

Office of the Principal Accountant General (A&E), Andhra Pradesh
Vijayawada – 520 002

Tender No.: PAG (A&E) AP/OE-1/Printing/2025-26/2

Date: 19.11.2025

NOTICE INVITING TENDER (NIT)

Subject: Supply of Printed Envelopes – Regarding

Sealed quotations are invited from reputed and experienced printing firms for the supply of various types of printed envelopes required by the Office of the Principal Accountant General (A&E), Andhra Pradesh, Vijayawada. The firms must be registered and operating in Vijayawada and should have the capacity to undertake printing work on short notice and deliver within stipulated timelines. The tender is for empanelment and supply as per the quantities and specifications mentioned in this document.

Tender document may be downloaded from the office website: <https://cag.gov.in/ae/andhra-pradesh/en/tenders>

IMPORTANT DATES

Activity	Date & Time
Issue of Tender Document	19.11.2025
Last Date & Time for Submission of Bids	01.12.2025 up to 02:00 PM
Opening of Technical Bids	01.12.2025 at 04:00 PM
Opening of Financial Bids (technically qualified bidders)	03.12.2025 at 04:00 PM
Venue for opening of bids	7th Floor, Stalin Central Mall, O/o PAG (A&E), AP, Vijayawada

BACKGROUND AND SCOPE OF WORK

This office regularly requires printed envelopes of different sizes and types for official correspondence with Government departments, statutory bodies, pensioners, and other stakeholders. The selected firm(s) will be responsible for producing printed envelopes that meet the specifications in terms of paper quality (GSM), print clarity, color fidelity, window positioning (where applicable), finishing, and timely delivery. Firms should be able to produce proofs for approval and make corrections before final printing. This tender aims to empanel reliable vendors for supply.

ELIGIBILITY CRITERIA

1. Experience: The bidder must have at least three (3) years of experience in printing and supplying envelopes or similar stationery. Experience should be supported by work orders, completion certificates, invoices or contracts.
2. Registration: The firm must be registered under GST and submit a valid GSTIN. The firm must be registered and operate in Vijayawada and submit proof of local registration/address.
3. PAN: The firm must possess a valid PAN and submit a copy.
Clean Record: The firm should not be blacklisted/debarred by any Government Department or PSU. A declaration to this effect must be submitted.
4. MSME Relaxation: Valid MSME registered firms can claim exemption from EMD and experience requirements on submission of valid MSME certification.

INSTRUCTIONS FOR BID SUBMISSION

1. Two-Bid System: The bid should be submitted in two parts: Technical Bid (Annexure-I) and Financial Bid (Annexure-II). Each part should be placed in separate sealed envelopes. Both envelopes should be placed in one outer sealed envelope with the superscribed 'Quotation for Supply of Printed Envelopes'.
2. Address for Submission: Deputy Accountant General (Administration), O/o Principal Accountant General (A&E), Andhra Pradesh, Vijayawada – 520002.
3. Mode of Submission: Bids can be submitted by Hand (in tender box), Registered Post/Speed Post, or Courier. E-mail/Fax/Telegram submissions will not be accepted.
4. Deadline: The bid must be received by 01.12.2025 up to 02:00 PM. Late submissions will be rejected outright.
5. The Technical bid will be opened first; Financial bids of only technically qualified bidders will be opened subsequently as per schedule.

EARNEST MONEY DEPOSIT (EMD)

1. The bidder must submit an EMD of ₹25,000/- (Rupees Twenty-Five Thousand only) by Demand Draft in favour of 'Senior Accounts Officer (Bills), O/o PAG (A&E), Andhra Pradesh', payable at Vijayawada.

2. Bids without EMD will be rejected, unless the bidder is MSME and furnishes valid exemption documents.
3. Refund of EMD: Unsuccessful bidders will have their EMD returned within 07 working days upon submission of a request. EMD of successful bidder will be returned after submission of Performance Guarantee.

BID EVALUATION AND AWARD

1. Technical Evaluation: Technical bids will be examined for compliance with eligibility criteria and required documents. Only bidders meeting the technical requirements will be considered for financial evaluation.
2. Financial Evaluation: Financial bids of only technically qualified bidders will be opened and evaluated. Selection shall be based on the lowest evaluated price (L-1) for the total bid or as per the method specified.
3. Matching Clause: If L-1 bidder's rate for any individual item is higher than the rate quoted by other technically responsive bidders, the L-1 bidder shall be asked to match the lowest rate for that item.
4. Multiple Awards: The Office reserves the right to split orders between more than one supplier based on rates and capacity to supply within timelines.
5. Award: The Competent Authority's decision will be final and binding. The Office may accept or reject any or all bids without assigning reasons.

PERFORMANCE GUARANTEE / SECURITY DEPOSIT

1. The successful bidder shall furnish a Performance Guarantee equivalent to 3% of the contract value within 15 days from the date of award of work order.
2. The Performance Guarantee shall be in the form of a Bank Guarantee/DD or any other form acceptable to this Office and will remain valid for the contract period plus a claim period (as specified).
3. Failure to submit the Performance Guarantee within the stipulated period shall result in cancellation of the award and forfeiture of EMD.

DELIVERY, QUALITY CONTROL AND APPROVALS

1. Delivery: The contractor shall ensure prompt delivery of printed material as per the delivery schedule mentioned in work orders. The contractor must collect work orders from the OE-1 section.
2. Proof Approval: The contractor shall provide proof (digital or physical) for approval before proceeding with mass printing. No final printing shall be undertaken without written approval of the proof.
3. Quality Standards: Paper quality (GSM), print clarity, color accuracy, proper window cutouts, lamination/cloth finish (where applicable) shall conform to the specifications.
4. Rejection: Materials not conforming to specifications or samples shall be rejected. The contractor must reprint at their own cost and deliver within the revised timeline.

5. Packing and Transit: Items must be properly packed to prevent damage during transit. Delivery will be accepted only at the office premises.

PENALTIES, LIQUIDATED DAMAGES AND TERMINATION

1. Penalty for Delay: If the contractor fails to deliver within the stipulated time, liquidated damages at a rate specified in the work order may be levied (e.g., a percentage of the value per week subject to a maximum limit).
2. Forfeiture: In case of serious breach, substandard quality or failure to perform, the Performance Guarantee may be forfeited, and contract may be terminated.
3. Risk Purchase: If the contractor fails to supply, the Office reserves the right to procure the items from alternate suppliers at the contractor's risk and cost.

PAYMENT TERMS

1. Payment will be made only after satisfactory delivery and acceptance of work by the Office and on submission of the original invoice/bill and other required documents.
2. No advance payment shall be made. Payment will be made through account payee cheque/NEFT/RTGS as per Government rules after due verification.
3. Taxes: All applicable taxes, duties and statutory contributions must be included in the quoted price. The Office will deduct TDS and other statutory levies as per rules.

LEGAL JURISDICTION AND DISPUTE RESOLUTION

1. Governing Law: The contract shall be governed by and construed in accordance with the laws of India.
2. Dispute Resolution: Any dispute arising out of or in connection with this contract shall be referred to the Competent Authority of this Office for settlement. If required, disputes shall be referred to arbitration under the Arbitration and Conciliation Act, 1996, by a sole arbitrator appointed by the Office.
3. Jurisdiction: Courts at Vijayawada shall have exclusive jurisdiction to entertain suits or other legal proceedings related to this contract.

ANNEXURE – I
TECHNICAL BID

1. Name of the Agency/Firm/Bidder:
2. Name of the Proprietor / Authorized Person:
3. Contact Mobile Number:
4. Registration Number and Registered State:
5. Complete Postal Address:
6. Labour License (if applicable):
7. GSTIN:
8. PAN No.:
9. Details of similar work executed in the last 3 years (attach proof):
10. Earnest Money Deposit Details (DD No., Date, Bank):
11. Declaration regarding non-blacklisting (attach signed declaration):

Signature & Seal of Authorized Signatory

Name: _____

Designation: _____

Date: _____

ANNEXURE – II

FINANCIAL BID

Rates should be quoted in Indian Rupees (₹) inclusive of all taxes/duties. Quote per unit against the quantities mentioned below.

Sl. No.	Item Description	Size (W x L)	Required Quantity	Rate per Unit (₹) Inclusive of all taxes
1	White Envelope (100 GSM) with Window – SE-6	13 cm x 28 cm	1,00,000	
2	White Envelope (100 GSM) with Window – SE-8	30 cm x 43 cm	1,00,000	
3	Green Cloth Envelope (100 GSM) – SE-8A	31 cm x 41 cm	25,000	
4	Green Cloth Envelope (100 GSM) – SE-6A	17 cm x 40 cm	25,000	

Note:

1. Rates must include packing, forwarding and delivery charges up to this Office.
2. The bidder must quote for all items; partial quoting may lead to disqualification unless otherwise specified.
3. The Office reserves the right to delete or add items at the time of awarding the contract.

Signature & Seal of Authorized Signatory

Name: _____

Designation: _____

Date: _____

ANNEXURE – III

TENDER ACCEPTANCE LETTER (To be submitted on Firm Letterhead)

To

The Deputy Accountant General (Administration)

O/o Principal Accountant General (A&E)

Andhra Pradesh, Vijayawada

Sub: Acceptance of Terms & Conditions of Tender

Tender Reference No.: _____

Name of Work: _____

Sir,

1. I/We have downloaded/obtained the tender document for the above-mentioned work from the official website.
2. I/We have read and understood all the terms and conditions of the tender document and agree to abide by them.
3. I/We confirm that the corrigenda, if any, have been considered while submitting this bid.
4. I/We unconditionally accept all terms and conditions in totality.
5. I/We declare that our firm has not been blacklisted/debarred by any Government Department/PSU.
6. I/We certify that the information furnished in this bid is true and correct. In the event of any information being found false, the Office may reject the bid or terminate the contract and forfeit the EMD.

Yours faithfully,

(Signature of Authorized Signatory with Seal)

Name: _____

Designation: _____

Date: _____

ADDITIONAL TERMS AND CONDITIONS

1. Inspection: The Office reserves the right to inspect the manufacturing/printing facility of the bidder prior to awarding the contract.
2. Samples: Bidders may be asked to submit sample prints for verification.
3. Confidentiality: The bidder must maintain confidentiality of all designs, logos, and data provided by this Office.
4. Force Majeure: Neither party shall be liable for failure to perform obligations due to causes beyond their reasonable control including natural calamities, strikes, acts of government, pandemics etc. The affected party must notify the other promptly.
5. Sub-contracting: Sub-contracting any portion of the work is not permitted without prior written consent of this Office
6. Amendments: The Office reserves the right to modify quantities, specifications and terms at its discretion with prior notice.

CONTACT FOR CLARIFICATIONS

For any clarification related to the tender document, bidders may contact:

Deputy Accountant General (Administration)

Office of the Principal Accountant General (A&E), Andhra Pradesh

7th Floor, Stalin Central Mall, Vijayawada – 520002

Phone: 0866-2999411-754

Email: oe1.anp.ae@cag.gov.in

Note: Bidders should check the official website for any corrigenda or updates before submission.