

GOVERNMENT OF INDIA INCOMETAX DEPARTMENT

**OFFICE OF THE CHIEF COMMISSIONER OF INCOMETAX
HYDERABAD-1, 10-2-3, A.C.GUARDS, I.T.TOWERS,
HYDERABAD-500004.**

Phone: 040-23425477, 23425488

NOTICE INVITING TENDER FOR PRINTING OF NEW RETURN FORMS

The Income Tax Department, Hyderabad intends to print Income Tax Return Forms ITR-1 (SAHAJ), ITR-4S (SUGAM), ITR-2, ITR-3, ITR-4, ITR-5, and ITR-7 along with attached Instructions and Acknowledgement (ITR-V) for Assessment Year 2012-13, in the following estimated quantities:

S.No.	Form No.	Estimated Quantity
1.	ITR-1 (SAHAJ)	1,35,000
2.	ITR-2	20,000
3.	ITR-3	5,000
4.	ITR-4	20,000
5.	ITR-4S (SUGAM)	10,000
6.	ITR-5	5,000
7.	ITR-7	5,000

Sealed quotations are invited from reputed printers or Government or Semi-Government Enterprises having requisite infrastructure for carrying out the printing of above return forms. Tender forms along with terms and conditions can be obtained from the Office of the Income Tax Officer (H.Qrs.)(Public Relations), Ground Floor, Income Tax Towers, 10-2-3, A.C. Guards, Hyderabad-500004 on payment of Rs.500/- (non-refundable) by Demand Draft/ Banker's Pay Order of Schedule Bank drawn in favour of the Administrative Officer (DDO), Office of the Chief Commissioner of Income Tax, Hyderabad-I. The details can also be obtained from the website www.incometaxindia.gov.in and the last date for receipt of filled in tender form is **11/05/2012 at 05.00 p.m.** The Demand Draft/ Banker's Cheque of Rs.500/- shall be enclosed along with the bid in case of tender documents downloaded from the website. The quotations received will be opened on 14/05/2012 in the presence of the Committee constituted for the purpose of overseeing the tender work.

Sd/-

(P. MADHU)
Income Tax Officer (H.Qrs.)(PR).
O/o CCIT-1, Hyderabad.

TERMS & CONDITIONS

Printing of Income Tax Return Forms (ITRs-1 to 5 and 7) FOR A.Y. 2012-13

1. The Income Tax Department, Hyderabad (hereinafter referred to as Department) intends to print the new Income Tax Return Forms (ITRs) along with attached instructions and acknowledgements* for the assessment year 2012-13 in the following estimated quantities and specifications:-

* 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 and 5 with a marking preferably perforation for cutting it away from the main return. There is no ITR-V separate for the ITR-7 and acknowledgement for this return is included in the prescribed return. **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. The ITR-V (Acknowledgement) is to be printed in Black and White.**

2. Quantity:

S.No.	Form No.	Estimated Quantity
1.	ITR-1 (SAHAJ)	1,35,000
2.	ITR-2	20,000
3.	ITR-3	5,000
4.	ITR-4	20,000
5.	ITR-4S (SUGAM)	10,000
6.	ITR-5	5,000
7.	ITR-7	5,000

The format, contents and specifications of the Income Tax Forms and Acknowledgement (ITR-V) can be down loaded from the Income Tax Departmental website www.incometaxindia.gov.in.

3. Specifications:

i)	Size of the Paper	:	A4 (Bright white SS paper)
ii)	GSM	:	75
iii)	Dimension	:	210*297mm
iv)	Type quality and uniformity	:	As that of the forms available on the website i.e., www.incometaxindia.gov.in
v)	Printing	:	On one side of the paper
vi)	Stapling	:	3 (Three) pins on the centre fold.

IMPORTANT

The stapling/ pinning pattern should not affect the Bar Code reading. A complete return should include ITR-V (Acknowledgement), return form and instructions, which should be stapled properly.

The Contract should be executed in strict conformity as per the above requirement and the forms should be arranged page wise and stapled properly. Deviations, if any, would not be entertained.

The printing contract to be executed involves printing of different forms and ITR-V (Acknowledgement) as detailed above and delivered intact at I.T. Department's godown, Hyderabad. Printing of forms, its transportation and delivery are composite functions of the contract and will not be assigned separately.

The forms including **Acknowledgement** should be brightly and legibly printed (single colour BLACK) and **ITR-1 (SAHAJ)** and **ITR-4S (SUGAM)** should be printed in COLOUR as per the printing specifications without any smudging or defacing. The quality of ink used should make the prints long lasting. Any deficiency in the quality and/or quantity of printing, thickness and quality of paper used, delay in delivery would result in summary rejection of the printed forms and the forfeiture of **Earnest Money Deposit**.

4. Quality Testing:

3 sample copies randomly picked from every five thousand copies representing the beginning, middle, and end of such lot, should be subjected to quality testing 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 quality testing charges to be borne by the supplier only. 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.

<u>S.No.</u>	<u>Attribute</u>		<u>Tolerance limits</u>
i)	Rub resistance of printed image	:	Rub smear not beyond 0.06 mm.
ii)	Folding position and skewness	:	Not beyond 1.6 mm from the centre fold where the pinning has to be made
iii)	Damaged pages (wrinkles radiating from the fold, wrinkle on the page, connected or torn pages)	:	Not more than 3%
iv)	Missing pages	:	0%
v)	Wrong Pagination	:	0%
vi)	Loss of information	:	0%

5. **The defective forms which do not confirm to the specifications will be rejected. Proportionate printing charges will be deducted for the defective forms.**

6. Initially, the work order will be given for the estimated quantity mentioned in the Tender Form. However, the contractor is required to supply further quantities if required by the Department at the same rate. **The additionally ordered forms should be delivered within ten days of placing the order.**

7. 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 the Department may desire. The tenderer who has been awarded contract shall maintain relevant records of the printing and also provide necessary facilities for inspection.

8. Packing:

- (i) The printed forms must be packed into compact bundles of say 100, 150, 200 etc., depending on the number of pages in each ITR for ease of handling, counting and storing.
- (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.

9. The delivery of the printed forms as per specifications must be made **within a ten days** of issuing the work order. The contractor shall submit an undertaking to the Department that Forms will be delivered within fortnight at the time of accepting the work order. A penalty of Rs.2,000/- per day will be levied for delay beyond the agreed time of delivery. Entire quantity as mentioned in the Work Order shall be delivered by the agreed time of delivery. Delivery of the forms within time is the essence of the contract and especially with regard to delivery of SAHAJ and SUGAM forms no delay will be entertained under any circumstances.

10. It shall be the responsibility of the tenderer who has been awarded the contract to deliver the goods in the specified quantity and prescribed specifications at the godown(s) of the Department at Hyderabad.

11. An authorized representative of the tenderer should be present to handover delivery after counting the forms. The delivery challan will be acknowledged only to such representative.

12. 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.

13. 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 4 years** of experience in the field of printing. The applicant should have an experience of carrying out similar large scale printing jobs in these 4 years. A sample (5 printed sheets – one for each different job work handled) of such jobs may be given.

- (iii) The applicant tenderer's annual turnover should not be less than Rs.50 Lakhs for the last 3 financial years. For this purpose, turnover of Financial Years 2008-09, 2009-10 and 2010-11 will be considered.
- (iv) The applicant tenderer should have a reputed clients' list. A list of such clients (minimum 5) 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.

14. Earnest money deposit (returnable if the bid is not successful) of Rs.50,000/- (Rupees Fifty Thousands only) in the form of **demand draft/ banker's cheque** in favour of "**Administrative Officer (DDO), Office of the Chief Commissioner of Income Tax, Hyderabad-1**" payable at Hyderabad has to be given along with the technical bid. Technical Bids without the EMD will be summarily rejected.

15. 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 Andhra Pradesh Region – Technical Bid/ Price Bid**" as the case may be.

The name, address and telephone numbers of the authorized contact person should be clearly mentioned on the outer side of the sealed envelopes.

16. Technical Bid

- i) The Technical Bid should be as per Annexure A and should be supported by 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 'Tender Bid'.
- iii) The tenders 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-13 should be attached to the Annexure – A.

17. **Financial Bid.**

- i) The tender document, marked as Annexure – B, itself is a 'Financial Bid'.
- ii) **Initially only the technical bids will be opened. The financial bid will be opened, only if, the applicant tenderer is selected in the technical bid qualifying in all aspects as per the eligibility criteria and evidence to thereof enclosed to the technical bid.**
- iii) **Rates quoted should be all inclusive and no separate claims will be entertained towards delivery charges, testing charges etc.**
- iv) **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. The processing of claim for payment is subject to production of quality testing by the successful bidder after supplying the forms as per time schedule.

18. The applicant should submit their bids in sealed envelopes in the office of the Public Relations Officer, Ground Floor, Income Tax Towers, 10-2-3, A.C.Guards, Masab Tank, Hyderabad – 500004.

19. The **tenders will be accepted upto 05:00 PM on 11-05-2012** and will be opened by the Committee constituted by the CCIT (CCA), Hyderabad **on 14/05/2012 at 11.00 AM**. The successful bidder(s) will be intimated by the Department.

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

20. **Tenders submitted late will not be considered.**

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. The successful bidder(s) cannot negotiate on account of submission of wrong sample and will be blacklisted, if he is not abiding to supply the forms according to the specifications and time-limit.

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 (CCA), Hyderabad. The CCIT (CCA), Hyderabad may award the contract to the next deserving bidder.

24. The EMD of the bidders who have not been qualified in the technical bid will be returned after one week of getting the approval of the CCIT (CCA). The EMD of the successful bidder and the other bidders who have been qualified in the technical bid will be refunded after the delivery of required quantity of forms by the successful bidder. However, the EMD of the successful bidder is subject to payment of penalty, or any other claim of the department for the loss incurred, if any, on account of delay in supply.

25. In case of any dispute, during the tender process, the decision of the CCIT (CCA), Hyderabad would be final and binding.

26. The CCIT (CCA), Hyderabad reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason.

27. Any dispute with regard to the tender is subject to the jurisdiction of courts in Hyderabad only.

(P. MADHU)
Income Tax Officer (H.Qrs.)(PR.)
O/o CCIT (CCA), Hyderabad.

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 and address of the proprietors/ partners and/or Directors of the concern with Tel. No.	
4	Address of the premises where the printing will be carried out along with Tel. No.	
5	Details of Contact person(s)	
	Name and Address of the person	Telephone No./ Mobile
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 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 (at least 5 clients).	
9	Permanent Account No. (PAN)	
10	ST / VAT Registration Number	
11	Details of Demand Draft/ Banker's Cheque in respect of Earnest Money payable at Hyderabad (Demand Draft/ Bankers Cheque to be enclosed)	
12	Sample copies as required in point no. 16(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 Authorised Signature with date)

SELF CERTIFICATE
(To be enclosed to Technical Bid Annexure-A)

I/ WE hereby declare that --

- i) I/ We own necessary printing and packing machinery and ancillary infrastructure to carry out the work within the stipulated time.
- ii) I/ WE have **not less than 4 years** of experience in the field of printing. I have enclosed the necessary evidence along with Annexure-A.
- iii) I/ WE have enclosed 5 samples of printed sheets – one for each different job work handled in the last four years by my/our business concern.
- iv) My / Our annual turnover is not less than Rs.50 Lakhs for the last 3 financial years as per the Financial Years mentioned in the eligibility criteria. I/WE have enclosed the copies of returns of income filed, P&L Account, Balance Sheet for the Financial Years 2008-09, 2009-10 and 2010-11.
- v) I/ We have enclosed list of 5 reputed clients with the nature and value of work done.
- vi) I/ We am/are competent to complete printing, packing the bundles, dispatch and delivery within the stipulated time limit.
- vii)I/ We have enclosed the Demand Draft/ Banker's Cheque in respect of Earnest Money Deposit.
- viii) I/ We have enclosed the Sample of the paper and the print to be used while printing the Income Tax Return Forms in a separate envelope.
- ix) I/We have enclosed Banker's Cheque / Demand Draft of Rs.500/- (Rupees Five Hundred only) towards cost of Tender Document as I have downloaded the same from the Department's Website (in case of tender documents downloaded from the website).
- x) I/ We have signed every page of the tender document and submitted the same along with the Annexure-A in token of having read the contents of the tender document.
- xi) I/ We am/are not 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.

Place:

Date:

**(Signature of Authorized Signatory with
date and stamp)**

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. Authorized Contract person(s)

with mobile no. :

4. Printing charges for Income Tax Returns

Form as per specification :

S.No.	Form No.	Size, paper quality and colour	Minimum quantity of forms required	Rate per Form (all inclusive)
1	ITR – 1 (SAHAJ)	75 GSM and other specifications as per print specifications for ITR-1 (SAHAJ) available in www.incometaxindia.gov.in	1,35,000	
2	ITR-2	A4 (210 * 297 MM) 75 GSM WHITE	20,000	
3	ITR-3	A4 (210 * 297 MM) 75 GSM WHITE	5,000	
4	ITR-4	A4 (210 * 297 MM) 75 GSM WHITE	20,000	
5	ITR – 4S (SUGAM)	75 GSM and other specifications as per print specifications for ITR-4S (SUGAM) available in www.incometaxindia.gov.in	10,000	
6	ITR-5	A4 (210 * 297 MM) 75 GSM WHITE	5,000	
7	ITR-7	A4 (210 * 297 MM) 75 GSM WHITE	5,000	

5. Details of Demand Draft / Banker's Cheque in respect of Earnest Money :

(Name and Signature of Authorized Signature with date)