



**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**

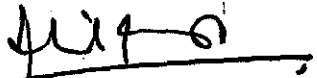
Tender Notice No. CGA/NIT/2014-15/05 | 709-714

Dated: 30/07/2015

*Sealed Tenders are invited from registered firms/contractors for following work:-*

Name of Work : Printing of "Accounts at a Glance" for the Financial Year 2014-15.  
Tender Cost : Rs. 500/-  
Earnest Money : 10,000/-  
Completion Period : 1 Month

Tender document can be downloaded from web site [www.eprocure.gov.in](http://www.eprocure.gov.in) and [www.cga.govt.in](http://www.cga.govt.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 submitted to the Sr. Accounts Officer (Admn) before 3:00 P.M. on 31/07/2015 along with Earnest Money Deposit of Rs. 10,000/- in form of DD/Pay Order, in favor 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.

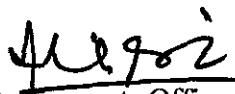
  
Sr. Accounts Officer (Admn)



**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**

**SCHEDULE AND SPECIFICATIONS**

1. Name of Work : Printing Accounts at a Glance for the Financial Year 2014-15.
2. Tender Cost : Rs. 500/-
3. Earnest Money : Rs. 10,000/-
4. Last date of receiving tenders : 3.00 PM on 31/07/2015
5. Time & Date of Opening tenders : 3:30 PM on Date : 31/07/2015

  
Sr. Accounts Officer (Admn)

(Cont)



**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**

Sealed quotations are invited in single bid system from registered firms/contractors as per the Terms and Conditions given below, for Printing of "Accounts at a Glance" for the Financial Year 2014-15 for Members of Parliament and other higher Officers. The description of work & material to be used for the Printing Accounts at a Glance for the Financial Year 2014-15 both in Hindi & English is as follows:-

**A. Accounts at a Glance for the Financial Year 2014-15 English**

Sr. No.	Description	Material to be used	Quantity
1.	Paper to be used	130 gsm Imported Art paper	1000 pcs.
2.	Paper Cover	300gsm Imported Art Card	
3.	Printing	4 + 4 Colour	
4.	Size	8.25"x 10.25"	
5.	Designing & Layout Input	Will be done at press.	
6.	Total page	75 (approx)	
7.	Proofing	Machine proof of cover & Digital print/ferros of text pages before printing.	
8.	Binding & Packing	Section Sewing, Perfect Binding with matt lamination of outer cover and Shrink wrapping of Individual book.	

**B. Accounts at Glance for the Financial Year 2014-15 Hindi**

Sr. No.	Description	Material to be used	Quantity
1.	Paper to be used	130 gsm Imported Art paper	850 pcs.
2.	Paper Cover	300gsm Imported Art Card	
3.	Printing	4 + 4 Colour	
4.	Size	8.25"x 10.25"	
5.	Designing & Layout Input	Will be done at press.	
6.	Total page	75 (approx)	
7.	Proofing	Machine proof of cover & Digital print/ferros of text pages before printing.	
8.	Binding & Packing	Section Sewing, Perfect Binding with matt lamination of outer cover and Shrink wrapping of Individual book.	

**Eligibility Criteria for Bidders:-** Firms having at least 3 years experience in the printing/ publishing work having done similar works in Govt. /Public undertakings for at least 6 lakhs in each year of previous 3 years.

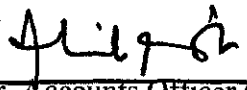
(Cont.)

## 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 at a Glance 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. 10,000/- 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 submitted to the Sr.AO (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 **25/07/2015** 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. Printing & Binding Job can be examined by visiting the office and contracting Sh. Ajay Kumar Singhal, Sr. Accounts officer for Finance Accounts. Before submitting bid, the bidder should clearly understand the nature and quantum of work. The price indicated should include all cartage etc. for the materials/labour as per price bid. 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 firm should have valid registration No. and TIN No. documentary evidence in respect of the same may be attached along with the quotations.
8. 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.
9. 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.
10. The work shall have to be completed within the period as specified in the NIT.
11. 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.
12. The quantities of the items mentioned in NIT can be increased or decreased depending on the prevailing conditions/as per demand.

(Cont.)

13. Conditional/fax/telegraphic tender will not be accepted under any circumstances whatsoever.
14. 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.
15. In case the contractor is unable to complete the work due to unavoidable circumstances/ justified reasons, he should apply to the Sr.AO (Admn.) well in time for extension of time.
16. 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 security deposit. It will be released after 6 months from the date of actual completion of the total value of work, if the work is found satisfactory. If any deficiency is found within the above period the same shall be made good by the contractor.
17. All taxes which are applicable will be borne by the contractor.
18. Security deposit of the work shall not be refunded till the contractor produces a clearance certificate from O/o Sr.AO, Finance Accounts, O/o CGA, New Delhi.
19. 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 at a Glance for the Financial Year 2014-15.”**

1. Name of the Tenderer (Block Letters) : \_\_\_\_\_
2. PAN No.& TIN 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 19 of the Contract as stipulated in the Tender Notice No. **CGA/NIT/2014-15/05** dated **20/07/2015**. Accordingly, I/We accept the Terms and Conditions and hereby offer the rates for Printing of Accounts at a Glance for the Financial Year 2014-15 as per price bid.

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

**Seal of the Tenderer**

## PRICE BID

### “Tender for Printing of Accounts at a Glance for the Financial Year 2014-15.”

#### A. Accounts at a Glance for the Financial Year 2014-15 English

Sr. No.	Description	Material to be used	Quantity	Rate in Rupees per Unit	Total in Rupees
1.	Paper to be used	130 gsm Imported Art paper	1000 pcs.		
2.	Paper Cover	300gsm Imported Art Card			
3.	Printing	4 + 4 Colour			
4.	Size	8.25"x 10.25"			
5.	Designing & Layout Input	Will be done at press.			
6.	Total page	75 (approx)			
7.	Proofing	Machine proof of cover & Digital print/ ferros of text pages before printing.			
8.	Binding &Packing	Section Sewing, Perfect Binding with matt lamination of outer cover and Shrink wrapping of Individual book.			
Sub-Total Cost (A)					

#### B. Accounts at Glance for the Financial Year 2014-15 Hindi

Sr. No.	Description	Material to be used	Quantity	Rate in Rupees per Unit	Total in Rupees
1.	Paper to be used	130 gsm Imported Art paper	850 pcs.		
2.	Paper Cover	300gsm Imported Art Card			
3.	Printing	4 + 4 Colour			
4.	Size	8.25"x 10.25"			
5.	Designing & Layout Input	Will be done at press.			
6.	Total page	75 (approx)			
7.	Proofing	Machine proof of cover & Digital print/ ferros of text pages before printing.			
8.	Binding &Packing	Section Sewing, Perfect Binding with matt lamination of outer cover and Shrink wrapping of Individual book.			
Sub-Total Cost (B)					
<b>All inclusive Total (A +B) + VAT</b>					

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

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

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