



ఆంధ్ర ప్రదేశ్ గ్రామీణ బ్యాంక్
ANDHRA PRADESH GRAMEENA BANK
(Scheduled Bank owned by Government)
HEAD OFFICE: GUNTUR

NOTICE INVITING TENDER (NIT)

Tender Notice No: APGB/HO/Services/8/2025-26

Date: 08.10.2025

Name of the work/purchases: Tender for Rate Contract for printing & supply of different varieties of Personalised Cheque books, Non Personalised Cheque books, Demand Drafts(DD) as per CTS-2010 standards and security forms such as term deposit receipts etc.,

**I. Sealed tenders are invited for the above mentioned Security Forms:
- In Two (technical and financial) bid system**

1	Name of the Work/Purchase	Rate Contract for Printing & supply Personalised Cheque books, Non Personalised Cheque books & Demand Drafts (DD) and security instruments of different varieties incorporating the revised security features prescribed by RBI (Reserve Bank of India) under CTS-2010 standards.
2	Cost of application/ tender document.	Tenders may be downloaded from the banks web site " www.apgb.bank.in " and CPP Portal at free of cost.
3	Date and Time where tender forms are available On site. (From _____ to _____) Details of web site:	From: 08.10.2025 10:00 AM to 28.10.2025 up to 05:00 PM For any other details/information. visit our Web site: " www.apgb.bank.in " (or) https://eprocure.gov.in
4	Time and last date of Submission of Tender	28.10.2025 at 5.00PM
5	Place & Address for submission of tender/ contact person/ telephone no/ e-mail add.	General Manager, Andhra Pradesh Grameena Bank, Head Office, Services Department, 2 nd Floor, 5-38-27/28, 5/2th Lane, Opp H P Petrol Bunk, Brodipeta, Guntur- 522002. Ph No: 9490158007, Mail: services@apgb.bank.in
6	Date, Time and Place of opening of Technical Bids	29.10.2025 at 10.00 AM Andhra Pradesh Grameena Bank, Head Office, Services Department, 2 nd Floor, 5-38-27/28, 5/2th Lane, Opp H P Petrol Bunk, Brodipeta, Guntur- 522002
7	Date, Time and Place of opening of Financial Bids	Will be intimated Later

Signature of the Bidder

APGB/HO/SERVICES/8/2025-26

8	Earnest Money Deposit	An amount of Rs 50,000/- EMD is to be paid through DD / Banker's Cheque in favour of Andhra Pradesh Grameena Bank, H.O. payable at Guntur. No interest will be payable on EMD amount by the Bank
9	Quantum of Security Deposit	Security deposit of 10% of the tender (including EMD) is to be deposited by the qualifying bidder(s). The EMD will be converted into Security deposit, If the tenderer is evaluated as L-1 tenderer. No interest will be payable or EMD/security deposit amount by the Bank
10	Terms of payment of Bills, if any. Specify the minimum value of work for payment of running account bills.	100% Payment will be made on supply of security forms Subject to verification being satisfactory.
11	(Penalty Clause)Liquidated Damaged	As per point 2 of Annexure-1
12	Stipulated time for completion of the work/supply.	As per point 1 of Annexure 1
13	Estimated Value of tender/project	Rs. 250 lakhs (Approx.)
14	Validity period of the tender.	24 Months.
15	Taxes	Rate should be quoted per Cheque book (25, 50 or 100 leaves). in case of Non-Personalised Cheque books, 100 leaves in case DD, including cost of paper, packing envelopes, all other charges and Freight for delivery to Branches/Offices. In case of Personalised Cheque Books Delivered to Person Address/Branches.
16	Electronic Payment	Electronic payment shall be preferred.
17	Any additional Information	As mentioned at Note (below).

Note:

1. Tender containing any condition leading to unknown / indefinite liability, are liable to be summarily rejected.
2. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the suppliers who resort to canvassing will be liable to rejection
3. The quantities of various items given in the schedule of quantities are approximate. The quantities may vary by (+ or -) 25%.
4. The bank reserves the right to cancel or postpone the tenders at any stage without assigning any reason.

General Manager

Signature of the Bidder

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**Andhra Pradesh Grameena Bank,
Head Office: Guntur**

Sealed Tenders are invited from security printers who have done similar work for any commercial banks/RRBs at least for three (3) years and having IBA approved panel printers for print & supply of various varieties of Cheque as per CTS-2010 standards and other security forms. The details are furnished in the Annexure - A to D. The bidders should submit the required documents for **“technical bid”** and quote the prices as per units mentioned in **“price bid”** on www.apgb.bank.in. Please note the units mentioned carefully before quoting your prices.

1. **DIGITAL SIGNATURE:** The bidders are requested to note that it is mandatory to have a valid digital certificate issued by any of the valid certifying authority approved by Govt. of India to participate in online bidding. The bidders are requested to ensure that they have the same, well in advance.
2. The rates quoted shall be valid for a period of TWO YEAR from the date of consent of the printer. Requests for change in the rates in between for whatever reason will not be entertained.
3. Tender should be submitted along with receipt/copy of EMD of Rs.50,000/- by way of Demand Draft/ Banker's Cheque drawn in favour of Andhra Pradesh Grameena Bank, Head Office, payable at Guntur. Tenders without EMD will not be entertained.
4. Further, the security printers will be required to develop the new background designs with different colour combinations, wherever necessary. Under no circumstances, the Bank undertakes to provide negatives/ positives of any design, and pay any additional charges in this regard.
5. A copy of the test report issued by NPCI (National Payment Corporation of India) in respect of sample Cheques with revised security features should be enclosed by the qualifying bidders.
6. The Bank reserves the right to accept / reject any / all the tender(s) without assigning any reason(s) and also to place the order(s) for total or part of its requirement with one or more printers.

Signature of the Bidder

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7. For speedy delivery schedule and in contingent circumstances, sharing of orders will be considered at L-1 rates. As such, L-1 rates will be offered to other security printers also.
8. The quantities of various items given in the schedule of quantities required are approximate. The quantities may vary by (+) or (-) 25% on either side.
9. The tender document should be signed and stamped on every page to make certain that the tenderer has gone through all the pages.
10. The printers have to submit copies of their GST number and PAN number of the firms along with the tender documents.

General Manager

Signature of the Bidder

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Technical Bid

Proprietors/Firms/Companies interested in participating in the tendering process shall fulfill the below mentioned criteria. Documentary proof for each of the specification should be attached duly attested in order to qualify for the price bid

S.No	Requirements	Bidder's Remarks
1.	Latest IBA Approval Letter (duly attested)	
2.	Minimum three years of experience in printing and supply of Personalized Cheque books and security instruments.	
3.	Approval certificate from NPCI for printing and supply of CTS-2010 standard Cheque to Nationalized Banks/RRBs (duly attested).	
4.	Work order, completion certificate and Performance certificate from two Nationalized Banks in FY 2023-24 and 2024-25 for printing of security instruments (Cheques/DD).	
5.	Proprietorship Certificate of Registration/ Partnership Deed/ Certificate of Incorporation.	
6.	Authorization letter in case of Partnership/Company to the authorized Signatory.	

SIGNATURE OF THE PRINTER

Signature of the Bidder

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Financial Bid

TENDER-SECURITY FORMS-2025

ANNEXURE • “A”

SPECIFICATIONS:

MICR CHEQUES (Personalised & Non Personalised):

a.	SIZE	8" x 3 2 /3"
b.	PAPER & PRINTING	95 GSM, MICR Cheque Paper (Specifications as per RBI directives in respect of all mandatory features and fugitive ink as optional feature under CTS-2010 standards)
c.	COVER PAGE	1. For Books of 25 Leaves : 150 GSM Pulp Board Card 2. For Books of 50/100 Leaves : 150 GSM Pulp Board Card
d.	RECORD SLIPS (Personalised and Non Personalised Cheque books)	1. For Books of 25 Leaves: 2 Pages 2. For Books of 50/100 Leaves : 4 Pages 3. Both Side printing, to be printed on 70 GSM Maplitho paper
e.	CHEQUE REQUISITION SLIP (Personalised and Non Personalised Cheque books)	1. Page with perforated acknowledgement from Customer with double colour to be printed on 70 GSM Maplitho paper. 2. To be placed i. over 4" leaf from back for 25 leaves Cheque books ii. over 6" leaf from back for 50/100 leaves Cheque books
f.	BACKGROUND DESIGN & COLOUR COMBINATION	As per the specimen enclosed at the time of placing of order. Multi-colour including fugitive micro ground as per specimen UV Bank logo, micro line and Void pantograph. As per Sample
g.	NUMBERING	To be done as furnished by the Bank at the time of Placing of order.

DEMAND DRAFT:

a.	SIZE	8" x 3 2 /3"
b.	PAPER & PRINTING	95 GSM, MICR Cheque Paper (Specifications as per RBI directives in respect of all mandatory features and fugitive ink as optional feature under CTS-2010 standards)
c.	COVER PAGE	150 GSM Pulp Board Card
d.	BACKGROUND DESIGN & COLOUR COMBINATION	As per the specimen enclosed at the time of placing of order. Multi-colour including fugitive micro ground as per specimen UV Bank logo, micro line and Void pantograph. As per Sample
e.	NUMBERING	To be done as furnished by the Bank at the time of Placing of order.

Other Terms & Conditions as per the Annexure-E.

Signature of the Bidder

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ANNEXURE – “C”**APPROXIMATE QUANTITY REQUIRED FOR ALL TYPES OF CHEQUES
MENTIOMED UNDER ANNEXURE- A****Approximate Quantity Required for 24 Months**

Sl. No.	Particulars of Item	Quantity of Books	
		Personalised	Non Personalised
1.	Savings Bank Cheque Book of 25 leaves	80000	85000
2	Savings Bank Cheque Book of 50 leaves	80000	85000
3	Current Account Cheque Books 25 leaves	50000	50000
4	Current Account Cheque Books 50 leaves	50000	50000
5	Current Account Cheque Books 100 leaves	50000	50000
6	Demand Draft 100 leaves	3000	

**Required Quantity may vary by (+ or -)25%.

Rate per 1000 leaves (Amount in Rs.)

Sl. No.	Particulars of Item	Unit Size	Rate (Amount in Rs.)	
			Personalised	Non Personalised
1.	Savings Bank Cheque Book of 25 leaves	Per Book		
2	Savings Bank Cheque Book of 50 leaves	Per Book		
3	Current Account Cheque Books 25 leaves	Per Book		
4	Current Account Cheque Books 50 leaves	Per Book		
5	Current Account Cheque Books 100 leaves	Per Book		
6	Demand Draft 100 leaves	Per Book		
	Cost of samples for NCPI			

** Note: The rates quoted should be inclusive of cost of paper, printing charges, freight, etc., to be delivered at respective Branches/Offices.

PLACE:

DATE:

SIGNATURE OF THE PRINTER WITH SEAL

General Manager

Signature of the Bidder

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TERM DEPOSIT RECEIPTS SPECIFICATIONS:

1	Size	Total Size:23cmX15.5cm without perforated portion margins .5cm on each side and printable area 22cmX14.5cm.
2	Paper & Printing	PARCHMENT PAPER-105 GSM
3	Back Ground Design & Color Combination	Multi color printing on front side and single color printing on back side (As per Sample)
4	Numbering	To be done as furnished by the bank at the time of placing Order
5	Packing	500 Leves per box

Other Terms & Conditions as per the **Annexure-E.**

**APPROXIMATE QUANTITY REQUIRED TERM DEPOSIT RECIEPTS
MENTIONED UNDER ANNEXURE- C**

Approximate Quantity Required for 24 Months

S.No	Particular of Item	Quantity(in leaves)
1	Term Deposit Receipts	15,00,000

Rate per 1000 leaves (Amount in Rs.)

S.No	Particular of Item	UNIT	Rate
1	Term Depost Reciepts	Leaves	

**** Note:** The rates quoted should be inclusive of cost of paper, printing charges, freight, etc., to be delivered at respective Branches/Offices.

PLACE:

DATE:

SIGNATURE OF THE PRINTER WITH SEAL

General Manager

Signature of the Bidder

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**ANDHRA PRADESH GRAMEENA BANK,
HEAD OFFICE : GUNTUR**

TERMS AND CONDITIONS FOR PRINTING OF SECURITY FORMS:

- Tenderer should have an office/ representative to be available for speedy communication. The address, Phone/ Mobile Number of such office/ person should be furnished.
 - The rates approved by the Bank and advised to the security printers include cost of paper, GST, all taxes, freight, printing charges etc
1. **SUPPLY SCHEDULE**: The order should be executed with in (14) days for Personalised Cheque books and within 30 days for Non Personalised Cheque Books, DDs and TDRs from the date of work order. The consignment should be booked for delivering/ placing the goods as advised by Bank in the order.
 2. **Delay in supply**: Penalty shall be levied as a percentage of total cost of supply as below:

For delay up to 05 days	- 1%
For delay beyond 05 to 10 days	- 3%
For delay beyond 10 Days	-5%

Higher penalty or any action deemed fit will be taken for delay beyond 10 days. Work order may be placed according to requirements of the bank in more than one lot. Printers who do not effect supplies according to the delivery schedule will be liable for all damages/detriment or losses to the bank.
 3. The text on the security forms are to be printed in Telugu and English as per the specimen approved by the Bank. The forms should have all mandatory security features and others if any, including the filed placement should be strictly as per NPCI guidelines on CTS-2010 standards with back ground printing should be in fugitive ink all over.
 4. Printing is to be done strictly in accordance with the colours and background design used on the specimens approved by the Bank or as per specifications prescribed by the Bank from time to time.
 5. Packing and forwarding is at vendor's risk and responsibility. The goods damaged in transit and those not in accordance with the specifications or of sub- standard quality are liable to be rejected.

Signature of the Bidder

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6. The bills should be submitted to Bank in duplicate together with Printer's MIS for effecting payment.
7. **DELIVERY SCHEDULE:** The order should be executed as specified in Point No.1. The delay in execution of the order will attract penalty at rates mentioned at Point No. 2. In case of failure of supply the firm order either partly or fully for obvious reasons, the Bank shall have right to cancel the order and Security Deposit will be forfeited without any intimation and shall be barred from participating in tenders for next three years.
8. Bank has discretion to place the order in full or phase wise and Bank will consider placing of next order/s on completion of the awarded work order in full.
9. The books are to be bound with thick century pulp board/card on both top and bottom with approved text printed thereon, as per the specifications
10. The bound leaves are to be wire-stitched at left side supported by calico cloth.
11. The bound books (except for personalized Cheque books) are to be packed with a thick transparent polythene cover of 0.15 mm thickness in such a way that each packet contains 1000 leaves in total, as detailed hereunder:-

A PARTICULARS SLIP giving details of nature of instruments, serial numbers and quantity, should be inserted inside each packet. These packets are to be shrink wrapped in lots of 1000 leaves each (except for personalized Cheque books) through Shrink Wrapping machine. These packets are again to be packed in corrugated boxes. Each corrugated box to be sealed with plastic tapes, be packed with HDPE water proof woven sacks to ensure that the contents are not damaged by rain water or any other substance and marked with serial number.

- The bromide proofs of security forms (not Xerox copies), cover page with instructions are to be forwarded to Bank within 15 DAYS from the date of receipt of order for our approval. The order should be executed and supplied within a stipulated maximum time which includes dispatch period.
- While part deliveries are accepted in exceptional cases, payments shall be made only after the execution of the complete order. No advance will be paid against any order placed in bulk or in lots.
- Your performance will be subject to review at any time.
- The field lay-out for the instruments, size, structure of code line etc., must be strictly in accordance with the latest guide lines issued by the Reserve Bank of India & IBA. The paper should be procured from the empanelled paper manufacturers registered with the Bureau of Indian Standards.

Signature of the Bidder

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SECURITY ARRANGEMENTS AS PRESCRIBED BY RESERVE BANK OF INDIA FOR SECURITY PRINTERS ARE TO BE METICULOUSLY FOLLOWED

- I. A system of physical security check of your staff, both at the time of entering the factory premises and at exit from there, should be introduced, if not already in vogue.
- II. Besides regulating the entry before proceeding to the job space, the employees should be provided with special pocket-less gown and footwear and to ensure that they are actually used by the concerned workers.
- III. Security Guards will have to be provided at each entry point and ensure that the workers from other departments do not enter into the area where Drafts/Cheque are being printed.
- IV. In order to prevent misuse of defective security forms, they are to be properly recorded and destroyed effectively.
- V. A general undertaking of fidelity & secrecy should be executed by you on a Rs.100/- stamp paper.
- VI. The agreement of terms and conditions will be a continuing one, subject to revisions/ modifications periodically intimated by the later.

TERMS & CONDITIONS ACCEPTED

SIGNATURE OF THE PRINTER WITH SEAL

Signature of the Bidder

APGB/HO/SERVICES/8/2025-26