

Terms and Conditions of Tender for Printing of Audit Report

This document is a tender document for Selection of Printer from Jaipur city for designing, formatting and printing of Audit Reports and booklet for the Audit Reports during FY 2025-26.

Office of Principal Accountant General (Audit-I), Rajasthan intend to get Audit reports printed in English and Hindi. **Please note that the Reports are confidential**, and you will be required to adhere to the confidentiality **clause at Paragraph 20 of this document**.

Samples of earlier printed reports may be collected from the Report-I section (Office of Principal Accountant General (Audit-I), Rajasthan)

1. Scope of Work

The printer would be required to collect the soft copies of the Reports from indenting offices. The Reports would be following type:

- The text of Audit Report shall be printed in multi colour and black & white pages.
- Before printing the Audit Reports, colours should be got approved by the printers from the indenting offices.
- The cover design will be coloured may have photographs related to the topic of the Report. The colour scheme of the cover page shall be ascertained by the printer from the indenting office.
- Cover page printing, binding of the book, delivery to the office is to be arranged by the printer at their cost.
- Design & Graphics of Audit Reports, if required by the office.
- Soft copy of Audit Report (searchable PDF format) to be provided to the office after completion of printing of Audit Report.

2. Specification/Paper quality

Rates should be quoted in the Annexure-1 form for designing, formatting and Printing of Audit Reports as per the specification (detailed financial bid).

3. Cover page and binding

300 GSM imported art card including matte/gloss finishing, lamination of the cover page and Juzz/clip binding. 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.

4. Quantity

- The requirement of each of the Reports would be detailed in Annexure-1
- The printer would be required to supply 10 copies of each Hindi and English without facsimile signatures with hard bound cover. These copies may have to be printed in digital print.

5. Print Quality

The overall designing, formatting, printing and binding etc should be of the highest standard, not below the standards and quality of samples provided to the printer by this office.

6. Rates/Bid validity/validity of final rates

The printer are required to quote rates per page after taking all elements of printing, including designing, formatting, cost of paper, film, printing charges, shading charges, blue print copy for proof reading, delivery charges and all applicable taxes. Bidders are required to submit technical and financial bid in separate envelopes.

The bids/quotes should be valid for three months from the date of issue of this letter.

Rates finalised by this office, will be valid up to 31 March 2026.

7. Location of Printer and Capacity

The printer should located at Jaipur city and have the capacity to handle more than three to four reports at given point of time. The printer should have the capacity to print sophisticated documents, including multi coloured objects e.g. photographs, charts, maps etc in English and Hindi with print order as detailed in Annexure-1 within a week or less. Printer should have capacity for designing Audit Reports and booklets.

8. General Conditions

The bidder should fulfil the general condition in order to participate in the Advertised Tender Enquiry.

- I.** Bids are accepted in two separate sealed envelopes titled as technical bid and financial bid as per critical date sheet. Printer are required to provide documents as per technical specification.
- II.** Tender documents may be downloaded from <https://cag.gov.in/ag1/rajasthan>
- III.** The selection of vendor for order purpose shall be the sole discretion of the User department.
- IV.** The rates finalized shall remain valid during validity of the contract.
- V.** The prospective bidder should note that if they are selected for printing of Audit Report/ Booklet their print quality should match the quality of the samples given by them for technical qualification, and in case they fail to do so, they are liable to be blacklisted immediately, without further reference.
- VI.** If the bids are not accompanied by all the requisite supporting documents, the same would be rejected.
- VII.** Undertaking for subsequent submission of any of the required documents will not be entertained under any circumstances. This office reserves the right to seek clarifications on the already/ submitted documents.
- VIII.** Eligibility criteria for participating in this tender are as indicated in **Annexure 2- Eligibility Criteria.**
- IX.** The Contract may be extended for another year on sole discretion of this office.

9. Earnest Money Deposit

An Earnest Money Deposit (EMD) as bid security of the value of ₹ 15,000/- (Rupees fifteen thousand only) from a Nationalized Bank valid up to for a period of ***Twenty-five days beyond the final bid validity period*** in the form of Bank Guarantee in name of “**Principal Accountant General (Audit-I), Rajasthan, Jaipur**” may be submitted along with the bid document. EMD of the unsuccessful bidders shall be returned after the final bid validity and latest on or before 30th day after the award of the contract.

- I. In case of bidder's withdrawal or altering its bid during the bid validity period, the EMD is liable to be forfeited. The EMD must be physically submitted in an envelope as mentioned before the bid opening date and time given in the Critical Date Sheet below, otherwise bids will be rejected. The original EMD should be registered post/given in person to Secretariat of PAG (Office of Principal Accountant General (Audit-I), Rajasthan) Janpath, Jaipur-302005.
- II. The Earnest Money Deposit, without any interest accrued will be refunded as follows:
 - a. In the case of those Bidders who are not selected, the Earnest Money Deposit (EMD) will be refunded without any interest accrued within one month.
 - b. EMD of successful bidders will be returned after they sign a letter of acceptance for the selection of printing and submit a Security Deposit in the form of a Performance Bank Guarantee (PBG).

10. Samples of Reports in physical form

Prospective bidders should submit samples each in English and Hindi (in physical form) of high quality printed report more in a separate sealed envelope marked “**Sample of Report (Technical Bid - Selection of Printer from Jaipur city for designing, formatting and printing of Audit Reports and booklet for the Audit Reports)**” on it and samples should be posted/given in person in Secretariat of PAG (Office of Principal Accountant General (Audit-I), Rajasthan)

11. Critical Date Sheet

Technical Bid Opening Date	14/05/2025 (4.30 PM)
Financial Bid Opening Date	16/05/2025 (4.30 PM)

Note: No bid will be accepted after the deadline given in the time schedule above.

12. Availability of tender

1. The complete tender document is also available for reference at <https://cag.gov.in/ag1/rajasthan> website of this office.
2. The prospective bidders desirous of participating in this tender may view and download the tender document free of cost from above mentioned website. The bidder(s) shall submit the quotation in following two categories separately:
 - (a) Technical bid as indicated in **Annexure 2- Eligibility Criteria** (Proof of eligibility condition with a copy of tender document and bid security/EMD amount), and
 - (b) Financial Bid in **the form Annexure 1**.

13. Bid Opening

1. Proof of eligibility conditions with Tender Document and bid security/EMD amount will be opened as per Critical Date Sheet. Bidders are requested to visit the office on Bid opening date and time as per Critical Date sheet. Samples of Reports submitted by the bidders for technical evaluation will have to reach this office one week prior to the opening of the technical bid.
2. Financial bids of the only bidders who meet the eligibility criteria and submit the required EMD amount, will be opened for further evaluation.

14. Bid evaluation

No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, after opening of bid, till final decision is conveyed by the Evaluation Committee. However, the Committee/its authorized representative and this office can make enquiry/seek clarification from the bidders, which the bidders must furnish within stipulated time else the bids of such defaulting bidders will be rejected.

14.1 Financial Bid Evaluation

1. The Financial Bids of technically qualified bidders who meet the eligibility conditions and submission of required EMD amount will be opened and the same will be evaluated by a duly constituted Committee of this office.
2. After selecting the L1, the qualified bidders, that is those bidders who are technical and whose financial bids were opened, may be asked to match the L1 to form a panel of printers.
3. The rates shall be quoted in Indian rupees as per the Annexure 1 and should be inclusive of all taxes, levies etc as applicable.

15. Performance Bank Guarantee

In the event of acceptance of the final rates by this office, each of the selected printers will have to tender, within 7 days of acceptance of offer, an irrevocable Bank Guarantee as Performance Security of Rs 30,000/- (Rupees Thirty Thousand Only) from a Nationalized Bank valid up to **31 May 2026** or up to a period of sixty days beyond the date of completion of all contractual obligations, whichever is later.

Performance Guarantee is liable to be invoked for any non-performance of the terms of the contract/work order.

16. Payment terms

1. User department shall make payment in Indian Rupees only.
2. Payment shall be subject to any amount for which the agency is liable under the tender conditions. Further, all payment to agency will be made subject to deduction of TDS (Tax deduction at source) as per Income Tax Act and Goods and Service Tax Act, applicable penalty and other taxes if any, as per Government of India rules.
3. The agency will submit Pre receipted bills in triplicate.
4. 100% payment shall be made against complete acceptance of the material by the consignee/indenting after due verification of quality and quantity.
5. No advance payment will be made.

17. Delivery

The printers shall be liable to collect the material for designing, formatting and printing from indenting offices and deliver the printed copies to the respective offices at their own expenses. The Reports will have to be printed at the earliest and not later than a week from the date of handing over of the final approved proof. In certain cases, some Reports may be required to be printed on an urgent basis, please note that there should not be any delay in delivery of the Audit Reports beyond the stipulated time frame.

18. Penalty Calculation Process

Table below gives an overview on the penalty associated with non-adherence to the Advertised tender conditions:

Condition	Penalty
Deviation from agreed standards and quality	If the Report(s) fail to meet the agreed standards of designing/printing or deviate from the agreed specifications, they are liable to be rejected and shall not be paid for and shall be at the sole discretion of the Principal Accountant General (Audit-I), Rajasthan, even if a printed Report containing certain defects is accepted by the office for unavoidable reasons
Delay in contract	The cost of such default shall be recovered from the vendor from the outstanding payment or BG/PBG.

19. Indemnity

1. Office of Principal Accountant General (Audit-I), Rajasthan stands indemnified of all legal obligations, past/present/future, the agency may have with its professionals.
2. This office stand absolved of any liability on account of loss of life or injury sustained by the Agency staff during the performance of the contract, also for any damages or compensation due to any dispute between the agency and its staff and for any loss or damage to Agency's assets, machinery or printing equipment.
3. The selected Agency will indemnify this office against any infringement of third-party rights under the Patents Act or the IPR.

20. Confidentiality

1. As per the confidentiality requirement, the agency will ensure that no information on or about the Report or any part of the Report under print is taken out in any form including electronic form or leaked to third person/print/electronic/social media by any person/persons of the agency or from the premises of the printer. Any such act will be treated as a serious disciplinary offence and shall be considered as breach of the terms of the contract.
2. The agency or its deployed personnel, by virtue of working on this office's projects, can't claim any right to the work performed by them. This office will have absolute rights on the work assigned and performed by them. Neither any claims from the agency nor its deployed professionals will be entertained on the deliverables.

21. OTHER TERMS & CONDITIONS

1. The selected agency will not outsource the work to any other associate/franchisee/third party under any circumstances. If it so happens then this office will impose sanctions which will include forfeiture of the security deposit, revocation of bank guarantees (including the ones submitted for other work orders) and termination of the Contract for default.
2. This office may by written notice, sent to the selected agency, terminate the work order and/or the Contract, in whole or in part at any time of its convenience. The notice of termination will specify that termination is for this office's convenience, the extent to which performance of work under the work order and/or the contract is terminated and the date upon which such termination becomes effective. This office reserves the right to cancel the remaining part and pay to the selected agency an agreed amount for partially completed Services.
3. All panel agencies automatically agree with this office for honoring all aspects of fair-trade practices in executing the work orders placed by this office.
4. This office will not entertain any name change requests during the bidding process. In such cases the bid will be rejected straightaway.

5. The user Departments will be free to allocate the work to any or a combination of selected agencies.

22. Applicable Law

22.1 The Agreement/ Contract/work-order will be governed by the laws and procedures prevailing in India within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.

22.2 The agency and their deployed personnel either during the contract or after its completion shall not disclose any proprietary or confidential information relating to the services, contract or business or operations of this office without the prior written consent of this office.

23. JURISDICTION

In any event of dispute arising out of this contract, the competent courts at Jaipur will have the jurisdiction to adjudicate such dispute.

Detailed Financial BID

Note:

- It is necessary that the bidder submits financial bid in table below:

Sl No	Description of Work	No of Pages variable range for each report	Rate per page (In ₹) to be quoted by Bidder
1	State Finance Audit Report 2024-25	250 to 350	
2	Compliance Audit Report for the year ended 31 March 2023	200 to 250	
3	Compliance Audit Report for the year ended 31 March 2024	200 to 250	
4	Local Bodies Audit Report for the year ended 31 March 2024 (2021-24)	100 to 200	
5	PA on Implementation of Smart City mission by Jaipur Smart City and Udaipur Smart City Ltd.	100 to 200	
6	PA on Welfare of Building and Other Construction Workers	upto 100	
7	PA on Solid Waste Management in ULBs	upto 100	
8	PA on Implementation of MGNREGA		
9	ATIR for the year 2022-23	upto 100	
10	ATIR for the year 2023-24	upto 100	

- Financial bids shall be opened only for those bidders who qualified technical bid (eligibility criteria)
- Combined Prices (per page) should be quoted for printing of Digital copies and offset copies.**
- Rates for designing and graphics of Audit Report may be quoted separately.
- The cost is inclusive of all taxes, levies etc.
- The number of copies and pages mentioned is only indicative. Final bill will be paid on the basis of actual number of pages printed. Number of copies of Audit Report may vary according to the requirement of this office.**
- Taxes indicated in the financial bid will be charged as per the prevailing rate at the time of payment.
- Payment will be made on the basis of actual number of pages printed.
- Digital Printing:** 10 Copies each English and Hindi with hard bound Binding (with required inscription in gold and embossed).
- Offset Printing:** 400 Copies each English and Hindi with 300 GSM Cover with imported matt finish.
- Quality of Paper: 115/120 GSM imported matt finish.
- Page Size: A4
- Colour: Multicolour (Including cover and back pages)

ELIGIBILITY CRITERIA

Sl. No.	Eligibility Criteria	Insert Value or Other Response
1.	Bidder must submit a copy of the registration certificate. Bidder must be an individual company/Partnership firm/Proprietorship registered in India and should have been in existence in India for at least 3 years prior to the date of issue of this Tender Enquiry. Consortiums are not allowed.	
2	Ownership details of the printing infrastructure: The printers are required to furnish the proof of ownership of designing/printing press along with complete addresses and telephone numbers of their business/ office premises as well as the printing site/sites.	
3.	Details of the printing capacity to print reports in terms of - (i) Capacity to handle number of reports at a time. (ii) Any other relevant details related to technical details for printing reports.	
4.	The bidder should have an average annual turnover equal to greater than 25 lakhs (Indian Rupees twenty-five lakhs only). The average annual turnover submitted under consideration by prospective bidders should be for the last three financial years, i.e. 2022-23, 2023-24 and 2024-25. CA certificate confirming the average annual turnover of the bidder during the stated financial years must be submitted.	
5.	Bidder must provide a copy of the following in the name of the bidding company: a) PAN card b) Goods and Service Tax registration number	
6.	The printer and the printing press must be situated in Jaipur City, Rajasthan.	

BID SUMMARY

Name of Bidder		
Date of Incorporation/ Registration		
Registered Office Address		
Authorised Signatory Details	Name	
	Designation	
	Email	
	Mobile Number	
	Office Phone number	
Details of Alternative Contact other than Authorised Signatory	Name	
	Designation	
	Email	
	Mobile Number	
	Office Phone number	

EMD

S.NO.	Particulars	Amount (in ₹.)	Bank Guarantee No.	Date	Bank	Branch

TENDER ACCEPTANCE LETTER (To be given on Company Letter head)

To,

Date :

**Principal Accountant General
(Audit-I)
Rajasthan, Jaipur.**

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender/Work:-

Dear Sir,

1. I/We have downloaded /obtained the tender document(s) for the above mentioned 'Tender/work' from the web site (s) namely: <http://agraj.cag.gov.in> as per your advertisement, given in the above-mentioned website(s).
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedules(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/ conditions /clauses contained therein.
3. The corrigendum(s) issued from time to time by your department /organisation too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above-mentioned tender document(s) /corrigendum(s) in its totality /entirety.
5. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/ Public sector undertaking.
6. I/we certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect / untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, With Official Seal)