

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

AG(A&E)/HK-STY/2018-19/186

Dated:05.06.2018

NOTICE INVITING QUOTATIONS

**Sub: Quotations for Printing & supply of Pre-Printed & Plain Computer Stationery for the year 2018-2019 –reg.**

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Sealed Quotations are invited from well established Computer stationery firms for supplying Pre-Printed & Plain Computer Stationery as per list enclosed (Annexure-2), for one year as per the following terms and conditions(Annexure-1). The sealed quotations with superscription "**Quotation for Printing & supply of Pre-Printed & Plain Computer Stationery 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 15.06.2018 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.

Yours faithfully,

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 (II) 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 SHOULD NECESSARILY ACCOMPANY THE QUOTATION.
- 3) 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.
- 4) 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.
- 5) 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.
- 6) Blank Forms should be delivered within 72hours. Delivery schedule for pre-printed forms will be communicated along with the supply order for the same.
- 7) 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.
- 8) GST rates to be quoted separately along with the terms of payments and delivery period.
- 9) Payment for supplies will be made after ensuring that supplies are made to the best satisfaction of the office.

- 10) Proof may be got approved before printing and supply of the required computer stationery.
- 11) 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.
- 12) 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.
- 13) No escalation in cost will be permitted during the contract period.
- 14) 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.
- 15) The computer stationery should be delivered within 3 weeks from the date of issue of the purchase order.
- 16) 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.
- 17) 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 15/06/2018.**

Sr. Accounts Officer/OM

## ANNEXURE-II

### a. Requirement of Pre-Printed Computer Stationery:-

Sl.No	Description	Quantity
1	PPO: A4 Size, 21cmsx29.7 cms, (1+1) 120GSM	20,000 sets (40,000sheets)
2	FPPO: A4 Size 21cmsx29.7cms (1+1)120GSM.	5,000 sets (10,000 sheets)
3	GPO:(Brown) A4 Size 21cmsx29.7cms 80GSM. Printing on both sides	5,000 sheets
4	CPO: (Green) A4 Size 21cmsx29.7cms 80GSM. Printing on both sides	5,000 sheets
5	C&R: A3 Size 15X12X1 part, 132 col 120GSM.	30,000 sheets
6	FINAL WITHDRAWAL Authorisations size 9x12x4, (1+2), 60+60+60 gsm with water mark.	4,000 sheets
7	Payslip (3 parts) 10*12*3 Printing on both sides (front &Back) in single colour.	1,60,000 Sets

### b. Requirement of Plain Computer Stationery:-

Sl.No	Description	Quantity
1	80 COL, 2 PARTS, 70+70 gsm, 10*12*2part, Printing on one side-Top of the page.	1,00,000 Sheets
2	80 COL, 3 PARTS, 70 +60+60 gsm, 10*12*3 part, Printing on one side-Top of the page.	1,75,000 Sheets
3	132 COL, SINGLE, 70 gsm, 15*12*1 part, Printing on one side-Top of the page.	20,000 Sheets