

LIMITED TENDER ENQUIRY

Last date: 30.07.2025 at 04:00 P.M.

Sealed quotations are invited from bidders qualifying the eligibility criteria and other terms and conditions mentioned hereunder for purchase of books for conducting Income Tax Departmental Ministerial Staff Examination 2025.

1. OVERVIEW OF WORK:

The Scope of the work with regard to purchase of books for Income Tax Departmental Ministerial Staff Examination 2025 scheduled to be held from 01.09.2025 to 03.09.2025 is as follows:

Details of books required:

Sr.No.	Title of books	Language	Quantity	Language	Quantity
1	SWAMYS FRSR - PART I - GENERAL RULES 2024/2025	English	200	Hindi	20
2	SWAMYS FRSR PART - II -TA RULES 2024/2025	English	200	Hindi	20
3	SWAMYS FRSR PART - III - LEAVE RULES 2024/2025	English	200	Hindi	20
4	SWAMYS FRSR PART IV-DA, DR & HRA 2024/2025	English	200	Hindi	20
5	SWAMYS GENERAL FINANCIAL RULES 2024/2025	English	200	Hindi	20
6	SWAMYS DELEGATION OF FINANCIAL POWERS 2024/2025	English	200	Hindi	20
7	SWAMYS CCS CONDUCT RULES 2024/2025	English	200	Hindi	20

2. GENERAL INSTRUCTIONS FOR TENDER

- i. The office of the Joint Commissioner of Income Tax (HQ), Personnel, Mumbai, requires supply/purchase of books (mentioned above) for distribution among candidates appearing for the Income Tax Departmental Examination for Ministerial Staff – 2025.
- ii. The delivery of books should be made one day after awarding the contract.
- iii. If the quality of any items is found unsatisfactory by this office in such case contractor will be asked to replace them immediately
- iv. Any short supply, inadequacy or defective supply with regard to material quoted by the contractor as stated in the financial bid shall be viewed seriously.
- v. Any damages or loss caused during transit will be beared by the contractor.
- vi. The price quoted should be inclusive of all taxes, delivery & packaging charges.
- vii. The supplier shall submit the bills after satisfactorily supplying of books so as to enable the Department to process the same and pay the contractor.
- viii. Tax, if any, shall be deducted at source as per the Income Tax Act from the bills.
- ix. If in the opinion of the Department, the supplied books are not of the quality/approval/ satisfaction, the Department may procure the same from a

third party. In those circumstances, the department shall have the prerogative to cancel the existing work order.

- x. In the event of any exigencies, the Department shall have discretion to send request for more or less number of items mentioned in the contract as per the rates approved.

3. PAYMENT:

- i. No advance payment would be made in any case. Payment shall be made after completion of the entire work and after submission of "Certificate of Satisfactory Services" which shall be obtained from Authorized Officer i.e Dy. Commissioner of Income Tax (HQ), Personnel, Mumbai.
- ii. The Vendor will not have any legal right to proceed against the Department in the event of late payment due to unforeseen reasons.
- iii. No demand for revision of rate on any account shall be entertained during the contract period.

4. ELIGIBILITY CRITERIA:

- i. The bidder must have an experience in providing the aforementioned services in the Government Departments or PSUs.
- ii. The bidder must have a minimum annual turnover of Rs.10 Lakhs from supply of goods and services in relation to selling of books in the last 3 assessment years i.e. 2022-23, 2023-24 and 2024-25.
- iv. The bidder should have experience of such contract with the contract value of minimum Rs 5,00,000 in any Government Organization or in any PSUs during the last three years
- v. The bidder should have head office in Mumbai. In this regard, documentary evidence of address in the form of any registered document has to be submitted.
- vi. Necessary documentary proof and details should be submitted with the quotation documents in respect of item numbers (i), (ii) and (iii) mentioned above.

5. OTHER TERMS & CONDITION OF THE CONTRACT:

- i. **The bid should be submitted in a big sealed envelope marked as "Tender for Purchase of Books for Departmental Examination 2025" containing two small envelopes marked as "Technical Bid" and the other "Financial Bid". If Technical Bid and Financial Bid are not submitted in separate closed envelopes, the application may be rejected at the discretion of the Income Tax Department.**
- ii. Bids once submitted shall not be allowed to be withdrawn and any default after acceptance of the bid shall be deemed to be non-compliance of terms of contract.

- iii. The technical bid must be accompanied by copies of Return of Income filed for A.Y. – 2022-23, 2023-24 and 2024-25 and proof of turnover in these years (Return of Income and other financial documents).
- iv. Rates quoted should be all inclusive of applicable taxes.
- v. It should be ensured that complete information is provided in the Technical Bid in respect of all the points mentioned in proforma.
- vi. The successful bidder should complete the work within time as mentioned above for the said contract.
- vii. The bidder will have to fulfill the safety rules, security rules as governed by the applicable rules/laws for the representatives of the vendor, prevailing from time to time.
- viii. The bidder's Supervisor shall be responsible to supervise the job in person and his presence at site during the work shall be deemed compulsory.
- ix. Failure to comply with any statutory requirements and/or the terms of the agreement during the period of contract by the supplier will result in termination of the contract and may subsequently disqualified from participating in any future tender of the department.
- x. The supplier will not sublet or transfer any part of the contract.
- xi. **The quotation documents are to be submitted in office of the Joint C.I.T. (HQ) Personnel, Mumbai in Room No.383, 3rd Floor, Aayakar Bhavan, M. K. Road, Mumbai-400 020 on or before 04:00 P.M. on 30.07.2025. No bids will be accepted thereafter.**
- xii. **The quotations will be opened at 11:30 A.M. on 31.07.2025 in chamber of Joint C.I.T. (HQ) Personnel, Mumbai, Room No.340, 3rd Floor, Aayakar Bhavan, M. K. Road, Mumbai-400 020.**
- xiii. The Income Tax Department, Mumbai, reserves the right to reject any or all bids without assigning any reason. The decision of the Income Tax Department, Mumbai, shall be final in all matters of selection of the contractor for purchase of books.

The bidders can contact the office of Joint C.I.T. (HQ) Personnel, Mumbai in Room No.340, 3rd Floor, Aayakar Bhavan, M. K. Road, Mumbai – 400 020 for further details or clarifications, if any, on any working day between 03:00 P.M. and 05:00 P.M.

Annexure “A”

**PROFORMA FOR TECHNICAL BID FOR PURCHASE OF BOOKS FOR INCOME TAX
DEPARTMENTAL EXAMINATION – 2025**

(To be submitted in separate sealed envelope)

S.No.	Details of the Bidder	
1	Name & Address of the Bidder	
2	Telephone No. of Bidder	
3	PAN	
4	Existing clients of the Bidder (List to be attached for the last 3 A.Y.)	
5	Annual Turnover (For last 3 years)	
6	Experience Certificate (attach copy)	
7	GST No. & Registration Certificate (Copy to be attached)	
8	Any other information applicant wants to offer:-	

DECLARATION

I/We hereby certify that the information furnished above is true & complete to the best of my/our knowledge and belief. I/we understand that in case any deviation is found in the above statement at any stage, I/we will be disqualified and if the contract is entered, it will be terminated and will not have any dealing with the Department in future.

[Name & Signature of Authorized Signatory with date]

Annexure “B”

PROFORMA FOR FINANCIAL BID

(To be submitted in separate sealed envelope)

**Subject : Tender for Purchase of Books for Income Tax Department
Ministerial Staff Exam - 2025, Mumbai**

S.No.	Details of the Bidder	
1	Name of the Bidder	
2	Address	
3	Contact Person(s) (with mobile number)(s)	
4	Landline No.	
5	Email	
6	MRP of each book in English language: 1. SWAMYS FRSR - PART I - GENERAL RULES -2024/2025 2. SWAMYS FRSR PART - II -TA RULES - 2024/2025 3. SWAMYS FRSR PART - III -LEAVE RULES - 2024/2025 4. SWAMYS FRSR PART IV-DA, DR & HRA - 2024/2025 5. SWAMYS GENERAL FINANCIAL RULES - 2024/2025 6. SWAMYS DELEGATION OF FINANCIAL POWERS - 2024/2025 7. SWAMYS CCS CONDUCT RULES - 2024/2025	
7	Discount in percentage on books in English language: 1. SWAMYS FRSR - PART I - GENERAL RULES -2024/2025 2. SWAMYS FRSR PART - II -TA RULES - 2024/2025 3. SWAMYS FRSR PART - III -LEAVE RULES - 2024/2025 4. SWAMYS FRSR PART IV-DA, DR & HRA - 2024/2025 5. SWAMYS GENERAL FINANCIAL RULES - 2024/2025 6. SWAMYS DELEGATION OF FINANCIAL POWERS – 2024/2025 7. SWAMYS CCS CONDUCT RULES - 2024/2025	
8	Rate of each book after the discount in English language : 1. SWAMYS FRSR - PART I - GENERAL RULES -2024/2025 2. SWAMYS FRSR PART - II -TA RULES - 2024/2025 3. SWAMYS FRSR PART - III -LEAVE	

	RULES - 2024/2025 4. SWAMYS FRSR PART IV-DA, DR & HRA - 2024/2025 5. SWAMYS GENERAL FINANCIAL RULES - 2024/2025 6. SWAMYS DELEGATION OF FINANCIAL POWERS - 2024/2025 7. SWAMYS CCS CONDUCT RULES – 2024/2025	
9	MRP of each book in Hindi language: 8. SWAMYS FRSR - PART I - GENERAL RULES -2024/2025 9. SWAMYS FRSR PART - II -TA RULES - 2024/2025 10. SWAMYS FRSR PART - III -LEAVE RULES - 2024/2025 11. SWAMYS FRSR PART IV-DA, DR & HRA - 2024/2025 12. SWAMYS GENERAL FINANCIAL RULES - 2024/2025 13. SWAMYS DELEGATION OF FINANCIAL POWERS - 2024/2025 14. SWAMYS CCS CONDUCT RULES - 2024/2025	
10	Discount in percentage on books in Hindi language: 1. SWAMYS FRSR - PART I - GENERAL RULES -2024/2025 2. SWAMYS FRSR PART - II -TA RULES - 2024/2025 3. SWAMYS FRSR PART - III -LEAVE RULES - 20232024/2025 4. SWAMYS FRSR PART IV-DA, DR & HRA - 2024/2025 5. SWAMYS GENERAL FINANCIAL RULES - 2024/2025 6. SWAMYS DELEGATION OF FINANCIAL POWERS – 2024/2025 7. SWAMYS CCS CONDUCT RULES – 2024/2025	
11	Rate of each book after the discount in Hindi language : 1. SWAMYS FRSR - PART I - GENERAL RULES -2024/2025 2. SWAMYS FRSR PART - II -TA RULES - 2024/2025 3. SWAMYS FRSR PART - III -LEAVE RULES - 2024/2025 4. SWAMYS FRSR PART IV-DA, DR & HRA - 2024/2025 5. SWAMYS GENERAL FINANCIAL RULES - 2024/2025 6. SWAMYS DELEGATION OF FINANCIAL POWERS - 2024/2025 7. SWAMYS CCS CONDUCT RULES – 2024/2025	

(Name & Signature of the Authorized Signatory)