

No. M-14023/41/MF/07-08/CGA/Admn/

Government of India

Ministry of Finance

Department of Expenditure

Controller General of Accounts

4th floor, Lok Nayak Bhawan

Khan Market, New Delhi-110003

Dated: 21.08.2009

NOTICE INVITING QUOTATIONS

Sub: Typesetting of Union Govt. Appropriation Accounts & Finance Accounts (Civil) 2008-09.

Sealed Quotations are invited for Composing and Typesetting of the Union Govt. Appropriation Accounts & Finance Accounts (Civil) 2008-09 comprising approx. 580 pages for preparation of Camera Ready manuscript and providing 22 laser print books (bound in rexine covers with title embossed in Golden colour) according to specifications and terms enclosed.

1. The rates shall be quoted separately for (i) per page for typesetting of Camera Ready Copy including cost of proof etc. (ii) for providing 22 laser print bound books (including cost of rexine binding and title embossing etc.)
2. The size of the print should be appropriate to the size of the books. Hindi and English versions are to be set in same page as per specimen. The figures and matter may undergo changes both in Hindi and English at various stages i.e I, II and III bound proofs which have to be carried out by the Tenderer.
3. For providing 22 books it may be ensured that adequate margin is left on both sides on each page and pages are printed back to back as per the specimen enclosed.
4. You may examine the jobs by visiting the office / contacting Shri S.K.Dhasmana, Accounts Officer (Phone No. 24692651 Ext. 59 or 24645819) for Appropriation Accounts and Shri G.K. Behl, Sr. Accounts Officer (Phone No. 24698319 Ext. 129) before sending your quotation so that you would see the nature and quantum of work and assess the feasibility before undertaking it.
5. **Terms & conditions:-**
 - (a) The firm should have valid registration No. and TIN No. Documentary evidence in respect of the same should be attached alongwith the quotations.
 - (b) Tendering parties should have previous experience of 3 years or more for such type of printing works in Government Ministries / Deptts, Public Sector Undertakings and / or reputed private firms.
 - (C) Tendering parties must submit an undertaking to the effect that they have not been blacklisted anywhere.
 - (d) Details of infrastructure facility available to be furnished i.e. no. and type of machines, qualified manpower etc.
 - (e) Demand draft of Rs. 5000/- favouring PAO, CGA, Ministry of Finance, New Delhi to be enclosed.

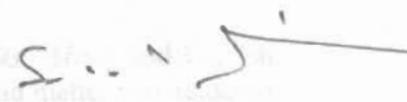
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6. Subject to the terms & conditions outlined above, interested parties may furnish sealed quotations so as to reach to the undersigned latest by **31st August' 2009**. Quotation received without documentary evidence of fulfilling all the conditions outlines above shall be summarily rejected.

7. The quotation sealed in double wax sealed envelopes, the outer line superscribed with 'QUOTATION FOR PHOTOCOMPOSING OF APPROPRIATION ACCOUNTS & FINANCE ACCOUNTS 2008-09' shall be sent by name to the undersigned at the following address so as to reach latest by 4.00 pm on **31st August, 2009**.

**Sr. Accounts Officer (Admn.),
O/o CGA,
Min. of Finance, Deptt of Expenditure
8th Floor, Lok Nayak Bhawan,
Khan Market,
New Delhi – 110 003.**

8. This office reserves the right to reject any or all the quotations without assigning any reasons thereof. In case it is felt necessary, further negotiations with all or any of the Tenderers may also be considered.


**(SUNIL KUMAR)
Sr. Accounts Officer (Admn)
Phone 24616507**

To,

Web Site
