

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-IV/2025-26/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-IV/2025-26/Printing/01

Dated: \_\_\_\_\_

To  
All Class “A” Printers

Sub: Printing of Finance and Appropriation Accounts of Government of Andhra Pradesh for 2024-25-Reg.

Sir,

The office of the Prl. Accountant General(A&E), Andhra Pradesh, Vijayawada is inviting tenders from all Class “A” printers in Andhra Pradesh and Telangana region 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 <a href="https://cag.gov.in/ae/andhra-pradesh/en">https://cag.gov.in/ae/andhra-pradesh/en</a></p> <p>1) The Bidder/Printer must submit its ‘A’ grade printer certification issued by Central/ State Government along with the quotation.</p> <p>2) The bidder shall submit Tender/Bid in two separate sealed covers as detailed.</p> <p><b>a) Technical Bid:</b> it contains EMD, and details of bidder (PAN and other Registration Certificates) as detailed in <b>Annexure-III &amp; Annexure-IV</b></p> <p><b>b) Financial Bid:</b> in Financial bid the bidder must quote the cost of described items as detailed in <b>Annexure-V</b></p> <p>3) After submission of the bid document the bidder can re-submit the revised bid document any number of times but before last date of submission of bid document as notified.</p> <p>4) If the agency found ineligible after opening of technical bid, tender shall become invalid for further stages.</p> <p>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.</p> <p>6) <b>BID EVALUATION:</b> No enquiry shall be made by the bidder(s) during 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&amp;E), AP 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.</p> <p>7) <b>FINANCIAL BID EVALUATION:</b> Financial bids will be opened of the bidders who qualified in technical evaluation.</p> <p>8) <b>Negotiations</b> will not be entertained during the evaluation of financial bid.</p> <p>9) The rates shall be quoted in Indian Rupees as per the financial bid in Annexure-V and should be inclusive of all taxes as applicable to avoid discrepancies during Financial Evaluation.</p>

4	Dates for Bid Processing:		
	S.No	Timeline	Date
	1	Date of Publication of Tender	18-07-2025
	2	Clarifications can be made till	25-07-2025
	3	Last date for submission of tender	28-07-2025 On or before 03:00 PM
	4	Last date for submission of DD/EMD	28-07-2025 On or before 03:00 PM
	5	Date of opening of Technical Bid	28-07-2025 On or AFTER 04:00 PM
	6	Date of Opening of Financial Bid	30-07-2025
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 <b>Annexure-II</b>		
7	Quality and Quantity and other Printing Specifications pertaining to the books to be printed is detailed in <b>Annexure-I</b>		
8	For any other clarifications bidders may Contact: A. G Raja Sekhar, Sr.AO, Ph:9030081348 B. V Sudarsana Rao, AAO, Ph. 9597022632		
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 ( <b>Annexure-IV</b> )		
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

Sr. 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)	80 copies +10 copies (Laser Print rexine bound)	400 (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)	325 copies +10 copies (Laser Print rexine bound)	100 (excluding cover pages)	Black & White	English		
	iii	Finance Accounts Vol- II (Part-I) (A4 size 29.7 cm x 21 cm)	80 copies +10 copies (Laser Print rexine bound)	460 (excluding cover pages)	Black & White	English		
	iv	Finance Accounts Vol- II (Part-II) (A4 size 29.7 cm x 21 cm)	80 copies +10 copies (Laser Print rexine bound)	300 (excluding cover pages)	Black & White	English		
	v	Accounts at a Glance (A4 size 29.7 cm x 21 cm or A5 21cm x 14.8cm)	325 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 <b>Binding:</b> Perfect binding and section sewing including DTP work
2	i	Pen drives	360 Pen drives	Each Pen drive consists of soft copy of (in Pdf) Appropriation Accounts and Finance Accounts (Vol-I and Vol-II and Accounts at a glance. The pen each pen drive must contains 2cmx 4cm metal/plastic/glass key chain displaying the content s of the pen drive and name of this office.				

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 throughout the book and 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**. However, the firms may submit the bills for the sample copies as per the cost quoted in the work order.
8. **The tenderer shall not sub-contract the work.**
9. The undersigned has the right to cancel or reject a part of the 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. 30,000/- in the form of a Demand Draft drawn in favour of “Sr. Accounts Officer/ Bills, Office of the Principal 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 the 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-IV/2025-26/Printing/01, the required Earnest Money deposit Rs.30,000/-  
(Rupees Thirty 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 2023-24 & 2024-25.	

\* 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 Pen-Drives with replication:

##### 1.1 Appropriation of Accounts:

1	Number of Copies	80 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	400 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 400pages & 2 cover pages	
		Cost of each book (laser print with Rexine bound)	
	Total Cost (Including GST) (for 80+10 copies)	Cost of 80 books (400+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		

##### 1.2 Finance Accounts Vol. I

1	Number of Copies	325 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	100 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 100 pages & 2 cover pages	
		Cost of each book (laser print with Rexine bound)	
	Total Cost (Including GST) (for 325+10 copies)	Cost of 325 books (100+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 (Part-I)

1	Number of Copies	80 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	460 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 460 pages & 2 cover pages	
		Cost of each book (laser print with Rexine bound)	
	Total Cost (Including GST) (for 80+10 copies)	Cost of 80 books (460+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 Finance Accounts Vol. II (Part-II)

1	Number of Copies	80 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	300 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 300 pages & 2 cover pages	
		Cost of each book (laser print with Rexine bound)	
	Total Cost (Including GST) (for 80+10 copies)	Cost of 80 books (300+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		

### 1.5 Accounts at a Glance

	Number of Copies	325 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)  A5 (21cm * 14.8cm) or A4 (29.7 cm x 21 cm)
	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
	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 325 books)	
	Proportionate cost per four colour pages or part thereof in case of increase / decrease for adjustment of price.	

## 2 Pen Drives

***Pen Drives (SSD) with replications of Finance and Appropriation Accounts and Accounts at a glance.***

1	Number of copies	360 copies
2	Cost of each pen drive with replication	
3	Total Cost (for 360 Pen drives)	

**Signature of the Tenderer with seal.**