



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

NOTICE INVITING LIMITED TENDER

Tender Notice No. CGA/NIT/2015-16/6/HS-720

Dated: 20/07/2015

Sealed Tenders are invited from registered firms for following works:-

Name of Work : Printing, Composing, Typesetting and preparing Camera ready copy of Appropriation Accounts and Finance Accounts for the Financial Year 2014-15.

Tender Cost : Rs.500/-

Completion Period : 1 Month

Tender document can be, downloaded from web site www.eprocure.gov.in and www.cga.gov.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. Accounts Officer (Admn) before 3:00 P.M. on 29/07/2015 along with Earnest Money Deposit of Rs. 5,000/- in the 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 the 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.

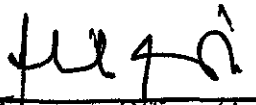
Sr. Accounts Officer (Admn)



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SCHEDULE AND SPECIFICATIONS

1. Name of Work : Printing, Composing, Typesetting and preparing Camera ready copy of Appropriation Accounts and Finance Accounts for the FY – 2014-15
2. Tender Document : Rs. 500/-
3. Earnest Money : Rs. 5,000/-
4. Date & Time of receiving tenders : From 29/07/2015 up to 3:00 PM Date: 29/07/2015
5. Date & Time of Opening tenders : 3:30 PM on Date : 29/07/2015


Sr. Accounts Officer (Admn)

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Sealed quotation are invited in single bid system from the registered firms/contractors, and as per the Terms and Conditions given below for Printing, Composing, Typesetting and preparing Camera ready Copy of Appropriation Accounts and Finance Accounts for the year 2014-15. The description of work & material to be used for the **Printing, Composing, Typesetting and preparing Camera ready Copy of Appropriation Accounts and Finance Accounts** for the year 2014-15 is as follows:-

A. Finance Accounts 2014-15 Hindi & English

Sr. No.	Description	Material to be used
1.	Approx. 560 pages typesetting, Art work and Camera Ready copy	75 gsm art paper (glossy finish)
2.	Printing & Binding of 25 books (Rexine binding Title embossing etc.)	Cover 300gram art cart (Laminated) Binding: Section Sewing
3.	Reprint of pages (Due to correction after final proof reading)	75 gsm art paper (glossy finish)

B. Union Govt. Appropriation Accounts (Civil) 2014-15 Hindi & English

Sr. No.	Description	Material to be used
1.	Approx. 900 pages typesetting, Art work and Camera ready copy.	75 gsm art paper (glossy finish)
2.	Binding of 20 Signatory copy books (Rexine bound Title embossing etc.) and 2 Laser printed spiral bound books and One Laser printed Camera ready copy after incorporating all errata.	Cover 300gram art cart (Laminated) Binding: Section Sewing
3.	Reprint of pages (Due to correction after final proof reading)	75 gsm art paper (glossy finish)

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 Rs.5 lakhs in each year of previous 3 years.

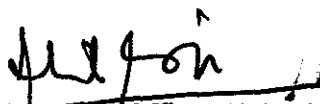
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Terms and Conditions of Contract

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 "Typesetting and camera ready copy of Appropriation Accounts and Finance Accounts 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 30th day after the award of the contract.
3. Sealed tenders shall have to be submitted to Sr.AO (Admn), 8th 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 29/7/2015 in the presence of the contractors or their authorized representatives, 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. Sudhir Dhasmana, Sr. Accounts Officer for Appropriation Accounts and 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 contractor or his authorized person shall submit weekly progress report of the work executed by him to the Sr.AO (Admn.) of the printing & binding work.
12. 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.

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13. The quantities of the items mentioned in the Schedule-G can be increased or decreased depending on the prevailing conditions/as per demand.
14. 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.
15. 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 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.
16. All taxes which are applicable will be borne by the contractor.
17. 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.
18. All pages of tender should be signed by bidder.
19. Work shall be awarded to lowest bidder 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, Composing, Typesetting and Camera ready copy of
Appropriation Accounts and Finance Accounts
for the Financial Year 2014-15.”**

1. Name of the Tenderer (Block Letters) : _____
2. Name of the Firm : _____
3. PAN No. & TIN No. : _____
4. Address : _____
5. Telephone No. : _____
6. Bank Draft No. and Date : _____
7. Amount of Draft : _____
8. Name of the Bank : _____

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/2015-16/6 dated 20/7/2015. Accordingly, I/We accept the Terms and Conditions and hereby offer the rates for Printing, Composing, Typesetting and Camera ready copy of Appropriation Accounts and Finance Accounts for the Financial Year 2014-15 as per Price Bid (enclosed).

Signature of the Contractor _____

Name of the Contractor _____

Seal of the Contractor

PRICE BID

**“Tender for Printing, Composing, Typesetting and Camera ready copy of
Appropriation Accounts and Finance Accounts
for the Financial Year 2014-15.”**

A. Finance Accounts 2014-15 Hindi & English

Sr. No.	Description	Unit	Material to be used	Rate in Rupees per Unit	Total Amount
1.	Approx. 560 pages typesetting, Art work and Camera Ready copy	Per page	75 gsm art paper (glossy finish)		
2.	Printing & Binding of 25 books (Rexine binding Title embossing etc.)	Per book	Cover 300gram art cart (Laminated) Binding: Section Sewing		
3.	Reprint of pages (Due to correction after final proof reading)	Per page	75 gsm art paper (glossy finish)		
Sub -Total Cost (A)					

B. Appropriation Accounts 2014-15 Hindi & English

Sr. No.	Description	Unit	Material to be used	Rate in Rupees per Unit	Total Amount
1.	Approx. 770 pages typesetting, Art work and Camera ready copy	Per page	75 gsm art paper (glossy finish)		
2.	Binding of 22 Signatory copy books (Rexine binding Title embossing etc.)	Per book	Cover 300gram art cart (Laminated) Binding: Section Sewing		
3.	Reprint of pages (Due to correction after final proof reading)	Per page	75 gsm art paper (glossy finish)		
Sub -Total Cost (B)					
All inclusive Total (A + B) + VAT					

Signature of Authorized Signatory: _____

Date: _____

Seal of the Firm: _____