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

Limited Request for Proposal (RFP)
For
“Printing and Supply
of
Stationery items”

Tender Reference No : APGB/HO/Services/2/2026-27
Date of Tender Document : 15.04.2026
Last Date for submission of Financial Bid : 29.04.2026 at 5.00 PM
Date of Opening of Bid : 30.04.2026 at 10.30 AM
No. of Pages : 11

Since this is a limited tender enquiry/RFP, only empaneled vendors with APGB are eligible to participate in this tender process.

Please Note:

The above-mentioned dates are tentative, and the Bidder acknowledges that the Bank cannot be held responsible for any revision in these dates. The bids will be opened in the presence of bidders who choose to be present at the time of opening.

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

Limited Request for Proposal for Printing and Supply of Stationery items

Andhra Pradesh Grameena Bank, a Regional Rural Bank having 1359 branches and 23 Regional Offices having a network at all over Andhra Pradesh. We request you to submit your financial bid for supply of Stationery items as per technical specifications as per **Annexure A**. The terms and conditions, format for financial Bid for supply of Stationery items is enclosed.

Scope Of Work:

The finalized empaneled vendors shall supply the stationery items in accordance with the specifications and quantities mentioned in the Purchase Orders to the Head Office, Guntur, or the respective Regional Offices or any other locations within the stipulated timeline, as per the Bank's directions, after confirmation of the proofs.

Confirmation that the proof must be submitted by the L1 bidders within two working days from the date of issuance of the Purchase Orders. If the proofs are not received from the bidder within two working days, liquidated damages will be levied by the Bank at the rate of 0.5% per week on a pro rata basis.

Eligibility Criteria: All the Printers who are empaneled with APGB are eligible to participate in the tender

General Instructions to the Empaneled Vendors

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

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

The submission of Financial Bid for Printing and Supply of Stationery items, as per **Annexure-B**, is to be sealed super scribed on the top of the cover as "RFP: APGB/HO/Services/2/2026-27- Limited Request for Proposal for Printing and Supply of Stationery items".

Opening of Bids

All the Financial bids will be opened at the date, time and locations mentioned in RFP (as per RFP schedule).

Determination of L1 Bidder

The committee formed by the officers of Bank will evaluate tender proposals received in response to this limited RFP.

The L1 price will be determined based on the lowest base price quoted in the Price Bid for each item as per Annexure-B, and the L1 bidder will be identified accordingly for each item.

If more than one bidder is declared as L-1, 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.

If two or more vendors quote the same lowest price after negotiation, the order will be split proportionately among them.

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

1. The rates quoted by the bidder/printer shall be inclusive of freight charges and must be submitted as per Annexure B, on their official letterheads only.
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. Bank, at its own discretion may allow L 2 bidder (vendor), if L2 bidder (vendor) agrees to supply of stationery items at same price as quoted by L1 bidder (vendor) in the ratio of 60:40 and may extend the option to L3 bidder (vendor) too which would be then in the ratio of L1 50%, L2 for 30% and L3 for 20% quantity provided that L3 bidder (vendor) agrees to accept L1 bidder (vendor) rates and on same terms & conditions
5. **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**. In addition to the above 23 Regional Offices Bank may decide additional delivery centers case to case basis. The printer or his agent should attend personally for delivery of the stationery and obtain delivery challan to submit along with the Bill.
6. **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.

7. **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.

Delivery of the quantity after confirmation of proof

- 25% of the quantity to be delivered during the 1st week
- 35% of the quantity to be delivered during the 2nd week
- 40% of the quantity to be delivered during the 3rd week

Note: Liquidity damages will be levied by the bank for the delayed supply.

8. **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.
9. **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.
10. **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.
11. **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.

12. 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).
13. 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.
14. 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.
15. No advance amount will be paid to the Printers.
16. 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.
17. 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.
18. 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.
19. 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.
20. All other terms and conditions of the RFP no.APGB/HO/Services/10/2025-26,dated 24.10.2025 are applicable to this order as accepted by you.

MODIFICATION/CANCELLATION OF RFP

The Bank reserves the right to modify/cancel the tender or re-tender without assigning any reasons whatsoever. 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 Specifications of the Stationery items

S. No	Name of the Stationery item	Specifications	No. of forms/ leaves per Unit	Type of Unit	Quantity
1	SB Account Opening Form	8.25"X13" size,78 GSM Andhra Maplitho white 3 sheets (6 pages) with six pages printing with proper pinning and 100 in bundle	100	Bundle	4500
2	CA Account Opening Form	8.25"X13" size,78 GSM Andhra Maplitho white 5 sheets (10 pages) with nine pages printing with proper pinning and 100 in bundle	100	Bundle	750
3	Supplementary Form for second Applicant (Joint Account Form)	8.25"X13" size,78 GSM Andhra Maplitho white single page printing with 100 Nos. in one pad	100	Pad	4500
4	Cash in & Out Register	78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 150 sheets (300 pages front & back) with double numbering(1-300) - 2lb calico binding with proper stitching	1	Register	1500
5	Cash Denomination Register	78 GSM 1/4 FC JK/Andhra/Sirpur ledger paper 150 sheets (300 pages front & back) with double numbering(1-300) - 2lb calico binding with proper stitching	1	Register	1500
6	Locker Register	78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 150 sheets (300 pages front & back) with Single numbering(1-150) - 2lb calico binding with proper stitching	1	Register	3000
7	Key Movement Register	78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 100 sheets (200 pages front & back) with single numbering(1-100) - 2lb calico binding with proper stitching	1	Register	1500
8	Staff Movement Register	78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper	1	Register	1500

		100 sheets (200 pages front & back) with single numbering(1-100) - 2lb calico binding with proper stitching			
9	Deposit Nominee Register	78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 150 sheets (300 pages front & back) with Single numbering(1-150) - 2lb calico binding with proper stitching	1	Register	3000
10	Cheque Book Issue Register	78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 150 sheets (300 pages front & back) with double numbering(1-300) - 2lb calico binding with proper stitching	1	Register	1500
11	Postal Inward Register	78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 100 sheets (200 pages front & back) with single numbering(1-100) - 2lb calico binding with proper stitching	1	Register	1500
12	Security (Title Deed) register	78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 100 sheets (200 pages front & back) with single numbering(1-100) - 2lb calico binding with proper stitching	1	Register	1500
13	CRA (100 + 100) Pads	Paper:68 GSM AP Maplitho white paper Printing 1st copy red clour single side printing and 2nd copy one side printing Size:16.5 cmX 10.5 cm with pading (100+100 in pad) with 200 GSM cardboard on the bottom side and 80 GSM craft paper on the front side	100+100	Pad	5000
14	Cash Remittance Register	78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 100 sheets (200 pages front & back) with Double numbering(1-200) - 2lb calico binding with proper stitching	1	Register	1500
15	Local Bills Register	78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 100 sheets (200 pages front & back) with single numbering(1-	1	Register	1500

		100) - 2lb calico binding with proper stitching			
16	Outward Bills register	78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 100 sheets (200 pages front & back) with single numbering(1-100) - 2lb calico binding with proper stitching	1	Register	1500

Date:

Signature and Seal of Printer / Bidder / Company / Firm

Annexure-B
Financial Bid for Printing and Supply of Stationery items

To
General Manager
Andhra Pradesh Grameena Bank,
Services Department,
Head office, 2nd floor, D.No. 5-38-27/28, 5/2th Lane,
Brodipet, Guntur - 522 002

(Amount in ₹)

S. No	Name of the Stationery item	Specifications	No. of Leaves/ Cards per Unit	Type of Unit	Quantity	Base rate per Unit	GST per unit	Final Rate per unit
1	SB Account Opening Form	8.25"X13" size, 78 GSM Andhra Maplitho white 3 sheets (6 pages) with six pages printing with proper pinning and 100 in bundle	100	Bundle	4500			
2	CA Account Opening Form	8.25"X13" size, 78 GSM Andhra Maplitho white 5 sheets (10 pages) with nine pages printing with proper pinning and 100 in bundle	100	Bundle	750			
3	Supplementary Form for second Applicant (Joint Account Form)	8.25"X13" size, 78 GSM Andhra Maplitho white single page printing with 100 Nos. in one pad.	100	Pad	4500			
4	Cash in & Out Register	78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 150 sheets (300 pages front & back) with double numbering(1-300) - 2lb calico binding with proper stitching	1	Register	1500			

5	Cash Denomination Register	78 GSM 1/4 FC JK/Andhra/Sirpur ledger paper 150 sheets (300 pages front & back) with double numbering(1-300) - 2lb calico binding with proper stitching	1	Register	1500			
6	Locker Register	78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 150 sheets (300 pages front & back) with Single numbering(1-150) - 2lb calico binding with proper stitching	1	Register	3000			
7	Key Movement Register	78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 100 sheets (200 pages front & back) with single numbering(1-100) - 2lb calico binding with proper stitching	1	Register	1500			
8	Staff Movement Register	78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 100 sheets (200 pages front & back) with single numbering(1-100) - 2lb calico binding with proper stitching	1	Register	1500			
9	Deposit Nominee Register	78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 150 sheets (300 pages front & back) with Single numbering(1-150) - 2lb calico binding with proper stitching	1	Register	3000			
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16	Outward Bills register	78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 100 sheets (200 pages front & back) with single numbering(1-100) - 2lb calico binding with proper stitching	1	Register	1500			

Note: The vendors should submit the financial bid on theirs letter head only.

Date:

Signature and Seal of Printer / Bidder / Company / Firm