



Government of India  
Ministry of Finance  
Department of Expenditure  
Office of Controller General of Accounts  
8<sup>th</sup> Floor, Lok Nayak Bhawan,  
New Delhi 110003

NOTICE INVITING LIMITED TENDER

Tender Notice No. CGA/NIT/2015-16/05/562

Dated: 29/6/2015

**Sealed Tenders are invited from Printers/contractors for following works:-**

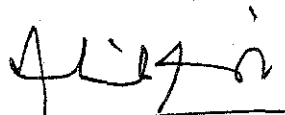
Name of Work : Printing of Accounts of Union Government (Provisional/Unaudited)  
for the Financial Year 2014-15.

Approximate Cost : Rs. 2.5 Lakhs

Tender Cost : Rs. 500/-

Completion Period : 1 Month

Tender document can be, downloaded from web site [www.eprocure.gov.in](http://www.eprocure.gov.in) and [www.cga.nic.in](http://www.cga.nic.in)  
Detailed Terms & Conditions are given in the Tender Document. O/o CGA, New Delhi reserves the right to club or divide work and or accept or reject the Tender. Sealed Tenders should be dropped in sealed box in the O/o the Sr.AO (Admn) before 3:00 P.M. on 10/07/2015 along with Earnest Money Deposit of Rs. 5,000/- in form of DD/Pay Order, in favour of "Pay & Accounts Officer, O/o CGA" payable at New Delhi. Tender will be opened on the same day at 3:30 P.M. in presence of authorized representative, if any, of the bidders. Tenders would be opened in the office of Sr.AO (Admn.) O/o CGA, New Delhi.

  
Sr. Accounts Officer (Admn)

for uploading on CGA website  
V.G.  
29/6

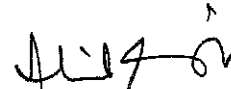


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**8<sup>th</sup> Floor, Lok Nayak Bhawan,**  
**New Delhi 110003**

**SCHEDULE**

1. Name of Work : Printing of Accounts of Union Government (Provisional/Unaudited) for the Financial Year 2014-15.
2. Tender Cost : 500/-
3. Earnest Money : Rs. 5,000/-
4. Completion Time : One Month.

Time Lines:-		
1.	Date of Issue	29/6/2015
2.	Last date & Time for Submission of Tender	10/07/2015 (3:00 P.M.)
3.	Date & Time for Opening of Price Bid	10/07/2015 (3:30 P.M.)
4.	Venue, for Opening of Price Bid	O/o CGA, 'C' Wing, 8th Floor, Lok Nayak Bhawan, Khan Market, New Delhi – 110003.

  
 Sr. Accounts Officer (Admn)



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Sealed quotations are invited in single bid system from firms/contractors, as per the Terms and Conditions given below for Printing of "Accounts of Union Government (Provisional/Unaudited) for the Financial Year 2014-15". The exact description of work & material to be used for the Printing of Provisional Accounts for the Financial Year 2014-15 is as follows:-

**Detail of Tender for Printing of Accounts of Union Government**  
**(Provisional/Unaudited) for the Financial Year 2014-15**

Sr. No.	Items	Description	Specification	Quantity
1.	Accounts of Union /Government 2014-15 (Provisional/Unaudited)	Size	8.5" (width) x 11" (height)(A/4) Size	200
		Paper to be used	130 GSM Art Papers	
		Paper Cover	300 GSM Imported Glossy Card Paper	
		Printing	4 + 4 Colour	
		Page	48 Page + cover printing	
		Proofing	Machine proof of cover & Digital print/ferros of text pages before printing.	
		Designing & Layout Input	Will be done at press alongwith type setting.	
		Binding & packing	Section Sewing, Perfect Binding with matt lamination of outer cover and shrink wrapping of individual book.	

**Eligibility Criteria for Bidders:-**

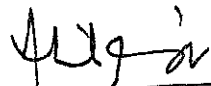
1. The firm should have sufficient experience in similar works with Govt. Organisations and should have satisfactorily executed minimum three of three works of printing of not less than Rs. 2 lakhs each in the last financial year.
2. Furnishing of valid Earnest Money Deposit (EMD).

**Terms and Conditions of Contract**

1. The tenderer shall have to clearly mention in bold letters the name of the work on the top of the sealed envelope containing tender document i.e. Sealed cover should be superscribed "**Printing of Accounts of Union Government (Provisional/Unaudited) for the Financial Year 2014-15**" The tender should preferably be submitted in the printed envelope of the bidder otherwise he shall have to print his rubber seal stamp on the envelope.

2. The tender document should be enclosed with an Earnest Money Deposit of Rs. 5,000/- in the form of D.D./Pay Order in favour of "PAY & ACCOUNTS OFFICER, O/o CGA" payable at New Delhi. Tenders submitted without Earnest Money shall not be entertained. Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract.
3. Sealed tenders shall have to be dropped in the Tender Box placed in the O/o SrAO (Admn), 8<sup>th</sup> Floor, 'C' Wing Lok Nayak Bhawan, New Delhi.
4. Sealed tenders shall be opened in the O/o Sr.AO (Admn), New Delhi at **3:30 PM** on **10/07/2015** in the presence of the contractors or their authorized representatives, those who choose to remain present at that time.
5. Conditional tenders shall not be considered
6. The price indicated should include all cartage etc. for the materials/ labour. The work shall have to be carried out in accordance with the detailed specifications laid down thereon, to the complete satisfaction of the Officer In-charge.
7. The rates should be mentioned in figures as well as in words. Erasing / overwriting should be avoided/duly attested by the tenderer. Taxes, however, should be indicated separately. In case, nothing is mentioned, it will be assumed that all taxes are included in the rates quoted.
8. Sample of the papers in accordance with the prescribed specification should accompany the quotation duly signed on behalf of the firm with detailed specification i.e. name of the paper, GSM etc. In case paper samples, duly signed, are not attached with the quotation, the same will be rejected.
9. Proof reading will be done by the firm who is successful in getting the award of work of printing. No extra charge will be paid for this corrections suggested may have to be made till the same is approved by this office.
10. The Brochures / Books / Booklets are required to be printed as per the specimen and / or specification to be provided by O/o CGA, New Delhi.
11. Final proof in colour to be submitted by the successful printer before approval by O/o CGA, without any extra charge.
12. The work shall have to be started within seven days from the date of issue of work order. In case the work is not started within the stipulated period, the Earnest Money shall be forfeited.
13. If the pro-rata progress of the work is not found satisfactory, the work shall be got done from another agency/contractor at the risk & cost of the contractor.

14. The work shall have to be completed within the period as specified in the NIT
15. The O/o CGA, New Delhi reserves all rights to club or divide work and accept or reject any or all the tenders without assigning any reason.
16. The quantities of the items mentioned in the price bid can be increased or decreased depending on the prevailing conditions/as per demand.
17. Conditional/fax/telegraphic tender will not be accepted under any circumstances whatsoever.
18. In case the last date of issue, receipt and opening of tender happens to fall on a holiday, the tender will be issued, received and opened on the next working day.
19. In case the publisher is unable to complete the printing work due to unavoidable circumstances/ justified reasons, he should apply to the Sr.AO (Admn.) well in time for extension of time.
20. The Firm should submit a Demand Draft/Pay Order of rupees equal to 10% of the work order amount in favor of "PAY & ACCOUNTS OFFICER, O/o CGA" payable at New Delhi as Performance Security which will be released after 6 months from the date of actual completion of the total work allocated, only if the work is found satisfactory. If any deficiency is found within the above period the same shall be made good by the contractor.
21. Performance Security shall not be refunded till the contractor produces a clearance certificate from O/o Sr.AO (Admn) O/o CGA, New Delhi.
22. Work shall be awarded to lowest bidder (L1) who has qualified as per other conditions mentioned above. However, CGA Office reserves the right to reject any bid without any assigning reason what-so-ever.

  
Sr. Accounts Officer (Admn)

**QUOTATION FORM****“Tender for Printing of Accounts of Union Government (Provisional/Unaudited)  
for the Financial Year 2014-15”**

1. Name of the Tenderer (Block Letters) : \_\_\_\_\_

2. PAN No. : \_\_\_\_\_

3. Office Address : \_\_\_\_\_

4. Contact Details:-

(i) Office Telephone No. : \_\_\_\_\_

(ii) Fax No. : \_\_\_\_\_

(iii) Mobile No. : \_\_\_\_\_

(iv) E-mail : \_\_\_\_\_

5. EMD Details:-

(i) Bank Draft No. : \_\_\_\_\_

(ii) Name of the Bank : \_\_\_\_\_

(iii) Amount of Draft : \_\_\_\_\_

(iv) Date of the Demand Draft : \_\_\_\_\_

I/We hereby declare and affirm that I/We have read and understood the Terms and Conditions at Sr. No. 1 to 23 of the Contract as stipulated in the Tender Notice No. CGA/NIT/2015-16/05 dated 29/06/2015. Accordingly, I/We accept the Terms and Conditions and hereby offer the rates for Printing of Accounts of Union Government (Provisional/Unaudited) for the Financial Year 2014-15 as per Price Bid (enclosed).

Signature of the Tenderer \_\_\_\_\_

Seal of the Tenderer

**PRICE BID****“Tender for Printing of Accounts of Union Government (Provisional/Unaudited)  
for the Financial Year 2014-15”**

Sr. No.	Items	Description	Specification	Quantity	Rates in Rupees per Unit	Total Cost in Rupees
1.	Accounts of Union /Government 2014-15 (Provisional/Unaudited).	Size	8.5" (width) X 11" (height)(A/4) size	200		
		Paper to be used	130 GSM Art Papers			
		Paper Cover	300 GSM Imported Card Paper			
		Printing	4 + 4 Colour			
		Page	48 Page + cover printing			
		Proofing	Machine proof of cover & Digital print/ferros of text pages before printing.			
		Designing & Layout Input	Will be done at press alongwith type setting.			
	Binding & packing	Section Sewing, Perfect Binding with matt lamination of outer cover and shrink wrapping of individual book.				
					Total	
					VAT (if any)	
					Grand Total	
Grand Total in Rupees (in words):						

(The rates quoted should be valid for a **period of six months** from the date of acceptance of the rates.)

Signature of Authorized Signatory: \_\_\_\_\_

Date: \_\_\_\_\_

Seal of the Firm: \_\_\_\_\_