



GOVERNMENT OF INDIA
INCOME-TAX DEPARTMENT
OFFICE OF THE COMMISSIONER OF INCOME TAX-I
Aayakar Bhawan ,16/69, Civil Lines,Kanpur-208001

TENDER DOCUMENT

PRINTING OF FORMS FOR
OFFICE OF THE
COMMISSIONER OF INCOME TAX-I
KANPUR,
AAYAKAR BHAWAN, CIVIL LINES,
KANPUR.
2009-10



**GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT
OFFICE OF THE COMMISSIONER OF INCOME TAX-I
“Aayakar Bhawan, 16/69, Civil Lines, Kanpur-208001**

NOTICE INVITING QUOTATIONS

The Commissioner of Income Tax-I, Kanpur invites sealed offers from reputed **PRINTERS** to carry out the following printing work.

Nature of Work: Printing of Income Tax Return Forms ITR-1 to ITR-5, ITR-7, ITR-8 & Acknowledgement.

Eligibility The bidder should have Permanent Account No. and turnover of more than Rs.40 lakhs in the previous two Financial Years. Other conditions are given in the tender form.

Cost of Tender Document: Rs.250/- Demand Draft in favour of Z.A.O., C.B.D.T., Kanpur or cash.

Earnest money deposit Rs.10,000/-

Last Date for receipt of Tenders: On or before 18.06.2009 up-to 12.00 Noon

Time of opening of Technical Bids: On 18.06.2009 at 4.00 PM.

Tender forms along with terms and conditions can be obtained from the Dy. Commissioner of Income Tax(Hq), O/o the Commissioner of Income Tax-I, Kanpur , Ground Floor, 16/69, “Aayakar Bhawan” Civil Lines, Kanpur, on any working day between 08.06.2009 to 17.06.2009 during office hours. Tender document and New Income Tax Return Forms can be downloaded from the website : www.incometaxindia.gov.in.

Purchase preference will be accorded to the Government of India Presses subject to the conditions that the Government of India Presses agree to abide by the timelines, quality and are competitive in rates.

(SAURABH KUMAR)
DY.COMMISSIONER OF INCOME TAX (HQ)
FOR COMMISSIONER OF INCOME TAX-I
KANPUR

TELEGRAMS : 'AAYAKAR'
TELEPHONE : 2304490
KANPUR



GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT
OFFICE OF THE COMMISSIONER OF INCOME TAX-I,
16/69, Aayakar Baan, Civil Lines, Kanpur-208001

Date: 03.06.2009

NOTICE INVITING TENDER
FOR PRINTING OF NEW RETURN FORMS

The Commissioner of Income Tax-I, Kanpur invites sealed offers from reputed **PRINTERS/ printing cooperative societies** who have experience in similar works to carry out bulk Printing of Forms ITR-1 to ITR-5, ITR-7, ITR-8 & Acknowledgement. TO ITR-8, and Acknowledgement for the Offices of the Commissioner of Income Tax-I, Kanpur. The format of the IT Returns 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) Technical bid and (2) Financial bid**. The tender form for Qualifying bid prescribed in Annexure-I and the tender form for the financial bid in proforma prescribed in Annexure-II complete in all respects shall be submitted in **two separate sealed covers** addressed to the Dy.Commissioner of Income Tax (HQ), O/o Commissioner of Income Tax-I, Kanpur, by **12:00 Noon** on **18.06.2009**. The sealed covers should be superscribed

with "**Qualifying Bid - Contract for Printing New Return Forms**" and "**Financial Bid - Contract for Printing New Return Forms**" respectively. Technical Bids will be opened on **18.06.2009** at **04:00 p.m.** in the presence of bidders in the room of Commissioner of Income Tax-I, Ground Floor, Aayakar Bhawan, 16/69, Civil Lines, Kanpur-208001. 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 on **19.06.2009**. 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.10,000/-** (Rupees Ten thousand only) per application in the form of Demand Draft/Banker's cheque of scheduled Bank drawn in favour of "The ZAO,CBDT, Kanpur" 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-I & II 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 deposit in the form of Demand Draft /Banker's cheque of a schedule bank drawn in favour of** "The ZAO,CBDT, Kanpur" 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 completed 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 technical bid.** The tenderer would fill up the information in the Annexure I & II 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 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:** Time is essence of the contract. The work should be completed in all respects in accordance with the terms of contract and delivered at Kanpur in the office of the Commissioner of Income Tax-I, Ground Floor, 16/69, Aayakar Bhawan, Civil Lines, Kanpur within a period of 10 days from the date of receipt of the Printing Order. 50% of the requirement shall be delivered within 7 days of the receipt of Printing Order. You are required to strictly adhere to the delivery schedule. You should be aware that the returns of income are due date specific and largely become redundant after the due date is over. So 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 six 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:**

a) The tenderers shall quote their rates for individual items both in words and figures.

5. **Execution of work:** The following specifications should be followed in printing the Forms (i) Size of Paper A4 (210* 297) (ii) GSM 75 (iii) Colour white. The number of pages in each form is tabulated below:-

S. No.	1	2	3	4	5	6	7
Form No.	ITR-1	ITR-2	ITR-3	ITR-4	ITR-5	ITR-7	ITR-8
No of printed pages in each form	4	13	14	31	32	26	7
No of pages in the Ack. (one side printed &	2	2	2	2	2	2	2

one side

Blank)

Total Pages 6 15 16 33 34 28 9

* A complete return should include acknowledgment form, 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 7 different forms as detailed above and delivered intact at Kanpur. Printing of forms, its transportation and delivery are composite functions of the contract and will not be assigned separately. The minimum and the maximum quantity of prints form wise in respect of each station together with delivery point is as under.

S.No		1	2	3	4	5	7	8
Form No		ITR 1	ITR 2	ITR 3	ITR 4	ITR 5	ITR 7	ITR 8
(English Version)								
Kanpur	Min	60,000	30,000	40,000	40,000	10,000	2,000	1,000
	Max	70,000	35,000	50,000	50,000	15,000	3,000	1,500
Form No		ITR 1	ITR 2	ITR 3	ITR 4	ITR 5	ITR 7	ITR 8
(Hindi Version)								
Kanpur	Min	10,000	5,000	5,000	5,000	2,000	500	200
	Max	15,000	7,000	7,000	7,000	3,000	1,000	500

***NOTE:** The delivery of forms in respect of Kanpur should be made at the following addresses.

KANPUR: AAYAKAR BHAWAN,
16/69, Civil Lines, Kanpur-208001.
Phone No. : 0512-2304066, 2304495
Fax No. : 0512-2306979

The bids invited from the printers require quotes for each item. (Form ITR-1 to ITR-5, ITR7 & ITR-8) separately. The L1 tenderer will be selected based on the rates quoted for the minimum quantity required on the total value of quotes for all items.

The L1 qualifying bidder is assured of the contract of printing for the minimum quantity prescribed above. The time schedule to be adhered to would also be in respect of the minimum quantity. Any additional quantity in excess of the minimum quantity in multiples of 10000 should be delivered within 10 days from the date of indent.

6. **Samples:** Samples as per specification shall be submitted along with the tender bid. The printed forms should be in conformity to the standards of the sample given and any deviation will result in rejection of the forms and forfeiture of performance guarantee.

7. The forms should be brightly and legibly printed (single colour BLACK) 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 performance guarantee deposit.

8. **Final Payment:** The contractor shall submit the final bill within a period of one month from the date of completion of the work. No interim bills will be entertained. The payment will be made through cheque subject to TDS applicable under the Income Tax Act 1961.

The tenderer should ensure that the following documents are part of the Technical bid:

- a) Annexure-I (duly filled-in) issued from this office
- b) Rs.250/- Demand Draft/ cash/ Banker's Cheque towards the cost of tender document accompany the bid.
- c) EMD for Rs.10,000/- through DD in favour of Zonal Accounts Officer, Kanpur.
- d) Four Self-addressed envelopes of size 25 cm x 12 cm
- e) Tender Document (all pages signed)
- f) Sample as per specification.

The Financial Bid:

- a) Duly filled-in Annexure-II

(SAURABH KUMAR)
DY.COMMISSIONER OF INCOME TAX (HQ)
FOR COMMISSIONER OF INCOME TAX-I
KANPUR

Encl:

1. Technical Bid Document (Annexure-I)
2. Financial Bid Document (Annexure-II)

TECHNICAL BID DOCUMENT

1. Name of the Printer :
2. Address :
(With Tel No., Fax No.)
3. Name & Address of the Proprietor / Partners / Directors :
(with Mobile No.)
4. Contact Person(s) (with mobile number) :
5. No. of years of experience in executing Printing Works with total amount of turnover Of last 2 years :
- a. List of clientele where contracts in Printing Works worth Rs.25 lakhs or more had been executed in a year. :
7. Details of Infrastructure available with bidder :
8. Permanent Account Number (PAN) :
9. Details of EMD :

DECLARATION

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

(Signature of Authorized Signatory with date)

ANNEXURE - II

FINANCIAL BID DOCUMENT

1. Name of the Printer :
2. Address
(with Tel No., Fax No.) :
3. Name & Address of the Proprietor /
Partners / Directors
(with Mobile No.) :
4. Contact Person(s) (with mobile number) :
5. Quotes for printing and delivery
Of forms :

**RATES FOR PRINTING AND SUPPLY OF FORMS AT
KANPUR**

S.No	Form No	SIZE, PAPER QUALITY & COLOUR	MINIMUM QUANTITY OF FORMS REQUIRED	Rate per form inclusive of all Taxes, Transportation & Delivery for minimum quantity prescribed	Rate per form inclusive of all Taxes, Transportation & Delivery for supply of forms in multiples of 25000 in excess of minimum quantity prescribed
1	ITR – 1 Version 1	A4			
		[210*297MM]	60,000	(Rs...../.....Ps.)	(Rs...../.....Ps.)
		75GSM WHITE	(English) 10,000 (Hindi)	Rupees ----- &-----Paise only)	Rupees ----- &-----Paise only)
2	ITR – 2	A4			
		[210*297MM]	30,000	(Rs...../.....Ps.)	(Rs...../.....Ps.)
		75GSM WHITE	(English) 5,000	Rupees ----- &-----Paise only)	Rupees ----- &-----Paise only)

3	ITR – 3	A4	(Hindi) 40,000	(Rs...../.....Ps.)	(Rs...../.....Ps.)
		[210*297MM]	(English)	Rupees -----	Rupees -----
		75GSM	5,000	&-----Paise only)	&-----Paise only)
		WHITE	(Hindi)		
4	ITR – 4	A4	40,000	(Rs...../.....Ps.)	(Rs...../.....Ps.)
		[210*297MM]	(English)	Rupees -----	Rupees -----
		75GSM	5,000	&-----Paise only)	&-----Paise only)
		WHITE	(Hindi)		
5	ITR – 5	A4	10,000	(Rs...../.....Ps.)	(Rs...../.....Ps.)
		[210*297MM]	(English)	Rupees -----	Rupees -----
		75GSM	2,000	&-----Paise only)	&-----Paise only)
		WHITE	(Hindi)		
6	ITR – 7	A4	2,000	(Rs...../.....Ps.)	(Rs...../.....Ps.)
		[210*297MM]	(English)	Rupees -----	Rupees -----
		75GSM	500	&-----Paise only)	&-----Paise only)
		WHITE	(Hindi)		
7	ITR – 8	A4	1,000	(Rs...../.....Ps.)	(Rs...../.....Ps.)
		[210*297MM]	(English)	Rupees -----	Rupees -----
		75GSM	200	&-----Paise only)	&-----Paise only)
		WHITE	(Hindi)		

DECLARATION

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(Signature of Authorized Signatory with date)