

To

M/s.

Sir/Madam

Sub: Calling of quotations for printing of Audit Reports, booklet/brochure for the years 2020-21 and 2021-22.

Office of the Principal Accountant General (Audit-I) intend to get their Audit Reports printed in English and Tamil. Three Reports of about 140–200 pages each are required to be printed with about 100 to 500 copies in English and Tamil for paper pack book binding. Apart from the above printing, 10 copies of hard bound (case binding book) signatory copies without facsimile signatures each in English and Tamil are required to be printed. Please note that the Reports are confidential and you will be required to **maintain absolute confidentiality**.

Samples of our earlier printed reports may be collected from the undersigned to understand the expected quality of work.

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

The printer should have the capacity to print sophisticated documents, including multi-coloured objects e.g. photographs, charts, maps, etc. in English and Tamil with a print order of 500 copies in English and Tamil within a week.

The prospective bidder should note that if they are empanelled for printing of the CAG's Audit Report, their print quality should match the quality of the samples given by them for technical qualification, and in case they fail to do so, they are liable to be blacklisted immediately, without further reference.

The printers would be required to collect the soft copies of the Reports from this office. The Reports would be of following type:

The text of Audit Report shall be in multi colours and is to be printed on 100 GSM Maplitho paper with 300 GSM wrapper for **paper pack books** and 130 GSM Art Board, Matt Lamination, **Hard Bound** Finishing with appropriate finish (Matte/glossy Paper of A-4 size) or other paper to be decided by this offices.

Before printing the Audit Reports, colours should be got approved by the printers from this office. Cover page printing, binding of the book, delivery to this office is to be arranged by the printers at their cost.

Rates should be quoted for printing of Audit Reports as per the specification given in **Annexure enclosed**.

The cover page should be of 300-gsm thick art paper 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.

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.

Print quality: The overall printing and binding etc. will be of the highest standard, not below the samples provided to the printer.

Delivery: The printers shall be liable to collect the material for printing from this office and deliver the printed copies at their own expense. The Reports will have to be printed within a week from the date of handing over of the soft copy. Please note that there should not be any delay in delivery of the Audit Reports, beyond the stipulated/agreed time frame.

Rates/ Bid validity/validity of final rates: The printers are required to quote all-inclusive rate per page after taking into account all elements of printing, cost of paper, film, printing charges, shading charges, blue print copy (for proof reading purpose) delivery charges, GST etc.

Capacity: The printers should have the capacity to handle more than one Report at any given point of time.
Details of his capacity to print reports.
Details of his clients for last three years.
Details of reports/books printed for the last three years.

Ownership: The printers are required 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.

Inspection: 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.

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.1,00,000/- (Rupees One lakh only) from a Nationalised Bank valid up to **31.05.2022**, 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 this office 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 this office.

Penalty: If the Printed Report(s) fail to meet the agreed 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 Principal Accountant General (Audit-I) even if a printed Report containing certain defects is accepted by this office for unavoidable reasons.

The penalty clause may also be invoked by this office at our discretion, in case the printers fail to deliver either the signatory copies or the bulk copies within the agreed time frame.

Repeat Order clause: The contract has a Repeat Order Clause, wherein this office can order up to 50% quantity of the items under the present contract within six months from the date of successful completion of this contract, cost, terms & conditions remaining the same. It will be entirely the discretion of this office to place the Repeat order.

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.

Payment: Payment to the printer will be made by NEFT/RTGS/ECS only, on presentation of the bill. Income Tax and GST shall be deducted at source as per the rates notified by the respective authorities.

Rates may be quoted strictly as per the requirement of enclosed **Annexure**.

Quotations submitted by the printers in the format other than that prescribed in the Annexure shall be summarily rejected.

Last date of submission: Sealed offers complete in all respect should reach this office latest by **27th November, 2020 by 1500 Hours**.

Address for communication: All sealed offers may be submitted **by hand/Post** at the following address:

**The Senior Deputy Accountant General (Admn.)
O/o Principal Accountant General (AUDIT-I)
Lekha Pariksha Bhavan,
361, Anna Salai, Teynampet,
Chennai 600 018.**

Senior Audit Officer/OM

ANNEXURE

Quotation for printing of Audit Reports for financial year 2020-21 and 2021-22.

Sl. No.	Description of work	No. of Copies to be printed	Rates Per page in Rs. and paise
1	All-inclusive rate per page for printing of multi-coloured text pages, photographs, tables and charts etc. of English and Tamil versions (150 to 200 pages) of Audit Report of following specifications: printed on 100 GSM Maplitho paper with 300 GSM wrapper of A-4 size for paper pack books	Up to 100 Copies	
		101 to 200 Copies	
		201 to 300 Copies	
		301 to 400 Copies	
		401 to 500 Copies	
		More than 501 Copies	
2	All-inclusive rate per page for printing of multi-coloured text pages, photographs, tables and charts etc. of English and Tamil versions (150 to 200 pages) of Audit Report of following specifications: Printed on 130 GSM Art Board, Matt Lamination, Hard Bound Finishing with appropriate finish (Matte/glossy Paper of A-4 size)	10 Copies	

Note

1. The rates should be **inclusive** of the cost of coloured paper, printing, coloured screen, manual screen, GST and delivery. No cutting or over-writing will be allowed. Any over-writing or cutting will be disqualified.

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.

No GST or other charges will be paid extra.

Signature and stamp of the authorised signatory.