



INCOME TAX DEPARTMENT MUMBAI
NOTICE INVITING TENDER

The Income Tax Department, Mumbai, intends to print Income Tax Return Forms (ITR-1 to ITR-7 (except ITR-6) & Wealth Tax Returns), along with attached instructions and acknowledgement (ITR – V) for Assessment Year 2012-13 in English and Hindi languages, and in the following estimated quantities:

S. No.	Form No.	Estimated quantity
1	ITR – 1 (SAHAJ)	600000
2	ITR – 2	400000
3	ITR – 3	50000
4	ITR – 4	300000
5	ITR – 4S (SUGAM)	100000
6	ITR – 5	30000
7	ITR – 7	30000
8	Wealth Tax Returns	35000

Reputed Printers or Government or Semi-Govt. Enterprises having requisite infrastructure should furnish their bids latest by 19/06/2012 before 1.00 pm. in the office of the Public Relation Officer, Room No.15A, Ground Floor, Aayakar Bhavan, M. K. Road, Mumbai- 400020. Bids will be opened on 19/06/2012 at 3.00 pm in Conference Room (Room No. 375), 3rd floor, Aayakar Bhavan, Mumbai-400020, in front of bidders or their representatives present at that time. Tender documents and Terms and conditions are available at the office of the Public Relation Officer, Room No:15A, Ground Floor, Aayakar Bhavan, Mumbai-400020 and on the website www.incometaxindia.gov.in

(D.S.MEENA)
Public Relations Officer-II
Aayakar Bhavan, Mumbai

TERMS & CONDITIONS

PRINTING OF INCOME TAX RETURN FORMS (ITRs 1 to 7) FOR A.Y. 2012-13.

The Income Tax Department, Mumbai (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, 5 and 6 . There will be perforation on ITR forms 1 (SAHAJ) and ITR 4S (SUGAM). **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.**

2. Quantity

S. No.	Form No.	Estimated quantity	Initial work order	
1	2	3	4	
			English	Hindi
1	ITR – 1 (SAHAJ)	600000	450000	1000
2	ITR – 2	400000	150000	1000
3	ITR – 3	50000	30000	1000
4	ITR – 4	300000	200000	1000
5	ITR – 4S (SUGAM)	100000	50000	1000
6	ITR – 5	30000	20000	1000
7	ITR – 6	0	0	0
8	ITR – 7	30000	20000	1000
9	Wealth Tax Return	35000	20000	1000

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)	Identification mark	:	“INCOME TAX DEPARTMENT MUMBAI” Printed in the background diagonally across the page from bottom to top (left to right) as appearing in the return for A.Y. 2011-12, a sample copy of which is given.
vi)	Printing	:	On both sides of the paper
vii)	Stapling	:	3 (Three) pins on the centre fold.

For ready reference with regards to the pinning pattern (not number of pins), a sample copy of the return for A.Y. 2011-12 may be collected from the counter at the time of collection of tender form. **This sample is strictly for reference with regards to the pinning pattern only.**

4. Quality testing

10 sample **copies** randomly picked from **every ten 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 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 resisatance 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. If such rejection exceeds 1%, proportionate printing charges will be deducted.
6. Initially, work order will be given for the minimum quantity mentioned as per column 4 of the table in point 2 above and work order for the balance may be given at later point of time as per requirement at the discretion of the CCIT Mumbai.
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 either 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 labeled 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 fortnight** of issuing the work order.
 10. It shall be responsibility of the tenderer who has been awarded the contract to deliver the goods in the specified quantity and prescribed specifications at the godown of the Department at Mumbai.
 11. An authorised 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:**

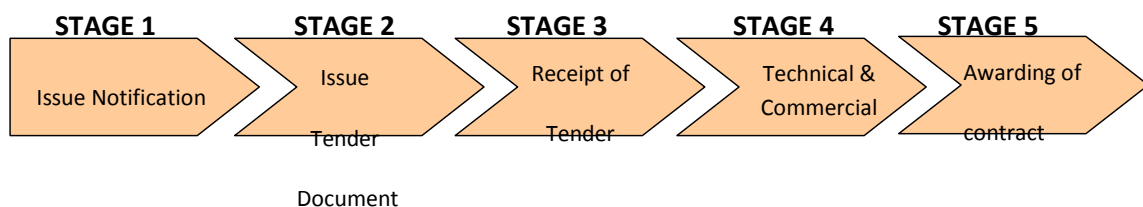
- (i) The applicant tenderer should own necessary printing and packing machinery and ancillary infrastructure to carry out the work by themselves within the stipulated time.
- (ii) The applicant tenderer should have **not less than 3 years** of experience in the field of printing. The applicant should have an

experience of carrying out similar large scale printing jobs in these 3 years. The applicant tenderer should furnish details of such jobs done each year with documentary proof. A sample (10 printed sheets) of such job with similar specifications may be given.

- (iii) The applicant tenderer's average annual turnover should not be less than Rs. 1 crore for the last 3 financial years.
- (iv) The applicant tenderer should have a reputed clients' list. A list of such clients 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.
- (vii) **A self certificate to these effects (on all the above points) should accompany the technical bid.**

13.1 Process

Selection of a successful vendor / Service Provider will involve a five (5) stage approach before issuance of Work Order/letter of appointment. The approach follows the Indian Government's Central Vigilance Commission (CVC) guidelines.



13.2 The bids are to be submitted in two parts in separate sealed envelopes, i.e., Technical Bid and Financial Bid.

- 14. Earnest money deposit (returnable if the bid is not successful) of Rs.2,00,000/- (Rupees Two lakhs only) in the form of demand draft/bankers' cheque in favour of **"Zonal Accounts Officer, CBDT" payable at Mumbai** has to be given along with the technical bid.
- 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 Mumbai 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 'Technical Bid'.
- iii) The tenderers 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 Tender Committee appointed by the Income-tax department will open all Technical Bids in the first instance on the appointed date, time and venue.
- v) During evaluation of the bids, the Income-tax department may, at his discretion, ask the Bidder for clarification of his bid.
- vi) No bidder shall contact the Income-tax department on any matter relating to his bid from the time of the bid opening to the time the issue of work order. All bidders are strongly advised to furnish all material information in the bid itself.
- vii) Any effort by a Bidder to influence the Income-tax department in it's decisions on bid evaluation, bid comparison or work order decision will result in rejection of the bid.
- viii) The self certificate on the eligible criteria as mentioned in point 13(x) should 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 bid will be opened. The Financial bid will be opened, only if, the applicant tenderer is selected in the technical bid.**
- iii) **Rates quoted are should be all inclusive and no separate claims will be entertained towards delivery charges, testing charges, taxes etc.**
- iv) **The tender will be awarded to the party bidding the lowest cumulative cost. For this purpose cumulative cost means the total cost of the estimated quantity multiplied by the weighted average cost of the English and Hindi returns for each ITR.**

Weighted average cost =

Cost of single return in English X Estimated initial work order for	+	Cost of single return in Hindi X Estimated initial work order for
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Total Estimated initial work order for returns in English and Hindi

- v. The Price Bid shall comprise the price component for all the services indicated in the bid document. The price quoted by the bidders shall include all applicable taxes, wherever applicable. **The bidder shall include Service tax and surcharges etc. as applicable on the services that are provided under this contract in the lump sum rates quoted and Income-tax department would not bear any additional liability on this account.**
- vi Income-tax department shall however, deduct such tax at source as per the rules and issue necessary certificates to the Agency. The prices once accepted by the Income-tax department shall remain valid till the contract remains in force. The Income-tax department shall not entertain any increase in the prices during the period.
- vii Rates shall include statutory obligations as may be applicable.
- viii Prices shall be quoted in Indian rupees only.
- ix Arithmetical errors will be rectified on the following basis: - If there is a discrepancy between words and figures, the higher of the two shall be taken as the bid price.
- 18. 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.
- 19.** The Technical Bid along with EMD instrument and requisite documents (listed in Para 14 above) shall be placed in one sealed envelope super scribed '**Technical Bid**'. The Financial Bid shall be kept in a separate sealed envelope super-scribed '**Financial Bid**'. Both the envelopes shall then be placed in one single, sealed envelope superscribed '**Bid for Printing of Income Tax return Forms for Assessment Year 2012-13, Mumbai**' and shall be addressed to the Chief Commissioner of Income, Mumbai . The bidder's name, telephone number and complete mailing address shall be indicated on the cover of the outer envelope.
- 20.** Both the inner envelopes super-scribed Technical Bid and Financial Bid shall have the name and address of the bidder so that if required, they may be returned to the bidder without **opening them**.
- 21.** If the outer and inner envelopes are not sealed and marked as required, the Income-tax department **shall** assume no responsibility for the bid's misplacement or premature opening.
- 22.** If for any reason, it is found that the Technical Bid reveals the Financial Bid related details in any manner whatsoever, or, the Financial Bid is enclosed in the envelope super-scribed, "**Technical Bid**", the Bid document will be summarily rejected in the first instance itself.

- 23.** All the Bid documents submitted shall be serially page numbered and contain the table of contents with page numbers.
- 24.** The applicants should submit/drop their bids in separate sealed envelopes, which in turn should be placed into a sealed larger envelope (Maximum Width of 10 Inch), in the 'Tender Box' kept in Room No. 15A, office of Public Relations Officer, Mumbai, Aayakar Bhavan, M.K. Road, Mumbai-400 020, up to 1.00 p.m. on or before_19/06/2012. No acknowledgement, in respect of receipt of any bid, shall be issued.
- 25. Deadline for Submission of Bids:**
- (a) Bids must be received by the Income-tax department at the address specified not later than the time and date specified in the Invitation for Bids. In the event of the specified date for the submission of Bids being declared a holiday for the Income-tax department, the Bids will be received up to the given time on the next working day.
- (b) The Income-tax department may, at his discretion, extend the deadline for submission of bids which will be binding on all the bidders.
- (c) Any bid received by the Income-tax department after the deadline for submission of bids prescribed by the Income-tax department in the bid, document will be rejected and will not be opened.
- 26. The criteria of selection as well as rejection.**
- i).** The bidder should fulfill eligibly criteria mentioned in this document to be able to qualify for consideration at the stage of technical evaluation: i.e. Only those Bid(s) shall be treated as responsive bid(s) which fulfills all the criterion/parameters.
- ii).** Incomplete tenders would be rejected.
- iii).** Tendering process shall be finalized only when there are at least three responsive bids.
- iv).** Selection of the bidder would be made after taking into account together all the relevant factors like past performance, credentials, responsible business practices, financial capacity etc.
- v).** Without affecting the sanctity of the above criterion, Income-tax department, Mumbai reserves rights to relax any condition of eligibility criteria qualifying the bid(s) based on merit of each case and if the situation so warrants in the interest the department.
- vi).** Preference may be given to the contractor(s) having valid Quality System Certificate as per ISO 9001, in case of same rates.
- vii).** Income-tax department, Mumbai reserves the right to accept or reject any or all bids without assigning any reasons.

viii). Income-tax department, Mumbai also reserves the right to reject any bid (including the lowestone) which in its opinion is not responsive or violating any of the conditions/specifications or which is found to be adopting unethical business practices; without bearing any liability or anyloss whatsoever it may cause to the bidder in the process.

- 27.** The **tenders will be accepted upto 1.00 pm on 19/06/2012** and will be opened by the Committee constituted by the CCIT, Mumbai at **3.00 pm the same day i.e. 19/06/2012 in the Conference hall, 3rd floor Aayakar Bhavan, M.K.Marg, Mumbai** in the presence of such tenderers and/ or their authorized representatives duly authorised by the tenderer who are present at the time of opening of tenders.

If, 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.

- 28.** 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.
- 29.** During the period of the execution of tender, change in rates will not be entertained under any circumstances.
- 30.** 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), Mumbai. The CCIT(CCA), Mumbai may award the contract to the next deserving bidder.
- 31.** In case of any dispute, during the tender process, the decision of the CCIT (CCA), Mumbai would be final and binding.
- 32.** The CCIT(CCA) Mumbai reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason.

(D.S.MEENA)

Public Relations Officer-II

Aayakar Bhavan, Mumbai.

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 & 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 alongwith Tel. Nos.	
5	Details of Contact person(s)	
	Name and address of the person	Telephone No.
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 and 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.	
9	Permanent Account Number (PAN)	
10	ST / VAT Registration Number	
11	Details of Demand Draft / Banker's Cheque in respect of Earnest Money payable at Mumbai (Demand Draft / Bankers's cheque should be enclosed)	
12	Specifications of printing material and print quality with reference to the specifications mentioned in the tender document (point nos. 3 & 4)	
13	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 Authorized Signatory with date)

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. Authorised Contact Person(s) (with Mobile number) :
4. Printing Charges for Income tax Return Forms as per specification :

S. No.	Description	Rate (Rs.) / 1000	Rate (Rs.) / 1000
		In English	In Hindi
i)	ITR-1 (SAHAJ)		
v)	ITR-2		
vi)	ITR-3		
vii)	ITR-4		
viii)	ITR- 4S (SUGAM)		
ix)	ITR-5		
x)	ITR-6		
xi)	ITR-7		
xii)	Wealth Tax Return		

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

(Name & Signature of the Authorized Signatory with date)