

कार्यालय प्रधान महालेखाकार,  
लेखापरीक्षा (II),  
पश्चिम बंगाल

सीजीओ कॉम्प्लेक्स (5वीं मंजिल), डीएफ-ब्लॉक,  
सेक्टर-1  
सॉल्ट लेक सिटी  
कोलकाता - 700 064



Supreme Audit Institution of India  
लोकहितार्थ सत्यनिष्ठा  
Dedicated to Truth in Public Interest

OFFICE OF THE  
PRINCIPAL ACCOUNTANT GENERAL,  
AUDIT (II),  
WEST BENGAL

CGO COMPLEX (5<sup>TH</sup> FLOOR), DF-BLOCK,  
SECTOR-I  
SALT LAKE CITY  
KOLKATA - 700 064

No. Record-I/NIQ/Printing Audit Report/2025-26/ 169

Dated: 31.12.2025

### NOTICE INVITING QUOTATION

#### Empanelment of Printers for formatting and printing of Audit Reports during the years 2026-27 & 2027-28 (Two-part bid – Technical / Financial).

Office of the Principal Accountant General (Audit-II), West Bengal invites sealed quotations in two parts – Technical (Sl. No. 18) and Financial (Sl. No. 19) from reputed printers with impeccable credentials for formatting and printing of Audit Reports (AR) in English and Bengali version. Each AR may contain 150-250 pages (approx.) in each book in Bengali as well as English. Each of the Reports will have to be printed in 500 copies for Bengali version and 550 copies for English version (approx.).

Samples of AR printed earlier by this office and sample CD reports may be collected from the undersigned to obtain an idea of the scope of work involved.

The detailed specifications, scope of work, terms and conditions, submission of quotations, etc. are detailed below:

1.	<b>Description of the work</b>	Formatting and Printing of Audit Reports of the C & AG of India.
2.	<b>Terms &amp; Conditions</b>	<p>Any printer, chosen should also have the capacity for formatting and printing Audit Reports both in English and Bengali. The figures in the Bengali version would be in Arabic numerals and not Bengali numerals.</p> <p>The printer should have the capacity to print sophisticated documents, including multi-coloured objects e.g. photographs, charts, maps etc. with the capacity to print English and Bengali books/ reports with a print order of 1,500-2,500 copies in English and about 1,500-2,500 copies in Bengali within three weeks. <b>The printers are required to ensure and maintain absolute confidentiality of the Reports. The discarded printed papers related to the Reports should be burnt.</b></p> <p>The prospective bidder should note that if they are empaneled to print the Audit Report, their print quality should match the quality of the samples submitted by them for technical qualification, and in case they fail to do so, they are liable to be blacklisted immediately, without further reference.</p>

		The bank guarantee (Sl. No. 14) furnished by the printer is liable to be encashed, in case they are blacklisted.
3.	<b>Quantity</b>	<p>The tentative requirement for printing each of the Audit Reports (AR) would be as under:</p> <ul style="list-style-type: none"> <li>• English version 550 paperback copies (approximately) for each report.</li> <li>• Bengali version 500 paperback copies (approximately) for each report.</li> <li>• The number of pages in each AR is likely to be between 150 and 250 pages approximately.</li> <li>• In addition to above copies of English version of each AR, the printer will have to supply 10 (Ten) hard-bound signatory copies in English, without facsimile signature, deep marron rexine of matte finish with gold and transparent dust jacket or as decided by this office.</li> <li>• In addition to above copies of Bengali version of each AR, the printer will have to supply 10 (Ten) hard-bound signatory copies in Bengali, without facsimile signature, deep marron rexine of matte finish with gold and transparent dust jacket or as decided by this office.</li> <li>• The printer may also be required to provide CD brochures of 20-25 pages of about 500-1,000 copies report as per required specifications.</li> </ul>
4.	<b>Scope of work</b>	<p>The printers are required to collect the soft copies of the Reports from various indenting officers, format them for printing and print them as per specifications enclosed.</p> <p>Cover page printing, binding of the books, delivery (including loading, unloading etc.) to the indenting officers or at the designated locations is to be arranged by the printers at their cost.</p>
5A.	<b>Specification/ quality of paper</b>	Rates should be quoted for formatting and printing Audit Reports as specified in points 5B, 6 & 7. Detailed in Annexure.
5B.	<b>Cover paper and binding</b>	300 GSM imported art board with matte finish of the cover page and gum binding. Gum binding should be of the highest standard and it should be ensured that pages do not come out of the Reports. Reports with poor quality binding/ loose binding shall be rejected outright.
6.	<b>Samples</b>	One set of samples of the text and cover paper in size A-4 should be submitted along with the technical bid indicating the type of paper, grammage and seal of the printer on each sample.

7.	Print quality	The overall formatting, printing, binding etc. will be of the highest standard, not below the sample reports provided to the printer.
8.	Delivery	The printer shall be liable to collect the material for formatting and printing from the indenting officers and deliver the printed copies to the respective officers at their own expense in waterproof and sealed packaging. The packaging should be of convenient size and weight suitable for handling, transportation etc. The reports will have to be printed within 03 (three) weeks from the date of handing over of the soft copy. Please note that there must not be any delay in delivery of the Audit Reports beyond the stipulated/ agreed time frame.
9.	Rates/ Bid Validity/ validity of final rates	<p>The printers are required to quote <b>all-inclusive rate per page, separately for both English and Bengali versions</b>, after taking into account all aspects of printing viz, formatting, cost of paper, film, printing charges, shading charges, copies for proof reading purposes, dummy print copy, delivery charges, water proof and sealed packing, GST &amp; other applicable taxes, etc.</p> <p>The bids/quotes should be valid for six months from the date of issue of this NIQ i.e., no request for enhancement of the bid/quoted rate will be entertained if the work order is issued within six months of the NIQ.</p> <p>The accepted rates shall be valid for <b>two years</b> from the date of issue of Work Order. The contract may be terminated at any time within this period without assigning any reason thereof.</p> <p>Other than the quoted rate, no other claim for payment pertaining to the AR will be made.</p> <p><i>The Office of the Pr. Accountant General (Audit-II), W.B. will have opinion to extend the contract term to the same quoted amount by further period depending on performance and satisfaction of work subject to the approval of competent authority.</i></p>
10.	Capacity	<i>The printers should be capable to handle printing of the Reports at any given point of time and complete the printing and binding within 03 (three) weeks of providing the soft copies.</i>
11.	Ownership	<i>The printers are required to furnish the proof of ownership of DTP infrastructure/printing press along with complete address and telephone numbers of their business/ office premises as well as the printing site/sites. Copies of Income Tax &amp; GST certificates along with registration number should be produced at the time of bids. No outsourcing/ sub-contracting of the work will be allowed.</i>
12.	Inspection	<i>Physical verification of the business premises, DTP infrastructure/ printing facilities may be carried out, if needed, by an inspection team of this office before acceptance of the rates of the new printers.</i>
13.	Credentials	<i>The printer must provide documentary evidence of being associated with printing work of the Govt. organization for 03 (three) years.</i>

14.	<b>Bank Guarantee</b>	<p>The bidders will have to deposit Earnest Money amounting to Rs. 50,000/- (Rupees Fifty thousand) only in favour of “The Pay &amp; Accounts Officer (Audit), O/o the Pr. A.G. (A &amp; E), W.B.” along with their respective quotation which will be refundable to unsuccessful bidders. In the event of acceptance of the final rates by this office, the empaneled printer(s) shall/will have to submit an irrevocable Bank Guarantee of Rs. 1,00,000/- ( Rupees one lakh) only within 7 (seven) days of acceptance of offer from a Nationalized Bank having validity up to the last date of the contract, In the event of any loss or damage caused to or suffered or would be caused to or would be suffered by the Department by reason of any breach at the part of the printer(s) of any of the terms or conditions of the agreement signed for printing of Audit Reports, the Bank Guarantee shall be liable to be en-cashed by the Department. However, in case of Govt. Undertakings &amp; MSME, relaxation admissible as per Government of India Rules will be applicable.</p>
15.	<b>Penalty</b>	<p>If the printing of Reports fail to meet the expected standard of printing or deviate from the agreed specifications, they are liable to be rejected and shall attract recovery from the bill(s)/ claims preferred for printing, at the sole discretion of the Pr. Accountant General for default(s), even if printed Report containing certain defects are accepted by the Department under unavoidable circumstances.</p> <p>Time being the essence of the contract, penal clause may also be invoked by the indenting office at its discretion, in case the printer(s) fail to deliver either the signatory copies or the bulk copies in the agreed time frame.</p>
16.	<b>Empanelment</b>	<p>The printer quoting the lowest rates or agreeing to match the lowest quoted rates shall be empaneled for the formatting and printing of Audit Reports, subject to compliance with all other stipulated conditions.</p>
17.	<b>Other Conditions</b>	<p>If a printer withdraws the offer during the period of bid validity or backs out after being considered or refuses to sign/ accept the final contract, he will be debarred and will not be considered for future printing needs of this office, and its earnest money shall stand forfeited.</p>
18.	<b>Technical requirement</b>	<p>Prospective bidders should submit 03 samples of high-quality printed reports (their best reports) of around 50 pages or more in A-4 size or thereabout size paper of 130 GSM or more in a separate sealed envelope superscribed <b>“For technical evaluation”</b> on it along with following information:</p> <ul style="list-style-type: none"> <li>• Details of its capacity to print reports</li> <li>• Details of its clients for last three years</li> <li>• Details of C&amp;AG’s Audit Reports printed during the last three years</li> <li>• Details mentioned in point no. 10, 11 &amp; 13.</li> </ul> <p><b>Financial bid for only those printers who qualify the technical requirement will be opened.</b></p>

19.	<b>Financial bids</b>	Rates may be quoted strictly as per the requirement and sent in a separate sealed envelope superscribed “ <b>Financial bid</b> ” on it. <i>Quotations submitted by the printers in the format other than those prescribed in the Annexure shall be summarily rejected.</i>
20.	<b>Confidentiality</b>	The ARs are confidential in nature and absolute confidentiality must be ensured in its printing. An undertaking of maintaining utmost confidentiality is required to be submitted after acceptance of the rates and before issue of the work order.
21.	<b>Arbitration</b>	<i>In the event of any dispute or differences between the firm/agency and this office, whether arising during the execution of orders under these terms and conditions or thereafter whether by breach or in manner in regard to the construction of the terms and conditions or otherwise, the decision of the competent authority of the Office of the Pr. Accountant General (Audit – II), W.B., Kolkata shall be final &amp; binding.</i>
22.	<b>Last date of submission</b>	Sealed offers complete in all respects should reach the undersigned latest by <b>15/01/2026 by 15:00 Hours.</b>
23.	<b>Address for communication</b>	The sealed technical and financial bids shall be put in a sealed cover superscribed “ <b>Sealed bids for Empanelment of Printers for formatting and printing of Audit Reports during the year(s), 2026-27 &amp; 2027-28</b> ” and shall be submitted <u>by hand</u> at the following address: - <b>Office of the Principal Accountant General (Audit-II), West Bengal, 3<sup>rd</sup> MSO Building, CGO Complex, 5<sup>th</sup> Floor, DF-Block, Salt Lake, Kolkata – 700064.</b>
24.	<b>Contact person</b>	<b>Sri Supriya Khan, Sr. Audit Officer (Record)</b> <b>Contact No. 23586886/92, Extn. 311</b>



Sr. Audit Officer (Record)

Annexure

Quotation for formatting and printing of Audit Reports during the financial year 2026-27 and 2027-28  
(01.04.2026 to 31.03.2028)

SI No.	Description of work	Rates
1	Hard bound: English – 10 & Bengali – 10 copies. Cover: Hard bound black rexine cloth cover with gold colour embossing on the outside front/back covers and spine. Inside: - Milky white art paper of best quality with digital printing	Per Page
2	Paperback: - Printing of double coloured & multi-coloured text pages, photographs, tables and charts etc. of approximately 550 copies of English Version of Audit Report of following specification: 130 GSM with appropriate Matte-finish on A-4 size.	Per Page
3	Paperback: - Printing of double coloured & multi-coloured text pages, photographs, tables and charts etc. of approximately 500 copies of Bengali Version of Audit Report of following specification: 130 GSM with appropriate Matte-finish on A-4 size.	Per page
4	Provide chapter-wise as well as full copies of the Reports in soft copy [PDF (Portable Document Format) files] in a compressed form [file size should not exceed 5 (five) MB each] – 5 (five) CDs each for Bengali/English.	

NOTE:

1. The rate should be inclusive of the cost of formatting, cost of coloured paper, printing, coloured screen, manual screen, 10 (Ten) hard-bound signatory copies without facsimile signatures, deep marron rexine of matte finish with gold and transparent dust jacket, GST, other applicable taxes and delivery and all ancillaries.
2. Rates are to be quoted strictly as per the format of this Annexure. Any deviation from the format will render the quotation liable for rejection.
3. No GST or other charges will be paid extra.

  
Sr. Audit Officer (Record)

31 DEC 2025

**Copy forwarded for display in their Notice Board: -**

1. The Sr. Audit Officer (EDP), O/o the Pr. A.G. (Audit-II), W.B., C.G.O. Complex, 5<sup>th</sup> Floor, 3<sup>rd</sup> M.S.O. Building, DF Block, Salt Lake, Kolkata-700064 for uploading it to the official website.
2. The Sr. Accounts Officer (Record), O/o Pr. the Accountant General (A & E), West Bengal, Treasury Building, Kolkata-700 001.
3. The Sr. Audit Officer (Record), O/o the Pr. Accountant General (Audit-I), West Bengal, Treasury Building, Kolkata-700 001.
4. The Sr. Audit Officer (Record), O/o the Director General of Audit (Central), G.I. Press Building, Kolkata – 700 001.
5. The Sr. Audit Officer (Record/Admn.); O/o the Director General of Audit (Coal), Old Nizam Palace (1<sup>st</sup> floor), 234/4 AJC Bose Rd, Kolkata – 700 020.
6. The Sr. Audit Officer (Record/Admn.), O/o the Director General of Audit, 10/A, Shaheed Khudiram Bose Road, Ordnance Factories, Kol-700001.
7. The Sr. Audit Officer (Record/Admn.), O/o the Pr. Director of Audit, (Scientific Department), Kolkata Branch, 2<sup>nd</sup> M.S.O. Building, 6<sup>th</sup> floor, Nizam Palace, 234/4 A.J.C. Bose Road, Kol-20.
8. The Sr. Audit Officer (Record/Admn.), O/o the Director General of Audit (Mines), Kolkata, 1 Council House Street, Kolkata - 700 001.
9. The Sr. Audit Officer (Record); O/o the Pr. Director of Audit, South Eastern Railway, 11, Garden Reach Road, Kol-700 043.
10. The Sr. Audit Officer (Record); O/o the Pr. Director of Audit, Railway Production Units and Metro Railway, NKG Building, 5<sup>th</sup> floor, 14 Strand Road, Kol-700 001.
11. The Sr. Audit Officer (Record); O/o the Pr. Director of Audit, Eastern Railway, New Koilaghata Building, 1<sup>st</sup> floor, 14 Strand Road, Kol-700 001.
12. The Sr. Audit Officer (Record/Admn.), Regional Capacity Building and Knowledge Institute, Kolkata, C.G.O.Complex, 3<sup>rd</sup> M.S.O. Building, 5<sup>th</sup> floor, A wing, DF Block, Salt Lake, Kolkata-700064.
13. Copy for display in the Notice Board of this office.

  
Sr. Audit Officer (Record)