

**By Speed Post**

**Office of the Comptroller and Auditor General of India,  
9, Deendayal Upadhyay Marg,  
New Delhi-110 124**

(Notice Inviting Quotations)

No. 30/28 /Rep (c)/2013-15

Dated: 4 February 2016

**Subject: Empanelment of Printers for designing, formatting and printing of Audit Reports, booklet/brochure along with (CD- ROM) for the year 2016-18**

Office of Comptroller & Auditor General of India and the offices of Indian Audit and Accounts Department located in Delhi intend to get their various Audit Reports (Union Government) printed in English and Hindi. Around 50-60 Reports of about 50–250 pages each are required to be printed annually; with about 1000-2000 copies in English and about 300-500 copies in Hindi. Please note that the Reports are confidential and you will be required to **maintain absolute confidentiality**.

Samples of our earlier printed reports and their CDs may be collected from the undersigned to understand the expected quality of work.

You are requested to quote your rates for designing, formatting and printing of Audit Reports as required in the **Annex** enclosed. The description of work, terms and conditions, scope of work, specifications, closing date for submission of offers etc. are detailed below:

<b>1. Description of Work</b>	Designing, Formatting and Printing of Audit Reports of the Office of the Comptroller and Auditor General of India
<b>2. Terms &amp; Conditions</b>	<p>Printer should have the capacity for designing Audit Reports.</p> <p>The printer should have the capacity to print sophisticated documents, including multi-coloured objects e.g. photographs, charts, maps, etc in English and Hindi with a print order of 1000-2000 copies in English and 300-500 copies in Hindi within a week.</p> <p>The prospective bidder should note that if they are empanelled for printing of the CAG's Audit Report, their print quality should match the quality of the samples given by them for technical qualification, and in case they fail to do so, they are liable to be blacklisted immediately, without further reference.</p>

<p><b>3. Quantity</b></p>	<p>The requirement of printing of each of the Reports would be as under:</p> <ul style="list-style-type: none"> <li>• English version 1000-2000 copies</li> <li>• Hindi version 300-500 copies</li> <li>• The number of pages in each Audit Report is likely to be between 50 and 250 pages approximately.</li> <li>• Out of above copies of <u>English</u> version of each Report, the printer would be required to supply 10 (Ten) signatory copies without facsimile signatures with gold embossed, black rexine cover of best quality.</li> <li>• Similarly out of the above copies of <u>Hindi</u> version, 10 (Ten) signatory copies are to be printed without facsimile signatures with gold embossed black rexine cover of best quality.</li> <li>• Signatory copies as mentioned above may have to be printed digitally, if so desired.</li> <li>• The printers may also be required to bring out CD/ brochures of 20-25 pages of about 500-1000 copies as per sample provided to printer.</li> </ul>
<p><b>4. Scope of work</b></p>	<p>The printers would be required to collect the camera-ready/soft copies of the Reports from various indenting offices. The Reports would be of following type:</p> <p>The text of Audit Report shall be in multi colours and is to be printed on 120/130/170 gsm with appropriate finish (Matte/glossy Paper of A-4 size) or other paper to be decided by the indenting offices.</p> <p>Before printing the Audit Reports, colours should be got approved by the printers from the indenting offices.</p> <p>The cover design will be coloured, having photographs related to the topic of the PA. The colour scheme of the cover page shall be ascertained by the printer from the indenting office.</p> <p>Cover page printing, binding of the book, delivery to the indenting offices is to be arranged by the printers at their cost.</p>
<p><b>5A. Specifications/Paper quality</b></p>	<p>Rates should be quoted for designing, formatting and printing of Audit Reports as per the specification given in Annexure enclosed</p>
<p><b>5B. Cover paper and</b></p>	<p>300-gsm imported art card including matte</p>

<b>binding</b>	finish lamination of the cover page and gum binding. Gum binding should be of the highest standard and it should be ensured that pages do not come out of the Report. Reports with poor quality binding/loose binding shall be rejected outright.
<b>6. Samples</b>	One set of sample of the text and cover paper in A-4 size should be sent along with the bid indicating the type of paper, grammage and seal of the printer on each sample.
<b>7. Print Quality</b>	The overall designing, formatting, printing and binding etc. will be of the highest standard, not below the samples provided to the printer.
<b>8. Delivery</b>	The printers shall be liable to collect the material for designing, formatting and printing from the indenting offices and deliver the printed copies to the respective offices at their own expense. The Reports will have to be printed within a week from the date of handing over of the camera-ready/soft copy. Please note that there should not be any delay in delivery of the Audit Reports, beyond the stipulated/agreed time frame.
<b>9. Rates/Bid validity/validity of final rates</b>	<p>The printers are required to quote all inclusive rate per page after taking into account all elements of printing, including designing, formatting, cost of paper, film, printing charges, shading charges, blue print copy (for proof reading purpose) Sales Tax, Service Tax, delivery charges, VAT etc.</p> <p>The bids/quotes should be valid for three months from the date of issue of this letter.</p> <p>Your rates, if accepted by this office, will be valid for two years i.e. up to <b>31 March, 2018</b>.</p>
<b>10. Capacity</b>	The printers should have the capacity to handle more than one Report at any given point of time.
<b>11. Ownership</b>	The printers are required to furnish the proof of ownership of designing/printing press along with complete addresses and telephone numbers of their business/office premises as well as the printing site/sites.
<b>12. Inspection</b>	If need be, physical verification of the business premises, designing/printing facilities may be carried out by an inspection team deputed by this office before considering the rates of the printers.
<b>13. Bank Guarantee</b>	In the event of acceptance of the final rates by this office, the empanelled printers will have to

	<p>tender an irrevocable Bank Guarantee of `1,00,000/- (Rupees One lakh only) from a Nationalised Bank valid up to <b>30<sup>th</sup> June, 2018</b>, within 7 days of acceptance of offer. In the event of any loss or damage caused to or suffered or likely to be caused to or suffered by the Department by reason of any breach of the printer of any of the terms or conditions of the Agreement signed for printing of Audit Reports, the Bank Guarantee furnished by the printers shall be liable to be en-cashed by the Department.</p>
<b>14. Penalty</b>	<p>If the Report(s) fail to meet the agreed standards of designing/printing or deviate from the agreed specifications, they are liable to be rejected and shall attract recovery from the bill(s)/claims preferred for printing, at the sole discretion of the Director General/Principal Director of Audit of the indenting office for default(s), even if a printed Report containing certain defects is accepted by the Department for unavoidable reasons.</p> <p>The penalty clause may also be invoked by the indenting offices at their discretion, in case the printers fail to deliver either the signatory copies or the bulk copies within the agreed time frame.</p>
<b>15.Repeat Order Clause</b>	<p>The contract has a Repeat Order Clause, wherein the indenting offices can order upto 50% quantity of the items under the present contract within six months from the date of successful completion of this contract, cost, terms &amp; conditions remaining the same. It will be entirely the discretion of indenting offices to place the Repeat order.</p>
<b>16. Empanelment</b>	<p>At least 4 - 5 printers who quote lowest prices would be empanelled for the work of designing, formatting and printing of Audit Reports.</p>
<b>17. Other conditions</b>	<p>If a printer withdraws the offer during the period of bid validity or backs out after being considered or refuses to sign/accept the final contract, he will be debarred and will not be considered for future designing/printing needs of this office.</p>
<b>18. Technical requirement</b>	<p>Prospective bidders should submit 10 samples of high quality printed reports (their best reports around 50 pages or more in A-4 size or thereabout size paper of 120 GSM or more in a separate sealed envelope marked <b>“For technical evaluation”</b> on it along with following</p>

	<p>information:</p> <ul style="list-style-type: none"> <li>• Details of his capacity to print reports</li> <li>• Details of his clients for last three years</li> <li>• Details of Reports printed for the last three years</li> </ul> <p><b>Financial bid</b> of only those printers who qualify the technical requirement will be opened.</p>
<b>19. Financial bid</b>	Rates may be quoted strictly as per the requirement of enclosed <b>Annex</b> and sent in a separate sealed envelope marked " <b>Financial bid</b> " on it. Quotations submitted by the printers in the format other than that prescribed in the Annex shall be summarily rejected.
<b>20. Last date of submission</b>	Sealed offers complete in all respect should reach the undersigned latest by 25 <sup>th</sup> February, <b>2016 by 1500 Hours</b> and opened at <b>1600 Hours</b> on the same day. Technical requirement will be evaluated on the next working day i.e 26 <sup>th</sup> February, 2016 at <b>11:00 AM</b> and the financial bid will be opened in <b>Committee Room</b> of this office at <b>1500 Hours</b> on 26 <sup>th</sup> February, 2016.
<b>21. Address for communication</b>	All sealed offers may be submitted <b>by hand</b> at the following address: <b>Room No. 424, Opposite Library ; 4<sup>th</sup> Floor, PAC Wing, Office of the Comptroller and Auditor General of India, 9, Deendayal Upadhyay Marg, New Delhi-110 124.</b>

**Encl: Annex**

(Jyoti Kumari)  
Sr. Administrative Officer  
(PAC Wing)  
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## Annex

### Quotation for designing, formatting and printing of Audit Reports for financial year 2016-18 (01.04.2016 to 31.03.2018)

(Please indicate here the name, address and telephone number of the firm)

Sl. No.	Description of work	Rates
1	All inclusive rate per page for designing, formatting etc including photographs, charts, tables, maps etc for:  (i) 1000-1500 copies of English version of Audit Report (ii) 1501-2000 copies of English version of Audit Report	Per Page
2	All inclusive rate per page for designing, formatting etc including photographs, charts, tables and maps etc. for :  (i) 300-500 copies of Hindi version of Audit Reports.	Per Page
3	All inclusive rate per page for printing of multi-coloured text pages, photographs, tables and charts etc. of 1501-2000 copies of <b>English version</b> of Audit Report of following specifications: 1) <b>120 gsm with appropriate finish (Matte / glossy Paper) of A-4 size</b> 2) <b>130 gsm with appropriate finish (Matte / glossy Paper) of A-4 size</b> 3) <b>170 gsm with appropriate finish (Matte / glossy Paper) of A-4 size</b>	Per page
4	All inclusive rate per page for printing of multi-coloured text pages, photographs, tables and charts etc. of 1000-1500 copies of <b>English version</b> of Audit Report of following specifications: 4) <b>120 gsm with appropriate finish (Matte / glossy Paper) of A-4 size</b> 5) <b>130 gsm with appropriate finish (Matte / glossy Paper) of A-4 size</b> 6) <b>170 gsm with appropriate finish (Matte / glossy Paper) of A-4 size</b>	Per page

5	All inclusive rate per page for printing of multi-coloured text pages, photographs, tables and charts etc. of 300-500 copies of <b>Hindi version</b> of Audit Report of following specifications: 1) <b>120 gsm with appropriate finish (Matte / glossy Paper of A-4 size</b> 2) <b>130 gsm with appropriate finish (Matte / glossy Paper) of A-4 size</b> 3) <b>170 gsm with appropriate finish (Matte / glossy Paper) of A-4 size</b>	Per page
6	All inclusive rates for printing of cover ( <b>300 gsm imported art card with matte finish, lamination, printing in different colours having photographs</b> )	Per cover
7	All inclusive rates for printing of Booklet/Brochures with CD of 20-25 pages in size of 5.5" x 8.5" in hard/soft cover of about 500 – 1000 copies of English version of Reports as per the sample provided to printer	Per page
8	All inclusive rates for the digital printing of ten (10) signatory copies.	Per page

**Note**

1. The rates should be **inclusive of** the cost of designing, formatting, cost of coloured paper, printing, coloured screen, manual screen, 10 (Ten) signatory copies without facsimile signatures with gold embossed, black Rexene cover of highest quality, Sales Tax, Service Tax, VAT and delivery.
2. Rates are to be quoted strictly as per the format of this Annexure. Any deviation from the above format will render the quotation liable for rejection.

**No Sales Tax, Service Tax & VAT or other charges will be paid extra.**

**Signature and stamp of the authorised signatory**

