

**OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E) PUNJAB AND UT,  
CHANDIGARH  
PLOT NO.20, SECTOR-17 E, CHANDIGARH-160017**

**CRT-1/ (Tender/Bid Notice)/ Printing Fin. & App. Accounts etc./2021-22/244-51**

**Dated:- 20/07/21**

**Website:- <https://cag.gov.in/ae/punjab/en>**

**E-mail:- [agaepunjab@cag.gov.in](mailto:agaepunjab@cag.gov.in)**

**Notice Inviting Tender/Bid  
For**

**Printing of Finance Accounts, Appropriation Accounts and Accounts at Glance  
for the year 2020-21**

To

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Sealed Quotations/Bids are being invited for Printing of Finance Accounts, Appropriation Accounts and Accounts at Glance for the year 2020-21 from the reputed firms by this office. The detailed proforma with **Terms and Conditions** are enclosed as Annexure I and II.

Sealed Quotations/Bids Superscribed with Quotation for **“Printing of Finance Accounts, Appropriation Accounts and Accounts at Glance for the year 2020-21”** addressed to the following address shall be submitted on or before 03:00 PM on 30/07/21.

**Address:-** Sr. Accounts Officer (CRT), Ground Floor,  
O/o Pr. Accountant General (A&E), Punjab & UT Chandigarh,  
Plot no. 20, Sector-17 E, Chandigarh-160017.

Necessary terms & conditions of the tender are listed in the **Annexure-I** (enclosed). A copy of this Tender enquiry is also available at the official website of this office **“<https://cag.gov.in/ae/punjab/en>”** and CPPP portal.

<i>Detail of Events</i>	<i>Tentative Dates</i>
Last date of Queries by any Firm/Bidder/Vendor before submission of Quotation/Bids regarding sample of materials to be printed	29/07/21
Last Date & Time for submission of sealed Quotation/Bids	On 30/07/21 Up to 03:00 PM
Date for Opening of sealed Quotation/Bids	On 02/08/21 at 11:00 PM

**Note:** Sealed Quotations/Bids received after due date, without specified EMD or without accepting Annexure I (terms and conditions) will be rejected out rightly without informing or sending any information and no representation will be entertained at any cost.

The authority for the same is vested in this office only which is capable of changing the date & time of the tender/Bid, delaying the process of Tendering or cancelling it as per convenience of this office due to any administrative reason.

***Encls.***

Annexure I:	Terms and Conditions
Annexure II:	Technical and Financial bid.
Annexure III:	Specification for Printing.

Sd/-  
Asstt. Accounts Officer  
**(Committee Member)**

Sd/-  
Sr. Accounts Officer  
**(Committee Member)**

Sd/-  
Sr. Accounts Officer  
**(Committee Member)**

**Annexure-I**  
**TERMS AND CONDITIONS.**

1. After accepting the Terms and conditions with Annexure-I & II , please put all documents in a single A-4 size envelope and send it to the following address after sealing it :-  
**Address :-** Sr. Accounts Officer , CRT-1 , Ground floor ,  
O/o Pr. Accountant General (A&E) , Punjab & U.T Chandigarh,  
Plot no-20 , sector-17E , Chandigarh-160017
2. Sealed Quotation/Bids must be superscribed with '**Printing of Finance Accounts , Appropriation Accounts and Accounts at a Glance for the year 2020-21**' and may be submitted before the stipulated date and time as decided by this office . The same will be sealed and opened in front of all the committee members on 02/08/21 .
3. The last date and time for submission of the Sealed Quotation/Bids is upto 03:00 PM on 30/07/21.
4. Any Sealed quotation/Bids sent after stipulated time will not be accepted under any circumstances.
5. An EMD of **Rs. 10,000/- (Rs. Ten thousand only)** must be enclosed with the Sealed Quotation/Bids in the form of a Demand Draft payable in the favour of '**Pay and Accounts Officer, Office of the Pr. Accountant General (A&E), Punjab & U.T Chandigarh-160017** , payable at Chandigarh.
6. The Sealed Quotation/Bids received without EMD will be rejected outrightly without giving any explanation and will not be considered under any circumstances. So please ensure that the EMD is attached with the Sealed Quotation/Bids with exact amount and correct address on it in reference to Sr. No. 4.
7. The EMD of successful bidder will be kept as security and will be refunded without interest after successful completion of the work and delivery.
8. The EMD of unsuccessful bidder will be returned to them within a week after providing work to the successful bidder.
9. The firm which will apply for publication of these documents must have past experience of executing works of similar nature, proof of which must be attached with all documents and details in the Annexure provided for this.
10. No separate charges will be paid for **designing work** as well as **Translation of Punjabi Works** that is needed in this printing job. The Typing of the Punjabi Version of the **Accounts at a Glance** shall also be done by the Vendor only **without** any additional charges. The samples of the books are available in this office and it can be seen by the firm/vendor on any working day before submitting the Quotation.

11. If any firm/vendor wants to see the sample of work executed last time or Documents related to it , they may contact CRT-1 section at the Ground floor of this office.
12. The firm must have their printing press in the **Tri-city**.
13. The details of No. of copies and work which need to be executed by the firm/vendor is given in the Annexure-III. If any difficulty arises, please refer to Sr. No. 10.
14. EMD of successful bidder/vendor shall be forfeited if they refuse to obey their proposed offer for printing of the documents after submission of Quotation/Bids.
15. A soft copy/ manuscript will be given to successful Firm/Bidder/Vendor by this office and they have to execute the printing job at the earliest and made available at this office **within 10 days from the date of placing the job order**.
16. Printed books supplied should not be defective and must have uniform quality of paper.
17. However, any defects either in printing, binding and quality shall be rectified by the firm/ vendor within the stipulated time at risk and cost of their own and no additional charges will be paid. The loss incurred will be borne by the vendor/Firm only. The payment only will be made through CHEQUE after successful completion and delivery of the materials.
18. If any discrepancy is found in the published material, Proportionate deduction from the payment will be made and it need to be corrected within stipulated time without any extra charge else the firm will be debarred from future bidding etc. Every authority for the same is in the jurisdiction of this office only and its decision will be FINAL.
19. All the authority to call for Quotations/Bids , delay in the above mentioned date and time or cancelling it without giving any prior information lies within the authority of this office only.
20. All details regarding calling of Quotations/Bids will be uploaded on the official website of this office as mentioned in the Tender/Bid.
21. **NO advance will be paid** and no such claim be entertained.
22. Any payment will only be made after successful execution and delivery of the work. Please refer to Sr. No. 15 for this.
23. The scrap resulting in the course of printing of the books must be destroyed in the presence of any officer/ official of this office present at that site.
24. The sample of Brand of paper for which the rates are Quoted, should invariably accompany the quotation.

25. The taxes must be mentioned separately and the published materials be sent to the place as decided by this office without any extra charges. The publisher will bear all the Carriage charges.
26. The payment will be made after deducting TDS & GST as per rules.
27. Rates should be mentioned separately in the Part-II of Annexure-II
28. Failure to comply with the terms and conditions of the order in any aspect will attract a penalty of **10 percent or more** of the value of work order as decided by this office.
29. This work Is Confidential and Time Bound so this must be taken care of.
30. The date for opening of Quotation is 02/08/21 which will be opened in front of all the committee members. If there is any delay in this due to any administrative reasons, the firm/vendor will be informed telephonically and notice will also be uploaded at the official website of this office so it is being advised to keep a close eye on it.
31. All the Terms and Conditions from Sr. No.1 to 30 are accepted by the firm/Agency willingly and completely.

**Signature with Stamp**  
**Authorized Signatory of the Firm/Vendor/Bidder**

**Annexure-II**  
**Part-I**  
**Technical Bid**

<b>1.</b>	<b>Name of the Firm</b>	
<b>2.</b>	<b>Address of the firm with contact number and location of printing press.</b>	
<b>3.</b>	<b>Registration Detail of firm (Self attested copy should be enclosed)</b>	
<b>4.</b>	<b>GST Number (Self attested copy should be enclosed)</b>	
<b>5.</b>	<b>PAN Number (Self attested copy should be enclosed)</b>	
<b>6.</b>	<b>EMD Detail (Rs. 10,000/-)</b>	
<b>7.</b>	<b>Document of similar work done in past, at least one in last three years is required. (Self attested copy should be enclosed)</b>	
<b>8.</b>	<b>Whether the firm is blacklisted by Central Govt./ State Govt./ PSU. (YES/NO) If Yes , Mention Details.</b>	

**Part-II**  
**Detail of work and Financial Bid**

Sr. No.	Item	Rate Quoted (inc. all taxes) In words and figure both
1.	Finance Accounts (Vol. I) consisting of 70 pages: 20 Spiral Bound, 15 rexin bound and 120 ordinary copies.	
2.	Finance Accounts (Vol. II) consisting of 250 Pages: 20 Spiral Bound, 15 rexin bound and 120 ordinary copies.	
3.	Appropriation Accounts consisting of 350 pages: 15 rexin bound, 20 Spiral Bound, 120 ordinary copies and 25 interleaf copies.	
4.	Accounts at Glance (English and Punjabi) consisting of 45 pages each: Total 100 copies of each version. The typing of Punjabi version shall be done by the vendor.	
5.	460 Compact Discs having data of Finance Accounts, Appropriation Accounts and Accounts at Glance along with container and Title.	
6.	<b>Total</b>	

**\*\* Quantity mentioned above is approx. which may increase or decrease and must be done by Vendor.**

**Signature with Stamp**  
**Authorized Signatory of the Firm/Vendor/Bidder**

### **Annexure-III**

Subject: Printing of Finance Accounts, Appropriation Accounts and Accounts at a Glance for the year 2020-21

Estimated details are as under:

1. Finance Accounts (Volume-I) consisting of 70 Pages: 20 Spiral bound, 15 rexin bound and 120 ordinary copies.
2. Finance Accounts (Volume-II) consisting of 250 Pages: 20 Spiral bound, 15 rexin bound and 120 ordinary copies.
3. Appropriation Accounts consisting of 350 Pages: 20 Spiral bound, 15 rexin bound, 120 ordinary copies and 25 interleaf copies.
4. Accounts at a Glance (English & Punjabi) consisting of 45 pages each: Total 100 copies of each version. The Typing of Punjabi Version shall be done by the Vendor.
5. 460 Compact discs having data of Finance Accounts, Appropriation Accounts and Accounts at a Glance along with container and Title.

**SPECIFIC INSTRUCTIONS FOR PRINTING OF  
FINANCE ACCOUNTS**

Description of Work	Printing of Finance Accounts of the Punjab Government for the year 2020-21.
Proof, if any	1. Proof is required 2. Proof of outer title should be provided
Copies required	One hundred and fifty five (155) each of Volume-I and II  (i) One hundred and twenty (120) in paper cover, (ii) Twenty (20) in spiral bound cover and (iii) Fifteen (15) in rexin bound cover and embossed in golden letters
Size	Royal A-4 Size (21.5 cms x 30.5 cms).
Special Instructions, if any	(i) Specimen copy of Publication (Finance Accounts for 2018-19 Government of Punjab) is enclosed for reference. The pattern of the publication should be as of the specimen. (ii) The name of the Comptroller and Auditor General of India is to be printed in the brackets with facsimile signature in all the copies of Volume I except in fifteen copies which are to be rexin bound and are meant for signature in ink (iii) Inner title and outer title may be got prepared at your end. (iv) Printing is required in superior paper (GSM Cinar Royal)

**Indenting Officer.**

**SPECIFIC INSTRUCTIONS FOR PRINTING OF  
APPROPRIATION ACCOUNTS**

Description of Work	Printing of Appropriation Accounts of the Punjab Government for the year 2020-21.
Proof, if any	Proof is required
Copies required	One hundred and eighty (180)
Size	Royal A-4 Size (21.5 cms x 30.5 cms).  It may also be ensured that the quality of the paper is uniform throughout.
Style of Binding	(i) Twenty (20) in spiral bound cover, (ii) 15 Copies rexin cloth bound and embossed in golden letters (Unsigned) (iii) 25 Copies thick cover (card board) bound and interleaved. (iv) 120 copies of paper cover bound, copyright statement is to be printed at the back of the cover. (v) The block of facsimile signature of the Comptroller and Auditor General of India is to be printed at page (to be provided at the time of printing) in all the copies (except 15 copies, which are to be rexin cloth bound and meant for signature in ink), will be supplied at the time of printing. (vi) A sample copy of printed Appropriation Accounts for the Year 2018-19 is enclosed.

**Indenting Officer.**

**SPECIFIC INSTRUCTIONS FOR PRINTING OF  
ACCOUNTS AT A GLANCE**

Description of Work	Printing of 'Accounts at a Glance 'of the Punjab Government for the year 2020-21(English and Punjabi).
Proof, if any	(i) Proof is required (ii) Proof of outer title should be provided.
Copies required	Two hundred (200) : English-100 , Punjabi – 100.
Size	Royal A-4 Size (21.5 cms x 30.5 cms).
Special Instructions, if any	(i) The name of the Accountant General is to be printed in the brackets with facsimile signature in all the copies. (ii) Printing is required in glazed paper. (iii) The typing of Punjabi version shall be done by the Vendor. (iv) Publication should be got printed in multicolor.