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ANDHRA PRADESH GRAMEENA BANK
(Scheduled Bank owned by Government)
HEAD OFFICE: GUNTUR

Request for Proposal (RFP)
For
“Rate Contract for Printing and Supply
of
Stationery Items”

RFP Reference No	: APGB/HO/Services/10/2025-26
Date of RFP Document	: 24-10-2025
Date of Pre Bid Meeting	: 31-10-2025 at 11.00 AM
Last Date for submission of RFP	: 13-11-2025 at 05.00 PM
Date of Opening of Technical Bid	: 14-11-2025 at 11.00 AM
Application fee	: Rs.5,000 (Non Refundable)
Earnest Money Deposit	: Rs.5,00,000
No. of Pages	: 23

Issued by:

General Manager
Andhra Pradesh Grameena Bank,
Head office, 2nd floor,
Services Department,
D.No. 5-38-27/28, 5/2th Lane,
Opp H P Petrol Bunk, Brodipet,
Guntur - 522 002.
Ph: 9490158007

Request for Proposal for Rate Contract for Printing and Supply of Stationery Items

Andhra Pradesh Grameena Bank, a Regional Rural Bank having 1351 branches and 23 Regional Offices having a network at all over Andhra Pradesh.

The bank invites sealed tenders from reputed printers in **two bid system** i.e. Technical Bid and Financial Bid for Rate contract for printing and supply of Stationery Items as per Annexure-E. **Format for Technical bid is as per Annexure-A and format for Financial Bid is as per Annexure -B is attached.**

A Firm submitting the proposal in response to this RFP shall hereinafter be referred to as Bidder/ printer.

Interested Bidders who are dealing in Printing and Supply of Stationery related works and meeting the following Eligibility Criteria may respond.

ELIGIBILITY CRITERIA

S.NO	Criteria	Documents Required
1	Authentic PAN and GST distinguished registration numbers	PAN & GST
2	Annual Average Turnover of Rs.100.00 lakhs for the last three years	Latest CA's Certificate indicating quantum of turnover of the last 3 financial years - along with Audited Balance sheets and Profit & Loss Statements of last three years.
3	Minimum 3 Years' experience in the field of supply of Printing and Stationery Works	Submit the required documents for having the experience
4.	Work Experience The bidder / printer should have minimum three years of experience in supply of stationery to any bank	Copies of the orders from the bank shall be submitted
5	The Printer / Bidder should not have been black listed by any bank in past or services terminated due to poor performance.	An undertaking stating that the Company / Firm has not been black listed should be submitted. (As per Annexure-D)
6	Bidder must have executed printing and supply of stationery works of at least Rs.50 Lakhs for any PSBs/ RRBs/ PSUs/State Govt/Central Govt during the last five Years as on date of RFP.	Supply Records, invoices or client confirmations

Bid Details in Brief

S. No.	Description	Details
1.	RFP No. and Date	RFP: APGB/HO/Services/10/2025-26 dated 23.10.2025
2.	Brief Description of the RFP	Rate Contract for Printing and Supply of Stationery Items, as per the quantity mentioned in the Annexure-E
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 Email: services@apgb.bank.in
4.	Date of Issue	24.10.2025
5.	Date of Pre Bid Meeting	31.10.2025, 11:00 AM
6.	Last Date of Submission of Bids	13.11.2025, 5:00 PM
7.	Date and time opening of Technical Bid	14.11.2025, 11:00 PM
8.	Date and time opening of Financial Bid	Date and time of opening of financial bid will be intimated to the technically qualified bidders only
9.	Application Fees (Non Refundable)	₹5,000/-
10.	Earnest Money Deposit (Refundable)	₹5,00,000/-
11.	Security Deposit	5 % of the value of work order (To be submitted by successful bidder within 14 days of award of work)

This document can be downloaded from CPP Portal <https://eprocure.gov.in> & Bank's website <https://www.apgb.bank.in> The bidders should pay the Application Fee and EMD for tender document by means of DD drawn on any Scheduled Commercial Bank for the above amount in favour of Andhra Pradesh Grameena Bank, payable at Guntur and submit the same along with the Bid document.

MSMEs are exempted from paying Tender Cost and EMD on submission of relevant documents such as valid MSME registration Certificates.

SCOPE OF WORK:

The selected Printers shall supply the stationery items with the specifications and quantity mentioned in the purchase order, to the Head Office Guntur/Respected Regional Offices within the specified time line, after confirmation of the proofs.

General Instructions to the Printers/ Bidders

The RFP document is made available in the Bank's website which can be accessed through CPP Portal <https://eprocure.gov.in> and the Bank web site www.apgb.bank.in

Documents in support of eligibility criteria should be submitted.

Sealed Financial Bids, as per **Annexure B**, which should contain all price information should be submitted.

Offer cannot be modified or withdrawn by a bidder after submission of Bid/s. In case any modification required on account of clarification in Technical Bids such modifications can be done with the prior approval of the Bank.

Bank reserves the right to accept or reject any or all the tender without assigning any reasons thereof any time /stage before completion of tendering process. The decision of the Bank shall be final and conclusive.

Submission of Bids

Technical Bid

The Technical Bid for Rate Contract for Printing and Supply of Stationery items, is to be sealed in a separate Envelope super scribed on the top of the cover as **"RFP: APGB/HO/Services/10/2025-26 dated 23.10.2025 Technical Bid for Rate Contract for Printing and Supply of Stationery items"**. The Technical Bid must contain **all eligibility criteria supported documents, Bid Cost and EMD**. The bids submitted without Bid cost and EMD will be rejected. Placing of Bid Cost and EMD in any other cover i.e. financial bid will make bid invalid and Bank shall disqualify such bids.

The Technical Bid should be complete in all respects and contain all information sought for. The Technical Bid should not contain any price information.

Financial Bid

The Financial Bid for Rate Contract for Printing and Supply of Stationery items, as per **Annexure-B**, is to be sealed in a separate envelope super scribed on the top of the cover as **"RFP: APGB/HO/Services/10/2025-26 dated 23.10.2025- Financial Bid for Rate Contract for Printing and Supply of Stationery Items"**.

Pre Bid Meeting

A pre-bid meeting of the intending bidders will be held at 11.00 AM hours on 31.10.2025 at Services Department, 2nd Floor Head Office, Brodipet, Guntur to clarify any doubt raised by them in respect of this RFP. No separate communication will be sent for this meeting.

Opening of Bids

All the bids will be opened at the date, time and locations mentioned in RFP (as per RFP schedule). In the first stage, only Technical Bid will be opened and evaluated. The technical bids will be opened in the presence of representatives of the bidders who choose to attend. No separate intimation will be given in this regard to the vendors, for deputing their representatives. Only one representative of the vendor can be present for the opening of the Technical Bid.

Bidders, who qualify in the technical bids, will be selected for opening of financial bids. Date and time of opening of financial bid will be intimated to the technically qualified bidders.

Determination of L1 Bidder

The L1 price will be determined on the basis of the lowest base price quoted in the Price Bid as per the Annexure-B and the L1 bidder will be determined accordingly. **Item wise L1 bidder will be finalized for items mentioned in Annexure-E.**

If more than one bidder is declared as L-1, for a particular item, Bank reserves right to negotiate with all L-1 bidder and allot the order to the lowest quoted Printer.

Bank reserves the right to negotiate or re-negotiate with the L-1 bidder.

Period

The rates shall be in force for a period of 24 months in general. If Bank finds any further requirements of items for which rates are finalized in the tender process, stock will be purchased from the L-1 bidder (if agreed) for further 12 months.

The printer is bound to supply the stationery items at the quoted rates, as and when required by the Bank during the said period irrespective of the quantity specified in the tender.

Earnest Money Deposit

The bidder is required to deposit a sum of Rs.5,00,000/- in the form of DD drawn on any Scheduled Commercial Bank in favour of Andhra Pradesh Grameena Bank, payable at Guntur.

The EMD of the unsuccessful bidders shall be returned within 2 weeks from the date of finalization of successful bidders.

The EMD of Successful bidder shall be returned within 2 weeks after depositing of the security deposit as per terms and conditions of the RFP.

Terms and Conditions of the RFP for Rate Contract for printing and supply of Annual Stationery Items

1. **Rate:** The rates quoted by the bidder/printer shall be inclusive of freight charges and **shall be submitted in the following format:**

Item Particulars	Base Rate	GST	Final Rate

2. The L-1 Bidder shall submit security deposit of 5% of the tender value within 7 days from the date of receipt of work order. If the security deposit is not submitted within the stipulated time, Bank reserves the right to cancel the order and forfeit the EMD. Security Deposit shall be submitted by the way of DD drawn on Andhra Pradesh Grameena Bank.
3. The Security Deposit amount will be returned to the printer without interest, after satisfactory supply of all items ordered and after ensuring the payment of GST only. If the printer fails to execute the orders given by the Bank as per the work order, the security deposit will be forfeited.
4. **Period:** The finalized rates shall be in force for a period of 24 months in general. If Bank finds any further requirements of items for which rates are finalized in the tender process, stock will be purchased from the L-1 Printer (if agreed) for further 12 months.
5. The printer is bound to supply the stationery items at the finalized rates, as and when required by the Bank during the said period irrespective of the quantity specified in the tender.
6. **Place of Delivery:** The delivery of the stationery shall be made at Head Office (Guntur) of the Bank or at 23 Regional Offices as directed by the Bank during office hours **at your own cost and Risk**. The printer or his agent should attend personally for delivery of the stationery and obtain delivery challan to submit along with the Bill.
7. **Execution of printing order:** The printing orders given to the printers shall be executed within the stipulated period which will not exceed 30 days from the date of issue of printing order. Printing shall commence only after the Proof is approved by the Department.

8. **Delivery:** The delivery of the stationery items shall be made only after obtaining delivery approval from the concerned authority before delivering the stock, so that space arrangements shall be made by the bank.
9. **Delay in delivery:** In case the stationery is supplied after expiry of the stipulated time, Bank will have right/discretion either to accept the stationery or to reject the same.
 - Even if accepted, Bank will have discretion to impose penalty.
 - If the items are not supplied within the stipulated time, Penalty will be levied @ 0.5% for every seven days, after completing stipulated time period, with a maximum 10% of the purchase value of the undelivered items.
10. **Quality of Paper:** The quality of the paper shall be as per the specifications given by the Bank and the sample approved by the bank before supply. Any deviation in the quality of paper will not be accepted.
 - Bank reserves the right to reject the stationery and to cancel the order if any deficiency is observed in quality of the paper. If the bank is intending to find the quality check, lab test may be conducted and the cost shall be borne by the concerned printer only.
 - If any stationery item supplied by the printer is found defective and deficient in quality at later date, the bank will have right to impose penalty up to 100% value of the stationery item supplied or Security Deposit will be forfeited.
 - Further the name of the printer will be kept in black list and the printer will not be allowed to participate in future works of the bank.
11. **Supply of stationery in excess quantities:** Supply of stationery in excess quantities over and above the order placed, shall not be paid in general but may accept upto 5% (+ or -) of total quantity with prior approval.
12. **If L1 fail to supply:** If L1 fails to supply the stationery item for any reason the name of the printer shall be kept in Black List and shall not be allowed to participate in future works of the Bank.
13. Bank is at liberty to allot purchase orders for L1 rates to other tender participants if agreed, for not more than 49% of total tender (for a particular item), with the same terms and conditions.
14. T.D.S(GST/IT) as per the rules in force will be effected at the time of payment of bill/s (income tax/GST).
15. The printer has to file all GST related returns in time so as to enable us to claim input tax credit. If any loss is incurred to the Bank due to delayed/ Non filing of GST returns, the

same shall be recovered from the printer. GST shall be paid at the end of every month and proof of payment shall be submitted. If the GST return is not uploaded, the Bank reserves the right to collect the amount from the next bills or from the Security Deposit of the concerned Printer.

16. All payments, irrespective of the amount of the bill, will be paid through RTGS/NEFT on presentation of bills along with specimen enclosed. The Bank Name, Firm Name, IFSC Code, Account No., Name of the Branch shall be furnished in the bill copy.
17. No advance amount will be paid to the Printers.
18. Payment will be made within 15 days of time, against delivery of full indent as per the order only, no partial payments will be allowed.
19. Any dispute arising out of or relating to this transaction shall be deemed to have been arises at Guntur and be subject to the jurisdiction of competent court at Guntur only.
20. The Printer should supply the stationery at his own risk and as per rules in force under various acts in A.P. If, for any reason the stock is detained by any authority, the Bank is not responsible whatsoever may be.
21. Bank need not bound itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the tender without assigning any reason of whatsoever. The bank reserves the right to issue orders for less/high quantity of tender or one or two installments.

MODIFICATION/CANCELLATION OF RFP

The Bank reserves the right to modify/cancel the tender or re-tender without assigning any reasonswhatsoever. The Bank shall not incur any liability to the affected bidder(s) on account of such rejection. The Bank shall not be obliged to inform the affected bidder(s) of the grounds for the Bank's rejection/cancellation.

Annexure-A

Technical Bid - Rate Contract for supply of Printing and Stationery Items

S No	Pre-Qualification Criteria	Valid Supporting documents to be submitted with the RFP	Compliance (Y/N) (With documents)								
1	Do you have Goods & Service Tax Registration										
2	PAN registration	Valid registration Certificates/details	PAN: <table border="1" style="display: inline-table; width: 100px; height: 20px;"></table>								
3	GST registration	Valid registration Certificates/details	GSTIN: <table border="1" style="display: inline-table; width: 100px; height: 20px;"></table>								
4	Is your Average annual sales turnover Rs.100 lakhs or higher in each of the last 3 financial years	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>Turnover (lakhs)</td> <td>FY 2022-23</td> <td>FY 2023-24</td> <td>FY 2024-25</td> </tr> <tr> <td>Value</td> <td></td> <td></td> <td></td> </tr> </table> Submit CA's Certificates	Turnover (lakhs)	FY 2022-23	FY 2023-24	FY 2024-25	Value				
Turnover (lakhs)	FY 2022-23	FY 2023-24	FY 2024-25								
Value											
5	Annual Profit for the last 3 financial years	<table border="1" style="width: 100%; text-align: center;"> <tr> <td>Profit (Lakhs)</td> <td>FY 2022-23</td> <td>FY 2023-24</td> <td>FY 2024-25</td> </tr> <tr> <td>Value</td> <td></td> <td></td> <td></td> </tr> </table>	Profit (Lakhs)	FY 2022-23	FY 2023-24	FY 2024-25	Value				
Profit (Lakhs)	FY 2022-23	FY 2023-24	FY 2024-25								
Value											
6	Have you obtained orders from any Banks in last 3 years for printing and supply of Stationery items	Copies of the work orders & Work satisfactory certificates from the bank shall be submitted.									
7	An Undertaking stating that the Company / firm has not been black listed	Annexure - D									
8	Integrity Pact	Annexure - C									
9	EMD & Application Fee	DDs particulars with covering letter									
10	RFP Document	Every page of RFP document (except financial bid) should be signed by the person submitting the RFP.									

Date:

Signature and Seal of Printer / Bidder / Company / Firm

ADOPTION OF INTEGRITY PACT:

The Pact essentially envisages an agreement between the prospective bidders and the Bank, committing the persons/officials of both sides, not to resort to any corrupt practices in any aspect/stage of the contract.

Only those bidders, who commit themselves to the above pact with the Bank, shall be considered eligible for participation in the bidding process.

The Bidders shall submit signed Pre Contract integrity pact as per **Annexure-C** along with Annexure-A -Technical Bid. Those Bids which are not containing the Integrity Pact are liable for rejection.

Foreign Bidders, if any, to disclose the name and address of agents and representatives in India and Indian Bidders to disclose their foreign principles or associates.

Bidders to disclose the payments to be made by them to agents/brokers or any other intermediary. Bidders to disclose any transgressions with any other company that may impinge on the anti-corruption principle.

Integrity Pact in respect this contract would be operative from the stage of invitation of the Bids till the final completion of the contract. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

The Integrity Pact Agreement submitted by the bidder during the Bid submission will automatically form the part of the Contract Agreement till the conclusion of the contract i.e. the final payment or the duration of the Warranty/Guarantee/AMC if contracted whichever is later.

Integrity Pact, in respect of a particular contract would be operative from the stage of invitation of bids till the final completion of the contract. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

Integrity pact shall be signed by the person who is authorized to sign the Bid.

Annexure - C
(INTEGRITY PACT)

PRE CONTRACT INTEGRITY PACT

1. GENERAL

1.1. This pre-bid contract Agreement (herein after called the Integrity Pact) is made on ____day of the month of ____in the year 20____, between, the Andhra Pradesh Grameena Bank, a body corporate constituted under Regional Rural Banks Act 1976 having its Head office at Guntur, with having 1351 branches and 23 Regional Offices having a network in all over Andhra Pradesh (hereinafter referred to as BUYER which expression shall include its successors and assigns) acting through Shri _____, (Designation of the officer) representing _____, of the BUYER, of the FIRST PART

AND

M/s. _____represented by Shri _____Chief Executive Officer/ Authorized Signatory (hereinafter called the "BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER", which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns), of the SECOND PART

1.2. WHEREAS the BUYER proposes to procure (Name of the Stores/ Equipment/ item)/engage the services and the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER is willing to offer/has offered the stores/services and

1.3. WHEREAS the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER is a private company/ public company/Government undertaking/ partnership/ LLP/registered export agency/service provider, duly constituted in accordance with the relevant law governing its formation/incorporation/constitution and the BUYER is a body corporate constituted under Regional Rural Banks Act 1976.

1.4. WHEREAS the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER has clearly understood that the signing of this agreement is an essential pre-requisite for participation in the bidding process in respect of Stores/Equipment/items/Services proposed to be procured by the BUYER and also understood that this agreement would be effective from the stage of invitation of bids till the complete execution of the agreement and beyond as provided in clause 13 and the breach of this agreement detected or found at any stage of the procurement process shall result into rejection of the bid and cancellation of contract rendering BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER liable for damages and replacement costs incurred by the BUYER.

2. NOW, THEREFORE, the BUYER and the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER agree to enter into this pre-contract integrity agreement, hereinafter referred to as Integrity Pact, which shall form part and parcel of RFP as also the contract agreement if contracted with BIDDER, in the event that the

BIDDER turns out to be successful bidder, and it is intended through this agreement to avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the Contract to be entered into with a view to:-

2.1. Enabling the BUYER to obtain the desired Stores/ Equipment/ Work/ Service/ Materials at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

2.2. Enabling BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER/SERVICE PROVIDER to refrain from bribing or indulging in any corrupt practices in order to secure the contract, by providing assurance to them that the BUYER shall not be influenced in any way by the bribery or corrupt practices emanating from or resorted to by their competitors and that all procurements shall be free from any blemish or stain of corruption and the BUYER stays committed to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this integrity Pact and agree as follows:

COMMITMENTS OF THE BUYER: The BUYER commits itself to the following:-

3.1. The BUYER represents that all officials of the BUYER, connected whether directly or indirectly with the procurement process are duty bound by rules and regulations governing their service terms and conditions not to demand, take promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

3.2. The BUYER will, during the pre-contract stage, treat all BIDDERS/ SELLERS/ CONTRACTORS/ SERVICE PROVIDERS alike, and will provide to all BIDDERS/ SELLERS/ CONTRACTORS/ SERVICE PROVIDERS the same information and will not provide any such information to any particular BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER which could afford an advantage to that particular BIDDER/SELLER /CONTRACTOR/ SERVICE PROVIDER in comparison to the other BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDERS.

3.3. The BUYER shall report to the appropriate Government Regulators/ Authorities any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach, as and when the same is considered necessary to comply with the law in force in this regard.

In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER to the BUYER with

the full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case, while an enquiry is being conducted by the BUYER, the proceedings under the contract would not be stalled.

4. COMMITMENTS OF BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDERS

The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following: -

4.1. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

4.2. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage, or inducement to any official of the BUYER or otherwise for procuring the Contract or for forbearing to do or for having done any act in relation to the obtaining or execution of the contract or any other contract with the BUYER or for showing or forbearing to show favour or disfavor to any person in relation to the contract or any other contract with the BUYER.

4.3. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER further confirms and declares to the BUYER that the BIDDER/ SELLER/ CONTRACTOR/SERVICE PROVIDER is the original Manufacturer/Integrator/Authorized government sponsored export entity of the stores/Authorized Service Provider having necessary authorizations, intellectual property rights and approvals from the intellectual property right owners of such materials/ services and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

4.4. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER, either while presenting the bid or during pre-contract negotiations or before signing the

contract, shall disclose any payment he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

4.5. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

4.6. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities emanating from other competitors or from anyone else.

4.7. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER shall not use improperly, for purpose of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposal and business details, including information contained in any electronic data carrier. The BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER also undertakes to exercise due and adequate care lest any such information is divulged.

4.8. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

4.9. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER shall not instigate or cause to instigate any third person to commit any of the acts mentioned above.

5. PREVIOUS TRANSGRESSION

5.1 The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact with any other company in any country in respect of any corrupt practices envisaged hereunder or with any PublicSector Bank, Public Sector Enterprise/Undertaking in India or any Government Department in India that could justify BIDDER's exclusion from the tender process.

5.2. If the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER makes incorrect statement on this subject, BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER can be disqualified from thetender/bid process or the contract, if already awarded, can be terminated for such reason.

6. EARNEST MONEY (SECURITY DEPOSIT)

6.1. Every BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER while submitting commercial bid, shall deposit an amount as specified in RFP/Tender Documents as Earnest Money/Security, Deposit, with the BUYER through any of

the instruments as detailed in the tender documents.

6.2. The Earnest Money/Security Deposit shall be *valid for a period till* the complete conclusion of the contractual obligations or for such period as mentioned in RFP/Contract, including warranty period, whichever is later to the complete satisfaction of BUYER.

6.3. In the case of successful BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER, a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of Sanctions for violation shall be applicable for forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

6.4. No interest shall be payable by the BUYER to the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER on Earnest Money/Security Deposit for the period of its currency.

7. SANCTIONS FOR VIOLATIONS

7.1. Any breach of the provisions herein contained by the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER shall entitle the BUYER to take all or any one of the following actions, wherever required: -

- i. To immediately call off the pre contract negotiations without assigning any reason or giving any compensation to the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER. However, the proceedings with the other BIDDER /SELLER / CONTRACTOR/ SERVICE PROVIDER(s) would continue.
- ii. To forfeit fully or partially the Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/Performance Bond (after the contract is signed), as decided by the BUYER and the BUYER shall not be required to assign any reason therefor.
- iii. To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER.
- iv. To recover all sums already paid by the BUYER, and in case of the Indian BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER with interest thereon at 2% higher than the prevailing Lending Rate (MCLR/Base Rate) of _____ (Name of the Bank/Financial Institution) while in case of a BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER from a country other than India with Interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER/SELLER /CONTRACTOR from the BUYER in connection with any other contract such outstanding payment could also be utilized to recover the aforesaid sum and interest. The BUYER shall also be entitled to recover the replacement costs from BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER.

- v. To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER/SELLER/CONTRACTOR/ SERVICE PROVIDER, in order to recover the payments, already made by the BUYER, along with interest.
 - vi. To cancel all or any other contracts with the BIDDER /SELLER/ CONTRACTOR/SERVICE PROVIDER and the BIDDER/SELLER / CONTRACTOR/ SERVICE PROVIDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER /SELLER/ CONTRACTOR/ SERVICE PROVIDER.
 - vii. To debar the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER from participating in future bidding processes of the BUYER for a minimum period of five years, which may be further extended at the discretion of the BUYER.
 - viii. To recover all sums paid in violation of this Pact by BIDDER/SELLER /CONTRACTOR/ SERVICE PROVIDER(s) to any middlemen or agent or broker with a view to securing the contract.
 - ix. In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER/SELLER/ CONTRACTOR/ SERVICE PROVIDER, the same shall not be opened.
 - x. Forfeiture of The Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.
 - xi. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER, and if he does so, the BUYER shall be entitled forthwith to rescind the contract and all other contracts with the BIDDER/SELLER/CONTRACTOR/ SERVICE PROVIDER. The BIDDER/SELLER/ CONTRACTOR shall be liable to pay compensation for any loss or damage to the BUYER resulting from such rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER/SELLER/CONTRACTOR/ SERVICE PROVIDER.
- 7.2. The BUYER will be entitled to take all or any of the actions mentioned at para 7.1 (i) to (xi) of this Pact, also in the event of commission by the BIDDER/ SELLER/CONTRACTOR/SERVICE PROVIDER or anyone employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined In Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.
- 7.3. The decision of the BUYER to the effect that a breach of the provisions of this pact has been committed by the BIDDER/ SELLER/ CONTRACTOR shall be final and conclusive on the BIDDER/ SELLER /CONTRACTOR. However, the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER can approach the Independent External Monitor(s) appointed for the purposes of this Pact.

8. FALL CLAUSE

8.1. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER undertakes that it has not supplied/is not supplying similar product/systems or subsystems/ services at a price lower than that offered in the present bid to any other Bank or PSU or Government Department or to any other organization/entity whether or not constituted under any law and if it is found at any stage that similar product/systems or sub systems/ services was supplied by the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER to any other Bank or PSU or Government Department or to any other organization/entity whether or not constituted under any law, at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER to the BUYER, if the contract has already been concluded.

9. INDEPENDENT EXTERNAL MONITORS

9.1. The BUYER has appointed two Independent External Monitors (hereinafter referred to as Monitors) for this Pact in accordance with the recommendations and guidelines issued by Central Vigilance Commission.

9.2. The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

9.3. The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.

9.4. Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement, including minutes of meetings. The Monitors shall on receipt of any complaint arising out of tendering process jointly examine such complaint, look into the records while conducting the investigation and submit their joint recommendations and views to the Management and Chief Executive of the BUYER. The MONITORS may also send their report directly to the CVO and the commission, in case of suspicion of serious irregularities.

9.5. As soon as any event or incident of violation of this Pact is noticed by Monitors, or Monitors have reason to believe, a violation of this Pact, they will so inform the Management of the BUYER.

9.6. The BIDDER(s) accepts that the Monitors have the right to access without restriction to all Project /Procurement documentation of the BUYER including that provided by the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER will also grant the Monitors, upon their request and demonstration of a valid interest, unrestricted and unconditional access to his documentation pertaining to the project for which

the RFP/Tender is being/has been submitted by BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER. The same is applicable to Subcontractors. The Monitors shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractors () with confidentiality.

9.7. The BUYER will provide to the Monitors sufficient information about all meetings among the parties related to the Project provided such meetings could have an Impact on the contractual relations between the parties. The parties may offer to the Monitors the option to participate in such meetings.

9.8. The Monitors will submit a written report to the BUYER at the earliest from the date of reference or intimation to him by the BUYER/ BIDDER/ SELLER/CONTRACTOR/SERVICE PROVIDER and submit proposals for correcting problematic situations.

10. FACILITATION OF INVESTIGATION

In case of any allegation of violation of any provisions of this Pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER and the BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER shall provide necessary information of the relevant documents and shall extend all possible help for the purpose of such examination,

11. LAW AND PLACE OF JURISDICTION

This Pact is subject to Indian Law and the place of jurisdiction is Guntur.

12. OTHER LEGAL ACTIONS

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the any other law in force relating to any civil or criminal proceedings.

13. VALIDITY

13.1. The validity of this Integrity Pact shall be from the date of its signing and extend up to 5 years or such longer period as mentioned in RFP/Contract or the complete execution of the contract to the satisfaction of the BUYER whichever is later. In case BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

13.2. If one or several provisions of this Pact turn out to be invalid; the remainder of this Pact shall remain valid. In such case, the parties will strive to come to an agreement to their original intentions.

14. The parties hereby sign this Integrity Pact at on.....

Buyer
Name of the Officer

Bidder
Chief Executive Officer / Authorized Signatory

Designation

Name of the Department
APGB

Witness: 1)
 2)

Witness: 1)
 2)

Annexure - D

To
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

RFP Ref No: APGB/HO/Services/10/2025-26 dated 23.11.2025.

We, _____, located at _____ do here by
undertake declare the following:

1. We have not been black listed in the past by any entity (Govt. /PSU/PSB/MNC or any other reputed firm) as on today.
2. That our services have not been terminated due to poor performance.

Yours faithfully,

()

Place:

Date:

Annexure-E

S. No.	Description	Specifications	No. of Leaves/ Cards per Unit	Type of Unit	Quantity
1	SB/OD withdrawal	Paper: 68 GSM Andhra Pradesh Maplitho Printing: Both sides - red color Size: 17.5 cm × 12.5 cm Binding: Pad type (100 slips per pad), with 200 GSM cardboard on the bottom side and 80 GSM craft paper on the front side	100	Pad	150000
2	Credit slip	Paper: 68 GSM Andhra Pradesh Maplitho Printing: Both sides - Black color Size: 17.5 cm × 12.5 cm Binding: Pad type (100 slips per pad), with 200 GSM cardboard on the bottom side and 80 GSM craft paper on the front side	100	Pad	150000
3	Pay-in-slip	Paper: 68 GSM Andhra Pradesh Maplitho Printing: Both sides - Black color Size: 28 cm × 11 cm Binding: Pad type (100 slips per pad), with 200 GSM cardboard on the bottom side and 80 GSM craft paper on the front side with perforation	100	Pad	150000
4	Debit slip	Paper: 68 GSM Andhra Pradesh Maplitho Printing: Both sides - red color Size: 17.5 cm × 12.5 cm Binding: Pad type (100 slips per pad), with 200 GSM cardboard on the bottom side and 80 GSM craft paper on the front side	100	Pad	150000
5	Daily cash transaction register	11.9 Kg 80GSM 1/2 FC JK ledger paper 200 pages single number - 2lb calico binding	1	Register	2000
6	Furniture Register	11.9kg 80GSM 1/2th FC JK ledger paper 25 pages printing calico bourd -20kg board side calico binding	1	Register	1500
7	NEFT Application	Paper: 68 GSM Andhra Pradesh Maplitho Printing: Both sides - Black color Size: 28 cm × 14.5 cm Binding: Pad type (100 slips per pad), with 200 GSM cardboard on the bottom side and 80 GSM craft paper on the front side with perforation	100	Pad	70000
8	Demand Draft	Paper: 68 GSM Andhra Pradesh Maplitho Printing: one side - Black color Size: 28 cm × 11 cm Binding: Pad type (100 slips per pad), with 200 GSM cardboard on the bottom side and 80 GSM craft paper on the front side	100	Pad	15000
9	Pass Books	Size: 21 cm × 9 cm (closed), 21 cm × 18 cm (open) · Inner Pages: 12 sheets of 70 GSM Andhra paper	100	Bundle	4000000

S. No.	Description	Specifications	No. of Leaves/ Cards per Unit	Type of Unit	Quantity
		· Inner pages Printing: Single-color printing with logo on inner sheets · Cover: 170 GSM art paper with multicolour printing, finished with glass lamination · Binding: Horizontal thread stitching (as per sample) · Packing: 100 pieces per bundle			
10	A4 Ledger paper	A4, 80 GSM, JK ledger paper, 500 sheets in one ream.	1	Ream	10000
11	Postal Covers 10 X 4	48 Kg-90 GSM Andhra Craft-one side printing -with Bank logo	100	Bundle	3500
12	Postal Covers 11 x 5	48 Kg-90 GSM Andhra Craft-one side printing -with Bank logo	100	Bundle	3500
13	Postal Covers 12 X 9	48 Kg-90 GSM Andhra Craft-one side printing -with Bank logo	100	Bundle	3000
14	Postal Covers 15 x 12	48 Kg-90 GSM Andhra Craft-one side printing -with Bank logo	25	Bundle	3000
15	Cash Certificate Covers	As per Sample	100	Bundle	15000
16	Day Book slip files	15 kg 1/10 grey board size 300 GSM 50 leaves plain and 50 leaves with one side printing.	50+50	Bundle	20000
17	Office files	30 kg 500 GSM 15 x 13" size with one side printing containing Bank logo and building photo along with inside tag	50	Bundle	3000
18	Local delivery book	10.1 KG 70 GSM 1/4 FC JK ledger paper 100 single numbering 1 1/2 lb board side calico binding	1	Register	3000
19	Postal ledger	10.1 kg 70 GSM 1/2 FC ledger JK paper 150 single numbering 2 lb board side calico binding.	1	Register	3000
20	Attendance Register	11.9 KG 80 GSM 1/2 FC JK ledger paper 25 in duplicate single numbering 1st page perforation 1 1/2 lb calico binding 3 stiches	1	Register	3000
21	Old Record Register	1/2th fc 11.9kg 80 gsm jk ledger paper 100 in single number , 1 1/2 lb board side calico binding	1	Register	1500
22	Securities Stock register	11.9 kg 80 GSM 1/2 FC ledger JK paper 150 pages double numbering 2 lb board Calico binding	1	Register	1500
23	Jewel/ Ornaments Pledge Register	11.9 Kg 80GSM 1/2 FC JK ledger paper 200 pages single number - 2lb calico binding	1	Register	3000

S. No.	Description	Specifications	No. of Leaves/ Cards per Unit	Type of Unit	Quantity
24	Gold Jewellery Pouch/Bag Safe-In Safe-Out Register	11.9 Kg 80GSM 1/2 FC JK ledger paper 200 pages Double Side - 2lb calico binding	1	Register	6000
25	Jewel/ Ornament Delivery (Redemption) Register	11.9 Kg 80GSM 1/2 FC JK ledger paper 200 pages single number - 2lb calico binding	1	Register	3000
26	Auctioned Jewellery Register	11.9 Kg 80GSM 1/2 FC JK ledger paper 100 pages single number - 2lb calico binding	1	Register	1500