

DIRECTORATE OF INCOME-TAX (PR, PP&OL)
(Printing & Publications Wing)
2nd Floor, Hans Bhawan, B.S.Z. Marg, New Delhi- 110002
Ph: 011-23379993 Fax : 011-23370668/23370556

Dated : 14/08/2015

TENDER NOTICE

Sub:- Information for inviting Sealed quotations for the printing of publication titled "Tax Recovery Officers Manual" -regarding-

Sealed quotations are invited on behalf of the Addl. DG of Income-Tax (PR,PP&OL) for printing of our publication titled as "**Tax Recovery Officers' Manual**" in the book form as per technical specifications and other terms & conditions given below:-

Technical Specifications :

i.	Size	Royal Octavo,
ii.	No. of copies	1500 with the option to print more copies at the same rate
iii.	Pages of Text	454 (227 leaves)
iv.	Quality of Paper for text	70 GSM Maplitho Paper
v.	Text printing	Single Color
vi.	Quality of Paper for Cover	300 GSM Art Card with Mat finish lamination.
vii.	Cover Printing	Four Color Printing
viii.	Binding	Section Sewn binding with perfect pasted cover.
ix.	Packing	A set of 10 books shrink wrapped, then in a suitable carton.
x.	Time Schedule	Delivery of the copies is to be given within 15 days of placement of order
xi.	Point of delivery	Book Store, 3rd Floor, Hans Bhawan, BSZ Marg, Delhi-110002

Other terms & conditions

1. The bidder should have 5 years past experience of such printing work. Certificate by bidder to be enclosed.
2. Each quotation shall be submitted in two separate sealed envelopes one marked "Quotation of Technical Specifications" & the other marked as "Financial Quotation".
3. The quotations should be furnished mentioning per copy cost and also cost of the total lot (inclusive of all taxes).
4. Last date of receiving of bids will be **02/09/2015 by 12.00 Noon**. Technical quotations shall be opened **at 03.00 PM on 02/09/2015** and Financial Quotations of the parties short listed on the basis of technical quotations shall be opened **at 04.00 PM on 02.09.2015**. Tenders not containing the two separate quotations (technical & financial) shall be summarily rejected without opening the quotations submitted and tenderers which do not qualify in technical bids will not be allowed to participate in the financial bids and their financial bids will not be opened.

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5. The Technical quotation should be accompanied with the following:-
 - (i) Samples of the publication work of above specifications printed by the party earlier.
 - (ii) The turnover of the bidding party during each of last three **assessment years** viz. **2012-13, 2013-14 & 2014-15** should be more than Rs. 50 Lakhs. Copies of P & L A/c. and Balance Sheet certified by a Chartered Accountant and copy of ITR filed for each of these years should be enclosed with the technical quotation.
 - (iii) The bidder shall mention his Income-Tax PAN, Vat Registration number and Service Tax Registration Number on the technical quotation.
 - (iv) Name of the organization, address, phone number, fax number, mobile number and e-mail ID of the responsible person.
 - (v) Certificate by bidder in respect of 5 years past experience of printing.
6. Cover design & CRC of Text and also the CDs of the same shall be provided by this office to the successful bidder.
7. No advance payment shall be made for this work.
8. The sample of the size & getup of the book and also the cover may be inspected from Room No. 203, 2nd Floor, Hans Bhawan, B.S.Z. Marg, New Delhi of this Directorate on any working day between 10.30 AM to 05.00 PM till the time of submission of tender.
9. Each quotation should be accompanied by a pay order / bank draft **for Rs. 25,000/-** (Rupees Twenty Five Thousand Only) payable in favour of Z.A.O., C.B.D.T., New Delhi as earnest money which shall be refunded to the unsuccessful bidders after work order has been placed with the selected bidder.
10. Quotation not accompanied with the earnest money shall be summarily rejected. The earnest money of a bidder seeking to withdraw before the placing of work order shall be forfeited.
11. Earnest money of the selected bidder shall be retained as security deposit till the successful completion of the job. If the selected bidder seeks to withdraw, his earnest money shall be forfeited.
12. Penalty shall be imposed @Rs. 1000/- per day delay in supplying the books on pro-rata basis.
13. Before starting the printing of the book, the selected bidder shall get five sample copies approved by the Addl. DG of Income-Tax (PR,PP&OL), New Delhi
14. Other things such as rate of printing, quality of cover & text pages being same, preference will be given to the Govt. of India Presses.
15. Sealed quotations (in two parts) one marked "Quotation of technical specifications" and the other marked "Financial Quotation" addressed to the Addl. DG of Income-Tax (PR,PP&OL), 2nd Floor, Hans Bhawan, B.S.Z. Marg, New Delhi -110002 and superscribed "Confidential / Quotation for Printing of Publications" must be dropped in the Tender Box placed in Room No. 201, 2nd Floor, Hans Bhawan, Bhadurshah Zafar Marg, Delhi-110002 **latest by 12.00 Noon on 02/09/2015.**
16. This Directorate reserves the right to reject any or all the quotations without assigning any reason. Legal dispute, if any, will be enforceable within the jurisdiction of the Delhi High Court. No communication in this regard shall be entertained.
17. Any conditional tender will not be entertained and is liable to be rejected.


 AAD (P&P)

Dated : 14.08.2015

New Delhi