



**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E),  
ODISHA : BHUBANESWAR**

No.Rec-I/ (A&E)/Forms/2021-22/09

Date:21.06.2021

Sealed quotations are invited from intending printers for printing and supplying Pre-printed Computerized Pension Forms as per the following specifications for the year 2021-22. The quotations duly superscribed "Quotation for printing of Pre printed computerized pension Forms" should reach the undersigned on or before 02..07.2021 (4 P.M.)

**Specification & Quantity**

The total number of forms required is approximately 110000 Forms in seven varieties as detailed below .

Sl No.	Nomenclature of the form with specification	Colour of the form	Total requirement for the year	Rate (₹.)
1.	Pre- printed computerized Part-I (PPO) Form (With Carbon Two parts) 15 X 8 X 2 (80 GSM) .	Blue (As per sample copy)	10000	
2.	Pre- printed computerized Part-II (PPO) Form (With Carbon Two parts) 15 X 8 X 2 (80 GSM).	-do-	10000	
3.	Pre- printed computerized Part-III (PPO) Form 15 X 8 X 1 (80 GSM).	-do-	20000	
4.	Pre- printed computerized Part-IV (PPO) Form 15 X 8 X 1 (80 GSM).	-do-	20000	
5.	Pre- printed computerized Intimation Slip Form (With Carbon four parts) 9 X 8 X 4 (60 GSM).	Pink (As per the sample copy)	20000	
6.	Pre- printed computerized Commutation payment Order Form (With Carbon four parts) 9 X 8 X 4 (60 GSM).	Green (As per the sample copy)	10000	
7.	Pre- printed computerized Gratuity payment Order Form (With Carbon four parts) 10 X 12 X 4 (60 GSM)/	Magenta (As per sample copy)	20000	
Total =			110000	

- (1) There will be "WATERMARK" of National Emblem which is to be printed on the middle of each variety of the pre-printed computerised Pension forms (front side).
- (2) The forms should be printed on both sides of the paper, the sample of which may please be seen in Record-I Section of this office during office hours.
- (3) The Web site address <http://cag.gov.in/ae/odisha/en> may be printed on the back side of the forms.

**Terms and Conditions:-**

- (1) Rates quoted should include paper cost and all taxes and transportation if any. These rates will remain valid for one year from the date of accepting the offer.
- (2) Sample papers (both 80 GSM and 60 GSM) should be furnished alongwith the Quotation.
- (3) Proof copy may be got approved for checking of quality and machine compatibility before final printing work is taken up.

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- (4) The printed material should be supplied in the office premises within 30 days from the date of receipt of the work order.
- (5) Rate of each variety of form per thousand must be quoted separately against the space provided in the table at prepage.
- (6) Earnest money deposit of ₹ 5000(Rupees Five Thousand) only in shape of Demand Draft in favour of Sr.Accounts Officer / Cash, O/o the Principal Accountant General (A&E), Odisha, Bhubaneswar payable at Bhubaneswar must be furnished as Bid Security along with the quotation which is refundable to unsuccessful Quotationers after finalization of tender process. EMD of successful bidder shall be refunded after supply of the materials.
- (7) The undersigned reserves the right to cancel any or all the Quotations without assigning any reason thereof.
- (8) In case of any dispute the decision of the Accountant General (A&E) shall be final and binding.
- (9) Copy of the Regn No of GSTIN/SRIN along with copies of up to date GST clearance certificate and PAN number must be furnished along with the quotation.
- (10) Penalty as deemed fit in addition to forfeiture of EMD shall be imposed in case of any deviation to the specification and prescribed time of supply.
- (11) Payment will be made subject to the condition that the materials are delivered in full, in good condition and in conformity with the approved sample and specification.

Sd/-

**Sr.Deputy Accountant General (Admn.)**