



प्रधान महालेखाकार ( लेखा एवं हकदारी ), झारखण्ड का कार्यालय  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), JHARKHAND

No. General(A&E)/Printing (24)/20-21/49

Dated: 07/07/2020.

To

M/s .....  
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**Subject:- Printing of Pension Forms, Authority Forms/PPO Books.**

Sealed tenders are invited on behalf of the President of India for printing of the following forms. **The samples of items are available with the undersigned and may be seen for the purpose of quotation:-**

Sl.No.	Name of the forms/PPO Book	Quantity	Colour	Remarks
1.	Intimation Memo	30000 Nos.	Carnelian	Single Side Printing
2.	Gratuity Payment Order	60000 Nos.	Lime Green	Single Side Printing
3.	Death Gratuity Payment Order	10000 Nos.	Candy Apple Red	Single Side Printing
4.	PPO Book (6 pages)	20000 Set	Royal Blue	Two sheet single side Printing & four sheets both side printing

Note:- The colour naming have been decided using the web site address i.e.

[http://en.wikipedia.org/wiki/List\\_of\\_colors](http://en.wikipedia.org/wiki/List_of_colors).

Further, it is also added here that all the Pension Forms will be in A4 size and paper quality should be 80 GSM, as the Pension Forms will be printed through "HP Laser jet 9040dn" laser printer. Printing should be mirror image of samples, as the print \_ engine formatting has been tested on these samples".

Tenders documents are to be accompanied with samples papers to be used for printing of Pension Forms. The method of submission of tender, and General Terms and Conditions are mentioned hereunder :-

पो. डोरण्डा, राँची - 834002 ( झारखण्ड ) P.O. Doranda, Ranchi - 834002 (JHARKHAND)

दूरभाष/ Telephone : 0651-2412942, 2412582 तार/ Telegram : PRINACCTTS RANCHI फैक्स/ Fax : 0651-2411745  
E-mail : agaejharkhand@cag.gov.in

**Schedule of Tender :-**

**Tender No.** General (A&E)/Printing(24)/20-21/49

**Dated :** 07/07/2020

**Last Date and time of receipt of tender:-** 21/07/2020 at 3.30 pm

**Date and time of opening of tender:-** 22/07/2020 at 11.30 am


**Venue:-** Sr. Accounts Officer (General), O/o the Principal Accountant General (A&E), Jharkhand, Ranchi

**Submission of Tenders:-** Tender paper complete in all respect shall be dropped in the tender box kept in the O/o the Principal Accountant General (A&E), Jharkhand, Ranchi on or before the last date mentioned above on all working days. Tender document should be filled as per tender document attached herewith.

**Terms & conditions:-**

- 1) The successful tenderer will be required to deliver the printed Pension Forms within 25 days from the date of receipt of the supply order. Delay in printing will attract penalty of Rs. 500/- per week.
- 2) Deputy Accountant General (Admn.) reserves exclusive rights to accept or reject any or all tender at any stage without assigning any reason.
- 3) Tenderer must quote his/her PAN No. and GST No. Sales Tax No. (TIN No.)
- 4) Samples should be supplied free of charge and in no case they will be returned. Tender without samples are liable to be rejected out rightly.
- 5) Infrastructure available:- List of machines and no. of manpower  
( not mandatory).
- 6) List of major clients:- Name of the organization along with contact no. of the organizational person for verification purpose.
- 7) Past experience : Attach copies of work orders.
- 8) Turnover of tenderer for last three years with copy of the Income Tax return (mandatory).
- 9) The document can either be downloaded from our official website:- [agjh.cag.gov.in](http://agjh.cag.gov.in) or can be collected personally from General Section of this office.
- 10) The successful tenderer will be required to supply the articles as per sample of forms shown to the tenderers.

Encl.: As above.

  
Sr. Accounts Officer (General)





**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A & E), JHARKHAND,**

**RANCHI**

Tender No. and Date:- No. General (A&E)/Printing(24)/20-21/49

Dated : 07/07/2020.

**Tender Document**

**Subject:- Printing of Pension Forms, Authority Forms/PPO Books**

1. Name of the Tenderer/Concern
2. Nature of the Concern (i.e. Sole Proprietor or Partnership firm or a company or a Government Department or a Public Sector Organization)
3. Details of machines & manpower in a separate sheet.
4. List of Major Customers in a separate sheet ( not mandatory).
5. Whether Income Tax returns for the past three years enclosed (Submit proof)
6. PAN Number (Please enclose copy)
7. Sales Tax (TIN) and GST No. Registration Number (Please enclose copy)
8. Rates quoted as hereunder:-

Sl. No.	Name of the forms	Paper Size	Quantity	Rate per Pc.	GST	Total Rs.
1.	Intimation Memo	A4 (210 mm x 297 mm) substance 80 GSM	30000 Nos.			
2.	Gratuity Payment Order	A4 (210 mm x 297 mm) substance 80 GSM	60000 Nos.			
3.	Death Gratuity Payment Order	A4 (210 mm x 297 mm) substance 80 GSM	10000 Nos.			
4.	PPO Book (6 pages)	A4 (210 mm x 297 mm) substance 80 GSM	20000 Set			

Dated :

(Dated Signature of Tenderer with stamp of the firm)