ఆంధ్ర ప్రదేశ్ గ్రామీణ బ్యాంక్
ANDHRA PRADESH GRAMEENA BANK
(Scheduled Bank owned by Government)

REQUEST FOR PROPOSAL (RFP)

FOR

Rate Contract for Supply, installation and Maintenance of Inverters along with Batteries (Exide), UPS along with Batteries (Exide) and Comprehensive Annual Maintenance Contract (CAMC) to UPS along with Batteries for a period of five (05) years immediately after completion of Warranty period for all Branches/Offices of **Gudivada, Eluru, Rajahmundry, Anakapalli, Parvathipuram, Visakhapatnam, Vizianagaram and Srikakulam regions of Andhra Pradesh Grameena Bank.**

S.NO	DESCRIPTION	DETAILS
1	RFP Reference No.	APGB/HO/Services/23 Dated 25.09.2026
2	Brief Description of the RFP	**Techno-commercial Request for** Request for Proposal (RFP) for a Two (2) Year Rate Contract for the Supply, installation and maintenance of Inverters along with Batteries (Exide), UPS along with Batteries (Exide) and Comprehensive Annual Maintenance Contract (CAMC) to UPS along with Batteries for a period of five (05) years immediately after completion of Warranty period to Branches/Offices of **Gudivada, Eluru, Rajahmundry, Anakapalli, Parvathipuram, Visakhapatnam, Vizianagaram and Srikakulam regions of Andhra Pradesh Grameena Bank** As per the Capacity and quantity mentioned in Annexure-A.
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	25.09.2026
5	Date of Pre Bid Meeting	01.10.2026 by 03.00 PM

6	Last Date for Receipt of Bids	15.10.2026 at 05.00 PM
7	Date and Time of Opening of Technical Bid	16.10.2026 at 11.00 AM
8	Date and Time of Opening of Financial Bids	Shall be intimated at a later stage.
9	Tender Fees (Not Refundable)	Rs. 5,000/- {Rupees Five Thousand only}
10	Earnest Money Deposit (EMD)	Rs. 2,50,000/- (Two Lakh Fifty Thousand)
Tender Fee, EMD 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

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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 **Inverters along with Batteries (Exide), UPS along with Batteries (Exide) and Comprehensive Annual Maintenance Contract (CAMC) to UPS along with Batteries** 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 1364 branches and 24 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 Inverter & Inverter Batteries and UPS & UPS Batteries 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 **Inverters along with Batteries (Exide), UPS along with Batteries (Exide) and Comprehensive Annual Maintenance Contract (CAMC) to UPS along with Batteries** 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 Inverters along with Batteries (Exide), UPS along with Batteries (Exide), and Comprehensive Annual Maintenance Contract (CAMC) to UPS along with Batteries for a period of five (05) years immediately after completion of Warranty period to Branches and Offices of Gudivada, Eluru, Rajahmundry, Anakapalli, Parvathipuram, Visakhapatnam, Vizianagaram and Srikakulam regions **of Andhra Pradesh Grameena Bank.**

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

- **Envelope No. 1 – Technical Bid**
  (Super scribed as "Inverters along with Batteries (Exide), UPS along with Batteries (Exide) and Comprehensive Annual Maintenance Contract (CAMC) to UPS along with Batteries for a period of five (05) years immediately after completion of Warranty period"
  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 Rate Contract for Supply, installation and maintenance of Inverters along with Batteries (Exide), UPS along with Batteries (Exide) and Comprehensive Annual Maintenance Contract (CAMC) to UPS along with Batteries for a period of five (05) years immediately after completion of Warranty period").

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 Inverters along with Batteries (Exide), UPS along with Batteries (Exide) and Comprehensive Annual Maintenance Contract (CAMC) to UPS along with Batteries for a period of five (05) years immediately after completion of Warranty period.

Work will be allotted based on Techno- Commercial Evaluation.

Andhra Pradesh Grameena Bank, a Regional Rural Bank, has **1,364 branches** and **24 Regional Offices** with a network across all districts of Andhra Pradesh.

The Bank proposes to procure Inverter & Inverter Batteries (Exide) and UPS & UPS Batteries(Exide) for use at various branches within its service area of Gudivada, Eluru, Rajahmundry, Anakapalli, Parvathipuram, Visakhapatnam, Vizianagaram and Srikakulam regions of bank. 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 Inverters along with Batteries (Exide), UPS along with Batteries (Exide) and Comprehensive Annual Maintenance Contract (CAMC) to UPS along with Batteries for a period of five (05) years immediately after completion of Warranty period 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 **approvals/ licenses** for the offered **Inverter & Inverter Batteries and UPS & UPS Batteries** and submit a current OEM authorization. **OEM Authorization is valid for the period of 30 months from the date of RFP**, 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 Inverter & Inverter Batteries and UPS & UPS Batteries as on 31-08-2026.	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.
6	The proposed/ offered equipment should be of an established brand and should be in the market for the last one year. 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 **100** Inverter & **200** Inverter Batteries and **100** UPS & **200** UPS Batteries to PSBs / RRBs/PSUs/State Govt/ Central Govt Departments during the last three years as on 31.08.2026. The bidder must have supplied at least **30** Inverter & **60** Inverter Batteries and **30** UPS & **60** UPS Batteries to PSBs / RRBs/PSUs/State Govt/ Central Govt across Andhra Pradesh during last one year as on 31-08-2026.	Supply orders, Completion Certificate & satisfactory certificates to be submitted.
8	The Bidder Must have Registered Office in Andhra Pradesh or Telangana.	Registration copy/ Other Approvals from Regulated Authorities.

9	The Bidder must have at least one stock point in Andhra Pradesh as on date of Bid Submission. And The Bidder must have at least one Stock point across the Operational area of **Gudivada, Eluru, Rajahmundry, Anakapalli, Parvathipuram, Visakhapatnam, Vizianagaram and Srikakulam regions** of Andhra Pradesh Grameena Bank, If there is no stock point in the specified area, Bidder has to submit the declaration for opening of Stock point with Minimum stock of 10 UPS, 10 Inverters and 30 batteries for each variety mentioned in the tender if the proposed bidder is selected as L1 vendor.	Registered lease agreement/ Any other documents as evidence
10	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..
11	Bidder must have average annual turnover of more than ₹20.00 lakh during the last three financial years (FY 2023-24, 2024-25, 2025-26). **For MSMEs/Startups** Bidder must have average annual turnover of more than ₹16.00 lakh during the last three financial years.	CA-certified turnover certificate and relevant work completion proofs.
12	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
13	**Good after sales service**: The vendor should also have Minimum Eight Technicians (or) Engineers (at least one per each region) 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 proofs like** Salary Certificate / EPF statement along with PF Number etc. to be submitted.

14	Bidder should have ISO 9001 Certification as on date of RFP	**Copy of the same to be attached**
15	The bidder must score a minimum of 49 marks in the technical evaluation to pass, according to the criteria detailed in Annexure-G.	Supporting Documents to be submitted
16	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. Particulars of items & Quantity as per *Annexure A*

1.1.1.3. Covering Letter of the Bidder, as per *Annexure B*, along with a list of clients to whom Inverter & Inverter Batteries and UPS & UPS Batteries have been supplied.

1.1.1.4. Power of Attorney/Authorization, with the seal of the bidder's company/firm, in favor of the person signing the RFP documents.

1.1.1.5. Authorization Letter for attending the bid opening, as per *Annexure M*.

1.1.1.6. Company/Firm Profile, as per *Annexure C*.

1.1.1.7. Documentary evidence supporting all eligibility criteria.

1.1.1.8. Technical Compliance Statement, as per *Annexure D*

1.1.1.9. Technical Offer, as per eligibility criteria in *Annexure G shall be* duly examined.

1.1.1.10. Agreement Format as per Annexure-H

1.1.1.11. Bank Guarantee Format for Security Deposit as per Annexure-I

1.1.1.12. Undertaking letter (to be submitted on Bidder's Letter Head) for Confirmation regarding duly filling of the RFP document as per Annexure- J

1.1.1.13. Past Service details for as per Annexure-K

1.1.1.14. Affidavit of Undertaking by Bidder for not being Blacklisted as per Annexure-L

1.1.1.15. Manufacturer's Authorization Form as per Annexure-N

1.1.1.16. Self-Declaration Letter regarding the Company not be owned or controlled by any Director or employee or relatives of Andhra Pradesh Grameena Bank as per Annexure-O

1.1.1.17. Self Declaration Letter regarding Stock Points as per Annexure-P

1.1.1.18. 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 – F** (Inverters along with Batteries (Exide), UPS along with Batteries (Exide) and Comprehensive Annual Maintenance Contract (CAMC) to UPS along with Batteries for a period of five (05) years immediately after completion of Warranty period), containing complete price information.

1.2 Submission of Bids

1.2.1. Technical Bid

The Technical Bid for Inverter & Inverter Batteries (Exide) and UPS & UPS Batteries (Exide) and Comprehensive Annual Maintenance Contract (CAMC) to UPS along with Batteries for a period of five (05) years immediately after completion of Warranty period shall be submitted **only through the physical, copy should reach Guntur- Head Office Address as specified.**

- **Demand Draft:**
  The DDs for Tender Fee and Earnest Money Deposit (EMD) Amount 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, Earnest Money Deposit (EMD) 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 Inverters along with Batteries (Exide), UPS along with Batteries (Exide) and Comprehensive Annual Maintenance Contract (CAMC) to UPS along with Batteries for a period of five (05) years immediately after completion of Warranty period 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 Inverters along with Batteries (Exide), UPS along with Batteries (Exide) and Comprehensive Annual Maintenance Contract (CAMC) to UPS along with Batteries for a period of five (05) years immediately after completion of Warranty period specified in **Annexure F**. The Financial Bid must provide complete price information as per Annexure F 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 Successful bidder will be selected based on the Techno-Commercial evaluation method.

1.3 Opening of Bids.

1.3.1 The Technical Bid will be opened on **16.10.2026** 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 Techno- commercial (70:30) Based, evaluated on a Total Cost of Ownership (TCO) 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 Inverters along with Batteries (Exide), UPS along with Batteries (Exide) and Comprehensive Annual Maintenance Contract (CAMC) to UPS along with Batteries will be awarded to the prequalified vendor quoting the lowest price (TC1) after the commercial evaluation.

At the Bank's discretion, allocation may also be shared with other qualified bidders, provided they agree to match the TC1 price and accept all the same terms and conditions as applicable to TC1. In such cases, allocation may be split in the ratio of 60:40 between TC1 and TC2, or 50:30:20 among TC1, TC2, and TC3, 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 of Inverters along with Batteries (Exide), UPS along with Batteries (Exide) and Comprehensive Annual Maintenance Contract (CAMC) to UPS along with Batteries during the two-year contract period and Five-year CAMC.

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 Inverter & Inverter Batteries (Exide) and UPS & UPS Batteries (Exide)**.

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 Meeting- Date & Time

6.1 Pre-bid meeting of the intending bidders will be held at 03.00 PM hours on 01.10.2026 at Services Department, 2nd Floor Head Office, Brodipet, Guntur to clarify any doubts raised by them in respect of this RFP. No separate communication will be sent for this meeting.

6.2 Queries received after the meeting will not be considered.

6.3 Consideration of queries will be subject to the approval of the competent authority.

6.4 Responses to all valid pre-bid meeting 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.

The Bank will scrutinize all bids submitted to verify their completeness and conformity with the requirements of this RFP for Inverters along with Batteries (Exide), UPS along with Batteries (Exide) and Comprehensive Annual Maintenance Contract (CAMC) to UPS along with Batteries for a period of five (05) years immediately after completion of Warranty period.

7.1 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 Inverter & Inverter Batteries (Exide) and UPS & UPS Batteries (Exide) 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 **₹7,00,000/-** 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 ₹7,00,000/-, valid for a minimum period of 26 months from the date of Agreement, as per *Annexure-I*.

Or

- A Fixed Deposit Receipt (FDR) for ₹7,00,000/- 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 Inverter & Inverter Batteries and UPS & UPS Batteries 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 Inverter & Inverter Batteries and UPS & UPS Batteries, 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. BID PREPARATION AND SUBMISSION

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-G 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-F is to be submitted separately along with technical bid submission in sealed envelope. Prices quoted be considered for Bidder finalization for Techno-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.

14.3 Techno-Commercial Evaluation

Sample evaluation process is shown below:

The technical bids will be allotted 70% weightage while commercial bids will be allotted weightage of 30%. Combined score will be arrived at after considering commercial quote and marks obtained in technical evaluation with relative weightage of 30% for commercial bid and 70% for technical bid according to the following formula:

Calculation Formula= $B=[(C_{low}/C).X]+[T/T_{high}.(1-X)]$

Where C=evaluated Bid price
C_{low}=The lowest of all evaluated Bid price among responsive Bids
T= the total Technical score awarded to the Bid
T_{high}=the Technical score achieved by the Bid that was scored best among all responsive Bids.
X= weightage for the process as specified in Bids

The Bidder/OEM obtaining the Highest Combined Score in evaluation of technical and Commercial evaluation will be ranked TC-1 followed by proposal securing lesser marks as TC-2, TC-3 etc. Bidder/OEM securing Highest Combined Marks and TC-1 shall be recommended for award of contract.

Below is **your required table**, prepared in the **same format**, using the given bidder data:

For example:

- **Technical Scores:**
  Bidder 1 = 50
  Bidder 2 = 55
  Bidder 3 = 54
- **Commercial Quotes:**
  Bidder 1 = ₹5,00,000
  Bidder 2 = ₹4,50,000
  Bidder 3 = ₹5,50,000
- **Clow = Lowest price = ₹4,50,000**
- **Thigh = Highest technical score = 55**
- **Weightage:**
  Commercial = 30% → X = 0.3
  Technical = 70% → (1 - X) = 0.7

Parameter	Bidder 1	Bidder 2	Bidder 3
Technical Score (T)	50	55	54
Commercial Quote (C)	₹5,00,000	₹4,50,000	₹5,50,000
Clow	₹4,50,000	₹4,50,000	₹4,50,000
Thigh	55	55	55
Weightage (Commercial 30%, Technical 70%)	X = 0.3	X = 0.3	X = 0.3
Commercial Score (Clow / C × 0.3)	4,50,000 / 5,00,000 × 0.3 = **0.27**	4,50,000 / 4,50,000 × 0.3 = **0.30**	4,50,000 / 5,50,000 × 0.3 = **0.24545**
Technical Score (T / Thigh × 0.7)	50 / 55 × 0.7 = **0.63636**	55 / 55 × 0.7 = **0.70**	54 / 55 × 0.7 = **0.68727**
Combined Score	**0.90636**	**1.00000**	**0.93272**
Rank	TC-3	**TC-1**	TC-2

A. 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 Inverter & Inverter Batteries (Exide) and UPS & UPS Batteries (Exide) 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 Inverter & Inverter Batteries (Exide) and UPS & UPS Batteries (Exide) 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:** Inverter & Inverter Batteries (Exide) and UPS & UPS Batteries (Exide) & CAMC to UPS along with Batteries for the period of Five (05) years.
- **Vendor:** The successful bidder with whom the Bank executes the Agreement.

3. TIME PERIOD

3.1 The ordered model and quantity of Inverter & Inverter Batteries and UPS & UPS Batteries 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 Inverter & Inverter Batteries and UPS & UPS Batteries, Comprehensive Annual Maintenance Contract (CAMC) to the UPS along with Batteries 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 TC1 bidder.

6. DELIVERY.

6.1) The delivery of Inverter & Inverter Batteries and UPS & UPS Batteries 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 Inverter & Inverter Batteries (Exide) and UPS & UPS Batteries (Exide) to the revised locations at no additional cost to the Bank.

6.3) The order will be treated as incomplete if the Inverter & Inverter Batteries (Exide) and UPS & UPS Batteries (Exide) 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 Inverter & Inverter Batteries (Exide) and UPS & UPS Batteries (Exide) 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 Inverter & Inverter Batteries and UPS & UPS Batteries. 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 Inverter & Inverter Batteries and UPS & UPS Batteries 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 Inverter & Inverter Batteries (Exide) and UPS & UPS Batteries (Exide) 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 Inverter & Inverter Batteries (Exide) and UPS & UPS Batteries (Exide), the bidder shall be liable to pay Liquidated Damages at the following rate, calculated on the cost price of the Inverter & Inverter Batteries and UPS & UPS Batteries as per the Quantity of (BOQ):

Liquidated Damages per week of delay or part thereof	0.5% of the cost of the Inverter & Inverter Batteries (Exide) and UPS & UPS Batteries (Exide) (as per BOQ), subject to a maximum of 10% of the cost of the Inverter & Inverter Batteries (Exide) and UPS & UPS Batteries (Exide) (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.

8. Load Testing:

1 . Random Load Testing: The Bank reserves the right to conduct random load testing of the Inverters,UPS systems and batteries supplied under this RFP, either at the time of delivery, installation, commissioning or during the warranty period, to verify compliance with the technical specifications and performance parameters stipulated in the RFP.

2 .Testing Procedure: The Bank may select any Inverter(s), UPS system(s) and battery set(s) at random for testing. The selected equipment shall be subjected to load testing using suitable load bank equipment or other approved testing arrangements to verify the rated output capacity, battery backup time and overall performance.

3. Vendor's Responsibility: The successful bidder shall arrange, at its own cost, the necessary technical personnel, suitable load bank equipment, testing instruments and other facilities required for conducting the load tests. The bidder shall extend full cooperation to the Bank during the testing process.

4. Failure of Load Test: In the event of failure of any Inverter, UPS system or battery set to meet the prescribed performance parameters, the Bank reserves the right to reject the equipment, require rectification or replacement of the defective/non-compliant equipment, and conduct a repeat test at the bidder's cost.

5. Bank's Rights: The Bank reserves the right to conduct such random tests on a sample basis or on additional units, wherever considered necessary. The selection of equipment for testing shall be at the sole discretion of the Bank. The bidder shall not be entitled to claim any additional charges for such testing.

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 Inverter & Inverter Batteries (Exide) and UPS & UPS Batteries (Exide) 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 Inverter & Inverter Batteries (Exide) and UPS & UPS Batteries (Exide) 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 Inverter & Inverter Batteries (Exide) and UPS & UPS Batteries (Exide) 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 Inverter & Inverter Batteries (Exide) and UPS & UPS Batteries (Exide) 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, Head Office, Guntur.

ANNEXURE-A

Particulars of Items and Estimated Quantity for Two(02) years:

S.No	Item Description	Quantity in units
1	1 KVA Inverter	35
2	2 KVA Inverter	100
3	3 KVA Inverter	35
4	5 KVA Inverter	35
5	12v, 150 AH Inverter Batteries (Exide) (With Stand) (Tubular Batteries) ***	No.of Batteries as per the requirement of Inverter Capacity.
6	12v, 150 AH Inverter Batteries (Exide) (With Stand) (SMF Batteries) ***	No.of Batteries as per the requirement of Inverter Capacity.
7	1 KVA UPS	35
8	2 KVA UPS	35
9	3 KVA UPS	100
10	5 KVA UPS	35
11	12v, 150 AH UPS Batteries (Exide) (With Stand) (Tubular Batteries) ***	No.of Batteries as per the requirement of UPS Capacity.
12	12v, 150 AH Inverter Batteries (Exide) (With Stand) (SMF Batteries) ***	No.of Batteries as per the requirement of UPS Capacity.
13	12v, 100 AH UPS Batteries (Exide) (With Stand) (SMF Batteries) ***	No.of Batteries as per the requirement of UPS Capacity.
14	AMC to UPS of All Capacities	For the period of 5 years immediately after completion of Warranty period.
15	AMC to UPS Batteries	For the period of 5 years immediately after completion of Warranty period.

*****Terms & Conditions:**

1. The net quantity to be purchased during the Rate Contract period may vary by ±25%

2 . Water Refilling to the Batteries should be done for every 3 months during the Warranty period also.

3 . The existing inverters, Inverter Batteries, UPS, UPS Batteries should be taken back under Buy back arrangement. (Batteries of different makes and different models whichever available in the branch)

ANNEXURE-A1

WARRANTY PERIOD

S.No	Item Description	Period of Warranty in years
1	Inverters of All Capacities	Two (02) Years
2	Inverter Batteries (Tubular) (Exide)	Four (04) Years
3	Inverter Batteries (SMF) (Exide)	Three (03) Years
4	UPS of All Capacities	Two (02) Years
5	UPS Batteries (Tubular) (Exide)	Four (04) Years
6	UPS Batteries (SMF) (Exide)	Three (03) Years

ANNEXURE – B

Covering letter format

Offer Reference No: Date:

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.

Dear Sir,

RFP: APGB/HO/Services/23 dated 25.09.2026.

Having examined the RFP document including all Annexures, the receipt of which is duly acknowledged, we, the undersigned, hereby submit our offer to supply Inverter & Inverter Batteries (Exide) and UPS & UPS Batteries (Exide) 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 Inverter & Inverter Batteries (Exide) and UPS & UPS Batteries (Exide) to the designated Branches/Offices within **21 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 Inverter & Inverter Batteries (Exide) and UPS & UPS Batteries (Exide).

We enclose a list of clients in India (with full addresses) where we have supplied Inverter & Inverter Batteries (Exide) and UPS & UPS Batteries (Exide), 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 Inverter & Inverter Batteries (Exide) and UPS & UPS Batteries (Exide).

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 – C

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 Inverter & Inverter Batteries and UPS & UPS Batteries 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 Inverter & Inverter Batteries and UPS & UPS Batteries	

Signature of the Authorized Signatory
(with date and seal)

ANNEXURE – D

Technical compliance Statement

Declaration

We hereby undertake to agree to abide by all the terms & conditionsstipulated in the RFP document

We certify that the equipment / services offered by us for RFP conform to thespecifications stipulated in the RFP form

We have quoted for the Model……..

Signature of the Authorized Signatory
(with date and seal)

ANNEXURE - E

Technical specifications of Inverters and Inverter Batteries (Exide).

S No & SPECIFICATIONS	BANK REQUIREMENT	BIDDERS SPECIFICATION
1. Capacity	1.0 KVA, 2.0 KVA, 3.0 KVA, 5 KVA	
2. Model Name & No	Must be specified	
3.GENERAL		
Operating Temperature	0-50^0 Centigrade	
Humidity	10 to 90% non-condensing	
Output Wave Form	Sinusoidal	
Active input PF correction	Required (should be more than0.9)	
4.INPUT		
Input	Single Phase 3 wire	
Input Voltage Range	l60VAC to 270 V AC	
Input Frequency Range	47 to 53 Hz	
Input power at full load (At minimum rated power factor)	Power factor - **0.99** (Please specify at 0.8 power factor and 0.7 power factor also)	
Input Voltage at which mains fail is sensed at full load and battery takes over.	Please specify	
5. OUTPUT		
Output Voltage	230 VAC Single Phase +/- 1% at full load	
Output frequency	50 Hz +/- 0.5% (free running)	
6. EFFICIENCY		
Overall efficiency	88% or better	
Inverter Efficiency	**90% or better**	
7. STATIC SWITCH (Bi-directional) for all ratings	Should be provided and should take care of 100% load transfer without break.	
8. LOAD POWER FACTOR	Should not be less than 0.7 lagging	
9. Overload capacity	150% overload for 60 seconds	
10. Inverter Shut down		
Output over voltage		
Output under voltage		
Battery low		
Inverter over load		
Over temperature		
Output short		
11.ISOLATION		

Isolation of power	Both input and output should have MCB's. **Also Battery** connection to have MCB/MCCB/switch.	
Isolation Transformer	In built at input	
Galvanic Isolation	Preferred	
Manual Service Bypass	Required	
12.PROTECTION		
Short Circuit Protection	MCB/MCCB should trip or inverter should shut down without blowing any fuses.	
Input over and under voltage	MCB with Alarm. Inverter should be absolutely safe in the case of High Voltage/ High Current/ High Spike/ High Surges etc at input to the inverter.	
Output over & under voltage	MCB with Alarm. The safety of the load connected to the Inverter should be ensured if the Inverter delivers erratic Output.	
13. INDICATORS (not through software)	Mark Yes/No as applicable	
Over Temperature		
Load on Battery		
Battery on Charge		
Input over/under voltage		
Battery Low (warning and prior Half an hour warning stating Battery is going low)		
Inverter On		
Inverter tripped		
Output Over voltage		
Output low		
Charger on		
Inverter on Bypass		
14. METERING (not through software)	Specify the availability	
DC Voltage		
DC Current charge		
Output voltage		
Output current		
Input voltage		
Digital Three and Half digit Frequency Meter		
15. Battery Backup		
Period of backup	4 hours (Minimum)	

Batteries	**Exide Company,** Tubular (Maintenance batteries), SMF Batteries.	
Total DC bus voltage	Please specify	
Battery make (give literature)	*Exide -12 V 150 AH Tubular and SMF*	
Number of Battery banks	Please specify	
Charger (Internal / External)	Specify external or internal	
Maximum Charger Current	Please specify (should be at least 10% of Battery	
Battery recharge time (after complete discharge) to 100% charge	Battery recharge time should not exceed 12 hours	
Number of Batteries	Please specify	
Battery life	Please specify (Minimum 4 years required)	
16. Audible Alarm for following conditions	Specify the availability	
Battery low		
Mains failure		
Input over/under voltage		
Inverter under voltage		
Inverter over voltage		
Over temperature		
Inverter over load		
Warranty	2years for Inverters and 4 years for batteries	

Signature of Representative

Name of Authorizing Authority: _____
Designation: _____

Seal of the Organization

Technical specifications of **UPS units along with Batteries (Exide)**

S.No. SPECIFICATIONS	OUR REQUIREMENT	Vendors Offer
1.Capacity	1KVA, 2KVA, 3KVA, 5KVA	
2.Model Name & No	Must be specified	
	There should be a single unit	;
3.General		
Technology	Advanced Fully Microprocessor with True online IGBT based Double online conversion UPS with DSP (Digital Signal Processing) Technology.	
Noise level	Less than 50 db	
Operating Temperature	0-45 degrees centigrade	
Humidity	10 to 90% non-condensing	
Total Harmonic Distortion	< 3% for 100% linear load	
	< 5% for 100% non-linear load	
Crest Factor	Minimum 3:1 at full load	
Output Wave Form	Sinusoidal	
Cold Start feature	Should be provided	
Active input PF correction	Required (should be more than 0.9)	
4.Input		
Input	Single Phase 3 wire	
Input Voltage Range	160V AC to 270V AC Prefered if it is upto 300 VAC	
Input Frequency Range	47 to 53 Hz	
Input power at full load (At minimum rated power factor)	Power factor – 0.99 (Please specify at 0.8 power factor and 0.7 power factor also)	
Input Voltage at which mains fail is sensed at full load and battery takes over.	Please specify	
5. Output		
Output Voltage	230V AC Single Phase +/- 1% at full load	
Output frequency	50-60 Hz +/- 0.5% (free running)	
6. Efficiency		
Overall Efficiency	90% or better at full load	
Inverter Efficiency	94% or better at full load	
7. Static Switch (Bi-directional) for all ratings	Should be provided and should take care of 100% load transfer without break.	

8. Load Power Factor	Should not be less than 0.7 lagging	
9. Overload Capacity	150% overload for 60 seconds	
	% overload for 10 minutes	

10.UPS Shut down		
UPS should shut down with alarm and indications		
Output over voltage	Please specify	
Output under voltage	Please specify	
Battery low	Please specify	
Inverter over load	Please specify	
Over temperature	Please specify	
Output short	Please specify	
11.Isolation		
Isolation of power	Both input and output should have MCB's. Also Battery connection to have MCB/MCCB/switch.	
Isolation Transformer	Isolation transfer must be provided at the input side and be integral part of UPS	
Galvanic Isolation	Preferred	
Manual Service Bypass	Should be provided	
12.Protection		
Short Circuit Protection	MCB/MCCB/should trip or UPS should shut down without blowing any fuses.	
Input over and under voltage	MCB with Alarm. UPS should be absolutely safe in the case of High Voltage/High Current/High Spike/High Surges etc., at input to the UPS.	
Output over & under voltage	MCB with Alarm. The safety of the load connected to the UPS should be ensured if the UPS delivers erratic Output.	
13. Indicators (not through software)	Indicators required Mark Yes/No as applicable	
Over Temperature	Please specify	
Load on Battery	Please specify	
Battery on Charge	Please specify	
Input over/under voltage	Please specify	
Battery Low (warning and prior Half an hour warning stating Battery is going low)	Please specify	
Inverter On	Please specify	
Inverter tripped	Please specify	
Output Over voltage	Please specify	
Output low	Please specify	
Charger on	Please specify	
UPS on Bypass	Please specify	
14. Metering (not through software)	Specify the availability	

DC Voltage	Please specify	
DC Current charge	Please specify	

Output voltage	Please specify	
Output current	Please specify	
Input voltage	Please specify	
Digital Three and Half digit Frequency Meter	Please specify	
15. Battery Backup		
Period of backup	Four hours-(minimum) 4 hours	
Batteries	**Exide Company, Tubular (Maintenance batteries), SMF Batteries.**	
Total DC bus voltage	Please specify	
Battery make (give literature)	**Exide Company, 12V, 150 AH Tubular and SMF & 12V, 100 AH SMF**	
Number of Battery banks	Please specify	
Charger (Internal/External)	Specify external or internal	
Maximum Charger Current	Please specify (should be at least 10% of Battery)	
Battery recharge time (after complete discharge) to 100% charge	Battery recharge time should not exceed 12 hours.	
Battery VAH rating	14400 VAH of higher	
Number of Batteries	Please specify	
Battery Housing	In a two stage stand (preferably wooden)	
Battery life	Please specify (Minimum 4 years required)	
16. Audible Alarm for following conditions	Specify the availability	
Battery low	Please specify	
Mains failure	Please specify	
Input over/under voltage	Please specify	
Inverter under voltage	Please specify	
Inverter over voltage	Please specify	
Over temperature	Please specify	
Inverter over load	Please specify	
Warranty	2 years for UPS and 4 years for batteries	

Note:
1. The above specification format has provision to indicate your offer as well as deviations, if any. It is mandatory to furnish details in the above format.

2. It is required that Battery sizing shall be calculated based on the below mentioned formula. UPS Rating in VA x No. of Hours of Backup x Power factor ---------- Low DC x Efficiency x Battery Derating Factor. Note: 1) Power factor is 0.8 2) Take Low DC at 1.75 Volt/ Cell 3) Battery derating factor is 0.8 for 4 Hours Backup.
3. It is mandatory to provide necessary protection mechanism at input to the UPS units as well as at output, so that the UPS will be absolutely safe in the case of High Voltage/High Current/High Spike/High Surges at input to the UPS and to ensure that the load connected will be safe if the UPS delivers erratic Output.
4. It is required that product brochures for UPS and Batteries offered is submitted along with the quotation. Also it is required that only relevant literature pertaining to the offer is submitted which matches the specification.
5. It is mandatory to provide warranty of the entire UPS unit including Batteries.
6. Should provide Schematic of the UPS that is quoted with all breakers and indicators.
7. Submit a Test Certificate from an Approved Agency conforming to the specifications that offered by you for the UPS.
8. Standard Factory Test will be conducted at the factory for all the parameters stated in the Tender.

Signature of Representative

Name of Authorizing Authority: _____
Designation: _____

Seal of the Organization

ANDHRA PRADESH GRAMEENA BANK
(Scheduled Bank owned by Government)

ANNEXURE - F

(Financial Bid for Inverters along with Batteries (Exide), UPS along with Batteries (Exide) and Comprehensive Annual Maintenance Contract (CAMC) to the UPS along with Batteries)

Ref: RFP No. APGB/HO/Services/23 dated 25.09.2026.

Final / Lowest Bid Price quoted in financial evaluation, held on _____ in respect of RFP Bid Ref. No. APGB/HO/Services/23 dated 25.09.2026 for procurement of **Inverters along with Batteries (Exide), UPS along with Batteries (Exide) and Comprehensive Annual Maintenance Contract (CAMC) to the UPS along with Batteries.**

(Amount in ₹)

S.No.	Item Description	Quantity (1)	Price (2)	GST (3)	Cost With GST (4)	Buy Back Amount (5)	Total Cost after Buy Back (6)	Weightage (%) ****** (7)	Total Cost of RFP (8) =(6*7)
1	Cost of 1KVA Inverter	1						2	
2	Cost of 2KVA Inverter	1						15	
3	Cost of 3KVA Inverter	1						5	
4	Cost of 5KVA Inverter	1						2	
5	Cost of 1KVA UPS	1						2	
6	Cost of 2KVA UPS	1						5	
7	Cost of 3KVA UPS	1						15	
8	Cost of 5KVA UPS	1						2	
9	Cost of Inverter Battery (Exide) of 12V 150 AH (With Stand) (Tubular)	1						10	

S.No.	Item Description	Quantity (1)	Price (2)	GST (3)	Cost With GST (4)	Buy Back Amount (5)	Total Cost after Buy Back (6)	Weightage (%) ****** (7)	Total Cost of RFP (8) =(6*7)
10	Cost of Inverter Battery (Exide) of 12V 150 AH (With Stand) (SMF)	1						5	
11	Cost of UPS Battery (Exide) of 12V 150 AH (With Stand) (Tubular)	1						10	
12	Cost of UPS Battery (Exide) of 12V 150 AH (With Stand) (SMF)	1						5	
13	Cost of UPS Battery (Exide) of 12V 100 AH (With Stand) (SMF)	1						1	
14	Cost of CAMC to 1 KVA UPS for the period of Five (05) Years	----			----			2	
15	Cost of CAMC to 2 KVA UPS for the period of Five (05) Years	----			----			2	
16	Cost of CAMC to 3 KVA UPS for the period of Five (05) Years	----			----			5	
17	Cost of CAMC to 5 KVA UPS for the period of Five (05) Years	----			----			2	
18	Cost of CAMC to UPS Batteries (Tubular) for the period of Five (05) Years.	----			----			10	
	Total							100%	
	Unit Price (A)							**Total**	

***** For the purpose of Commercial Evaluation, all the items covered under the tender shall be considered as a single composite unit**

as per the weightage/percentage assigned to each item. The quoted price of each item shall be evaluated by applying the respective weightage assigned to that item.

The weighted prices of all the items shall thereafter be aggregated to arrive at the Composite Evaluated Price. The bidder who gets Highest rating after Techno-Commercial Evaluation of the bid will be declared as L-1 bidder.

NOTES:

1. The net quantity to be purchased during the Rate Contract period may vary by ±25%.
2. The cost of the RFP (Total Unit Price) **after applying Weightage** will be considered for **Commercial Evaluation**.
3. Bid evaluation will be based on **the cost of the RFP after applying Weightage**. 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. **Wrong reporting in Rate Quoted at the Financial Evaluation Stage may lead to rejection of Bid.**
7. 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.
8. **The total Cost of CAMC for Five (05) years mentioned above shall be appropriated equally over the Five (05) year period for arriving at the annual CAMC Charges while issuing the purchase order.**

Authorized Signature on behalf of the Bidder with full Name

Date:
Place:

Signature on behalf of :
(Name of the Bidder)

ANNEXURE – G

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 Inverter & Inverter Batteries and UPS & UPS Batteries 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 Inverter & Inverter Batteries and UPS & UPS Batteries in last 3 Financial Years FY 2023-24, FY 2024-25 & FY 2025-26 More than 200 Inverters, 400 Inverter Batteries & 200 UPS, 400 UPS Batteries - **10 Marks** />100- 200 Inverters, >200-400 Inverter Batteries & >100-200 UPS, >200-400 UPS Batteries – **7 Marks** /100 Inverters, 200 Inverter Batteries & 100 UPS, 200 UPS Batteries – **5 Marks** (Work completion & performance certificates to be attached)	10	
D	Supply of Inverter & Inverter Batteries and UPS & UPS Batteries across Andhra Pradesh in last 3 Financial Years F.Y 2023-24, FY 2024-25 & FY 2025-26. More than 50 Inverters, >100 Inverter Batteries & >50 UPS, >100 UPS Batteries - **5 Marks** />30-50 Inverters, >60-100 Inverter Batteries & >30-50 UPS, >60-100 UPS Batteries – **4 Marks** /30 Inverters, 60 Inverter Batteries & 30 UPS, 60 UPS Batteries – **3 Marks** (Work completion & performance certificates to be attached)	5	

E	**Average Annual Turnover (Last 3 FYs)** – i.e, FY 2023-24, FY 2024-25 & FY 2025-26 More than ₹100 Lakhs -10 **Marks** /Above ₹20-100 Lakhs- 7 **Marks** /₹20 Lakhs-5 **Marks** **For MSMEs/Startup** More than ₹80 Lakhs -10 **Marks** /Above ₹16-80 Lakhs-9 **Marks** /₹16.00 Lakhs- 5 **Marks**	10	
F	**Net Profit after** Tax as on 31.03.2026 More than ₹10 Lakhs -5 **Marks** /Above ₹5 to 10 Lakhs-3 **Marks** /up to ₹5 Lakhs-2 **Marks**	5	
G	No of Authorized Technical service engineers in proposed 8 Regions of the Bank >10 – 5 Marks >8 to 10 -4 Marks 8- 3 Marks	5	
H	**Already Stock Point in the Operational area of** Gudivada, Eluru, Rajahmundry, Anakapalli, Parvathipuram, Visakhapatnam, Vizianagaram and Srikakulam regions **of the Bank** **>2 – 15 Marks** **>=1 to 2 – 10 Marks** **0- 5 Marks**	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 – H

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** Inverters along with Batteries (Exide), UPS along with Batteries (Exide) and Comprehensive Annual Maintenance Contract (CAMC) to UPS & Batteries for a period of five (05) years immediately after completion of Warranty period.

- 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**: **Inverters along with Batteries (Exide), UPS along with Batteries (Exide) and Comprehensive Annual Maintenance Contract (CAMC) to UPS & Batteries**
- **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 **Inverters along with Batteries (Exide), UPS along with Batteries (Exide) and Comprehensive Annual Maintenance Contract (CAMC) to UPS along with Batteries** is as follows:

S.No	Item	Make/Brand	Warranty	Model	Rate Quoted per Unit
1	1 KVA Inverter		Two (02) Years		
2	2 KVA Inverter		Two (02) Years		
3	3 KVA Inverter		Two (02) Years		
4	5 KVA Inverter		Two (02) Years		
5	12v, 150 AH Inverter Batteries (Exide) (With Stand) (Tubular Batteries) ***		Four (04) Years		

6	12v, 150 AH Inverter Batteries (Exide) (With Stand) (SMF Batteries) ***		Three (03) Years		
7	1 KVA UPS		Two (02) Years		
8	2 KVA UPS		Two (02) Years		
9	3 KVA UPS		Two (02) Years		
10	5 KVA UPS		Two (02) Years		
11	12v, 150 AH UPS Batteries (Exide) (With Stand) (Tubular Batteries)		Four (04) Years		
12	12v, 150 AH UPS Batteries (Exide) (With Stand) (SMF Batteries)		Three (03) Years		
13	12v, 100 AH UPS Batteries (Exide) (With Stand) (SMF Batteries)		Three (03) Years		
14	CAMC to 1 KVA UPS of (For the period of Five years)		------		
15	CAMC to 2 KVA UPS of (For the period of Five years)		------		
16	CAMC to 3 KVA UPS of (For the period of Five years)		------		
17	CAMC to 5 KVA UPS of (For the period of Five years)		------		
18	CAMC to UPS Batteries (For the period of Five years)		------		

3. Grand Total Contract Value for Inverter & Inverter Batteries (inclusive of GST): ₹ _____

Grand Total Contract Value for UPS & Batteries (inclusive of GST): ₹ _____

Grand Total Contract Value for CAMC for UPS & Batteries (inclusive of GST): ₹ _____

4. **Scope of Supply**

- Supplier shall deliver, install, configure, and demonstrate the Inverter & Inverter Batteries and UPS & UPS Batteries ensuring full functionality (battery backup, operation, etc.) at various Bank branches/offices within **21 days** from the date of Purchase Order.
- Systems shall conform to the **Technical Specifications (Annexure E)** 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 2-years for Inverters & UPS, 4-Years for Batteries 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-**E** 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 – I

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 – J

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

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.

Subject: RFP: *APGB/HO/Services/23 Dt. 25.09.*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 – K

Submission of past services details by vendors pertaining to Inverter & Inverter Batteries and UPS & UPS Batteries installations
For the last three years:

S.No	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 – 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/23 dated 25.09.2026.

With reference to the above RFP for supply of Inverters along with Batteries (Exide), UPS along with Batteries (Exide) and Comprehensive Annual Maintenance Contract (CAMC) to UPS along with Batteries for a period of five (05) years immediately after completion of Warranty period 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

ANNEXURE – N

Manufacturer's Authorization Form

No._____. dated._____.

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

RFP Reference No._____

We_____who are established and reputed manufacturers of _____having factories at_____and _____ 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 RFP offer.

We hereby extend our full guarantee and warranty as per terms and conditions of the RFP and the contract for the equipment and services offered against this invitation for RFP offer by the above firm and will extend technical support for a period of **4 years** from the date of submission of this RFP.

Yours faithfully

(Name)

For and on behalf of
M/s _____ (Name of Manufacturers)

Note: This letter of authority should be on the letter head of the manufacturing concern and should be signed by a competent person of the manufacturer.

ANNEXURE – O

Self Declaration Letter (Company not be owned or controlled by any Director or employee or relatives of Andhra Pradesh Grameena Bank)

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.

Subject: RFP: *APGB/HO/Services/23 Dt.25.09.2026*

Dear Sir,

With reference to the above RFP published in CPP portal/Bank's website, we, **M/s** _____, hereby confirming that Our company or firm should not be owned or controlled by any Director or employee (or relatives) of Andhra Pradesh Grameena Bank.

Yours faithfully,

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

ANNEXURE – P

Self Declaration Letter regarding Stock Points

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.

Subject: RFP: *APGB/HO/Services/23 Dt.25.09.2026*

Dear Sir,

With reference to the above RFP published in CPP portal/Bank's website, we, **M/s _____**, hereby confirming that Our company or firm is having Stock Points at _____ No.of Places in Andhra Pradesh and _____ No.of Places in the Operational area of Gudivada, Eluru, Rajahmundry, Anakapalli, Parvathipuram, Visakhapatnam, Vizianagaram and Srikakulam regions of the Bank.

The details are as under.

S.No	Place of Stock Point	Address

Yours faithfully,

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