

DIRECTORATE OF INCOME-TAX (PR, PP&OL)
(Printing & Publications Wing)
2nd Floor, Hans Bhawan, B.S.Z. Marg,
New Delhi- 110002

Ph: 011-23379993 Fax : 011-23370668/23370556

Dated : 23.02.2015

LIMITED TENDER NOTICE

Sub:- Printing of publication titled 'Digital Forensic Manual, 2014' - Req. –

Sealed quotations are invited on behalf of the Director of Income-Tax (PR,PP&OL) for publication of '**Digital Forensic Manual, 2014**' as per technical specifications and other terms & conditions given below :-

A. Technical Specifications of the book :

(i)	Size	:	A-4
(ii)	No. of copies	:	5000 (five thousand)
(iii)	Pages of text	:	166(83 leaves)
(iv)	Quality of paper for Cover	:	Art card of 250 GSM Art Card with Mat lamination.
(v)	Quality of Paper for Text	:	Paper of 130 GSM Art Paper .
(vi)	Printing	:	i) Cover in four colours. ii) Text in four colours
(vii)	Binding	:	Sewn & perfect binding.
(viii)	Time Schedule	:	Delivery of the copies is to be given within 12 days of placement of order.
(ix)	Place of delivery	:	Book Store of this office at 3rd Floor, Hans Bhawan, B.S.Z. Marg, New Delhi -110002

B. Other terms & conditions

1. The bidder should have 5 years past experience of such printing work certificate by bidder to be enclosed.
2. The Turnover of the bidding party during each of last three financial years, viz., 2011-12, 2012-13 & 2013-14 should be more than Rs. 50 lakhs. Certified copies of P&L Account & Balance sheet for each of these years should be enclosed with the quotations.
3. Certificate by the bidder to the effect that the bidder has a full fledged team for designing, editing and proof reading.

4. The bidder shall mention his PAN (Permanent Account Number), VAT/TIN and Service Tax registration number on the quotation.
5. The technical quotation should be submitted by the bidder on its letter head and should include / be accompanied with the following:-
 - (i) Name of the organization, address, phone number, fax number, mobile number and e-mail ID of the responsible person.
 - (ii) PAN number, VAT/TIN and Service Tax registration number alongwith Xerox copies of the same.
 - (iii) Certificate by bidder in respect of 5 years past experience of printing.
 - (iv) Certified copies of P&L account & balance sheet **for** F.Y. 2011-12, 2012-13 & 2013-14 in support of turnover exceeding Rs. 50 lakhs in each of these years.
 - (v) Certificate by the bidder to the effect that the bidder has a full fledged team for designing, editing and proof reading.
 - (vi) One Sample of the publication of work of similar nature printed by the party earlier.
 - (vii) **A Pay order / Bank Draft of Rs. 20,000/- payable in F/o “ZAO, CBDT, New Delhi” as EMD (Bid security and performance security) which shall be returned to the unsuccessful bidders after work order has been placed to the selected bidder.**
6. The financial quotation should be submitted by the bidder on its letter head and should include per copy rate including the rate of cover page, text pages (inclusive of all taxes) also cost of total lot (inclusive of all taxes).
6. Quotation not accompanied with the Earnest Money shall be summarily rejected. The earnest money of a bidder seeking to withdraw before the placing of work order shall be forfeited.
8. 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.
9. Cover design & CRC of the text in soft copy alongwith a copy of CD which is to be attached to the book shall be provided by this office to the successful bidder.

10. The sample of the size & get up of the book, cover of this publication may be inspected from Room No. 202, 2nd Floor, Hans Bhawan, B.S.Z. Marg, New Delhi – 110002 of the Directorate on any working day till the time of submission of tender.
11. No advance payment shall be made for this work.
12. Penalty shall be imposed @ **Rs. 1000/- per day** for delay in supplying the books.
13. Before starting the final printing of the book, the selected bidder shall get 5 sample copies approved from this office.
14. Sealed quotations in two envelopes (Technical & Financial) addressed to the Directorate of Income Tax (PR,PP&OL), 2nd Floor, Hans Bhawan, B.S.Z. Marg, New Delhi – 110002 and subscribed “Confidential/ Quotations for printing of publication ‘**Digital Forensic Manual, 2014**’” 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 **1:00 p.m. on 24.03.2015.**
15. **The Technical quotations shall be opened at 3:00 p.m. on on 24.03.2015 and Financial quotations of the parties shortlisted on the basis of Technical quotations shall be opened at 4:00 p.m. on on 24.03.2015 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.**
16. 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.
17. Any conditional tender will not be entertained and is liable to be rejected.

Sd/-
(Habil Minj)
Addl. Asstt. Director (P&P)
New Delhi