

**Office of the Principal Accountant General (A&E), Andhra Pradesh, Vijayawada-520 002**

Tender No. PAG (A&E) AP/OE-1/Printing/2024-25/1

17.02.2025

**NOTICE INVITING TENDER**

**Subject: Supply of Printed Envelopes.**

Sealed quotations are invited for the supply of printed envelopes to the Office of the Principal Accountant General (A&E) Andhra Pradesh, Vijayawada. The vendors who offer services at Vijayawada need to apply.

The tender documents may also be downloaded from this office website <https://cag.gov.in/ae/andhra-pradesh/en/tenders>.

**DATE OF ISSUE OF TENDER DOCUMENT: 17/02/2025**

**LAST DATE FOR RECEIPT OF TENDER DOCUMENT: 03/03/2025 till 2 PM**

**TIME AND DATE OF OPENING OF THE TENDERS 03/03/2025 at 4 PM**

**PLACE OF OPENING OF THE TENDERS: 7<sup>th</sup> floor, Stalin Central mall, O/o the Principal Accountant General (A&E), Andhra Pradesh, Vijayawada**

**GENERAL TERMS AND CONDITIONS**

1. **Scope of work:** Supply of various types Printed Envelopes to this office
2. **Eligibility Criteria:**
  - a. Only reputed firms that have vast experience in printing and supply of such items and are registered with GSTN authorities are eligible to supply.
  - b. Registered firms at Vijayawada are only eligible to participate in the tender process.
  - c. The firm has not been blacklisted/debarred by any Govt. Department/Public sector undertaking.
3. Interested firms are hereby requested to furnish their proposals/rates through two bid systems i.e., Technical Bid (Annexure-I) and Financial Bid (Annexure-II).
4. The quotation must be accompanied by Earnest Money of Rs. 25,000/- (Rupees Twenty-Five Thousand Only) in the form of a Demand Draft drawn on any Nationalized Bank and drawn in favour of Senior Accounts Officer, Bills, O/o PAG(A&E), Andhra Pradesh. Quotations received without earnest money deposit will not be considered at all.
5. The interested firms may submit sealed envelopes for "Technical Bid" and "Financial Bid" in a sealed cover super scribed "Quotation for Supply of Printed Envelopes" addressed to the Dy. Accountant General (Admn) O/o The Principal Accountant General (A&E), Andhra Pradesh, Vijayawada -520 002, by 02.00 PM on 03.03.2025. The technical bids will be opened on 03.03.2025 at 04.00 PM by the committee authorized by the competent authority and financial bids of vendors qualified in technical bids will be opened on 04.03.2024 at 04.00 PM.

6. Technical and Financial bids should be in clear words, categorically mentioning each item specifying the rates etc. Any kind of ambiguous/ obscure/ unclear terms would lead to disqualification of the bid. Incomplete, ambiguous and conditional tenders will be rejected.
7. Late submission of tenders will not be accepted. Tenders by "Telegram/Fax/E mail" will not be accepted. Tenders may be submitted by Registered Post/by hand/ in person or by courier. However, any delay on the account of delay by courier/post, shall not be accepted as reason for the exception.
8. The lowest quoted bidder(s) shall be selected based on the total bid price received. However, the lowest bidder(s) has to match the rate of other technically responsive bidders for the items for which his/their rate is higher. This Office may consider appointing more than one printer at the same rates and in that case, the order may be placed on any appointed printer at the sole discretion of this Office.
9. The EMD of unsuccessful bidders will be returned within 07 working days after submission of the application in the prescribed format. The EMD of the successful bidder will be returned after submission of the "Performance Guarantee" or after furnishing the security deposit.
10. The selected firm is required to submit a "Performance Guarantee" at 3 % of the contract value shall be provided by the Contractor within 15 days of awarding of the Contract, failing which the contract shall be cancelled. The security deposit is refundable after completion of work. This office reserves the right to deduct from the security deposit any amount for deficiencies in work by the contractor. The security deposit does not carry any interest.
11. The firm should ensure that the printing is done, and printed items are supplied within the given time frame.
12. In case the firm is not able to undertake/supply the work/items due to any reasons, the printed envelopes will be arranged from some other agency at the cost and risk of the Contractor.
13. O/o PAG(A&E), Andhra Pradesh reserves the right to reject any or all quotations without assigning any reason thereof.
14. The quantity required has been indicated in Annexure II. It is mandatory to fill in the rates of all the items. Different firms may be given different items depending upon the L-1 quotation.
15. The Tender Acceptance Letter as per Annexure III should be filled in with the signature on the letterhead of the company. O/o PAG(A&E), Andhra Pradesh reserves the right to accept or reject any tender in full or in part without assigning any reasons thereof. The decision of the O/o PAG(A&E), Andhra Pradesh in this regard shall be final and binding on the firm.
16. Full payment will be made only after satisfactory completion of the contract.
17. If the contractor commits a breach of any of the above terms and conditions or is not able to complete the work in time or the quality of work/ paper is not of the desired level, the contract will be cancelled, and the security deposit shall be forfeited, and the work will be assigned to another firm at the risk and cost of the contractor.
18. The representative of the firm will have to pick up the work orders from the OE-1 section of this office for the printing of envelopes and will have to deliver the printed material to the office premises. No extra charges will be admissible for this purpose.
19. As all items of work are of an urgent and time-bound nature, the work will have to be completed within the stipulated time frame.
20. After the issue of the work order, any increase in the quantity of any item will be paid at the approved rates only.
21. The firm will ensure that proofs are shown and got approved before final printing. In case, the printing is done without getting the proofs approved and there is any error in the printing, this office will not accept such work, and no payment will be made for such work.
22. Very good workmanship and quality of printing & supply are of vital importance. Any

shortfall in the workmanship/quality of paper will not be tolerated and the firm may be asked to undertake the work again at no extra cost.

23. The finalized contract shall be interpreted under Indian Laws. In case of a dispute of any kind, the firm shall abide by the decision of the Competent Authority, O/o PAG(A&E), Vijayawada. In case the dispute is required to be referred to Arbitration, it shall be referred to the sole arbitrator under the Arbitration and Conciliation Act 1996. The place of settlement of dispute shall be Vijayawada. In the case of settlement of dispute in the court, it will be in the jurisdiction of courts at Vijayawada.

**Annexure -I  
Technical Bid**

S.No	PARTICULARS	(to be filled by Bidder)
1	Name of the Firm/Agency/Bidder	
2	Name of the Proprietor	
3	Registration Number and State of Registration (Firm)	
4	Complete Address of the Firm/Agency/Bidder	
5	GSTIN	
6	PAN Card Number	
7	Experience	
8	Present undertakings if any	

## Annexure-II Financial Bid

Rates should be quoted as per unit/quantity indicated against each item.

Sl. No	Item Description	Size/Type W * L	Required quantity	Rate per unit in Rs.
1	Printing white envelope (100 GSM) with window SE-6	13cm*28cm	1,00,000	
2	Printing white envelope (100 GSM) with window SE-8	30cm*43cm	1,00,000	
3	Printing green cloth envelope (100 GSM) SE-8A	31cm*41cm	24,000	
4	Printing green cloth envelope (100 GSM) SE-6A	17cm*40cm	20,000	

Annexure-III

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

To

The Deputy Accountant General(Admn),  
O/o the Prl. Accountant General  
(A&E),  
Andhra Pradesh, Vijayawada.

Sub: Acceptance of Terms & Conditions of Tender. Tender Reference No: Name  
of Tender / Work:

Sir,

1. I/ We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

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per your advertisement, given in the above-mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. to (including all documents like annexure(s), schedule(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 has 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.
5. I/We do hereby declare that our Firm has not been blacklisted/debarred by any Govt. Department/Public sector undertaking.
6. I/We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found 'Violated, then your department/Organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of Bidder with Name)