



**प्रधान महालेखाकार (ले० एवं ह०) का कार्यालय, बिहार, पटना**  
**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), BIHAR, PATNA**

No. GD/ Printing & Binding/21-22/

Date: - 25 / 06 / 2021

To,

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**(निविदा सूचना संख्या- 03/ सा०अनु० /21 . 22)**

O/o the Pr. Accountant General (A&E) Bihar, Patna invites sealed tenders for the printing of Pre- Printed forms and other forms from registered, bona fide, reputed, experienced and eligible **Patna** based Printers who have experience in supplying and printing of books/ Magazines/ forms in Ministries/ Departments, Autonomous, Semi Government Organizations, including Public Sector undertakings, State Government and satisfying all the terms and conditions of this tender document.

Tender documents can be obtained from General Department, O/o the Pr. Accountant General (A&E), 3<sup>rd</sup> floor, Mahalekhakar Bhawan, Birchand Patel Marg, Patna, Bihar on any working day between 10:30 am to 05:00 pm from date -25/ 06/ 2021 to 13/07/ 2021.

This tender document consists of (i) Tender Notice; (ii) Scope of Work; (iii) Instructions to the Bidders; (iv) Eligibility Criteria; (v) Terms and Conditions; (vi) Document to be submitted as Annexure A (vii) Technical (Check List) & Financial Bid format as Annexure B & C respectively; (viii) Annexure- D to G regarding various declarations.

The tender document should be superscripted as "Quotation for Printing".

The tender document, complete in all respects, should be dropped in **Tender Box** placed at **Grievance Cell, Ground Floor, Office of the Pr. Accountant General (A&E), Mahalekhakar Bhawan, Birchand Patel Marg, Patna, Bihar** in the prescribed format along with supporting documents in sealed envelopes addressed to the **Sr. Accounts Officer/GD, Office of the Pr. Accountant General (A&E), Mahalekhakar Bhawan, Birchand Patel Marg, Patna, Bihar** on or before 14/ 07/2021 by 04:00 PM. **Late/ delayed offers shall not be opened/ entertained under any circumstances.** In case, they are sent by post, it should be addressed to **Sr. Accounts Officer/GD, Office of the Pr. Accountant General (A&E), Mahalekhakar Bhawan, Birchand Patel Marg, Patna, Bihar, Pin- 800001** and should be reach by 14/ 07/ 2021, superscripted as stated above .



## BID SCHEDULE & VENUE

Sl. No.	Activity	Scheduled Date & Time
1	Issue of Tender Document	25/06/2021
2	Last date of submission of Tender document	14/07/ 2021. by 04:00 PM
3	Venue for submission of Bid	<b>Tender Box placed at Grievance Cell, Ground Floor, Office of the Pr.Accountant General (A&amp;E), Mahalekhakar Bhawan, Birchand Patel Marg, Patna, Bihar or by post</b>
4	Date of opening of Bid	15/07/ 2021. by 11:00 AM
4	Venue of the Opening Bid	Chairman Committee Chamber, Mahalekhakar Bhawan, Birchand Patel Marg, Patna, Bihar
5	Contact Details	Sr. Accounts Officer, General Section, Office of the Pr. Accountant General (A&E), Bihar, Patna.

**Tender Fee:** - Bidders are required to furnish a Demand Draft, Pay Order or Banker's Cheque of Rs. 1000/- in the name of PAO (Audit), O/o the Pr. Accountant General (A&E), Bihar, Patna and payable at Patna only.

**Earnest Money:** - Bidder should submit Earnest Money Deposit of Rs. 10,000/- (Rs. Ten thousand only) along with tender in token to safeguard the purchaser's interest against bidder's altering/ withdrawing bids during bid validity period. The Earnest Money Deposit may be deposited in form of Bank Draft, Banker's Cheque, Bank Gurantee, Fixed Deposit favouring PAO (Audit), O/o the Pr. Accountant General (A&E), Bihar, Patna and payable at Patna only except those who are registered with Central Purchase Organization, National Small Scale Industries Corporation (NSIC) or the Concerned Ministries or Departments. The earnest money currency shall be valid for minimum of 135 days from the date of opening of tender. Earnest money of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid validity or latest on or before the 30<sup>th</sup> day

after the award of the contract. The earnest money will be returned to successful bidder at the time of submission of Performance Gurantee.

B. D. Mishra

**Sr. Accounts Officer  
Bihar, Patna**

वरिय लेखा अधिकारी  
Sr. Accounts Officer  
बिहार, पटना  
BIHAR, PATNA



## SCOPE OF WORK

The scope of work is to print and supply of pre printed forms and other local forms in the O/o the Pr. Accountant General (A&E), Bihar, Beer Chand Patel Marg, Patna-800001 in the year 2021-23.

## INSTRUCTION TO BIDDER

1. Tenders are invited in double bid system. It should contain full information as required in Annexure A to G. The bid should be put in the envelop with prominently super- scribed as "TENDERS FOR PRINTING FOR THE YEAR 2021-23"and addressed to **Sr. Accounts Officer/GD, Office of the Pr. Accountant General (A&E), Mahalekhakar Bhawan, Birchand Patel Marg, Patna, Bihar, Pin- 800001**, must reach on or before 14/07/2021 by 4:00 AM.
2. Only tenders received in the format prescribed in this tender document shall be considered. Tenders not received in the prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/ Fax/ Letter heads will not be accepted and ignored straightway. Tenders received after due date and time mentioned above, as well as those received without sealed envelope as specified above will not be accepted.
3. This department reserves the right to reject any quotation/ all quotation in full or part thereof without assigning any reasons.
4. All the vendors should also give a brief resume about their business entity/ area of operations.
5. The tender without the tender fee shall not be accepted.



6. The bidder should note that the rates quoted in their Financial Bids are firm/ valid for a minimum of two years from the date of opening of the tender.
7. Terms & Conditions are set out in this Tender Document shall be adhered to by the bidders. Offers not complying with such terms & conditions shall be ignored/ rejected at the discretion of this office.
8. While submitting the tender for this work, the bidders will be deemed to have read, understood and accepted all the terms and conditions stated in the tender document. Any doubts or clarifications with regard to the interpretation of the terms and conditions stipulated in this tender enquiry, may be got clarified from Sr. Accounts Officer, General Section, Office of the Pr. Accountant General (A&E), Mahalekhakar Bhawan, 6<sup>th</sup> floor, Birchand Patel Marg, Patna, Bihar at least one day before tender closing date. Requests for postponing the tender opening date for the same shall not be accepted.
9. Tendering firms are at liberty to be present or, authorise a representative to be present at the opening of the tender at the time and date as specified in the schedule. The name and address of the representative authorized to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of the tender. The name and address of permanent representative of the firm, if any, should also be indicated in the tender. Representatives of the firms who have not submitted the tender or representatives not possessing authority letter from the bidder or outsiders shall not be allowed to attend the tender opening.
10. The bidder is required to examine all instructions, forms, terms and specifications in the Bid documents. Failure to furnish all or any of the information required as per Bid document or submission of the Bid not substantially responsive to the Bid documents in every respect will be at the bidder's risk and may result in rejection of the bid.



11. This office reserve the right to award the contract in full/ part order may be placed depending upon the lowest item wise rate received and availability of the funds.
12. Tender submitted through Email/ Fax/ Telex will not be accepted.
13. Bidders are requested to submit sample in respect of items where brand name is not given in financial bid. It should be packed in a cartoon with sample of each item containing sticker/ name of the bidding agency on items.

### **ELIGIBILITY CRITERIA**

1. The Printing Press should be in existence for over 3 years and should be having a turnover of at least Rs. 35.00 lakhs per annum in the last three financial years. The printing entity must be Patna based. Any offer from the Printing entity of which structural setup is not in Patna shall not be accepted.
2. The bidder must have previous experience in printing and supplying the books/ Magazines/ forms in offices and organizations of the Central Government/ State Government and preferably also in public sector undertakings of the Government of India/ State Government and Autonomous Bodies (03 Purchase order from such offices/ organizations in last 03 years.)
3. The bidder must be registered with the GST.
4. The bidder must have duly allotted PAN. These numbers must be provided on the bills/ tenders submitted by the firm for payment.

### **TERMS & CONDITIONS**

1. TENDERERS ARE REQUESTED TO QUOTE THEIR RATES ON F.O.R. DESTINATION BASIS (Free delivery to the consignee's premises). Offers



from firms/ suppliers with terms of delivery at their stores or stipulating lifting of stores from their outlets shall stand rejected.

2. All rates quoted are inclusive of all taxes, standard packaging, freight, transit, insurance, loading & unloading charges including cess etc. The rates are quoted by the bidder in Indian Rupees only and payment shall be made to successful bidder in Indian Rupees only.
3. The price quoted by the bidder shall remain fixed for two years from the date of opening of tender and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non- responsive and rejected.
4. The bidder shall be responsible for the loss/ damage of any items while executing the purchase order and compensate in full the loss sustained.
5. No cash advances will be paid to the Bidders for printing of the material/ forms and the items supplied should be of standard quality and strictly as per specification mentioned in this tender. The supplied item which does not meet the standard quality is subject to rejection.
6. Deduction of taxes as per rule and orders at the time of payment may be done at source.
7. Bidder should not in any case be blacklisted from any Government Department. If such case is found subsequently, the bidder is liable for judicial enquiry.
8. The successful bidder is liable to submit Performance Gurantee of Rs. 50,000/- in form of BG/ FDR issued from any schedule commercial bank of Bihar. The BG (Bank Gurantee)/ FDR (Fixed Deposit Receipt) will be issued in the name of P. A. O. (Audit); O/o the Pr. Accountant General (A&E), Bihar, Patna. The BG/ FDR will be valid up to contractual period (two years) and two months more to complete defect liability period and paper work. The payment will be released only after submission of Performance Gurantee.



9. The contractor 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 enquiry. 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 within a reasonable period or such specified period as may be allowed 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 failure of the bidder to rectify or replace the goods etc. Within 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 purchaser in that behalf shall be final and binding on the contractor.
10. 100% payment will be made after satisfactory and timely supply of the printing items which is required to be inspected & accepted by local committee of this office and after producing bills in duplicate to this office. Payments are strictly made as per availability of funds.
11. The attempt on the part of the Bidder to negotiate directly or indirectly with the authority to whom the tender is being submitted or with the tender accepting authority, before the finalization of tenders, will make Bidder liable for exclusion from the consideration of his/her tender.
12. Any dispute, arising out of this contract will be settled under the jurisdiction of O/o The Comptroller & Auditor General of India, New Delhi. The addressing authority will be Director General (HQS.). The decision taken by him/her shall be binding over both parties.
13. Bidders can quote updated current rate. Bidders are liable to supply forms on prescribed rate without objection after their quote. In case of failure in supply of



goods, the bidders are liable for legal proceedings. An undertaking to this effect is submitted along with quotation (**Annexure-F**).

14. Negotiation will be made to lowest bidder only, if necessary.
15. This office reserves the right to withdraw/relax of the terms and condition mentioned above so as to overcome the problems if any, in the interest of work.
16. As time is the essence of contract, the materials should be supplied strictly as per supply schedule as stipulated in Purchase order failing which order to be treated as cancelled & contract performance security will be invoked.
17. If the products are rejected by the purchaser at the destination the purchaser shall be at liberty to:-
  - (a). 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
  - (b). Cancel the supply order at the risk and cost of the supplier.
18. The materials shall be packed by the seller suitably as per the standard procedure for safe transport to the site/store. The cases shall be clearly marked showing distinctly the name and address of the consignee. In case of special instructions, such as "this end up", "fragile", "handle with care" etc., the same shall be clearly displayed on the cases.
19. Selection/Evaluation procedure for Tender. The bidder will be qualified only if he fulfils eligibility criteria and submits all documents required/enquired in Annexure A. The financial offer should be further evaluated to find out lowest rate item wise. The lowest item wise responsive financial bid is acceptable for final selection. If the successful bidder fails to supply within the contracted period or fails to execute the contract, the contract can be awarded to L2 bidder subject to the condition that the L2 bidder matches the price of L1 bidder.
20. The tendering firms will have to give a declaration to the effect that they have not been blacklisted or their business dealings with the Government



departments have not been banned. This declaration may be furnished in the format given in **Annexure-E** attached to this Tender Document.

21. Providing false information/documents by any bidder would result in disqualification of the bidder for consideration.
22. In case you have no quotation in respect of particular items a line offered to that effect will be only appreciated.
23. Bid validity period will be 03 months from the date of opening of tender.
24. The supplier should be able to supply the required quantity of stock within fifteen (15) days from the date of placing of supply order failing which 10% reduced payment will be till 20<sup>th</sup> day, 25% of the payment will be reduced up to 30 days and 50% payments will be reduced if the delivery period exceeds beyond 30 days. However, final payment will be made on delivery of the complete material after due verification of procedures within a reasonable time. No advance payment will be made in this regard.
25. There are some quantity mentioned in the financial bid format Annexure "C". The quantity is indicative in nature & based on previous year pattern. The printing quantity may increased or decreased based on the consumption pattern of this office in this year. This office may order to print as per other specifications in which quantity is not mentioned. The rate called in this tender is for "Rate Contract" for the printing.



### Annexure A

Documents to be submitted: Interested eligible bidders shall furnish the following documents along with Technical Bid:-

- A. Profile of Bidder.
- B. Details of supply orders (as per clause 2 in eligibility criteria) of at least 03 in number in last three year.
- C. Financial statement/Profile or loss account to show turnover in last three year pertaining to year 2017-18, 2018-19&,2019-20..
- D. Copy of registration under GST etc.
- E. Copy of PAN Card.
- F. Income Tax return for the last three year.
- G. Bank draft of Rs.1000/- as a Tender Fee.
- H. Documents which shows the status as the bidder is a Pvt. Ltd Company, Partnership, Corporation, Public Ltd. Company or Proprietorship.
- I. Valid ISO/ISI Certificate (Optional).
- J. Bidders are requested to enclose Earnest Money Deposit of Rs. 25,000/- as per Tender Notice.
- K. Duly filled Annexure D to G.



**Annexure B**

**Technical Bid cum Check List**

1	Name of Work	
2	Name of the Applicant (Attach Bidder Profile)	
3	Name of Proprietor/Director	
4	Year of inception	
5	Address of the Registered office	
6	Telephone Numbers	
7	Fax Number	
8	E-mail & Website Address	
9	Please indicate that the bidder is Pvt. Ltd. Company/Partnership/Proprietorship/Public Ltd./Corporation. (Please attach proof)	
10	Turnover of Previous three years	
	2017-18	
	2018-19	
	2019-20	
11	Details (at least Three Regarding satisfactory supply of printing items in Govt. of last 3 years. (Enclose at least 03 Purchase order.), Indicate page No.	
	Check List for Enclosures	
12	I ) Bidder Profile	
	II) Copy of balance sheet of the previous three years.	
	III) Income tax return for the last 03 years	



	IV) Copy of the ISO/ISI certification (optional)	
	V) Copy of PAN	
	VI) Copy of registration under GST	
	VII) Willingness to submit performance security.(Annexure-G)	
	VIII) Duly filled Annexure D to F.	
	IX) Documents which shows the status as the bidder is a Pvt. Ltd. Company, Partnership, Corporation, Public Ltd. Company or Proprietorship.	
13	Detail of Tender Cost	
	Amount	
	Issuing Bank	
	DD/Bankers Cheque No.-	
	Date-	
14	Detail of Earnest Money	
	Amount	
	Issuing Bank	
	FDR No./Bank Guarantee no.	
	Date-	

I/we certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Dated ..... Name & Address of Bidder.....

Authorized Signature & Seal of the Bidder



**Annexure- C**

**Financial Bid cum List of Requirement**

<b>Sl. No.</b>	<b>Items Specification</b>	<b>Estimated Quantity to be printed</b>	<b>Quantity</b>	<b>Rate (in Rs.)</b>	<b>Remarks</b>
1	Demy (22" x 18") 60 GSM Century		Per thousand		
2	Demy (22" x 18") 70 GSM Century		Per thousand		
3	Demy (22" x 18") 80 GSM Century		Per thousand		
4	1/2 Demy (11" x 18") 60 GSM Century		Per thousand		
5	1/2 Demy (11" x 18") 70 GSM Century		Per thousand		
6	1/2 Demy (11" x 18") 80 GSM Century	7000	Per thousand		
7	1/4 Demy (11" x 9") 60 GSM Century		Per thousand		
8	1/4 Demy (11" x 9") 70 GSM Century	57500	Per thousand		
9	1/4 Demy (11" x 9") 80 GSM Century		Per thousand		
10	1/8 Demy (5 1/2" x 9") 60 GSM Century		Per thousand		
11	1/8 Demy (5 1/2" x 9") 70 GSM Century		Per thousand		
12	1/8 Demy (5 1/2" x 9") 80 GSM Century		Per thousand		
13	Full Scape (17" x 27") 60 GSM Century		Per thousand		
14	Full Scape (17" x 27") 70 GSM Century		Per thousand		
15	Full Scape (17" x 27") 80 GSM Century	2000	Per thousand		
16	1/2 Scape (17" x 13") 60 GSM Century		Per thousand		



17	1/2 Scape (17" x 13") 70 GSM Century		Per thousand	
18	1/2 Scape (17" x 13") 80 GSM Century		Per thousand	
19	1/4 Scape (8 1/2" x 13") 60 GSM Century		Per thousand	
20	1/4 Scape (8 1/2" x 13") 70 GSM Century		Per thousand	
21	1/4 Scape (8 1/2" x 13") 80 GSM Century		Per thousand	
22	1/4 Scape (8 1/2" x 11") 60 GSM Century		Per thousand	
23	1/4 Scape (8 1/2" x 11") 70 GSM Century		Per thousand	
24	1/4 Scape (8 1/2" x 11") 80 GSM Century		Per thousand	
25	(9" x 11") 80 GSM Century		Per thousand	
26	(8.5" x 11") Printing Paper (Single Side)		Per thousand	
27	(8.5" x 11") Printing Paper (Both Side) Double Colour Printed	10000	Per thousand	
28	(8.5" x 11.25") Printing Paper (Both Side)		Per thousand	
29	Plastic Cover 17" x 11", Thickness-17 mm		Per thousand	
30	LE form, 1/4 Demy (11"x9") 70 GSM Century		Per thousand	
31	Gazetted Pay Slip (8.5"x11") Printing paper (Both Side) Double colour printed -80 GSM		Per thousand	
32	DO letter, 1/4 demy (8.5"x11") 100 GSM, Excel Bond Double Colour Printing		Per Hundred	
33	PPO book, 1/4 demy (8.5"x11") 80 GSM Cover Page	2000	per book-Per thousand	
34	Chetna Patrika, 1/4 demy (8.5"x		Per	



	11")90/130 GSM both side multi colour print (As per sample)		thousand	
35	Calander of return, ¼ demy (8.5"x 11")80 GSM (As per sample)		Per thousand	
36	APAR, ¼ demy (8.5"x 11") 80 GSM (As per sample)		Per thousand	
37	Binding Charges (for 100 pages)		Per Book	
38	Binding Charges (for 200 pages)		Per Book	
39	Binding Charges (for 100 pages)		Per Book	
40	Binding Charges (for 200 pages)		Per Book	

**Note: -** 1. The rates quoted are inclusive of all statutory/ taxation liabilities in force at the time of submission of bid.

2. These are fixed rates and no variation shall be accepted from these rates.

3. I will supply the above mentioned items as per quoted rate by me.

Date \_\_\_/\_\_\_/2021.  
the Bidder

Signature & Seal of

Place \_\_\_\_\_  
Name \_\_\_\_\_



**Annexure D**

**LETTER OF AUTHORIZATION FOR ATTENDING THE BID  
OPENING**

Sub. Authorization for attending the quotation opened on \_\_\_\_\_ of the tender for printing items. Following person is here by authorized to attend the bid opening for the tender mentioned above on behalf of M/s. \_\_\_\_\_ (Name of the Bidder)

Alternate representative

Name specimen signature

Signature of the bidder

Or

Officer authorized to sign the bid documents on behalf of the bidder

**N.B. Permission will be denied in case the photocopy of the duly filled in form is not brought at the time of opening.**



**Annexure- E**

**DECLARATION**

From

M/s. ....

.....

.....

To

The Sr. Accounts Officer,  
General Section,  
O/o the Pr. Accountant General (A&E), Bihar,  
Birchand Patel Path,  
Patna- 800001.

Sir,

I/ We have read and understood the contents of the tender and agree to abide by the terms and conditions of this Tender.

2. I/ We further undertake that none of the Proprietor/ Partners/ Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have blacklisted/ banned/ suspended business dealing.

**(Signature of the Tenderer)**

**Name:**

**Designation with seal of the firm**



**Annexure- F**

**DECLARATION**

From

M/s.....

.....

.....

To

The Sr. Accounts Officer,  
General Section,  
O/o the Pr. Accountant General (A&E), Bihar,  
Birchand Patel Marg,  
Patna- 800001.

Sir,

I/ We have read and understood the contents of the tender and agree to abide by the terms and conditions of this Tender.

2. I/ We further undertake the goods will be supplied by me/ us as per my/ our quote in the quotation against the supply order received to me/ us. In case of non compliance of purchase order, I/We will/ shall be responsible for penalty and judicial action against us.

**(Signature of the Tenderer)**

**Name:**

**Designation with seal of the firm**



**Annexure- G**

**DECLARATION**

From

M/s.....

.....

.....

To

The Sr. Accounts Officer,  
General Section,  
O/o the Pr. Accountant General (A&E), Bihar,  
Birchand Patel Marg,  
Patna- 800001.

Sir,

I/ We have read and understood the contents of the tender and agree to abide by the terms and conditions and instruction to the bidders of this Tender.

2. I/ We further undertake that if my/us rate is found to be lowest/ called upon by the office; I/ We undertake to furnish the performance guarantee as per clause 08 of Terms and Conditions ibid in the tender notice.

**(Signature of the Tenderer)**

**Name:**

**Designation with seal of the firm**