

OFFICE OF
THE PRINCIPAL ACCOUNTANT GENERAL (A&E),
ANDHRA PRADESH, VIJAYAWADA.

<https://cag.gov.in/ae/andhra-pradesh/en>

Tender No. PAG (A&E)/AP/OE-I/U-V/2023-24/Printing/01

Tender Notice for Printing of Finance and Appropriation Accounts of
Government of Andhra Pradesh.



SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth in Public Interest

Office of the Prl. Accountant General (A&E), Andhra Pradesh
27-37-158, 7th floor,
Stalin Central Mall Complex,
MG Road, Governorpet,
Vijayawada-520002
Andhra Pradesh

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E),
ANDHRA PRADESH, VIJAYAWADA.**

Tender No. PAG (A&E)/AP/OE-I/U-V/2023-24/Printing/01

Dated: _____

To
All Class "A" Printers

Sub: Printing of Finance and Appropriation Accounts of Government of Andhra Pradesh for 2022-23-Reg.

Sir,

The office of the Prl. Accountant General(A&E), Andhra Pradesh, Vijayawada is inviting tenders from all Class " A" printers in Vijayawada for printing of Finance and Appropriation Accounts pertaining to Government of Andhra Pradesh.

Instructions for submission of Tenders

1	The intending bidders must read carefully all the terms and conditions of the Tender document. The bidder/Printer should only submit bids if the firm/company fulfils all the eligible criteria.
2	Any further information/instructions for bidders posted against this Tender Notice on official website shall be considered as a part of the bid documents.
3	<p>The Bid Document and any other relevant documents pertaining to the Bid can be downloaded from https://cag.gov.in/ae/andhra-pradesh/en</p> <ol style="list-style-type: none"> 1) The Bidder/Printer must submit its 'A' grade printer certification issued by Central/ State Government along with the quotation. 2) The bidder shall submit Tender/Bid in two separate sealed covers as detailed <ol style="list-style-type: none"> a) Technical Bid: it contains EMD and details of bidder (PAN and other Registration Certificates) as detailed in Annexure-III & Annexure-IV b) Financial Bid : in Financial bid the bidder must quote the cost of described items as detailed in Annexure-V 3) After submission of the bid document the bidder can re-submit the revised bid document any number of times but before last time and date of submission of bid document notified. 4) If the agency found ineligible after opening of technical bid, tender shall become invalid for further stages. 5) The tenderers are advised to submit the hard copies of EMD and other documents etc. well in advance to the Tender inviting Authority, so that it would reach on or before the due date and time. Delay in receipt of hard copies due to postal delay or delay due to any other reasons etc. shall not be accepted and tender shall be rejected forthwith. 6) BID EVALUATION: No enquiry shall be made by the bidder(s) during the course of evaluation of the tender after opening of technical bid, till final decision is conveyed to be successful bidder(s). However, the office of PAG(A&E) may make any enquiry/seek clarification from the bidders, which the bidders must furnish within the stipulated time else the bids of such defaulting bidders will be rejected 7) FINANCIAL BID EVALUATION: Financial bids will be opened of the bidders who qualified in Technical evaluation. 8) There will be No Negotiation regarding the financial bid. 9) The rates shall be quoted in Indian Rupees as per the Financial bid in Annexure-V and should

I/314050/2023

	be inclusive of all taxes as applicable to avoid discrepancies during Financial Evaluation.		
4	Dates for Bid Processing:		
	S.No	Timeline	Date
	1	Date of Publication of Tender	05-07-2023
	2	Clarifications can be made till	12-07-2023
	3	Last date for submission of tender	15-07-2023 On or before 03:00 PM
	4	Last date for submission of DD/EMD	15-07-2023 On or before 03:00 PM
	5	Date of opening of Technical Bid	15-07-2023 On or before 04:00 PM
6	Date of Opening of Financial Bid	17-07-2023	
5	Tenders can be addressed only through Speed Post/Registered Post to : Sr. Accounts Officer/OE Office of the Prl. Accountant General (A&E), Andhra Pradesh 27-37-158, 7th floor, Stalin Central Mall Complex, MG Road, Governorpet, Vijayawada-520002 Andhra Pradesh		
6	Terms and Conditions are detailed in the Annexure-II		
7	Quality and Quantity and other Printing Specifications pertaining to the books to be printed is detailed in Annexure-I		
8	For any other clarifications bidders may Contact: A. M Nagaraju, Sr.AO, Ph:8688145699 B. B, GnanaPrakash,, Ph:8978553552.		
9	Finance & Appropriation Accounts and Accounts at a Glance of previous year are available in OE I section for assessment of cost to quote by bidders.		
10	Attach sample sheets of 90 and 170 GSM maplitho paper sample and 300 GSM Art card paper to the Technical bid (Annexure-IV)		
11	The tenders should be submitted in two envelopes as detailed		
		Write On Envelope	Enclose
	Technical Bid Envelope-I	“Technical Bid for Printing of Finance and Appropriation Accounts”	Signed Annexure-III and Annexure-IV and DD (EMD) and Sample papers
Financial Bid Envelop-II	“Financial Bid for Printing of Finance and Appropriation Accounts”	Signed Annexure-V	

Yours faithfully

Deputy Accountant General (Admn)

ANNEXURE-I

Specifications, Quality and Quantity of Books to be printed

S.No	Size (Net Finish)	No. of Copies	No. of pages (approx)	Black & White/ Multicolour	Language	Specifications		
(1)	(2)	(3)	(4)	(5)	(6)	(7)		
						Cover Pages	Inner Pages	
1	i	Appropriation Accounts (A4 size 29.7 cm x 21 cm)	125 copies +10 copies (Laser Print rexine bound)	500 (excluding cover pages)	Black & White	English	On 300 GSM Art card in two colours Matte finish with lamination	On 90 GSM ss maplitho paper
	ii	Finance Accounts Vol I (A4 size 29.7 cm x 21 cm)	550 copies +10 copies (Laser Print rexine bound)	Vol I – 90 (excluding cover pages)	Black & White	English		
	iii	Finance Accounts Vol-II (A4 size 29.7 cm x 21 cm)	125 copies +10 copies (Laser Print rexine bound)	Vol II – 600 (excluding cover pages)	Black & White	English		
	iv	Accounts at a Glance (A4 size 29.7 cm x 21 cm) and pouch for placing the CD on the back cover page	550 copies	40 (excluding cover pages)	Multi colour	English	On 300 GSM Art lamination with spot UV	On 170 GSM Matt Art paper for inner pages with DTP work Binding: Perfect binding and section sewing including DTP work
2	i	CD-1:	550 copies	Each CD should include material of Finance & Appropriation Accounts (Vol-I & Vol-II) soft copy				
	ii	CD-2	550 copies	Each CD should include material of Accounts at a Glance soft copy				

Yours faithfully

Sr. Accounts Officer/OE

ANNEXURE-II**Terms and Conditions**

1. The DTP work has to be done by the printer/tenderer.
2. Printed books supplied should not be defective and should maintain uniform quality of paper in binding.
3. Books with defective binding works will be summarily rejected and they must be replaced with new ones immediately.
4. A soft copy will be given by this office and the firm must execute the printing of all the four Books and make them available at this office within 7 days from the date of placing the work order.
5. Printers having their own printing facility are only needed to apply. This office or staff assigned by DAG(Admn) has the right to monitor printing work.
6. Delivery of the Books shall be made at the O/o The Principal Accountant General (A&E), Andhra Pradesh, Vijayawada. No separate transportation charges will be paid in this regard.
7. The Sample printouts of each of the aforesaid Books will be supplied by this office in computer laser print of the indicated sizes and Quantity in **Annexure-I**
8. **The tenderer shall not sub-contract the work.**
9. The undersigned has the right to cancel or reject a part of tender or the whole tender without assigning any reason thereof. Tenders with any conditions including conditional rebate shall be rejected forthwith.
10. **Earnest Money Deposit (EMD):**
 - a) For printing of manuals, EMD for Rs. 25,000/- in the form of a Demand Draft drawn in favour of “Sr. Accounts Officer/ Bills, Office of the Accountant General (A&E), Vijayawada” shall be enclosed to the tender. The EMD will be returned to respective tenderers after finalization of the L-1 bidder. **Tenders without EMDs shall be rejected.**
11. **EPBG:** 5% of the Tender value should be deposited in favour of “Sr. Accounts Officer/ Bills, Office of the Accountant General (A&E), Vijayawada” after award of the bid. The EPBG shall be liable for forfeiture in the case of delay in commencement and completion of the work.
12. Failure to comply with the terms and conditions of the order in any aspect will attract a penalty of 10 per cent or more of the value of the work order as may be decided by the undersigned.
13. The undersigned may, in the case of default by the printer regarding the time schedule, get the work done by any other printer at the cost of Tenderer.
14. Principal Accountant General (A&E), Andhra Pradesh has the right to appoint any person, including a person of this department, as an Arbitrator in the case of any dispute. The decision of the Arbitrator shall be final and binding on both the department and printer.
15. **Important:** The documents are highly confidential in nature and any leakage of their contents would amount to breach of privilege of Legislative Assembly. Therefore, the printer is expected to ensure strict confidentiality of the documents. The printer will be solely responsible for any lapses in this regard.

ANNEXURE-III
EMD letter with Bank Draft

Date:

To
Office of the Principal Accountant General (A&E), AP
Vijayawada, Andhra Pradesh
Subject: Submission of Earnest Money Deposit

Dear Sir,

With reference to the Tender Document Number:
PAG(A&E)/AP/OE-I/U-V/2023-24/Printing/01, the required Earnest Money deposit Rs.25,000/-
(Rupees Twenty Five Thousand only) is being deposited vide Bank Draft
number _____ dated _____ from (Name of bank, branch name,
city) _____ is attached with this letter
for consideration of tender in favour of "Sr AO Bills", Office of the Principal Accountant General
(A&E), Andhra Pradesh " payable at Vijayawada.

Thanking you,

(Authorised Signatory)

Name: _____

Seal of Authority (Under)

Encl: Demand Draft

ANNEXURE-IV
TECHNICAL BID
(Information of the Bidder/Printer)

S.No	Particulars	Information furnished
1	Name of the Bidder/Printer	
2	Postal Address of the Bidder/Printer	
3	Contact Numbers (Including Office)	
4	Email Address	
5	Name of the person representing the Bidder/Printer, Designation and his mobile number	
6	Year of establishment	
7	Type of Firm	(Public Limited/Private Limited/Proprietary)
8	Class A Printer Certificate No and date of issue and Valid up to	
9	Firm's PAN No	
10	Firm's GST No	
11	Mention works and value (any two) of printing undertaken for Central/State Government especially confidential* in nature during the FY 2021-22 & 2022-23.	

↳ Government or legal documents or Examination related documents or Documents with Security feature, Certificates issued to Educational boards or Universities.

For

(Authorised Signatory)

Name: _____

Seal of Authority (Under)

ANNEXURE-V
FINANCIAL BID

Name & address of the firm (office and place of printing):

1 Printing of Finance & Appropriation Accounts, Accounts at a Glance and CDs with replication:

1	Number of Copies	125 copies + 10 Copies (Laser print Rexine Bound)	
2	i) Approximate total number of pages in the Report (excluding cover sheet) including Blank pages ii) Size of the Report	500 pages (excluding cover pages) A4(29.7cm * 21cm)	
3	Report should be printed in	English	
4	Quality of paper to be used for the text(inner pages)	On 90 GSM SS maplitho paper in black and white	
5	Paper to be used for cover sheet	On 300 GSM Art card in two colours Matte finish with lamination	
6	Making charges for each book	Cost of 90GSM paper	
		Cost of 300GSM paper	
		Printing Cost	
		Binding Charges	
		Cost of Each book contains 500pages & 2 cover pages	
		Cost of each book (laser print with Rexine bound)	
Total Cost (Including GST) (for 125+10 copies)	Cost of 125 books (500+2 pages)		
	Cost of 10 books (Rexine bound)		
7	Proportionate cost per four pages or part thereof in case of increase / decrease for adjustment of price		

1.1 Appropriation of Accounts:

1.2 Finance Accounts Vol. I

1	Number of Copies	550 copies+10 Copies (Laser print Rexine Bound)	
2	i) Approximate total number of pages in the Report (excluding cover sheet) including Blank pages ii) Size of the Report	90 pages (excluding cover pages) A4(29.7cm * 21cm)	
3	Report should be printed in	English	
4	Quality of paper to be used for the text(inner pages)	On 90 GSM SS maplitho paper in black and white	
5	Paper to be used for cover sheet	On 300 GSM Art card in two colours Matte finish with lamination	
6	Making charges for each book	Cost of 90GSM paper	
		Cost of 300GSM paper	
		Printing Cost	
		Binding Charges	
		Cost of Each book contains 500pages & 2 cover pages	
		Cost of each book (laser print with Rexine bound)	
Total Cost (Including GST) (for 550+10 copies)	Cost of 550 books (90+2 pages)		
	Cost of 10 books (Rexine bound)		
7	Proportionate cost per four pages or part thereof in case of increase / decrease for adjustment of price		

1.3 Finance Accounts Vol. II

1	Number of Copies	125 copies+10 Copies (Laser print Rexine Bound)	
2	i) Approximate total number of pages in the Report (excluding cover sheet) including Blank pages ii) Size of the Report	600 pages (excluding cover pages) A4 (29.7cm * 21cm)	
3	Report should be printed in	English	
4	Quality of paper to be used for the text(inner pages)	On 90 GSM SS maplitho paper in black and white	
5	Paper to be used for cover sheet	On 300 GSM Art card in two colours Matte finish with lamination	
6	Making charges for each book	Cost of 90GSM paper	
		Cost of 300GSM paper	
		Printing Cost	
		Binding Charges	
		Cost of Each book contains 500pages & 2 cover pages	
		Cost of each book (laser print with Rexine bound)	
Total Cost (Including GST) (for 125+10 copies)	Cost of 125 books (600+2 pages)		
	Cost of 10 books (Rexine bound)		
7	Proportionate cost per four pages or part thereof in case of increase / decrease for adjustment of price		

1.4 Accounts at a Glance with Pouch for CD

	Number of Copies	550 copies	
2	i) Approximate total number of pages in the Report (excluding cover sheet) including Blank pages ii) Size of the Report	40 pages (excluding cover pages) A4(29.7cm * 21cm)	
	Report should be printed in	English	
	Quality of paper to be used for the text(inner pages)	On 170 GSM IAP Matt paper in multi colour	
	Paper to be used for cover sheet	On 300 GSM IAP Matt paper lamination with spot UV	
	Colour Pouch for placing CD	Colour Pouch to be pasted on the inner side of the back cover of the each Book of Accounts at a Glance.	
	Making charges for each book	Cost of 170 GSM paper	
		Cost of 300 GSM paper	
		Printing Cost	
		Binding Charges	
		Cost of Each book contains 40 pages & 2 cover pages	
Total Cost (Including GST) (for 550 books)			
	Proportionate cost per four colour pages or part thereof in case of increase / decrease for adjustment of price.		

2 CDs**2.1 CD-I with replication**

Each CD should include material of Finance & Appropriation Accounts.

1	Number of copies	550 copies
2	Cost of each CD with replication	
3	Total Cost (for 550 CDs)	

2.2 CD-II with replication:

Each CDs should include material of Accounts at a glance.

1	Number of copies	550 copies
2	Cost of each CD with replication	
5	Total Cost (for 550CDs)	

Signature of the Tenderer with seal.