

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A & E) - I  
MADHYA PRADESH, GWALIOR**

No. Report (Finance)/Printing/FA&AA/2019-20/D-215

Dated: 12.01.2021

**SHORT TERM TENDER NOTICE**

Subject: - Quotations for printing of Annual Accounts of the Government of Madhya Pradesh for the year 2019-20.

Sealed quotations are invited for the printing of English and Hindi Version of Finance and Appropriation Accounts and Accounts at a Glance of the Government of Madhya Pradesh for the year 2019-20. The quotations shall be submitted by reputed printers only, those who are in possession of high-speed Printing Machines. Requirement regarding quality and quantity of paper, printing and binding, along with other terms and conditions are mentioned in the Annexure enclosed. The rates shall be quoted in the respective columns provided in the in the Tender Schedule, as per the specifications mentioned therein. The quotations shall reach this office latest by 4.00 p.m. of 27.01.2021. In case the stipulated last date is a closed holiday due to any reason, the next working day shall be treated as the last date for submitting the quotation. Quotations will be opened at 5.00 p.m., of the last date. Details of the books to be printed are as given below:

S.No.	Name of the book	Copies in English	No of pages* (approx.)	Copies in Hindi	No of pages* (approx.)	Total copies
1.	Finance Accounts					
	Volume I	150	80	550	80	700
	Volume II	150	400	550	420	700
2.	Appropriation Accounts	150	500	550	600	700
3.	Accounts at a Glance	75	60	325	60	400

\* Number of pages to be printed in each book mentioned above are subject to variation.

**Important: The documents are highly confidential and any leakage of their contents would involve a breach of privilege of State Vidhan Sabha. Therefore, the printer is expected to ensure strict confidentiality of the document and will be solely responsible for any lapse in this regard.**

Sd/-  
Sr. Accounts Officer/ Report

## TENDER SCHEDULE

1. Name and address of the firm (Office & place of printing)	
2. Details of any similar jobs undertaken and completed recently	

3. Printing job work:

<b>Name of the Book</b>		<b>Finance Accounts 2019-20</b>				<b>Appropriation Accounts 2019-20</b>		<b>Accounts at a Glance 2019-20</b>	
		English Version		Hindi Version		English Version	Hindi Version	English Version	Hindi Version
		Vol. I	Vol. II	Vol. I	Vol. II				
(i)	Number of copies*	150	150	550	550	150	550	75	325
(ii)	Number of pages per copy (excluding cover page)								
(iii)	Printing charges (to be filled by the 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)								
(iv)	Proportionate cost per page in case of increase and decrease for adjustment of price								

\* Of each book (Finance and Appropriation Accounts), 10 (ten) copies should be digitally printed and Rexin Bound Golden Embossed as per specifications.

We, the, undersigned, agree to abide by all the terms and conditions stated in the Tender notice and Annexure to this Schedule.

**Signature of the Tenderer  
and Office Seal**

## ANNEXURE TO THE TENDER DOCUMENT

The following are the requirements (Terms and Conditions) of the job work:

1. Quality of paper: Inner pages- Ballarpur 90 GSM SS Map Litho Bright White A Grade, Outer cover- Multicoloured and Imported Matte Coated (300) GSM with Matte Finish Lamination. It should be wrinkle free on the bound portion.
3. Size of Report: A4 (30.0 x 21.0 cms) exactly that of the English/Hindi version of Finance Accounts and Appropriation Accounts of Government of Madhya Pradesh 2019-20, available in the office for verification by the printer before submitting the tender.
4. Ink Quality: Hindustan Book Black
5. Printing Quality: Uniform: Back side not visible
6. Quantum of job work as in item 3 of the Tender Schedule are to be filled by the tenderer.
7. Out of the total copies, 10 (Ten) copies each of the six books (Both English and Hindi versions of Finance Accounts Vol. I, Finance Accounts Vol. II and Appropriation Accounts) are required to be digitally printed and Rexin Bound Golden Embossed (Rexin cloth colour will be intimated separately) with gelatin cover. The printer may see the sample to prepare/print the Rexin Bound Golden Embossed Copies.
8. Mechanized binding shall be adopted, with thread stitching. It should be wrinkle free on the bound portion.
9. (a) The tenderer should include printing charges, supply of paper, all incidental charges, taxes etc. (but these elements must be separately identified). The sample of paper and cover sheet should be provided with quotations.  
(b) The printer has to execute the printing job of the above mentioned 6 (six) books (English and Hindi versions) of Finance & Appropriation Accounts and deliver the digitally printed Rexin Bound Golden Embossed 10 (Ten) copies of each of the six books to Principal Accountant General (A&E)-I, Gwalior/Bhopal in seven days from handing over the soft copies of the documents and deliver the rest of the copies in fifteen days from handing over the soft copies, incorporating corrections, if any.  
(c) The printer shall be responsible to maintain the uniformity and quality of all the materials for printing including ink, paper etc.  
(d) The Competent authority reserves the right to place separate job orders for printing the books on separate bidders.  
(e) After acceptance of tender and before issue of work order, **5% security deposit of accepted cost of work in the shape of Bank Guarantee/ FDR issued by any Nationalised Bank in favour of "The Pay and Accounts Officer, Office of the Principal Accountant General (A&E)- I, MadhyaPradesh, Gwalior"**, will be deposited by printer. Failure to comply with the job orders within prescribed period will attract a penalty upto 1% per day, of the value of the work order subject to maximum 10% of the value of work order. The undersigned may, in the case of default beyond 2 days by the printer regarding the time schedule, get the work done by any other printer at the risk and cost of the defaulting printer.  
(f) Cost of copies, not conforming to quality and other specifications mentioned in the work order shall be deducted from the bill and security deposit shall be forfeited.  
(g) The tenderer shall not sub-contract the work without prior permission of this office.

- (h) The undersigned reserves the right to:
- (i) Reject any quotation without assigning the reasons thereof.
  - (ii) Place the work order at any price to more than one tenderer.
  - (iii) Withdraw work order in full or in part, if it is not in conformity to its requirement, without paying any compensation.
  - (iv) Reject the copies that are not printed as per the quality and specifications mentioned in the bid document.
- (i) **2% Refundable Earnest Money Deposit (EMD) or Rs. 5000/- whichever is higher, in the shape of Demand Draft in favour of “The Pay and Accounts Officer”, Office of the Principal Accountant General (A&E)-I Madhya Pradesh, Gwalior,** shall be enclosed with the bid. Tenders without EMD are liable to be rejected.
- (j) The Principal Accountant General (A&E)-I Madhya Pradesh, Gwalior, reserves the right to appoint any person, including an officer of the department as the arbitrator, in case of any dispute. The decision of the arbitrator shall be final and binding on both, the department and the printer.
10. Final print shall be taken only after the quality of first proof is approved by this office.
  11. Sample of rexin for Golden Embossed Bound copies will be provided to this office by the printer for selection of colour and quality.
  12. Only Hard/Soft copy of the Finance and Appropriation Accounts to be printed will be provided to the printer by this office.

Sd/-  
**Sr. Accounts Officer/Report**