



**GOVERNMENT OF INDIA**  
**INCOME-TAX DEPARTMENT**  
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX,  
TAMILNADU  
121, Mahatma Gandhi Road, Nungambakkam, Chennai - 600 034

**TENDER DOCUMENT**

PRINTING OF INCOME TAX RETURN FORMS  
AND CHALLANS  
FOR OFFICE OF THE PRINCIPAL CHIEF  
COMMISSIONER  
OF INCOME TAX, TAMILNADU

**2014-15**

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GOVERNMENT OF INDIA  
INCOME TAX DEPARTMENT  
OFFICE OF THE CHIEF COMMISSIONER OF INCOME TAX, CHENNAI – I & CCA  
121, MAHATMA GANDHI ROAD, NUNGAMBAKKAM, CHENNAI – 600 034

Date: 10.04.2014

**NOTICE INVITING TENDER**

**FOR PRINTING OF INCOME TAX RETURN FORMS AND CHALLANS**

I. The Income Tax Department, Chennai invites sealed offers from reputed **PRINTERS** who have experience in similar works to carry out bulk Printing of Forms **SAHAJ (ITR-1), ITR-2, ITR-3, SUGAM (ITR-4S), ITR-4, ITR-5, ITR-7 & ITR-V (Acknowledgement)** in **ENGLISH and HINDI** and **Form BA, Challans ITNS-280 & 281** for Office of the Principal Chief Commissioner of Income Tax, Tamil Nadu, 121, Mahatma Gandhi Road, Nungambakkam, Chennai-600 034. The format of the Income Tax Return Forms for the Assessment Year 2014-15 to be printed in English and Hindi and Form BA and Challans can be downloaded from the website: [www.tninetax.gov.in](http://www.tninetax.gov.in)

**II. TENDER PROCESS**

1. Tender is invited in two parts i.e. **(1) Qualifying bid and (2) Financial bid**. The tender form for Qualifying bid prescribed in Annexure-I and the tender form for the financial bid in proforma prescribed in Annexure-II complete in all respects shall be submitted in **two separate sealed covers** addressed to the **Joint Commissioner of Income Tax (HQ)(Admn.)**, O/o Principal Chief Commissioner of Income Tax, Tamil Nadu, 121, Mahatma Gandhi Road, Nungambakkam, Chennai - 600 034, by **5:00 p.m. on 01.05.2014**. The sealed covers should be superscribed with "**Qualifying Bid - Contract for Printing Income Tax Return Forms – 2014-15**" and "**Financial Bid - Contract for Printing Income Tax Return Forms – 2014-15**" respectively. **Qualifying Bids** will be opened on **02.05.2014 at 11:00 a.m.** in the presence of bidders at conference room, No.117, 1st Floor Main Building, 121, Mahatma Gandhi Road, Nungambakkam, Chennai - 600 034. **Financial Bids** will be opened on **02.05.2014 at 3:00 p.m.** in the presence of bidders at the same venue as mentioned above. Incomplete bid documents shall be rejected. The valid qualifying bids shall be scrutinized by the Department to short list the eligible bidders. Thereafter, the financial bids of the short listed bidders will be opened on a subsequent date. Late submission of tenders shall not be accepted.

2. If the tenders are sent by post / courier, it should be ensured that the cover should be intact at the time of reaching destination without any damage or loss. Department is not responsible for the delay on account of Postal / Courier Services.

3. **Earnest Money Deposit of Rs.1,00,000/-** (Rupees One Lakh only) per application in the form of **Demand Draft/Banker's Cheque** of scheduled Bank drawn in favour of **“DDO, O/o The Principal Chief Commissioner of Income Tax, Tamil Nadu”** shall accompany the qualifying bid. Qualifying bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in Annexures-I & II are found to be incorrect or false during the tender selection process. **No interest shall be paid on the Earnest Money Deposit. Printers holding NSIC Certificate will be exempt from paying Earnest Money Deposit (EMD).**

4. **Performance Guarantee:** The successful bidder of the contract has to submit **5% of Total Contract value as Performance Guarantee Deposit in the form of Demand Draft / Banker's Cheque** of a schedule bank drawn in favour of **“DDO, O/o The Principal Chief Commissioner of Income Tax, Tamil Nadu”** within **three days** from the date of awarding the contract. **Any other form of Performance Guarantee will not be accepted.** The performance guarantee deposit shall be refunded to the contractor without any interest after the contract of printing of forms is complete in every aspect.

5. **The tenderer shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid.** The tenderer would fill up the information in the Annexure I & II enclosed at the end of this document in clear and legible terms. Wherever required the prices quoted shall be written in figures and words as well. Annexures shall also have to be signed and stamped by the bidder or its authorized signatory. The tender forms shall be rejected if it is not complete in any aspect. The tender documents are not transferable.

#### **7. TERMS AND CONDITIONS**

7.1 The printer should hold a valid **ISO 9000 – 2000** certification (copy of the certificate is to be furnished).

7.2 The printers who have Annual Turnover of Rs.6 crores during F.Y.2011-12, 2012-13 & 2013-14 are only eligible. Copy of the Return of Income filed along with P & L A/c, Balance Sheet etc. should be enclosed as evidence.

7.3 The tender to be accepted by the Department should contain rates for all individual items of printing work which should include all taxes applicable. The Department will not pay anything extra other than the rates accepted for individual items of work. The Department will not entertain any prayers for payment of any tax whatsoever thereafter.

7.4 **Delivery of Forms:** Time is essence of the contract. The work should be completed in all respects in accordance with the terms of contract and delivered at the respective stations. **25% of the requirement of all the forms shall be delivered on or before the end of the first week from the date of receipt of the Printing Order. The delivery of entire quantity of ITR-1 SAHAJ, ITR-2 & ITR-4 forms should be completed on or before the end of 3<sup>rd</sup> week from the date of receipt of the printing order. The delivery of remaining ITR forms, Form BA (Wealth Tax Form) and Income Tax Challans should be completed on or before the end of 4<sup>th</sup> week from the date of receipt of the printing order. Printers are required to strictly adhere to the delivery schedule.** You should be aware that the returns of income are due date specific and largely become redundant after the due date is over. **So, delay in delivery will be viewed seriously and would result in rejection of printed forms and forfeiture of performance guarantee deposit.**

7.5 **Validity of Tender:** Tenders shall remain valid and open for acceptance both for the minimum prescribed quantity and subsequent additional requirements for a period of four months from the date of opening the financial bid. If the tenderer withdraws his / her offer during the validity period or makes modifications in his / her original offer, the Department shall be at liberty to forfeit the EMD and cancel the order.

8. **Rate and prices:**

The tenderers shall quote their rates for individual items both in words and figures. The rates should include Transportation and delivery charges for Chennai, Coimbatore, Trichy and Madurai. The Addresses of the Income Tax Offices at Chennai, Coimbatore, Trichy and Madurai were given in Para 1 of Page 8. The quotation **in respect of ITR forms 2, 3, 4, 5 & 7** is required compulsorily on page basis. Hence, **the rate per page needs to be quoted in respect of ITR forms 2, 3, 4, 5 & 7.** For the purpose of reference last year ITR forms ITR-2, ITR-3, ITR-4, ITR-5 and ITR-7 are available in the Income Tax Department website [www.tninetcometax.gov.in](http://www.tninetcometax.gov.in). **For all the ITR forms in Hindi Version the rate per page needs to be quoted.**

9. **Quality Testing:**

9.1 The sample numbering **10** in all the forms to be randomly picked from all the delivery should be subjected to quality testing at the Govt. Laboratory or any of the Govt. approved quality testing

laboratories. The report of the same should be submitted to the Department at the time of submission of bill. The following attributes of the printed material have to be tested and certified in addition to the above specifications. No payment will be made till the said report is submitted.

S.No.	Attribute	Tolerance Limits
i)	Rub resistance of printed image	Rub smear not beyond 0.06 mm.
ii)	Folding position and skewness	Not beyond 1.6 mm from the centre fold where the pinning has to be made
iii)	Damaged pages (wrinkles radiating from the fold, wrinkle on the page connected or torn pages)	Not more than 3%
iv)	Missing pages	0%
v)	Wrong Pagination	0%
vi)	Loss of information	0%

**9.2 The defective forms which do not confirm to the specifications will be rejected. If such rejection exceeds 1%, proportionate printing charges will be deducted.**

**9.3 The number of defective forms rejected should be replaced with equal no. of proper forms. Also, the printer has to replace damaged forms with fresh ITR forms.**

10. The Printer should not have been blacklisted or debarred by the Government of India departments or by State Governments or by any of the Government controlled organisations. Declaration to this effect is to be furnished.

**11. Execution of work:**

**11.1 Printing Specifications for ITR-1 SAHAJ and SUGAM (ITR-4S) enclosed separately. (ANNEXURE-III)**

S. No.	1	2
Form No.	ITR-1 SAHAJ	SUGAM (ITR-4S)

**11.2 The following specifications should be followed in printing of ITR forms like ITR-2, ITR-3, ITR-4, ITR-5, ITR-7, Form BA and Income Tax Challans ITNS-280 & 281.**

- (i) Paper : Grade "A" Mill Paper
- (ii) Size of Paper : A4 (210 \* 297 mm)
- (iii) GSM : 75
- (iv) Colour : Milk White

11.3 The print specifications of the Income Tax Returns of ITR-1 SAHAJ and SUGAM (ITR-4S) and ITR-V (acknowledgement) are notified separately in the Income Tax Departmental website [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in) and may be printed accordingly. **A complete return should include ITR-V (acknowledgment), Return Form and instructions, which should be stapled properly.**

11.4 The contract should be executed in strict conformity as per the above requirement and the forms should be arranged page wise and stapled properly. Deviations, if any, would not be entertained.

11.5 The printing contract to be executed involves printing of 8 different forms, ITR-V (Acknowledgement) and Income Tax Challans as detailed above and delivered intact at 4 locations in Tamilnadu viz. Chennai, Coimbatore, Madurai and Trichy. Printing of forms, its transportation and delivery are composite functions of the contract and will not be assigned separately. The minimum and the maximum quantity of prints form wise in respect of each station together with delivery point is as under.

## **12. Requirement of ITR Forms & Challans**

### **12.1 ENGLISH VERSION**

S.No.		1	2
Form No.		* SAHAJ ( ITR – 1 )	* SUGAM (ITR-4S)
<b>Chennai</b>	Min. Qty.	3,50,000	50,000
	Max. Qty.	4,25,000	1,00,000
<b>Coimbatore</b>	Min. Qty.	50,000	15,000
	Max. Qty.	1,00,000	30,000
<b>Madurai</b>	Min. Qty.	80,000	15,000
	Max. Qty.	1,20,000	40,000
<b>Trichy</b>	Min. Qty.	2,00,000	50,000
	Max. Qty.	3,00,000	1,50,000

S.No.		1	2	3	4	5	6	7	8
Form No.		ITR - 2	ITR - 3	ITR - 4	ITR - 5	ITR - 7	Form BA	Challan ITNS-280	Challan ITNS-281
Chennai	Min. Qty.	1,50,000	50,000	1,50,000	50,000	35,000	10,000	1,00,000	1,00,000
	Max. Qty.	3,00,000	1,25,000	3,00,000	1,00,000	50,000	30,000	1,25,000	1,25,000
Coimbatore	Min. Qty.	20,000	5,000	70,000	500	2,000	--	--	--
	Max. Qty.	30,000	10,000	2,00,000	1500	7,500	--	--	--
Madurai	Min. Qty.	30,000	15,000	75,000	15,000	10,000	--	--	--
	Max. Qty.	60,000	30,000	1,20,000	90,000	30,000	--	--	--
Trichy	Min. Qty.	1,00,000	50,000	2,00,000	1,00,000	30,000	--	--	--
	Max. Qty.	1,50,000	1,00,000	3,00,000	1,50,000	50,000	--	--	--

**Note: Initial order will be for minimum requirement only. Only in cases of necessity more orders will be placed over a period of time as and when requirement arises.**

## 12.2 HINDI VERSION

S.No.		1	2
Form No.		SAHAJ ( ITR - 1 )	SUGAM ( ITR-4S )
Chennai	Min	1,000	1,000
	Max	1,500	1,500

S.No.		1	2	3	4	5
Form No.		ITR - 2	ITR - 3	ITR - 4	ITR - 5	ITR - 7
Chennai	Min. Qty.	1,000	1,000	1,000	1,000	1,000
	Max. Qty.	1,500	1,500	1,500	1,500	1,500

**\*NOTE:** The delivery of forms in respect of Chennai, Coimbatore, Madurai & Trichy should be made at the following addresses.

<b>CHENNAI:</b>	The Income Tax Officer (HQ)(PR), O/o The Principal Chief Commissioner of Income Tax, Tamil Nadu, AAYAKAR BHAWAN CAMPUS (Wanaparthy Block Basement) 121, Mahatma Gandhi Road, Nungambakkam, CHENNAI – 600 034. Phone No. : 044-2833 8314
<b>COIMBATORE:</b>	The Income Tax Officer (HQ)(PR), O/o The Chief Commissioner of Income Tax, 63, Race Course Road, Coimbatore - 641 018 Phone No. : 0422-2223174
<b>MADURAI:</b>	The Income Tax Officer (HQ)(PR), O/o The Chief Commissioner of Income Tax, 2, V.P. Rathinasamy Nadar Road, CR Building, Bibikulam, Madurai - 625 002. Phone No. : 0452-2527766
<b>TRICHY:</b>	The Income Tax Officer (HQ)(PR), O/o The Chief Commissioner of Income Tax, New No.44, Old No.4, Williams Road, Cantonement, Tiruchirappalli - 620 001 Phone No. : 0431-2419880

**12.3** The bids invited from the printers requires separate quotes for each item ITR-1 SAHAJ, ITR-2, ITR-3, SUGAM (ITR-4S), ITR-4, ITR-5 & ITR-7 for ENGLISH and HINDI version and in respect of Form BA (Wealth Tax Form) and Challans ITNS-280 & 281 (ENGLISH version only). The L1 tenderer will be selected based on the rates quoted for the minimum quantity required in respect of each item and not on the composite value of quotes for all items. In other words, each form will have a L1 tenderer based on the rates quoted for that form for the minimum prescribed quantity.

**12.4** The L1 qualifying bidder is assured of the contract of printing for the minimum quantity prescribed above. The time schedule to be adhered to would also be in respect of the minimum quantity. Any additional quantity in excess of the minimum quantity in multiples of 1000 should be delivered within 7 days from the date of indent.

**13. Samples: Sample Papers as per specification mentioning name of the mill shall be submitted along with the tender bid.** The printed forms should be in conformity to the standards of the sample papers enclosed with Tender Document and any deviation will



**result in rejection of the forms and forfeiture of Performance Guarantee. Samples of the bar coded forms if any printed by the tenderer shall also be submitted.**

14. The forms (Except SAHAJ (ITR-1) & SUGAM (ITR-4S) should be brightly and legibly printed (single colour BLACK) and SAHAJ (ITR-1) and SUGAM (ITR-4S) should be printed as per the Printing Specifications enclosed (Annexure-III) without any smudging or defacing. The quality of ink used should make the prints long lasting. **Any deficiency in the quality and/or quantity of printing, thickness and quality of paper used, delay in delivery would result in summary rejection of the printed forms and the forfeiture of performance guarantee deposit.**

15. **Final Payment:** The contractor shall submit the final bill within a period of one month from the date of completion of the work. No interim bills will be entertained. Payment will be made through Cheque after the submission of bill provided there is no dispute in respect of rates, quantity and quality of work. The payment is subject to TDS applicable under the Income Tax Act 1961.

16. **Dispute and jurisdiction:** Any legal dispute arising out of any breach of contract pertaining to this tender will be settled in the court of competent jurisdictions located within the city of Chennai in Tamil Nadu.

The tenderer should ensure that the following documents are part of the Qualifying bid:

- a) Annexure-I (duly filled-in)
- b) EMD for Rs.1,00,000/-
- c) Tender Document (all pages signed)
- d) Sample papers as per specification.
- e) Rs. 500/- Demand Draft / Banker's Cheque towards the cost of Tender Document if downloaded from website

The Financial Bid:

- a) Duly filled-in Annexure-II

Sd/-  
JOINT COMMISSIONER OF INCOME TAX (HQ) (ADMN.)  
CHENNAI

Encl.:

1. Qualifying Bid Document (Annexure-I)
2. Financial Bid Document (Annexure-II)
3. Printing specifications for ITR-1 SAHAJ and SUGAM (ITR-4S) (Annexure-III)

**ANNEXURE - I**

**QUALIFYING BID DOCUMENT**

1. Name of the Printer :
2. Address :  
(With Tel No., Fax No.)
3. Name & Address of the Proprietor / Partners / Directors :  
(with Mobile No.)
4. Contact Person(s) (with mobile number) :
5. No. of years of experience in executing :
  - a) Printing Works :
  - b) Bar coded Forms Printing :  
**(enclose sample forms)**
6. List of clientele where contracts in Printing Works worth Rs.50 lakhs or more had been executed in a year. (copy of the bill or printing order should be enclosed as evidence) :
7. Annual Turnover during F.Y.2011-12, 2012-13 & 2013-14 should be 6 Crores :  
Copy of the Return of Income filed along with P & L A/c, Balance Sheet etc. should be enclosed as evidence.
8. Details of Infrastructure available with bidder :
9. Permanent Account Number (PAN) :
10. Details of EMD :

**DECLARATION**

I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage, I/ we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

**ANNEXURE - II**

**FINANCIAL BID DOCUMENT**

1. Name of the Printer :
  
2. Address  
(with Tel No., Fax No.) :
  
3. Name & Address of the Proprietor /  
Partners / Directors  
(with Mobile No.) :
  
4. Contact Person(s) (with mobile number) :
  
5. Quotes for printing and delivery  
of forms :

**RATES FOR PRINTING AND SUPPLY OF FORMS AT CHENNAI  
(ENGLISH VERSION)**

S.No.	Form No.	SIZE, PAPER QUALITY & COLOUR	MINIMUM QUANTITY OF FORMS REQUIRED	Rate per page inclusive of all Taxes, Transportation & Delivery for minimum quantity prescribed (Except ITR-1 & ITR-4S). <u>For ITR-1 &amp; ITR-4S Rate per form inclusive of all taxes, Transportation &amp; Delivery of Minimum quantity prescribed.</u>	Rate per page inclusive of all Taxes, Transportation & Delivery for supply of forms in multiples of 1000 in excess of minimum quantity prescribed (Except ITR-1 & ITR-4S). <u>For ITR-1 &amp; ITR-4S Rate per form inclusive of all taxes, Transportation &amp; Delivery of Minimum quantity prescribed.</u>
1.	SAHAJ (ITR – 1)	As per Annexure III	3,50,000	<u>Rate per Form</u> (Rs...../.....Ps.) Rupees ----- &-----Paise only)	<u>Rate per Form</u> (Rs...../.....Ps.) Rupees ----- &-----Paise only)
2.	ITR – 2	A4 [210*297MM] 75 GSM Milk White	1,50,000	<u>Rate per page</u> (Rs...../.....Ps.) Rupees ----- &-----Paise only)	<u>Rate per page</u> (Rs...../.....Ps.) Rupees ----- &-----Paise only)

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3.	ITR – 3	A4 [210*297MM] 75 GSM Milk White	50,000	<b>Rate per page</b> (Rs...../.....Ps.) Rupees ----- &-----Paise only)	<b>Rate per page</b> (Rs...../.....Ps.) Rupees ----- &-----Paise only)
4.	SUGAM (ITR – 4S)	<b>As per Annexure III</b>	50,000	<b>Rate per Form</b> (Rs...../.....Ps.) Rupees ----- &-----Paise only)	<b>Rate per Form</b> (Rs...../.....Ps.) Rupees ----- &-----Paise only)
5.	ITR – 4	A4 [210*297MM] 75 GSM Milk White	1,50,000	<b>Rate per page</b> (Rs...../.....Ps.) Rupees ----- &-----Paise only)	<b>Rate per page</b> (Rs...../.....Ps.) Rupees ----- &-----Paise only)
6.	ITR – 5	A4 [210*297MM] 75 GSM Milk White	50,000	<b>Rate per page</b> (Rs...../.....Ps.) Rupees ----- &-----Paise only)	<b>Rate per page</b> (Rs...../.....Ps.) Rupees ----- &-----Paise only)
7.	ITR – 7	A4 [210*297MM] 75 GSM Milk White	35,000	<b>Rate per page</b> (Rs...../.....Ps.) Rupees ----- &-----Paise only)	<b>Rate per page</b> (Rs...../.....Ps.) Rupees ----- &-----Paise only)
8.	Form BA (Wealth Tax Form)	A4 [210*297MM] 75 GSM Milk White	10,000	<b>Rate per Form</b> (Rs...../.....Ps.) Rupees ----- &-----Paise only)	<b>Rate per Form</b> (Rs...../.....Ps.) Rupees ----- &-----Paise only)
9.	Challan ITNS-280	A4 [210*297MM] 75 GSM Milk White	1,00,000	<b>Rate per Page</b> (Rs...../.....Ps.) Rupees ----- &-----Paise only)	<b>Rate per Page</b> (Rs...../.....Ps.) Rupees ----- &-----Paise only)
10.	Challan ITNS-281	A4 [210*297MM] 75 GSM Milk White	1,00,000	<b>Rate per Page</b> (Rs...../.....Ps.) Rupees ----- &-----Paise only)	<b>Rate per Page</b> (Rs...../.....Ps.) Rupees ----- &-----Paise only)

## RATES FOR PRINTING AND SUPPLY OF FORMS AT CHENNAI (HINDI VERSION)

S.No.	Form No.	SIZE, PAPER QUALITY & COLOUR	MINIMUM QUANTITY OF FORMS REQUIRED	Rate per page inclusive of all Taxes, Transportation & Delivery for minimum quantity prescribed (Except ITR-1 & ITR-4S). <u>For ITR-1 &amp; ITR-4S Rate per form inclusive of all taxes, Transportation &amp; Delivery of Minimum quantity prescribed.</u>	Rate per page inclusive of all Taxes, Transportation & Delivery for supply of forms in multiples of 1000 in excess of minimum quantity prescribed (Except ITR-1 & ITR-4S). <u>For ITR-1 &amp; ITR-4S Rate per form inclusive of all taxes, Transportation &amp; Delivery of Minimum quantity prescribed.</u>
1.	SAHAJ (ITR - 1)	As per Annexure III	1,000	<u>Rate per page</u> (Rs...../.....Ps.) Rupees ----- &-----Paise only)	<u>Rate per page</u> (Rs...../.....Ps.) Rupees ----- &-----Paise only)
2.	ITR - 2	A4 [210*297MM] 75 GSM Milk White	1,000	<u>Rate per page</u> (Rs...../.....Ps.) Rupees ----- &-----Paise only)	<u>Rate per page</u> (Rs...../.....Ps.) Rupees ----- &-----Paise only)
3.	ITR - 3	A4 [210*297MM] 75 GSM Milk White	1,000	<u>Rate per page</u> (Rs...../.....Ps.) Rupees ----- &-----Paise only)	<u>Rate per page</u> (Rs...../.....Ps.) Rupees ----- &-----Paise only)
4.	SUGAM (ITR - 4S)	As per Annexure III	1,000	<u>Rate per page</u> (Rs...../.....Ps.) Rupees ----- &-----Paise only)	<u>Rate per page</u> (Rs...../.....Ps.) Rupees ----- &-----Paise only)
5.	ITR - 4	A4 [210*297MM] 75 GSM Milk White	1,000	<u>Rate per page</u> (Rs...../.....Ps.) Rupees ----- &-----Paise only)	<u>Rate per page</u> (Rs...../.....Ps.) Rupees ----- &-----Paise only)
6.	ITR - 5	A4 [210*297MM] 75 GSM Milk White	1,000	<u>Rate per page</u> (Rs...../.....Ps.) Rupees ----- &-----Paise only)	<u>Rate per page</u> (Rs...../.....Ps.) Rupees ----- &-----Paise only)

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7.	ITR – 7	A4 [210*297MM] 75 GSM Milk White	1,000	<u>Rate per page</u> (Rs...../.....Ps.) Rupees ----- &-----Paise only)	<u>Rate per page</u> (Rs...../.....Ps.) Rupees ----- &-----Paise only)
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**RATES FOR PRINTING AND SUPPLY OF FORMS AT  
COIMBATORE, MADURAI AND TRICHY (ENGLISH VERSION)**

S. NO.	FORM No.	DIMENSION PAPER QUALITY & COLOUR	Minimum quantity required			Rate per page inclusive of all Taxes, Transportation & Delivery for minimum quantity prescribed (Except ITR-1 & ITR-4S). <u>For ITR-1 &amp; ITR-4S Rate per form inclusive of all taxes, Transportation &amp; Delivery of Minimum quantity prescribed.</u>	Rate per page inclusive of all Taxes, Transportation & Delivery for supply of forms in multiples of 1000 in excess of minimum quantity prescribed (Except ITR-1 & ITR-4S). <u>For ITR-1 &amp; ITR-4S Rate per form inclusive of all taxes, Transportation &amp; Delivery of Minimum quantity prescribed.</u>
			*COIMBATORE	*MADURAI	*TRICHY		
1.	SAHAJ (ITR – 1)	<b>As per Annexure III</b>	50,000	80,000	2,00,000	<u>Rate per Form</u> (Rs...../.....Ps.) Rupees ----- -----&-----Paise only)	<u>Rate per Form</u> (Rs...../.....Ps.) Rupees ----- -----&-----Paise only)
2.	ITR-2	A4 [210*297MM] 75 GSM Milk White	20,000	30,000	1,00,000	<u>Rate per page</u> (Rs...../.....Ps.) Rupees ----- -----&-----Paise only)	<u>Rate per page</u> (Rs...../.....Ps.) Rupees ----- -----&-----Paise only)
3.	ITR-3	A4 [210*297MM] 75 GSM Milk White	5,000	15,000	50,000	<u>Rate per page</u> (Rs...../.....Ps.) Rupees ----- -----&-----Paise only)	<u>Rate per page</u> (Rs...../.....Ps.) Rupees ----- -----&-----Paise only)
4.	SUGAM (ITR-4S)	<b>As per Annexure III</b>	15,000	15,000	50,000	<u>Rate per Form</u> (Rs...../.....Ps.) Rupees ----- -----&-----Paise only)	<u>Rate per Form</u> (Rs...../.....Ps.) Rupees ----- -----&-----Paise only)
5.	ITR-4	A4 [210*297MM] 75 GSM Milk White	70,000	75,000	2,00,000	<u>Rate per page</u> (Rs...../.....Ps.) Rupees ----- -----&-----Paise only)	<u>Rate per page</u> (Rs...../.....Ps.) Rupees ----- -----&-----Paise only)

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6.	ITR-5	A4 [210*297MM] 75 GSM Milk White	500	15,000	1,00,000	<u>Rate per page</u> (Rs...../.....Ps.) Rupees ----- -----&-----Paise only)	<u>Rate per page</u> (Rs...../.....Ps.) Rupees ----- -----&-----Paise only)
7	ITR-7	A4 [210*297MM] 75 GSM Milk White	2,000	10,000	30,000	<u>Rate per page</u> (Rs...../.....Ps.) Rupees ----- -----&-----Paise only)	<u>Rate per page</u> (Rs...../.....Ps.) Rupees ----- -----&-----Paise only)

\* Delivery Addresses in respect of Chennai, Coimbatore, Madurai, and Trichy given in Para 1 of Page 8

**DECLARATION**

I hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)

## ANNEXURE-III

### Print Specifications for SAHAJ and SUGAM

1. SAHAJ and SUGAM Forms notified by CBDT are the simplest, technology enabled and taxpayer friendly return forms. These have been designed to facilitate error free and faster digitization. This is expected to curtail processing cycle and expedite issue of refunds. Taxpayers are advised to follow steps enumerated below.
  - a. SAHAJ and SUGAM forms are colored forms with standard features like registration marks, barcode etc. Taxpayers are advised to collect the forms from Income Tax offices, Tax-melas, TRP's and submit the same to the income tax department.
  - b. Taxpayers can also download the forms from the website and print using a color printer on an A4 size white paper. It is advisable for taxpayer to set the properties in printing options to "fit to page" and print the forms on a good quality white paper.
  - c. Taxpayers may also use the Fillable forms, being made available by the department shortly.
  - d. The Acknowledgement copy [*IIR-V Acknowledgement*] to be retained by taxpayer may be printed in black & white.
2. Printers and Software vendors are advised the following.
  - a. In case, the private printers/vendors want to deliver the forms and instructions to the public at large, they can get the source file in **Corel Draw format** from Centralized Processing Center at no cost, by sending a request to " *Commissioner of Income Tax, Centralized Processing Center, "Prestige Alpha", Hosur Road, Bangalore-560100*" or e-mailing at "*itdcpc@incometaxindia.gov.in*". Printers are advised to print the forms according to print specifications given in **Annexure -A & B. The dimensions of the borders and markers are same as the earlier forms notified for AY 11-12 which are specified in Annexure-A**
  - b. No approval is required from Income Tax Department for certification of printing software.



Annexure – B

(Sample Print Spec Sheet for AY 11-12 for Print Vendors - The Same Dimensions can be used for AY 14-15)

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**ITR-1 SAHAJ INDIAN INDIVIDUAL INCOME TAX RETURN AY 2011-12**

**A1** FIRST NAME **A2** MIDDLE NAME

**A3** LAST NAME **A4** PERMANENT ACCOUNT NUMBER

**A5** SEX **A6** DATE OF BIRTH **A7** INCOME TAX WARD/CIRCLE

**A8** FLAT/DOOR/BUILDING **A9** ROAD/STREET

**A10** AREA/LOCALITY **A11** TOWN/CITY/DISTRICT

**A12** STATE **A13** PINCODE

**A14** EMAIL ADDRESS

**A15** RESIDENTIAL/OFFICE PHONE NO. WITH STD CODE **A16** MOBILE NO.

**A17** Fill only one if you belong to  Government  PSU  Others

**A18** Fill only one  Tax Refundable  Tax Payable  Nil Tax Balance **A19** Fill only one  Resident  Non Resident  Resident but not ordinarily resident

**A20** Fill only one: filed  Before due date-139(1)  After due date-139(4)  Revised Return-139(5) OR in response to notice  142(1)  148  153A/153C

**A21** If revised  Receipt Number of Original Return and  Date of Filing Original Return

**PART B - GROSS TOTAL INCOME** Whole-Rupee(₹) only.

**B1** Income from Salary/Pension **B1**

**B2** Income from One House Property **B2** ( )

**B3** Income from other sources **B3** ( )

**B4** Gross Total Income (B1 + B2 + B3) **B4** ( )

**PART C - DEDUCTIONS AND TAXABLE TOTAL INCOME** (Refer to Instructions for Limits on Amount of Deductions as per "Income Tax Act")

**C1**  **C2**  **C3**

**C4**  **C5**  **C6**

**C7**  **C8**  **C9**

**C10**  **C11**  **C12**

**C13**

**C14** Total Deductions ( Add Items C1 to C13 ) **C14**

**C15** Taxable Total Income ( B4 - C14 ) **C15** ( )

FOR OFFICIAL USE ONLY

→ **STAMP RECEIPT NO. HERE**

SEAL, DATE AND SIGNATURE OF RECEIVING OFFICIAL