

The Directorate of Income-tax (System)
ARA Centre Jhandewalan Extension
New Delhi

Detailed terms & conditions with reference to the sealed tender invited by the Directorate of Income Tax (System) for printing and dispatch of informative pamphlets.

Nature of job

- a. The vendor will print informative pamphlets as per the design and specifications provided by the department and on specified quality paper.
- b. The vendor will procure envelop as per the specifications & will make arrangements for all pre-mailing activities like stapling the pages, stuffing of pamphlets, ensuring that the address of the addressee is clearly printed on envelop and other activities such as cartage and franking.
- c. The department will provide necessary data base of the addressee in MS Excel or simple text format (notepad) giving the name, address and other particulars. The vendor will articulate necessary details on the envelope and will mail such envelope containing pamphlets to the address of the DDO.
- d. The vendor will make arrangements for bulk mailing of the envelopes through post office by book post. Postage will also be paid by the vendor and reimbursed on actual basis.
- e. The vendor will make arrangement for the management of envelops received back undelivered (RUD). For this purpose, the vendor will maintain a postbox on behalf of the Director of Income-tax (System) to receive all RUDs. The vendor will collect all such RUDs from the postbox periodically and will make arrangement for proper storage & record of RUDs. The vendor will segregate the RUDs on the basis of the reasons of return, capture the data on a daily basis and forward the same to the department. The vendor shall bear all costs of resending RUDs that can be attributed to the mistake or omission on its part. The vendor shall print address labels for sending RUDs at new addresses, if and where it becomes necessary. In cases where fresh printing of addresses is ordered by the department all costs shall be borne by the department. The vendor will dispose off RUDs, as decided by the department, by shredding or any other method, under the supervision and direction of the department. The vendor will make arrangement for the sale of shredded material and remit the sale proceeds to the Govt. account.

The scope of work, specifications & the volume of work is as detailed in the table below:-

S. No.	Scope of work	Specifications	Volume of work
1	Printing of Pamphlets alongwith enclosures on both side of paper, as per design given. These will be containing fixed data.	Printing on 80gsm, A-4 size HB maplitho paper from A grade mills, namely, Ballarpur or JK mill paper	Around 1.5 lakh (+/- 10%) sets of 12 pages each.
2	Envelope for dispatch of pamphlets.	80gsm HB map litho paper envelope of 9”X12” on which to print the name & address of the addressee and other particulars and overprinted with name & address of sender and titles like “On India Govt. Service” and “Book Post confirming to the condition laid by the Deptt. of Post.	1.5 lakh (+/- 10%) for the dispatch of a set of 1.5 lakh (+/- 10%) pamphlets with enclosures
3	Mailing activity	The pamphlets alongwith enclosures are to be stapled, stuffed into the envelope and to be dispatched by book post as per rates of department of post. The activity includes the labour, cartage and franking.	Around 1.5 lakh (+/- 10%) envelopes.
4	Handling undelivered cases	The vendor will make arrangement for the management of envelops received back undelivered (RUD). For this purpose the vendor will maintain a postbox on behalf of the Director of Income-tax (System) to receive all RUDs. The vendor will collect all such RUDs from the postbox periodically and will make arrangement for proper storage & record of RUDs. The vendor will segregate the RUDs on the basis of the reasons of return, capture the data on a daily basis and forward the same	The volume of work cannot be predicted at this stage and will be as per the actual number of RUDs.

		to the department. The RUDs resulted because of vendor's mistakes will have to be re-sent within 24 hours with no extra cost. The vendor will make arrangement to store such RUDs for 60 days. The vendor will dispose off such RUDs by shredding the same under the supervision and direction of the department. The vendor will make arrangement for the sale of shredded material and remit the sale proceeds to the Govt. account.	
--	--	--	--

Tender Fee

The vendor shall furnish a refundable tender fee of Rs.25,000 in the form of a bank guarantee favoring the Director of Income-tax (Systems), New Delhi.

Performance Security

Within 2 days after the receipt of notification of award of the contract from the tender the successful vendor shall furnish performance security to the department which shall be equal to 5 % of the value of contract and shall be in the form of guarantee bond from a nationalized/scheduled bank in the proforma available on the website. The guarantee bond should be valid for a period of 90 days.

Time Lines

The time lines for completion for work are 7 days from the date of order, including two days for sampling, software development etc. The department may split the entire work at lowest rates to more than one vendor, if it becomes necessary in order to meet the time lines.

Requirements for technical bid

- a) The vendor should give its PAN and TAN
- b) The vendor should have had an annual turnover of at least Rs. Thirty six lacs for similar business in the last three financial years .Proof should be attached ;
- c) Experience of having successfully completed similar works during last 7 years ending last day of previous month (i.e 30-11-2005) should be either of the following: -
 - a. Three similar completed works costing not less than 10 lacs.
 - or

- b. Two similar completed works costing not less than 15 lacs.
- or
- c. One similar completed work costing not less than 20 lacs.

The offer should be submitted under the following terms & condition:-

- 1) The financial bid should be given in a sealed cover. The financial bid given open will not be considered.
- 2) The details and documents regarding the technical bid and the rates quoted for financial bids should be in two separate sealed envelopes and the words “Technical Bid” & “Financial Bid” should be written clearly on the envelopes. Both these envelopes should be sealed in another envelop.
- 3) The envelope should be super scribed with: “Offer For Printing and dispatch of informative pamphlets”, addressed to The Directorate of Income Tax (Systems) and should be dropped in the tender box kept at the Directorate of Income Tax, ground floor E-2 ARA Centre Jhandewalan Extension, New Delhi -110 055 by 3.00 PM on or before 23-1-2006.
- 4) In the Financial Bid the vendor should quote the per unit rate in the following format.

Unit No.	particulars	
1	cost of paper	Unit rate may be quoted by the vendor. The chargeability of VAT/ Tax should be indicated separately
2	cost of printing	
3	cost of envelop	
4	cost of mailing activities such as stapling, stuffing and labour	
5	cost of franking and dispatch	
6	cost of RUD	

- 5) The financial bids of the vendors, who qualify the technical bids, will only be opened. The department has right to distribute the work to different parties at the lowest quoted rate.
- 6) The offer should accompany samples of envelope and paper to be used in printing.
- 7) The vendor, after the allotment of the job has to submit 3 sets of the samples of the job to be carried out. The representative of the department will randomly select some sets of pamphlets printed by the vendor and get it tested at a paper testing laboratory of the department’s choice. The process of inspection may be conducted at any time during the course of the carrying out of the job at the business premises of the vendor. If it is found that the job is not being carried out as per the required specifications/sample the department has right to cancel the job assigned and to

impose penalty on the vendor. Any deviation from the specification will attract a penalty of 10% of the total contract value.

- 8) The department will not pay any advance to the vendor. The vendor has to carry out the entire job on its own and the amount will be paid only after the completion of the job and submission of the bill.
- 9) The vendor will be responsible for articulating data provided by the Income tax Department so as to execute the above mentioned assignment. The department will provide necessary data base in MS Excel or simple text format (notepad) alongwith addresses where such pamphlets are to be mailed.
- 10) All information, documents & data coming in the possession of the vendor, as a result of the arrangement, shall at all time remain the property of Income tax Department. The vendor shall not make or allow any of his employee or agent etc. to make any unauthorised copy, use, access or other utilization of this material commercially or otherwise, directly or indirectly, except as agreed to by the Income tax Department. The vendor shall also ensure complete confidentiality of this information and data.
- 11) The vendor will have to do data handling and management including making of sets, stapling, stuffing and cartage, at its own premises and under personal responsibility.
- 12) The vendor has to complete the job assigned within the allowed time frame and if the job is not completed within the time frame a penalty @ 1% of the cost of the uncompleted job for each day of delay will be imposable on the vendor.
- 13) Conditional tender will not be entertained and liable to be rejected.
- 14) Postal tenders will be entertained if received by the due time and date.
- 15) The Directorate reserves the right to accept or reject any or all the offers without assigning any reason.
- 16) The Directorate reserves the right to inspect the facility or work in progress at any stage of the execution of the work and rescind the contract if conditions are not being fully met with.
- 17) The jurisdiction of court will be at Delhi/ New Delhi.

**PROFORMA OF BANK GUARANTEE FOR
CONTRACT PERFORMANCE GUARANTEE BOND**

Ref : _____

Date _____

Bank Guarantee NO. _____

To

THE DIRECTOR OF INCOME TAX (SYSTEMS)
Ground Floor, E-2, ARA CENTRE
JHANDEWALAN EXTENSION
New Delhi – 110 055

1. Against contract vide Advance Acceptance of the **Tender No : dated _____** covering **Printing and dispatch of informative pamphlets to government DDOs for the Income Tax Department** (hereinafter called the said 'contract') entered into between the President of India acting through the Director of Income-tax (System) (hereinafter called the Client) and _____ (hereinafter called the Vendor) this is to certify that at the request of the Vendor we - ----- Bank Ltd., are holding in trust in favour of the Client, the amount of _____ (write the sum here in words) to indemnify and keep indemnified the Client against any loss or damage that may be caused to or suffered by the Client by reason of any breach by the Vendor of any of the terms and conditions of the said contract and/or in the performance thereof. We agree that the decision of the Client, whether any breach of any of the terms and conditions of the said contract and/or in the performance thereof has been committed by the Vendor and the amount of loss or damage that has been caused or suffered by the Client shall be final and binding on us and the amount of the said loss or damage shall be paid by us forthwith on demand and without demur to the Client.

2. We _____ Bank Ltd, further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for satisfactory performance and fulfillment in all respects of the said contract by the Vendor i.e till _____ hereinafter called the said date and that if any claim accrues or arises against us _____ Bank Ltd, by virtue of this guarantee before the said date, the same shall be enforceable against us _____ Bank Ltd, notwithstanding the fact that the same is enforced within six months after the said date, provided that notice of any such claim has been given to us _____ Bank Ltd, by the Client before the said date. Payment under this letter of guarantee shall be made promptly upon our receipt of notice to that effect from the Client.

2. Financial/ commercial bid

1. Name of the person/firm/company:
2. Address (Head Office & branches):
3. The unit charges of the services to be provided as per following table

Unit No.	particulars	Quoted rates
1	cost of paper	Unit rate may be quoted by the vendor. The chargeability of VAT/ Tax should be indicated separately
2	cost of printing	
3	cost of envelop	
	cost of mailing	
4	activities such as stapling, stuffing and labour	
5	cost of franking and dispatch	
6	cost of RUD	

DATE :

SIGNATURE OF THE BIDDER
ADDRESS :

SEAL

CONTACT PERSON/S WITH TEL.NOS.

