



**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/2016-17/ 468

Dated: 20/06/2016

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

Name of Work : Typesetting on computer & Printing of Accounts at a Glance for 2015-16.

Tender Cost : Rs. 500/-

Completion Period : As per time schedule.

Approximate Cost : 2.5 Lakhs

Detailed Terms & Conditions, Time schedule 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 **5th July, 2016** along with Earnest Money Deposit of Rs. 5,000/- and tender cost of Rs. 500/- 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.)



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SCHEDULE AND SPECIFICATIONS

1. Name of Work : Typesetting on computer and Printing of Accounts at a Glance for 2015-16
2. Tender Cost : 500/-
3. Earnest Money : Rs. 5,000/-
4. Completion Time : As per time schedule

Time Lines:-		
1.	Date of Issue	20/06/2016
2.	Last date & Time for Submission of Tender	05/07/2016 (3:00 P.M.)
3.	Date & Time for Opening of Price Bid	05/07/2016 (3:30 P.M.)
4.	Venue, for Opening of Price Bid	O/o CGA, 'C' Wing, Room No.807, 8th Floor, Lok Nayak Bhawan, Khan Market, New Delhi - 110003.

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Scaled quotations are invited in single bid system from registered firms/Printers/contractors, as per the Terms and Conditions given below for Typesetting on computer & Printing of Accounts at a Glance for the Financial Year 2015-16. The exact description of work & material to be used is as follows:-

A. Accounts at a Glance for the Financial Year 2015-16 English:

Items/Description			Quantity
Accounts at a Glance for the Financial Year 2015-16	Paper to be used	130 gsm Imported art paper	1000 +
	Paper Cover	300 gsm Imported Art paper	
	Printing	4+4 colour	
	Size	8.25"x10.25"	
	Designing & Layout Input	Will be done at press (Private Printer)	
	Total Pages	90 (Approx)	
	Proofing	Machine proof of cover & Digital print of text pages before printing	
	Binding & Packing	Section sewing, perfect Binding with Matt Lamination of outer cover	

B. Accounts at a Glance for the Financial Year 2015-16 Hindi:

Items/Description			Quantity
Accounts at a Glance for the Financial Year 2015-16	Paper to be used	130 gsm Imported art paper	850 +
	Paper Cover	300 gsm Imported Art paper	
	Printing	4+4 colour	
	Size	8.25"x10.25"	
	Designing & Layout Input	Will be done at press (Private Printer)	
	Total Pages	90 (Approx)	
	Proofing	Machine proof of cover & Digital print of text pages before printing	
	Binding & Packing	Section sewing, perfect Binding with Matt Lamination of outer cover	

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 "**Typesetting on computer and Printing of Accounts at a Glance for the Financial Year 2015-16**" 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 dropped in the Tender Box placed in the O/o SrAO (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 05th July, 2016 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. Correction after 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 these corrections suggested.
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 color 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)

Special Terms and conditions of the work relating to printing of Accounts at a Glance 2015-16

1. Printer must perform the complete overhauling of existing Hindi & English Printing Font or retyping of Hindi & English material by using a suitable "Universally accepted Hindi/English Font", so that in the later stage no issue regarding Fonts conversion arises during creation of PDF file.
2. The Printer must have adequate experience in the field of Government Publications and the all the services should be based on door step basis i.e. collection of drafts from office, delivery of draft printouts, delivery of Final Books and other materials may be provided at the O/o CGA premises and the same is the responsibility of Printer only.
3. A provision for deployment of a person, expert in PageMaker, Diglot & PDF based work may be made for 15 days or till the preparation of final draft.

Stages	Timeline
Printing	
First Printer Draft (One Copy each of Hindi/English)	Within 10 days from the handing over of I Draft by FA Section
Second Printer Draft (One Copy each of Hindi/English)	Within 10 days from the handing over of II Draft by FA Section
Third Printer Draft (One Copy each of Hindi/English)	Within 5 days from handing over of III Draft by FA Section
Fourth Printer Draft to be provided in the back to back printing in Book form* (One Copy each of Hindi/English along with specimen copy of cover page)	Within 2 days from handing over of IV Draft by FA Section
Binding	
Pasting/Binding of Books	Within two days after finalization of final Draft
Delivery	
Delivery of 25 Copies each of English/Hindi Version	Within four days from draft finalization
Delivery of remaining Copies of both English/Hindi Version	Within three days from delivery of 25 copies
2 CD containing Soft Copy in Editable & PDF Format	Within two days from delivery of books

- In case of repetition of same kind of error one copy each of draft Print may be asked for one or more occasion until the rectification of error.



QUOTATION FORM**"Typesetting on computer and printing of Accounts at a Glance for the Financial Year 2015-16"**

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 page Nos. 1 to 5 and Special Terms & Conditions at page No. 6 of the Contract as stipulated in the Tender Notice No. CGA/NIT/2016-17/ Dated 20/06/2016. Accordingly, I/We accept the Terms and Conditions and hereby offer the rates for Typesetting on computer and printing of Accounts at a Glance for the Financial Year 2015-16 as per Price Bid (enclosed).

Signature of the Tenderer _____

Seal of the Tenderer

PRICE BID

"Tender for Typesetting on computer and printing of Accounts at a Glance for the Financial Year 2015-16"

A. Accounts at a Glance for the Financial Year 2015-16 English:

Items/Description			Quantity	Rate in Rupees per Unit	Total in Rupees
Accounts at a Glance for the Financial Year 2015-16	Paper to be used	130 gsm Imported art paper	1000 +		
	Paper Cover	300 gsm Imported Art paper			
	Printing	4+4 colour			
	Size	8.25"x10.25"			
	Designing & Layout Input	Will be done at press (Private Printer)			
	Total Pages	90 (Approx)			
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	Binding & Packing	Section sewing, perfect Binding with Matt Lamination of outer cover			
Sub-Total Cost (A)					

B. Accounts at a Glance for the Financial Year 2015-16 Hindi:

Items/Description			Quantity	Rate in Rupees per Unit	Total in Rupees
Accounts at a Glance for the Financial Year 2015-16	Paper to be used	130 gsm Imported art paper	850 +		
	Paper Cover	300 gsm Imported Art paper			
	Printing	4+4 colour			
	Size	8.25"x10.25"			
	Designing & Layout Input	Will be done at press (Private Printer)			
	Total Pages	90 (Approx)			
	Proofing	Machine proof of cover & Digital print of text pages before printing			
	Binding & Packing	Section sewing, perfect Binding with Matt Lamination of outer cover			
Sub-Total Cost (B)					
All inclusive Total (A+B) + VAT					

(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: _____

List of Firms:-

1. Mansee Printers, Pocket-B, 35-D, Dilshad Garden, Delhi-110095
2. G.M. Offset, New Delhi, 257, FIE, Patpar Ganj Ind. Area, Delhi-110092
3. DPS Enterprises, 4/296, Budh Vihar, Mandoli, Delhi-110093.
4. K.S.Enterprises, 28/8, 1st Floor, Street No.15, Vishwas Nagar, Shahdra, Delhi-110032