

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL(A&E), KERALA,
THIRUVANANTHAPURAM-695001**

No.Sty/25/Printing/2021-22/

Dated:03.09.2021

QUOTATION NOTICE

Sealed quotations are invited from well established **presses from Thiruvananthapuram City limits** for the neat execution of the work of Printing of Finance Accounts(in 2 volumes), Appropriation Accounts and Accounts at a Glance and burning of DVDs with pouches with printed labels 2020-21(both in English and Malayalam versions as per Annexure attached). (Sample copy of previous years accounts is available with AAD/Stationery Section, Office of the PAG(A&E), Kerala, Thiruvananthapuram).

Name of work : Printing of Finance Accounts(2 volumes), Appropriation Accounts and Accounts at a Glance 2020-21 (both English and Malayalam versions) and burning of DVDs with pouches with printed labels (both in English and Malayalam versions)as per Annexure.

Terms and conditions:

1. Time Limit of Work :

The printed copies of the books (both Malayalam and English), burned DVDs, and pouches with printed labels complete in all respect should be handed over to this office within ten days from the date of issue of work order along with printing material in soft copy.

2. As this is a privileged document, the contents should be kept secret and an undertaking on appropriate value of stamp paper duly attested by Oath Commissioner/Notary Public will have to be executed by the successful bidder regarding the confidentiality of the material.

4. Any mistake or changes in printed document, after the approval of proof by competent authorities of this office, shall be rectified by the printers at their own risk and cost.

5. The firm shall be responsible for the neat execution of the work without any changes in the format .

6. Before the final printing, the draft version along with the total number of printable pages should be intimated and approved by the authorities concerned of this office.

7. **Quality of the paper and printing shall not be compromised under any circumstances.**
8. **The rates quoted should be all inclusive (tax, transportation charges etc.) for delivery at office premises.**
9. **Rates for additional pages, if any, shall also be quoted.**
10. **After the issue of work order, no additional charges will be payable on any account.**
11. **No advance payment will be paid on any account.**
12. **Payments shall be made by this office on obtaining original bills along with a certificate from the section concerned stating the receipt of document as per the quality, quantity and standards set forth.**
13. **The copies of the printed reports(both Malayalam and English) and DVDs, shall be delivered at 1st floor of the rear Building of this office without any extra charges.**
14. **The burning of DVDs both the Malayalam and English versions to be done in one single good quality DVD, separately for each item of work.**
15. **The rate for burning a single DVD with printed label and pouch inclusive of taxes may be quoted.**

Payment will be made only after delivering the required number of copies as per the exact specification made by this office. Deficiencies in quality or timeliness will be viewed very seriously and penalty will be imposed by this office on the agency.

The sealed covers addressed to the Senior Accounts Officer(General), Office of the Principal Accountant General (A&E), Kerala, Thiruvananthapuram -695001 should reach this office on or before 5.00 PM on 16-09-2021 which will be opened on the next working day at 11.00AM at the chamber of the Senior Deputy Accountant General (Admn). If the cover containing quotations is intended to be handed over direct, the same may be dropped in the box kept for this purpose in the General Section of this office. The cover containing quotations shall be marked "Quotation for Printing of Finance Accounts, Appropriation Accounts and Accounts at a Glance and burning of DVDs with pouches with printed labels 2020-21" **(both English and Malayalam versions)**.

The Senior Deputy Accountant General (Admn) reserves the full powers to reject any or all the quotations received without assigning any reason and his decision in this regard will be final.

Sd/-

SENIOR ACCOUNTS OFFICER/GENERAL

To

Website,PAG (A&E)Kerala.

ANNEXURE

Sl. No	Particulars	Specifications required			
		<i>Finance Accounts Volume I</i>	<i>Finance Accounts Volume II</i>	<i>Appropriation Accounts</i>	<i>Accounts at a Glance</i>
1	Number of copies required	English-124 pages(Approx.)+ cover, 100 copies* & Malayalam-118 pages (approx) +cover-50 copies *- per page/cover page rate to be noted in the quotation	English- 652 pages (approx)+ cover- 100 copies* & Malayalam 688 pages(approx)+ cover -50 copies*-per page/cover page_rate to be noted in the quotation	English-608 pages (approx)+cover-85 copies* & Malayalam-778 pages(approx) +cover- 50 copies *- per page /cover page_rate to be noted in the quotation	English-66 pages (approx)+cover-75 copies *&Malayalam-68 pages (approx)+cover- 75 copies*- per page /cover page rate to be noted in the quotation
2	Quality of printing (whether multi-colour or Black & White only)	Inner pages Black & white only Cover Multi colour	Inner pages Black & White only Cover Multi colour	Inner pages Black & White only Cover Multi colour	Inner pages and cover should be Multi colour
3	Paper size, colour, quality of paper (in GSM)	A4,Best quality,80GSM, Maplitho	A4,Best quality,80GSM, Maplitho	A4,Best quality,80GSM, Maplitho	A4,Best quality,130GSM, Art paper
4	Cover quality of paper (GSM) and colour	Multi colour 300 GSM Art card – mat finish, laminated	Multi colour 300 GSM Art card – mat finish, laminated	Multi colour 300 GSM Art card – mat finish, laminated	Multi colour 300 GSM Art card – mat finish, laminated
5	Specification for binding the registers	Sewing with perfect binding	Sewing with perfect binding	Sewing with perfect binding	Sewing with perfect binding

6	Total number of DVDs and pouches required	200 Nos.(Finance Accounts Vol.I&II, Appropriation Accounts -(100 nos.) and Accounts at a Glance (100 nos)- (Both English & Malayalam versions) together in a single DVD with DVD sticker and suitable pouches.				
7	Approximate time allotted to the presses for printing of books/burning of DVDs after supply of printing materials	Within ten days from the date of issue of work order	-do-	-do-	-do-	Printed copies of the books, pouches and burned DVDs, complete in all respect should be handed over to this office within 10 days from the date of issue of the work order for all the four books.
8	Specification for label for DVDs and pouches (200 nos.)	Multi colour	Multi colour	Multi colour	Multi colour	The labels in the DVD's and pouches should be in bilingual form(ie. in Malayalam and English)

Note:

1. Rate of printing (showing separately the rate per page/cover page for each item of work) should invariably be noted in the quotation. The rate for burning a single DVD with printed label and pouch inclusive of taxes may be quoted.

2. Out of the number of books mentioned above (English & Malayalam), 5 books each of Appropriation Accounts, Finance Accounts (Vol I) and Finance Accounts (Vol II) should be bounded with rexin and 1 each should be calico binded and interleaved. Emblems and text to be screen printed in rexin and calico bounded books. *Page meant for signature of CAG in 5 copies each of Finance Accounts volume I and Appropriation Accounts may be printed without signature of CAG ie. space for signature of CAG to be left blank in the rexin bounded copies.*

3. Special binding not required for Accounts at a Glance.

4. Printed copies of the books, complete in all respect should be handed over to this office within 10 days from the date of issue of the work order alongwith printed material in soft copy, for all the four books.

5.As these books are confidential documents, provision for keeping confidentiality at all stages of printing process should be ensured.

6. Copyright of CAG should be ensured.

7. The soft copy of the final printed versions in book form should be provided to this office after printing is over.

8. Final number of Pages of all the above may vary.

9. Cover of all the four documents mentioned above are in multicolor printing, mat finished and laminated.

10. QR code (provided by this office) should be printed on the back cover of all the printed books except Malayalam versions.

11. Work execution Period: The orders for printing & binding will be given at any time between 01-09-2021 and 30-04-2022. Work execution period may prepone/postpone subject to vetting/approval of the accounts by Headquarters office.

Sd/-

SENIOR ACCOUNTS OFFICER(GI.)