



GOVERNMENT OF INDIA
Office of the
Chief Commissioner of Income-Tax
Aayakar Bhawan, Paota 'C' Road, JODHPUR – 342010

NOTICE INVITING TENDER

The Income Tax Department, Jodhpur, intends to print Income Tax Return Forms (ITR-1 to ITR-7), along with attached instructions and acknowledgement (ITR-V) for Assessment Year 2013-14 in English and Hindi languages, and in the following estimated quantities:

S. No.	Form No.	Estimated quantity	Initial work order	
			English	Hindi
1	2	3	4	
1.	ITR-1 (SAHAJ)	100000	70000	2500
2.	ITR-2	15000	10000	500
3.	ITR-3	6000	4000	500
4.	ITR-4	20000	10000	500
5.	ITR-4S(SUGAM)	20000	15000	500
6.	ITR-5	3000	2000	500
7.	ITR-6	0	0	0
8.	ITR-7	1500	1000	500

Reputed Printers or Government or Semi-Govt. enterprises having requisite infrastructure should furnish their bids latest by 27.05.2013 before 1.00 pm. In the office of the Public Relation Officer, Room No. 107, 2nd Floor, Aayakar Bhawan, Paota 'C' Road, Jodhpur-342010. Bids will be opened on 27.05.2013 at 4.00 pm in Conference Room (Room No. 76), 2nd Floor, Aayakar Bhawan, Jodhpur-342010, in front of bidders or their representative present at that time. Tender documents and Terms and conditions are available at the office of the Public Relation Officer, Room No.107, 2nd Floor, Aayakar Bhawan, Jodhpur- 342010 and on the website www.incometaxindia.gov.in

(Sheikh Ahmed Ali)
Public Relations Officer,
Aayakar Bhawan, Jodhpur.



GOVERNMENT OF INDIA
Office of the
Chief Commissioner of Income-Tax
Aayakar Bhawan, Paota 'C' Road, JODHPUR – 342010

TENDER DOCUMENT

PRINTING OF INCOME TAX RETURN
FORMS
FOR
OFFICE OF THE CHIEF COMMISSIONER
OF INCOME TAX
Aayakar Bhawan, Lal Maidan,
Paota 'C' Road,
Jodhpur – 342010

F Y 2013-14

NOTICE INVITING TENDER
FOR PRINTING OF NEW RETURN FORMS

The Income Tax Department (hereinafter referred to as Department), Jodhpur invites sealed offers from reputed PRINTERS who have experience in similar works to carry out bulk Printing of Forms ITR-1 (SAHAJ), ITR-2, ITR-3, ITR-4, ITR-4S (SUGAM), ITR-5, ITR-7 & ITR-V (Acknowledgement) for the Office of the Chief Commissioner of Income Tax, Aaykar Bhawan, Lal Maidan, Paota 'C' Road, Jodhpur- 342010. The format of the New Income Tax Return Forms for the Assessment Year 2013-14 to be printed in English and Hindi can be downloaded from the website: www.incometaxindia.gov.in

I. TENDER PROCESS

1. Tender is invited in two parts i.e. (1) Qualifying bid and (2) Financial bid. The tender form for Qualifying bid prescribed in Annexure-A and the tender form for the financial bid in proforma prescribed in Annexure-B complete in all respects shall be submitted in two separate sealed covers addressed to the PRO, O/o Chief Commissioner of Income Tax, Jodhpur by 1:00 p.m. on 27.05.2013. The sealed covers should be superscribed with **“Qualifying Bid – Contract for Printing New Income Tax Return Forms – 2013-14”** respectively. Qualifying Bids will be opened on 27.05.2013 at 4:00 p.m. in the presence of bidders at conference room, No.76, 2nd Floor, Aayakar Bhawan, Jodhpur. Incomplete bid documents shall be rejected. The valid qualifying bids shall be scrutinized by the Department to short list the eligible bidders will be opened immediately. Late submission of tenders shall not be accepted.
2. If the tenders are sent by post/courier, it should be ensured that the cover should be intact at the time of reaching destination without any damage or loss. Department is not responsible for the delay on account of Postal/Courier Services.
3. Earnest Money Deposit of Rs. 25,000/- (Rupees twenty five Thousand only) per application in the form of Demand Draft/Banker's cheque of scheduled Bank drawn in favour of the DDO, O/o the Chief Commissioner of Income Tax, Jodhpur shall accompany the qualifying bid. Qualifying bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in Annexure-A & B are found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit.
4. Performance Guarantee: The successful bidder of the contract had to submit 5% of Total Contract Value as performance guarantee deposit in the form of Demand Draft/Banker's cheque of a schedule bank drawn in favour of “The DDO, O/o The Chief Commissioner of Income Tax Jodhpur,

Jodhpur within three days from the date of awarding the contract. The performance guarantee deposit shall be refunded to the contractor without any interest within fifteen days after the contract of printing of forms is complete in every aspect.

5. The tenderer shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid. The tenderer would fill up the information in the Annexure A & B enclosed at the end of this document in clear and legible terms. Wherever required the prices quoted shall be written in figures and words as well. Annexure shall also have to be signed and stamped by the bidder or its authorized signatory.
6. The tender forms shall be rejected if it is not complete in any aspect.
7. The tender documents are not transferable.

II. TERMS AND CONDITIONS

1. The tender to be accepted by the Department should contain rates for all individual items of printing work which should include all taxes applicable. The Department will not pay anything extra other than the rates accepted for individual items of work. The Department will not entertain any prayers for payment of any tax whatsoever thereafter.
2. Completion Period: The Work should be completed in all respects in accordance with the terms of contract and delivered at the respective stations within ten days from the date of receipt of the Printing Order. Delay in delivery will be viewed seriously and would result in rejection of printed forms and forfeiture of performance guarantee.
3. Validity of Tender: Tenders shall remain valid and open for acceptance both for the minimum prescribed quantity and subsequent additional requirements for a period of four months from the date of opening the financial bid. If the tenderer withdraws his/her offer during the validity period or makes modification in his/her original offer, the Department shall be at liberty to forfeit the EMD and cancel the order.
4. Rate and prices : The tenderers shall quote their rates for individual items both in words and figures.

5. Quantity :-

1. The Income Tax Department intends to print the new Income Tax Return Forms (ITRs) along with attached instructions and acknowledgement* for the assessment year 2013-14 in the following estimated quantities and specifications:-

S. No.	Form No.	Estimated quantity	Initial work order	
			English	Hindi
1	2	3	4	
1	ITR-1 (SAHAJ)	100000	70000	2500
2	ITR-2	15000	10000	500
3	ITR-3	6000	4000	500
4	ITR-4	20000	10000	500
5	ITR-4S (SUGAM)	20000	15000	500
6	ITR-5	3000	2000	500
7	ITR-7	1500	1000	500
8	ITR-1 (SAHAJ) Supplementary Schedule TDS 2(T) & Instructions	10000	5000	0
9	ITR-4S (SUGAM) Supplementary Schedule TDS 2(T) & Instructions	2000	1000	0

- (A) * Acknowledgement (ITR V) will be an additional sheet which shall form the first sheet of each return viz. ITR No. 1, 2, 3, 4, 5 and 7 with a marking preferably perforation for cutting it away from the main return. **The print specifications of the Income Tax Returns are notified separately in the Income Tax Departmental website www.incometaxindia.gov.in and may be printed accordingly. Specification of the Return forms is as under:-**

S.No.	Details	Particulars
1.	Size of the paper	: A4 (Bright white SS paper)
2.	GSM	: 75
3.	Dimensions	: 210*297mm
4.	Type quality and uniformity	: As that of the forms available on the website i.e. www.incometaxindia.gov.in
5.	Identification mark	: "INCOME TAX DEPARTMENT JODHPUR" printed in the background diagonally across the page from bottom to top (left to right) as appearing in the return for A.Y. 2012-13, a sample copy of which is given.
6.	Printing	: On the both sides of the paper

7.	Stapling	:	3 (Three) pins on the centre fold.
----	----------	---	------------------------------------

For ready reference with regards to the pinning pattern (not number of pins), a sample copy of the return for A.Y. 2012-13 may be collected from the counter at the time of collection of tender form. **This sample is strictly for reference with regards to the pinning pattern only.**

(B) Printing specifications for ITR-I (SAHAJ) and ITR-4S (Sugam) are as under:-

S.No.	1	2
Form No.	ITR-1 (Sahaj)	ITR-4S (SUGAM)
No. of printed pages in colour in each form (one side printed & one side Blank)	2	3
No. of printed page in colour in the Ack. (one side printed & one side Blank)	1	1
Total Pages	3	4

The print specifications of the Income Tax Returns of ITR 1 (Sahaj) and ITR 4S (Sugam) and ITR – V (acknowledgement) are notified separately in the income Tax Departmental website: www.incometaxindia.gov.in and may be printed accordingly.

6. Quality testing:-

10 sample copies randomly picked from every ten thousand copies representing the beginning, middle, and end of such lot, should be subjected to quality testing at least at the Govt. Laboratory or any of the Govt. approved quality testing laboratories. The Report of the same should be submitted to the Department at the time of the delivery of that lot. The following attributes of the printed material have to be tested and certified in addition to the above specifications. No payment will be made till the said report is submitted.

S.No.	Attributed	Tolerance Limits
1.	Rub resistance of printed image	: Rub smear not beyond 0.06 mm.
2.	Folding position and skewness	: Not beyond 1.6 mm from the centre fold where the printing has to be made
3.	Damaged pages (wrinkles radiating from the fold, wrinkle on the page connected or torn pages)	Not more than 3%
4.	Missing pages	0%
5.	Wrong Pagination	0%
6.	Loss of information	0%

7. The defective forms which do not confirm to the specifications will be rejected. If such rejection exceeds 1%, proportionate printing charges will be deducted.

8. Initially, work order will be given for the minimum quantity mentioned as per column 4 of the table in point 5 above and work order for the balance may be given at later point of time as per requirement at the discretion of the CCIT Jodhpur.
9. The Department may at any time cause inspection to be made of the printing of the returns at the site stated as the premises for printing in such manner as either may desire. The tenderer who has been awarded contract maintain relevant records of the printing and also provide necessary facilities for inspection.
10. Packaging:-
 - (i) The printed forms must be packed into compact bundles of 100.
 - (ii) These bundles have to be stacked and packed with water proof packing material securely packed so as to prevent curling or warping due to excessive space.
 - (iii) These packs shall be labelled in such manner as to show the name of the contractor, sl.no. of the pack, ITR NO. and quantity of returns enclosed.
11. The delivery of the printed forms as per specifications must be made within ten days of issuing the work order.
12. It shall be responsibility of the tenderer who has been awarded the contract to deliver the goods in the specified quantity and prescribed specifications at the office of the PRO, Aayakar Bhawan, Paota 'C' Road, Jodhpur.
13. An authorised representative of the tenderer should be present to handover delivery after counting the forms. The delivery challan will be acknowledgement only to such representative.
14. The delivery challan should clearly mention the ITR form No., number of bundles, number of returns in each such bundle and the total number of returns.
15. Eligibility Criteria:-
 - (i) The applicant tenderer should own necessary printing and packaging machinery and ancillary infrastructures to carry out the work by themselves within the stipulated time.
 - (ii) The applicant tenderer should have not less than 3 years of experience in the field of printing. The applicant should have an experience of carrying out similar large scale printing jobs in these 3 years. The applicant tenderer should furnish details of such work done each year with documentary proof. A sample (10 printed sheets) of such job with similar specifications may be given.
 - (iii) The applicant tenderer's average annual turnover should not be less than Rs. 1 crore for the last 3 financial years.
 - (iv) The applicant tenderer should have a reputed clients' list. A list of such clients with the nature and value of work done should be given.
 - (v) The applicants tenderer should be competent to complete the printing, packaging the bundles, dispatch and delivery within the stipulated time limit.
 - (vi) The applicant tenderer should not have been blacklisted or debarred from participating in the tenders at any point of time by any of the

19. The applicant should submit their bids in sealed envelopes in the office of the Public Relation Officer, Room No. 107, 2nd Floor, Aayakar Bhawan, Paota 'C' Road Jodhpur.
20. The tenders will be accepted upto 1.00 pm on 27.05.2013 and will be opened by the Committee constituted by the CCIT, Jodhpur at 4.00 pm the same day i.e. 27.05.2013 in the Conference hall (Room No. 76), 2nd floor Aayakar Bhawan, Paota 'C' Road, Jodhpur in the presence of such tenderers or their authorized representatives duly authorized by the tenderers who are present at the time of opening of tenderers.

If, in case of unforeseen circumstances or administrative requirements, the tender cannot be opened on the abovementioned date and time, the same will be opened on a subsequent date as would be notified to the tenderers.

21. The Tender to whom the contract is awarded would furnish name, address and contact number of a person with whom the Department/Controlling officer will keep contact, with regard to services being provided by such tenderers on day to day basis.
22. During the period of the execution of tender, change in rates will not be entertained under any circumstances.
23. In case of failure to print the stipulated number of Income Tax Return Forms by the tenderer within stipulated time and as per specifications, the contract may be cancelled and EMD be forfeited at the discretion of the CCIT, Jodhpur. The CCIT, Jodhpur may award the contract to the next deserving bidder.
24. In case of any dispute, during the tender process, the decision of the CCIT, Jodhpur would be final and binding.
25. The CCIT, Jodhpur reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason.

(Sheikh Ahmed Ali)
Public Relations Officer
Aayakar Bhawan, Jodhpur.

ANNEXURE A
TECHNICAL BID DOCUMENT

1.	Name of the bidder	
2.	Complete address of the concern along with Tel No., Fax No. and e-mail id	
3.	Name & address of the proprietors/partners and/or Director of the concern with Tel No.	
4.	Address of the premises where the printing will be carried out along with Tel. Nos.	
5.	Details of Contract person(s)	
	Name and address of the person	Telephone No.
a)		
b)		
c)		
6.	A brief note on the printing related business carried by your concern in the last 3 years (not to exceed 100 words).	
7.	Annual Turnover during the F.Y.: 2009-10, 2010-11 and 2011-12 (copy of Return on Income filed along with P&L A/c., Balance Sheet etc. should be enclosed as evidence)	
8.	List of reputed Clients (along with documentary evidence) with nature and value of job done.	
9.	Permanent Account Number (PAN)	
10.	ST/VAT Registration Number	
11.	Details of Demand Draft / Banker's Cheque in respect of Earnest Money payable at Jodhpur (Demand Draft / Banker's cheque should be enclosed)	
12.	Specification of printing material and print quality with reference to the specifications mentioned in the tender document (point nos. 5&6)	
13.	Sample copies as required in point no. 17. (iii) of the tender document enclosed in a separate cover	

DECLARATION

I/We hereby certify that the information furnished above is full and correct to the best of my/our knowledge and belief. I/We understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not have any dealing with the Department in future.

(Name and Signature of Authorized Signatory with date)

ANNEXURE B

FINANCIAL BID DOCUMENT

1. Name of the Proprietor / Registered Firm / Company :
2. Address of the concern (with Tel. No., Fax & E-mail) :
3. Authorised Contract Person(s) (with Mobile number) :
4. Printing Charges for Income tax Return Forms as per Specification :

S. No.	Description	Rate (Rs.)/1000	
		In English	In Hindi
1.	ITR-1 (SAHAJ)		
2.	ITR-2		
3.	ITR-3		
4.	ITR-4		
5.	ITR-4S (SUGAM)		
6.	ITR-5		
7.	ITR-7		

5. Printing charges for supplementary schedule TDS 2 (T) and instructions as per specification notified separately in the income Tax Departmental website www.incometaxindia.gov.in for ITR-1 (SAHAJ) & ITR-4S (SUGAM) and may be printed accordingly:-

S.No.	Description	Quantity required to be printed	Rate (Rs.)/1000
		In English	
1.	ITR-1 (SAHAJ) Supplementary Schedule TDS 2(T)	5000	
2.	ITR-4S (SUGAM) Supplementary Schedule TDS 2(T)	1000	
3.	ITR-1 (SAHAJ) Instructions	5000	
4.	ITR-4S (SUGAM) Instructions	1000	

6. Details of Demand Draft / Banker's Cheque in Respect of Earnest Money :

(Name & Signature of the Authorized Signatory with date)