



**Directorate of Income Tax (PR, P&P)**  
**(Printing & Publications Wing)**  
**6<sup>th</sup> Floor, Mayur Bhawan, Connaught Place, New Delhi -110001**

F.No.P-II-5(556)/P&P/QTb-22/22-23/Part file-IV/1368

Dated:- 18.01.2023

**OPEN TENDER NOTICE**

Quotations are invited in sealed envelopes from reputed agencies on behalf of ADG (PR, P&P), CBDT for making of an e- book bearing the title "Quarterly Tax Bulletin Vol. 138, 139, 140 & 141 (Combined)", in a searchable PDF file format, from printed matters.

**Requirement of the job**

1. The matter being A-4 size prints of Circulars (225 pages approx.) will be provided to the vendor. The size of the book is A-4.
2. The vendor shall have to convert the supplied matter into PDF.
3. All pages of the final PDF should be clean and made blemish free like a new book. The product may be finalised only after due approval on file on this count.
4. The PDF file has to be of a size which can be easily uploaded in any website and each page of the PDF file can be printed on an A-4 size without page adjustment.
5. The PDF should be able to search all Circulars by their numbers as listed in the content.
6. A content page has to be made to identify contents by page numbers, and hyperlinked to the relevant content.
7. A cover page in 4 colour has to be designed & finalised by approval.

**Eligibility of bidder**

1. The agency should be a registered business entity in the field of printing, designing, publishing etc. and should possess experience of work of similar nature as per requirement of this Tender, for at least last 3 years.
2. The agency should be an Income tax assessee & is required to submit duly filled Annexure-1 along with copies of ITR & Final Accounts of A.Y. 2020-21, 2021-22 & 2022-23 in technical bid envelop.
3. The agency should submit copies of atleast 3 major work orders received by it during the last three years from reputed public or private agencies.



### **Procedure for participation in the bid**

1. Two separate sealed envelopes are to be submitted - one inscribed "Technical Quotation" and the other "Financial Quotation". The Technical Quotation shall contain the Annexure-1. The "Financial Quotation" shall contain duly filed up Annexure-2.
2. The two Quotations (Technical & Financial) placed together in sealed envelope superscribed "**Confidential/ Quotations for making an e-Book "Quarterly Tax Bulletin Vol. 138 to 141 (combined) in PDF"**", and addressed to the Jt. Director of Income-tax (P&P), Room No. 623, 6<sup>th</sup> Floor, Mayur Bhawan, New Delhi-110001. This envelope must be dropped in the "Tender Box" placed in Room No. 623, 6<sup>th</sup> Floor, Mayur Bhawan, New Delhi-110001 latest by **2.00 P.M** on **09.02.2023**. Any bid submitted otherwise is liable to be summarily rejected.
3. The Financial Bid should be submitted along with a non-interest bearing bid security of **Rs.2000** in the form of demand draft payable in favour of '**ZAO, CBDT, New Delhi**'. Quotations will not be entertained without the bid security instrument. (*Agency registered with MSME/NSIC is exempted from deposit of bid security amount*). The bid security shall be refunded to the unsuccessful bidders upon finalization of the tender process.
4. The Financial Bid should be made strictly as per format in 'Annexure-2'.
5. Conditional tenders will not be entertained and are liable to be rejected. Tenders sent by post will be entertained only if received within the due date and time in this office.
6. The bidders may be present at the time of opening of the bids.
7. The bidder is expected to attend a pre-bid meeting on **02.02.2023 at 12.30 P.M.** at Room No. 623, 6<sup>th</sup> Floor, Mayur Bhawan, New Delhi-110001 for inspecting the matter for making the compilation of Circulars and samples of such e-books made for the Department in the recent past, to form an idea of what is to be made and for seeking further clarification regarding the work.

### **Terms and conditions for the Agency winning this Tender for the Work.**

- i) The bidder agency, winning the Tender, shall hereafter be called 'the Agency'.
- ii) The agency needs to quote price for making of compilation of 'Quarterly Tax Bulletin Vol. 138 to 141 (combined)' in a searchable PDF in Annexure -2 as Financial Bid.
- iii) The Agency shall have to keep an interest-free deposit of an amount of 5% of the bid amount as **Performance Security** for the job in the form of a **demand draft** payable in favour of '**ZAO, CBDT, New Delhi**'. The Performance Security is refundable to the Agency.
- iv) The matter for the "**Quarterly Tax Bulletin Vol. 138 to 141(Combined) in PDF**" shall be provided to the Agency in A-4 size paper form along with the Work Order. The Agency shall be responsible for making the e-book through constant discussion and common agreement with the DDIT(P&P) as an ongoing process till acceptance and delivery of the final product.
- v) The Tender will be valid for a period of 90 days from the date of issue of first work order to the selected agency.



- vi) No advance for the Work shall be payable to the Agency. The Agency shall place the bill for payment after completion of the job.
- vii) The work order will be issued to the selected bidder along with the 'material'. The 1<sup>st</sup> proof of the required job has to be submitted **within 15 days in PDF in a digital media as well as in print.**
- viii) After checking the quality of the job, the vendor shall be given appropriate direction in writing / on the print of PDF, for necessary modification or improvement. The design and layout for the final product shall be finalised through discussion and written approval only through an ongoing engagement between the agency and this Office during the tenure of the contract.
- ix) After final approval of the product, 3 portable digital media and its printed dummy shall be delivered within the next 7 days in this office along with the letter of completion of the final e-Book file. The bill payment for completed job shall accompany this evidence of delivery of the PDF version.
- x) In case the selected agency fails to deliver the product as per the specification mentioned in this tender document or as per directions of the work order and thereafter, the contract is liable to be cancelled after giving one opportunity in writing to 'show-cause' why it should not be cancelled. The Work may be offered to next eligible bidder i.e. L-2. In such a case of rejection of the work contracted through the Work Order, the performance security shall be forfeited. The Agency may be blacklisted by public notification.
- xi) If any defect is found in the final product, the Agency is liable to make good of the defect.
- xii) The Agency has to file a self-certified declaration stating that there is no copyright violation while making the e-Book.
- xiii) For the purpose of satisfactory completion of the job, this Directorate reserves the right to impose any further terms & conditions and also to call the Agency for discussion before and during the ongoing work and the Agency shall comply.
- xiv) All data coming in possession of the Agency for making the digital version of the **"Quarterly Tax Bulletin Vol. 138 to 141(Combined)" in PDF** shall at all times be the absolute property of the Income Tax Department and Agency shall not ever share or part with any such data with any other person or entity without an express written permission of this Directorate. The selected agency shall also ensure complete confidentiality of this information and data. The matter handed over to the Agency shall be returned to this office upon completion of the job or cancellation of the Work Order.
- xv) All legal disputes, if any, will be enforceable within the jurisdiction of the Delhi High Court. No communication in this regard shall be entertained.

**Rejection of bid**

The Bids will be rejected in the following event and no correspondence in that regard shall be entertained, whatsoever:

1. Information sought being found false or detected incorrect or incomplete at any stage prescribed in tender.
2. Ineligibility or incompetency detected at any stage of the tender processing.
3. Failure to submit details in the prescribed format as per attached annexures.
4. Any conditional tender will not be entertained and is liable to be rejected.



### **Forfeiture of Performance Security**

The Performance Security may be forfeited in the following conditions also:

1. If at any stage, any of the information/declaration given by the bidder is found false.
2. If a bidder withdraws his bid during the period of bid validity specified in the terms & conditions of tender.
3. In case of any lapse/default in honoring of the terms and conditions at any stage after submitting the tender.

### **Timeline**

1.The Bidder should comply with following timeline:

**Table - A**

Date of Publishing the Tender Notice	<b>18.01.2023</b>	
Last date of filing of bid for the Tender	<b>09.02.2023</b>	<b>2:00 P.M.</b>
Opening of Technical & Financial bid	<b>10.02.2023</b>	<b>12:30 P.M.</b>

\*change in timeline, if any, will be intimated to the agencies.

In case, any holiday is declared by the Government on the day of opening of the tender, the tender will be opened on the next working day at the same time but the tender box will be sealed on the scheduled day and time.

### **Pre-bid Meeting**

A pre-bid meeting is scheduled on **02.02.2023** at **12:30 P.M.** at Room No. 623, 6<sup>th</sup> Floor, Mayur Bhawan, New Delhi-110001 with the purpose to clarify any doubt. Text material will be made available for inspection during pre-bid meeting.

*N. Radha Krishna*  
18/01/2023  
(N. Radha Krishna)  
Income Tax Officer (P & P)  
New Delhi



**Making of an e- book title “Quarterly Tax Bulletin Vol. 138 to 141 (Combined)”,  
in a searchable PDF”**

S.No.	PARTICULARS	
1	Name of the bidding Agency :	
2	Address of the bidding Agency:	
3	Registration No. of the bidding agency:	
4	<b>Details of person authorized by the Agency in matters of this Tender</b>	
	Name	
	Designation in the Agency:	
	Mobile number:	Fax number:
	Email :	
5	Permanent Account Number of Agency*(copy of card attached) :	
6	GST Registration Number of Agency *(copy of certificate attached):	
7	Experience of 3 years in printing/ preparation of similar work as mentioned in tender notice.	Yes/No
8	*Certified copies of ITR, P&L A/c, Balance Sheet for A.Y. 2020-21, 2021-22 & 2022-23 (attached)	Yes/No
9	Total Annual Turnover for A.Y. 2020-21 : Total Annual Turnover for A.Y. 2021-22 : Total Annual Turnover for A.Y. 2022-23 :	
10	Bank Name : Bank Draft No. for EMD submitted by the bidder *(EMD enclosed) :	
11	Whether Agency has been blacklisted by any of the Department /Organisations*(Undertaking on letter-head of the bidder Agency attached)	Yes/No

\*Please note that if any of the above mentioned documents is not found enclosed with this Annexure, the Technical Bid shall be summarily rejected.

**DECLARATION**

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that if the above particulars are found to be false at any stage, I/We will be blacklisted with public notification. I/we have at least three years' experience in the field of book publication and have a dedicated pre-press infrastructure in place as per Terms and Condition of this Tender. My Agency shall abide by all the Terms and Condition of this Tender document.

Signature of the Tenderer \_\_\_\_\_  
 Name of the Signatory \_\_\_\_\_  
 Place: New Delhi  
 Name of the Agency \_\_\_\_\_  
 Date: / /2023  
 Seal of the Agency . . . . .



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**FINANCIAL BID**

Name & address of the Bidder

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**TABLE – B**

S.No.	Particulars of Items	Amount in (Rs.)
1.	Cost for making of an e-book in a searchable PDF titled “Quarterly Tax Bulletin Vol. 138 to 141(Combined)”.  (exclusive of all applicable taxes)	Rs.

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

Place:

Name of the Signatory \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / 2023

Seal of the Firm / Agency \_\_\_\_\_

