

कार्यालय महालेखाकार
(लेखापरीक्षा), छत्तीसगढ़, पोस्ट-विधानसभा,
जीरोपाइंट,
रायपुर- 492005



Office of the Accountant General
(Audit), Chhattisgarh, Post-
Vidhansabha, Zero Point, Raipur –
492005

Subject: - Terms and condition of contract for designing, formatting and printing of Audit Reports, booklets/brochure along with (CD-ROM/DVD) for the year 2020-22.

Office of the Accountant General (Audit) Chhattisgarh intent to get printed their various Audit Reports of Comptroller & Auditor General of India at Government of Chhattisgarh in English and Hindi version. Around 5 Reports each of about 100-400 pages are required to be printed annually with approximately 1900 copies in English and 1800 copies in Hindi. Please note that the reports are confidential and you will be required to **maintain absolute confidentiality**.

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

You are requested to quote your rates for designing, formatting and printing of Audit reports as required in the Annex enclosed. The description of work, terms and condition, scope of work, specification, closing date for submission of offers etc. are detailed below:

1. Description of Work	Designing, formatting and Printing of Audit Reports of Comptroller & Auditor General of India at Government of Chhattisgarh.
2. Terms & Condition	Agency for printing should be capable for designing, formatting, printing, binding and other related works of Audit Report printing. The agency should have the capacity to print sophisticated documents including multicolored objects e.g. photographs, charts, graphs, maps in English as well as Hindi. The agency should have capacity of providing printed copies (about 100-400 copies in English and 100-500 copies in Hindi) of the Audit Report within a week from date of placement of order. The prospective bidder should note that if they are selected for printing of the CAG's Audit Report, their print quality must match the quality of the samples provided to bidder at the time of signing of the agreement.
3. Eligibility Conditions	Bidders should (a) Be an Indian company/firm/agency engaged in printing work

	<p>(Copy of Registration certificate, indicating legal status i.e. company/partnership firm/ proprietorship etc. to be enclosed.) and have the infrastructure facilities to carry out the job work at Raipur.</p> <p>(b) An experienced supplier having good track record and clients satisfaction of supplying the said printing items.</p> <p>(c) Have a valid Printing/Trading License or registration of agency as applicable.</p> <p>(d) Have not been blacklisted/delisted or debarred by any company of Private/Public Ltd. or Government Company/Govt. Department.</p> <p>(e) Have PAN allotted to him by IT Department (Copy of PAN card to be enclosed) and GST Registration (Copy of GST Registration certificate to be enclosed).</p> <p>(f) The agency is required to furnish the complete addresses and telephone numbers of their business/office premises as well as the printing site/sites. The business/office premises as well as the printing site/sites should be located at Raipur.</p>
<p>4. Scope of work</p>	<p>The agency would be required to collect soft copies of the Reports. The Reports would be of following type:</p> <ul style="list-style-type: none"> i) The text of Audit Report shall be in multicolor and is to be printed on 120 GSM with glossy finish of A-4 size to be decided by the indenting offices. ii) Before printing the Audit Reports the colors, design and formatting should be got approved from the indenting offices. iii) The cover design will be colored, having photographs related of the cover page shall be ascertained by the Agency from the indenting office. iv) Cover is to be arranged by the Agency at their cost. <p>Quantity: -</p> <p>Around five Audit Reports would be required for printing. The requirement of printing of each of the Reports would be as under:</p>

	<ul style="list-style-type: none"> i) English version -As per requirement, about 100-400 copies ii) Hindi version- As per requirement, about 100-500 copies iii) The number of pages in each Audit Report is likely to be between 100 and 400 pages approximately. iv) Out of requisite copies of each Report (English as well as Hindi), the Agency would be required to supply 10(ten) signatory copies without facsimile signatures with gold embossed/hard bound/Digital print as desired by intending office with best quality cover. v) The agency may also be required to print brochures of 20-40 pages along with CD/DVD of the Audit Reports. The number of brochures would be about 100 copies. vi) The agency may be required to print the QR Code of ideal print size (1.2 inch x 1.2 inch) and place on the back cover page report/handbook which can be scanned by QR scanner and facilitate access to the same report on mobile.
<p>5. Specification /Paper quality and binding</p>	<p>The Audit Report should be of following specifications: -</p> <ul style="list-style-type: none"> [i] Size: 11.6 inches (h) x 8.2 inches (w) International A4 [ii] Colour: Cover page, inner pages and separators -to be decided at the time of printing. Colour of text would be in multicolour. [iii] Paper:Cover – 300 gsm Matte Finish Laminated Art Card. Inside text pages- 120 gsm with glossy finish (Paper sample to be attached) [iv] Binding: Perfect 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. <p>Note: Paper samples corresponding to above specification will have to be got approved from indenting offices before printing of Audit Report.</p>

6. Samples	One sample of Report/ Book of A-4 size should be sent along with the bid indicating the type of paper and seal of the Agency on each sample. This will be a part of technical bid.
7. Print Quality	The overall designing, formatting, printing and binding etc, will be of the highest standard not below the sample reports provided to the agency.
8. Delivery	The Agency shall be liable to collect the material for designing formatting and printing from the indenting offices and deliver the printed copies to the respective offices 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.
9. Rates/ Bid/ Validity/ validity of final rates	<p>The agencies are required to quote all inclusive rate per page after taking into account all elements of printing, viz. designing, formatting, cost of paper, film, printing charges, shredding charges, binding charges, blue print copy (for proof reading purpose) delivery charges and GST in Annexure II.</p> <p>The bids/ quotes should be valid for three months from the date of the tender opening. Your rates, if accepted by this office, will be valid for one year from date of signing of agreement and subject to satisfactory completion of the work it may be extended for one more year.</p>
10. Capacity	The agency should have the capacity to handle more than one Report(each having number of pages as given above) at any given point of time.
11. Inspection	Before finalization of tender business premises, designing/printing facilities may be inspected by the office. Hence address should be provided clearly.

<p>12. Earnest Money Deposit</p>	<p>The bidder shall furnish, as a part of the bid, an Earnest Money Deposit (EMD) of Rs. 1,50,000/- (Rupees one lakh fifty thousand only) in the form of Demand draft drawn in favour of Pay and Accounts Officer, O/o the Accountant General (A&E), Chhattisgarh, payable at Raipur.</p> <p>A bid not secured with EMD shall be rejected at the bid opening stage. The bid security of the unsuccessful bidder will be returned at the earliest after completion of the tender process. The successful bidder's bid security will be forfeited if he does sign the agreement.</p>
<p>13. Performance Security</p>	<p>In the event of acceptance of the final rates by this office, the successful bidder will have to deposit an irrevocable Bank Guarantee of Rs. 1,50,000/- (Rupees one lakh fifty thousand only) as a performance security from a Nationalized Bank valid up to 30 June 2022 within 7 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 Agency of any of the terms or conditions the Bank Guarantee shall be liable to be encashed by the Department.</p> <p>After depositing the Bank Guarantee the EMD would be returned.</p>
<p>14. Penalty</p>	<p>If the Report(s) fail to meet the expected standards of designing/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 this office for defaults(s) even if a printed Report containing certain defects is accepted by the Department of unavoidable reasons,</p> <p>The penalty clause may also be invoked by the indenting office at their discretions, in case the Agency fails to deliver either the signatory copies or the bulk copies with the agreed time frame.</p>
<p>15. Repeat Order Clause</p>	<p>The contract has a repeat Order Clause, wherein the indenting offices can order additional printing of the items under the present contract, cost, terms & conditions remaining the same. It will be entirely the discretion of indenting offices to place the Repeat order.</p>

16. Jurisdiction of court	Any dispute arising out of the contract shall be subject to the jurisdiction of court at Raipur.
17. Other conditions	If an Agency withdraws the offer during the period of bid validity or backs out after being considered or refused to sign/ accept the final contract, his EMD/bank Guarantee will be forfeited and appropriate action may be taken by this office.
18. Technical requirement	<p>Prospective bidders should submit one sample of high quality printed Reports/Books (their best reports around 50 pages or more in A-4 size of thereabout size paper of 120 GSM or more) in a separate sealed envelope marked "For technical evaluation" on it along with following information:</p> <ul style="list-style-type: none"> i. Details of his capacity to print Reports/Books ii. Details of his clients for last three years iii. Details of Reports/books printed for the last three years <p>financial bid of only those Agencies which qualify the technical requirement will be opened.</p> <p>Details for technical evaluation are to be submitted in enclosed Annexure I as "Technical Bid". Technical bid submitted by the Agency in the format other than that prescribed in the Annexure I shall be summarily rejected.</p>
19. Financial Bid	Rates may be quoted strictly as per the requirement of enclosed Annexure II and submitted as "Financial bid". Quotations submitted by the Agency in the format other than that prescribed in the Annexure II shall be summarily rejected.
20. Submission of Bids	<p>Bids must be submitted in one outer envelope having two separate inner envelopes, one containing "Technical Bid" and other containing "Financial Bid". These two inner envelopes should be superscripted as "Technical Bid" and "Financial Bid" respectively. Both envelopes should have name and address of the bidder.</p> <p>Technical Bid envelop should contain Earnest Money Deposit (EMD) in form of demand draft of Rs.1,50,000/- and all the documents establishing the bidder's eligibility.</p>

	If the Technical Bid is found complete in all respect, then only Financial Bid will be opened.
21. Last date of submission	Sealed offers complete in all respect should reach the undersigned latest by 21.12.2020
22. Address for communication	All sealed offers may be submitted by hand at the following address: Sr. Audit Officer/General Section,Office of the Accountant General(Audit) CG, Baloda Bazar Road, Near CG Vidhan Sabha, PO-Vidhansabha, Raipur-492005
23. Amendments to bid document	At any time, prior to the date of submission of bid, the indenting office may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder or any other reason, modify the bid document by amendments. The amendments will be updated on website of the office only
24. Confidentiality	The Audit Reports are Government documents and highly confidential and so the agency should agree to maintain absolute confidentiality at the all levels of printing viz. designing, printing, binding and transportation. The Agency needs to execute a confidentiality agreement with us at the time of the signing the agreement.

Sr. Audit Officer/General Section

Technical Bid

Annexure I

Technical bid for designing, formatting and printing of Audit Report

1	Firm Details		
	a	Name of agency/company	
	b	Owner's name/Director's name	
		Have a valid Printing/Trading License or Registration	YES/NO (Enclose copy)
	c	PAN number(Enclose copy)
	d	GST number of the agency/company(Enclose copy of GST Registration)
	e	Complete address	
	f	Telephone No.: Mobile No.: e-mail id:	
	g	Experience (years)	
2	List of major clients		1. 2. 3. (enclose copy of orders/contracts)
3	Number of samples		Enclose one sample indicating the type of paper and seal of the Agency
4	Has the agency ever been debarred/ Black Listed by any Organization? If 'yes' the details thereof.		YES/NO
5	Printing Facility		
	a	No. of Computers for designing and formatting Job	
	b	No. of Printers Laser/Colour	
	c	In-house Processing facility like developingPositives, Plates	YES/NO
	d	In-house power-backup	YES/NO
	e	No. of Colour Printing Machine	
	f	No. of cutting machines	
	g	No. gum binding machine	

Signature and stamp of the authorized signatory

Financial Bid
Annexure II

Quotation for designing, formatting and printing of Audit Report
(Please indicate here the name and address of the firm)

Sr. No.	Description of work	Quantity(per Audit Report)	Rate per page
1.	<u>Audit Report (Paperback): -</u> Printing (including designing, formatting etc.) of Audit Report (pages 100-400 of size-A4) having photographs, charts, tables, maps etc. Print Type: Double sided offset multi colour printing. Cover Page of 300 gsm Matte Finish Art Card Laminated. Inner text pages: 120 gsm with glossy finish Note:-There would be around 8-10 Audit Reports(4-5 in English and 4-5 in Hindi (100-400 pages) having total approximate 3200-4000 copies) would be required to be printed annually.	Upto 100 books	
		101-200 books	
		201-300 books	
		301 and above	
2.	<u>Audit Report (Hard cover): -</u> For each Audit Report (English as well as Hindi) as detailed at Sr No. 1 the agency has to provide Hard bound/ Gold Embossed/Digitally Printed (100-400 pages, size A4) copy of the Audit Report (without facsimile signature) with Cover page: 300 gsm Matte Finish Art Card Laminated Inner text pages: 120 gsm glossy finish	Around 10 books	
3	<u>Brochure / Handbook: -</u> For each Audit Report (English as well as Hindi) as per details at Sr No. 1, multi coloured brochure/ handbook each having 20-40 pages (Size A-4) with CD/DVD having softcopy of desired report. Print Type: Double sided offset multi colour printing. Cover page: 300 gsm matte finish Art card Laminated Inner text pages: 120 gsm glossy finish	Upto 100 books	
		More than 101 books	

Important Notes: -

1. The quoted rates should be inclusive of all charges such as cost of designing, formatting cost of paper, printing, binding charges,GST, delivery and any other charges.
2. The agency may be required to print the QR Code of ideal print size (1.2-inch x 1.2 inch) and place on the back cover page of the report/handbook which can be scanned by QR scanner and facilitates access to the same report on mobile/tablet.
3. The bidder would be finalized on the basis of rates quoted for Work at Sr No. 1 of the table as as work at Sr No. 2 and 3 are subsidiary in nature of works to Sr No. 1 and the quantity required is less.
4. 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 authorized signatory