



आयकर निदेशालय
(जन सम्पर्क, प्रकाशन व प्रचार)

DIRECTORATE OF INCOME TAX
(Public Relations, Publications & Publicity)

छठी मंजिल, मयूर भवन, कनॉट सर्कस, नई दिल्ली - 110001
6th Floor, Mayur Bhawan Connaught Circus, New Delhi - 110001

F.No. P-II-5(11)/PR,P&P/DTB/2025-26/839

Dated:. 01.12.2025

OPEN TENDER NOTICE

The Directorate of Income Tax (PR, P&P) invites quotations for Publishing of book titled "Direct Tax Bulletin' (Half yearly) Vol.63(2) & 64(1) (combined) (period from October, 2024 to September, 2025) in Hindi & English languages from the reputed agencies. The Bidding process is of two stages to bidding, the first part being 'Technical Bid' and the other part 'Financial Bid'.

Technical Specification of the book in Hindi

i.	Book size	-	A-4
ii.	Quality of paper	-	80-90 GSM
iii.	Cover page	-	170 GSM
iv.	Content pages	-	712(approx.)
v.	No. of copies	-	10 copies

Technical Specification of the book in English

i.	Book size	-	A-4
ii.	Quality of paper	-	80-90 GSM
iii.	Cover page	-	170 GSM
iv.	Content pages	-	547 (approx.)
v.	No. of copies	-	10 copies

SCOPE OF WORK

1. The material being A-4 size prints of Notifications will be provided to the agency.
2. The agency shall have to convert the supplied material into searchable PDF format.
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.
4. The PDF should be able to search all Notifications by their numbers, subject and file number as listed in the content.
5. The Index for the pages appearing in the said books is to be prepared. This index should be hyperlinked to the pages concerned, in a true searchable format. The PDF file has to be of a size which can be easily uploaded on any website.

6. A coloured cover page in 4 options has to be designed and finalised both in English and Hindi languages separately and the same will be approved by the Competent Authority.
7. The decision of this Directorate will be final and binding upon selected agency.

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 for A.Y. 2022-23, 2023-24 & 2024-25 in technical bid envelop.
3. The agency should submit copies of work orders performed during any of the last three financial 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 publishing of Book "Direct Tax Bulletin Vol. 63(2) & 64(1) in a searchable PDF"**", and addressed to the Addl. Director of Income-tax (P&P), Room No. 601, 6th Floor, Mayur Bhawan, New Delhi-110001. This envelope must be dropped in the "Tender Box" placed in Room No. 604, 6th Floor, Mayur Bhawan, New Delhi -110001 latest by 2.00 P.M on **22.12.2025**. 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. 5,000** 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 **10.12.2025** at 12.30 P.M. at Room No. 604, 6th Floor, Mayur Bhawan, New Delhi-110001 for inspecting the material for making the 'Direct Tax Bulletin Vol. 63(2) & 64(1) and samples of such 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 publishing of 'Direct Tax Bulletin (Half yearly) Vol. 63(2) & 64(1)' (English & Hindi language) 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 10% 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 material for the "**Direct Tax Bulletin (Half yearly) Vol. 63(2) & 64(1)**" 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 book through constant discussion with this Directorate as an ongoing process till acceptance and delivery of the final product.
- v) No advance for the Work shall be payable to the Agency. The Agency shall place the bill for payment after completion of the job.
- vi) The work order will be issued to the selected bidder along with the 'material'. **The 1st proof of the required job has to be submitted within 15 days in PDF in a digital media as well as in print.**
- vii) 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.
- viii) After final approval of the product, soft copy (**searchable PDF in pen drive**) and its printed copies shall be delivered within the next 7 days in this office along with the letter of completion of the job. The bill payment for completed job shall accompany this evidence of delivery.
- ix) 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 or 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.
- x) If any defect is found in the final product, the Agency is liable to make good of the defect.
- xi) The Agency has to file a self-certified declaration stating that there is no copyright violation while making the Book.
- xii) 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.
- xiii) All data coming in possession of the Agency for making the digital version of the "**Direct Tax Bulletin (Half yearly) Vol. 63(2) & 64(1)**" 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 material handed over to the Agency shall be returned to this office upon completion of the job or cancellation of the Work Order.**

- xiv) All legal disputes, if any, will be enforceable within the jurisdiction of the Delhi High Court. No communication in this regard shall be entertained.
- xv) This Directorate reserves the right to reject any or all the quotations without assigning any reason.

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 its 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

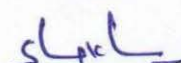
Date of Publishing the Tender Notice	01.12.2025
Last date of filing of bid for the Tender	22.12.2025(Monday) by 02.00 P.M.
Opening of Technical & Financial bid	23.12.2025 (Tuesday) at 12.30 P.M.

*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 **10.12.2025** at 12.30 P.M. at Room No. 604, 6th 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.


(Shekhar Chandra Tiwari)
Income Tax Officer (P & P)
New Delhi

Publishing of book title "Direct Tax Bulletin (Half yearly) Vol. 63(2) & 64(1) (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	Details of person authorized by the Agency in matters of this Tender	
	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 for A.Y. 2022-23, 2023-24 & 2024-25(attached)	Yes/No
9	Bank Name : Bank Draft No. for EMD submitted by the bidder *(EMD enclosed) :	
10	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.

Place: New Delhi

Date: / /2025

Signature of the Tenderer_____

Name of the Signatory _____

Name of the Agency _____

Seal of the Agency

Publishing of book titled "Direct Tax Bulletin Vol. 63(2) & 64(1) (Combined)", in a searchable PDF"

FINANCIAL BID

Name & address of the Bidder _____

TABLE - B

S.No.	Particulars	Amount in (Rs.)
	Cost for making of book(in Hindi language) in a searchable PDF titled "Direct Tax Bulletin Vol. 63(2) & 64(1) (Combined)" and 10 printed copies. (exclusive of all applicable taxes)	Rs.
	Taxes	Rs.
	Total (inclusive of all taxes)	Rs.

S.No.	Particulars	Amount in (Rs.)
	Cost for making of book(in English language) in a searchable PDF titled "Direct Tax Bulletin Vol. 63(2) & 64(1) (Combined)" and 10 printed copies. (exclusive of all applicable taxes)	Rs.
	Taxes	Rs.
	Total (inclusive of all taxes)	Rs.
	Gross Total	

Signature of the Tenderer _____

Place:

Name of the Signatory _____

Date: ____ / ____ / 2025

Seal of the Firm / Agency _____