

प्रधान मंशालेखाकार (सेवा&हो) का  
कार्यालय  
बीरचंद पटेल पथ,  
पटना, बिहार - 800001



OFFICE OF THE PRINCIPAL  
ACCOUNTANT GENERAL (A&E),  
BIRCHAND PATEL PATH  
PATNA, BIHAR - 800001

SUPREME AUDIT INSTITUTION OF INDIA

लोकहित एवं सत्यनिष्ठा

Dedicated to Truth in Public Interest

पत्रांक / Letter No. - GD/Printing & Binding/25-26/ 107

दिनांक / Date - 05-01-2026

### निविदा आमंत्रण सूचना

पूर्व-मुद्रित प्रपत्रों और अन्य स्थानीय प्रपत्रों की छपाई और आपूर्ति तथा बाइंडिंग के लिए निविदा GeM पोर्टल पर निविदा संख्या- **GEM/2026/B/7062515**, दिनांक: **02-01-2026** द्वारा आमंत्रित की गयी है। अतिरिक्त नियम एवं शर्तें तथा कार्यक्षेत्र संलग्न हैं। सभी इच्छुक बोलीदाताओं से अनुरोध है कि वे अपने सभी दस्तावेजों और विधिवत भरे हुए अनुलग्नकों के साथ GeM पर अपनी निविदा प्रस्तुत करें।

- निविदा प्रारंभ तिथि: **02-01-2026**
- निविदा समाप्ति तिथि/समय: **23-01-2026/16:00:00**
- निविदा खोलने की तिथि/समय: **23-01-2026/16:30:00**

### Notice Inviting Tender

A tender is invited on GeM Portal regarding Bid for Printing and Supply of Pre-printed forms and other local forms & Binding is floated on GeM Portal vide Bid No. **GEM/2026/B/7062515**, dated: **02-01-2026**. Additional Terms & Conditions and Scope of work is attached herewith. All Curious bidders are requested to submit their bid on GeM with complete Documents and duly filled all annexures.

- Bid Start Date: **02-01-2026**
- Bid End Date/Time: **23-01-2026/16:00:00**
- Bid Opening Date/Time: **23-01-2026/16:30:00**

भवदीय,

Digitally signed by  
Binod Kumar Choudhary  
Date: 05-01-2026  
11:42:37  
वरिष्ठ लेखा अधिकारी,  
बिहार, पटना





बिड संख्या/Bid Number: GEM/2026/B/7062515

दिनांक /Dated: 02-01-2026

## बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	23-01-2026 16:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	23-01-2026 16:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Comptroller And Auditor General (cag) Of India
विभाग का नाम/Department Name	Na
संगठन का नाम/Organisation Name	Accountant General, Bihar
कार्यालय का नाम/Office Name	Accountant General (a&e), Patna
वस्तु क्रेणी /Item Category	Paper-based Printing Services - Printing with Material; As per requirements and As per Scope of work; As per requirements and As per Scope of work
अनुबंध अवधि /Contract Period	1 Year(s) 1 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	30 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes   Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes   Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकराँ द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकराँ को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स तीलामी सक्रिय किया जाना है। / Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थिता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

## ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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## ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%)/ePBG Percentage(%)	3.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

(a).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

**लाभार्थी /Beneficiary :**

Senior Accounts Officer  
Office of the Pr. Accountant General (A&E), Bihar, Patna.  
(Pao Audit)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

**एमआईआई अनुपालन/MII Compliance**

एमआईआई अनुपालन/MII Compliance	Yes
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**एमएसई खरीद वरीयता/MSE Purchase Preference**

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिंदि की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
6. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
7. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service

provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the OM No.1.4.2021\_PPD dated 18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated online in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents. 8. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

**अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**

**Sample image of desired product:**[1767335374.pdf](https://www.mca.gov.in/mca21public/noc/1767335374.pdf)

**Pre Bid Detail(s)**

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	पी-बिड स्थान/Pre-Bid Venue
09-01-2026 16:00:00	Senior Deputy Accountant General(Administration) Chamber, 2nd floor, Office of the Pr. Accountant General(A&E), Bihar, Patna-800 001, Near-R-Block

**Paper-based Printing Services - Printing With Material; As Per Requirements And As Per Scope Of Work; As Per Requirements And As Per Scope Of Work ( 1 )**

**तकनीकी विशेषियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Type of Printing	Printing with Material
Category of Printing	As per requirements and As per Scope of work
Mode of Printing	As per requirements and As per Scope of work
Single/ Double Sided	As per requirements and As per Scope of work
Colour of Printing	As per requirements and As per Scope of work
Printing Content	As per requirements and As per Scope of work
Paper Material	As per requirements and As per Scope of work
Standards of Paper	As per requirements and As per Scope of work
Size of the Paper (in cm)	As per requirements and As per Scope of work
Thickness of Paper in GSM	As per requirements and As per Scope of work
Inserts	As per requirements and As per Scope of work
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	YES
Number of languages of printing	As per requirements and As per Scope of work

विवरण/ Specification	मूल्य/ Values
Language	As per requirements and As per Scope of work
<b>एडऑन /Addon(s)</b>	
Binding	Soft
Packaging Required	Brown paper+ Plastic sheet+ Carton
Embossing	Yes
Additional Support	Designing Support , Formatting Support & Logistics Support (Delivery of Order to the Consignee)
Finishing	Plain (without Lamination)
Scanning	Yes
Security Features	Anti Copy feature

#### क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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#### अतिरिक्त विशिष्ट दस्तावेज /Additional Specification Documents

#### प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Copies	अतिरिक्त आवश्यकता /Additional Requirement
1	Pankaj Kumar	800001,Office of the Accountant General (A&E), Mahalekakar Bhavan, Bir Chand Patel Path,	1	<ul style="list-style-type: none"> <li>Number of pages per Item : 1</li> </ul>

#### क्रेता द्वारा जोड़ी गई विड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

##### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

##### 2. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

### 3. Service & Support

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

### 4. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

### 5. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

### 6. Buyer Added Bid Specific Scope Of Work(SOW)

Text Clause(s)

*Binding/Add-ons)- Bidder must take note while quoting price for special binding of Service books (As mentioned in Serial No.-35 of Annexure-VI) & Some items where semi-hard and hard bounding is required. All details regarding binding is mentioned in Annexure-VI, Bidders are requested to go through line by line of all tender documents, Annexures etc before participation in bid.*

*Pre-Bid meeting is not mandatory but if there is any confusion or query regarding bid document/Tender document, Various Annexures or Financial break up sheet(Annexure-V). The bidder can participate in Pre-Bid meeting for any query which is mentioned in Bid document.*

### 7. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

## अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for attached categories, trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.

13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

**All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and
- All operative provisions of the erstwhile Labour Laws until their complete substitution.

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

This Bid is governed by the सामान्य नियम और शर्तें/General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस नियिदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने वाले इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



GOVT. OF INDIA  
INDIAN AUDIT & ACCOUNTS  
DEPARTMENT

TENDER FOR PRINTING AND SUPPLY OF  
PRE PRINTED FORMS AND OTHER LOCAL  
FORMS &  
BINDING AT PRINCIPAL ACCOUNTANT  
GENERAL (A&E), BIR CHAND PATEL PATH,  
PATNA-800 001

*[Signature]*  
26/12/2012

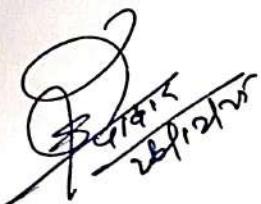
*Ready*  
26/12/2012

*M*  
26/12/2012

## TENDER SCHEDULE

<b>Name of the Work</b>	Tender for Printing and supply of pre printed forms and other local forms & Binding in this Office named "Principal Accountant General (A&E), Bihar, Patna, Bir Chand Patel Marg-800 001.
<b>Last Date &amp; submission of Tender</b>	As per Bid specification uploaded on GeM portal.
<b>Date &amp; Time of opening of online Tender</b>	As per Bid specification uploaded on GeM portal.
<b>Earnest Money Deposit (EMD)</b>	Declaration to be submitted as per Department of Expenditure Procurement Policy Division OM No. F.9/4/2020-PPD dated 12.11.2020.
<b>Performance Security Deposit / ePBG to be deposited by successful bidder</b>	3 % of Contract

**Note: If the tender is not opened on the specified date, due to unforeseen circumstances, then the next working day will be considered as tender opening date.**



Brijesh  
26/11/2020



Dinesh  
26/11/2020



Naveen  
26/11/2020

## SCOPE OF WORK & GENERAL TERM & CONDITIONS FOR TENDERS

1. This office requires the services of reputed, well-established financially sound Companies/Firms/Agency for Printing and supply of pre-printed forms and other local Forms & Binding.
2. The contract shall be a period of one year which may be extended subject to satisfactory performance on same terms and conditions.
3. The tender will be uploaded on GeM Portal. The tender should be quoted in two bids (Technical Bid & Financial Bid).

### Scope of Supplies

1. The various description items of printing of Forms and Registers & Binding to be covered under this work is enclosed with **Annexure-VI**
2. The bidder must quote their rate for the above-mentioned bid with other statutory payments & inclusive of GST. Partial bid will not be accepted.
3. All rates quoted by the bidder will be inclusive of all taxes, standard packing, freight, transit, insurance, loading & unloading charges including cess etc.
4. The material shall be packed by the seller as per standard procedure for safe transportation to site or Store.
5. The rates quoted shall be valid during the year and this office reserves the right to reduce/increase the quantity or prefer additional orders as required.

### Additional term & Conditions of the Tender

#### *1. The following documents for technical bid are required from bidder.*

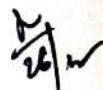
- (i) Copy of last three years' of the annual turnover which is as per Bid document/ as per requirements by GeM Portal of estimated value of contract. **(Exemption given in case of MSME/Start up)** \*In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
- (ii) Copy of GST registration letter/ Certificate of Patna.
- (iii) Service Provider has to possess minimum three (03) years of past experience for this purpose at Central/ State Govt. offices./autonomous body /State Central PSUs. **(Three Certificate/Work Order regarding above project is to be provided.)** **(Exemption given in case of MSME/Start up)** \*In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.



26/12/12



26/12/12



26/12/12

(iv) The vendor should not have been blacklisted by the Department / Ministries of Central/State Govt autonomous body under State/Central Govt, State/Central PSUs (**valid proof of document/declaration to be attached**) (**Annexure-III**)

(v) Copy of PAN in respect of the firm/individual as the case may be;

(vi) Copy of registration certificate of agency/firm/company for said purpose.

(vii) "**Annexure-V**" with quoted rate has to be uploaded in financial breakup.

(viii) The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt, bidder to upload undertaking to this effect with bid. (*self-declaration /certificate to be submitted*). (**Annexure-IV**)

(ix) The printing entity must be Patna based with all structural set up in Patna only. (**Documentary evidence is to be submitted**)

(x) As per Deptt of Expenditure Letter No. F-9/4/2020-PPD, Govt of India , dated 12<sup>th</sup> November 2020 instead of Bid Security/ EMD the bidder are required to submit a Declaration regarding the same, which is attached as (**Annexure-I**).

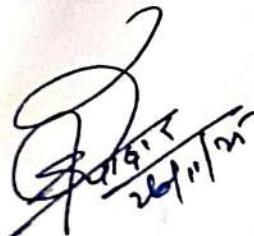
(xi) Acceptance on letter head by authorized bidder regarding technical specification mentioned in bid or duly signed all pages of "SCOPE OF WORK & ADDITIONAL TERM & CONDITIONS FOR TENDERERS" of the Bid document as mark of acceptance.

(xii) **Performance Security:** The successful bidder shall deposit **three (03)** percent of the estimated Contract Value as Performance Guarantee in the form of FDR or Bank Guarantee from any of the Commercial Schedule Bank of Bihar, Patna, within 14 days of award of the contract in favour of PAO(Audit), Office of the Principal Accountant General (A&E), Bihar, Patna. Performance Security will be valid up to 60 days after the date of completion of all contractual obligations by the contractor, including warranty obligations & the 'Defect Liability Obligations'. The payment will be released only after submission of Performance Guarantee.

## 2. Financial Evaluation:

(i) The Financial bid shall be opened of only those bidders who have been found to be technically eligible.

(ii) Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is, the unit price shall prevail and the total price shall be corrected by the institute, if there is a discrepancy between the words and figures, the lesser amount shall be considered as Valid. If the supplier does not accept the correction of the errors, his/her bid shall be rejected.



(iii) After due evaluation of the bid(s) this office will award the contract to the lowest evaluated responsive tenderer, Conditional bid will be treated as unresponsive and will be rejected.

3. The contract shall guarantee that the forms printed/supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification /sample approved and particulars contained / mentioned in the Tender document. The purchaser may inspect the said forms and if during the period of contract, the said forms be discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated. The purchaser shall be entitled to call upon the bidder to rectify the forms or such portion thereof as is found to be defective by the purchaser in his discretion on/an application made thereof by the bidder and in such an event, the above-mentioned warranty period shall apply to the forms rectified from the date of rectification thereof. In case of the failure of the bidder to rectify or replace the goods etc. within the specified time, the purchaser shall be entitled to recover the cost with all expenses from the contractor for such defective stores. The decision of the purchase on that behalf shall be final and binding on the contractor.

4. If the products are rejected by the purchaser at the destination the purchaser shall be at liberty to: -

- Require the supplier to replace the rejected products forthwith but in any event not later than a period of 07 days from the date of rejection and the supplier shall bear all cost of such replacement including freight, if any on such replacement and replaced products and shall not be entitled to any extra payment on that or any other account or
- Cancel the supply order at the risk and cost of the supplier
- 100% payment will be made after satisfactory and timely supply of the printing items which are required to be inspected & accepted by the local committee of this office and after producing bills in duplicate to this office.

5. The Purchaser expects to have delivery of all items as per supply of order within **10 to 15** days from placing of supply order.

6. The said work is of a time bound nature, the entire printing & binding of forms etc. shall be completed within the stipulated time. For Sundays/Holidays services may also need to be provided on demand, without any additional / extra financial implications.

7. Under no circumstances shall the successful Companies/ Agencies appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice, by the authority that has approved a award of contract.

*[Signature]*  
26/12/12

*[Signature]*  
26/12

*[Signature]*  
26/12

8. The selected companies/agencies shall also provide functional Mobile and Landline Number or its personnel for urgent work regarding above mentioned work.
9. This office requires the services of reputed Agency to provide contract for (01) one year. The period of the contract may be further extended or may be curtailed, terminated.
10. While submitting the Bid, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the Bid shall be rejected.
11. If any bidder stipulates any conditions of his own, such conditional bid shall be liable to be rejected.
12. The Agency/Contractor should follow all statutory obligations under various laws from time to time and no additional payment will be made in this regard.
13. Bidder's offers are liable to be rejected if they don't upload any of the certificates/documents sought in bid documents, ATC, and Corrigendum if any.
14. TDS will be deducted as per Government of India norms.
15. No extra payment/compensation whatsoever on account of natural calamity/accident or otherwise will be made to the firm except the offered rate permitted under the contract.
16. No cash payment will be paid in any case, and payment would be made strictly on availability of funds.
17. The agreement shall come to an end either on completion of the contract period or shall be terminated for Breach of contractual obligations.
18. Penalties: As mentioned in Service level Agreement And package/Decided by Competent authority.
19. Any liability arising out of any litigation due to any act of contractor staff shall be directly borne by the contractor.
20. During the contract period, the scope of work for which a job has awarded in increased/reduced, then the payment price shall be increased/reduced on pro-rata basis by the department & this decision shall be binding.
21. **Force Majeure:** In the event of any unforeseen circumstances directly inferring with the supply of various printing and binding items arising during the execution of the order such as War, Hostility, Act of public enemy, Civil commotion, sabotage fire, flood, earthquake, explosion, epidemics, quarantine restriction, strike, lockout or act of God, the successful bidder shall, within seven working day from the commencement thereof, notify the same in writing to the purchaser with reasonable evidence thereof. Either party shall have the option to terminate the contract on expiry of (90) Ninety days of the commencement of such force majeure by giving (14) fourteen days' notice to the other party in writing. In the event of such termination, no damage shall be claimed by either party against the other.



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22. All concerned are requested to read carefully and understand the terms and conditions of the contract. No violation of the aforesaid terms and conditions shall be permitted once this office accepts the contracts. In case of any clarification regarding the Tender Documents may ask in writing / By email (Office email id)/ Contact in office within one week after publishing of Tender Documents. Sr. DAG (Administration) Chamber, Office of the Principal Accountant General (A&E), Bihar, Patna may be consulted for said purpose with valid Identity Proof. (If no one presents/writing/email for said purpose, this office thinks that no queries regarding this purpose.)

23. Bids will be completely analyzed and evaluated at each stage by a committee which is recommended by the Head of Department (H.O.D.)

24. Financial bids of only those bidders shall be opened who have been declared technically qualified by the Committee for further analysis or evaluation and ranking and selecting the successful bidder for placement of the contract.

25. Except for the above-mentioned conditions, all conditions applicable as per Service Level Agreement and packages.

26. No increase in the agreed rates shall be entertained during the period of the contract.

27. The rest of the terms & conditions is applicable as per service level agreement and package.

28. **Jurisdiction:** Any dispute, arising out of this contract will be settled under the jurisdiction of office of the Principal Accountant General (A&E), Bihar, Patna. The addressing authority will be Sr. Dy. Accountant General (Administration). The decision taken by him/her shall be binding on both parties.



AJAY KUMAR PODDAR

SAO



D.P. SRIVASTAVA

DAG



OMNKAR

Sr. DAG

## Annexure-I

### **(FORMAT OF BID SECURITY DECLARATION TO BE SUBMITTED ON LETTER HEAD OF THE FIRM/AGENCY DULY STAMPED & SIGNED)**

**To,**

**The Principal Accountant General (A& E),  
Beer Chand Patel Marg, Bihar, Patna-800 001.**

### **BID SECURITY DECLARATION**

**Bid/ Tender reference No..... of Office of the  
Principal Accountant General (A&E), Bihar, Patna.**

**I/ We, the undersigned, declare that:**

**1. I/We understand that, according to existing rules/regulations, bids must be supported by a Bid Security, which is being submitted in the form of this Bid Security Declaration.**

**2. I/We accept that:**

**I/We may be blacklisted/disqualified/ debarred from bidding for any contract in any Central Government Ministry/ Department for a period of two (2) years,**

**If I/ We have committed any of the following actions:**

**(i) Withdrawn my/our Bid during the period of bid validity required in the Bidding Documents;  
Or**

**(ii) Fail or refuse to accept the award or enter into contract in accordance with the Bidding Documents after having been notified as successful bidder.**

**3. I/We understand that this Bid Security Declaration shall cease to be valid on the following circumstances:**

**(a) Upon expiration of the bid validity period;**

**(b) I am/ we are declared ineligible or disqualified upon receipt of your notice to such effect, and**

**(c) I/ We have furnished the performance security after declaration as successful bidder.**

**AUTHORIZED REPRESENTATIVE OF THE FIRM**

**(Signature/ Stamp)**

**Annexure-II**  
**Technical Bid Checklist**

<b>Sl. No</b>	<b>Documents Provided details</b>	<b>If provided then Yes otherwise No.</b>
<b>01</b>	<b>Annual Turn Over (Last 03 Years)/( Exemption in case of MSE &amp; Start up)</b>	
<b>02</b>	<b>Copy of GST registration letter/ Certificate of Patna.</b>	
<b>03</b>	<b>Past Experience three work order (Exemption in case of MSE &amp; Start up)</b>	
<b>04</b>	<b>Blacklisted Certificate(Annexure-III)</b>	
<b>05</b>	<b>PAN CARD</b>	
<b>06</b>	<b>Registration Certificate for said purpose.</b>	
<b>07</b>	<b>Financial Breakup Sheet (Annexure-V) for financial bid</b>	
<b>08</b>	<b>Liquidation/Court receivership or Similar proceedings/ Bankruptcy certificate(Annexure-IV)</b>	
<b>09</b>	<b>The Printing Entity must be Patna based with all structural set up in Patna only.</b>	
<b>10</b>	<b>Bid Security Declaration (Annexure-I)</b>	
<b>11</b>	<b>Bid Document as Mark of acceptance.</b>	
<b>12</b>	<b>Others documents (details)</b>	
<b>13</b>	<b>Others documents (details)</b>	
<b>14</b>	<b>Others documents (details)</b>	

***\*\*Others documents (details) column, which is provided in this format for the purpose of mention additional documents/details regarding tender. Please mention details/types of documents in this column & also mention Yes/No in right Yes/No column.***

***\*\* Please provide all documents details in file form along with marking of page number.***

***\*\*All documents uploaded by the service provider should be signed by authorized signatory.***

*Yours faithfully,*

**Signature with Stamp of the Company/ Agency/Firm**

### Annexure-III

(Format of Blacklisted Certificate to be Submitted on Letter Head of the Firm/Agency duly  
Stamped & Signed)

To,

The Principal Accountant General (A&E),  
Beer Chand Patel Marg, Bihar, Patna- 800 001.

#### **Blacklisted Certificate**

Bid/ Tender reference No..... of Office of the  
Pr. Accountant General (A&E), Bihar, Patna.

**I/ We, the undersigned, declare that:**

The firm is not blacklisted by any Department / Ministries of Central/state Govt autonomous  
body under state/Central Govt, State/Central PSUs within three years preceding the last  
date of bid submission.

**AUTHORIZED REPRESENTATIVE OF THE FIRM**

**(Signature with Stamp)**

## Annexure-IV

**(Format of Liquidation/Court receivership or Similar proceedings/ Bankruptcy certificate  
to be Submitted on Letter Head of the Firm/Agency duly Stamped & Signed)**

To,

The Principal Accountant General (A&E),  
Beer Chand Patel Marg, Bihar, Patna-800 001.

**Liquidation/Court receivership or Similar proceedings/ Bankruptcy certificate**

Bid/ Tender reference No..... of Office of the  
Pr. Accountant General (A&E), Bihar, Patna.

**I/ We, the undersigned, declare that:**

I/We have not been under Liquidation/Court receivership or Similar proceedings and not  
been Bankrupt.

**AUTHORIZED REPRESENTATIVE OF THE FIRM**

**(Signature with Stamp)**

Annexure-V  
FINANCIAL BREAK-UP SHEET

Sl.No	Name of forms/Items	Specification	Rate to be quoted(Only Unit )	Rate to be quoted by the bidder (Rate/Unit)
1	Agrasaran Patra (GIA section)	¼ Demy (11"x9") 70 GSM	Per form	
	Binding Charge		Per hundred forms	
2	Ganana Talika (30 column) (GIA)	¼ Demy (11"x9") 70 GSM	Per form	
	Binding Charge		Per hundred forms	
3	Ganana Talika (15 column) (GIA)	¼ Demy (11"x9") 70 GSM	Per form	
	Binding Charge		Per hundred forms	
4	Ganana Talika (20 column) (GIA)	¼ Demy (11"x9") 70 GSM	Per form	
	Binding Charge		Per hundred forms	
5	Addition / deletion of family in CGHS	¼ Demy (11"x9") 70 GSM	Per form	
	Binding Charge		Per hundred forms	
6	Application for advance of TA on tour	¼ Demy (11"x9") 70 GSM	Per form	
	Binding Charge		Per hundred forms	
7	Declaration certificate	¼ Demy (11"x9") 70 GSM	Per form	
	Binding Charge		Per hundred forms	
8	Application for	¼ Demy	Per form	

	advance of LTC	(11"x9") 70 GSM (Both side printing)		
	Binding Charge		Per hundred forms	
9	Travelling Allowance Bill for transfer	One sheet contains 2 Pages ( $\frac{1}{2}$ demy (18"x11") 70 GSM). (Print one Page both side & one Page single side).	Per form	
10	TA Bill for tour	(Both side printing) One sheet contains 2 Pages ( $\frac{1}{2}$ demy (18"x11") 70 GSM) back-to- back.	Per form	
11	Calculation of Income tax	$\frac{1}{4}$ Demy (11"x9") 70 GSM (Both side printing)	Per form	
	Binding Charge		Per hundred forms	
12	Leave Encashment form (Admn II)	$\frac{1}{4}$ Demy (11"x9") 70 GSM	Per form	
	Binding Charge		Per hundred forms	
13	Children Education Allowance Form	$\frac{1}{4}$ Demy (11"x9") 70 GSM (Both Side Printing)	Per form	
	Binding Charge		Per hundred forms	
14	Bonafide certificate	$\frac{1}{4}$ Demy (11"x9") 70 GSM	Per form	
	Binding Charge		Per hundred forms	
15	PPO Book (3 to 6)	Colour Blue	Per form	

		font. (One sheet contains two pages (Each Page Specification -8.5"x11.25" printing paper both side - 100 GSM) back-to-back.		
16	Pension Revision Form	(8.5"x 11") Printing Paper (Single Side) 80 GSM- Colour print	Per form	
17	Intimation Memo Form	(8.5"x 11") Printing Paper (Single Side) 80 GSM- Colour print	Per form	
18	LTA – Application form	¼ Demy (8.5"x11") 70 GSM	Per form	
	Binding Charge		Per hundred forms	
19	LE for GE wing	8.5"x11" Multi colour Printing Royal Executive Bond Paper (Single Side) 100 GSM, Water mark, Colour font with office name & logo.	Per form	
20	check slip of DC Bill	¼ Demy (11"x9") 70 GSM	Per form	
	Binding Charge		Per hundred	

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21	Form Application for Leave	(8.5"x 11") Printing Paper (Both Side) 70 GSM	forms Per form	
	Binding Charge		Per hundred forms	
22	Sanction form of Provident fund	$\frac{1}{4}$ Demy (8.5"x11") 70 GSM	Per form	
	Binding Charge		Per hundred forms	
23	LTC Certificate	(8.5"x 11") Printing Paper (Both Side) 70 GSM	Per form	
	Binding Charge		Per hundred forms	
24	LTC Intimation form	$\frac{1}{4}$ Demy (8.5"x11") 70 GSM (Both side printing)	Per form	
	Binding Charge		Per hundred forms	
25	LTC bill form	(8.5"x 11") Printing Paper (Both Side) 70 GSM	Per form	
	Binding Charge		Per hundred forms	
26	Medical Reimbursement claim form	(8.5"x 11") Printing Paper (Both Side) 70 GSM	Per form	
	Binding Charges		Per hundred forms	
27	APAR of different cadre	$\frac{1}{4}$ demy (8.5"x11") 80 GSM  (One Booklet contains	Per Booklet	

		three sheets (each sheet contains two pages (one Page $\frac{1}{4}$ demy (8.5" x 11") 80 GSM) both side printing back-to-back) with Semi hard bound. Printed cover semi hard bounding of different colour)	
28	D.O. letter Head	$\frac{1}{4}$ Demy (8.5" x 11") 100 GSM, Excel Bound Double colour printing with binding	Per form
	Binding Charges		Per hundred forms
29	D.O. letter Head (office)	$\frac{1}{4}$ Demy (8.5" x 11") 100 GSM, Excel Bound Double colour printing with binding	Per form
	Binding Charges		Per hundred forms
30	Sectional Diary	(Both side printing: One sheet contain two pages <b>(Each Page Specification</b> -1/2 Demy, 11" x 18", 70 GSM Century)	Per Diary

8

		back to back) Each diary contains 50 sheet with binding (Semi hard Binding) charge	
31	Attendance Register	(one register contain 25 sheet, one sheet contains two pages (Each Page Specification -½ scape (17"x15") 80 GSM) back- to-back) Both side printing with binding (Hard Binding) charge	Per Attendance Register
32	Calendar of Return	(one register contains 20 sheet. Both side printing (one sheet contains 2 Pages (Each Page Specification -1/4 Demy, (8.5"x11") 80 GSM) back- to-back) with binding (Semi hard binding) charge	Per Booklet
33	Office letter head	Letter head with 80 GMS white paper	Per form

		and navy blue font with CAG logo and office name With binding of 100 pages in one Pads.		
	Binding charge		Per hundred forms	
34	Service Book (Booklet) Cover & its Binding + Printing	<p><math>\frac{1}{2}</math> demy (22" x 18") 80 GSM (24 pages both side printing with light Green colour of paper</p> <p>Semi hard bound binding</p>	Per Booklet	
35	Special Binding of existing Service book	<p>(i) Rexine cover with hard cardboard</p> <p>(ii) Metal Corner Clip</p> <p>(iii) Embossing of employee name &amp; office name &amp; Logo</p> <p>(Each binding contains 150 pages)</p>	Per Service Book	
36	Medical Bill Control Register	One sheet contains two pages (Each Page Specification - 8.5" x 17" 80 GSM) back	Per Register	

(X)

		to back printing (Both sides) Each register contains 55 sheets		
37	LTC Bill Control Register	Binding Charge  Hard bound  One sheet contains two pages(Each Page Specification -8.5"x17" 80 GSM) back to back printing (Both sides) Each register contains 55 sheets	Per register  Per Register	
38	TA Bill Control Register	Binding Charge  Semi Hard bound  One sheet contains two pages(Each Page Specification -8.5"x19" 80 GSM) back to back printing (Both sides) Each register contains 55 sheets	Per register  Per Register	
39	8A Envelope	Binding Charge  Hard bound  16x12 Yellow envelope with cloth cover inside)	Per register  Per Envelope	

40	7A	Envelope HVP Type-1- pocket shape envelope without Window 105x230 mm (Yellow envelope with cloth cover inside)	Per Envelope	
41	Window Envelope	(Letter print Type Pocket	Per Envelope	

		Shape envelope with Window 114x162 (C6) mm		
42	Brown (General file)-cover	21.5x35.5 cm (Legal Size) Document	Per File	
43	Colour (Special file)-cover	21.5x35.5 cm (Legal Size) Document	Per File	
44	Form-3	¼ Demy (11"x9") 70 GSM One Side	Per Form	
	Binding Charge		Per hundred forms	
45	Form-1	¼ Demy (11"x9") 70 GSM Both Side	Per Form	
	Binding Charge		Per hundred forms	
46	Form-24 (Qualifying Service)	¼ Demy (11"x9") 70 GSM Single Side	Per Form	
	Binding Charge		Per hundred forms	
47	Home Town Declaration form	¼ Demy (11"x9") 70 GSM Single Side	Per Form	
	Binding Charge		Per hundred forms	
48	सामान्य भविष्य निधि की विवरणी	¼ Demy (8.5"x11") 70 GSM Single Side	Per Form	
	Binding Charge		Per hundred forms	
49	Self Declaration Certificate for change of Residence for claiming CTG on	1/2 Demy (18"x11") 70 GSM One Side	Per Form	

	Retirement (One Side)		Per hundred forms	
	Binding Charge			
50	Application for Composite Transfer Grant (One Side)	1/2 Demy (18"x11") 70 GSM One Side	Per Form	
	Binding Charge		Per hundred forms	

Sl.No

(S)

Annexure-VI

<b>Sl.No</b>	<b>Name of forms/Items</b>	<b>Specification</b>	<b>Total probable Requirement</b>
1	Agrasaran Patra (GIA section)	¼ Demy (11"x9") 70 GSM	10000 forms
	Binding Charge		100 Pads
2	Ganana Talika (30 column) (GIA)	¼ Demy (11"x9") 70 GSM	2000 forms
	Binding Charge		20 Pads
3	Ganana Talika (15 column) (GIA)	¼ Demy (11"x9") 70 GSM	2000 forms
	Binding Charge		20 Pads
4	Ganana Talika (20 column) (GIA)	¼ Demy (11"x9") 70 GSM	5000 forms
	Binding Charge		50 Pads
5	Addition / deletion of family in CGHS	¼ Demy (11"x9") 70 GSM	2000 forms
	Binding Charge		20 Pads
6	Application for advance of TA on tour	¼ Demy (11"x9") 70 GSM	1000 forms
	Binding Charge		10 Pads
7	Declaration certificate	¼ Demy (11"x9") 70 GSM	2000 forms
	Binding Charge		20 Pads
8	Application for	¼ Demy	5000 forms

	advance of LTC	(11"x9") 70 GSM (Both side printing)	
	Binding Charge		50 Pads
9	Travelling Allowance Bill for transfer	One sheet contains 2 Pages (½ demy (18"x11") 70 GSM). (Print one Page both side & one Page single side).	1000 forms
10	TA Bill for tour	(Both side printing) One sheet contains 2 Pages (½ demy (18"x11") 70 GSM) back-to- back.	4000 forms
11	Calculation of Income tax	¼ Demy (11"x9") 70 GSM (Both side printing)	1000 forms
	Binding Charge		10 Pads
12	Leave Encashment form (Admn II)	¼ Demy (11"x9") 70 GSM	1000 forms
	Binding Charge		10 Pads
13	Children Education Allowance Form	¼ Demy (11"x9") 70 GSM (Both Side Printing)	1000 forms
	Binding Charge		10 Pads
14	Bonafide certificate	¼ Demy (11"x9") 70 GSM	1000 forms
	Binding Charge		10 Pads
15	PPO Book (3 to 6)	Colour Blue	60,000 forms

(4)

		font. (One sheet contains two pages (Each Page Specification -8.5"x11.25" printing paper both side - 100 GSM) back- to-back.	
16	Pension Revision Form	(8.5"x 11") Printing Paper (Single Side) 80 GSM- Colour print	1,50,000 forms
17	Intimation Memo Form	(8.5"x 11") Printing Paper (Single Side) 80 GSM- Colour print	1,20,000 forms
18	LTA – Application form	¼ Demy (8.5"x11") 70 GSM	1000 forms
	Binding Charge		10 Pads
19	LE for GE wing	8.5"x11" Multi colour Printing Royal Executive Bond Paper (Single Side) 100 GSM, Water mark, Colour font with office name & logo.	10000 forms
20	check slip of DC Bill	¼ Demy (11"x9") 70 GSM	1000 forms
	Binding Charge		10 Pads

21	Form Application of for Leave	(8.5"x 11") Printing Paper (Both Side) 70 GSM	200 forms
	<u>Binding Charge</u>		2 Pads
22	Sanction form of Provident fund	½ Demy (8.5"x11") 70 GSM	200 forms
	<u>Binding Charge</u>		2 Pads
23	LTC Certificate	(8.5"x 11") Printing Paper (Both Side) 70 GSM	2500 forms
	<u>Binding Charge</u>		25 Pads
24	LTC Intimation form	½ Demy (8.5"x11") 70 GSM (Both side printing)	2500 forms
	<u>Binding Charge</u>		25 Pads
25	LTC bill form	(8.5"x 11") Printing Paper (Both Side) 70 GSM	2500 forms
	<u>Binding Charge</u>		25 Pads
26	Medical Reimbursement claim form	(8.5"x 11") Printing Paper (Both Side) 70 GSM	2500 forms
	<u>Binding Charges</u>		25 Pads
27	APAR of different cadre	½ demy (8.5"x11") 80 GSM	1500 Booklet
		(One Booklet contains	

(3)

		three sheets (each sheet contains two pages (one Page $\frac{1}{4}$ demy (8.5" x 11")) 80 GSM) both side printing back-to-back) with Semi hard bound. Printed cover semi hard bounding of different colour)	
28	D.O. letter Head	$\frac{1}{4}$ Demy (8.5" x 11") 100 GSM, Excel Bound Double colour printing with binding	1000 forms
	Binding Charges		10 Pads
29	D.O. letter Head (office)	$\frac{1}{4}$ Demy (8.5" x 11") 100 GSM, Excel Bound Double colour printing with binding	1000 forms
	Binding Charges		10 Pads
30	Sectional Diary	(Both side printing: One sheet contain two pages (Each Page Specification -1/2 Demy, 11" x 18", 70 GSM Century)	1121 Diary (56050 Forms, Both side Printed)

		back to back) Each diary contains 50 sheet with binding (Semi hard Binding) charge	
31	Attendance Register	(one register contain 25 sheet, one sheet contains two pages (Each Page Specification - $\frac{1}{2}$ scape (17"x15") 80 GSM) back- to-back) Both side printing with binding (Hard Binding) charge	3250 Sheets (130 Registers)
32	Calendar of Return	(one register contains 20 sheet. Both side printing (one sheet contains 2 Pages (Each Page Specification - $\frac{1}{4}$ Demy, (8.5"x11") 80 GSM) back- to-back) with binding (Semi hard binding) charge	40 Piece
33	Office letter head	Letter head with 80 GMS white paper	1,00,000/-

		and navy blue font with CAG logo and office name With binding of 100 pages in one Pads.	
	Binding charge		
34	Service Book (Booklet) Cover & its Binding + Printing	<p><math>\frac{1}{2}</math> demy (22"x18") 80 GSM (24 pages both side printing with light Green colour of paper)</p> <p>Semi hard bound binding</p>	1000 Booklets
35	Special Binding of existing Service book	<p>(i) Rexine cover with hard cardboard (ii) Metal Corner Clip (iii) Embossing of employee name &amp; office name &amp; Logo</p> <p>(Each binding contains 150 pages)</p>	625
36	Medical Bill Control Register	One sheet contains two pages(Each Page Specification -8.5"x17" 80 GSM) back	03 Pieces

		to back printing (Both sides) Each register contains 55 sheets	
37	Binding Charge LTC Bill Control Register	Hard bound One sheet contains two pages(Each Page Specification -8.5"x17" 80 GSM) back to back printing (Both sides) Each register contains 55 sheets	03 Pieces 02 Pieces
38	Binding Charge TA Bill Control Register	Semi Hard bound One sheet contains two pages(Each Page Specification -8.5"x19" 80 GSM) back to back printing (Both sides) Each register contains 55 sheets	02 Pieces
39	Binding Charge 8A Envelope	Hard bound 16x12 Yellow envelope with cloth cover inside)	02 Pieces 48000
40	7A	Envelope HVP Type-1- pocket shape envelope without Window 105x230 mm (Yellow envelope with cloth cover inside)	12000
41	Window Envelope	(Letter print Type Pocket	96000

		Shape envelope with Window 114x162 (C6) mm	
42	Brown (General file)-cover	21.5x35.5 cm (Legal Size) Document	20000
43	Colour (Special file)-cover	21.5x35.5 cm (Legal Size) Document	10000
44	Form-3	¼ Demy (11"x9") 70 GSM One Side	1000 forms
	Binding Charge		10 Pads
45	Form-1	¼ Demy (11"x9") 70 GSM Both Side	1000 forms
	Binding Charge		10 Pads
46	Form-24 (Qualifying Service)	¼ Demy (11"x9") 70 GSM Single Side	500 forms
	Binding Charge		5 Pads
47	Home Town Declaration form	¼ Demy (11"x9") 70 GSM Single Side	1000 forms
	Binding Charge		10 Pads
48	सामान्य भविष्य निधि की विवरणी	¼ Demy (8.5"x11") 70 GSM Single Side	200 forms
	Binding Charge		2 Pads
49	Self Declaration Certificate for change of Residence for claiming CTG on	1/2 Demy (18"x11") 70 GSM One Side	1000 forms

	Retirement (One Side)		
	Binding Charge		10 Pads
50	Application for Composite Transfer Grant (One Side)	1/2 Demy (18"x11") 70 GSM One Side	1000 forms
	Binding Charge		10 Pads

\* In case of any clarification regarding the Tender Documents/Annexure-V(Financial Break-up Sheet) may ask in writing / By email (Office email id)/ Contact in office within one week after publishing of Tender Documents. Sr. DAG (Administration) Chamber, Office of the Principal Accountant General (A&E), Bihar, Patna may be consulted for said purpose with valid Identity Proof. (If no one presents/writing/email for said purpose, this office thinks that no queries regarding this purpose.

\* Bidders must quote for the sum of the above items in compliance with the Calculation Sheet.

\* If there is a discrepancy between the unit price and total price that is, the unit price shall prevail

\* If any new forms of same specification is required as per directions of competent authority, the bidder has to print and supply the same at same rate accordingly.