

**Office of the Comptroller and Auditor General of India,
9, Deendayal Upadhyay Marg,
New Delhi-110 124**

No. DG (RC)/F-55/2009

Dated: 17th Nov. 2009

Subject: Printing of Audit Reports for the year 2010-11.

This office and the offices of Indian Audit and Accounts Department in Delhi intend to print various Audit Reports (Union Governments) in English and Hindi during the period January 2010 to December 2010. Around 35-40 Reports of about 30-200 pages each are likely to be printed in English and Hindi versions. Please note that the Reports are confidential and you will be required to **maintain absolute confidentiality** of the matter.

You are requested to quote your rates for printing of Audit Reports in the **Annexure** enclosed. The description/scope of work, specifications, terms and conditions, closing date for submission of offers etc. are detailed below.

1. Description of Work	Printing of Audit Reports for the Office of the Comptroller and Auditor General of India for the year ended March 2009.
2. Quantity	<p>The requirement of printing of each of the Reports would be as under:</p> <ul style="list-style-type: none">• English version 1000-1800 copies• Hindi version 500 copies• The number of pages in each Audit Report is likely to be between 30 and 200 pages approximately. <p>(a) Out of above copies of <u>English</u> version of each Report, the printers will have to supply:</p> <ul style="list-style-type: none">(i) 10 (Ten) signatory copies without facsimile signatures with gold embossed, good quality black Rexene cover of highest quality.(ii) 20 (Twenty) copies to be interleaved, bound with stiff cardboard cover with title printed thereon.

	<p>(iii) 15 (Fifteen) ordinary copies will be bound in stiff cardboard.</p> <p>(b) Out of the 500 copies of <u>Hindi</u> version, 10 (Ten) signatory copies are to be printed without facsimile signatures with gold embossed black Rexene cover of highest quality.</p>
<p>3. Scope of work</p>	<p>The printers are required to collect the camera-ready copies of the Reports (in compact disc) from the various indenting offices. The Reports Shall be of three types:</p> <p>(A) Compliance Audit Reports</p> <p>The text of this Audit Report shall be in single colour and is to be printed on 95-gsm Sunshine Super Print paper.</p> <p>The Reports shall contain an “Overview” of 5-10 pages which will be printed in two colours (background in light screen colour and second colour in black) on the same quality of paper as that of the text. The smoothness of screen will have to be ensured. Before printing the overview pages, the screen colour should be got approved by the printers from the indenting offices.</p> <p>The cover of the Report will be in two different colours. The colour scheme of the cover shall be ascertained by the printer from the indenting office.</p> <p>(B) Omnibus Performance Audit Reports</p> <p>The text of this Audit Report shall be single colour and is to be printed on 95-gsm Sunshine Super Print paper.</p> <p>The Reports shall contain an “Overview” of 5-10 pages which will be printed in two colours (background in light screen colour and second colour in black) on the same quality of paper as that of the text. The smoothness of screen will have to be ensured. Before printing the overview pages, the screen colour should be got approved by the printers from the indenting offices.</p> <p>The cover design will be coloured, having photograph/photographs related to the topic of the PA. The text of the cover page shall be of two colours. The colour scheme of the cover page shall be ascertained by</p>

	<p>the printer from the indenting office.</p> <p>(C) Standalone Performance Audit Reports</p> <p>The text of this Audit Report shall be in two colours and is to be printed on 95-gsm Sunshine Super Print paper.</p> <p>The Reports shall contain an “Executive Summary/Overview” of 5-10 pages which will be printed in two colours (background in light screen colour and second colour in Green) on the same quality of paper as that of the text. The smoothness of screen will have to be ensured. Before printing the overview pages, the screen colour should be got approved by the printers from the indenting offices.</p> <p>The cover design will be coloured, having photograph/photographs related to the topic of the PA. The text of the cover page shall be of two colours. The colour scheme of the cover page shall be ascertained by the printer from the indenting office.</p> <p>The text of the contents and preface will be in single colour.</p> <p>The Reports may also contain coloured graphs/charts (in four colours). The coloured graphs/charts will be printed after obtaining the scanned image with not less than 2400 DPI scanner.</p> <p>Cover page printing, binding of the book, delivery to the indenting offices is to be arranged by the printers at their cost.</p>
4A. Specifications/Paper quality	Rates should be quoted for printing of Audit Reports on 95-gsm Sunshine Super Print Paper of A-4 size.
4B. Cover paper and binding	300-gsm imported art card including matte finish lamination of the cover page and gum binding. Gum binding should be of the highest standard and it should be ensured that pages do not come out of the Report. Reports with poor quality binding/loose binding shall be rejected outright.
5. Samples	One set of sample of the text and cover paper in A-4 size should be sent along with the bid indicating the type of paper, grammage and seal of the printer on each sample.
6. Size	A-4 size

7. Shading	Chapter number and heading, caption/title of the paragraph, heading of tables, and highlights of the Report etc. are required to be shaded. The shading should be smooth so as to appear on a continuous rather than as dots. If necessary, the printers will be called upon to provide the shading (screen) manually within the all-inclusive rate quoted by them. They should keep this in view while quoting their rates.
8. Print Quality	The overall printing, binding etc. will be of the highest standard and shall not be lower than Report No.13 of 2007 (Accounts of the Union Government) and Report No. 19 of 2008, the sample of which can be inspected with the undersigned.
9. Delivery	The printers shall be liable to collect the material for printing from the indenting offices and deliver the printed copies to the respective offices at their expense. The Reports will have to be printed within 5-7 days from the date of handing over of the camera-ready copy. Please note that there should not be any delay in delivery of the signatory copies {refer 2 (a) (i) & (b) above}; and the remaining bulk copies (1800 copies of English and 500 copies of Hindi), beyond the stipulated/agreed time frame.
10. Rates/Bid validity/validity of final rates	<p>The printers are requested to quote all inclusive rate per page after taking into account all elements of printing <i>viz.</i> formatting, cost of paper, film, printing charges, shading charges, blue print copy (for proof reading purpose), Sales Tax, Service Tax, delivery charges, VAT etc.</p> <p>The bids/quotes should be valid for three months from the date of issue of this letter <i>i.e.</i>, up to 16th February, 2010.</p> <p>Your rates, if accepted by this office, will be valid for the contracted period from January 2010 to December 2010.</p>
11. Capacity	The printers should have the capacity to handle more than one Report at any given point of time.
12. Ownership	The new printers who are quoting for the first time need to furnish the proof of ownership of printing press along with

	complete addresses and telephone numbers of their business/office premises as well as the printing site/sites.
13. Inspection	If need be, physical verification of the business premises/ printing facilities may be carried out by an inspection team of this office before considering the rates of the new printers.
14. Bank Guarantee	In the event of acceptance of the final rates by this office, the empanelled printers will have to tender an irrevocable Bank Guarantee of Rs. 50,000/- (Rupees Fifty Thousand only) from a Nationalised Bank valid up to 31 March 2011 within 30 days of acceptance of offer. In the event of any loss or damage caused to or suffered or would be caused to or suffered by the Department by reason of any breach of the printer(s) of any of the terms or conditions of the Agreement signed for printing of Audit Reports, the Bank Guarantee shall be liable to be encashed by the Department.
15. Penalty	<p>If the printed Report(s) fail to meet the expected standards of printing or deviate from the agreed specifications, they are liable to be rejected and shall attract recovery from the bill(s)/claims preferred for printing, at the sole discretion of the Director General/Principal Director of Audit of the indenting office for default(s), even if a printed Report containing certain defects is accepted by the Department for unavoidable reasons.</p> <p>The penalty clause may also be invoked by the indenting offices at their discretion, in case the printers fail to deliver either the signatory copies or the bulk copies with the agreed time frame.</p>
16. Other conditions	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 and will not be considered for future printing needs of this office.
17. Format/Performa for quoting the rates	Rates may be quoted strictly as per the requirement of enclosed Annexure . While quoting, the printers may work out the all inclusive per page cost for the given volume

	of work after taking into account all factors of cost. Quotations submitted by the printers in the format other than that prescribed in the Annexure shall be summarily rejected.
18. Last date of submission	Sealed offers complete in all respect should reach the undersigned latest by 07th December 2009 by 1400 Hours . The quotations will be opened in Seminar Hall of this office at 1500 Hours on the same day.
19. Address for communication	<p>All sealed offers may be submitted by hand at the following address:</p> <p>Office of the Comptroller and Auditor General of India, Room No. 406; 4th Floor, Report Central Wing, 9, Deendayal Upadhyay Marg, New Delhi-110 124.</p> <p>The envelope containing the sealed offer should be super-scribed with the following:</p> <p><u>“Quotations for printing of Audit Reports for the year 2010-11”.</u></p>

Encl: Annexure

Sd/-
(Birendra Singh)
Asstt Administrative Officer
(Report Central Wing)
Phone - 23509436

Annexure

Quotation for printing of Audit Reports for 2010-11

(Please indicate here the name, address and telephone number of the firm)

(A) For Compliance Audit Reports

Sl. No.	Description of work	Rates
1.	All inclusive rate per page for printing of coloured overview and white text pages of 1000-1800 copies of English version of Audit Report (on 95-gsm Sunshine Super Print Paper of A-4 size).	Per Page
2	All inclusive rate per page for printing of coloured overview and white text pages of 500 copies of Hindi version of Audit Report (on 95-gsm Sunshine Super Print Paper of A-4 size).	Per Page
3	Rate for printing of colour graphs/charts in four colours excluding base colour in English version of Audit Report (1000-1800 copies).	Per Graph
4	Rate for printing of colour graphs/charts in four colours excluding base colour in Hindi version of Audit Report (500 copies).	Per Graph
5(A)	Rate per cover of 300-gsm imported art card with matte finish, lamination, printing in two different colours in addition to base colour and binding (for both English and Hindi versions of Audit Report).	Per Cover
5(B)	Rate per cover of 300-gsm imported art card with matte finish, lamination, printing in four different colours inclusive of solid ground colour on both sides and binding (for both English and Hindi versions of Audit Report).	Per cover

(B) For Omnibus Performance Audit Reports

Sl. No.	Description of work	Rates
1	All inclusive rate per page for printing of coloured overview and white text pages of 1000-1800 copies of English version of Audit Report (on 95-gsm Sunshine Super Print Paper of A-4 size).	Per Page
2	All inclusive rate per page for printing of coloured overview and white text pages of 500 copies of Hindi version of Audit Report (on 95-gsm Sunshine Super Print Paper of A-4 size).	Per Page
3	Rate for printing of colour graphs/charts in four colours excluding base colour in English version of Audit Report (1000-1800 copies).	Per Graph
4	Rate for printing of colour graphs/charts in four colours excluding base colour in Hindi version of Audit Report (500 copies).	Per Graph
5	Rate per cover of 300-gsm imported art card with matte finish, lamination, printing in four different colours in addition to the base colour having photograph/photographs and binding (for both English and Hindi versions of Audit Report).	Per Cover

(C) For Standalone Reports

Sl. No.	Description of work	Rates
1	All inclusive rate per page for printing of coloured executive summary/overview (text in single colour) and white text pages(text in two colours) of 1000-1800 copies of English version of Audit Report (on 95-gsm Sunshine Super Print Paper of A-4 size).	Per Page
2	All inclusive rate per page for printing of coloured summary/overview (text in single colour)and white text pages (text in two colours) of 500 copies of Hindi version of Audit Report (on 95-gsm Sunshine Super Print Paper of A-4 size).	Per Page
3	Rate for printing of colour graphs/charts in four colours excluding base colour in English version of Audit Report (1000-1800 copies).	Per Graph
4	Rate for printing of colour graphs/charts in four colours excluding base colour in Hindi version of Audit Report (500 copies).	Per Graph
5	Rate per cover of 300-gsm imported art card with matte finish, lamination, printing in four different colours in addition to the base colour having photograph/photographs and binding (for both English and Hindi versions of Audit Report).	Per Cover

Note

1. The rates should be **inclusive of** the cost of formatting, cost of white and coloured paper, printing, coloured screen, manual screen, 10 (Ten) Rexene and gold embossed copies as well as 20 (Twenty) hard bound inter-leaved copies, 15 (Fifteen) ordinary copies bound in stiff card board, Sales Tax, Service Tax, VAT and delivery. No Sales Tax, Service Tax & VAT or other charges will be paid extra.
2. Rates are to be quoted strictly as per the format of this Annexure. Any deviation from the above format will render the quotation liable for rejection.

Signature and stamp of the authorised signatory