

**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA
9, DEEN DAYAL UPADHYAYA MARG,
NEW DELHI – 110 124**

No. 321/GSS/Sty./Store/13-2006/Vol-VII

Dated 9.4.2010

Subject: Calling of Quotations for printing.

Office of the Comptroller and Auditor General of India, New Delhi invites sealed quotations from reputed printers for empanelment for **various types of printing jobs** for the financial year 2010-11.

(A) Printing of booklets

Sl. No.	Description
1.	Cost of printing per page with 80 GSM, 90 GSM & 95 GSM maplitho paper/sunshine super print paper/art paper
	(a) Single colour printing
	(b) Two colour printing
	(c) Four colour printing
2.	Cost of cover page – Art card 300 GSM, 250 GSM, 130 GSM & 90 GSM
	(a) Single colour printing
	(b) Two colour printing
	(c) Four colour printing
3.	Composing charges per page
4.	Scanning charges per page

5. Perfect binding charges per book
6. Lamination charges per book
7. Ordinary binding charges
8. Spirial binding charges per booklet

(B) Visiting cards:

- (a) Printing of visiting cards on synthetic paper, with logo (100 cards)
- (b) Printing of visiting cards on handmade paper, ivory card with golden/ logo embossing (100 cards)
- (c) Printing of visiting cards on hand made paper 250 GSM with golden logo (100 cards)

(C) D.O. Letter heads:

- (a) Printing of D.O. letter heads on imported paper (100 GSM) with golden Embossing each pad (100 sheets)
- (b) Printing of D.O Letter head on hand made paper (100 GSM) with golden embossing each pad (100 sheets)
- (c) Printing of D.O. letter heads on executive bond paper (90 GSM) with ordinary logo (red) each pad (100 sheets)
- (d) Printing of ordinary letter heads on executive bond paper (90 GSM) with logo (red) each pad (100 sheets)
- (e) Printing of ordinary file cover hande made with two colour printing and eyelets/patti etc with printing of phrases inner side (each file cover).
- (f) Printing of thick file cover with two colour printing eyelets/patti etc (each file cover).
- (g) Printing of slip pads (25 sheets, 50 sheets, 75 sheets & 100 sheets in each pad) two colour printing /logo-rules/plain with cover.
- (h) Printing of plastic folder ordinary- (Good quality) with two colour printing /logo.
- (i) Printing of personal file covers of IAAS Officers (thick)

The sealed quotations addressed to Director(Personnel), Office of the Comptroller and Auditor General of India, 9, Deen Dayal Upadhayaya Marg, New Delhi – 110 124 should reach this office latest by **16th April, 2010**.

The terms and conditions on which the work will be entrusted to the successful bidder will be as under:

- Documentary evidence towards bidder's valid Sales Tax/Vat No., Trade Licence should be submitted alongwith the quotation. Original certificates may have to be produced before placement of final orders.
- The average annual turnover of the bidder shall not be less than 1 Crore for the last two financial years.
- The rates offered in the quotation will not be enhanced during the period of contract.
- The rate of each items mentioned above should be quoted separately. The vendor shall be entirely responsible for all taxes, duties etc. and the quoted price would be assumed as final including all taxes, duties and surcharges.
- An undertaking, in respect of owing all the responsibility about genuineness of the items must accompany the quotation. The specific item(s) is/are to be supplied immediately on demand but latest within two calendar days.
- List of the various organizations to whom similar services have been provided in the last 2 years.
- No cutting/overwriting is allowed in the quotations
- The department reserves the right to accept or reject the quotation without assigning any reason. The decision of the competent authority of this office, in this regard, shall be final and binding.

Sd/-

(A K Vatta)
Sr. Administrative Officer (GSS)