



महालेखाकार के कार्यालय (लेखापरीक्षा)  
OFFICE OF THE ACCOUNTANT GENERAL (AUDIT)  
तेलंगाना, हैदराबाद  
TELANGANA, HYDERABAD

No. AG (Audit)/L&S/Forms/2021-22/

Date: 28-03-2022.

**Limited Tender Notice for Printing of Audit Reports.**

Sealed quotations are invited from registered Printers/Publishers for printing and supply of various Audit Reports/CAG Epitomes/CD's to office of the Accountant General (Audit), Telangana, Saifabad, Hyderabad - 500 004, during the financial year 2022-23 as per the requirements stated in the proforma enclosed. The following are the terms and conditions for furnishing the quotations.

1. Registered Printers/Suppliers who satisfy the terms and conditions specified herein may furnish their quotations in the *proforma* (Proforma-A&B) enclosed, in the sealed covers superscribed 'Quotations for Printing & supply of Audit Reports'.
2. Supplier should arrange for printing and supply of the required Audit Reports during the financial year 2022-23, as per the supply orders issued from time to time and should be able to deliver the material at the office.
3. Price quoted should be inclusive of all duties, taxes, (GST) transportation and delivery at site and other incidental charges if any and these rates shall be valid upto 31-03-2023.
4. Sealed Quotations complete in all respect should be addressed to the Sr. Deputy Accountant General (Admn.), O/o. the Accountant General (Audit), Telangana, Hyderabad - 500 004 and should be dropped in the Tender Box placed in L&S section, O/o. the Accountant General (Audit), Ground Floor 'D' block latest by 18<sup>th</sup> April 2022 by 15:00 hours and opened at 16:00 hours on the same day. The bidders may present themselves/authorize a representative to be present at the time of opening the sealed quotations. In the event of the specified date for submission of bids being declared a holiday, the bid will be received up to the appointed time on the next working day

5. The Supplier shall clearly indicate the unit price for each of the items mentioned. Further, the cost should also be inclusive of binding charges (with gum) or stitching charges (with thread/without thread) for convenient number of pages. The sample Audit Reports are available in L&S section of the office for verification.
6. The Supplier should be able to supply the required quantity of stock within 06 (six) days from the date of the supply order. Payments will be made on delivery of the complete material after due verifications of procedures within a reasonable time. No advance payments will be made in this regard.
7. This office reserves right to verify the particulars furnished by the Supplier independently, to reject any quotation on scrutiny, to restrict the list to any number as deemed fit, if many quotations are received. Further, this tender notice is also liable to be cancelled without assigning any reasons at a later date.
8. This office will not undertake any responsibility for loss of material/goods before proper delivery is made.
9. The bidder shall be a citizen of India; either an individual or sole proprietor or partnership firm or a company whether incorporated or not. A proof in support of the legal validity of the bidder shall be submitted. The bidder should have a minimum total turnover of Rupee Twenty Five (25) Lakh in each of the last two financial years 2019-20 & 2020-21. The bidder should be registered with the Income Tax and Good Service Tax authority. The bidder should have experience in the similar field of printing in Government Department for the last Five years. Relevant proof in support of the above shall be submitted.

10. **Performance Security Deposit:-**

The successful bidder has to deposit a Performance Security Deposit (PSD) for an amount of Rs. 75,000/-. The EMD amount already paid will be adjusted towards performance security and the vendor has to furnish the performance security for the balance amount in the same Form prescribed for EMD within 3 (three) days of receipt of purchase/supply order. The PSD will remain valid for a period of 60 (sixty) days beyond the date of completion of all contractual obligations of supply, including warranty period. If there are any dues against the firm, the same will be deducted from the PSD. PSD can be withheld or forfeited in full or in part in case of

unsatisfactory performance of service during warranty/full agreement period. No interest shall be payable on PSD.

11. **Earnest Money Deposit (EMD):-**

- (i) EMD of Rs 30,000/- in the form of Demand Draft/Banker's Cheque from any Scheduled Bank drawn in favour of "Senior Audit Officer (Bills), O/o the Accountant General (Audit), Telangana, Hyderabad" payable at Hyderabad from any Scheduled Bank shall be submitted in a separate envelope. The Name and Address of the bidder may be recorded on the reverse of EMD Draft/Banker's cheque.
  - (ii) Cheque/Money Order/Cash/BG shall not be accepted as EMD.
  - (iii) The EMD may be forfeited, if a bidder withdraws his bid during the period of bid validity and/or on submission of false documents/undertaking.
  - (iv) The bids received without EMD, EMD submitted for lesser amounts and EMD not submitted in the manner prescribed shall be rejected as non-responsive at the bid opening stage and the bids will be returned to the bidder unopened.
  - (v) The submission of EMD is compulsory for all the bidders and no exemption will be granted in any case.
  - (vi) The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period.
  - (vii) The bid security of the unsuccessful bidder will be returned to them within 30 (thirty) days after finalization and award of the tender without any interest.
12. The Successful tenderer is required to enter into the necessary contract agreement for due completion of the contractual obligations in the proforma prescribed, and the contract document should be executed within 21 (twenty one) days of the issue of letter of acceptance in terms of Rule 225 (VI) of GFR 2017.
13. Any dispute arising out of this procurement is subject to the jurisdiction of the Hon'ble Court in Hyderabad only.
14. The *proforma* (Proforma-A & B) is enclosed for furnishing the quotations. A copy of the tender notice is available in office web site [agap.cag.gov.in](http://agap.cag.gov.in). Further, the tenderer can obtain hard copy of tender notice from the L&S section, O/o the AG (Audit), Telangana, Hyderabad.

15. After finalization of the tender, if needed, physical verification of the business premises, designing/printing facilities may be carried out by an inspection team deputed by this office before considering the rates of the printing.
16. If a Printer withdraws the offer during the period of bid validity or backs out after being considered or refuses to sign/accept the final contract, he will be debarred/blacklisted and will not be considered for future designing/printing needs of this office.
17. If the Report(s), fail to meet the agreed standards of designing/printing or deviate from the agreed specifications, they are liable to be rejected and shall attract recovery from the bills(s)/claims preferred for printing, at the sole discretion of the Head of the Department of the indenting office for default(s), even if a printed Report containing certain defects is accepted by the Department for unavoidable reasons.
18. The penalty clause may also be invoked by the indenting office at their discretion, in case the printer fails to deliver either the signatory copies or the bulk copies within the agreed time frame (6 days). **The penalty is charged on the bill amount if supplied between 7-10 days @ 10% of the bill amount, 11-15 days @ 25% of the bill amount, 16-30 days @ 50% of the bill amount and more than 30 days full bill amount.**
19. Local Printers within Hyderabad are given preference.

Sd/-  
Senior Deputy Accountant General (Admn.)

To

...As per printers list.....

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E	Cost of digital printing of one set of Audit Report.  <i>(Digital printing cost per page should be mentioned in the box)</i>								
F	Cost of Rexene binding on hard board with gold colour embossed letters printed thereon.  <i>(Binding cost per book should be mentioned in the box)</i>								
G	Cost of CDs including soft copying, title labels with printing and supply in jewel case.  <i>(cost of one CD should be mentioned in the box)</i>								
	<b>Total</b>								

Add GST@ %

**Explanatory Notes:**

A- Each Audit Report will consist of 50 to 200 pages. Requirement of Audit Reports/Booklets will be ranging from 50 to 1,000 books. Cost of set-up charges for one page should be mentioned in the relevant box.

B- Each Audit Report will consist of 50 to 200 pages. Requirement of Audit Reports/Booklets will be ranging from 50 to 1,000 books. Cost of printing (multi-colour) for one page should be mentioned in the relevant box.

C- Each Audit Report will consist of 4 (2 outer & 2 inner pages). Requirement of Audit Reports/Booklets will be ranging from 50 to 1,000 books. Cost of set-up charges for one cover page (4 pages set of cover page) should be mentioned in the relevant box.

D- Each Audit Report will consist of 4 (2 outer & 2 inner pages). Requirement of Audit Reports/Booklets will be ranging from 50 to 1,000 books. Cost of printing (multi-colour) charges for one cover page (4 pages set of cover page) should be mentioned in the relevant box.

E- Each Audit Report will consist of 50 to 200 pages. Requirement of Audit Reports/Booklets in digital print will be ranging from 01 to 15 books. Cost of digital printing for one page should be mentioned in the relevant box.

F- Each Audit Report will consist of 50 to 200 pages. Requirement of Audit Reports/Booklets in Rexene binding with gold colour embossed letter will be ranging from 1 to 15 books. Cost of one book of Rexene binding with gold colour embossed letters should be mentioned in the relevant box.

G- Each Audit Report/ will consist of 50 to 200 pages. Requirement of Audit Reports/Booklets in soft copies will be ranging from 100 to 500 CDs. Cost of one CD with jewel case including printed title labels should be mentioned in the relevant box.

**Date:**

**Signature of the Printer with Seal**

**PROFORMA – ‘B’**

**Tender schedule for printing of Epitome of CAG’S Reports for the year 2022-23 - Government of Telangana**

1. Name & address of the firm (office and place of printing):
2. Details of any similar job undertaken recently and :  
Completed (enclose specimen)
3. Printing job work :

	<b>Name of the book: Epitome of CAG’s Reports</b>	<b>English version</b>	<b>Telugu version</b>
I	Number of copies	350	300
II	Approximate total number of pages in the Epitome (excluding cover sheet) including blank pages	45 (in A-4 size)	45 (in A-4 size)
III	Size of the Epitome	5.5” X 8.5”	(5.5” X 8.5”)
		(Specimen booklet is available in OE-I section) <b>Material is being given in A-4 Size format. Printer is required to convert the material so as to print the booklet in 5.5” X 8.5” Size</b>	
IV	Out of 60 pages, number of pages to be printed in <u>multi colour</u>	45	45
V	Paper Quality to be used for inner text pages printing	Matte finish Art paper 100 GSM	Matte finish Art paper 100 GSM
VI	Paper to be used for Cover page	Art card ( <b>350 GSM</b> ) with Matte finish lamination	Art card ( <b>350 GSM</b> ) with Matte finish lamination
	Cover page design	Cover page design is to be done by the printer, if the design provided by this office is not of good quality	Cover page design is to be done by the printer, if the design provided by this office is not of good quality
VII	Binding	Mechanised binding without thread stitching	Mechanized binding without thread stitching
VIII	Material given to printer	Hard copy and soft copy (Consisting both English and Telugu versions)	Hard copy and soft copy (Consisting both English and Telugu versions)
VIII	Printing charges	(to be filled in by tenderer)	(to be filled in by tenderer)
	(a) Cost of paper		
	(b) Cost of printing		
	(c) Binding charges		
	(d) Taxes		
	(e) Any other items		
	(f) Total charges (a + b + c + d + e)		
IX	Proportionate cost per two page in case of increase and decrease for adjustment of price		

**Note:** The printer has to execute the print job of the aforementioned two books (English and Telugu versions) and deliver all the copies in the Office of the Accountant General (Audit), Telangana within Seven days from the date of placing of job order.

Failure to comply with the job order in any aspect will attract a penalty of upto 1% per day of the value of work order as may be decided by the indenting office.

Signature of the Tenderer and Office Seal

