

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

PAG (A&E)/HK-STY/2020-21/15

Dated:31.08.2020

NOTICE INVITING QUOTATIONS

Sub: Quotations for Printing & supply of Pre-Printed & Plain Computer Stationery for the year 2020-2021 –reg.

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 2020-2021”**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 18.09.2020 before 3PM to be sent by Registered or speed post. The quotations should be addressed to **SMT PUSHPA. L. NAYAKA, Senior Accounts Officer (OM)**, Office of the Principal Accountant General (A&E), Karnataka, Bengaluru-560001. The same may also be viewed in the official website WWW.AGKAR.CAG.GOV.IN and WWW.EPROCURE.GOV.IN

Yours faithfully,

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PUSHPA. L. NAYAKA.
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 31/03/2021.

- 1) Rates quoted in the quotation should be valid for the period ending 31/03/2021. 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(aligned 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:

Smt PUSHPA. L. NAYAKA
Senior Accounts Officer (OM)
O/O The PRINCIPAL 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 18/09/2020.**

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Sr. Accounts Officer/OM

ANNEXURE-II

A. Requirement of Pre-Printed Computer Stationery:-

SN	Items	Specification	Quantity Required
1.	PPO	01. The thickness of the paper required is 120GSM and should be of A4 size. 02. The National Emblem should be Embedded in the PPO/FPPO Authorisation (should not be watermarked) 03. The paper should have the following features-non tearable, water resistant, shelf life of 100 year and termite resistant. 04. The matter should be printed on both sides of the paper. 05. The paper should be white in colour. 06.The pre-printed matter should be light blue in colour for Disburser's Portion and Dark Blue colour for Pensioner's Portion of PPO's, Red in colour for Disburser's Portion and Dark Pink colour for Pensioner's Portion of FPPOs 07. All vendors should furnish a sample of the paper to be supplied, with the "NATIONAL EMBLEM "embedded, along with the quote for approval by the committee.	25,500 Sets
2.	FPPO		4,700 Sets
3.	GPO	GPO(Brown)A4 Size 21cms×29.7cms 80GSM.Printing on both sides	52,200 sheets
4.	CPO	CPO (Green) A4 Size 21cms×29.7cms 80GSM. Printing on both sides	16,000 sheets
5.	Intimation PPO	80Col 80GSM 1+2	21,300 Sets
6.	Plain Sheet	80 Col Single sheet 70GSM	82,000 Sheets
7.	Plain Sheet	80 Col 2 Part (1+1) 70+70 GSM	1,16,000 sheets
8.	Plain Sheet	80 Col 3Part (1+2) 70+60+60 GSM	75,000 sets
9.	Plain Sheet	132 Col, Single, 70GSM	1,48,000 sheets
10.	PFW Authorisation Form	4 Part (1+3) 60+60+60+60 GSM with Watermark Size 9×12×4	10,000 sets 20 boxes each box containing 500 sets
11.	FW Authorisation Form	3Part (1+2) 60+60+60 GSM with water mark size 9×12×3	15,000 Sets
12.	Pay Slip	Single sheet 70GSM	7,000 Sheets
13.	Pay Slip	2Part 70+70 GSM (1+1)	69,000 Sets
14.	Pay Slip	3 Part 70+70+70 GSM (1+2)	30,000 Sets

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SENIOR ACCOUNTS OFFICER/OM