



OFFICE OF THE ACCOUNTANT GENERAL (AUDIT-I)
KERALA, BRANCH : THRISSUR - 680020



AG (Au)/Br.TSR/OE/I/Purchase/24-25/

Dated 04/12/2024

SHORT NOTICE INVITING QUOTATIONS

Sealed quotations are invited for Printing and binding of District Centric Inspection Reports of six Districts of Kerala State. The Quotations addressed to Sr.Deputy Accountant General (AMG-I) should reach this office on or before 06.12.2024 by 3.00pm. The Sr.Deputy Accountant General (AMG-I) reserves the right to reject any or all of the quotations received without assigning any reason.

Name of Work

Formatting, Printing and binding of Word Document of District Centric Inspection Reports of six Districts of Kerala State.

Terms and conditions:

1. The Report should be printed in colour normal A4 sheets (both sides).
2. The confidentiality of matter given for typing should be ensured and any breach will be dealt with seriously. The firm/contractors /persons will be held responsible for the same.
3. The document provided must be deleted from all the storage devices upon completion of the assigned work and it should also be ensured that, the data should not be recovered at any chance by using any specialized software tools.
4. data should be deleted in such a manner that, the document should not be recovered
5. The rate for Printing, Typing and binding of Reports should be quoted clearly.
6. Taxes and additional charges if any, should be shown separately.

Payment details:

1. The payment will be made directly to the Bank Account by e-payment/RTGS.
2. No advance will be paid by this Office.
3. No cost escalation is permitted.

Senior Audit Officer/Admn.

To

1. Notice Board,
2. IT Support Cell (to be exhibited in the Office website)
3. The Sr.AO/Gl., Main Office - for information