

DIRECTORATE OF INCOME-TAX (PR, PP&OL)
(Printing & Publications Wing),
Room No. 201, 2nd Floor, Hans Bhawan, B.S.Z. Marg,
New Delhi

TENDER NOTICE

Sub:- Information for inviting Sealed quotations for the printing of Publication titled “Let Us Share” on best practices & orders of the Income-Tax Department.

Sealed quotations are invited on behalf of the Director of Income-Tax (PR,PP&OL) for printing of our publication titled “Let Us Share” on best practices & orders of the Income-Tax Department. in the book form as per specifications and other terms & conditions given below :-

Technical Specifications

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|--------|---------------------------|---|---|
| (i) | Size | : | Royal Octavo Size (16cms x 24 cms) |
| (ii) | No. of copies | : | 12,000 |
| (iii) | Pages of text | : | 250 (125 Leaves) |
| (iv) | Quality of cover | : | 300 GSM imported Art Card of mat finish with lamination. |
| (v) | Quality of Paper for Text | : | Imported Art paper 90 GSM ; Mat finish. |
| (vi) | Printing | : | 4 colour on cover.
Single colour OR 2 colour on text pages with 8 to 10 pages containing colour diagrams / pictures inside. |
| (vii) | Special effects | : | Die-embossing with extra impression of a metallic finish on title, name of the deptt. & logo. |
| (viii) | Binding | : | Perfect binding with pasted cover. |
| (ix) | Time Schedule | : | Delivery of the copies is to be given within 20 days of placement of order |
| (x) | Packing | : | A set of 10 books shrink – wrapped, then in a suitable carton |
| (xi) | Point of delivery | : | Delivery of the copies is to be made at the Book Store of this Office at Hans Bhawan, Bahadurshah Zafar Marg, New Delhi-110002. |

Other terms & conditions

1. The quotations should give rate per copy (inclusive of all taxes) and also cost of the total lot (inclusive of all taxes). Separate rates should be quoted for single colour & 2 colour printing of text pages as per item (vi) above.

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2. Penalty shall be imposed @ Rs. 1000/- per day for delay.
3. Cover design & CRC of Text as also the CDs of the same shall be provided by this office to the successful bidder.
4. No advance payment shall be made for this work.
5. The sample of the size & getup of the book and also the cover may be inspected from Room No. 607, 6th Floor, Mayur Bhawan, Conn. Circus, New Delhi of this Directorate on any working day till the submission of tender.
6. Quotations in two separate envelopes – one containing the financial bid and the other containing the sample of paper for text and art card for cover proposed to be used. Bids without samples of paper and art card will be rejected and their financial quotations will not be opened.
7. Each quotation should accompany a pay order / bank draft for Rs. 50,000/- payable in favour of Z.A.O., CBDT, New Delhi as earnest money which shall be refunded to the unsuccessful bidders after work order has been placed with the selected bidder.
8. Quotations 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.
9. 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.
10. Before starting the printing of the book, the selected bidder shall get one sample copy approved by the Director of Income-Tax (PR,PP&OL).
11. Other things such as rate of printing, quality of cover & text pages being same, **preference will be given to the Govt. of India Press.**
12. Sealed quotations (in two parts) addressed to the Director of Income-Tax (PR,PP&OL), 2nd Floor, Hans Bhawan, B.S.Z. Marge, New Delhi – 110002 and superscribed “Confidential / Quotation for Printing of Publications” must be dropped in the Tender Box placed in the Room No. 201, 2nd Floor, Hans Bhawan, Bhadurshah Zafar Marg, New Delhi – 110002.
13. 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.
14. The conditional tender will not be entertained & is liable to be rejected.
15. **The last date of submitting the Tender in the Tender Box is 1st Oct., 2008 at 3.00 p.m. The tender will be opened on 1st Oct., 2008 at 4.00 p.m. in Room No. 201, 2nd Floor, Hans Bhawan, B.S.Z. Marg, New Delhi – 110002.**
16. The bidders must mention their Income-Tax Permanent Account Number (PAN) in their quotation.