

F. No. 3-53/GP/2012-13/557
vMeku rFkk fudkckj iz kkl u
ANDAMAN AND NICOBAR ADMINISTRATION
lkca/kd dk dk; kly; j jkt dh; enz kky;
OFFICE OF THE MANAGER, GOVT. PRESS
i kVZ Cy\$ j/PORT BLAIR

Port Blair, dated the 12th December, 2018.

TENDER NOTICE

Sub : Tender Notice for Engaging Chartered/Cost Accountant for Preparation of Proforma Account from 2015-16 to 2017-18

1. SCOPE OF WORK

1. The selected bidder should Prepare Proforma Account for Govt. Press, Port Blair, in accordance with the existing norms and format. The Proforma Account should be audited and certified by the Indian Audit & Accounts Department, Port Blair. During the entire period of Preparation of Proforma Account the firm will involve the concerned staffs designated by the department in the process. The entire work of preparation of Proforma Account from 2015-16, 2016-17 & 2017-18 should be completed within one year from the date of agreement.

Proforma Account from 2015-16, 2016-17 & 2017-18 should be prepared as per input to Cost Centre Wise by preparing and compilation Forms for abstracting the charges relating to wages/salaries etc. and compilation forms for abstracting and distributing productive overheads and administrative overheads. (The Compilation Forms and Annexures Abstracting and Distribution, Productive Overheads and Administrative Overheads etc. Form of specimen as per Govt. of India Press Hand Book are available for inspection during office working hours).

II. INSTRUCTION TO THE BIDDERS

1. Cost of Bidding

The Bidder shall bear all the cost associated within the preparation and submission of its bid, and the Tendering Authority in case, will be responsible or liable for these costs. Regardless of conduct or outcome of the bidding process.

2. Bidding Document

- a. Price bid should be submitted in the Proforma annexed at Annexure-I
- b. The Bidder is expected to examine all instructions. Forms, items and conditions in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in rejection of the bid.

3. Preparation of Bids

a. Language of Bid

The bid prepared by the Bidder. As well as all correspondence and documents relating to the bid exchanged by the Bidder and the Tendering Authority shall be in English only.

b. Bid Currency

Prices shall be quoted in Indian Rupees only.

III. BID DOCUMENTS

Bids shall be valid for 180 days after the date of bid opening. A bid valid for a shorter period than 180 days shall be rejected by the tendering authority.

The Bid shall be typed in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. A Written power-of-attorney accompanying the bid should support the letter of authorization. The person or persons signing the bid shall initial all pages of the bid, except for un-amended printed literature.

Any erasures or overwriting shall be valid only if they are signed by the person(s) signing the bid.

IV. Earnest Money Deposit

EMD of Rs. 10,000/- (Rupees ten thousand only) in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks drawn in favour of the Manager, Govt. Press payable at Port Blair.

- a. The EMD shall be in Indian Rupees only.
- b. The EMD of unsuccessful Bidders will be returned. EMD of Successful Bidder shall be returned on submission of Performance Guarantee.

V. SUBMISSION OF BIDS SEALING AND MARKING OF BIDS

The Bidders shall seal the envelope and the envelop should be super-scribed as "Bid for engaging Chartered/Cost Accountant for Preparation of Proforma Account from 2015-16 to 2017-18 with date of submission and addressed to: The Manager, Govt. Press, Port Blair – 744 101. Phone: 03192-229216

- I. Bids must be received by Tendering Authority at the address, not later than the time and date specified in the Invitation for Bids. In the event of the specified date for the submission of Bids being declared as a holiday for the Tendering Authority, The bids will be received up to the appointed time on the next working day.
- II. The Tendering Authority may, at its discretion extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligations of The Tendering Authority and Bidders subject to the deadline as extended.

VII. LATE BIDS

Any bid received by the Tendering Authority after the deadline for submission of bids prescribed by the Tendering Authority, will be rejected and / or returned unopened to the Bidder.

VIII. CLARIFICATION OF BIDS

During evaluation of bids, Tendering Authority may at its discretion ask the Bidder for clarification of its bid. The request for clarification and response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.

IX. AWARD OF WORK

- a. The finalization of the tenders will be done by the Tender Evaluation committee constituted by the Govt. Press, Port Blair for the purpose.

- b. The Tendering Authority will award the work to the successful bidder whose bid has been determined as the lowest evaluated bid.
- c. The Tendering Authority may vary scope of contract at the time of award of Job order.

X. TENDERING AUTHORITY'S RIGHT TO ACCEPT/REJECT ANY OR ALL BIDS

All Tendering Authority reserves the right to accept or reject any bid, or to annul the bidding process and reject all bids at any time prior to the award of Contracts, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Tendering Authority's action.

XI. PERFORMANCE SECURITY

The bidder will have to submit Performance Security for an amount of 10% of the value of the Contract in the form of Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank, Bank Guarantee from a Commercial Bank drawn/pledged in favour of The Manager, Govt. Press, Port Blair and payable at Port Blair immediately on receipt of intimation about acceptance of the tender. Performance security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations.

XII. DELAY IN THE BIDDER'S PERFORMANCE

The bidder shall adhere to the time schedule for completion of job specified under the clause Scope of work of the tender document. An unexcused delay by the Bidder in the performance of its contract obligations shall render the Bidder liable to any or all of the following sanctions"

- i) Forfeiture of its performance security.
- ii) Imposition of liquidated damages; and/or
- iii) Termination of the Contract for default.

However, in case of a situation beyond the control of the bidder, the tendering authority may consider extension of date for completion of the contract along with Liquidated Damage.

XIII. LIQUIDATED DAMAGES

If the bidder fails to complete the supply within the stipulated time, liquidated damages @ 1% of contract value per weeks, subject to a maximum of 5% of the contract value shall be levied on the selected bidder. On reaching the maximum of Liquidated Damage, Job order as well as agreement shall be liable to be cancelled and performance security forfeited for deposit in the Govt. Account.

XIV. FORCE MAJEURE

- a. For purpose of this clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchase either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- b. If a force Majeure situation arises, the Bidder shall promptly notify the Tendering Authority in writing of such conditions and the cause therefore.

Unless otherwise directed by the Tendering Authority in writing, the Bidder shall continue to perform its obligations under the Contract as far as it reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure.

XV. TERMINATION FOR INSOLVENCY

The Tendering Authority may at any time terminate the Contract by giving written notice to the bidder. If the bidder performs bankrupt or otherwise insolvent, in this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Tendering Authority.

XVI. RESOLUTION OF DISPUTES

The matter regarding any dispute shall first be sorted out at the level of The Manager, Govt. Press, Port Blair. If the dispute persists to remain unresolved then it will be entertained, heard & finalized as per the provisions of the Arbitration and Conciliation Act, 1996.

XVII. LEGAL JURISDICTION

All legal disputes are subject to the jurisdiction of Port Blair Courts only.

XVIII. TAXES AND DUTIES

The rates quoted shall be in Indian Rupees and shall be inclusive of all taxes, duties as applicable.

XIX. BINDING CLAUSE

All decisions taken by The Tendering Authority regarding the processing of the tender and award of contract shall be final and binding on all concerned parties.

XX. THE TENDERING AUTHORITY, RESERVES THE RIGHT :-

To verify, modify, revise, amend or change any of the terms and conditions mentioned above or to reject any or all the tender/s without assigning any reason whatsoever thereof or may terminate the tender process midway without assigning any reason.

XXI. Conditional tenders shall be summarily rejected.

XXII. TECHNICAL QUALIFICATIONS MANDATORILY REQUIRED FOR BID QUALIFICATION.

1. Bidder/Firm should be registered with ICAI. Proper registration certificate of the firm should be submitted with quotation.
2. The bidder should have previous experience of similar nature of services for any Government Department/Ministry etc.

XXIII. TERMS & CONDITIONS:

1. Sealed offers prepared in accordance with the procedure enumerated in tender document should be submitted to The Manager, Govt. Press, Port Blair, not later than the date and time laid down, at the address given in the schedule for Invitation for Bids.

2. All bids must be accompanied by a Bid Security or Earnest Money Deposit.
3. The bids will be opened on the date and time indicated in the presence of bidders if any present on the occasion. If the date of opening is declared to be a holiday the bids will be opened on the next working day.
4. No advance payment or payment against Proforma invoice will be made.
5. All the information/ data for Proforma Account will be provided by the, Govt. Press, Port Blair to the firm.
6. The bidder should furnish their credentials with the offer.
7. The bidder should be registered with ICAI and proper registration certificate should be furnished.
8. The bidder should have previous experience of at least 5 years in preparation of Proforma Accounts of similar nature of work of Government Department and getting it audited and certified by Indian Audit and Accounts Department.
9. The bidder should have previous experience of 5 years similar nature of services of any government department/ministry etc.
10. The bidder should submit proof of services rendered for similar nature of services (viz. agreement, supply order and completion certificate).
11. Any damage to our systems and records while collecting data/ information will have to made goods at the cost of the selected bidder. Cost and the incidental expenditure thereupon shall be recovered from the concerned party.
12. The successful bidder should get the Performa Account audited & certified by Indian Audit and Accounts Department, Port Blair.
13. On acceptance of bid, the date of completion of job should be strictly adhered to. In case the order is not executed within the stipulated period, The Manager, Govt. Press, Port Blair will be at liberty to get the job completed through other sources, and to forfeit the EMD of the bidder.
14. The job shall not be deemed to have been completed unless the Proforma Account is audited and certified by Indian Audit and Accounts Department, Port Blair.
15. The Bidder shall have to submit photo copy of PAN Card as well as Service Tax Registration Certificate.
16. The Manager, Govt. Press, Port Blair shall have the right to accept or reject any offer/ contract at any stage without assigning any reason thereof.
17. The selected agency may require to unite the Office any number of time for preparation of Proforma Accounts and the expenses to be borne by selected agency.
18. The Proformas for preparation of Proforma Account are available in the Govt. Press, Establishment Section for inspection during office hours.

XXIV. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.

1. Bidder's Integrity

The bidder is responsible for and obliged to conduct all contracted activities as defined in the scope of work in accordance with the Contract.

2. Bidder's Obligations

- a. The Bidder is obliged to work closely with the Tendering Authority's staff, act within its own authority and abide by directives issued by the Tendering Authority.
- b. The Bidder is responsible for managing the activities of its personnel and will hold itself responsible for any misdemeanor.

XXV. PAYMENT

Payment will be released in two lots on part payment basis: -

- (a) 75% of the contracted rate will be payable on successful completion of preparation of Proforma Account 2015-16, 2016-17 & 2017-18.
- (b) Balance 25% of the contracted rate will be payable after receiving audit certificate from Indian Accounts & Audit Department, Port Blair for audit of Proforma Accounts.

The SEALED QUOTATION should be submitted latest by 23.01.2019 which will be opened on the same day in the presence of bidders/their authorized representative if present.

Manager
Govt. Press, Port Blair.

ANNEXURE – I
Price Bid Form

SI No.	Scope of Work	Total Price for one year exclusive of Taxes and other charges.
1.	Preparation of Proforma Account for the following periods for Govt. Press, Port Blair. 2015-16, 2016-17 and 2017-18	
2.	Preparation of Proforma Account up to the date as per the guidelines/regulations of the Govt. of India Presses Hand Book. - Capital Account (as per Proforma) - Proforma A to G - Operational Productive Department (as per Proforma) - B-Productive Department (as per Proforma) - Preparation of Statement I & II (as per Proforma) - Calculation of Hourly rate & Overhead charges	

(Note: The Proformas for preparation of Proforma Accounts are available in the Govt. Press, Establishment Section are available for inspection during office hours)

Bidder's Name & Address

F. No. 3-53/GP/2012-13/557
vMeku rFkk fudkckj iz kkl u
ANDAMAN AND NICOBAR ADMINISTRATION
lkca/kd dk dk; kly; j jkt dh; enz kky;
OFFICE OF THE MANAGER, GOVT. PRESS
i kVZ Cy\$ j/PORT BLAIR

Port Blair, dated the 12th December, 2018

NOTICE INVITING TENDER

Sealed tenders are invited for engaging Chartered/Cost Accountant for Preparation of Proforma Account from 2015-16 to 2017-18 for Govt. Press, Port Blair. The details of the tender with prescribed form including the terms and conditions are available in the website of the A&N Administration www.and.nic.in. The last date of receipt of the tenders in the Office of the Manager, Govt. Press, Port Blair is 23.01.2019 upto 3.00 pm and will be opened at 3.30 pm on the same day.

The Proformas as per the guidelines/regulations of the Govt. of India Presses Hand Book for preparation of Proforma Account are available in the Govt. Press, Establishment Section for inspection during office hours.

F. No. 3-53/GP/2012-13/557
vMeku rFkk fudkckj iz kkl u
ANDAMAN AND NICOBAR ADMINISTRATION
lkca/kd dk dk; kly; j jkt dh; enz kky;
OFFICE OF THE MANAGER, GOVT. PRESS
i kVZ Cy\$ j/PORT BLAIR

Port Blair, dated the 12th December, 2018.

1. Copy to the Chief Editor, 'The Daily Telegrams' to publish the Tender Notice for one day.
2. The Senior Correspondent, Directorate of IP&T with the request to arrange to publish the same in the private newspaper for one day.
3. The Hindi Translator, Dte. of IP&T with the request to provide the Hindi Version of the above tender to this office immediately for the further process.

Manager,
Govt. Press, Port Blair