



CALLING FOR QUOTATION – PRINTING OF INCOME-TAX RETURN FORMS – A.Y.2017-18

The Income-tax Department, Bengaluru invites quotations from eligible and reputed printers for printing of Income-tax Return Forms. Invitations from Vendors stationed in Bengaluru having experience in printing forms in large numbers under short notice 10 (Ten) days would be preferred.

The print specifications, quantity of the Income-tax Returns forms to be printed and Terms & conditions can be obtained from our Department website www.incometaxbengaluru.in or collected from the Public Relations Office, C.R.Buildings, Queen's Road, Bengaluru – 560 001.

Sealed Quotations along with the details of orders executed for other Organisations/Clients over the last one year may be submitted on or before **11:30 AM on 15.05.2017** at the Public Relations Office, Ground floor of C.R.Buildings, Queen's Road, Bengaluru.

The Quotations will be opened at **4:00 PM on 15.05.2017** at Conference Hall, 2nd Floor, C.R.Buildings, Queen's Road, Bengaluru – 01. Parties who have had a turnover of Rs.1 Crore & above over the last 3 financial years will only be considered.

Sealed Quotations should be superscribed as **“QUOTATIONS FOR PRINTING OF INCOME-TAX RETURN FORMS – A.Y.2017-18”** along with the Name & Address and Phone Number of the party. Earnest Money Deposit of Rs.10,000 (Rupees Ten Thousand only) to be submitted by Bank Draft in favour of ZAO, CBDT along with the sealed tender.

ISSUED BY INCOME TAX DEPARTMENT, BENGALURU

**SPECIFICATIONS FOR PRINTING INCOME-TAX RETURN FORMS -
A.Y.2017-18**

ITR Forms	SPECIFICATIONS	QUANTITY
ITR-1 SAHAJ	i. Size of the paper should be A4 Sheet ii. Quality of the paper should be white paper of size 80GSM. iii. The sample of the form can be downloaded from www.incometaxindia.gov.in iv. Fonts to be used - Helvetica v. The Instructions to be printed on 70GSM sheet. Note : Rate per sheet to be quoted	70,000 nos.
ITR 4 SUGAM	i. Size of the paper should be A4 Sheet ii. Quality of the paper should be white paper of size 80GSM. iii. The sample of the form can be downloaded from www.incometaxindia.gov.in iv. Fonts to be used - Helvetica v. The Instructions to be printed on 70GSM sheet. Note : Rate per sheet to be quoted	20,000 nos.
ITR V	i. Size of the paper should be A4 Sheet ii. Quality of the paper should be white paper of size 70GSM iii. The sample of the form can be downloaded from www.incometaxindia.gov.in iv. This form should be stapled to ITR-1 and ITR-4. v. Fonts to be used - Helvetica Note : Rate per sheet to be quoted	90,000 nos.

Terms and conditions :

- Tenderer shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India/State Government/Union Territory.
- The unit rate must not be under any circumstances be attested.
- The rate must be entered in figures as well as in words.
- Tenderers should give clear delivery periods.
- For any damages, breakages, etc during transit or otherwise, the suppliers are only responsible and materials actually in good condition will be accepted.
- The defaulting tenderers will also be liable for:
 - cancellation of the work order in whole or part and pecuniary damages of 50% of the cost of the order should be paid.
 - forfeiture or adjustment of EMD in whole.