తెలంగాణ
గ్రామీణ బ్యాంక్
TELANGANA GRAMEENA BANK

(Scheduled Bank owned by Government)

HEAD OFFICE: **HYDERABAD**

STATIONERY, FIXED ASSETS & RECORDS DEPARTMENT

NOTICE INVITING TENDERS

TENDER No.TGB/E/2026-27/5 dated 15.06.2026

ONLINE TENDER FOR RATE CONTRACT FOR PRINTING & SUPPLY OF DEMAND DRAFT (DD) AS PER CTS-2010 STANDARDS AND SECURITY FORMS (FIXED DEPOSIT RECEIPT) FOR TELANGANA GRAMEENA BANK

On-line tenders are invited from security printers who have done similar works for any Commercial Banks/ RRBs at least for three (03) years and having **IBA approved panel printers** for Printing & Supply of Security Forms (DDs and FDRs).

Last date for submission of online bids: Before 02:00 P.M. On 06.07.2026 (Monday)

TENDER SCHEDULE

Tender No & Date	**TGB/E/2026-27/5**	**15.06.2026**
Brief Description of the Tender	Rate Contract for Printing and Supply of Demand Draft as per CTS-2010 standards and Security Form (Fixed Deposit Receipt) for Telangana Grameena Bank (TGB) - online tender through SBI, e-Procurement.	
Tender availability	www.tgb.bank.in	https://etender.sbi
Mode of Tender submission	https://etender.sbi (On-line submission only)	
Last date & time for **SUBMISSION** of tenders	06.07.2026	02:00 P.M
Date & Time of Opening/ Verification of **TECHNICAL** Bids & Indicative Price Bids	06.07.2026	04:00 P.M
Estimated value	Rs.10,00,000/-	
EMD	Rs.10,000/- (Rupees Ten Thousand Only)	
Security Deposit	Rs.25,000/- (Rupees Twenty Five Thousand only), No interest will be paid.	
Terms of payment of bills	100% payment shall be released after successful supply of the security forms and upon satisfactory verification and acceptance of the materials by the Bank.	
Taxes	Rates must include cost of paper, packing, freight and all other charges. Applicable GST will be paid by the Bank.	
Tender validity	120 days from the date of issue	
Rate contract period	Rates shall remain valid for a period of two (02) years	
On line e-Tender	Bidders must possess a valid Digital Signature Certificate (DSC) for participation in the e-Tender	
Issue of **Corrigendum**	Any corrigendum issued during the tender period shall form an integral part of the tender document. Tenders submitted without due consideration of such corrigendum(s) shall be treated as invalid and liable for summary rejection.	
Contact details	1. P Rajasekhar- 8919699619 2. B Hareesh Kumar- 9491041951 3. Mail id: hod.snfa@tgb.bank.in	
Submission of EMD & Security Deposit	Telangana Grameena Bank, Head Office, 2-1-520, 2nd floor, Vijaya Sri Sai Celestia, Street No.9, Shankarmutt Road, Nallakunta, Hyderabad, Pin Code- 500044, Telangana.	
Tenders should be submitted online through: Mail id: bfsiallocation@eptl.in	https://etender.sbi M/s e-Procurement Technologies Ltd. B-705, Wall Street- II, Opp: Orient Club, Nr.Gujarat College, Ellis Bridge, Ahmedabad- 380006, Gujarat State, India. Contact Nos: +91-7859800621/ 9265562819/ 9081000427/ 9510813528/ 6354919566	

TELANGANA GRAMEENA BANK is a Regional Rural Bank incorporated under the Regional Rural Banks Act, 1976, and jointly established by the Government of India, the Government of Telangana and State Bank of India. At present, the Bank operates through **940 branches across seventeen (17) regions**, with its Head Office located at Hyderabad, in the State of Telangana.

The regions include: ***Adilabad, Bhadrachalam, Bhongir, Hyderabad-I, Hyderabad-II, Jagtial, Karimnagar, Khammam, Mahabubnagar, Mancherial, Nagarkurnool, Nalgonda, Nirmal, Nizamabad, Sangareddy, Siddipet and Warangal*.**

I. GENERAL TERMS AND CONDITIONS:

1. Telangana Grameena Bank (TGB) invites Technical and Commercial Bids from reputed and eligible security printers for the printing, supply, and delivery of Security Forms namely Demand Drafts and Fixed Deposit Receipts to its offices across the State of Telangana.

2. **Approximate Quantity**:

S. No	Type of Security Form	Quantity (in leaves)
1	Demand Draft	2,00,000
2	Fixed Deposit Receipt	6,00,000

3. On-line tenders are invited from security printers who:

   - Have been engaged in similar work for Commercial Banks/ Regional Rural Banks (RRBs) for a minimum period of three (3) years; and

   - Are empanelled with the Indian Banks' Association (IBA) for printing and supply of Security Forms.

   The details of the items are furnished in Annexures I to IV. Bidders shall submit all documents required under the "Technical Bid" and quote their prices as per the units specified in the "Price Bid" through the SBI e-tender portal.

4. The successful bidder(s) empanelled through this tender process shall supply the required Security Forms to the respective Regional Business Offices (RBOs) and other offices of the Bank as and when indents are placed during the contract period.

5. In case the scheduled date of the e-tender process is declared a holiday, the tender process shall be conducted on the next working day at the same time.

6. The Bank reserves the right, at its sole discretion, to accept or reject any or all bids, either wholly or partially, at any stage of the tender process without assigning any reason whatsoever. The decision of the Bank shall be final and binding on all bidders.

7. Bidders shall ensure that they possess a valid Digital Signature Certificate (DSC) issued by a Certifying Authority approved by the Government of India for participation in the e-tender process.

8. For any clarification regarding the e-tendering procedure, bidders may contact:

   M/s e-Procurement Technologies Ltd.,
   B-705, Wall Street- II,
   Opp: Orient Club, Nr.Gujarat College, Ellis Bridge,
   Ahmedabad- 380006, Gujarat State, India.
   Contact: +91-7859800621/ 9265562819/ 9081000427/ 9510813528/ 6354919566.
   Mail id: bfsiallocation@eptl.in

9. It shall be the sole responsibility of the bidder to familiarize itself with the e-tendering procedures and maintain all necessary infrastructure and connectivity required for successful participation. The Bank shall not be responsible for any delay or failure in bid submission due to internet issues, system failures, or any other technical reasons.

10. The rates quoted shall remain valid for a period of two (2) years from the date of execution of the agreement

11. The bidder shall quote firm rates for the entire contract period. No escalation in rates shall be permitted under any circumstances during the validity of the contract.

12. The quoted rates shall be inclusive of all applicable duties, levies, transportation charges, loading/unloading charges, insurance, packing, forwarding, and all other incidental expenses. No separate claim for such expenses shall be entertained by the Bank. Applicable GST shall be paid separately by the Bank, subject to submission of a valid tax invoice and compliance with statutory provisions.

13. The successful bidder shall execute an agreement with the Bank on a non-judicial stamp paper of appropriate value Rs. 200/- within the prescribed period.

14. If the successful bidder fails to execute the agreement or commence the work within fourteen (14) days from the date of communication of the award by the Bank, the Earnest Money Deposit (EMD)/Security Deposit shall be forfeited, and the award may be cancelled without further notice. The Bank shall be free to award the work to another eligible bidder.

15. No advance payment shall be made against the Work Order or Letter of Intent.

16. Payments shall be released only after satisfactory completion of the supply and submission of bills along with all supporting documents as required by the Bank.

17. Tax Deducted at Source (TDS) and other statutory deductions shall be made from payments as per applicable laws and Government regulations.

18. The bidder shall ensure the timely supply of the Security Forms as per the delivery schedule specified in the Work Order.

19. In case of delay in supply beyond the stipulated delivery period, the Bank may levy liquidated damages at the rate of 1% of the value of the delayed order per week or part thereof, subject to a maximum delay period of four (4) weeks. Beyond this period, the Bank reserves the right to cancel the order and make alternate arrangements at the risk and cost of the bidder.

20. Any item of work may be increased, decreased, or deleted wholly or partly during the contract period, depending upon the Bank's requirements. The decision of the Bank in this regard shall be final and binding.

21. The bidder shall maintain strict confidentiality regarding all information, documents, data, and records obtained from the Bank during the course of execution of the contract. Such information shall not be disclosed, published, copied, or used for any purpose other than the performance of obligations under the contract without prior written consent of the Bank.

22. The bidder shall be solely responsible for any loss, damage, theft, misuse, or leakage of Security Forms, confidential information, or other materials entrusted to it by the Bank during printing, storage, transportation, or delivery and shall indemnify the Bank against all resulting losses, claims, costs, and liabilities.

23. The bidder shall indemnify and keep indemnified the Bank against all claims, losses, damages, liabilities, costs, expenses, proceedings, or actions arising out of negligence, misconduct, breach of contract, violation of statutory provisions, or acts or omissions of the bidder, its employees, agents, or subcontractors.

24. The Bank shall not be liable for any injury, accident, compensation, or damages payable to any employee, workman, or representative of the bidder engaged for execution of the contract. The bidder shall indemnify the Bank against all such claims.

25. Printing shall be carried out strictly as per the artwork, layout, and specifications approved by the Bank.

26. If any bidder is found to have furnished false, misleading, or incorrect information, suppressed material facts, or submitted forged documents, its bid shall be liable for rejection, and the Bank may take appropriate action, including blacklisting and forfeiture of EMD.

27. Bidders with a record of poor performance, abandonment of work, failure to complete contracts, financial instability, or any adverse record with any Bank or Government organization may be disqualified at the sole discretion of the Bank.

28. In the event of deficiency in service, breach of contractual obligations, or failure to maintain the required standards of performance, the Bank may impose penalties, recover losses, withhold payments, terminate the contract, and/or forfeit the EMD/Security Deposit as deemed appropriate.

29. The Bank may withhold payment of any bill and set off any amount due from the bidder, including penalties, damages, or other recoveries, against any amount payable under this contract.

30. If the performance of the bidder is found unsatisfactory at any stage, the Bank reserves the right to terminate the contract by giving suitable notice and to forfeit the EMD/ Security Deposit, without prejudice to any other rights available under law or contract.

31. In the event of termination or failure of the bidder to perform, the Bank may assign the balance of the work to another eligible bidder at the risk and cost of the defaulting bidder.

32. Canvassing in any form in connection with the tender is strictly prohibited and may result in rejection of the bid.

33. The authorized signatory of the bidder shall sign and affix the official seal on each page of the tender document as a token of acceptance of all terms and conditions contained herein.

34. Any corrigendum, clarification, amendment, or addendum issued in connection with this tender shall be uploaded on the Bank's website (www.tgb.bank.in) and the e-tender portal (https://etender.sbi). Bidders are advised to regularly visit the websites up to the last date of submission of bids.

35. Bids shall be submitted only through the prescribed e-tendering process. Physical submission of bids shall not be accepted. No extension of time for submission of bids shall be granted except at the sole discretion of the Bank.

36. All disputes arising out of or in connection with this tender and the resultant contract shall be subject to the exclusive jurisdiction of the courts having jurisdiction over Hyderabad, Telangana.

37. **Force Majeure**: The parties shall not be liable for any default or non-performance of obligations under this Contract to the extent such default or non-performance is caused by events beyond their reasonable control (“Force Majeure”). Force Majeure shall include acts of God, war, insurrection, riots, earthquakes, fire, or any other unforeseeable events beyond the control of the parties, but shall exclude events arising from the fault, negligence, or carelessness of either party.

    The affected party shall notify the other party in writing of the occurrence of a Force Majeure event within five (5) calendar days, specifying its nature and cause. The affected party shall continue to perform its obligations to the extent reasonably possible and shall take all reasonable steps to mitigate the impact of the Force Majeure event. The time for performance of the affected obligations shall be extended for a period equal to the delay caused by such event.

    If the Force Majeure event continues for more than three (3) months, the parties shall consult in good faith to arrive at a mutually acceptable resolution. Notwithstanding the foregoing, the decision of the Bank in this regard shall be final and binding on the Vendor.

38. **Resolution of Disputes**: The Bank and the Vendor shall make every effort to resolve amicably, through direct informal negotiations, any dispute or difference arising out of or in connection with this Contract. If such dispute is not resolved within thirty (30) days from the commencement of informal negotiations, either party may refer the dispute for resolution through arbitration. All disputes arising out of or in relation to the contract shall be referred to arbitration by two Arbitrators, one to be appointed by the Bank and the other by the Vendor. In the event the Arbitrators fail to agree, the matter shall be referred to an Umpire appointed in writing by the Arbitrators prior to proceeding further. The award of the Arbitrators, or in the event of disagreement, the award of the Umpire, shall be final and binding on both parties. The arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996, as amended from time to time. The venue of arbitration shall be at Hyderabad. During the pendency of any dispute, both parties shall continue to perform their respective obligations under the Contract.

II. SPECIAL TERMS AND CONDITIONS:

1. The tender shall be accompanied by an Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand only) in the form of a Demand Draft drawn in favour of Telangana Grameena Bank, payable at Hyderabad. Bids submitted without the prescribed EMD shall be treated as non-responsive and shall be rejected.

2. **MSE CLAUSE**: The offer without Earnest Money Deposit would be considered as non-responsive, incomplete and shall be out rightly rejected. Further, the Micro and Small Enterprises are exempted from payment of Earnest Money, subject to the furnishing of a relevant valid Certificate for claiming Exemption.

   In addition to the above, the Micro and Small Enterprises (MSEs) are exempted from the submission of EMD (Bid security). Bidders claiming exemption of EMD under this are however required to submit a signed Bid securing declaration accepting that if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of three (03) years from being eligible to submit bids for tenders with Bank or blacklisted for lifetime as the case may be decided by the Bank.

3. The successful bidder shall, wherever required by the Bank, develop and provide new background designs with suitable color combinations for the Security Forms. The Bank shall neither provide negatives/ positives, artwork, design masters, or printing blocks nor bear any additional cost towards the development of such designs.

4. Participating bidders shall submit, along with their bid documents, copies of valid test reports, certifications, or laboratory reports confirming compliance of the proposed Demand Drafts (DDs) and Fixed Deposit Receipts (FDRs) with the prescribed security features and technical specifications.

5. The quantities indicated in the Schedule of Quantities are approximate and intended only for the purpose of bid evaluation. The Bank reserves the right to increase or decrease the quantities by up to twenty five percent (±25%) of the indicated quantities during the contract period without any change in the accepted rates, terms, and conditions.

6. The successful bidder shall furnish a Security Deposit, Rs.25,000/- (Rupees Twenty Five Thousand only) within the stipulated period from the date of issue of the Work Order/ Letter of Acceptance. The Security Deposit shall remain valid throughout the contract period and any extension thereof.

7. The Rate Contract shall remain valid for a period of two (2) years from the date of execution of the agreement. The Bank may, at its sole discretion and subject to satisfactory performance of the bidder, extend the contract for a further period of one (01) year on the same rates, terms, and conditions or on mutually agreed terms.

8. The security forms supplied shall strictly conform to the specifications, security features, artwork approvals, and quality standards prescribed by the Bank. The Bank reserves the right to inspect, verify, test, and reject any consignment not meeting the required standards, and the bidder shall replace such rejected material at its own cost and risk within the period specified by the Bank.

9. Each Demand Draft (DD) Book shall consist of fifty (50) leaves, and each Fixed Deposit Receipt (FDR) Book shall consist of one hundred (100) leaves. The bidders shall quote their rates accordingly, taking into account the number of leaves contained in each book.

10. The bidder shall ensure secure printing, storage, handling, packing, transportation, and delivery of all security forms. Any loss, theft, leakage, duplication, misuse, or compromise of security stationery at any stage before delivery and acceptance by the Bank shall be the sole responsibility of the bidder.

11. All existing and future guidelines, specifications, and standards pertaining to CTS-2010 issued by RBI, NPCI, IBA, or any other regulatory/statutory authority shall be strictly complied with by the bidder. Any modifications, enhancements, or changes prescribed by these authorities during the tenure of the contract shall be incorporated by the bidder at no additional cost to the Bank.

12. All security stationery items shall be printed strictly in accordance with the Bank's approved specifications, design, and artwork. The bidder shall submit proofs of the printed stationery within ten (10) days from the date of receipt of the artwork from the Bank. Thereafter, the bidder shall obtain the necessary approval from NPCI by submitting the proofs and related documents as required. Upon receipt of NPCI approval, the Bank shall issue the Work Order for printing and supply of the security stationery.

13. **Specifications**:

a) **Demand Draft (DD) Books:** Each DD book shall contain fifty (50) leaves.

S. No	Particulars	Specification
a	Size	8” x 3 2/3”
b.	Paper & Printing	95 GSM West Coast/ JK MICR Cheque Paper (Specifications as per RBI directives in respect of all mandatory features and Fugitive ink as an optional feature under CTS-2010 standards
c.	Cover Page	For books of 50 leaves: 200 GSM Art Paper
d.	Background Design & Colour Combination	As per the specimen enclosed at the time of placing the order. Multi-color including fugitive micro-ground as per specimen UV Bank Logo
e.	Numbering	Each leaf shall be serially numbered. To be carried out as furnished by the Bank at the time of placing of the order.
f	Additional Security features	• Watermark (Bank logo/ name or custom design) • UV fluorescent fibers or invisible ink • Micro-printing • Pantograph (VOID copy feature) • Unique serial numbering • Chemical alteration protection • Security background/tint

b) **Fixed Deposit Receipt (FDR) Books**: Each FDR Book shall contain one hundred (100) leaves.

S. No	Particulars	Specification
a	Size	8” x 6
b.	Paper & Printing	105 GSM Parchment Paper
c.	Cover Page	For books of 100 leaves: 200 GSM Art Paper
d.	Background Design & Colour Combination	As per the specimen enclosed at the time of placing the order. 1. Two color printing on front side with numbering, 2. Single color printing on back side.
e.	Numbering	Each leaf shall be serially numbered. To be carried out as furnished by the Bank at the time of placing of the order.
f	Additional Security features	• Watermark (Bank logo/ name or custom design) • UV fluorescent fibers or invisible ink • Micro-printing • Pantograph (VOID copy feature) • Unique serial numbering • Chemical alteration protection • Security background/tint

III. OTHER TERMS AND CONDITIONS:

1. Tenderer should have an office/ authorized representative for prompt communication and coordination with the Bank during the contract period. The bidder shall furnish the complete address, contact person details, telephone number, mobile number, and e-mail address along with the bid.

2. The rates approved by the Bank shall be inclusive of the cost of paper, printing, numbering, artwork development, packing, forwarding, freight, insurance, loading/ unloading charges, and all applicable taxes, duties, levies, and incidental expenses. However, GST shall be paid separately by the Bank as applicable and subject to submission of a valid tax invoice.

3. The successful bidder shall execute and complete the supply of Demand Draft (DD) Books and Fixed Deposit Receipt (FDR) Books within thirty (30) days from the date of issue of the Work Order/ Purchase Order, unless otherwise specified by the Bank.

4. The bidder shall arrange transportation and delivery of the security forms to the locations specified by the Bank at its own cost and risk. The consignment shall be dispatched only in accordance with the instructions contained in the Work Order.

5. The text, layout, security features, coding structure, field placement, and design of the security forms shall be printed in Telugu and English strictly as per the specimen approved by the Bank and in conformity with the latest RBI, IBA, CTS-2010, and other applicable regulatory guidelines.

6. Printing shall be carried out strictly in accordance with the color combinations, background design, artwork, and security specifications approved by the Bank from time to time.

7. The bidder shall submit bromide proofs/ color proofs of the security forms, cover page, and related instructions for the Bank’s approval within fifteen (15) days from the date of receipt of the Work Order. Bulk printing shall commence only after obtaining written approval from the Bank.

8. The field layout, instrument size, MICR/ code line structure, security features, and all other technical parameters shall strictly comply with the latest guidelines issued by the Reserve Bank of India (RBI), Indian Banks' Association (IBA), and other applicable regulatory authorities.

9. The security paper used for printing shall be procured only from approved manufacturers and shall conform to the specifications prescribed by RBI, CTS-2010 standards, Bureau of Indian Standards (BIS), and any other applicable standards.

10. The books shall be bound using thick Century Pulp Board/ Card Board on both top and bottom covers with approved text printed thereon as per the specifications prescribed by the Bank.

11. The leaves shall be securely wire stitched on the left side and reinforced with calico cloth or equivalent material to ensure durability and ease of handling.

12. Packing and forwarding is at vendor's risk and responsibility. The goods damaged in transit and those not in accordance with the specifications or of sub-standard quality are liable to be rejected.

13. The bills should be submitted to Bank in duplicate together with Printer's MIS for effecting payment.

14. Delivery Schedule: The order should be executed as specified in Point No.3. In case of failure of supply the firm order either partly or fully for obvious reasons, the Bank shall have right to cancel the order and Security Deposit will be forfeited without any intimation and shall be barred from participating intenders for next three years.

15. Bank has discretion to place the order in full or phase wise and Bank will consider placing of next order/s on completion of the awarded work order in full.

16. Each bound book shall be enclosed in a transparent polythene cover of a minimum 0.15 mm thickness or higher specification approved by the Bank.

17. Security forms shall be packed in lots containing a total of 1,000 leaves. Each packet shall contain a Particulars Slip indicating:

    - Name of Instrument;
    - Serial Number Range;
    - Quantity of Leaves;
    - Book Numbers (where applicable).

18. Each packet shall be shrink-wrapped using an automatic shrink-wrapping machine and subsequently packed in strong corrugated boxes.

19. Corrugated boxes shall be securely sealed with plastic tapes and further packed in HDPE waterproof woven sacks or equivalent packaging material to protect the contents from moisture, rainwater, dust, and physical damage during transit.

20. Each package/carton shall be clearly marked with:

    - Name of Instrument;
    - Quantity;
    - Serial Number Range;
    - Destination Office;
    - Purchase Order Reference Number.

21. Packing, forwarding, transportation, and delivery shall be entirely at the bidder's risk and responsibility until acceptance by the Bank.

22. Any material found damaged during transit, defective in printing, improperly packed, containing duplicate serial numbers, not conforming to specifications, or otherwise of sub-standard quality shall be liable for rejection. The rejected material shall be replaced by the bidder at its own cost and risk within the period specified by the Bank.

23. Bills shall be submitted in duplicate along with the Printer's MIS, delivery challans, inspection reports (if any), and other supporting documents required by the Bank for processing payment.

24. Part deliveries may be accepted by the Bank only under exceptional circumstances and with prior approval. However, payment shall ordinarily be released only after satisfactory completion of the entire order, unless otherwise approved by the Bank.

25. No advance payment shall be made against any Work Order, whether placed in bulk or in lots.

26. The performance of the bidder shall be subject to periodic review by the Bank during the currency of the contract. Unsatisfactory performance may result in imposition of penalties, cancellation of orders, termination of the contract, forfeiture of Security Deposit, or any other action deemed appropriate by the Bank.

27. In the event of failure to execute the order, either wholly or partly, within the stipulated period, the Bank reserves the right to cancel the order, procure the material from alternate sources at the risk and cost of the bidder, forfeit the Security Deposit/Performance Security, and debar the bidder from participating in the Bank's tenders for a period as deemed appropriate by the Bank.

28. The Bank reserves the right to place orders either in full or in phases, depending upon its requirements. Subsequent orders under the Rate Contract may be placed based on the bidder's performance and successful completion of previous orders.

IV. OPENING AND EVALUATION OF BIDS:

1. The Tender Document may be downloaded from the Bank's website (www.tgb.bank.in) under the "Tenders" section and from the designated e-tender portal https://etender.sbi). Submission of a bid shall be deemed as acceptance of all terms and conditions contained in the Tender Document.

2. The Technical Bid and Price Bid shall be submitted only through the prescribed e-Procurement Portal within the stipulated date and time. No physical submission of bids shall be accepted except for documents specifically required to be submitted in original form.

3. The Earnest Money Deposit (EMD), wherever applicable, shall be submitted physically at the Head Office of the Bank within the time stipulated in the tender schedule. Failure to submit the EMD within the prescribed time shall render the bid liable for rejection. However, the Micro and Small Enterprises (MSEs) are exempted from the submission of EMD (Bid security).

4. The bidders shall execute and submit all declarations, undertakings, forms, and documents required for participation in the e-procurement process, as specified in the tender document and by the e-tendering service provider from time to time.

5. The Technical Bid shall contain the following documents:

   - Proof of submission of Earnest Money Deposit (EMD) or valid documentary evidence supporting exemption under the MSE category, wherever applicable.

   - Duly signed and stamped copy of the complete Tender Document as a token of acceptance of all terms and conditions;

   - All supporting documents, certificates, declarations, and Annexures of the Tender Document;

   - Copies of statutory registrations, IBA empanelment certificate, experience certificates, and any other documents required by the Bank.

6. The Bank shall first open and evaluate the Technical Bids. The Technical Bids shall be scrutinized to determine whether the bids are complete, properly signed, supported by the required documents, and generally in compliance with the eligibility criteria and tender requirements.

7. During the process of technical evaluation, the Bank may seek clarifications, additional documents, or information from any bidder. Such clarifications shall be submitted within forty eight (48) hours from the date of communication by the Bank, either through e-mail (hod.snfa@tgb.bank.in) or in physical form, as directed by the

Bank. Failure to submit the required clarification within the stipulated time may result in rejection of the bid.

8. Incomplete bids, unsigned, contain material deviations, or are not supported by the required documents and evidence prescribed by the Bank, shall be treated as non-responsive and may be rejected without further correspondence.

9. Upon completion of the technical evaluation, only those bidders who are found technically qualified and responsive shall be considered for further evaluation. The Price Bids of only such technically qualified bidders shall be opened and evaluated.

10. The contract shall be awarded to the bidder whose bid is determined to be substantially responsive to the tender requirements, who satisfies all eligibility and qualification criteria, and who emerges as the Lowest Evaluated Responsive Bidder (L1).

11. The Bank does not bind itself to accept the lowest bid and reserves the right to accept or reject any bid, wholly or partly, to annul the tender process, or to reject all bids at any stage without assigning any reason whatsoever. The decision of the Bank in this regard shall be final and binding on all bidders.

12. The Bank further reserves the right to split the quantity, place orders on one or more bidders, or distribute the work among eligible bidders, if considered necessary in the interest of the Bank.

V. PRE-QUALIFICATION CRITERIA:

The bidder must satisfy all the following eligibility criteria and submit documentary evidence in support thereof. “Failure to comply with any of the criteria shall render the bid liable for rejection”.

1. The bidder should submit a Demand Draft (DD) for Rs.10,000/- (Rupees Ten Thousand only) drawn in favour of “Telangana Grameena Bank”, payable at Hyderabad.

2. The bidder shall submit a duly signed and stamped copy of the complete Tender Document on each page by its authorized signatory as evidence of acceptance of all terms and conditions stipulated in the tender.

3. The bidder shall be empanelled with the Indian Banks’ Association (IBA) for printing and supply of Security Forms and shall submit a copy of the latest valid IBA Empanelment Certificate/ Approval Letter. Submission of a valid IBA approval is mandatory.

4. The bidder shall be a Company, Partnership Firm, LLP, or Proprietorship Firm legally registered under the applicable laws of India and engaged in the business of security printing. Supporting document has to be submitted.

5. The bidder should have a positive net worth during the last audited financial years 2023-24, 2024-25, and 2025-26 and shall submit copies of audited financial statements for the last three financial years.

6. The bidder should be a minimum experience of three (3) years in printing and supply of security instruments to Scheduled Commercial Banks/ Regional Rural Banks (RRBs). Documentary evidence, such as Work Orders, Completion Certificates, or Performance Certificates, shall be submitted.

7. The bidder should successfully executed printing and supply of security instruments, including DDs, FDRs, Cheques, or similar security equipment for at least three (3) Scheduled Commercial Banks/ RRBs during the financial years 2023-24, 2024-25, and 2025-26. Copies of Work Orders and corresponding Completion/ Performance Certificates shall be furnished.

8. The bidder should have a valid PAN, GST Registration Certificate, and any other statutory registrations required for carrying out the business of security printing.

9. The bidder shall not have been blacklisted, banned, debarred, or placed under holiday listing by any Government Department, Public Sector Undertaking, Regulatory Authority, Scheduled Commercial Bank, Financial Institution, or Statutory Body in India during the last three (3) years.

10. A declaration to this effect shall be submitted on the bidder's letterhead. The bidder should furnish all Annexures duly filled in with the required information, on the bidder's letterhead and duly signed and stamped by the authorized signatory.

General Manager (Operations)

Annexure-I

DECLARATION

I/ We have read and understand the instructions appended to the proforma. I/ We further understand that if any information furnished by me/ us is found to be false, incorrect, or misleading at any stage, any contract(s) entered into between Telangana Grameena Bank and me/us, based on such information, may be treated as invalid by the Bank, and I/ We will be solely responsible for all consequences arising there from.

I/ We agree that the decision of Telangana Grameena Bank regarding the selection of contractors will be final and binding on me/ us.

I/ We hereby certify that all the information furnished by me/ us herein is true, correct and complete to the best of my/ our knowledge and belief.

I/ We agree that I/ We have no objection to the Bank making enquiries or seeking verification with regard to the work details furnished by me/ us in the accompanying documents.

I/ We further declare that I/ We have not applied for empanelment for the subject work in the name of any sister concern.

Date:
Place:

Authorized Signatory :
Name :
Designation :
Seal of the Firm :

Annexure-II

BIO-DATA OF BIDDER (OEM VENDOR)

1	Name of the Bidder		:
2	Office Address		:
3	Telephone Number		:
4	Mail Id		:
4	a)	Whether Proprietary/ Partnership/ Pvt Ltd/ Public Ltd (Certificate of registration/ Partnership deed to be enclosed as annexure.	:
	b)	Name of the Proprietor, Partners, Directors	:
		i)	:
		ii)	:
			:
	c)	Year of establishment	:
5	Registration with Tax Authorities		:
	a)	Income Tax (PAN) No.	:
	b)	GST No	:
	c)	EPF Regn. No	:
	d)	ESI Regn. No	:
6	Turnover for last 3 years FY 2023-24 FY 2024-25 FY 2025-26		:

Date:

Place:

Authorized Signatory	:
Name	:
Designation	:
Seal of the Firm	:

Annexure-III

NON-BLACKLISTING/ NON-DEBARMENT DECLARATION

(To be submitted on the OEMs letterhead, duly signed and sealed)

General Manager (Operations)
Telangana Grameena Bank,
Head Office, Hyderabad.

Ref. No. **Tender No.TGB/E/2026-27/5 dated 15.06.2026**

Dear Sir,

Declaration regarding Non-Blacklisting / Non-Debarment

I/ We, ________________________________ (Name of the Bidder), having our registered office at ____, hereby solemnly declare and confirm that:

1. Our firm/ company has not been blacklisted, banned, debarred, suspended, or placed under holiday listing by any Government Department, Government Agency, Public Sector Undertaking (PSU), Regulatory Authority, Scheduled Commercial Bank, Financial Institution, or any Statutory Body in India during the last three (3) years preceding the date of submission of this bid.
2. No order or proceeding for blacklisting, banning, debarment, suspension, or holiday listing is currently in force against our firm/ company by any of the above mentioned authorities.
3. We understand that if the above declaration is found to be false, incorrect, or misleading at any stage, Telangana Grameena Bank shall have the right to reject our bid, terminate the contract (if awarded), forfeit the Earnest Money Deposit/ Security Deposit, and take any other action deemed appropriate as per the terms and conditions of the tender.
4. We further undertake to immediately inform Telangana Grameena Bank in writing if any such action is initiated or imposed against our firm/ company after submission of the bid and during the validity period of the contract.

We hereby certify that the information furnished above is true and correct to the best of our knowledge and belief.

For____________________________
(Name of the Bidder)

Authorized Signatory: ______________________
Name: __________________________________
Designation: ______________________________
Company Seal

Annexure-IV

Proforma of application for prequalification of bidders for Security Forms

(To be submitted on the applicant's/ Tenderer's letterhead, duly signed and sealed)

General Manager (Operations)
Telangana Grameena Bank,
Head Office, Hyderabad.

Ref. No.: **Tender No.TGB/E/2026-27/5 dated 15.06.2026**

Madam,

Application/ Tender for Rate Contract/ Empanelment of Security Forms/ Bidders

We refer to your advertisement on the captioned subject and the details published on the Bank's website and SBI, e-Procurement Platform which we have carefully perused and understood, including the procurement criteria mentioned therein.

Accordingly, we hereby submit the duly completed application form, in all respects, along with certified copies of the following documents, for the pre-qualification for the supply of Security Equipment.

S. No	Pre-Qualification Requirement	Documentary Evidence to be Submitted	Yes / No
1	The bidder should submit a Demand Draft (DD) for ₹10,000/- (Rupees Twenty Thousand only) drawn in favour of "Telangana Grameena Bank", payable at Hyderabad.	Copy of Demand Draft (DD) for ₹10,000/- in favour of Telangana Grameena Bank.	
2	The bidder shall submit a duly signed and stamped copy of the complete Tender Document on each page by its authorized signatory as evidence of acceptance of all terms and conditions stipulated in the tender.	Complete Tender Document duly signed and stamped on each page by the authorized signatory.	
3	The bidder shall be empanelled with the Indian Banks' Association (IBA) for printing and supply of Security Forms. Submission of a valid IBA approval is mandatory.	Copy of latest valid IBA Empanelment Certificate/ Approval Letter.	
4	The bidder shall be a Company, Partnership Firm, LLP, or Proprietorship Firm legally registered under the applicable laws of India and engaged in the business of security printing.	Certificate of Incorporation/ Registration Certificate/ Partnership Deed/ LLP Registration Certificate/ Proprietorship Proof and other relevant registration documents.	

5	The bidder should have a positive net worth during the audited financial years 2023-24, 2024-25, and 2025-26.	Copies of audited financial statements, including Balance Sheets and Profit & Loss Accounts, for FY 2023-24, FY 2024-25, and FY 2025-26, certified by a Chartered Accountant.	
6	The bidder should have a minimum experience of three (3) years in printing and supply of security instruments to Scheduled Commercial Banks / Regional Rural Banks (RRBs).	Copies of Work Orders, Completion Certificates, Performance Certificates, or Purchase Orders evidencing the required experience.	
7	The bidder should have successfully executed printing and supply of security instruments, including DDs, FDRs, Cheques, or similar security instruments for at least three (3) Scheduled Commercial Banks/ RRBs during FY 2023-24, 2024-25, and 2025-26.	Copies of Work Orders along with corresponding Completion Certificates/ Performance Certificates from at least three Scheduled Commercial Banks/ RRBs.	
8	The bidder should have a valid PAN, GST Registration Certificate, and other statutory registrations required for carrying out the business of security printing.	Self-attested copies of PAN Card, GST Registration Certificate, and other applicable statutory registrations/ licenses.	
9	The bidder shall not have been blacklisted, banned, debarred, or placed under holiday listing by any Government Department, PSU, Regulatory Authority, Scheduled Commercial Bank, Financial Institution, or Statutory Body in India during the last three (3) years.	Self-declaration on the bidder's letterhead, duly signed by the authorized signatory, confirming non-blacklisting/ non-debarment status.	
10	The bidder should furnish all Annexures duly filled in with the required information, on the bidder's letterhead and duly signed and stamped by the authorized signatory.	Duly completed Annexures (I to IV) on the bidder's letterhead, signed and stamped by the authorized signatory.	

We confirm that all information given therein is true to the best of our knowledge. If any of the information given is found to be incorrect either fully or partially, we understand that the tender will be rejected summarily.

Yours faithfully,

Name of the Bidder:
Authorized Signature:
Date & Seal:

Annexure-V

PRICE BID FOR ONLINE TENDER FOR RATE CONTRACT FOR PRINTING & SUPPLY OF DEMAND DRAFT (DD) AS PER CTS-2010 STANDARDS AND SECURITY FORMS (FIXED DEPOSIT RECEIPT) FOR TELANGANA GRAMEENA BANK

General Manager (Operations),
Telangana Grameena Bank,
Head Office, Hyderabad.

Ref. No. Tender No.TGB/E/2026-27/5 dated 15.06.2026

Madam,

We hereby submit our Financial Bid for printing and supply of Demand Draft (DD) Books and Fixed Deposit Receipt (FDR) Books in accordance with the specifications, terms, and conditions stipulated in the Tender Document.

S. No	Type of Security Form	Quantity (in leaves)	Rate per leaf, Excluding GST (in Rs.)	Total Cost Excluding GST (in Rs.)
a	b	c	d	e=(c*d)
1	Demand Draft	2,00,000		
2	Fixed Deposit Receipt	6,00,000		
3	**Total quoted Rate**			

*2,00,000 Demand Drafts- 4,000 Books; 6,00,000 Fixed Deposit Receipts- 6,000 Books;

- The quoted rates shall be inclusive of the cost of paper, printing, numbering, artwork development, packing, forwarding, freight, insurance, loading/unloading charges, and all other incidental expenses. GST shall be paid separately by the Bank at the applicable rate, subject to submission of a valid tax invoice and compliance with statutory requirements.
- The quantities indicated above are tentative and may vary depending upon the Bank's requirements during the contract period.
- The rates quoted shall remain firm and valid throughout the currency of the Rate Contract, including any extension period approved by the Bank. No escalation in rates shall be permitted during the validity of the contract.
- The bidder confirms that the quoted rates are in conformity with all terms, conditions, specifications, and requirements contained in the Tender Document.

Yours faithfully,

Name of the Bidder:
Authorized Signature:
Date & Seal: