



ఆంధ్ర ప్రగతి గ్రామీణ బ్యాంక్ ఆంధ్ర ప్రగతి గ్రామీణ బ్యాంక్  
**Andhra Pragathi Grameena Bank**  
(Sponsored by Canara Bank)

## Request for Proposal (RFP)

For

Printing and supply of stationery items

(RFP: 79/Stationery/2024 dated 22.03.2024)

General Manager

Premises Maintenance & Services Department

HEAD OFFICE, 3<sup>rd</sup> Floor,

**ANDHRA PRAGATHI GRAMEENA BANK**

Beside Mariyapuram Church

Akkayapalle, Kadapa – 516 003

Ph: 9490158007





**ఆంధ్ర ప్రగతి గ్రామీణ బ్యాంక్ ఆంధ్ర ప్రగతి గ్రామీణ బ్యాంక్**  
**Andhra Pragathi Grameena Bank**  
(Sponsored by Canara Bank)

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

Andhra Pragathi Grameena Bank, a Regional Rural Bank having 551 branches and 9 Regional Offices having a network in Anantapuramu, Sri Satya Sai, YSR, Kurnool, Nandyal, Prakasam, Nellore, Tirupati, Bapatla and Annamayya Districts.

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-E. Format for Technical bid as per Annexure –A and format for Financial Bid as per Annexure –B are 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 Turnover of Rs.20.00 lakhs for the last three years	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	Minimum 3 Years' experience in the field of supply of Printing and Stationery Works	Submit the required documents for having the experience
4.	Work Experience The bidder / printer should have minimum three years experience in supply of stationery to any bank	Copies of the orders from the bank shall be submitted
5	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. (As per Annexure-D)





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**Andhra Pragathi Grameena Bank**  
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**Bid Details in Brief**

S. No.	Description	Details
1.	RFP No. and Date	RFP: 79/Stationery/2024 dated 22.03.2024
2.	Brief Description of the RFP	Printing and Supply of Stationery Items, as per the quantity mentioned in the Annexure-E
3.	Bank's Address for Communication	The General Manager, Andhra Pragathi Grameena Bank, Premises, Maintenance & Services Department, 3 <sup>rd</sup> Floor Head Office, Mariapuram, Kadapa – 516 003. Andhra Pradesh Cell: 9490158007 E Mail: <a href="mailto:hopms@apgb.in">hopms@apgb.in</a>
4.	Date of Issue	22.03.2024
5.	Last Date of Submission of Queries for Pre Bid Meeting	27.03.2024, 3.00 PM
6.	Date of Pre Bid Meeting	28.03.2024, 11:00 AM
7.	Last Date of Submission of Bids	06.04.2024, up to 3:00 PM
8.	Date and time opening of Technical Bid	06.04.2024, 3:00 PM
9.	Date and time opening of Financial Bid	Date and time of opening of financial bid will be intimated to the technically qualified bidders only
10.	Application Fees (Non Refundable)	₹2,500/-
11.	Earnest Money Deposit (Refundable)	₹4,00,000/-
12.	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 Bank's website <https://www.apgb.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 Pragathi Grameena Bank, payable at Kadapa and submit the same along with the Bid document.

MSMEs 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 with the specifications and quantity mentioned in the purchase order, to the Head Office, Kadapa within the specified time line, after confirmation of the proofs.

**General Instructions to the Printers/ Bidders**

The RFP document is made available in the Bank's website which can be accessed through the web address [www.apgb.in](http://www.apgb.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**

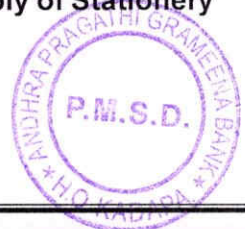
**Technical Bid**

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 79/Stationery/2024 dated 22.03.2024 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.

**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 79/Stationery/2024 dated 22.03.2024- Financial Bid for Printing and Supply of Stationery Items**".





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**Pre Bid Meeting**

A pre-bid meeting of the intending bidders will be held at 11.00 AM hours on 28.03.2024 at Premises Maintenance & Services Department, Head Office, Mariyapuram, Kadapa, Andhra Pradesh 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 at the venue well in time along with the copy of authorization.

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.

**Determination of L1 Bidder**

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. **L1 bidder will be finalized for each individual stationery item.**

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.

**Period**

The rates shall be in force for a period of 12 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 six 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.

**Earnest Money Deposit**

The bidder is required to deposit a sum of Rs.4,00,000/- in the form of DD drawn on any Scheduled Commercial Bank in favour of Andhra Pragathi Grameena Bank, payable at Kadapa.

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.





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

1. The L-1 Bidder shall submit security deposit of 5% of the tender value within 14 days from the date of receipt of work order. If the security deposit is not submitted within the stipulated time, Bank reserves the right to cancel the order and forfeit the EMD. Security Deposit shall be submitted by the way of DD drawn on Andhra Pragathi Grameena Bank.
2. 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.
3. **Period:** The finalized rates shall be in force for a period of 12 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 six months.
4. 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.
5. **Place of Delivery:** The delivery of the stationery shall be made at ground floor of Head Office (Kadapa) of the Bank or at Regional Offices (Anantapur, Kadiri, Kadapa, Rajampeta, Kurnool, Nandyal, Ongole, Nellore and Markapur) as directed by the Bank during office hours. The printer or his agent should attend personally for delivery of the stationery and obtain delivery challan to submit along with the Bill.
6. **Execution of printing order:** The printing orders given to the printers shall be executed within the stipulated period which will not exceed 45 days from the date of issue of printing order. Printing shall commence only after the Proof is approved by the Department.
7. **Delivery:** The delivery of the stationery items shall be made only after obtaining delivery approval from the concerned authority before delivering the stock, so that space arrangements shall be made by the bank.
8. **Delay in delivery:** In case the stationery is supplied after expiry of the stipulated time, Bank will have right/discretion either to accept the stationery or to reject the same.
  - Even if accepted, Bank will have discretion to impose penalty.
  - If the items are not supplied within the stipulated time, Penalty will be levied @ 0.5% for every seven days, after completing stipulated time period, with a maximum 10% of the purchase value of the undelivered items.





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9. **Quality of Paper:** The quality of the paper shall be as per the specifications given by the Bank and the sample approved by the bank before supply. Any deviation in the quality of paper will not be accepted.
- Bank reserves the right to reject the stationery and to cancel the order if any deficiency is observed in quality of the paper. If the bank is intending to find the quality check, lab test may be conducted and the cost shall be borne by the concerned 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.
10. **Supply of stationery in excess quantities:** Supply of stationery in excess quantities over and above the order placed, shall not be paid in general but may accept upto 5% (+ or -) of total quantity with prior approval.
11. **If L1 fail to supply:** If 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.
12. Bank is at liberty to allot purchase orders for L1 rates to other tender participants if agreed, for not more than 49% of total tender (for a particular item), with the same terms and conditions.
13. 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).
14. 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.
15. 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.
16. No advance amount will be paid to the Printers.





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17. 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.
18. Any dispute arising out of or relating to this transaction shall be deemed to have been arisen at Kadapa and be subject to the jurisdiction of competent court at Kadapa only.
19. 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.
20. 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 reasons whatsoever. The Bank shall not incur any liability to the affected bidder(s) on account of such rejection. The Bank shall not be obliged to inform the affected bidder(s) of the grounds for the Bank's rejection/cancellation.







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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: <input type="text"/>								
3	GST registration	Valid registration Certificates/details	GSTIN: <input type="text"/>								
4	Is your annual sales turnover Rs.20 lakhs or higher in each of the last 3 financial years	<table border="1"><thead><tr><th>Turnover (lakhs)</th><th>FY 2020-21</th><th>FY 2021-22</th><th>FY 2022-23</th></tr></thead><tbody><tr><td>Value</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table> <p>Submit CA's Certificates</p>	Turnover (lakhs)	FY 2020-21	FY 2021-22	FY 2022-23	Value	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Turnover (lakhs)	FY 2020-21	FY 2021-22	FY 2022-23								
Value	<input type="text"/>	<input type="text"/>	<input type="text"/>								
5	Annual Profit for the last 3 financial years	<table border="1"><thead><tr><th>Profit (Lakhs)</th><th>FY 2020-21</th><th>FY 2021-22</th><th>FY 2022-23</th></tr></thead><tbody><tr><td>Value</td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table>	Profit (Lakhs)	FY 2020-21	FY 2021-22	FY 2022-23	Value	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Profit (Lakhs)	FY 2020-21	FY 2021-22	FY 2022-23								
Value	<input type="text"/>	<input type="text"/>	<input type="text"/>								
6	Have you obtained orders from any Banks in last 3 years for printing and supply of Stationery items	Copies of the orders from the bank shall be submitted.									
7	An Undertaking stating that the Company / firm has not been black listed	<b>Annexure - D</b>									
8	Integrity Pact	<b>Annexure - C</b>									
9	EMD & Application Fee	<b>DDs particulars with covering letter</b>									
10	RFP Document	<b>Every page of RFP document (except financial bid) should be signed by the person submitting the RFP.</b>									

Date:

Signature and Seal of Printer / Bidder / Company / Firm





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**ADOPTION OF INTEGRITY PACT:**

The Pact essentially envisages an agreement between the prospective bidders and the Bank, committing the persons/officials of both sides, not to resort to any corrupt practices in any aspect/stage of the contract.

Only those bidders, who commit themselves to the above pact with the Bank, shall be considered eligible for participation in the bidding process.

The Bidders shall submit signed Pre Contract integrity pact as per **Annexure-C** along with Annexure-A –Technical Bid. Those Bids which are not containing the Integrity Pact are liable for rejection.

Foreign Bidders, if any, to disclose the name and address of agents and representatives in India and Indian Bidders to disclose their foreign principles or associates.

Bidders to disclose the payments to be made by them to agents/brokers or any other intermediary. Bidders to disclose any transgressions with any other company that may impinge on the anti-corruption principle.

Integrity Pact in respect this contract would be operative from the stage of invitation of the Bids till the final completion of the contract. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

The Integrity Pact Agreement submitted by the bidder during the Bid submission will automatically form the part of the Contract Agreement till the conclusion of the contract i.e. the final payment or the duration of the Warranty/Guarantee/AMC if contracted whichever is later.

Integrity Pact, in respect of a particular contract would be operative from the stage of invitation of bids till the final completion of the contract. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings.

Integrity pact shall be signed by the person who is authorized to sign the Bid.



## Annexure -B

S. No.	Item code	Description	Specifications	No. of Leaves/ Cards per Unit	Type of Unit	Quantity in Units	Base Rate per Unit in Rs	GST per Unit in Rs	Final Rate per Unit in Rs
1	DF 1A & 2	SB/T D opening form	9 Kg 68 GSM 1/4th demmy Andhra Maplitho <b>six</b> pages printing	100	Bundle	12000			
2	DF-25	SB Balance withdrawal	1/8th FC 54 GSM 8 Kg Andhra Maplitho paper one side with red colour print - 100 in pad side wrapper with numbering, two pins and side perforation.	100	Pad	70000			
3	OF-1	Credit slip	8 Kg 54 GSM Andhra Maplitho paper 1/8 FC size one side printing	100	Pad	80000			
4	OF-2	Pay-in-slip	7.7 Kg 58 GSM 1/8 demmy Andhra Maplitho one side printing	100	Pad	80000			
5	OF-3	Debit slip	8 Kg 54 GSM Andhra Maplitho paper 1/8 FC size one side red colour printing	100	Pad	60000			
6	DB-12	Daily cash transaction register	11.9 Kg 80GSM 1/2 FC JK ledger paper 200 pages single number - 2lb calico binding	1	Register	2000			
7	PB-8	Savings Bank Pass Book	8x4"-9 Kg 68 GSM Demy Andhra Maplitho paper 1/12 size, 12 sheets. Cover page 10.1 Kg white Board Multi-colour printing with Lamination, inner pages single colour printing - horizontal thread stitch. 100 in one unit.	100	Bundle	7000			
8	AF-1	Agri loan application	8kg 54 GSM 1/2 FC Andhra maplitho paper 7 pages printing wih pinning	100	Bundle	2000			
9	AF-1A	Agri loan application for renewal	8kg 54 GSM 1/2 FC Andhra maplitho paper 4 pages printing wih pinning	100	Bundle	7000			
10	ADN-3	Composite Hypothecation Agreement	1/2 FC 80 GSM 11.9 Kg JK ledger paper 12 pages printing with pinning	100	Bundle	1000			
11	ADN-7	Agreement for PKCC/Ag. Term Loan	1/2 FC 80 GSM 11.9 Kg JK ledger paper 10 pages printing with pinning	100	Bundle	1500			

\*For ledger and white papers,the printer shall use A Grade paper of the mentioned company only.

Signature of the Printer with Seal



Andhra Pragathi Grameena Bank

Head Office:: Kadapa

Financial Bid for Printing and Supply of Annual Indent of Stationery Items for the Year 2024-25

Annexure -B

S. No.	Item code	Description	Specifications	No. of Leaves/ Cards per Unit	Type of Unit	Quantity in Units	Base Rate per Unit in Rs	GST per Unit in Rs	Final Rate per Unit in Rs
12	ADN-9	Application form for Jewel Loan (100+100)	11.9 Kg 80 GSM JK ledger paper ½ FC two side print - bottom perforation and- 8 Kg, 54 GSM Andhra Maplitho paper one side printing with padding	100+100	Pad	6000			
13	ADN-11	Guarantee Agreement for Both Agriculture & Non-Agriculture Loan	11.9 kg 80 GSM ½ FC JK ledger paper 4 pages printing 100 per bundle	100	Bundle	1500			
14	ADN-18	Revised SHG Application cum documents for DAY-NRLM Loans Booklet	11.9 kg JK ledger paper 80 GSM 1/2 FC 10 pages printing. 8kg Andhra maplitho paper 54 GSM 1/2 FC 18 pages printing. Full wrapper binding in Blue colour	100	Book	1100			
15	ADN-17A	SHG Agreement RO Copy	½ FC 54 GSM 8 Kg Andhra Maplitho paper 8 sheets, 16 pages printing with pinning	1	Book	10000			
16	SI - 12	Cash Certificate Receipts	26 kg double demmy 100 GSM 1/6th JK Maplitho paper multi colour printing side calico binding with serial number 100 in one book	1	Book	5000			
17	OI - 16	Cash Certificate Covers	As per Sample	100	Bundle	2000			
18	OI-18	Day Book slip files	15 kg 1/10 grey board size 300 GSM 50 leaves plain and 50 leaves with one side printing.	50+50	Bundle	7500			
19	OI-48	Office files	30 kg 500 GSM 15 x 13" size with one side printing containing Bank logo and building photo along with inside tag	50	Bundle	2000			
20	A4 Ledger paper	A4 Ledger paper	A4, 80 GSM, JK ledger paper, 500 sheets in one ream.	1	Ream	8000			



\*For ledger and white papers,the printer shall use A Grade paper of the mentioned company only.

Signature of the Printer with Seal

## Annexure -B

S. No.	Item code	Description	Specifications	No. of Leaves/ Cards per Unit	Type of Unit	Quantity in Units	Base Rate per Unit in Rs	GST per Unit in Rs	Final Rate per Unit in Rs
21	OI-34	10 X 4 (100) Covers	48 Kg-90 GSM Andhra Craft-one side printing –with Bank logo	100	Bundle	1200			
22	OI-35	Postal Covers 11 x 5 (100)	48 Kg-90 GSM Andhra Craft-one side printing –with Bank logo	100	Bundle	1200			
23	OI-36	12 X 9 covers	48 Kg-90 GSM Andhra Craft-one side printing –with Bank logo	100	Bundle	1000			
24		Jewel Cloth Bags	<ul style="list-style-type: none"> <li>• (4.25 inches x 5.5 inches) size</li> <li>• Raw &amp; unbleached fabric (off white in cream colour consisting of white mixed with a tinge of brown).</li> <li>• Twisted cotton thread with good quality.</li> </ul> As per Sample	100	Bundle	5800			
25	PB 3	Lakshadikari pass book	13.2 kg board-220 GSM-1/16th size-front & back side multi colour print with lamination-board inner side single colour print-inside one sheet -68 GSM AP Maplitho paper-both side printing with pinning-100 in one bundle	100	Bundle	1000			
26	ADN-19	Acknowledgement of Debt (AOD)	11.9 Kg 80 GSM JK ledger paper ¼ FC one side print	100	Pad	5000			
27	DF-2A	FISB account opening form	9.9 Kg 68 GSM ½ FC Andhra Maplitho Both side printing-100 in one pad	100	Pad	1000			
28	DF-9	Application for premature closing (deposits)	8 Kg 54 GSM 1/8 FC Andhra Maplitho 2 side printing	25	Pad	500			
29	DF-17	SB Account closing form	8 Kg 54 GSM 1/8 FC Andhra Maplitho paper one side printing,100 in one bundle	100	Pad	1500			
30	DF-18	Depositor's Mandate	8 Kg 54 GSM ¼ FC Andhra Maplitho one side Printing	50	Pad	200			

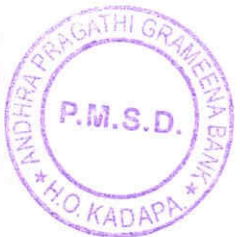


\*For ledger and white papers,the printer shall use A Grade paper of the mentioned company only.

Signature of the Printer with Seal

Andhra Pragathi Grameena Bank  
Head Office:: Kadapa  
Financial Bid for Printing and Supply of Annual Indent of Stationery Items for the Year 2024-25  
Annexure -B

S. No.	Item code	Description	Specifications	No. of Leaves/ Cards per Unit	Type of Unit	Quantity in Units	Base Rate per Unit in Rs	GST per Unit in Rs	Final Rate per Unit in Rs
31	DF-28	SHG – SB Opening form	9.9 Kg 68 GSM ½ FC Andhra Maplitho four pages printing	25	Pad	1200			
32	OF-4	DD/MT Application form	7.7 Kg 54 GSM 1/10 demmy Andhra Maplitho one side printing	100	Pad	1000			
33	OF-6	OBC/CDD Application form	7.7 Kg 54 GSM 1/10 demmy Andhra Maplitho one side printing	100	Pad	1000			
34	OF-7	Nil Statement	8 Kg 54 GSM 1/8 FC Andhra Maplitho paper one side printing.	100	Pad	1000			
35	OF-9	Death Claim form (depositor)	8 Kg 54 GSM 1/2 FC Andhra Maplitho paper both side printing.	50	Pad	700			
36	OF-11	Branch TA bill	8Kg 54 GSM, Andhra MAPLITHO 1/4 FC two side printing	100	Pad	800			
37	OF-12	HO TA bill	1/4TH DEMMY 6.3 kg 49GSM Andhra (better) colour glaze two side printing 1+1 Rose/green	50+50	Pad	800			
38	OF-15	OBC Covering Letter(100+100)	6 Kg 1/8 demmy 1st copy Andhra Pink with perforation, 2nd copy 7.7 Kgs, 54 GSM 1/8 demmy AP Maplitho -side calico binding	100	Pad	500			
39	OF-20	Cash Receipt form	8 Kg 54 GSM 1/8th Andhra Maplitho paper one side printing	100	Pad	1600			
40	OF-23	Cheque returning memo	1/8 FC 8 Kg 54 GSM one side printing	25	Pad	1000			
41	OF-26	Sundry Advance	8 kg 54 GSM 1/4 th FC Andhra Maplitho one side printing -	50	Pad	500			
42	OF-27	Locker Application (Customer)	8 kg 54 GSM 1/4 th FC Andhra Maplitho one side printing.	25	Bundle	500			
43	OF-28	Locker Application (Deputy)	8 kg 54 GSM 1/4 th FC Andhra Maplitho one side printing.	25	Bundle	500			



\*For ledger and white papers,the printer shall use A Grade paper of the mentioned company only.

Signature of the Printer with Seal

## Annexure -B

S. No.	Item code	Description	Specifications	No. of Leaves/ Cards per Unit	Type of Unit	Quantity in Units	Base Rate per Unit in Rs	GST per Unit in Rs	Final Rate per Unit in Rs
44	OF-34	Letter of Inward remittance	7.7 kg, 54GSM, 1/4th demmy-1st copy 2nd Copy-5.6kg, 48GSM AP-Pink Clour 3rd Copy-5.6kg, 48GSM AP-Blue Colour Numbering with 100xtriplicate, with padding and two side printing. One and half lb board side wrapper binding.	100	Pad	400			
45	OF-35	LETTER of Outward remittance	7.7 kg, 54GSM, 1/4th demmy-1st copy 2nd Copy-5.6kg, 48GSM AP-Green Clour 3rd Copy-5.6kg, 48GSM AP-Yellow Colour Numbering with 100xtriplicate, with padding and two side printing. One and half lb board side wrapper binding.	100	Pad	400			
46	OF-50	NEFT Application	7.7 Kg 54 GSM 1/8 demmy Andhra Maplitho both side printing	100	Pad	10000			
47	DB-9	Nomination Register	21.6 Kg – 80 GSM JK ledger Paper ¼ demmy size both side printing -100 sheets - 100 numbering –side calico binding- 1 ½ lb board with marble	1	Register	1500			
48	OB- 5	Single Lock Book	10.1 kg 70 GSM1/4 FC ledger JK paper 300 pages double numbering 2 lb board calico binding	1	Register	700			
49	OB-6	Double lock book	11.9 kg 80 GSM ¼ FC ledger JK paper 100 pages single numbering 2 lb board calico bound 3 stitches	1	Register	500			
50	OB-10	Postal ledger	10.1 kg 70 GSM1/2 FC ledger JK paper 150 single numbering 2 lb board side calico binding.	1	Register	400			
51	OB-12	Local delivery book	10.1 KG 70 GSM 1/4 FC JK ledger paper 100 single numbering 1 1/2 lb board side calico binding	1	Register	1000			



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Signature of the Printer with Seal

Andhra Pragathi Grameena Bank

Head Office:: Kadapa

Financial Bid for Printing and Supply of Annual Indent of Stationery Items for the Year 2024-25

Annexure -B

S. No.	Item code	Description	Specifications	No. of Leaves/ Cards per Unit	Type of Unit	Quantity in Units	Base Rate per Unit in Rs	GST per Unit in Rs	Final Rate per Unit in Rs
52	OB-13	Attendance Register	11.9 KG 80 GSM 1/2 FC JK ledger paper 25 in duplicate single numbering 1st page perforation 1 1/2 lb calico binding 3 stiches	1	Register	800			
53	OB-14	Office order Register	1/4th fc 11.9Kg 80 Gsm jk ledger paper 100 pages ,4 different matter in one book, single number in 100 ,1 1/2 lb	1	Register	200			
54	OB-15A	I/w Cash Remittance Register	11.9 Kg 80 GSM 1/4th FC JK ledger paper 100 single numbering 1 lb board calico binding.	1	Register	300			
55	OB-15B	O/W Cash Remittance Register	11.9 Kg 80 GSM 1/4th FC JK ledger paper 100 single numbering 1 lb board calico binding.	1	Register	300			
56	OB-17	OBC/IBC Register	11.9 KG 80 GSM 1/2 FC JK leder paper 100 single numbering 1 1/2 lb bord calico binding	1	Register	300			
57	OB-21	Furniture Register	11.9kg 80GSM 1/2th FC JK ledger paper 25 pages printing calico bourd -20kg board side calico binding	1	Register	300			
58	OB-23	Staff Movement Register	1/2 FC 8kg 54 GSM AP Maplitho paper- both side printing- with single numbering - 50 pages in one register with 13.2 kg wrapper with side calico	1	Register	500			
59	OB-24	Insurance policies register	1/2 FC 11.9 KG 80 GSM JK ledger paper 50 single numbering 10.4 Kg post card board wraper with side calico binding	1	Register	200			
60	OB-25	Insurance Claims received Register	1/2 FC 11.9 KG 80 GSM JK ledger paper 50 single numbering 10.4 Kg post card board wraper with side calico binding.	1	Register	200			



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Signature of the Printer with Seal



## Annexure -B

S. No.	Item code	Description	Specifications	No. of Leaves/ Cards per Unit	Type of Unit	Quantity in Units	Base Rate per Unit in Rs	GST per Unit in Rs	Final Rate per Unit in Rs
61	OB-29	Locker register	11.9 Kg 80GSM 1/2 FC JK ledger paper 150 pages single number - 2lb calico binding	1	Register	400			
62	OB-31	Old Record Register	1/2th fc 11.9kg 80 gsm jk ledger paper 100 in single number , 1 1/2 lb board side calico binding	1	Register	200			
63	OB-32A	Securities Stock register	11.9 kg 80 GSM 1/2 FC ledger JK paper 150 pages doule numbering 2 lb board Calico binding	1	Register	400			
64	OB-34	Computer Register(Specificatio ns Modified )	11.9 kg 80 GSM 1/2 fc ledger JK paper 100 pages double numbering 2 lb board Calico binding Printing of 9 diffrent topics	1	Register	300			
65	OB-40	Debit IBA book	1/12th Demmy Size -1st copy 6kg AP Pink color paper-2nd copy 7.7 kg -54 GSM AP Maplitho Paper-1st copy perforation -Numbering -with 1 ½ lb board , top post card wrapper -100 in duplicate -calico binding .	1	Book	400			
66	OB-43A	VPIS Balancing Register	10.1 KG 70 GSM 1/4 FC JK ledger paper 100 single numbering 1 1/2 lb board side calico binding.	1	Register	200			
67	OB-49	Debit Card rec. register	11.9 Kg 80GSM 1/2 FC JK ledger paper 150 pages single number - 2lb calico binding	1	Register	400			
68	OB-50	Security log register	1/2 FC 11.9 KG 80 GSM JK ledger paper and printing 50 pages single numbering 1 1/2 lb side calico binding.	1	Register	300			
69	OB-51	User Profile Mangement Registers	10.1 KG 70 GSM 1/4 FC JK ledger paper 40 single numbering 1 1/2 lb board side calico binding.	1	Register	200			



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Signature of the Printer with Seal

Andhra Pragathi Grameena Bank  
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Annexure -B

S. No.	Item code	Description	Specifications	No. of Leaves/ Cards per Unit	Type of Unit	Quantity in Units	Base Rate per Unit in Rs	GST per Unit in Rs	Final Rate per Unit in Rs
70	ODN-1A	Revised Locker Agreement	11.9 Kg 80 GSM 1/2 FC -JK ledger paper 6 pages printing	50	Bundle	500			
71	AF-7	Dairy loan applicatiton	8kg 54 GSM 1/2 FC Andhra maplitho paper both side printing	25	Bundle	800			
72	AF-11	Pre-sanction report Agl.Term Loans	1/2 FC 54 GSM 8 kg Andhra Maplitho both side printing 25 in pad	25	Pad	800			
73	AF-12	Pre-sanction report(crop loans)	1/2 FC 54 GSM 8 kg Andhra Maplitho both side printing	100	Pad	800			
74	AF-20	Follow-up Recovery report	8kg 54 GSM 1/2 FC Andhra maplitho paper both side printing	25	Pad	1000			
75	AF-23	Follow-up report/Inspection((crop)	8kg 54 GSM Andhra maplitho paper 1/2 FC two side printing	100	Pad	500			
76	AF-27	Manager's report on valuation of immovable property	8kg 54 GSM Andhra maplitho paper 1/2 FC two side printing	100	Pad	500			
77	AF-35	Application for Non-Agl Loan (Trade loans(upto-Rs.50000/-)	8 kg 54 GSM Andhra Maplitho ½ FC 4 pages printing	100	Bundle	600			
78	AF-36	JL Locket slip (50+50)	1st copy 11.9 Kg 80 GSM JK ledger paper 1/8 FC one side printing, 2nd copy 8 kg Andhra maplitho paper one side printing with pading (50+50 in pad)	50+50	Pad	12000			
79	AF-36A	LD Locket slip	11.9 kg 80 GSM JK ledger paper 1/16 FC both side printing	100	Pad	700			
80	AF-40	Registered Notices (50+50)	1st copy 7.7 Kg 54 GSM 1/8 demmy Andhra Maplitho white paper 2nd copy 6 Kg - 48 GSM Amaravathi pink paper one side prining (50+50 per pad)	50	Pad	500			



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Signature of the Printer with Seal

## Annexure -B

S. No.	Item code	Description	Specifications	No. of Leaves/ Cards per Unit	Type of Unit	Quantity in Units	Base Rate per Unit in Rs	GST per Unit in Rs	Final Rate per Unit in Rs
81	AF-48	Application for Non agricultural loans above 50000/-	8 Kg 54 GSM Andhra Maplitho ½ FC 10 pages printing with pinning	50	Bundle	600			
82	AF-56	Crop Loan Declaration	8kg 54 GSM 1/8th FC Andhra Maplitho paper one side printing.	100	Pad	1000			
83	AF-56A	Crop Loan Declaration in telugu	8kg 54 GSM 1/4th FC Andhra Maplitho paper one side printing.	100	Pad	1000			
84	AF-61	Loan application for Staff	1/2 FC 8 kg 54 GSM Andhra Maplitho paper 4 pages printing 10 in pad	10	Bundle	800			
85	AF-62	Assets/liabilities	8kg 54 GSM 1/2 FC Andhra Maplitho paper 4 pages printing 25 in pad	25	Bundle	800			
86	AF-80	Notice/Reminder to SHG Recovery	8 Kg 54 GSM Andhra Maplitho 1/4th demy size 1 <sup>st</sup> page, 2 <sup>nd</sup> page & 3 <sup>rd</sup> pages colour glaze pink/blue 5.6 Kg Amaravathi paper 100 in triplicate, one side printing.	100	Pad	200			
87	AF-84	MPML Loan application	11.9 kg 80 GSM JK Ledger paper 1/2 FC 4 pages printing	25	Bundle	200			
88	ADN-1	Demand Promisory Note	11.9 Kg 80 GSM 1/2 FC -JK ledger paper one side printing	100	Pad	700			
89	ADN-2	Take Delivery Note	8 Kg – 54 GSM-1/4th FC AP Maplitho Paper – One side print	100	Pad	500			
90	ADN-4	Stamped Receipt	11.9 Kg 80 GSM 1/10 DFC JK ledger paper one side printing	100	Pad	3000			
91	ADN-5	Agreement for Pledge of goods	1/2th FC 11.9 Kg 80 GSM JK Ledger paper 6 pages printing with pinning, 25 in one bundle.	25	Bundle	100			
92	ADN-6	Tripartite Agreement for Produce	1/2th FC 11.9kg 80 GSM JK ledger paper both side printing.	25	Bundle	100			



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Signature of the Printer with Seal

Andhra Pragathi Grameena Bank  
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Annexure -B

S. No.	Item code	Description	Specifications	No. of Leaves/ Cards per Unit	Type of Unit	Quantity in Units	Base Rate per Unit in Rs	GST per Unit in Rs	Final Rate per Unit in Rs
93	ADN-8	Application for renewal of PKCC	8 kg 54 GSM Andhra Maplitho paper ½ FC two side printing	100	Pad	4000			
94	ADN-12	Housing Loan Agreements (Public & Staff)	11.9 Kg 80 GSM 1/2 FC size JK Ledger paper 8 pages printing with pinning	25	Pad	400			
95	ADN-14	Application for Loans on Deposit	11.9 Kg 80 GSM ½ FC JK ledger paper – two side printing	100	Pad	500			
96	ADN-20	Legal heirs AOD	11.9 Kg 80 GSM JK ledger paper ¼ FC one side print 100 in pad	50	Pad	1500			
97	ADN-21	Simple Mortgage Deed	1/2 FC 80 GSM 11.9 Kg JK ledger paper 3 pages printing	10	Pad	300			
98	OI-37	15 x 12 covers	48 Kg-90 GSM Andhra Craft-one side printing –with Bank logo	25	Bundle	1500			
99	AB-3	LD Ledger	11.9 Kg 80GSM 1/2 FC JK ledger paper 200 paes single number - 2 lb board- calico binding	1	Register	500			
100	AB-4	JL Ledger	11.9 kg 80 GSM 1/2 FC ledger paper 100 pages single number excluding 12 pages index-1 1/2 lb board calico binding	1	Register	1800			
101	AB-7	Claims (Deasesed Register)	11.9 Kg 80GSM 1/2FC JK ledger paper 50 pages single number-1 1/2 lb board side calico binding	1	Register	300			
102	AB-13	AOD Register	1/2th fc 11.9kg 80GSM JK ledger paper 100 in single number, 1 1/2th lb board side calico binding	1	Register	400			
103	AB-15	Write-Off Register	1/2th fc 11.9kg 80GSM JK ledger paper 100 in single number, 1 1/2th lb board side calico binding	1	Register	600			
104	AB-18	Mortagage Register	1/2th fc 11.9kg 80GSM JK ledger paper 100 in single number, 1 1/2th lb board side calico binding	1	Register	500			



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Signature of the Printer with Seal

## Andhra Pragathi Grameena Bank

Head Office:: Kadapa

Financial Bid for Printing and Supply of Annual Indent of Stationery Items for the Year 2024-25

## Annexure -B

S. No.	Item code	Description	Specifications	No. of Leaves/ Cards per Unit	Type of Unit	Quantity in Units	Base Rate per Unit in Rs	GST per Unit in Rs	Final Rate per Unit in Rs
105	AB-19	NPA Register	11.9 Kg 80GSM 1/2 FC JK ledger paper 100 paes single number - 2 lb board- calico binding	1	Register	500			
106	AB-22	Review Note Register	11.9 Kg 80GSM 1/2 FC JK ledger paper 100 pages single number - 2 lb board- calico binding	1	Register	300			
107	AB-23	EMI / Loan Instalment Register	11.9 Kg 80GSM 1/2 FC JK ledger paper 100 pages single number - 2 lb board- calico binding	1	Register	300			
108	AB-24	OTS / Undesirable Borrower Register	11.9 Kg 80GSM 1/2 FC JK ledger paper 100 pages single number - 2 lb board- calico binding	1	Register	300			
109	DF-1A	SB/CA Specimen Signature card	13.5 kg 250 GSM JK white 1/32 board one side printing	100	Bundle	750			
110	DF-5	Nithya nidhi deposit opening form	7.7 Kg 54 GSM 1/12 demmy Andhra Maplitho both side printing	100	pad	400			
111	DF-6	Nithya nidhi deposit Specimen	1/32 size 8 kg sirpur pink colour board 140 gsm two side printing	100	Bundle	400			
112	OF-17	NND Commission bill form	7.7 Kg 54 GSM 1/8 demmy Andhra Maplitho one side printing.	50	Pad	400			
113	AF-50	BCS	1st copy 1/4th 7.7 kg 54 GSM Andhra maplitho white paper, 2nd copy 6Kg 48 GSM AP green colour, 3rd copy 6 Kg 48 GSM AP Yellow paper two side printing, (20 in triplicate)	20	pad	600			
114	DA-1	NOMINATION FORMS	1/4th demmy – Andhra Paper maplitho - 7.7 Kg – 54 GSM with single printing with 100 Nos. in one pad.	100	pad	10000			

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Signature of the Printer with Seal



**Annexure – C**  
**(INTEGRITY PACT)**

**PRE CONTRACT INTEGRITY PACT**

**1. GENERAL**

1.1. This pre-bid contract Agreement (herein after called the Integrity Pact) is made on \_\_\_\_day of the month of in the year 20,, between, the Andhra Pragathi Grameena Bank, a body corporate constituted under Regional Rural Banks Act 1976 having its Head office at Kadapa, with having 551 branches and 9 Regional Offices having a network in Anantapuramu, Sri Satya Sai, YSR, Kurnool, Nandyal, Prakasam, Nellore, Tirupati, Bapatla and Annamayya Districts (hereinafter referred to as BUYER which expression shall include its successors and assigns) acting through Shri\_\_, (Designation of the officer) representing \_\_\_\_, of the BUYER, of the FIRST PART

AND

M/s. \_\_\_\_\_ represented by Shri \_\_\_\_\_ Chief Executive Officer/Authorized Signatory (hereinafter called the "BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER", which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns), of the SECOND PART

1.2. WHEREAS the BUYER proposes to procure (Name of the Stores/ Equipment/Item) /engage the services and the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER is willing to offer/has offered the stores/services and

1.3. WHEREAS the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER is a private company/ public company/Government undertaking/ partnership/ LLP/registered export agency/service provider, duly constituted in accordance with the relevant law governing its formation/incorporation/constitution and the BUYER is a body corporate constituted under Regional Rural Banks Act 1976.

1.4. WHEREAS the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER has clearly understood that the signing of this agreement is an essential pre-requisite for participation in the bidding process in respect of Stores/Equipment/Items/Services proposed to be procured by the BUYER and also understood that this agreement would be effective from the stage of invitation of bids till the complete execution of the agreement and beyond as provided in clause 13 and the breach of this agreement detected or found at any stage of the procurement process shall result into rejection of the bid and cancellation of contract rendering BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER liable for damages and replacement costs incurred by the BUYER.



2. NOW, THEREFORE, the BUYER and the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER agree to enter into this pre-contract integrity agreement, hereinafter referred to as Integrity Pact, which shall form part and parcel of RFP as also the contract agreement if contracted with BIDDER, in the event that the BIDDER turns out to be successful bidder, and it is intended through this agreement to avoid all forms of corruption by following a system that is fair, transparent and free from any influence/prejudiced dealings prior to, during and subsequent to the Contract to be entered into with a view to:-

2.1. Enabling the BUYER to obtain the desired Stores/Equipment/Work/Service/Materials at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

2.2. Enabling BIDDER/ SELLER/ CONTRACTOR/ SERVICE PROVIDER/SERVICE PROVIDER to refrain from bribing or indulging in any corrupt practices in order to secure the contract, by providing assurance to them that the BUYER shall not be influenced in any way by the bribery or corrupt practices emanating from or resorted to by their competitors and that all procurements shall be free from any blemish or stain of corruption and the BUYER stays committed to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this integrity Pact and agree as follows:

**COMMITMENTS OF THE BUYER:** The BUYER commits itself to the following:-

3.1. The BUYER represents that all officials of the BUYER, connected whether directly or indirectly with the procurement process are duty bound by rules and regulations governing their service terms and conditions not to demand, take promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

3.2. The BUYER will, during the pre-contract stage, treat all BIDDERS/SELLERS/CONTRACTORS/SERVICE PROVIDERS alike, and will provide to all BIDDERS/SELLERS/CONTRACTORS/SERVICE PROVIDERS the same information and will not provide any such information to any particular BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER which could afford an advantage to that particular



BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER in comparison to the other BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDERS.

3.3. The BUYER shall report to the appropriate Government Regulators/Authorities any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach, as and when the same is considered necessary to comply with the law in force in this regard.

In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER to the BUYER with the full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case, while an enquiry is being conducted by the BUYER, the proceedings under the contract would not be stalled.

#### 4. COMMITMENTS OF BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDERS

The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following: -

4.1. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

4.2. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage, or inducement to any official of the BUYER or otherwise for procuring the Contract or for forbearing to do or for having done any act in relation to the obtaining or execution of the contract or any other contract with the BUYER or for showing or forbearing to show favour or disfavour to any person in relation to the contract or any other contract with the BUYER.

4.3. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER further confirms and declares to the BUYER that the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER is the original





Manufacturer/Integrator/Authorized government sponsored export entity of the stores/Authorized Service Provider having necessary authorizations, intellectual property rights and approvals from the intellectual property right owners of such materials/services and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

4.4. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payment he has made, is committed to or intends to make to officials of the BUYER or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

4.5. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

4.6. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities emanating from other competitors or from anyone else.

4.7. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER shall not use improperly, for purpose of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposal and business details, including information contained in any electronic data carrier. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER also undertakes to exercise due and adequate care lest any such information is divulged.

4.8. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

4.9. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER shall not instigate or cause to instigate any third person to commit any of the acts mentioned above.



## 5. PREVIOUS TRANSGRESSION

5.1 The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Bank, Public Sector Enterprise/Undertaking in India or any Government Department in India that could justify BIDDER's exclusion from the tender process.

5.2. If the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER makes incorrect statement on this subject, BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER can be disqualified from the tender/bid process or the contract, if already awarded, can be terminated for such reason.

## 6. EARNEST MONEY (SECURITY DEPOSIT)

6.1. Every BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER while submitting commercial bid, shall deposit an amount as specified in RFP/Tender Documents as Earnest Money/Security, Deposit, with the BUYER through any of the instruments as detailed in the tender documents.

6.2. The Earnest Money/Security Deposit shall be *valid for a period till* the complete conclusion of the contractual obligations or for such period as mentioned in RFP/Contract, including warranty period, whichever is later to the complete satisfaction of BUYER.

6.3. In the case of successful BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER, a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of Sanctions for violation shall be applicable for forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

6.4. No interest shall be payable by the BUYER to the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER on Earnest Money/Security Deposit for the period of its currency.

## 7. SANCTIONS FOR VIOLATIONS

7.1. Any breach of the provisions herein contained by the BIDDER/SELLER /CONTRACTOR/SERVICE PROVIDER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER shall entitle the BUYER to take all or any one of the following actions, wherever required: -

- i. To immediately call off the pre contract negotiations without assigning any



reasonor giving any compensation to the BIDDER/SELLER/ CONTRACTOR/ SERVICE PROVIDER. However, the proceedings with the other BIDDER /SELLER / CONTRACTOR/SERVICE PROVIDER(s) would continue.

- ii. To forfeit fully or partially the Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/Performance Bond (after the contract is signed), as decided by the BUYER and the BUYER shall not be required to assign any reason therefor.
- iii. To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER.
- iv. To recover all sums already paid by the BUYER, and in case of the Indian BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER with interest thereon at 2% higher than the prevailing Lending Rate (MCLR/Base Rate) of \_\_\_\_\_(Name of the Bank/Financial Institution) while in case of a BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER from a country other than India with Interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER/SELLER /CONTRACTOR from the BUYER in connection with any other contract such outstanding payment could also be utilized to recover the aforesaid sum and interest. The BUYER shall also be entitled to recover the replacement costs from BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER.
- v. To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER/SELLER/CONTRACTOR/ SERVICE PROVIDER, in order to recover the payments, already made by the BUYER, along with interest.
- vi. To cancel all or any other contracts with the BIDDER /SELLER/ CONTRACTOR/SERVICE PROVIDER and the BIDDER/SELLER / CONTRACTOR/ SERVICE PROVIDER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER /SELLER/ CONTRACTOR/ SERVICE PROVIDER.
- vii. To debar the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER from participating in future bidding processes of the BUYER for a minimum period of five years, which may be further extended at the discretion of the BUYER.
- viii. To recover all sums paid in violation of this Pact by BIDDER/SELLER /CONTRACTOR/ SERVICE PROVIDER(s) to any middlemen or agent or broker with a view to securing the contract.
- ix. In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER/SELLER/ CONTRACTOR/ SERVICE PROVIDER, the same shall not be opened.
- x. Forfeiture of The Performance Bond in case of a decision by the BUYER to forfeit



the same without assigning any reason for imposing sanction for violation of this Pact.

- xi. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER, and if he does so, the BUYER shall be entitled forthwith to rescind the contract and all other contracts with the BIDDER/SELLER/CONTRACTOR/ SERVICE PROVIDER. The BIDDER/SELLER/ CONTRACTOR shall be liable to pay compensation for any loss or damage to the BUYER resulting from such rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER/SELLER/CONTRACTOR/ SERVICE PROVIDER.

7.2. The BUYER will be entitled to take all or any of the actions mentioned at para 7.1 (i) to (xi) of this Pact, also in the event of commission by the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER or anyone employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

7.3. The decision of the BUYER to the effect that a breach of the provisions of this pact has been committed by the BIDDER/ SELLER/ CONTRACTOR shall be final and conclusive on the BIDDER/ SELLER /CONTRACTOR. However, the BIDDER/SELLER/ CONTRACTOR/ SERVICE PROVIDER can approach the Independent External Monitor(s) appointed for the purposes of this Pact.

## 8. FALL CLAUSE

8.1. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER undertakes that it has not supplied/is not supplying similar product/systems or subsystems/services at a price lower than that offered in the present bid to any other Bank or PSU or Government Department or to any other organization/entity whether or not constituted under any law and if it is found at any stage that similar product/systems or sub systems/services was supplied by the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER to any other Bank or PSU or Government Department or to any other organization/entity whether or not constituted under any law, at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER to the BUYER, if the contract has already been concluded.

## 9. INDEPENDENT EXTERNAL MONITORS

9.1. The BUYER has appointed two Independent External Monitors



(hereinafter referred to as Monitors) for this Pact in accordance with the recommendations and guidelines issued by Central Vigilance Commission.

9.2. The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

9.3. The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.

9.4. Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement, including minutes of meetings. The Monitors shall on receipt of any complaint arising out of tendering process jointly examine such complaint, look into the records while conducting the investigation and submit their joint recommendations and views to the Management and Chief Executive of the BUYER. The MONITORS may also send their report directly to the CVO and the commission, in case of suspicion of serious irregularities.

9.5. As soon as any event or incident of violation of this Pact is noticed by Monitors, or Monitors have reason to believe, a violation of this Pact, they will so inform the Management of the BUYER.

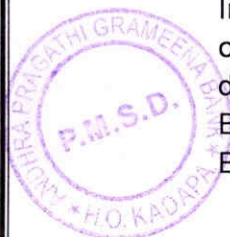
9.6. The BIDDER(s) accepts that the Monitors have the right to access without restriction to all Project /Procurement documentation of the BUYER including that provided by the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER. The BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER will also grant the Monitors, upon their request and demonstration of a valid interest, unrestricted and unconditional access to his documentation pertaining to the project for which the RFP/Tender is being /has been submitted by BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER. The same is applicable to Subcontractors. The Monitors shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractors () with confidentiality.

9.7. The BUYER will provide to the Monitors sufficient information about all meetings among the parties related to the Project provided such meetings could have an Impact on the contractual relations between the parties. The parties may offer to the Monitors the option to participate in such meetings.

9.8. The Monitors will submit a written report to the BUYER at the earliest from the date of reference or intimation to him by the BUYER/BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER and submit proposals for correcting problematic situations.

## 10. FACILITATION OF INVESTIGATION

In case of any allegation of violation of any provisions of this Pact or payment of commission, the BUYER or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER and the BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER shall provide



necessary information of the relevant documents and shall extend all possible help for the purpose of such examination,

**11. LAW AND PLACE OF JURISDICTION**

This Pact is subject to Indian Law and the place of jurisdiction is Kadapa.

**12. OTHER LEGAL ACTIONS**

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the any other law in force relating to any civil or criminal proceedings.

**13. VALIDITY**

13.1. The validity of this Integrity Pact shall be from the date of its signing and extend upto 5 years or such longer period as mentioned in RFP/Contract or the complete execution of the contract to the satisfaction of the BUYER whichever is later. In case BIDDER/SELLER/CONTRACTOR/SERVICE PROVIDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the signing of the contract.

13.2. If one or several provisions of this Pact turn out to be invalid; the remainder of this Pact shall remain valid. In such case, the parties will strive to come to an agreement to their original intentions.

14. The parties hereby sign this Integrity Pact at ..... on .....

Buyer  
Name of the Officer

Bidder  
Chief Executive Officer / Authorized Signatory

Designation

Name of the Department  
APGB

Witness: 1)  
2)

Witness: 1)  
2)



Annexure – D

To  
The General Manager,  
Premises Maintenance & Services Department  
Head Office, 3<sup>rd</sup> Floor,  
Andhra Pragathi Grameena Bank,  
Beside Mariyapuram Church,  
Kadapa – 516003

RFP Ref No: 79/Stationery/2024 dated 22.03.2024.

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:**



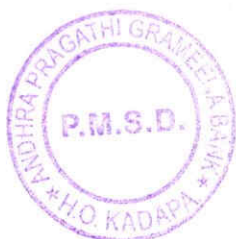
**Annexure-E**

S. No.	Item code	Description	Specifications	No. of Leaves/ Cards per Unit	Type of Unit	Quantity
1	DF 1A & 2	SB/T D opening form	9 Kg 68 GSM 1/4th demmy Andhra Maplitho <b>six</b> pages printing	100	Bundle	12000
2	DF-25	SB Balance withdrawal	1/8th FC 54 GSM 8 Kg Andhra Maplitho paper one side with red colour print - 100 in pad side wrapper with numbering, two pins and side perforation.	100	Pad	70000
3	OF-1	Credit slip	8 Kg 54 GSM Andhra Maplitho paper 1/8 FC size one side printing	100	Pad	80000
4	OF-2	Pay-in-slip	7.7 Kg 58 GSM 1/8 demmy Andhra Maplitho one side printing	100	Pad	80000
5	OF-3	Debit slip	8 Kg 54 GSM Andhra Maplitho paper 1/8 FC size one side red colour printing	100	Pad	60000
6	DB-12	Daily cash transaction register	11.9 Kg 80GSM 1/2 FC JK ledger paper 200 pages single number - 2lb calico binding	1	Register	2000
7	PB-8	Savings Bank Pass Book	8x4"-9 Kg 68 GSM Demy Andhra Maplitho paper 1/12 size, 12 sheets. Cover page 10.1 Kg white Board Multi-colour printing with Lamination, inner pages single colour printing - horizontal thread stitch. 100 in one unit.	100	Bundle	7000
8	AF-1	Agri loan application	8kg 54 GSM 1/2 FC Andhra maplitho paper 7 pages printing with pinning	100	Bundle	2000
9	AF-1A	Agri loan application for renewal	8kg 54 GSM 1/2 FC Andhra maplitho paper 4 pages printing with pinning	100	Bundle	7000
10	ADN-3	Composite Hypothecation Agreement	1/2 FC 80 GSM 11.9 Kg JK ledger paper 12 pages printing with pinning	100	Bundle	1000
11	ADN-7	Agreement for PKCC/Agri. Term Loan	1/2 FC 80 GSM 11.9 Kg JK ledger paper 10 pages printing with pinning	100	Bundle	1500
12	ADN-9	Application form for Jewel Loan (100+100)	11.9 Kg 80 GSM JK ledger paper 1/2 FC two side print - bottom perforation and- 8 Kg, 54 GSM Andhra Maplitho paper one side printing with padding	100+100	Pad	6000





S. No.	Item code	Description	Specifications	No. of Leaves/ Cards per Unit	Type of Unit	Quantity
13	ADN-11	Guarantee Agreement for Both Agriculture & Non-Agriculture Loan	11.9 kg 80 GSM ½ FC JK ledger paper 4 pages printing 100 per bundle	100	Bundle	1500
14	ADN-18	Revised SHG Application cum documents for DAY-NRLM Loans Booklet	11.9 kg JK ledger paper 80 GSM 1/2 FC 10 pages printing. 8kg Andhra maplitho paper 54 GSM 1/2 FC 18 pages printing. Full wrapper binding in Blue colour	100	Book	1100
15	ADN-17A	SHG Agreement RO Copy	½ FC 54 GSM 8 Kg Andhra Maplitho paper 8 sheets, 16 pages printing with pinning	1	Book	10000
16	SI - 12	Cash Certificate Receipts	26 kg double demmy 100 GSM 1/6th JK Maplitho paper multi colour printing side calico binding with serial number 100 in one book	1	Book	5000
17	OI - 16	Cash Certificate Covers	As per Sample	100	Bundle	2000
18	OI-18	Day Book slip files	15 kg 1/10 grey board size 300 GSM 50 leaves plain and 50 leaves with one side printing.	50+50	Bundle	7500
19	OI-48	Office files	30 kg 500 GSM 15 x 13" size with one side printing containing Bank logo and building photo along with inside tag	50	Bundle	2000
20	A4 Ledger paper	A4 Ledger paper	A4, 80 GSM, JK ledger paper, 500 sheets in one ream.	1	Ream	8000
21	OI-34	10 X 4 (100) Covers	48 Kg-90 GSM Andhra Craft-one side printing –with Bank logo	100	Bundle	1200
22	OI-35	Postal Covers 11 x 5 (100)	48 Kg-90 GSM Andhra Craft-one side printing –with Bank logo	100	Bundle	1200
23	OI-36	12 X 9 covers	48 Kg-90 GSM Andhra Craft-one side printing –with Bank logo	100	Bundle	1000



S. No.	Item code	Description	Specifications	No. of Leaves/ Cards per Unit	Type of Unit	Quantity
24		Jewel Cloth Bags	<ul style="list-style-type: none"> <li>• (4.25 inches x 5.5 inches) size</li> <li>• Raw &amp; unbleached fabric (off white in cream colour consisting of white mixed with a tinge of brown).</li> <li>• Twisted cotton thread with good quality.</li> </ul> As per Sample	100	Bundle	5800
25	PB 3	Lakshadikari pass book	13.2 kg board-220 GSM-1/16th size-front & back side multi colour print with lamination-board inner side single colour print-inside one sheet -68 GSM AP Maplitho paper-both side printing with pinning-100 in one bundle	100	Bundle	1000
26	ADN-19	Acknowledgement of Debt (AOD)	11.9 Kg 80 GSM JK ledger paper ¼ FC one side print	100	Pad	5000
27	DF-2A	FISB account opening form	9.9 Kg 68 GSM ½ FC Andhra Maplitho Both side printing-100 in one pad	100	Pad	1000
28	DF-9	Application for premature closing (deposits)	8 Kg 54 GSM 1/8 FC Andhra Maplitho 2 side printing	25	Pad	500
29	DF-17	SB Account closing form	8 Kg 54 GSM 1/8 FC Andhra Maplitho paper one side printing, 100 in one bundle	100	Pad	1500
30	DF-18	Depositor's Mandate	8 Kg 54 GSM ¼ FC Andhra Maplitho one side Printing	50	Pad	200
31	DF-28	SHG – SB Opening form	9.9 Kg 68 GSM ½ FC Andhra Maplitho four pages printing	25	Pad	1200
32	OF-4	DD/MT Application form	7.7 Kg 54 GSM 1/10 demmy Andhra Maplitho one side printing	100	Pad	1000
33	OF-6	OBC/CDD Application form	7.7 Kg 54 GSM 1/10 demmy Andhra Maplitho one side printing	100	Pad	1000
34	OF-7	Nil Statement	8 Kg 54 GSM 1/8 FC Andhra Maplitho paper one side printing.	100	Pad	1000
35	OF-9	Death Claim form (depositor)	8 Kg 54 GSM 1/2 FC Andhra Maplitho paper both side printing.	50	Pad	700
36	OF-11	Branch TA bill	8Kg 54 GSM, Andhra MAPLITHO 1/4 FC two side printing	100	Pad	800



S. No.	Item code	Description	Specifications	No. of Leaves/ Cards per Unit	Type of Unit	Quantity
37	OF-12	HO TA bill	1/4TH DEMMY 6.3 kg 49GSM Andhra (better) colour glaze two side printing 1+1 Rose/green	50+50	Pad	800
38	OF-15	OBC Covering Letter(100+100)	6 Kg 1/8 demmy 1st copy Andhra Pink with perforation, 2nd copy 7.7 Kgs, 54 GSM 1/8 demmy AP Maplitho -side calico binding	100	Pad	500
39	OF-20	Cash Receipt form	8 Kg 54 GSM 1/8th Andhra Maplitho paper one side printing	100	Pad	1600
40	OF-23	Cheque returning memo	1/8 FC 8 Kg 54 GSM one side printing	25	Pad	1000
41	OF-26	Sundry Advance	8 kg 54 GSM 1/4 th FC Andhra Maplitho one side printing -	50	Pad	500
42	OF-27	Locker Application (Customer)	8 kg 54 GSM 1/4 th FC Andhra Maplitho one side printing.	25	Bundle	500
43	OF-28	Locker Application (Deputy)	8 kg 54 GSM 1/4 th FC Andhra Maplitho one side printing.	25	Bundle	500
44	OF-34	Letter of Inward remittance	7.7 kg, 54GSM, 1/4th demmy-1st copy 2nd Copy-5.6kg, 48GSM AP-Pink Clour3rd Copy-5.6kg, 48GSM AP-Blue ColourNumbering with 100xtriplicate, with padding and two side printing. One and half lb board side wrapper binding.	100	Pad	400
45	OF-35	LETTER of Outward remittance	7.7 kg, 54GSM, 1/4th demmy-1st copy 2nd Copy-5.6kg, 48GSM AP-Green Clour 3rd Copy-5.6kg, 48GSM AP-Yellow Colour Numbering with 100xtriplicate, with padding and two side printing. One and half lb board side wrapper binding.	100	Pad	400
46	OF-50	NEFT Application	7.7 Kg 54 GSM 1/8 demmy Andhra Maplitho both side printing	100	Pad	10000
47	DB-9	Nomination Register	21.6 Kg – 80 GSM JK ledger Paper ¼ demmy size both side printing - 100 sheets -100 numbering –side calico binding- 1 ½ lb board with marble	1	Register	1500



S. No.	Item code	Description	Specifications	No. of Leaves/ Cards per Unit	Type of Unit	Quantity
48	OB- 5	Single Lock Book	10.1 kg 70 GSM 1/4 FC ledger JK paper 300 pages double numbering 2 lb board calico binding	1	Register	700
49	OB-6	Double lock book	11.9 kg 80 GSM ¼ FC ledger JK paper 100 pages single numbering 2 lb board calico bound 3 stitches	1	Register	500
50	OB-10	Postal ledger	10.1 kg 70 GSM 1/2 FC ledger JK paper 150 single numbering 2 lb board side calico binding.	1	Register	400
51	OB-12	Local delivery book	10.1 KG 70 GSM 1/4 FC JK ledger paper 100 single numbering 1 1/2 lb board side calico binding	1	Register	1000
52	OB-13	Attendance Register	11.9 KG 80 GSM 1/2 FC JK ledger paper 25 in duplicate single numbering 1st page perforation 1 1/2 lb calico binding 3 stiches	1	Register	800
53	OB-14	Office order Register	1/4th fc 11.9Kg 80 Gsm jk ledger paper 100 pages ,4 different matter in one book, single number in 100 ,1 1/2 lb	1	Register	200
54	OB-15A	I/w Cash Remittance Register	11.9 Kg 80 GSM 1/4th FC JK ledger paper 100 single numbering 1 lb board calico binding.	1	Register	300
55	OB-15B	O/W Cash Remittance Register	11.9 Kg 80 GSM 1/4th FC JK ledger paper 100 single numbering 1 lb board calico binding.	1	Register	300
56	OB-17	OBC/IBC Register	11.9 KG 80 GSM 1/2 FC JK leder paper 100 single numbering 1 1/2 lb bord calico binding	1	Register	300
57	OB-21	Furniture Register	11.9kg 80GSM 1/2th FC JK ledger paper 25 pages printing calico bourd -20kg board side calico binding	1	Register	300
58	OB-23	Staff Movement Register	1/2 FC 8kg 54 GSM AP Maplitho paper- both side printing- with single numbering - 50 pages in one register with 13.2 kg wrapper with side calico	1	Register	500
59	OB-24	Insurance policies register	1/2 FC 11.9 KG 80 GSM JK ledger paper 50 single numbering 10.4 Kg post card board wraper with side calico binding	1	Register	200



S. No.	Item code	Description	Specifications	No. of Leaves/ Cards per Unit	Type of Unit	Quantity
60	OB-25	Insurance Claims received Register	1/2 FC 11.9 KG 80 GSM JK ledger paper 50 single numbering 10.4 Kg post card board wrapper with side calico binding.	1	Register	200
61	OB-29	Locker register	11.9 Kg 80GSM 1/2 FC JK ledger paper 150 pages single number - 2lb calico binding	1	Register	400
62	OB-31	Old Record Register	1/2th fc 11.9kg 80 gsm jk ledger paper 100 in single number , 1 1/2 lb board side calico binding	1	Register	200
63	OB-32A	Securities Stock register	11.9 kg 80 GSM 1/2 FC ledger JK paper 150 pages double numbering 2 lb board Calico binding	1	Register	400
64	OB-34	Computer Register(Specifications Modified )	11.9 kg 80 GSM 1/2 fc ledger JK paper 100 pages double numbering 2 lb board Calico binding Printing of 9 different topics	1	Register	300
65	OB-40	Debit IBA book	1/12th Demmy Size -1st copy 6kg AP Pink color paper-2nd copy 7.7 kg -54 GSM AP Maplitho Paper-1st copy perforation -Numbering -with 1 1/2 lb board , top post card wrapper -100 in duplicate -calico binding .	1	Book	400
66	OB-43A	VPIS Balancing Register	10.1 KG 70 GSM 1/4 FC JK ledger paper 100 single numbering 1 1/2 lb board side calico binding.	1	Register	200
67	OB-49	Debit Card rec. register	11.9 Kg 80GSM 1/2 FC JK ledger paper 150 pages single number - 2lb calico binding	1	Register	400
68	OB-50	Security log register	1/2 FC 11.9 KG 80 GSM JK ledger paper and printing 50 pages single numbering 1 1/2 lb side calico binding.	1	Register	300
69	OB-51	User Profile Mangement Registers	10.1 KG 70 GSM 1/4 FC JK ledger paper 40 single numbering 1 1/2 lb board side calico binding.	1	Register	200
70	ODN-1A	Revised Locker Agreement	11.9 Kg 80 GSM 1/2 FC -JK ledger paper 6 pages printing	50	Bundle	500
71	AF-7	Dairy loan applicatiton	8kg 54 GSM 1/2 FC Andhra maplitho paper both side printing	25	Bundle	800



S. No.	Item code	Description	Specifications	No. of Leaves/ Cards per Unit	Type of Unit	Quantity
72	AF-11	Pre-sanction report Agl.Term Loans	1/2 FC 54 GSM 8 kg Andhra Maplitho both side printing 25 in pad	25	Pad	800
73	AF-12	Pre-sanction report(crop loans)	1/2 FC 54 GSM 8 kg Andhra Maplitho both side printing	100	Pad	800
74	AF-20	Follow-up Recovery report	8kg 54 GSM 1/2 FC Andhra maplitho paper both side printing	25	Pad	1000
75	AF-23	Follow-up report/Inspection((crop)	8kg 54 GSM Andhra maplitho paper 1/2 FC two side printing	100	Pad	500
76	AF-27	Manager's report on valuation of immovable property	8kg 54 GSM Andhra maplitho paper 1/2 FC two side printing	100	Pad	500
77	AF-35	Application for Non-Agl Loan (Trade loans(upto-Rs.50000/-	8 kg 54 GSM Andhra Maplitho 1/2 FC 4 pages printing	100	Bundle	600
78	AF-36	JL Locket slip (50+50)	1st copy 11.9 Kg 80 GSM JK ledger paper 1/8 FC one side printing, 2nd copy 8 kg Andhra maplitho paper one side printing with pading (50+50 in pad)	50+50	Pad	12000
79	AF-36A	LD Locket slip	11.9 kg 80 GSM JK ledger paper 1/16 FC both side printing	100	Pad	700
80	AF-40	Registered Notices (50+50)	1st copy 7.7 Kg 54 GSM 1/8 demmy Andhra Maplitho white paper 2nd copy 6 Kg - 48 GSM Amaravathi pink paper one side printing (50+50 per pad)	50	Pad	500
81	AF-48	Application for Non agricultural loans above 50000/-	8 Kg 54 GSM Andhra Maplitho 1/2 FC 10 pages printing with pinning	50	Bundle	600
82	AF-56	Crop Loan Declaration	8kg 54 GSM 1/8th FC Andhra Maplitho paper one side printing.	100	Pad	1000
83	AF-56A	Crop Loan Declaration in telugu	8kg 54 GSM 1/4th FC Andhra Maplitho paper one side printing.	100	Pad	1000
84	AF-61	Loan application for Staff	1/2 FC 8 kg 54 GSM Andhra Maplitho paper 4 pages printing 10 in pad	10	Bundle	800



S. No.	Item code	Description	Specifications	No. of Leaves/ Cards per Unit	Type of Unit	Quantity
85	AF-62	Assets/liabilities	8kg 54 GSM 1/2 FC Andhra Maplitho paper 4 pages printing 25 in pad	25	Bundle	800
86	AF-80	Notice/Reminder to SHG Recovery	8 Kg 54 GSM Andhra Maplitho 1/4th demy size 1 <sup>st</sup> page, 2 <sup>nd</sup> page & 3 <sup>rd</sup> pages colour glaze pink/blue 5.6 Kg Amaravathi paper 100 in triplicate, one side printing.	100	Pad	200
87	AF-84	MPML Loan application	11.9 kg 80 GSM JK Ledger paper 1/2 FC 4 pages printing	25	Bundle	200
88	ADN-1	Demand Promisory Note	11.9 Kg 80 GSM 1/2 FC -JK ledger paper one side printing	100	Pad	700
89	ADN-2	Take Delivery Note	8 Kg – 54 GSM-1/4th FC AP Maplitho Paper – One side print	100	Pad	500
90	ADN-4	Stamped Receipt	11.9 Kg 80 GSM 1/10 DFC JK ledger paper one side printing	100	Pad	3000
91	ADN-5	Agreement for Pledge of goods	1/2th FC 11.9 Kg 80 GSM JK Ledger paper 6 pages printing with pinning, 25 in one bundle.	25	Bundle	100
92	ADN-6	Tripartite Agreement for Produce	1/2th FC 11.9kg 80 GSM JK ledger paper both side printing.	25	Bundle	100
93	ADN-8	Application for renewal of PKCC	8 kg 54 GSM Andhra Maplitho paper 1/2 FC two side printing	100	Pad	4000
94	ADN-12	Housing Loan Agreements (Public & Staff)	11.9 Kg 80 GSM 1/2 FC size JK Ledger paper 8 pages printing with pinning	25	Pad	400
95	ADN-14	Application for Loans on Deposit	11.9 Kg 80 GSM 1/2 FC JK ledger paper – two side printing	100	Pad	500
96	ADN-20	Legal heirs AOD	11.9 Kg 80 GSM JK ledger paper 1/4 FC one side print 100 in pad	50	Pad	1500
97	ADN-21	Simple Mortgage Deed	1/2 FC 80 GSM 11.9 Kg JK ledger paper 3 pages printing	10	Pad	300
98	OI-37	15 x 12 covers	48 Kg-90 GSM Andhra Craft-one side printing –with Bank logo	25	Bundle	1500
99	AB-3	LD Ledger	11.9 Kg 80GSM 1/2 FC JK ledger paper 200 pages single number - 2 lb board- calico binding	1	Register	500



S. No.	Item code	Description	Specifications	No. of Leaves/ Cards per Unit	Type of Unit	Quantity
100	AB-4	JL Ledger	11.9 kg 80 GSM 1/2 FC ledger paper 100 pages single number excluding 12 pages index-1 1/2 lb board calico binding	1	Register	1800
101	AB-7	Claims (Deasesed Register)	11.9 Kg 80GSM 1/2FC JK ledger paper 50 pages single number-1 1/2 lb board side calico binding	1	Register	300
102	AB-13	AOD Register	1/2th fc 11.9kg 80GSM JK ledger paper 100 in single number, 1 1/2th lb board side calico binding	1	Register	400
103	AB-15	Write-Off Register	1/2th fc 11.9kg 80GSM JK ledger paper 100 in single number, 1 1/2th lb board side calico binding	1	Register	600
104	AB-18	Mortagage Register	1/2th fc 11.9kg 80GSM JK ledger paper 100 in single number, 1 1/2th lb board side calico binding	1	Register	500
105	AB-19	NPA Register	11.9 Kg 80GSM 1/2 FC JK ledger paper 100 paes single number - 2 lb board- calico binding	1	Register	500
106	AB-22	Review Note Register	11.9 Kg 80GSM 1/2 FC JK ledger paper 100 pages single number - 2 lb board- calico binding	1	Register	300
107	AB-23	EMI / Loan Installement Register	11.9 Kg 80GSM 1/2 FC JK ledger paper 100 pages single number - 2 lb board- calico binding	1	Register	300
108	AB-24	OTS / Undesirable Borrower Register	11.9 Kg 80GSM 1/2 FC JK ledger paper 100 pages single number - 2 lb board- calico binding	1	Register	300
109	DF-1A	SB/CA Specimen Signature card	13.5 kg 250 GSM JK white 1/32 board one side printing	100	Bundle	750
110	DF-5	Nithya nidhi deposit opening form	7.7 Kg 54 GSM 1/12 demmy Andhra Maplitho both side printing	100	pad	400
111	DF-6	Nithya nidhi deposit Specimen	1/32 size 8 kg sirpur pink colour board 140 gsm two side printing	100	Bundle	400
112	OF-17	NND Commission bill form	7.7 Kg 54 GSM 1/8 demmy Andhra Maplitho one side prining.	50	Pad	400





S. No.	Item code	Description	Specifications	No. of Leaves/ Cards per Unit	Type of Unit	Quantity
113	AF-50	BCS	1st copy 1/4th 7.7 kg 54 GSM Andhra maplitho white paper, 2nd copy 6Kg 48 GSM AP green colour, 3rd copy 6 Kg 48 GSM AP Yellow paper two side printing, (20 in triplicate)	20	pad	600
114	DA-1	NOMINATION FORMS	1/4th demmy – Andhra Paper maplitho - 7.7 Kg – 54 GSM with single printing with 100 Nos. in one pad.	100	pad	10000

