



कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-I), तमिलनाडु  
“लेखापरीक्षा भवन” 361, अण्णा सालै, तेनाम्पेट, चेन्नै - 600 018.

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I), TAMIL NADU

"LEKHA PARIKSHA BHAVAN" 361, Anna Salai, Teynampet, Chennai - 600 018.



SUPREME AUDIT INSTITUTION OF INDIA  
लोकहितार्थं सत्यनिष्ठा  
Dedicated to Truth in Public Interest

No. Pr.AG(Audit I)/OM II/Stationery/2025-26/

Date: 19.02.2025

Sir/Madam,

**Sub: Tender called for printing of Audit Reports,  
booklet/brochure for the year 2025-26.**

Office of the Principal Accountant General (Audit-I) invites tender from reputed printing vendors for printing of Audit Reports in English and Tamil for the year 2025-26. Twelve Audit Reports (approx.) ranging from 50 to 350 pages each may required to be printed with about 100 to 500 copies in English and Tamil in paper back with binding. Apart from the above printing, 10 copies of hard bound with binding - signatory copies without facsimile signatures each in English and Tamil are required to be printed.

You are requested to quote your rates for printing of Audit Reports as required in the Annexures enclosed. The description, conditions, scope of work, specification are detailed in terms and conditions

**Last date of submission:** Sealed offers complete in all respect should reach this office latest by 10<sup>th</sup> March of 2025 by 5.00 PM.

**Address for communication:** All sealed offers may be submitted by Hand/Post at the following address:

The Senior Deputy Accountant General (Admn.)  
O/o Principal Accountant General (Audit - I)  
361, Anna Salai, Teynampet,  
Chennai 600 018.

*Y. Indu*  
19/2/25  
Senior Audit Officer/OM

## **Terms and Condition for Printing of Audit Report 2025-26**

Office of Principal Accountant General (Audit-I), Chennai intends to get Audit reports/booklets of this Office printed in English and Tamil versions. The Tender for Selection of Printer from Chennai for designing, formatting and printing of Audit Reports and booklet as per our requirements for the period from 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026.

**Please note that you will be required to adhere to the confidentiality of printing of Audit Report as indicated in Paragraph 19 of this document. Samples of earlier printed reports may be collected from the undersigned (Office of Principal Accountant General (Audit-I), Chennai.**

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

The printer would be required to collect the soft copies of the Reports from this office and print reports as below:

- The text of Audit Report shall be printed in multi colour and black & white pages.
- Before printing the Audit Reports, colours should be got approved by the printer from this office.
- The cover design will be coloured, having photographs related to the topic of the Report. The colour scheme of the cover page shall be ascertained by the printer from this office.
- Cover page printing, binding of the book, delivery to the office is to be arranged by the printer at their cost.
- Design & Graphics of Audit Reports, if specifically required by the office must be done accordingly by the printer within the contract rate.

### **2. Specification/Paper quality**

The details of specification, paper quality and approx. requirement has been mentioned in **Annexure I**. (100 GSM Maplitho paper with 300 GSM wrapper for **paper pack books** and 130 GSM Art Board, Matt Lamination for **Hard Bound books**, finishing with appropriate finish (Matte/glossy Paper of A-4 size).

### **3. Quantity**

- The requirement of each of the Reports has been detailed in **Annexure-1**
- The printer would be required to supply 10 to 15 copies of each English and Tamil without facsimile signatures with hard bound cover. These copies may have to be printed in digital print and paperback as per our requirement.
- The number of Reports to be printed will be based on the requirement of this office and will be mentioned in work orders issued.

### **4. Print Quality**

The overall designing, formatting, printing and binding etc. should be of the highest standard, not below the standards and quality of samples provided to the printer by this office. Binding should also be of highest standard and it should be ensured that pages do not come out of the report. **Reports with poor quality printing and poor quality binding/loose binding shall be rejected outright.**

## 5. Rates/Bid validity/validity of final rates

The printer is required to quote rates per page after taking all elements of printing including designing, formatting, cost of paper, film, printing charges, shading charges, blueprint copy for proof reading, delivery charges and all applicable taxes. **Bidders are required to submit technical and financial bid in separate envelopes.** The bids/quotes should be valid for three months from the date of issue of this letter.

## 6. Location of Printer and Capacity

The printer should be in Chennai and have the capacity to handle more than three to four reports at given point of time. The printer should have the capacity to print sophisticated documents, including multi-coloured objects e.g. photographs, charts, maps etc., in English and Tamil with print order as detailed in **Annexure-1** within a week or less. Printer should have capacity for designing Audit Reports and booklets.

## 7. General Conditions

The bidder should fulfill the general conditions in order to participate in the tender.

- a. Bids are accepted in two separate sealed envelope titled as Technical bid and Financial bid as per critical date sheet mentioned below. Printer is required to provide documents as per technical specification.
- b. Tender documents may be downloaded from <https://cag.gov.in/ag1/tamilnadu/en>
- c. **The selection of vendor for order purpose shall be the sole discretion of this office.**
- d. The rates finalized shall remain valid during period of one year from the date of signing the contract. **Increase of rates post to finalization of contract will not be entertained in any case.**
- e. The prospective bidder should note that if they are selected for printing of Audit Report/ Booklet their print quality should match the quality of the samples given by them for technical qualification, and in case they fail to do so, they are liable to be blacklisted immediately, without further reference.
- f. If the bids are not accompanied by all the requisite supporting documents, the same would be rejected.
- g. Undertaking for subsequent submission of any of the required document will not be entertained under any circumstances. This office reserves the right to seek clarifications on the already/submitted documents also.
- h. Eligibility criteria for participating in this tender are as indicated in **Annexure- 2**
- i. The Contract may be extended for another year on sole discretion of this office.

## 8. Earnest Money Deposit

An Earnest Money Deposit (EMO) as bid security of the value of 30,000/- (Rupees Thirty thousand only) from a Nationalized Bank valid up to for a period of 60 **days** in the form of Bank Guarantee/Demand Draft must be submitted along with the bid document. The EMO must be drawn in favour of **"PAO/IAD, Chennai"**

- i. The EMO must be physically submitted along with technical bid in a separate envelope labelled as "EMO for printing of audit report 2025-26" as per the date and time given in the Critical Date Sheet below, otherwise bids will be rejected. )
- ii. In case of bidder's withdrawal or altering their bid during the bid validity period, the EMO is liable to be forfeited.
- iii. In the case of those Bidders who are not selected, the Earnest Money Deposit (EMO) will be refunded without any interest accrued within one month from the date of award of contract.
- iv. EMO of successful bidders will be returned after they sign letter of acceptance for the selection of printing and submit a Security Deposit/Performance Bank Guarantee (PBG)

## 9. Samples of Reports in physical form

Bidders must submit one set of all quality of papers as sample along with technical bid as per specifications mentioned below. Sample papers must be sealed and signed by the bidder: (1) 100 GSM Maplitho paper, 300 GSM wrapper for paper back and (2) 130 GSM Art Board, Matt Lamination for Hard Bound (Matte/glossy Paper of A-4 size).

## 10. Critical Date Sheet

Date of issue of tender	19.02.2025
Last date for submission of bids	10.03.2025 (5.00 PM)
Technical Bid Opening Date	11.03.2024(11.00AM)
Financial Bid Opening Date	12.03.2024(11.00 AM)

**Note: No bid will accepted after the deadline given in the time schedule above.**

## 11. Availability of tender

1. The complete tender document is also available for reference at <https://cag.gov.in/ag1/tamil-nadu/en> website of this office.
2. The prospective bidders desirous of participating in this tender may view and download the tender document free of cost from above mentioned website.
3. The bidder(s) shall submit the quotation in following categories separately:
  - a. Technical bid as indicated in **Annexure-2 (with supporting documents and samples), Annexure-3 with bid security/EMD amount and Acceptance as in Annexure-4**
  - b. Financial Bid in the form **Annexure-1**. The rates shall be quoted in Indian rupees only and should be inclusive of all taxes, levies etc and delivery charges.

## 12. Bid Opening

1. Technical bids submitted along with bid security/EMO amount, Annexure 1, 3 & 4 and supporting documents will be opened as per Critical Date Sheet for technical evaluation. By a duly constituted Committee of this office. Samples of papers as per specification must be submitted along with technical bid for eligibility for technical evaluation.
2. Financial Bids of technically qualified bidders who meet the eligibility conditions and submission of required EMO amount will be opened and the same will be evaluated by a duly constituted Committee of this office.

## 13. Bid evaluation

No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of bid till final decision is conveyed by the Evaluation Committee. Bidders will be informed about the status of bid post to evaluation. However, the Committee/its authorized representative and this office can make enquiry/seek clarification from the bidders, which the bidders must furnish within stipulated time else the bids of such defaulting bidders will be rejected.

## 14. Performance Bank Guarantee

In the event of acceptance of the final rates by this office, selected bidder (L1) has

to sign the acceptance of terms and conditions as per tender within 15 days from date of issue of contract order. Further selected bidder will have to submit, **an irrevocable Bank Guarantee as Performance Security of if 1,00,000/- (Rupees one lakh only) from a Nationalized Bank valid up to 31 May 2026** or up to a period of one year plus sixty days from the date of signing the contract whichever is later. Performance Guarantee is liable to be invoked for any non performance of the terms of the contract/work order.

#### 15. Payment terms

1. Payment will made through ECS and in Indian Rupees only.
2. Payment shall be subject to any amount for which the agency is liable under the tender conditions. Further, all payment to agency will be made subject to deduction of TDS (Tax deduction at source) as per Income Tax Act and Goods and Service Tax Act, applicable penalty and other taxes if any, as per Government of India rules.
3. The agency must submit Pre-receipted bills in triplicate.
4. **100% payment shall be made against complete acceptance of the material by this office after due verification of quality and quantity.**
5. **Failure to meet the agreed standards of printing or deviations in specification shall attract recovery from the bills before payment.**
6. **No advance payment will be made.**

#### 16. Delivery

The printers shall be liable to collect the material for designing, formatting and printing from this office and deliver the printed copies to this office at their own expenses. The Reports will have to be printed at the earliest and not later than a week from the date of handing over of the final approved proof. In certain cases, some Reports may be required to be printed on urgent basis, **please note that there should not be any delay in delivery of the Audit Reports, beyond the stipulated time frame.**

#### 17. Penalty Calculation Process

Table below gives an overview on the penalty associated with non adherence to the tender conditions:

Condition	Penalty
Deviation	If
from agreed standards and quality	If the Printer Reports(s) fail to meet the agreed standards of printing or deviate from the agreed specifications, they are liable to be rejected and shall attract recovery from the bill(s)/claims preferred for printing, at the sole discretion of the Principal Accountant General (Audit-I) even if a printed Report containing certain defects is accepted by this office for unavoidable reasons. The penalty clause may also be invoked by this office at our discretion, in case the printers fail to deliver either the signatory copies or the bulk copies within the agreed time frame. In the event of deviation of the specification and quality, the selected bidder may be instructed to reprint all copies of reports where defects are noticed at bidder's cost.
Delay in contract	Delay in completing the work will attract penal interest recovered from bills and performance guarantee/BG will be claimed by this office.
Termination of contract	Failure to adhere to terms and conditions and meet standards/specifications more than one instance will lead to claiming of bank guarantee and termination of contract at the discretion of this office

## 18. Inspection:

If need be, physical verification of the business premises, designing/printing facilities may be carried out by an inspection team deputed by this office before considering the financial bids.

## 19. Confidentiality

- 1. As per the confidentiality requirement, the agency will ensure that no information or about the Report or any part of the Report under print is taken out in any form including electronic form or leaked to third person/print/electronic/social media by any person/persons of the agency or from the premises of the printer. Any such act will be treated as a serious disciplinary offence and shall be considered as breach of the terms of the contract.**
2. The agency or its deployed personnel, by virtue of working on this office's projects can't claim any right on the work performed by them. This office will have absolute rights on the work assigned and performed by them. Neither any claims of the agency or its deployed professionals will be entertained on the deliverables.

## 20. OTHER TERMS&CONDITIONS

1. The selected agency should not outsource the work to any other associate/franchisee/third party under any circumstances. If it so happens then this office will impose sanctions which will include forfeiture of the security deposit, revocation of bank guarantees (including the ones submitted for other work orders) and termination of the Contract for default.
2. This office may by written notice, send to the selected agency, terminate the work order and/or the Contract, in whole or in part at any time of its convenience. The notice of termination will specify that termination is for this office's convenience, the extent to which performance of work under the work order and/or the contract is terminated and the date upon which such termination becomes effective. This office reserves the right to cancel the remaining part and pay to the selected agency an agreed amount for partially completed Services.
3. The selected agency automatically agree with this office for honouring all aspects of fair trade practices in executing the work orders placed by this office.
4. This office will not entertain any name change requests during the bidding process. In such cases the bid will be rejected straight away.

## 21. Applicable Law

The Agreement/ Contract/work-order will be governed by the laws and procedures prevailing in India within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.

The agency and their deployed personnel either during the contract or after its completion shall not disclose any proprietary or confidential information relating to the services, contract or business or operations of this office without the prior written consent of this office.

## 22. JURISDICTION

In any event of dispute arising out of this contract, the competent courts at Chennai will have the jurisdiction to adjudicate such dispute.

### Annexure 1 -Detailed Financial BID

The bidder should fill and submit financial bid as detailed in table below:

Sl. No.	Description of work	No. of copies to be printed	Rates per page in Rs. and paise
1	All inclusive rate per page for printing of multi-coloured text pages, photographs, tables and charts etc. of <b>English and Tamil version (50 to 350 pages)</b> of Audit Report of following specifications:  <b>Quality/Size of Paper:</b> printed on 100 GSM Maplitho paper with 300 GSM wrapper of A-4size for <b>Paper back books</b>	Upto to100 copies	
		101 to 200 copies	
		201 to 300 copies	
		301 to 400 copies	
		401 to 500 copies	
		More than 501copies	
2	All Inclusive rate per page for printing of multi-coloured text pages, photographs, tables and charts etc. of <b>English version and Tamil version (50 to 350 pages)</b> of Audit Report of following specifications:  <b>Quality/Size of Paper:</b> Printed on 130GSM Art Board, Matt Lamination, Hard Bound Finishing with appropriate finish (Matte/ glossy paper of A-4 size)for <b>Hard bound books</b>	10 copies	

#### Important points:

- Financial bids shall be opened only for those bidders who qualified in technical bid(as eligibility criteria)
- Prices should be quoted in Indian Rupees only.
- **The Rate is inclusive of the cost of coloured paper, printing, coloured screen, manual screen, designing and graphics of Audit Report and cover page of offset printing and all taxes, levies, delivery, etc.,**
- Taxes indicated in the financial bid will be charged as per the prevailing rate of tax at the time of payment.
- The number of Reports/pages mentioned is only indicative. Payment will be made based on the actual number of pages printed.

## **ANNEXURE-2 ELIGIBILITY CRITERIA**

I. No.	Eligibility Criteria	Insert Value or Other Response
1.	Bidder must submit a copy of the registration certificate. Bidder must be an individual company/Partnership firm/Proprietorship registered in India and should have been in existence in India for at least 3 years prior to the date of issue of this Tender Enquiry. <b>Consortiums are not allowed.</b>	
2.	ownership details of the printing infrastructure:  The printers are required to furnish the proof of ownership of designing/printing press along with complete addresses and telephone numbers of their business/ office premises as well as the printing site/sites.	
J.	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 average annual turnover equal to greater than 25 lakh (Indian Rupees twenty five lakh only).  The average annual turnover submitted under consideration by prospective bidders should be for the last three financial years, i.e. 2021-22, 2022-23 and 2023-24  Certificate confirming the average annual turnover of the bidder during the stated financial years must be submitted.	
b.	The 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 (EMD details)**

S.No.	Amount (Rs.)	Bank Guarantee No	Date	Bank	Branch

**ANNEXURE-4**

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

**To**

**Date:**

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

**Dear 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.
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 are 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 the Bidder with Official Seal)**