

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), JHARKHAND
DORANDA: RANCHI-834002**

Reference No: AA/F&A/Printing/2021-22/08

Date:17.05.2022

Website:- www.agjh.cag.gov.in
Email:-agajharkhand@cag.gov.in

NOTICE INVITING TENDER

The Office of the Principal Accountant General (A&E), Jharkhand, Ranchi under the aegis of Comptroller and Auditor General of India, New Delhi invites Bids from the reputed Printing Presses **located at Ranchi** for printing and supply of books (Finance Accounts, Appropriation Accounts and Accounts at a Glance) for the year 2021-22. The key dates are as under: -

1.	Date of Tender	17.05.2022
2.	Last date for receipt of clarification if any, by Pr.AG(A&E) office	23.05.2022
3.	Submission of reply to clarifications raised by the Bidders	25.05.2022
4.	Last Date & Time for submission of bids	31.05.2022 (5.30 PM)
5.	Date & Time of opening of Technical bids	01.06.2022 (11.30 AM)
6.	Date & Time of opening of Financial bids	06.06.2022 (3.30 PM)

The bidders eligibility, detailed scope of work and other terms and conditions etc., are available on our official website at <https://www.agjh.cag.gov.in>. The concern firm who satisfy the eligibility criteria may download the tender documents from our official website and submit the same either personally or through post/courier along with required documents to the Dy. Accountant General (Govt. A/Cs) so as to reach this office on or before 31.05.2022 upto 5.30 PM.

In case of any clarification, please contact to the following officer.

Shri Manoj Kumar -II, Sr. Accounts Officer (AA)
Mob: -9431767259


Dy. Accountant General (Govt. A/Cs)



**NOTICE INVITING TENDER
FOR
“Printing and Supply of Books (Finance
Accounts, Appropriation Accounts and
Accounts at a Glance) for the year 2021-22”**

**Office of the Principal Accountant General (A&E)
Jharkhand, Doranda, Ranchi-834002
Website:- www.agjh.cag.gov.in
Email: agaejharkhand@cag.gov.in
Phone-06512411043**

1. Bidders Eligibility & General Information

- 1.1 The bidder should be a registered Firm/Company/Society/Sole Trader and should possess certificate of registration from the competent authority.
- 1.2 The bidder should be a reputed printing press, preferably having an experience in carrying out printing works for Central/State Government Departments/PSUs/Autonomous Bodies etc., and should have necessary trade licence from the appropriate authority. The bidder should enclose a performance statement in **Annexure-A** for past three years upto 31 March 2022 with necessary supporting documents as a part of technical bid.
- 1.3 The bidder should not have been black listed or debarred by any Department of Central/State Government/PSUs/Autonomous Bodies etc. The bidder shall furnish a self-undertaking to this effect and also against para-1.4 in the prescribed format as mentioned in **Annexure-B** on its letter head, duly signed by the authorized person of the bidder(s).
- 1.4 The bidder must not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a Court or a Judicial Officer, not have its business activities suspended and must not be the subject of legal proceedings for any of these reasons.
- 1.5 The bidder must not have a conflict of interest, which substantially affects fair competition. The prices quoted should be competitive and without adopting any unfair/unethical/anti-competitive means. No attempt should be made to induce any other bidder to submit or not to submit and offer for restricting competition.
- 1.6 Average annual turnover of the bidder for the last three financial years ending on 31 March 2021 (2018-19, 2019-20 and 2020-21) should not be less than ₹25 lakh. The bidder should submit the copies of complete set of audited annual financial statements with schedules/sub-schedules for the above period.
- 1.7 The bidder should have a valid PAN/TAN number/ GST Registration Number and details thereof should be provided along with the Technical bid.
- 1.8 Copy of IT returns filed by the bidder during the last three financial years (2018-19, 2019-20 and 2020-21) should be furnished.
- 1.9 Each tender should be accompanied with ₹20,000/- as Earnest Money (EMD) pledged in the name of the Pay & Accounts Officer (**Audit**), **Office of the Pr. Accountant General (A&E), Jharkhand, Ranchi-834002** in the form of Accounts Payee Demand Draft (D/D) or Fixed Deposit Receipts (FDR) or bankers cheque or bank guarantee (as per format given in **Annexure-C**) from any of the commercial banks. The deposit will be refunded to the unsuccessful bidders, latest on or before **30 (thirty) days** of declaration of results of the technical evaluation.
- 1.10 Micro and Small Enterprises (MSE) shall be exempted from payment of Earnest Money Deposit as per the policy of the Government of India. The bidder must have enclosed the certificate of registration and other documents along with the technical bid to claim exemption. However, the registered MSE is required to submit a Bid Securing Declaration (BSD) as per the prescribed format (**Annexure-D**) in the letter-head of the bidder.

- 1.11 The bids submitted by bidders shall be valid for a period of **45 (forty-five) days** from the date of closure of the bid. On expiry of the validity period, if required, this office would solicit the bidder's consent for an extension of validity period.
- 1.12 The issue of this tender document does not imply that this office is bound to select bid(s), and it reserves the right without assigning any reason to reject any or all of the bids, or cancel the tender process. It would have no liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for such action.
- 1.13 Before the deadline for submitting bids, this office may update, amend, modify or supplement the information, assessment or assumptions contained in the tender document by issuing a corrigenda and addenda. The corrigenda and addenda shall be published in the same manner as the original tender document and be considered as a part of the bid document. However, it is the bidder's responsibility to check the website for any corrigenda and addenda. To give reasonable time to the prospective bidders to take such corrigendum/addendum into account in preparing their bids, this office may suitably extend the deadline for the bid submission as necessary. After this office makes such modifications, any bidder who has submitted his bid in response to the original invitation shall have the opportunity to either withdraw his bid or re-submit his bid superseding the original bid within the extend time of submission.
- 1.14 A bidder may seek clarification of the tender document from office/contact person before the end date mentioned in the bid document. This office shall respond within **three (3) working** days of receipt of such a request for clarification. The queries and clarifications shall be shared on the website with all the prospective bidders. Any modification of the tender document that may become necessary due to the clarification(s) shall be made through an addendum/corrigendum.

2. Scope of the Work

- 2.1 The scope of work includes typing, composing, designing, resetting, imposing and processing of plates, printing, trimming, folding, stitching, pasting, binding and supply of complete set of Finance Accounts, Appropriation Accounts and Accounts at a Glance as per the following quantities and specifications: -

Books	Volume	Page contained (approx.)	No of Copies
Finance Accounts (English version)	Vol-I	120	100
	Vol-II	550	100
Finance Accounts (Hindi version)	Vol-I	120	225
	Vol-II	570	225
Appropriation Accounts (English version)	Single	380	100
Appropriation Accounts (Hindi version)	Single	450	225
Accounts at a Glance (English version)	Single	50	100
Accounts at a Glance(Hindi version)	Single	50	225

The number of printed copies and pages contained in each book may vary as per requirement. The printing works will be assigned to the selected bidder in phased manner as detailed in **Annexure-E**. The date for submission of manuscripts and

rectified/corrected/modified copies by this office at different stages as mentioned in Annexure-E may vary based on the circumstances and accordingly, the delivery period shall be extended suitably.

- 2.2 All pages of Finance Accounts and Appropriation Accounts shall be on **130 GSM Mat-Art**, printed on single colour and cover page on **300 GSM** in Gloss Art with Lamination.
- 2.3 All pages of Accounts at Glance shall be on **130 GSM Mat-Art**, printed on multi-colour and cover page on **300 GSM in Gloss Art with Lamination**.
- 2.4 The books shall be printed with Font type "**Times New Roman**" and Font size "**12**" in the text of report and in case of Tables and Charts, the Font size should not be less than "**8**".
- 2.5 Soft copy of English version of Finance Accounts (in Excel format) and Appropriation Accounts (in .doc file) shall be provided to the successful bidder for composing and designing only.
- 2.6 Manuscripts of Hindi version of Finance Accounts and Appropriation Accounts will be provided for typing, composing and designing during finalization of English version of Finance Accounts and Appropriation Accounts.
- 2.7 Accounts at a Glance both in English and Hindi version with a sample will be provided to the successful bidder separately. Manuscript of Hindi version will be given for typing, composing and designing. English version will be provided in soft copy.
- 2.8 After completion of preliminary work (ready for print) of Finance Accounts and Appropriation Accounts-2021-22 in all respect, **five copies** each (English and Hindi) shall be provided by the successful bidder for internal checking/correction by this office. After checking, five copies each of Finance Accounts and Appropriation Accounts in **spiral binding** (only English version), incorporating all changes will be provided by the successful bidder for sending our Headquarters office at New Delhi.
- 2.9 Any corrections made/changes suggested by our Headquarters office shall also be incorporated. After the proof corrections, order for final printing shall be issued from this office.
- 2.10 **Fifteen (15)** copies of Finance Accounts and Appropriation Accounts (both in Hindi and English) shall be provided to this office for final signature of the C&AG of India out of which **Ten (10)** copies shall be in **Hard Board Binding with Golden Embossing** and **five (05)** copies shall be machine binding.
- 2.11 After confirmation from this office, the remaining copies/books shall be printed. The printed books duly packed in quality paper with a sticker containing the name of publication should be delivered to the designated officer of this office (Doranda) at the cost of the bidder.

3. General Terms and Conditions of Contract

- 3.1 The bidders should quote the **rate per page** (both in figures as well in words) for each Book as per the format given in **Annexure-H** (Price Bid). Erasing/ Overwriting should be avoided. All taxes, duties, fees, levies however, should be indicated separately. In case nothing is mentioned, it will be assumed that all applicable taxes, duties, fees, levies are included in the rates quoted. The rate per page should include

all types of works to be performed by the bidder for supply of books, complete in all respect.

- 3.2 The prices should be arrived at independently, without restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to: (i) those prices; or (ii) the intention to submit an offer; or (iii) the methods or factors used to calculate the prices offered. The prices should neither be nor shall be knowingly disclosed by the bidder, directly or indirectly, to any other bidder or competitor before bid opening or contract award unless otherwise required by law.
- 3.3 The selected bidder shall be entirely responsible for all taxes, duties, fees, levies etc., incurred until delivery of the books to this office. If applicable under relevant tax laws and rules, this office shall deduct from all payments and deposit required taxes to the respective authorities as applicable rates.
- 3.4 Any increase in the rate of applicable taxes, duties, fees and levies etc., during the original delivery period or extended delivery period shall be borne by this office. The benefit of any reduction in such rates during the original/extend delivery period must be passed on to this office.
- 3.5 The rate quoted by the bidders shall remain firm till complete delivery of printed ordered copies/additional copies.
- 3.6 Sample papers in accordance with the prescribed specifications should accompany the quotation duly signed on behalf of the firm with detailed specifications i.e. name of the paper, GSM etc., (**refer para-2.2 & 2.3**). In case paper samples, duly signed are not attached with the technical bid, the same will be rejected.
- 3.7 The proposal should be duly signed on every page.
- 3.8 Conditional offers/offers which are not conformity to the prescribed document will be summarily rejected.
- 3.9 The tender is liable to be ignored if complete information/documents is not provided as specifically mentioned in this bid documents.
- 3.10 Submission of tender will bind the bidder to accept all the conditions specified herein and in addition to the conditions of the contract. However, the terms and conditions of the bid documents are required to be signed in each page with seal of the bidder and be returned with the bids as a token of acceptance, besides submitting acceptance letter in prescribed format as per **Annexure-F**.
- 3.11 The execution of the work should be high standard, neat, accurate and as per specifications/requirements of this office.
- 3.12 The sub-standard work will liable to be rejected and bidder will have to rectify the same as per specifications mentioned in the bid. No extra payment will be made for such work. No payment shall be made for incomplete or partially completed work.
- 3.13 The successful bidder shall not give sub-contract, transfer, assign or otherwise, part of the contract to any other persons, firm, company, directly or indirectly. If the bidder is found to be fraudulent, their work order will be terminated and the bidder will be black listed.
- 3.14 Since the printed copies (Finance Accounts, Appropriation Accounts and Accounts at a Glance) are to be laid before the State Legislature, the selected bidder shall ensure that all information, data and or documents given to them by this office are kept

confidential. The entire manuscripts/documents for printing are entrusted to the selected bidder under trust and hence any leakage of information or passing of the information for any commercial purposes/exploitation or any other purpose whatsoever shall amount to committing an offence of stealing and criminal breach of trust liable for criminal prosecution.

- 3.15 No advance payment shall be made by this office to the successful bidder. After complete delivery of printed books, the bidder will submit pre-receipted invoices in triplicate, complete in all respects for necessary settlement. The invoices should be submitted along with complete details of the work undertaken by the bidder with supporting documents and bills. Payment will be made on submission of bills and receiving sanction from Headquarters.
- 3.16 For facilitating electronic transfer for fund, the selected bidder will be required to indicate the **Bank Account number, IFSC Code** and also forward a cheque leaf duly cancelled to verify the details furnished. These details should also be furnished on the body of the bill(s) submitted for payments by the selected bidder.
- 3.17 The bid shall be submitted in two parts i.e. Technical Bid (**Annexure-G**) and Price Bid (**Annexure-H**). The documents in support of the Technical Bid and Price Bid shall be placed in separate sealed envelopes. The Technical Bid, along with other information as specified in the tender document shall include the following: -

Envelope-I (Technical Bid)

- (i) Certified copies of registration/incorporation, Memorandum & Articles of Association, Partnership Deed etc. (refer para-1.1)
- (ii) Proof of experience in Annexure-A (refer para-1.2);
- (iii) Certified copy of trade licence (refer para-1.2);
- (iv) Self-declaration for not being black listed, insolvent, bankrupt etc., in prescribed format (refer para-1.3 & 1.4 and Annexure-B);
- (v) Proof of average annual turnover for the last three years upto 31 March 2021 with audited annual financial statements (refer para-1.6);
- (vi) Certified copies of PAN/TAN/GST number (refer para-1.7);
- (vii) Certified copies of IT returns for the years 2018-19,2019-20 and 2020-21 (refer para-1.8)
- (viii) Earnest Money Deposit (DD/FDR/Bankers Cheque/BG as per prescribed format in Annexure-C) or certificate of registration as MSE. (refer para-1.9 & 1.10)
- (ix) Bid Securing Declaration in Annexure-D by MSEs (refer para-1.10)
- (x) Sample papers (refer para-3.6);
- (xi) Signed copy of this bid document (refer para-3.10); and
- (xii) Certificate of Acceptance to all terms and conditions of this bid documents (Annexure-F)

Envelope-II (Price Bid)

Price bid shall be strictly as per the format prescribed in **Annexure-H**.

The Bid should contain the above documents and be sent to the addressee mentioned in Para-3.18 before **5.30 PM on 31.05.2022**.

- 3.18 The sealed cover containing the above envelopes (Envelop-I & II) with the superscription "**Pr.AG(A&E), Jharkhand-Printing of Annual Accounts-2022**" should be addressed to: -

Dy. Accountant General (Govt. A/Cs)

O/o the Pr. Accountant General (A&E), Jharkhand, Ranchi-834002

Phone:0651-2411043

- 3.19 The bid documents submitted by the bidders are the property of this office and are not returnable to the bidders. The information provided by the bidder(s) will be used for the sole purpose of evaluation of bids only.
- 3.20 The Price bids of those bidders will be opened who satisfy all of the conditions mentioned in Technical bids.
- 3.21 Only substantively responsive bids shall be considered for further evaluation. A substantially responsive bid is complete and conforms to the tender document's essential terms and conditions and requirements without substantive deviation, reservation or omission. Unless otherwise stipulated in this document, the following are some of the crucial aspects for which a bid shall be liable to be rejected as nonresponsive.
- (i) The bid is not in the prescribed format or is not submitted as per the stipulations in the tender document;
 - (ii) Required Bid Securing Declaration has not been provided (for MSE);
 - (iii) Earnest Money Deposit has not been provided (for non-MSEs);
 - (iv) Bidder is not eligible to participate in the bid as per laid down eligibility criteria;
 - (v) The bid validity is shorter than the required period;
 - (vi) The bid departs from the essential requirements stipulated in the bid documents;
 - (vii) Counter offer/conditional offer;
 - (viii) Non-submission or submission of illegible scanned copies of stipulated documents/declarations etc.
- 3.22 The selected bidder shall acknowledge in writing, the receipt of Letter of Award (LoA) and send his acceptance to the Deputy Accountant General (Govt. A/Cs) of this office **within three (3) working days** from the date of receipt of LoA.
- 3.23 The selected bidder is required to deposit Performance Security equivalent to **3 per cent** of the contract value **within seven (7) working days** from the date of receipt of LoA. Performance Security may be furnished in the form of an Account Payee Demand Draft, Fixed Deposit Receipt or bankers cheque or bank guarantee (as per format given in Annexure-I) from any of the commercial banks.

This office shall send the Agreement/Contract Form duly signed, by speed post/special messenger or by suitable digital means **within three (3) working days** from the date of receipt of Performance Security and the selected bidder shall return

the original copy of the contract/agreement duly signed and dated, within **seven (7) working days** from the date of its receipt.

- 3.24 The agreement shall come into force from the date of submission of Performance Security and will be valid for **6 (six) months** or such date when both the parties fulfilled the entire obligation.

Subject to satisfactory completion of work by the selected bidder, this office with mutual consent may entrust the work of "Printing and supply of Finance Account, Appropriation Account and Accounts at a Glance" for another period of **2 (two) years** with the same rate and same terms and conditions of contract, by executing a supplementary agreement.

- 3.25 The bidder should start the work immediately after receipt and acceptance of the Performance Security and should not wait till the agreement is executed.

- 3.26 If the bidder, whose bid is the lowest evaluated bid withdraws or whose bid has been accepted, fails to acknowledge the LoA or fails to sign the agreement/contract as may be required or fails to provide the performance security, this office reserves the right to cancel the tender and suspend the bidder for **2 (two) years** from being eligible for bidding in any tender in the Department.

- 3.27 The work has to be performed as per the instructions of this office and as per the terms and condition of the agreement/contract. Time is the essence for this work.

- 3.28 If the selected bidder fails to deliver the ordered books within the delivery period or extended delivery period as mentioned in Annexure-E, this office reserves the right to revoke the Performance Security fully or partly as deemed fit.

- 3.29 All disputes are subjected to Ranchi jurisdiction only.



(B.C. Behera)

Dy. Accountant General (Govt. Accounts)

Date: 17.05.2022

Place: RANCHI

Annexure-A

Performance Statement

(refer para-1.2)

(to be submitted as part of technical bid on bidder's letter-head)

Bidders Name: _____

Address: _____

Tender reference No. _____ Date: _____

The past performance during the last three years upto 31 March 2022 are mentioned below:

Order issued by	Order No/Date	Qty. Ordered	Qty. supplied	Price at which supplied	Total value of the order	Status as on date

Note to Bidders: - Fill up this table your past performance. Statements and Documents to the Performance Statement may be mentioned/ attached here. The list above is indicative only. You may attach more documents as required to showcase your past performance. Add additional details not covered elsewhere in your bid in this regard.

(Signature with date)

Name & Designation

(Seal of the bidder)

Annexure-B

Self-Declaration

(refer para-1.3 & 1.4)

From

Bidders Name: _____

Address: _____

Tender reference No. _____ Date: _____

To

The Dy. Accountant General (Govt. Accounts)

Office of the Pr. Accountant General (A&E)

Jharkhand, Ranchi-834002

Ref: Tender reference No. _____ /Date _____

Sir/Madam

We, the undersigned, solemnly declare that:

Our Company/Firm/Business Unit named _____ has not been black listed or debarred by any Department of Central/State Government/PSUs/Autonomous Bodies etc.

We further declare that our Company/Firm/Business Unit named _____ is not an insolvent, in receivership, bankrupt or being wound up. The activities of our Company/Firm/Business Unit named _____ has neither been administered by a Court or a Judicial Officer, nor have its business activities suspended. Moreover, the activities are also not subject of legal proceedings for any of these reasons.

(Signature with date)

(Name and designation)

Duly authorized to sign bid for and on behalf of _____ (Name & Address of Bidder with Seal)

Date: _____

Place: _____

Annexure-C

Bank Guarantee Format for Earnest Money

(refer para-1.9)

To

The Dy. Accountant General (Govt. Accounts)
Office of the Pr.AG(A&E), Jharkhand
Ranchi-834002

Whereas, _____ (name and address of the Bidder) (hereinafter, called "the Bidder") has submitted the bids, in pursuance of Tender Reference No. _____ date _____ for "Printing and Supply of Books (Finance Accounts, Appropriation Accounts and Accounts at a Glance) for the year 2021-22" (hereinafter called "the contract").

And Whereas, you have stipulated it in the said bid documents that the Bidder shall furnish you with a Bank Guarantee by a Commercial bank for the sum specified therein as Earnest Money Deposit for compliance with its obligations as per the contract;

And Whereas, we have agreed to give the Bidder such a Bank Guarantee.

Now, therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the Bidder, up to a total of _____ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Bidder before presenting us with demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall be valid until the _____ day of 2022.

Our _____ branch at _____ (Name & Address of the(branch) is liable to pay the guaranteed amount depending on the filing of a claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our _____ branch a written claim or demand and received by us at our _____ branch on or before dated _____ otherwise, the bank shall be discharged of all liabilities under this guarantee after that.

(Signature of the authorized officer of the Bank)
Name and designation of the officer

Seal, name & address of the Bank and address of Branch.

Annexure-D

Bid Securing Declaration

(refer para-1.10)

From

Bidders Name: _____

Address: _____

Bidders reference No. _____ Date: _____

To

The Dy. Accountant General (Govt. Accounts)

Office of the Pr. Accountant General (A&E)

Jharkhand, Ranchi-834002

Ref: Tender reference No. _____ /Date _____

Sir/Madam

We, the undersigned, solemnly declare that:

We understand that according to the conditions of this Tender Document, the bid must be supported by a Bid Securing Declaration In lieu of Bid Security.

We unconditionally accept the conditions of this Bid Securing Declaration. We understand that we shall stand automatically suspended from being eligible for bidding in any tender in the Office of the Pr.AG(A&E), Jharkhand, Ranchi for two (2) years from the date of opening of this bid if we breach our obligation(s) under the tender conditions if we:

- (i) withdraw/ amend/ impair/ derogate, in any respect, from our bid, within the bid validity; or
- (ii) being notified within the bid validity of the acceptance of our bid by the Office of the Pr.AG(A&E), Jharkhand, Ranchi:
 - (a) refused to or failed to produce the original documents for scrutiny or the required Performance Security within the stipulated time under the conditions of the Tender Document.
 - (b) Fail or refuse to sign the contract.

We know that this Bid Securing Declaration shall expire if the contract is not awarded to us, upon:

- (1) receipt by us of your notification
 - (a) of cancellation of the entire tender process or rejection of all bids or
 - (b) of the name of the successful bidder or
- (2) forty-five days after the expiration of the bid validity or any extension to it.

(Signature with date)

(Name and designation)

Duly authorized to sign bid for and on behalf of _____ (Name & Address of Bidder with Seal)

Date: _____

Place: _____

Annexure-E

Timeline for Supply and Delivery

(refer para-2.1)

Sl No	Contents	Expected date of delivery
1	Soft copy of English Version of Finance Accounts (in Excel format) and Appropriation Accounts (in .doc file) are to be provided to the bidder (refer para-2.5)	By 8 th July 2022
2.	Manuscripts of Hindi version of Finance Accounts and Appropriation Accounts will be provided to the bidder (refer para-2.6)	By 20 th July 2022
3.	Accounts at a Glance both in English and Hindi version with a sample will be provided to the bidder separately. Manuscript of Hindi version will be given for typing, composing and designing. English version will be provided in soft copy (refer para-2.7)	By 5 th August 2022
4.	After completion of work of Finance Accounts and Appropriation Accounts-2021-22 in all respect, five copies each (English and Hindi) shall be provided by the successful bidder for internal checking/correction by this office. After checking, five copies each of Finance Accounts and Appropriation Accounts in spiral binding (only English Version) incorporating all changes will be provided by the bidder for sending our Headquarters office at New Delhi (refer para-2.8)	By 16 th August 2022
5.	Fifteen (15) copies of Finance Accounts and Appropriation Accounts (both in Hindi and English) shall be provided to this office for final signature of the C&AG of India out of which Ten (10) copies shall be in Hard Board Binding with Golden Embossing and five (05) copies shall be machine binding (refer para-2.10)	Will be intimated as soon as approval is received from our Headquarters at New Delhi
6.	Printing and delivery of remaining copies (refer para-2.11)	Will be intimated as soon as approval is received from our Headquarters at New Delhi

NB: The date for submission of manuscripts and rectified/corrected copies by this office at different stages as mentioned above may vary based on the circumstances.

Annexure-F
(refer para-3.10)

Certificate of Acceptance

Certified that I/we have read and understood all the terms and conditions in the tender documents and that our/my company/firm, namely, _____ do hereby unconditionally accept all the terms and conditions set out in **paragraphs 1.1 to 3.29** of the Bid Documents.

(Signature with date)

(Name and designation)

Duly authorized to sign bid for and on behalf of _____ (Name & Address of Bidder with Seal)

Date: _____

Place: _____

Annexure-G
Technical Bid

(refer para-3.17)

SI No.	Description	Information to be furnished/enclosed by Bidder
1.	Name of the Bidder	
2.	Year of establishment/incorporation (copies of certificate/registration)	
3.	(a) Whether Proprietorship or Partnership or Limited Company etc. (copies of Memorandum and Articles of Association, Partnership Deed etc., may be attached)	
	(b) Name(s) of the Proprietor, Partner or Managing Director etc.	
4.	Complete postal address for correspondence with contact number, Fax, e-mail etc.	
5.	PAN number: GSTIN: (Certified copies must be attached)	
5.	Proof of experience in Annexure-A with enclosures	
6.	Certified copy of trade licence	
7.	Self- declaration in Annexure-B	
8.	Average annual turnover for the last three years ending on 31 March 2021 (copies of annual financial statements may be enclosed)	
9.	Certified copies of Income Tax returns filed for the last three years ended 31 March 2021 i.e. for 2018-19, 2019-20 and 2020-21.	
10.	Earnest Money Deposit, if applicable (if submitted BG mode, it should be as per prescribed format (Annexure-C)	
11.	Documentary proof for being registered as MSE (for MSEs)	
12.	Bid Securing Declaration as per Annexure-D (for MSEs)	
13.	Copy of Power of Attorney/Board resolution authorising the person for signing the Bid documents	
14.	Sample papers (refer para-3.6)	
15.	Signed copy of this bid declaration (refer para-3.10)	
16.	Certificate of Acceptance in Annexure-F	
17.	Any other information if specifically mentioned in the Bid Documents. The bidder may also furnish any other information/documents which the bidder considers appropriate to be furnished for the purpose of this bid.	

Place: _____

Date: _____

Authorised Signatory
(Name/Designation)
(Seal)

Annexure-H
Price Bid
(refer para- 3.1 & 3.17)

To

The Dy. Accountant General (Govt. A/Cs)
Jharkhand, Ranchi-834002

Sub: Printing and supply of Books

Tender Ref. No/Date _____

Sir

With reference to tender document for Printing and supply of Books, I/we submit my/our Price bid as under:

Books	Volume	Page contained (approx.)	No of Copies	Rate per page figures and words (₹)	Total (3)X(4)X(5)
(1)	(2)	(3)	(4)	(5)	(6)
Finance Accounts (English version)	Vol-I	120	100		
	Vol-II	550	100		
Finance Accounts (Hindi version)	Vol-I	120	225		
	Vol-II	570	225		
Appropriation Accounts (English version)	Single	380	100		
Appropriation Accounts (Hindi version)	Single	450	225		
Accounts at a Glance (English)	Single	50	100		
Accounts at a Glance(Hindi)	Single	50	225		
Amount					
Taxes as applicable					
Gross amount					

Declaration

I/We hereby, agree:

(a) To keep this offer valid for 45 (forty-five) days from the date of closure of the bid. We shall also be agreeable to extend the validity of the bid, if so desired by Pr.AG(A&E) office.

(b) To keep validity of the price mentioned in the bid till the completion of the contract.

(Signature with date)

(Name and designation)

Duly authorized to sign bid for and on behalf of _____ (Name & Address of Bidder with Seal)

Date: _____ Place: _____

Annexure-I

Bank Guarantee Format for Performance Security

(refer para-3.23)

To

The Dy. Accountant General (Govt. Accounts)
Office of the Pr.AG(A&E), Jharkhand
Ranchi-834002

Whereas _____ (name and address of the contractor) (hereinafter, called "the contractor") has undertaken, in pursuance of Letter of Award No. _____ date: _____ for "Printing and Supply of Books (Finance Accounts, Appropriation Accounts and Accounts at a Glance) for the year 2021-22" (hereinafter called "the contract").

And Whereas you have stipulated it in the said contract that the contractor shall furnish you with a bank guarantee by a Commercial bank for the sum specified therein as security for compliance with its obligations as per the contract;

And Whereas we have agreed to give the contractor such a bank guarantee.

Now, therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the contractor, up to a total of _____ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the contractor to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the contractor before presenting us with demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall be valid until the _____ day of 2022.

Our _____ branch at _____ (Name & Address of the(branch) is liable to pay the guaranteed amount depending on the filing of a claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our _____ branch a written claim or demand and received by us at our _____ branch on or before dated _____ otherwise, the bank shall be discharged of all liabilities under this guarantee after that.

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of Branch.

