidders can log-in to e-procurement platform in Secure mode only by signing with the Digital certificates. 3. The bidders who are desirous of participating in e-procurement shall submit their technical bids, price bids as per the standard formats available at the e-market place. 4. The bidders should scan and upload the respective documents in Technical bid documentation as detailed mentioned in bid document including EMD. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness/authenticity. 5. The rates should be quoted in online only
17.	Other conditions	1. Failure to furnish any of the uploaded documents, certificates, will entitled in rejection of the bid. The Bank shall not hold any risk on account of postal delay or any technical issue . Similarly, if any of the certificates, documents, etc., furnished by the Bidder are found to be false / fabricated / bogus, the bidder will be disqualified, blacklisted, action will be initiated as deemed fit and the Bid Security will be forfeited.

	<p>2. Bank will not hold any risk and responsibility regulating non-visibility of the scanned and uploaded documents.</p> <p>3. The Documents that are uploaded online on e-market place will only be considered for Bid Evaluation.</p> <p>4. This tender call is issued on ap-e-procurement market place at www.apeprocurement.gov.in. All the terms and conditions are to be read jointly as mentioned in the e-procurement market website and in this document.</p> <p>5. Any disputes will be subject to the jurisdiction of courts at Guntur District</p> <p>6. Bank reserves the right to get the equipments inspected by their officials or any other authorized representative before the equipments are actually shipped or on-site.</p> <p>7. The contractor / selected bidder should indemnify the bank from any claims, damaged, losses on account of accidents, death, injuries suffered by his employees, agents, labors, assignees or any other outside third parties or the occupants. In the event of any such claims it should be at sole responsibility of the contractor. The contractor shall make his own arrangements for safety and security of his men and materials.</p> <p>8. The Contractor/selected bidder should follow the COVID protocols while conducting the programme.</p> <p>9. The Contractor /selected bidder taken care of all the precaution while conducting the programme.</p> <p>10. EMD Amount is Rs. 10,000/- (pay online through eProcurement portal) refundable, after completion of FLC Programmes refunded from our Bank.</p> <p>11. Bank reserves right to accept and reject at any time without any conditions and reasons for notice whatever it may be without any reasons for any conditions for notice for eProcurement.</p>
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Yours Sincerely,

Sd/-

**Chief Executive Officer,
The Guntur District Cooperative Central Bank Ltd., Tenali**

Ref: No. Guntur DCCB/FLC/E-tender/2023-24, Dt: 17/10/2023.
Financial Bid Format

Form 1

S.no	Particulars	Amount in Rs.
1	Remuneration for Kalajatha team (2members)	
2	Mike & Lighting expenses (Battery & Backup)	
3	LCD projector & screen/TV and its operation	
4	Vehicle Rent and Diesel	
5	Rent for Chairs (20 No's)	
6	Pamphlets, Booklets and Sanitization	
7	Snacks expenses for __ members @each Rs.10/- to participants (minimum 100)	
	Total	

- Note:
1. All the above rate should be including Taxes per program.
 2. The Bidder should enter the Net Price on eProcurement portal and Form-1 i.e Break up of items should be attached while the Net price is entering on eProcurement portal.
 3. L1 will be arrived based on Net Price

Signature of the Bidder

Stamp

ANNEXURE - I

THE GUNTUR DISTRICT COOPERATIVE CENTRAL BANK LTD., TENALI

STATEMENT OF PRE-QUALIFICATION

S No	Pre-Qualification Criteria (Should be enclosed in ap eProcurement portal)	COMPLIANCE / Attachment
1	The NGO should have registration under societies act	
2	GST No./ 12a and 80G Should be enclosed	
3	PAN No. Should be enclosed	
4	Address should be enclosed	
5	The NGO should have minimum 5 years experience in conducting kalajatha programmes on FLAPs.	
6	The NGO should engage senior level retired Bank officials having good track record in managing financial inclusion department in Banks as consultants	
7	The NGO should have the capacities in preparation of skits with their own bank/RBI/NABARD requirements from time to time.	
8	The programme should be in unique in nature and meet the requirement of all type of villagers.	
9	Team should reach the village around 2 PM and roam in the each and every street of village duly advertising the Bank products and details programme to be conducted at specified places in the village from 5 PM to 8 PM.	
10	The NGO has to give demonstration programme which they prepared before commencement of the programme.	
11	The NGO should submit proofs regarding to last 2 years programmes.	

Signature of the Bidder
Stamp