

**Office of the Accountant General (A&E), Telangana,
Saifabad, Hyderabad**

Sub: Tenders for Printing of Finance Accounts, Appropriation Accounts and Accounts at a Glance for the year 2020-21 – called for – Reg.

Office of the Accountant General (A&E), Telangana, Hyderabad invites **“Tenders for the Printing of Finance Accounts, Appropriation Accounts and Accounts at a Glance” from interested firms/agency having Registered Office located in Hyderabad, Telangana** for the year 2020-21 as detailed in Annexure-I (General Terms and conditions), Annexure-II (Printing Specifications Finance Accounts 2020-21 (Vol-I), Annexure-III (Printing Specifications – Finance Accounts 2020-21 (Vol-II), Annexure-IV (Appropriation Accounts 2020-21), Annexure-V (Accounts at a Glance – 2020-21), Annexure-VI (Preparation of CDs).

Interested parties who are willing to comply with the terms and conditions annexed to this notice, may submit their in **OFFLINE MODE** on or before **01-10-2021**. As per the instructions of Government of India, the tender for Printing of Finance Accounts, Appropriation Accounts, Accounts at a Glance for the year 2020-21.

Bidder has to submit bids to the Sr. Accounts Officer/OE, Office of the Accountant General (A&E) TS, Hyderabad and drop the Bids in the Tender Box placed in the Section. The Tenders can be downloaded from the official website **<http://cag.gov.in/ae/telangana/en>**.

CRITICAL DATE SHEET

Publishing Date	21 st September 2021
Bid Submission End Date	1 st October 2021, 3.30 pm
Bid Opening Date	4 th October 2021, 3.30 pm

Number of pages to be printed in each book mentioned in Annexure-II are subject to variation.

Important: The documents are highly confidential and any leakage of their contents would involve a breach of privilege of State Legislative Assembly. Therefore, the printer is expected to ensure strict confidentiality of the document and will be solely responsible for any lapse in this regard.

Sd/-

Deputy Accountant General (Admn)

Encl:

1. Annexure – I (General Terms and Conditions)
2. Annexure – II (Printing Specifications – Finance Accounts 2020-21 (Vol-I))
3. Annexure – III (Printing Specifications – Finance Accounts 2020-21 (Vol-II))
4. Annexure – IV (Appropriation Accounts 2020-21)
5. Annexure – V (Accounts at a Glance 2020-21)
6. Annexure – VI (Preparation of CDs).

ANNEXURE – I - TERMS AND CONDITIONS

1. The firm has to submit its “A” grade printer certification issued by Central/State Government along with the bids.
2. Printers having printing facility in Hyderabad/Secunderabad only need to apply. This is to facilitate the staff of this office to monitor printing work.
3. The tenderer shall not sub-contract the job order. The undersigned has right to cancel or reject any or all quotations without assigning any reasons thereof.
4. **Earnest Money Deposit (EMD):**
For printing of manuals, **EMD for Rs.30,000/-** (refundable after successful completion of the job) in the shape of Demand Draft drawn in favour of Senior Accounts Officer/Bills, Office of the Accountant General (A&E), Telangana, Hyderabad shall be enclosed to the tender. Scanned copy of the EMD is to be placed along with the Bid document.
5. **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.**
6. 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.
7. Accountant General (A&E), Telangana 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.
8. No separate charges will be paid for any designing work that is needed in this printing job.
9. Ten good quality Rexene Bound copies in specified colour and gold embossed duly gilded are to be provided with separate ribbon/lace (separator). The signature page should be printed without signature block in these ten Rexene bound copies.
10. The size mentioned in the specification as A4 portrait should be of international standard. The samples of 90 GSM paper along with rates for printing including cost extra pages may be given before entering into agreement. The ink used shall be of superior quality

with adequate quantity in printing of the Accounts for sharp print colour rather than dull grey.

11. The signature page should be printed with signature block in 200 copies each of Finance Accounts and Appropriation Accounts.
12. Name of the report shall also be printed on spine viz., **APPROPRIATION ACCOUNTS 2020-21, GOVERNMENT OF TELANGANA / FINANCE ACCOUNTS (VOLUME-I & II) 2020-21, GOVERNMENT OF TELANGANA.**
13. **Ashoka Emblem** of height **2 inches** width portrait will be at the top (center) of the cover, with the motto below.
14. I.A.A.D Government of Telangana Logos will be provided which are to be printed on all the accounts.
15. The cover paper duly laminated and pages of printed book shall be as per specifications approved.
16. Any defects either in printing or binding shall be rectified by the printer within the stipulated time at risk and cost of the printer. If the printed reports fail to meet the expected standards of designing / printing or deviate from the agreed specifications / quality of paper, they are liable to be rejected and shall attract recovery from the bill (s) / Claims preferred for printing, at the sole discretion of the Accountant General for default (s), even if printed reports with certain defects are accepted by the department of unavoidable reasons.
17. The printer shall be divulge the content of the printed material in Accounts for the year 2020-21 to anybody and shall maintain its confidentiality so as to maintain the privilege of the Telangana State Legislature at all cost.
18. The printer shall be liable to print additional copies if needed subsequently at the existing rate of the contract executed.
19. The printer shall execute the job of printing / CD preparation within prescribed time limit.
20. This office reserves the right to modify, alter or cancel the contract at short notice before approval of the proof of Appropriation Accounts, Finance Accounts and Accounts at a Glance either partly or fully.
21. **TIME AND CONFIDENTIALITY ARE ESSENCE OF THE CONTRACT.**

Annexure-II-Printing Specifications

a) Finance Accounts – 2020-21 (Volume-I)

Sl.No.	Particulars	Specifications	Rates in (Rs.)
1.	Laser Print-paper Back	300 copies	
2.	Laser Print-Rexine Bound	10 copies	
3.	Size	A4 – 29.7 cm X 21 cm	
4.	Paper - Text	90 GSM Maplitho (One colour) sunshine super print paper	
5.	Paper – Cover	300 GSM Art Card (One colour) Laminated	
6.	Chart on page 1	Coloured	
7.	No. of pages	110	
8.	Cost of Rexine Binding	10 copies each with gold embossing and providing separators (Page marker ribbon)	
9.	Printing Charges – Text	Super fine print	
10.	Printing Charges – Cover 1 and additional 3 colours	Super fine print	
11.	Binding Charges (Per copy)	Perfect Binding	
12.	Lamination	Per lot of 200 copies	
13.	Errata	One Page	
14.	GST	As applicable	
15.	Free delivery of printed copies	Within five days from handing over of final proof. Each proof should be given in a day after PDF/corrected proof given	

b) Finance Accounts – 2020-21 (Volume-II)

Sl.No.	Particulars	Specifications	Rates in (Rs.)
1.	Laser Print-paper Back	300 copies	
2.	Laser Print-Rexine Bound	10 copies	
3.	Size	A4 – 29.7 cm X 21 cm	
4.	Paper - Text	90 GSM Maplitho (One colour) sunshine super print paper	
5.	Paper – Cover	300 GSM Art Card (One colour) Laminated	
6.	Chart on page 1	Coloured	
7.	No. of pages	690	
8.	Cost of Rexine Binding	10 copies each with gold embossing and providing separators (Page marker ribbon)	
9.	Printing Charges – Text	Super fine print	
10.	Printing Charges – Cover 1 and additional 3 colours	Super fine print	
11.	Binding Charges (Per copy)	Perfect Binding	
12.	Lamination	Per lot of 200 copies	
13.	Errata	One Page	
14.	GST	As applicable	
15.	Free delivery of printed copies	Within five days from handing over of final proof. Each proof should be given in a day after PDF/corrected proof given	

c) **Appropriation Accounts – 2020-21**

Sl.No.	Particulars	Specifications	Rates in (Rs.)
1.	Laser Print-paper Back	300 copies	
2.	Laser Print-Rexine Bound	10 copies	
3.	Size	A4 – 29.7 cm X 21 cm	
4.	Paper - Text	90 GSM Maplitho (One colour) sunshine super print paper	
5.	Paper – Cover	300 GSM Art Card (One colour) Laminated	
6.	Chart on page 1	Coloured	
7.	No. of pages	340	
8.	Cost of Rexine Binding	10 copies each with gold embossing and providing separators (Page marker ribbon)	
9.	Printing Charges – Text	Super fine print	
10.	Printing Charges – Cover 1 and additional 3 colours	Super fine print	
11.	Binding Charges (Per copy)	Perfect Binding	
12.	Lamination	Per lot of 200 copies	
13.	Errata	One Page	
14.	GST	As applicable	
15.	Free delivery of printed copies	Within five days from handing over of final proof. Each proof should be given in a day after PDF/corrected proof given	

d) Accounts at a Glance – 2020-21

Sl.No.	Particulars	Specifications	Rates in (Rs.)
1.	Quantity – Art Paper binding	300 copies	
2.	Size	A4 – 29.7 cm X 21 cm	
3.	Paper - Text	170 GSM Matt Art paper for inner pages with DTP work (Multi colour)	
4.	Paper – Cover	300 GSM Art Card (Two colour)	
5.	No. of pages	50 (excluding cover page)	
6.	Printing Charges – Text	Super fine print	
7.	Printing Charges – Cover 1 and additional 3 colours	Super fine print	
8.	Binding Charges (Per copy)	Quality Binding (pin)	
9.	Lamination	Per lot of 200 copies	
10.	GST	As applicable	
11.	Pouch	One pouch for placing the CD on the back cover page	
12.	Free delivery of printed copies	Within five days from handing over of final proof. Each proof should be given in a day after PDF/corrected proof given	

e) **Preparation of CDs – 2020-21**

Sl.No.	Particulars	Specifications	Rates in (Rs.)
1.	Quantity	600 CDs – Development cost	
2.	Quality	Super fine quality	
3.	Size	Smaller	
4.	Data	Data mentioned in Sr.1 to 8 above – 90 MB approx.	
5.	Operation	Auto Run Basis	
6.	Display	Display home page indicating three icons – Adobe Acrobat installation, English version of all the three reports viz. Finance Accounts (Vol - I & II), Appropriation Accounts and Accounts at a Glance.	
7.	Format	PDF format hyper linked with easy accessibility (Hyper link with index, footnotes and other references mentioned in statements/Appendices). Blank pages are also to be kept in the files.	
8.	Label	Printed label on CD showing the cover page of the Report.	
9.	Cover/Jacket	Art Paper cover/Jacket	
10.	Free delivery of printed copies	First proof within 05 days from the date of issue of work order/within 2 days from submission of final proof	