



ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY

**AGRICULTURAL INFORMATION & COMMUNICATION CENTRE, LAM, GUNTUR,
ANDHRA PRADESH – 522 034**

BID DOCUMENT

NOTICE INVITING TENDERS (NIT)

NIT No. 01/ /AI&CC/ ANGRAU /2025-26; Dated: 14-10-2025

NAME OF WORK: DESIGNING, PRINTING & SUPPLY OF ANGRAU DIARIES,
WALL CALENDARS & TABLE CALENDARS 2026

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TENDERER SIGNATURE & STAMP
Guntur

PAIO, AI&CC, ANGRAU, Lam,

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ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY
AGRICULTURAL INFORMATION & COMMUNICATION CENTRE, LAM, GUNTUR,
ANDHRA PRADESH – 522034

E-PROCUREMENT NOTICE

Tender Notice No.01/ AI&CC/ANGRAU/2025-26

Date: 14-10-2025

Tender ID: 854128

E- Procurement tenders are invited from the printer and publisher for Designing, Printing & Supply of Diaries, Wall Calendars & Table Calendars 2026 and supply at Agricultural Information & Communication Centre, Acharya N. G. Ranga Agricultural University, Lam, Guntur, Andhra Pradesh.

Name of Work: Designing, Printing & Supply of ANGRAU Diaries, Wall Calendars & Table Calendars 2026

Estimate Contract Value (ECV) of the works: 7,21,000/-

Processing Fee: Rs. 1500/- (Online in the Favour of Principal Agricultural Information Officer, ANGRAU, Lam, Guntur 522 034.)

Details are as follows:

1)	Bid document online opening date	15-10-2025; 10:00 AM
2)	Bid document download end date & time	27-10-2025; 01:00 PM
3)	Bid document submission closing date & time	27-10-2025; 05:00 PM
4)	Technical bid online opening date at the Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh.	28-10-2025; 10.00 AM
5)	Financial bid online opening date at the Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh.	28-10-2025; 11:00 AM

- Bidders shall have APTS Registration (for details log on to www.pts.gov.in)
- For details visit www.ptsprocurement.gov.in and www.angrau.ac.in

For any clarification, please contact:

CONTACT: +91 9100500223, 8985620346
paio@angrau.ac.in

Sd/-

Dr. O. SARADA
Principal Agril. Information Officer
Agril. Information & Communication Centre

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TENDERER SIGNATURE & STAMP
Guntur

PAIO, AI&CC, ANGRAU, Lam,

1. GENERAL TERMS AND CONDITIONS

1. Tenders will be accepted through on-line up to 27-10-2025 until 05:00 PM by the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh, towards the Designing, Printing & Supply of Diaries, Wall Calendars & Table Calendars 2026 as listed in Annexure-I.
2. All the interested bidders have to mandatorily log on to e-procurement web site through Secure mode only and submit their bids using digital certificates (signing certificate – single key pair) obtained from Andhra Pradesh Technology Services Ltd. [APTS – Sub CA] in-compliance to Chapter III of IT Act 2000. The details and procedure for obtaining digital certificates are given at <https://tenders.apeprocurement.gov.in>.
3. The tenders are invited for the Designing, Printing & Supply of ANGRAU Diaries, Wall Calendars & Table Calendars 2026 to Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur functioning under Acharya N. G. Ranga Agricultural University (ANGRAU), Guntur as per the specifications enclosed in Annexure-I.

2. ELIGIBILITY TO PARTICIPATE IN TENDERS

- ✓ Printers & Publishers are eligible to quote in this tender.
- ✓ The tenderer shall supply good quality items as per standards
- ✓ The Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh, reserves the right to reject the tender of blacklisted companies and those of companies whose past performance with the ANGRAU was unsatisfactory due to delayed/erratic supplies, low quality items etc.,

3. SUBMISSION OF THE ON-LINE TENDER FORMS

Tenders have to be submitted in two parts in on-line in the prescribed proforma *i.e.*, Technical Bid (Part-I) and Financial Bid (Part-II).

- **Financial Bids of those tenderers who qualify in Technical Bid will only be considered for finalization of the tender.**
- **The tenderer may please note that all the columns in the Technical Bid are to be filled in meticulously with precision, with documentary evidence wherever necessary.**

- **All the required documents / enclosures / literature / technical catalogs etc., have to be uploaded & attached along with Technical Bid (Part-I of the tender) only.** Eligibility for Financial Bid (Part-II of the Tender) will depend on the outcome of documents uploaded / electronically attached to technical bid and sample printing papers (multi-colour & Black and White pages; Rexine cover for diary) sent to AI&CC by post.

The schedules for opening of tenders through online are:

28.10.2025; 10.00 AM	Opening of technical bids
29.10.2025; 11:00 AM	Financial Bid <i>i.e.</i> , opened after finalization of technical bid

- The last date scheduled for RECEIPT of tenders is fixed and will not be changed under any circumstances. However, the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh, reserves the right of postponement of the date of opening of tenders or date of opening of Financial Bids in the event of any unforeseen reasons.
- If for any unforeseen reasons, the last date for submission of tenders and opening of tenders happens to be a holiday, the notified dates automatically get postponed to next working day only.
- The Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh, is “NOT RESPONSIBLE” for non-receipt of tenders or late uploading of tenders online for any reason, or receipt of sample printing papers, whatsoever.
- **Failure to fill and sign the declaration and check slip shall make tender invalid.**

4. DOCUMENTS TO BE ELECTRONICALLY UPLOADED

- All the documents are arranged in the serial order (*Serial numbers and page numbers should be indicated on the right side top of the corner*) then uploaded to the e-procurement web site i.e., <https://tenders.apecprocurement.gov.in>.

S. No	Code No.	Name of the Document
1	E-I	Declaration form (Annexure-II)
2	E- II	Check list (Annexure-III)
3	E- III	Manufacture license / Authorization letter from the manufacturing firm.
4	E- IV	Earnest Money Deposit receipt
5	E- V	ISO certificate and Certificate from Printing, Stationery & Stores purchase department, Government of Andhra Pradesh as ‘ A Class Printer ’ under sheet fed offset category and ‘ A Class Printer ’ under Web offset category with registration number.
6	E- VI	GST clearance certificate or payment particulars for preceding two years (2023-24 & 2024-25) along with supporting documents.
7	E – VII	Annual turnover assessment order for the preceding two years (2023-24 & 2024-25) certified by Commercial Tax Officer / Chartered Account.
8	E-VIII	Copies of balance sheet, profit and loss account for last two years i.e., (2023-24 & 2024-25) duly certified by the auditor.
9	E- IX	Latest non-conviction certificate (in original), if applicable.
10	E- X	APSSIDC/NSIDC/MSME certificate, if applicable.
11	E- XI	Government ownership certificate, if applicable.
12	E-XII	PAN card with Signature
13	E-XIII	GST registration certificate.
14	E-XIV	License to work a factory from Inspector of Factories
15	E-XV	Form T – 1
16	E-XVI	Printing papers i.e., Black and White, Color Paper and Rexine cover Sample must be reached to the tender inviting authority's office on or before 27.10.2025; 05.00 PM

- All the enclosed documents shall be in English, *If any document is produced in any language other than English true translation copies of such documents in English shall be enclosed duly attested by a Gazetted Officer*. Failure to submit English translation of such documents shall make tender invalid. All originals are to be presented at the time of scrutiny for verification.

5. TRANSACTION FEE

All the participating bidders shall pay a transaction fee (non-refundable) to M/s APTS, Vijayawada and through online (0.03% of average estimate contract value + GST as

applicable). It is mandatory for all the participant bidders from 1st January 2006 to pay a non-refundable transaction fee electronically to the M.D., A.P.T.S, Vijayawada by the service provider through "Payment Gateway Service on e-Procurement platform".

6. PROCESSING FEE

All the participating bidder shall pay a processing fee for eligibility to participate

7. EARNEST MONEY DEPOSIT (EMD)

- **The EMD should be in the form of online payment only @ 2.5% of the average bid value with a minimum of Rs.5,000/- (whichever is higher).**
- Scanned copy of EMD document should be uploaded on e-Procurement website. The bids submitted with required EMD amount only be considered for further evaluation. EMD would be retained with the office of the Principal Agricultural Information Officer, AI&CC, ANGRAU, Lam, Guntur for a period of one year after completion of entire work, in the case of successful tenderer. The EMD of unsuccessful tenderers will be returned after signing the agreement with the successful tenderers.
- Demand drafts, cheques, cash deposits, term deposits or fixed deposits will not be accepted towards EMD.
- However, the exemption of EMD will be given to small scale industrial units, registered with the Government of Andhra Pradesh and the National Small-Scale Industries Development Corporation, New Delhi or the firms with specific exemption orders issued by competent authority of Government of Andhra Pradesh or Government of India. The copy of this order should be uploaded in the e-procurement platform in place of online payment receipt in case of any such claim for exemption.
- The items permitted by S.S.I. registration authority will only be considered for manufacturing aspect only. IF ANY FIRM QUOTES ITEMS OTHER THAN THOSE COVERED UNDER S.S.I. REGISTRATION, EMD SHALL ACCOMPANY THE TENDER. Failure to enclose EMD shall make such of those items not covered under S.S.I. Certificate invalid for consideration.
- The EMD of other tenders deposited with this department during any period of time shall not be considered for this tender.

8. SECURITY DEPOSIT

- The successful tenderer(s) after receipt of information on the acceptance of the tender through post or by any means/mail/SMS/letter from the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh, shall deposit **within 10 days** a sum of rupees @ 2% of the cost of the items inclusive of all taxes (or the authority may fix the amount according to the value of the tender) in the form of crossed demand draft in favor of **The Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Guntur, payable at Guntur** as a security for the fulfillment of the contract. The EMD/Security Deposit shall carry no interest. *The security deposit to be deposited in addition to the EMD.*
- The Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh, reserves the right to forfeit and confiscate EMD, if the successful tenderer(s) fail to pay the security deposit which is required under the terms and conditions of this tender.

9. FORFEITURE/REFUND OF THE EMD/SECURITY DEPOSIT

In case the selected tenderer(s) does not supply the ANGRAU Diaries, Wall Calendars & Table Calendars 2026 at the quoted rates within the period of contract and commits any breach of any one or more of these terms and conditions, the earnest money deposited by tenderer(s) will be forfeited by The Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh.

- The EMD of the unsuccessful tenderer(s) shall be refunded after signing the agreement with the successful tenderer by the AI&CC, ANGRAU, Guntur. No interest is payable by The Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh, on such deposits.
- The EMD and security money deposited by successful tenderer(s) shall be retained by AI&CC, ANGRAU, Lam, Guntur, Andhra Pradesh, till three months after the expiry of the contract period of 12 months from the **date of acceptance of the tender or the date on which the supply** may arise in consequence of repeat orders placed during the 12 months for which the rates quoted are to remain valid.

- On due performance and satisfactory completion of the order in all respects during the contract period, the EMD and the security deposit will be refunded to the Contractor(s) without any interest within a period of **3 months with effect from the date of receipt of a request to this effect from the supplier(s).**

10. GST CERTIFICATE

Attested photo copy of GST certificate and sales tax payment particulars obtained from the competent sales tax authority of the area concerned for the years (2023-24 and 2024-25) shall be attached. Certificates older than that shall not be considered. Those not liable for GST/ Sales tax payment under relevant rules should produce a certificate to that effect from the competent authority.

11. FACTORY LICENSE/ MANUFACTURING LICENSE

- **Attested photocopy of the latest factory license**, which is in vogue shall be enclosed. If the firm has applied for renewal of license, necessary authenticated proof from the concerned licensing authority shall be furnished. Licenses issued for test and analysis will not be considered. **The factory license should clearly indicate a minimum of two years of manufacture and marketing experience.** Items without the proof of two years of manufacture and market experience will summarily be rejected.
- The tenders received without proper license, authenticated list of item covered by license and authorization letters from actual / original manufacturers are liable for rejection without any further notice.
- Tenderers should enclose documents to show that printers unit has been recognized with the A Class Printer certificate etc.
- Tenderers should enclose documentary evidence of having designed & printed the Government/University books for the last two years at least.

12. OPENING OF BIDS AND AWARD CRITERIA

Bids will be opened on the e-Procurement website at the scheduled time & date as specified. AI&CC contact person shall open the pre-qualification bid, after the bid closing time and list them for further evaluation. Bids would be evaluated item wise in each schedule. Opening of bids consists three stages.

Documentation furnished by the vendor as per Annexure III shall be examined prima facie to see if the technical skill base and financial capacity and other vendor attributes

claimed therein are consistent with the needs of this project. If necessary, Principal Agricultural Information Officer, AI&CC may ask vendor(s) for additional information, visit to vendors' site and/or arrange discussions with their professional, technical faculties to verify claims made in Pre-qualification bid documentation. Those bidders who qualify in pre-qualification will be evaluated in technical bid.

After evaluation of pre-qualification bids, the technical bids of only those bidders who qualify in Pre-qualification will be opened to verify the following.

1. Deviation(s) to technical specifications, if any in Form T-1
2. Detailed technical documentation, reference to various industry standards to which the products/services included in vendor's offer conform.
3. Other information, if any required in the bid document

The Principal Agricultural Information Officer, AI&CC will evaluate and compare the Technical Bids (Part-I), which have been determined to be substantially responsive. Bids of bidders who do not conform to the specified requirements will be rejected as deficient or nonresponsive bids. The financial bids of the technically qualified bidders are evaluated.

Final choice of firm to execute the project shall be made on the basis of conformity to technical specifications, appropriateness of the product offered, capability of bidder to execute and service the project and appropriateness of financial offer from the point of view of cost-effectiveness over the entire maintenance period for the product/services.

13. TERMS AND CONDITIONS FOR COMMERCIAL AGREEMENT

- The details of the required Diaries, Wall Calendars & Table Calendars 2026 are shown in e-procurement web application. Rates should not vary with the quantum of orders or destination.
- The rates quoted shall be in Indian Rupees only and must be expressed both in figures and words as well. The rate of copy of Diaries, Wall Calendars & Table Calendars 2026 should be quoted. **The rate quoted should be inclusive of all the applicable taxes and "for destination" charges (freight, forwarding, loading and unloading etc.,) to Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Guntur district, Andhra Pradesh".**
- No insurance charges will be paid by the department/indenter and they are to be met by the supplier only.

- The rates quoted by the tenderer shall not exceed the controlled rates, if the government controlled rates are in force on the date of submission of tenders. In the absence of controlled prices, the tenderer shall quote reasonable price applicable to bulk purchases.
- All rates quoted by the bidder should be valid for a period of one year from the date of acceptance of the lowest bid.
- IF DELIBERATELY LOW/HIGH RATES ARE QUOTED, THE PRINCIPAL AGRICULTURAL INFORMATION OFFICER, AGRICULTURAL INFORMATION & COMMUNICATION CENTRE, ANGRAU, LAM, GUNTUR, ANDHRA PRADESH, RESERVES THE RIGHT TO CROSS-VERIFY THEM AND IGNORE THEM FROM CONSIDERATION IN ORDER TO PREVENT UNETHICAL TRADE PRACTICES.
- Ordinarily, the tendered items will be selected based on the lowest rates quoted by the firms in the financial bids. However, the tender committee reserves the right to select the product even with higher rates depending upon the reported performance/market reputation / efficacy of the item basing on the user reports / feedback given by the end users by ignoring the lowest rates.
- If tenderer quotes the rates at his will, overlooking the conditions in the previous paragraphs, the tender is liable for cancellation even after approval of tender and firms are liable for suitable legal action at any time during the rate contract period.
- Rates quoted based on different quantities separately should be marked clearly with main price and taken separately. Total price after taking all the actual (including all taxes, charges, fee etc.,) will be taken as financial quote for comparison.
- No tenderer shall be allowed at any time on any ground what so ever to claim for revision of or modifications in the rates quoted by him. Clerical error, typographical etc., committed by the tenderers in the tender forms shall not be considered after opening of the tenders. Conditions such as “SUBJECT TO AVAILABILITY”; “SUPPLIES WILL BE MADE AS AND WHEN SUPPLIES ARE RECEIVED”, etc., will not be considered under any circumstances and the tenders of those who have given such conditions shall be treated incomplete and for that reason the tenderer shall be summarily rejected.

- No company/firm, who has been blacklisted either by the ANGRAU, Lam, Guntur, Andhra Pradesh, or by any state government or central government organizations shall participate in the tender during the period of blacklisting. If any such firm participates and came to know at a later stage, and if any firm is black listed at a later date either by the Government of Andhra Pradesh or any other state / central government/ANGRAU will not only be debarred / black listed permanently and their security deposit /EMD whichever is available with the Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh, will be forfeited and any business / transactions will be stopped with their firms forthwith.
- The indented stocks shall be delivered at Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh, as indicated in Annexure-I at the cost of the supplier.
- **The rates should be quoted for each item separately.**

14. AGREEMENT

- 1 Every successful tenderer on intimation by this office shall execute an agreement on Rs.100-00 (Rupees one hundred only) non-judicial stamp paper in the prescribed form, which will be supplied along with the list of item tentatively approved. Agreement should be typed only on one side of stamp paper with due attestation on each page.
- 2 In the event of failure to execute agreement in proper form along with the security deposit by successful tenderer within 10 days, the EMD of such tenderer will be forfeited and such defaulters will forego the right to participate for future tenders for minimum period of (3) years.

15. DEMONSTRATION OF THE DESIGNING AND PRINTING FACILITEIS

- The tenderer may have to arrange for demonstration of the functioning of the designer skills and printing facilities to design, print and supply ANGRAU Diaries, Wall Calendars & Table Calendars 2026 as per the specifications at Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh.
- If the ANGRAU Diaries, Wall Calendars & Table Calendars, 2026 are declared to be not of standard quality or not meeting the specified requirements, it will deem to be rejected. Diaries, Wall Calendars & Table Calendars 2026 supplied by the tenderer is seen after supply and is subsequently found to be not as per specifications, unsound, inferior in quality

or description or are otherwise faulty or unfit for use, then the cost of such items will be recovered from the tenderer, if the payment had already been made, in addition to penalty. *The approved firms shall replace the faulty item at their own cost within a period of 30 days after intimation from the Agricultural Information & Communication Centre, Lam, Guntur.*

16. OTHER CONTRACTUAL OBLIGATIONS

- The contract shall not be capable of being varied except by written consent by both the Principal Agricultural Information Officer (purchaser), Agricultural Information & Communication Centre, Lam, Guntur, Andhra Pradesh and the supplier shall not in the absence of the specific written acceptance be bound by any provisions of the supplier's quotations, offers etc., which purport to impose conditions at variance with this contract.
- The supplier shall not sublet or delegate this contract or part thereof without the written consent of the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh. Such consent shall not however be withheld unreasonably. But the tenderer(s) may without the consent of the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh, purchase material as he/they does not normally manufacture.
- The supplier shall keep confidential all matters concerning this contract and comply with all reasonable security requirements. All drawings, specifications, manuscripts, samples, photos etc., supplied by the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh, and all copies thereof shall be returned to the Principal Agricultural Information Officer when their use is terminated. In no event the supplier(s) shall permit publicity concerning this contract without the prior consent of the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh.
- Any undertaking or commitment given by or made by any Officer or the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh, verbally or in writing does not have any

validity unless it is signed again by the authority competent who concluded an agreement earlier.

17. INSPECTION AND PACKING

- At all reasonable time during production and prior to dispatch of material the supplier(s) shall afford and secure for the representative of the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh, every reasonable access and facility at his plant or premises for its inspection and making of usual tests on behalf of the institute. The supplier(s) shall advise the AI&CC at least 7 days prior to the time when any material is ready for final inspection. The Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh, will then make the inspection and subject to the material being in all respects as specified and being of sound quality and workmanship the representative of the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh, shall sign or countersign a certificate of inspection.
- The supplier(s) shall supply to the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh, on request a report from time to time as to the progress of supplies. Any delay or anticipated delay will be reported at once together with the full reasons there for.
- **The transport responsibility of procurement and dispatch of the stocks in good condition and as per specifications and in time/door delivery.**
- The insurance should be done at the cost of supplier(s) as the rate quoted is all inclusive for door delivery at Agricultural Information & Communication Centre, Lam, Guntur, Andhra Pradesh- 522 034, as indicated in Annexure-I.
- Should the progress in supplies be delayed due to any cause beyond the reasonable control of the supplier(s) and whether such delay or impediment occurs before or after the time for dispatch, reasonable extension of time might be granted by agreement between the parties. Such extension of time and agreement should be accepted by the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh.

- The supplier(s) shall insert in each case 3 copies of packing list, fully item wise to show case number, contents and full description of the contents. The concerned In-charge of the stores of the Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh, as indicated in Annexure-I at the receiving point will retain one copy with him and return the other two copies, duly signed to the supplier(s) who will append one copy of this packing list with invoices when sent to the concerned for payment.

18. SUPPLIES AS PER SPECIFICATIONS

- All supplies shall be to the description and to the specifications laid down and in strict accordance with the approved samples. Deviations, if any should be clearly brought out failing which it will be normally construed that the materials offered are not to our requirements. Any special features may also be clearly brought out.
- The decision of the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh, however shall be final as to the quality of supplies received and binding upon the supplier(s) in case, the supplier(s) supplies any other article than what is ordered such article supplied, not being approved, shall be liable to be rejected.
- If the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh, requires any changes in specifications the supplier(s) shall use his best endeavor to comply with the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh, wishes subject to fair fixation of prices and delivery schedule where appropriate.
- If at any time during the term of this contract, the plans of the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh, changes for any reasons the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh, shall have the right to terminate or alter this contract by sending fifteen days advance notice to the supplier(s) by registered letter. In respect of such of the material as it complete and ready for dispatch within thirty days of such notice, the Principal Agricultural Information Officer, Agricultural Information &

Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh, agrees to accept delivery thereof at the contract price and terms.

19. CONSEQUENCES OF NON-SUPPLY AND DAMAGES

- All risks of loss, damage or depreciation to goods shall be upon the supplier(s) until the material is delivered at the addresses specified and in accordance with the provisions of the contract. Till the material received at the respective destination indicated by the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh, and the property continues to be at the risk of the supplier(s). The mere fact that the material is delivered to transporter is no defense to the supplier(s) and the supplier(s) will be squarely held responsible for any delayed receipt of the material by the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh as indicated in the Annexure-I or for loss of damage of any kind to the material in transit.
- Assuming that the supplier(s) fails to deliver any or all the materials covered by the contract, the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh, reserves the right in addition to other legal remedies, to cancel the contract or any portion thereof and hold the supplier(s) liable for all damages sustained by virtue of the supplier(s) failing to perform the contract and consequent cancellation of the contract.
- In the event of the supplier(s) failing to complete the supplies in time or according to the approved specifications, the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh, reserves the right to make such arrangements as it may think fit for the completion of the supplies on account of and the sole risk of the supplier(s).
- In case the ANGRAU Diaries, Wall Calendars & Table Calendars 2026 are not supplied according to specifications, they will be summarily rejected.
- The time allowed for delivery of goods shall be deemed to be the essence of contract. In case the goods are not delivered to the respective addresses as indicated in the Annexure-I within the stipulated period, the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh, reserves the right to recover the liquidated damages a sum equal to 2% of the contract

price of the undelivered material per week subject to a maximum of 5% of the value of undelivered material. The Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh, also reserves the right to cancel the purchase order in case supplies are delayed beyond the scheduled date of delivery and to make such arrangements as he may think fit for the completion of supplies on account and at the risk of the supplier(s). The additional expenses thus incurred together with the consequential losses and also the liquidated damages shall be recovered from the supplier(s) out of his/their security deposit/EMD and any other amount due to him/them. The balance still if any payable by the supplier(s) shall be paid by him/them within 7 days of notice by the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh.

- **All bills shall be prepared in four copies and shall be signed by the supplier(s) or his/their authorized agent(s) along with advance stamp receipt.** Every bill shall bear a certificate to the effect that the material covered by the bill has been inspected by the supplier(s) before delivery and confirm in every way to the contract specifications and is packed in accordance with the contract requirements and further that the invoice is correct in every particular and no other bill has been rendered previously in respect of the articles charged in the particular invoice. **The bill in triplicate** along with advance stamped receipt shall be raised in the name of the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh as indicated in Annexure-I.

20. PENALTIES

- If the successful tenderer fails to execute the agreement and / or deposit the required security deposit within the time specified or withdraws his tender after the intimation of the acceptance of his tender has been sent to him or owing to any other reasons, he is unable to undertake the contract, his contract will be cancelled and the EMD deposited by him along with his tender shall stand forfeited to the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh and he will also be liable for all damages sustained by the Principal Agricultural Information Officer, Agricultural Information & Communication Centre,

ANGRAU, Lam, Guntur, Andhra Pradesh against the specifications indicated in Annexure I by reasons of breach, such as failure to supply, including the liability to pay any difference between the prices accepted by him and those ultimately paid for the procurement of the articles concerned. Such damages shall be assessed by the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh/committee constituted, whose decision is final in the matter.

- Non-performance of contract provisions will disqualify a firm to participate in the tender for the next three years.
- In the event of tendered supplies failing quality test, contract with the tenderer will be suspended and purchases will be made from alternative suppliers. *Such firms will be black listed for three years* which defective supplies were detected. The tenderer shall also be liable for action under criminal law and the matter shall be notified to the concerned licensing authority.
- All risks of loss, damage or depreciation to goods shall be upon the supplier until the material is delivered at the address specified and in accordance with the provisions of the contract. Till the material is received at the respective destination indicated by the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur-522 034, the property continues to be at the risk of the supplier(s). The mere fact the material is delivered to transporter is no defense to the supplier and the supplier will be squarely held responsible for any delayed receipt of the material by the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur- 522 034 or for loss or damage of any kind to the material in transit.
- If the supplier fails to deliver any or all the material covered by the contract, the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur-522034 reserves the right in addition to other legal remedies, to cancel the contract or any portion thereof and hold the supplier liable for all damages sustained by the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur-522 034 by virtue of the supplier failing to perform the contract and consequent cancellation of the contract.

- In the event of the supplier failing to complete the supply in time or according to the approved specifications, the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur-522034 reserves the right to make such arrangements as it may think fit for the completion of supplies on account of and not at the sole risk of the supplier.
- The time allowed for delivery of goods shall be deemed to be the essence of contract. In case the goods are not delivered within the stipulated period, the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur-522034 reserves the right to recover the liquidated damages @ a sum equal to 2% of the contract price of the undelivered material per week subject to the maximum of 5% of the value of undelivered material. The Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur-522034 also reserves the right to cancel the purchase order in case supplies are delayed beyond the scheduled date of delivery and to make such arrangements as it may think fit for the completion of supplies on account and at the risk of the supplier(s). The additional expenses thus incurred together with the consequential losses and also the liquidated damages shall be recovered from the supplier out of his/their security deposit/ earnest money deposit and any other amount due to him/them. The balance still, if any, payable by the supplier shall be paid by him/them within 7 days of notice by the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur-522 034. All invoices shall be prepared in four copies and shall be signed by the supplier or his/their authorized agent. Every invoice shall bear a certificate to the effect that “the delivery and confirm in every way to the contract specifications and is packed in accordance with contract requirements and further that the invoice is correct in every respect and no other invoice has been rendered previously in respect of the articles charged in the particular invoice.” The invoices in triplicate shall be sent with L.R/R.R. by registered post Acknowledgement and due direct to the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur-522034 payments will be made against submission of the complete documents such as bills, packing, invoices, challans, respect of goods in good conditions and satisfactory performance at the destinations indicated by the Principal Agricultural Information

Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur-522034 duly deducting the statutory deductions if any.

- In all the above conditions, the decision of the PRINCIPAL AGRICULTURAL INFORMATION OFFICER, AGRICULTURAL INFORMATION & COMMUNICATION CENTRE, ANGRAU, LAM, GUNTUR, ANDHRA PRADESH, shall be final and binding.

21. SETTLEMENT OF DISPUTES

- Any difference or dispute arising out of or in connection with this tender or acceptance thereof or the contract that may be entered in consequence thereof, shall be decided by arbitration. The Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh, or his nominee shall be the sole arbitrator and the arbitrator's decision shall be final and binding on the parties. The tenderer(s) will have no objection to such appointment on any ground whatsoever including that such nominee, in his official capacity dealt with this matter at any stage.
- The parties hereby agree that in the event of any dispute no cause of action shall arise in their favour to approach any court unless they have resorted to and exhausted the remedy of arbitration as envisaged above.
- The parties also do hereby agree that the contract envisaged by these terms and conditions shall be deemed to have been entered into agreement at Guntur.
- In the event of any dispute arising out of the tender such dispute would be subjected to the Jurisdiction of the civil courts within the city of Guntur only.

22. DELIVERY PERIOD

- **Successful bidder shall deliver the Diaries, Wall Calendars & Table Calendars, 2026 within 20 days from the date of receipt of the work order.**
- Successful bidder has to supply the Diaries, Wall Calendars & Table Calendars, 2026 at Agricultural Information & Communication Centre, Premises of APGC, ANGRAU, Lam, Guntur, Andhra Pradesh.
- For any delays in delivery beyond delivery period mentioned in the purchase order, the vendor will be liable for penalties as to be decided by the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh.

23. PAYMENT TERMS

- The successful bidder request(s) for payment shall be made to the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh in writing, accompanied by the bill describing, as appropriate the supplies of printed books.
- The currency of payment will be Indian rupees only and **will be made through CFMS portal after uploading credit bill.**

24. CONTRACT CLOSURE

The contract with the successful bidder will be closed after completion of all the terms and formalities like 100% supply period, payment, PBG return etc.

25. CANCELLATION AND STOPPING THE TENDER/PURCHASE PROCESS:

The Principal Agricultural Information Officer, Agricultural Information & Communication Centre, ANGRAU, Lam, Guntur, Andhra Pradesh reserves all the rights and power to stop or cancel the total/part of the process of these tenders and this purchase process at any stage without assigning any reason/reasons.

Sd/-

Dr. O. SARADA

Principal Agricultural Information Officer
Agril. Information & Communication Centre
Lam, Guntur, A.P- 522 034

ANNEXURE-I

(Technical Specifications)

AGRICULTURAL INFORMATION & COMMUNICATION CENTRE, LAM, GUNTUR

S. No	Item	Designing, Printing & Supply of ANGRAU Diaries, Wall Calendars & Table Calendars 2026	Quantity (No.)
1	Diaries	A. Specifications for each copy: a. Size: Crown size b. Text in single colour printing with 70 GSM map litho paper c. Total pages: 240 pages excluding multi colour pages d. Inside multi colour pages 30 pages on 120 GSM paper e. Binding cover rexine with gold foiling of ANGRAU symbol, Name & Year as specified by PAIO f. 150 Names to be printed on 150 Diaries rexine cover separately with gold foiling.	1200
2	Wall Calendars (850 nos. spiral +750 nos. with rimming = 1600 nos.)	a. Size 18" x 23" b. 6 sheets both sides multi colour printing on 170 GSM art paper c. Qty 850 copies – Spiral binding d. Qty 750 copies – rimming (including designing)	1600
3	Table calendars	a. Size 11"x 14" b. Single sheet, one side printing with multi colour and 300 GSM art card paper with glass lamination. B. Terms and Conditions: 1. DTP and designing will be done at AI&CC, ANGRAU. 2. The rate quoted should include the complete material cost (Page designing, Proof corrections, printing, Paper, Rexine Cover, lamination, Binding and Transportation cost shall include the charges for safe delivery of the material to AI&CC). 3. The rates quoted should be valid for minimum of 6 months from the date of acceptance of the e-tender. 4. Taxes if any should be indicated separately 5. Material should be supplied within 10 days on receipt of supply order 6. The sample printing papers for Wall & Table Calendars and Diary inner pages including multi-colour pages & Rexine cover samples the firm wishes to use for printing, duly signed by the competent authority of the firm with seal, must be sent through post on/before 27.10.2025, 05.00 PM. 7. All the uploaded documents also to be sent through post to AI&CC on/before 27.10.2025, 05.00 PM. 8. The soft copy of final print version (open source) must be Provided to the AI&CC.	1350

Note: The items should be delivered to **Agricultural Information & Communication Centre, Lam, Guntur, Andhra Pradesh** and the bill should be in the name of **the Principal Agricultural Information Officer, Agricultural Information & Communication Centre, 5th Floor, IA Building, ANGRAU, Lam, Guntur, Andhra Pradesh.**

TENDERER SIGNATURE & STAMP
Guntur

PAIO, AI&CC, ANGRAU, Lam,

ANNEXURE-II
DECLARATION

1. I/We have not been black listed in any department due to any reasons during last 3 years
2. I/We have not been demoted to lower category in any department for not filing the tenders after buying the tender schedules in a whole year and their registration had not been cancelled for a similar default in two consecutive years.
3. I/We will agree to get disqualified my (our) selves for any wrong declaration in respect of the above and get my/our tender summarily rejected.
4. The soft copies uploaded are genuine and not forged and I will print the Diaries, Wall calendars & Table calendars on the sample printing papers sent. Incorrectness / deviation noticed can be viewed seriously and apart from cancelling the work duly forfeiting the bid security, criminal action can be initiated including suspension of business and/ or black listing.
5. I will send the designer to AI&CC, Guntur for DTP and designing of Diaries, Wall calendars & Table calendars.
6. I/We submitting an online payment receipt no. _____ dated _____ issued by _____ for Rs. _____ towards the EMD.

Signature of Tenderer
Date
Address

ANNEXURE-III

CHECK LIST

S. No	Name of the Document
1	Declaration form (Annexure-II).
2	Check list (Annexure-III).
3	License to work a factory from Inspector of Factories
4	ISO certificate and Certificate from Printing, Stationery & Stores purchase department, Government of Andhra Pradesh as ‘A Class Printer’ under sheet fed offset category and ‘A Class Printer’ under Web offset category with registration number.
5	Earnest Money Deposit.
6	GST clearance certificate or GST payment particulars for preceding two years along with supporting documents (2023-24 & 2024-25).
7	Annual turnover assessment order for the preceding two years (2023-24 & 2024-25) certified by Commercial Tax Officer / Chartered Account.
8	Income tax returns with copies of balance sheet, profit and loss account for last two years i.e., (2023-24 & 2024-25) duly certified by the auditor.
9	Latest non-conviction certificate (in original), if applicable.
10	APSSIDC/NSIDC/ MSME certificate, if applicable.
11	Government ownership certificate, if applicable.
12	PAN card with signature
13	GST registration certificate.
14	Form T – 1
15	Printing papers for Wall Calendar, Table Calendars and Diary inner pages black and white, multi-colour pages and Rexine cover samples must be reached to the tender inviting authority's office on or before 27.10.2024; 05.00 PM
16	All the uploaded documents also to be sent to AI&CC on/before 27.10.2025; 05.00 PM.
17	EMD & Processing Fee shall be submitted along with hard copies before opening of the Financial Bid

Signature of Tenderer with stamp

FORM T – 1

Item wise technical compliance statement as per technical specifications of this document (taking in to consideration all the amendments issued to this document, if any) is to be submitted in the following format:

Item Code:

Item Name:

S. No.	Parameter/ Feature	Specifications called for	Specification of proposed item along with part code, qty. & description if any (Part code details must be provided)	Compliance (Complied/ Higher/Lower)	Reference for proof of compliance (Required docs to be uploaded along with technical bid)

Note: (Detailed reference such as doc name, para no. page no. etc. should be provided)

Signature of Tenderer with stamp