

## DRAFT QUOTATION NOTICE

**Subject: - Terms and conditions of contract for Data Entry (Malayalam), Designing, formatting and printing of Audit Reports, along with (CD-ROM/DVD) for the year 2022**

Office of the Principal Accountant General (Audit-II) Kerala, Thiruvananthapuram intend to get printed their various Audit Reports of Comptroller & Auditor General of India in English and Malayalam version. Around three Audit Reports (100-300 pages/Report) and around four to seven Stand alone reports (25-130 pages/Report) are required to be printed annually with approximately 4000 copies in English and 3000 copies in Malayalam. Please note that the reports are confidential and you will be required to **maintain absolute confidentiality**.

Samples of our earlier printed reports and their CDs may be collected from the undersigned to understand the expected quality of work.

You are requested to quote your rates for Data Entry (Malayalam), designing, formatting and printing of Audit reports as required in the Annexure enclosed. The description of work, terms and condition, scope of work, specification, closing date for submission of offers etc. are as detailed below:

<b>1. Description of Work</b>	Data Entry (Malayalam), Designing, formatting and Printing of Audit Reports of Comptroller & Auditor General of India on Government of Kerala, during the calender year 2022
<b>2. Terms &amp; Condition</b>	Agency for printing should be capable of doing Data Entry (Malayalam), designing, formatting, printing, binding and other related works of Audit Report printing. The agency should have the capacity to print sophisticated documents including multicolored objects e.g. photographs, charts, graphs, maps in English as well as in Malayalam. The data entry of Malayalam version of the material of each report should be completed within two weeks from the date of handing over of the materials. The agency should have capacity of providing printed copies (about 400 copies in English and 300 copies in Malayalam) of the Audit Report within a week from date of placement of individual work order including Stand Alone Reports. The prospective bidder should note that if they are selected for printing of the CAG's Audit Report, their print quality must match the quality of the samples provided to the bidder at the time of signing of the agreement.
<b>3. Eligibility Conditions</b>	Bidders should  (a) Be an Indian company/firm/agency engaged in printing work (Copy of Registration certificate, indicating legal status i.e.company/partnership firm/ proprietorship etc. to be enclosed.) and have the infrastructure facilities to carry out the job work at Printing press in Thiruvananthapuram.  (b) An experienced supplier having good track record and client

	<p>satisfaction of supplying the said printing items.</p> <p>(c) Have a valid Printing/Trading License or registration of agency as applicable.</p> <p>(d) Have not been blacklisted/delisted or debarred by any company of Private/Public Ltd. or Government Company/Govt. Department.</p> <p>(e) Have PAN allotted to him by IT Department (Copy of PAN card to be enclosed) and GST Registration (Copy of GST Registration certificate to be enclosed).</p> <p>(f) The agency is required to furnish the complete addresses and telephone numbers of their business/office premises as well as the printing site/sites. The business/office premises as well as the printing site/sites should be located at Thiruvananthapuram.</p>
<p><b>4. Scope of work</b></p>	<p>The agency would be required to do Data Entry work of Malayalam Version of Audit Report and collect soft copies of the English version of Reports. The Reports would be of following type:</p> <ul style="list-style-type: none"> <li>i) Print process – Full multicolor printing (Four Colours)</li> <li>ii) Paper Card – Inner page - Art paper glossy 130 GSM, Cover page – Art paper (Glossy &amp; Matt) 300 GSM, Inter leaf (chapter separator)- about five (5) pages</li> <li>iii) Front Cover – Glossy lamination</li> <li>iv) Print Finish – Binding, S.Sewing + perfect, lamination Matt – Thermal, packing etc.</li> </ul> <p><b>Quantity: -</b>  Around 3 Audit Reports (100-300 pages/Report) and around 4 to 7 Stand alone reports (25-130 pages/Report) would be required for printing. The requirement of printing of each of the Reports would be as under:</p> <ul style="list-style-type: none"> <li><b>i)</b> English version -As per requirement, about 400 copies</li> <li><b>ii)</b> Malayalam version- As per requirement, about 300 copies</li> <li><b>iii)</b> Out of requisite copies of each Report (English as well as Malayalam), the Agency would be required to supply 6 (Six ) signatory copies each in Digital print without facsimile signatures with gold embossed/hard bound as desired by intending office in full leather.</li> </ul> <p><i>(the above requirements may vary based on the actual requirements post approval by Headquarters Office)</i></p>
<p><b>5. Specification /Paper quality and binding</b></p>	<p>The Audit Report should be of following specifications: -</p> <ul style="list-style-type: none"> <li><b>(i)</b>Demmy <math>\frac{1}{4}</math> (28 cm X 21 cm)</li> <li><b>(ii) Colour:</b> Cover page, inner pages and separators -to be decided at the time of printing. Colour of text would be in multicolour.</li> </ul> <p>Any variation in colours with that required by this office as well</p>

	<p>as faded print will result in rejection of copies.</p> <p><b>(iii) Paper</b>– Paper Card – Inner page - Art paper glossy 130 GSM, Cover page – Art paper (Glossy &amp; Matt) 300 GSM, Inter leaf (chapter separator)- about five (5) pages (Paper sample to be attached)</p> <p><b>[iv] Binding:</b> Perfect Gum Binding. Gum binding should be of the highest standard and it should be ensured that pages do not come out of the Report. Reports with poor quality binding/ loose binding shall be rejected outright.</p> <p><b>Note:</b> Paper samples corresponding to above specification will have to be got approved from the office before printing of Audit Report.</p>
<b>6. Samples</b>	One sample of Report/ Book of A-4 size should be sent along with the bid indicating the type of paper and seal of the Agency on each sample. This will be a part of Technical Bid.
<b>7. Print Quality</b>	The overall designing, formatting, printing and binding etc, will be of the highest standard not below the sample reports provided to the agency.
<b>8. Delivery</b>	The Agency shall be liable to collect the material for Data Entry (Malayalam) and the material for designing formatting, and printing from the Office and deliver the printed copies to the Office at their own expense. The Data Entry of Malayalam version of each Audit Report should be completed within two weeks from the date of handing over of the material. The Reports will have to be printed within a week from the date of handing over of the soft copy. Please note that there should not be any delay in delivery of the Audit Reports beyond the stipulated/agreed time frame.
<b>9. Rates/ Bid/ Validity/ validity of final rates</b>	<p>The agencies are required to quote all inclusive rate per page after taking into account all elements of Data Entry (Malayalam), printing, viz. designing, formatting, cost of paper, film, printing charges, shredding charges, binding charges, blue print copy (for proof reading purpose) delivery charges and GST in Annexure.</p> <p><b><i>Bid amount will be calculated for the maximum number of pages mentioned in this document based on the rates quoted by the bidder and for the maximum number(Upper limit) of Audit Reports mentioned in this document.</i></b></p> <p>The bids/ quotes should be valid for three months from the date of the tender opening. Your rates, if accepted by this office, will be valid for one year from date of signing of agreement and subject to satisfactory completion of the work. The office may extend the contract at the same terms and conditions for one more year.</p>
<b>10. Capacity</b>	The agency should have the capacity to handle more than one Report(each having number of pages as given above) at any given point of time.

<p><b>11. Inspection</b></p>	<p>Before finalisation of tender, business premises, designing/printing facilities may be inspected by the office. Hence address should be provided clearly.</p>
<p><b>12. Earnest Money Deposit</b></p>	<p>The bidder shall furnish, as a part of the bid, an Earnest Money Deposit (EMD) of 2% of bid amount in the form of Demand draft drawn in favour of Pay and Accounts Officer, O/o the Principal Accountant General (A&amp;E), Kerala payable at Trivandrum. A bid not secured with EMD shall be rejected at the bid opening stage. The bid security of the unsuccessful bidder will be returned at the earliest after completion of the tender process.</p>
<p><b>13. Performance Security</b></p>	<p>In the event of acceptance of the final rates by this office, the successful bidder will have to deposit an irrevocable Bank Guarantee amounting to 5% of bid amount as a performance security from a Nationalized Bank valid up to 31<sup>st</sup> December 2022 within 7 days of acceptance of offer. In the event of any loss or damage caused to or suffered or would be caused to or suffered by the Department by reason of any breach of the Agency of any of the terms or conditions the Bank Guarantee shall be liable to be encashed by the Department.</p> <p>After depositing the Performance security the EMD would be returned.</p>
<p><b>14. Penalty</b></p>	<p>If the Printed Report(s) fails to meet the expected standards of designing/printing or deviate from the agreed specifications, they are liable to be rejected and shall attract recovery from the bill(s)/claims preferred for printing as shown below;</p> <p><b>i) <u>For Delay in printing &amp; Supply</u> –</b> Liquidated damages @ 1% of the value of individual work per week or part thereof subject to the maximum of 5% of the value of individual work shall be deducted from the amount payable to the contractor in case the Agency fails to deliver either the signatory copies or the bulk copies with agreed time frame. Thereafter the work will be retendered at the risk and cost of the contractor.</p> <p><b>ii) <u>Quality Standards</u> –</b> Liquidated damages @ 5% of the value of individual work shall be deducted from the amount payable to the contractor in case the Agency fails to adhere to standards as per the required specifications mentioned in SI No. 4 &amp; 5 above</p>
<p><b>15. Repeat Order Clause</b></p>	<p>The office can order additional printing of the items under the present contract, cost, terms &amp; conditions remaining the same. It will be entirely the discretion of the Office to place the Repeat order.</p>

<p><b>16. Other conditions</b></p>	<ul style="list-style-type: none"> <li>• In case of any dispute arising out of the Printing job work, the decision of this office shall be final and binding.</li> <li>• Any mistakes in the printed document after the proof has been approved by this office should be rectified by the printers at their own cost and no additional amount will be paid on this account.</li> <li>• If an Agency withdraws the offer during the period of bid validity or backs out after being considered or refused to sign/ accept the final contract, his EMD/bank Guarantee will be forfeited and appropriate action may be taken by this Office.</li> <li>• This office reserves the right to disqualify/black list the Contractor for a suitable period in case he fails to honour the contract without sufficient and reasonable grounds.</li> <li>• The award of printing work will be made on the basis of evidence of experience of the firm and the performance in the respective fields and not merely on lowest rate basis.</li> </ul>
<p><b>17. Technical requirement</b></p>	<p>Prospective bidders should submit one sample of high quality printed Reports/Books (their best reports around 50 pages or more in A-4 size of thereabout size paper of 120 GSM or more) in a separate sealed envelope marked “For technical evaluation” on it along with following information:</p> <ul style="list-style-type: none"> <li>i. Details of his capacity to print Reports/Books</li> <li>ii. Details of his clients for last three years</li> <li>iii. Details of Reports/books printed for the last three years.</li> </ul> <p>Financial bid of only those Agencies which qualify the technical requirement will be opened.  Details for technical evaluation are to be submitted in enclosed Annexure I as “Technical Bid”.  Technical bid submitted by the Agency in the format other than that prescribed in the Annexure I shall be summarily rejected.</p>
<p><b>18. Financial Bid</b></p>	<p>Rates may be quoted strictly as per the requirement of enclosed Annexure II and submitted as “Financial bid”. Quotations submitted by the Agency in the format other than that prescribed in the Annexure II shall be summarily rejected.</p>
<p><b>19. Submission of Bids</b></p>	<p>Bids must be submitted in one outer envelope having two separate inner envelopes, one containing “<b>Technical Bid</b>” and other containing “<b>Financial Bid</b>”. These two inner envelopes should be superscripted as “Technical Bid” and “Financial Bid” respectively. Both envelopes should have name and address of the bidder.</p> <p>Technical Bid envelop should contain Earnest Money Deposit (EMD) in form of demand draft amounting to 2% of the bid amount and all the documents establishing the bidder’s eligibility.</p>

	If the Technical Bid is found complete in all respect, then only Financial Bid will be opened.
<b>20. Last date of submission</b>	Sealed offers complete in all respect should reach the undersigned latest by 17-01-2022 5pm .
<b>21. Address for communication</b>	All sealed offers may be submitted by hand at the following address: Senior Deputy Accountant General (Administration & AMG I), O/o The Principal Accountant General (Audit II), Kerala, Thiruvananthapuram
<b>22. Terms &amp; Conditions of Payment</b>	<ul style="list-style-type: none"> <li>• No payment shall be made in advance for any reasons, whatsoever maybe.</li> <li>• No rate escalation shall be entertained by this office for any reasons, whatsoever maybe, during the contract period.</li> <li>• The payments will be made by this office on getting certificate from the concerned sections regarding the quality, quantity and contents and on receipt of the detailed bill within two weeks from the completion of each report.</li> </ul>
<b>23. Confidentiality</b>	The Audit Reports are highly confidential Government documents and so the agency should agree to maintain absolute confidentiality at the all levels of printing viz. designing, printing, binding and transportation. The Agency needs to execute a confidentiality agreement with the office at the time of the signing the agreement.

**Schedule of Quotation:**

Sl No.	Particulars	Description
1	Quotation inviting authority	Senior Deputy Accountant General (Administration & AMG I), O/o The Principal Accountant General (Audit II), Kerala, Thiruvananthapuram
2	Name of Quotation	Data Entry (Malayalam), Designing, Data Entry (Malayalam), Printing and formatting of Audit Reports
3	Earnest Money Deposit (EMD)	2% of Bid amount
4	Last date and time for submission of bids	17-01-2022 5 pm
5	Date of opening of Technical bid	18-01-2022 11 am
	Date of opening of Financial bid	21-01-2022 11 am
6	Address of Communication	O/o The PAG(Audit II), Kerala, Thiruvananthapuram
7	E-mail ID	glersa.ker.au@cag.gov.in
8	Contact person	Sr. Audit Officer (General) Ph: 0471-2786820

**Sd/-  
Sr. Audit Officer/General Section**

**Annexure I**

**Technical Bid**

**Technical bid for Data Entry (Malayalam), designing, formatting and printing of Audit Report**

1	<b>Details of the bidder</b>	
	a	Name of agency/company
	b	Owner's name/Director's name
		Have a valid Printing/Trading License or Registration
		YES/NO (Enclose copy)
	c	PAN number
		.....(Enclose copy)
	d	GST number of the agency/company
		.....(Enclose copy of GST Registration)
	e	Complete address
	f	Telephone No.: Mobile No.: e-mail id:
	g	Experience (years)
2	List of major clients	
		1. 2. 3. (enclose copy of orders/contracts)
3	Number of samples	
		Enclose one sample indicating the type of paper and seal of the Agency
4	Proof of submission of EMD	
		YES/NO
5	Has the agency ever been debarred/ Black Listed by any Organization? If 'yes' the details thereof.	
		YES/NO
6	<b>Printing Facility</b>	
	a	No. of Computers for designing and formatting Job
	b	No. of Printers Laser/Colour
	c	In-house Processing facility like developingPositives, Plates
		YES/NO
	d	In-house power-backup
		YES/NO
	e	No. of Colour Printing Machine
	f	No. of cutting machines
	g	No. of gum binding machines

**Signature and stamp of the authorized signatory**



**Annexure II**

**Financial Bid**

**Quotation for Data Entry (Malayalam), Designing, formatting and printing of Audit Report**

(Please indicate here the name and address of the firm)

Sl No	Description of work	Quantity(per Audit Report)	Rate per page Amount (Rs)
1.	<b><u>Audit Report (Paperback)</u></b> Printing (including designing, formatting etc.) of Audit Report having photographs, charts, tables, maps etc i) <b>Print Type:</b> Paper Card – Inner page - Art paper glossy 130 GSM, Cover page – Art paper (Glossy & Matt) 300 GSM, Inter leaf (chapter separator)- about five (5) pages ii) Front Cover – Glossy lamination <b>Note:- Around 3 Audit Reports (100-300 pages/Report) and 4 to 7 Stand alone reports (25-130 pages/Report) – Both in English &amp; Malayalam.</b>	English -400 Books (approx)	
		Malayalam - 300 Books (approx)	
2.	<b><u>Audit Report (Hard cover)</u></b> Digital print without facsimile signatures with gold embossed/hard bound in full leather. <b>Cover page:</b> Matt Finish Art Card Laminated <b>Inner text pages:</b> 130 gsm glossy finish	<b>6 (six) copies each of English and Malayalam version</b>	
3.	<b>Data Entry work in Malayalam</b>		

**Important Notes: -**

1. The quoted rates should be inclusive of all charges such as cost of designing, formatting cost of paper, printing, binding charges, GST, delivery and any other charges.
2. The bidder would be finalized on the basis of rates quoted for work at Sl No.1 & 2 of the table as the work at Sl No.3 is subsidiary in nature of work to Sl No.1 & 2.
3. Rates are to be quoted strictly as per the format of this Annexure. Any deviation from the above format will render the quotation liable for rejection.

**Sd/-**

**Signature and stamp of the authorized signatory**