

**BY SPEED POST**

F. No. M-14023/41/MF/07-08/CGA/Admn/ 88/ -690

GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF EXPENDIUTE  
OFFICE OF CONTROLLER GENERAL OF ACCOUNTS  
7TH FLOOR, LOK NAYAK BHAWAN, KHAN MARKET,  
NEW DELHI - 110003.

19.08.2011

To,

**Web site of CGA's office.**

Sub: Printing of Classified List of Officers of the Indian Civil Accounts Service & Composing, typesetting and camera ready copy of Appropriation Accounts Civil and Finance Accounts for the year 2010-11.

Sealed quotations are invited for printing of Classified List of Officers of the Indian Civil Accounts Services and composing, typesetting & preparing camera ready copy of Union Govt. Appropriation Accounts (Civil) and Finance Accounts (Civil) for the year 2010-11. Two separate quotations, in separate sealed cover superscribed "typesetting and camera ready copy of Appropriation Accounts (Civil) and Finance Accounts (Civil) for the year 2009-10" and other quotation superscribed "Printing of Classified List of Officers of the Indian Civil Accounts Service" are required to be sent to this office. Last date for submission is 30.08.2011. Rates may be quoted for each item of work as mentioned below:-

A. Finance Accounts 2010-11 Hindi & English

S. No.	Description	Rates per page on item (i) & (iii)/ Rates per book on item (ii)	Total Amount
(i)	Approx. 530 pages typesetting, Art work and Camera Ready copy		
(ii)	Binding of 25 books (Rexine binding Title embossing etc.)		
(iii)	Reprint of pages (Due to correction after final proof reading)		

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## B. Appropriation Accounts 2010-11 Hindi &amp; English

S. No.	Description	Rates per page on item (i) & (iii)/ Rates per book on item (ii)	Total Amount
(i)	Approx. 770 pages typesetting, Art work and Camera Ready copy		
(ii)	Binding of 20 Signatory copy books (Rexine binding Title embossing etc.)		
(iii)	Reprint of pages (Due to correction after final proof reading)		

	<u>No. of copies</u>	<u>Rate per copy</u>	<u>Total Amount</u>
2 ICAS directory	400/-		

## Terms &amp; conditions:-

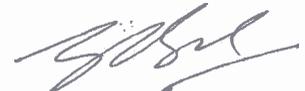
- (a) The firm should have valid registration No. and TIN No. Documentary evidence in respect of the same should be attached alongwith the quotations.
- (b) Tendering parties should have previous experience of 3 years or more for similar type of printing works in Government Ministries / Deptts, Public Sector Undertakings.
- (c) The firm should submit certificates issued from atleast 3 offices, of having done work upto 1 lakh.
- (d) The selected party would ensure that material used for the printing cover page as well as the booklet shall be as approved by this office.
- (e) The firm must submit sample of printed material of atleast 2 reports including graphs & tables.
- (f) The payment shall be made after satisfactory completion and fulfilment of all terms and conditions of the contract.
- (g) Tendering parties must submit an undertaking to the effect that they have not been blacklisted anywhere.
- (h) Demand draft of Rs. 5000/- favouring PAO, CGA, Ministry of Finance, New Delhi to be enclosed as earnest money with each quotation.
- (i) Paper to be made: 130 gsm art paper (glossy finish)  
Cover : 300 gram art cart (Laminated)  
Binding: Section Serving
- (j) Two separate quotations, in separate sealed cover superscribed "typesetting and camera ready copy of Appropriation Accounts (Civil) and Finance Accounts (Civil) for the year 2009-10" and other quotation superscribed "Printing of Classified List of Officers of the Indian Civil Accounts Service" shall be sent separately by name to the undersigned at the following address so as to reach latest by 4.00 pm on 30.08.2011.

...3/-

Sr. Accounts Officer (Admn)  
O/o Controller General of Accounts  
Ministry of Finance, Deptt. of Expenditure,  
8<sup>th</sup> floor, Lok Nayak Bhawan,  
Khan Market,  
New Delhi – 110003.

- (k) You may examine the jobs by visiting the office / contacting Shri S.K. Dhasmana, Sr. Accounts Officer (Phone No. 24645819 or 24692651 Ext. 122) 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. A brief requirement of work in Annexure 'A'.
- (l) Specimen copy of Classified list of ICAS may be seen at "Shri O.S. Parmar, AO, Group 'A' Section, O/o CGA, Room No. 726, 7<sup>th</sup> floor, C Wing, Lok Nayak Bhawan, New Delhi."
- (m) 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.

Yours faithfully,



(Sunil Kumar Sharma)  
Sr. Accounts Officer (Admn)  
Phone: 24616507