

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A & E)-I
MADHYA PRADESH, GWALIOR
(E-mail: agaeMadhyapradesh1@cag.gov.in)

No. Report (Finance)/FA&AA/2020-21/D- 141

Dated: 29.09.2021

SHORT TERM TENDER NOTICE

Subject: - Quotations for printing of Annual Accounts of the Government of Madhya Pradesh for the year 2020-21.

Sealed quotations are invited from reputed printers, possessing high-speed Printing Machines, for printing of English and Hindi Versions of 'Finance and Appropriation Accounts' and 'Accounts at a Glance' of the Government of Madhya Pradesh for the year 2020-21. Specifications for printing along with terms and conditions are given in the Annexure enclosed to this notice. The quotations shall be submitted to the undersigned latest by 4.00 P.M. of 14.10.2021 after which no quotation will be entertained. If the last date stipulated for submission of quotation is a holiday due to any reason, the next working day will be treated as the last day. The quotations will be opened at 5.00 P.M. on the same day. Clarifications, if any required, may be obtained from the undersigned by contacting in person or on telephone no. 9893451222

Sl.No	Name of Account	Copies in English	No of pages (approx.)	Copies in Hindi	No of pages (approx)	Total copies
1.	Finance Accounts Volume I Volume II	150 150	80 400	550 550	80 420	700 700
2.	Appropriation Accounts	150	500	550	600	700
3.	Accounts at a Glance	75	60	325	60	400

Sd/-
Sr. Accounts Officer/ Report

TENDER SCHEDULE

1. Name and address of the firm (Office & place of printing)	
2. Details of any similar jobs taken recently and completed(enclosed specimen printed paper and cover paper)	

3. Printing job work:

Name of the Book	Finance Accounts 2020-21				Appropriation Accounts 2020-21		Accounts at a Glance 2020-21	
	English Version		Hindi Version		English Version	Hindi Version	English Version	Hindi Version
	Vol. I	Vol II	Vol I	Vol II				
(i)Number of copies*	150	150	550	550	150	550	75	325
(ii) Number of pages per copy excluding cover page (approx.)	80	400	80	420	500	600	60	60
(iii) Printing charges (to be filled by tenderer)								
(a) Cost of paper								
(b) Cost of printing								
(c) Binding charges								
(d)Taxes								
(e) Any other items								
(f) Total charges (a+b+c+d+e)								
(iv)Proportionate cost per page in case of increase and decrease for adjustment of price								

* 10 (Ten) copies of each (Finance and Appropriation Accounts), should be digitally printed,Rexin Bound and Golden Embossed, as per the specifications given in the Annexure.

We, the, undersigned, agree to abide by all the terms and conditions stated in the Tender notice and Annexure to this Schedule.

**Signature of the Tenderer
and Office Seal**

Terms and conditions of printing

1. **The documents are highly confidential and any leakage of the contents would involve breach of privilege of State Vidhan Sabha. Therefore, the printer is expected to ensure strict confidentiality of the documents. The printer will be solely responsible for any lapse in this regard.**
2. Quality of paper: Inner pages Ballarpur 90 GSM SS Map Litho bright white 'A' grade, outer cover multicoloured and imported matte coated (300) GSM with matte finish lamination. It should be wrinkle free on the bound portion.
3. Size of Report: A-4 (30.0 X 21.0)cms exactly that of the English/Hindi version of Finance Accounts and Appropriation Accounts of Government of Madhya Pradesh 2019-20 available in the office for verification by the binder before submitting the sealed tenders.
4. Ink Quality: Hindustan book black
5. Printing Quality: Uniform: back side not visible
6. Quantum of job work as in item 3 of the Tender Schedule are to be filled by the tenderer.
7. Out of the total copies, 10 (Ten) copies each of the six books (Finance Accounts Vol. I& II and Appropriation Accounts, English and Hindi versions) are required to be digitally printed, Rexin Bound and Golden Embossed (rexin cloth colour will be intimated separately) with gelatin cover. The printer may see the sample to prepare/print the Rexin Bound Golden Embossed Copies.
8. Mechanized binding shall be adopted, with thread stitching. It should be wrinkle free on the bound portion.
9. (a) The tenderer should include printing charges, supply of paper, all incidental charges, taxes etc. (but these elements must be separately identified). The sample of paper and cover sheet should be provided along with the quotation.
(b) The printer has to execute the printing job of the above mentioned 6 (six) books (Finance Accounts Vol.I& II and Appropriation Accounts, English and Hindi versions) and deliver the digitally printed Rexin Bound Golden Embossed 10 (Ten) copies of each of the six books to the Principal Accountant General (A&E)-I, Gwalior/Bhopal in seven days from handing over the soft copies of the documents and deliver the rest of the copies in fifteen days from handing over the soft copies, incorporating corrections, if any.
(c) The printer shall be responsible to maintain the uniform high quality of all the materials for printing including ink and paper etc.
(d) The Competent authority reserves the right to, place separate job orders for printing the books on separate bidders.
(e) After acceptance of tender and before issue of the work order, 5% security deposit of the accepted cost of work, in the shape of Bank Guarantee/ FDR issued by any Nationalized Bank, in favor of **"The Pay and Accounts Officer, Office of the Principal Accountant General (A&E)-I, M.P. Gwalior"**, will be deposited by printer. Failure to fulfill the job order within the prescribed period will attract penalty upto 1% per day of the value of the work order, subject to maximum 10% of the value of the work order. The undersigned may, in case of default by the printer regarding the time schedule beyond two days, get the work done by any other printer at the risk and cost of the defaulting printer.

(f) Cost of copies not found as per quality and specifications mentioned in the work order shall be deducted from the bill and security deposit shall be forfeited.

(g) The tenderer shall not sub-contract the work without prior permission of this office.

(h) The undersigned reserves the right to:

(i) Reject any quotation without assigning the reasons there of.

(ii) Place the work order at any price to more than one tenderer.

(iii) Withdraw the work order in full or in part, if it is not in conformity to its requirement, without paying any compensation.

(iv) Reject the copies that are not as per the quality and specifications mentioned in the bid document.

(i) 2% Refundable Earnest Money Deposit (EMD) or Rs. 5000/- whichever is higher in the shape of Demand Draft, in favour of "**The Pay and Accounts Officer**", **Office of the Principal Accountant General (A&E)-I M.P. Gwalior**, shall be enclosed with the bid. Tenders without EMD are liable to be rejected.

(j) The Principal Accountant General (A&E)-I M.P. Gwalior, reserves the right to appoint any person as the arbitrator, including an officer of the department, in case of any dispute. The decision of the arbitrator shall be final and binding on both, the department and the printer.

10. Final print shall be taken only after the quality of first proof is approved by this office.

11. Sample of rexin for Golden Embossed Bound copies will be provided to this office by the printer for selection of colour and quality.

Sd/-

Sr.Accounts Officer/Report