



भारत सरकार, वित्त मंत्रालय

केंद्रीय प्रत्यक्ष कर बोर्ड,

आयकर निदेशालय (जन सम्पर्क, मुद्रण और प्रकाशन)

कमरा न. 604, मयूर भवन, कनोट पलेस, नई दिल्ली - 10001

दूरभाष - 011-23413403, अणुडाक : delhi.ddit.pr@incometax.gov.in

फा.न. : पी. आर.-1(12)/टी.पी.आई./पीआर, मु. और प्र./2018-19/569

दिनांक : 6/7/2018

Subject : Limited Tender Notice for Printing & Supply of TPI Series Booklet for the Directorate of Income tax (PR,P&P) - regarding.

This Directorate invites tender for printing of Tax Payers' Information (TPI) series booklets. The copies/samples of booklets, printed earlier, can be seen/inspected in this office (PR section) during 11.00 hr to 16.00 hr on working days. Accordingly, sealed quotations are invited on behalf of Addl. DGIT (PR, P&P) from empanelled agencies and all other interested parties specifying rates for printing of following booklets as per technical specifications and other terms and conditions given below:

BOOKLET TO BE PRINTED

(Table-1)

Sl No	Name of Booklet	TPI booklet No	Language	Total Pages	Quantity
1	Appeals and Procedures for filing Appeals'	42	English	68	2500

2. Technical Specifications

(Table-2)

1	Size	A-5 Size
2	No of copies	2500
3	Pages of Text	68 (34 leaves)
4	Quality of Cover	200 GSM Art Card
5	Quality of Paper	80 GSM Maplitho Ivory White
6	Cover Printing	4 Colour with Glossy Lamination
7	Text Printing	Black and white
8	Binding	Centre Staple binding
9	Packing	A set of 50 books shrink - wrapped, then in a suitable carton.
10	Time Schedule	Delivery of the copies is to be given within 10 days of placement of the order.
11	Point of Delivery	Book Store, Second Floor, Directorate of Income Tax (PR, P&P), Mayur Bhawan, Cannaught Circus, New Delhi - 110001.

3. **Eligibility**

- (a) The tenderer should have the experience of providing similar works for at least 3 years in any of the Department/Autonomous Institute/University/Public Sector Undertakings of the Govt of India or Govt of NCT of Delhi or anyother State Government or Public Sector Banks or Local bodies/Municipalities. Proof to this effect to be attached with Technical Bid.
- (b) 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.
- (c) The tenderer should submit an undertaking with the Technical Bid to the effect that he or his firm has not been blacklisted by any of the Departments/Organisations of the Govt of India/Govt. of NCT Delhi and no criminal case is pending against the said firm on the date of submission of this bid (Prescribed proforma as per Annexure attached).
- (d) The tenderer should submit an undertaking with the Technical Bid to the effect that terms and conditions of the tender are duly accepted/signed with the stamp of the prospective bidder.

4. **Procedure of submission of bids.**

The following documents should be placed/enclosed/attached with the technical bid.

- (a) Name of the organisation, address, phone number, fax number, mobile number and e-mail ID of the responsible person.
- (b) Self attested copy of PAN number card under the Income Tax Act.
- (c) Self attested copy of GST Registration Number Card under GST Act.
- (d) Self attested copy of Valid Registration Number of the Agency/Firm.
- (e) EMD (Bid security and performance security) of **Rs. 2000/-** payable in form of Pay Order/Bank **Draft in favour of 'ZAO, CBDT, New Delhi'**.
- (f) Prescribed Technical Bid tender form (as per Annexure – A).
- (g) An undertaking to the effect that the firm/agency has never been blacklisted by any of the Departments/Autonomous Institution/University/Public Sector Undertaking of the Govt of India/Govt. of NCT Delhi or anyother state Govt or Public sector Banks or Local Bodies/Municipalities and no criminal case is pending against the said firm on the date of submission of this bid (as per Annexure - A).
- (h) Proof to the effect that tenderer has experience of providing similar works for at least 3 years (As per annexure – A).
- (i) Terms and conditions duly accepted/signed with the stamp of the prospective bidder (as per Annexure – A)
- (j) Self Attested copies of Profit and Loss Account, Balance Sheet for **financial year (F.Y.) 2014-15, 2015-16 and 2016-17** in support of turnover exceeding Rs. 50 lakhs in each of the years.
- (k) Copies of Income Tax Returns for **assessment year (A.Y.) 2015-16, 2016-17 and 2017-18.**
- (l) One sample of the publication of work of similar nature printed, prepared by the party earlier.

5. **Opening of Technical Bid.**

Technical Bid will be opened only of those firms/bidders whose EMD is received in original on or before schedule time of opening of Technical Bid as per tender document.

6. **Opening of Financial Bid.**

- (a) Financial Bid will be opened only of those firms which qualify in technical bid.
- (b) In case, any holiday is declared by the Govt. on the day of opening of the tender, the tender will be opened on the next working day at the same time but the tender box will be sealed on the scheduled day and time.
- (c) Tender will be awarded to the bidder on the basis of the lowest consolidated bid.

7. **Terms and Conditions.**

- a) Each quotation should be submitted in two separate sealed envelopes one titled 'Quotation of Technical Specifications' containing duly filed, signed and stamped Annexure - A and Annexure C and the other titled 'Financial Quotation' containing duly filed, signed and stamped Annexure - B.
- b) Earnest money of the selected bidder shall be retained as security deposit till the successful completion of the job. If the selected bidder seeks to withdraw, his Earnest Money shall be forfeited.
- c) No advance payment shall be made for this work.
- d) Before starting the final printing of the book, the selected bidder shall send 5 sample copies and get sample copies approved from this office.
- e) Sealed quotations in two envelopes (Technical & Financial) addressed to the Directorate Of Income Tax, (Public Relations, Printing & Publications), 6th Floor, Mayur Bhawan, Connaught Circus, New Delhi-110001, and subscribed 'Confidential/Quotation for printing of 2500 copies of TPI Series booklets must be dropped in the Tender Box placed in Room No 604, 6th Floor, Mayur Bhawan, Connaught Circus, New Delhi - 110001 **latest by 1100 hrs on 30.07.2018.**
- f) The Technical quotations shall be opened **at 1130 hrs on 30.07.2018** and Financial quotations of the parties shortlisted on the basis of Technical quotations shall be opened **at 1230 hrs on 30.07.2018** in Room No 604, 6th Floor, Mayur Bhawan, Connaught Circus, New Delhi - 110001, in presence of the representatives of those bidders who may wish to be present.
- g) The tenderer should take care that no column in tender document should be left blank which would be otherwise making the tender liable for rejection.
- h) Any act on the part of the tenderer to influence anybody in the Directorate is liable for rejection of the tender.
- i) The prices quoted should be inclusive of all charges, transportation, packing, delivery and taxes.
- j) Each paper of the bid should be serially numbered and duly signed by the bidder with the seal of the firm on every page.
- k) The work order issued in consequence of this tender shall be valid for 180 days from the date of issue.
- l) This directorate reserves the right to increase or decrease the quantity of the booklet/s to be printed.
- m) In case, the number of pages of the booklet increases/decreases, the cost of the booklet will be increased/decreased on pro-rata basis.

8. Cancellation of Tender

The bids will be rejected in the following event and no correspondence thereof shall be entertained whatsoever :

- (a) Information sought being found false or detected incorrect or incomplete at any state prescribed in the tender.
- (b) Ineligibility or incompetency detected at any stage of the tender processing.
- (c) Failure to submit Technical and Financial quotations in separate envelopes.
- (d) Failure to submit any document asked for in the clause 'Procedure of submission of bids' mentioned above.
- (e) Failure to submit details in the prescribed format as per attached annexure.
- (f) Any conditional tender will not be entertained and is liable to be rejected.

9. Penalty.

- (a) Penalty shall be imposed @ 2000/- per day for delay in supplying the books on prorated basis.
- (b) If any defect found in the printed book, penalty @ 2% for minor defect and 5% for major defect will be deducted from the billed amount.

10. Dispute

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 Delhi High Court. No communication in this regard shall be entertained.

11. Forfeiture of Bid Security/Performance Security.

The bid security/performance security will be forfeited in the following conditions.

- (a) If at any state, any of the information/declaration given by the bidder is found to be false.
- (b) If a bidder withdraws, his bid during the period of bid validity specified in the terms and conditions of the tender.
- (c) In case of any lapse/default in honouring the terms and conditions at any stage after submitting the tender.

शंकर 6/7/2018

(शंकर चक्रवर्ति)

सहायक आयकर आयुक्त (जन सम्पर्क)

Printing & Supply of TPI Series Booklet for the Directorate of Income tax (PR,P&P)**TECHNICAL BID (DETAILS OF THE AGENCY)**

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

Sl No	Particulars	
1	Name of the Firm/Agency	
2	Address of the Firm/Agency	
3	Registration No of the Firm	
4	Name Designation Mobile No Fax No E-mail ID of the person authorised by the firm to deal with	
5	Permanent Account Number (PAN) under the Income Tax Act (Attach proof)*	
6	GST Registration Number (Attach proof)*	
7	Experience of 5 years in printing preparation work (Attach proof)*	
8	Certified copies of ITRs, P&L account and Balance Sheet for : F.Y. 2014-15 i.e. A.Y. 2015-16, F.Y. 2015-16 i.e. A.Y. 2016-17 and F.Y. 2016-17 i.e. A.Y. 2017-18..	
9	Annual Turnover in Rs. for F.Y. 2014-15 F.Y. 2015-16 F.Y. 2016-17	
10	Bank Name Bank Draft No quoted on EMD* submitted by the party (Rs. 2,000/-) in favour of ZAO, CBDT, New Delhi.	
11	Whether the Agency has been blacklisted by any of the Department/Organisation (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.

Signature of the Tenderer : _____

Place : Name of the Signatory : _____

Name of the Firm/Agency : _____

Date : Seal of the Firm/Agency : _____

(Documents to be submitted along with Technical Bid)

(For Printing and Supply of Booklets)

1. Covering letter mentioning documents enclosed.
2. Technical Bid in Annexure – A
3. Sample copy of brochure/pamphlet printed previously for other organisation.
4. Paper sample to be used in printing of Brochures/Pamphlets
5. Self attested copy of PAN, TAN, GSTN etc.
6. Balance sheet, Profit & Loss A/c, Tax Audit Report(If applicable) for specified years
7. Copy of Income Tax Returns for specified years,
8. Affidavit/undertaking stating that the agency has not been black listed earlier,
9. Demand draft of EMD of Rs. 2,000/- in favour of ZAO, CBDT, New Delhi
10. Any other document the agency desires to enclose if relevant.

FINANCIAL BID DOCUMENT
(For Printing and Supply of Booklet)

1. Name of the Bidder : _____
2. Address (With Tele.No. & Fax No.) : _____
3. Particulars of Bid for printing of Booklet (in Rs.) :
- (a) Cost of One booklet : _____
- (b) Total cost of 2500 booklets : _____

(The bidding price to be quoted should include all type of Taxes/Freight/Transportation/ Cost of packing etc.)

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 : _____

Name of the Firm/Agency : _____

Date : Seal of the Firm/Agency : _____

UNDERTAKING

I hereby certify that :

1. My Firm/Agency/Company has never been black listed by any other the Department/ Autonomous Institutions/ Universities/ Public Sector Undertaking of the Government of India or Government of NCFT of Delhi or any other State Government or Public Sector Bancks or Local Bodies/ Municipalities and no criminal case is pending against the said firm/ Agency as on _____.
2. My Firm/ Agency/ Company have requisite experience of at least 5 years in printing and publication work as mentioned in the Tender Notice.
3. My Firm/ Agency/ Company accepts all the Terms and Conditions stated in the Tender Notice.

Signature of the Tenderer : _____

Place :

Name of the Signatory : _____

Name of the Firm/Agency : _____

Date :

Seal of the Firm/Agency : _____