



भारत सरकार
GOVERNMENT OF INDIA
कार्यालय, प्रधान मुख्य आयकर आयुक्त, मुंबई
OFFICE OF THE

PRINCIPAL CHIEF COMMISSIONER OF INCOME-TAX

12A, Aayakar Bhavan, Maharshi Karve Road, Mumbai - 20.

(022) 2201 6181 (Direct), EPABX 2203 9131 Extn. 2345

Email: mumbai.ito.hq.security@incometax.gov.in

No.Pr.CCIT/Mum/Admin/Tender Committee E-Waste/2023-24

Dated: 07-11-2023

TENDER NOTICE

Tender Submission Start Date: 07-11-2023 at 5:30 PM
Tender Submission Close Date: 22-11-2023 at 01:00 PM
Tender Opening Date: 23-11-2023 at 04:00 PM

UNSERVICEABLE AND DISCARDED E-WASTE MATERIAL (SCRAP) LIKE
COMPUTERS, PRINTERS, KEYBOARDS, UPS, XEROX MACHINES AND
DISCHARGED CARTRIDGES, ETC.

Sealed quotations are invited from the interested parties for the purchase of unserviceable and discarded E-Waste material (Scrap) like Computers, Printers, Keyboards, UPS, Xerox Machines and discharged cartridges, etc. on "as is where is basis" lying in Basement of Aayakar Bhavan, Mumbai; Basement of Kautilya Bhavan, BKC, Mumbai; Vashi Income Tax Office (Railway Station) and Piramal Chambers Building, Lal Baug, Mumbai. **The quotation along with tender document should be submitted in two separate sealed envelopes, one each for Technical Bid and Financial Bid. Both these envelopes have to be submitted in one envelope and should be submitted in the drop box kept outside the office of the Income Tax Officer(HQ) Security, Mumbai at Room No.12A, Ground Floor, Aayakar Bhavan, M K Road, Mumbai – 400 020. The EMD has to be submitted along with Technical Bid document.** The items are tagged, identified and kept at the Basement of Aayakar Bhavan, Mumbai; Basement of Kautilya Bhavan, BKC, Mumbai; Vashi Income Tax Office (Railway Station) and Piramal Chambers Building, Lal Baug, Mumbai which may be inspected by the eligible vendor between 11AM to 4PM (excluding lunch time) on working days upto 20-11-2023 except Saturday and Sunday. Sealed tender documents super scribed with "**Tender for purchase of unserviceable and discarded E-Waste material (Scrap) like Computers, Printers, Keyboards, UPS, Xerox Machines and discharged cartridges, etc.**" should be submitted latest by 01:00 PM on 22.11.2023. The reserve price for this tender is of Rs. 3,60,000/-.

The detailed tender document containing guidelines for submission of tender/quotations can be obtained by visiting the CPP Portal www.eprocure.gov.in/epublish/app and www.incometaxmumbai@gov.in.




(Subhendu Sinha)
Income Tax Officer (HQ)
Security, Mumbai.

TECHNICAL BID

**FORMAT FOR FURNISHING BIDS FOR THE CONTRACT FOR DISPOSAL OF
UNSERVICEABLE AND DISCARDED E-WASTE MATERIAL (SCRAP) LIKE
COMPUTERS, PRINTERS, KEYBOARDS, UPS, XEROX MACHINES AND
DISCHARGED CARTRIDGES, ETC. BASEMENT OF AAYAKAR BHAVAN, MUMBAI;
BASEMENT OF KAUTILYA BHAVAN, BKC, MUMBAI; VASHI INCOME TAX OFFICE
(RAILWAY STATION) AND PIRAMAL CHAMBERS BUILDING, LAL BAUG, MUMBAI.**

From

To

The Income-tax Officer (HQ) Security
O/o The Pr. Chief Commissioner of Income Tax,
Room No. – 12A, Aayakar Bhawan, Mumbai - 400 020

Sir,

I/We hereby offer to purchase from the Income Tax Department the unserviceable and discarded E-Waste material (Scrap) like Computers, Printers, Keyboards, UPS, Xerox Machines and discharged cartridges, etc. on “as is where is basis” lying in the Basement of Aayakar Bhavan, Mumbai; Basement of Kautilya Bhavan, BKC, Mumbai; Vashi Income Tax Office (Railway Station) and Piramal Chambers Building, Lal Baug, Mumbai.

1. Our/my particulars are as under:

Sr. No.	Particulars		
1.	Name of the bidder	:	
2.	Complete Address of the Concern (With Tel No. and Email)	:	
3.	Name & Address of the Proprietor/Partners/ Directors (With Mobile No.)	:	
4.	Contact Persons (with mobile numbers) who would be overseeing the execution of the contract	:	
5.	PAN (enclose photocopy of PAN CARD)	:	
6.	GST Registration Number (photo Copy of GST Registration Certificate)	:	
7.	Vendor should submit the conv of return of income for the latest financial year	:	
8.	Details of EMD	:	

FINANCIAL BID

2. I/We quote the rates as under:

Sr. No.	QUOTATION	Amount in Rs.
1.	Total Sales Value (For sale and disposal all items on "as is where is basis")	
2.	GST @ 18%	
3.	Total Contractual Amount	

3. I /We have thoroughly examined and understood the terms and conditions of the tender issued by the Income Tax Department, Mumbai.
4. I/We shall bound by the terms and conditions laid down in the tender is enclosed.
5. I/We agree to deposit the entire cost of unserviceable and discarded E-Waste material (Scrap) like Computers, Printers, Keyboards, UPS, Xerox Machines and discharged cartridges, etc. immediately after receiving the work order and before picking up the materials mentioned above.
6. I/We hereby declare that the entries made in this tender form are correct to the best of my/our knowledge.
7. I/We hereby agree to forfeit the earnest money if the contract is abandoned by me/us after the contract is awarded to me/us.

Signature of the tenderer

Date: -----

Place: -----

Terms and Conditions

1. The E-Waste materials lying in Basement of Aayakar Bhavan, Mumbai; Basement of Kautilya Bhavan, BKC, Mumbai; Vashi Income Tax Office (Railway Station) and Piramal Chambers Building, Lal Baug, Mumbai must be lifted within three days from the date of award of contract and against the requisite/necessary payment at the rate quoted in the bid document.
2. Arrangement for picking up of E-Waste materials lying in Basement of Aayakar Bhavan, Mumbai; Basement of Kautilya Bhavan, BKC, Mumbai; Vashi Income Tax Office (Railway Station) and Piramal Chambers Building, Lal Baug, Mumbai on the basis of "as is where is" shall have to be made by the purchaser/contractor at his own cost.
3. Prior to the closing date and time of tender, once the tender is submitted no withdrawal shall be allowed. No tender shall be accepted without earnest money and after due date and time. For the purpose of this tender, the definition of eligible vendor is as under:
 - a. Vendor should have valid PAN;
 - b. Vendor should have valid GST Registration Number;
 - c. Valid proof of address of the Vendor;
 - d. Copy of Aadhar Card in case of individual.
 - e. Vendor should produce the copy of return of income for the latest financial year.
4. Vendor must have purchased E-Waste materials (scrap) of at least 25% of the value of reserve price of Rs. 3,60,000/- from any Government Organization/PSU during the previous 2 years. In this regards, vendor has to submit the copy of work order of at least Rs. 90,000/- or more for the purchase of E-Waste materials (scrap) from any Government organisation/PSU. Further the vendor has also to submit the work completion certificate against the work order or the Xerox of demand draft submitted to the seller organisation against the work order.
5. No opportunity shall be given to the bidders to modify or withdraw the tender at any stage during the validity period. Incomplete tender or tenders submitted with qualifying conditions or with condition at variance with the Special as well as General terms and conditions of tender are liable to be rejected.
6. Authorization by the vendor to lift the E-Waste materials lying in Basement of Aayakar Bhavan, Mumbai; Basement of Kautilya Bhavan, BKC, Mumbai; Vashi Income Tax Office (Railway Station) and Piramal Chambers Building, Lal Baug, Mumbai to somebody else will not be entertained. Assignment of contract and/or sub-contract of this contract either in whole or in part are strictly prohibited. The Pr. Chief Commissioner of Income Tax, Mumbai may at his discretion terminate the contract and forfeit the security money in the event of parting of any interest, in assignment of and/or subletting of the contract, either in whole or in part by the tenderer, if and when the fact of such parting assignment and/or subletting comes to light.
7. The vendor shall be bound by the rate given by him in the quotation filed, irrespective of the market price which may fluctuate during the period.

8. Delivery shall be made ex-godown and lifted by the tenderer at his own cost. No Lift is available to carry the Basement of Aayakar Bhavan, Mumbai; Basement of Kautilya Bhavan, BKC, Mumbai; Vashi Income Tax Office (Railway Station) and Piramal Chambers Building, Lal Baug, Mumbai.
9. The interested bidders should furnish Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand only) by A/c payee demand draft/pay order/bankers cheque issued by a scheduled bank in favour of "Zonal Accounts Officer C.B.D.T. Mumbai" along with the bid. No interest shall be paid on the earnest money deposit.
10. The Earnest Money Deposit submitted by the successful bidder shall be converted into Performance Guarantee deposit and no interest shall be paid on Performance Guarantee deposit. Earnest money deposit of all unsuccessful bidders shall be returned in due course and no interest will be paid on earnest money deposit. However, if the successful tenderer abandons the contract, his earnest money shall be forfeited.
11. The contract will be awarded to the successful highest bidder. In case the successful bidder does not lift the items mentioned within in stipulated period given in the work order, the Performance Guarantee Deposit shall be forfeited and contract shall be awarded to the second highest bidder subject to the condition that the second highest bidder agrees to pay the contractual amount equal to the amount quoted by the highest bidder. Penalty of Rs. 20,000/- per day will be imposed on the defaulting party, from the day of default till the day the contract is awarded to the second highest bidder.
12. The sealed envelope of tender document containing **separate sealed** envelopes of technical bid and financial Bid must be dropped in the tender box kept outside the office of the Income Tax Officer (HQ) Security, Mumbai Room No.-12A, Ground Floor, Aayakar Bhavan, M K Road, Mumbai – 400 020 before the closing date and time of the submission of tender document.
13. The amount of sale proceeds payable on lifting of E-Waste materials lying in Basement of Aayakar Bhavan, Mumbai; Basement of Kautilya Bhavan, BKC, Mumbai; Vashi Income Tax Office (Railway Station) and Piramal Chambers Building, Lal Baug, Mumbai must be paid by the vendor through Demand Draft/ Cheque issued in favour of **Zonal Account Officer, CBDT, Mumbai** within 3 days from awarding the contract and prior to lifting of E-Waste scrap materials. The successful bidder will not be allowed to lift the scrap before submitting the demand draft of contractual amount including applicable taxes.
14. Decision of the Pr. Chief Commissioner of Income Tax, Mumbai in all the matters concerning the tender shall be final and binding on all. The Pr. Chief Commissioner of Income Tax has the right to cancel all or part or any tender without assigning any reason thereof.
15. All dispute and difference whatsoever arising between the parties out of or relating to the contract or on the breach thereof shall be referred to the Pr. Chief Commissioner on Income Tax, Mumbai or his/her nominees who will act as the sole arbitrator.

16. The materials shall be taken out within 3 days of receiving the work order after obtaining gate pass from the office of the ITO(HQ) Security, Mumbai and after intimation to the Caretakers of Aayakar Bhavan, Mumbai; Kautilya Bhavan, BKC, Mumbai; Vashi Income Tax Office (Railway Station) and Piramal Chambers Building, Lal Baug, Mumbai.
17. The aforementioned E-Waste materials lying in Basement of Aayakar Bhavan, Mumbai; Basement of Kautilya Bhavan, BKC, Mumbai; Vashi Income Tax Office (Railway Station) and Piramal Chambers Building, Lal Baug, Mumbai should be carried out within 3 days of the receipt of work order and the occupied area should be handed over to the Department in neat and clean position. If the occupied area is not handed over to the Department in neat and clean position, the cleaning charges of premises will be deducted from the Earnest Money Deposit of the vendor who will be awarded the contract.
18. The vendor shall be solely responsible for the proper disposal of the E-Waste materials lying in Basement of Aayakar Bhavan, Mumbai; Basement of Kautilya Bhavan, BKC, Mumbai; Vashi Income Tax Office (Railway Station) and Piramal Chambers Building, Lal Baug, Mumbai collected from these offices as per Government Rules and Regulations or as per rules of the Local Government Authority in force.
19. The vendor should not create nuisance within premises while picking up the E-Waste materials.
20. The vendor should pick the E-Waste scrap materials in such a peaceful manner that there should not be any kind of disturbance in the official work or in commuting the officials in the surrounding.
21. GST or other taxes applicable shall be borne by the vendor and copy of the proof of GST payment should be submitted along with the draft of contractual amount.
22. At any point of time, if it is found that any of the conditions mentioned hereinabove is violated, the following actions shall be taken against the vendor:
 - a. The Contract shall be cancelled forthwith and the contractor shall be blacklisted.
 - b. A penalty of equivalent amount of cost of material shall be levied.
 - c. The legal actions as per the relevant provisions of Criminal /Civil Procedure Code shall be taken.
 - d. Any expenses if incurred by the Department on legal proceeding or otherwise due to the default caused by the vendor, shall have to be borne by the vendor.
23. The **tenders will be accepted up to 1.00 PM on 22.11.2023** and will be opened and evaluated by the Committee constituted by the Pr. CCIT Mumbai, at 04.00 PM on 23.11.2023 and informed through e-mail/by post/by telephone to the bidders.