

**OFFICE OF THE ACCOUNTANT GENERAL (A&E), KARNATAKA
BENGALURU-560001**

AG (A&E)/HK-STY/2018-19/

Dated: 17.09.2018

NOTICE INVITING QUOTATIONS

**Sub: Quotations for Printing & supply of Non-tearable PPOs & FPPOs
Pre-Printed Computer forms for the year 2018-2019 –reg.**

Sealed Quotations are invited from well established Computer stationery firms for supplying Non-tearable PPOs & FPPOs Pre-Printed Computer forms as per the Specifications/features (Annexure-2) enclosed, for one year as per the following terms and conditions (Annexure-1). The sealed quotations with superscription” **Quotations for Printing & supply of Non-tearable PPOs & FPPOs Pre-Printed Computer forms for the year 2018-2019”** enclosing a EMD for Rs.10, 000/- (Rupees Ten Thousand Only) as Security Deposit drawn in favour of PAO, IAD, BENGALURU, should reach this office on or before 24.09.2018 before 3PM to be sent by Registered or speed post. The quotations should be addressed to Sri. M. CHANDRAMOHAN, Senior Accounts Officer (OM), Office of the Accountant General (A&E), Karnataka, Bengaluru-560001. The above same is also uploaded in our official Website: www.agkar.cag.gov.in. (The samples may be collected from this office).

Yours faithfully,

Sd/-

M. CHANDRA MOHAN.
Senior Accounts Officer (OM)
Ph-080-22640253

ANNEXURE-I

TERMS AND CONDITIONS FOR AWARDING ANNUAL RATE CONTRACT FOR PRINTING AND SUPPLY OF PREPRINTED COMPUTER STATIONERY(non-tearable PPOs & FPPOs) FOR THE PERIOD ENDING 31/03/2019.

- 1) Rates quoted in the quotation should be valid for the period ending 31/03/2019. Companies /Firms that can comply with this regulation need only submit their quotation.
- 2) SAMPLES EMBEDDED WITH THE "NATIONAL EMBLEM" SHOULD NECESSARILY ACCOMPANY THE QUOTATION.
- 3) Specimen samples needs to be collected from this office before submitting quotations.
- 4) Companies/ Firms that have their own individual factory for manufacturing computer blank forms with or without printing and with or without formatting(aligning holes on either side of the forms) alone should apply duly furnishing the address and location of the factory with registration number.
- 5) Companies /Firms that have not so far transacted with this office may forward a copy of their list of customers specifically mentioning Government Departments, if any, to which supplies are being made by them.
- 6) The Quantities indicated against the required item in Annexure – II are only rough estimates. This office is not in any case to be held responsible for any variation in quantity or even if no order is placed for any item.
- 7) Blank Forms should be delivered within 72hours. Delivery schedule for pre-printed forms will be communicated along with the supply order for the same.
- 8) All Tenders should furnish a Earnest Money Deposit of Rs.10,000/- in the form of "ACCOUNT PAYEE DEMAND DRAFT" only drawn on any Nationalised Bank, in favour of "PAO-IAD, Bengaluru" along with the quotations. The same shall be returned to the unsuccessful bidders. In case of successful bidders (Companies/Firms) the EMD received will be converted as SECURITY DEPOSIT FOR the entire period of empanelment.
- 9) GST rates to be quoted separately along with the terms of payments and delivery period.

- 10) Payment for supplies will be made after ensuring that supplies are made to the best satisfaction of the office.
- 11) Proof may be got approved before printing and supply of the required computer stationery.
- 12) In case of delay in supplies, liquidated damages of 2% on contract value per week up to a maximum of 4 weeks will be imposed.
- 13) In the event of non-supply of computer stationery within the specified date by the successful bidder, this office reserves the right to terminate the rate contract by giving one month's 'notice.
- 14) No escalation in cost will be permitted during the contract period.
- 15) Persistent irregularity in adhering to the time schedules for supply and any violation of the terms of the contract will entail forfeiture of security Deposit, termination of contract assigned and further such defaulting Companies/Firms will attract black listing and will not be considered for awarding any contract in future.
- 16) The computer stationery should be delivered within 3 weeks from the date of issue of the purchase order.
- 17) This office reserves the right to accept or reject any or all quotations without assigning any reasons there for. The decision of the office shall be Final.
- 18) Quotations in accordance with the above said Terms and Conditions should be sent in sealed covers and addressed to:

SHRI M.CHANDRAMOHAN
Senior Accounts Officer (OM)
O/O the ACCOUNTANT GENERAL (A&E), KARNATAKA,
Park House Road, BENGALURU-560 001
Phone: 080-22640253

so as to reach this office on any working day **before 3.00 pm on or before 24.09.2018**

Sd/-

Sr. Accounts Officer/OM

ANNEXURE-2

The detailed specifications/features of the non-tearable PPOs & FPPOs:

Sl.no	Forms	QTY	Specifications/features
1	PPOs	1+1, 20,000Sets (40,000Sheets)	<ol style="list-style-type: none">1. The thickness of the paper required is 120 GSM and should be of A4 size.2. The National Emblem should be embedded in the PPO/FPPO Authorisation.3. The paper should have features-non tearable, water resistant, shelf life of 100 years and termite resistant.4. The matter should be printed on both sides of the paper.5. The paper should be white in colour.6. The pre-Printed matter should be Blue in colour for Disburser's Portion and Dark Blue colour for Pensioner's Portion of PPOs, Red in colour for Disburser's Portion Dark Pink colour for Pensioner's Portion of FPPOs.
2	FPPOs	1+1, 5000 Sets (10,000 Sheets)	

Sd/-

Sr. Accounts Officer (OM)