

महालेखाकार (ले0 एवं ह0) का
कार्यालय
बीरचंद पटेल पथ,
पटना, बिहार - 800001



SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थं सत्यनिष्ठा
Dedicated to Truth in Public Interest

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

पत्रांक / Letter No. Printing -Binding (tender) 2025-26/ 143

दिनांक / Date 22/01/2025

Notice Inviting Tender

A tender is invited on GeM Portal regarding Bid for Printing- Binding of different official forms is floated on GeM Portal vide NO. GeM/2025/B/5849236 dated 22/01/2025. Additional Terms & Conditions and Scope of work is attached herewith. All Curious bidders are requested to submit their bid on GeM with complete Documents duly filled all annexures.

- Bid Start Date : 22-01-2025
- Bid End Date: 12-02-2025 16:00:00
- Bid Opening Date: 12-02-2025 16:30:00

Yours faithfully,

Sr. Accounts Officer
Bihar, Patna



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2025/B/5849236
Dated/दिनांक : 22-01-2025

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	12-02-2025 16:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	12-02-2025 16:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Comptroller And Auditor General (cag) Of India
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	Accountant General, Bihar
Office Name/कार्यालय का नाम	Accountant General (a&e), Patna
क्रैता ईमेल/Buyer Email	pankajkumar.bih.ae@cag.gov.in
Item Category/मद केटेगरी	Paper-based Printing Services - Printing with Material; As per requirement and As per scope of work; As per requirement and As per scope of work
Contract Period/अनुबंध अवधि	1 Year(s) 1 Day(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	40 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (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

Bid Details/बिड विवरण

Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
-------------------	----

ePBG Detail/ईपीबीजी विवरण

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

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

Beneficiary/लाभार्थी :

SENIOR ACCOUNTS OFFICER
OFFICE OF THE ACCOUNTANT GENERAL(A&E),BIHAR, PATNA
(Pao Audit)

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
-------------------------------	-----

MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता

Yes

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. 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.
4. 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.
5. 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 on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
6. 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.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Sample image of desired product:[1737533187.pdf](#)

Additional customization details:[1737533200.pdf](#)

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

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Printing	Printing with Material

Specification	Values
Category of Printing	As per requirement and As per scope of work
Mode of Printing	As per requirement and As per scope of work
Single/ Double Sided	As per requirement and As per scope of work
Colour of Printing	As per requirement and As per scope of work
Printing Content	As per requirement and As per scope of work
Paper Material	As per requirement and As per scope of work
Standards of Paper	As per requirement and As per scope of work
Size of the Paper (in cm)	As per requirement and As per scope of work
Thickness of Paper in GSM	As per requirement and As per scope of work
Inserts	As per requirement 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 requirement and As per scope of work
Language	As per requirement and As per scope of work
Addon(s)/एडऑन	
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

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Copies	Additional Requirement/अतिरिक्त आवश्यकता
1	Pankaj Kumar	800001,Office of the Accountant General (A&E), Mahalekakar Bhavan, Bir Chand Patel Path,	1	<ul style="list-style-type: none"> Number of pages per Item : 1

Buyer Added Bid Specific Terms and Conditions/क्रता द्वारा जोड़ी गई बिड की विशेष शर्तें

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 ATC

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

6. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

The vendor must quote the rate for each item a in Financial Break up sheet attached in Customization details column.

Disclaimer/अस्वीकरण

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.

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 are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws 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. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the General Terms and Conditions/सामान्य नियम और शर्तें, 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 General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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./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 निविदा 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 व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाही का आधार होगा।

---Thank You/धन्यवाद---

FINANCIAL BREAK-UP SHEET

Annexure "A"

Sl.No.	Name of forms	Specification	Rate to be quoted	Total probable Requirement	Rate to be quoted
1	Agrasaran Patra (GIA section)	¼ Demy (11"x9") 70 GSM	Per thousand pages	10000 form	
	Binding Charge		Per hundred pages	100 pad	
2	Ganana Talika (30 column) (GIA)	¼ Demy (11"x9") 70 GSM	Per thousand pages	2000 form	
	Binding Charge		Per hundred pages	20 pad	
3	Ganana Talika (15 column) (GIA)	¼ Demy (11"x9") 70 GSM	Per thousand pages	2000 form	
	Binding Charge		Per hundred pages	20 pad	
4	Ganana Talika (20 column) (GIA)	¼ Demy (11"x9") 70 GSM	Per thousand pages	1000 form	
	Binding Charge		Per hundred pages	10 pad	
5	Addition / deletion of family in CGHS	¼ Demy (11"x9") 70 GSM	Per thousand pages	2000 form	
	Binding Charge		Per hundred pages	20 pad	
6	Application for advance of TA on tour	¼ Demy (11"x9") 70 GSM	Per thousand pages	1000 form	
	Binding Charge		Per hundred pages	10 pad	
7	Declaration certificate	¼ Demy (11"x9") 70 GSM	Per thousand pages	2000 form	
	Binding Charge		Per hundred pages	20 pad	
8	Application for advance of LTC	¼ Demy (11"x9") 70 GSM (Both side printing)	Per thousand pages	5000 form	
	Binding Charge		Per hundred	50 pad	

			pages		
9	Travelling Allowance Bill for transfer	½ demy (18"x11") 70 GSM (Both side printing)	Per thousand pages	1000 form	
	Binding Charge		Per hundred pages		
10	TA Bill on tour	½ demy (18"x11") 70 GSM (Both side printing)	Per thousand pages	4000 form	
	Binding Charge		Per hundred pages	40 pad	
11	Calculation of Income tax	¼ Demy (11"x9") 70 GSM (Both side printing)	Per thousand pages	1000 form	
	Binding Charge		Per hundred pages	10 pad	
12	Leave Encashment form (Admn II)	¼ Demy (11"x9") 70 GSM	Per thousand pages	1000 form	
	Binding Charge		Per hundred pages	10 pad	
13	Children Education Allowance Form	¼ Demy (11"x9") 70 GSM	Per thousand pages	1000 form	
	Binding Charge		Per hundred pages	10 pad	
14	Bonafide certificate	¼ Demy (11"x9") 70 GSM	Per thousand pages	1000 form	
	Binding Charge		Per hundred pages	10 pad	
15	PPO Book (3 to 6)	(8.5"x11.25") printing paper both side – 100 GSM, Colour Blue font	Per thousand form (One form contains 2 pages both side)	60,000 form	
16	Pension Revision Form	(8.5"x 11") Printing Paper (Single Side) 80 GSM- Colour print	Per thousand pages	1,50,000 form	

17	Intimation Memo Form	(8.5"x 11") Printing Paper (Single Side) 80 GSM- Colour print	Per thousand pages	1,20,000 form
18	LTA – NDC form	¼ Demy (8.5"x11") 70 GSM	Per thousand pages	3000 form
	Binding Charge		Per hundred pages	30 pad
19	LTA – DC form	¼ Demy (8.5"x11") 70 GSM	Per thousand pages	1000 form
	Binding Charge		Per hundred pages	10 pad
20	Gazetted Payslip	(8.5"x 11")Printing Paper (Both Side) Double Colour Printed 80 GSM	Per thousand pages	10000 page
21	LE for 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 thousand pages	10000 page
22	DC Cell check slip	¼ Demy (11"x9") 70 GSM	Per thousand pages	1000 pages
	Binding Charge		Per hundred pages	10 pad
23	Form of Application for Leave	(8.5"x 11") Printing Paper (Both Side) 70 GSM	Per thousand pages	1000 form
	Binding Charge		Per hundred pages	10 pad
24	Sanction form of Provident fund	¼ Demy (8.5"x11") 70 GSM	Per thousand pages	1000 form
	Binding Charge		Per hundred pages	10 pad
25	LTC Certificate	(8.5"x	Per thousand	2500 form

		11")Printing Paper (Both Side) 70 GSM	pages		
	Binding Charge		Per hundred pages	25 pad	
26	LTC Intimation form	¼ Demy (8.5"x11") 70 GSM	Per thousand pages	2500 form	
	Binding Charge		Per hundred pages	25 pad	
27	LTC bill form	(8.5"x 11") Printing Paper (Both Side) 70 GSM	Per thousand pages	2500 form	
	Binding Charge		Per hundred pages	25 pad	
28	Medical Reimbursement claim form	(8.5"x 11") Printing Paper (Both Side) 70 GSM	Per thousand pages	1000 form	
	Binding Charges		Per hundred pages	10 pad	
29	APAR of different cadre	¼ demy (8.5"x11") 80 GSM (One Booklet contains 6 pages both side print with Semi hard bound. Printed cover semi hard bounding of different colour)	Per thousand Booklet	1000 pc	
30	D.O. letter Head	¼ Demy (8.5"x11") 100 GSM, Excel Bound Double colour printing with binding	Per thousand pages	As per requirement (estimate: 1000 Pc)	
31	D.O. letter Head (office)	¼ Demy (8.5"x11") 100 GSM, Excel Bound Double colour printing with binding	Per thousand pages	As per requirement (Estimate: 1000 Pc)	
32	Sectional Diary	(1/2 Demy, 11"x 18", 70 GSM Century	Per thousand sheet	As per requirement	

		(Both side printing: One sheet contain two pages back to back)			
	Binding charge	Semi hard Binding	Per 50 sheet (one Diary)		
33	Attendance Register	½ scape (17"x15") 80 GSM (one register contain 25 sheet, one sheet contains two pages back-to-back)	Per thousand sheet	As per requirement	
	Binding charge	Hard Binding	Per Register		
34	Calendar of Return	¼ Demy, (8.5"x11") 80 GSM (one register contains 20 sheet)	Per thousand pc	As per requirement	
	Binding charge	Semi hard binding	Per register		
35	Office letter head	Letter head with 80 GMS white paper and navy blue fond with CAG logo and office name With binding of 100 pages in one pad.	Per thousand pages	As per requirement	
36	Service Book (Booklet)	½ demy (22"x18") 80 GSM (24 pages both side printing with light Green colour of paper)	Per Booklet	As per requirement	
	Cover & its Binding + Printing (Semi hard bound binding)		Per Booklet		
37	Special Binding of Service book	(i)Rexine cover with hard cardboard (ii) Metal Corner Clip (iii) Embossing	Per Booklet		

		of employee name & office name & Logo (Each binding contains 150 pages)			
38	Medical Bill Control Register	8.5"x17" 80 GSM Both side print	Per hundred pages	As per requirement	
	Binding Charge		Hard bound per hundred pages		
39	LTC Bill Control Register	8.5"x17" 80 GSM Both side print			
	Binding Charge		Hard bound per hundred pages	As per requirement	
40	TA Bill Control Register	8.5"x19" 80 GSM Both side print			
	Binding Charge		Hard bound per hundred pages		

9

GOVT.OF INDIA

INDIAN AUDIT & ACCOUNTS DEPARTMENT

TENDER FOR PRINTING & BINDING

AT ACCOUNTANT GENERAL (A&E), BIHAR, PATNA

BIR CHAND PATEL PATH, PATNA-800 001



 21/11

 21/11/25

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.
2. This office requires the services of reputed Agency to provide contract for one year. The period of the contract may be further extended or may be curtailed, terminated.
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 descriptions items of printing of forms and registers & Binding to be covered under this work is enclosed with 'Annexure'A'
2. All rates quoted by the bidder will be inclusive of all taxes, standard packing, freight, transit, insurance, loading & unloading charges including cess etc.
3. The material shall be packed by the seller as per standard procedure for safe transportation to site or Store

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 400% (as per requirements by GeM Portal) of estimated value of contract. (Exemption given incase of MSME/Start up). In case 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.
 - (iii) Service Provider has minimum possess three (03) years of past experience for this purpose at Central /State Govt offices/ autonomous body/State Central PSUs or Service Provider has past experience of Similar Services required. (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.
 - (iv) The vendor should not have 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)
 - (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 if any.
- (vii) "Annexure-A" 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).
- (ix) The printing entity must be Patna based with all structural set up in Patna only. (Documentary evidence to be submitted)
- (x) As per Deptt of Expenditure Letter ol F-9/4/2020-PPD, Govt of India , dated 12th 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.
- (xii) Duly signed all pages of "SCOPE OF WORK & ADDITIONAL TERM & CONDITIONS FOR TENDERERS" of the Bid document as mark of acceptance.
- (xiii) 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 Bank of Bihar, Patna, within 14 days of award of contract in favour of PAO(Audit), Office of the 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. (Annexure-B).
2. 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.

2/11/25

3. 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
 - (c) 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.
4. The Purchaser expects to have delivery of all items as per supply of order within **10 to 15 days** from placing of supply order.
5. 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.
6. 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.
7. The selected companies/agencies shall also provide functional Mobile and Landline Number or its personnel for urgent work regarding above mentioned work.
8. While submitting the Bid, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the Bid shall be rejected.
9. If any bidder stipulates any conditions of his own, such conditional bid shall be liable to be rejected.
10. 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.
11. 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.
12. TDS will be deducted as per Government of India norms.
13. 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.
14. No cash payment will be paid in any case, and payment would be made strictly on availability of funds.
15. The agreement shall come to an end either on completion of the contract period or shall be terminated for Breach of contractual obligations.
16. Penalties: As mentioned in Service level Agreement And package.




21/11/25

21/11/25

17. Any liability arising out of any litigation due to any act of contractor staff shall be directly borne by the contractor.
18. 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.
19. In case the contractor fails to cope with the workload or doesn't render satisfactory services or dishonor the contract in any way, the contract awarded shall be liable for cancellation/termination summarily, without assigning any reason thereof.
20. **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.
21. The Performance Security will be released after two months of successful completion of tender. No interest will be paid by the office on performance security.
22. All concerned are requested to read carefully and understand the terms and conditions of the contract before sending their quotation. No violation of the aforesaid terms and conditions shall be permitted once this office accepts the quotations. 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 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 rest 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 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.




Arbind Prasad Singh

Sr.A.O.



Devendra Pratap Srivastava

Dy. A.G. (A/c)



Sanjay Kumar Sinha

Dy. A.G. (Pension)

②

Annexure-I

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

To,

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

BID SECURITY DECLARATION

Bid/ Tender reference No..... of Office of
the 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.

①

**AUTHORIZED REPRESENTATIVE OF THE FIRM
(Signature with Stamp)**

Annexure-II

Technical Bid Checklist

Sl. No	Documents Provided details	If provided then Yes otherwise No.
01	Annual Turn Over (Last 03 Years)/Average Annual Turnover (OEM)	
02	GST Registration letter/certificate	
03	Past Experience	
04	Blacklisted Certificate	
05	PAN CARD	
06	Registration Certificate	
07	Liquidation/Court receivership or Similar proceedings/ Bankruptcy certificate	
08	Make in India Certificate	
09	Warranty Undertaking Certificate	
10	OEM/ Manufacturer Authorization Form/Certificate	
11	Bid Security Declaration	
12	Bid Document as Mark of acceptance.	
13	Address proof of service centre in Patna	
14	Certificate regarding two(02) Work order of Rs.1 Crore each for similar items.	
15	Others documents (details)	

****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

(5)

Annexure "A" [Sl. No - 1 to 40]

Sl.No.	Name of forms	Specification	Rate to be quoted	Total probable Requirement	Rate to be quoted
1	Agrasaran Patra (GIA section)	¼ Demy (11"x9") 70 GSM	Per thousand pages	10000 form	
	Binding Charge		Per hundred pages	100 pad	
2	Ganana Talika (30 column) (GIA)	¼ Demy (11"x9") 70 GSM	Per thousand pages	2000 form	
	Binding Charge		Per hundred pages	20 pad	
3	Ganana Talika (15 column) (GIA)	¼ Demy (11"x9") 70 GSM	Per thousand pages	2000 form	
	Binding Charge		Per hundred pages	20 pad	
4	Ganana Talika (20 column) (GIA)	¼ Demy (11"x9") 70 GSM	Per thousand pages	1000 form	
	Binding Charge		Per hundred pages	10 pad	
5	Addition / deletion of family in CGHS	¼ Demy (11"x9") 70 GSM	Per thousand pages	2000 form	
	Binding Charge		Per hundred pages	20 pad	
6	Application for advance of TA on tour	¼ Demy (11"x9") 70 GSM	Per thousand pages	1000 form	
	Binding Charge		Per hundred pages	10 pad	
7	Declaration certificate	¼ Demy (11"x9") 70 GSM	Per thousand pages	2000 form	
	Binding Charge		Per hundred pages	20 pad	
8	Application for advance of LTC	¼ Demy (11"x9") 70 GSM (Both side printing)	Per thousand pages	5000 form	
	Binding Charge		Per hundred pages	50 pad	

9	Travelling Allowance Bill for transfer	½ demy (18"x11") 70 GSM (Both side printing)	Per thousand pages	1000 form	
	Binding Charge		Per hundred pages		
10	TA Bill on tour	½ demy (18"x11") 70 GSM (Both side printing)	Per thousand pages	4000 form	
	Binding Charge		Per hundred pages	40 pad	
11	Calculation of Income tax	¼ Demy (11"x9") 70 GSM (Both side printing)	Per thousand pages	1000 form	
	Binding Charge		Per hundred pages	10 pad	
12	Leave Encashment form (Admn II)	¼ Demy (11"x9") 70 GSM	Per thousand pages	1000 form	
	Binding Charge		Per hundred pages	10 pad	
13	Children Education Allowance Form	¼ Demy (11"x9") 70 GSM	Per thousand pages	1000 form	
	Binding Charge		Per hundred pages	10 pad	
14	Bonafide certificate	¼ Demy (11"x9") 70 GSM	Per thousand pages	1000 form	
	Binding Charge		Per hundred pages	10 pad	
15	PPO Book (3 to 6)	(8.5"x11.25") printing paper both side – 100 GSM, Colour Blue font	Per thousand form (One form contains 2 pages both side)	60,000 form	
16	Pension Form Revision	(8.5"x 11") Printing Paper (Single Side) 80 GSM- Colour print	Per thousand pages	1,50,000 form	
17	Intimation Form Memo	(8.5"x 11") Printing Paper	Per thousand pages	1,20,000 form	

		(Single Side) 80 GSM- Colour print			
18	LTA – NDC form	¼ Demy (8.5"x11") 70 GSM	Per thousand pages	3000 form	
	Binding Charge		Per hundred pages	30 pad	
19	LTA – DC form	¼ Demy (8.5"x11") 70 GSM	Per thousand pages	1000 form	
	Binding Charge		Per hundred pages	10 pad	
20	Gazetted Payslip	(8.5"x 11")Printing Paper (Both Side) Double Colour Printed 80 GSM	Per thousand pages	10000 page	
21	LE for 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 thousand pages	10000 page	
22	DC Cell check slip	¼ Demy (11"x9") 70 GSM	Per thousand pages	1000 pages	
	Binding Charge		Per hundred pages	10 pad	
23	Form of Application for Leave	(8.5"x 11") Printing Paper (Both Side) 70 GSM	Per thousand pages	1000 form	
	Binding Charge		Per hundred pages	10 pad	
24	Sanction form of Provident fund	¼ Demy (8.5"x11") 70 GSM	Per thousand pages	1000 form	
	Binding Charge		Per hundred pages	10 pad	
25	LTC Certificate	(8.5"x 11")Printing Paper (Both	Per thousand pages	2500 form	

		Side) 70 GSM			
	Binding Charge		Per hundred pages	25 pad	
26	LTC Intimation form	¼ Demy (8.5"x11") 70 GSM	Per thousand pages	2500 form	
	Binding Charge		Per hundred pages	25 pad	
27	LTC bill form	(8.5"x 11") Printing Paper (Both Side) 70 GSM	Per thousand pages	2500 form	
	Binding Charge		Per hundred pages	25 pad	
28	Medical Reimbursement claim form	(8.5"x 11") Printing Paper (Both Side) 70 GSM	Per thousand pages	1000 form	
	Binding Charges		Per hundred pages	10 pad	
29	APAR of different cadre	¼ demy (8.5"x11") 80 GSM (One Booklet contains 6 pages both side print with Semi hard bound. Printed cover semi hard bounding of different colour)	Per thousand Booklet	1000 pc	
30	D.O. letter Head	¼ Demy (8.5"x11") 100 GSM, Excel Bound Double colour printing with binding	Per thousand pages	As per requirement (estimate: 1000 Pc)	
31	D.O. letter Head (office)	¼ Demy (8.5"x11") 100 GSM, Excel Bound Double colour printing with binding	Per thousand pages	As per requirement (Estimate: 1000 Pc)	
32	Sectional Diary	(1/2 Demy, 11"x 18", 70 GSM Century (Both side printing: One	Per thousand sheet	As per requirement	

		sheet contain two pages back to back)			
	Binding charge	Semi hard Binding	Per 50 sheet (one Diary)		
33	Attendance Register	1/2 scape (17"x15") 80 GSM (one register contain 25 sheet, one sheet contains two pages back-to-back)	Per thousand sheet	As per requirement	
	Binding charge	Hard Binding	Per Register		
34	Calendar of Return	1/4 Demy, (8.5"x11") 80 GSM (one register contains 20 sheet	Per thousand pc	As per requirement	
	Binding charge	Semi hard binding	Per register		
35	Office letter head	Letter head with 80 GMS white paper and navy blue fond with CAG logo and office name With binding of 100 pages in one pad.	Per thousand pages	As per requirement	
36	Service Book (Booklet)	1/2 demy (22"x18") 80 GSM (24 pages both side printing with light Green colour of paper	Per Booklet	As per requirement	
	Cover & its Binding + Printing (Semi hard bound binding)		Per Booklet		
37	Special Binding of Service book	(i)Rexine cover with hard cardboard (ii) Metal Corner Clip (iii) Embossing of employee name & office	Per Booklet		

		name & Logo (Each binding contains 150 pages)			
38	Medical Bill Control Register	8.5"x17" 80 GSM Both side print	Per hundred pages	As per requirement	
	Binding Charge		Hard bound per hundred pages		
39	LTC Bill Control Register	8.5"x17" 80 GSM Both side print			
	Binding Charge		Hard bound per hundred pages	As per requirement	
40	TA Bill Control Register	8.5"x19" 80 GSM Both side print			
	Binding Charge		Hard bound per hundred pages		