



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

No. AG (Audit)/L&S/Forms/2020-21/

Date: 10-07-2020.

Limited Tender Notice for Printing of Audit Reports.

Sealed quotations are invited from registered printers/publishers for printing and supply of various Audit Reports/Booklets to office of the Accountant General (Audit), Telangana, Saifabad, Hyderabad - 500 004 during the financial year 2020-21 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 2020-21 (i.e., upto 30-06-2021), 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 30-06-2021.
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 July 31st 2020 by 15:00 hours and opened at 16:00 hours on the same day. The tenderers 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 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, 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 incorporates or not. A proof of supporting the legal validity of the bidder shall be submitted. The bidder should be a minimum total turnover of Rupee Twenty Five (25) Lakh in each of the last two financial years 2018-19 & 2019-20. The bidder should be register 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 for supporting the above shall be submitted.

10. **Performance Security Deposit:-**

The successful bidder has to deposit a Performance Security (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 days of receipt of purchase/supply order. The PSD will remain valid for a period of 60 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 and shall be submitted in a separate envelope. The bidder may write the Name and Address of the bidder 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, specified by the bidder in the bid 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 for submission of EMD 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 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 days of the issue of letter of acceptant in interns of Rule 225 of GFR Reports.

13. Any dispute arising out of this procurement is subject to the jurisdiction of the 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), Hyderabad, Telengana.

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 if 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.

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>								
	Total								

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'

Audit Reports & Booklets (single/black colour printing)

Sl. No.	Particulars	Rate per page				Amount (Rs.)			
		1 book to 50 books	51 books to 100 books	101 books to 500 books	501 books to 1000 books	50 books	100 books	500 books	1000 books
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
A	Setup charges for the printing of text/ content matter, graphics, photos. <i>(Set-up charges cost per page should be mentioned in the box)</i>								
	50 pages								
	100 pages								
	150 pages								
	200 pages								
B	Cost of printing of the text, content matter including graphics, photographs in single/black colour throughout, on 135 GSM Imported Art Paper (glossy/matte finish) with perfect binding. <i>(Printing cost per page should be mentioned in the box)</i>								
	50 pages								
	100 pages								
	150 pages								
	200 pages								
C	Setup charges for cover pages. <i>(Set-up charges cost for total 4 pages including 2 outer & 2 inner pages should be mentioned in the box)</i>								
D	Costing of printing of the cover pages in single/black colour including graphics/photographs etc., on Imported Art Card (glossy/matte finished) with 300 GSM thicknesses duly laminated. <i>(Printing cost for total 4 pages including 2 outer & 2 inner pages should be mentioned in the box)</i>								
	Total								

Explanatory Notes:

- A- Each Audit Report/Booklet 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/Booklet will consist of 50 to 200 pages. Requirement of Audit Reports/Booklets will be ranging from 50 to 1,000 books. Cost of printing (single/black colour) for one page should be mentioned in the relevant box.
- C- Each Audit Report/Booklet 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/Booklet 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 (single/black colour) charges for one cover page (4 pages set of cover page) should be mentioned in the relevant box.

Date:**Signature of the Printer with Seal**

