

Tender Document

For Printing of Finance and Appropriation Accounts
For the year 2019-20
With binding

Tender Id - Admn-IV/Fin & App Acs/2020-21/34 dated : 25.06.2020



Principal Accountant General (A&E) Haryana

Plot No. 4 & 5, Sector-33B, Chandigarh-160020

www.aghry.nic.in

1. Fact Sheet

S.No.	Particulars	Details
1.	Tender ID	Admn-4/Fin & App Acs/2020-21/34
2.	Tender Date	25.06.2020
3.	Nodal officer for correspondence and clarification.	Deputy Accountant General (Admn) Email : ghanlaxmic@cag.gov.in Tel : 0172-2615281
4.	Last date for submission of proposal	17.07.2020 at 02:30PM
5.	Opening of bid	17.07.2020 at 03:00PM
6.	EMD	Rs. 25000/-
7.	EMD Payable to	O/o Principal Accountant General(A&E) Punjab, Chandigarh

2. Scope of work

Specification of Work

S.No.	Name of the work	Description of work
1.	Printing of Finance Accounts 2019-20	121 Books in English and Hindi version (each). Volume-I containing approximately 80 pages each, English & Hindi version. Vol-II of Hindi Version and English version containing 340 pages each (Total 484 books).
2.	Printing of Appropriation Accounts 2019-20	121 Books in English and Hindi version containing approximately 425 pages in each volume. (Total 242 Books)
3.	Accounts at a glance	20 books of coloured printing containing approximately 40 pages each of English and Hindi Version (Total 40 books).
4.	Binding	<p>i) Rexine binding in maroon colour with golden embossing of three logos, name of report, name of office, year along with spine of 09 books each of English and Hindi version of Finance Account Volume-I, Finance Account Volume-II and Appropriation Accounts (Total 54 books). <u>Printing of these books (English and Hindi) would be done in-house by this office and only binding as per specification above, is to be arranged by the vendor (within 03 days of receipt of material).</u></p> <p>ii) 20 copies of each volume of Finance Accounts (Vol-I and II) and</p>

		<p>Appropriation Accounts (English and Hindi version) to be bound interleaved with cardboard and side Rexine (Total 120 books).</p> <p>iii) 101 copies of each volume of Finance Accounts (Vol-I and II) and Appropriation Accounts (English and Hindi version) side stitching and printing on simple paper (Total 606 books)</p> <p>iv) 20 copies of each English and Hindi version of Accounts at a Glance side stitching and printing (colored) on simple paper.</p>
5.	CDs	500 Nos of CDs of Finance Accounts, Appropriation Accounts and Accounts at a Glance (English & Hindi version) with printed stickers for pasting on CDs and jacket type outer covers.

Other Specification;

1. **Colour of front and back page of books-** Off-white/Cream with Maroon border.
2. **Design (Front Page)** - National Emblem on the top centrally aligned in Red colour not smaller than the logo of IA & AD.
3. **Title of the Book** - Just below the State Emblem as centrally aligned.
4. **Logo of IA&AD** – In the middle of the page in water mark and be placed below the title of the book as centrally aligned.
5. **Logo of Haryana State** – To be placed below the logo of IA&AD as centrally aligned.
6. **Name of the State** – Government of Haryana (below the logo of State).
7. **Spine of Books** – Name of concerned book e.g. Finance Accounts (Volume-I) 2019-20 Government of Haryana, Finance Accounts (Volume-II) 2019-20 Government of Haryana, Appropriation Accounts 2019-20 Government of Haryana.
8. **Layout of the publications** – Finance Accounts (Volume-I) and Appropriation Accounts in portrait. Finance Accounts (Volume-II) inner matter in landscape but cover layout and binding to be done in portrait format.
9. Signatures of CAG of India to be printed on certificate in Finance Accounts (Volume-I) and Appropriation Accounts.
10. The job at SI. No. 4 (i) to be completed within 03 days of receipt of printed material while remaining jobs shall have to be completed within 10 days of receipt of soft copy of material.

The detail of Terms and conditions required are tabulated below:-

TERMS AND CONDITIONS

1. The sealed quotations must be submitted by 17.07.2020 up to 02.30 PM addressed to Deputy Accountant General (Admn) office of **the Principal Accountant General (A&E) Haryana, Plot No. 4 & 5 Lekha Bhawan, Sector-33/B Chandigarh** along with Earnest Money Deposit (EMD) of Rs. 25000/- (Rs. Twenty Five Thousand only) in favour of O/o **Pr. Accountant General (A&E) Punjab Chandigarh** in the shape of bank draft.
2. The quotations envelope must be super scribed with the words, **“Quotations for printing of finance & appropriation accounts”**.
3. The rates of printing and binding should be quoted both in figures and words.
4. Specimen of job work (books) to be executed can be inspected on any working day from 10 AM to 4 PM.
5. Delivery within 10 days from the date of order and handing over the final approval of art work.
6. The rates quoted must be inclusive of all taxes and F.O.R. office premises.
7. Data should be provided in high quality CDs.
8. Any breach of contract will be liable for penalty as per clause (9) below.
9. In case any of the suppliers failed to supply the material as contracted upon the earnest money deposit will be forfeited and the same job work will be got done from the open market at the risk and cost of the supplier. In case of delay penalty of Rs. 1000/- per day will also be imposed and no payment will be released.
10. The quotation received without EMD of Rs.25000/- or after due date or time will be rejected.
11. The Quotation must reach the office latest by 17.07.2020 up to 02.30 PM and will be open at 15.00 Hrs on 17.07.2020. In case the said date is declared holiday next working day will be treated as due date.
12. The representatives of the firms are allowed to remain present at the time of opening of tenders.
13. EMD of the unsuccessful bidders will be returned within 30 days of the opening of the tender on receipt of written request from the firm.
14. The payment will be made to the firm within one month from the receipt of material after proper verification and availability of budget.
15. Deputy Accountant General (Admn.) reserves the right to increase or decrease the quantity of any of the item or all the items without assigning any reason.
16. The payment will be released if the supply is strictly according to the sample or the make prescribed.

17. Deputy Accountant General (Admn.) reserves the right to cancel any or all the quotations without assigning any reason.

Sd/-

Deputy Accountant General (Admn.)

Accepted the Terms and Conditions

Seal and signature of Bidder