



राष्ट्रीय कृषि विस्तार प्रबंधन संस्थान (मैनेज)
(कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार का एक स्वायत्त संगठन)
राजेन्द्रनगर, हैदराबाद – 500 030 तेलंगाना, भारत.

NATIONAL INSTITUTE OF AGRICULTURAL EXTENSION MANAGEMENT (MANAGE)
(An Autonomous Organization of Ministry of Agriculture and Farmers Welfare, Govt. of India)
Rajendranagar, Hyderabad – 500 030. Website: www.manage.gov.in

MNG-01/Stores-517/2024

दिनांक/Dated: 18-12-2025

ई-निविदा सूचना/E-TENDER NOTICE

Sub: - MANAGE printing materials of stationery - Reg.

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Online eProcurement tenders/bids in “Two Bid System” are invited on behalf of Director General, MANAGE from the reputed financially sound and experienced firms situated in Hyderabad / Secunderabad for MANAGE printing of stationary material.

1. The tenderer should submit the Demand Draft for Rs.20,000/- (Rupees Twenty thousand only) in favour of “MANAGE”, towards EMD. The same should be submitted at MANAGE Office on or before closing time of the tender i.e., on 08-01-2026 by 15:00 Hrs.
2. No exemption for EMD.
3. The firm/agency/distributor/wholesaler situated in Hyderabad / Secunderabad will only be eligible to participate in the bidding.

The schedule of receipt and opening of bids is as under:-

Last date and time for uploading bids : 15.00 hrs on 08-01-2026

Date & Time for opening of bids : 15.30 hrs on 09-01-2026

बोलीदाता के हस्ताक्षर एवं मुहर

SIGNATURE OF THE
TENDERER & SEAL

दिनांक/Date:

स्थान/Place:

Technical Bid

Name of the work: Printing and supply of printing materials of MANAGE

1.	Name and address of the Bidder Organization/Agency with Phone Number, e-mail, and name & phone/mobile number of the contact person	
2.	Registration of the Firm (please attach copy)	
3.	GST registration No. & Licence with validity	
4.	PAN (please attach copy)	
5.	Turnover of the Agency (Rs. 3.00 lakh and above) for the last three years	
6.	Income Tax Returns of the Agency for the last three financial years	
7.	Duly signed and stamped all the Tender Document pages	
8.	Bank account Details,	
9.	EMD of Rs. 20,000/- in the form of DD, No exemptions	
10.	Any other information	

Terms and conditions:

1. Delivery must be given at MANAGE Office. Price is inclusive all taxes, transportation etc.
2. All the supplies are to be made strictly as per the supply order specifications.
3. A sample / proof should be sent through mail within three days is mandatory.
4. The final copy should be delivered within a week days.
5. No deviation in quality / Specification / Brand mentioned will be entertained.
6. Payment will be made within two weeks' time from the date of supply in good condition received at MANAGE.
7. Supplier/agency should be located in Hyderabad and Secunderabad only.
8. Jurisdiction for legal disputed, if any arising will be settled in Hyderabad courts only.
9. Agencies should quote rates strictly in the attached proforma (BoQ file – financial bid). Price details should not be indicated elsewhere, except in the attached proforma (BoQ file – financial bid).
10. MANAGE reserves the right to reject or accept any or all the quotations without assigning any reason thereof. Decision of this Department in this regard shall be final and binding on the agency.
11. Any clarification in the matter may be obtained from the Deputy Director (Admn.) / Stores Officer I/c @ Phone No. 040-24594512.

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SIGNATURE OF THE
TENDERER & SEAL

दिनांक/Date:

स्थान/Place:

Financial Bid

Name of the work: Printing and supply of printing materials of MANAGE

Sl. No.	Name of the Item	Quantity	Price (Rs.)
1.	Printing and supply of Letter Heads in Double Color on Executive / Excel Bond Paper 80 GMS per 100 sheets	Pack of 100 sheet per pad	
2.	Printing Letter Heads in Multi-Color	Pack of 100 sheet per pad	
3.	Printing and supply of Visiting Cards both side in Double color per 100 Nos.	Per Box of 100	
4.	MANAGE Envelops (window covers) 11x 5 with printing (as per sample)	Pack of 500	
5.	MANAGE Envelops (window covers) 9x4 with printing (as per sample)	Pack of 500	
6.	MANAGE Envelops plain 11x 5 with printing (as per sample)	Pack of 500	
7.	MANAGE Envelops plain 9x4 5 with printing (as per sample)	Pack of 500	
8.	File Coves with printing (as per sample)	Per cover	
9.	File boards with printing	Per pad	
10.	Paper made L-Folders with printing as per sample	Per folder	
11.	Cloth covers (A4 size) with printing as per sample	Per cover	
12.	Cloth covers (A3 size) with printing as per sample	Per cover	
13.	Book post Covers (A4 size) with printing	Per cover	
14.	Note sheet with printing as per sample (white & green)	Pack of 100 sheets per pad	

बोलीदाता के हस्ताक्षर एवं मुहर

**SIGNATURE OF THE
TENDERER & SEAL**

दिनांक/Date:

स्थान/Place: