

**OFFICE OF THE ACCOUNTANT GENERAL(A&E), KERALA,
THIRUVANANTHAPURAM-695001**

No.Sty/25/Govt.A/cs(AAD)/2024-25/ UTR-45

Dated 30-05-2024

QUOTATION NOTICE

Sealed quotations are invited from well established **presses/translators from Thiruvananthapuram City limits** for the neat execution of the work of Translation and typing work in Malayalam in respect of Finance Accounts, Appropriation Accounts and Accounts at a Glance (Malayalam page typing and layout with error free print ready hard and soft copy), printing of Finance Accounts, Appropriation Accounts and Accounts at a Glance and burning of DVDs with pouches with printed labels for the year 2023-24 (both English and Malayalam versions-with QR code) (Sample copy of previous years accounts is available with AAD/Stationery Section, Office of the AG(A&E), Kerala, Thiruvananthapuram).

Name of work : Translation and typing work in Malayalam in respect of Finance Accounts, Appropriation Accounts and Accounts at a Glance (Malayalam page typing and layout with error free print ready hard and soft copy), printing of Finance Accounts, Appropriation Accounts and Accounts at a Glance and burning of DVDs with pouches with printed labels for the year 2023-24 (both English and Malayalam versions-with QR code) **as per Annexure** attached with the quotation notice.

Terms and conditions:

A.Translation and Typing work in Malayalam (Approx. 1400 pages for translation from English to Malayalam and typing and Lay out in Malayalam).The work involves translation, typing, page layout, supply of draft error-free soft copy/print ready hard and soft copies..

1. Translation of English version of pages contained in Appropriation Accounts, Finance Accounts (Vol.I &II) and Accounts at a Glance for the year 2023-24 to Malayalam. **(Approx. 1400 pages for translation from English to Malayalam)**. Rate for translation **(showing separately the rate per page for translation work)** should invariably be noted in the quotation.

2. Typing work of Malayalam version of pages in the above documents(Approx.1400 pages typing, page layout, supply of draft error free soft copy/print ready hard and soft copies of Malayalam version . Rate for typing work in Malayalam (Rate per page/cover page for typing/page lay out work) should invariably be noted in the quotation.
3. The draft materials for the translating and typing will be provided to the vendor from 20-06-2024 onwards in page wise/chapter wise/or as and when the draft material is ready in this office and the vendor have to provide the error free print ready hard and softcopies of the above documents within 5 days from the supply of final draft material for translation.

B.Printing work and burning of DVD's with pouches with printed labels

1. The printed copies of the books (both Malayalam and English), burned DVDs, and pouches with printed labels complete in all respect should be handed over to this office within ten days from the date of issue of work order along with printing material in soft copy.
2. As this is a privileged document, the contents should be kept confidential and an undertaking on appropriate value of stamp paper duly attested by Oath Commissioner/Notary Public will have to be executed by the successful bidder regarding the confidentiality of the material.
3. Any mistake or changes in printed document, after the approval of proof by competent authorities of this office, shall be rectified by the printers at their own risk and cost.
4. The firm shall be responsible for the neat execution of the work without any changes in the format.
5. Before the final printing, the draft version along with the total number of printable pages should be intimated and approved by the authorities concerned of this office.
6. Quality of the paper and printing shall not be compromised under any circumstances.
7. The rates quoted should be all inclusive (tax, transportation charges etc.) for delivery at office premises.
8. Rates for additional pages, if any, shall also be quoted.
9. After the issue of work order, no additional charges will be payable on any account.
10. No advance payment will be paid on any account.
11. Payments shall be made by this office on obtaining original bills along with a certificate from the section concerned stating the receipt of document as per the quality, quantity and standards set forth.
12. The copies of the printed reports (both Malayalam and English) and DVDs, shall be delivered at 1st floor of the rear Building of this office without any extra charges.