

**The Directorate of Income-tax (Systems)**  
**ARA centre, E-2, Jhandewalan Extension, New Delhi – 110051**  
**Tender Notice No.1/1/03/05-06/1 dated 2.2.2007**

**Detailed terms & conditions with reference to the sealed tender invited by the Directorate of Income Tax (Systems) for printing and dispatch of letters to filed offices of Income Tax.**

**Nature of job**

- a. The vendor will print
  - a. Two copies of a notice u/s 142(1) of I.T act on behalf of designated Assessing officer.
  - b. A report called ITS, personalized with name and address of transacting party, transaction code, transaction date , transaction value, name and address of the filer, designation and address of the assessing officer and identification number of transaction on the letters at specified places.

The format of both the above will be supplied. Each letter will be printed in black colour on one side of the paper.
- b. The department will provide details of name and address of transacting party, name and address of the AIR filer, transaction code, transaction description identification number of transaction, amount of transaction, date of transaction etc in MS Excel or simple text format (notepad) or as an MS access data base as the case may be. The vendor will articulate necessary details on the letters.
- c. The vendor will have to arrange the notice u/s 142(1) and the ITS of the same record and staple them together. The letters are to be sorted on PIN code, where available, and city wise, where PIN code is not available. The vendor has to prepare a bundle of 500 or 1000 sheets, pack the bundles with the same number of envelopes with window (to accommodate the A4 size sheet).
- d. The vendor will make arrangements for mailing of the bundles through post office to the Income tax offices on the addresses provided by the Directorate by book post, air mail or speed post or any other modes, as mutually decided. Postage will also be paid by the vendor and reimbursed on actual basis. The bundles have to be properly packed with cloth for the purpose of postage.

**The scope of work, specifications & the volume of work is as detailed in the table below:-**

<b>S. No.</b>	<b>Scope of work</b>	<b>Specifications</b>	<b>Volume of work</b>
<b>1</b>	<p>1.1 Printing of 2 copies of notice u/s 142(1)</p> <p>1.2 Printing of corresponding ITS relating to the above notice u/s 142(1).</p> <p>1.3 Both the above on separate sheet of paper with one side of printing only</p> <p>1.4 The format of printing will be supplied, personalized with name, address, transaction code of transacting party, designation and address of name and address of the AIR filer , signature of authorized officer, transaction identification number etc.</p>	<p>Printing of letters on 70 gsm, A-4 size HB maplitho paper from A grade mills, namely, Ballarpur or JK mill paper with personal details. Quality of printing should be of minimum 600 dpi laser technology.</p>	<p>Around 9 lakh (+ - 5%)</p>
<b>2</b>	<p>Bundling of the letters</p>	<p>The vendor will have to arrange the notice u/s 142(1) and the ITS of the same record and staple them together. Letters are to be sorted as per PIN code, where available, and city wise, where PIN code is not available.</p> <p>The vendor has to pack 1000 or 500 of these into one bundle along with the same number of envelopes with windows. The envelop should be slightly bigger than the notice.</p> <p>Envelop should be big enough to take the A-4 size paper with a window and should have 70 gsm made from good paper</p>	<p>Same as above</p>

		The bundles has to be sealed properly with cotton cloth. The bundles have to be placed in the cartons for mailing.	
3	Mailing activity	Mailing of the bundles through post office by book post, air mail or speed post or any other modes as decided by the department.  Postage charges will have to be paid by the vendor but reimbursed on actual basis.	Actual number of bundles

### **Tender Fee**

The vendor shall furnish tender fee of Rs. 1.00 lakh in the form of a bank guarantee favoring the Director of Income-tax (Systems), New Delhi.

### **Performance Security**

Within 2 days after the receipt of notification of award of the contract from the tender the successful vendor shall furnish performance security to the department which shall be equal to 10 % of the value of contract and shall be in the form of guarantee bond from a nationalized/scheduled bank in the proforma available on the website. The guarantee bond should be valid for a period of 90 days.

### **Time Lines**

The time lines for completion for work, including handing over of letters to postal authorities for dispatch, are 2 weeks from the date of order, including one week for sampling, software development etc. The department may split the entire work at lowest rates to more than one vendor, if it becomes necessary in order to meet the time lines.

### **Requirements for technical bid**

- a) The vendor should give its PAN and TAN
- b) The vendor should have had an average annual turnover of at least Rs.10 crore for similar business in the last three years or should have had a single bill or two bills aggregating to minimum of Rs.1 crore in respect of the activity of above nature in any one year of the preceding 3 years. Proof should be attached. Without this the bid will be rejected.
- c) The vendor should have the experience of printing and mailing of such magnitude. The details of such business with the Govt./Income-tax Department should be enclosed.

**The offer should be submitted under the following terms & condition:-**

- 1) The financial bid and the technical bids should be given in a sealed cover. The bids given open will not be considered.
- 2) The details and documents regarding the technical bid and the rates quoted for financial bids should be in two separate sealed envelops and the words “Technical Bid” & “Financial Bid” should be written clearly on the envelops. Both these envelops should be sealed in another envelop super scribed “ Printing and dispatch of letters”. The financial bids of only those bidders qualified on technical will be opened.
- 3) The envelope should be super scribed with: ‘Offer For Printing Of letters to transacting party –AIR ’, addressed to The Directorate of Income Tax (Systems) and should be dropped in the tender box kept at Room No. 15 Ground floor E@ ARA Center Jhandewalan extension New Delhi -110 0055 by 3.00 PM on 12<sup>th</sup> Feb 2007.
- 4) In the Financial Bid the vendor should quote the per unit rate in the following format.

<b>1.</b>	Cost of papers, cost of printing, cost of bundling, cost of envelops and mailing activities such as stuffing, sealing, manpower cost cartage & postage are to be as per the specifications above.	Unit rate to be quoted by the vendor.  The chargeability of VAT/Tax should be indicated separately
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- 5) The financial bids of the vendors, who qualify the technical bids, will only be opened. The department has right to distribute the work to different parties at the lowest quoted rate.
- 6) The offer should accompany one sample of envelope containing a set of three printed letters printed with Dummy data as per the specification.
- 7) The vendor, after the allotment of the job will have to submit 3 sets of the samples of the job to be carried out. The representative of the department will randomly select some letters printed by the vendor and get it tested at a paper testing laboratory of the department’s choice. The process of inspection may be conducted at any time during the course of the carrying out of the job at the office premises of the Directorate of Income Tax(Sys). If it is found that the job is not being carried out as per the required specifications/sample the department has right to cancel the job assigned and to impose penalty on the vendor. Any deviation from the specification will attract a penalty of 10% of the total contract value.

- 8) The department will not pay any advance to the vendor. The vendor has to carry out the entire job on its own and the amount, including postage, will be paid only after the completion of the job and submission of the bill.
- 9) The vendor will be responsible for articulating data provided by the Income tax Department so as to execute the above mentioned assignment. The department will provide data base in MS Excel or simple text format (notepad) or MS access data base.
- 10) All information, documents & data coming in the possession of the vendor, as a result of the arrangement, shall at all time remain the property of Income tax Department. The vendor shall not make or allow any of his employee or agent etc. to make any unauthorised copy, use, access or other utilization of this material commercially or otherwise, directly or indirectly, except as agreed to by the Income tax Department. The vendor shall also ensure complete confidentiality of this information and data.
- 11) No advance will be paid to the vendor for incurring expenditure on postage. The vendor has to bear the postage charges which will be reimbursed later on.
- 12) The vendor will have to do data handling and management, including personalization and printing of letters, at the premises at the Directorate of Income Tax(Sys) at Ground floor Jhandewalan extension. Reasonable space will be provided. The entire equipment of printing will be that of vendor and the role of the Department is limited only to provide space.
- 13) The vendor has to complete the job assigned within the allowed time frame and if the job is not completed within the time frame a penalty @ 1% of the cost of the uncompleted job for each day of delay will be imposable on the vendor.
- 14) Conditional tender will not be entertained and liable to be rejected.
- 15) Postal tenders will be entertained if received by the due time and date.
- 16) The Directorate reserves the right to accept or reject any or all the offers without assigning any reason.
- 17) The Directorate reserves the right to inspect the facility or work in progress at any stage of the execution of the work and rescind the contract if conditions are not being fully met with.
- 18) The jurisdiction of court will be at Delhi/ New Delhi.

**PROFORMA OF BANK GUARANTEE FOR  
CONTRACT PERFORMANCE GUARANTEE BOND**

Ref : \_\_\_\_\_

Date

Bank Guarantee NO. \_\_\_\_\_

To

The Director of Income-tax (Systems),  
Ground floor Jhandewalan extension  
**New Delhi – 110 0055**

1. Against contract vide Advance Acceptance of the **Tender No : dated** \_\_\_\_\_ covering **Printing and dispatch of Letters to for the Income Tax Department** (hereinafter called the said 'contract') entered into between the President of India acting through the Director of Income-tax (Systems) (hereinafter called the Client) and \_\_\_\_\_ (hereinafter called the Vendor) this is to certify that at the request of the Vendor we ----- Bank Ltd., are holding in trust in favour of the Client, the amount of \_\_\_\_\_ (write the sum here in words) to indemnify and keep indemnified the Client against any loss or damage that may be caused to or suffered by the Client by reason of any breach by the Vendor of any of the terms and conditions of the said contract and/or in the performance thereof. We agree that the decision of the Client, whether any breach of any of the terms and conditions of the said contract and/or in the performance thereof has been committed by the Vendor and the amount of loss or damage that has been caused or suffered by the Client shall be final and binding on us and the amount of the said loss or damage shall be paid by us forthwith on demand and without demur to the Client.
  
2. We \_\_\_\_\_ Bank Ltd, further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for satisfactory performance and fulfillment in all respects of the said contract by the Vendor i.e till \_\_\_\_\_ hereinafter called the said date and that if any claim accrues or arises against us \_\_\_\_\_ Bank Ltd, by virtue of this guarantee before the said date, the same shall be enforceable \_\_\_\_\_ against \_\_\_\_\_ us \_\_\_\_\_ Bank Ltd, notwithstanding the fact that the same is enforced within six months after the said date, provided that notice of any such claim has been given to us \_\_\_\_\_ Bank Ltd, by the Client before the said date. Payment under this letter of guarantee shall be made promptly upon our receipt of notice to that effect from the Client.

3. It is fully understood that this guarantee is effective from the date of the said contract and that we \_\_\_\_\_ Bank Ltd, undertake not to revoke this guarantee during its currency without the consent in writing of the Purchaser.
  
4. We undertake to pay to the Client any money so demanded notwithstanding any dispute or disputes raised by the Vendor in any suit or proceeding pending before any court or Tribunal relating thereto our liability under this present bond being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Vendor shall have no claim against us for making such payment.
  
5. We \_\_\_\_\_ Bank Ltd, further agree that the Client shall have the fullest liberty, without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by the Vendor from time to time or to postpone for any time of from time to time any of the powers exercisable by the Client against the said Vendor and to forebear or enforce any of the terms and conditions relating tot he said contract and we, \_\_\_\_\_ Bank Ltd., shall not be released from our liability under this guarantee by reason of any such variation or extension being granted to the said Vendor or for any forbearance by the Client to the said Vendor or for any forbearance and or omission on the part of the Client or any other matter or thing whatsoever, which under the law relating to sureties, would, but for this provision have the effect of so releasing us from our liability under this guarantee.
  
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Vendor.

Date \_\_\_\_\_

Place \_\_\_\_\_

Signature \_\_\_\_\_

Witness \_\_\_\_\_

Printed name \_\_\_\_\_

**(Bank's common seal)**