

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (GENERAL & SOCIAL
SECTOR AUDIT) U. P., ALLAHABAD**

15-A, DAYANAND MARG, ALLAHABAD-211001

PREVIEW OF TENDER

ER REFERENCE No.: PAG(G&SSA)/GD(M)/Printing/2017-18/450

DATED: 16.11.2017

DATE OF ISSUE OF TENDER DOCUMENT:	16.11.2017 to 06.12.2017 (10.00 am to 2.00 pm)	
LAST DATE FOR RECEIPT OF SEALED TENDER:	07.12.2017 at 03.00 pm	In the box at Dy. Accountant General (Administration), Office of the Principal Accountant General (G & SSA) Uttar Pradesh, 15-A, Maharishi Dayanand Marg, Allahabad-211001 or by post.
TIME AND DATE FOR OPENING OF THE SEALED TENDER	07.12.2017 at 04.00 pm	In the chamber of Dy. Accountant General (Administration), Office of the Principal Accountant General (G & SSA) Uttar Pradesh, 15-A, Maharishi Dayanand Marg, Allahabad-211001.

Sub: Tender for “Printing of Inspection Report”

Sealed tenders are invited for “**Printing of Inspection Report**” for two years (01 December 2017 to 30 November 2019) from reputed registered Printers having five years’ experience in printing of confidential Government work and annual audited turnover of at least ₹ 5 crore during the last three year. Interested bidders, subject to the fulfillment of the terms and conditions mentioned in *Annexure 2* and *3*, are requested to submit duly filled in **Tender Form** and quote their rates in the *Annexure 1* enclosed with the **Tender Form**, to be supplied by this office or may be downloaded from the website.

Tender Form

I/We _____ read the specification, terms and conditions annexed herewith and submitting this tender form invited by the Office of the Principal Accountant General (G&SSA) UP, Allahabad for selection of printer for printing of various Audit Reports in Hindi and English.

Firm's Reference		Date	
Name of Firm			
Firm Registration No. (if any)		PAN (attach Photocopy)	
GST No.		Address:	
Phone			
Fax			
Email			
Enclosed:			
Annexure-1: Quotation form as per specification in respect of quality of pages, colour etc. of the Reports, Annexure 2: Terms and Conditions of tender, Annexure 3: Item/Tender Specific Conditions of this Tender and Annexure 4: FORM-III			

I/we engage to carry out the work of your office and comply the following:

1. Quotation form (**Annexure 1**).
2. Terms and conditions of the tender (**Annexure 2**).
3. Item/tender specific conditions for this tender (**Annexure 3**).

I/we confirm that:

1. This offer is valid for **two years** from the date of opening of the tender.
2. We have not been blacklisted/debarred by any Government/Undertaking.
3. The rates quoted are not higher than the rates quoted for the same item to any Government/Undertaking.
4. Set off for GST and other applicable taxes & duties paid on the inputs have been taken into consideration in the above quoted price and further agree to pass on such additional duties as sets offs as may become available in future under GST and other applicable taxes & duties to this office.
5. The bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

Address:		Signature of Authorised Signatory:	
		Name of Authorised Signatory	
Mobile No.		Seal	
Email Id:			
Place :			
Date:			

Annexure 1

Quotation form

Quote Your Prices

Sl. No.	Description of work	Rates Per Page	
		Matte Paper	Glossy Paper
1.	All-inclusive rate per page for designing, formatting, processing and printing of multi-coloured text pages, photographs, charts, tables, maps etc of 350 copies of English Version (of 100-400 pages in size) of Audit Reports of following specifications:		
	1) 90 gsm with appropriate finish of A-4 size		
	2) 120 gsm with appropriate finish of A-4 size		
	3) 130 gsm with appropriate finish of A-4 size		
	4) 170 gsm with appropriate finish of A-4 size		
2.	All-inclusive rate per page for printing of multi-coloured text pages, photographs, tables and charts etc. of 350 copies of English Version (of 100-400 pages in size) of Audit Report of following specifications:		
	1) 90 gsm with appropriate finish of A-4 size		
	2) 120 gsm with appropriate finish of A-4 size		
	3) 130 gsm with appropriate finish of A-4 size		
	4) 170 gsm with appropriate finish of A-4 size		
3.	All-inclusive rate per page for designing, formatting, processing and printing of multi-coloured text pages, photographs, charts, tables, maps etc of 1650 copies of Hindi Version (of 100-400 pages in size) of Audit Reports of following specifications:		
	1) 90 gsm with appropriate finish of A-4 size		
	2) 120 gsm with appropriate finish of A-4 size		
	3) 130 gsm with appropriate finish of A-4 size		
	4) 170 gsm with appropriate finish of A-4 size		
4.	All-inclusive rate per page for printing of multi-coloured text pages, photographs, tables and charts etc. of 1650 copies of Hindi Version (of 100-400 pages in size) of Audit Report of following specifications:		
	1) 90 gsm with appropriate finish of A-4 size		
	2) 120 gsm with appropriate finish of A-4 size		
	3) 130 gsm with appropriate finish of A-4 size		
	4) 170 gsm with appropriate finish of A-4 size		
5.	All inclusive rates for Digital printing (in different colours having photographs) of cover on 300 gsm imported art card with matte finish and lamination		
6.	All-inclusive rates for designing, formatting, processing and printing of Booklet/Brochures with CD of 20-25 pages in size of 5.5" x 8.5" in hard/soft cover of about 350 copies of English Version of		

	Reports as per the specification below:		
	1) 90 gsm with appropriate finish		
	2) 120 gsm with appropriate finish		
	3) 130 gsm with appropriate finish		
	4) 170 gsm with appropriate finish		
7.	All-inclusive rates for designing, formatting, processing and printing of Booklet / Brochures with CD of 20-25 pages in size of 5.5" x 8.5" in hard/soft cover of about 1650 copies of Hindi Version of Reports as per the specification below:		
	1) 90 gsm with appropriate finish		
	2) 120 gsm with appropriate finish		
	3) 130 gsm with appropriate finish		
	4) 170 gsm with appropriate finish		
8.	All-inclusive rates for the digital printing of ten (10) hard bound signatory copies without facsimile signatures with gold embossed, black Rexene cover of high quality.		

Note: Rates are to be quoted strictly as per the format of this Annexure. Any deviation from the above format will render the tender liable for rejection. The rates should include:

1. Cost of binding etc. and GST.
2. To and fro messenger service to be provided by the firm/printer for collection of material.
3. Cost of delivery of required number of printed copies to the Government of Uttar Pradesh, Lucknow (75 per cent of printed books) and to the Client's office (25 per cent of printed books) at Allahabad; as and when directed by the client.
4. No other charges will be paid extra.

Signature and stamp of the Authorised signatory

Annexure 2

Item/Tender Specific Conditions of this Tender:

GENERAL

1. The quotation/bid must be in the form furnished by Client and should be free from corrections/erasures. In case there is any unavoidable correction, it should be properly attested. If not, the quotation/bid will not be considered. Each page of the Quotation/bid should be signed and stamped. Quotation/bid written in pencil will not be considered.
2. Any delay on the part of postal authorities will be the sole responsibility of the firm/printer. Bidders sending their quotations/bids through courier should also ensure that their bids are received on the said address by the stipulated date and time. No time extension for couriers shall be granted.
3. Please quote the rates in words and figures both. The prices quoted should be firm till the work is completed. Rates quoted should include free delivery of 75 *per cent* and 25 *per cent* of the printed Reports at FOR Lucknow and Client's Office at Allahabad respectively; including all charges otherwise the quotation/bid will be rejected. If there is no indication regarding the FOR in the quotation/bid, then it will be considered as FOR, Lucknow. Price quoted should be net and valid for a minimum period of **two year** from the date of opening of the quotation/bid. **On satisfactory performance, the contract can be extended for a further period of one year.** The rates in the Price Schedule shall be inclusive of GST and other applicable taxes during the contract period.
4. Quotation/bid shall remain valid and open for acceptance for a period of 60 days from the last date of submission of Bids.
5. In case the items in the enquiry are covered by any rate contract or running contract finalised by the DGS&D or any other state or Central Government, it should be specified in quotation/bid and accepted contract rates should also be mentioned. It should be confirmed whether the firm/printer could carry out the work at the RC rates outside rate contract.
6. Complete details and ISI specification if any must accompany the quotation/bid. Make/brand of the item shall be stated wherever applicable. If you have got any counter offer as suitable to the items required by us, the same may be shown separately.
7. Samples, if submitted, must be carefully packed, sealed and labeled clearly with enquiry number, subject and sender's name for easy identification. Rejected samples will be returned at your cost, if insisted.
8. Quotations/bids will be opened at the indicated date and venue in presence of the tenderers or their representatives who may wish to be present. The representatives, appearing on behalf of the tenderer should bring an authority letter for the same from the authorized signatory on behalf of the bidder.
9. All the qualified bidders/their authorized representatives present at the time of opening of the Bids shall be asked to sign on all the sealed envelopes containing the Bid.
10. In respect of successful bidders, a committee consisting of officers of the Office of the Client will visit the premises of the bidders before finalisation of tender and will inspect the actual availability of the set up and facilities declared by the bidders alongwith their quotation/bid. Only those bidders, actually having required set up and facilities would be considered for finalisation of tender.

11. The Client reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason thereof and does not bind itself to accept lowest quotations/bids.
12. The Client reserves the right to modify the quantity specified in this enquiry.

EARNEST MONEY DEPOSIT (EMD):

13. The quotation/bid must be accompanied with the Earnest Money Deposit (EMD) of **₹ 1.00 lakh** in the form of a crossed Demand Draft/Bankers cheque from any nationalized bank in favour of Pay and Accounts Officer, Office of the Accountant General (A&E)-I, UP. Allahabad payable in Allahabad. Quotations/bids, not accompanied with EMD will not be accepted/considered.
14. EMD will be refunded to the unsuccessful vendors within 7 days of acceptance of quotation/bid.
15. EMD is liable to be forfeited if the bidder, selected for the work, fails to accept the letter of Acceptance (LoA) within seven days from the date of its issue or fails to start the work from the date of commencement given in the work order.

FINALISATION OF TENDER AND AWARD OF CONTRACT:

16. After determining the successful bidder, Client shall issue a Letter of Acceptance (LoA), in duplicate, to the selected firm/printer, who will return one copy to Client duly acknowledged, accepted and signed by the authorized signatory, within Three (3) days of receipt of the same by them/him.
17. The successful bidder (Contractor) shall enter into a contract and shall execute and sign the Contract Agreement in accordance with the Articles of Agreement.
18. The Contract shall become legally binding and in force only upon (a) Issuance of LoA by the Client to the firm/printer, (b) Submission of Performance Bank Guarantee in accordance with the terms and conditions of bidding document; and (c) Issue of Work Orders by the Client to the contractors, as and when need arises.
19. The Client shall prepare the draft Articles of Agreement in the Proforma (***Annexure IV***) included in this document, duly incorporating all the terms of agreement between the two parties, and send the same in duplicate to the successful bidder for their concurrence.
20. The successful Bidder shall return the duly concurred copies of the draft Articles of Agreement within Two (2) days of receipt of the draft Articles of Agreement from the Client. Special adhesive stamp of **Rs. 10 (Rupees Ten)** and revenue stamp of Rupee one shall be affixed on the copy of agreement.
21. The competent authority of the Client shall sign the Contract agreement and return a copy of the same to the successful bidder.

CONTRACT PERFORMANCE SECURITY:

22. Successful bidder shall deposit Contract Performance Security of **Rs. 3.00** lakh in shape of Bank Guarantee from a nationalized bank, in favour of Pay and Accounts Officer, Office of the Accountant General (A&E)-I, UP. Allahabad after award of contract. The Performance security shall be valid for a period of **30 months** from the date of issue.
23. The Bank Guarantee can be forfeited by order of the competent authority of the Office of the Principal Accountant General (G & SSA) UP, Allahabad in the event of any breach or negligence or non-observance of any terms/condition of contract or for

unsatisfactory performance or for non-acceptance of the work order or furnishing of any false information/declaration.

24. On expiry of the contract, such portion of the said Bank Guarantee as may be considered by the Office of the Principal Accountant General (G&SSA) UP, Allahabad, sufficient to cover any incorrect or excess payments made on the bills to the firm/printer, shall be retained until the final audit report on the account of firm's bill has been received and examined.
25. On due performance and completion of the contract in all respects, the Security Deposit will be returned to the contractor without any interest on presentation of an absolute 'No Demand Certificate' in the prescribed form and upon return in good condition of any specifications, samples or other property belonging to the Client, which may have been issued to the contractor.

PAYMENTS:

26. The payment shall be made after 60 days of the delivery and acceptance of printed reports in good condition, delivery of the last satisfactory printed book alongwith the manuscript to this office.
27. After successful completion of work as per the requirements of Client, the Contractor shall raise bills in triplicate by referring the Work Order of the Client's office. The Client shall make all endeavors to make payments within 30 days from the date of the receipt of the bill to the Contractor.
28. In case there is any delay in supplying the printed copies, Client reserves the right to withdraw the job and no payment would be made for any part of the job completed or in progress. Further, if the deliveries are not maintained and the Client is forced to get the work done from elsewhere, the loss or damage that may be sustained thereby will be recovered from the defaulting Contractor.
29. The Client reserves the right to recover any loss sustained due to delayed delivery by way of penalty. Failure to deliver the printed reports within the stipulated period shall entitle Client for the imposition of penalty without assigning any reasons @ 1/2% (half percent) of the total value of the item covered in order as penalty per day subject to a maximum of **10% (ten percent)** unless extension is obtained in writing from the office on valid ground before expiry of delivery period.
30. Payment of **GST and other applicable taxes** is primarily the responsibility of the Contractor and will not be paid unless the percentage value is clearly mentioned in the quotations/bids. If no indication regarding **GST and other applicable taxes** is recorded in the quotation/bid, the **GST and other applicable taxes** will be considered as included.
31. Client shall be entitled to deduct in accordance with Applicable Law, Income Tax **and other applicable taxes or deductions;** or withhold tax or other deductions (as the case may be), from any payments made to the Contractor, and the amount so deducted shall be deemed to be a payment made to the Contractor. Client shall provide a certificate certifying the deduction so made.

DISPUTE:

32. Any dispute relating to the enquiry shall be subject to the jurisdiction of the court at Allahabad only.

Signature and stamp of the authorised signatory

Annexure-3

Specific condition of this contract

1. **Absolute confidentiality of the matter is to be maintained.** The Contractor will be required to furnish a **Confidentiality Bond** for non-dissemination of the material provided to them by Client to any other unauthorized person or entity.
2. The tenderer should have at least five years' experience of printing of such type of confidential Government work (Supporting documents to be attached).
3. The Tenderer should have at least ₹ 5.00 crore annual audited turnover for the last three years (Supporting documents to be attached).
4. The tenderer should have Licensed copies of Coral draw and MS Office softwares and should also have in a single premise: (i) Designing set up; (ii) Plate Making Machine (Computer to conventional plate); (iii) Four-colour off-set printing machine; and (iv) Binding set-up with folding machine and section sewing machine. The tenderer should submit an affidavit in this regard stating that these facilities are actually available with him in a single premise.
5. In respect of successful bidders, a committee consisting of officers of the Office of the Client will visit the premises of the bidder before finalisation of tender to ensure availability of the desired facilities. In case the desired facilities, as declared in the affidavit, is not found at site, the tender will be declared as ineligible and Earnest Money will be forfeited.
6. The successful bidder will be required to have a set-up of printing press with all facility in a single premises at Allahabad and a temporary setup in the premises of the Client as and when required.
7. The jobs are of highly prestigious nature and, hence, the quality of work, design and get up of printing, colour consistency and production schedule have to be scrupulously maintained. The print order may vary from job to job. The Contractor must have sufficient capacity to handle single/2/4-colour jobs on urgent basis.
8. The reports, complete in all respects, will have to be delivered by the Contractor within four weeks from the date of handing over the manuscript. The Contractor, however, may be required to undertake printing jobs as and when required and may also be required to deliver printed reports within a period of one week.
9. The manuscript of printing may be collected from this office and be returned to this office immediately after completion and delivery of the printed books. The samples are available in this office and can be seen on any working day.

Signature and stamp of the authorised signatory

Annexure 4

FORM-III

**CONTRACT AGREEMENT NO. PAG (G&SSA)/GD (M)/Printing/2017-18/...
DATED.....**

THIS AGREEMENT is made on between Dy. Accountant General (Administration), Office of the Principal Accountant General (G & SSA) UP, Allahabad (hereinafter referred to as “Client” which expression shall include his successors and assigns), and whose principal place of office is at 15-A, Maharshi Dayanand Marg, Allahabad of the One Part, AND M/s.....having its registered office at.....(Hereinafter referred to as “the Contractor”) which expression shall unless excluded by or repugnant to the context be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for providing printing services.

- I. WHEREAS the Client invited quotations/bids through tender, for “Printing of various audit reports under Tender No.- PAG(G&SSA)/ GD(M)/Printing/ 2017-18/01
- II. AND WHEREAS the Contractor submitted his bid/quotation vide..... in accordance with the tender documents and represented therein that it fulfils all the requirements and has resources and competence for printing of various Audit Reports for the Client
- III. AND WHEREAS the Client has selected M/s.....as the successful bidder (“the Contractor”) pursuant to the bidding process and has issued the Letter of Acceptance (LoA) No., to the Contractor on
- IV. AND WHEREAS the Client desires that the printing of Audit Reports (as desired in the Bidding Document) be performed, executed and completed by the Contractor, and wishes to appoint the Contractor for printing of various Audit Reports.
- V. AND WHEREAS the terms and conditions of this Contract have been fully negotiated between the Client and the Contractor as parties of competent capacity and equal standing.
- VI. AND WHEREAS the Contractor has fully read, understood and shall abide by all the terms and conditions as stipulated in the Tender Documents for printing of various Audit Reports, failing which the Contract is liable to be terminated at any time, without assigning any reasons by the Client.
- VII. The Client and the Contractor agree that the following documents shall be deemed to form and be read and construed as part of this Agreement:
 - a. The Letter of Acceptance (LoA) issued by the Client.
 - b. Work order issued by the Client from time to time.
 - c. Complete tender/bid document, including General and Special Conditions of the tender document, as submitted by the Contractor.
 - d. The Addenda, if any, issued by the Client.
 - e. Any other documents forming part of this Contract Agreement till date.

f. Charges – Schedule annexed to this Article of Agreement

VIII Any changes/modifications/amendments required to be incorporated in the Contract Agreement at a later stage shall be discussed and mutually agreed by both the parties and such supplementary agreements shall be binding on both the parties and shall form the part of this contract agreement.

IX This Contract shall be governed by and construed in accordance with the laws of India. Each Party hereby submits to the jurisdiction as set out in the Dispute Resolution Procedure in the Conditions of Contract.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed in accordance with the laws of India on the day, month and year indicated above.

Signed on behalf of the Contractor

**Signed on Behalf of Office of the
Principal Accountant General (G &
SSA) UP, Allahabad**

(Authorised Signatory)

(Authorised Signatory)

Witness:

Witness:

1.

1.

2.

2.