



**The Andhra Pradesh State Cooperative Bank Ltd.,
(State Partnered Scheduled Bank)**

Request for Proposal (RFP)

for the construction of the Wall of Honour
at Executive floor Head Office.

V1.0

Dept: ABTC – APCOB Brand Transformation Cell

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Definitions

For the purpose of this Request for Proposal (RFP), unless the context otherwise requires, the following terms shall have the meanings assigned to them hereunder:

1. **“APCOB”** means *The Andhra Pradesh State Cooperative Bank Ltd.*, having its Head Office at Vijayawada, Andhra Pradesh.
2. **“RFP”** refers to this Request for Proposal document, including all annexures, amendments, clarifications, and updates issued by APCOB from time to time.
3. **“Bidder”** means any **individual, company, partnership firm, sole proprietorship, agency, or entity** that submits a proposal in response to this RFP. The term “Bidder” shall be used interchangeably to denote all eligible applicants, regardless of their legal status, unless otherwise specified.
4. **“Selected Bidder” or “Successful Bidder”** refers to the Bidder whose proposal is accepted by APCOB and who is awarded the contract for execution of the Honour Wall project.
5. **“Work” or “Project”** means the end-to-end design, fabrication, supply, and installation of the Honour Wall as described in the scope of work and deliverables section of this RFP.
6. **“Contract” or “Agreement”** refers to the legally binding document to be executed between APCOB and the Selected Bidder for carrying out the scope of work as defined in this RFP.
7. **“Day”** means a working day unless explicitly stated otherwise. For the purpose of timelines, **Saturdays (2nd and 4th), Sundays, and public holidays** as observed by APCOB shall be excluded.

i. Introduction

The Andhra Pradesh State Cooperative Bank Ltd. (APCOB), established in 1963, is a premier Scheduled Cooperative Bank operating under the aegis of the Government of Andhra Pradesh. The Bank functions under the supervision and regulatory framework of the Government of Andhra Pradesh, the NABARD, and the Reserve Bank of India (RBI). as a vital component of the three-tier cooperative credit structure, APCOB plays a pivotal role in supporting rural credit delivery and financial inclusion across the state. Over the decades, APCOB has earned a reputation for operational excellence, innovation, and service delivery, and functions as a key financial partner to government initiatives and cooperative institutions.

In alignment with its vision of institutional pride and internal motivation, APCOB aims to enhance its workplace branding through thoughtfully designed installations that reflect its values and achievements. A central component of this initiative is the creation of an "Honour Wall" at the Head Office, Vijayawada, to showcase accolades, employee achievements, and organizational milestones. This branding effort is intended to create an environment of recognition, aspiration, and institutional identity, while maintaining aesthetics consistent with APCOB's corporate culture.

Accordingly, this Request for Proposal (RFP) invites eligible bidders, interior design firms, and fabrication agencies to submit proposals for the design, fabrication, and installation of the Honour Wall. The selected bidder will be responsible for translating APCOB's vision into a visually impactful and functionally modular installation that meets all design, branding, and quality standards outlined in this RFP.

ii. Project Background

Over the years, the Andhra Pradesh State Cooperative Bank Ltd. (APCOB) has been the proud recipient of numerous prestigious awards, national recognitions, and institutional honours for its outstanding contribution to cooperative banking, rural development, digital innovation, and financial inclusion. These accolades reflect APCOB's unwavering

commitment to excellence and its role as a benchmark institution in the cooperative sector.

With a growing number of recognitions and awards being received across various domains, there has emerged a distinct and pressing need to create a dedicated and dignified space to preserve, display, and celebrate these achievements. Establishing a centralized “Honour Wall” at the APCOB Head Office will serve as a timeless repository of institutional pride, fostering inspiration among staff, stakeholders, and visitors alike.

iii. Objective of the RFP

The primary objective of this Request for Proposal (RFP) is to invite qualified and experienced bidders to conceptualize, design, fabricate, and install a premium-quality “Honour Wall” at the Head Office of APCOB, Vijayawada. This Honour Wall shall serve as a central display for APCOB’s awards, certificates, trophies, photographs, and recognitions, capturing the institution’s legacy and commitment to excellence.

Through this RFP, APCOB seeks to partner with a corporate agency/professional capable of delivering a comprehensive solution, from design conceptualization to execution, using high-quality materials, modern lighting, and contemporary design principles.

iv. Scope of Work and Deliverables

The selected bidder shall be entrusted with the end-to-end responsibility for the design, fabrication, installation, and post-installation support of the “Honour Wall” at the APCOB Head Office, Vijayawada. The final deliverable must align with APCOB’s branding philosophy, aesthetic expectations, and long-term durability standards. The scope includes, but is not limited to, the following components:

1. Design Conceptualization

- Conduct site inspection and accurate measurement of the designated wall area.

- Submit **2–3 concept designs** (preferably 3D visualizations) inspired by references provided by APCOB.
- Finalize one concept in consultation with APCOB’s Branding Cell.
- Integrate the APCOB logo, institutional colours, tagline, and structural specifications within the design.
- Ensure the design allows **modular scalability** for future additions (e.g., new awards, nameplates).

2. Fabrication

- Fabricate all components as per approved design using **premium materials** (e.g., MDF, Acrylic, ACP, Stainless Steel, Glass, concealed LED lighting, etc.).
- Adopt a **modular construction approach** to support easy replacement or addition of elements.
- Ensure quality workmanship with superior finishing standards suitable for an executive environment.

3. Installation

- Safely transport and install the structure at the designated site in the Executive Floor’s Chairman Lobby.
- Install and integrate **electrical and lighting components**, including concealed LED fixtures.
- Ensure precision alignment, sturdy wall anchoring, and a clean, damage-free finish.

4. Branding & Display Support

- Create and mount **customised plaques, nameplates, and trophy holders**.
- Design dedicated zones for **awards, certificates, photographs**, and thematic representation.
- Ensure visual harmony, symmetry, and a contemporary, high-quality corporate presentation.

5. Future Support

- Support **on-demand additions** of new awards, photos, or nameplates.
- Any associated cost for such updates shall be decided mutually and documented at the time of request.
- Design should accommodate **future expansion** without disrupting the overall aesthetic or structure.

6. Compliance and Safety

- All work must adhere to standard **safety protocols** and electrical norms.
- Use **eco-friendly and fire-retardant materials** wherever applicable.
- All components must be **non-hazardous, low-maintenance, and office-safe**.

The entire Honour Wall must be completed **within 30 (thirty) days from the date of acceptance of the work order** and shall be subject to inspection and approval by the **APCOB Brand Transformation Cell and the competent administrative authorities**. Any delays beyond the stipulated period without prior written approval from APCOB may lead to penalties or cancellation of the contract.

v. Design References and Inspirations

To align the Honour Wall with the institutional values and identity of APCOB, the design should be inspired by themes that reflect the bank's heritage, mission, and cooperative spirit. The Honour Wall is intended to serve not only as a display unit but also as a symbolic representation of APCOB's legacy and achievements. The selected bidder is expected to draw creative direction from the following guiding elements:

1. **Andhra Pradesh Identity:** The design may subtly incorporate cultural or geographical elements that represent the State of Andhra Pradesh, symbolizing APCOB's rooted presence and service to the rural economy across the state.

2. **APCOB Logo Philosophy:** The Honour Wall should reflect the essence of APCOB's logo—cooperation, growth, and development—while ensuring brand consistency in terms of fonts, colours, and graphic style.
3. **Cooperative Principles:** Themes related to unity, inclusiveness, service, and mutual growth should guide the overall design concept. Symbolic representations of cooperation and collective strength are encouraged.
4. **Agriculture and Rural Economy:** As a nod to the bank's strong association with farming communities and Primary Agricultural Cooperative Societies (PACS), the design may incorporate agricultural motifs or illustrations in an abstract or minimalist form.
5. **Visual Inspirations (Attached Images):** A few reference images have been attached as visual inspiration to guide the concept development. These are **only to be used for understanding the aesthetic direction and not as final templates**. Bidders are expected to create a **custom design** that is original, innovative, and suitable for APCOB's official workplace environment.

vi. Technical Specifications

The proposed Honour Wall is to be installed on an existing plain wooden separation wall located within the **Chairman's Lobby on the Executive Floor** of the APCOB Head Office, Vijayawada. The wall serves as a strategic visual backdrop and offers high visibility for all senior dignitaries, officials, and visitors.

- **Location:** Chairman Lobby, Executive Floor, APCOB Head Office
- **Current Structure:** Plain wooden partition wall
- **Dimensions:** Exact measurements to be verified during site visit
- **Wall Condition:** Smooth wooden surface; suitable for modular installations, subject to load and anchoring verification.

To ensure accurate estimation and suitable design execution, **interested bidders are encouraged to visit the site** during the specified window provided in the RFP timeline. Site visits will be **strictly permitted only with prior approval** from the

designated department and shall be conducted during **stipulated hours** notified in advance. No unscheduled or walk-in visits will be entertained under any circumstances.

The bidder shall be responsible for validating the measurements and confirming structural compatibility before finalizing the design. Any deviations or challenges observed during the visit should be brought to APCOB's notice immediately for resolution.

vii. Eligibility Criteria

Interested bidders must meet the following **minimum eligibility conditions** to qualify for technical evaluation. Documentary evidence shall be mandatorily submitted against each point. Proposals without substantiating documentation will be summarily rejected.

1. Experience

The bidder must have a **minimum of five (5) years of experience** in the field of interior designing, fabrication, and branding-related works.

2. Establishment within Andhra Pradesh & Telangana: The bidder's registered office (Head Office or Regional Office) must be located within **Andhra Pradesh & Telangana**, and valid address proof shall be submitted.

3. Expertise with Institutional Clients: The bidder must be actively involved in **designing and executing branding projects, corporate interior works, and wall installations** (trophies, recognition walls, etc.).

4. Experience with Institutional Clients: The bidder must have successfully completed at least **two (2) projects** for a **banking/financial institution, government department, autonomous body, or public sector organization**. Completion certificates or work orders must be enclosed.

5. Clean Legal Record: The bidder **must not be blacklisted** or debarred by any Government/PSU/Autonomous body at any point of time. A self-declaration on the company's letterhead, duly signed and stamped, shall be submitted.

6. **Financial Standing** (Optional but Recommended): The bidder is expected to have a **positive net worth** and a minimum average annual turnover of ₹10 lakhs during the last three financial years. Audited financial statements or CA certification may be requested.
7. **On-Site Capability**: The bidder should possess adequate manpower and tools to execute the work on-site within the stipulated time frame, without outsourcing the core fabrication and installation.

Note:

An **Eligibility Checklist** format will be annexed to this RFP to facilitate clear and verifiable submissions. Bidders must fill in the checklist with references to supporting documents for each eligibility criterion and attach it as part of their technical proposal.

viii. Evaluation and Selection Process

All proposals received shall be first scrutinized against the defined **Eligibility Criteria**. Only those bidders who meet **all mandatory eligibility conditions** and provide requisite supporting documents shall be shortlisted for further evaluation.

Shortlisting Criteria

1. A minimum of **two (2) eligible bidders** must qualify to move forward in the evaluation process.
2. In the event that fewer than two bidders are found eligible, **APCOB reserves the right to cancel the RFP** without assigning any reason and may choose to **re-float the RFP** as deemed necessary.
3. However, in special circumstances, the evaluation process may proceed subject to due approvals from the competent authorities of APCOB, even if the minimum number of eligible bidders is not met.

Evaluation Methodology – QCBS (Quality and Cost-Based Selection)

The selection of the successful bidder shall be done through the **QCBS method**, where both technical quality and financial quote will be given due weightage as follows:

Evaluation Component	Weightage
Technical Evaluation	70%
Financial Evaluation	30%

A. Technical Evaluation (70%)

Shortlisted bidders will be invited to present: (PPT Presentation to Authorities of Bank)

- Their **design concepts** and **visual mock-ups** for the proposed Honour Wall.
- Their **portfolio of similar completed works**, especially in government or financial institutions.
- Details on materials proposed, durability standards, lighting systems, and AMC commitments.

The evaluation committee will assess:

- Aesthetic appeal and relevance to APCOB's identity – 25 Marks
- Quality of past work and client feedback - 25 Marks
- Technical feasibility and innovation - 25 Marks
- Presentation and understanding of project objectives - 25 Marks

B. Financial Evaluation (30%)

- The financial bids of technically qualified bidders will be opened.
- The bidder quoting the **lowest cost (L1)** will be awarded full 100 marks.
- The cost scores of other bidders will be calculated in QCBS model.

The final score will be computed as:

$$\text{Final Score} = (\text{Technical Score} \times 0.70) + (\text{Financial Score} \times 0.30)$$

The bidder with the **highest combined score** will be selected for award of work.

ix. Timelines and Schedule

The following table outlines the tentative schedule for the RFP process. All efforts shall be made to adhere to these timelines, however, **APCOB reserves the right to cancel, reschedule, or modify** any stage of the process as per exigencies. Any such changes will be duly notified through the official APCOB portal.

Sl. No.	Particulars	Timeline / Date
1.	Bid Floating Date	May 26, 2025 (Monday)
2.	Bid Submission Window (Open for Bidders – 7 working days)	May 27 – June 3, 2025
3.	Site Visits Allowed (with prior permission, on all 7 working days)	May 27 – June 3, 2025
4.	Last Date for Clarification Requests (Email Only)	June 2, 2025
5.	Response to Clarifications by APCOB	On or before June 3, 2025
6.	Eligibility Assessment by Committee	June 4 – June 6, 2025
7.	Presentation of Technical Concept to APCOB (Shortlisted Bidders)	June 10 – June 12, 2025
8.	Final Technical & Financial Assessment, Approvals	June 13 – June 17, 2025
9.	Communication of Final Results	June 19, 2025

- All changes, if any, shall be notified only through APCOB's official website or communication channels.

x. Submission Guidelines

All interested bidders are required to submit their proposals strictly in accordance with the instructions provided below. Any deviation may result in disqualification at the discretion of APCOB.

1. **Submission Deadline:** The complete set of proposal documents must be submitted **before 5:00 PM on the final date of submission (June 03, 2025)**. Late submissions will not be accepted under any circumstances. No email, couriered, or partially filled proposals shall be entertained.
2. **Mode of Submission:** All documents must be submitted in **physical form only**, in a **single large sealed envelope** clearly super-scribed in bold letters with the title:

**“Proposal for Design, Fabrication and Installation of Honour Wall at
APCOB Head Office – DO NOT OPEN BEFORE BID EVALUATION”**

3. **Cover Structure:** The outer large envelope should contain **two separate sealed envelopes** inside:
 - **All documents in support of the eligibility criteria.**
 - Duly filled and signed Eligibility Checklist
 - Covering letter, Bidder profile, PAN, GST, registration certificates, past work orders, etc.
 - The detailed price quote as per the format provided in Annexure III
 - Break-up of cost (material, labour, taxes, AMC, etc.)
 - Total amount inclusive of applicable taxes
 - **Envelope A – Eligibility Documents.**
 - **Envelope B – Financial Bid**
4. **Sealing and Stamping Requirements**
 - i. **Each envelope must be properly sealed** (pasted or tied; no loose flaps will be accepted).
 - ii. **Each page of every document** inside both envelopes must be **duly signed and stamped** by the authorized signatory.
 - iii. **Bidder name and contact details** must be clearly mentioned on the outer and inner envelopes.
5. **Address for Submission**

Deputy General Manager.
APCOB Brand Transformation Cell.
Andhra Pradesh State Cooperative Bank Ltd.
Head Office, NTR Sahakara Bhavan
Vijayawada – 520001, Andhra Pradesh
Contact:

- Mr. Varun Villa, AGM (ABTC) Ph: 9441436226.
- or Mr. Vamsi Bonu, Manager (ABTC) Ph: 9494475533.

Email: abtc@apcob.org.

xi. Proposal Format (Technical & Financial)

Bidders must submit their proposal in **two distinct parts: Technical Proposal and Financial Proposal**, as described below. The formats must be strictly adhered to for uniformity and fair evaluation.

A. Technical Proposal (Envelope A – Eligibility Documents)

The Technical Proposal must include the following documents in the order listed:

1. **Covering Letter** on company letterhead with authorized signatory's name and seal.
2. **Eligibility Checklist** (as per Annexure IV) duly filled, signed, and referenced with supporting documents.
3. **Company Profile** including:
 - Name of the firm
 - Year of establishment
 - Nature of business
 - Office address in Andhra Pradesh & Telangana
 - Contact details
4. **Work Experience** (minimum 5 years), including:

- Details of similar projects completed with institutions (attach copies of work orders/completion certificates)
 - At least one project with financial/government/autonomous institutions
5. **Proposed Design Concept:**
 - Concept note with design philosophy
 - Reference sketches or 3D render views (if available)
 - Proposed materials and lighting details
 6. **List of Key Personnel** proposed for execution (Designers, Fabricators, Project Manager, etc.)
 7. **Proof of Financial Standing** (Optional but recommended)
 - Latest ITR / CA-certified turnover certificate (last 3 years)
 8. **Declaration of Non-Blacklisting** (Self-declaration on letterhead)
 9. **Any Additional Credentials/Client Testimonials** (optional)

B. Financial Proposal (Envelope B – Bid Amount)

The Financial Proposal should be submitted separately in a sealed envelope and must include:

1. **Financial Bid Letter** (on letterhead, signed & stamped)
2. **Cost Summary Table** (Annexure III) covering:
 - Design Cost
 - Fabrication & Material Cost
 - Installation Cost
 - Taxes and Total Quoted Amount
3. **Terms of Payment** and Validity of Quote (minimum 60 days)
4. **Undertaking** stating that the price quoted is final and inclusive of all applicable charges and duties.

Note:

- Both Technical and Financial proposals must be signed on each page.

- Proposals not conforming to this format or missing documents will be liable for rejection.

xii. Terms and Conditions

1. **Right to Accept or Reject Proposals:** APCOB reserves the full and unconditional right to accept or reject any or all proposals without assigning any reason thereof. The Bank is not bound to award the contract to the lowest bidder or to any specific bidder. The Bank also reserves the right to cancel or terminate the RFP process at any stage prior to the award of contract, without incurring any liability.
2. **Application Fee:** Each bidder must submit a **non-refundable application fee of ₹500/-** (Rupees Five Hundred only), by way of **Demand Draft (DD)** drawn in favour of “**The Andhra Pradesh State Cooperative Bank Ltd.**”, payable at Vijayawada. Proposals without the application fee shall be summarily rejected.
3. **Performance Bank Guarantee (PBG):** The successful bidder shall furnish a **Performance Bank Guarantee (PBG) equivalent to 10% of the total contract value**, valid for a period of 12 months from the date of installation.
 - The PBG must be submitted **within 7 working days** from the date of award of contract. Failing which the award shall stand cancelled unless an extension is granted in writing.
 - The PBG shall be issued by any **Scheduled Commercial Bank** in India, in favour of **APCOB**.
4. **Contract Award & Execution Timeline:** Upon finalization and issuance of work order, the bidder must begin execution as per the timelines mentioned in the RFP. Any delay without written approval from APCOB shall attract penalties or cancellation of work order.
5. **Non-Disclosure and Confidentiality:** All design concepts, drawings, branding guidelines, and internal information shared by APCOB shall remain confidential. The selected bidder shall not use or reproduce any part of the project details for personal or commercial purposes without written permission.

6. **Ownership of Design and Work:** The final design, fabricated structure, and all related intellectual property shall remain the sole property of APCOB.
7. **Dispute Resolution and Legal Jurisdiction:** Any disputes arising out of or related to this RFP or the execution of the contract shall be subject to the jurisdiction of competent courts in **Vijayawada, Andhra Pradesh** only. All legal proceedings, if any, shall be initiated and pursued within this jurisdiction.
8. This RFP does not constitute an offer or commitment to contract. APCOB reserves the right to accept or reject any or all proposals, wholly or in part, without assigning any reason.

xiii. Annexures

The following annexures are provided as part of this RFP for **reference, submission compliance, and guidance** to the bidders. While these annexures illustrate the preferred formats, **bidders may submit the required information in their own formats**, provided that **all points and contents specified in the RFP are fully and clearly included**.

All such documents must be submitted **on the official letterhead of the bidder**, and must be **duly filled, signed, and stamped** by the authorized signatory. The documents shall also be arranged in the proper sequence as outlined in the RFP.

Annexure I: Site Layout.

- A schematic drawing or photograph indicating the current dimensions and physical condition of the wall identified for the Honour Wall installation may be provided by APCOB for reference purposes, if available.
- However, bidders are required to personally assess the site during the designated visit window and take their own measurements and technical assessments to ensure accuracy in design and execution.
- The site is located at the Chairman's Lobby, Executive Floor, APCOB Head Office, Vijayawada, and can be accessed only with prior permission from the concerned department during the stipulated timeline mentioned in this RFP.

Annexure II: Branding Guidelines of APCOB

- The **Visual Identity Manual**, including details such as **logo usage norms, official colour codes, typography, and branding elements**, will be **shared by APCOB only upon request** by the bidder during the technical evaluation phase.
- Bidders must explicitly mention **which branding data or files are being requested** (e.g., high-resolution logo, font style reference, or colour specifications), and the concerned department will provide the same, subject to availability.
- In cases where specific branding assets are **not available or not provided**, **bidders are expected to proceed using appropriate placeholders** and ensure that their designs remain **consistent with APCOB's standard branding elements**, as visible on existing signage, stationery, or official digital platforms.
- **Strict compliance** with APCOB's branding guidelines shall be ensured in all final design submissions.

Annexure III: Sample Format for Financial Bid

To be submitted in Envelope B

Sl. No.	Description	Amount (INR)
1.	Design and Conceptualization Fee	₹
2.	Fabrication and Material Cost	₹
3.	Installation and Setup Charges	₹
5.	Applicable Taxes (specify GST rate)	₹
	Total Quoted Amount (Inclusive of All Taxes)	₹

Note: This format must be printed on the letterhead of the bidding firm, duly signed and stamped.

Annexure IV: Declaration & Undertaking

To be submitted in Envelope A (Eligibility Documents)

Declaration of Eligibility & Non-Blacklisting

(on official letterhead)

I/We hereby declare that:

1. I/We have read and understood the terms and conditions of the RFP.
2. I/We fulfill all the eligibility criteria laid out under the RFP.
3. I/We have not been blacklisted or debarred by any government, semi-government, or autonomous organization at any point in time.
4. All information provided in the proposal is true to the best of our knowledge, and if found incorrect at any stage, APCOB has the right to reject our proposal and initiate appropriate action.

Signature: _____

Name: _____

Designation: _____

Firm Name & Seal: _____

Date: _____

Annexure V: Eligibility Checklist

To be submitted in Envelope A (Eligibility Documents)

Sl. No.	Eligibility Criteria	Supporting Document (Reference/Page No.)
1.	Minimum 5 years of experience in interior/branding/fabrication works	Copy of Registration Certificate/Work Orders
2.	Registered Office/Regional Office in Andhra Pradesh & Telangana	Address Proof/Utility Bill/Registration Certificate
3.	Experience in branding and interior design works	Portfolio/Project Photographs/Completion Certificates
4.	Executed project for any Government, Financial Institution, or Autonomous Body	Copy of Work Order/Completion Certificate
5.	Not blacklisted or debarred by any authority	Self-Declaration on Letterhead
6.	Valid PAN and GST Registration	Copies of PAN and GST Certificates
7.	Authorized signatory with Power of Attorney (if applicable)	Authorization Letter/Board Resolution
8.	Optional: Audited financials or CA-certified turnover for past 3 years (recommended)	Financial Statements/CA Certificate

Note: All documents must be arranged in the same order as mentioned above. Each page must be signed and stamped by the authorized signatory.

***** End of Document *****

**Sd/-
Managing Director**