



**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 Ink bottles, Ink Cartridges, Toner Cartridges & Printer Consumables  
to Andhra Pradesh Grameena Bank.

RFP Ref. No.: GEM/2026/B/7737927 dated 06/07/2026

**GEM BID No: GEM/2026/B/ 7737927**

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

Mobile: 9502246089, 9281404943, 9390478378

[procurement@apgb.bank.in](mailto:procurement@apgb.bank.in)



**SCHEDULE [A]: IMPORTANT DATES AND INFORMATION ON RFP SUBMISSION**

| S. No | Particulars                                                                                                              | Timeline                                                                                                                                                                                                                                                                                                                    |
|-------|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | <b>Issuance Date of RFP</b><br>(Date of RFP Issuance)                                                                    | 06-07-2026                                                                                                                                                                                                                                                                                                                  |
| 2     | <b>Last Date of request for Queries/ Clarifications</b><br>(Last Date of Receiving request for queries / clarifications) | As per GeM terms and condtions<br><br>Queries received after cutoff time will not be entertained.<br>Prebid queries to be submitted to the following mail ID - <a href="mailto:procurement@apgb.bank.in">procurement@apgb.bank.in</a>                                                                                       |
| 3     | <b>Pre-bid Meeting Date and Time (Virtual Mode)</b>                                                                      | Based on the clarification sought by the bidders through mail, bank may take decision to conduct online/virtual meeting for prebid queries.                                                                                                                                                                                 |
| 4     | <b>Last Date of Submission/ Closing Date in GeM portal</b><br>(Last Date of Submission of RFP Response)                  | As per GeM bid document                                                                                                                                                                                                                                                                                                     |
| 5     | <b>Eligibility cum Technical Bid Opening Date</b>                                                                        | As per GeM bid document                                                                                                                                                                                                                                                                                                     |
| 6     | <b>Reverse Auction</b>                                                                                                   | The commercial bids submitted by the bidders will be opened as per GeM terms among those bidders who satisfy the eligibility criteria and qualify in technical evaluation. Further H1 elimination may be done as per the GeM guidelines defined in the GeM Bid Document (if more than 3 bidders are technically qualified). |
| 7     | <b>Online Bid Submission Details</b>                                                                                     | Documents to be submitted only through Government e-Market Place (GeM) portal.                                                                                                                                                                                                                                              |
| 9     | <b>Contact details of the Bank Officials</b>                                                                             | 1. G Vishnu Charan, HOD-IT<br>2. K V Santosh - Sr. Manager -IT<br>Mobile: 9281404943<br>Email: <a href="mailto:Procurement@apgb.bank.in">Procurement@apgb.bank.in</a><br>Website: <a href="https://www.apgb.bank.in">https://www.apgb.bank.in</a>                                                                           |



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The RFP document can also be downloaded from:

Bank's website: <https://www.apgb.bank.in/tenders> and  
Government e- Market Place (GeM) portal

Clarifications, modifications and date of extensions, if any, will be published in the Bank's website and GeM portal only.

- I. Note: Andhra Pradesh Grameena Bank, does not take responsibility of any bid/ offer damaged/ lost in transit/ delivered at incorrect address prior to its receipt at the Bank's designated office.
- II. Bank will follow two bidding system. Part-I (Technical Bid) of the bid contains compliance details of the eligibility, Technical Specifications and terms & conditions set in the RFP document (including annexures) for which proposal/ quotation is called for. Bids have to be submitted in **online mode only** through **Government e- Market Place (GeM) portal**. Further, Bidders must submit their commercial bid as per the format given in the RFP along with the technical bid on the e procurement (GeM) portal. Technical bids submitted by all the bidders will be evaluated and only technically qualified bidder's commercial bid will be opened and reverse auction will be conducted among the technically qualified bidders (after H1 elimination, as applicable) for finalization of the commercial quotes.
  1. Bidders should enroll/ register themselves on Government e- Market Place (GeM) portal before participating in bidding. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded along with the tender documents. Except as provided in this RFP, any document sent by any other mode will not be accepted.
  2. Documents which are to be uploaded online are required to be duly signed by the Authorized Signatory under the seal of the bidder company/ firm in every page. Any correction should be authenticated by the same signatory. If insufficient or false information is furnished and/ or if there is any deviation or non-compliance of the stipulated terms and conditions, the bid will be liable for rejection.
  3. The price quoted should be unconditional and should not contain any string attached thereto. Bid, which do not confirm to our eligibility criteria and terms & condition, will be liable for rejection.
- III. The RFP document (along with addendums, if any) needs to be signed and stamped by the authorized signatory of Bidder and it must be submitted along with the Technical Bid as an evidence of having read and understood the contents of RFP and its addendums (if any).
- IV. Time wherever mentioned in this RFP is as per Indian Standard Time. The above dates and timelines are tentative and subject to change with prior notice or intimation. If a holiday is declared on the dates fixed for submission of bids, opening of bids (Technical or Commercial) or presentation, the same shall stand revised to the next working day at the specified time and place unless communicated otherwise.

**This RFP is issued by:**

General Manager-IT,  
Andhra Pradesh Grameena Bank  
Door. No, 5-37-234,  
4th floor, Raghu Mansion,  
4/1 Brodipet, Guntur, Andhra Pradesh - 522002



## REQUEST FOR PROPOSAL (RFP)

Andhra Pradesh Grameena Bank is a Regional Rural Bank having 1360 branches network in all districts of Andhra Pradesh and its Head Office is located at Door. No. 5-37-234, 4th floor, Raghu Mansion, 4/1 Brodipet, Guntur, Andhra Pradesh.

The Bank is interested in selection of vendor for **Supply of Original Ink bottles, Ink Cartridges, Toner Cartridges & Printer Consumables to Andhra Pradesh Grameena Bank.**

In connection to this, Bank invites sealed offers ('Eligibility cum Technical Proposal/ Bid' and 'Financial Proposal/ Bid') for selection of vendor as per Bank's requirement and in compliance with the Terms & Conditions, Specifications and Scope of Work described in this document.

The RFP document is not a recommendation, offer or invitation to enter into a contract, agreement or any other arrangement, in respect of the supply and services. The provision of the supply and services is subject to observance of selection process and appropriate documentation being agreed between Bank and the successful bidder as identified by the Bank, after completion of the selection process as detailed in this document. This RFP is not transferable. Only the bidder who has submitted the bid will be eligible for participation in the evaluation process.

Bank will follow two bidding system. Technical Bid of the bid contains eligibility criteria/compliance details of the specifications for which quotation is called for. The Bidders should enroll/ register themselves on GeM portal before participating in bidding. **Bids have to be submitted online only through GeM portal.** The Commercial Bid will be submitted separately along with the bid document.

Interested eligible bidders may submit their quotation for supply of Original Ink bottles, Ink Packs & printer consumables, as per the following procedure:

1. Bidders should apply through GeM Portal only. **All the documents in support of eligibility criteria, technical specifications, annexures etc. are also to be scanned and uploaded along with the tender documents.** Bid Documents submitted/ sent by any other mode will not be accepted.
2. Technical Bid:  
Bidder should submit the following documents through GeM portal
  1. Pre-qualification Criteria
  2. Annexure-I
  3. Annexure-II
  4. Annexure-III
  5. Annexure-IV
  6. Annexure-V
  7. Annexure-VI(Masked)

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



3. Financial Bid:

L1 bidder has to submit the following document

1. Annexure-VI

4. Technical Bid and Financial Bid documents to be uploaded online duly signed by the Authorized Signatory under the seal of the bidder company/ firm in every page. Any correction should be authenticated by the same signatory. If insufficient or false information is furnished and/ or if there is any deviation or non-compliance of the stipulated terms and conditions, the quotations will be liable for rejection. The price quoted in the Commercial bid should be unconditional and should not contain any strings attached thereto. The bids which do not conform to our specifications will be liable for rejection and offers with a higher configuration will not attract any special consideration in deciding the vendor.
5. Bank has the right to accept or reject any quotation/ cancel the tender at its sole discretion, at any point, without assigning any reason thereof. Also, Bank has the discretion for amendment/ alteration/ extension before the last date of receipt of bid.
6. In this RFP either the authorized bidder on behalf of the Principal/OEM/OSD or Principal/OEM/OSD itself can bid but both cannot bid simultaneously for the same item/product. If participated, the bids of Principal/OEM/OSD and the authorized bidder/s are liable for rejection.
7. If related parties (as defined below) submit more than one Bid then both/ all bids submitted by related parties are liable to be rejected at any stage at Bank's discretion: a) Bids submitted by holding company and its subsidiary company;
- Bids submitted by two or more companies having common director/s
  - Bids submitted by partnership firms / LLPs having common partners
  - Bids submitted by companies in the same group of promoters/management etc.
8. **Tender will be evaluated on Group wise as mentioned below:**

**8.1. Consumables for Epson Printers:**

| S. No | Description of Item | Existing Printer Name          | Qty  |
|-------|---------------------|--------------------------------|------|
| 1     | Ink Bottle-Black    | Epson M1140 /M1170/M2170/M3170 | 3500 |
| 2     | Maintenance Kit     | Epson M1140 /M1170/M2170/M3170 | 1000 |
| 3     | Ink Pack            | Epson WF-M5899                 | 45   |
| 4     | Maintenance Kit     | Epson WF-M5899                 | 15   |

**8.2. Consumables for Brother Printers:**

| S. No | Description of Item | Existing Printer Name | Qty |
|-------|---------------------|-----------------------|-----|
| 1     | Toner Cartridge     | Brother HL B2100 DB   | 800 |
| 2     | Drum Unit           | Brother HL B2100 DB   | 200 |



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**Delivery Details:**

| <b><u>Delivery location:</u></b>                                                  | <b><u>Qty</u></b>                    | <b><u>Delivery timeline</u></b> |
|-----------------------------------------------------------------------------------|--------------------------------------|---------------------------------|
| Controlling Offices of Andhra Pradesh Grameena Bank (mentioned below in this RFP) | Total mentioned quantity in the Bid* | 15 days                         |

\*Controlling offices wise quantity will be informed along with the Purchase order.

Following are the details of the controlling offices of Andhra Pradesh Grameena Bank:

| <b>S.No</b> | <b>Name</b>           |
|-------------|-----------------------|
| 1           | APGB-HO-Guntur        |
| 2           | APGB-RO-Narasaraopeta |
| 3           | APGB-RO-Eluru         |
| 4           | APGB-RO-Rajahmundry   |
| 5           | APGB-RO-Guntur        |
| 6           | APGB-RO-Ananthapuramu |
| 7           | APGB-RO-Kadapa        |
| 8           | APGB-RO-Kadiri        |
| 9           | APGB-RO-Kurnool       |
| 10          | APGB-RO-MARKAPUR      |
| 11          | APGB-RO-Nandyal       |
| 12          | APGB-RO-Nellore       |
| 13          | APGB-RO-Ongole        |
| 14          | APGB-RO-Rajampeta     |
| 15          | APGB-RO-VIJAYAWADA    |
| 16          | APGB-RO-Tirupathi     |
| 17          | APGB-RO-Madanapalli   |
| 18          | APGB-RO-Gudivada      |
| 19          | APGB-RO-CHITTOOR      |
| 20          | APGB-RO-Srikakulam    |
| 21          | APGB-RO-Vizianagaram  |
| 22          | APGB-RO-Visakhapatnam |
| 23          | APGB-RO Parvathipuram |
| 24          | APGB-RO Anakapalli    |

\*Complete address will be communicated along with the purchase Order



**Pre-Qualification Criteria**

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

**SUB: Supply of Original Ink bottles, Ink Cartridges, Toner Cartridges & Printer Consumables to the Andhra Pradesh Grameena Bank**

**Ref: GeM Bid ref. no. GEM/2026/B/7737927 dated 06/07/2026**

| 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 ₹ 20 Lakhs for the last three FY 2022-23, 2023-24 & 2024-25.<br><b>Relaxation only for MSE/ Start-up:</b><br>GOI Extent Guidelines Relevant for start-ups/MSE will be applicable                                                                                   | Auditor confirmation certificate/IT Returns should be submitted as per the <b>Annexure-3</b><br><br>Relevant certificate should be submitted by the bidder in support of relaxation for MSE/ Start-up |                                           |
| 3       | Bidder should have supplied at least 1000 No. Consumables for Epson printers & 200 No. of Consumables for Brother printers to any organization in India during last 3 years as on bid published date<br><b>Relaxation only for MSE/ Start-up:</b><br>GOI Extent Guidelines Relevant for start-ups/MSE will be applicable | Annexure -3 & PO Copies has to be submitted by the bidder<br><br>Relevant certificate should be submitted by the bidder in support of relaxation for MSE/ Start-up                                    |                                           |
| 4       | whether the Bid is authenticated by authorized person?                                                                                                                                                                                                                                                                   | Signed persons will be authorized persons from the company as per- <b>Annexure-4</b>                                                                                                                  |                                           |



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|   |                                                                                                                                                                                                                                                                                                                                                                                                           |                                                            |  |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|--|
| 5 | Bidder profile & Bid security declaration should be submitted                                                                                                                                                                                                                                                                                                                                             | Annexure-1 & Annexure -2 should be submitted by the Bidder |  |
| 6 | The bidder should be authorized Dealer/Distributor of OEM and should be having back-to-back support of Original Equipment Manufacturers (OEM) for the equipment/item.<br>(OR)<br>If the bidder is an authorized dealer/distributor, an authorization letter from their OEM to deal/market their product in India and it should be valid for entire contract period from the date of submission of the bid | Annexure-5 should be submitted by the Bidder               |  |
| 7 | 100% of the payment shall be processed after successful delivery of items and within 30 days after submission of tax Invoice.<br><br>If any defective item is received same should be replaced or amount will be deducted from the invoice                                                                                                                                                                | Acceptance of bidder should be provided                    |  |
| 8 | Bidder must be GST registered vendor<br>Note: Composite bidder not eligible to participate in this Bid                                                                                                                                                                                                                                                                                                    | GST certificate to be submitted by bidder                  |  |
| 9 | The bidder should not have been blacklisted nor have been technically disqualified on the grounds of non-performance of contract, by any Government Department / Statutory Body / Regulatory Agency / Public Sector Undertaking / Public Sector Bank / Financial Institution in India in last 2 years as on bid submission date                                                                           | Self-Declaration to be submitted by the bidder             |  |

- Bidder response should be complete along with the evidence
- Documentary evidence must be furnished against each of the above criteria. All documents must be signed by the authorized signatory of the bidder. Relevant portions, in the documents submitted in pursuance of eligibility criteria, should be highlighted.
- 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 Original Ink bottles, Ink Cartridges, Toner Cartridges & Printer Consumables to the Andhra Pradesh Grameena Bank**

**Ref: GeM Bid ref. no. GEM/2026/B/7737927 dated 06/07/2026**

| #  | 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?<br>(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              |
|    |                                                                                                                                                                                                                                                                     | Email address              |
| h) | Particulars of the Secondary Contact Person                                                                                                                                                                                                                         | Name                       |
|    |                                                                                                                                                                                                                                                                     | Designation                |
|    |                                                                                                                                                                                                                                                                     | Mobile Number              |
|    |                                                                                                                                                                                                                                                                     | Email address              |
| i) | Firm / Company Website address                                                                                                                                                                                                                                      |                            |
| j) | Firm/Company PAN number<br>Firm/Company GST Number<br>Beneficiary Bank Details for Bid security refund etc.,<br>Beneficiary Name<br>Beneficiary Account Number<br>Type of Bank Account (Current/OD/OCC etc.)<br>IFSC Code<br>Beneficiary Bank Name & Branch address |                            |

Date

Signature with seal  
Name:  
Designation:



**Annexure-2**  
**Bidder 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 Ink bottles, Ink Cartridges, Toner Cartridges & Printer Consumables to the Andhra Pradesh Grameena Bank**

**Ref: GeM Bid ref. no. GEM/2026/B/7737927 dated 06/07/2026**

Dear Sir

We hereby declare that, in the event of being awarded the contract, if we fail to supply the items within the stipulated time or if any **non-original/duplicate cartridges** are supplied to the Bank, we agree and accept that we shall be **suspended from participating in any bidding processes with Andhra Pradesh Grameena Bank for the period specified on the GeM portal**. In addition, the bidder shall comply with **Clause 23.5 of the General Terms and Conditions on GeM (List of Prohibitive Activities)**.

Further, if any supplied cartridges, Inkbottles & printer peripherals are found to be non-original/duplicate, such items will not be returned to bidder, and no payment will be made.

Place:  
Date:

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



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(Scheduled Bank owned by Government)  
HEAD OFFICE – GUNTUR

**Annexure-3**

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

**SUB: Supply of Original Ink bottles, Ink Cartridges, Toner Cartridges & Printer Consumables to the Andhra Pradesh Grameena Bank**

**Ref: GeM Bid ref. no. GEM/2026/B/7737927 dated 06/07/2026**

We have been supplying **OEM Ink bottles, Ink Cartridges, Toner Cartridges & Printer Consumables** for the past **\_\_\_\_\_ years**.

**Items/Consumables delivered details:**

(Bidders have to submit Xerox copies of POs as support documents for each item).

| Sl.No. | PO No and date | Order placed by (Name of the Bank/FI/any organization) | Qty. | Cumulative total |
|--------|----------------|--------------------------------------------------------|------|------------------|
|        |                |                                                        |      |                  |
|        |                |                                                        |      |                  |
|        |                |                                                        |      |                  |

**TURNOVER AND P&L DETAILS:** (Bidders have to submit Xerox copies of audited balance sheet/P&L).

| (Amount in Rs.) |          |                 |
|-----------------|----------|-----------------|
| FY              | Turnover | Profit and Loss |
| 2024-25         |          |                 |
| 2023-24         |          |                 |
| 2022-23         |          |                 |

Date

Signature with seal of the bidder

Name:

Designation:



**Annexure-4**

**LETTER OF AUTHORISATION TO BID**

To,

Date

General Manager-IT,  
Andhra Pradesh Grameena Bank  
Door. No, 5-37-234,  
4th floor, Raghu Mansion,  
4/1 Brodipet, Guntur, Andhra Pradesh - 522002

**SUB: Authorization Letter for submitting bid documents.**

**GeM Bid Ref: GEM/2026/B/7737927 dated:06-07-2026**

This has reference to your above RFP Supply of Original Ink bottles, Ink Cartridges, Toner Cartridges & Printer Consumables to Andhra Pradesh Grameena Bank, Mr/Mrs/Miss\_\_\_\_\_ is hereby authorized to submit the bid documents, to submit on-line bid, to participate in reverse auction/negotiation if any and to sign the contract on behalf of our organization for all the services/ goods required by the bank as called vide the bank's request for proposal vide **GeM Bid ref. no. GEM/2026/B/7737927 dated:06-07-2026** on behalf of our organization. We confirm that the person so authorized above has digital signatures **(with encryption feature) issued in the name of company** and confirm that all the prices quoted in on-line-sealed bid or in reverse auction by him shall be binding on us. He/ She is also authorized to take decisions on behalf of the company till RFP process is completed.

We hereby extend our full guarantee and warranty as per Clauses of Contract for the goods and services offered for supply by the above firm against this RFP.

The specimen signature is attested below:

\_\_\_\_\_  
Specimen Signature of Representative

\_\_\_\_\_  
Signature of Authorizing Authority

Name of Authorizing Authority (Certified Xerox copy of P/A of authorized Signatory/authority is to be submitted/)

Note: 1. This letter of authority should be on the letterhead of the principal on whose behalf the proposal is submitted and should be signed by a person competent and having the power of attorney to bind the principal. It should be included by the Bidder in its bid.



**Annexure-V**  
**Manufacturer Authorization Form**

[Note: This Format Letter should be on the letterhead of the OEM/OSO/OSD concern and should be ink signed by an Authorized Signatory of the OEM/OSO/OSD]

No. \_\_\_\_\_ dated \_\_\_\_\_

The General Manager  
Andhra Pradesh Grameena Bank,  
Head Office,  
IV Floor, Raghu Mansion, 4/1 Brodipet,  
Guntur - 522002

Dear Sir,

**SUB: Supply of Original Ink bottles, Ink Cartridges, Toner Cartridges & Printer Consumables to the Andhra Pradesh Grameena Bank**

**Ref: GeM Bid ref. no. GEM/2026/B/7737927 dated 06/07/2026**

We \_\_\_\_\_ who are established and reputed manufacturers of \_\_\_\_\_ having factories/development facilities at 1) \_\_\_\_\_ and 2) \_\_\_\_\_ do hereby authorize M/s \_\_\_\_\_ (Name and address of the Agent/Dealer) to offer their quotation, negotiate and conclude the contract with you against the above invitation for tender offer.

We (Manufacturer) hereby extend our full guarantee and warranty as per terms and conditions of the tender and the contract for the **Supply of Original Ink bottles, Ink Cartridges, Toner Cartridges & Printer Consumables**, products/equipment and services offered against this invitation for tender offer by the above firm and will extend full support and ensure availability of **Original Ink bottles, Ink Cartridges, Toner Cartridges & Printer Consumables** during the contract period from the date of installation.

We undertake that in case of failure in supplying of items mentioned in the RFP by the <bidder name>, we will take ownership to implement the same either ourselves or through our other authorized partner as per scope of the RFP.

We also undertake that, if any supplied **Ink bottles, Ink Cartridges, Toner Cartridges & Printer Consumables** are found to be non-original/duplicate, we will take ownership to implement the same either ourselves or through our other authorized partner as per scope of the RFP.

The cost quoted by M/s ..... is inclusive of back-to-back support from OEM.....

We hereby commit to the tender terms and conditions and will not withdraw our commitments during the process and or during the period of contract.

Yours  
faithfully  
(Name)  
For and on behalf of  
M/s



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**ANDHRA PRADESH GRAMEENA BANK**  
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HEAD OFFICE – GUNTUR

**Annexure-VI**  
**Bill of Material**

SUB: Supply of Original Ink bottles, Ink Cartridges, Toner Cartridges & Printer Consumables to Andhra Pradesh Grameena Bank.

Ref: GeM Bid ref. no. GEM/2026/B/7737927 dated 06/07/2026.

**Price details of Ink bottles, Ink Cartridges, Toner Cartridges & Printer Consumables**

| [Amount in Rs.]                         |                                                  |                                     |      |              |                           |                          |
|-----------------------------------------|--------------------------------------------------|-------------------------------------|------|--------------|---------------------------|--------------------------|
| 1                                       | 2                                                | 3                                   | 4    | 5            | 6                         | 7                        |
| S. No                                   | Description of Item                              | Existing Printer Name               | Make | Quantity (A) | Base Price per unit (B)   | Total Base Price (C=A*B) |
| <b>Consumables for Epson Printers</b>   |                                                  |                                     |      |              |                           |                          |
| 1                                       | Ink Bottle-<br>Black-<br>part code<br>C13T03Q198 | Epson<br>M1140/M1170/M2170<br>M3170 | OEM  | 3500         | xx                        | xx                       |
| 2                                       | Maintenance<br>Boxes-<br>part code<br>C13T04D198 | Epson<br>M1140/M1170/M2170<br>M3170 | OEM  | 1000         | xx                        | xx                       |
| 3                                       | Ink Pack-Black<br>part code<br>C13T11Y100        | Epson WF-M5899                      | OEM  | 45           | xx                        | xx                       |
| 4                                       | Maintenance<br>Boxes<br>part code<br>C12C938221  | Epson WF-M5899                      | OEM  | 15           | xx                        | xx                       |
| <b>Consumables for Brother Printers</b> |                                                  |                                     |      |              |                           |                          |
| 1                                       | Toner Cartridge<br>part code TN-<br>B021         | Brother HL B2100 DB                 | OEM  | 800          | XX                        | XX                       |
| 2                                       | Drum Unit part<br>code DR-B021                   | Brother HL B2100 DB                 | OEM  | 200          | XX                        | X                        |
|                                         |                                                  |                                     |      |              | 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.
- ✓ L1 will be considered as per OEM Group Wise Evaluation Method as per the terms and conditions of the GeM.
- ✓ 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.



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

- ✓ We are agreeable to the payment schedule as per “Payment Terms” of the GeM bid.
- ✓ Price of the consumables is valid for 180 days after issuance of First Purchase order/as per terms of GeM.
- ✓ Bank reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. and also reserves the right to increase the ordered quantity up to 25% of the contracted quantity during the currency of the contract at the contracted rates.
- ✓ The price (Incl. of GST) quoted by bidders on the GeM portal must match the **Total Price (Incl of GST) in Column 7** provided in the Bill of Materials (BoM) submitted by the bidder. In case of any discrepancy in pricing, and if the bidder fails to provide a satisfactory justification for such variation, the bidder shall be disqualified from further evaluation.

Date:  
Place:

Authorized signatory  
Name:  
Designation:  
Company seal: