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**ANDHRA PRADESH GRAMEENA BANK**

(Scheduled Bank owned by Government)

HEAD OFFICE: GUNTUR

# Request for Proposal (RFP)
# For
# "Rate Contract for Printing and Supply of Stationery Items"

| | |
|---|---|
| RFP Reference No | : APGB/HO/Services/7/2026-27 |
| Date of RFP Document | : 09.07.2026 |
| Date of Pre Bid Meeting | : 16.07.2026 at 11.00 AM |
| Last Date for submission of RFP | : 31.07.2026 at 11.00 AM |
| Date of Opening of Technical Bid | : 31.07.2026 at 11.30 AM |
| Application fee | : Rs.5,000 (Non Refundable) |
| Earnest Money Deposit | : Rs.5,00,000 |

**Issued by:**

**General Manager**
**Andhra Pradesh Grameena Bank,**
**Head office, 2nd floor,**
**Services Department,**
**D.No. 5-38-27/28, 5/2th Lane,**
**Opp H P Petrol Bunk, Brodipet,**
**Guntur - 522 002.**
**Ph: 9490158007**

ANDHRA PRADESH GRAMEENA BANK Head Office GUNTUR (A.P) 522 002

**Request for Proposal for Rate Contract for Printing and Supply of Stationery Items**

Andhra Pradesh Grameena Bank, a Regional Rural Bank having 1360 branches and 23 Regional Offices having a network at all over Andhra Pradesh.

The bank invites sealed tenders from reputed printers in **two bid system** i.e. Technical Bid and Financial Bid for printing and supply of Stationery Items as per **Annexure-D. Format for Technical bid is as per Annexure-A** and **format for Financial Bid is as per Annexure -B is attached.**

A Firm submitting the proposal in response to this RFP shall hereinafter be referred to as Bidder/ printer.

Interested Bidders who are dealing in Printing and Supply of Stationery related works and meeting the following Eligibility Criteria may respond.

**ELIGIBILITY CRITERIA**

| S.NO | Criteria | Documents Required |
|---|---|---|
| 1 | Authentic PAN and GST distinguished registration numbers | PAN & GST |
| 2 | Annual Average sales Turnover of Rs.75.00 lakhs for the last three financial years i.e. F.Y. 2023-24, F.Y. 2024-25 and F.Y. 2025-26 | Latest CA's Certificate indicating quantum of turnover of the last 3 financial years - along with Audited Balance sheets and Profit & Loss Statements of last three years. |
| 3 | Work Experience<br>The bidder / printer should have minimum three years of experience as on date of RFP in supply of stationery to any PSBs/ RRBs/ PSUs/State Govt/Central Govt | Submit the required documents for having the experience. |
| 4 | The Printer / Bidder should not have been black listed by any bank in past or services terminated due to poor performance. | An undertaking stating that the Company / Firm has not been black listed should be submitted.<br>(As per Annexure-C) |
| 5 | Bidder must have executed printing and supply of stationery works of at least Rs.100 Lakhs for any PSBs/ RRBs/ PSUs/State Govt/Central Govt during the last seven Years as on date of RFP. | Supply Records, invoices or client confirmations |

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## Bid Details in Brief

| S. No. | Description | Details |
|---|---|---|
| 1. | RFP No. and Date | RFP: APGB/HO/Services/07/2026-27 dated 09.07.2026 |
| 2. | Brief Description of the RFP | Printing and Supply of Stationery Items, as per the quantity mentioned in the Annexure-D |
| 3. | Bank's Address for Communication | General Manager,<br>Services Department,<br>Andhra Pradesh Grameena Bank,<br>Head Office, 2nd Floor,<br>Door No.5-38-27/28, 5/2th Lane,<br>Opp: HP Petrol Bunk, Brodipet,<br>Guntur - 522002, Andhra Pradesh,<br>Phone: 9490158007<br>Email: services@apgb.bank.in |
| 4. | Date of Issue | 09.07.2026 |
| 5. | Date of Pre Bid Meeting | 16.07.2026, 11:00 AM |
| 6. | Last Date of Submission of Bids | 31.07.2026, 11:00 AM |
| 7. | Date and time opening of Technical Bid | 31.07.2026, 11:30 AM |
| 8. | Date and time opening of Financial Bid | Date and time of opening of financial bid will be intimated to the technically qualified bidders only |
| 9. | Application Fees (Non Refundable) | ₹5,000/- |
| 10. | Earnest Money Deposit (Refundable) | ₹5,00,000/- |
| 11. | Security Deposit | 5 % of the value of work order (To be submitted by successful bidder within 14 days of award of work) |
| This document can be downloaded from CPP Portal https://eprocure.gov.in & Bank's website https://www.apgb.bank.in The bidders should pay the Application Fee and EMD for tender document by means of DD drawn on any Scheduled Commercial Bank for the above amount in favour of Andhra Pradesh Grameena Bank, payable at Guntur and submit the same along with the Bid document. | | |

MSEs are exempted from paying Tender Cost and EMD on submission of relevant documents such as valid MSME registration Certificates.

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## SCOPE OF WORK:

The selected printers shall supply the stationery items in accordance with the specifications and quantities mentioned in the Purchase Order to the Head Office, Guntur, or the respective Regional Offices within the stipulated timeline, as per the Bank's directions, after confirmation of the proofs.

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

## General Instructions to the Printers/ Bidders

The RFP document is made available in the Bank's website which can be accessed through CPP Portal https://eprocure.gov.in and the Bank web site www.apgb.bank.in

Documents in support of eligibility criteria should be submitted.

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

Offer cannot be modified or withdrawn by a bidder after submission of Bid/s. In case any modification required on account of clarification in Technical Bids such modifications can be done with the prior approval of the Bank.

Bank reserves the right to accept or reject any or all the tender without assigning any reasons thereof any time /stage before completion of tendering process. The decision of the Bank shall be final and conclusive.

## Submission of Bids

### Technical Bid

The Technical Bid for Printing and Supply of Stationery items, is to be sealed in a separate Envelope super scribed on the top of the cover as **"RFP: APGB/HO/Services/07/2026-27 dated 09.07.2026 Technical Bid for Printing and Supply of Stationery items".** The Technical Bid must contain **all eligibility criteria supported documents, Bid Cost and EMD**. The bids submitted without Bid cost and EMD will be rejected. Placing of Bid Cost and EMD in any other cover i.e. financial bid will make bid invalid and Bank shall disqualify such bids.

The Technical Bid should be complete in all respects and contain all information sought for. The Technical Bid should not contain any price information.

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## Financial Bid

The Financial Bid for Printing and Supply of Stationery items, as per **Annexure-B**, is to be sealed in a separate envelope super scribed on the top of the cover as **"RFP: APGB/HO/Services/7/2026-27 dated 09.07.2026- Financial Bid for Printing and Supply of Stationery Items".**

## Pre Bid Meeting

A pre-bid meeting of the intending bidders will be held at 11.00 AM hours on 16.07.2026 at Services Department, 2nd Floor Head Office, Brodipet, Guntur to clarify any doubt raised by them in respect of this RFP. No separate communication will be sent for this meeting.

## Opening of Bids

All the bids will be opened at the date, time and locations mentioned in RFP (as per RFP schedule). In the first stage, only Technical Bid will be opened and evaluated. The technical bids will be opened in the presence of representatives of the bidders who choose to attend. No separate intimation will be given in this regard to the vendors, for deputing their representatives. Only one representative of the vendor can be present for the opening of the Technical Bid.

Bidders, who qualify in the technical bids, will be selected for opening of financial bids. Date and time of opening of financial bid will be intimated to the technically qualified bidders.

Financial bids of bidders who are technically disqualified will be returned.

## Determination of L1 Bidder

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

The L1 price will be determined on the basis of the lowest base price quoted in the Price Bid as per the Annexure-B and the L1 bidder will be determined accordingly. **Item wise L1 bidder will be finalized for items mentioned in Annexure-D.**

If more than one bidder is declared as L-1, for a particular item, Bank reserves right to negotiate with all L-1 bidder and allot the order to the lowest quoted Printer.

Bank reserves the right to negotiate or re-negotiate with the L-1 bidder.

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

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## Period

The rates shall be in force for a period of 24 months in general. If Bank finds any further requirements of items for which rates are finalized in the tender process, stock will be purchased from the L-1 bidder (if agreed) for further 12 months.

**The printer is bound to supply the stationery items at the quoted rates, as and when required by the Bank during the said period irrespective of the quantity specified in the tender.**

**The quantity mentioned in the tender is only an estimated quantity, and it may be increased or decreased for each item as per the requirement of the Bank.**

## Earnest Money Deposit

The bidder is required to deposit a sum of Rs.5,00,000/- in the form of DD drawn on any Scheduled Commercial Bank in favour of Andhra Pradesh Grameena Bank, payable at Guntur.

The EMD of the unsuccessful bidders shall be returned within 2 weeks from the date of finalization of successful bidders.

The EMD of Successful bidder shall be returned within 2 weeks after depositing of the security deposit as per terms and conditions of the RFP.

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

1. The rates quoted by the bidder/printer shall be inclusive of labour, freight charges, and all other applicable charges, including hamali charges, for delivering the stationery items at the Bank's specified locations, and shall be submitted as per Annexure B.

2. The L-1 Bidder shall submit security deposit of 5% of the tender value within 7 days from the date of receipt of work order. If the security deposit is not submitted with in the stipulated time, Bank reserves the right to cancel the order and forfeit the EMD. Security Deposit shall be submit by the way of DD drawn on Andhra Pradesh Grameena Bank.

3. The Security Deposit amount will be returned to the printer without interest, after satisfactory supply of all items ordered and after ensuring the payment of GST only. If the printer fails to execute the orders given by the Bank as per the work order, the security deposit will be forfeited.

4. Bank, at its own discretion may allow L 2 bidder (vendor), if L2 bidder (vendor) agrees to supply of stationery items at same price as quoted by L1 bidder (vendor) in the ratio of 60:40 and may extend the option to L3 bidder (vendor) too which would be then in the ratio of L1 50%, L2 for 30% and L3 for 20% quantity provided that L3 bidder (vendor) agrees to accept L1 bidder (vendor) rates and on same terms & conditions

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5. **Period:** The finalized rates shall be in force for a period of 24 months in general. If Bank finds any further requirements of items for which rates are finalized in the tender process, stock will be purchased from the L-1 Printer (if agreed) for further 12 months.

6. The printer is bound to supply the stationery items at the finalized rates, as and when required by the Bank during the said period irrespective of the quantity specified in the tender.

7. **Place of Delivery:** The delivery of the stationery shall be made at Head Office (Guntur) of the Bank or at 23 Regional Offices as directed by the Bank during office hours **at your own cost and Risk**. In addition to the above 23 Regional Offices Bank may decide additional delivery centers case to case basis. The printer or his agent should attend personally for delivery of the stationery and obtain delivery challan to submit along with the Bill.

8. **Execution of printing order**: The printing orders given to the printers shall be executed within the stipulated period which will not exceed 30 days from the date of issue of printing order. Printing shall commence only after the Proof is approved by the Department.

9. **Delivery:** The delivery of the stationery items shall be made only after obtaining delivery approval from the concerned authority before delivering the stock, so that space arrangements shall be made by the bank.

   Delivery of the quantity after confirmation of proof

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

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

10. **Delay in delivery**: In case the stationery is supplied after expiry of the stipulated time, Bank will have right/discretion either to accept the stationery or to reject the same.

    - Even if accepted, Bank will have discretion to impose penalty.
    - If the items are not supplied within the stipulated time, Penalty will be levied @ 0.5% for every seven days, after completing stipulated time period, with a maximum 10% of the purchase value of the undelivered items.

11. **Quality of Paper:** The quality of the paper shall be as per the specifications given by the Bank and the sample approved by the bank before supply. Any deviation in the quality of paper will not be accepted.

    - Bank reserves the right to reject the stationery and to cancel the order if any

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deficiency is observed in quality of the paper. If the bank is intending to find the quality check, lab test may be conducted and the cost shall be borne by the concerned printer only.

- If any stationery item supplied by the printer is found defective and deficient in quality at later date, the bank will have right to impose penalty up to 100% value of the stationery item supplied or Security Deposit will be forfeited.

- Further the name of the printer will be kept in black list and the printer will not be allowed to participate in future works of the bank.

12. **Supply of stationery in excess quantities**: Supply of stationery in excess quantities over and above the order placed, shall not be paid in general but may accept upto 5% (+ or -) of total quantity with prior approval.

13. **If L1 fail to supply**: If L1 fails to supply the stationery item for any reason the name of the printer shall be kept in Black List and shall not be allowed to participate in future works of the Bank.

14. T.D.S(GST/IT) as per the rules in force will be effected at the time of payment of bill/s (income tax/GST).

15. The printer has to file all GST related returns in time so as to enable us to claim input tax credit. If any loss is incurred to the Bank due to delayed/ Non filing of GST returns, the same shall be recovered from the printer. GST shall be paid at the end of every month and proof of payment shall be submitted. If the GST return is not uploaded, the Bank reserves the right to collect the amount from the next bills or from the Security Deposit of the concerned Printer.

16. All payments, irrespective of the amount of the bill, will be paid through RTGS/NEFT on presentation of bills along with specimen enclosed. The Bank Name, Firm Name, IFSC Code, Account No., Name of the Branch shall be furnished in the bill copy.

17. No advance amount will be paid to the Printers.

18. Payment will be made within 15 days of time, against delivery of full indent as per the order only, no partial payments will be allowed.

19. Any dispute arising out of or relating to this transaction shall be deemed to have been arises at Guntur and be subject to the jurisdiction of competent court at Guntur only.

20. The Printer should supply the stationery at his own risk and as per rules in force under various acts in A.P. If, for any reason the stock is detained by any authority, the Bank is not responsible whatsoever may be.

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21. Bank need not bound itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the tender without assigning any reason of whatsoever. The bank reserves the right to issue orders for less/high quantity of tender or one or two installments.

**MODIFICATION/CANCELLATION OF RFP**

The Bank reserves the right to modify/cancel the tender or re-tender without assigning any reasonswhatsoever. The Bank shall not incur any liability to the affected bidder(s) on account of such rejection. The Bank shall not be obliged to inform the affected bidder(s) of the grounds for the Bank's rejection/cancellation.

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## Annexure-A

## Technical Bid - for supply of Printing and Stationery Items

| S No | Pre-Qualification Criteria | Valid Supporting documents to be submitted with the RFP | Compliance (Y/N) (With documents) |
|---|---|---|---|
| 1 | Do you have Goods & Service Tax Registration | | |
| 2 | PAN registration | Valid registration Certificates/details | PAN: |
| 3 | GST registration | Valid registration Certificates/details | GSTIN: |
| 4 | Is your Average annual sales turnover Rs.75 lakhs or higher in each of the last 3 financial years | Turnover (lakhs) / FY 2023-24 / FY 2024-25 / FY 2025-26<br>Value<br>Submit CA's Certificates | |
| 5 | Annual Profit for the last 3 financial years | Profit (Lakhs) / FY 2023-24 / FY 2024-25 / FY 2025-26<br>Value | |
| 6 | Have you obtained orders from any PSBs/ RRBs/ PSUs/State Govt/Central Govt in last 3 years for printing and supply of Stationery items as on RFP Date | Copies of the work orders & Work satisfactory certificates from the bank shall be submitted. | |
| 7 | Bidder must have executed printing and supply of stationery works of at least Rs.100 Lakhs for any PSBs/ RRBs/ PSUs/State Govt/Central Govt during the last seven Years as on date of RFP. | Supply Records, invoices or client confirmations | |
| 8 | An Undertaking stating that the Company / firm has not been black listed | Annexure - C | |
| 9 | EMD & Application Fee | DDs particulars with covering letter | |
| 10 | RFP Document | Every page of RFP document (except financial bid) should be signed by the person submitting the RFP. | |

Date:

Signature and Seal of Printer / Bidder / Company / Firm

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Annexure B

# Andhra Pradesh Grameena Bank
## Head Office:: Guntur
## Financial Bid for Printing and Stationery items

Amount in Rs.

| S.No | Name of the Stationery item | Specifications | No. of Leaves/ Cards per Unit | Type of Unit | Quantity | Base rate per Unit | GST per unit | Final Rate per unit |
|---|---|---|---|---|---|---|---|---|
| 1 | SB Account Opening Form | 8.25"X13" size,78 GSM Andhra Maplitho white shade 3 sheets (6 pages) with six pages printing with proper pinning and 100 in bundle | 100 | Bundle | 3500 | | | |
| 2 | CA Account Opening Form | 8.25"X13" size,78 GSM Andhra Maplitho white shade 5 sheets (10 pages) with nine pages printing with proper pinning and 100 in bundle | 100 | Bundle | 1500 | | | |
| 3 | Supplementary Form for second Applicant (Joint Account Form) | 8.25"X13" size,78 GSM Andhra Maplitho white shade single page printing with 100 Nos. in one pad. | 100 | Pad | 1500 | | | |
| 4 | Cash in & Out Register | 78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 150 sheets (300 pages front & back) with double numbering(1-300) - 2lb calico binding with proper stitching | 1 | Register | 3600 | | | |
| 5 | Cash Denomination Register | 78 GSM 1/4 FC JK/Andhra/Sirpur ledger paper 150 sheets (300 pages front & back) with double numbering(1-300) - 2lb calico binding with proper stitching | 1 | Register | 3500 | | | |
| 6 | Locker Register | 78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 150 sheets (300 pages front & back) with Single numbering(1-150) - 2lb calico binding with proper stitching | 1 | Register | 4000 | | | |
| 7 | Key Movement Register | 78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 100 sheets (200 pages front & back) with single numbering(1-100) - 2lb calico binding with proper stitching | 1 | Register | 1500 | | | |
| 8 | Deposit Nominee Register | 78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 150 sheets (300 pages front & back) with Single numbering(1-150) - 2lb calico binding with proper stitching | 1 | Register | 6000 | | | |
| 9 | Cheque Book Issue Register | 78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 150 sheets (300 pages front & back) with double numbering(1-300) - 2lb calico binding with proper stitching | 1 | Register | 3000 | | | |

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Annexure B

# Andhra Pradesh Grameena Bank
## Head Office:: Guntur
## Financial Bid for Printing and Stationery items

| S.No | Name of the Stationery item | Specifications | No. of Leaves/ Cards per Unit | Type of Unit | Quantity | Base rate per Unit | GST per unit | Final Rate per unit |
|---|---|---|---|---|---|---|---|---|
| 10 | Postal Inward Register | 78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 100 sheets (200 pages front & back) with single numbering(1-100) - 2lb calico binding with proper stitching | 1 | Register | 3000 | | | |
| 11 | Security (Title Deed) register | 78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 100 sheets (200 pages front & back) with single numbering(1-100) - 2lb calico binding with proper stitching | 1 | Register | 3000 | | | |
| 12 | CRA (100 + 100) Pads | Paper:68 GSM AP Maplitho white paper Printing 1st copy red clour single side printing and 2nd copy one side printing Size:16.5 cmX 10.5 cm with pading (100+100 in pad) with 200 GSM cardboard on the bottom side and 80 GSM craft paper on the front side | 100+100 | Pad | 2000 | | | |
| 13 | Cash Remittance Register | 78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 100 sheets (200 pages front & back) with Double numbering(1-200) - 2lb calico binding with proper stitching | 1 | Register | 4500 | | | |
| 14 | CTS Register | 78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 100 sheets (200 pages front & back) with single numbering(1-100) - 2lb calico binding with proper stitching | 1 | Register | 3000 | | | |
| 15 | PMJJBY Applications | A4 size,78 GSM Andhra/JK maplitho white shade single page printing with 100 Nos. in one pad. | 100 | Pad | 15000 | | | |
| 16 | PMSBY Applications | A4 size,78 GSM Andhra/JK maplitho white shade single page printing with 100 Nos. in one pad. | 100 | Pad | 15000 | | | |
| 17 | PMJDY/BSBD Account Opening Form | A4 size,78 GSM Andhra/JK maplitho white shade one sheet - two side printing with 100 Nos. in one pad. | 100 | Pad | 12000 | | | |
| 18 | Security Log Register | 78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 100 sheets (200 pages front & back) with single numbering(1-100) - 2lb calico binding with proper stitching and instruction page printing. | 1 | Register | 3000 | | | |

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Annexure B

# Andhra Pradesh Grameena Bank
## Head Office:: Guntur
## Financial Bid for Printing and Stationery items

| S.No | Name of the Stationery item | Specifications | No. of Leaves/ Cards per Unit | Type of Unit | Quantity | Base rate per Unit | GST per unit | Final Rate per unit |
|---|---|---|---|---|---|---|---|---|
| 19 | Daily Transaction register | 78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 200 sheets (400 pages front & back) with single numbering(1-200) - 2lb calico binding with proper stitching | 1 | Register | 35000 | | | |
| 20 | Postal Outward Register | 78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 150 sheets (300 pages front & back) with single numbering(1-150) - 2lb calico binding with proper stitching | 1 | Register | 3000 | | | |
| 21 | Jewel/ Ornaments Pledge Register | 78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 200 sheets (400 pages front & back) with single numbering(1-200) - 2lb calico binding with proper stitching | 1 | Register | 12000 | | | |
| 22 | Jewel/ Ornament Delivery (Redemption) Register | 78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 200 sheets (400 pages front & back) with single numbering(1-200) - 2lb calico binding with proper stitching | 1 | Register | 12000 | | | |
| 23 | TDR Opening Forms | 8.25"X13" size,78 GSM Andhra Maplitho white shade 3 sheets (6 pages) with six pages printing with proper pinning and 100 in bundle | 100 | Bundle | 1500 | | | |
| 24 | APKCC-M Fresh Loan Applications | ▫ Pages 34 (17 sheets) + cover<br>▫ Size : 8.25" x 13"<br>▫ Side pinning<br>▫ Cover 4 pages 90 GSM pink colour cover paper west coast 5.2 kg single colour printed<br>Inner<br>▫ 18 pages 78 GSM JK/Sirpur/Andhra ledger paper<br>▫ 14pages 78 GSM Andhra maplitho white shade<br>▫ 2 pages 78 GSM white Andhra maplitho white shade with vertical perforation | 1 | Booklet | 500000 | | | |

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Annexure B

Andhra Pradesh Grameena Bank
Head Office:: Guntur
Financial Bid for Printing and Stationery items

| S.No | Name of the Stationery item | Specifications | No. of Leaves/ Cards per Unit | Type of Unit | Quantity | Base rate per Unit | GST per unit | Final Rate per unit |
|---|---|---|---|---|---|---|---|---|
| 25 | APKCC-R Renewal Application | ▫ Pages 8 (4 sheets)<br>▫ Size: 8.25" x 13"<br>▫ Side pinning<br>▫ 2 pages 78 GSM JK/Sirpur/Andhra ledger paper<br>▫ 4 pages 78 GSM Andhra maplitho white shade<br>2 pages 78 GSM white Andhra maplitho white shade with vertical perforation | 1 | Booklet | 300000 | | | |

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## Annexure - C

To
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

RFP Ref No: APGB/HO/Services/7/2026-27 dated 30.06.2026.

We, _____, located at _____ do here by undertake declare the following:

1. We have not been black listed in the past by any entity (Govt. /PSU/PSB/MNC or any other reputed firm) as on today.

2. That our services have not been terminated due to poor performance.

**Yours faithfully,**

(  )

**Place:**

**Date:**

ANDHRA PRADESH GRAMEENA BANK
Head Office
GUNTUR (A.P)
522 002

## Annexure-D

| S.No | Name of the Stationery item | Specifications | No. of Leaves/ Cards per Unit | Type of Unit | Quantity |
|---|---|---|---|---|---|
| 1 | SB Account Opening Form | 8.25"X13" size,78 GSM Andhra Maplitho white shade 3 sheets (6 pages) with six pages printing with proper pinning and 100 in bundle | 100 | Bundle | 3500 |
| 2 | CA Account Opening Form | 8.25"X13" size,78 GSM Andhra Maplitho white shade 5 sheets (10 pages) with nine pages printing with proper pinning and 100 in bundle | 100 | Bundle | 1500 |
| 3 | Supplementary Form for second Applicant (Joint Account Form) | 8.25"X13" size,78 GSM Andhra Maplitho white shade single page printing with 100 Nos. in one pad. | 100 | Pad | 1500 |
| 4 | Cash in & Out Register | 78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 150 sheets (300 pages front & back) with double numbering(1-300) - 2lb calico binding with proper stitching | 1 | Register | 3600 |
| 5 | Cash Denomination Register | 78 GSM 1/4 FC JK/Andhra/Sirpur ledger paper 150 sheets (300 pages front & back) with double numbering(1-300) - 2lb calico binding with proper stitching | 1 | Register | 3500 |
| 6 | Locker Register | 78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 150 sheets (300 pages front & back) with Single numbering(1-150) - 2lb calico binding with proper stitching | 1 | Register | 4000 |
| 7 | Key Movement Register | 78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 100 sheets (200 pages front & back) with single numbering(1-100) - 2lb calico binding with proper stitching | 1 | Register | 1500 |
| 8 | Deposit Nominee Register | 78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 150 sheets (300 pages front & back) with Single numbering(1-150) - 2lb calico binding with proper stitching | 1 | Register | 6000 |
| 9 | Cheque Book Issue Register | 78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 150 sheets (300 pages front & back) with double numbering(1-300) - 2lb calico binding with proper stitching | 1 | Register | 3000 |
| 10 | Postal Inward Register | 78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 100 sheets (200 pages front & back) with single numbering(1-100) - 2lb calico binding with proper stitching | 1 | Register | 3000 |
| 11 | Security (Title Deed) register | 78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 100 sheets (200 pages front & back) with single numbering(1-100) - 2lb calico binding with proper stitching | 1 | Register | 3000 |

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| 12 | CRA (100 + 100) Pads | Paper:68 GSM AP Maplitho white paper Printing 1st copy red clour single side printing and 2nd copy one side printing Size:16.5 cmX 10.5 cm with pading (100+100 in pad) with 200 GSM cardboard on the bottom side and 80 GSM craft paper on the front side | 100+100 | Pad | 2000 |
| 13 | Cash Remittance Register | 78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 100 sheets (200 pages front & back) with Double numbering(1-200) - 2lb calico binding with proper stitching | 1 | Register | 4500 |
| 14 | CTS Register | 78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 100 sheets (200 pages front & back) with single numbering(1-100) - 2lb calico binding with proper stitching | 1 | Register | 3000 |
| 15 | PMJJBY Applications | A4 size,78 GSM Andhra/JK maplitho white shade single page printing with 100 Nos. in one pad. | 100 | Pad | 15000 |
| 16 | PMSBY Applications | A4 size,78 GSM Andhra/JK maplitho white shade single page printing with 100 Nos. in one pad. | 100 | Pad | 15000 |
| 17 | PMJDY/BSBD Account Opening Form | A4 size,78 GSM Andhra/JK maplitho white shade one sheet -two side printing with 100 Nos. in one pad. | 100 | Pad | 12000 |
| 18 | Security Log Register | 78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 100 sheets (200 pages front & back) with single numbering(1-100) - 2lb calico binding with proper stitching and instruction page printing. | 1 | Register | 3000 |
| 19 | Daily Transaction register | 78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 200 sheets (400 pages front & back) with single numbering(1-200) - 2lb calico binding with proper stitching | 1 | Register | 35000 |
| 20 | Postal Outward Register | 78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 150 sheets (300 pages front & back) with single numbering(1-150) - 2lb calico binding with proper stitching | 1 | Register | 3000 |
| 21 | Jewel/ Ornaments Pledge Register | 78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 200 sheets (400 pages front & back) with single numbering(1-200) - 2lb calico binding with proper stitching | 1 | Register | 12000 |
| 22 | Jewel/ Ornament Delivery (Redemption) Register | 78 GSM 1/2 FC JK/Andhra/Sirpur ledger paper 200 sheets (400 pages front & back) with single numbering(1-200) - 2lb calico binding with proper stitching | 1 | Register | 12000 |
| 23 | TDR Opening Forms | 8.25"X13" size,78 GSM Andhra Maplitho white shade 3 sheets (6 pages) with six pages printing with proper pinning and 100 in bundle | 100 | Bundle | 1500 |

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| 24 | APKCC-M Fresh Loan Applications | Ø Pages 34 (17 sheets) + cover<br>Ø Size : 8.25" x 13"<br>Ø Side pinning<br>Ø Cover 4 pages 90 GSM pink colour cover paper west coast 5.2 kg single colour printed<br>Inner<br>Ø 18 pages 78 GSM JK/Sirpur/Andhra ledger paper<br>Ø 14pages 78 GSM Andhra maplitho white shade<br>Ø 2 pages 78 GSM white Andhra maplitho white shade with vertical perforation | 1 | Booklet | 500000 |
| 25 | APKCC-R Renewal Application | Ø Pages 8 (4 sheets)<br>Ø Size: 8.25" x 13"<br>Ø Side pinning<br>Ø 2 pages 78 GSM JK/Sirpur/Andhra ledger paper<br>Ø 4 pages 78 GSM Andhra maplitho white shade<br>Ø 2 pages 78 GSM white Andhra maplitho with shade vertical perforation | 1 | Booklet | 300000 |

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