

**THE KERALA AGRO INDUSTRIES CORPORATION LIMITED**  
**Kissan Jyothi, Fort P.O, Thiruvananthapuram-695023**

**No: TENDER NO.1/KAIC/Handbook/2025-26**

**Date: 28-11-2025**

M/s.....

.....

.....

**Sub: Tender Document for printing of KAIC Handbook 2026-reg**

Dear Sir,

Please find enclosed herewith the complete set of documents for the printing of KAIC Handbook 2026.

You are requested to go through the detailed terms and conditions/ specifications etc. and send the same under properly closed cover super scribed “ **Tender for printing of KAIC Handbook 2026**” **due date 05-12-2025** duly filled, signed and complete in all respects so as to reach us up to 1.00 PM on the due date.

Tenders shall be opened at 2 PM on the same day.

Thanking you

Yours faithfully,

Sd./-

**For Managing Director**

**Tenderer**

**TENDERER’S OFFER (RATES)**

From

..... Mobile No.....

..... Office No. ....

..... Fax No. ....

To,

Managing Director  
Kerala Agro Industries Corporation  
Kissan Jyothi  
Fort, Trivandrum

**SUB: TENDER OFFER FOR PRINTING OF KAIC HANDBOOK 2026-reg**

Dear Sir,

In response to your Tender No.1/KAIC/Handbook/2025-26, dated:28-11-2025 we hereby submit our lowest offer for the printing of KAIC Handbook 2026 strictly as per the your specifications, terms and conditions mentioned in the notice inviting tender documents as under:

<b>Sl No.</b>	<b>Item Specification</b>	<b>Order Qty (Nos.)</b>	<b>Basic Rate (Rs.)</b>	<b>GST</b>	<b>Cost per Handbook</b>
<b>1</b>	Handbook Size: 14X21 cm, 288 notes pages, 16 information pages in Single colour printing, 40 pages in multicolour printing, 70GSM for single colour printing and 100GSM art paper for colour printing, Hard case binding with Rexin & foil printing on cover and Wiro binding	<b>3500</b>			

1. Tender Fee – Rs. 900/- +18% GST vide cash/Cheque/DD No.....
2. Earnest Money Deposit - Rs 11,250/- vide Cash/Cheque/D.D No. .... dated..... drawn on ..... is enclosed herewith.
3. Lead time required.....days
4. Any other conditions.....

Enc. (Duly signed)

1. NIT instructions
2. Terms and conditions Tender Assessment Format
3. Specification Sheet

Yours faithfully,

Signature of the Authorized Signatory  
of the Firm duly stamped

**THE KERALA AGRO INDUSTRIES CORPORATION LIMITED**  
**Kissan Jyothi, Fort P.O, Thiruvananthapuram-695023**

**NOTICE INVITING TENDER INSTRUCTIONS**

1. Tender should be sent by post or submitted by hand so as to reach this office by 1 PM on or before due date.
2. Tender should be sent in a properly closed cover super scribed by "TENDER FOR PRINTING OF KAIC HANDBOOK 2026". due on 05-12-2025. Tenders shall be opened on the same day at 2.00 P.M in the presence of participants in tender / their representatives, who may like to be present at that time.
3. In case tender opening date is declared HOLIDAY, Tenders shall be received and opened on next working day at the same time specified above.
4. Tender form should be clearly filled in ink/duly typed giving full name and address of the tenderer.
5. Conditional / Fax/ Email tenders are liable to be rejected.
6. Tender must be accompanied by requisite amount of earnest money as specified in the enclosed specification sheet without which same shall be rejected.
7. Earnest money of the unsuccessful tenderers shall be returned immediately after finalizing the contracts.
8. Only "Valid" offers shall be considered.
9. Offer should be strictly according to our specifications failing which same shall not be considered.
10. Normally rate contracts will be finalized on the basis of lowest offer strictly, as per specifications and terms & conditions. However KAICO reserves the right to negotiate and finalize the rate with the lowest quoted parties.

Seen and Accepted

Managing Director  
KAICO

Signature of the Tenderer/ Authorized  
Representative with office rubber stamp

**THE KERALA AGRO INDUSTRIES CORPORATION LIMITED**  
**Kissan Jyothi, Fort P.O, Thiruvananthapuram-695023**

**TERMS & CONDITIONS**

1. The Management reserves the right to accept/reject, any/all tenders, in part/full thereof without assigning any reason whatsoever.
2. The Management reserves the right to enter into contract with one or more than one party at a time.
3. Offer shall remain open for acceptance for 60 days, from the date of opening the tender.
4. The quality of goods & timely execution of order will be the essence of the contract. There will be no compromise on this account.
5. The contract shall remain valid for a period of six months / one year, However, contract can be terminated earlier in case of any breach of contractual obligations and/or mala fide/undesirable activity on the part of supplier within 15 days prior notice.
6. The supplies should be made strictly according to Delivery Schedules furnished by KAICO as per lead period decided in the respective rate contract. Tenderer shall therefore-specify lead period required by them to execute the orders including postal time etc. otherwise lead period as decided by KAICO shall be considered as final.
7. a) The inspection of Handbook supplied by the successful tenderer shall be carried out by our authorized inspecting Officer/Officers whose decision regarding quality will be final and binding. In case of rejection, the supplier will give free replacement without any delay & objection within 15 days.  
b) Rejected Handbooks, if not lifted within 15 days of intimation, the same will be disposed off by the consignee at the risk & cost of the supplier. No claim thereafter by supplier will be entertained.
8. All transit risk for shortage/damage of goods dispatched, will be entirely at the cost of the tenderer. KAICO shall not be liable under any circumstances.
9. In the event of delay on the part of the supplier in delivering the handbooks, penalty of 0.5 percent per week or a part thereof on the cost of the material supplied late may be levied subject to maximum 5 percent. This amount may be deducted from the balance payment of supplier or from the security of the supplier, as the case may be.
  - (i) No recovery of the Penalty will be made if the delayed supplies are accepted by extending delivery period by IC will allow extension up to two weeks or the request of the supplier by recording that reasons of delay were genuine and there was no loss to the KAICO.
10. Management reserves the right to print the handbook at the risk, cost and responsibility of the supplier in case of their failure to deliver the handbooks within the schedule time. All expenses (including excess payment in risk purchase) shall be adjusted against security deposit, outstanding payments/ future payments etc.

11. In case of any dispute or controversy out of this contract, they are to be filed in the appropriate Court under the Jurisdiction of Kerala High Court only.
12. In case of Contracts, proportionate increase/decrease in rates/statutory levies on finished goods due to escalation in the price of major raw materials based on authenticated documentary proof Govt. /statutory price regulating bodies etc. cannot be considered
13. Bank charges, if any of supplier's bankers shall be to their account and of our banker to our account.
14. Acceptance of lowest tender will not be obligatory.

Terms and Conditions Accepted

Signature of the Tenderer/ Authorised Representative with Office Stamp

## **FORMAT FOR TENDERER ASSESSMENT**

1. Name of the Company :
2. Address :
3. Telephone Number :
4. Fax No. :
5. Nature of Business/  
item Manufacture :
6. Nature of Company  
Proprietary/Partnership/  
Pvt. Ltd./Public Ltd. :
  - a) In case of proprietary  
Company, Name,  
Address & Tele. No,of  
the proprietor :
  - b) In case of partnership  
company, name &  
Address of partners  
with phone number :
  - c) In case of Public/  
private Ltd.,  
company Name,  
Address & Tele. No.  
of Chief Executive :
7. Person(s) to be contacted  
for clarification, if any :
8. Total No. of employees on date :
9. Type of industry Small Scale/  
Medium Scale/Large Scale :

10. Year of commencement of manufacturer :
11. Brief description of machinery with installed at factory :
12. Annual turnover during last three years :
13. Total production capacity/ Annum :
14. Percentage capacity available for our organization :
15. Annual production for last three years :
16. Whether equipped with Facilities of testing & inspection :
17. Whether approved for ISI Marking/Ag-Mark/PQM,ISO etc. :
18. GST No. :
19. Any special information :

Certified that the information given above is correct to the best of my knowledge.

**SEAL**

**SIGNATURE** \_\_\_\_\_

**NAME** \_\_\_\_\_

**DESIGNATION** \_\_\_\_\_

**PLACE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**TENDER FOR PRINTING OF KAIC HANDBOOK 2026**  
**(TENDER NO. 1/KAIC/Handbook/2025-26 )**

- a) Earnest Money Deposit : Rs. 11,250/-  
b) Quantity : 3500 Nos

<b>SPECIFICATION</b>	
Item	Handbook 2026
Size	14 x 21 cm
Quantity	3500 Nos
Page Specification	288 notes pages, 16 information pages in Single colour printing, 40 pages in multicolor printing.
Paper	70GSM for single colour printing and 100GSM art paper for colour printing
Finish	Hard case binding with Rexin & foil printing on cover and Wiro biding

- a) The Handbook should be guaranteed for a period of 1 year. A certificate to this effect will accompany each consignment. Sample of handbook should also accompany each consignment flit-our inspection.
- b) After receiving the handbook, found the same is not as per our agreement conditions or not fit for use, it will be either replaceable within 10 days of such communication or the amount will be refunded within 10 days.

**MANAGING DIRECTOR**  
**KAICO**

**SIGNATURE OF TENDERER/AUTHORIZED**  
**REPRESENTATIVE WITH RUBBER STAMP**