Ref: DOV/e2860135/BBDD/VOICE/26-27/01

Date: 29.09.2026

SHORT TENDER NOTICE

Subject: PROCUREMENT OF 1,000 CUSTOMISED UMBRELLAS – REG.

The Andhra Pradesh State Co-operative Bank Ltd. (APCOB), Head Office, Vijayawada, invites **sealed quotations from eligible vendors** for the **supply of 1,000 Nos. of customized 24-inch, 8-panel, 2-fold folding umbrellas**, with APCOB branding, as per the specifications, terms and conditions stipulated in this Short Tender Notice.

1. Scope of Procurement

Sl. No.	Description	Quantity
1	Customized Umbrella – 24-inch	1,000 Nos.

The scope of procurement covers the **supply of 1,000 Nos. of customized 24-inch, 8-panel, 2-fold folding umbrellas**. The umbrellas shall be of good commercial quality, durable and suitable for regular outdoor use, and shall conform to the technical specifications prescribed in this Short Tender Notice.

The umbrellas shall be supplied in the **Bank-approved Green & White colour combination** with the **APCOB logo/branding** printed on the designated canopy panels as per the artwork/design provided or approved by the Bank. The scope shall include **procurement, branding/printing, individual packing, transportation and delivery at APCOB Head Office, Vijayawada**, complete in all respects. The successful bidder shall ensure that the supplied umbrellas conform to the approved specifications, quality requirements and sample/design, wherever applicable.

2. Indicative Specifications

- **Product:** 24-inch Customised Folding Umbrellaa
- **Type: 2-Fold / Two-Fold Folding Umbrella**
- **Canopy: 8-Panel** construction
- **Size:** 24-inch
- **Quantity:** 1,000 Nos.
- **Canopy Material:** Good-quality, water-resistant polyester/pongee fabric suitable for regular outdoor use.
- **Frame & Ribs:** Durable and sturdy frame with suitable ribs for repeated opening and closing.

- **Shaft:** Durable **2-fold/folding shaft** suitable for regular use.
- **Handle:** Ergonomic handle with suitable wrist strap/loop.
- **Colour: Green & White**, as per the Bank-approved design/specification.
- **Branding:** APCOB logo/branding on the designated canopy panels as per the artwork/design approved by the Bank.
- **Printing/Branding Quality:** Neat, clearly visible and durable printing suitable for outdoor use.
- **Packing:** Individual/appropriate packing to ensure safe handling, transportation and delivery.

The Bank reserves the right to approve the final sample/prototype, including the umbrella material, colour combination, branding placement and printing quality, prior to commencement of bulk supply. The successful bidder shall ensure that the bulk supply conforms to the approved sample and specifications.

3. **Eligibility of Vendors**

1. The bidder shall be a **registered vendor having a valid business establishment preferably within the State of Andhra Pradesh**.
2. The bidder shall possess a valid **GST Registration**, either under the **Regular or Composition Scheme**, as applicable.
3. A self-attested copy of the valid **GST Registration Certificate** shall be submitted along with the quotation.
4. The bidder shall submit the quotation on its **official letterhead**, duly signed and stamped by the authorised person.
5. The bidder shall furnish complete contact details, including **name of the authorised person, address, mobile number and email ID**, along with the quotation.
6. The Bank reserves the right to seek **sample/prototype, clarification or supporting documents** from the bidder for verification of the quoted product and its compliance with the prescribed specifications.

4. **Submission of Quotation**

The bidder shall submit the quotation in the format prescribed below. The quoted rate shall be **all-inclusive**, covering the cost of the umbrella, APCOB logo/branding on all designated white panels, printing, packing, transportation, loading/unloading and delivery at the **APCOB Head Office, Vijayawada**, along with all applicable taxes, duties and other incidental expenses.

The bidder shall quote a single consolidated rate per umbrella, inclusive of GST and all costs towards logo branding on all designated white panels. No separate charges towards branding, printing, packing, transportation, delivery or any other incidental expenses shall be payable by the Bank subsequently. Any additional charges not specifically included in the quoted rate shall not be entertained or payable by the Bank. The rate quoted shall remain firm throughout the validity period of the quotation and shall be binding on the bidder.

The quotation shall also clearly indicate the **delivery period, validity of the quotation and applicable payment terms**.

Sl. No.	Particulars	Umbrella Model	Rate per Umbrella (₹) – Inclusive of GST & Logo Branding	Total Price for 1,000 Nos. (₹) – Inclusive of GST & Logo Branding
1	Customized Umbrella – Quality (GSM) or any other reference or model.	24-inch, 8-Panel, 2-Fold		
	Total			

5. Submission Period

The sealed quotation shall be submitted to:

Deputy General Manager
The Department of VOICE, PR & Marketing
The Andhra Pradesh State Co-operative Bank Ltd.
Head Office,
Vijayawada, Andhra Pradesh.

- Date of Issue of Short Tender Notice: **T Day – 29.09.2026**
- Period for Submission of Bids: **7 days,** including the date of issue (T Day).
- Last Date and Time for Submission of Bids: **07.10.2026 up to 5:00 PM.**
- Opening of Bids: The date and time for opening of the bids shall be communicated separately by the Bank as per the procurement schedule.

The sealed envelope shall be superscribed:

"QUOTATION FOR SUPPLY OF 1,000 CUSTOMISED 24-INCH UMBRELLAS"

Quotations received after the stipulated date and time shall not be considered.

6. Opening of Quotations

The date and time for opening of the quotations will be communicated/decided by the Bank as per the procurement schedule. The Bank reserves the right to call the eligible bidders for clarification or verification, if required.

7. Evaluation of Quotations

The quotations received shall be scrutinized for compliance with the prescribed specifications, eligibility conditions and commercial requirements. The Bank shall consider the **lowest evaluated responsive quotation (L1)**, subject to fulfilment of all stipulated terms and conditions.

8. Payment Terms

1. **50% of the accepted order value** shall be paid upon acceptance of the **Work Order/Purchase Order** by the successful bidder.
2. The remaining **50% shall be paid after successful delivery, inspection and acceptance of the goods** by the Bank.
3. The final payment shall be **subject to deduction of applicable Income Tax TDS and other statutory deductions**, as applicable.
4. Payment shall be made against submission of a **valid tax invoice and other required documents**.

9. Sample and Branding Approval

The successful bidder shall provide a **sample umbrella with the proposed APCOB branding** for approval, wherever required, before undertaking bulk supply. Bulk production shall commence only after approval of the sample/design by the Bank.

10. **Point of Contact**

For any clarification or communication relating to the Short Tender, the following officials may be contacted during **10:00 AM to 5:00 PM on all working days**:

Sl. No.	Name & Designation	Contact No.
1	**Bonu Vamsi, Manager – Scale I**	9494475533
2	**S. Anand Paul, Staff Assistant**	8142781501

Department: VOICE, PR & Marketing
The Andhra Pradesh State Co-operative Bank Ltd. (APCOB), Head Office, Vijayawada.

11. **General Terms and Conditions**

1. The Bank reserves the right to **accept or reject any bid/quotation, in whole or in part, without assigning any reason.**
2. The Bank reserves the right to **cancel the tender process** at any stage without assigning any reason.
3. The quoted rate shall be **firm and all-inclusive**, and no additional charges shall be payable by the Bank.

4. The supplied umbrellas shall conform to the **specifications and approved sample/design** prescribed by the Bank.
5. Any defective, damaged or non-conforming umbrellas shall be **replaced by the vendor at its own cost**.
6. The successful bidder shall complete the supply within the **delivery period stipulated by the Bank**.
7. Payment shall be released after **satisfactory supply, inspection and acceptance** of the materials and submission of a valid invoice.
8. The quotation shall remain valid for a minimum period of **30 days from the last date of submission**.
9. The decision of the Bank regarding **acceptance or rejection of the bid/quotation shall be final and binding on the bidder**.

Sd/-
Deputy General Manager
The Department of VOICE, PR & Marketing
On behalf of The Andhra Pradesh State Cooperative Bank Ltd.