



## **REQUEST FOR PROPOSAL**

Empanelment of Contractors for Interior Furnishing & Carpenter Works, Electrical & LAN works, Architectural Services and Printing & Stationery works at Branches/Offices/ATMs of Andhra Pradesh Grameena Bank

### **Tender Originating Office**

**Andhra Pradesh Grameena Bank**  
**Head Office, 4<sup>th</sup> Floor, Raghu Mansion**  
**4/1th Lane, Opp Hotel Sankar Vilas**  
**Brodipet, Guntur - 522 002**  
**Ph: 9490158007, E-Mail: services@apgb.bank**

*NOTE: This document contains 19 pages including this cover page & Advertisement notice*

RFP Ref No: Services/APGB/02/2025 Date: 15.07.2025

## **DISCLAIMER**

This document is meant for the specific use by the Company / person/s interested to participate in the current empanelment process and in its entirety is subject to Copyright Laws. The information is provided to prospective bidders who intend to participate in tendering as per the terms and conditions mentioned in this tender document and any other terms and conditions related to such information. Bids are invited for empanelment of contractors for Interior Furnishing & Carpenter Works, Electrical & LAN works, Architectural Services and Printing & Stationery works to be carried out through limited tendering in branches/offices/ATMs of the bank situated in all districts of Andhra Pradesh state.

This tender is neither an agreement, nor invitation to perform work of any kind to any party. No contractual obligation whatsoever shall arise from the RFP process until a formal contract is signed and executed by duly authorized officers of the bank with the selected Bidder. The purpose of this tender is to provide requirement of the Bank to all interested parties for submitting their tender. While Bank has taken due care in the preparation of the information contained herein, it does not claim that the information is exhaustive. Respondents to this tender are required to make their own inquiries and they should not rely solely on the information contained in the blank tender documents / forms. The Bank is not responsible if no due diligence is performed by the Respondents

Andhra Pradesh Grameena Bank reserves the right to alter, amend, update or supplement the information reflected in this document or to change the process or procedure to be applied. No reimbursement of cost of any type or on any account will be paid to persons or entities submitting their tenders.

The Bank reserves the right to reject any or all tender applications at any point of time without assigning any reasons whatsoever. The decision of the Bank shall be final, conclusive and binding on all the parties. The Bank reserves the right to alter, amend, update or supplement the information reflected in this document or to change the process or procedure to be applied.

This notice is not a recommendation, offer or invitation to enter into a contract, agreement or any other arrangement, in respect of the services. The provision of the services is subject to observance of selection process and appropriate documentation being agreed between the Bank and any successful Bidder as identified by the Bank, after completion of the selection process as detailed in this document. No contractual obligation whatsoever shall arise from this process unless and until a formal contract is signed and executed by duly authorized officers of the Bank with the selected Bidder.



### NOTICE INVITING TENDER

Andhra Pradesh Grameena Bank, intends for empanelment of Contractors for Interior Furnishing & Carpenter Works, Electrical & LAN works, Architectural Services and Printing & Stationery works at Branches/Offices for a period of 3 years falling under all districts of Andhra Pradesh state. **Contractors** may obtain the application forms from website or from below address during working hours from 15-07-2025 to 04-08-2025 from:

The General Manager,  
Services Department,  
Andhra Pradesh Grameena Bank,  
Head Office, 4th Floor, Raghu Mansion  
4/1 TH Lane, Opp Hotel Sankar Vilas  
Brodipet, Guntur - 522 002,  
Andhra Pradesh.  
PH No: 9490158007  
E-Mail: services@apgb.bank.

The application forms along with tender documents and annexures are also available during aforesaid period on Bank's website at [www.apgb.bank](http://www.apgb.bank). However, the application forms downloaded from the websites or obtained from Head Office shall be submitted with Pay Order / Demand Draft amounting to ₹1,000.00 (non-refundable) favoring Andhra Pradesh Grameena Bank, payable at Guntur.

The last date for submission of the completed forms along with documents mentioned in application form is **04-08-2025 at 5.00 PM**.

Andhra Pradesh Grameena Bank reserves the right for rejecting any or all applications received at any point of time without assigning any reasons whatsoever.

For more details, Please contact Bank officials at above mentioned address or kindly download Tender document and other detailed terms and conditions from above mentioned websites.

**General Manager  
Services Department**

## 1. REQUEST FOR PROPOSAL

1.1. Empanelment of Contractors for Branches, ATMs and Offices of Andhra Pradesh Grameena Bank under following categories

1.1.1. Interior furnishing works at Branches, ATMs and offices.

1.1.2. Carpenter works including Branch Counters, BM Cabin, Cash Cabin and any other carpenter works.

1.1.3. Electrical works including repairs, Earthing, Network cabling etc.

1.1.4. Architectural services for renovation of Branches/Offices, interior furnishing, electrical works/LAN cabling, air-conditioning, fire-suppression and detection system, structural engineering and designing works for Branches/Offices.

1.1.5. Printing & Stationery works

1.2. Andhra Pradesh Grameena Bank, Head office invites sealed application forms (Technical bids) from reputed contractors having not less than 2 years of experience of the work for which empanelment is sought in above mentioned categories. The bidders should fulfill all mandatory conditions/requirements mentioned in this tender document.

1.3. Andhra Pradesh Grameena Bank operates across all 26 districts of Andhra Pradesh, with a robust network of 1,351 branches and 23 Regional Offices, 178 ATMS, Head Office at Guntur. The empaneled contractors are expected to offer their services in any of the Branches/offices of the Bank as may be required. Bank has the right to create a cluster of Regions/Branches where the contractor shall have to offer services depending on the place where the contractor are based.

1.4. Separate Application forms along with prescribed tender fee is to be submitted by the vendor for empanelment under each category. If the vendor submits more than one application in single bid or does not submit tender fee for each category, the bid will be summarily rejected. e.g. vendor applying for **Interior Furnishing & Carpenter Works, Electrical & LAN works, Architectural Services and Printing & Stationery works** has to submit Four different applications in **Four separate envelops with separate tender fee**. The contractor should clearly mention the name of work for which empanelment is sought, on the envelope itself.

1.5. RFP Forms can be downloaded from bank's website [www.apgb.bank](http://www.apgb.bank) and CPP Portal can be collected from Head office, Guntur on any working day during office hours or and Central Public Procurement Portal(CPPP) and can be submitted along with the Technical bid and Tender cost of ₹1,000.00 (Non-Refundable) by way of Demand Draft/ Pay Order favoring Andhra Pradesh Grameena Bank payable at Guntur.

**[A] Important Points: -**

Date of commencement of issue of RFP	15-07-2025 10:00 AM
Pre Bid Meeting	22-07-2025 at 11:00 AM All queries may clarified during pre-bid meeting. No representations would be entertained at any later stage from bidders due to misinterpretation/ misunderstanding of clauses and decision of the tender committee would be binding on all the bidders.
Last date for submission of RFP	04-08-2025 up to 05:00 PM
Opening Of Technical Bid	05-08-2025 at 11:00 AM (tenders will be opened at the time and date stipulated here in the presence of Bidders/Their representatives. However irrespective of the presence of bidders/their representatives
Tender Fee (Non-refundable)	₹1,000.00 in the form of Bank Draft/Banker's cheque in favor Andhra Pradesh Grameena Bank, payable at Guntur.
Availability of RFP document	RFP will be available on our Bank website <a href="http://www.apgb.bank">www.apgb.bank</a> and <a href="#">CPP Portal</a> as per dates mentioned above and and Central Public Procurement Portal (CPPP). The RFP may be downloaded from 'Tenders' section. Alternatively, these forms may be obtained from Head Office at the address mentioned.
Venue for Pre-bid meeting/submission/ opening of bids	Head Office, Guntur, 4 <sup>th</sup> Floor, Raghu Mansion 4/1 TH Lane, Opp Hotel Sankar Vilas Brodipet, Guntur - 522 002.
Contact person	Shri M Narasimha Rao Chief Manager (Services Dept) Ph- 9490158007, Email:- <a href="mailto:services@apgb.bank">services@apgb.bank</a>
Further Addendum/Corrigendum/Minutes of Pre-bid meeting shall be issued on Bank's website only and no newspaper publication will be released. All interested vendors to verify the bank website frequently till the last date of submission of bids for any addendum/amendments related to this Request for Proposal. Bidder has to refer the same before final submission of the Tender.	
The Bank reserves the right to reject any / all applications at any point of time without assigning any reason whatsoever	
In case of any unexpected interruption due to events beyond control of the Tender committee, the process interrupted will be continued on the subsequent working day at the scheduled time.	
All terms & conditions and format of documents/Annexure mentioned in this RFP are final and not open to any modification.	
Bidders are advised to read all terms and conditions carefully before submitting the proposal.	
The Bidders /their representatives may be present at the time of opening of the Technical Bid Offers. No separate intimation will be sent in this regard to the bidders for deputing their representatives. The Technical Bid offers will be opened at the time and date stipulated above irrespective of the number of bidders or their representatives present.	

**[B] Important Definitions:** - Following terms are used in the document interchangeably to mean:

1. Bank, BANK means “Andhra Pradesh Grameena Bank”.
2. RFP means this “Request for Proposal Documents”
3. Recipient, Respondent, Bidder, Vendor, means “Respondent to the RFP Document”.
4. Tender means RFP response documents prepared by the Bidder and submitted to Andhra Pradesh Grameena Bank, Head Office, Guntur.
5. Client, Client means organization for which the contractor has completed any work.

## **2. TENDER NOTICE**

- 2.1. Scope of work: Andhra Pradesh Grameena Bank invites sealed applications for Empanelment of contractors for **Interior Furnishing & Carpenter Works, Electrical & LAN works, Architectural Services and Printing & Stationery works** at Branches/Offices/ATMs. The bids will be assessed on the terms and conditions mentioned in this document. Qualified bidders will be empaneled under the bank for 3 years duration and will be used for carrying out Interior Furnishing & Carpenter Works, Electrical & LAN works, Architectural Services and Printing & Stationery works in branches/ATMs/Offices.
- 2.2. Sealed Applications are invited by  
The General Manager,  
Services Department,  
Head Office, Guntur,  
4th Floor, Raghu Mansion  
4/1 TH Lane, Opp Hotel Sankar Vilas  
Brodipet, Guntur - 522 002.
- 2.3. The contractors shall be empaneled for Andhra Pradesh Grameena Bank for duration of 3 years from the date of completion of process and will be informed through empanelment letter from the bank.
- 2.4. The Empaneled contractors will be participating in Tenders/quotations for works as and when required by the bank. Closed tenders will be asked from contractors through publication of Tenders on Bank’s website or by asking quotations for which the decision of Bank will be final. In case the empaneled contractors do not participate in 3 successive tender processes, their empanelment with the bank may be summarily rejected.
- 2.5. Merely participating in Empanelment process or getting empaneled under Andhra Pradesh Grameena Bank does not qualify the contractor to claim work. All rights in this regard will be on the discretion of the bank.
- 2.6. The Firms are required to complete the application form as per format given in this document and sign on each page of application before submission. Supporting documents in respect of all points mentioned in application form should be submitted in technical bid. The complete set is to be enclosed in sealed envelope addressing to:  
The General Manager,  
Services Department,  
Head Office, Guntur,  
4th Floor, Raghu Mansion  
4/1th Lane, Opp Hotel Sankar Vilas  
Brodipet, Guntur - 522 002

- 2.7. The Tenders shall be submitted by 05.00 PM on 04-08-2025.
- 2.8. The Tender is to be submitted in a sealed Envelopes super scribing with '***Application for Empanelment of Contractors for Interior Furnishing & Carpenter Works/ Electrical & LAN works/Architectural Services/Printing and Stationery works*** (strike out whichever is not applicable) at Branches/ ATMs/ Offices'.
- 2.9. Tender document should contain complete application form with all the relevant information (Bio-data, General conditions, warranty clause, detailed terms & conditions, feedback forms and copy of work orders in support of experience, duly signed on each page along with cost of the Tender Document). No information regarding price is to be given in Technical bid.
- 2.10. **Tenders without Pay Order/ Demand Draft shall be summarily rejected.** In case of bidders are registered with NSIC/MSME, they are eligible for waiver of Tender document cost, However, they need to provide valid NSIC/MSME Certificate clearly mentioning that they are registered with NSIC/MSME under single point registration scheme. For claiming relaxation under NSIC/MSME category, bidders must produce original NSIC/MSME registration certificate at the time of opening of Technical bids.
- 2.11. No Tender will be received after the expiry of the time & date notified for receiving tenders, under any circumstances whatsoever.
- 2.12. The Tender will be opened at 11:00 AM on 05-08-2025 at above address in the presence of authorized representative of contracting agency. No separate intimation/ correspondence will be sent in this regard.
- 2.13. The Tender shall remain valid for acceptance for a period of 180 days from the notified last date of Tender submission.
- 2.14. The Bank reserves the right to accept / reject the lower or any or all tender received at any point of time without assigning any reasons thereof.
- 2.15. Bank reserves all the right to shortlist the contractors based on their feedback from Clients of bidder, quality, quantity, period in business, infrastructure, supervision, locations, business, after sales etc. The Bank reserves the right to empanel/shortlist top rated/scoring one or more vendors at Banks' discretion. At any point of time if the services of the contractor are found unsatisfactory, Bank reserves all rights to de- empanel the contractor. No request in this regard will be entertained under any circumstances.
- 2.16. All Tenders in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected.
- 2.17. This Tender Notice shall form part of the contract documents.
- 2.18. Selection of contractors will be based on the ability and competence required for good quality jobs to be performed by them.

- 2.19. If the space provided in the Performa is insufficient for giving full details, the same may be given on a separate sheet of paper. All columns must mandatorily be filled by the agency seeking empanelment.
- 2.20. Decision of the Andhra Pradesh Grameena Bank regarding selection of contractors for empanelment will be final and no binding whatsoever and no further correspondence will be entertained. Contractors empaneled will be informed by post/email.
- 2.21. Intending contractors are requested to read carefully before filling the particulars in the Performa.
- 2.22. Information / details furnished by selected party, if found to be false at any time in future or any information affecting empanelment is willingly / unwillingly withheld, if come to the notice of the Bank at any point of time, the bidder's empanelment can be cancelled immediately.
- 2.23. Where copies are required to be furnished, these should be self-certified copies.
- 2.24. Application form is non-transferable.

### **3. ELIGIBILITY CRITERIA FOR SHORT-LISTING: -**

For Empanelment of contractors, following criteria shall be applied. Applicants shall submit proof of documents along with the Tender. Vendors not submitting proof documents and/or not conforming to any of these parameters will not qualify for empanelment.

#### **GENERAL CRITERIA & DOCUMENTS TO BE SUBMITTED**

- 3.1. Contractor applying for empanelment must be either registered companies or registered partnership firms or Registered Proprietorship firm **(Proof to be attached)**.
- 3.2. Firm/Company should be in the business (for the work applied for) for not less than 2 years. Working experience of individual/ proprietor as an employee with other firm shall not be considered valid for counting of total work experience. Working experience will be counted in the work for which empanelment is sought. Working experience in another work will not be considered valid for counting of total work experience. Work experience will be calculated on the basis of registration certificate submitted as per para 3.1 and Empanelment letter/Work Order/Work Completion certificate issued by any Bank/Government organization/PSU.
- 3.3. Firm should be empaneled and providing services to at least one bank/ Government organization/PSU for at least 2 years. Empanelment letter & Work order for the concerned work (for which empanelment is sought) should be submitted along with Tender document for verification of the same. If empanelment letter is not available for a particular organization, 2 work orders (for work order more than 2 lacs each) for each year for 2 consecutive years from same organization will be considered as the firm was empanelled with that organization.



- 3.4. Work satisfactory certificate issued by any bank/ Government organization/PSU where the contractor is already empaneled and successfully completed work orders.
  - 3.5. Applicants for Architectural services should be registered with Council of Architects and proof of the same should be enclosed with the application
  - 3.6. Bank does not compromise on quality of products and expect good quality product and material to be used by the contractor. If any adverse feedback is received by bank, Bank reserves all rights to de-empanel the contractor from Empaneled list. All products supplied to bank should be supplied under warranty clause and the contractor will be liable for any defects arising in Warranty period at own cost.
  - 3.7. Firms should have Income Tax PAN and GST certificate. (Attested copies of PAN card and GST certificate.)
  - 3.8. The bidder should have at least one of its operational registered office in AP as on date of RFP. (Submit valid proof of office address (telephone bill/registered rent agreement/ownership document on the name of firm only).)
  - 3.9. Firms shall not be owned or controlled by any director or officer/employee of the bank or their relatives having the same meaning as assigned under section 6 of the Companies Act 1956. (A certificate denying the ownership of Agency/Firm/Manufacturer / Dealer by any director or officer/employee of the bank or their relatives having the same meaning as assigned under section 6 of the Companies Act 1956 issued by the CEO or Director of the Firm to be submitted along with the tender).
  - 3.10. Firms should submit an undertaking (on their letter head) that they have not been blacklisted by any of the Govt. Authority or PSUs/Banks duly signed by authorized signatory with company seal. If at any later stage it comes to the notice of Bank that the firm is blacklisted by any of the Govt. Authority or PSUs/Banks, the contract with the firm will be terminated.
  - 3.11. Firms should have registration number for payment of Goods and service tax (GST) and their GST return should have been filed till last quarter (copy of GST return to be enclosed). Firms having invalid GST number or cancelled GST number or inactive GST number will be rejected. (copy of GST registration is to be submitted)
  - 3.12. Firm should have made net operating profit for past two years (attach audited Balance sheet of last 2 years Financial years). In case the firm is not under audit then they should submit ITRs along with computation sheets certified by CA & Proof of Payment of tax (Copy of Challan etc.)
  - 3.13. Years means financial year unless stated otherwise.
  - 3.14. **Bids/RFP which are not in sealed covers will not be accepted.**
4. The bid shall contain no erasures or over writing except as necessary to correct errors

made by the bidder, in which case such corrections shall be authorized by the person or persons signing the bid. Complete bid along with all the required proofs should be handed over in sealed cover, as mentioned to:

The General Manager,  
Services Department,  
Head Office, Guntur,  
4th Floor, Raghu Mansion  
4/1th Lane, Opp Hotel Sankar Vilas  
Brodipet, Guntur - 522 002

## 5. EVALUATION CRITERIA

- 5.1. Firm shall submit letter of undertaking/declaration on company letter head as per Annexure 2 of this document.
- 5.2. Firm shall submit detailed bio data of the firm as per Annexure 1 (as applicable) of this document).
- 5.3. The Technical bid must be submitted in an organized, numbered (on each page) and structured manner (spiral binding will be appreciated). Each page should be signed and stamped by the authorized official. No brochures/leaflets etc. should be submitted in loose form.
- 5.4. Bank reserves the right to reject an offer under any of the following circumstances:
  - 5.4.1. **Document/RFP cost ₹1,000.00** is not submitted (MSME/NSIC bidders may be exempted subject to furnished attached documents).
  - 5.4.2. Offer is incomplete and/or not accompanied by all stipulated documents (with attestation wherever required)
  - 5.4.3. Offer is not in conformity with the terms and conditions stipulated in this tender document.
  - 5.4.4. Specifications stipulated in RFP are not met with. However, deviations resulting in higher/superior configuration will be accepted.
  - 5.4.5. Or if found that the information provided in the offer is bogus/False.
  - 5.4.6. Declarations as per Annexure 2 is not submitted.
  - 5.4.7. Declaration that the Firm is not blacklisted by any Govt. Authority or PSUs/Banks duly signed by authorized signatory with company seal as per Annexure 3 is not submitted.
  - 5.4.8. Poor feedback by empaneling agencies (Clients of bidder) even if one client gives poor feedback, the bidder may be not considered.
  - 5.4.9. Self-Attested Photocopies of relevant documents / certificates as proof in support of various information submitted in aforesaid annexure and other claims made by the vendor. If the number of vendors qualifying the eligibility criteria of bank as per this document is less than 5, bank reserves all rights to relax the eligibility conditions.

## **6. EVALUATION PROCESS**

Offers (Tenders) will be evaluated in the following stages:

### **6.1. Stage I**

Opening of bids by Tender opening committee as per date mentioned in this document in the presence of Bidders/Representatives of bidders.

### **6.2. Stage II**

Incomplete Offers, i.e., offers not accompanied with Tender cost shall be rejected.

### **6.3. Stage III**

Bids will be evaluated against the stipulated minimum eligibility criteria based purely on valid proof documents submitted by the Contractors. Offers not complying with the eligibility criteria will be rejected.

### **6.4. Stage IV**

Short-listing of firms based on proof of documents submitted, site visits by the Bank's officials and satisfactory feedback from reference sites.

### **6.5. Stage V**

Issue of Empanelment letters to all successful firms up to this stage.

## **7. TERMINATION FOR INSOLVENCY:**

The Bank may at any time terminate the empanelment by giving written notice to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without any compensation to the Bidder.

## **8. GOVERNING LAW AND DISPUTES:**

8.1. The provisions of this tender shall always be subject to government notifications, any rules/ guidelines that may be in force from time to time.

8.2. All disputes or differences whatsoever arising between the parties out of or in relation to the construction, meaning and operation or effect of these tender documents or breach thereof shall be settled amicably. However, if the parties are not able to solve them amicably, the same shall be referred to the sole arbitrator mutually agreed by the parties. The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliations Act, 1996 (26 of 1996) or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause. The award of the arbitrator shall be final and binding on the parties. The fees, if any, of the arbitrator shall, if required to be paid before the award is made

and published, be paid half and half by each of the parties. The cost of the reference and of the award (including the fees, if any, of the arbitrator) shall be in the discretion of the arbitrator who may direct to any by whom and in what manner, such costs or any part thereof shall be paid and fix or settle the amount of costs to be so paid.

8.3. During the arbitration proceedings the contractor shall continue to work under the contract unless otherwise directed in writing by the bank or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator is obtained.

8.4. The venue of the arbitration shall be Head office, Guntur.

9. **FOR FURTHER CLARIFICATIONS, IF ANY, YOU MAY CONTACT AT FOLLOWING ADDRESS:**

The General Manager,  
Services Department,  
Head Office, Guntur,  
4th Floor, Raghu Mansion  
4/1th Lane, Opp Hotel Sankar Vilas  
Brodipet, Guntur - 522 002.

General Manager  
Services Department

## BIO - DATA OF THE CONTRACTOR/FIRM

**Tender Submitted for: Interior Furnishing & Carpenter Works, Electrical & LAN works, Architectural Services and Printing & Stationery works**

(Bidder should tick (✓) appropriate work for which they submit the tender and should submit separate Bio data Form for each work)

1. Name of the firm :
- 1 a) Address (Head Office) :
- Telephone No. :
- Office :
- Residence :
- Mobile :
- Fax :
- E-Mail :
- 1 b) Address (Branch Office) :
- Telephone No. :
- Office :
- Residence :
- Mobile :
- Fax :
- E-Mail :

(Bidders can mention all Branch offices with address which are present in anywhere in Andhra Pradesh)

2. a) Whether proprietary/partnership/ :  
Pvt. Ltd. / Public Ltd. (certificate  
of registration / partnership deed  
to be enclosed to Annexure-I).
- b) Name of the Proprietor, Partners,  
Directors (their personal KYC PAN, :  
Aadhar etc)
- I)
- II)
- c) Year of establishment:

3. Registration with Tax Authorities :
- i) Income-tax (PAN) No. :
- ii) Goods and Service Tax Number:
- iii) EPF Regn. No. :
- iv) ESI Regn. No. :
- v) TIN / VAT No. :
- vi) Any other registration number:

(Copies of certificates of registration with relevant authorities to be enclosed)

4. Names of the Bankers with address & telephone numbers:

I)

II)

5. Whether registered with council of Architecture, if so, please mention the :  
Regn. Number (Copy to be enclosed)  
(To be submitted by the applicant for Empanelment of Architecture)

6. Furnish copies of audited balance-Sheet and Profit & Loss A/C for : Enclosed / not enclosed  
the last 2 years.

7. Registration with Govt. / Public Sector / Banks (certificates of Registration to be enclosed)

Name of the Organization	Year since Empaneled

8. Give details if at present involved in litigation in similar type of contracts:

Sr. No.	Name of Project	Name of Employer	Nature of work	Work order dated	Date of completion of work	Value (₹)

9. Details of civil suit, if any, that arose :

during execution of contract in the past 10 years.

10. Specify maximum value of single :  
value project executed during the  
last three years.
11. Name & relation, if any, with the staff :  
member of Andhra Pradesh Grameena  
Bank.
12. Details of work executed during the last 3 year ending last day of the month i.e.  
30/06/2025:

Type of work	Work executed for (name of the Institution / Body)	Nature of work (in brief)	Location	Value (₹)	Duration of work with date of Commence and completion		If work left incomplete or terminated (give reasons)

Note: Copies of work orders along with Xerox copies of relevant TDS certificate, shall be enclosed. Please note without the copies of certificates, your application is liable to be rejected.

13. LIST OF NAME/S OF PROPRIETOR / PARTNERS & EMPLOYEES

Name	Qualifications	Experience	Particulars of work done	Employed in your firm since	Value of work done



14. Turnover in last 2 years:

Sr. No.	Year	Turnover (₹ in lacs)	Income-tax paid	VAT paid	Service Tax paid/GST
1					
2					
3					
4					
5					

Copies of income-tax returns / assessment orders for each year to be enclosed)

14. **List Of Enclosures:**

Particulars	Tick if enclosed
Certificate of registration of Company / partnership deed.	
Certificates of PAN and GST.	
Audited Balance Sheet & Profit & Loss A/c. Statement for last three years.	
Certificates of Registration with Govt. / Public Sector / Banks.	
Copies of work orders along with xerox copies of relevant TDS certificate, satisfactory completion certificate mentioning value of work.	
Copies of income-tax returns / assessment orders for previous 02 years.	
Copy of registration with council of Architecture (To be submitted by the applicant for Empanelment of Architecture)	

**Note:** In absence of any of the above enclosures, your application is likely to be rejected.

**LETTER OF UNDERTAKING ON COMPANY LETTER HEAD**

**DECLARATION**

1. I / We have read the instructions appended to the Performa and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and Andhra Pradesh Grameena Bank, on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.
2. I / We agree that the decision of Andhra Pradesh Grameena Bank in empanelment of contractors will be final and binding to me / us.
3. All the information furnished by me hereunder is correct to the best of my knowledge and belief.
4. I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
5. I / We agree that I / We have not applied in the name of sister concern for the subject empanelment process.

**Place :**

**AUTHORISED SIGNATORY with Seal**

**Date :**

**Name:**

**Designation:**

**Mobile No:**

**Email Id:**

**LETTER OF UNDERTAKING REGARDING BLACKLISTING AND SEC 6 OF COMPANIES ACT  
1956**

1. I, \_\_\_\_\_, Proprietor/Partner/Director  
of Firm M/S \_\_\_\_\_,  
on behalf of my firm undertake that our company had never been black listed by  
any of the Govt. Authority/PSUs/Banks. I also undertake that, if at any later stage it  
comes to the notice of Bank that the firm is blacklisted by any of the Govt.  
Authority/PSUs/Banks, the contract with the firm will be terminated. I also  
undertake and give my written consent that in such case bank is free to take any  
legal action, as deemed fit against the firm/me.
2. I also undertake that our Firm shall not be owned or controlled by any director or  
officer/employee of the bank or their relatives having the same meaning as assigned  
under section 6 of the Companies Act 1956.

Place :

**AUTHORISED SIGNATORY WITH SEAL**

Date :

Name:

Designation:

Mobile No:

Email Id: