

DIRECTORATE OF INCOME-TAX (PR,P&P)

Printing & Publications Wing,
2nd Floor, Hans Bhawan, B.S.Z. Marg,
New Delhi – 110002
Ph. 011-23378628 Fax-23370668

OPEN TENDER NOTICE

F.No. P-II-5(533)/P&P/2018-19 / (10)

Dated: 25.04.2018

Sub:- Annual Contract for Pre Press work – typing, composing, CRC making, colour cover designing etc. for the F.Y. 2018-19– regarding -

Sealed quotations are invited on behalf of the Addl. Director General of Income Tax (PR,P&P) for the Annual Contract to be awarded for following job works for period ranging from 01.06.2018 to 31.05.2019 from the Bulletin / Form sections of this Directorate. Details of Job work and other terms & conditions are given below:-

S.No.	Detail of job work to be executed	Rate per page (Rs.)
1	A-4 size composing, typing & one set of CRC making (English)	
2	A-4 size composing, typing & one set of CRC making (Hindi)	
3	A-4 size composing, typing & one set of CRC making (Bilingual).	
4	Extra CRC copy of A-4 size.	
5	A-5 size composing, typing & one set of CRC making (English)	
6	A-5 size composing, typing & one set of CRC making (Hindi)	
7	A-5 size composing, typing & one set of CRC making (Bilingual).	
8	Extra CRC copy of A-5 size.	
9	Royal Octova size (16cm x 24cms) composing, typing and one set of CRC making (English)	
10	Royal Octova size (16cm x 24cms) composing, typing and one set of CRC making (Hindi)	
11	Royal Octova size (16cm x 24cms) composing, typing and one set of CRC making (Bilingual)	
12	Extra CRC copy of R.O.size.	
13	Designing of colour cover page / inner page size alongwith 1 print A-3 A-4 A-5 Royal Octavo	
14	Extra copy of colour cover designing in digital form sizes. A-3 A-4	

	A-5 Royal Octavo	
15	Scanning charges per page. A-4 A-5 Royal Octavo	
16	Scanning charges per page inclusive of scanning, cleaning the scanned documents, format layout for print page and page numbering and 2 sets each of CRC in soft copy and hard copy. A-4 A-5 Royal Octavo	
17	Conversion of CRC in PDF format.	
18	A-4 size composing, typing & one set of CRC making in tabulation form (English).	
19	A-4 size composing, typing & one set of CRC making in tabulation form (Hindi).	
20	A-4 size composing, typing & one set of CRC making in tabulation form (Bilingual).	
21	A-5 size composing, typing & one set of CRC making in tabulation form (English).	
22	A-5 size composing, typing & one set of CRC making in tabulation form (Hindi).	
23	A-5 size composing, typing & one set of CRC making in tabulation form (Bilingual).	
24	A-3 size composing, typing & one set of CRC making in tabulation form (English).	
25	A-3 size composing, typing & one set of CRC making in tabulation form (Hindi).	
26	A-3 size composing, typing & one set of CRC making in tabulation form (Bilingual).	
27	Data Transfer in CD / making of CD.	

Job work mentioned at Sr. No. 1-16 are pertaining to publications. Job work mentioned at Sr. No. 17-25 are pertaining to Forms and S.No. 26 is for both.

Other terms & Conditions

1. The tenderer should have the experience of providing similar works for at least 3 years in any of the Department/Autonomous Institutes/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities. Proof to this effect to be attached with Technical Bid.
2. The tenderer firm/agency/company should have valid registrations such as Permanent Account Number (PAN) of the Income Tax Department; GST Registration Number; Registration Number of the Agency/Firm etc.

3. Certificate to the effect that the bidder has a full fledged team for designing, editing and proof reading.
4. A pay order / Bank Draft of Rs. 20,000/- (Rupees Twenty Thousand only) payable in F/o ZAO, CBDT as security (EMD) should be enclosed with the quotation this EMD shall be returned to the unsuccessful bidders after the work order of contract placed to selected bidder.
5. Earnest Money (Security) of the selected bidder shall be retained as security deposit till the successful completion of the tenure of contract which will continue till 31.05.2019. If the selected bidder seeks to withdraw the contract, his Earnest Money shall be forfeited.
6. The following documents should be placed/enclosed/attached with the Technical Bids:
 - i) Name of the organization, address, phone number, fax number, mobile number and e-mail ID of the responsible person.
 - ii) Self attested copy of PAN Number card under Income Tax Act;
 - iii) Self attested copy of GST Registration Number card under GST Act;
 - iv) EMD (Bid security and performance security) of Rs. 20,000/- payable in form of Pay order / Bank Draft in favor of "ZAO, CBDT, New Delhi";
 - v) Prescribed Technical Bid tender form (as per Annexure - I);
7. On receipt of the order the bidder will get the job works from this office from time to time and after doing the job, the same shall be personally delivered to this office within the time frame and as per the specifications of each work order.
8. Delay in executing the job work may entail a fine up to 5% of the bill value.
9. Sealed quotations in two envelopes (Technical & Financial) addressed to the Addl. DIT (P & P), 2nd Floor, Hans Bhawan, B.S.Z. Marg, New Delhi - 110002 and subscribed "Confidential/ Quotations for **Annual Contract for Pre-press work**" must be dropped in the Tender Box placed in Room No. 201, 2nd Floor, Hans Bhawan, B.S.Z. Marg, New Delhi - 110002 latest by **12:00 Noon** on **17.05.2018**.
10. The Technical quotations shall be opened at **12:30 PM** on **17.05.2018** and financial quotations of the parties shortlisted on the basis of Technical quotations shall be opened at **02:00 PM** on **17.05.2018** in Room No. 201, 2nd Floor, B.S.Z. Marg, New Delhi, in the presence of representatives of those bidders who may wish to be present.
11. This Directorate reserves the right to reject any or all the quotations without assigning any reason. Legal dispute, if any will be enforceable within the jurisdiction of the Delhi High Court. No communication in this regard shall be entertained.

Dated: 25.04.2018

Sd/-
JDIT (OSD) (P&P)

“Annual Contract for Pre-press work etc.”**TECHNICAL BID (DETAILS OF THE AGENCY)**

(To be enclosed in separate sealed cover along with enclosures)

S.No.	PARTICULARS	
1	Name of the Firm / Agency	
2	Address of the Firm	
3	Registration No. of the Firm	
4	Designation Mobile Number Fax Number E-mail ID of the Person authorised by the Firm to deal	
5	Permanent Account Number under income tax Act (Attach Proof)*	
6	GST Registration Number (Attached Proof) *	
7	Experience of 3 years in execution of such work (Attach Proof)* Yes/No	
8	Bank Name Bank Draft No. quoted on EMD* submitted by the part	
9	Whether Agency has been blacklisted by any of the Department /Organisations (Attach Undertaking on the letter Head of the Firm duly signed and stamped)*	

***Please note that if any of the above mentioned documents is not found enclosed with the Tender documents, the Technical Bid shall be summarily rejected.**

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.

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 the Tenderer _____

Place: Name of the Signatory _____

Date: ____ / ____ / 2018 Name of the Firm / Agency _____

Seal of the Firm / Agency _____