



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

Request for Proposal in GeM Portal [RFP] for

Supply of Original Cartridges, Ink bottles & Consumables for Printers to the Andhra Pradesh Grameena Bank.

RFP Ref. No.: GEM/2025/B/6919141 dated 21/11/2025

GEM BID No: GEM/2025/B/6919141

Issued by: **Andhra Pradesh Grameena Bank,
Department of Information Technology,
Head Office, Guntur**

Mobile: 9281404943, 9281404942, 9390478378

procurement@apgb.bank.in



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Two Bid System

Technical Bid:

Bidder should submit the following documents through Gem portal

1. Pre-qualification Criteria
2. Annexure-1
3. Annexure-2
4. Annexure-3

Bidder has to submit the above documents to meet the eligibility criteria.

Financial Bid:

L1 bidder has to submit the following document

1. Annexure-4

Requirement of Ink bottles, cartridges & printer peripherals

S. No	Description of Item	Printer Name	Make
1	B021 toner	Brother HL B2100 DB	OEM
2	B021 Drum Unit	Brother HL B2100 DB	OEM
3	001 Ink Bottle-Black	Epson L6270/L4260	OEM
4	001 Ink Bottle (cyan, Magenta & Yellow)	Epson L6270/L4260	OEM
5	003 Ink Bottle	Epson L3250	OEM
6	003 Ink Bottle (cyan, Magenta & Yellow)	Epson L3250	OEM
7	005 Ink Bottle	Epson M1140/1170	OEM
8	008 Ink Bottle	Epson M15140	OEM
9	774 Ink Bottle	Epson M200	OEM
10	Maintenance Box	Epson M2170	OEM

<u>Delivery location:</u>	<u>Qty</u>	<u>Delivery timeline</u>
Andhra Pradesh Grameena Bank, IT Dept, Head Office , Raghu Mansion Building, 4th Floor, Brodipet 4th Lane , Opp Sankar Vilas, Guntur, 522002, 9281404943,8639750804	Total mentioned quantity in the Bid	15 days



Pre-Qualification Criteria

(Should be submitted on Company's letter head with company seal and signature of the authorized person)

SUB: Supply of OEM Cartridges, Ink bottles & printer peripherals to the Andhra Pradesh Grameena Bank.

Ref: GeM Bid ref. no. GEM/2025/B/6919141 dated 21/11/2025

Sl. No.	Criteria	Documents to be submitted for Compliance	Bidder's Response and Documents Submitted
1	The bidder should be a company registered in India as per Company Act 1956 /2013 or a partnership firm / a Limited Liability Partnership (LLP) company under the Limited Liability Partnership Act 2008 in India	Certificate of incorporation/certificate for commencement of business along with the copies of Memorandum and Articles of Association and full address of the registered office is to be submitted	
2	The Bidder or firm should have an average Turnover of ₹ 5 Lakhs for the previous FY. Relaxation only for MSE/ Start-up: GOI Extent Guidelines Relevant for start-ups/MSE will be applicable	Auditor confirmation certificate/IT Returns should be submitted	
3	Bidder shall be the supplier of the OEM Ink bottles, cartridges & printer peripherals of the mentioned models in the Bid document	Self-certificate as per the Annexure-3 need to be submitted by the bidder	
4	whether the Bid is authenticated by authorized person?	Signed persons will be authorized persons from the company.	
5	Bidder profile & Bid security declaration should be submitted	Annexure-1 & Annexure -2 should be submitted by the Bidder	
6	Payment terms 100 % after receipt of goods If any defective item will be received same should replace or deducted the amount from the invoice	tance of bidder should be provided	



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7	Bidder must have GST registered vendor Note: Composite bidder not eligible to participate in this Bid	GST certificate submitted by bidder	
8	GST Clause: event that appropriate reporting after is not completed by the vendor in Form GSTR-1 or GST charged on the invoice and paid by Bank is not reflected in the GSTR-2A available on the common GST portal as eligible input tax credit for any reason the Bank will be eligible to recover from the vendor all costs (including interest costs) incurred by it on account of reversal of input tax credit in terms of Section 16 of the Central Goods and Services Tax Act, 2017 (“CGST Act”). Vendor hereby undertakes that it will make timely payments of all taxes, duties, levies imposed by Tax Authority, be responsible for filing of all necessary tax returns.	Acceptance of bidder should be provided	

We confirm that the information furnished above is true and correct. We also note that, if there are any inconsistencies in the information furnished above, the bid is liable for rejection. All documentary evidence / certificates confirming compliance to Pre-Qualification Criteria should be part of the GeM bid.

Date

Signature with seal

Name:

Designation:



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Annexure-1

Bidder's Profile

(Should be submitted on Company's letter head with company seal and signature of the authorized person)

SUB: Supply of OEM Cartridges, Ink bottles & printer peripherals to the Andhra Pradesh Grameena Bank.

Ref: GeM Bid ref. no. GEM/2025/B/6919141 dated 21/11/2025

#	Particulars	Details
a)	Name of the Bidder Firm/Company	
b)	Constitution (Ltd./Pvt. Ltd/Firm etc.)	
c)	Date of Incorporation and / or Commencement of business with supporting documents	
d)	Certificate of Incorporation (CIN)	
e)	Whether registered as MSE for the item under the GeM Bid? (Proof of registration as MSE for the item under the GeM Bid)	
f)	Address	
g)	Particulars of the Primary Contact Person (Authorized Signatory of the Bidder)	Name
		Designation
		Address for Correspondence
		Phone Number (Landline)
		Mobile Number
h)	Particulars of the Secondary Contact Person	Email address
		Name
		Designation
		Mobile Number
i)	Firm / Company Website address	
j)	Firm/Company PAN number Firm/Company GST Number <u>Beneficiary Bank Details for Bid security refund etc.,</u> Beneficiary Name Beneficiary Account Number Type of Bank Account (Current/OD/OCC etc.) IFSC Code Beneficiary Bank Name & Branch address	

Date

Signature with seal

Name:

Designation:



Annexure-2
Bid Security Declaration

(Should be submitted on Company's letter head with company seal and signature of the authorized person)

To,
The General Manager
Andhra Pradesh Grameena Bank,
Head Office, IV Floor, Raghu Mansion,
4/1 Brodipet,
Guntur – 522 002

SUB: Supply of Original Cartridges ,Ink bottles & printer peripherals to the Andhra Pradesh Grameena Bank.

Ref: GeM Bid ref. no. GEM/2025/B/6919141 dated 21/11/2025.

Dear Sir

We hereby declare that if we are awarded the contract and fail to supply the items within the stipulated time, or if we supply any non-original/duplicate cartridges to the Bank, we understand and accept that we will be suspended as per the period mentioned in the GeM from participating in any bidding processes for contracts with Andhra Pradesh Grameena Bank

(General Terms and Conditions on GeM 4.0 (Version 1.26) dt 06th November, 2025 23.5-List of Prohibitive Activities).

Further, if any supplied cartridges are found to be non-original/duplicate, such cartridges will not be returned to us, and no payment will be made.

Place:
Date:

[Signature of Authorised Signatory]
Name:
Designation:
Seal:



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Annexure-3

(Should be submitted on Company's letter head with company seal and signature of the authorized person)

SUB: Supply of Original Cartridges, Ink bottles & printer peripherals to the Andhra Pradesh Grameena Bank.

Ref:GeM Bid ref. no. GEM/2025/B/6919141 dated 21/11/2025

We have been supplying OEM cartridges, ink bottles and printer Peripherals for the past _____ years.

Below are the items we will supply to Andhra Pradesh Grameena Bank. All products are original (OEM) and suitable with the below mentioned printers.

S. No	Description of Item	Printer Name	Make
1	B021 toner	Brother HL B2100 DB	OEM
2	B021 Drum Unit	Brother HL B2100 DB	OEM
3	001 Ink Bottle-Black	Epson L6270/L4260	OEM
4	001 Ink Bottle (cyan, Magenta & Yellow)	Epson L6270/L4260	OEM
5	003 Ink Bottle	Epson L3250	OEM
6	003 Ink Bottle (cyan, Magenta & Yellow)	Epson L3250	OEM
7	005 Ink Bottle	Epson M1140/1170	OEM
8	008 Ink Bottle	Epson M15140	OEM
9	774 Ink Bottle	Epson M200	OEM
10	Maintenance Box	Epson M2170	OEM

We confirm that all the cartridges and ink bottles listed above are genuine and fully compatible with the specified printers.

Date

Signature with seal of the bidder

Name:

Designation:



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Annexure-4

Bill of Material

SUB: Supply of Original Cartridges, Ink bottles & printer peripherals to the Andhra Pradesh Grameena Bank.

Ref: GeM Bid ref. no. GEM/2025/B/6919141 dated 21/11/2025.

Bill of material to be submitted after opening of Financial Bid

Price details of cartridge's & ink bottles

[Amount in Rs.]

1	2	3	4	5	6	7
#	Description of Item	Printer Name	Make	Quantity (A)	Base Price per unit (B)	Total Base Price C=A*B
1	B021 toner	Brother HL B2100 DB	OEM	35	XX	XX
2	B021 Drum Unit	Brother HL B2100 DB	OEM	10	XX	XX
3	001 Ink Bottle-Black	Epson L6270/L4260	OEM	8	XX	XX
4	001 Ink Bottle (cyan, Magenta & Yellow)(quoted as set)	Epson L6270/L4260	OEM	4	xx	xx
5	003 Ink Bottle-Black	Epson L3250	OEM	4	XX	XX
6	003 Ink Bottle (cyan, Magenta & Yellow) (quoted as set)	Epson L3250	OEM	2	xx	xx
7	005 Ink Bottle	Epson M1140/1170	OEM	70	XX	XX
8	008 Ink Bottle	Epson M15140	OEM	2	XX	XX
9	774 Ink Bottle	Epson M200	OEM	5	XX	XX
10	Maintenance Box	Epson M2170	OEM	10	XX	XX
					Total	XX
					GST	XX
					Total Price (Incl of GST)	XX

Declaration

- ✓ Bill of material is submitted on the letter head and is signed by an Authorized Signatory with Name and Seal of the Company.
- ✓ **Total Price (Incl of GST) in Column 7 will be considered L1 for the Bid.**
- ✓ We confirm that we have gone through GeM bid clauses, subsequent amendments and replies to pre-bid queries (if any) and abide by the same.
- ✓ We have not changed the structure of the format nor added any extra items. We note that any such alternation will lead to rejection of Bid.
- ✓ We agree that no counter condition/assumption in response to commercial bid will be accepted by the Bank. Bank has a right to reject such bid.
- ✓ We are agreeable to the payment schedule as per "Payment Terms" of the GeM bid.
- ✓ Price of the System is valid for 180 days after issuance of First Purchase order/as per terms of GeM.

Date:
Place:

Authorized signatory
Name:
Designation:
Company seal: