



**REQUEST FOR PROPOSAL (RFP) FOR
ENGAGING AN AGENCY FOR DESIGNING, PRINTING, PACKAGING AND
SUPPLY OF CALENDARS, 2024**

F.NO. PR-1(10)/PR, P&P/2023-24/1122

DATE:02/11/2023

DIRECTORATE OF PUBLIC RELATION, PRINTING & PUBLICITY
DIRECTORATE GENERAL OF ADMINISTRATION AND TAXPAYER SERVICES
CENTRAL BOARD OF DIRECT TAXES
DEPARTMENT OF REVENUE, MINISTRY OF FINANCE
6TH FLOOR, MAYUR BHAWAN, CONNAUGHT CIRCUS
NEW DELHI-110001

INDEX

MAIN FEATURES IN THE “REQUEST FOR PROPOSAL” (RFP) FOR THE WALL CALENDAR 2024 AND TABLE CALENDAR for F.Y. 2024-25

S.No.	Important Dates/Features	Page No.
1.	RFP Schedule & Criteria	3-8
2.	Procedure & Terms & Conditions	9-17
3.	Eligibility Criteria	18
4.	Commercial Terms & Conditions	19-20
5.	Methods of Evaluation & Award	21-24
6.	Scope of Work	25-30
7.	Checklist	31
8.	Technical Bid	32
9.	Financial Bid	33
10	Criteria for evaluation technical bid (Annexure-C)	34
11.	Order of submission of documents in Technical Bid (Annexure-D)	35
12.	No conflict of interest (Annexure – E)	36



DIRECTORATE OF INCOME TAX
(PRINTING, PUBLICATIONS & PUBLICITY)
6th Floor, Mayur Bhawan, Connaught Circus, New Delhi – 110001

Request for Proposal (RFP)

The Directorate of Income Tax (PR, P&P) on behalf of the Income Tax Department intends to engage an ‘Agency’ for undertaking various works as defined in the Scope of Work and subject to other terms & conditions mentioned below in this ‘Request For Proposal’ (RFP). The selection of agency for **designing, printing, packaging and supply** of Wall Calendar for Calendar Year, 2024 and Table Calendar for Financial Year 2024-25 (April,2024 to March, 2025) would be through an Open Tender Process.

1. This Tender is being called through e-tendering process. Bidders are requested to register themselves at <https://eprocure.gov.in/eprocure/app> for participation in the tender and to procure/downloading of the tender documents from the above website. They can also obtain it from the Income Tax Department’s official website www.incometaxindia.gov.in.
2. Bidders are advised to follow the instructions provided in the “Request For Proposal” (RFP) for the bid and “*Instructions To Bidder for Online Bid Submission*” for online uploading of the bids. They are to go through the general information and Instructions to bidders regarding scope of work and other terms & conditions for clarity.

-Sd-

Joint Director of Income Tax (Public Relations),New Delhi

REQUEST FOR PROPOSAL

Selection of an Agency for **Designing, Printing, Packaging and supply** of Wall Calendar, 2024 and Table Calendar for F.Y.2024-25 for the Income Tax Department, Ministry of Finance, Government of India.

1. The Directorate of Income Tax (PR, P&P), Central Board of Direct Taxes (hereafter referred to in this RFP document as “Directorate”) on behalf of the Income Tax Department (hereafter referred to in this RFP as “ITD”), Ministry of Finance, Government of India invites online tenders from reputed, experienced and financially sound agencies for **designing, printing, packaging and supply** of Wall Calendars, 2024 and Table Calendars for F.Y.2024-25 through the following:

i. Design of the Wall Calendar and Table Calendar should be made in an attractive manner and in pre decided time frame. The theme for the Wall Calendar for the Calendar Year 2024 is **“Diversity of palettes”** and the theme for Table Calendar for Financial Year 2024-25 is **“Taxation Quotes from Indian Epics/Vedas / Upanishads and Eminent National Personalities”**. In respect of these themes, the Sketches/Drawings/Paintings for Wall Calendar 2024 provided to the agency, are to be presented in the calendar appropriately giving it proper resolution and without diluting any element. Similarly, Taxation Quotes for Table Calendar 2024-25 are to be placed appropriately. This Directorate would be providing the Taxation Quotes.

ii. Timely and effective preparation and publishing of the Wall Calendars and Table Calendars on a good quality paper as specified in terms of the tender document.

2. Bids will be received mandatorily through online system. The bidders may, if they so desire, submit a hard copy of the same also to the Directorate. The bids received in hard copies without online submission will not be entertained.

3. Qualifications/ requirements and selection methodology are specified in this Request for Proposal (RFP) document at page **no.21 in section-I (F)** of this document.

4. Bids must be delivered as specified in the Instructions to Bidders of this Request for Proposal (RFP). Late bids will be rejected by this Directorate.

Summary

Section I. General Information and Instructions to Bidders

This Section provides information to help bidders prepare their bids. Information is also provided on the submission, opening, and evaluation of bids and on the award of contracts. Section I contains provisions that are to be complied without modification.

Section II. Technical System Requirement

This section includes Generic and Technical requirements and scope of work of the project, This Section also contains the list of services and technical specifications of the services to be provided by the successful bidder.

Section III. Enclosures

This Section includes forms to be submitted, duly filed up, signed and stamped by the bidders.

SECTION -I

GENERAL INFORMATION AND INSTRUCTIONS TO BIDDERS

CONTENTS

- A. **REQUEST FOR PROPOSAL (RFP) SCHEDULE AND CRITICAL DATES**
- B. **INTENT OF THE REQUEST FOR PROPOSAL**
- C. **PROCEDURE AND TERMS & CONDITIONS**
- D. **ELIGIBILITY CRITERIA**
- E. **COMMERCIAL TERMS AND CONDITIONS**
- F. **METHOD OF EVALUATION AND AWARD OF TENDER**

SECTION-I (A)**REQUEST FOR PROPOSAL (RFP) SCHEDULE AND CRITICAL DATES**

The tentative schedule and critical dates of the RFP are given below:

S.No.	EVENT	DATE
1	Issue/upload of RFP documents on e-procurement.gov.in	2-11-2023
2	Pre- Bid Meeting	9-11-2023 at 11.30 a.m.
3	Venue for Pre-Bid Meeting	Conference Hall, 5 th Floor, Mayur Bhawan, Connaught Circus, New Delhi
4	Last date of submission of Proposals/bids	22-11-2023 at 12.30 p.m.
5	Venue for Opening for Technical Bids	Conference Hall, 5 th Floor, Mayur Bhawan, Connaught Circus, New Delhi
6	Opening of Technical Bids & Technical evaluation of bids	23-11-2023 at 01.00 p.m.
7	Date of Presentation for agencies who qualified the Technical Evaluation of bid	24-11-2023
8	Venue of Presentation for qualified agencies	Conference Hall, 5 th Floor, Mayur Bhawan, Connaught Circus, New Delhi / Video Conference
9	Opening of Financial Bid	28-11-2023
10	Award of Work Order	Within 2-3 working days after the opening of financial bids NOTE: Services should start from the day succeeding the date of issuing work order.

The Directorate of Income Tax (PR, P&P) reserves the right to amend the schedule and critical dates at any time and at any stage.

SECTION-I (B)**INTENT OF THE REQUEST FOR PROPOSAL (RFP)**

The intent of the RFP is to hire an agency for **designing, printing, packaging and supply** of Wall Calendars, 2024 and Table Calendars for the Financial Year 2024-25.

The endeavour of the department is to create a platform through the annual calendars showcasing the achievements, importance of taxation and encouraging their officials to take up fine arts.

SECTION-I (C)

PROCEDURE AND TERMS & CONDITIONS**1. TWO BID SYSTEM**

The proposal is to be submitted in TWO BID SYSTEM online.

2. Technical Bid should contain the following –

- i. Tender documents (Annexure A, B, C, D & E) duly completed, signed & stamped by the bidder, **but WITHOUT indicating the rate quoted.**
- ii. The Earnest Money Deposit (EMD), as prescribed in Section I(E) of this document.

NOTE: Only the Technical Bid shall be opened on the date of opening the Technical Bids. If any financial rate is indicated in the Technical Bid, the tender will be rejected outright.

2.1 Financial Bid should contain the following-

The financial bid/rate offered by the bidder in the proforma as per Annexure B. Details of rate, applicable taxes& duties etc. and discount if any, quoted by the bidder should be separately mentioned.

3. During the process, if for any reason, the contract with the agency is terminated or there is breach of contract leading to termination, the bidder which is second in the selection process (as L2) will be given the option to take over the work at the same terms and conditions and on rates quoted by it. In case the L2 bidder is not willing, bidder L3 will be made the same offer, and so on.

4. Bid responses/submissions must be filled up on <https://eprocure.gov.in/eprocure/app> and www.incometaxindia.gov.in.

5. The bidder shall upload a copy of the Demand Draft/Banker's Cheque for EMD online at <https://eprocure.gov.in/eprocure/app> and also submit the Demand Draft/ Bankers Cheque in the favour of Zonal Accounts Officer(ZAO), CBDT, New Delhi at Room No. 623, 6th Floor, Mayur Bhawan, New Delhi-110001 before the last date for closure of the bid.

6. All bids are to remain valid for nine months from the date of opening of Technical Bid.

7. It will be the bidders' responsibility to check for updated information on the website www.incometaxindia.gov.in and <https://eprocure.gov.in/eprocure/app>. The Directorate

reserves the right to waive off any deviations, accept the whole or part thereof or reject any or all bids and to select the Bidder (s) which, in the sole opinion of the Directorate, best meets its interest.

8. The Directorate reserves the right to alter/modify the Scope of Work mentioned in this RFP document at any stage of the bidding process.

9. The Directorate reserves the right to solicit additional information from Bidders to evaluate which bid best meets the need of the project. Additional information may include, but is not limited to, past performance records, lists of available items of work that will be done simultaneously with the project and evaluations by this Directorate, personnel, or any other pertinent information.

10. Short listing of the agencies will be made on the assessment of the Technical Bid. Thereafter, the qualified agencies would be asked to make 10 minute Power-Point Presentation before the Screening Committee. The Directorate will make its decision based on the ability of the Bidder(s) to meet its specific needs and based on presentation made by the bidders on creativity, past performance experience, besides cost by giving **70:30** weightage to creative presentation & Financial Bid respectively.

11. The decision of the Directorate of Income Tax (PR, P&P) with regard to selection of agency will be final and binding.

12. Successful bidder is required to submit an up-front '**Performance Bank Guarantee**' (PBG) @ **10%** of the contract value having a validity of **up to 12 months** from the date of award of the job. If the tenure of the agency is extended, validity of the Bank Guarantee too will correspondingly change. The PBG is to be submitted from a scheduled commercial bank within 30 days of the Income Tax Department's work order. In addition to this, in case of delay in completion of work as per schedule, agency will stand to forfeit the Bank Guarantee.

13. The EMD of unsuccessful bidders will be returned, as it is, within one month after selection/finalization of agency. No interest will be payable on the EMD.

14. All information contained in the Request for Proposal (RFP), or provided in subsequent discussions or disclosures, is proprietary and confidential. No information may be shared with any other organization, including potential sub-contractors, without prior written consent from the Directorate. **On completion of printing Wall Calendars & Table Calendars, the vendor shall provide the**

editable soft copy positively within 7 days to the Directorate without fail.

15. The Directorate reserves the right to either increase or decrease the quantity of any or all the items which are estimated requirements and therefore open to variation. The Directorate reserves the right to terminate the contract at any stage of the work by giving one month's notice to the agency if it is noticed that the delay occurred in any of the activities covered under the contract cannot be made good and will affect the overall work schedule. The Directorate shall, in such an eventuality, revoke the Performance Bank Guarantee. The decision of the Directorate shall be final and binding.

16. In case, the bidder/Agency goes into liquidation or there is a change in business/management, it shall promptly intimate the same to this Directorate.

17. The agency is responsible for completion of the project to the satisfaction of the Directorate.

18. Not more than one tender shall be submitted by one bidder.

19. Bidders shall not tamper/ modify the tender form. In case, the same is found to be tampered / modified in any manner, tender will be completely rejected and EMD would be forfeited.

20. All rates are to be quoted in Indian Rupees only and shall be written in figures and words.

21. The rates quoted in financial bid, should clearly specify all the applicable taxes. In case, this information is not mentioned in the quotation, it would be presumed that the **rates quoted are inclusive of all charges and taxes.**

22. The price quoted by the agency should be all-inclusive including and not limited to scope of work, manpower charges and all kinds of associated miscellaneous charges. The price shall remain valid till the entire contract.

23. Any deviation in rates, prices or terms at any later stage after, acceptance of work order and during validity of the work order, shall lead to forfeiture of the EMD/PBG of the said bidder.

24. All the charges / any incidental charges, etc. are to be clearly specified and quantified.

25. For Earnest Money Deposit (EMD), a Banker's Cheque/Demand Draft of Rs.

1,00,000/- (Rupees One Lakh only) drawn in favor of ZAO, CBDT, New Delhi in support of bid must accompany with the Technical Bid in the manner prescribed as per **para 5** above in the section.

26. In case of non-receipt of EMD by due date, the tender received will be summarily rejected.

27. The Bids will be opened as per notified date, time & venue. After opening of Technical Bid, the qualified bidder will be intimated by email. No communication will be entertained by this Directorate from any bidder/agency regarding the RFP (other than Pre-Bid meeting) as well as regarding the evaluation process (for both-financial and technical bid) and the final award of the contract.

28. No electronic recording device will be permitted during pre-bid meeting/bid opening.

29. If any information or details furnished or withheld by bidders willingly/unwillingly are found to be false at any time during the process of bidding and/or in future, the bid/work allocation of such bidder will be cancelled immediately. The EMD /PBG shall stand forfeited.

30. All the pages of the bid shall have initials of the authorized person as a token of acceptance of all the terms & conditions of this tender.

31. Sub-letting of contract by the Agency is not allowed either in part or full, after award of work order. If any such matter comes to the Directorate's notice, the contract will be cancelled. PBG will be forfeited by giving 7 days notice to the shortlisted agency.

32. No bid may be withdrawn in the interval between the deadline for submission of Bids and expiration of the period of bid validity. Withdrawal of a bid during this interval shall result in the forfeiture of EMD of the Bidder.

33. The Directorate reserves the right to reject any or all bids or to cancel/ withdraw the Request for Proposal (RFP) or to annul the bidding process at any time prior to Award of Contract, without assigning any reason for such decision. Such decision by the Directorate shall not be subject to question by any bidder and the Directorate shall bear no liability whatsoever consequent upon such a decision nor shall it have any obligation to inform the affected bidder or bidders of the grounds for the Directorate's action.

34. The tender submitted by bidders shall become the property of this Department and participating bidder shall have no right/obligation to ask for return of the same. The soft copy of the final work as specified in scope of work, shall have to provide to the ITD and shall remain property of this Directorate and the bidder shall have no right over it.

35. Canvassing in connection with the tenders in any shape/way/form is strictly prohibited and tenders submitted by such bidders who resort to canvassing shall be liable for rejection by the Directorate.

36. Notifications of Award of Contract will be made in writing by registered post/speed post or by email to the successful bidder by the Directorate. The notification of award shall mean the allocation of work contract to the successful agency.

37. Failure to accept the work order/non-commencement of work within the prescribed period shall entail automatic cancellation of the work order and forfeiture of the EMD.

38. Any dispute(s) or difference(s) arising out of or in connection with the Contract shall, to the extent possible, be settled amicably between the parties.

39. Arbitration: In case of any dispute between the Agency and Department arising out of or in relation to the contract, the dispute shall be governed by the provisions of the Indian Arbitration Act 1996 and subsequent amendments therein.

40. Jurisdiction: The courts of Delhi will have jurisdiction over all legal disputes under this contract.

41. Conflict of Interest.

The Agency will warrant the following:

- i. No Conflict of Interest: That agency has no business, professional, personal, or other interest in the representation of other clients, that would conflict in any manner or degree with the performance of its obligations under this Agreement. The bidder must submit certificate in the format prescribed at **Annexure-E** of the RFP.
- ii. Termination for Material Conflict: If, in the reasonable judgment of the

Directorate, such conflict poses a material conflict to and with the performance of shortlisted agency/bidder obligations under this Agreement, then the Directorate may terminate the Agreement immediately

42. **Terms & conditions for technical bid:**

- The bidder should have a valid PAN, GSTN
- The bidder should have an annual turnover of at least Rs. 1 Crore in each of the last three years i.e. F.Y. 2021-2022, 2020-21 & 2019-20 (please provide proof along with the quotations).
- The bidder should have been associated in past with similar activities **(please provide specimens for printing Wall Calendars and Table Calendar, etc. and copy of work order received in any of the last three years along with the quotation).**
- The bidder has to submit copies of Income Tax Return for the last three F.Ys. 2021-2022, 2020-21 & 2019-20 along with a copy of Balance sheet and P&L account.
- A sample copy of the last year's Wall Calendar can be seen for reference purpose between 11.00 a.m. to 3.00 p.m. on 9-11-2023 and 10-11-2023 in Room No. 633(Contact person Ms.Shobha, DEO), on 6th Floor, Mayur Bhawan, Connaught Circus, New Delhi. **A Pre Bid meeting is also fixed on 9-11-2023 at 11.30 a.m. for queries relating to sample Wall Calendars and Table Calendar. The interested Parties can avail the opportunity.**
- **The Dummy Wall Calendars and Table Calendar has to be submitted strictly as per mentioned specifications along with the bids.**
- The bidder is to submit affidavit on Stamp Paper of Rs.10/- declaring that the agency/bidder has not been blacklisted in the past in any of its previous contracts with Central Govt./State Govt./PSU etc.

43. **Other Requirements / Conditions:**

- (i) The rate offered shall be valid for a period of **four months** from the date of issue of work order. The Directorate may, if required, place order for supply of more copies at the same rates per copy within this period.
- (ii) Financial bids of only those bidders who qualify the technical bids will be opened.
- (iii) After the issue of work order to any vendor, the representatives of the Directorate may visit the premises where the jobs are being carried out or where the job material is lying and may randomly select the samples and can get the same tested at the testing facility of the Department's choice. The process of inspection may be conducted at any time during the course of carrying out the job at the business premises of the vendor. If it

is found that job is not being carried out as per the required specifications/sample or if the terms and conditions are not met with the Directorate has the right to cancel the job assigned and to impose penalty on the vendor. **Any deviation from the specifications may attract a penalty of upto 10% of the total contract value.** Such penalty may be imposed by the Addl. Director General of Income Tax (PR,P&P), New Delhi. Moreover, in case of default in respect of any of terms and conditions specified for the execution of the job, the payment to the vendor may be withheld.

- (iv) The Directorate will not pay any advance to the vendor. The vendor has to carry out the entire job on his own and the amount will be paid only after the satisfactory completion of the job and submission of the bill.
- (v) The Vendor who is awarded work order will be required to door deliver the final products i.e. Wall Calendars and Table Calendars with in two working days from the receipt of communication made by this Directorate. The place of delivery will be intimated to the agency after the receipt of information about successful printing of all items. The Directorate operates from Mayur Bhawan, Connaught Circus, New Delhi – 110001 and has premises in Hans Bhawan, I P Estate, New Delhi. It may be noted that the Cost of packaging, transportation etc. shall be borne by the vendor.
- (vi) The distribution policy will be shared with the agency for packaging calendars as specified there in it. It may essentially be ensured while making packets of calendars that the numbers of calendars specified for each station is truly honoured. The labelling on the packets containing details of Consignee and Consignor with number of calendars placed in it, is to be done by the vendor strictly as per the distribution policy.
- (vii) Conditional tenders will not be entertained and shall be liable to be rejected.
- (vii) For the purpose of satisfactory completion of the job, this Directorate reserves the right to impose any further terms and conditions and also to call a party for discussion before awarding the job to it.
- (viii) Any printing error and quality of the Calendars, if not up to the mark, is liable to be rejected. The decision of Directorate shall be binding upon the Vendor.

44. Time for execution of the job:

The maximum permissible time for completion of the work of Wall Calendars and Table Calendar is 21 days from the date of the receipt of the printable CD by the vendor. Delay in execution of the work within the time allotted will attract penalty @ Rs. 500/- per day of default. The part completion of job will attract penalty on pro-rata basis.

45. Layout Designing and Proof Reading:

The vendor is required to provide at least five copies of well-designed and layouted Wall Calendars and Table Calendar within 7 days of handing over the

inputs to this Directorate for the purpose of proof-reading. It is the responsibility of the vendor to get the Wall Calendars and Table Calendar approved by this Directorate before final printing. The responsibility regarding proper designing following acceptable global standards including editorial aspects lies with the vendor. Consistency in all forms with respect to design, layout and editorial aspects is the responsibility of the vendor.

46. Inspection:

The vendor will be responsible to get every lot of the Wall Calendars 2024 and Table Calendar 2024-25 inspected for quality and correctness. For this work the Directorate may appoint technical expert. Payment shall be released only after receiving the quality report by the technical experts in respect of the lots supplied by the vendor. Any deviation from the specifications may attract a penalty of up to 10% of the total contract value.

47. Timeline details of the tender is noted in the **Section 1(A) available on page-7** of this document. The dates/time for evaluation by the Screening Committee/opening bids of successful bidders are subject to change and shall be communicated accordingly. For any queries in the matter, please contact at telephone numbers 011- 23414641/011-23418628/011-23411280.

FORCE MAJEURE

The terms and conditions mentioned below shall be subject to Force Majeure which mean and shall include following:

- (i) Any war or hostilities
- (ii) Any riot or civil commotion
- (iii) Any earthquake, flood, tempest, lighting or other natural disaster, impossibility of the use of any Railway, Port, Airport, Shipping services or other means of transport.

SECTION-I (D)**ELIGIBILITY CRITERIA**

1. The bidder must fulfill all the criteria/conditions mentioned in **Section-I(C)** of this document.
2. The bidder is required to submit a copy of ITRs of last three years.
3. The bidder must be engaged in similar kind of work in India or abroad. During the last 3 years, bidder/agency must have successfully completed/involved in handling such work of designing and publishing of wall calendars (Copy of work order/performance certificate is required to be submitted).
4. The bidder should have an annual turnover of at least Rs. 1 Crore in each of the last three years i.e. F.Y. 2021-2022, 2020-21 & 2019-20.
5. A copy of last three years' final accounts (FY 2021-22, FY 2020-21 and FY 2019-20) should be submitted.
6. The bidder should not have been blacklisted by any government organization. An affidavit on Rs.10 stamp paper to this effect should be submitted along with the technical bid.
7. The bidder is required to submit following documents:
 - a) Copy of PAN card
 - b) Copy of GST Registration certificate
 - c) Certificate of incorporation/registration
8. In case any of these documents listed above is not submitted, bid shall stand rejected.

SECTION-I (E)**COMMERCIAL TERMS AND CONDITIONS**

Each bidder is required to accept the following terms and conditions –

1.	Earnest Money	<ul style="list-style-type: none"> • Each bidder is required to submit Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh only) in the form of Demand Draft/Banker Cheque from scheduled bank in favor of “ZAO, CBDT, New Delhi, payable at New Delhi”. • EMD will not be accepted in any other form. Bid without EMD will not be accepted(<u>Bids without EMD will be accepted if, the bidder is exempt by Government of India rules under any category like MSME etc. However, proof of such exemption has to be submitted with the bid.</u>) <p>The EMD of unsuccessful bidders will be returned, as it is, within one month after selection/finalisation of agency. No interest will be payable on the EMD.</p>
2.	Prices	<p>The Prices should be quoted in Indian Rupees only. In case, taxes, duties etc. are not mentioned separately in Financial bid, Rates shall be considered as being inclusive of taxes.</p>
3.	Payment Terms	<p>Payment will be released on successful release and timely delivery of all the calendars. The Agency should submit bill with full description of price and applicable taxes, duties, etc. separately.</p>
4.	Invoicing	<p>All invoices should be raised in the name of Directorate of Income Tax (PR, P&P), Mayur Bhawan, CBDT, New Delhi.</p>
5.	Commencement of work	<p>Services like designing and preparing first draft version should start from the next day of issuing of the work order. This Directorate will make available approved Paintings/Drawings/Sketches which are to be used in Wall Calendar 2024 and Taxation Quotes for Table Calendar 2024-25 at the time of issuing Work Order. Any clarifications or doubts must be shared on email by the agency.</p>

6.	Performance Bank Guarantee	The successful bidder is required to submit an up-front 'Performance Bank Guarantee' (PBG) @10% of the contract value having a validity of up to 12 months from the date of award of the job. If the tenure of the agency is extended, validity of the Bank Guarantee too will correspondingly change. The PBG is to be submitted from a scheduled commercial bank within 10 days of work order issued by this Directorate.
7.	Penalty Clause	If at any point of time, it is found that the bidder has made a statement which is factually incorrect or if the bidder does not fulfil any of the contractual obligation, the Directorate may cancel the contract with immediate effect, forfeit the EMD deposited by the bidder and/ or debar the bidder from bidding prospectively for a period as decided by this Directorate or take any other action as deemed necessary.

Acceptance of offer of Award of Tender by the successful bidder presumes that all the clauses of the tender have been accepted by it.

- The bidder is to submit affidavit on Stamp Paper of Rs.10/- declaring that the agency/bidder has not been blacklisted in the past in any of its previous contracts with Central Govt./State Govt./PSU etc.

SECTION-I (F)**METHOD OF EVALUATION AND AWARD****Process of Shortlisting, Selection and Final Award**

1. The short listing of the agencies will be made on assessment of the technical bid. The technical bids will be opened first. Thereafter, the samples of those agencies whose technical bids are found valid will be examined by a Screening Committee. Financial Bids of such Agencies shall be opened, who qualify the minimum requirements after screening, as detailed herein under. This work involves high quality creativity and innovative approach. So final selection shall be made on the basis of creative quality, design, cover and inside lay out by giving 70:30 weightage to creative presentation & financial bid respectively. **Concept, innovative ideas design, covers and inside lay out and creativity would be given utmost importance** while evaluating the Wall Calendars and Table Calendar sample submitted by the agencies. The Screening Committee will evaluate the presentation on the criteria mentioned in Annexure 'A' and only those agencies obtaining more than **70 points with minimum of 40% in each criteria** specified will be eligible for the opening of Financial Bid. Financial Bids will be opened only of such short-listed agencies. The decision of this Directorate with regard to selection of agency will be final and binding and no communication in this regard will be entertained.
2. Thereafter, the shortlisted agencies mentioned in Para 1 would be asked to make a 10 minute Power-Point Presentation before the Screening Committee on 24-11-2023 for further evaluation. The time and place of presentation will be conveyed subsequently.
3. The presentation made before the Committee will be rated on the basis of the criteria listed in **Annexure C**. The rating would be for a total of 100 Points. **Concept, innovative ideas design, covers and inside lay out and creativity would be given utmost importance** while evaluating the Wall Calendars and Table Calendars sample submitted by the agencies. The criteria listed are past performance, experience, creativity, team composition, industry certification and awards. The Screening Committee will evaluate the presentation on the criteria mentioned in **Annexure 'C'** to this section and only those agencies obtaining more than 70 Points overall, with a minimum of 40% points in each criteria as specified, will be selected for the opening of Financial Bid.

4. Out of these selected bidders as mentioned in Para 3, the final award of tender would be based on a Final Composite Score (FCS). The FCS would be arrived at by allocating 70% weight-age to the presentation of the bidder in the pre-defined areas mentioned in Annexure C and 30% weight-age to the Financial Bid.

5. **PROCESS OF SELECTION OF THE WINNER OF THE TENDER**

- i) Shortlisting of agencies will be made first, on the basis of Technical Bid.
- ii) Technical bids of all the bidding agencies will be opened by the ‘**Tender Committee**’. The Agencies, whose Annexure-A along with other required documents are found to be in order, will be sent an e-mail inviting them to make a 10 to 12 minutes ‘audio-visual’ presentation before the ‘**Screening Committee**’, about their expertise and experience in executing similar Work in the past and to showcase their creativity and innovation towards making of the proposed Calendars. The Presentation of each bidder agency will be evaluated by the Screening Committee by assigning points to four aspects in relation to the Presentations made by the bidders as given below:

S. No.	Aspects for judgment	Points
1	Concept, Cover & Inside Lay Out	30
2	Quality & Finish including Material	30
3	Colour and Designing	20
4	Binding and Packaging	20
Total		100

- iii) The bidding agency obtaining more than 40 percent marks in each aspect and 50% aggregate is eligible for opening of their financial bid.
- iv) While making the final selection of winner of the Tender, 70% of weightage will be given to the marks obtained by the bidder agency in the Presentation made before

the Screening Committee, and 30% weightage will be given to the price quoted by the agency in Financial Bid. Accordingly, final selection of the winner of the Tender shall be made on the basis of highest mark obtained by the bidder, by applying 70:30 weightage to the marks received in the Presentation and Financial Bid respectively.

v)(a) A pro-rata score out of 70 points will be assigned to each bidder who qualifies the condition mentioned in Sl. No. 5 (iii) above. Assuming 3 bidders have participated in the presentation, an illustration of the scoring system is given below: -

Sl. No.	Bidder	Total score obtained in Presentation out of 100	Pro Rata Score (Out of 70)
1	Bidder W	95	66.50
2	Bidder X	90	63.00 (90/100 * 70)
3	Bidder Y	80	56.00 (80/100 * 70)

(v)(b) A pro-rata score out of 30 points will be assigned to each bidder who qualifies Stage 3 of the process and in whose case the Financial Bid is in the format as specified above.

An illustration of the scoring system, assuming financial bids of 3 bidders are opened, is given below,

Sl. No.	Bidder	Financial Bid amount	Pro Rata Score (Out of 30)
1	Bidder W	1,20,000	22.5 (90,000/1,20,000 * 30)
2	Bidder X	1,00,000	27 (90,000/1,00,000 * 30)
3	Bidder Y	90,000	30

Cumulative Scores

Sl. No.	Bidder	Score in Presentation Part of the Bid (A)	Score in Financial Part of the Bid (B)	Cumulative Score (Out of 100) (A+B)
1	Bidder W	66.50	22.5	89.00
2	Bidder X	63.00	27	90.00
3	Bidder Y	56.00	30	86.00

vi) The decision of this Directorate with regard to selection of agency will be final and binding on all parties. No communication in this regard shall be entertained.

Annexure-C

S.No.	Item	Points
1.	Cover & Inside Lay out	30
2.	Quality & Finish(Including material)	30
3.	Colour & Design	20
4.	Binding & Packaging	20
Total		100

SECTION-II

TECHNICAL SYSTEM REQUIREMENT

CONTENTS

SCOPE OF WORK

SECTION-II

SCOPE OF WORK

1. The scope of work is briefly described as follows-
 - I. **Designing:** This work involves high quality creativity and innovative approach. The agencies should come up with novel and futuristic ideas in terms of the designs of the calendars.
 - II. **Printing:** The printing should be of high quality and should be of best standard. The colour quality used should be best as per industry standards.
 - III. **Packaging:** Packaging should be done in a manner such that it is sturdy enough to be delivered and transported throughout India without damage. It should also be attractive.
 - IV. **Supply:** The printed Calendars are to be delivered at the specified place by the agency. The information about the place of delivery will be informed by the Directorate. The delivery shall have to be effected with in 24 hours from the receipt of directions.

2 Specification of Wall Calendar, 2024& Table Calendar for FY 2024-25

Particulars and Specifications of Wall Calendar,2024

- (I) No. of sheets: Total 8 sheets as per details below:
 - a) **Cover sheets/flyleaf:** Printed on 250 GSM branded coated rough gloss paper to maintain stiffness. Logo and department name (size and design of which will be approved before printing) printed on lower panel of both sides of flyleaf and highlighted with spot UV effect.
 - b) **Six sheets** of calendar: Printed on 170GSM branded coated rough gloss papers.
(Note: Logo of G-20, Harit Aaykar and Azadi ka Amrit Mahotsav printed on the bottom of every page).
 - c) **Eighth Sheet:** List of holidays printed on 170 GSM super shine paper.
 - d) **Size:**(a) 61cm X44.5 cm (to minimize loss of paper) of 7 pages
Size: (b) 67cm X44.5cm for cover page (First Page) with logo of the Department besides other Logos as specified separately and collage of

approved photos with small brief introduction about importance of taxation in nation building (to be provided by this Directorate) on the Front Side. The immediate back side of this page will be printed in the same manner .. However on the last page (8th page- small size i.e. 61Cms x 44.5 Cms), its front side will show the list of Holidays (Gazetted and Restricted) in English and Hindi languages suitable adjusted in whole page in coloured ink. Following the above described procedure, we may find our calendar consisting of total 8 pages. Out of 8 pages, one page will be of bigger dimensions as specified in d(b) above.

- e) Printing: All through four colours.
- f) **Finishing:** All calendars will be with Flood/Spot UV on all picture and Logos. The cover page having the department name and logo embossed in both sides lower panel in such way that it is visible in every month and other matter for the both sides of cover pages will be provided by this Directorate. The calendar will show details of holidays etc. The approved / selected sketches/ paintings etc are to be shown in full demarcated portion of a page without giving any border to them.
- g) **Packing :**Envelope of Calendar: Printed on **120 GSM** super sunshine **coloured** paper of suitable size.
- h) **Packing:****Set of 50 Calendars** suitably packed in sturdy cartons easy to carry.
- i) **Manufacturing Process:** In order to ensure precision in quality of wall calendar the vender should ascertain qualities and specifications of paper, hanger and wire binding with prior approval of this directorate so that the calendar holds and stays properly without bending.
- j) **Slogans:** “Pratyek Aaykar Daata ek Rashtra Nirmaata” and like others few (in Hindi and English) slogan are to be printed on each page of the calendar one by one in a sequence at the place just above the point from where dates and days are shown in tabular form. We require to give a good font size to these slogans and have to present them in attractive colours. The text for Slogans are to be obtained by the agency from this Directorate.
- k) **Holidays:** Restricted & Gazetted Holidays are to be presented on page no. 8 in both English and Hindi Languages. This information is to be obtained from the website of DOPT, Govt of India. The Colour Scheme as specified in this document has to be followed.

- l) **Hindu Calendar:** Marking of Days and Dates are also to be made in accordance of Hindu Calendar (Shak Samvat Year).
- m) **Colour Scheme:** Saturdays, Sundays and Gazetted Holidays are to be marked in Red Colour & Restricted Holidays may be shown in Blue Colour in the proposed Calendar, 2024. The Income Tax Day on 24.7.2024 is to be marked in purple colour, with sparkles around it.
- n) **Marking of Compliance Dates** as per Income Tax Act or extant Instructions :Income Tax compliance dates for Return of Income filing, Payment of Advance Tax Instalments (four), Filing of TDS Quarterly Statements (four) are to be marked in **Orange colour**. The **Income Tax Day on 24 July, 2024** is to be marked in Purple Colour with sparkles around it.
- o) Total Wall Calendars to be printed-**15,500** Coloured Copies.

Particulars and Specifications of Table Calendar for Financial Year 2024-25

- a) **Calendar Size (L x H)**– 10.0 x 9.10 inches
- b) **Paper(Category/ Colour) : Dried Leaves/Coffee Paper Look.**
- c) **Stand Specification :Wooden Board Stand with Pen Holder.**
- d) **Department’s Logo :** The Department’s Logo **embossed in Blue Colour**, is to be printed on both sides of the **beige** colour box which works as Holder.
- e) **Holder Box Size (L x B x H) :** 3.0 x 2 x 9 inches
- f) **Sheet Size (L x H) :** 7 x 9 inches .
- g) **Final Size of Table Calendar :**This way the final size (L x B x H) of the Table Calendar will be 10.0 x 2 x 9.10 inches The page size will remain of 7 x 9 inches.
- h) **Number of Pages :** This table calendar will consist of total 14 pages. The first page will carry the message of the Department motivating voluntary compliance (attractive colour scheme for the ink may be provided by the agency). Similarly attractive colour scheme for 12 Calendar pages + last page being 14th will contain list of Holidays.
- i) **Taxation Quotes :** The Twelve approved Taxation Quotations (in Sanskrit and English language) would be provided to the agency by this Directorate which are to be printed on each page for every month with design befitting the theme of the Table Calendar, at an appropriate place.
- j) **Hindu Calendar:** Marking of Days and Dates are also to be made in accordance of Hindu Calendar (Shak Samvat Year).
- k) **Slogans on base Strip of each page :** On the base strip of each page, slogans alternatively in Hindi and English languages “Pratyek Aayakar Daata Ek Rashtra Nirmata” and “Every Tax Payer is a Nation Builder” in Hindi and English on both sides . The colour of slogan as discussed just before will be in Blue Colour. The agency has to obtain the above slogan in Hindi and English on its own.
- l) **Printing Pattern :**The Printing of the days and dates for 12 months is to be carried out in both English and Hindi Languages for each 12 months. These two languages version will appear on a single sheet i.e. front side in Hindi and its back side in English. It is to ensure that Hindi Version should contain all elements in Hindi Language Only. The quotations and slogans are also to be

printed in Sanskrit and English. Further , it is also to be ensured that pages are placed in such a way that when at the end of first month, the first page is turned, then the page of second month will appear. It is reiterated that the next sheet should be below it, should show the subsequent month and so on. If any doubt, please clarify in Pre-Bid meeting.

- m) **Orientation :** Landscape.
- n) **Logo & Department's Name :** Highlighting Spot UV and Logo of G-20, Harit Aayakar and Azadi ka Amrit Mahotsav printed in the left and right side of the bottom strip in both sides alongwith "Pratyek Aayakar Daata Ek Rashtra Nirmata" and "Every Tax Payer is a Nation Builder" in Hindi and English in the middle.
- o) **Bound/Binding:** Bamboo spiral Binding
- p) **Message and Holidays Marking with Compliance Dates :** The Message is to be printed on the both sides on the first page. The marking of Holidays and Compliance Dates with regard to Colour Scheme has already been discussed in this document.
- q) **Paper GSM: 260GSM Vintage Hand Made Paper with seeds (coffee dried paper).**
- r) **Packaging :** Preferably a box of Good Quality material for placing a Table Calendar in it. The cover of the box is to be used for printing Name and Logo of the Department.
- s) **Printing-** Four Colour
- t) **No. of Calendars-325** copies.

Note:

- i) **The above guidelines may essentially be incorporated while presenting dummy copy in the technical evaluation.**

ii) Any valuable suggestions for creativity of the above discussed items will be given preference.

-sd-

Joint Director of Income Tax (Public Relations)

CHECKLIST

Documents accompanying the Technical Bid (please cross out Yes/No as the case may be)

1. Bank draft for Rs. 1,00,000/- (One Lakh only) towards Earnest Money Deposit(EMD) : (Yes/No)
2. Copies of ITRs of last three years : (Yes/No)
3. Statement of annual turnover of the last 3 years showing financial annual turnover (gross) of Rs. 1 crore in each of the last three years i.e. F.Y. 2021-2022, 2020-21 & 2019-20 (Yes/No)
4. A copy of last three years' final accounts (FY 2021-2022, 2020-21 and FY 2019-20) should be submitted :(Yes/No)
5. An affidavit on Rs.10 stamp paper to the effect that bidder has not been blacklisted by any government organization:(Yes/No)
6. Self declaration to the effect that the bidder agrees not to share the contents of this RFP with any other organization, including potential sub contractor, without written permission from the RFP coordinator: (Yes/No)
7. Copy of PAN card, Copy of GST Registration certificate, Certificate of incorporation/registration : (Yes/No)

Signature.....
 For and on behalf of.....
 Name.....
 Designation.....
 Seal.....

Annexure – A (Technical Bid)

(For Printing, designing and packaging of Wall Calendars and Table Calendars)

BIDDER'S PARTICULARS

1. Name of the Bidder _____
2. Full Address of the Bidder _____
3. Name of the Authorised Signatory _____
4. Name & address of the person to whom _____

All reference shall be made regarding this tender.

- (a) Telephone _____
- (b) Fax No. _____
- (c) E-mail _____
- (d) Mobile _____

5. Documents showing the turnover of Rs.1,00,00,000/- (Rupees One Crore) per annum in each of the last 3 preceding years i.e. FY 2021-22, FY 2020-21 & FY 2019-20.
6. Financial Status i.e. evidence of filing of IT Returns along with final accounts for the last 3 preceding years i.e. FY 2021-22, FY 2020-21 & FY 2019-20.
7. GSTN with evidence:
8. PAN with evidence:
9. Affidavit on stamp paper of Rs. 10 stating that the agency is / has not been black listed by Central Government / State Government / any PSU etc. in any of his previous contract
10. Document showing that Bidder has been associated in past with similar activities. (Pl. Enclose sample of Wall Calendars and Table Calendar printed previously as well as details)
11. Designs presentation of the proposed Wall calendar 2024 and Table Calendar for F.Y. 2024-25 on screen before the esteemed Committee Members.
12. EMD of Rs. One Lac (Rs. 1,00,000/-) in favour of ZAO, CBDT, New Delhi.

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with name, date and seal)

Annexure-B
FINANCIAL BID DOCUMENT

(For Printing, Designing and Packaging of Wall Calendars and Table Calendars)

1. Name of the Bidder:
2. Address (With Tel.No., Cell No &e-mail id):
3. Price quoted for Wall Calendar per unit (In Rs.):
(Cost + all applicable taxes)
Total cost for 15500 wall calendars(In Rs.):
4. Price quoted for Table Calendar per unit (In Rs.):
(Cost + all applicable taxes)
Total cost for 325 Table calendars(In Rs.):

Important Note :The 'bidding price' to be quoted should include all type of freight/ Transportation/cost of packaging etc. besides applicable taxes.

DECLARATION

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with name, date and seal)

Annexure-C

(For Printing, Designing and Packaging of Wall Calendars 2024 and Table Calendar2024-25)

Criteria for evaluating technical bid

Sl.No.	Item	Points
1.	Cover &Inside lay out	30
2.	Quality & Finish (Including material)	30
3.	Colour& Design	20
4.	Binding	20
Total		100

Annexure – D**Documents need to be submitted in the following order along with the Technical Bid**

1. Annexure A _____
2. Undertaking/Affidavit _____
3. EMD/Exemption Certificate _____
4. CA Certificate/Evidence in support of turnover _____
5. Copies of Income Tax Return
6. Sample cardboard/cover to be used in Wall Calendars 2024 and Table Calendar2024-25, duly signed.
7. Sample paper to be used in Wall Calendars 2024 and Table Calendar2024-25, duly signed
8. At least 2 copies of complete sample Wall Calendars and Table Calendar as per English and Hindu Calendar(Shak Samvat).
9. Sample Cover Design of Wall Calendars 2024 and Table Calendar for F.Y.2024-25.
10. At least 3 separate copies of different work orders in favour of the agency as evidence of work done in last 3 years.

Documents need to be submitted in the following order along with the Financial bid

1. Annexure B.
2. Break up of calculation of bidding price(please refer to 'Important Note' at page no 33).

(To be furnished on the Bidders Letter Head)

No Conflict of Interest

It is hereby certified that we the Agency (name of the Agency) have no business-professional, personal, or other interest-in the representation of our other clients that would conflict in any manner or degree with the performance of our obligations under this Agreement.

We have read the tender document and agree to accept all the terms and conditions contained in the tender document.

For and on behalf of
Name
Designation
Seal