

# Office of the Principal Accountant General (A&E) Telangana Hyderabad-500 004

Dated: 13/09/2023

## Notice Inviting Tender (NIT)

### SECTION I

1. Sealed Bids are invited by this Office in **Single bid system** for **“Printing of Finance Accounts Vol – I & II, Appropriation Accounts and Accounts at a Glance along-with 8 GB Pendrives should include soft copies of all reports ” from interested firms/agencies having Registered Office located in Hyderabad, Telangana** for the year 2022-23, as detailed in Annexure-I (General Terms and conditions), Annexure-II (Printing Specifications of Finance Accounts 2022-23 (Vol-I), Annexure-III (Printing Specifications–Finance Accounts 2022-23 (Vol-II), Annexure-IV (Appropriation Accounts 2022-23), Annexure-V (Accounts at a Glance–2022-23), Annexure-VI (Preparation of 8GB Pen drives).

Interested parties who are willing to comply with the terms and conditions annexed to this notice, may submit their tenders in **OFFLINE MODE** on or before 21-09-2023. Bidder has to submit bids to the Sr. Accounts Officer/OE, Office of the Principal Accountant General (A&E) TS, Hyderabad and drop the Bids in the Tender Box placed in the Section.

2. Tenders can be downloaded from the official website [\*\*http://cag.gov.in/ae/telangana/en\*\*](http://cag.gov.in/ae/telangana/en)

**Estimated Bid Value : The estimated bid value is for Rs.5,50,000/-**

3. Bidder shall not modify the downloaded tender form including the downloaded financial bid template in any manner. In case any tender form/financial bid template is found to be tampered with/ modified in any manner, such bids will be summarily rejected, bid security would be forfeited, and the bidder would be banned from doing business with this office.

### CRITICAL DATES SHEET

Tender publishing date and time	13 <sup>th</sup> September 2023 @ 3.00PM
Bid submission end date and time	21 <sup>th</sup> September 2023 @ 5 30PM
Bid opening date and time	22 <sup>nd</sup> September 2023 @ 3.30 PM

Number of pages to be printed in each book mentioned in Annexures are subject to variation.

**Important:** The documents are highly confidential and any leakage of their contents would involve a breach of privilege of State Legislative Assembly. Therefore, the printer is expected to ensure strict confidentiality of the document and will be solely responsible for any lapse in this regard.

Sd/-

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

**Encl:**

1. Annexure–I(GeneralTermsandConditions)
2. Annexure–II(PrintingSpecifications–FinanceAccounts2022-23(Vol-I)
3. Annexure–III(Printing Specifications–FinanceAccounts2022-23(Vol-II)
4. Annexure–IV(AppropriationAccounts2022-23)
5. Annexure–V(AccountsataGlance2022-23)
6. Annexure– VI(PreparationofPen drives).

**ANNEXURE– I-TERMS & CONDITIONS**

1. The firm has to submit its “A” grade printer certification issued by Central / State Government along-with the bids.
2. Printers having printing facility in Hyderabad / Secunderabad only need to apply. This is to facilitate the staff of this office to monitor printing work.
3. The tenderer shall not sub-contract the job order. The undersigned has right to cancel or reject any or all quotations without assigning any reasons thereof.
4. **EarnestMoneyDeposit(EMD):**  
For printing of manuals, **EMD for Rs.30,000/-** (refundable after successful completion of the job) in the shape of Demand Draft drawn in favour of Senior Accounts Officer/Bills, Office of the Principal Accountant General (A&E), Telangana, Hyderabad shall be enclosed to the tender.
5. **Failure to comply with the terms and conditions of the order in any aspect will attract a penalty of 10 per cent or more of the value work order as may be decided by the undersigned. The tenderer shall maintain uniform quality of paper and also perfect binding work.**
6. The undersigned may, in the case of default by the printer regarding the time schedule, will get the work done by any other printer at the cost of tenderer.
7. Principal Accountant General (A&E), Telangana has the right to appoint any person, including a person of this department, as an Arbitrator in the case of any dispute. The decision of the Arbitrator shall be final and binding on both the department and printer.
8. **Submission of Tender:**  
The bids should be submitted in the integrated manner i.e. **one single bid** in an envelope, quoting the prices in the specified proforma for the required work of **“Printing of Finance Accounts Vol – I & II, Appropriation Accounts and Accounts at a Glance along-with 8 GB Pendrives should include soft copies of all reports”**Tenders are to be submitted in person/through Registered Post with Acknowledgement Due/Speed Post along-with Earnest Money Deposit supported by all required documents, as per the requirements of this office stated herein the bidding document. Tenders received without being sealed and through Fax/Email will not be considered
9. No separate charges will be paid for any designing work that is needed in this printing job.
10. **Ten good quality Rexene Bound copies in specified colour and gold embossed duly**

**gilded are to be provided with separate ribbon/lace (separator). The signature page should be printed without signature block in these ten Rexene bound copies.**

11. The size mentioned in the specification as A4 portrait should be of international standard. The samples of 90 GSM paper along with rates for printing including cost extra pages may be given before entering into agreement. The ink used shall be of superior quality with adequate quantity in printing of the Accounts for sharp print colour rather than dull grey.
12. The signature page should be printed with signature block in 200 copies each of Finance Accounts and Appropriation Accounts.
13. Name of the report shall also be printed on spine viz.,  
**(a) APPROPRIATION ACCOUNTS 2022-23 GOVERNMENT OF TELANGANA**  
**(b) FINANCE ACCOUNTS (VOLUME – I & II) 2022- 23 GOVERNMENT OF TELANGANA and**  
**(c) ACCOUNTS AT A GLANCE, GOVERNMENT OF TELANGANA**
14. **Ashoka Emblem** of height **2 inches** width portrait will be at the top (center) of the cover, with the motto below.
15. I.A&A.D, Government of Telangana Logos will be provided which are to be printed on all the accounts.
16. The cover paper duly laminated and pages of printed book shall be as per specifications approved.
  17. Any defects either in printing or binding shall be rectified by the printer within the stipulated time at risk and cost of the printer. If the printed reports fail to meet the expected standards of designing / printing or deviate from the agreed specifications /quality of paper, 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 for default(s) , even if printed reports with certain defects are accepted by the department of unavoidable reasons.
18. The printer shall not divulge the content of the printed material in Accounts for the year 2022-23 to anybody and shall maintain its confidentiality so as to maintain the privilege of the Telangana State Legislature at all cost.
19. The printer shall be liable to print additional copies if needed subsequently at the existing rate of the contract executed.
20. The printer shall execute the job of printing / Pen drives (should include soft copies of all reports) preparation within prescribed time limit.
21. This office reserves the right to modify, alter or cancel the contract at short notice before approval of the proof of Appropriation Accounts, Finance Accounts and Accounts at a Glance either partly or fully.

## **22. TIME AND CONFIDENTIALITY ARE ESSENCE OF THE CONTRACT.**

**Annexure-II**  
**Printing Specifications**

**a) Finance Accounts –2022-23 (Volume-I)**

<b>Sl.No.</b>	<b>Particulars</b>	<b>Specifications</b>	<b>Rate in (Rs.)</b>
<b>1.</b>	Laser Print-paper Back	<b>300</b> copies	
<b>2.</b>	Laser Print-Rexine Bound	<b>10</b> copies	
<b>3.</b>	Size	A4– <b>29.7cm x 21cm</b>	
<b>4.</b>	Paper-Text	<b>90GSM</b> Maplitho (One colour) Sunshine super print paper	
<b>5.</b>	Paper –Cover	<b>300 GSM</b> Art Card (One colour) Laminated	
<b>6.</b>	Chartonpage1	Coloured	
<b>7.</b>	No. of pages	<b>110</b>	
<b>8.</b>	Cost of Rexine Binding	10 copies each with gold embossing and providing separators( Page marker ribbon)	
<b>9.</b>	Printing Charges–Text	Super fine print	
<b>10.</b>	Printing Charges–Cover 1 and additional 3 colours	Super fine print	
<b>11.</b>	Binding Charges (Per copy)	Perfect Binding	
<b>12.</b>	Lamination	Per lot of 200 copies	
<b>13.</b>	Errata	One Page	
<b>14.</b>	GST	As applicable	
<b>15.</b>	Free delivery of printed copies	Within five days from handing over of final proof. Each proof should be given in a day after PDF/corrected proof given	

**Annexure-III**  
**Printing Specifications**

**b) Finance Accounts –2022-23 (Volume-II)**

<b>Sl.No.</b>	<b>Particulars</b>	<b>Specifications</b>	<b>Rate in (Rs.)</b>
<b>1.</b>	Laser Print-paper Back	<b>300</b> copies	
<b>2.</b>	Laser Print-Rexine Bound	<b>10</b> copies	
<b>3.</b>	Size	A4–29.7cm x 21cm	
<b>4.</b>	Paper-Text	<b>90 GSM</b> Maplitho (One colour) Sunshine super print paper	
<b>5.</b>	Paper –Cover	<b>300 GSM</b> Art Card (On colour) Laminated	
<b>6.</b>	Chart on page1	Coloured	
<b>7.</b>	No. of pages	<b>690</b>	
<b>8.</b>	Cost of Rexine Binding	<b>10</b> copies each with gold embossing and providing separators (Page marker ribbon)	
<b>9.</b>	Printing Charges–Text	Super fine print	
<b>10.</b>	Printing Charges–Cover 1 and additional 3 colours	Super fine print	
<b>11.</b>	Binding Charges (Per copy)	Perfect Binding	
<b>12.</b>	Lamination	Per lot of 200 copies	
<b>13.</b>	Errata	One Page	
<b>14.</b>	GST	As applicable	
<b>15.</b>	Free delivery of printed copies	Within five days from handing over of final proof. Each proof should be given in a day after PDF/corrected proof given.	

### **Annexure-IV**

#### **c) Appropriation Accounts –2022 - 23**

<b>Sl.No.</b>	<b>Particulars</b>	<b>Specifications</b>	<b>Rate in (Rs.)</b>
<b>1.</b>	Laser Print-paper Back	<b>300</b> copies	
<b>2.</b>	Laser Print-Rexine Bound	<b>10</b> copies	
<b>3.</b>	Size	A4– <b>29.7cm x21cm</b>	
<b>4.</b>	Paper-Text	<b>90 GSM</b> Maplitho (One colour) Sunshine super print paper	
<b>5.</b>	Paper –Cover	<b>300 GSM</b> Art Card (One colour) Laminated	
<b>6.</b>	Chart on page 1	Coloured	
<b>7.</b>	No. of pages	<b>375</b>	
<b>8.</b>	Cost of Rexine Binding	<b>10</b> copies each with gold embossing and providing separators (Page marker ribbon)	
<b>9.</b>	Printing Charges–Text	Super fine print	
<b>10.</b>	Printing Charges – Cover 1and additional 3 colours	Super fine print	
<b>11.</b>	Binding Charges (Per copy)	Perfect Binding	
<b>12.</b>	Lamination	Per lot of 200 copies	
<b>13.</b>	Errata	One Page	
<b>14.</b>	GST	As applicable	
<b>15.</b>	Free delivery of printed copies	Within five days from handing over of final proof. Each proof should be given in a day after PDF/corrected proof given	

### **Annexure-V**

#### **d) AccountsataGlance–2022-23**

<b>Sl.No.</b>	<b>Particulars</b>	<b>Specifications</b>	<b>Rate in(Rs.)</b>
<b>1.</b>	Quantity–Art Paper binding	<b>300</b> copies	
<b>2.</b>	Size	<b>A4–29.7cm x21cm</b>	
<b>3.</b>	Paper-Text	<b>170 GSM</b> Matt Art paper for inner pages with DTP work (Multi colour)	
<b>4.</b>	Paper –Cover	<b>300 GSM</b> Matt Art Cover (Two colour)	
<b>5.</b>	No. of pages	<b>50 (excluding cover page)</b>	
<b>6.</b>	PrintingCharges–Text	Super fine print	
<b>7.</b>	Printing Charges–Cover 1 and additional 3 colours	Super fine print	
<b>8.</b>	Binding Charges (Per copy)	Quality Binding (pin)	
<b>9.</b>	Lamination	Per lot of 200 copies	
<b>10.</b>	GST	As applicable	
<b>11.</b>	Pouch	One pouch for placing the Pen-drive on the back cover page	
<b>12.</b>	Free delivery of printed copies	Within five days from handing over of final proof. Each proof should be given in a day after PDF/corrected proof given	

## **Annexure-VI**

### **e) Preparation of Pen Drives –2022-23**

<b>Sl.No.</b>	<b>Particulars</b>	<b>Specifications</b>	<b>Rate in (Rs.)</b>
<b>1.</b>	Quantity	325 (units) –Development cost	
<b>2.</b>	Quality	Super fine quality	
<b>3.</b>	Size	Smaller	
<b>4.</b>	Data	Data mentioned in Finance Accounts Vol-I & II, Appropriation Accounts and Accounts at a Glance above -90 MB approx.	
<b>5.</b>	Operation	Auto Run Basis	
<b>6.</b>	Display	Display home page indicating three icons – Adobe Acrobat installation, English version of all the reports viz.,Finance Accounts (Vol - I & II), Appropriation Accounts and Accounts at a Glance.	
<b>7.</b>	Format	PDF format hyperlinked with easy accessibility (Hyper link with index, foot notes and other references mentioned in statements / Appendices) . Blank pages are also to be kept in the files.	
<b>8.</b>	Free delivery of printed copies	First proof within 05 days from the date of issue of work order/within 2 days from submission of final proof	