

**OFFICE OF THE ACCOUNTANT GENERAL (A&E)**  
**NAGALAND, KOHIMA**

Admn/A&E/27-3/12-13/Vol.IV

Dated 16<sup>th</sup> July, 2013

**Tender Notice**

Sealed tenders are invited from reputed firms for printing of the following books in English as per the specifications included in the Tender Schedule furnished herewith. The details of quality and quantity of papers, printing and binding including multi colour graphs are detailed below. The rates shall be quoted for the items in the respective columns provided in the Tender Schedule in annexure- A

| Sl. No. | Name of Report                    | No. of copies required                 | Appro. No. of pages              | Quality of Paper  | Language | Remarks |
|---------|-----------------------------------|--|----------------------------------|---|----------|---------|
| 1.      | Annual finance Accounts Volume I  | Hard Bound- 30 Nos<br>Normal – 870 Nos | 35 pages (Excluding cover page)  | 150gsm art paper for 30 Hard bond copies & 80gsm mapitho paper for ordinary copies. | English  |         |
| 2.      | Annual finance Accounts Volume II | Hard Bound- 30 Nos<br>Normal – 870 Nos | 260 pages (Excluding cover page) | 150gsm art paper for 30 Hard bond copies & 80gsm mapitho paper for ordinary copies. | English  |         |
| 3.      | Appropriation Accounts            | Hard Bound- 30 Nos<br>Normal – 870 Nos | 250 pages (Excluding cover page) | 150gsm art paper for 30 Hard bond copies & 80gsm mapitho paper for ordinary copies. | English  |         |
| 4.      | Accounts at a Glance              | Hard Bound- 30 Nos<br>Normal – 870 Nos | 48 pages (Excluding cover page)  | 250 gsm art paper with processing and binding                                       | English  |         |

**Important** :- The documents are highly confidential in nature and any leakage of their contents would amount to breach of the privilege of Legislative Assembly. Therefore, the printer is expected to ensure strict confidentiality of the documents. The printer will be held solely responsible for any lapse in this regard.

The firms willing to undertake the above job may contact Accounts officer (Admn) for physical verification of the books printed during the earlier years. Tenders for Printing shall be submitted to the undersigned on or before 13<sup>th</sup> August, 2013 11.30 a.m. Tenders received after 11.30 a.m. on 13/8/2013 will not be entertained.

Sd/-

**Dy. Accountant General (A&E)**

## **Terms and conditions**

1. The printer has to execute the printing job of all the books and make them available at this office within 12 days from the date of placing the job order. The job order is likely to be placed around 20<sup>th</sup> August, 2013. A soft copy will be provided.
2. Local taxes if any, chargeable shall be specifically indicated.
3. Delivery of the Books shall be made at this office.
4. The Printouts of each of the books will be supplied by this office in computer laser print of the indicated sizes.
5. The tenderer shall not sub-contract the job order.
6. The undersigned has the right to cancel or reject any or all quotations without assigning any reason thereof.
7. Earnest Money Deposit (EMD) for Rs. 10,000/- (refundable after successful completion of the job in the shape of a Demand Draft drawn in favour of 'PAO (IAAD), office of the Accountant General (A&E), Nagaland, Kohima ' shall be enclosed to the tender. The EMD shall be liable for forfeiture in the case of delay in commencement and completion of job/work. Tenders without EMD shall be rejected.
8. Failure to comply with the terms and conditions of the order in any aspect will attract penalty of 10 percent or at the discretion of the undersigned. The tenderer shall maintain uniform quality of paper and also perfect binding.
9. The undersigned may, in the case of default by the printer regarding the time schedule, will get the work done by any other printer at the cost of defaulting printer.
10. Accountant General (A&E), Nagaland, Kohma has the right to appoint any person, including a person of this department, as an Arbitrator in the case of any dispute. The decision of the Arbitrator shall be final and binding on both the department and printer.
11. No separate charges will be paid for designing wherever designing work is to be done.
12. The intending firm should have own offset Printing infrastructure.
13. The firm may enclosed the copy of up-to-date renewal NSIC certificate , if any, registered under National Small Industries Corporation Ltd.
14. The firm must have experience in Printing of Finance & Appropriation Accounts
15. The firm if registered with Employee State Insurance Corporation, registration No may be quoted .

**Tender Schedule for Printing of Appropriation, Finance Accounts and Accounts at a Glance for the Year 2012-13**

1. Name and Address of the firm:-
2. Details of any two similar jobs undertaken recently and completed (enclose specimen) with State or Central Govt. during previous Financial Year.
3. Printing job work.

| Sl. No. | Item Description   | Appropriation Accounts  | Finance Accounts, Vol.I   | Finance Accounts, Vol.II  | Accounts at a Glance  |
|---------|--|---|---|---|---|
| 1.      | Number of copies   | 870copies+ 30 copies Hard bound   | 870copies+30 copies Hard bound  | 870copies+30 copies Hard bound  | 870copies+30 copies Hard bound  |
| 2.      | Approximate total number of pages in the Report  | 35 pages (excluding cover page)   | 260 pages (excluding cover page)  | 250 pages (excluding cover page)  | 48 pages (excluding cover page)   |
| 3.      | Report should be printed in  | English   | English   | English   | English   |
| 4.      | Quality of paper to be used  | 150gsm art paper for 30 Hard bound copies & 80gsm maplitho paper for others | 150gsm art paper for 30 Hard bound copies & 80gsm maplitho paper for others | 150gsm art paper for 30 Hard bound copies & 80gsm maplitho paper for others | 150gsm art paper for 30 Hard bound copies & 80gsm maplitho paper for others |
| 5.      | Paper to be used for cover sheet   | GSM Art card in Multi On 300 colours Matte finish with lamination           | GSM Art card in Multi On 300 colours Matte finish with lamination           | GSM Art card in Multi On 300 colours Matte finish with lamination           | GSM Art card in Multi On 300 colours Matte finish with lamination           |
| 9.      | Printing charges   | To be filled by tenderer  | To be filled by tenderer  | To be filled by tenderer  | To be filled by tenderer  |
|         | a.To print one page of report in Rs. (inside matter in single colour & cover page in multi colour)   |   |   |   |   |
|         | b.Estimated total cost (including transportation, cover page, pre-bond copies, taxes if any) of each Report on the basis of Market Survey. |   |   |   |   |

@ Appropriation Accounts, Finance Accounts, Vol. I, Finance Accounts, Vol. II & Accounts at a Glance are available in Admn (A&E) section for verification.

We/I the undersigned agree to abide by all the terms and conditions stated in the tender notice and Annexure to this schedule.

**Signature of the Tenderer and Office Seal**