

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

No.Sty/25/Printing/2022-23/37

Dated:31.05.2022

**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 final proof ready to print 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 2021-22 (both English and Malayalam versions-with QR code) (Sample copy of previous years accounts is available with AAD/Stationery Section, Office of the PAG(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 final proof ready to print 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 2021-22 (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. 1000 pages for translation from English to Malayalam and 650 pages for typing in Malayalam).This work involves translation, typing, page layout, supply of draft error-free soft copy/print ready version.**

1. Translation of English version of pages contained in Appropriation Accounts, Finance Accounts (Vol.I &II) and Accounts at a Glance for the year 2021-22 to Malayalam. (Approx. 1000 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. 650 pages and provide draft typed error free Malayalam version. Rate for typing work in Malayalam (Rate per page/cover page for typing work) should invariably be noted in the quotation.
  3. The draft materials for the translating and typing will be provided to the vendor from 20-06-2022 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 copies (soft copy on request) 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.

13. The burning of DVDs both the Malayalam and English versions to be done in one single good quality DVD..

14. The rate for burning a single DVD with printed label and pouch inclusive of taxes may be quoted.

Payment will be made only after delivering the required number of copies as per the exact specification made by this office. Deficiencies in quality or timeliness will be viewed very seriously and penalty will be imposed by this office on the agency.

The sealed covers addressed to the Senior Accounts Officer(General), Office of the Principal Accountant General (A&E), Kerala, Thiruvananthapuram -695001 should reach this office on or before 5.00 PM on 16.06.2022 which will be opened on the next working day at 11.00AM at the chamber of the Senior Deputy Accountant General (Admn). If the cover containing quotations is intended to be handed over directly the same may be dropped in the box kept for this purpose in the General Section of this office. The cover containing quotations shall be marked "Quotation for Translation and Typing in Malayalam /Printing of Finance Accounts, Appropriation Accounts and Accounts at a Glance and burning of DVDs with pouches with printed labels 2021-22" (both English and Malayalam versions).

The Senior Deputy Accountant General (Admn) reserves the full powers to reject any or all quotations received without assigning any reason and his decision in this regard will be final.

  
31/5/22

SENIOR ACCOUNTS OFFICER/GENERAL

To

Website,PAG (A&E)Kerala.

## ANNEXURE

### Specifications required-PRINTING

**\*- per page /cover page printing rate to be specified in the quotation**

**Number of pages for all the documents mentioned below are subject to change, as the exact number of pages for each document can be asessed only at the printing stage.**

Sl. No	Particulars	<i>Finance Accounts Volume I</i>	<i>Finance Accounts Volume I II</i>	<i>Appropriation Accounts</i>	<i>Accounts at a Glance</i>
1	Number of copies required	English-110 pages(Approx.)+ cover, 100 copies* & Malayalam-125 pages (approx) +cover-40 copies *	English- 630 pages (approx)+ cover- 100 copies* & Malayalam 700 pages(approx)+ cover -40 copies*	English-610 pages (approx)+cover-85 copies* & Malayalam-775 pages(approx) +cover- 40 copies *	English-60 pages (approx )+cover-50 copies * &Malayalam-60 pages (approx)+cover-25 copies*
2	Quality of printing (whether multi-colour or Black & White only)	Inner pages single colour Printing (Black) Cover Multi colour, mat finished and laminated	Inner pages single colour Printing (Black) Cover Multi colour, mat finished and laminated	Inner pages single colour Printing (Black) Cover Multi colour, mat finished and laminated	Inner pages Multi COLOUR PRINTING Cover Multi colour, mat finished and laminated
3	Paper size, colour, quality of paper (in GSM)	A4,Best quality,80GSM, Maplitho	A4,Best quality,80GSM, Maplitho	A4,Best quality,80GSM, Maplitho	A4,Best quality,130GSM, Art paper
4	Cover quality of paper (GSM) and colour	Multi colour 300 GSM Art card – mat finish, laminated	Multi colour 300 GSM Art card – mat finish, laminated	Multi colour 300 GSM Art card – mat finish, laminated	Multi colour 300 GSM Art card – mat finish, laminated
5	Specification for binding the registers	Sewing with perfect binding	Sewing with perfect binding	Sewing with perfect binding	Sewing with perfect binding
6	Total number of DVDs and pouches required	<b>Good quality DVD's (soft copies)125 Nos.(Finance Accounts Vol.I&amp;II, Appropriation Accounts and Accounts at a Glance- (Both English &amp; Malayalam versions) together in a single DVD with DVD sticker and suitable pouches.</b>			

7	Approximate time allotted to the presses for printing of books/burning of DVDs after supply of printing materials	Within ten days from the date of issue of work order	-do-	-do-	-do-	Printed copies of the books, pouches and burned DVDs, complete in all respect should be handed over to this office within 10 days from the date of issue of the work order for all the four books.
8	Specification for label for DVDs and pouches (125 nos.)	Multi colour	Multi colour	Multi colour	Multi colour	The labels in the DVD's and pouches should be in bilingual form (ie. in Malayalam and English)

**Note:**

1. Rate of printing (showing separately the rate per page/cover page for each item of work) should invariably be noted in the quotation. The rate for burning a single DVD with printed label and pouch inclusive of taxes may be quoted.

2. Out of the number of books mentioned above (English & Malayalam), 5 books (1 for reserve to replace if any book found damaged) each of Appropriation Accounts, Finance Accounts (Vol I) and Finance Accounts (Vol II) should be bounded with rexin (with unsigned page for the signature of CAG). Title and emblems are to be screen printed. Emblems and text to be screen printed in rexin and calico bounded books. *Page meant for signature of CAG in 5 copies each of Finance Accounts volume vol. I, II and Appropriation Accounts may be printed without signature of CAG ie. space for signature of CAG to be left blank in the rexin bounded copies, remaining copies with facsimile signature of CAG.* Printed copies of the books, complete in all respect should be handed over to this office within 10 days from the date of issue of the work order alongwith printed material in soft copy, for all the four books.

3. Materials for printing Accounts at a Glance for the year 2021-22 will be provided later and printing and binding of the same should be completed and handed over to this office within 6 days from the supply of materials for printing. Special binding not required for Accounts at a Glance.

4. *As the items are privileged documents, confidentiality should be maintained at all the stages of translation, typing, printing, binding, burning in CDs etc and thereafter..*

**6. Copyright of CAG should be ensured.**

**7. Copying of the above Accounts in DVD along with appropriate printed label and pouches is to be done after signing the Accounts by CAG. Copying in DVD's shall be completed and handed over to this office within 3 days of the orders from this office.**

**8. Final number of Pages of all the above may vary.**

**9. The soft copy of the final printed versions in book form should be provided to this office after printing is over.**

**10. Cover of all the four documents mentioned above are in multicolor printing, mat finished and laminated.**

**11. QR code (provided by this office) should be printed on the back cover of all the printed books except Malayalam versions.**

**12. Work execution Period:** The draft materials for the translating and typing will be provided to the vendor from 20-06-2022 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 copies (soft copy on request) of the above documents within 5 days from the supply of final draft material for translation. *The orders for printing & binding will be given at any time between 01-09-2022 and 30-04-2022. Work execution period may prepone /postpone subject to vetting/approval of the accounts by Headquarters office.*



**SENIOR ACCOUNTS OFFICER(General)**

175 call  
34