



**OFFICE OF THE
PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX (CCA)
CENTRAL REVENUE BUILDING, I.P. ESTATE, NEW DELHI**

F.No. Pr. CCIT (CCA)/CCIT CONFERENCE/2015

Dated : 07/05/2015

NOTICE FOR OPEN TENDER

NAME OF THE WORK: Quotation for printing of material associated with Chief Commissioner's conference at New Delhi. Details of work desired to be done as per **SCHEDULE-I, titled as 'SCOPE OF WORK'**

Sealed quotations are invited from licensed firms/contractors /companies/ agencies well experienced in printing of material as above.

Tender documents shall be accompanied by a Demand Draft/ Banker's Cheque for Rs. 1,000/- (Rupees One Thousand only) drawn on any Nationalized Bank in favor of the Deputy Commissioner of Income Tax, (Hqrs) (Admn), O/o the Principal Chief Commissioner of Income Tax (CCA), Delhi, New Delhi towards cost of the tender form for the final bid in the pro-forma prescribed in Annexure-II, complete in all respects, sealed separately, and kept in sealed cover together, should be superscribed as "Quotation for printing material" and should be submitted to the Deputy Commissioner of Income Tax (Hqrs) (Admn), O/o The Principal Chief Commissioner of Income Tax (CCA), Delhi, Room No-350, Central Revenues Building, I.P. Estate, New Delhi-110002. The sample printing material for inspection is available in the O/o Deputy Commissioner of Income Tax (Hqrs) (Admn), O/o Deputy Commissioner of Income Tax (Hqrs) (Admn), O/o The Principal Chief Commissioner of Income Tax (CCA), Delhi, Room No-350, Central Revenues Building, I.P. Estate, New Delhi-110002 during working hours till submission of quotation.

The Tender documents alongwith instructions, scope of work and terms & conditions can be downloaded from the website www.incometaxindia.gov.in. or www.eprocurement.gov.in.

Date & Time for submission of quotations till 14.05.2015 up to 3:00PM in the O/o Deputy Commissioner of Income Tax(Hqrs) (Admn), O/o The Principal Chief Commissioner of Income Tax (CCA), Delhi, Room No-350, Central Revenues Building, I.P. Estate, New Delhi-110002

Date & Time of opening of quotations on 14.05.2015 at 3:30Pm

Place of opening of Tender Bids- Conference Hall, 3rd Floor, Central Revenue Building, Indraprastha Estate, New Delhi-110002.

(Sanyam S. Joshi)
DCIT (Hqrs) (Admn)
O/o Pr. CCIT(CCA), Delhi

GENERAL INSTRUCTIONS FOR TENDER

- i. The office of the Principal Chief Commissioner of Income Tax (CCA), Delhi, New Delhi, requires the services of a reputed, well established and financially sound Company/Firm/ Agency for printing of material, as provided
- ii. The tendering Company/Firm/ Agency is required to enclose photocopies of the documents, self attested as per the requirements of Technical Bid as given in the Annexure-I failing which their bids shall be summarily/out rightly rejected and will not be considered any further.
- iii. Conditional bids shall not be considered and will be out rightly rejected at the very first instance.
- iv. All entries in the tender form should be legible and filled clearly. If the space for furnishing of information is insufficient, a separate sheet may be attached. No overwriting or cutting is permitted in the financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids. All the pages of the bid shall be signed by the authorized signatory in ink with rubber stamp of the agency.
- v. The envelope containing Technical Bid shall be opened first on the scheduled date and time, in the conference Hall, 3rd Floor, Office of the Principal Chief Commissioner of Income Tax (CCA), Delhi, New Delhi, Central Revenue Building, Indraprastha Estate, New Delhi-110002 in the presence of the duly authorized representatives of the Company/Firm/Agency, if any, who wish to be present on the spot at that time. The Technical Bids shall be evaluated by the tender Committee. Financial bids of technically qualified, eligible bidders meeting all the requisite criteria only shall be opened on a date and place to be notified in presence of short listed contractors of their authorized representatives.
- vi. The competent authority of office of the Principal Chief Commissioner of Income Tax (CCA), Delhi, New Delhi, Central Revenue Building, I.P Estate, New Delhi-110002 reserves the right to annul any or all bids without assigning any reason.
- vii. The bidder shall quote the technical and financial bids as per the format enclosed at Annexure I & II.
- viii. The Delivery of the printed material is to be given at least 2 days before the commencement of conference. The delivery of the printed material is to be made at Conference Hall, 3rd floor, Central Revenue Building, Indraprastha Estate, New Delhi-110002.**
- ix. A Penalty of Rs.10,000/- per day shall be imposed for delay in delivery.**
- x. No advance payment shall be made for this work.**

A. TECHNICAL REQUIREMENTS FOR THE TENDERING
COMPANY/FIRM/AGENCY

The tendering service provider company/Firm/Agency should fulfill the following technical specifications:

1. Service Provider Company/Firm/Agency should have atleast 10 (ten) years experience in providing similar services to private and/or public sector Company/ Banks and Government Department etc.
2. Service Provider Company / Firm / Agency should have its own Bank Account.
3. Service Provider Company / Firm/ Agency should exist on the records of Income Tax and Service Tax Departments.
4. The Service Provider Company / Firm/ Agency should have completed at least one service contract of value not less than Rs. 2 lakh per annum related to providing similar services in a single contract.
5. The Service Provider Company / Firm / Agency must have a turnover of Rs.50 Lakh per year during the last three financial years i.e 2011-12, 2012-13 and 2013-14. Documentary evidences must be attached with the bid.
6. The Service Provider Company / Firm / Agency shall submit affidavit stating that the agency is / has not been black listed by Central Government / State Government /any PSU.
7. Attested copy of satisfaction certificate from the present office(s) in which the Service Provider Company/Firm/Agency is providing similar services has to be enclosed separately. Agencies dealing with Income Tax Department in similar nature of work shall be given preference.

Non compliance with any of the above conditions by the Service Provider Company / Firm / Agency will amount to non-eligibility for the services for which tender has been floated and its tender will be ignored summarily.

B FRAUD AND CORRUPT PRACTICES

- i. The applicant and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, the Office may reject an Application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.

- ii.** Without prejudice to the rights of this Office under Clause i. hereinabove, if an Applicant is found by the Office to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such Applicant shall not be eligible to participate in any tender issued by this Office during a period of 2 (two) years from the date such Applicant is found by the Office to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as the case may be.
- iii** For the purposes of this clause i, the following terms shall have the meaning hereinafter respectively assigned to them:
- a) "Corrupt practice" means (I) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process or (II) save and except as permitted, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical advisor of the Authority in relation to any matter concerning the Project;
 - b) "fraudulent practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;
 - c) "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence to any person's participation or action in the Bidding Process;
 - d) "undesirable practice" means (I) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (II) having a Conflict of interest; and
 - e) "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicant with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

C LEGAL

- i) The Service provider shall be responsible for compliance of all statutory provisions relating to Minimum Wages, Employees Provident Fund, Employees State Insurance, Service Tax and any other Laws/ Taxes/ Acts/ Rules etc. Governing the matter/ issues etc. If at any point of time it is noticed that the Contractor is meeting out any procedures/ taxes/ Acts/ Rules then that will be met out, out of the Performance Security Deposit made by the contractor.
- ii) The Service provider shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to the office of the Principal Chief Commissioner of Income Tax, Delhi (CCA), Central Revenue Building, LP. Estate, New Delhi-

110002 to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

- iii) The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax law, as amended from time to time and a certificate to this effect shall be provided to the Agency by this Office.
- iv) In case, the tendering Agency fails to comply with any statutory provision/ taxation liability under appropriate law and as a result thereof the Office is put to any loss,/ obligation, monetary or otherwise, the Office will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency, to the extent of the loss or obligation in monetary terms.

D. FINANCIAL

The Technical Bid should be accompanied with an Earnest Money Deposit (EMD), refundable, of Rs. 20,000/- (Rupees Twenty thousand only) in the form of Demand Draft/ Pay Order drawn in favour of the "Deputy Commissioner of Income-tax, (Finance), Delhi, New Delhi O/o Principal Chief Commissioner of Income Tax(CCA), Delhi, New Delhi" failing which the tender shall be rejected outrightly.

ii. The EMD in respect of the Agency which does not qualify the Technical Bid (First Stage) / Financial Bid (Second competitive stage) shall be returned to it without any interest. However, the EMD in respect of the successful tenderer shall be adjusted towards the Performance Security Deposit.

iii. The successful tenderer will have to deposit a Performance Security Deposit for a sum of Rs. 20,000/- (Rupees Twenty thousand only) at the time of placing the work order by the department. The performance security will be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn in favour of the "Deputy Commissioner of Income-tax, (Finance), Delhi, New Delhi O/o Principal Chief Commissioner of Income Tax (CCA), Delhi, New Delhi. The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the supplier. The Department shall not pay any interest on the Performance Security Deposit.

iv. In case of breach of any terms and conditions stipulated in the contract, the performance security Deposit of the Agency will be liable to be forfeited by this Office besides annulment of the contract.

v. Settlement of disputes will be as per Indian Arbitration and Conciliation Act-1996 and venue will be the Office of the Principal Chief Commissioner of Income Tax (CCA), Delhi, New Delhi, Central Revenue Building, I. P. Estate, New Delhi-110002. It is clarified that the sole arbitrator to adjudicate any disputes arising out of the proposed contract shall be nominated / appointed by Principal Chief Commissioner Delhi (CCA), and he /she shall not be a person below the rank of CTT (Commissioner of Income Tax).

vi. The Office of the Principal Chief Commissioner of Income tax (CCA), Delhi, New Delhi, Central Revenue Building, LP Estate, New Delhi-110002 reserves the right to withdraw/ relax any of the terms and conditions mentioned in the tender document so as to overcome any the problem encountered at any stage.

E EVALUATION CRITERIA

Technical Bid Parameters:-

S.NO.	PARAMETERS	MARKS
1	Total Experience in work of similar nature	40
2	Total experience with government agencies in work of similar nature	30
3	Total experience with Income Tax Department in work of Similar nature	30

Weightage - 0.6

Minimum score of 60 is a must.

- a) The tender committee is the printing and publication committee constituted by the Pr. CCIT (CCA) vide office order no. 844 dated 24.04.2015 to evaluate the technical proposals on the basis of their responsiveness to the Terms of Reference, applying due criteria. A proposal shall be rejected at this stage if it does not respond to important aspects of the Technicals proposal and particularly the criteria or sub criteria or if it fails to achieve the minimum technical score.
- b) Financial proposal will remain unopened for those Agencies which fail to achieve the minimum technical scores. Financial Proposals shall be taken up only for those agencies who meet the minimum qualifying mark and will then be inspected to confirm that they have remained sealed unopened. Thereafter these financial proposals shall be opened, and the total prices read aloud and recorded.
- c) The lowest evaluated Financial Proposal (FM) will be given the weightage with highest financial score.

The formula for determining the financial scores is the following:-

$SF = 100 \times Fm / F$, in which **SF** is the financial score, **Fm** is the lowest price and **F** is the price of the proposal under consideration.

- d) The weights given to the Technical and Financial Proposals are-
Technical (T) = 0.6, and
Financial (P) = 0.4.
- e) No negotiation will be undertaken with any tendered except the highest points achiever.

SCOPE OF WORK

Requirement of printing material of various natures as mentioned for using it in the Chief Commissioner's Conference, May, 2015. This requirement is tentative in nature and actual requirement/ order may differ.

S.no	Nature of work	Quantity
1	Background Paper approximately 200 pages, thick glazed paper with thick soft cover, size 7.25" X 9.25" approximately, multi color printing of the given material, 170 gms Imported Art Paper Gloss (Text), 300gsm Import Art Paper Gloss (Cover), Outer cover Lamination, Binding Section Swing cover Drawn	300
2	Information Booklet containing of thick glazed paper, multi color printing of 25 pages approximately, size 4.5" x 7", 170 gsm Imported Art Paper Gloss (text), 300 gsm Important Art Paper Gloss (Cover), Outer Cover Lamination, Binding Centre Stich	300
3	Information Sheet- Single Page both sides	350

Annexure-I**TECHNICAL BID****(To be enclosed in a separate sealed envelope)**

For providing printing material for the Chief Commissioners' Conference, May 2013

<u>1</u>	Name of Tendering Company/Firm/Agency (Attach certificate of registration)													
<u>2</u>	Name of proprietor/Director of Company/Firm/Agency													
<u>3</u>	Full Address of Registered Office with Telephone No. Fax and E – Mail													
<u>4</u>	Full address of operating/Branch office with Telephone no., Fax and E-Mail with name of the contact person and Mobile No.													
<u>5</u>	Banker of Company/firm/agency with full address (Attach certified copy of statement of A/C for the last Six Months.													
<u>6</u>	PAN/GIR no. (Attach attested Copy)													
<u>7</u>	Documents showing completing at least one services of value not less than Rs. 2 lakh per annum related to providing similar services in a single contract.													
<u>8</u>	Give details of the major similar contracts handled by the tendering Company/firm/agency on behalf of Government Department, PSUs and other Pvt. Sector, during the last five year in the following format. (Attach attested copies.)													
	<table border="1"> <thead> <tr> <th>Sr. no</th> <th>Details of client along with address, telephone and Fax numbers.</th> <th>Amount of contract (Rs. Lakhs.)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sr. no	Details of client along with address, telephone and Fax numbers.	Amount of contract (Rs. Lakhs.)										
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	(If the space provided is insufficient, a separate sheet may be attached.													
<u>9.</u>	Certificate of appreciation/satisfactory certificate from the last two major clients preferably Govt. /PSUs)													
<u>10</u>	Total no. of year of experience in providing similar services with the list of client's year wise.)													
<u>11</u>	Income declared in I.T. returns for F.Y. 2011-12, 2012-13 and 2013-14 (enclose copy of IT returns acknowledgment for the relevant assessment year.													
<u>12</u>	Total Turnover of the business in F.Y. 2011-12, 2012-13 and 2013-14.													
<u>13</u>	Affidavit stating that the agency is/has not been black listed by Centre/state Government/PSU (Attach attested Copy)													
<u>14</u>	Declaration about fraud and corrupt practice (Duly signed & attested as given in the tender document – Annexure – iii)													
<u>15</u>	Details of Earnest Money Deposited : DD No..... Dated Amount of Rs. Drawn Bank													

Signature of authorized person

Date

Name

Place

Seal

ANNEXURE-II

FINANCIAL BID

(To be taken in a separate sealed envelope)

For providing printing material for the Chief Commissioners' Conference, May, 2015

1. Name of tendering Service Provider :
Company/Firm/ Agency :

2. Details of Earnest Money Deposit :
Amount :
D.D/P.O & Date :
Drawn on Bank :

3. CONTRACT RATES

S.No-	Nature of Work	Rate (Per Unit)	Quantity	Total Value
1	Background Paper			
2	Information booklet			
3	Information Sheet			
4	Total			

Place
person

Signature of authorized

Date :

Full Name:

DECLARATION:- I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the concern shall be blacklisted and shall not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES

We certify that last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority on a judicial pronouncement or arbitration award, nor been expelled from any project of contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

We declare that;

- a) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice or restrictive practice as defined in Section-B of Fraud and corrupt practice on the General Instructions for tender of the document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprises on any Government, Central of State; and
- b) We hereby certify we have taken steps to ensure that in conformity with the provisions of Section-B of Fraud and Corrupt practice of the terms and conditions of the documents, no person acting for us or on our behalf has engaged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

We certify that with regard to matters other than security and integrity of the country, we or any of our associates have not been convicted by a Court of law or indicated of adverse orders passed by a regulatory authority, which could cast a doubt on our ability to undertake the project or which relates to a grave offence that outrages the moral sense of the community.

We further certify that with regard to matters relating to security and integrity of the country, we have not been charge-sheet by any agency of the Government or convicted by a Court of law.

We further that no investigation by a regulatory authority is pending either against us or against our CEO or any of our Directors/ Manages/ Employees.

DECLARATION

I Son/ Daughter/wife of Shri
Proprietor/partner/Director/authorized signatory of the Company
/agency/Firm,

is competent to sign this decla

ration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them;

3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am/ are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Date

Name

Place

Seal