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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
Annual Reports”

Tender Reference No : APGB/HO/Services/6/2026-27
Date of Tender Document : 16.05.2026
Last Date for submission of Financial Bid : 25.05.2026 at 5.00 PM
Date of Opening of Bid : 25.05.2026 at 5.30 PM
No. of Pages : 7

Since this is a limited tender enquiry/RFP, only empaneled vendors under Printing and Stationery works 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
Mail: procurement_services@apgb.bank.in

Limited Request for Proposal for Printing and Supply of KCC Applications

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 Annual Reports as per technical specifications as per **Annexure A**. The terms and conditions, format for financial Bid for supply of Annual Reports is enclosed.

Scope Of Work:

The finalized empaneled vendor shall supply the stationery items in accordance with the specifications and quantities mentioned in the Purchase Order 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 bidder within seven working days from the date of issuance of the Purchase Order. If the proof is not received from the bidder within seven 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 empaneled vendors under Printing and Stationery works shall be eligible to participate in this tender process.

General Instructions to the Empaneled Vendors

Sealed Financial Bids, as per Annexure B, containing all price information shall be submitted and must be accompanied by the RFP Document duly signed by the bidder. For the purpose of this tender, the terms Bidder, Vendor, and Printer shall be construed to have the same meaning throughout the RFP document.

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 the Financial Bid for Printing and Supply of Annual Reports, as per Annexure B, shall be sealed and super scribed on the top of the cover as : "RFP: APGB/HO/Services/6/2026-27 - Limited Request for Proposal for Printing and Supply of Annual Reports" and must be accompanied by the RFP Document duly signed by the bidder.

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 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.

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 L-1 bidder.

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 as per RFP terms and conditions.

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 **DTP work, translation charges (for English to Telugu and English to Hindi), freight charges and all other charges.** Quotations must be submitted as per Annexure B on the bidder's official letterhead 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 bidder without interest, after satisfactory supply of all items ordered and after ensuring the payment of GST only. If the Bidder 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 Bidder 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 Bidders 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 (200 Trilingual and 225 Bilingual)
- 35% of the quantity to be delivered during the 2nd week (595 Bilingual copies)
- 40% of the quantity to be delivered during the 3rd week (680 Bilingual copies)

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% per week on a pro rata basis, 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 Bidder only.
 - If any stationery item supplied by the bidder 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 bidder will be kept in black list and the bidder 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 the L1 bidder fails to supply the stationery item for any reason, the name of the bidder shall be blacklisted and the bidder shall not be permitted to participate in future works of the Bank. In such case, the Bank reserves the right to place the order with the L2 vendor, provided the L2 vendor agrees to supply at L1 rates.
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 bidder 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 bidder. 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 Bidder.
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 Bidders.
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 Bidder 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 Annual Reports

S. No	Name of stationery Item	Number of pages per copy	Specification of the item	Quantity Required
1	Annual Report (Bi Lingual)	200 (front and back)	¼ demy (22.5x29.0 cms) art paper -130 GSM, Multi colour printing. Cover Page 300 GSM Art card with glass lamination, stitching & machine gum binding.	1500 copies
2	Annual Report (Tri lingual)	300 (front and back)		200 copies

* The number of pages in the Annual Report may increase or decrease.

Date:

Signature and Seal of Printer / Bidder / Company / Firm

Annexure-B

Financial Bid for Printing and Supply of Annual Reports

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 stationery Item	Specification of the item	Number of pages per copy	Specification of the item	Quantity	Base rate per page	GST per Page	Final Rate per Page
1	Annual Report (Bi Lingual)	¼ demy (22.5x29.0 cms) art paper -130 GSM, Multi colour printing. Cover Page 300 GSM	200 (front and back)	¼ demy (22.5x29.0 cms) art paper -130 GSM, Multi colour printing. Cover Page 300 GSM ,	1500 copies			
2	Annual Report (Tri lingual)	Art card with glass lamination, stitching & machine gum binding.	300 (front and back)	glass lamination, stitching & machine gum binding.	200 copies			

- The number of pages in the Annual Report may increase or decrease.
- The rates quoted by the bidder/printer shall be inclusive of DTP work, translation charges (for English to Telugu and English to Hindi), freight charges and all other charges.

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

Date:

Signature and Seal of Printer / Bidder / Company / Firm