

No. M-14023/41/MF/05-06/CGA/Admn/ 244-286

Government of India

Ministry of Finance, Deptt. of Expenditure

Controller General of Accounts

4th floor, Lok Nayak Bhawan

Khan Market, New Delhi-110003

Dated: 07.09.2009

NOTICE INVITING QUOTATIONS

Sub: Printing of Accounts at a Glance 2008-09.

Sealed Quotations are invited for printing of 1000 copies English & 450 copies Hindi of booklet "Accounts at a Glance" for 2008-09 as per terms and conditions noted below:-

1. The size of the print should be appropriate to the size of the books. Hindi and English versions are to be set in same page as per specimen. The figures and matter may undergo changes both in Hindi and English at various stages i.e I, II and III bound proofs which have to be carried out by the Tenderer.
2. For providing 1000 English & 450 Hindi books, it may be ensured that adequate margin is left on both sides on each page and pages are printed back to back.
3. You may examine the jobs by visiting the office / contacting Shri A.S. Bartwal (Phone No. 24610126 Ext. 135) before sending your quotation so that you would see the nature and quantum of work and assess the feasibility before undertaking it.
4. The specification regarding the publication are as follows:-

a)	Paper to be used	-	130 GSM Art Paper (Glossy Finish)
b)	Cover	-	300 GSM Art Card (Laminated)
c)	Binding	-	Section Sewing
d)	No. of copies & pages	-	1450 copies (Hindi+Eng) 50 pages each
5. Before final proof/printing, a draft copy of publication (one each for Hindi & English) shall be prepared by the printing firm and shall be got approved by officer of Appropriation Accounts Section.
6. **Terms & conditions:-**
 - (a) The firm should have valid registration No. and TIN No. Documentary evidence in respect of the same should be attached alongwith the quotations.
 - (b) Tendering parties should have previous experience of 3 years or more for such type of printing works in Government Ministries / Deptts, Public Sector Undertakings and / or reputed private firms. Work orders (copies) of printing work having value of more than 50,000 Rs. During last 2 years should be attached.
 - (C) Tendering parties must submit an undertaking to the effect that they have not been blacklisted anywhere.
 - (d) Details of infrastructure facility available to be furnished i.e. no. and type of machines, qualified manpower etc.
 - (e) Demand draft of Rs. 5000/- favouring PAO, CGA, Ministry of Finance, New Delhi to be enclosed.

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7. Subject to the terms & conditions outlined above, interested parties may furnish sealed quotations so as to reach to the undersigned latest by **20th Sept.' 2009**. Quotation received without documentary evidence of fulfilling all the conditions outlines above shall be summarily rejected.

8. The quotation sealed in double wax sealed envelopes, the outer line superscribed with 'QUOTATION FOR PRINTING OF ACCOUNTS AT A GLANCE 2008-09' shall be sent by name to the undersigned at the following address so as to reach latest by 4.00 pm on **20th Sept.' 2009**.

**Sr. Accounts Officer (Admn.),
O/o CGA,
Min. of Finance, Deptt of Expenditure
8th Floor, Lok Nayak Bhawan,
Khan Market,
New Delhi – 110 003.**

8. This office reserves the right to reject any or all the quotations without assigning any reasons thereof. In case it is felt necessary, further negotiations with all or any of the Tenderers may also be considered.



**(SUNIL KUMAR)
Sr. Accounts Officer (Admn)
Phone 24616507**

To,

