

PAG (A&E)/ AP/ OE-I /U-VI/ 2019-20

Dt.02.06.2020

**Invitation for Tender**

Sealed tenders are invited from reputed 'A' class printers having facilities in Hyderabad /Secunderabad for printing of the following books in English language (as specified in the schedule) as per the specifications included in the Tender schedule furnished herewith. The details of quality and quantity of papers, printing and binding including multi colour graphs are detailed below. The rates shall be quoted for the items in the respective columns provided in the Tender schedule in **Annexure**.

**Printing and supply of Finance & Appropriation Accounts and Accounts at a Glance and CDs with replication of these books for the year 2018-19:**

S.No	Size (Net Finish)	No. of Copies	No. of pages (approx)	Black & White/ Multicolour	Language	Specifications		
(1)	(2)	(3)	(4)	(5)	(6)	(7)		
						Cover Pages	Inner Pages	
1	i	Appropriation Accounts (A4 size 29.7 cm x 21 cm)	550 copies +10 copies (Laser Print rexine bound)	500 (excluding cover pages)	Black & White	English	On 300 GSM Art card in two colours Matte finish with lamination	On 90 GSM ss maplitho paper
	ii	Finance Accounts Vol I (A4 size 29.7 cm x 21 cm)	550 copies +10 copies (Laser Print rexine bound)	Vol I – 90 (excluding cover pages)	Black & White	English		
	iii	Finance Accounts Vol-II (A4 size 29.7 cm x 21 cm)	550 copies +10 copies (Laser Print rexine bound)	Vol II – 600 (excluding cover pages)	Black & White	English		
	iv	Accounts at a Glance (A4 size 29.7 cm x 21 cm)	550 copies	40 (excluding cover pages)	Multi colour	English	On 300 GSM Art lamination with spot UV	On 170 GSM IAP Matt paper for inner pages with DTP work Binding: Perfect binding and section sewing including DTP work
2	i	CDs- TWO CD-1:	550 copies	Each CD should include material of Finance & Appropriation Accounts.				
	ii	CD-2	550 copies	Each CD should include material of Accounts at a Glance				

**The under signed has the right to cancel the tender or part of the tender, right to increase or decrease the quantities, and right to reject/cancel any quotation or all quotations without assigning any reason.**

P.T.O.

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

### **Terms and Conditions**

1. The firm has to submit its 'A' grade printer certification issued by Central/ State Government along with the quotation.
2. Samples of 300 GSM art card for cover page and 90 GSM maplitho paper for inner pages are to be submitted along with the quotation.
3. Printed books supplied should not be defective as regards binding and uniform quality of paper.
4. **A soft copy will be given by this office and the firm has to execute the printing job of all the four Books and make them available at this office within 6 days from the date of placing the job order.**
5. **Printers having printing facility in Hyderabad / Secunderabad only need to apply. This is to facilitate the staff of this office to monitor printing work.**
6. Delivery of the Books shall be made at the O/o The Principal Accountant General (A&E), Andhra Pradesh, Hyderabad.
7. The printouts of each of the aforesaid Books will be supplied by this office in computer laser print of the indicated sizes.
8. The tenderer shall not sub-contract the job order.
9. **The undersigned has right to cancel or reject any or all quotations without assigning any reason thereof.**
10. **Earnest Money Deposit (EMD):**
  - a) **For printing of manuals, EMD for Rs. 25,000/-** (refundable after successful completion of the Job) in the shape of a Demand Draft drawn in favour of "Sr. Accounts Officer/ Bills, Office of the Accountant General (A&E), Hyderabad" shall be enclosed to the tender.
  - b) **If applying only for supply of CDs with replication/ CDs containing pdf flip book, EMD is not necessary.**

The EMD shall be liable for forfeiture in the case of delay in commencement and completion of the job work. **Tenders without EMD shall be rejected.**
11. **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.**
12. 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.
13. Principal Accountant General (A&E), Andhra Pradesh 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.
14. **No separate charges will be paid for any designing work that is needed in this printing job.**

The firms willing to undertake the above job work may contact OE I Section of O/o Principal Accountant General (A&E), Andhra Pradesh, Hyderabad for physical verification of the books. **Tender forms can also be downloaded from this office website [www.agap.cag.gov.in](http://www.agap.cag.gov.in) and [www.tenders.gov.in](http://www.tenders.gov.in).**

Last date for submission of Tenders is on or before 05.06.2020 at 3.00 PM. The sealed tenders will be opened on 05.06.2020 at 3.30 PM in the presence of the authorized bidders, who wish to be present, (only one representative from each firm can attend bid opening process) in the chamber of Sr. Deputy Accountant General (Admn)/ Sr. Accounts Officer (O.E) of this office. Tenders received after 3.00 PM on 05.06.2020 will not be accepted.

Sd/-

**Deputy Accountant General (Admn)**

**Tender Schedule for printing of Finance & Appropriation Accounts and Accounts at a Glance including CD's with replication for the year 2018-19.**

- Name & address of the firm (office and place of printing):
- Details of any two similar jobs undertaken (enclose specimen) with State or Central Govt. during previous Financial Year.

**1) PRINTING OF FINANCE & APPROPRIATION ACCOUNTS, ACCOUNTS AT A GLANCE AND CDS WITH REPLICATION:**

**i) Appropriation of Accounts:**

1	Number of Copies	550 copies +10 copies (Laser Print rexine bound)
2	i) Approximate total number of pages in the Report (excluding cover sheet) including Blank pages ii) Size of the Report	500 pages (excluding cover pages)  A4(29.7cm * 21cm )
3	Report should be printed in	English
4	Quality of paper to be used for the text(inner pages)	On 90 GSM SS maplitho paper in black and white
5	Paper to be used for cover sheet	On 300 GSM Art card in two colours Matte finish with lamination
6	Printing charges (to be filled by tenderer)	
	a) Cost of Paper	
	b) Cost of Printing	
	c) Binding charges	
	d) Taxes if any	
	Total(a+b+c+d) :	
7	Proportionate cost per four pages or part thereof in case of increase / decrease for adjustment of price	

**ii) Finance Accounts Vol. I**

1	Number of Copies	550 copies +10 copies (Laser Print rexine bound)
2	i) Approximate total number of pages in the Report (excluding cover sheet) including Blank pages ii) Size of the Report	90 pages (excluding cover pages)  A4(29.7cm * 21cm )
3	Report should be printed in	English
4	Quality of paper to be used for the text(inner pages)	On 90 GSM SS maplitho paper in black and white
5	Paper to be used for cover sheet	On 300 GSM Art card in two colours Matte finish with lamination
6	Printing charges (to be filled by tenderer)	
	a) Cost of Paper	
	b) Cost of Printing	
	c) Binding charges	
	d) Taxes if any	
	Total(a+b+c+d):	
7	Proportionate cost per four pages or part thereof in case of increase / decrease for adjustment of price	

iii) **Finance Accounts Vol. II**

1	Number of Copies	550 copies +10 copies (Laser Print rexine bound)
2	i) Approximate total number of pages in the Report (excluding cover sheet) including Blank pages ii) Size of the Report	600 pages (excluding cover pages) A4 (29.7cm * 21cm )
3	Report should be printed in	English
4	Quality of paper to be used for the text(inner pages)	On 90 GSM SS maplitho paper in black and white
5	Paper to be used for cover sheet	On 300 GSM Art card in two colours Matte finish with lamination
6	Printing charges (to be filled by tenderer)	
	a) Cost of Paper	
	b) Cost of Printing	
	c) Binding charges	
	d) Taxes if any	
	Total(a+b+c+d):	
7	Proportionate cost per four pages or part thereof in case of increase / decrease for adjustment of price	

iv) **Accounts at a Glance with Pouch for CD**

1.	Number of Copies	550 copies
2.	i) Approximate total number of pages in the Report (excluding cover sheet) including Blank pages ii) Size of the Report	40 pages (excluding cover pages) A4(29.7cm * 21cm )
3.	Report should be printed in	English
4.	Quality of paper to be used for the text(inner pages)	On 170 GSM IAP Matt paper in multi colour
5.	Paper to be used for cover sheet	On 300 GSM IAP Matt paper lamination with spot UV
6.	Colour Pouch for placing CD	Colour Pouch to be pasted on the inner side of the back cover of the each Book of Accounts at a Glance.
7.	Printing charges (to be filled by tenderer)	
	a) Cost of Paper	
	b) Cost of Printing	
	c) Binding charges	
	d) Cost for colour pouch for CD and instructions with "How to use CD"	
	e) Taxes if any	
	Total(a+b+c+d):	
8.	Proportionate cost per four colour pages or part thereof in case of increase / decrease for adjustment of price.	

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2) **CDs**

i) **CD-1 with replication:**

CDs should include material of Finance & Appropriation Accounts.

1	Number of copies	550 copies
2	a) Cost of each CD with replication	
3	b) Charges and Taxes if any	
4	c) Fixed cost if any	
5	Total(a+b+c) :	

ii) **CD-2 with replication:**

Each CDs should include material of Accounts at a glance.

1	Number of copies	550 copies
2	a) Cost of CD with replication	
3	b) Charges and Taxes if any	
4	c) Fixed cost if any	
5	Total(a+b+c) :	

- 1) Finance & Appropriation Accounts and Accounts at a Glance of previous year are available in OE I section for verification by the bidder before submission of the tender.
- 2) We, the undersigned agree to abide by all the terms and conditions stated in the tender notice and Annexure to this schedule.

**Signature of the Tenderer with seal.**