



**GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
[DEPARTMENT OF REVENUE]  
OFFICE OF THE CHIEF COMMISSIONER OF INCOME TAX  
AAYAKAR BHAWAN, OPPOSITE WHITE CHURCH  
INDORE 452001**

**TENDER NO.CCIT/IND/IT/SAHAJ & SUGAM/2011-12**

**Tender for printing of different types of Income tax Return forms (ITRs)**

Last date of purchasing Tender Form	:	14-06-2011
Tender submission date & time	:	15-06-2011 16:00 hrs.
Tender opening date & time	:	15-06-2011 16:30 hrs.
Cost of Tender Form	:	Rs.500/- (five hundred only) non-refundable

## SECTION-I

**SUBJECT : Tender for printing of different types of Income tax Return forms (ITRs)**

1. a. This invitation to Tender is for printing of different types of Income tax Return forms viz. SAHAJ (ITR-1), ITR-4S (SUGAM), Acknowledgement ITR-V & Instructions.
- b. The specimen copies of each form is enclosed as Appendix. The CD containing soft copies of ITRs, acknowledgement and instructions in PDF and CDR file types is also enclosed with the tender document
- c. The number of forms to be printed (**in ENGLISH & separately also in HINDI**) and other details are given in the following tables:
- d. **The Printing of all forms must be strictly as per print specification given in Annexure “A” & “B”.**

**TABLE-I**

S.No.	Category of Form	Number of Pages English	Number of Pages Hindi	Quantity (In English)	Quantity (In Hindi)	Total Quantity (English + Hindi)	Style of Printing
1	ITR-1 SAHAJ	05	03	100000	3500	103500	Both sides*
2	ITR-4S SUGAM	07	03	50000	3000	53000	-do-
3	<b>Total No. of ITR Forms</b>			<b>150000</b>	<b>6500</b>	<b>156500</b>	
4	<b>No. of ITR-V Acknowledgement</b>			<b>150000</b>	<b>6500</b>	<b>156500</b>	

*\* In case of odd number, the last page will be single*

**TABLE-II**

S.No.	Category of Form	Number of Pages	Quantity (In English)	Style of Printing
1	Instructions to SAHAJ (ITR-1)	05	3000	Both sides*
2	Instructions to ITR-4S SUGAM	06	2500	-do-

*\* In case of odd number, the last page will be single*

- e. The Income-tax Department shall consider the work as accomplished only when all printed forms as per the print specifications & quantity mentioned in the above table are delivered.
2. The tenderers are advised to study this Tender Document with all annexures carefully. Submission of Bids shall be deemed to have been done after careful study and examination of the Tender Document with full understanding of its implications.

3. Sealed bids should be submitted to the Chief Commissioner of Income-tax, Indore (hereinafter referred to as “the Client”) not later **than 15th June 2011 at 16.00 hours.**
4. a. All bids must be accompanied by a bid security of **Rupees 25,000/- (Rupees Twenty five thousand only)** in the form of “**Account Payee Demand Draft Only**” in favour of the **Zonal Accounts Officer, Bhopal.**
- b. Bid security of the qualified bidder(s) shall be deemed to be converted into the performance guarantee and thus shall be retained by the Department until completion of the services. Qualified bidder(s) will also deposit performance security of **Rupees 25,000/- (Rupees Twenty Five Thousand only)** in addition to Bid security convertible into the performance security in the form of “**A/c Payee Demand Draft Only**” in favour of the **Zonal Accounts Officer, Bhopal.**
- c. Bid security shall be returned to unqualified bidders after following necessary procedure.
5. This Tender document is not transferable.
6. Schedule for Invitation to Tender:
- a) Name of the Client:
- President of India acting through the Chief Commissioner of Income-tax, Indore.**
- b) Addressee and Address at which Tenders to be submitted:
- O/o Chief Commissioner of Income-tax,  
Room No. 107, Aayakar Bhawan, Opposite White Church, Indore.**
- c) Time & Date by which tenders must be submitted :
- On or before 15th June 2011 at 16:00 hours .**
- d) Place, Time and Date of opening of the Bids
- Office of the Chief Commissioner of Income-tax,  
Conference Hall of Aayakar Bhawan, Opposite White Church, Indore  
On 15th June 2011 at 16:30 hours.**
- e) Date till which the tender is valid :
- Till the end of this F.Y. 2011-12 or the completion of entire agreement.

**Note :** The Client shall not be responsible for non-receipt/non-delivery of the Bid documents due to any reason whatsoever.

## **7. Scope of work**

7.1 The prospective bidder shall deliver printed ITRs at the office of the Chief Commissioner of Income tax, Aayakar Bhawan, Opposite White Church, Indore or at the place/location as specified by the client. The scope of work shall include :

- a) Submission of specimen copy of paper to be used for printing of forms as per the specification given in the above table and obtain approval from the client.
- b) Designing each Income tax Return forms and submit the specimen copies (20 Copies) thereof to the client for approval.
- c) Effecting corrections as directed by the client and resubmitting the proof to obtain approval from the client.
- d) Delivering Printed Forms of specified quantity as mentioned in the above table at the office of the Chief Commissioner of Income tax, Indore or at the place/ location as specified by the client.
- e) ITR specific running serial number should be printed on each form.

## **8 Procedure for submission of Bids**

8.1 It is proposed to have a two cover system for this tender, that is

- a. Pre-Qualification Requirements, in one cover (Cover-I)
- b. Commercial Bid, in another cover (Cover-II)

8.2 Copy of Pre-Qualification Requirements of the Tender should be covered in a separate sealed cover superscribing the wordings "Pre-Qualification Requirements".

**Please Note that Prices Should not be Indicated in the Pre-Qualification Requirements.**

8.3 Copy of Commercial Bid of the Tender should be covered in a separate sealed cover superscribing the wordings "Commercial Bid".

**Commercial Bid should only indicate the prices.**

8.4 Both the Pre-Qualification Requirements cover and the Commercial Bid Cover, prepared as above, are to be kept in a single sealed cover superscribed with Tender Number, Due Date, & time and the wordings "**DO NOT OPEN BEFORE 15th June 2011 AT 16:30 HOURS.**"

8.5 The cover thus prepared should also indicate clearly the name and address of the tenderer, to enable the Bid to be returned unopened, in case it is declared "Late".

## **9 Cost of Tender**

9.1 The Tenderer shall bear all costs associated with the preparation and submission of its bid, including cost of presentation for the purposes of clarification of the bid, if so desired by the Client and the Client, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

## **10. Conditions for Pre-Qualification of Tenderers**

10.1 The Tenderers engaged in the profession of printing who fully meet the following qualifying requirements, should only submit their bids;

- i) The Tenderer must be a reputed firm having at least 3 (three) years experience of printing and other allied jobs.
- ii) Annual Turn-over of the Tenderer should be more than or equal to Rs.25 lakhs on an average for the immediately preceding three financial years. The tenderers must enclose the audited balance-sheet for the last three years.
- iii) The Tenderer must have executed at least 1 (one) assignment of value more than Rs.5,00,000/- during each of the last three financial years.
- iv) The Tenderer shall be an Indian or an Indian Company/ concern
- v) The Tenderer should have multi colour continuous/sheet fed offset machine fully supported by computer lab.
- vi) The Tenderer should be registered with government and/or any other agencies such as banks etc. under the highest category.
- vii) The tenderer must be able to complete the entire job within a fortnight from the date of assigning the work. The tenderer must however, start supplying forms from the seventh day of assigning the work.
- viii) The Tenderer should have all facilities required for printing right from designing to printing under one roof.
- ix) The tenderer shall be in position to deliver of ITR forms including acknowledgements at the stations mentioned in the **CHART-I** given below on or before the date as mentioned in these charts.

## CHART-1

REQUIRMENT OF ITR FROM ENGLISH & HINDI FOR CCIT REGION INDORE, 2011-12 (CHART-I)								
Station Aayakar Bhawan, Opposite White Church, Indore								
No.	Form No.	22/06/2011	27/06/2011	04/07/2011	Total	Hindi	22/06/2011	Total
01	ITR-1 SAHAJ	40000	40000	20000	<b>100000</b>	ITR-1 SAHAJ	3500	3500
02	ITR-4S SGAM	20000	20000	10000	<b>50000</b>	ITR-4S SGAM	3000	3000
<b>03</b>	<b>Total No. of ITR-Forms</b>	<b>60000</b>	<b>60000</b>	<b>30000</b>	<b>150000</b>	<b>Total No. of ITR-Forms</b>	<b>6500</b>	<b>6500</b>
<b>04</b>	<b>Total No. of ITR-V Acknowledgement</b>	<b>60000</b>	<b>60000</b>	<b>30000</b>	<b>150000</b>	<b>Total No. of ITR-V Acknowledgement</b>	<b>6500</b>	<b>6500</b>

- x) Till delivery all operational costs including transportation shall be borne by the tenderer.
- xi) The Tenderor should complete and supply all types of forms as prescribed in CHART-I on or before the dates given in these charts.
- xii) The tenderor should bid for the entire job including all types of returns.
- xiii) The print specifications for print venders is given in Annexure "A" &"B" .it is also available in department website [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) and the soft copies of the ITRs, Acknowledgements and Instructions in PDF and CDR file formats will be provided by the Office of the Chief Commissioner of Income Tax along with the tender documents in a CD

**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
  - **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 (Sample Print Spec Sheet for Print Vendors)

2011-12 ITR-1, PAGE 1

**ITR-1 SAHAJ INDIAN INDIVIDUAL INCOME TAX RETURN AY 2011-12**

**A1** FIRST NAME

**A3** LAST NAME

**A5** SEX  
 Male  Female

**A8** FLAT/DOOR/BUILDING

**A10** AREA/LOCALITY

**A12** STATE

**A14** EMAIL ADDRESS

**A15** RESIDENTIAL/OFFICE PHONE NO. WITH STD CODE

**A2** MIDDLE NAME

**A4** PERMANENT ACCOUNT NUMBER

**A6** DATE OF BIRTH

**A7** INCOME TAX WARD/CIRCLE

**A9** ROAD/STREET

**A11** TOWN/CITY/DISTRICT

**A13** PINCODE

**A16** MOBILE NO.

**A17** Fill only one if you belong to  Government  PSU  Others

**A18** Fill only one  Tax Refundable  Tax Payable  Nil Tax Balance

**A19** Fill only one  Resident  Non Resident  Resident but not ordinarily resident

**A20** Fill only one:  filed  Before due date-139(1)  After due date-139(4)  Revised Return-139(5) OR  in response to notice  142(1)  148  153A/153C

**A21** If revised  and

**PART B - GROSS TOTAL INCOME** Whole-Rupee(₹) only.

**B1** Income from Salary/Pension ▶ B1   
NOTE:- Ensure to fill "Sch TDS1" given in Page 2

**B2** Income from One House Property ▶ B2 ( )   
If showing loss, mark the negative sign in bracket at left

**B3** Income from other sources ▶ B3 ( )   
NOTE:- Ensure to fill "Sch TDS2" given in Page 2

**B4** Gross Total Income ( B1 + B2 + B3 ) ▶ B4 ( )

**PART C - DEDUCTIONS AND TAXABLE TOTAL INCOME** (Refer to Instructions for Limits on Amount of Deductions as per "Income Tax Act")

**C1** ▶ C1   ▶ C2   ▶ C3

▶ C4   ▶ C5   ▶ C6

to ▶ C7   ▶ C8   ▶ C9

▶ C10   ▶ C11   ▶ C12

**C13** ▶ C13

**C14** Total Deductions ( Add items C1 to C13 ) ▶ C14

**C15** Taxable Total Income( B4 - C14 ) ▶ C15 ( )

FOR OFFICIAL USE ONLY

STAMP RECEIPT NO. HERE

SEAL, DATE AND SIGNATURE OF RECEIVING OFFICIAL

10.2 Documentary evidence in respect of the above mentioned Pre-Qualification requirements should be submitted in Cover I. Bids submitted by the Tenderers not fully meeting the above Pre-Qualification requirements or without the documentary evidence of the same shall be rejected as non-responsive.

## **11 Sealing and Marking of Bids**

11.1 The Tenderers shall seal and mark the copy of the Pre-Qualification Requirements and Commercial Bid.

11.2 If the outer cover of the bid is not sealed and marked, the Client will assume no responsibility for the bid's misplacement or premature opening.

## **12. Last Date for Receipt of Bids**

12.1 The Client may, at its discretion, extend the last date for the receipt of bids by amending the Tender Document in which case all rights and obligations of the Client and Tenderers previously subject to the last date will thereafter be subject to the last date as extended.

## **13. Late Bids**

13.1 Any bid received by the Client after the last date for receipt of bids prescribed by the Client, will be rejected and / or returned unopened to the Tenderer.

## **14. Address for Correspondence**

14.1 The bidder shall designate the official mailing address and place to which all correspondence shall be sent by the Client.

## **15. Opening of Bids by Client**

15.1 On the basis of information given in the Pre-Qualification Requirements, Tenderers will be pre-Qualified. The Commercial bids of Tenderers who have not qualified, will be returned unopened immediately.

15.2 Commercial bids of only pre-qualified tenderers will be opened.

## **16. Clarifications**

16.1 When deemed necessary, the Client may seek clarifications on any aspect from the tenderer. However, that would not entitle the Tenderer to change or cause any change in the substance of the tender submitted or price quoted.

## **17. Preliminary Examination**

17.1 The Client will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required bid security has been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

17.2 Arithmetical errors will be rectified in such a way that if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the supplier does not accept the correction of the errors, its bid will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

17.3 A bid determined as not substantially responsive will be rejected by the Client and may not subsequently be made responsive by the Tenderer by correction of the nonconformity.

17.4 The Client may waive any minor informality or nonconformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Tenderer.

## **18. Verification of Reference Installations**

18.1 The Client may conduct verification of references, if considered necessary, to satisfy itself on the performance of the Services offered with reference to its requirements.

18.2 The Client will satisfy itself on the veracity of the references with reference to performance indicators relevant to the scope of work specified.

## **19. Contacting the Client**

19.1 No Tenderer shall contact the Client on any matter relating to its bid, from the time of the bid opening to the time the services are assigned.

19.2 Any effort by a Tenderer to influence the Client's bid evaluation, bid comparison or the decisions to assign the services, may result in the rejection of the Tenderer's bid.

## **20. Post Qualification**

20.1 In addition to the pre-qualifications, the Client will determine to its satisfaction whether the Tenderer selected as having submitted the lowest evaluated responsive bid is qualified to satisfactorily perform the Services.

20.2 The determination will take into account the Tenderer's financial & technical capabilities. It will be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer.

## 21. Award Criteria

21.1 The Client will assign the services to the successful Tenderer(s) whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid or as finalized by the Client.

## 22. Client's Right to Vary Quantities at The time of Award

22.1 The Client reserves the right at the time of assigning the services to increase or decrease the volume of data specified in the Volume of Work without any change in price or other terms and conditions.

## 23. Client's Right to Accept Any Bid and to Reject Any or All Bids

23.1 The Client reserves the right to accept any bid, and to annul the Tender process and reject all bids at any time prior to assigning the job, without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the grounds for the Client's action. The Client shall, however, abide by the relevant provisions of prevailing laws/rules of the government.

## 24 VOLUME OF WORK

24.1 Quantum of work expected to be accomplished is presented in the following table.

**TABLE-I**

S.No.	Category of Form	Number of Pages English	Number of Pages Hindi	Quantity ( In English)	Quantity ( In Hindi)	Total Quantity (English + Hindi)	Style of Printing
1	ITR-1 SAHAJ	05	03	100000	3500	103500	Both sides*
2	ITR-4S SUGAM	07	03	50000	3000	53000	-do-
3	<b>Total No. of ITR Forms</b>			<b>150000</b>	<b>6500</b>	<b>156500</b>	
4	<b>No. of ITR-V Acknowledgement</b>			<b>150000</b>	<b>6500</b>	<b>156500</b>	

*\* In case of odd number, the last page will be single*

**TABLE-II**

S.No.	Category of Form	Number of Pages	Quantity ( In English)	Style of Printing
1	Instructions to SAHAJ (ITR-1)	05	3000	Both sides*
2	Instructions to ITR-4S SUGAM	06	2500	-do-

*\* In case of odd number, the last page will be single*

24.2 The volume of work mentioned above is only indicative and may vary in actual practice.

**NOTE: In the event of any dispute the decision of Chief Commissioner of Income Tax, Indore will be final.**

## **SECTION II**

### **GENERAL CONDITIONS OF CONTRACT**

#### **1. Definitions**

1.1 In this Contract, following terms shall be interpreted as indicated:

- a) “The Client” means the President of India acting through the Chief Commissioner of Income-tax, Indore or any person authorized by the Department.
- b) The “Vendor” means the person or the firm or the company on whom the order for carrying out the work of printing and other allied jobs is placed and shall be deemed to include the Vendor’s successors, representatives (approved by the Client), heirs, executors, administrators and permitted assigns, as the case may be.
- c) “Authorised Representative” means the officer authorised by the Chief Commissioner of Income-tax, Indore for signing the acceptance of bid and includes any officer who has authority to render the relevant services on behalf of the Client.
- d) “Service” means the jobs to be accomplished by the vendor as per the scope of the work and also as enshrined in this tender document. The Services also include transportation and any other incidental services.
- e) “Acceptance of Bid” means the letter/fax or any memorandum communicating to the Tenderer the acceptance of its bids and includes an advance acceptance of its bids.

#### **2. General**

2.1 The Vendor shall not, disclose the type of work assigned to him/her, or any provision thereof, or any specification, plan, pattern, sample or information furnished by or on behalf of the Client in connection therewith, to any person other than a person employed by the Vendor in the performance of the services.

2.2 The Vendor shall not make use of any document or information except for the purposes of performing the Services.

2.3 All documents shall remain the property of the Client and shall be returned to the Client on completion of the Vendor’s performance of the services.

2.4 The Vendor shall not have or may claim exclusive rights whatsoever against the Client to be the only Vendor mentioned herein above and the Client, as its absolute and sole discretion, shall be entitled to as many Vendors for the purposes as may be necessary or expedient.

2.5 The Vendor shall carry on the jobs entrusted to them as the Vendor in accordance with the stipulations, instructions and directions given by the Client from time to time.

2.6 It is agreed and declared that the Vendor shall describe itself as “Vendor” for the jobs entrusted and under no other descriptions or nomenclature.

2.7 The Client shall hold full and absolute title to the documents entrusted or that may be received by the Vendor in their capacity as Vendor of the Client. The Vendor shall have no right, title or interest in the aforesaid documents, papers, magnetic media or instruments and shall have no claim or lien whatsoever on any of them. The Vendor shall, at any time, either during the subsistence of the services or otherwise as and when called upon by the Client in writing, forthwith return to the Client or its authorised representative or otherwise dispose of the documents, papers etc., and other writings and materials in accordance with the directions of the Client.

2.8 Notwithstanding what is stated herein above either party may terminate or discontinue the services by giving to the other party 30 days previous notice in writing.

2.9 Any notice required to be given to the Vendor shall be deemed to have been sent and received by the Vendor on the third day from the date on which the same was dispatched if forwarded by Registered Post or under Certificate of Posting at the last known Postal Address of the Vendor.

2.10 Upon termination of the services from any cause whatsoever or at any time prior to such termination at the request of the Client, the Vendor shall promptly return to the Client all the documents, papers and magnetic media. Records whatsoever, in the possession of the Vendor and relating to the Client which may be in possession and control of the Vendor shall also be delivered to the Client.

2.11 The Vendor shall comply with all applicable laws, whether State or Central in the performance of their obligations. The Vendor further agrees to hold harmless and indemnify the Client against any loss or damage or third party claims of any nature whatsoever that may be caused to the Client by the act, deed or omission on part of the Vendor.

2.12 The Vendor shall at no time hold or represent itself as the representative of the Client nor shall do any act or thing liable to be calculated to induce others to believe that they are the authorised representative of the Client. The Vendor shall under no circumstance impose or attempt to impose any contractual or other obligations on the Client.

2.13 The relationship between the Client and the Vendor shall be that of between principal and independent Vendor and nothing contained herein shall constitute or deemed or is intended to constitute the Vendor a employees of the Client. The Vendor shall not be entitled therefore, to any rights, privileges or amenities to which an employee, who is in or joins the employment of the Client would be or become entitled to.

### **3. Payment**

3.1 The pre-receipted bills in triplicate shall be submitted by the Vendor. Payments shall be made against the bills submitted only after ascertaining the actual work done accepted by the Client. It shall

be the responsibility of the Vendor to ensure that a certificate, duly attested regarding satisfactory completion of work from the Client or any person authorised by the Client is given on the body of the pre-receipted bill(s). The format of the certificate shall be as given below:

“Certified that the work covered under this bill has been completed to the entire satisfaction as per the Services. It is also certified that the amount covered in this bill has not been included in the previous bills.”

3.2 The pre-receipted bills, for release of payments, shall be submitted by the Vendor to :

a) The Chief Commissioner of Income tax, Indore

3.3 The Client shall reserve the right to impose suitable penalty on the vendor in case of delay in services. The decision of the Client in this regard shall be final and binding on the vendor.

#### **4. Currency of Payment**

4.1 Payment shall be made in Rupees only.

#### **5. Change Orders**

5.1 The Client may at any time, by a written order given to the Vendor make changes within the general scope of the Services.

#### **6. Delays in the Vendor's Performance**

6.1 Performance of the service obligations shall be made by the Vendor in accordance with the time schedule decided in consultation with the Client.

6.2 An Un-excused delay by the Vendor in the performance of its delivery of Services or obligations shall render the Vendor liable to any or all of the following sanctions:

- a) forfeiture of its performance security
- b) imposition of suitable penalty
- c) termination of the Services for default.



6.3 If at any time during performance of service, the Vendor encounters conditions impeding timely delivery of the goods and performance of services, the Vendor shall promptly notify the Client in writing of the fact of the delay, its likely duration and its causes(s). As soon as practicable after receipt of the Vendor's notice, the Client shall evaluate the situation and may at its discretion extend the Vendor's time for performance.

## **7. Deductions**

7.1 Payments shall be subject to the deductions of the proportionate amount depending upon the quantum of work accomplished by the vendor as per the provisions of this document.

## **8. "No Claim" Certificate**

8.1 The Vendor shall not be entitled to make any claim whatsoever against the Client under or by virtue of or arising out of service nor shall the Client entertain or consider any such claim, if made by the Vendor after it shall have signed a "No Claim" certificate in favor of the Client in such forms as shall be required by the Client after the works are finally accepted.

## **9. Confidentiality**

9.1 The Vendor and its personnel shall not, either during the term or after termination/completion of this service, disclose any proprietary or confidential information relating to the services.

## **10. Penalty over & above print 1,**

10.1 Compensation of loss in case of non-delivery /delayed delivery/ or any other deficiency. The department reserves right to direct vendor to deposit such amounts as considered necessary for any defaults & will be treated as compensation.

10.2 Over & above print 1, You are directed to print all the ITR-Forms, Acknowledgement & Instructions as per our requisition given in the table /Chart by dt. 22.06.2011, 27.06.2011 & 04.07.2011, failing which a penalty amounting to a sum of Rupees 25,000/- (Twenty five Thousand Rupees) may be imposed upon you for each default. The department reserves the right to cancel the agreement in case of deviations in terms of quality, in dates of delivery and any deficiency i.r.o. services by the vendor. The loss shall be borne by the vendor/Party in such event.

### SECTION III.

#### TABLE OF CONTENTS

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**Annexure - I**

**A. PRE-QUALIFICATION REQUIREMENTS**

**BID PARTICULARS FOR TENDER No.** \_\_\_\_\_

1. Name of the Bidder \_\_\_\_\_
2. Address of the Bidder \_\_\_\_\_
3. Income Tax assessment particulars,  
Ward/Circle & PAN \_\_\_\_\_
4. Bidder's proposal number and date \_\_\_\_\_
5. Name & address of the officer to whom  
all references shall be made regarding  
this tender \_\_\_\_\_  
\_\_\_\_\_

Telephone/Mobile \_\_\_\_\_

Fax No. \_\_\_\_\_

**Witness:**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_

Company Seal

**Bid Letter**

To

Chief Commissioner of income-tax,  
Aayakar Bhawan,  
Opposite White Church,  
Indore 452001.

Ref.: Tender No. -----

Sir,

I/We declare:

- i) that I/we am/are experience in Printing and other allied jobs
- ii) that I/we are equipped with adequate infra structural facilities in terms of manpower and machines and that our establishment is open for inspection by the representatives of the Chief Commissioner of Income-tax, Indore.

2. I/we hereby offer to supply the Services at the prices and rates mentioned in the Commercial Bid at Annexure IX.

3. PERIOD OF DELIVERY

I/we do hereby undertake, that, in the event of acceptance of our bid, the Services shall be provided as stipulated in the Tender Terms and Conditions.

4. I/we agree to abide by our offer for a period of this F.Y. (2011-12) from the date of opening of Pre-Qualification Requirements and that we shall remain bound by a communication of acceptance within that time.

5. I/we have carefully read and understood the terms and conditions of the tender and I/we do hereby undertake to provide services as per these terms and conditions. The deviations from the above terms and conditions are only those mentioned in Annexure - IV. The deviations from the Scope of work are only those mentioned in Annexure - V.

6. I/we have also carefully read & understood the penal clauses & in case of any short coming, deviation from the work or non performance, we are subject to the penalties mentioned in the terms & conditions.

7. Certified that the tenderer is :

a sole proprietorship firm and the person signing the tender is the sole proprietor/constituted attorney of the sole proprietor,

or

a partnership firm, and the person signing the tender is a partner of the firm, and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney.

or

a company and the person signing the tender is the constituted attorney.

(NOTE : Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorised to sign the tender document.)

Date :

Signature of Tenderer\_\_\_\_\_

Full Address:\_\_\_\_\_

\_\_\_\_\_

Telephone/Mobile No.\_\_\_\_\_

Fax No.\_\_\_\_\_

Company Seal.\_\_\_\_\_

Details of enclosures:

**Annexure III**

**PROPOSED METHODOLOGY TO UNDERTAKE THE WORK**

**DETAILS OF SERVICES** : The tenderer should indicate the methodology to be adopted for printing of different ITRs which should include each and every activity right from designing of forms to the delivery at the client's site.

Date : \_\_\_\_\_

Signature of Tenderer\_\_\_\_\_

Full Address.\_\_\_\_\_

\_\_\_\_\_

Telephone/Mobile No.\_\_\_\_\_

Fax No.\_\_\_\_\_

Company Seal

**STATEMENT OF DEVIATIONS FROM TENDER TERMS AND CONDITIONS**

Dear Sirs,

Following are the deviations from the Terms and Conditions of the Tender. These deviations and variations are exhaustive. Except these deviations and variations, all other Terms and Conditions of the Tender are acceptable to us.

Date :

Signature of Tenderer\_\_\_\_\_

Full Address.\_\_\_\_\_

\_\_\_\_\_

Telephone/Mobile No.\_\_\_\_\_

Fax No.\_\_\_\_\_

Company Seal

**Annexure - V**

**STATEMENT OF DEVIATIONS FROM SCOPE OF WORK**

Dear Sirs,

Following are the deviations and variations from the Scope of Work. These deviations and variations are exhaustive. Except these deviations and variations, the entire work shall be performed as per your specifications and documents.

Date : Signature of Tenderer\_\_\_\_\_

Full Address. \_\_\_\_\_

\_\_\_\_\_

Telephone/Mobile No. \_\_\_\_\_

Company Seal



**VENDOR PROFILE**a) **General Information :**

Sr.No.	Description	Details (To be furnished by the vendor)
i	Location of Corporate Head Quarters:	
ii	Experience of mass printing Jobs (in terms of No.of years)	
iii	Turnover	
iv	Average turnover for immediate preceding three financial years (attach audited balance sheet)	
v	List of assignments executed during each of the last three financial years (attach documentary proof)	
vi	No.of printing Machines and supporting infrastructure.	
vii	No. Of workers in current employment	

b) **Reference Sites**

S.No.	Customer Name and address	Contact Person's Name, Designation, Phone/Fax Nos.	Services Provided	Value of the Contract

Date :

Signature of Tenderer\_\_\_\_\_

Full Address.\_\_\_\_\_

\_\_\_\_\_

Telephone/Mobile No.\_\_\_\_\_

Company Seal

**B.COMMERCIAL BID**

**BID PARTICULARS FOR TENDER No.**

1. Name of the Bidder \_\_\_\_\_
2. Address of the Bidder \_\_\_\_\_
3. Income Tax assessment particulars,  
Ward/Circle & PAN \_\_\_\_\_
4. Bidder's proposal number and date \_\_\_\_\_
5. Name & address of the office to whom  
all references shall be made regarding this  
tender \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telex \_\_\_\_\_  
Telephone/Mobile \_\_\_\_\_  
FAX No. \_\_\_\_\_

**Witness :**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_

Company Seal

**Bid Letter**

To

Chief Commissioner of Income-tax,  
Aayakar Bhawan,  
Oposite White Church,  
Indore.

Ref: Tender No. -----

Sir,

I/we declare:

- i) that I/we am/are experienced in execution printing and other allied jobs.
- ii) that I/we are equipped with adequate infra structural facilities in terms of manpower and machines and that our establishment is open for inspection by the representatives Income-tax authorities.

2. I/we hereby offer to supply the Services at the prices and rates mentioned in the Commercial Bid at Annexure IX.

**3. PERIOD OF DELIVERY**

I/we do hereby undertake, that, in the event of acceptance of our bid, the Services shall be provided as stipulated in the Tender Terms and Conditions.

4. I/we agree to abide by our offer for a period of 180 days from the date of opening of Pre-Qualification Requirements and that we shall remain bound by a communication of acceptance within that time.

5. I/we have carefully read and understood the terms and conditions of the tender and the conditions of the services applicable to the tender and I/we do hereby undertake to render/supply as per these terms and conditions. The Commercial Deviations are only those mentioned in Annexure X.

6. I/we have also carefully read & understood the penal clauses & in case of any short coming, deviation from the work or non performance, we are subject to the penalties mentioned in the terms & conditions.

7. Certified that the tenderer is :

a sole proprietorship firm and the person signing the tender is the sole proprietor/ constituted attorney of the proprietor,

or

a partnership firm, and the person signing the tender is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of their partnership by virtue of the partnership agreement/by virtue of general power of attorney,

or

a company and the person signing the tender is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorized to sign the tender document.)

Dated :

Signature of Tenderer\_\_\_\_\_

Full Address.\_\_\_\_\_

\_\_\_\_\_

Telephone/Mobile No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Company Seal

Details of enclosures:

**Annexure - IX****PRICE QUOTATION  
Details of Cost of Services offered****TABLE-I**

<b>Sr. No.</b>	<b>Type of forms</b>	<b>Total Quantity (In English &amp; in Hindi)</b>	<b>Unit price(per form) In Rs. pp</b>	<b>Total Price (No. of forms x Unit price) In Rs,pp</b>
1	SAHAJ (ITR-1)	103500	In figures: In words :	In figures : In words :
2	ITR-4S SUGAM	53000	In figures : In words :	In figures : In words :
<b>3</b>	<b>Total No.of ITR-V Acknowledgement</b>	<b>106500</b>	<b>In figures : In words</b>	<b>In figures : In words :</b>

**TABLE-II**

<b>Sr. No.</b>	<b>Type of Instructions</b>	<b>Total Quantity (In English )</b>	<b>Unit price(per set of instructions) In Rs. pp</b>	<b>Total Price (No. of set of instructions x Unit price) In Rs,pp</b>
1	Instructions to SAHAJ (ITR-1)	3000	In figures: In words :	In figures: In words :
2	Instructions to ITR- 4S SUGAM	2500	In figures: In words :	In figures: In words :

**NOTE:** If any discrepancies in the unit prices between the prices in figures and in words, the prices quoted in words will be taken as authentic.

Date: \_\_\_\_\_

Signature of Tenderer \_\_\_\_\_

Full Address . \_\_\_\_\_

. \_\_\_\_\_  
Telephone/MobileNo \_\_\_\_\_

Fax No. \_\_\_\_\_

Company Seal

**COMMERCIAL DEVIATIONS**

Dear Sirs,

Following are the Commercial deviations and variations from the exceptions to the specifications and documents for the Tender. These deviations and variations are exhaustive. Except these deviations and variations, the entire work shall be performed as per your specifications and documents.

Date :

Signature of Tenderer\_\_\_\_\_

Full Address .\_\_\_\_\_

\_\_\_\_\_

Telephone/Mobile No.\_\_\_\_\_

Company Seal