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GOVERNMENT OF INDIA

INCOME-TAX DEPARTMENT

OFFICE OF THE COMMISSIONER OF INCOME TAX-II
Aayakar Bhawan Sanjay Place, Agra – 282002

TENDER DOCUMENT & **APPLICATION FORM**

PRINTING OF INCOME TAX RETURN FORMS

FOR

OFFICE OF THE COMMISSIONER OF INCOME TAX-II

Aayakar Bhawan, Sanjay Place, Agra – 282002

2011-2012

GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT
OFFICE OF THE COMMISSIONER OF INCOME TAX-II
Aayakar Bhawan, Sanjay Place, Agra 282002

Date: 23.05.2011

**NOTICE INVITING TENDER
FOR PRINTING OF NEW INCOME TAX RETURN FORMS**

The Income Tax Department (hereinafter referred to as Department), Agra 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, SUGAM (ITR-4S), ITR-4, ITR-5, ITR-7 & ITR-V (Acknowledgement) for the Office of the Commissioner of Income Tax-II, Aayakar Bhawan, Sanjay Place, Agra 282002. The format of the New Income Tax Return Forms for the Assessment Year 2011-12 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-B and the tender form for the Financial bid in proforma prescribed in Annexure-C complete in all respects shall be submitted in two separate sealed covers addressed to the DCIT (HQ), O/o Commissioner of Income Tax-II, Aayakar Bhawan, Sanjay Place, Agra 282002 4:00 p.m. on 01.06.2011. The sealed covers should be superscribed with "Qualifying Bid - Contract for Printing New Income Tax Return Forms – 2011-12" and "Financial Bid - Contract for Printing New Income Tax Return Forms – 2011-12" respectively. Qualifying Bids will be opened on 01.06.2011 at 4:00 p.m. in the Chamber of Commissioner of Income-tax –II, Agra, First Floor, Room No. 117, Aayakar Bhawan, Sanjay Place, Agra. Incomplete bid documents shall be rejected. The valid qualifying bids shall be scrutinized by the Department to short list the eligible bidders. Thereafter, the financial bids of the short listed 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. 50,000/- (Rupees Fifty Thousand only) per application in the form of Demand Draft/Banker's cheque of scheduled Bank drawn in favour of The Zonal Accounts Officer, CBDT, Agra 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 Annexures-B & C 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 has to submit 5% of Total Contract Value as performance guarantee in the form of Bank Guarantee of a schedule bank drawn in favour of "The Zonal Accounts Officer, CBDT, Agra" within three days from the date of awarding the contract.

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 B & C 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. Annexures 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 respect.

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 Ayakar Bhavan, Sanjay Place, Agra 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 modifications 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 acknowledgements* for the assessment year 2011-12 in the following estimated quantities and specifications:-

Forms	No. of pages for A.Y. 2011-2012	No. of Forms to be printed for A.Y. 2011-2012	Remarks
ITR -1(Sahaj)	English: 5 colored	100000	Print on one side only
	Hindi : 2 B/w	20000	Print on both side
	Instructions : 3 B/w	120000	Print on both side
ITR -2	English: 4 B/w	65000	Print on both side
	Hindi : 4 B/w	5000	Print on both side
	Instructions : 3 B/w	70000	Print on both side
ITR -3	English: 4 B/w	20000	Print on both side
	Hindi : 4 B/w	5000	Print on both side
	Instructions : 4 B/w	25000	Print on both side
ITR -4	English: 11 B/w	55000	Print on both sides
	Hindi : 11 B/w	5000	Print on both side
	Instructions : 5 B/w	60000	Print on both side
ITR -4S(Sugam)	English: 7 colored	65000	Print on one side only
	Hindi : 2 B/w	5000	Print on both side
	Instructions : 3 B/w	70000	Print on both side
ITR-5	English: 10 B/w	4000	Print on both side
	Hindi : 10 B/w	1000	Print on both side
	Instructions : 4 B/w	5000	Print on both side
ITR -7	English: 7 B/w	NIL	N.A.
	Hindi : 11 B/w	1000	Print on both side
	Instructions : 4 B/w	1000	Print on both side
ITR- V (Acknowledgement)	English: 1 colored	351300	
Challans ITNS 281	English: 2 B/w	25000	Print on both side

(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, 4S, 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.		
1.	Size of the paper :	A 4 (Bright white SS paper)
2.	GSM :	75
3.	Dimension :	210*297mm
4.	Type quality and uniformity:	As that of the forms available on the website i.e. www.incometaxindia.gov.in
5.	Printing :	On both sides of the paper
6.	Stapling :	2 (Two) pins on the centre fold.
6(b)	Order of stapling	(i) Acknowledgement(ITR V), (ii) ITR Form, (iii) Instructions for that ITR

For ready reference with regards to the pinning pattern (not number of pins), a sample copy of the return for A.Y. 2011-12 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 of ITR Form No. 2, 3, 4, 5 & 7.**

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

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. These specifications are attached to the tender document as annexure A and the forms may be printed accordingly.

6. Quality testing:-

10 sample copies randomly picked from every ten thousand copies

S. No.	Attribute	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 the pinning 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 conform to the specifications will be rejected. If such rejection exceeds 1%, proportionate printing charges shall be deducted.

8. Initially, work order will be given for the minimum quantity mentioned as per column 3 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 CIT-II, Agra.

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 shall maintain relevant records of the printing and also provide necessary facilities for inspection.

10. Packing :-

Each type of ITR form must be packed into compact bundles of 50, while challans must be packed in bundles of 200 each.

11. The delivery of the printed forms as per specifications must be made within ten days of issuing the work order at Ayakar Bhavan, Sanjay Place, Agra.

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 DCIT(HQ), O/O CIT-II, Aayakar Bhawan, Sanjay Place, Agra.

13. An authorised representative of the tenderer should be present to handover delivery after counting the forms. The delivery challan will be acknowledged 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 packing machinery and ancillary infrastructure** to carry out the work by themselves within the stipulated time.

(ii) The applicant tenderer should have **not less than 3 year 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 jobs 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 should furnish **solvency certificate of Rs.10 lacs** and above.

(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 applicant tenderer should be **competent** to complete the printing, packing 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 Central or State Government, semi government or local body agencies at any point of time. A self certificate to these effects (on all the above points) should accompany the technical bid.

16. The tenderers are requested to submit their rate in **two bid system i.e. Technical Bid and Financial Bid**. Both the envelopes should be properly sealed, super scribing thereon the "*Tender for printing of Income Tax return forms for Income Tax Department Agra Region- Technical Bid/Financial Bid*" as the case may be. Both these envelopes must be placed in one closed cover. All these three envelopes must bear the name, address and telephone numbers of the tenderer and that of the authorized contact person.

17. Technical Bid:-

- i. The Technical Bid should be as per Annexure B and should be supported by all the documents indicated in the said Annexure.
- ii. The Demand Draft/Banker's cheque in respect of '*Earnest Money Deposit*' should be submitted with the '*Technical Bid*'.

- iii. The tenderers are also required to submit the sample of the paper and the print to be used while printing the Income tax return forms in a separate envelope. This envelope may be sealed and super scribed “*Sample of the paper and print to be used for printing Income Tax returns*”. This envelope may be placed inside the envelope containing the Technical bid.
- iv. The self certificate on the eligible criteria as mentioned in point 7 should attached to the annexure-B.

18. Financial Bid

- i. The tender document, marked as Annexure C, itself is a ‘*Financial Bid*’.
- ii. Initially, only the Technical bid will be opened. The Financial bid will be opened, only if, the applicant tenderer is selected in the technical bid.
- iii. Rates quoted should be all inclusive and no separate claims will be entertained towards delivery charges, testing charges, taxes etc.
- iv. The tender will be awarded to the party bidding the lowest cumulative cost.
- v. Terms of payment : Payment for printing of forms will be made only after delivery of the printed ITRs as per work order and no advance will be paid to the party.

19. The applicant should submit their bids in sealed envelopes in the office of the Commissioner of Income-tax –II, 1st Floor, Aayakar Bhawan, Sanjay Place, Agra.

20. The tenders will be accepted upto 4.00 pm on 01/06/2011 and will be opened by Committee constituted by Chief Commissioner of Income Tax, Kanpur at 4:00 P.M. the same day i.e. 01/06/2011 in the Chamber of Commissioner of Income-II, Room No. 117, 1st Floor, Aayakar Bhawan, Sanjay Place, Agra.

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.

21. The tenderer 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 tenderer 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 CIT-II, Agra. The CIT-II, Agra may award the contract to the next deserving bidder.

24. In case of any dispute, during the tender process, the decision of the CIT-II, Agra would be final and binding.

25. The CIT-II, Agra reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason.

Sd-
(Belu Sinha)
Deputy Commissioner of Income-tax (Admn./Hq)
O/o Commissioner of Income-tax-II, Agra.

Annexure-A

Print Specifications for Print Vendors

- **Key aspects of the forms are listed below**
 - i. Size of the paper should be A4 Sheet
 - ii. Quality of the paper should be white paper of size 70GSM to 100GSM
 - iii. The specifications of Registration marks, bar code position, elements position are as per the sample form enclosed in Annexure-B
 - iv. Bar Code Specifications should be in Code 39 Format. The values of the barcode
 - **SAHAJ**
 - 1201111A1C150000– Page 1
 - 1201121D1T040000-Page 2
 - **Schedule TDS1**
 - S201112S4S300000
 - **Schedule TDS2**
 - S201113T5T310000
 - **Schedule IT**
 - S201114R6R320000
 - **Schedule TCS**
 - S201115U4U300000
 - **SUGAM**
 - 4201111A1C130000-Page 1
 - 4201121C14E60000-Page 2
 - 4201131E7T040000 – Page 3

A (contd.)**• ITR-V Acknowledgement****• ACKNOWLEDGE**

- vii. **Color :** RED -CMYK (0,100,100,0), BLACK CMYK (0,0,0,100). The Color specification should be as per color specifications given in the PDF File.
- viii. Fonts Used are as follows
- Helvetica

ANNEXURE B**TECHNICAL BID DOCUMENT**

1.	Name of the bidder	
2.	Complete address of the concern Telephone/Mobile No. Fax No. e-mail id	

3.	Name of the proprietors/partners and/or Directors of the concern Address Telephone/Mobile No.	
4.	Address of the premises where the printing will be carried out alongwith Tel. Nos.	
5.	Details of contact 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 year (not to exceed 100 words).	
7.	Annual Turnover during the FY 2008-09, 2009-10 & 2010-11 (copy of Return of 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): (Photocopy to be attached)	
10.	ST / VAT Registration Number	
11.	Details of Demand Draft / Banker's Cheque in respect of Earnest Money payable at Agra (Demand Draft / Bankers's cheque should be enclosed)	Draft No. Name of Bank Amount of Draft Date of Draft
12.	Specifications of printing material and print quality with reference to the specifications mentioned in the tender document (point nos. 3 & 4)	
13.	Whether sample copies (as required in point no. 17 (iii) of the tender document) enclosed in a separate cover are attached	Yes/No

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/firm/proprietor will be blacklisted and will not have any dealing with the Department in future.

(Name and Signature of Authorized Signatory and seal, with date)

**ANNEXURE C
FINANCIAL BID DOCUMENT**

1. Name of the Proprietor / Registered Firm / Company :
2. Address of the concern
Telephone/Mobile No.,
Fax No.
E-mail id

3. Name of the Authorised Contact Person(s) :
Telephone/ Mobile number

4. Printing Charges for Income tax Return Forms as per :
Specification

S. No.	Description	<u>Rate (Rs.)/1000</u> In English	<u>Rate (Rs.)/1000</u> 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		
8	ITR-V		
9	Challan ITNS 281		

(Name and Signature of Authorized Signatory and seal, with date)