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ANDHRA PRADESH GRAMEENA BANK

(Scheduled Bank owned by Government)

REQUEST FOR PROPOSAL (RFP)

FOR

Rate Contract for Supply, Installation and Maintenance of ABC Type 500 Fire Extinguishers for all Branches/Offices of Andhra Pradesh Grameena Bank across the state

S.NO	DESCRIPTION	DETAILS
1	RFP Reference No.	APGB/HO/Services/08 Dated 22.06.2026
2	Brief Description of the RFP	Request for Proposal (RFP) for a Two (2) Year Rate Contract for the Supply, installation and maintenance of 500 Fire Extinguishers to Branches and Offices of Andhra Pradesh Grameena Bank across Andhra Pradesh.
3	Bank's Address for Communication	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
4	RFP Issuance Date	22.06.2026
5	Last date for submission of Pre Bid queries	28.06.2026 by 05.00 PM
6	Last Date for Receipt of Bids	13.07.2026 at 04.00 PM
7	Date and Time of Opening of Technical	14.07.2026 at 11.00 AM
8	**Date of Technical presentation**	Will be intimated later
9	Date and Time of Opening of Financial	Shall be intimated at a later stage.
10	Tender Fees (Not Refundable)	Rs. 3,000/- {Rupees Five Thousand only}

Tender Fee Amount should be remitted through NEFT / RTGS / IMPS to the credit of Current A/c No. 79991025400017, IFSC Code: UBIN0CG7999 or DD favoring Andhra Pradesh Grameena Bank, Payable at Guntur and the same should be reached to above mentioned address before opening of Technical Bid.
This document can be downloaded from Bank's website **https://apgb.bank/tenders or CPP portal**

Issued By:
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
e-mail: procurement_services@apgb.bank.in / hod-services@apgb.bank.in
Website: https://apgb.bank.in

DISCLAIMER

1. The information contained in this Request for Proposal (RFP) is provided to the Vendor(s) on the terms and conditions set out in this RFP document. The RFP document contains statements derived from information that is believed to be true and reliable at the date obtained but does not purport to provide all the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with Bank in relation to the provision of services.

2. The purpose of this RFP is to provide the Vendor(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each Vendor may require. Each Vendor should conduct their own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advice. Andhra Pradesh Grameena Bank makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. Andhra Pradesh Grameena Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP. The RFP document is not a recommendation, offer or invitation to enter into a contract, agreement or any other arrangement, in respect of the Rate Contract for 2 years for Supply, installation and maintenance of Fire Extinguishers to Branches/Offices of Andhra Pradesh Grameena Bank. The provision of the services is subject to selection of vendor through the process of tender and appropriate documentation being agreed between the Bank and successful Vendors as identified by the Bank. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed by duly authorized officers of Andhra Pradesh Grameena Bank with the Vendor.

3. This RFP is not exhaustive in describing the functions, activities, responsibilities and services for which Vendor will be responsible. The Vendor(s), by participating in this process for rate Contract, implicitly confirm that if any functions, activities, responsibilities or services which are either not specifically described in this RFP or specifically described but has to undergo suitable changes/modifications due to regulatory/statutory changes and are termed necessary by the Bank for the proper performance of the Contract, such functions, activities, responsibilities or services (with applicable changes, if any) will be deemed to be implied by and included within the scope of services under this RFP and Vendor response to the same extent and in the same manner as if specifically described in this RFP and Vendor's response.

4. No reimbursement of cost of any type or on any account will be paid to persons or entities submitting their proposals.

About Andhra Pradesh Grameena Bank

Andhra Pradesh Grameena Bank is a Regional Rural Bank having 1359 branches and 23 Regional Offices network in all districts of Andhra Pradesh. Andhra Pradesh Grameena Bank Head office is located at Services Department, D.No. 5-38-27/28, 5/2th Lane, Opp H P Petrol Bunk, Brodipet, Guntur – 522002.

Definitions

- 'Bank' means unless excluded by and repugnant to the context or the meaning thereof, shall mean **'Andhra Pradesh Grameena Bank'**, and which has invited bids under this Request for Proposal in CPP portal/ Bank's website and shall be deemed to include it successors and permitted assigns.

- 'RFP' means Request for Proposal (RFP) for a Two (2) Year Rate Contract for the Supply, installation and maintenance of Fire Extinguishers to Branches and Offices of Andhra Pradesh Grameena Bank across Andhra Pradesh.**"**

- 'Bidder' means a vendor submitting the proposal in response to the RFP.

- 'Product' means "Supply, Installation and Maintenance of **Fire Extinguishers** in Andhra Pradesh Grameena Bank,"

- 'Contract' means the agreement signed by successful bidder and the Bank at the conclusion of bidding process, wherever required.

- 'Selected bidder' / Successful bidder'/ 'L1 bidder' means the bidder who is found to be the lowest bidder after conclusion of the bidding process, subject to compliance to all the Terms and Conditions of this RFP.

NOTICE INVITING RFP

Notice inviting tender under Request for Proposal (RFP) for a two (2) Year Rate Contract for Supply, installation and maintenance of 500 Fire Extinguishers to Branches and Offices of Andhra Pradesh Grameena Bank across the State

The tender shall be submitted in **two separate sealed envelopes**, namely:

- **Envelope No. 1 – Technical Bid**
  (Super scribed as "Technical Bid for Rate Contract for Supply, installation and maintenance of Fire Extinguishers " Includes **Technical demonstration** in Guntur)
  Technical Presentation:
  The technical presentation shall be conducted only for those bidders who are found eligible as per the Technical Eligibility Criteria specified of the RFP.
- **Envelope No. 2 – Price Bid**
  (Super scribed as "Price/Commercial Bid for Technical Bid for Rate Contract for Supply, installation and maintenance of Fire Extinguishers")

  Both the above envelopes shall then be placed in a **single sealed cover**, super scribed as "Technical Bid for Rate Contract for Supply, installation and maintenance of Fire Extinguishers."

Work will be allotted only to Lowest among **Commercial Bid**.
Andhra Pradesh Grameena Bank, a Regional Rural Bank, has 1,359 branches and 23 Regional Offices with a network across all districts of Andhra Pradesh.

The Bank proposes to procure Fire Extinguishers for use at various branches within its service area. In this regard, two-bid process (Technical Bid and Financial Bid) is invited through the CPPP portal. Any firm submitting a proposal in offline in response to this RFP shall hereinafter be referred to as the '**Bidder**'.

Interested bidders engaged in the Supply, installation and maintenance of Fire Extinguishers and meeting the following eligibility criteria may submit their response.

ELIGIBILITY CRITERIA

S. No.	Eligibility Criteria	Documentary Proof Required
1	The bidder must have valid registration of PAN, GST, and other statutory registrations as per applicable Government guidelines.	Self-attested copies of PAN, GST registration certificate, and other applicable statutory certificates
2	"The bidder must possess valid **Fire Safety approvals/ licenses** for the offered **Fire Extinguishers** and submit a current OEM authorization. If the bidder is an authorized dealer.	Copies of relevant certificates and OEM authorization letters, duly signed and stamped, valid as on the date of bid submission.
3	The bidder must have five (05) years experience in supply and Maintenance of Fire Extinguishers as on 31-05-2026.	Work orders, contracts, or certificates from client departments, Purchase orders and satisfactory certificates to be submitted
4	The bidder must not be under debarment or blacklisting by any Government/PSB/RRB/PSU/State or Central Govt.	Letter of Undertaking on the bidder's letterhead.
5	The bidder must submit at least one completion certificate detailing scope of work, final bill amount, year, and duration.	Completion certificate from competent authority of the client.
6	The proposed/ offered equipment should be of an established brand and should be in the market for the last one years. The equipment and spare of the products offered should be available in the market for a minimum period of **six years.**	**Declaration letter from OEM.**
7	The bidder must have successfully supplied and installed at least <u>**400**</u> Fire Extinguishers to PSBs / RRBs/PSUs/State Govt/ Central Govt. during the last three years as on 31.05.2026. The bidder must have supplied at least 100 fire extinguishers to PSBs / RRBs/PSUs/State Govt/ Central Govt in Andhra Pradesh during last one year as on 31-05-2026.	Supply orders and satisfactory certificates to be submitted.
8	Bidder must be in profit after tax in each of the last three financial years (FY 2023-24, 2024-25, 2025-26).	CA-certified Profit & Loss statements..

9	Bidder must have average annual turnover of more than ₹10.00 lakh during the last three financial years. **<u>For MSMEs/Startups</u>** Bidder must have average annual turnover of more than ₹8.00 lakh during the last three financial years.	CA-certified turnover certificate and relevant work completion proofs.
10	The bidder must undertake to provide samples/ demonstrations of the Fire Extinguisher system for approval within 7 days of work order. Any modifications suggested must be incorporated and resubmitted until final approval. Supply to branches/offices shall commence only after sample approval.	Signed undertaking as part of bid submission.
11	Bidder company or firm should not be owned or controlled by any Director or employee (or relatives) of Andhra Pradesh Grameena Bank.	Self-declaration letter
12	**Good after sales service**: The vendor should also have Minimum Five Technicians and Engineers and technical equipment for testing, repairing and maintenance of equipment. Technicians should have proper fluency in local language without inconvenience to the Banks service	**Copy of the certificate to be attached.** **Service engineers names and contacts to be submitted in self-attestation along with proof like** Salary Certificate / EPF statement along with PF Number etc. to be submitted.
13	Bidder should have ISO 9001 Certification as on date of RFP	**Copy of the same to be attached**
14	The bidder must score a minimum of 49 marks in the technical evaluation to pass, according to the criteria detailed in Annexure-F.	Supporting Documents to be submitted
15	The warranty must be provided directly by the Original Equipment Manufacturer (OEM)	OEM authorization to be submitted

Before submitting their offer, bidders are advised to carefully read and understand the following instructions, terms, and conditions.

A. GENERAL RULES AND INSTRUCTIONS TO BIDDERS

1. BIDDING PROCEDURE.

1.1. Contents of the bid.

1.1.1. Contents of the Technical Bid:

The Technical Bid shall contain the following:

1.1.1.1. All pages of this RFP, as downloaded from the CPPP Portal/Bank's Website, duly signed and stamped on each page.
1.1.1.2. Covering Letter of the Bidder, as per *Annexure A*, along with a list of clients to whom Fire Extinguishers have been supplied.
1.1.1.3. Power of Attorney/Authorization, with the seal of the bidder's company/firm, in favor of the person signing the RFP documents.
1.1.1.4. Authorization Letter for attending the bid opening, as per *Annexure M*.
1.1.1.5. Company/Firm Profile, as per *Annexure B*.
1.1.1.6. Documentary evidence supporting all eligibility criteria.
1.1.1.7. Technical Compliance Statement, as per *Annexure C*
1.1.1.8. Technical Offer, as per eligibility criteria in *Annexure F shall be* duly examined.
1.1.1.9. Technical Documentation, including product brochures, leaflets, manuals, and drawings. An index of the technical documentation submitted must be enclosed.

1.1.2. Contents of the Financial Bid.

a. Financial Bid submitted in Covering letter as prescribed as per **Annexure – E** (Fire Extinguishers), containing complete price information.

1.2 Submission of Bids

1.2.1. Technical Bid

The Technical Bid for Fire Extinguishers shall be submitted **only through the physical, copy should reach Guntur- Head Office Address as specified.**

- **Demand Draft:**
  The DD must reach the following address either by registered post or by hand delivery:
  General Manager, Services Department, Andhra Pradesh Grameena Bank, Head Office, 2nd Floor, D.No: 5-38-27/28, 5/2th Lane, Opp. HP Petrol Bunk, Brodipet, Guntur.
- **NEFT/RTGS:**
  Tender Fees amount shall be credited to:
  Account No: 79991025400017, IFSC Code: UBIN0CG7999

1.2.2. The Technical Bid shall be complete in all respects and include all information sought in the RFP. **It must not contain any price details**. The Bid should clearly establish that all products and services required by the Bank have been duly quoted.

1.2.3. Financial Bid

The Financial Bid for Fire Extinguishers shall be submitted in the offline along with Technical Bid submission, strictly as per RFP terms and conditions.

Financial Bid (also called price bid) shall represent the total price quoted for the quantity of Fire Extinguishers specified in **Annexure E**. The Financial Bid must provide complete price information as per Annexure E and shall not, in any manner, contradict the Technical Bid.

1.2.4. All pages of the Bid, including brochures and leaflets, shall be presented in an organized, structured, and neat manner and submitted at Guntur Office. Each page must bear the initials, name, seal, and signature of the Authorized Signatory. Signing all pages of the RFP will be deemed as acceptance of the terms and conditions. All documents of the Technical Bid must be duly stamped and signed by the authorized personnel submitting the bid.

1.2.5. All bids shall be submitted **only through** Physical form to respective address.

1.2.6. Bidders or their authorized representatives are requested to be present at the time of bid opening. In case a Bidder is absent, it shall be deemed that the Bidder has chosen not to attend, and the Bank will proceed with opening the bids.

1.2.7. Financial Bids are to be submitted along with Technical Bids. The L1 bidder will be selected based on Commercial evaluation method.

1.3 Opening of Bids.

1.3.1 The Technical Bid will be opened on 14.07.2026 at 11:00 AM in the Services Department, Head Office, Andhra Pradesh Grameena Bank, Brodipet, Guntur, Andhra Pradesh, in the presence of the Bidders' representatives.

Authorized representatives should arrive on time with a valid authorization letter (Original in the format prescribed in **Annexure M**, enclosed in the Technical Bid) and sign the Tender/RFP Register at the venue.

2. Determination of Finalized Price

The L1 price will be determined on the basis of the commercial Based, evaluated on a Total Cost basis.

A committee constituted by the Bank will evaluate the proposals received, which may include inspection of vendors' manufacturing facilities.

The Rate Contract for Supply, installation and maintenance of Fire Extinguishers will be awarded to the prequalified vendor quoting the lowest price (L1) after the commercial evaluation.

At the Bank's discretion, allocation may also be shared with other qualified bidders, provided they agree to match the L1 price and accept all the same terms and conditions as applicable to L1. In such cases, allocation may be split in the ratio of 60:40 between L1 and L2, or 50:30:20 among L1, L2, and L3, respectively.

The Rate Contract will remain valid for two (2) **years**, extendable further on mutual agreement.

3. Offer Validity Period & Quantity

3.1 The offer submitted, along with the price quoted, shall remain valid for a period of 24 months from the date of execution of the Agreement, and may be extended for such further period as requested by the Bank and agreed to in writing by the bidder.
3.2 Bank proposes to purchase 500 No. of Fire Extinguishers during the two-year contract period.
3.3 The ordered quantity may vary by **±25%** of the above **mentioned quantity**.
3.4 Orders will be placed **as and when required**, based on the Bank's requirement, for **any number of Fire Extinguishers**.

4. Proposal Ownership

4.1 The proposal, together with all supporting documents submitted by the bidder, shall become the property of the Bank.

5. Modifications & Withdrawals of Bid(S)

5.1 No bid may be modified or withdrawn by the bidder after submission. However, modifications arising out of clarifications to the Technical Bid may be permitted, provided such modifications are made only with the prior written approval of the Bank.

6. Pre-Bid Queries Submission Date & Time

6.1 Pre-bid queries shall be submitted in the format prescribed in **Annexure K**.
6.2 Pre-bid Queries must be sent by email to procurement_services@apgb.bank.in & hod-services@apgb.bank.in on or before 28.06.2026**, 05:00 PM. The subject line should read: "Pre-Bid Queries for RFP: APGB/HO/Services/08** dated 22.06.2026".
6.3 Queries received after the deadline will not be considered.
6.4 Consideration of queries will be subject to the approval of the competent authority.
6.4 Responses to all valid pre-bid queries will be consolidated and issued as a clarification/ corrigendum, which shall form part of the RFP and be communicated to all bidders.

7. SCRUTINY OF OFFERS.

7.1 The Bank will scrutinize all bids submitted to verify their completeness and conformity with the requirements of this RFP for Fire Extinguishers.

7.2 Technical Bids will be considered only from bidders who have submitted the Tender Fee, and will be evaluated strictly against the stipulated eligibility criteria and the terms of this RFP.

7.3. Bidders complying with the eligibility criteria will be qualified for further evaluation, and their Price Bids will be opened with due intimation by the Bank.

8. CLARIFICATION OF OFFERS

During the scrutiny, evaluation, and comparison of offers, the Bank may, at its discretion, seek clarifications from any or all bidders on the offers submitted by them. Such requests and the bidders' responses shall be in writing and must be submitted within the time stipulated by the Bank, failing which the bids are liable to rejection.

9. NO COMMITMENT TO ACCEPT LOWEST OR ANY OFFER

9.1. The Bank is under no obligation to accept the lowest bid or any offer, and shall not be bound to assign reasons for non-acceptance. The Bank reserves the absolute right to reject any or all offers at its sole discretion without assigning any reason whatsoever.

9.2. The Bank is not obliged to meet, negotiate, or hold discussions with any bidder, nor to entertain any representations in this regard.

9.3. Bidders, including those whose offers are not accepted, shall have no right to claim any costs, charges, damages, or expenses incurred in connection with the preparation or submission of their bids, even if the Bank decides to modify, withdraw, or recall the RFP.

9.4. The Bank reserves the right to cancel or terminate the tender process at any stage, without assigning any reason, and without incurring any liability towards the bidders.

10. INCOMPLETE OFFERS WILL BE REJECTED.

10.1. Incomplete offers submitted in offline will be rejected without any further reference. Such rejection may occur in cases of non-adherence to the prescribed format, partial submission of technical details, or failure to furnish the information required under this RFP.

11. ERASURES OR ALTERATIONS.

Offers shall be submitted only in the prescribed forms. Documents submitted by the bidders have to be duly filled and submitted and no other format shall be used,except for Proformas which shall be submitted in the letter head. Wherever required, additional particulars may be furnished in annexures, but the corresponding details must also be clearly indicated in the respective columns of the original document.

All documents, enclosures, and correspondence will form part of the contract. Any offer submitted in a format other than that prescribed in this RFP shall be liable to rejection. The bidder shall also submit an undertaking in **Annexure-J** confirming that no changes or alterations have been made to the documents issued by the Bank or downloaded from the CPP Portal/Bank's website, and that the same have been submitted as it is.

12. ALTERNATIVE OFFERS /BIDS.

Bidders shall quote strictly for the specified models and technical requirements of Fire Extinguishers as outlined in this RFP. Alternate makes, variants, or deviations in specifications will not be accepted and such offers are liable for rejection.

13. SECURITY DEPOSIT

The successful bidder shall furnish a Security Deposit of ₹ 1,00,000/- either:

13.1. By Demand Draft drawn on any Scheduled Commercial Bank in favour of *Andhra Pradesh Grameena Bank*, payable at Guntur,

or

Through NEFT / RTGS / IMPS to A/c No. 79991025400017, IFSC: UBIN0CG7999.No interest is payable by Bank on Security Deposit.

13.2. No interest shall be payable by the Bank on the Security Deposit.

13.3. The Security Deposit may also be furnished in the form of:

- An Irrevocable Bank Guarantee issued by a Scheduled Commercial Bank in India for ₹1,00,000/-, valid for a minimum period of 26 months from the date of Agreement, as per *Annexure-H.*

Or

- A Fixed Deposit Receipt (FDR) for ₹1,00,000/- with a lien marked in favour of Andhra Pradesh Grameena Bank, Head Office, Guntur, for a period of 26 months

13.4. Security Deposit instruments in physical form (DD / BG / FDR) shall be sent by registered post to:

"**General Manager, Services Department, Andhra Pradesh Grameena Bank, Head Office, 2nd Floor, D.No:5-38-27/28, 5/2 TH Lane, Opp: HP Petrol Bunk, Brodipet, Guntur".**

13.5. Forfeiture of Security Deposit

The Security Deposit may be forfeited, at the discretion of the Bank, under the following circumstances:

13.5.1 If the bidder withdraws or modifies the bid during the bid validity period specified in this RFP.

13.5.2 If the successful bidder fails to deliver the entire ordered quantity of Fire Extinguishers within the stipulated time or within the extended period permitted by the Bank.

13.5.3 If any complaint is received from a Branch/Regional Office within warranty period of supply regarding the quality of the Fire Extinguishers, and the supplied systems are found not to conform to the specifications laid down in this RFP.

14. PROVISIONS FOR MICRO & SMALL ENTERPRISES (MSEs)

In line with the *Public Procurement Policy for Micro and Small Enterprises (MSEs), 2012* issued by the Government of India, the following benefits shall apply:

14.1. The policy is applicable to MSEs registered with District Industries Centres, Khadi & Village Industries Commission/Board, Coir Board, National Small Industries Corporation (NSIC), Directorate of Handicrafts & Handloom, or any other body specified by the Ministry of Micro, Small & Medium Enterprises.

14.2. MSEs that qualify for the opening of the Price Bid and quote within *L1 + 15%* shall be eligible to participate in procurement, provided they agree to match the L1 price when L1 is quoted by a non-MSE bidder. In such cases, the eligible MSE(s) may be awarded up to 20% of the total Tender/RFP value. If more than one MSE is eligible, this 20% share shall be divided among them in proportion to the Tender/RFP quantity.

14.3. MSEs are exempted from payment of Tender Fee. To avail these benefits, bidders shall submit valid MSE registration certificates along with their bid.

15. <u>BID PREPARATION AND SUBMISSION</u>

Documents described below are to be submitted hard copies with signature of authorized signatory and official stamp of the bidder.

14.1 PART-I Technical & Functional Bid

Technical Bid containing specific response with supporting documents in respect of technical eligibility criteria as mentioned in Annexure-C is to be submitted for in response to this RFP by submitting all the required documents mentioned.

14.2 PART-II Commercial Bid

The vendor who achieves the required cut – off technical score as part of technical evaluation sheet shall be qualified for commercial bid opening

Bidders getting 70% and above Marks is the criteria for qualification in Technical evaluation sheet.

The commercial price Bid as per Annexure-E is to be submitted separately along with technical bid submission in sealed envelope. Prices quoted be considered for Bidder finalization for Commercial Evaluation.

The commercial price Bid must include all the price components mentioned. Prices are to be quoted in Indian Rupees only. Bid shall be submitted along with the required documents.

B. TERMS AND CONDITIONS:

1. EFFECTIVE DATE

1.1 The contract shall come into effect from the date of execution of the Agreement between the Bank and the L1 bidder after issuance of first Purchase Order.

2. SCOPE OF CONTRACT.

2.1 The scope of the Rate Contract shall cover the supply, installation, testing, and configuration of Fire Extinguishers in good working condition at various Regional Offices, Branches, and other designated locations of the Bank within its service area.

2.2 The successful bidder shall deliver, install, and demonstrate the ordered model and quantity of Fire Extinguishers at the specified addresses within Andhra Pradesh, entirely at their own cost. No additional transportation or logistics charges shall be payable by the Bank.

2.3 Purchase Orders shall be issued in a phased manner, as and when required by the Bank.

2.4 Definitions
For the purposes of this RFP and subsequent Agreement, the following terms shall have the meanings assigned below:

- **Bidder:** The firm participating in the subject RFP.
- **Bank:** Andhra Pradesh Grameena Bank.
- **Branches:** Branches of Andhra Pradesh Grameena Bank.
- **Contract:** The Agreement/Order entered into between the Bank and the successful bidder.
- **Item:** Fire Extinguishers.
- **Vendor:** The successful bidder with whom the Bank executes the Agreement.

3. TIME PERIOD

3.1 The ordered model and quantity of Fire Extinguishers shall be supplied, installed, and commissioned within **21 days** from the date of receipt of the Purchase Order by the bidder.

3.2 Time is the essence of this Contract. The delivery period stipulated shall be firm and binding on the bidder/vendor.

3.3 The successful bidder shall coordinate with the Bank for the provision of infrastructural facilities, wherever required, within the scope of the Bank. Such requirements must be clearly listed by the bidder at the time of submission of the RFP.

3.4 Any delay in supply, installation, or commissioning shall attract **Liquidated Damages** as specified under Clause 7 of the Terms & Conditions of this RFP.

4. PRICE

4.1 The price quoted for Supply, installation and maintenance of Fire Extinguishers shall be in Indian Rupees only and must include the following:
a. All duties and import costs.
b. All applicable taxes, excluding CST/LST/VAT/Service Tax/GST, which will be paid by the Bank as per actuals. Octroi/Entry Tax will be reimbursed by the Bank against production of original receipts issued by the concerned Government authorities.
c. Packing, transportation, and forwarding charges up to the delivery site.
d. Local levies, if any, in the country of origin and shipment.

4.2 Any expenditure or item not specifically included in the quoted price of this RFP shall not be considered later by the Bank.

4.3 Prices shall remain firm and fixed for the entire duration of the contract. No escalation will be permitted under any circumstances.

5.AGREEMENT: The successful bidder shall execute an agreement with the Bank, in the prescribed format as per Annexure **H**, within 7 days from the date of finalization of the L1 bidder.

6. DELIVERY.

6.1) The delivery of Fire Extinguishers shall be made at various Branches/ Offices as per the Bank's directions.

6.2) In case of any change or modification in delivery locations, the bidder shall deliver the Fire Extinguishers to the revised locations at no additional cost to the Bank.

6.3) The order will be treated as incomplete if the Fire Extinguishers are not delivered, or if delivered in a defective condition, or not found acceptable by the Bank after acceptance testing/examination. Such systems will not be accepted.

6.4) Failure to deliver the Fire Extinguishers within the stipulated schedule, or within any extension granted by the Bank, shall constitute a breach of contract. Partial delivery of the ordered quantity shall also be treated as breach of contract. In such cases, the Bank reserves the right to invoke the proportionate Security Deposit / Bank Guarantee.

6.5) The Bank will not arrange Road Permit / Sales Tax / GST clearance for delivery of Fire Extinguishers . The bidder shall make all necessary arrangements for delivery at the designated locations as per the list provided by the Bank. However, the Bank will provide letters, certificates, or authority as may be required. Any Import/Export license, if applicable, shall be obtained by the bidder at its own cost. Failure to obtain the required license from the competent authority shall not be considered as Force Majeure.

6.6) Supply will be deemed complete only upon certification by the concerned Branches/ Offices In-Charge, in accordance with the Terms and Conditions of this RFP.

6.7) Post-Delivery Testing: The Bank reserves the right to conduct technical and functional tests, including random checks for features such as battery backup, siren operation, and GSM alert functionality. The cost of such testing will be borne by the Bank. If the Fire Extinguishers fail to meet the requirements of the RFP—fully or partially, the Bank reserves the right to reject the supplied systems in entirety. In such cases, the bidder shall replace the systems with new ones under the same terms and conditions of the RFP. Any delay arising from such failure shall attract Liquidated Damages as stipulated in this RFP, and no extensions will be granted.

7.LIQUIDATED DAMAGES FOR DELAY

For the purpose of this clause, Supply and delivery at each location shall be treated as separate entity.

7.1) If the bidder fails to deliver the Fire Extinguishers within the time specified in this RFP, the Bank shall have the right to either accept or reject the delayed supply. In the event of acceptance of the delayed Fire Extinguishers, the bidder shall be liable to pay Liquidated Damages at the following rate, calculated on the cost price of the Fire Extinguishers as per the f of Quantity (BOQ):

Liquidated Damages per week of delay or part thereof	0.5% of the cost of the Fire Extinguishers (as per BOQ), subject to a maximum of 10% of the cost of the Fire Extinguishers (as per BOQ)

7.2) The bidder expressly agrees and acknowledges that the above Liquidated Damages are fair and reasonable, and waives any right to contest, dispute, or object to the Bank's entitlement to recover such damages.
7.3) The Bank shall recover Liquidated Damages by deduction from any payment due or becoming due to the bidder under this contract, or by encashment of Bank Guarantees, or through any other lawful means available to the Bank.

a. TERMS OF PAYMENT

- **The Bank will not make any advance payment while awarding the contract.**

- All payments shall be released by the Head Office within 30 days of submission of invoices, subject to satisfactory supply and certification by the concerned Regional In-Charge in accordance with RFP.

- Payments will be made through NEFT/RTGS. The bidder shall provide necessary bank details including Account Name, Account Number, Bank Name with Branch, and IFSC Code.

- Applicable TDS, if any, will be deducted at the time of payment.

i. Purchase order price shall be released upon delivery and submission of the following documents:

a) Two copies of the Supplier's invoice (inclusive of original), showing contract number, goods description, quantity, unit price, total amount, and the Unique Identification Code provided by the Bank at the time of order. One copy shall be submitted at the site and the second copy at the Regional Office/ Head Office, Services Department.

b) Delivery & Testing Report duly certified by the Regional Head / Officer-in-Charge confirming that the Fire Extinguishers have been delivered in accordance with the specifications prescribed in the RFP.

c) Original delivery note signed by the consignee or acknowledgement of receipt of goods by the consignee.

b. ORDER CANCELLATION.

- The Bank reserves the right to cancel the entire or any unexecuted part of the Purchase Order at any time, by assigning appropriate reasons.

- In the event of non-performance or non-compliance with the terms and conditions of the contract, the Bank shall invoke the Bank Guarantee or forfeit the Security Deposit furnished by the bidder, to recover damages to the extent of the Fire Extinguishers not delivered or found defective.

c. PATENT.

The bidder shall indemnify, protect, and hold the Bank harmless against all claims, losses, costs, damages, expenses, actions, suits, and proceedings arising out of or resulting from infringement of any patent, trademark, copyright, or any other statutory right in respect of the Fire Extinguishers supplied under this contract. The bidder shall bear all expenses and liabilities resulting from such infringement and shall defend the Bank, at its own cost, in any such proceedings.

d. PUBLICITY.

The bidder shall not use the name or logo of the Bank in any publicity, advertisement, or promotional activity without the prior explicit written permission of the Bank.

e. NEGLIGENCE.

If the bidder contravenes the provisions of the General Terms, neglects to execute the order with due diligence or expedition, or refuses/neglects to comply with any reasonable written

order of the Bank, the following shall apply:

- The Bank may issue a written notice calling upon the bidder to rectify the failure, neglect, or contravention within a reasonable period specified in the notice.
- If the bidder fails to comply within the stipulated period, the Bank shall have the right to cancel the Contract and hold the bidder liable for any damages sustained.
- The Bank may thereafter procure the goods or services at the risk and cost of the bidder, and recover all resulting losses and damages.

f. RESPONSIBILITY FOR COMPLETENESS

▫ Any supplies, services, or incidental items not specifically mentioned in this RFP but necessary for the design, engineering, manufacture, supply, and completeness of the order shall be provided by the bidder as per the agreed time schedule, to ensure smooth and efficient functioning of the Fire Extinguishers under Indian conditions.

▫ The bidder shall be solely responsible for any discrepancies, errors, or omissions in the drawings, documents, or other information submitted by them, regardless of whether such submissions were approved, reviewed, or accepted by the Bank.

▫ The bidder shall, at no extra cost to the Bank, take all corrective measures arising from such discrepancies, errors, or omissions within the specified time schedule.

g. FORCE MAJEURE

▫ The bidder shall not be held liable for default or non-performance of obligations under this contract if such failure is caused by circumstances beyond the reasonable control of the bidder, i.e., Force Majeure.

▫ For the purpose of this clause, "Force Majeure" shall mean events such as natural calamities (acts of God, earthquake, fire, floods), war, insurrection, riots, or other unforeseeable events beyond the bidder's control. Force Majeure shall not include any fault, negligence, or carelessness on the part of the bidder.

▫ The bidder shall notify the Bank in writing within five (5) calendar days of the occurrence of a Force Majeure event, stating the cause and expected impact. Unless otherwise directed by the Bank, the bidder shall continue to perform all unaffected obligations and seek reasonable alternative means for fulfilling the affected obligations.

▫ The time for performance shall be extended by a period not less than the duration of the delay caused by Force Majeure. If the delay extends beyond three (3) months, the Bank and the bidder shall consult with each other to find an appropriate solution.

- Under no circumstances shall the bidder be entitled to claim any compensation, damages, or additional costs arising out of Force Majeure. The decision of the Bank in this regard shall be final and binding on the bidder.

h. RESOLUTION OF DISPUTES.

All disputes and differences arising out of or in connection with this Offer, whether during execution, after completion, or upon termination, abandonment, or breach, shall first be attempted to be resolved amicably. Failing resolution within thirty (30) days of a written notice, the matter shall be referred to arbitration under the Indian Arbitration and Conciliation Act, 1996, by a sole arbitrator mutually agreed upon, or failing such agreement, by two arbitrators (one nominated by each party) who shall appoint a presiding arbitrator. The venue of arbitration shall be Guntur, Andhra Pradesh. If the bidder fails to submit its proposal for arbitration within the prescribed notice period, the Bank shall presume the bidder is not interested in pursuing the dispute.

i. JURISDICTION

The Purchase Contract shall be governed by the laws of India in force at the time and shall be subject to the exclusive jurisdiction of the Courts at Guntur, Andhra Pradesh.

GENERAL MANAGER
Services Department
Andhra Pradesh Grameena Bank.

ANNEXURE – A

Covering letter format

Offer Reference No: Date:

To
General Manager
Services Department
Andhra Pradesh Grameena Bank
Head Office, 4th Floor, Raghu Mansion
4/1 TH Lane, Opp: Hotel Sankar Vilas
Brodipet, Guntur.
Dear Sir,

RFP: APGB/HO/Services/08 dated 22.06.2026.

Having examined the RFP document including all Annexures, the receipt of which is duly acknowledged, we, the undersigned, hereby submit our offer to supply *Fire Extinguishers* in conformity with the said RFP. The prices are indicated in our Financial Offer, which forms part of this submission.

If our offer is accepted, we undertake to complete **Supply, Installation and Maintenance** of the Fire Extinguishers to the designated Branches/Offices within **15 days** from the date of receipt of the Purchase Order.

We agree to abide by this offer for **180 days** from the date of opening of the RFP, and for such further period as may be requested by the Bank and confirmed by us in writing. We agree to abide by and fulfill all the terms and conditions of the RFP and, in default, to forfeit and pay to you, your successors, or authorized nominees such sums as stipulated in the RFP conditions, together with the return acceptance of the purchase contract for supply of the Fire Extinguishers.

We enclose a list of clients in India (with full addresses) where we have supplied Fire Extinguishers, along with details of our bankers. We also confirm that we have not been disqualified by any PSU Bank / Financial Institution for the supply, installation, or maintenance of Fire Extinguishers.

Our PAN number for Income Tax is________________________.

We are registered with the Goods & Service Tax authorities and our registration numbers are as follows.

Goods & Service Tax Registration Number is__________________.

We accept all instructions, terms, and conditions of the RFP in full. We also understand that the Bank is not bound to accept the lowest or any offer received, and reserves the right to reject any or all offers without assigning reasons.

Dated this__________day of _________2026

Signature of the Authorized Signatory with date & seal

Enclosures:

1. Tender Fee: DD / UTR No. ________

ANNEXURE - B

Particulars of Bidders / Manufacturer

S. No	Particulars	
A	**Company / Bidder Profile**	
1.	Name of the Bidder / Firm / Company	
2.	Constitution	
3.	Date of Establishment/Incorporation	
4.	Address: • Registered Office: • Corporate Office:	
5.	Telephone No.: Email ID: Website:	
6.	Sales Turnover: • FY 2023-24 : • FY 2024-25 : • FY 2025-26 :	
7.	Domestic Customer Base (Number of institutions in India to whom Fire Extinguishers have been supplied)	
8.	Service Network (Number of service Engineers in Andhra Pradesh State)	

S. No	Particulars	
B.	Manufacturer's Profile	
1.	Name of the Manufacturing Company	
2.	Constitution of the Manufacturing Company	
3.	Date of Establishment/Incorporation of the Manufacturing Company	
4.	Address of the Manufacturing Company: • Registered Office: • Corporate Office:	
5.	Telephone No.: Email ID: Website:	
6.	Nature of Relationship of your Company with the Manufacturing Company: (Subsidiary / Division / Sole Distributor / Non-Exclusive Distributor / Agent / Others – please specify)	
7.	Experience of the Manufacturing Company in Fire Extinguishers	

Signature of the Authorized Signatory
(with date and seal)

ANNEXURE – C

Technical compliance Statement

Technical Specification for ABC Stored Pressure [Dry Powder] Type Fire Extinguisher Capacity - 04 Kg

S.No	Specifications	Compliance (Yes/No)
1	The current and valid BIS certification IS 15683:2006 or latest version thereof, needs to be submitted along with offer.	
2	Dry Chemical powder used as extinguishing agent should be Mono Ammonium Phosphate with more than 90% concentration or latest version thereof.	
3	Vessel used in the manufacturing should be constructed using Deep Drawn Technology to keep seamless area not less than 70% of the cylinder.	
4	Each vessel needs to be checked for tensile strength up-to 35 kg f/cm2 and Manufacturer has to submit Hydrostatic pressure testing certificate for the same.	
5	The extinguishers should be pressurized using high grade Dry Nitrogen as per IS 1747 standard or latest version thereof. OEM declaration should be submitted.	
6	There should be a Tamper - proof plastic safety seal (User friendly) & a metal pin.	
7	The extinguisher should have a grip integrated with a cap over the valve housing. The grip & the cap should be constructed of “Glass filled Nylon”.	
8	Fire Rating as per IS: 15683 for class A: 4A and Class B: 144B or Higher needs to be provided for the extinguisher	
9	The firm should submit the product performance test report from NABL accredited Lab.	
10	The extinguisher must have a magnetic Pressure Gauge to enable the checking of pressure gauge’s correct working without dismantling or opening the cylinder.	
11	Gross Weight, Height and Diameter of the fire extinguisher shall be as per BIS Standard.	
12	Discharge time not less than 13 Secs.	
13	The Extinguisher must have controllable discharge mechanism to provide flexibility of releasing extinguishing agent on targeted fire location.	
14	Minimum effective range ≥ 2 Meters (As per IS 15683).	
15	Applicable on Class A, B and electrically started Fire.	
16	Can Construction: Deep drawn & Mig Co2 welded.	
17	Valve Construction: Forging & Machining.	
18	Internal Coating of Can: Epoxy Powder coating.	
19	External Coating of Can: Epoxy Polyester Powder coating.	
20	Sheet metal thickness: 1.20MM.	

21	Minimum 5 Years Warranty and a sample of the warranty card with terms & conditions to be submitted.	
22	Serial no. and date of manufacturing should be embossed on the body of the fire extinguisher.	

Authorized Signature on behalf of the Bidder with full Name

Date:
Place:

Signature on behalf of :
(Name of the Bidder)

ANNEXURE - D

Technical specifications of Fire Extinguisher

S. No	Clause / Parameter	Required Specifications
1	Product Description	4KG Mild Steel (MS) Stored Pressure (SP) ABC Powder Fire Extinguisher
2	Extinguishing Agent	Monoammonautium Phosphate 90% (MAP 90)
3	Capacity (Net Mass)	3.92 KG to 4.08 KG
4	Gross Weight (Approx.)	6.20 KG to 6.50 KG
5	Fire Classes / Suitability	Class A, Class B, Class C, and Electrical started fires
6	Compliance Standards	IS 15683, EN3
7	Dual Certification	Required (Yes)
8	Type Approval	PED or Equivalent
9	Certifying / Verifying Bodies	EUROCERT, BIS, LPCB, BSI or Equivalent
10	Mandatory Product Markings	BIS Marking (Yes*), LPCB Marking (Yes), Kitemark Marking (Yes), CE Marking (Yes)
11	Fire Performance Ratings	**IS 15683:** 4A, 144B or Higher **EN 3:** 21A, 144B or Higher
12	Minimum Range of Throw	≥ 2 Meters (As per IS 15683) or Higher
13	Discharge Mechanism	Squeeze Grip or Equivalent
14	Cylinder Construction	Deep drawn & MIG welded
15	Valve / Cap Construction	Forging and machining
16	Shell Outer Diameter (OD)	Approx. 140 mm
17	Shell Wall Thickness	Approx. 1.2 mm
18	External Finish / Coating	Epoxy Polyester Powder
19	Working Pressure	15 Bar or Higher
20	Test Pressure	35 Bar or Higher
21	Leakage Testing	Helium Leak Detection Testing (Yes) or Equivalent
22	Operating Temperature	-30°C to 60°C
23	Warranty	Min 3 Years
24	Specification	Serial no. and date of manufacturing should be embossed on the body of the fire extinguisher.

Signature of Representative

Name of Authorizing Authority: ___________________
Designation: ___________________

Seal of the Organization

ANNEXURE – E

(**Financial Bid for** FIRE EXTINGUISHERS)

Ref: RFP No. APGB/HO/Services/08 dated 22.06.2026.

Final / Lowest Bid Price quoted in financial evaluation, held on _____________ in respect of RFP Bid Ref. No. APGB/HO/Services/08 dated 22.06.2026 for procurement of Fire Extinguishers.

(Amount in ₹)

S. No	Item	Amount in ₹ / Count
A	Cost of ABC Fire Extinguisher 4.0 kg capacity with a Minimum warranty period of 3 years	
B	GST (18% of A)	
C	Total Cost Including GST (A+B)	
D	Buy Back Price per unit Including GST of Existing Fire Extinguisher	
E	Net Amount after Buyback(C-D)	
F	**Warranty in years**	
G	**Per Year Cost of Each Fire Extinguisher (G=E/F)**	
H	Total Cost of 500 items with GST after **Buyback** (500*G)	

Grand Total Cost including GST after Buyback for 500 devices: _____________________

NOTES:

1. The net quantity to be purchased during the Rate Contract period may vary by ±25%.
2. The cost of the RFP (**Grand Total Cost including GST after Buyback for 500 devices)** will be considered for finalizing the L1 bidder.
3. Bid evaluation will be based on the Grand Total Cost including GST for 500 devices. Bidders must indicate the value for determining the L1 bidder.
4. All quoted prices shall be inclusive of import costs, duties, excise duty, packing, forwarding, inland transportation, insurance, and incidental charges.
5. Applicable taxes such as GST will be reimbursed as per actuals. Octroi/Entry Tax, if any, will be reimbursed by the Bank against production of original receipts issued by the concerned authorities.
6. **Finalization of the L1 bidder will be based on the outcome of the average yearly warranty price as per Column G in above table quoted by the Bidder in Financial evaluation.**
7. **Wrong reporting in Rate Quoted per Unit per year may lead to rejection of Bid.**

8. The warranty must be provided directly by the Original Equipment Manufacturer (OEM). Warranties issued by authorized dealers, distributors, or third-party resellers will not be accepted. We hereby agree to abide by all the terms and conditions of the RFP.

Authorized Signature on behalf of the Bidder with full Name

Date:
Place:

Signature on behalf of :
(Name of the Bidder)

Annexure - F

Technical Evaluation Sheet

Ser	Pre-Qualification Criteria	Max Marks	Marks Obtained
A	**Type of the Bidder /OEM**- OEM **-10 Marks** Authorized dealer-5 **Marks**	10	
B	**Years of Experience** in Supply of Fire Extinguishers Projects – More than 10 years-10 **Marks** / More Than 5 to 10 years-5 **Marks** / 5 Years-3 **Marks**	10	
C	**Past Performance** in Supply of Fire Extinguishers Executed in Last 3 Years as on 31.05.2026 More than 1000 **- 10 Marks** /More than 400 to 1000 **- 7 Marks** /400 – **5 Marks** (Work completion & performance certificates to be attached)	10	
D	Supply of Fire Extinguishers in Andhra Pradesh in last 3 Financial Years FY 2023-24, FY 2024-25 & FY 2025-26. More than 500 **- 10 Marks** /More than 100 to 500 **- 7 Marks** /100 – **5 Marks** (Work completion & performance certificates to be attached)	5	
E	**Average Annual Turnover (Last 3 FYs)** – More than ₹50 Lakhs -10 **Marks** /Above ₹10–50 Lakhs- 7 **Marks** /₹10 Lakhs-5 **Marks** **For MSMEs/Startup** More than ₹40 Lakhs -10 **Marks** /Above ₹8.00–40 Lakhs-9 **Marks** /₹8.00 Lakhs- 5 **Marks**	10	
F	**Net Profit after** Tax as on 31.03.2025 More than ₹10 Lakhs -5 **Marks** /Above ₹5–10 Lakhs-3 **Marks** /up to ₹5 Lakhs-2 **Marks**	5	
G	No of Authorized Technical service engineers in Operational area of Bank 5 – 3 Marks Above 5 and up to 8- 4 Marks Above 8- 5 Marks	5	
H	**Demonstration of Product at Guntur-HO**	15	
	Total	70	

Criteria mentioned above are just minimum requirement. The Bank at its discretion may upgrade the criteria. The procurement committee of the Bank reserves the right to scoring marks based on the proof documents submitted by the bidder along with technical presentation which shall be final. Bidders scoring **70** % marks & above (as per the scoring marks awarded by the procurement committee) will only be considered for pre-qualification for commercial evaluation.

Yours faithfully,

Authorized Signatory
(Name & Designation)
Date: __________
Place: __________
(Seal of the Firm)

ANNEXURE – G

AGREEMENT FORMAT

This Agreement made on the _____ **day of** _________**, 2026** between **Andhra Pradesh Grameena Bank**, Head Office, Guntur, Andhra Pradesh, India (hereinafter called *“the Purchaser”*) of the one part, and ______________________________ **(Supplier Name and Address)** (hereinafter called *“the Supplier”*) of the other part.

WHEREAS

- The Purchaser invited bids for the **supply, installation, testing, and commissioning of Fire Extinguishers.**
- The Supplier submitted its bid in response to the Purchaser’s RFP, which has been accepted.
- The Purchaser has awarded the contract to the Supplier for the supply of the said systems at the contract price mentioned herein.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS

1. **Definitions**

- **Item**: Fire Extinguishers.
- **Contract**: Agreement/Order between the Purchaser and the Supplier.
- **Vendor**: The successful bidder with whom the Purchaser enters into this Agreement.

2. Contract Price

The agreed Contract Price for supply, installation, and maintenance of Fire Extinguishers is as follows:

S.No	Item	Make/Brand	Warranty	Model	Rate Quoted per Unit
1	SITC of ABC Fire Extinguisher (Stored Pressure type) 4.0 kg capacity				

3. Grand Total Contract Value for 500 Fire Extinguishers (inclusive of GST): ₹ ____________

4. **Scope of Supply**

- Supplier shall deliver, install, configure, and demonstrate the Fire Extinguishers, ensuring full functionality (siren, GSM alert, battery backup, panic switch operation, etc.) at various Bank branches/offices within **15 days** from the date of Purchase Order.
- Systems shall conform to the **Technical Specifications (Annexure F)** of the RFP.

5. **Payment Terms**

- No advance payment will be made.
- **100%** of the contract price shall be paid on delivery and installation, upon submission of invoices, delivery notes, and satisfactory installation reports from the concerned Regional Office.
- Payments will be made through **NEFT/RTGS**, subject to applicable TDS.

6. **Warranty & Support**

- Supplier shall provide a **minimum five-year onsite warranty** for all items supplied.

7. **Other Conditions**

- Prices are inclusive of freight, insurance, packing, and incidental charges.
- The Purchaser reserves the right to inspect and test equipment at the Supplier's premises or Bank's sites.
- Supplier undertakes to replace defective items, if any, at no extra cost.
- Provisions relating to **confidentiality, dispute resolution, force majeure, jurisdiction, and other terms** shall remain as stipulated in the RFP.
- Any deviation from the technical specifications in Annexure-**F** shall be treated as breach of contract, and the Purchaser may invoke the Security Deposit without further notice.

IN WITNESS WHEREOF

The parties hereto have caused this Agreement to be executed in accordance with their respective laws, the day and year first above written.

Signed, Sealed, and Delivered by the said ___________________ (For the Supplier)
In the presence of: ___________________

Signed, Sealed, and Delivered by the said ___________________ (For the Purchaser – Andhra Pradesh Grameena Bank)
In the presence of: ___________________

ANNEXURE – H

BANK GUARANTEE FORMAT FOR SECURITY DEPOSIT

Guarantee No.: ___________________________
Amount of Guarantee: Rs. ___________________________
Guarantee Cover From (Date): ___________________________
To (Date): ___________________________
Last Date for Lodgement of Claim: ___________________________

To:

____
____
____
____

In consideration of ___________________________ **(hereinafter called "the Beneficiary")** having agreed to exempt ___________________________ **Ltd., having its Registered Office at** ___________________________ **(hereinafter called "the Obligator(s)")** from the demand of Security Deposit of Rs. __________ (Rupees ________________________ only) under the terms and conditions of an Agreement dated __________ (hereinafter called *"the Agreement"*), for due fulfilment of the terms and conditions contained therein, on production of a Bank Guarantee for Rs. __________ (Rupees ________________________ only), at the request of the Obligator, ___________________________ **Bank**, a body corporate constituted under the Banking Companies (Acquisition & Transfer of Undertakings) Act, 1970, having its Head Office at __________ and a branch at __________ (hereinafter called *"the Bank"*), hereby agrees to furnish this Guarantee in favour of the Beneficiary for an amount not exceeding Rs. __________ (Rupees ________________________ only) against any loss or damage caused to, or suffered by, the Beneficiary by reason of any breach by the said Obligator(s) of the terms and conditions contained in the said Agreement.

Conditions of this Guarantee

1. We, the Bank, hereby undertake to pay the amount due under this Guarantee without demur, merely on demand from the Beneficiary, stating that the amount claimed is due by way of loss or damage caused or likely to be caused by reason of breach of the Agreement or failure of the Obligator(s) to perform the said Agreement. Any such written demand on the Bank shall be conclusive as to the amount due and payable, provided that our liability shall not exceed Rs. __________ (Rupees ________________________ only).
2. This Guarantee shall remain in full force and effect during the period of performance of the Agreement and shall continue to be enforceable until all dues of the Beneficiary under the Agreement have been fully paid or until the Beneficiary certifies that the terms and conditions of the Agreement have been fully discharged. Unless a written demand under this Guarantee is served on us on or before __________, we shall stand discharged from all liability thereafter.
3. The Beneficiary shall have full liberty, without notice or consent from us and without affecting this Guarantee, to extend the time for performance by the Obligator(s), to postpone the

exercise of powers, or to forbear from enforcing any terms of the Agreement. Such indulgence or extension shall not relieve us from our liability under this Guarantee.

4. We, the Bank, lastly undertake not to revoke this Guarantee during its validity, except with the prior written consent of the Beneficiary.

Notwithstanding anything contained herein:

(i) Our liability under this Guarantee shall not exceed Rs. ___________ (Rupees _________________________ only).
(ii) This Guarantee is valid up to __________.
(iii) We shall be liable to pay the guaranteed amount or any part thereof only if a written claim or demand is served upon us on or before __________ (the validity date plus the claim period).

Place: ____________________________
Date: ____________________________

SIGNATURE OF THE BANK
(With Seal and Authorized Signatory)

Note:

This Bank Guarantee format for **Security Deposit (Annexure - I)**. The successful bidder, upon award of contract, shall furnish a Security Deposit in the form of a Bank Guarantee as per this format, valid for the entire contract period including warranty and support obligations, with an additional claim period as stipulated.

ANNEXURE – I

Undertaking Letter (to be submitted on Bidder's Letter head with Technical Bid)

To
General Manager
Services Department
Andhra Pradesh Grameena Bank
Head Office,
2^{nd} Floor, D.No:5-38-27/28,
5/2 TH Lane,
Opp: HP Petrol Bunk
Brodipet, Guntur.

Subject: RFP: *APGB/HO/Services/08 Dt*. 22.06.2026

Dear Sir,

With reference to the above RFP published in CPP portal/Bank's website, we, **M/s** ______________________, hereby confirm that we have submitted the offer documents duly filled at the appropriate places, without any alterations, corrections, or omissions in the RFP document issued by the Bank or downloaded from the CPP portal/Bank's website.

Yours faithfully,

Authorized Signatory
(Name & Designation)
(Seal & Signature of the Bidder)

ANNEXURE – J

Submission of past services details by vendors pertaining to Fire Extinguishers installations
For the last three years:

#	Vendor Name	Year of Installation	Qty. Installed	Installed Location	Client Contact Person	Contact Email ID	Mobile No.
1							
2							
3							
4							
5							
6							
		Total					

Yours faithfully,

Authorized Signatory
(Name & Designation)
Date: __________
Place: __________
(Seal of the Firm)

ANNEXURE-K

FORMAT TO SUBMIT PRE-BID QUERIES

Subject: Supply, Installation and Maintenance of Fire Extinguishers
Bid Ref. No.: RFP: *APGB/HO/Services/08 Dt. 22.06.2026*

S. No.	Annexure	Page No.	Clause No.	Existing Clause	Query / Suggestion

Note:

1. Pre-Bid queries shall be submitted strictly in the above format to Procurement_services@apgb.bank.in / hod-services@apgb.bank.in within the time lines specified in the Bid Control Sheet.
2. The e-mail subject line shall be: *"Pre-Bid Queries for Bid Ref. No. RFP: APGB/HO/Services/08 Dt. 22.06.2026"*.
3. Queries received after the scheduled date and time will **not** be considered.

ANNEXURE – L

Affidavit of Undertaking by Bidder for Not Being Blacklisted

I/We, ____, S/o ___________________________________, Director/Proprietor of M/s _______________________________________, having its Registered Office at ____________________________________ (hereinafter referred to as "the Bidder"), do hereby solemnly affirm and state on oath that:

1. As on the date of submission of this tender, we are **not blacklisted** by the Government of India, any State Government, or any Financial Institution in India.
2. We are not involved in any legal proceedings that may affect the solvency, existence, or our capability to provide/continue services to the Bank.
3. There are **no pending cases** against us involving cheating, fraud, or fraudulent activities.
4. We are **not a defaulter** in repayment of any instalment/credit with any Bank or Financial Institution.

Yours faithfully,

Authorized Signatory
(Name & Designation)
Date: ___________
Place: ___________
(Seal of the Firm)

ANNEXURE – M

Authorization letter format

To
General Manager,
Services Department,
Andhra Pradesh Grameena Bank,
Head Office,
2nd Floor, 5/2nd Lane, Opp: HP Petrol Bunk,
Brodipet, Guntur.

Dear Sir,

Sub: Authorization Letter for Attending Bid Opening
Ref: RFP No. APGB/HO/Services/08 dated 22.06.2026.

With reference to the above RFP for supply of Fire Extinguishers, we hereby authorize **Mr. / Ms. / Mrs. ____________________** to attend the Bid Opening of the said RFP scheduled on __________ at __________, on behalf of our organization.

The specimen signature of the authorized representative is attested below:

Specimen Signature of Representative

Signature of Authorizing Authority: __________________

Signature of Attesting Authority: __________________

Name of Authorizing Authority: __________________
Designation: __________________

Seal of the Organization