

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

AG (A&E)/HK-STY/2023-24/72

23/08/2023

**NOTICE INVITING TENDER**

**Sub: Quotations for Printing & supply of Pre-Printed & Plain Computer**  
**Stationery for the year 2023-2024 –reg.**

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Sealed Quotations are invited from well established Computer stationery firms for supplying Pre-Printed & Plain Computer Stationery as per list enclosed (Annexure-II), for one year as per the following terms and conditions listed in (Annexure-I).

<b>Last Date &amp; Time of Submission of Tender</b>	<b>08/09/2023 (3:00 PM)</b>
<b>Date &amp; Time of Opening of Tender</b>	<b>08/09/2023 (3:30 PM)</b>
<b>Earnest Money Deposit (EMD)</b>	<b>₹ 30,000/-</b>
<b>Terms and Conditions</b>	<b>Annexure-I</b>
<b>List of Required Forms</b>	<b>Annexure-II</b>

Your quotation should be in **SEALED ENVELOPE** with a superscription as  
**“Quotation for Printing & supply of Pre-Printed & Plain Computer**  
**Stationery 2023-2024”** and to be sent to

To,

**SENIOR ACCOUNTS OFFICER (OM)**  
**O/o THE ACCOUNTANT GENERAL (A&E)**  
**PARK HOUSE ROAD, KARNATAKA**  
**BANGALORE-560001**

The same may also be viewed in the official website [WWW.AGKAR.CAG.GOV.IN](http://WWW.AGKAR.CAG.GOV.IN) and CPP Portal.

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**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 FOR THE PERIOD ENDING 31/03/2024.

- 1) Rates quoted in the quotation should be valid for the period ending 31/03/2024. 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(aligned 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 items 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 72 hours 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. In case of successful bidders (Companies/Firms) the EMD received will be converted as SECURITY DEPOSIT for the entire period of empanelment.
- 8) Performance Security would be obtained from the successful bidder for an amount of **5% of the total value of the contract.**
- 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 rate contract by giving one month's notice.
- 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 the specified time mentioned in 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:

Sri. BHIMA RAO N.  
Senior Accounts Officer (OM)  
O/o The 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 08/09/2023.**

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Sr. Accounts Officer/OM

## ANNEXURE-II

a. Requirement of Pre-Printed Computer Stationery:-

Sl.No.	Specification		Quantity Required
1.	PPO	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 for Disburser's Portion and Dark Pink clour 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 committe.	20,000 sets
2.	FPPO		5,000 sets
3.	GPO (Brown), A4 Size 21 cms×29.7 cms 80 GSM. Printing on both sides		30,000 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		70,000 sheets
6.	Intimation PPOs,80 Col (1+2), 80+80+80 GSM		25,000 sets
7.	PFW forms, Size 9×12×4 (1+3) 60+60+60+60 GSM with water mark		17,500 sets 28 boxes each box containing 500 sets
8.	FW Forms, Size 9×12×3 (1+2) 60+60+60 GSM with water mark		23,000 sets (10 boxes - 1000 sheets each box)

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SENIOR ACCOUNTS OFFICER (OM)