

**OFFICE OF THE CHIEF COMMISSIONER OF INCOME TAX, KOLKATA-I
P-7, CHOWRINGHEE SQUARE, KOLKATA-700069**

TENDER FOR PRINTING AND SUPPLY OF I.T.RETURN FORMS FOR A.Y.-2011-12

Sealed quotations are invited from reputed printers for printing and supply of I.T.R.-2 – 1,00,000 pcs. and I.T.R.-3– 20,000 pcs.,I.T.R. 4- 2,00,000 pcs.,I.T.R.5 – 30,000 pcs.,I.T.R. 7 – 5,000 pcs.,instructions for filling out Form No. I.T.R.2-30,000 pcs., instructions for filling out Form No. I.T.R. 3-10,000 pcs., instructions for filling out Form No. I.T.R.4-50,000 pcs., instructions for filling out Form No. I.T.R.5-10,000 pcs., instructions for filling out Form No. I.T.R.7-2,000 pcs..Forms are to be printed on both sides of the paper. Total numbers of pages to be printed for each of the Returns are as follows:-

| FORM NO. | NO. OF PAGES IN EACH RETURN |
|--|------------------------------------|
| I.T.R.-2 | 7+1 |
| I.T.R.-3 | 7+1 |
| I.T.R.-4 | 21+1 |
| I.T.R.-5 | 20+1 |
| I.T.R.-7 | 14+1 |
| Instructions for filling I.T.R. 2 | 7 |
| Instructions for filling I.T.R. 3 | 7 |
| Instructions for filling I.T.R. 4 | 9 |
| Instructions for filling I.T.R. 5 | 8 |
| Instructions for filling I.T.R. 7 | 8 |

A complete return should include I.T.R.V (Acknowledgement) and return form which should be stapled properly.

- 2) The forms are to be printed in A-4(White),GSM-75,Dimension-(210*297). Specimen copies of the above Returns/Schedules are kept in the office of the undersigned, wherefrom the same may be examined. For further details regarding the forms, please visit www.incometaxindia.gov.in .
- 3) The rate quoted by the vendors should be composite and inclusive of all taxes and other incidental charges like transportation/delivery etc. of the finished products to the IT Go-down at Rajabazar,Kolkata .The prices quoted shall be written in figures and words as well.
- 4) Proof copies would have to be got approved from this office. Mistake, if any, is to be removed at the cost of the vendor. 50% of the tendered goods are to be supplied within ten days from the date of acceptance of the tender.
- 5) An EMD equivalent to or more than 2.5 % of the quoted price should be submitted with the tender, otherwise the tender will be rejected.
- 6) The vendor shall submit the bill on completion of 100 % delivery. Payment will be made as per Govt. rules.

7) Tenders must accompany copies of I.T.PAN Card and VAT Registration Certificate and also other technical evidences to prove that the vendor has the infrastructure to print and supply the forms as per requirement. The last Date for submission of Tender is **27th May,2011 at 12.30 P.M.** The tenders would be opened on **27th May, 2011 at 4.00 P.M.** when all the vendors or their representatives may make it convenient to be present. The Department reserves the right to accept or reject any tender on any of the above grounds or absence of infrastructure or without assigning any reason whatsoever.

(GOUTAM KR. MANDAL)
DCIT,HQRS.,(CO-ORDINATION)
KOLKATA