



**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/2016-17/06

No. A-20115/MF.CGA/FA/AA/PRT/2016-17/422 Dated: 09/06/2016

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

- Name of Work : Printing, Composing, Typesetting and preparing Camera ready copy of Appropriation Accounts and Finance Accounts for the Financial Year 2015-16.
- Tender Cost : Rs.1000/-
- Completion Period : As per time schedule.
- Approximate Cost : Rs. 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 **24/06/2016** along with Earnest Money Deposit of Rs. 5,000/- and tender cost of Rs. 1000/- in form of Account Payee DD/Fix Deposit Receipt, Banker Cheque or Bank Guarantee from any of the commercial banks in an acceptable form, 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.


Accounts Officer (Admn.)



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New Delhi 110003

SCHEDULE AND SPECIFICATIONS

1. Name of Work : Printing, Composing, Typesetting and preparing Camera ready copy of Appropriation Accounts and Finance Accounts for the Financial Year 2015-16.
2. Tender Cost : 1000/-
3. Earnest Money : Rs. 5,000/-
4. Completion Time : As per time schedule attached to NIT

Time Lines:-		
1.	Date of Issue	09/06/2016
2.	Last date & Time for Submission of Tender	24/06/2016 (3:00 P.M.)
3.	Date & Time for Opening of Price Bid	24/06/2016 (3:30 P.M.)
4.	Venue, for Opening of Price Bid	O/o CGA, 'C' Wing, 8th Floor, Lok Nayak Bhawan, Khan Market, New Delhi – 110003.


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Sealed quotations are invited in single bid system from approved firms/Printers/contractors, 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 Financial Year 2015-16. The exact 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 Financial Year 2015-16 is as follows:-

A. Finance Accounts 2015-16 Hindi & English

S.No.	Description	Material to be used
1	Approx 560 pages typesetting, Art work and Camera Ready copy	80 gsm Maplitho paper
2	Printing & Binding of 25 Books (Rexine binding Title embossing with golden colour)	Cover 300 gsm Art cart (Laminated) Binding: section Sewing
3	Reprint of pages (Due to correction after final proof reading)	80 gsm Maplitho paper

B. Union Govt. Appropriation Accounts (Civil) 2015-16 Hindi & English:

S.No.	Description	Material to be used
1	Approx 900 pages typesetting, Art work and Camera Ready copy	80 gsm Maplitho paper
2	25 Laser Printed back to back Rexine bound books and 1 Laser Printed Camera Ready Copy after incorporating all errata.	Cover 300 gsm Art cart (Laminated) Binding : Section sewing
3	Reprint of pages (Due to correction after final proof reading)	80 gsm Maplitho paper

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 "***Printing, Composing, Typesetting and preparing Camera ready copy of Appropriation Accounts and Finance Accounts 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 Account Payee DD/Fix Deposit Receipt, Banker Cheque or Bank Guarantee from any of the commercial banks in an acceptable form 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 Accounts Officer (Admn), New Delhi at **3:30 PM** on **24/06/2016** 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 incidental charges regarding 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 duly typed in figures as well as in words in Rupees. Erasing / overwriting will make it liable for rejection of tender. Taxes, however, should be indicated separately. In case, nothing is mentioned, it will be assumed that quoted rates are inclusive of all taxes, surcharge, cess and duties.
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 as per time-schedule specified in tender 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 L1(selected) Firm should submit a Account Payee DD/Fix Deposit Receipt, Banker Cheque or Bank Guarantee from any of the commercial banks in an acceptable form 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(NOC) from O/o Sr.AO (Appropriation Accounts and Finance accounts) O/o CGA, New Delhi.
22. Work shall be awarded to lowest bidder (L1) who has qualified as per terms and conditions mentioned herein. However, O/o CGA reserves the right to reject any bid without any assigning reason what-so-ever.


Accounts Officer (Admn)

**Special Terms and conditions of the work relating to printing of Union Government Appropriation
Accounts 2015-16**

Language	:	Hindi & English (Diglot) as per sample page attached
Time Schedule	:	<p>(a) Material will be sent on e-mail to the printer in batches, English version will be sent by Appropriation Accounts Section and Hindi version by the Hindi Section.</p> <p>(b) Printer should make available first proof (on one side of plain A4 sheet) batch-wise within 3 days of receipt of material.</p> <p>(c) Second proof, after incorporating corrections of first proof, to be furnished by the printer within 2 days of receipt of corrected first proof.</p> <p>(d) Third proof, after incorporating corrections of second proof, to be furnished within 2 days of receipt of corrected second proof.</p> <p>(e) The printer should collect the hard copies of duly checked First proof/Second proof/Third proof on the same day (within office hours) on getting call from this office.</p> <p>(f) If required, third proof may be vetted on the premises of the Printer by the office representatives so that corrections are carried out on the spot.</p> <p>(g) Fourth proof (back to back) shall be made available on the same day/next day after getting a call from this office.</p> <p>(h) Further corrections required, if any, can be done in the premises of the Printer any number of times before giving FINAL GO AHEAD for printing of books.</p> <p>(i) Cover of the book, quality and color of rexine have to be got approved from this office and title embossing work has to be done in advance but not later than 15th Sep, 2016.</p> <p>(j) After getting FINAL GO AHEAD for printing, 25 books (bound in Rexine cover, titles embossed in Golden colour) will have to be provided by the printer within 3 days positively.</p> <p>(k) ERRATA, if any, noticed in these books will have to be incorporated as the case may be and final Camera Ready Copy (CRC) made thereafter. The Camera Ready copy (in Laser Print) will have to be provided ON THE SAME DAY after hearing from us.</p>
Delivery	:	<p>The Indenter shall collect material from the office and all proofs and books will be delivered by the Indenter to this office at his/her own cost.</p> <p>This office representatives will visit the printer office / workshop only for 3rd proof and 4th proof.</p>
Type	:	<p>English Font : 12 Pt Times New Roman, Hindi Font : Mangal (of proportionate size).</p>

Material furnished by this office	<p>: Material will be furnished in -</p> <p>(a) CDs/Pen Drives/e-mail containing separate word file for Hindi and English.</p> <p>(b) The figures and matter may undergo changes at various stages for which corrections will have to be carried out by the tenderer.</p> <p>(c) Hindi & English versions are to be set in same page as per specimen.</p>
Other Conditions	<p>: (1) Backup of the complete work (in CD), one file for each grant and separate files for Table of Contents, Summary and Annexures should be furnished in PDF format at each stage along with hard copy of proofs.</p> <p>(2) Final backup of the complete work in Page Maker files should be furnished by the printer after incorporating all the corrections/Errata.</p> <p>(3) In addition, PDF files of the complete work should be furnished in 4 CDs as follows:</p> <p>(a) One file for each grant and separate files for Table of Contents, Summary and Annexures etc. (2 CDs).</p> <p>(b) Complete Accounts (2 CDs)</p> <p>(4) The printer shall take every care to see that the work or any portion thereof does not fall into unauthorised hands.</p> <p>(5) The payment will be made on the receipt of all the above.</p>
Web page	<p>: The printer shall also design Web page of Appropriation Accounts to be uploaded on the web site of this office.</p>


 Accounts Officer (Admn)

Special Terms and conditions of the work relating to printing of Union Government Finance Accounts 2015-16

1. **Language : Hindi and English (Diglot)**
2. 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.
3. 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.
4. **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 Camera Ready Copy.**

Stages	Timeline
Printing	
First Printer Draft (One Copy)	Within 7 working days from the handing over of I Draft by FA Section
Time Gap between I Printer Draft & II FA Draft 2 days	
Second Printer Draft (One Copy)	Within 7 working days from handing over of II Draft by FA Section
Time Gap between II Printer Draft & III FA Draft ~30 days	
Third Printer Draft (One Copy)	Within 5 working days from handing over of III Draft by FA Section
Fourth Printer Draft to be provided in the back to back printing in Hardbound form## (One loose Draft + One Hardbound prototype)	Within 2 working days from handing over of IV Draft by FA Section
## 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.	
Time Gap between III Printer Draft & Final FA Draft ~20 days (including IV FA Draft)	
Printing	
Printing of 25 unbound Final Copies	Within 3 days from handing over of Final Draft by FA Section
Verification of 25 unbound copies by FA	Within a day from Printing of 25 Unbound Final Copies
Binding	
Pasting/Binding of Books	Within three days after verification by FA
Cover Embossing	Within a day of Pasting/Binding of Books
Delivery	
Final delivery of 25 Hard Bound Copies	Within a day of Cover Embossing work
Camera Ready Copy Printout + softcopy	Within three days from Final Delivery of Hard Bound Finance Accounts Books
2 CD containing Soft Copy in PageMaker & PDF Format (Individual Statement-wise & Combined File)	Within two days from delivery of CRC

Note: cover of the book, quality and colour of rexine have to be got approved from this office and title embossing work has to be done in advance but not later than 2nd September, 2016.


Accounts Officer (Admn)

QUOTATION FORM**“Tender for Printing, Composing, Typesetting and preparing Camera ready copy of Appropriation Accounts and Finance Accounts for the Financial Year 2015-16”**

1. Name of the Tenderer (Block Letters) : _____
2. PAN No. : _____
3. Service Tax Registration No. : _____
4. Office Address : _____
5. Contact Details:-
- (i) Office Telephone No. : _____
- (ii) Fax No. : _____
- (iii) Mobile No.(two numbers) : _____
- (iv) E-mail : _____
6. EMD Details:-
- (i) DD/FDR/BC/BG 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 No. 3 to 5 and special terms and conditions at page No. 6,7,8 of the tender document as stipulated in the Tender Notice No. CGA/NIT/2016-17/06 Dated 09/06/2016. Accordingly, I/We accept the Terms and Conditions and hereby offer the rates for Printing, Composing, Typesetting and preparing Camera ready copy of Appropriation Accounts and Finance Accounts on door delivery basis for the Financial Year 2015-16 as per Price Bid (enclosed).

Signature of the Tenderer _____

Seal of the Tenderer

PRICE BID**“Tender for Printing, Composing, Typesetting and preparing Camera ready copy of Appropriation Accounts and Finance Accounts for the Financial Year 2015-16”****A. Finance Accounts 2015-16 Hindi & English (Diglot)**

S.No.	Description	Material to be used	Rate in Rupees per Unit	Total Amount
1	Approx 560 pages typesetting, Art work and Camera Ready copy	80 gsm Maplitho paper		
2	Printing & Binding of 25 Books (Rexine binding Title embossing with golden colour)	Cover 300 gsm Art cart (Laminated) Binding: section Sewing		
3	Reprint of pages (Due to correction after final proof reading)	80 gsm Maplitho paper		

B. Union Govt. Appropriation Accounts (Civil) 2015-16 Hindi & English:

S.No.	Description	Material to be used	Rate in Rupees per Unit	Total Amount
1	Approx 900 pages typesetting, Art work and Camera Ready copy	80 gsm Maplitho paper		
2	25 Laser Printed back to back Rexine bound books and 1 Laser Printed Camera Ready Copy after incorporating all errata.	Cover 300 gsm Art cart (Laminated) Binding : Section sewing		
3	Reprint of pages (Due to correction after final proof reading)	80 gsm Maplitho paper		

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