

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), KARNATAKA
BENGALURU-560001

PAG (A&E)/HK-STY/2022-23/99

Dated:03.06.2022

NOTICE INVITING QUOTATIONS

Sub: Quotations for Printing & supply of Pre-Printed & Plain Computer Stationery for the year 2022-2023 –reg.

Sealed Quotations are invited from well-established Computer stationery firms for supplying Pre-Printed & Plain Computer Stationery as per list enclosed (Annexure-2), for one year as per the following terms and conditions(Annexure-1). The sealed quotations with superscription **“Quotation for Printing & supply of Pre-Printed & Plain Computer Stationery 2022-2023”** enclosing a EMD for Rs. 30,000/- (Rupees Thirty Thousand Only) as Security Deposit drawn in favour of **PAO, IAD, BENGALURU**, should reach this office on or before 22.06.2022 before 3PM to be sent by Registered or speed post. The quotations should be addressed to **SMT PUSHPA. L. NAYAKA, Senior Accounts Officer (OM)**, Office of the Principal Accountant General (A&E), Karnataka, Bengaluru-560001. **Quotations will be opened on 22.06.2022 at 03:30 PM.** The same may also be viewed in the official website WWW.AGKAR.CAG.GOV.IN and CPPP Portal.

Yours faithfully,

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Smt. PUSHPA. L. NAYAKA.
Senior Accounts Officer (OM)
Ph-080-22640253

ANNEXURE-I

TERMS AND CONDITIONS FOR AWARDING ANNUAL RATE CONTRACT FOR PRINTING AND SUPPLY OF PREPRINTED COMPUTER STATIONERY (II) FOR THE PERIOD ENDING 31/03/2023.

- 1) Rates quoted in the quotation should be valid for the period ending 31/03/2023. Companies /Firms that can comply with this regulation need only submit their quotation.
- 2) SAMPLES OF PAPER MATERIAL SHOULD MANDATORILY ACCOMPANY THE QUOTATION.
- 3) Companies/ Firms that have their own individual factory for manufacturing computer blank forms with or without printing and with or without formatting(aligning holes on either side of the forms) alone should apply duly furnishing the address and location of the factory with registration number.
- 4) Companies /Firms that have not so far transacted with this office may forward a copy of their list of customers specifically mentioning Government Departments, if any, to which supplies are being made by them.
- 5) The Quantities indicated against the required item in Annexure – II are only rough estimates. This office is not in any case to be held responsible for any variation in quantity or even if no order is placed for any item.
- 6) Blank Forms should be delivered within 72hours from the award of contract. Delivery schedule for pre-printed forms will be communicated along with the supply order for the same.
- 7) All Tenders should furnish a Earnest Money Deposit of Rs.30,000/- in the form of “ACCOUNT PAYEE DEMAND DRAFT” only drawn on any Nationalised Bank, in favour of “PAO-IAD, Bengaluru” along with the quotations. The same shall be returned to the unsuccessful bidders.
- 8) After award of contract, the successful bidder should submit a Performance Security for an amount of **Rs.45,000/-(being 3% of tender value)** in the form of DD in favour of PAO/IAD, BENGALURU.
- 9) GST rates to be quoted separately along with the terms of payments and delivery period.
- 10) Payment for supplies will be made after ensuring that supplies are made to the best satisfaction of the office.
- 11) Proof may be got approved before printing and supply of the required computer stationery.

- 12) In case of delay in supplies, liquidated damages of 2% on contract value per week up to a maximum of 4 weeks will be imposed.
- 13) In the event of non-supply of computer stationery within the specified date by the successful bidder, this office reserves the right to terminate the contract.
- 14) No escalation in cost will be permitted during the contract period.
- 15) Persistent irregularity in adhering to the time schedules for supply and any violation of the terms of the contract will entail forfeiture of security Deposit, termination of contract assigned and further such defaulting Companies/Firms will attract black listing and will not be considered for awarding any contract in future.
- 16) The computer stationery should be delivered within 3 weeks from the date of issue of the purchase order.
- 17) This office reserves the right to accept or reject any or all quotations without assigning any reasons there for. The decision of the office shall be Final.
- 18) Quotations in accordance with the above said Terms and Conditions should be sent in sealed covers and addressed to:

Smt. PUSHPA. L. NAYAKA
Senior Accounts Officer (OM)
O/O The PRINCIPAL ACCOUNTANT GENERAL (A&E),
KARNATAKA,
Park House Road, BENGALURU-560 001
Phone: 080-22640253

so as to reach this office on any working day **before 3.00 pm on or before 22/06/2022.**

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Sr. Accounts Officer/OM

ANNEXURE-II

a. Requirement of Pre-Printed Computer Stationery: -

Sl.No.	Specification	Quantity Required
1.	PPO	40,000 sets
2.	FPPO	10,000 sets
	01.The thickness of the paper required is 120 GSM and should be of A4 size. 02.The National Emblem should be Embedded and Sathyameva Jayate in Green colour in the PPO/FPPO Authorisation (should not be watermarked). 03.The paper should have the following features- non tearable, water resistant, shelf life of 100 years and termite resistant. 04.The matter should be printed on both sides of the paper. 05. The paper should be white in colour. 06.The pre-printed matter should be light blue in colour for Disburser's Portion and Dark Blue colour for Pensioner's Portion of PPO's, Red in colour for Disburser's Portion and Dark Pink colour for Pensioner's Portion of FPPOs. 07.All vendors should furnish a sample of the paper to be supplied, with the "NATIONAL EMBLEM" embedded, along with the quote for approval by the committee.	
3.	GPO (Brown), A4 Size 21 cms×29.7 cms 80 GSM. Printing on both sides	50,000 sheets
4.	CPO (Green), A4 Size 21 cms×29.7 cms 80 GSM. Printing on both sides.	30,000 sheets
5.	C&R FORMS, A3 size 100 GSM	2,00,000 sheets
6.	Intimation PPOs,80 Col (1+2), 80+80+80 GSM	1,00,000 sets
7.	80 Col, 2 Parts, 70+70 GSM	1,10,000 sheets
8.	80 Col, 3 Parts, 70+70+70 GSM	85,000 sets
9.	132 Col,3 Parts,70+70+70 GSM	3,000 sets
10.	PFW forms, Size 9×12×4 (1+3) 60+60+60+60 GSM with water mark	14,000 sets 28 boxes each box containing 500 sets
11.	FW Forms, Size 9×12×3 (1+2) 60+60+60 GSM with water mark	10,000 sets (10 boxes - 1000 sheets each box)
12.	Pay Slip (Single) 70 GSM	15,000 sheets

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SENIOR ACCOUNTS OFFICER (OM)