



प्रधानमहालेखाकारकेकार्यालय (लेखापरीक्षा)
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL(AUDIT)
ANDHRAPRADESH, HYDERABAD

No. PAG (Audit)/OE/Forms/2017-18/

Date:05-01-2018.

Limited Tender Notice for Printing of Audit Reports/Booklets

Sealed quotations are invited from registered printers/publishers for printing and supply of various Audit Reports/Booklets to office of the Principal Accountant General (Audit), AndhraPradesh, Saifabad, Hyderabad- 500 004 during the financial year 2017-18 as per the requirements stated in the proforma enclosed. The following are the terms and conditions for furnishing the quotations.

1. Registered printers/suppliers who satisfy the terms and conditions specified herein may furnish their quotations in the *proforma* (Proforma-A, Proforma-B and Proforma-C) enclosed, in the sealed covers superscribed 'Quotations for supply of Audit Reports/Booklets'.
2. Supplier should arrange for printing and supply of the required Audit Reports/Booklets during the financial year 2017-18 (i.e., upto 31-03-2018), as per the supply orders issued from time to time and should be able to deliver the material at the office.
3. Price quoted should be inclusive of all duties, taxes, transportation and delivery at site and other incidental charges if any and these rates shall be valid upto 31-03-2018.
4. Sealed offers complete in all respect should be addressed to the Deputy Accountant General (Admn.), O/o. the Principal Accountant General (Audit), AndhraPradesh, Hyderabad-500 004 and should be dropped in the Tender Box placed in OE section, O/o. the Principal Accountant General (Audit), Ground Floor 'D' block latest by 19th January, 2018 by 3:00 pm and opened at 4:00 pm on the same day. The responded vendors may present themselves/authorize a representative to be present at the time of opening the sealed quotations.

5. Supplier shall clearly indicate the unit price for each of the items mentioned. Further, the cost should also be inclusive of binding charges (with gum) or stitching charges (with thread/without thread) for convenient number of pages. The sample Audit Reports/Booklets are available in OE section of the office for verification.
6. Supplier should be able to supply the required quantity of stock within 06 days from the date of the supply order. Payments will be made on delivery of the complete material after due verifications of procedures within a reasonable time. No advance payments will be made in this regard.
7. This office reserves right to verify the particulars furnished by the supplier independently, reject any quotation on scrutiny, to restrict the list to any number as deemed fit, if many quotations are received. Further, this tender notice is also liable to be cancelled without assigning any reasons at a later date.
8. This office will not undertake any responsibility for loss of material/goods before proper delivery is made.
9. The bidder shall have to furnish last three years audited balance sheet or IT Return in proof of annual turnover.
10. Successful bidder shall have to furnish the performance security for an amount equivalent to 10% of the value of the purchase order in the form of account payee/demand draft/fixed deposit receipt/bankers cheque or bank guarantee. The above security shall be drawn in favour of Senior Audit Officer (Bills), O/o. the Principal Accountant General (Audit), Andhra Pradesh, Hyderabad - 500004 and it should be valid up to 30-06-2018 within 7 days of acceptance of offer. In the event of any loss or damage caused to or suffered or likely to be caused to or suffered by the Department by reason of any breach of the printer of any of the terms or conditions of the Agreement signed for printing of Audit Reports, the Bank Guarantee furnished by the printers shall be liable to be en-cashed by the Department.
11. Successful tenderer is required to enter into the necessary contract agreement for due completion of the contractual obligations in the proforma prescribed.

12. Any dispute arising out of this procurement is subject to the jurisdiction of the Court in Hyderabad only.
13. The *proforma* (Proforma-A, Proforma-B and Proforma-C) is enclosed for furnishing the quotations.
14. After finalization of the Tender, if need be, physical verification of the business premises, designing/printing facilities may be carried out by an inspection team deputed by this office before considering the rates of the printers.
15. If a printer withdraws the offer during the period of bid validity or backs out after being considered or refuses to sign/accept the final contract, he will be debarred/blacklisted and will not be considered for future designing/printing needs of this office.
16. If the Report(s), fail to meet the agreed standards of designing/printing or deviate from the agreed specifications, they are liable to be rejected and shall attract recovery from the bills(s)/claims preferred for printing, at the sole discretion of the head of the department of the indenting office for default (s),even if a printed Report containing certain defects if accepted by the Department for unavoidable reasons.
17. The penalty clause may also be invoked by the indenting office at their discretion, in case the printers fail to deliver either the signatory copies or the bulk copies within the agreed time frame (6 days).The penalty is charged of the bill amount if supplied between 7-10 days @ 10% of the bill amount, 11-15 days @ 25% of the bill amount, 16-30 days @ 50% of the bill amount and more than 30 days full bill amount.

Sd/-

Deputy Accountant General (Admn.)

To

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PROFORMA 'A'

Audit Reports & Booklets (multi-colour printing)

Sl. No.	Particulars	Rate per page				Amount (Rs.)			
		50 books	100 books	500 books	1000 books	50 books	100 books	500 books	1000 books
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
A	Setup charges for the printing of text/ content matter, graphics, photos. <i>(Set-up charges cost per page should be mentioned in the box)</i>								
	50 pages								
	100 pages								
	150 pages								
	200 pages								
B	Cost of printing of the text, content matter including graphics, photographs in multi-colour throughout, on 135 GSM Imported Art Paper (glossy/matte finish) with perfect binding. <i>(Printing cost per page should be mentioned in the box)</i>								
	50 pages								
	100 pages								
	150 pages								
	200 pages								
C	Setup charges for cover pages. <i>(Set-up charges cost for total 4 pages including 2 outer & 2 inner pages should be mentioned in the box)</i>								
D	Costing of printing of the cover pages in multi-colour including graphics/photographs etc., on Imported Art Card (glossy/matte finished) with 300 GSM thicknesses duly laminated. <i>(Printing cost for total 4 pages including 2 outer & 2 inner pages should be mentioned in the box)</i>								

E	Cost of digital printing of one set of Audit Report/Booklet. <i>(Digital printing cost per page should be mentioned in the box)</i>								
F	Cost of Rexene binding on hard board with gold colour embossed letters printed thereon. <i>(Binding cost per book should be mentioned in the box)</i>								
G	Cost of CDs including soft copying, title labels with printing and supply in jewel case. <i>(cost of one CD should be mentioned in the box)</i>								
	Total								

Explanatory Notes:

- A- Each Audit Report/Booklet will consist of 50 to 200 pages. Requirement of Audit Reports/Booklets will be ranging from 50 to 1,000 books. Cost of set-up charges for one page should be mentioned in the relevant box.
- B- Each Audit Report/Booklet will consist of 50 to 200 pages. Requirement of Audit Reports/Booklets will be ranging from 50 to 1,000 books. Cost of printing (multi-colour) for one page should be mentioned in the relevant box.
- C- Each Audit Report/Booklet will consist of 4 (2 outer & 2 inner pages). Requirement of Audit Reports/Booklets will be ranging from 50 to 1,000 books. Cost of set-up charges for one cover page (4 pages set of cover page) should be mentioned in the relevant box.
- D- Each Audit Report/Booklet will consist of 4 (2 outer & 2 inner pages). Requirement of Audit Reports/Booklets will be ranging from 50 to 1,000 books. Cost of printing (multi-colour) charges for one cover page (4 pages set of cover page) should be mentioned in the relevant box.
- E- Each Audit Report/Booklet will consist of 50 to 200 pages. Requirement of Audit Reports/Booklets in digital print will be ranging from 01 to 20 books. Cost of digital printing for one page should be mentioned in the relevant box.
- F- Each Audit Report/Booklet will consist of 50 to 200 pages. Requirement of Audit Reports/Booklets in Rexene binding with gold colour embossed letter will be ranging from 10 to 30 books. Cost of one book of Rexene binding with gold colourembossed letters should be mentioned in the relevant box.
- G- Each Audit Report/Booklet will consist of 50 to 200 pages. Requirement of Audit Reports/Booklets in soft copies will be ranging from 100 to 500 CDs. Cost of one CD with jewel case including printed title labels should be mentioned in the relevant box.

Date:

Signature of the Printer with Seal

PROFORMA 'B'

Audit Reports & Booklets (single/black colour printing)

Sl. No.	Particulars	Rate per page				Amount (Rs.)			
		50 books	100 books	500 books	1000 books	50 books	100 books	500 books	1000 books
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
A	Setup charges for the printing of text/ content matter, graphics, photos. <i>(Set-up charges cost per page should be mentioned in the box)</i>								
	50 pages								
	100 pages								
	150 pages								
	200 pages								
B	Cost of printing of the text, content matter including graphics, photographs in single/black colour throughout, on 135 GSM Imported Art Paper (glossy/matte finish) with perfect binding. <i>(Printing cost per page should be mentioned in the box)</i>								
	50 pages								
	100 pages								
	150 pages								
	200 pages								
C	Setup charges for cover pages. <i>(Set-up charges cost for total 4 pages including 2 outer & 2 inner pages should be mentioned in the box)</i>								
D	Costing of printing of the cover pages in single/black colour including graphics/photographs etc., on Imported Art Card (glossy/matte finished) with 300 GSM thicknesses duly laminated. <i>(Printing cost for total 4 pages including 2 outer & 2 inner pages should be mentioned in the box)</i>								
	Total								

Explanatory Notes:

- A- Each Audit Report/Booklet will consist of 50 to 200 pages. Requirement of Audit Reports/Booklets will be ranging from 50 to 1,000 books. Cost of set-up charges for one page should be mentioned in the relevant box.
- B- Each Audit Report/Booklet will consist of 50 to 200 pages. Requirement of Audit Reports/Booklets will be ranging from 50 to 1,000 books. Cost of printing (single/black colour) for one page should be mentioned in the relevant box.
- C- Each Audit Report/Booklet will consist of 4 (2 outer & 2 inner pages). Requirement of Audit Reports/Booklets will be ranging from 50 to 1,000 books. Cost of set-up charges for one cover page (4 pages set of cover page) should be mentioned in the relevant box.
- D- Each Audit Report/Booklet will consist of 4 (2 outer & 2 inner pages). Requirement of Audit Reports/Booklets will be ranging from 50 to 1,000 books. Cost of printing (single/black colour) charges for one cover page (4 pages set of cover page) should be mentioned in the relevant box.

Date:

Signature of the Printer with Seal

PROFORMA – ‘C’

Tender schedule for printing of Epitome of CAG’S Reports for the year 2017-18 - Government of Andhra Pradesh

1. Name & address of the firm (office and place of printing):
2. Details of any similar job undertaken recently and :
completed (enclose specimen)
3. Printing job work :

	Name of the book: Epitome of CAG’s Reports	English version	Telugu version
I	Number of copies	650	500
II	Approximate total number of pages in the Epitome (excluding cover sheet) including blank pages	130 (in A-4 size)	130 (in A-4 size)
III	Size of the Epitome	5.5” X 8.5”	(5.5” X 8.5”)
		(Specimen booklet is available in OE-I section) Material is being given in A-4 Size format. Printer is required to convert the material so as print the booklet in 5.5” X 8.5” Size	
IV	Out of 60 pages, number of pages to be printed in <u>multi colour</u>	60	60
V	Paper Quality to be used for inner text pages printing	Matte finish Art paper 100 GSM	Matte finish Art paper 100 GSM
VI	Paper to be used for Cover page	Art card (350 GSM) with Matte finish lamination	Art card (350 GSM) with Matte finish lamination
	Cover page design	Cover page design is to be done by the printer, if the design provided by this office is not of good quality	Cover page design is to be done by the printer, if the design provided by this office is not of good quality
VII	Binding	Mechanised binding without thread stitching	Mechanized binding without thread stitching
VIII	Material given to printer	Hard copy and soft copy (Consisting both English and Telugu versions)	Hard copy and soft copy (Consisting both English and Telugu versions)
VIII	Printing charges	(to be filled in by tenderer)	(to be filled in 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)		
IX	Proportionate cost per two page in case of increase and decrease for adjustment of price		

Note: The printer has to execute the print job of the aforementioned two books (English and Telugu versions) and deliver all the copies in the Office of the Principal Accountant General (Audit) within Seven days from the date of placing of job order.

Failure to comply with the job order in any aspect will attract a penalty of upto 1% per day of the value of work order as may be decided by the undersigned.

Signature of the Tenderer and Office Seal

PROFORMA – ‘C’

Tender schedule for printing of Epitome of CAG’S Reports for the year 2017-18 - Government of Andhra Pradesh

1. Name & address of the firm (office and place of printing):
2. Details of any similar job undertaken recently and :
completed (enclose specimen)
3. Printing job work :

	Name of the book: Epitome of CAG’s Reports	English version	Telugu version
I	Number of copies	675	475
II	Approximate total number of pages in the Epitome (excluding cover sheet) including blank pages	164 + 19(Blank)pages (in A-4 size)	164 + 19(Blank)pages (in A-4 size)
III	Size of the Epitome	5.5” X 8.5”	(5.5” X 8.5”)
		(Specimen booklet is available in OE- section) Material is being given in A-4 Size format. Printer is required to convert the material so as print the booklet in 5.5” X 8.5” Size	
IV	Out of 60 pages, number of pages to be printed in <u>multi colour</u>	60	60
V	Paper Quality to be used for inner text pages printing	Matte finish Art paper 100 GSM	Matte finish Art paper 100 GSM
VI	Paper to be used for Cover page	Art card (350 GSM) with Matte finish lamination	Art card (350 GSM) with Matte finish lamination
	Cover page design	Cover page design is to be done by the printer, if the design provided by this office is not of good quality	Cover page design is to be done by the printer, if the design provided by this office is not of good quality
VII	Binding	Mechanised binding without thread stitching	Mechanized binding without thread stitching
VIII	Material given to printer	Hard copy and soft copy (Consisting both English and Telugu versions)	Hard copy and soft copy (Consisting both English and Telugu versions)
VIII	Printing charges	(to be filled in by tenderer)	(to be filled in 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)		
IX	Proportionate cost per two page in case of increase and decrease for adjustment of price		

Note: The printer has to execute the print job of the aforementioned two books (English and Telugu versions) and deliver all the copies in the Office of the Principal Accountant General (Audit) within Seven days from the date of placing of job order.

Failure to comply with the job order in any aspect will attract a penalty of upto 1% per day of the value of work order as may be decided by the undersigned.

Signature of the Tenderer and Office Seal

PROFORMA – ‘C’

Tender schedule for printing of Epitome of CAG’S Reports for the year 2017-18 - Government of Andhra Pradesh

1. Name & address of the firm (office and place of printing):
2. Details of any similar job undertaken recently and :
completed (enclose specimen)
3. Printing job work :

	Name of the book: Epitome of CAG’s Reports	English version	Telugu version
I	Number of copies	550	470
II	Approximate total number of pages in the Epitome (excluding cover sheet) including blank pages	150 (in A-4 size)	150 (in A-4 size)
III	Size of the Epitome	5.5” X 8.5”	(5.5” X 8.5”)
		(Specimen booklet is available in OE- section) Material is being given in A-4 Size format. Printer is required to convert the material so as print the booklet in 5.5” X 8.5” Size	
IV	Out of 60 pages, number of pages to be printed in <u>multi colour</u>	60	60
V	Paper Quality to be used for inner text pages printing	Matte finish Art paper 100 GSM	Matte finish Art paper 100 GSM
VI	Paper to be used for Cover page	Art card (350 GSM) with Matte finish lamination	Art card (350 GSM) with Matte finish lamination
	Cover page design	Cover page design is to be done by the printer, if the design provided by this office is not of good quality	Cover page design is to be done by the printer, if the design provided by this office is not of good quality
VII	Binding	Mechanised binding without thread stitching	Mechanized binding without thread stitching
VIII	Material given to printer	Hard copy and soft copy (Consisting both English and Telugu versions)	Hard copy and soft copy (Consisting both English and Telugu versions)
VIII	Printing charges	(to be filled in by tenderer)	(to be filled in 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)		
IX	Proportionate cost per two page in case of increase and decrease for adjustment of price		

Note: The printer has to execute the print job of the aforementioned two books (English and Telugu versions) and deliver all the copies in the Office of the Principal Accountant General (Audit) within Seven days from the date of placing of job order.

Failure to comply with the job order in any aspect will attract a penalty of upto 1% per day of the value of work order as may be decided by the undersigned.

Signature of the Tenderer and Office Seal

PROFORMA – ‘C’

Tender schedule for printing of Epitome of CAG’S Reports for the year 2017-18 - Government of Andhra Pradesh

1. Name & address of the firm (office and place of printing):
2. Details of any similar job undertaken recently and :
completed (enclose specimen)
3. Printing job work :

	Name of the book: Epitome of CAG’s Reports	English version	Telugu version
I	Number of copies	750	600
II	Approximate total number of pages in the Epitome (excluding cover sheet) including blank pages	150 (in A-4 size)	150 (in A-4 size)
III	Size of the Epitome	5.5” X 8.5”	(5.5” X 8.5”)
		(Specimen booklet is available in OE- section) Material is being given in A-4 Size format. Printer is required to convert the material so as print the booklet in 5.5” X 8.5” Size	
IV	Out of 60 pages, number of pages to be printed in <u>multi colour</u>	60	60
V	Paper Quality to be used for inner text pages printing	Matte finish Art paper 100 GSM	Matte finish Art paper 100 GSM
VI	Paper to be used for Cover page	Art card (350 GSM) with Matte finish lamination	Art card (350 GSM) with Matte finish lamination
	Cover page design	Cover page design is to be done by the printer, if the design provided by this office is not of good quality	Cover page design is to be done by the printer, if the design provided by this office is not of good quality
VII	Binding	Mechanised binding without thread stitching	Mechanized binding without thread stitching
VIII	Material given to printer	Hard copy and soft copy (Consisting both English and Telugu versions)	Hard copy and soft copy (Consisting both English and Telugu versions)
VIII	Printing charges	(to be filled in by tenderer)	(to be filled in 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)		
IX	Proportionate cost per two page in case of increase and decrease for adjustment of price		

Note: The printer has to execute the print job of the aforementioned two books (English and Telugu versions) and deliver all the copies in the Office of the Principal Accountant General (Audit) within Seven days from the date of placing of job order.

Failure to comply with the job order in any aspect will attract a penalty of upto 1% per day of the value of work order as may be decided by the undersigned.

Signature of the Tenderer and Office Seal

PROFORMA – ‘C’

Tender schedule for printing of Epitome of CAG’S Reports for the year 2017-18 - Government of Andhra Pradesh

1. Name & address of the firm (office and place of printing):
2. Details of any similar job undertaken recently and :
completed (enclose specimen)
3. Printing job work :

	Name of the book: Epitome of CAG’s Reports	English version	Telugu version
I	Number of copies	750	500
II	Approximate total number of pages in the Epitome (excluding cover sheet) including blank pages	100 (in A-4 size)	100 (in A-4 size)
III	Size of the Epitome	5.5” X 8.5”	(5.5” X 8.5”)
		(Specimen booklet is available in OE- section) Material is being given in A-4 Size format. Printer is required to convert the material so as print the booklet in 5.5” X 8.5” Size	
IV	Out of 60 pages, number of pages to be printed in <u>multi colour</u>	60	60
V	Paper Quality to be used for inner text pages printing	Matte finish Art paper 100 GSM	Matte finish Art paper 100 GSM
VI	Paper to be used for Cover page	Art card (350 GSM) with Matte finish lamination	Art card (350 GSM) with Matte finish lamination
	Cover page design	Cover page design is to be done by the printer, if the design provided by this office is not of good quality	Cover page design is to be done by the printer, if the design provided by this office is not of good quality
VII	Binding	Mechanised binding without thread stitching	Mechanized binding without thread stitching
VIII	Material given to printer	Hard copy and soft copy (Consisting both English and Telugu versions)	Hard copy and soft copy (Consisting both English and Telugu versions)
VIII	Printing charges	(to be filled in by tenderer)	(to be filled in 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)		
IX	Proportionate cost per two page in case of increase and decrease for adjustment of price		

Note: The printer has to execute the print job of the aforementioned two books (English and Telugu versions) and deliver all the copies in the Office of the Principal Accountant General (Audit) within Seven days from the date of placing of job order.

Failure to comply with the job order in any aspect will attract a penalty of upto 1% per day of the value of work order as may be decided by the undersigned.

Signature of the Tenderer and Office Seal

PROFORMA – ‘C’

Tender schedule for printing of Epitome of CAG’S Reports for the year 2017-18 - Government of Andhra Pradesh

1. Name & address of the firm (office and place of printing):
2. Details of any similar job undertaken recently and :
completed (enclose specimen)
3. Printing job work :

	Name of the book: Epitome of CAG’s Reports	English version	Telugu version
I	Number of copies	650	475
II	Approximate total number of pages in the Epitome (excluding cover sheet) including blank pages	120 (in A-4 size)	120 (in A-4 size)
III	Size of the Epitome	5.5” X 8.5”	(5.5” X 8.5”)
		(Specimen booklet is available in OE- section) Material is being given in A-4 Size format. Printer is required to convert the material so as print the booklet in 5.5” X 8.5” Size	
IV	Out of 60 pages, number of pages to be printed in <u>multi colour</u>	60	60
V	Paper Quality to be used for inner text pages printing	Matte finish Art paper 100 GSM	Matte finish Art paper 100 GSM
VI	Paper to be used for Cover page	Art card (350 GSM) with Matte finish lamination	Art card (350 GSM) with Matte finish lamination
	Cover page design	Cover page design is to be done by the printer, if the design provided by this office is not of good quality	Cover page design is to be done by the printer, if the design provided by this office is not of good quality
VII	Binding	Mechanised binding without thread stitching	Mechanized binding without thread stitching
VIII	Material given to printer	Hard copy and soft copy (Consisting both English and Telugu versions)	Hard copy and soft copy (Consisting both English and Telugu versions)
VIII	Printing charges	(to be filled in by tenderer)	(to be filled in 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)		
IX	Proportionate cost per two page in case of increase and decrease for adjustment of price		

Note: The printer has to execute the print job of the aforementioned two books (English and Telugu versions) and deliver all the copies in the Office of the Principal Accountant General (Audit) within Seven days from the date of placing of job order.

Failure to comply with the job order in any aspect will attract a penalty of upto 1% per day of the value of work order as may be decided by the undersigned.

Signature of the Tenderer and Office Seal

