

Annexure – A

Tender Schedule for printing of Appropriation, Finance Accounts and Accounts at a Glance for the year 2018-19.

1. Name and address of the firm:-
2. Details of any two jobs undertaken recently and completed (enclosed specimen) with state of central Government during the previous year.
3. Printing job/work

SI No	Item Description	Finance Accounts Vol-I	Finance Accounts Vol-II	Appropriation Accounts	Accounts at a Glance
1.	Number of copies	570 copies + 30 Copies Hard Bound	570 copies + 30 Copies Hard Bound	570 copies + 30 Copies Hard Bound	600 copies
2.	Approximate total number of pages in the report	78 pages (excluding cover page)	290 pages (excluding cover page)	134 pages (excluding cover page)	54 pages (excluding cover page)
3.	Report to be printed in	English	English	English	English
4.	Quality of paper to be used	150 gsm art paper for 30 Hard Bound copies & 80 gsm mapitho paper for others	150 gsm art paper for 30 Hard Bound copies & 80 gsm mapitho paper for others	150 gsm art paper for 30 Hard Bound copies & 80 gsm mapitho paper for others	250 gsm art paper with processing and binding
5.	Paper to be used for cover sheet	GSM Art Card in muti on 300 colour Matte finish with lamination	GSM Art Card in muti on 300 colour Matte finish with lamination	GSM Art Card in muti on 300 colour Matte finish with lamination	GSM Art Card in muti on 300 colour Matte finish with lamination
6.	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, cover page, prebond copies, taxes (if any), of each report on the basis of market survey.					

Appropriation Accounts, Finance Accounts, Vol.I 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.

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 order. The job order is likely to be placed around first week of September, 2019. A soft copy will be provided.
2. Local taxes if any, chargeable shall be specially indicated.
3. Delivery of the books shall be made at this office.
4. The printout of each of the books will be supplied by this office in computer laser print of the indicated sizes.
5. The tenderers 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 ` 10,000/- (Refundable after successful completion of the job in the shape of a demand draft in favour of **“PAO(IAAD)” office of the Principal Accountant General (A&E), Nagaland, Kohima** shall be enclosed by the tender. The EMD shall be liable for forfeiture in 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 case of default by the printer regarding the time schedule, will have had the work done by any other printer at the cost of defaulting printer.
10. Pr.Accountant General (A&E), Nagaland, Kohima has the right to appoint any person, including a person of this department, as an Arbitrator in case of any dispute. The decision of the Arbitrator shall be final and binding on both the department and printer.
11. No separate charge 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 enclose the copy of up-date renewal of 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 Employees State Insurance Corporation, registration No. may be quoted.