

महालेखाकार (ले0 एवं ह0) का  
कार्यालय  
बीरचंद पटेल पथ,  
पटना, बिहार - 800001



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

OFFICE OF THE ACCOUNTANT  
GENERAL (A&E),  
BIRCHAND PATEL PATH  
PATNA, BIHAR - 800001

पत्रांक / Letter No. Printing -Binding (tender) 2025-26/ 143

दिनांक / Date 22/01/2025

### Notice Inviting Tender

A tender is invited on GeM Portal regarding Bid for Printing- Binding of different official forms is floated on GeM Portal vide NO. GeM/2025/B/5849236 dated 22/01/2025. Additional Terms & Conditions and Scope of work is attached herewith. All Curious bidders are requested to submit their bid on GeM with complete Documents duly filled all annexures.

- Bid Start Date : 22-01-2025
- Bid End Date: 12-02-2025 16:00:00
- Bid Opening Date: 12-02-2025 16:30:00

Yours faithfully,

Sr. Accounts Officer  
Bihar, Patna



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2025/B/5849236  
Dated/दिनांक : 22-01-2025

### Bid Document/ बिड दस्तावेज़

| Bid Details/बिड विवरण  |  |
|--|--|
| Bid End Date/Time/बिड बंद होने की तारीख/समय  | 12-02-2025 16:00:00  |
| Bid Opening Date/Time/बिड खुलने की तारीख/समय   | 12-02-2025 16:30:00  |
| Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)  | 180 (Days)   |
| Ministry/State Name/मंत्रालय/राज्य का नाम  | Comptroller And Auditor General (cag) Of India   |
| Department Name/विभाग का नाम   | Na   |
| Organisation Name/संगठन का नाम   | Accountant General, Bihar  |
| Office Name/कार्यालय का नाम  | Accountant General (a&e), Patna  |
| क्रैता ईमेल/Buyer Email  | pankajkumar.bih.ae@cag.gov.in  |
| Item Category/मद केटेगरी   | Paper-based Printing Services - Printing with Material; As per requirement and As per scope of work; As per requirement and As per scope of work   |
| Contract Period/अनुबंध अवधि  | 1 Year(s) 1 Day(s)   |
| Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)                        | 40 Lakh (s)  |
| Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष                     | 3 Year (s)   |
| MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है              | Yes  |
| Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है | Yes  |
| Document required from seller/विक्रेता से मांगे गए दस्तावेज़   | Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC)<br>*In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |



**Bid Details/बिड विवरण**

|   |                             |
|---|-----------------------------|
| <b>Do you want to show documents uploaded by bidders to all bidders participated in bid?/</b>   | Yes                         |
| <b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>   | No                          |
| <b>Type of Bid/बिड का प्रकार</b>  | Two Packet Bid              |
| <b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b> | 2 Days                      |
| <b>Evaluation Method/मूल्यांकन पद्धति</b>   | Total value wise evaluation |
| <b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है</b>                       | Yes                         |
| <b>Arbitration Clause</b>   | No                          |
| <b>Mediation Clause</b>   | No                          |

**EMD Detail/ईएमडी विवरण**

|                   |    |
|-------------------|----|
| Required/आवश्यकता | No |
|-------------------|----|

**ePBG Detail/ईपीबीजी विवरण**

|  |                     |
|--|---------------------|
| Advisory Bank/एडवाइजरी बैंक  | State Bank of India |
| ePBG Percentage(%)/ईपीबीजी प्रतिशत (%)                               | 3.00                |
| Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने). | 14                  |

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

**Beneficiary/लाभार्थी :**

SENIOR ACCOUNTS OFFICER  
OFFICE OF THE ACCOUNTANT GENERAL(A&E),BIHAR, PATNA  
(Pao Audit)

**MII Compliance/एमआईआई अनुपालन**

|                               |     |
|-------------------------------|-----|
| MII Compliance/एमआईआई अनुपालन | Yes |
|-------------------------------|-----|

**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता

Yes

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the OM No.1 4 2021 PPD dated 18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Sample image of desired product:**[1737533187.pdf](#)

**Additional customization details:**[1737533200.pdf](#)

**Paper-based Printing Services - Printing With Material; As Per Requirement And As Per Scope Of Work; As Per Requirement And As Per Scope Of Work ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

| Specification    | Values                 |
|------------------|------------------------|
| <b>Core</b>      |                        |
| Type of Printing | Printing with Material |



| Specification  | Values  |
|--|---|
| Category of Printing   | As per requirement and As per scope of work   |
| Mode of Printing   | As per requirement and As per scope of work   |
| Single/ Double Sided   | As per requirement and As per scope of work   |
| Colour of Printing   | As per requirement and As per scope of work   |
| Printing Content   | As per requirement and As per scope of work   |
| Paper Material   | As per requirement and As per scope of work   |
| Standards of Paper   | As per requirement and As per scope of work   |
| Size of the Paper (in cm)  | As per requirement and As per scope of work   |
| Thickness of Paper in GSM  | As per requirement and As per scope of work   |
| Inserts  | As per requirement and As per scope of work   |
| Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP) | YES   |
| Number of languages of printing  | As per requirement and As per scope of work   |
| Language   | As per requirement and As per scope of work   |
| <b>Addon(s)/एडऑन</b>   |   |
| Binding  | Soft  |
| Packaging Required   | Brown paper+ Plastic sheet+ Carton  |
| Embossing  | Yes   |
| Additional Support   | Designing Support , Formatting Support & Logistics Support (Delivery of Order to the Consignee) |
| Finishing  | Plain (without Lamination)  |
| Scanning   | Yes   |
| Security Features  | Anti Copy feature   |

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

| S.No./क्र. सं. | Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी | Address/पता  | Number of Copies | Additional Requirement/अतिरिक्त आवश्यकता                                       |
|----------------|--|--|------------------|--|
| 1              | Pankaj Kumar   | 800001,Office of the Accountant General (A&E), Mahalekakar Bhavan, Bir Chand Patel Path, | 1                | <ul style="list-style-type: none"> <li>Number of pages per Item : 1</li> </ul> |

## **Buyer Added Bid Specific Terms and Conditions/क्रता द्वारा जोड़ी गई बिड की विशेष शर्तें**

### **1. Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

### **2. Service & Support**

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

### **3. Service & Support**

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

### **4. Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

### **5. Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

### **6. Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

***The vendor must quote the rate for each item a in Financial Break up sheet attached in Customization details column.***

## **Disclaimer/अस्वीकरण**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.



8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for attached categories, trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

**All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

This Bid is governed by the General Terms and Conditions/सामान्य नियम और शर्तें, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाही का आधार होगा।

---Thank You/धन्यवाद---

## FINANCIAL BREAK-UP SHEET

### Annexure "A"

| Sl.No. | Name of forms                         | Specification                               | Rate to be quoted  | Total probable Requirement | Rate to be quoted |
|--------|---------------------------------------|---|--------------------|----------------------------|-------------------|
| 1      | Agrasaran Patra (GIA section)         | ¼ Demy (11"x9") 70 GSM                      | Per thousand pages | 10000 form                 |                   |
|        | Binding Charge                        |   | Per hundred pages  | 100 pad                    |                   |
| 2      | Ganana Talika (30 column) (GIA)       | ¼ Demy (11"x9") 70 GSM                      | Per thousand pages | 2000 form                  |                   |
|        | Binding Charge                        |   | Per hundred pages  | 20 pad                     |                   |
| 3      | Ganana Talika (15 column) (GIA)       | ¼ Demy (11"x9") 70 GSM                      | Per thousand pages | 2000 form                  |                   |
|        | Binding Charge                        |   | Per hundred pages  | 20 pad                     |                   |
| 4      | Ganana Talika (20 column) (GIA)       | ¼ Demy (11"x9") 70 GSM                      | Per thousand pages | 1000 form                  |                   |
|        | Binding Charge                        |   | Per hundred pages  | 10 pad                     |                   |
| 5      | Addition / deletion of family in CGHS | ¼ Demy (11"x9") 70 GSM                      | Per thousand pages | 2000 form                  |                   |
|        | Binding Charge                        |   | Per hundred pages  | 20 pad                     |                   |
| 6      | Application for advance of TA on tour | ¼ Demy (11"x9") 70 GSM                      | Per thousand pages | 1000 form                  |                   |
|        | Binding Charge                        |   | Per hundred pages  | 10 pad                     |                   |
| 7      | Declaration certificate               | ¼ Demy (11"x9") 70 GSM                      | Per thousand pages | 2000 form                  |                   |
|        | Binding Charge                        |   | Per hundred pages  | 20 pad                     |                   |
| 8      | Application for advance of LTC        | ¼ Demy (11"x9") 70 GSM (Both side printing) | Per thousand pages | 5000 form                  |                   |
|        | Binding Charge                        |   | Per hundred        | 50 pad                     |                   |



|    |  |  |   |               |  |
|----|--|--|---|---------------|--|
|    |  |  | pages   |               |  |
| 9  | Travelling Allowance Bill for transfer | ½ demy (18"x11") 70 GSM (Both side printing)                       | Per thousand pages                                      | 1000 form     |  |
|    | Binding Charge                         |  | Per hundred pages                                       |               |  |
| 10 | TA Bill on tour                        | ½ demy (18"x11") 70 GSM (Both side printing)                       | Per thousand pages                                      | 4000 form     |  |
|    | Binding Charge                         |  | Per hundred pages                                       | 40 pad        |  |
| 11 | Calculation of Income tax              | ¼ Demy (11"x9") 70 GSM (Both side printing)                        | Per thousand pages                                      | 1000 form     |  |
|    | Binding Charge                         |  | Per hundred pages                                       | 10 pad        |  |
| 12 | Leave Encashment form (Admn II)        | ¼ Demy (11"x9") 70 GSM   | Per thousand pages                                      | 1000 form     |  |
|    | Binding Charge                         |  | Per hundred pages                                       | 10 pad        |  |
| 13 | Children Education Allowance Form      | ¼ Demy (11"x9") 70 GSM   | Per thousand pages                                      | 1000 form     |  |
|    | Binding Charge                         |  | Per hundred pages                                       | 10 pad        |  |
| 14 | Bonafide certificate                   | ¼ Demy (11"x9") 70 GSM   | Per thousand pages                                      | 1000 form     |  |
|    | Binding Charge                         |  | Per hundred pages                                       | 10 pad        |  |
| 15 | PPO Book (3 to 6)                      | (8.5"x11.25") printing paper both side – 100 GSM, Colour Blue font | Per thousand form (One form contains 2 pages both side) | 60,000 form   |  |
| 16 | Pension Revision Form                  | (8.5"x 11") Printing Paper (Single Side) 80 GSM- Colour print      | Per thousand pages                                      | 1,50,000 form |  |

|    |                                 |  |                       |               |
|----|---------------------------------|--|-----------------------|---------------|
| 17 | Intimation Memo Form            | (8.5"x 11")<br>Printing Paper<br>(Single Side)<br>80 GSM-<br>Colour print  | Per thousand<br>pages | 1,20,000 form |
| 18 | LTA – NDC form                  | ¼ Demy<br>(8.5"x11") 70<br>GSM   | Per thousand<br>pages | 3000 form     |
|    | Binding Charge                  |  | Per hundred<br>pages  | 30 pad        |
| 19 | LTA – DC form                   | ¼ Demy<br>(8.5"x11") 70<br>GSM   | Per thousand<br>pages | 1000 form     |
|    | Binding Charge                  |  | Per hundred<br>pages  | 10 pad        |
| 20 | Gazetted Payslip                | (8.5"x<br>11")Printing<br>Paper (Both<br>Side) Double<br>Colour Printed<br>80 GSM  | Per thousand<br>pages | 10000 page    |
| 21 | LE for for GE wing              | 8.5"x11" Multi<br>colour Printing<br>Royal Executive<br>Bond Paper<br>(Single Side)<br>100 GSM,<br>Water mark,<br>Colour font with<br>office name &<br>logo. | Per thousand<br>pages | 10000 page    |
| 22 | DC Cell check slip              | ¼ Demy<br>(11"x9") 70<br>GSM   | Per thousand<br>pages | 1000 pages    |
|    | Binding Charge                  |  | Per hundred<br>pages  | 10 pad        |
| 23 | Form of Application for Leave   | (8.5"x 11")<br>Printing Paper<br>(Both Side) 70<br>GSM   | Per thousand<br>pages | 1000 form     |
|    | Binding Charge                  |  | Per hundred<br>pages  | 10 pad        |
| 24 | Sanction form of Provident fund | ¼ Demy<br>(8.5"x11") 70<br>GSM   | Per thousand<br>pages | 1000 form     |
|    | Binding Charge                  |  | Per hundred<br>pages  | 10 pad        |
| 25 | LTC Certificate                 | (8.5"x   | Per thousand          | 2500 form     |



|    |                                  |   |                      |  |  |
|----|----------------------------------|---|----------------------|--|--|
|    |                                  | 11")Printing Paper (Both Side) 70 GSM   | pages                |  |  |
|    | Binding Charge                   |   | Per hundred pages    | 25 pad                                 |  |
| 26 | LTC Intimation form              | ¼ Demy (8.5"x11") 70 GSM  | Per thousand pages   | 2500 form                              |  |
|    | Binding Charge                   |   | Per hundred pages    | 25 pad                                 |  |
| 27 | LTC bill form                    | (8.5"x 11") Printing Paper (Both Side) 70 GSM   | Per thousand pages   | 2500 form                              |  |
|    | Binding Charge                   |   | Per hundred pages    | 25 pad                                 |  |
| 28 | Medical Reimbursement claim form | (8.5"x 11") Printing Paper (Both Side) 70 GSM   | Per thousand pages   | 1000 form                              |  |
|    | Binding Charges                  |   | Per hundred pages    | 10 pad                                 |  |
| 29 | APAR of different cadre          | ¼ demy (8.5"x11") 80 GSM<br>(One Booklet contains 6 pages both side print with Semi hard bound. Printed cover semi hard bounding of different colour) | Per thousand Booklet | 1000 pc                                |  |
| 30 | D.O. letter Head                 | ¼ Demy (8.5"x11") 100 GSM, Excel Bound Double colour printing with binding  | Per thousand pages   | As per requirement (estimate: 1000 Pc) |  |
| 31 | D.O. letter Head (office)        | ¼ Demy (8.5"x11") 100 GSM, Excel Bound Double colour printing with binding  | Per thousand pages   | As per requirement (Estimate: 1000 Pc) |  |
| 32 | Sectional Diary                  | (1/2 Demy, 11"x 18", 70 GSM Century   | Per thousand sheet   | As per requirement                     |  |

|    |  |  |                          |                    |  |
|----|--|--|--------------------------|--------------------|--|
|    |  | (Both side printing: One sheet contain two pages back to back)   |                          |                    |  |
|    | Binding charge   | Semi hard Binding  | Per 50 sheet (one Diary) |                    |  |
| 33 | Attendance Register                                      | ½ scape (17"x15") 80 GSM (one register contain 25 sheet, one sheet contains two pages back-to-back)                        | Per thousand sheet       | As per requirement |  |
|    | Binding charge   | Hard Binding   | Per Register             |                    |  |
| 34 | Calendar of Return                                       | ¼ Demy, (8.5"x11") 80 GSM (one register contains 20 sheet)   | Per thousand pc          | As per requirement |  |
|    | Binding charge   | Semi hard binding  | Per register             |                    |  |
| 35 | Office letter head                                       | Letter head with 80 GMS white paper and navy blue fond with CAG logo and office name With binding of 100 pages in one pad. | Per thousand pages       | As per requirement |  |
| 36 | Service Book (Booklet)                                   | ½ demy (22"x18") 80 GSM (24 pages both side printing with light Green colour of paper)                                     | Per Booklet              | As per requirement |  |
|    | Cover & its Binding + Printing (Semi hard bound binding) |  | Per Booklet              |                    |  |
| 37 | Special Binding of Service book                          | (i)Rexine cover with hard cardboard<br>(ii) Metal Corner Clip<br>(iii) Embossing   | Per Booklet              |                    |  |



|    |                               |  |                              |                    |  |
|----|-------------------------------|--|------------------------------|--------------------|--|
|    |                               | of employee name & office name & Logo<br><br>(Each binding contains 150 pages) |                              |                    |  |
| 38 | Medical Bill Control Register | 8.5"x17" 80 GSM<br>Both side print   | Per hundred pages            | As per requirement |  |
|    | Binding Charge                |  | Hard bound per hundred pages |                    |  |
| 39 | LTC Bill Control Register     | 8.5"x17" 80 GSM<br>Both side print   |                              |                    |  |
|    | Binding Charge                |  | Hard bound per hundred pages | As per requirement |  |
| 40 | TA Bill Control Register      | 8.5"x19" 80 GSM<br>Both side print   |                              |                    |  |
|    | Binding Charge                |  | Hard bound per hundred pages |                    |  |

9

**GOVT.OF INDIA**

**INDIAN AUDIT & ACCOUNTS DEPARTMENT**

**TENDER FOR PRINTING & BINDING**

**AT ACCOUNTANT GENERAL (A&E), BIHAR, PATNA**

**BIR CHAND PATEL PATH, PATNA-800 001**

*[Handwritten signature]*

*[Handwritten signature]* 21/11

*[Handwritten signature]* 21/11/25



## **SCOPE OF WORK & GENERAL TERM & CONDITIONS FOR TENDERS**

1. This office requires the services of reputed, well established financially sound Companies/Firms/Agency for Printing and supply of pre-printed forms and other local forms.
2. This office requires the services of reputed Agency to provide contract for one year. The period of the contract may be further extended or may be curtailed, terminated.
3. The tender will be uploaded on GeM Portal. The tender should be quoted in two bids (Technical bid & Financial Bid).

### **Scope of Supplies**

1. The various descriptions items of printing of forms and registers & Binding to be covered under this work is enclosed with 'Annexure'A'
2. All rates quoted by the bidder will be inclusive of all taxes, standard packing, freight, transit, insurance, loading & unloading charges including cess etc.
3. The material shall be packed by the seller as per standard procedure for safe transportation to site or Store

### **Additional term & Conditions of the Tender**

1. The following documents for technical bid are required from bidder
  - (i) Copy of last three years' of the annual turnover which is 400% (as per requirements by GeM Portal) of estimated value of contract. (Exemption given incase of MSME/Start up). In case bidder is seeking exemption from Experience/Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
  - (ii) Copy of GST registration letter/Certificate.
  - (iii) Service Provider has minimum possess three (03) years of past experience for this purpose at Central /State Govt offices/ autonomous body/State Central PSUs or Service Provider has past experience of Similar Services required. (Exemption given in case of MSME/Start up) in case any bidder is seeking exemption from Experience/Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
  - (iv) The vendor should not have blacklisted by the Department / Ministries of Central/state Govt autonomous body under state/Central Govt, State/Central PSUs (valid proof of document/declaration to be attached)
  - (v) Copy of PAN in respect of the firm/individual as the case may be;





- (vi) Copy of registration certificate of agency/firm/company for said purpose if any.
- (vii) "Annexure-A" with quoted rate has to be uploaded in financial breakup.
- (viii) The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt, bidder to upload undertaking to this effect with bid. (self-declaration /certificate to be submitted).
- (ix) The printing entity must be Patna based with all structural set up in Patna only. (Documentary evidence to be submitted)
- (x) As per Deptt of Expenditure Letter ol F-9/4/2020-PPD, Govt of India , dated 12<sup>th</sup> November 2020 instead of Bid Security/ EMD the bidder are required to submit a Declaration regarding the same, which is attached as Annexure-I.
- (xi) Acceptance on letter head by authorized bidder regarding technical specification mentioned in bid.
- (xii) Duly signed all pages of "SCOPE OF WORK & ADDITIONAL TERM & CONDITIONS FOR TENDERERS" of the Bid document as mark of acceptance.
- (xiii) Performance Security: The successful bidder shall deposit three (03) percent of the estimated Contract Value as Performance Guarantee in the form of FDR or Bank Guarantee from any of the Commercial Bank of Bihar, Patna, within 14 days of award of contract in favour of PAO(Audit), Office of the Accountant General (A&E), Bihar, Patna. Performance Security will be valid up to 60 days after the date of completion of all contractual obligations by the contractor, including warranty obligations & the 'Defect Liability Obligations'. The payment will be released only after submission of Performance Guarantee. (Annexure-B).
2. The contract shall guarantee that the forms printed/supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification /sample approved and particulars contained / mentioned in the Tender document. The purchaser may inspect the said forms and if during the period of contract, the said forms be discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated. The purchaser shall be entitled to call upon the bidder to rectify the forms or such portion thereof as is found to be defective by the purchaser in his discretion on/an application made thereof by the bidder and in such an event, the above-mentioned warranty period shall apply to the forms rectified from the date of rectification thereof. In case of the failure of the bidder to rectify or replace the goods etc within the specified time, the purchaser shall be entitled to recover the cost with all expenses from the contractor for such defective stores. The decision of the purchase on that behalf shall be final and binding on the contractor.

2/11/25