

OFFICE
OF
THE PRINCIPAL ACCOUNTANT GENERAL (A&E),
ANDHRA PRADESH, VIJAYAWADA.
<https://cag.gov.in/ae/andhra-pradesh/en>

Tender No. PAG (A&E)/AP/OE-I/U-V/2024-25/Printing/02

Tender Notice for Printing of Finance and Appropriation Accounts of
Government of Andhra Pradesh.



SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth in Public Interest

Office of the Prl. Accountant General (A&E), Andhra Pradesh
27-37-158, 7th floor,
Stalin Central Mall Complex,
MG Road, Governorpet,
Vijayawada-520002
Andhra Pradesh

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E),
ANDHRA PRADESH, VIJAYAWADA.**

Tender No. PAG (A&E)/AP/OE-I/U-V/2024-25/Printing/02

Dated: _____

To
All Class “A” Printers

Sub: Printing of Finance and Appropriation Accounts of Government of Andhra Pradesh for 2023-24-Reg.

Sir,

The office of the Prl. Accountant General(A&E), Andhra Pradesh, Vijayawada is inviting tenders from all Class “A” printers in Vijayawada for printing of Finance and Appropriation Accounts pertaining to Government of Andhra Pradesh.

Instructions for submission of Tenders

| | |
|---|---|
| 1 | The intending bidders must read carefully all the terms and conditions of the Tender document. The bidder/Printer should only submit bids if the firm/company fulfils all the eligible criteria. |
| 2 | Any further information/instructions for bidders posted against this Tender Notice on official website shall be considered as a part of the bid documents. |
| 3 | <p>The Bid Document and any other relevant documents pertaining to the Bid can be downloaded from https://cag.gov.in/ae/andhra-pradesh/en</p> <ol style="list-style-type: none">1) The Bidder/Printer must submit its ‘A’ grade printer certification issued by Central/ State Government along with the quotation.2) The bidder shall submit Tender/Bid in two separate sealed covers as detailed.<ol style="list-style-type: none">a) Technical Bid: it contains EMD and details of bidder (PAN and other Registration Certificates) as detailed in Annexure-III & Annexure-IVb) Financial Bid: in Financial bid the bidder must quote the cost of described items as detailed in Annexure-V3) After submission of the bid document the bidder can re-submit the revised bid document any number of times but before last date of submission of bid document as notified.4) If the agency found ineligible after opening of technical bid, tender shall become invalid for further stages.5) The tenderers are advised to submit the hard copies of EMD and other documents etc. well in advance to the Tender inviting Authority, so that it would reach on or before the due date and time. Delay in receipt of hard copies due to postal delay or delay due to any other reasons etc. shall not be accepted and tender shall be rejected forthwith.6) BID EVALUATION: No enquiry shall be made by the bidder(s) during evaluation of the tender after opening of technical bid, till final decision is conveyed to be successful bidder(s). However, the office of PAG(A&E) may make any enquiry/seek clarification from the bidders, which the bidders must furnish within the stipulated time else the bids of such defaulting bidders will be rejected.7) FINANCIAL BID EVALUATION: Financial bids will be opened of the bidders who qualified in Technical evaluation.8) Negotiations will not be entertained during the evaluation of financial bid.9) The rates shall be quoted in Indian Rupees as per the Financial bid in Annexure-V and should be inclusive of all taxes as applicable to avoid discrepancies during Financial Evaluation. |

| | | | |
|--------------------------|---|--|--|
| 4 | Dates for Bid Processing: | | |
| | S.No | Timeline | Date |
| | 1 | Date of Publication of Tender | 30-05-2024 |
| | 2 | Clarifications can be made till | 09-06-2024 |
| | 3 | Last date for submission of tender | 10-06-2024 On or before 03:00 PM |
| | 4 | Last date for submission of DD/EMD | 10-06-2024 On or before 03:00 PM |
| | 5 | Date of opening of Technical Bid | 10-06-2024 On or before 04:00 PM |
| 6 | Date of Opening of Financial Bid | 12-06-2024 | |
| 5 | Tenders can be addressed only through Speed Post/Registered Post to: Sr. Accounts Officer/OE Office of the Prl. Accountant General (A&E), Andhra Pradesh 27-37-158, 7th floor, Stalin Central Mall Complex, MG Road, Governorpet, Vijayawada-520002 Andhra Pradesh | | |
| 6 | Terms and Conditions are detailed in the Annexure-II | | |
| 7 | Quality and Quantity and other Printing Specifications pertaining to the books to be printed is detailed in Annexure-I | | |
| 8 | For any other clarifications bidders may Contact: A. M Nagaraju, Sr.AO, Ph:8688145699 B. V Sudarsana Rao. AAO, Ph. 9597022632 | | |
| 9 | Finance & Appropriation Accounts and Accounts at a Glance of previous year are available in OE I section for assessment of cost to quote by bidders. | | |
| 10 | Attach sample sheets of 90 and 170 GSM maplitho paper sample and 300 GSM Art card paper to the Technical bid (Annexure-IV) | | |
| 11 | The tenders should be submitted in two envelopes as detailed | | |
| | | Write On Envelope | Enclose |
| | Technical Bid Envelope-I | “Technical Bid for Printing of Finance and Appropriation Accounts” | Signed Annexure-III and Annexure-IV and DD (EMD) and Sample papers |
| Financial Bid Envelop-II | “Financial Bid for Printing of Finance and Appropriation Accounts” | Signed Annexure-V | |

Yours faithfully

-Sd-

Deputy Accountant General (Admn)

ANNEXURE-I

Specifications, Quality and Quantity of Books to be printed

| S.No | Size (Net Finish) | No. of Copies | No. of pages (approx) | Black & White/ Multicolour | Language | Specifications | | |
|------|-------------------|--|--|---|---------------|----------------|---|--|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | | |
| | | | | | | Cover Pages | Inner Pages | |
| 1 | i | Appropriation Accounts (A4 size 29.7 cm x 21 cm) | 80 copies +10 copies (Laser Print rexine bound) | 500 (excluding cover pages) | Black & White | English | On 300 GSM Art card in two colours Matte finish with lamination | On 90 GSM ss maplitho paper |
| | ii | Finance Accounts Vol I (A4 size 29.7 cm x 21 cm) | 325 copies +10 copies (Laser Print rexine bound) | 90 (excluding cover pages) | Black & White | English | | |
| | iii | Finance Accounts Vol-II (A4 size 29.7 cm x 21 cm) | 80 copies +10 copies (Laser Print rexine bound) | 600 (excluding cover pages) | Black & White | English | | |
| | iv | Accounts at a Glance (A4 size 29.7 cm x 21 or A5 21cm x 14.8cm) | 325 copies | 40 (excluding cover pages) | Multi colour | English | On 300 GSM Art lamination with spot UV | On 170 GSM Matt Art paper for inner pages with DTP work Binding: Perfect binding and section sewing including DTP work |
| 2 | i | Pen drives | 350 Pen drives | Each Pen drive consists of soft copy of (in Pdf) Appropriation Accounts and Finance Accounts (Vol-I and Vol-II and Accounts at a glance. The pen each pen drive must contains 2cmx 4cm metal/plastic/glass key chain displaying the content s of the pen drive and name of this office. | | | | |

Yours faithfully

-Sd-

Sr. Accounts Officer/OE

ANNEXURE-II

Terms and Conditions

1. The DTP work has to be done by the printer/tenderer.
2. Printed books supplied should not be defective and should maintain uniform quality of paper throughout the book and binding.
3. Books with defective binding works will be summarily rejected and they must be replaced with new ones immediately.
4. A soft copy will be given by this office and the firm must execute the printing of all the four Books and make them available at this office within 7 days from the date of placing the work order.
5. Printers having their own printing facility are only needed to apply. This office or staff assigned by DAG(Admn) has the right to monitor printing work.
6. Delivery of the Books shall be made at the O/o The Principal Accountant General (A&E), Andhra Pradesh, Vijayawada. No separate transportation charges will be paid in this regard.
7. The Sample printouts of each of the aforesaid Books will be supplied by this office in computer laser print of the indicated sizes and Quantity in **Annexure-I**. However, the firms may submit the bills for the sample copies as per the cost quoted in the work order.
8. **The tenderer shall not sub-contract the work.**
9. The undersigned has the right to cancel or reject a part of the Tender or the whole tender without assigning any reason thereof. Tenders with any conditions including conditional rebate shall be rejected forthwith.
10. **Earnest Money Deposit (EMD):**
 - a) For printing of manuals, EMD for Rs. 30,000/- in the form of a Demand Draft drawn in favour of “Sr. Accounts Officer/ Bills, Office of the Accountant General (A&E), Vijayawada” shall be enclosed to the tender. The EMD will be returned to respective tenderers after finalization of the L-1 bidder. **Tenders without EMDs shall be rejected.**
11. **EPBG:** 5% of the Tender value should be deposited in favour of “Sr. Accounts Officer/ Bills, Office of the Accountant General (A&E), Vijayawada” after award of the bid. The EPBG shall be liable for forfeiture in the case of delay in commencement and completion of the work.
12. Failure to comply with the terms and conditions of the order in any aspect will attract a penalty of 10 per cent or more of the value of the work order as may be decided by the undersigned.
13. The undersigned may, in the case of default by the printer regarding the time schedule, get the work done by any other printer at the cost of Tenderer.
14. Principal Accountant General (A&E), Andhra Pradesh has the right to appoint any person, including a person of this department, as an Arbitrator in the case of any dispute. The decision of the Arbitrator shall be final and binding on both the department and printer.
15. **Important:** The documents are highly confidential in nature and any leakage of their contents would amount to breach of privilege of Legislative Assembly. Therefore, the printer is expected to ensure strict confidentiality of the documents. The printer will be solely responsible for any lapses in this regard.

ANNEXURE-III
EMD letter with Bank Draft

Date:

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

Subject: Submission of Earnest Money Deposit

Dear Sir,

With reference to the Tender Document Number: PAG(A&E)/AP/OE-I/U-V/2024-25/Printing/02, the required Earnest Money deposit Rs.30,000/- (Rupees Thirty Thousand only) is being deposited vide Bank Draft number _____ dated _____ from (Name of bank, branch name, city) _____ is attached with this letter for consideration of tender in favour of "Sr AO Bills", Office of the Principal Accountant General (A&E), Andhra Pradesh " payable at Vijayawada.

Thanking you,

(Authorised Signatory)

Name: _____

Seal of Authority (Under)

Encl: Demand Draft

ANNEXURE-IV
TECHNICAL BID
(Information of the Bidder/Printer)

| S.No | Particulars | Information furnished |
|------|---|--|
| 1 | Name of the Bidder/Printer | |
| 2 | Postal Address of the Bidder/Printer | |
| 3 | Contact Numbers (Including Office) | |
| 4 | Email Address | |
| 5 | Name of the person representing the Bidder/Printer, Designation and his mobile number | |
| 6 | Year of establishment | |
| 7 | Type of Firm | (Public Limited/Private Limited/Proprietary) |
| 8 | Class A Printer Certificate No and date of issue and Valid up to | |
| 9 | Firm's PAN No | |
| 10 | Firm's GST No | |
| 11 | Mention works and value (any two) of printing undertaken for Central/State Government especially confidential* in nature during the FY 2022-23 & 2023-24. | |

*Government or legal documents or Examination related documents or Documents with Security feature, Certificates issued to Educational boards or Universities.

For

(Authorised Signatory)

Name: _____

Seal of Authority (Under)

ANNEXURE-V
FINANCIAL BID

Name & address of the firm (office and place of printing):

1 Printing of Finance & Appropriation Accounts, Accounts at a Glance and Pen-Drives with replication:

1.1 Appropriation of Accounts:

| | | | |
|--|--|---|--|
| 1 | Number of Copies | 80 copies + 10 Copies (Laser print Rexine Bound) | |
| 2 | i) Approximate total number of pages in the Report (excluding cover sheet) including Blank pages ii) Size of the Report | 500 pages (excluding cover pages) A4(29.7cm * 21cm) | |
| 3 | Report should be printed in | English | |
| 4 | Quality of paper to be used for the text(inner pages) | On 90 GSM SS maplitho paper in black and white | |
| 5 | Paper to be used for cover sheet | On 300 GSM Art card in two colours Matte finish with lamination | |
| 6 | Making charges for each book | Cost of 90GSM paper | |
| | | Cost of 300GSM paper | |
| | | Printing Cost | |
| | | Binding Charges | |
| | | Cost of Each book contains 500pages & 2 cover pages | |
| | | Cost of each book (laser print with Rexine bound) | |
| Total Cost (Including GST) (for 80+10 copies) | Cost of 80 books (500+2 pages) | | |
| | Cost of 10 books (Rexine bound) | | |
| 7 | Proportionate cost per four pages or part thereof in case of increase / decrease for adjustment of price | | |

1.2 Finance Accounts Vol. I

| | | | |
|---|--|---|--|
| 1 | Number of Copies | 325 copies+10 Copies (Laser print Rexine Bound) | |
| 2 | i) Approximate total number of pages in the Report (excluding cover sheet) including Blank pages ii) Size of the Report | 90 pages (excluding cover pages) A4(29.7cm * 21cm) | |
| 3 | Report should be printed in | English | |
| 4 | Quality of paper to be used for the text(inner pages) | On 90 GSM SS maplitho paper in black and white | |
| 5 | Paper to be used for cover sheet | On 300 GSM Art card in two colours Matte finish with lamination | |
| 6 | Making charges for each book | Cost of 90GSM paper | |
| | | Cost of 300GSM paper | |
| | | Printing Cost | |
| | | Binding Charges | |
| | | Cost of Each book contains 500pages & 2 cover pages | |
| | | Cost of each book (laser print with Rexine bound) | |
| Total Cost (Including GST) (for 325+10 copies) | Cost of 325 books (90+2 pages) | | |
| | Cost of 10 books (Rexine bound) | | |
| 7 | Proportionate cost per four pages or part thereof in case of increase / decrease for adjustment of price | | |

1.3 Finance Accounts Vol. II

| | | | |
|---|--|---|--|
| 1 | Number of Copies | 80 copies+10 Copies (Laser print Rexine Bound) | |
| 2 | i) Approximate total number of pages in the Report (excluding cover sheet) including Blank pages ii) Size of the Report | 600 pages (excluding cover pages) A4 (29.7cm * 21cm) | |
| 3 | Report should be printed in | English | |
| 4 | Quality of paper to be used for the text(inner pages) | On 90 GSM SS maplitho paper in black and white | |
| 5 | Paper to be used for cover sheet | On 300 GSM Art card in two colours Matte finish with lamination | |
| 6 | Making charges for each book | Cost of 90GSM paper | |
| | | Cost of 300GSM paper | |
| | | Printing Cost | |
| | | Binding Charges | |
| | | Cost of Each book contains 500pages & 2 cover pages | |
| | | Cost of each book (laser print with Rexine bound) | |
| | Total Cost (Including GST) (for 80+10 copies) | Cost of 80 books (600+2 pages) | |
| | Cost of 10 books (Rexine bound) | | |
| 7 | Proportionate cost per four pages or part thereof in case of increase / decrease for adjustment of price | | |

1.4 Accounts at a Glance

| | | | |
|---|--|---|--|
| | Number of Copies | 325 copies | |
| 2 | i) Approximate total number of pages in the Report (excluding cover sheet) including Blank pages ii) Size of the Report | 40 pages (excluding cover pages) A4(29.7cm * 21cm) | |
| | Report should be printed in | English | |
| | Quality of paper to be used for the text(inner pages) | On 170 GSM IAP Matt paper in multi colour | |
| | Paper to be used for cover sheet | On 300 GSM IAP Matt paper lamination with spot UV | |
| | Making charges for each book | Cost of 170 GSM paper | |
| | | Cost of 300 GSM paper | |
| | | Printing Cost | |
| | | Binding Charges | |
| | | Cost of Each book contains 40 pages & 2 cover pages | |
| | Total Cost (Including GST) (for 325 books) | | |
| | Proportionate cost per four colour pages or part thereof in case of increase / decrease for adjustment of price. | | |

2 Pen Drives

Pen Drives (SSD) with replications of Finance and Appropriation Accounts and Accounts at a glance.

| | | |
|---|--|------------|
| 1 | Number of copies | 350 copies |
| 2 | Cost of each pen drive with replication With 2cmx 4cm metal/plastic/glass key chain displaying the contents of the pen drive and name of this office. | |
| 3 | Total Cost (for 350 Pen drives) | |

Signature of the Tenderer with seal.