



## Terms and conditions

### **Selection of Printer for Designing, Formatting and Printing of Audit Reports (2026–27)**

The Office of the Principal Accountant General (Audit-I), Chennai invites sealed tenders from reputed printing firms located in Chennai for designing, formatting, printing, and supply of Audit Reports/booklets in English and Tamil for the period from **01 April 2026 to 31 March 2027**. The selected printer shall strictly maintain confidentiality as prescribed under Clause 13 of this document. Samples of previously printed reports may be collected from this office for reference.

#### **1. Scope of Work**

The selected printer shall:

- Collect soft copies of Reports from this office.
- Undertake multi-colour and black & white printing as required.
- Obtain prior approval of colour schemes before printing.
- Design coloured cover pages incorporating relevant photographs.
- Finalize cover design in consultation with this office.
- Arrange cover printing, binding, finishing, and delivery at their own cost.
- Undertake designing and graphics work wherever specifically required within the agreed contract rate.

#### **2. Specifications / Paper Quality**

As detailed in Annexure I:

- 100 GSM Maplitho paper with 300 GSM wrapper for paperback books.
- 130 GSM Art Board with matte lamination for hard-bound books.
- A4 size with appropriate matte/glossy finishing.

#### **3. Quantity**

- Requirements for each Report are detailed in Annexure I.
- 10–15 hard-bound signatory copies (without facsimile signatures) in English and Tamil shall be supplied as required.
- Quantities shall be specified in individual work orders issued by this office.

#### **4. Location and Capacity**

- Printer must be located in Chennai.
- Must have capacity to handle 3–4 Reports simultaneously.
- Must be capable of printing sophisticated documents including photographs, charts, maps, etc., in English and Tamil within one week or less.
- Must have in-house designing capability.

#### **5. Quality Standards**

Designing, formatting, printing, and binding shall be of the highest standard and shall match or exceed the samples submitted for technical qualification. Binding shall ensure durability and pages shall not detach. **Reports not conforming to approved specifications or quality standards shall be liable for rejection.**

#### **6. Rates and Validity**

- Rates shall be quoted per page inclusive of designing, formatting, paper cost, printing charges, proofing copies, delivery, and all applicable taxes.
- Technical and Financial Bids shall be submitted in separate sealed envelopes.
- Bid validity: Three months from date of issue of tender.
- Finalized rates shall remain valid for one year from date of signing of contract. No escalation shall be permitted.

## **7. General Conditions**

- Bids shall be submitted in two sealed covers marked “Technical Bid” and “Financial Bid”.
- Tender document may be downloaded from: <https://cag.gov.in/ag1/tamilnadu/en>
- **Selection of vendor shall be at the sole discretion of this office**
- Bids without required documents shall be rejected.
- No undertaking for later submission of documents shall be entertained.
- Eligibility criteria are detailed in Annexure II.
- Contract may be extended for one additional year at the discretion of this office.
- This office reserves the right to accept or reject any or all bids without assigning any reason.

## **8. Earnest Money Deposit (EMD)**

EMD of ₹30,000/- (Rupees Thirty Thousand only) from a Nationalized Bank valid for **60** days in the form of Bank Guarantee/Demand Draft drawn in favour of “PAO/IAD, Chennai” shall be submitted along with Technical Bid.

- Withdrawal or alteration of bid shall result in forfeiture.
- EMD of unsuccessful bidders shall be refunded without interest.
- EMD of successful bidder shall be returned upon submission of Performance Bank Guarantee.
- MSME/Start-up firms claiming exemption from submission of EMD as per Government of India rules must submit valid documentary proof (such as Udyam Registration Certificate and other relevant supporting documents) along with the Technical Bid. In the absence of such proof, the bid shall be rejected.

## **9. Performance Bank Guarantee (PBG)**

The selected bidder (L1) shall:

- Sign acceptance within **15** days of contract award.
- Submit irrevocable Bank Guarantee of ₹1,00,000/- valid up to 31 May 2027 or **one year plus 60 days** from date of signing of contract, whichever is later.
- PBG is liable to be invoked in case of non-performance.

## **10. Delivery Schedule and Penalty**

- Reports shall be printed and delivered within one week from approval of final proof.
- Urgent printing shall be executed without delay.
- Delay shall attract penal recovery from bills and/or invocation of PBG.
- In case of deviation in quality or specifications, this office may order reprinting at bidder’s cost.







3.	Details of the printing capacity to print reports in terms of– i. Capacity to handle number of reports at a time. ii. Any other relevant details related to technical details for printing reports.	
4.	The bidder should have an annual turnover equal or greater than 25 lakh (Indian Rupees twenty five lakh only).  Certificate confirming the average annual turnover of the bidder during the stated financial years must be submitted.	
5.	Bidder must provide a copy of the following in the name of the bidding company: a. PAN card b. Goods and Service Tax registration number	
6.	<b>The printer and the printing press must be situated in Chennai city, Tamil Nadu</b>	

### ANNEXURE-3

#### TENDER ACCEPTANCE LETTER (To be given on Company Letter head)

Date:

To

The Senior Deputy Accountant General/Admn.  
Office of the Accountant General (Audit-I)  
361, Anna salai, Chennai-18.

Sir,

**Sub: Acceptance of Terms & Conditions of Tender  
Name of Tender/Work: Printing of Audit Report**

1. I/We have received the tender via post /downloaded the tender document(s) for the above mentioned 'Tender/work' from the web site (s) namely: <https://cag.gov.in/ag1/tamil-nadu/en>
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), clause(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/ conditions /clauses contained therein.
3. The corrigendum(s) issued from time to time by your department /organisation too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirety.

