



**OFFICE OF THE  
COMMISSIONER OF INCOME TAX-II,  
AAYAKAR BHAWAN, 5, ASHOK MARG,  
LUCKNOW-226001**

**TENDER FORM  
TERMS AND CONDITIONS OF THE CONTRACT**

1. The Tender will be received and opened in two parts as under:-

- (a) Technical bid  
(b) Financial bid.

2. The financial bid of only those parties shall be opened who qualify in technical bid.

3. The total number of ITR forms to be printed is as below:-

S.No.	Form No.	LUCKNOW	BAREILLY	ALLAHABAD	TOTAL
1.	ITR-1	150000	60000	250000	460000
2.	ITR-2	100000	40000	70000	210000
3.	ITR-3	72000	20000	60000	152000
4.	ITR-4	225000	100000	150000	475000
5.	ITR-5	5000	20000	5000	30000
6.	ITR-6	5000	10000	5000	20000
7.	ITR-7	10000	10000	5000	25000
8.	ITR-8	10000	10000	6000	26000
	TOTAL	577,000	270000	551000	1398000

As per the details given above the party to whom the contract is awarded will have to supply ITR forms directly to the offices of the department situated at various stations in the regions of Chief Commissioners of Income Tax, Lucknow, Bareilly and Allahabad as per instructions of this office. The numbers of forms mentioned above may be increased or decreased as per actual requirement. 10% of the forms mentioned above are to be printed in Hindi in Devnagari script.

4. Specifications for printing of ITR form:-

- (a) Size of paper           A4 (white)  
(b) GSM                       75  
(c) Dimension               210mm x 297 mm

- 5. The tenderer should be financially sound and should have turnover of more than Rs. one crore, in each of the three financial years immediately preceding the last financial year (08-09), from printing work (copy of Audit Reports for the financial years 2005-06 to 2007-08 to be furnished). The tenderer should produce details of three big orders of printing job actually executed by him at least one of which must be of an amount above Rs. 20 lakh in the preceding two years.**

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- 6. The tenderer should have its own offset printing machines.**
- 7. The sealed tender forms shall be opened before the bidders at 11.30 A.M. on 17<sup>th</sup> June 2009 in the Conference Hall of Aayakar Bhawan, 5, Ashok Marg, Lucknow.**
- 8. The earnest money of Rs. 1,00,000/- will be returned to unsuccessful bidders with 15 days of opening of tender forms.**
- 9. The successful bidder will have to supply ITR Forms No. 1 to ITR-8 within 20 days of award of the contract.**
- 10. The successful bidder will have to produce sample copy of proof of ITR's 1 to 8 for printing within 4 days of the award of the contract.**
- 11. The successful bidder will have to furnish performance security of 5% of total contract amount in the form of Demand Draft favouring Zonal Accounts Officer, C.B.D.T, Lucknow or Bank Guarantee from a Nationalized Bank. Earnest money shall be refunded to the successful bidder on receipt of performance security. If the successful bidder does not abide by the terms, conditions and specifications mentioned as above, the 5% performance security shall be forfeited and contract will be terminated.**
- 12. The Commissioner of Income Tax-II, Lucknow reserves the right to cancel any or all the tenders without assigning any reason.**

**( G.D.Singh )**  
**Income Tax Officer(Hq)(Admn)**  
**Office of the Commissioner of Income Tax-II, Lucknow.**

## TENDER NOTICE

1. Sealed tenders are invited from reputed parties for printing of Income Tax Return Form Nos. ITR-1, ITR-2, ITR-3, ITR-4, ITR-5, ITR-6, ITR-7 and ITR-8 for the Assessment Year 2009-10. Specimen of the above Income Tax Return Forms are available at (i) official website of Income Tax Department i.e. [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) and (ii) in Appendix-II of the Income Tax Rules, 1962.
2. Only those parties who fulfill the following criteria are eligible to submit the tender:-
  - (a) The bidders should have turnover of more than Rs. one crore in each of the three financial years( F.Y. 2005-06, 06-07 & 07-08 ) immediately preceding the last financial year(08-09) from printing work.
  - (b) The bidders should have Permanent Account Number (PAN).
  - (c) The tenderer should be registered with the Director, Government Printing Press, Allahabad(U.P.)
  - (d) Other conditions are given in the tender form.
3. Tender forms can be obtained from the Office of the Commissioner of Income Tax –II, Room No. 10B, Ground floor, Aayakar Bhawan, 5, Ashok Marg, Lucknow on payment of Rs. 500/- through Demand Draft in favour of “Zonal Accounts Officer, Central Board of Direct Taxes, Lucknow” from 5th June to 11th June, 2009 between 10 A.M. to 5 P.M. on working days.
4. Complete tender forms (sealed) can be submitted in the office of the Commissioner of Income Tax-II, Lucknow between 12th June, 2009 to 15th June, 2009 between 10 A.M. to 5 P.M. on working days.
5. Every bidder will have to submit earnest money of Rs. 1,00,000/- through Demand Draft in favour of Zonal Accounts Officer, C.B.D.T, Lucknow with the tender form.
6. The sealed tender forms shall be opened at 11.30 A.M. on 17<sup>th</sup> June, 2009 in the Conference Hall of Aayakar Bhawan, 5, Ashok Marg, Lucknow.
7. The Commissioner of Income Tax –II, Lucknow reserves the right to reject or accept any of the tenders without assigning any reason.

( G.D.Singh)  
Income Tax Officer(Hq)(Admn)  
Office of the Commissioner of Income Tax-II, Lucknow.

**FINANCIAL BID**

1 Name of the tenderer & :  
Address & Tel. No.

2 PAN :

3. Name of the Proprietor/ Director/ :  
Partners and their PAN

**4. Rate**

Sl. No.	Return Form	Rate(Rs.)	Total amount(Rs.)
1.	ITR-1		
2.	ITR-2		
3.	ITR-3		
4.	ITR-4		
5.	ITR-5		
6.	ITR-6		
7.	ITR-7		
8.	ITR-8		
		<b>Total</b>	

The rate should be quoted excluding VAT.

**5. Note:-**

- (a) All the instructions and acknowledgement shall be printed with the Return Forms.
- (b) All the Returns Forms should be properly stapled.
- (c) The successful bidder shall supply ITR forms directly to the offices of the department situated at various stations in the regions of Chief Commissioners of Income Tax, Lucknow, Bareilly and Allahabad as per instructions of this office and produce the receipts for payment of bills.
- (d) 10% of the ITR's shall be printed in Hindi.
- (e) The successful bidder will have to supply the ITRs within 20 days of award of the contract.

**SIGNATURE**

## TECHNICAL BID

1. **Name of the tenderer & Address & Tel. No.** :
  
2. **PAN** :
  
3. **Name of the Proprietor/ Director/ Partners and their PAN**
  
4. **Details of earnest money of Rs.100,000/-** :
  
5. **Trade tax Registration No.** :
  
6. **Registration No. of Director, Govt. Printing Press, Allahabad, U.P.** :  
( Please enclose. copy)

## SPECIFICATIONS

1. **Paper size & colour** :
  
2. **GSM** :
  
3. **Dimension** :
  
4. **Printing Machine Type :**
  
- 5.
  
6. **Turnover**   **2005-06**  
                  **2006-07**  
                  **2007-08**  
( Please enclose audit report for 3 years )

**7. Detail of three pervious supply orders**

**(a)**

**(b)**

**(c)**

**Encl: 1. Copy of Audit Report**

**2. Draft of Rs. one Lakh**

**3. Sample of Paper**

**4. Supply order copy**

**SIGNATURE**