

PAG (A&E)/AP/OE-I/U-VI/2022-23/

Date: 21-07-2022

INVITATION FOR TENDER

Sealed tenders are invited from reputed 'A' class printers for printing of the following books in English language (as specified in the schedule) as per the specifications included in the Tender schedule furnished herewith. The details of quality and quantity of papers, printing and binding including multi-colour graphs are detailed below. The rates shall be quoted for the items in the respective columns provided in the Tender schedule in Annexure.

Printing and supply of Finance & Appropriation Accounts and Accounts at a Glance and CDs with replication of these books for the year 2021-22:

| 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) | 150 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) | 550 copies +10 copies (Laser Print rexine bound) | Vol I – 90 (excluding cover pages) | Black & White | English | | |
| | iii | Finance Accounts Vol-II (A4 size 29.7 cm x 21 cm) | 150 copies +10 copies (Laser Print rexine bound) | Vol II – 600 (excluding cover pages) | Black & White | English | | |
| | iv | Accounts at a Glance (A4 size 29.7 cm x 21 cm) | 550 copies | 40 (excluding cover pages) | Multi colour | English | On 300 GSM Art lamination with spot UV | On 170 GSM IAP Matt paper for inner pages with DTP work Binding: Perfect binding and section sewing including DTP work |
| 2 | i | CD-1: | 550 copies | Each CD should include material of Finance & Appropriation Accounts (Vol-i& Vol-ii) soft copy | | | | |
| | ii | CD-2 | 550 copies | Each CD should include material of Accounts at a Glance soft copy | | | | |

The under signed has the right to cancel the tender or part of the tender, right to *increase or decrease* the quantities, and right to reject/cancel any quotation or all quotations without assigning any reason.

(P.T.O.)

Important: The documents are of 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.

Terms and Conditions

1. The firm has to submit its 'A' grade printer certification issued by Central/ State Government along with the quotation.
2. **Samples of 300 GSM art card for cover page and 90 GSM maplitho paper for inner pages are to be submitted along with the tenders.**
3. Printed books supplied should not be defective and should maintain quality uniform quality of paper in binding.
4. A soft copy will be given by this office and the firm has to execute the printing job of all the four Books and make them available at this office within 6 days from the date of placing the job order.
5. Printers having its own printing facility are only need to apply. This office or staff assigned by Sr.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 as it is the duty of supplier to hand over the printed books at the office premises.
7. The printouts of each of the aforesaid Books will be supplied by this office in computer laser print of the indicated sizes.
8. **The tenderer shall not sub-contract the job order.**
9. The undersigned has right to cancel or reject any or all quotations without assigning any reason thereof.
10. **Earnest Money Deposit (EMD):**
 - a) For printing of manuals, EMD for Rs. 25,000/- (refundable after successful completion of the Job) in the shape 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.
 - b) If applying only for supply of CDs with replication/ CDs containing pdf flip book, EMD is not necessary.
The EMD shall be liable for forfeiture in the case of delay in commencement and completion of the job work. **Tenders without EMDs shall be rejected.**
11. 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 work order as may be decided by the undersigned. The tenderer shall maintain uniform quality of paper and also perfect binding work.
12. The undersigned may, in the case of default by the printer regarding the time schedule, will get the work done by any other printer at the cost of tenderer.
13. 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.
14. No separate charges will be paid for any designing work that is needed in this printing job.
15. For queries reach us at **agofficeap@gmail.com**

The firms willing to undertake the above job work may contact OE I Section of O/o Principal Accountant General (A&E), Andhra Pradesh, Vijayawada for physical verification of the books. Tender forms can also be downloaded from this office website www.agap.cag.gov.in

Last date for submission of Tenders is on or before 05-08-2022 at 11.00 AM. The sealed tenders will be opened on 025-08-2022 at 11:30 AM in the presence of the authorized bidders, who wish to be present, (only one representative from each firm can attend bid opening process) in the chamber of Sr. Deputy Accountant General (Admn)/ Sr. Accounts Officer (OE) of this office. Tenders received after 11.00 AM on 05-08-2022 will not be accepted. This office is not responsible for any delay occurred in submission of tenders sent through speed or registered post.

Sd/-

Sr. Deputy Accountant General (Admn)

ANNEXURE

Tender Schedule for printing of Finance & Appropriation Accounts and Accounts at a Glance including CD's with replication for the year 2021-22.

- Name & address of the firm (office and place of printing):
- Details of any two similar jobs undertaken (enclose specimen) with State or Central Govt. during previous Financial Year.

1) PRINTING OF FINANCE & APPROPRIATION ACCOUNTS, ACCOUNTS AT A GLANCE AND CDS WITH REPLICATION:

i) Appropriation of Accounts:

| | | |
|---|--|---|
| 1 | Number of Copies | 150 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 | Printing charges (to be filled by tenderer) | |
| | a) Cost of Paper | |
| | b) Cost of Printing | |
| | c) Binding charges | |
| | d) Taxes if any | |
| | Total(a+b+c+d) : | |
| 7 | Proportionate cost per four pages or part thereof in case of increase / decrease for adjustment of price | |

ii) Finance Accounts Vol. I

| | | |
|---|--|---|
| 1 | Number of Copies | 550 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 | Printing charges (to be filled by tenderer) | |
| | a) Cost of Paper | |
| | b) Cost of Printing | |
| | c) Binding charges | |
| | d) Taxes if any | |
| | Total(a+b+c+d): | |
| 7 | Proportionate cost per four pages or part thereof in case of increase / decrease for adjustment of price | |

iii) **Finance Accounts Vol. II**

| | | |
|---|--|---|
| 1 | Number of Copies | 150 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 | Printing charges (to be filled by tenderer) | |
| | a) Cost of Paper | |
| | b) Cost of Printing | |
| | c) Binding charges | |
| | d) Taxes if any | |
| | Total(a+b+c+d): | |
| 7 | Proportionate cost per four pages or part thereof in case of increase / decrease for adjustment of price | |

iv) **Accounts at a Glance with Pouch for CD**

| | | |
|----|--|---|
| 1. | Number of Copies | 550 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) |
| 3. | Report should be printed in | English |
| 4. | Quality of paper to be used for the text(inner pages) | On 170 GSM IAP Matt paper in multi colour |
| 5. | Paper to be used for cover sheet | On 300 GSM IAP Matt paper lamination with spot UV |
| 6. | Colour Pouch for placing CD | Colour Pouch to be pasted on the inner side of the back cover of the each Book of Accounts at a Glance. |
| 7. | Printing charges (to be filled by tenderer) | |
| | a) Cost of Paper | |
| | b) Cost of Printing | |
| | c) Binding charges | |
| | d) Cost for colour pouch for CD and instructions with “How to use CD” | |
| | e) Taxes if any | |
| | Total(a+b+c+d): | |
| 8. | Proportionate cost per four colour pages or part thereof in case of increase / decrease for adjustment of price. | |

2) **CDs**

i) **CD-1 with replication:**

CDs should include material of Finance & Appropriation Accounts.

| | | |
|---|-------------------------------------|------------|
| 1 | Number of copies | 550 copies |
| 2 | a) Cost of each CD with replication | |
| 3 | b) Charges and Taxes if any | |
| 4 | c) Fixed cost if any | |
| 5 | Total(a+b+c) : | |

ii) **CD-2 with replication:**

Each CDs should include material of Accounts at a glance.

| | | |
|---|--------------------------------|------------|
| 1 | Number of copies | 550 copies |
| 2 | a) Cost of CD with replication | |
| 3 | b) Charges and Taxes if any | |
| 4 | c) Fixed cost if any | |
| 5 | Total(a+b+c) : | |

- 1) Finance & Appropriation Accounts and Accounts at a Glance of previous year are available in OE I section for verification by the bidder before submission of the tender.
- 2) We, the undersigned agree to abide by all the terms and conditions stated in the tender notice and Annexure to this schedule.

Signature of the Tenderer with seal.

The Tender sent through registered post must be addressed to:

*Sr. Accounts Officer/OE
O/o.PAG(A&E), AP
27-37-158, 7th floor,
Stalin Central Mall Complex,
MG Road, Governorpet,
Vijayawada-520002
Andhra Pradesh*