



ಮಹಾಲೇಖಪಾಲರು (ಲೆ. ಮತ್ತು ಪ.) ಕಛೇರಿ, ಕರ್ನಾಟಕ, ಬೆಂಗಳೂರು  
ಭಾರತೀಯ ಲೆಕ್ಕಪರಿಶೋಧನೆ ಮತ್ತು ಲೆಕ್ಕಪತ್ರ ಇಲಾಖೆ  
महालेखाकार (लेखा एवं हक) का कार्यालय, कर्नाटक,  
भारतीय लेखापरीक्षा तथा लेखा विभाग  
Office of the Accountant General (A & E), Karnataka  
Indian Audit & Accounts Department



AG(A&amp;E)/HK-STY/2025-26/I/1001425/2025

09-06-2025

**Sub: Notice inviting tender for printing and supply of pre-printed computer forms**

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Sealed quotations are invited for printing & supply of the following authorizations to the extent of quantity mentioned against them in Annexure - II (Terms & Conditions are detailed in Annexure - I).

1. Final Withdrawal (FW) authorizations
2. Partial Final Withdrawal (PFW) authorizations
3. PPO authorizations
4. FPPO authorizations
5. GPO authorizations
6. CPO authorizations

The quotations are to be addressed to Ms. Shailaja B L, Senior Accounts Officer (HK), Office of the Accountant General (A&E), Park House Road, Karnataka, Bengaluru - 560001 and should reach this office on or before **12.00 PM of 30.06.2025**. Quotations will be opened on 30.06.2025 at 12:30 PM.

The cover containing quotations should superscript the following

**“QUOTATIONS FOR PRINTING & SUPPLY OF PRE-PRINTED COMPUTER FORMS”**

This notice is made available in official website of this office <https://cag.gov.in/ae/karnataka/en> and CPPP Portal.

***Yours faithfully***

Digitally signed by  
Shailaja B L  
Date: 09-06-2025  
10:59:43

**Senior Accounts Officer (HK)**

**Ph: 080-22640255**

**P.B. No. 5329/5369, PARK HOUSE ROAD, BENGALURU 560 001.**

**Tel: 080-22379335 Fax: 080-22264691**

**<https://cag.gov.in/ae/karnataka/en>**



ಮಹಾಲೇಖಪಾಲರು (ಅ. ಮತ್ತು ಹ.) ಕಛೇರಿ, ಕರ್ನಾಟಕ, ಬೆಂಗಳೂರು  
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महालेखाकार (लेखा एवं हक) का कार्यालय, कर्नाटक,  
भारतीय लेखापरीक्षा तथा लेखा विभाग  
Office of the Accountant General (A & E), Karnataka  
Indian Audit & Accounts Department



AG(A&amp;E)/HK-STY/2025-26/I/999623/2025

06-06-2025

## ANNEXURE-I

### Terms and Conditions:

1. It is the sole responsibility of the bidder to ensure the correctness of rate of GST quoted, as quoting wrong rates would result in direct disqualification from this procurement.
2. The Sample paper for which the rates are quoted, should invariably accompany the quotation. Quotations received without enclosing sample paper shall be rejected immediately and would not be considered for further process.
3. The supply should confirm to the specifications for which the rates have been quoted.
4. No advance will be paid. The Bill will be settled only after satisfactory completion of work.
5. The work shall not be sub-contracted and shall be done under one roof.
6. In case of dilution of quality of paper/poor workmanship/not as per specification/belated supplies etc., this office reserves the right to impose such penalty as it deems fit including cancellation of order / rejection of supply, as per prevailing rules.
7. GST rates are to be quoted separately along with the terms of payments and delivery period.
8. No escalation in cost will be permitted during the contract period.
9. Successful bidder is to collect samples from this office before commencement of printing of forms.
10. Approval is to be obtained for samples before commencement of work.
11. The supplies are to be made within a period of 3 weeks from the date of approval of proof.
12. All Tenders should furnish a Earnest Money Deposit of Rs.25,000/- in the form of "ACCOUNT PAYEE DEMAND DRAFT" only drawn on any Nationalized Bank, in favor of "PAO-IAD, BENGALURU" along with the quotations. The same shall be returned to the unsuccessful bidders. In case of successful bidders (Companies/Firms) the EMD received will be converted as Performance Security for the entire period of empanelment. In case of delay in supplies, liquidated damages of 2 % on contract value per week up to maximum of 4 weeks will be imposed.

13. Defective supplies should be replaced at the cost of the supplier. The supply should be made to the premises of Office of the Accountant General (A&E), Karnataka, Bangalore at risk & cost of the supplier.
14. This office reserves the right to accept or reject any or all quotations without assigning any reasons there for. The decision of the office shall be Final.

Yours faithfully

Digitally signed by

Shailaja B L

Date: 06-06-2025

11:38:52

Senior Accounts Officer (HK)

**P.B. No. 5329/5369, PARK HOUSE ROAD, BENGALURU 560 001.**

**Tel: 080-22379335 Fax: 080-22264691**

**<https://cag.gov.in/ae/karnataka/en>**



ಮಹಾಲೇಖಪಾಲರು (ಲೆ. ಮತ್ತು ಹ.) ಕಛೇರಿ, ಕರ್ನಾಟಕ, ಬೆಂಗಳೂರು  
ಭಾರತೀಯ ಲೆಕ್ಕಪರಿಶೋಧನೆ ಮತ್ತು ಲೆಕ್ಕಪತ್ರ ಇಲಾಖೆ  
महालेखाकार (लेखा एवं हक) का कार्यालय, कर्नाटक,  
भारतीय लेखापरीक्षा तथा लेखा विभाग  
Office of the Accountant General (A & E), Karnataka  
Indian Audit & Accounts Department



AG(A&amp;E)/HK-STY/2025-26/I/999630/2025

06-06-2025

**ANNEXURE-II**  
**Specification For Printing And Supply Of Pre-Printed Computer Forms**

Sl.No.	Name of the Item	Quantity	Specificaitons
1	FW <b>(Final Withdrawal Authorisation)</b> With single side printing & embedded CAG Logo at the centre	1,00,000 sheets	<ol style="list-style-type: none"> <li>1. The Size of the paper should be <b>A4 Size</b>, and the thickness of the Paper is <b>80GSM</b>.</li> <li>2. The paper should be white in Color.</li> <li>3. The matter should be printed on single side of the paper.</li> <li>4. The pre-printed matter should be <b>CYAN</b> in colour.</li> </ol>
2	PFW <b>(Partial Final Withdrawal Authorisation)</b> with single side printing & embedded CAG Logo at the centre	1,00,000 sheets	<ol style="list-style-type: none"> <li>1. The Size of the paper should be <b>A4 Size</b>, and the thickness of the Paper is <b>80GSM</b>.</li> <li>2. The paper should be white in Color.</li> <li>3. The matter should be printed on single side of the paper.</li> <li>4. The pre-printed matter should be <b>DARK BLUE</b> in colour.</li> </ol>

3	<p style="text-align: center;">PPO Pension Payment Order -Set of 2 Sheets</p> <p>1. Disburser's Portion 2. Pensioner's Portion</p>	17,500 sets	<ol style="list-style-type: none"> <li>1. The Size of the paper should be <b>A4 Size</b>, and the thickness of the Paper is <b>120GSM</b>.</li> <li>2. The National Emblem with Satyameva Jayate in Green Color should be Embedded in the PPO Authorisation (National Emblem should not be watermarked).</li> <li>3. The paper should have the following features- non tear able, water-resistant, shelf life of 100 years and termite resistant.</li> <li>4. The matter should be printed on both sides of the paper.</li> <li>5. The paper should be white in color.</li> <li>6. The pre-printed matter should be <b>Light Blue</b> in color for Disburser's Portion and <b>Dark Blue</b> in color for Pensioner's Portion of PPOs.</li> </ol>
4	<p style="text-align: center;">FPPO Family Pension Payment Order- Set of 2 Sheets</p> <p>1. Disburser's Portion 2. Pensioner's Portion</p>	2,000 sets	<ol style="list-style-type: none"> <li>1. The Size of the paper should be <b>A4 Size</b>, and the thickness of the Paper is <b>120GSM</b>.</li> <li>2. The National Emblem with Satyameva Jayate in Green Color should be Embedded in the PPO Authorisation (National Emblem should not be watermarked).</li> <li>3. The paper should have the following features- non tear able, water-resistant, shelf life of 100 years and termite resistant.</li> <li>4. The matter should be printed on both sides of the paper.</li> <li>5. The paper should be white in color.</li> <li>6. The pre-printed matter should be <b>Red</b> in color for Disburser's Portion and <b>Dark Pink</b> in color for Pensioner's Portion of FPPOs.</li> </ol>

5	GPO Gratuity Payment Order	25,000 sheets	<ol style="list-style-type: none"> <li>1. The Size of the paper should be A4 Size, and the thickness of the Paper is <b>80GSM</b>.</li> <li>2. The matter should be printed on both sides of the paper.</li> <li>3. The paper should be white in color.</li> <li>4. The pre-printed matter should be <b>PINK</b> in color.</li> <li>5. On the back side of the GPO, the head of the account should be changed to <b>2071 instead of 2017</b>.</li> </ol>
6	CPO Commutation Payment Order	25,000 sheets	<ol style="list-style-type: none"> <li>1. The Size of the paper should be <b>A4 Size</b>, and the thickness of the Paper is <b>80GSM</b>.</li> <li>2. The matter should be printed on both sides of the paper.</li> <li>3. The paper should be white in color.</li> <li>4. The pre-printed matter should be <b>DARK GREEN</b> in color.</li> </ol>

Yours faithfully,

Digitally signed by  
Shailaja B L

Date: 09-06-2025

15:19:50  
Senior Accounts Officer (HK)

**P.B. No. 5329/5369, PARK HOUSE ROAD, BENGALURU 560 001.**

**Tel: 080-22379335 Fax: 080-22264691**

<https://cag.gov.in/ae/karnataka/en>

Form GPF 11

Payable on or after



(BY REGISTERED POST/ SPEED POST)  
**OFFICE OF THE ACCOUNTANT GENERAL (A&E), KARNATAKA**  
**PARK HOUSE ROAD, BANGALORE - 560 001.**  
(FINAL WITHDRAWAL / RB AUTHORISATION)

No.

No. PF

Dated:

Under Rupees

To :

Sir/Madam,

With reference to your letter No.

forwarding the FW/RB application of Sri/Smt.

GPF Account No.

I am to authorise you to draw a sum of ₹

(Rupees

being the

amount with interest calculated upto

by presenting a

bill at

2. The disbursement should be made in terms of Rules 19/20 of the KGPF Rules 2016.

3. The amount should be paid to the persons named below in the proportions mentioned against each.

- (i)
- (ii)
- (iii)
- (iv)
- (v)

4. The payees should be informed that he/she shall have to accept the amount as tendered and that no further interest will be allowed

5. The

has been advised accordingly.

6. The amount when paid is debitable to **8009-SPF-01-Civil-101-GPF.**

7. The authorisation in original should be enclosed to the bill.

8. Authority for payment of Residual Balance, if any, will be issued as soon as the credits are traced and adjusted in ledger Account.

Yours faithfully,

Copy forwarded to:-

Sr. Accounts Officer

For Information and necessary action.

Sr. Accounts Officer

**To be returned to the Accountant General (A&E) Karnataka, Park House Road, Bengaluru-560001.**

I hereby acknowledge the receipt of authorisation for drawal and disbursement of ₹ ..... in respect of  
GPF account No. .... held by Sri/Smt. .... and have disbursed  
the amount to the subscriber / claimant vide Voucher No. .... dated .....

Signature & Seal of Disbursing Officer



**(BY REGISTERED POST/ SPEED POST)**  
**OFFICE OF THE ACCOUNTANT GENERAL (A&E), KARNATAKA,**  
**PARK HOUSE ROAD, BANGALORE - 560 001.**  
**PFW AUTHORISATION**

No.

Desp No.

Dated

To

SUB : Partial final withdrawal from the GPF Account No.  
in respect of Sri / Smt.

REF : Sanction No.

Dated

Sir/Madam,

With reference to the above, I am to authorise you to draw a sum of ₹

(Rupees )

in form No. 6 of the K.G.P.F. rules 2016 at

towards partial final withdrawal from the G.P.F. Account of the subscriber mentioned above in connection  
with the

The amount, when drawn may be disbursed to Sri/ Smt.

the subscriber and a **Certificate of disbursement furnished to this office as soon as payment is made.**

has been advised accordingly.

The receipt of this authorisation may kindly be acknowledged.

Yours faithfully

Senior Accounts Officer

Copy to:-

1. for information and necessary action. The amount when paid,  
may be debited to **8009 SPF 01 CIVIL 101 GPF**

2.

3.

Senior Accounts Officer



**PART - III (FOR THE USE OF THE TREASURY OFFICER)**

01. Personal marks or identification :	
02. Signature / thumb impression of Pensioner / family pensioner (To be obtained at the time of first payment):	
03. Commuted value :	
04. Date of commencement of reduced pension :	
05. Date (in words) from which the commuted portion shall stand restored (15 fifteen) years after the date of Payment of commuted value) subject to pensioner being alive on that date :	
06. Whether pensioner/family pensioner is in receipt of any other pension, if so, its particulars and source from where being drawn :	

**PART - IV**

**(Revision of Pension / family pension / Dearness allowance)**

Amount of pension / family pension at the commencement :

Letter No. & Date	Date of effect	Amount of revised Pension	Reasons for revision	Remarks	Initials of the designated Officer

**PART - V**

**Records of transfer of PPO from one pension disbursing authority to another, if any**

Sl. No.	Full particulars of PDA at which pension is drawn before transfer	Date upto which pension has been paid	Full particulars of PDA at which PPO is transferred	Date & signature of the transferring PDA

**PART - VI**

**Records of disbursement**

Period	Amount		Total	Date of Payment	Initials of Disbursing Officer	Remarks
	Pension	DA				



**PART - III (FOR THE USE OF THE TREASURY OFFICER)**

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**PART - VI  
Records of disbursement**

Period	Amount		Total	Date of Payment	Initials of Disbursing Officer	Remarks
	Pension	DA				

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A & E), KARNATAKA , BENGALURU**  
**FAMILY PENSION PAYMENT ORDER**  
**DISBURSER'S PORTION**

Section:

Dated:

PPO No:

Rules applicable

Debitable to Government of Karnataka - Head of Account : "2071-Pension and other Retirement benefits".

Name of the Government Servant : Smt / Sri.

Post held

Office

Pay Scale ₹

Last Pay ₹

Address

Class of Pension	Date of Birth	Date of Appointment	Date of Retirement / Death	Weightage allowed

Non Qualifying Service	Net Qualifying Service	Service in six monthly period

Emoluments	Basic Pay	SI / IR	Special Pay	Portion of DA	Spouse D.O.B.
Pension					
₹					

1. Until further notice, and on expiration of every month be pleased to pay the pension / family pension as set out under

**DEATH WHILE IN SERVICE**

(i) Name of the Family pensioner : Smt / Sri

(ii) Amount of Family pension : ₹

(a) Enhanced rate @ ₹ from to

(b) Normal rate @ ₹ from till death or re-marriage whichever is earlier.

2. Dearness allowance is admissible at the rates sanctioned by Government of Karnataka from time to time.

3. The Income Tax where deductible, should be deducted at source.

**SPECIAL REMARKS BY ACCOUNTS OFFICER**

The District Treasury Officer,

Payable at

S.B. A/c. No.

Signature  
Sr. Accounts Officer  
Asst. Accountant General

**PART - III (FOR THE USE OF THE TREASURY OFFICER)**

01. Personal marks or identification :	
02. Signature / thumb impression of Pensioner / family pensioner (To be obtained at the time of first payment):	
03. Commuted value :	
04. Date of commencement of reduced pension :	
05. Date (in words) from which the commuted portion shall stand restored (15 fifteen) years after the date of Payment of commuted value) subject to pensioner being alive on that date :	
06. Whether pensioner/family pensioner is in receipt of any other pension, if so, its particulars and source from where being drawn :	

**PART - IV**

**(Revision of Pension / family pension / Dearness allowance)**

Amount of pension / family pension at the commencement :

Letter No. & Date	Date of effect	Amount of revised Pension	Reasons for revision	Remarks	Initials of the designated Officer

**PART - V**

**Records of transfer of PPO from one pension disbursing authority to another, if any**

Sl. No.	Full particulars of PDA at which pension is drawn before transfer	Date upto which pension has been paid	Full particulars of PDA at which PPO is transferred	Date & signature of the transferring PDA

**PART - VI**

**Records of disbursement**

Period	Amount		Total	Date of Payment	Initials of Disbursing Officer	Remarks
	Pension	DA				

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A & E), KARNATAKA , BENGALURU**  
**FAMILY PENSION PAYMENT ORDER**  
**PENSIONER'S PORTION**

Section:

Dated:

PPO No:

Rules applicable

Debitable to Government of Karnataka - Head of Account : "2071-Pension and other Retirement benefits".

Name of the Government Servant : Smt / Sri.

Post held  Office

Pay Scale ₹  Last Pay ₹

Address

Class of Pension	Date of Birth	Date of Appointment	Date of Retirement / Death	Weightage allowed

Non Qualifying Service	Net Qualifying Service	Service in six monthly period

Emoluments	Basic Pay	SI / IR	Special Pay	Portion of DA	Spouse D.O.B.
Pension					
₹					

1. Until further notice, and on expiration of every month be pleased to pay the pension / family pension as set out under **DEATH WHILE IN SERVICE**

(i) Name of the Family pensioner : Smt / Sri

(ii) Amount of Family pension : ₹

(a) Enhanced rate @ ₹  from  to

(b) Normal rate @ ₹  from  till death or re-marriage whichever is earlier.

2. Dearness allowance is admissible at the rates sanctioned by Government of Karnataka from time to time.

3. The Income Tax where deductible, should be deducted at source.

**SPECIAL REMARKS BY ACCOUNTS OFFICER**

The District Treasury Officer,

Payable at

S.B. A/c. No.

Signature  
Sr. Accounts Officer  
Asst. Accountant General

**PART - III (FOR THE USE OF THE TREASURY OFFICER)**

01. Personal marks or identification :	
02. Signature / thumb impression of Pensioner / family pensioner (To be obtained at the time of first payment):	
03. Commuted value :	
04. Date of commencement of reduced pension :	
05. Date (in words) from which the commuted portion shall stand restored (15 fifteen) years after the date of Payment of commuted value) subject to pensioner being alive on that date :	
06. Whether pensioner/family pensioner is in receipt of any other pension, if so, its particulars and source from where being drawn :	

**PART - IV  
(Revision of Pension / family pension / Dearness allowance)**

Amount of pension / family pension at the commencement :

Letter No. & Date	Date of effect	Amount of revised Pension	Reasons for revision	Remarks	Initials of the designated Officer

**PART - V  
Records of transfer of PPO from one pension disbursing authority to another, if any**

Sl. No.	Full particulars of PDA at which pension is drawn before transfer	Date upto which pension has been paid	Full particulars of PDA at which PPO is transferred	Date & signature of the transferring PDA

**PART - VI  
Records of disbursement**

Period	Amount		Total	Date of Payment	Initials of Disbursing Officer	Remarks
	Pension	DA				

**OFFICE OF THE ACCOUNTANT GENERAL (A&E), KARNATAKA, BENGALURU  
COMMUTATION PAYMENT ORDER**

No.

Dated:

To. **The District Treasury Officer**

PPO No :

CPO No :

Payable at

Payable on or after

Sir,  
Subject : Commutation of Pension of Sri/Smt.

I request you to make arrangement for payment of commuted value of pension amount to ₹  
in respect of PPO mentioned by carrying out the modifications in both halves of PPOs as detailed below.

(a) Basic Pension (₹)

(b) Pension Commuted (₹)

(c) Reduced Pension (₹)

2) Reduced Pension at ₹

**P M may be paid to Sri/Smt.**

from the date of receipt of commuted value of pension by the Pensioner or three months after the issue of authority whichever is earlier.

3) The Dearness allowance is admissible on the original pension.

4) The commuted portion of pension of ₹ **may be restored after 15 years from the date of commutation.**

Total ₹

UNDER ₹

5) A sum of ₹

**may be recovered and credited to the Head of Accounts**

on account of

**Yours faithfully,**

Sr. Accounts Officer

## INSTRUCTIONS / OBSERVATIONS FOR T.O

FORM - CPO

1. The receipt of this letter may be acknowledged and it may be certified that changes suggested in this letter have been carried out in both halves of the pension payment order.
2. Separate bill should be prepared for the payment of commuted money quoting No. and date of this letter as authority and voucher should be forwarded to this office in a registered cover in a separate schedule.
3. The date from which the pension has been reduced may be intimated for record in the audit register of this office.
4. The charge is debitable to the Karnataka Govt. under the Head - 2071 - Pension and other retirement benefits.  
01 - Civil  
102-03 - Commuted value of Pension

No.Pen (R)  
Date

**OFFICE OF THE ACCOUNTANT GENERAL (A&E), KARNATAKA , BENGALURU**  
**GRATUITY PAYMENT ORDER**

To **The District Treasury Officer**  
Payable at :

Payable on or after

Subject :- Payment of Death-cum-Retirement Gratuity / Service Gratuity of Shri/Smt  
Sir, Please arrange payment from the Treasury

Shri/Smt.  
nominee(s)/the following surviving family members/legal heirs of Shri/Smt.  
amount of death cum retirement gratuity admissible under KCS Rules.

a sum of ₹

to  
being

Serial No. Name Relationship Date of Birth

1/10/08

1. The amount of the death gratuity is payable to all surviving members listed above in equal shares. The shares of minor(s) may be paid to their natural guardian(s)

2. The particulars regarding his/her/their identification are as per PPO No. or may be identified locally

Total

Death cum Retirement gratuity

Total Gratuity ₹

Since paid ₹

Less Gratuity withheld :- ₹

GRATUITY PAYABLE ₹

Under ₹

3. A Sum of ₹

may be recovered and credited to the Head of Account

on account of

Yours faithfully

Sr. Accounts Officer

## IMPORTANT INSTRUCTION / OBSERVATION FOR T.O

FORM - GPO

1. The gratuity is debitible to Karnataka under the head - <sup>2071</sup>~~2017~~ - Pension and other Retirement Benefits:  
01 - Civil  
104 - 02 Gratuities
2. The acquittance of the gratuitant / unless he/ she is exempted under the rules or by special order of the Govt from personal appearance should be taken on this order with a Revenue Stamp if necessary
3. Certificate of Non-payment of anticipatory D.C.R.G. may be obtained from the department.

### FOR TREASURY USE

Pay ₹ (in words) ₹ Only.

Accountant

Head Accountant

Treasury Officer

For use in  
Treasury / Agency Bank

For use of Audit Office

Accepted ₹:

Objected ₹:

Reason for

Objection

Auditor

Section Officer

Gaz. Officer