



महालेखाकार का कार्यालय (लेखापरीक्षा)  
OFFICE OF THE ACCOUNTANT GENERAL (AUDIT)  
तेलंगाना, हैदराबाद  
TELANGANA, HYDERABAD

No. AG (Audit) TS/Logistics & Support/Forms/2020-21

Date: 15-06-2020.

**QUOTATION FOR FORMS**

Sealed quotations are invited from registered printers/publishers for supply of various printed forms to Office of the Accountant General (Audit), Telangana, Saifabad, Hyderabad – 500 004 for the financial year 2020-21 as per the requirement stated in the proforma enclosed. The following are the terms and conditions for furnishing the quotations.

1. Registered Printers/Suppliers who satisfy the terms and conditions specified herein may furnish their quotations in the Proforma (Price schedule) enclosed, in the sealed covers superscribed 'QUOTATIONS FOR SUPPLY OF PRINTED OFFICE FORMS.'
2. Supplier should arrange for printing and supply of the required printed forms during the financial year 2020-21 (*i.e.*, upto 30-06-2021), as per the supply orders issued from time to time and should be able to deliver the material at the office.
3. Price quoted should be inclusive of all duties, taxes (GST), transportation and delivery at site and other incidental charges, if any.
4. Quotations furnished in sealed covers should be addressed to the Senior Deputy Accountant General (Admn.), Office of the Accountant General (Audit), Telangana, Hyderabad - 500 004 and should be dropped in the Tender Box placed in the L&S Section, Office of the Accountant General (Audit), Ground Floor 'D' Block on or before 17-07-2020 by 3:00 PM and the quotations will be opened on the same day. The vendors may present themselves/authorize a representative to be present at the time of opening the sealed quotations.
5. Supplier shall clearly indicate the unit price for each of the items mentioned. Further, the cost should be landing cost at buyer's premises including all costs like binding, stitching, transport, etc. The sample forms/books are available in L&S Forms section of the Office for verification.

6. The supplier should be able to supply the required quantity of stock within 15 days from the date of placing the supply order failing which 10% reduced payments will be made till 20<sup>th</sup> day, 25% of the payments will be reduced upto 30 days and 50% payments will be reduced if the delivery period exceeds beyond 30 days. However, final payment will be made on delivery of the complete material after due verification of procedures within a reasonable time. No advance payment will be made in this regard.
7. This Office reserves the right to verify the particulars furnished by the supplier independently, reject any quotation on scrutiny, to restrict the list to any number as deemed fit, if many quotations are received. Further, this tender notice is also liable to be cancelled without assigning any reasons at a later date.
8. A copy of the tender notice is also available in office website [@agap.cag.gov.in](http://agap.cag.gov.in). Further, the tenderer can obtain hard copy from the L&S section, O/o the AG (Audit), Telangana, Hyderabad.
9. This office will not undertake any responsibility for loss of material/goods before proper delivery is made.
10. Any dispute arising out this contract is subject to the jurisdiction of the court in Hyderabad only.
11. The *Proforma* (Price Schedule) is enclosed for furnishing the quotations.
12. Successful bidder is required to enter into the necessary contract agreement for the completion of the contractual obligations within 7 days from the date of finalization of tender.

Sd/-

Senior Deputy Accountant General (Admn.)

To

As per the list enclosed.

**Price Schedule ( proforma) 2020-21**

<i>Sl. No.</i>	<i>Title of the item (printed form) &amp; code number</i>	<i>Size</i>	<i>Paper &amp; printing description</i>	<i>Approx. qty. required</i>	<i>Rate per unit (printed form) Rs.</i>
	Extract of Sanction- (AGAPOE3)	1/8	60 GSM Maplitho paper	100 pads	Rate per each pad.
2.	Brown Sheets Cards	48 X 48	Thick	500 Cards	Rate per each card.
3.	Register of Control Over Expenditure- GCP.847 (Center pinning) with coli core binding. 1.0 L.B Board 50 Pages. With title.	FS	60 GSM Maplitho paper (b/b)	20 Books	Rate per each Reg.
4.	General Provident Fund Final Withdrawal Form GPF (PFW)	FS	60 GSM Maplitho paper	100 Pads.	Rate per each Pad.
5.	Report Purport Register- ICH-4(side thread stitching with century card.)With title.	A4	60 GSM Maplitho paper (b/b)	100 Register	Rate per each Reg. .
6.	Preliminary Check Memo- ICH-7 (100 pages each pad)	FS	60 GSM Maplitho paper (b/b)	100 Pads	Rate per each pad.
7.	Forwarding Document- ICH-10 (Ledger paper with centre pinning.) (Booklet 12 pages each)	A4	70 GSM (b/b)  Ledger paper	500 Booklets.	Rate per each book
8.	Forwarding Memos- ICH-19(A) (100 pages each Pad)	A4	60 GSM Maplitho paper (b/b)	100 Pads	Rate per each pad.
9.	Nil Report Forms- ICH-20(A) (100 pages each Pad)	A4	60 GSM Maplitho paper (b/b)	100 Pads	Rate per each pad.
10.	Outstanding Paras Review Register- ICH-21(R) (100 pages each Pad)	A4	60 GSM Maplitho paper	100 Pads	Rate per each pad.
11.	Review Register –ICH-24 (100 pages Pad)	FS	60 GSM Maplitho paper	100 Pads	Rate per each pad.
12.	Medical Reimbursement claim form - MRC (S)	A4	60 GSM  Ledger paper	100 Pads	Rate per each Pad.
13.	Attendance Register MH A1/S-37 ( center pinning with 10.3.century card coli core binding. ) with title.	1/8	60 GSM Maplitho paper (b/b)	100 Registers.	Rate per each Reg.
14.	Casual Leave and RH Leave Account-MHA-2/s 189(side coli core or pinning with 10.3 century card) with title.	FS	60 GSM Maplitho paper	100 Boucher	Rate per each Boucher
15.	(a) Service Book- MSO(T)27 (Ledger paper 160 pages Booklet) with coli core binding 3.5 LB Board. Center thread stitching. With title.	FS	80 GSM (b/b)  Ledger paper	300 Books	Rate per each book
	(b) Service Book- MSO(T)27 (Ledger paper 60 pages Booklet) with coli core binding 3.5 LB Board. Centre thread stitching.) with title..	FS  ¼	80 GSM (b/b)  Ledger paper	300 Books	Rate per each book

16.	Abstract of Objection -MSO(T)131	A3	60 GSM Maplitho paper (b/b)	1,000 Loose forms	Rate per each form
17.	Letter Heads-S 185(R) (100 pages Pad)	A4	80 GSM Executive Bond paper	100 Pads	Rate per each pad.
18.	Earned Leave Application- SR.1 (100 pages each Pad)	1/8	60 GSM Maplitho paper (b/b)	100 Pads	Rate per each pad.
19.	A) Attendance Register.  SY 302( centre stitching 1.5.LB Board with coli core Binding) 40 pages. With title.  B) 60 Pages.  C) 25 Pages.	A3  A3  A3	70 GSM Maplitho paper (b/b)  70 GSM Maplitho paper ( b/b)  70 GSM Maplitho paper (b/b)	100 Registers  20 Registers  10 Registers.	Rate per each Reg.  Rate per each Reg.  Rate per each Reg.
20.	Transit Register – SY 314 200 Pages (centre stitching with coli core 1.5 LB Board Binding) with title.	1/8	60 GSM Maplitho paper (b/b)	100 Registers	Rate per each Reg.
21.	Register of Letters Issued – SY318 (centre stitching coli core binding with 10.3 century card.)	A3	60 GSM Maplitho paper (b/b)	600 Registers	Rate per each Reg.
22.	Diary of Register of Official & Unofficial –SY.318A (centre stitching coli core binding with 10.3 century card.)	A3	60 GSM Maplitho paper (b/b)	1000 Registers	Rate per each Reg.
23.	TA Bill for Transfer – TR 25B(4pages)	A4	60 GSM Maplitho paper (b/b)	2,000 Sets.	Rate for 4 pages.
24.	LTC Bill Form – TR 25C (100 pages Pad)	A4	60 GSM Maplitho paper	100 Pads.	Rate per each pad.
25.	Tour Advance Form – TAF (100 pages Pad)	A4	60 GSM Maplitho paper	50 Pads	Rate per each pad
26.	LTC Advance Form – LTCAF (100 pages Pad)	FS	60 GSM Maplitho paper	50 Pads	Rate per each pad
27.	GPF Bill Form – GAR 42 (With Red printing) (100 pages Pad)	FS	60 GSM Maplitho paper	50 Pads	Rate per each pad
28.	Fully vouched contingent bill or GAR 29 (100 Pages pad)	FS	70 GSM (b/b)	50 Pads	Rate per each pad
29.	( List of outstanding Objections more than Six months -SY 286 (centre stitching with coli core binding 10.3 century card)	A3	60 GSM Maplitho paper (b/b)	500 Registers.	Rate per each Reg.
30.	Calendar of Returns- SY.264 (I&O) ( centre stitching with coli core binding 10.3 century card)	A3(. 4 pages)  And  A4(.40 pages.)	60 GSM Maplitho paper (b/b)	100 Registers.	Rate per each Reg.

31	MSO (A) 08 Objection book (centre stitching with coli core binding 10.3 century card) 40 pages.	A3	70 GSM Ledger paper (b/b)	100 Registers	Rate per each Reg.
32	Objection Book- MSO (A) 9 (centre stitching with coli core binding 10.3 century card) 40 pages.	A3	70 GSM Ledger paper (b/b)	100 Registers.	Rate per each Reg.
33	Objection Book – MSO (A) 10 (centre stitching with coli core binding 10.3 century) 40 pages.	A3	70 GSM Ledger paper	100 Registers	Rate per each Reg.
34	Adjustment Register- MSO (A) 11 (centre stitching with coli core binding 10.3 century) 40 pages.	A3	70 GSM Ledger paper	100 Registers	Rate per each Reg.
35	Adjustment Register- MSO (A) 12 (centre stitching with coli core binding 10.3 century) 40 pages.	A3	70 GSM Ledger paper	100 Registers.	Rate per each Reg.
36	Abstract of Objection Book- MSO (A) 13 ( centre stitching with coli core binding 10.3 century card ) 40 page	A3	70 GSM Ledger paper (b/b)	100 Registers	Rate per each Reg. form
37	Settlement of pending Reports ICH 12( 14 Pages booklet) (Side stitching coli core s binding 10.3 century card 14 booklets. )	A4	70 GSM Maplitho paper (b/b)	500 Sets	Rate per each Booklet.

Add GST @ \_\_\_\_\_%

Sd/-

Sr. Audit Officer/L&S