

DIRECTORATE OF INCOME-TAX (PR, P & P)
(Printing & Publications Wing)

2nd Floor, Hans Bhawan, B.S.Z. Marg

New Delhi- 110002

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F. No. P-II-5(497)/P & P/Part-I/2012-13

Date: 29.08.2017

LIMITED TENDER NOTICE

Subject: Information for inviting sealed quotations for the printing of publication titled “IRS Civil List 2017 (Bilingual)” -regarding-

Sealed quotations are invited on behalf of the Addl. DG of Income-Tax (PR, P & P) for printing of 7000 copies of our publication titled “IRS Civil List 2017 (Bilingual)” in the book form as per technical specifications and other terms & conditions given below:

Technical Specifications:

i	Size	A-4 Size
ii	No. of copies	7000
iii	Pages of Text	636 (318 leaves)
iv	Quality of Cover	300 GSM Art Card with Glossy lamination
v	Quality of Paper	80 GSM Maplitho Ivory White
vi	Cover printing	4 Color with matt lamination
vii	Text printing	Single color of text with 4 pages in 4 color printing.
viii	Binding	Section Sewn binding with perfect pasted cover
ix	Packing	A set of 5 books shrink –wrapped, then in a suitable carton.
x	Time Schedule	Delivery of the copies is to be given within 20 days of placement of order
xi	Point of delivery	Book Store, Third Floor, Hans Bhawan, Bahadurshah Zafar Marg, Delhi-110002

Eligibility

1. The tenderer should have the experience of providing similar works for at least 5 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. 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/Organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm on the date of submission of this bid (Prescribed pro forma as per Annexure attached).
4. 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.

Procedure of submission of bids:

The following documents should be placed/enclosed/attached with the Technical Bids:

1. Name of the organization, address, phone number, fax number, mobile number and e-mail ID of the responsible person.
2. Self attested copy of PAN Number card under Income Tax Act;
3. Self attested copy of GST Registration Number card under GST Act;
4. Self attested copy of Valid Registration Number of the Agency/Firm;
5. EMD (Bid security and performance security) of Rs. 50,000/- payable in form of Pay order / Bank Draft in favor of "ZAO, CBDT, New Delhi";
6. Prescribed Technical Bid tender form (as per Annexure – I);
7. An undertaking to the effect that the firm/agency has never been blacklisted by any of the Department / Autonomous Institutions/Universities/Public Sector Undertaking of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies / Municipalities and no criminal case is pending against the said firm / agency (as per Annexure – III);
8. Proof to the effect that tenderer has experience of providing similar works for at least 5 years (as per Annexure – III);
9. Terms and conditions duly accepted/signed with the stamp of the prospective bidder (as per Annexure – III);
10. Self attested copies of P&L account & balance sheet for F.Y. 2013-14, 2014-15 & 2015-16 in support of turnover exceeding Rs. 50 lakhs in each of the years.
11. One Sample of the publication of work of similar nature printed, prepared by the party earlier.

Opening of Technical Bid

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

Opening of Financial Bid

1. Financial Bids will be opened only of those firms which qualify in technical bid.
2. In case, any holiday is declared by the Government 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.

Terms & conditions:

1. Each quotation should be submitted in two separate sealed envelopes one titled "Quotation of Technical Specifications" containing duly filed, signed and stamped Annexure-I & Annexure-III and the other titled "Financial Quotation" containing duly filed, signed and stamped Annexure-II.
2. 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.
3. Camera Ready Copy (CRC) as well as (CDs) shall be provided to the successful bidder.
4. No advance payment shall be made for this work.
5. Before starting the final printing of the book, the selected bidder shall get 5 sample copies approved from this office.
6. Sealed quotations in two envelopes (Technical & Financial) addressed to the Directorate of Income Tax (PR, P & P), 2nd Floor, Hans Bhawan, B.S.Z. Marg, New Delhi – 110002 and subscribed "Confidential/Quotations for printing of publication "IRS Civil List 2017" 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 20.09.2017.

7. The Technical quotations shall be opened at 12:30 PM on 20.09.2017 and Financial quotations of the parties shortlisted on the basis of Technical quotations shall be opened at 03:00 PM on 20.09.2017 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.
8. The tenderer should take care that no column in the tender document should be left blank which would be otherwise making the tender liable for rejection.
9. Any act on the part of the tenderer to influence anybody in the Directorate is liable for rejection of the tender.
10. The prices quoted should be inclusive of all charges and taxes.
11. Each paper of the bid should be serially numbered and duly signed by the bidder with the seal of the firm on every page.

12. **Cancellation of Tender**

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

1. Information sought being found false or detected incorrect or incomplete at any stage prescribed in tender.
2. Ineligibility or incompetency detected at any stage of the tender processing.
3. Failure to submit Technical and Financial Quotations in separate envelopes.
4. Failure to submit any document asked for in the clause "Procedure of submission of bids" mentioned above.
5. Failure to submit details in the prescribed format as per attached annexure.
6. Any conditional tender will not be entertained and is liable to be rejected.

13. **Penalty**

1. Penalty shall be imposed @ Rs.1000/- per day for delay in supplying the books on pro-rata basis.
2. 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.

Dispute

1. 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.

Forfeiture of Bid Security/Performance Security

The Bid Security/Performance Security will be forfeited in the following conditions:

1. If at any stage, any of the information/declaration given by the bidder is found false.
2. If a bidder withdraws his bid during the period of bid validity specified in the terms & conditions of tender.
3. In case of any lapse/default in honoring of the terms and conditions at any stage after submitting the tender.

Dated:- 29.08.2017

Sd/-
Addl. Asst. Director (P & P)
New Delhi

Printing of "IRS Civil List, 2017 (Bilingual)"**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	Name	
	Designation	
	Mobile Number	
	Fax Number	
5	E-mail ID of the Person authorised by the Firm to deal	
	Permanent Account Number under income tax Act (Attach Proof)*	
6	GST Registration Number (Attached Proof) *	
7	Experience of 5 years in printing preparation work (Attach Proof)* Yes/No	
8	Certified copies of P&L A/c & Balance Sheet for F.Y. 2013-14, 2014-15 & 2015-16* Yes / No	
9	Total Annual Turnover (In Rupees) for	F.Y. 2013-14
		F.Y. 2014-15
		F.Y. 2015-16
10	Bank Name	
	Bank Draft No. quoted on EMD* submitted by the part	
11	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.

Signature of the Tenderer _____

Place:

Name of the Signatory _____

Date: ____ / ____ / 2017

Name of the Firm / Agency _____

Seal of the Firm / Agency _____

Printing of "IRS Civil List, 2017 (Bilingual)"

FINANCIAL BID

Name & address of the Bidder _____

S.No.	Particulars of Items	Amount in (Rs.)
1.	Cost of Printing per copy	Rs.
2.	Total Cost (S.No. 1 * 7000)	Rs.
3.	All Taxes (Inclusive of GST) breakup	Rs.
	Total Cost (Inclusive of all taxes)	Rs.

Signature of the Tenderer _____

Place:

Name of the Signatory _____

Date: ____ / ____ / 2017

Seal of the Firm / Agency _____

UNDERTAKING

I hereby certify that

- My firm / agency / company has never been black listed by any of the Department / Autonomous Institutions/Universities/Public Sector Undertaking of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies / Municipalities and no criminal case is pending against the said firm / agency as on _____.
- My firm / agency/company have requisite experience of at least 5 years in printing & Publications work as mentioned in the Tender Notice.

Signature of the Tender _____

Place

Name of the Signatory _____

Date ____ / ____ / 2017

Name of the Firm / agency _____

Seal of the Firm / Agency _____