

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

No. Report (Fin.)/FA&AA/2021-22/D-264

Dated: 21.07.2022

SHORT TERM TENDER NOTICE

Subject: - Printing of Annual Accounts of the Government of Madhya Pradesh for the year 2021-22.

Sealed tenders are invited from experienced printers for printing of English and Hindi versions of 'Finance Accounts, 'Appropriation Accounts' and 'Accounts at a Glance' of the Government of Madhya Pradesh for the year 2021-22. Specifications along with terms and conditions of printing are mentioned in the Annexure enclosed to this tender notice. The tender shall be submitted to the undersigned latest by 4.00 P.M. of Thursday the 11th August 2022 after which no application will be entertained. If the last date specified for submission of the tender is a closed holiday due to any reason, next office working day shall be treated as the last day. Tenders received within the stipulated time will be opened at 5.00 P.M. of 11.08.2022.

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	150	80	550	80	700
	Volume II	150	400	550	420	700
2.	Appropriation Accounts	150	500	550	600	700
3.	Accounts at a Glance	75	60	325	60	400

Clarifications in this regard, if any, can be obtained from the undersigned by contacting in person or on telephone no.

Sd/-
Sr. Accounts Officer/ Report

TENDER SCHEDULE

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

3. Printing job work:

Name of the Book	Finance Accounts 2021-22				Appropriation Accounts 2021-22		Accounts at a Glance 2021-22	
	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 each of Finance Accounts 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 the 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 2020-21 available in the office for verification by the bidder 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 in by the tenderer.
7. Out of the total copies, 10 (Ten) copies each of the six books (English and Hindi versions both of Finance Accounts Vol.I, Finance Accounts Vol.II and Appropriation Accounts) are required to be digitally printed, REXIN Bound and Golden Embossed (REXIN cloth colour will be intimated separately) with gelatin cover. The printer may check the sample before preparing/printing 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 (English and Hindi versions of Finance Accounts Vol.I, Finance Accounts Vol.II and Appropriation Accounts) and deliver the digitally printed REXIN Bound Golden Embossed 10 (Ten) copies each of the six books to Principal Accountant General (A&E)-I, Gwalior/Bhopal in seven days from handing over the soft copies of the documents and deliver the remaining copies in fifteen days from handing over the soft copies, incorporating corrections, if any.
(c) The printer shall be responsible to uniformly maintain the high quality of all the materials used in printing including ink, 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 the 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 Nationalised Bank, in favour 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 delay 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 printed copies found not conforming to 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 thereof.
- (ii) Place the work order at any price to more than one tenderer.
- (iii) Withdraw the work order in full or in part, if found not in conformity to the requirement, without paying any compensation.
- (iv) Reject the copies that do not match 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