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ANDHRA PRADESH GRAMEENA BANK

(Scheduled Bank owned by Government)

Request for Proposal (RFP)
for
“Rate Contract for 2 years for Supply of
Tyvek High Security Gold Loan Pouches to
Branches/Offices of Andhra Pradesh
Grameena Bank across the State”

S.NO	Description	Details
1	RFP Reference No.	APGB/HO/Services/06 Dt 28.08.2025
2	Brief Description of the RFP	Request for Proposal (RFP) for Rate Contract for 2 years for Supply of Tyvek High Security Gold Loan Pouches to Branches/Offices of Andhra Pradesh Grameena Bank across the State
3	Bank's Address for Communication	General Manager, Services Department, Andhra Pradesh Grameena Bank, Head Office 2 nd Floor, Door No.5-38-27/28, 5/2 th Lane, Opp: HP Petrol Bunk, Brodipet, Guntur - 522002, Andhra Pradesh, Phone: 9490158007
4	RFP Issuance Date	28.08.2025
5	Last Date of Submission of Queries for Pre Bid Meeting	06.09.2025 at 10.30 AM
6	Date and Time of Pre-Bid Meeting	06.09.2025 at 11.00 AM

7	Pre Bid Meeting Address	General Manager, Services Department, Andhra Pradesh Grameena Bank, Head Office, 2 nd Floor, Door No.5-38-27/28, 5/2 th Lane, Opp: HP Petrol Bunk, Brodipet, Guntur - 522002, Andhra Pradesh, Phone: 9490158007
8	Last Date for Receipt of Bids in GeM	18.09.2025 at 05.00 PM
9	Date and Time of Opening of Technical Bids in GeM	18.09.2025 at 05.30 PM
10	Date and Time of Opening of Price Bids in GeM	Will be intimated later
11	Tender Fees (Not Refundable)	Rs.3,000/- {Rupees Three thousand only}
12	Earnest Money Deposit (EMD)	Rs.2,00,000/- {Rupees Two Laksh only}
Tender Fee Amount & EMD should be remitted through NEFT / RTGS / IMPS to the credit of CA/c No. 79991025400017, IFSC Code: UBIN0CG7999 or DD favoring Andhra Pradesh Grameena Bank, Payable at Guntur and the same should be reached to above mentioned address before opening of Technical Bid in GeM portal.		
This document can be downloaded from Bank's website https://apgb.bank/tenders		

Issued By:
General Manager,
Services Department,
Andhra Pradesh Grameena Bank, Head Office
 2nd Floor, Door No.5-38-27/28, 5/2th Lane, Opp: HP Petrol Bunk,
 Brodipet, Guntur - 522002, Andhra Pradesh, Phone: 9490158007
 Email: services@apgb.bank.in
 Website: <https://apgb.bank.in>

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DISCLAIMER

1. The information contained in this Request for Proposal (RFP) is provided to the Vendor(s) on the terms and conditions set out in this RFP document. The RFP document contains statements derived from information that is believed to be true and reliable at the date obtained but does not purport to provide all the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with Bank in relation to the provision of services.
2. The purpose of this RFP is to provide the Vendor(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each Vendor may require. Each Vendor should conduct their own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advice. Andhra Pradesh Grameena Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. Andhra Pradesh Grameena Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP. The RFP document is not a recommendation, offer or invitation to enter into a contract, agreement or any other arrangement, in respect of the Rate Contract for 2 years for Supply of Tyvek High Security Gold Loan Pouches to Branches/Offices of Andhra Pradesh Grameena Bank. The provision of the services is subject to selection of vendor through the process of tender and appropriate documentation being agreed between the Bank and successful Vendors as identified by the Bank. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by duly authorized officers of Andhra Pradesh Grameena Bank with the Vendor.
3. This RFP is not exhaustive in describing the functions, activities, responsibilities and services for which Vendor will be responsible. The Vendor(s), by participating in this process for rate Contract, implicitly confirm that if any functions, activities, responsibilities or services which are either not specifically described in this RFP or specifically described but has to undergo suitable changes/modifications due to regulatory/statutory changes and are termed necessary by the Bank for the proper performance of the Contract, such functions, activities, responsibilities or services (with applicable changes, if any) will be deemed to be implied by and included within the scope of services under this RFP and Vendor response to the same extent and in the same manner as if specifically described in this RFP and Vendor's response.
4. No reimbursement of cost of any type or on any account will be paid to persons or entities submitting their proposals.

NOTICE INVITING RFP

Request for Proposal (RFP) for Rate Contract for 2 years for Supply of Tyvek High Security Gold Loan Pouches to Branches/Offices of Andhra Pradesh Grameena Bank across the State

Andhra Pradesh Grameena Bank, a Regional Rural Bank having 1351 branches and 23 Regional Offices having a network in all Districts of Andhra Pradesh State.

The bank proposes to procure Tyvek High Security Gold Loan Pouches for use at various Branches in our service area. Two bids concept (Technical Bid and Financial Bid) in GeM portal for Tyvek High Security Gold Loan Pouches are invited. A Firm submitting the proposal in GeM portal in response to this RFP shall hereinafter be referred to as Bidder.

Interested Bidders who are dealing in making and Supply of the Tyvek High Security Gold Loan Pouches and meeting the following Eligibility Criteria may respond.

ELIGIBILITY CRITERIA

S. No.	Eligibility Criteria	Documentary Proof Required
1	Bidder must have valid registration of PAN, GST, etc., as per applicable Government guidelines.	Copies of PAN, GST registration;
2	Bidder must possess a valid license to manufacture LDPE products and a certificate from the Pollution Control Board.	Manufacturing license and Pollution Control Board certificate.
3	Bidder must have undertaken printing and supply of Gold Loan Pouches during the last three financial years.	Work orders, contracts, or certificates from client departments.
4	Bidder must have minimum 3 years' experience in manufacturing, printing, and supply of Gold Loan Pouches to PSBs/RRBs.	Purchase orders or completion certificates from PSBs/RRBs.
5	Bidder must not be under debarment or Block listing. A Letter of Undertaking must be submitted(Annexure-L)	Letter of Undertaking on firm's letterhead
6	Bidder must submit a Completion Certificate detailing scope, final bill amount, year, and duration of work.	Completion certificate from competent authority of the client.
7	Bidder must not be an NPA borrower in any Bank/Financial Institution.	Self-declaration or certificate from banker.
8	Bidder must have printed and supplied at least 6 lakh Gold Loan Envelopes to PSBs/RRBs during any of the last three financial years (FY 2022-23, 2023-24, 2024-25).	Supply records, invoices, or client confirmations.
9	Bidder must be a profitable firm/company for the last three financial years (FY 2022-23, 2023-24, 2024-25).	Valid CA-certified Profit & Loss statements.
10	Bidder must have average annual turnover of more than ₹75.00 lakh during the last three financial years. Additionally, bidder must meet one of the following during last three Financial years: (a) Single similar work > ₹30 lakh or (b) Two similar works > ₹20 lakh each or (c) Three similar works > ₹15 lakh each	CA-certified turnover certificate; work completion proofs.
11	Bidder must undertake to provide samples of all types of Gold Loan Pouches for approval within 7 days of work order. Modifications must be incorporated and resubmitted until final approval. Supply to branches/offices shall begin only after sample approval.	Signed undertaking as part of bid submission.

Before submission of the offer, the Bidders are requested to read the following instructions and the terms and conditions.

A. GENERAL RULES & INSTRUCTIONS TO BIDDERS.

1. BIDDING PROCEDURE.

1.1. Contents of the bid.

1.1.1 Contents of the Technical Bid:

- a. All pages of this RFP as downloaded from the GeM Portal duly signed on all pages.
- b. Bidders' Covering letter. This should be as per **Annexure A** with list of clients where the

Tyvek High Security Gold Loan Pouches are supplied.

- c. Power of Attorney / authorization with the seal of the bidder's company / firm in the name of the person signing the RFP documents.
- d. Authorization letter for attending the bid opening as per **Annexure D**.
- e. Profile of the Company / Firm as per **Annexure B**.
- f. **Documents in support of all eligibility criteria.**
- g. Technical Compliance Statement as per **Annexure C**.
- h. Technical Offer as per Specifications given in **Annexure F** should be complete with all the columns filled in
- i. Technical Documentation (Product Brochures, leaflets, manuals, drawings). An index of technical documentation submitted with the offer must be enclosed.

1.1.2. Contents of the Financial Bid.

- a. Financial bid in GeM portal as per ANNEXURE - E (Tyvek High Security Gold Loan Pouches) which should contain all price information.

1.2 Submission of Bids

1.2.1. Technical Bid

The Technical Bid for Tyvek High Security Gold Loan Pouches is to be submitted in GeM portal only as **"RFP: APGB/HO/Services/06 Dt 28.08.2025**. No physical submission of bid is accepted. Tender fees and EMD shall be paid through Demand Draft/NEFT/RTGS.

If through Demand Draft, DD shall be reached either through registered post/ Directly to the address: **"General Manager, Services Department, Andhra Pradesh Grameena Bank, Head Office, 2nd Floor, D.No:5-38-27/28, 5/2th Lane, Opp: HP Petrol Bunk, Brodipet, Guntur"**.

If through NEFT/RTGS, Tender fees and EMD amount shall be credited to Account No: 79991025400017, IFSC Code: UBIN0CG7999

EMD shall reach to the above mentioned address before opening of technical bid in GeM portal.

- 1.2.2. The Technical Bid should be complete in all respects and contain all information sought for. The Technical Bid **should not contain any price information**. The Technical Bid should be complete to indicate that all products and services sought for are quoted.

1.2.3. Financial Bid

The Financial Bid for Tyvek High Security Gold Loan Pouches is to be submitted portal as per GeM portal guidelines.

Financial Bid (also called price bid): **Sum of amount quoted for the total number of Tyvek High Security Gold Loan Pouches as envisaged in Annexure E in GeM portal**. The Financial Bid should give all relevant price information as per **Annexure E**. The Financial Bid must not contradict the Technical Offer in any manner.

- 1.2.4. All the pages of Bid including Brochures should be made in an organized, structured and neat manner. Brochures / leaflets etc., should be submitted in GeM portal. All the pages of the bid should be page initiated with Name, Seal and Signature of the Authorized Signatory. Signing on all pages of RFP will be treated as a confirmation of offer of having accepted the conditions. All papers of Technical Bid must be stamped and signed by the personnel authorized to submit the bid in GeM portal.

- 1.2.5. The bid/s submission shall be through GeM portal only. No physical submission of bids is

accepted

- 1.2.6. Bidders / their authorized representatives are requested to be present during the opening of the bids. If any of the Bidders or all the bidders who submitted are not present during the specified date and time of opening it will be deemed that such Bidder is not interested to participate in the opening of the Bid/s and the Bank will proceed further with opening of the bids in GeM portal in their absence.
- 1.2.7. Financial Bids are to be submitted through GeM Portal. The L1 bidder will be selected through Reverse Auction method as per GeM Portal guidelines.

1.3 Opening of Bids.

- 1.3.1 The Technical Bid shall be opened in GeM portal in the presence of the Bidder's representatives present on **18.09.2025, at 05.30 PM at Services Department, Head Office, Andhra Pradesh Grameena Bank, Brodipet, Guntur, Andhra Pradesh**, Bidder's authorized representative may be present in the venue well in time along with a copy of authorization (Original as per the format Annexure -D to be enclosed in Technical Bid) and sign in Tender / RFP Register during opening of Technical Bid.

2. DETERMINATION OF L-1 PRICE

The L1 price will be determined on the basis of the lowest price quoted in GeM portal. The Price Bid as per the Bill of Material **Annexure E** on Total Cost of Ownership (TCO) basis and the L1 bidder will be determined accordingly.

The committee formed by the officers of Bank will evaluate the Rate Contract proposals received in response to this RFP in GeM portal, which may include visit to the manufacturing facilities of the vendors. Rate Contract for supply of Tyvek High Security Gold Loan Pouches would be contracted with vendor from the list of prequalified vendors and whose quote would be the lowest i.e. L1 after reverse auction in GeM portal. Bank, at its own discretion may allow L2 bidder, if L2 bidder agrees to supply the Tyvek High Security Gold Loan Pouches at same price as quoted by L1 bidder in the ratio of 60:40 and may extend the option to L3 bidder too which would be then in the ratio of L1 50%, L2 for 30% and L3 for 20% quantity provided that L3 bidder agrees to accept L1 bidder rates and on same terms & conditions. Rate Contract for Tyvek High Security Gold Loan Pouches would be valid for two years which can be extended by further period as may be agreed upon by either parties.

3. OFFER VALIDITY PERIOD.

- 3.1 The Offer submitted and the Price quoted therein shall be valid for **24 Months** from the date of Agreement and for such further period as may be requested for by the bank, and agreed to in writing by the bidder.

4. PROPOSAL OWNERSHIP

- 4.1 The proposal and all supporting documentation submitted by the bidder shall become the property of the Bank.

5. MODIFICATIONS AND WITHDRAWALS OF BID/S

- 5.1 Offer cannot be modified or withdrawn by a Bidder after submission of Bid/s. In case any modification required on account of clarifications in Technical bids, such modifications can be done with the prior approval of the bank.

6. PRE-BID QUERIES SUBMISSION DATE & TIME

- 6.1 Pre bid queries should be submitted as per **Annexure K**.
- 6.2 Pre-bid Queries should be sent to E-mail: services@apgb.bank.in and must reach us on or before 06.09.2025, 10.30 AM. Subject of the email should be given as “**Pre Bid Queries for RFP: APGB/HO//Services/06** dated 28.08.2025”. **Queries reaching afterwards will not be entertained.**
- 6.3 Submitted queries may be considered based on the acceptance of competent authority.

7. SCRUTINY OF OFFERS.

- 7.1 The Bank will scrutinize the Bid/s received in GeM portal to determine whether they are complete in all respects as per the requirement of RFP.
- 7.2 The Technical Bid will be evaluated only for those bidders who submit Tender fee and EMD and based on the stipulated eligibility criteria and RFP Terms.
- 7.4. The bidders who comply with the eligibility criteria will be qualified for further evaluation, their Price Bid will be opened with due communication by the Bank.

8. CLARIFICATION OF OFFERS

During the process of scrutiny, evaluation and comparison of offers, the Bank may, at its discretion, seek clarifications from all the bidders/any of the bidders on the offer made by them. The request for such clarifications and the Bidders response will necessarily be in writing and it should be submitted within the time stipulated by the Bank, failing which the bids are liable for rejection.

9. NO COMMITMENT TO ACCEPT LOWEST OR ANY OFFER

- 9.1. The Bank is not bound to accept the lowest bid or any offer / bid or to assign any reason for non-acceptance. It also reserves its right to reject any or all the offers / Bids without assigning any reason thereof whatsoever.
- 9.2. The Bank will not be obliged to meet and have discussions with any bidder and /or to entertain any representations in this regard.
- 9.3. The bidder including those, whose RFP is not accepted shall not be entitled to claim any costs, charges, damages and expenses of and incidental to or incurred by them through or in connection with his submission of RFPs, even though the Bank may opt to modify/withdraw the RFP / Recall the RFP.
- 9.4. Bank at any point of time can cancel the tender process without assigning any reason thereof.

10. INCOMPLETE OFFERS WILL BE REJECTED.

- 10.1. The incomplete offers will be rejected in GeM portal without any further reference. Such rejections may take place in case of non-adherence to the format or partial submission of technical information as per the format given in the offer or not Furnishing the information sought for.

11. ERASURES OR ALTERATIONS.

Offer shall be submitted on prescribed Form only, the documents downloaded from GeM portal have to be duly filled and submitted and no other format shall be used, except for Proformas which shall be submitted in the letter head. Wherever required, particulars can be submitted in annexure but such details shall be clearly mentioned in respective columns in the original document.

All the documents, enclosures, and correspondence will form the part of contract. Offer in any other format other than the prescribed in this document shall be liable for rejection. The applicant shall submit an undertaking in **Annexure - J** stating that no changes, alterations are made in the offer documents issued by the Bank or downloaded from the GeM portal and same is submitted to the Bank.

12. ALTERNATIVE OFFERS /BIDS.

A Bidder/s should specifically quote for those sizes of Tyvek High Security Gold Loan Pouches and no alternate other size should be quoted.

13. EARNEST MONEY DEPOSIT.

- 13.1 The bidder shall furnish Earnest Money Deposit (EMD) of **Rs. 200000/-** by way of Demand Draft drawn on any scheduled Commercial bank in favour of Andhra Pradesh Grameena Bank, payable at Guntur or through NEFT / RTGS / IMPS to vide a/c no. 79991025400017, IFSC Code: UBIN0CG7999
- 13.2 No interest is payable by Bank on EMD.
- 13.3 EMD can also be submitted in the form of Irrevocable Bank Guarantee. The same shall be issued by Scheduled Commercial Bank in India for Rs. **200000/-** with validity for a minimum period of one year from the last date for submission of offer. The format for submission of EMD in the form of Bank Guarantee shall be as per Annexure-G. The EMD can also be submitted in the form of fixed deposit receipt with lien noted in favour of Andhra Pradesh Grameena Bank, Head Office, Guntur for an amount of Rs 200000/- for a period of one year
- 13.4 The EMD should be submitted through registered post to the address: **“General Manager, Services Department, Andhra Pradesh Grameena Bank, Head Office, 2nd Floor, D.No:5-38-27/28, 5/2 TH Lane, Opp: HP Petrol Bunk, Brodipet, Guntur”.**
- 13.5 The EMD of the Bidders not qualified under Technical Bid and unsuccessful bidder in the financial bid will be returned.
- 13.6 The EMD of the successful bidder shall be returned within 7 days after signing of agreement as per terms & conditions of the RFP by the bidder.
- 13.7 The EMD may be forfeited in the following instances:
- 13.7.1 If the bidder withdraws or amends the bid during the period of bid validity specified in this document.
- 13.7.2 If the successful bidder fails to sign the agreement within 14 days from the date of finalization of L1 bidder in GeM portal after reverse Auction.

14. SECURITY DEPOSIT

- 14.1. The successful bidder shall furnish Security Deposit of **Rs.500000/-** by way of Demand Draft drawn on any scheduled Commercial bank in favour of Andhra Pradesh Grameena Bank, payable at Guntur through NEFT / RTGS / IMPS to vide a/c no 79991025400017, IFSC Code: UBIN0CG7999
- 14.2. No interest is payable by Bank on Security Deposit.
- 14.3. Security Deposit can also be submitted in the form of Irrevocable Bank Guarantee. The same shall be issued by Scheduled Commercial Bank in India for Rs. **500000/-** with validity for a minimum period of 27 months from the Adreement. The format for submission of Security Deposit in the form of Bank Guarantee shall be as per Annexure-I. The Security Deposit can also be submitted in the form of fixed deposit receipt with lien noted in favour of Andhra Pradesh Grameena Bank, Head Office, Guntur for an amount of Rs 500000/- for a period of 27 Months.
- 14.4. The Security Deposit should be submitted through registered post to the address: **“General Manager, Services Department, Andhra Pradesh Grameena Bank, Head Office, 2nd Floor, D.No:5-38-27/28, 5/2 TH Lane, Opp: HP Petrol Bunk, Brodipet, Guntur”.**
- 14.5. The Security Deposit may be forfeited in the following instances:
 - 14.5.1 If the bidder withdraws or amends the bid during the period of bid validity specified in this document.
 - 14.5.2 If the successful bidder fails to deliver entire ordered quantity of Tyvek High Security Gold Loan Pouches within the stipulated time schedule or by the date extended by the Bank.
 - 14.5.3 If any complaint is raised by any Branch/Regional office within one year regarding the quality of Tyvek High Security Gold Loan Pouches which is not as mentioned in the RFP.

15. PROVISIONS FOR MICRO & SMALL ENTERPRISES (MSES):-

As per Government of India's Public Procurement Policy act 2012, certain benefits will be given for MSE Units. The details are as under.

- 15.1. The Public Procurement Policy shall apply to MSEs registered with District Industries Centres or Khadi Village Industries Commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts & Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprises.
- 15.2. MSEs participating in Tender/RFPs and qualified for opening price bid, quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 in a situation where L1 price is from someone other than a MSE & such MSE shall be allowed to supply upto 20% of total Tender/RFP value. In case of more than one such MSE, the supply shall be shared proportionately (to Tender/RFP quantity).
- 15.3. MSEs are also exempted from paying **EMD and Tender fee**. For getting the benefits in case of MSE firms, shall submit relevant documents such as valid MSE registration Certificates as per clause 15.1.

B. TERMS AND CONDITIONS:

1. EFFECTIVE DATE

- 1.1 The contract shall come into effect from the date of Agreement between the Bank and L1 bidder.

2. SCOPE OF CONTRACT.

The scope of rate contract shall include Supply and delivery of securely packed Tyvek High Security Gold Loan Pouches in good condition thereof at various Regional Offices of Banks in service areas of the Bank.

Bidder should deliver the ordered model and quantity of Tyvek High Security Gold Loan Pouches at their own cost at specified address with in Andhra Pradesh. No transportation charges shall be paid.

Purchase order will be issued in phased manner as and when required by the bank.

2.3 Definition: The definitions of the words used shall be as follows:

Bidder - Firm participating for subject RFP.

Bank - Andhra Pradesh Grameena Bank.

Branches - Andhra Pradesh Grameena Bank Branches

Contract - Agreement / Order between Bank and lowest bidder.

Item: Tyvek High Security Gold Loan Pouches.

Vendor: Successful bidder with whom the Bank enters into agreement.

3. TIME PERIOD.

- 3.1 Ordered model and quantity of Tyvek High Security Gold Loan Pouches shall be supplied within a period of **15 days** from the date of receipt of the Purchase order by the bidder.
- 3.2. Time is the essence of the Contract. Time Period for delivery shall be firm and binding on the bidder / vendor.
- 3.3. The successful bidder shall co-ordinate the activities relating to provision of infrastructural facilities within the scope of the Bank. Such facilities shall be specifically listed out by the Bidder at the time of submission of the RFP.
- 3.4. The delay will attract Liquidated Damages as per clause 7 of the terms & conditions of RFP.

4. PRICE.

- 4.1. The Price/s quoted for supply of the Tyvek High Security Gold Loan Pouches must be made in Indian Rupees only and shall include the following:
- All duties and importing cost.
 - All the applicable Taxes except CST/LST/VAT/Service Tax/GST, which will be paid by bank as per actual & Octroi / Entry Tax. The bank shall reimburse the actual Octroi / Entry Tax paid subject to production of the original receipts issued by concerned Government authorities.
 - Packing, Transportation and Forwarding charges to the site.

- d. Local levies in the country of origin and shipment
- 4.2 If the bidder fails to include any other expenditure/item in the RFP, no claim thereof will be considered by the bank afterwards.
- 4.3 No escalation in price is permitted for any reason whatsoever. Prices quoted must be firm until the completion of the contract.

5. AGREEMENT: The Successful bidder shall sign an agreement on bank prescribed format as per Annexure H with the Bank within 14 days from the date of finalization of L1 bidder.

6. DELIVERY.

- 6.1. The delivery has to be made at various Regional Offices as per Bank's directions.
- 6.2. In the event of any change / modification in the locations where the Tyvek High Security Gold Loan Pouches are to be delivered, the bidder in such cases shall deliver, at the modified locations at no extra cost to the Bank.
- 6.3 The order will be deemed as incomplete if Tyvek High Security Gold Loan Pouches are not delivered or is delivered but defected or not acceptable to the Bank after acceptance testing / examination. In such an event, the supply of Tyvek High Security Gold Loan Pouches will be termed as incomplete and those Tyvek High Security Gold Loan Pouches will not be accepted.
- 6.4 If the Bidder fails to deliver Tyvek High Security Gold Loan Pouches ordered within the stipulated time schedule or by the date extended by the Bank, the same shall be treated as a breach of contract. Partial supply of the ordered quantity shall also be considered as breach of contract. In such case, the Bank may invoke the proportionate amount of Security Deposit / Bank Guarantee.
- 6.5 The Bank will not arrange for any Road Permit / Sales Tax/ GST clearance for delivery of Tyvek High Security Gold Loan Pouches to different locations and the Bidder is required to make the arrangements for delivery of Tyvek High Security Gold Loan Pouches to the locations as per the list of locations /items provided from time to time by the Bank. However, the Bank will provide letters / certificate / authority to the Bidder, if required.

Import / Export license, if any required shall be arranged by the bidder only on his own, at his own cost. Failure to obtain required licence from the competent authority will not be considered as Force majeure.
- 6.6 Supply of Tyvek High Security Gold Loan Pouches will be deemed as complete only when the same is certified by the Region in charge in accordance with the Terms & Conditions of this RFP.
- 6.7. **Post Delivery Test:** The Bank reserves the rights to test i.e. both technical and stress test at least one out of 100 Tyvek High Security Gold Loan Pouches after delivery at site. The selection of the Tyvek High Security Gold Loan Pouches for testing shall be random selection at Bank's discretion. The cost of such testing and related expenses shall be borne by the Bank. Any failure of the Tyvek High Security Gold Loan Pouches to meet the rules, terms and conditions of RFP as a result of post-delivery tests either fully or partially, will Empower Bank to reject all the Tyvek High Security Gold Loan Pouches supplied to Bank against the purchase order of this RFP.

In such events the bidder shall supply new Tyvek High Security Gold Loan Pouches on the same rules, terms and conditions of the RFP. Any delay due to such failure will attract

Liquidated Damages as stipulated in this RFP and no extensions will be permitted.

7. LIQUIDATED DAMAGES FOR DELAY

- 7.1 If the bidder fails to deliver Tyvek High Security Gold Loan Pouches within the specified time, the Bank shall have the option to accept or reject the Tyvek High Security Gold Loan Pouches delivered by the bidder after the expiry of the time period specified in the RFP. In case of acceptance of the delayed Tyvek High Security Gold Loan Pouches, the bidder shall be liable to pay the Bank the following amount as Liquidated damages at the rates specified below, for each completed week of delay or part thereof, on the cost price of the Tyvek High Security Gold Loan Pouches as per Bill of Quantity (BoQ).

Liquidated Damages per week of delay or part thereof	0.5% of the cost of the Tyvek High Security Gold Loan Pouches (i.e. BOQ) per week subject to a maximum of 10% of the cost per Tyvek High Security Gold Loan Pouches (i.e. BOQ)
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For the purpose of this clause, Supply and delivery at each location shall be treated as separate entity.

- 7.2. The bidder agrees and considers that the liquidated damages set out herein above are fair and reasonable and that he will raise no objection or dispute with regard to the bank's right to recover the liquidated damages.
- 7.3. The liquidated damages shall be deducted / recovered by the bank from any money due or becoming due to the bidder under this purchase contract or may be recovered by encashment of bank guarantees or otherwise from bidder.

8. TERMS OF PAYMENT

Bank will not make any advance payment while awarding any job. All payments will be released from Head Office within 30 days of claim on submission of the invoices and proofs. The payments will be released through NEFT/ RTGS and Bidder has to provide necessary Bank Details like Account No., Bank's Name with Branch, IFSC Code etc. Applicable TDS, if any, will be deducted at the time of releasing the payments.

Payment shall be considered for a minimum of supply of 50% of ordered quantity, in case of Purchase order is for more than ₹50.00 Lakhs.

- i. Ninety (95)% of the Contract price shall be paid on delivery and upon submission of the following documents;
- a) 2 copies of the Supplier's invoice, inclusive of original, showing contract number, Goods description, quantity, unit price, total amount, Unique Identification code provided by the Bank while awarding the order etc., one at the RO / site and the second copy at Head Office, Services Department.
 - b) Delivery & Testing report from the Region Head / Officer-In-Charge stating that Tyvek High Security Gold Loan Pouches are delivered as per the prescribed specifications in RFP.
 - c) Original delivery note shall be signed by consignee or acknowledgement of receipt of goods from the consignee.

- ii. The remaining Five percent (5%) of the Contract price of Tyvek High Security Gold Loan Pouches shall be paid within thirty (30) days of the Claim after one year from the date of supply.

9. ORDER CANCELLATION.

The Bank reserves its right to cancel the entire / unexecuted part of Purchase Order at any time by assigning appropriate reasons.

The Bank shall invoke the Bank Guarantee or forfeit the Security Deposit given by the bidder towards nonperformance/noncompliance of the terms and conditions of the contract, to appropriate the damages to the extent of number of Tyvek High Security Gold Loan Pouches not delivered, defective Tyvek High Security Gold Loan Pouches.

10. PATENT.

The bidder shall indemnify, protect and save the Bank against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting from infringement of any law pertaining to patent, trademarks, copyrights etc. or such other statutory infringements in respect of Tyvek High Security Gold Loan Pouches supplied by them.

11. PUBLICITY.

Any publicity by the bidder in which the name of the Bank is to be used will be done only with the explicit written permission of the Bank.

12. NEGLIGENCE.

In connection with the contravenes the provisions of General Terms, If the bidder neglects to execute the order with due diligence or expedition or refuses or neglects to comply with any reasonable order given to him in writing by the Bank, in such eventuality, the Bank may after giving notice in writing to the bidder calling upon him to make good the failure, neglect or contravention complained of, within such times as may be deemed reasonable and in default of the said notice, the Bank shall have the right to cancel the Contract holding the bidder liable for the damages that the Bank may sustain in this behalf. Thereafter, the Bank may make good the losses at the risk and cost of the Contractor.

13. RESPONSIBILITY FOR COMPLETENESS

Any supplies and services which might not have been specifically mentioned in this RFP but are necessary for the design, engineering, manufacture and supply, completeness of the order, shall be provided / made available as per the time schedule for smooth and efficient usage of the Tyvek High Security Gold Loan Pouches under Indian condition.

The Bidder shall be responsible for any discrepancies, errors and omissions in the drawings or other information submitted by him irrespective of whether these have been approved, reviewed or otherwise accepted by the bank or not. The bidder shall take all corrective measures arising out of discrepancies, error and omission in drawings and other information as mentioned above within the time schedule and without extra cost to the bank.

14. FORCE MAJEURE

The bidder shall not be liable for default or non-performance of the obligations under the

contract, if such default or non-performance of the obligations under this contract is caused by any reason or circumstances or occurrences beyond the control of the bidder, i.e. Force Majeure.

For the purpose of this clause, “Force Majeure” shall mean an event beyond the control of the bidder, due to or as a result of or caused by acts of God, wars, insurrections, riots, earthquake and fire, events not foreseeable but does not include any fault or negligence or carelessness on the part of the bidder, resulting in such a situation.

In the event of any such intervening Force Majeure, the Bidder shall notify the Bank in writing of such circumstances and the cause thereof immediately within five calendar days. Unless otherwise directed by the Bank, the Bidder shall continue to perform / render / discharge other obligations as far as they can reasonably be attended / fulfilled and shall seek all reasonable alternative means for performance affected by the Event of Force Majeure.

In such a case, the time for performance shall be extended by a period (s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, the Bank and the Bidder shall hold consultations with each other in an endeavor to find a solution to the problem.

Under no circumstances the bidder will be entitled to any compensation, damages or extra cost. Notwithstanding above, the decision of the Bank shall be final and binding on the Bidder.

15. RESOLUTION OF DISPUTES.

All disputes and differences of any kind whatsoever, arising out of or in connection with this Offer or in the discharge of any obligation arising under this Offer (whether during the course of execution of the order or after completion and whether beyond or after termination, abandonment or breach of the Agreement) shall be resolved amicably. In case of failure to resolve the disputes and differences amicably the matter may be referred to a sole arbitrator mutually agreed upon after issue of at least 30 days notice in writing to the other party clearly setting out there in the specific disputes. In the event of absence of consensus about the single arbitrator, the dispute may be referred to joint arbitrators; one to be nominated by each party and the said arbitrators shall appoint a presiding arbitrator. The provisions of the Indian Arbitration and Conciliation Act, 1996, shall govern the arbitration. In case the Proposal is not received as required above on or before the said date and time, Bank shall presume that bidder is not interested proceeding with the dispute. The venue of arbitration shall be Guntur, Andhra Pradesh.

16. JURISDICTION

The Purchase Contract shall be governed by the Laws and Regulations of India for the time being in force and will be subject to the exclusive jurisdiction of the Courts in Guntur, Andhra Pradesh.

**General Manager
Service Department,
Andhra Pradesh Grameena Bank**

ANNEXURE - A

Covering letter format

Offer Reference No:

Date:

To
General Manager
Services Department
Andhra Pradesh Grameena Bank
Head Office, 4th Floor, Raghu Mansion
4/1 TH Lane, Opp: Hotel Sankar Vilas
Brodipet, Guntur.

Dear Sir,

RFP: APGB/HO/Services/06 dated 28.08.2025.

Having examined the RFP document including all Annexures the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply Tyvek High Security Gold Loan Pouches in conformity with the said RFP in accordance with the schedule of prices indicated in the Financial offer and made part of this offer.

If our offer is accepted, we undertake to complete delivery of Tyvek High Security Gold Loan Pouches to the Regional Offices immediately within 15 days from the date receipt of purchase order.

We enclose a Demand Draft / UTR details for Rs. 200000/- as EMD in favour of Andhra Pradesh Grameena Bank, Guntur if applicable.

We agree to abide by this offer till 180 days from the date for opening of the RFP and for such further period as may be requested for by the bank, and agreed to in writing by us. We also agree to keep the Earnest Money Deposit/Bank Guarantee in lieu of EMD during the entire validity period of the RFP. However, if we withdraw our offer within the said validity period, you shall have the right to forfeit the EMD/invoke the Bank Guarantee in lieu of EMD, without reference to us. We agree to abide by and fulfill all the terms and conditions of the RFP and in default thereof, to forfeit and pay to you or your successors, or authorized nominees such sums of money as are stipulated in the conditions contained in RFP together with the return acceptance of the purchase contract for supply of the Tyvek High Security Gold Loan Pouches.

We enclose a list of clients in India (giving their full addresses) where the Tyvek High Security Gold Loan Pouches have been supplied by us and the name and addresses of our Bankers.

We also confirm that we have not been disqualified by any PSU banks/ Financial Institutions for supply of Tyvek High Security Gold Loan Pouches.

Our PAN number for Income Tax is_____.

We are registered with the Goods & Service Tax authorities and our registration numbers are as follows.

Goods & Service Tax Registration Number is _____.

We accept all the Instructions and Terms and Conditions of the subject RFP.

We understand that the Bank is not bound to accept the lowest or any offer the Bank may receive without assigning any reason whatsoever.

Dated this_____day of _____2025

Signature of the Authorized Signatory with date & seal

ENCLOSED: 1) EMD: DD No.s

ANNEXURE - B

Particulars of Bidders / Manufacturer

Sr No	Particulars	
A	Company/Bidder Profile	
1.	Name of the Bidders/Firm Company	
2.	Constitution	
3.	Date of Establishment/Incorporation	
4.	Address Registered Office Corporate Office	
5.	Telephone No FAX No E-mail Address Website	
6.	Sales Turnover 2021-22 :- 2022-23 :- 2023-24 -	
7.	Domestic Customer Base (Number of Institutions in India to whom Tyvek High Security Gold Loan Pouches are supplied)	
8.	Service Net Work (Number of Service in)	

Sr No	Particulars	
B.	Manufacturer's Profile	
1.	Name of the Manufacturing Company	
2.	Constitution of the Manufacturing Company	
3.	Date of Establishment/Incorporation of the Manufacturing Company	
4.	Address of the Manufacturing Company Registered Office Corporate Office	
5.	Telephone No FAX No E-mail Address Website	
6.	Nature of Relationship of your company with the Manufacturing Company. Subsidiary of the Manufacturing Company/Division of Manufacturing Company/Sole Distributor/Non Exclusive Distributor/Agent/Others Please Specify	
7.	Experience of the Manufacturing Company in Tyvek High Security Gold Loan Pouches	

Signature of the Authorized Signatory with date & seal

ANNEXURE - C

Technical compliance Statement

Declaration

We hereby undertake to agree to abide by all the terms & conditions stipulated in the RFP document

We certify that the systems / services offered by us for RFP conform to the specifications stipulated in the RFP form

Signature of the Authorized Signatory with date & seal

ANNEXURE - D

Authorization letter format

To
General Manager
Services Department
Andhra Pradesh Grameena Bank
Head Office, 2nd Floor,
5/2 TH Lane, Opp: HP Petrol Bunk
Brodipet, Guntur.

Dear Sir,

SUB: Authorization Letter for attending the Bid Opening

REF: YOUR RFP NO: APGB/HO/Services/06 dated 28.08.2025.

This has reference to your above RFP for supply of _____. Mr.
Miss/Mrs.

_____ Is hereby authorized to attend
the bid opening of the above RFP _____ DT: _____ on _____

on behalf of our organization.

The specimen signature is attested below:

Specimen Signature of Representative

Signature of Authorizing Authority

Signature of Attesting Authority

Name of Authorizing Authority

ANNEXURE - E
(Tyvek High Security Gold Loan Pouches)

Bill of Material and Price Schedule

Final / Lowest Bid Price quoted in Reverse Auction, held on _____ in respect of RFP GeM Bid ref. no. APGB/HO/Services/06 dated 28.08.2025 for procurement of _____
(Amount in Rs)

S.No	Pouch Size (Open WxH)	Closed Size (LxWxH in cm)	Approximate Requirement (A)	Base Rate per unit (B)	Total Base Cost C=A*B	GST @ 18% (D)	Total Cost Including GST (E=C+D)
1	5"x6.65"x2.5 cm	4"x6"x2.5 cm	2,00,000 units				
2	6"x7.5"x2.5 cm	5"x7"x2.5 cm	6,00,000 units				
3	8"x10"x2.5 cm	7"x9.5"x2.5 cm	6,00,000 units				
4	11"x13"x3.5 cm	10"x12.5"x 3.5 cm	50,000 units				
5	13"x16"x4 cm	12"x15.5"x4 cm	50,000 units				
Grand Total cost of the all 5 items including GST (F)							

Total Cost Including GST (F)	
------------------------------	--

***Net quantity to be purchased by the Bank during Rate Contract period may vary by +/- 25%.**

Cost of RFP will be taken for the finalization of L1 bidder.

*Note: BID EVALUATION in GeM portal is based on the Grand Total Cost Including GST (E) column. Bidder shall mention the value of F column in GeM portal for finalizing L1 bidder.

We abide by the terms and conditions of the tender.

Authorized Signature on behalf of the Bidder with full Name.

Notes:

- All the above prices should be inclusive of all imports cost, duties, excise duty. Etc. Applicable Taxes like CST/VST/VAT/Service Taxes/GST will be paid as per actual. Octroi & Entry tax which will be reimbursed by Bank on production of Receipt.
- Finalization of L1 Bidder in GeM portal is determined based on 'Reverse Auction in GeM portal'.

Date:

Place:

Signature on behalf of Name of the bidder

Annexure - F

Technical Specifications and other details for the supply of Tyvek High Security Gold Loan Pouches.

A. Technical Specifications of Tyvek High Security Gold Loan Pouches

1. Material Features:

- The pouches must be made of high puncture-resistant, breathable, and moisture regulating material such as Tyvek (55 GSM or 170 micron thickness) or an equivalent composite.
- It must prevent internal moisture accumulation while allowing breathability to avoid corrosion or damage to the ornaments.
- LDPE of at least 100 micron for all 5 sizes.

2. Construction & Functional Design:

- One side transparent - for visual audits and inspection.
- Other side writable - for recording critical loan information such as:
 - Account Number, CIF ID, Customer Name, Ornament Details (Gross & Net Weight),
 - Pouch ID,
 - Audit/Reappraisal Records,
 - Signatures of the Applicant/s, Joint Custodians, and Jewel Appraiser/s.
- Three sides permanently factory-sealed, and the fourth side sealed with tamper evident tape that visibly indicates any unauthorized access.
- Sizes listed at S. No. 1, 2, and 3 shall be equipped with a double-seal system, while Sizes at S. No. 4 and 5 shall feature a three-seal system.
- Each pouch should carry a unique alphanumeric Pouch ID (either barcode or pre-printed), which must be recorded in Finacle against the respective loan account.
- Must support label/sticker adhesion, be non-reusable, and be compliant with eco-friendly disposal or recyclable norms.

B. Size Specifications & Quantity Requirements

S. No	Pouch Size (Open WxH)	Closed Size (LxWxH in cm)	Approximate Requirement
1	5" x 6.65" x 2.5 cm	4" x 6" x 2.5 cm	2,00,000 units
2	6" x 7.5" x 2.5 cm	5" x 7" x 2.5 cm	6,00,000 units
3	8" x 10" x 2.5 cm	7" x 9.5" x 2.5 cm	6,00,000 units
4	11" x 13" x 3.5 cm	10" x 12.5" x 3.5 cm	50,000 units
5	13" x 16" x 4 cm	12" x 15.5" x 4 cm	50,000 units
		Total	15,00,000 units

Authorized Signature on behalf of the Bidder with full Name

ANNEXURE - G

BANK GUARANTEE FORMAT FOR EARNEST MONEY DEPOSIT

To

WHEREAS _____ (Name of bidder) (hereinafter called "the bidder " has submitted its RFP dated _____ (Date) for the execution of (Name of Contract) _____ (hereinafter called "the RFP") in favour of Andhra Pradesh Grameena Bank hereinafter called the " Purchaser ";

KNOW ALL MEN by these presents that we, _____ Bank, a body corporate constituted under the Banking Companies (Acquisition & Transfer of Undertakings) Act, 1970 having its Head Office at _____ amongst others a branch at _____ (hereinafter called "the Bank" are bound unto the employer _____ for the sum of Rs _____ (Rupees _____ only) for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors and assigns by these presents;

THE CONDITIONS of this obligation are:

- (a) If the bidder withdraws its RFP during the period of RFP validity specified in the RFP; or
- (b) If the bidder having been notified of the acceptance of his RFP by the Employer during the period of RFP validity;
 - (i) Fails or refuses to execute the Agreement, if required; or
 - (ii) Fails or refuses to furnish the performance security or security Deposit, in accordance with Terms and Conditions of this RFP.

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

Notwithstanding anything contained herein,

- 1) Our liability under this Bank guarantee shall not exceed Rs _____ (Rupees _____ only)
- 2) The bank Guarantee is valid upto _____ and
- 3) We are liable to pay the guaranteed amount or any part thereof under this Bank guarantee only and only if you serve upon us a written claim or demand on or before _____ (mention period of the Guarantee as found under clause (2) above plus claim period)

Dated _____ day of _____ 20____

SIGNATURE OF THE BANK

ANNEXURE - H

AGREEMENT FORMAT

THIS AGREEMENT made on the _____ day of _____ (Month and Year) between Andhra Pradesh Grameena Bank, Head Office, Guntur, Andhra Pradesh, India (herein after called "the Purchaser") of the one part and _____ (Supplier Name and address) hereinafter called "The Supplier" of the other part:

WHEREAS the Purchaser invited bids for certain Goods viz., supply of Tyvek High Security Gold Loan Pouches and has accepted a bid submitted by the supplier for the supply of those Goods in the sum of the following Contract price for Tyvek High Security Gold Loan Pouches:

(Amt. in ₹)					
S. No.	Pouch Size (Open WxH)	Closed Size (LxWxH in cm)	Base price (A)	GST @ 18% (B)	Total (C= A+B)
1	5" x 6.65" x 2.5 cm	4" x 6" x 2.5 cm			
2	6" x 7.5" x 2.5 cm	5" x 7" x 2.5 cm			
3	8" x 10" x 2.5 cm	7" x 9.5" x 2.5 cm			
4	11" x 13" x 3.5 cm	10" x 12.5" x 3.5 cm			
5	13" x 16" x 4 cm	12" x 15.5" x 4 cm			

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

- In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
- All documents/Annexures as per RFP: APGB/HO/Services/06 Dt 28.08.2025 shall be deemed to form and be read and construed as part of this Agreement.
- In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and to remedy defects therein in conformity in all respects with the provisions of the Contract.
- The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and the remedying of defects therein, the Contract Price of Tyvek High Security Gold Loan Pouches or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the goods, which shall be supplied/ provided by the Supplier, are as under:

ITEM: Tyvek High Security Gold Loan Pouches

A. Technical Specifications of Tyvek High Security Gold Loan Pouches

1. Material Features:

- The pouches must be made of high puncture-resistant, breathable, and moisture regulating material such as Tyvek (55 GSM or 170 micron thickness) or an equivalent composite.
- It must prevent internal moisture accumulation while allowing breathability to avoid corrosion or damage to the ornaments.
- LDPE of at least 100 micron for all 5 sizes

2. Construction & Functional Design:

- One side transparent - for visual audits and inspection.
- Other side writable - for recording critical loan information such as:
 - Account Number, CIF ID, Customer Name, Ornament Details (Gross & Net Weight),
 - Pouch ID,
 - Audit/Reappraisal Records,
 - Signatures of the Applicant/s, Joint Custodians, and Jewel Appraiser/s.
- Three sides permanently factory-sealed, and the fourth side sealed with tamper evident tape that visibly indicates any unauthorized access.
- Sizes listed at S. No. 1, 2, and 3 shall be equipped with a double-seal system, while Sizes at S. No. 4 and 5 shall feature a three-seal system.
- Each pouch should carry a unique alphanumeric Pouch ID (either barcode or pre-printed), which must be recorded in Finacle against the respective loan account.
- Must support label/sticker adhesion, be non-reusable, and be compliant with eco-friendly disposal or recyclable norms.

The above mentioned contract price for Tyvek High Security Gold Loan Pouches will remain unchanged and valid up to **two Years** from the date of rate contract. The purchaser can place order for any number of Tyvek High Security Gold Loan Pouches of any variant at any time within the contract period.

PAYMENT TERMS: Bank will not make any advance payment while awarding any job. All payments will be released from Head Office within 30 days of claim on submission of the invoices and proofs. The payments will be released through NEFT/ RGTS and Bidder has to provide necessary Bank Details like Account No., Bank's Name with Branch, IFSC Code etc. Applicable TDS, if any, will be deducted at the time of releasing the payments.

Payment shall be considered for a minimum of supply of 50% of ordered quantity, in case of Purchase order is for more than ₹50.00 Lakhs.

- iii. Ninety (95)% of the Contract price shall be paid on delivery and upon submission of the following documents;
- d) 2 copies of the Supplier's invoice, inclusive of original, showing contract number, Goods description, quantity, unit price, total amount, Unique Identification code provided by the Bank while awarding the order etc., one at the RO / site and the second copy at Head Office, Services Department.
 - e) Delivery & Testing report from the Region Head / Officer-In-Charge stating that Tyvek High Security Gold Loan Pouches are delivered as per the prescribed specifications in RFP.
 - f) Original delivery note shall be signed by consignee or acknowledgement of receipt of goods

from the consignee.

1. The remaining Five percent (5%) of the Contract price of Tyvek High Security Gold Loan Pouches shall be paid within thirty (30) days of the Claim after one year from the date of supply.
2. **AGENCY COMMISSION:** NIL
3. **DELIVERY:**
The Tyvek High Security Gold Loan Pouches as per configuration mentioned above shall be delivered within 15 days of receipt of this order at the addresses, as mentioned in Purchase order
4. **FREIGHT:** No freight charges will be paid separately. The bid price is included freight charges also
5. **TECHNICAL SPECIFICATIONS:** As per item (1) above.
6. **OTHER IMPORTANT TERMS AND CONDITIONS:**
 - The Technical specifications of all the items are as per the details mentioned in the above Point No:- 1.
 - The Bid prices are **inclusive of all taxes** including Packing & Forwarding, Inland Transportation, Insurance and incidental costs etc.
 - The vendor and its employees will strictly undertake not to communicate or allow to be communicated to any person or divulge in any way, any information relating to the ideas, concepts, know-how, techniques, data, facts, figures and all information whatsoever concerning or relating to the bank and its affairs to which the said employees have access in the course of performance of the contract. Such employees shall also execute letters of fidelity and secrecy in such form as may be prescribed by the Bank.
 - All disputes and differences of any kind whatever arising out of or in connection with the rate contract / purchase order shall be referred to arbitration. The arbitrator may be appointed by both the parties or in case of disagreement, each party may appoint an arbitrator and such arbitrators shall appoint an Umpire before entering on the reference. The decision of the Umpire shall be final. Such arbitration to be governed by the provisions of Indian Arbitration and Conciliation Act 1996.
 - The Vendor shall explicitly absolve the Bank of any responsibility/ liability for the use of material delivered (i.e. the Vendor shall absolve the Bank in all cases of possible litigation/ claims arising out of any Copyright/ license violation) for Software/s sourced either from third parties or from themselves. Besides, the Vendor shall furnish Certificate to the Bank that the Software is fully licensed.
 - The purchaser shall have the right to inspect and test the goods to confirm their conformity to the vendor's specifications at the Factory premises of the vendor. All reasonable facilities and assistance including access to drawings and production data shall be furnished to the Inspectors.
 - In case, the supply is not according to this order or if the components, if any, are found to be varying from the Order in any respect, the vendor will undertake to replace at no extra cost to the Bank.
 - Notwithstanding anything contained herein above, in case of any dispute, claim and legal action arising out of this Contract, the parties shall be subjected to the jurisdiction of courts at Guntur, Andhra Pradesh, India only.
 - The duplicate copy of the Rate Contract may please be returned to the undersigned along with your acknowledgement thereto, signifying the acceptance by you of the Rate Contract and its

terms and conditions and contract form as per Annexure H by _____(date).

- All other terms and conditions are as stipulated in our Bid reference: APGB/HO/Services/06
Dt 28.08.2025

IN WITNESS whereof the parties hereto have caused this agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the said (For the Supplier)

In the presence of:

Signed, Sealed and Delivered by the said (For the Purchaser)

In the presence of

ANNEXURE - I

BANK GUARANTEE FORMAT FOR SECURITY DEPOSIT

Guarantee No.....

Amount of Guarantee Rs.....

Guarantee cover from Dated:

To Dated:

Last Date for Lodgment of claim:

To:

.....

.....

.....

.....

In consideration of (here in after called "Beneficiary") having agreed to exempt Ltd., having its Registered Office situated at (here in after called the "the obligator(s)") from the demand of security deposit of Rs (Rupees..... only) under the terms and conditions of an agreement dated (hereinafter called the "said Agreement") for the due fulfillment by the said obligator of the terms and conditions contained in the said agreement, on production of the Bank Guarantee for Rs (Rupees..... only), at the request of the obligator Bank, a body corporate constituted under the Banking Companies (Acquisition & Transfer of undertakings) Act, 1970 having its Head Office at amongst others a branch at (hereinafter referred to as "the Bank") has agreed to give following guarantee in favour of the beneficiary for an amount not exceeding Rs..... (Rupees..... only) against any loss or damage caused to or suffered or would be caused to or suffered by reason of any breach by the said Obligator(s) of any of the terms and conditions contained in the said agreement.

1. We, the Bank to hereby undertake to pay the amount payable under this guarantee without any demur merely on a demand from the beneficiary stating that the amount claimed is due by way of loss or damage caused ~~bor~~ would be caused to or suffered by reason or any breach of the terms and conditions contained in the said agreement or by reason of the obligator's failure to perform the said agreement. Any such demand in writing made on the Bank shall be conclusive as regards the amount due and payable by the Bank under the guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....
2. We, the Bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the beneficiary under or by virtue of the said agreement have been fully paid and its claims satisfied or till the beneficiary certifies that the terms and conditions of the said agreement have been fully discharged this guarantee. Unless a demand for claim under this guarantee is made on us in writing on or before we shall be discharged from all liabilities under this guarantee thereafter.
3. We, the Bank further agree that the beneficiary shall have the fullest liberty, without consent and without effecting in any manner or obligations hereunder, to extend time of performance the said obligator(s) from time to time or to postpone for any time any of the powers exercisable by the beneficiary against the said obligator(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved of our liability by reason of any extension being granted to the said obligator(s) for any forbearance, act or omission on the part of the beneficiary or any indulgence by the beneficiary to the said obligator(s) or by any such matter or thing whatsoever which under the law relating to sureties would not for this provision have effect of so relieving us.
4. We, the Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of the beneficiary in writing.
5. Notwithstanding anything contained herein:
 - (i) Our liability under this Bank Guarantee shall not exceed Rs.....
(Rupees.....only)
 - (ii) This Bank Guarantee is valid upto.....and
 - (iii) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before (mention period of the guarantee as found under clause (ii) above plus claim period)

PLACE:

DATE :

SIGNATURE

ANNEXURE - J

Undertaking letter in your letter head with technical bid

To
General Manager
Services Department
Andhra Pradesh Grameena Bank
Head Office, 2nd Floor, D.No:5-38-27/28,
5/2 TH Lane,
Opp: HP Petrol Bunk
Brodipet, Guntur.

SUBJECT: RFP: APGB/HO/Services/06 Dt 28.08.2025

Dear Sir,

This has reference to your above RFP published in GeM portal.

We hereby state that we M/s_____ have submitted the above offer documents duly filling at the appropriate places without making any alterations, corrections, omissions in the offer issued by the bank or downloaded from the web site.

Signature & Name of the Bidder

e 21

F
o
r
m

ANNEXURE-K

Format to submit Pre Bid Queries

SUB: Supply of Tyvek High Security Gold Loan Pouches

t
t

GeM Bid ref. no. RFP:APGB/HO/Services/06 Dt 28.08.2025

S.No	Annexure	Page	Clause No.	Existing Clause	Query / Suggestions
S					
u					
b					
m					
i					
t					
P					
r					
e					

Note:

B
i
d
Q

1. Pre-Bid queries shall be submitted strictly as per the format above to services@apgb.bank.in as per the schedule mentioned in the Bid Control Sheet.

The Email Subject Shall be “Pre-Bid Queries for GeM Bid ref. no. RFP:APGB/HO/Services/06 Dt 28.08.2025. Queries received after the scheduled date and time shall not be considered.

i
e
s

ANNEXURE - L

Affidavit of Undertaking by Bidder for not being blacklisted

I/We _____ s/o _____
Director/prop of M/s _____ having its Registered Office
at _____ (herein after referred as Bidder) hereby affirm/s on oath, that:

As on date of submission of tender, we are not blacklisted by the Government/ any of the State Governments in India or any Financial Institution in India.

We are not involved in any legal case that may affect the solvency / existence of our firm or in any other way that may affect capability to provide / continue the services to bank. There are no pending cases against us involving cheating/fraudulent activities. We are not a defaulter in repayment of installment against credit with any Bank.

Yours faithfully,

(Authorized Signatory)

Name

Date

Seal of the firm