



OFFICE OF THE
COMMISSIONER OF INCOME-TAX (DR)-04 ('G' BENCH)
(BUILDING-IN-CHARGE)
PRATISHTHA BHAWAN, MK ROAD, MUMBAI - 20.

TENDER NOTICE

Tender Submission Start Date: 27-11-2024 at 04:00 PM

Tender Submission close Date: 10-12-2024 at 12:00 PM

Tender Opening Date: 10-12-2024 at 2:30 PM

**UNSERVICEABLE AND DISCARDED SCRAP ITEMS LIKE CUPBOARDS,
CHAIR, TABLE, ETC.**

Sealed quotations are invited from the interested parties for the purchase of unserviceable and discarded scrap items like cupboards, chair, table, etc. on "as is where is basis" lying in the basement of Pratishtah Bhavan (Room no. 24,25,31,33,38 & outside passage of basement) MK Road, 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 envelop and should be submitted in the drop box kept outside the Room no. 1003, Pratishtha Bhawan, Mumbai-400 020. The items are tagged, identified and kept at the basement of Pratishtha Bhawan which may be inspected by the eligible vendor between 11:00 AM to 5:00 PM (excluding lunch time) on working days up to 10.12.2024 except Saturday and Sunday. Sealed tender documents super scribed with "Tender for Purchase of unserviceable and discarded scrap like cupboard, chair, table, etc." should be submitted latest by 12:00 PM on 10-12-2024. The reserve price for this tender is Rs. 57,000/-.

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 <https://www.incometaxmumbai.gov.in/>



[Signature] 26/11/2024
(Ramesh Kumar)

Income Tax Officer (HQ) to PCIT(C)-1 &
Member Secretary Standing Scrap Disposal Committee,
Pratishtha Bhawan, Mumbai

TECHNICAL BID

**FORMAT FOR FURNISHING BIDS FOR THE CONTRACT FOR DISPOSAL OF
UNSERVICEABLE AND DISCARDED SCRAP ITEMS LIKE CUPBOARD, CHAIR, TABLE,
ETC. IN THE BASEMENT OF PRATISHTHA BHAVAN, MK ROAD, MUMBAI 400020.**

From

To

Income Tax Officer (HQ) to PCIT(C)-1 &
Member Secretary Standing Scrap Disposal Committee,
Room No. 1003, 10th floor, Pratishtha Bhawan, Mumbai

Sir/Madam,

I/We hereby offer to purchase from the Income Tax Department the unserviceable and discarded scrap items like cupboard, chair, table, etc. on “as is where is basis” lying in the Basement of Pratishtah Bhavan (Room no. 24,25,31,33,38 & outside passage of basement) M.K. Road, Mumbai.

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)	:	

I accept that non-submission of documentary evidence of the details mentioned at Sr. No. 5 & 6 shall lead me/us to disqualify on technical evaluation.

I also declare that the terms and conditions of the tender mentioned in the tender document as uploaded on CPP portal (<http://eprocure.gov.in/epublish/app>) and www.incometaxmumbai@gov.in are acceptable to me/us and also binding on me/us.

FINANCIAL BID

1. 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 (1 + 2)	

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 scrap items like chair, table, iron cupboards 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.

Date: -----

Place: -----

Name & Signature of the tenderer

Terms and Conditions

1. The unserviceable and discarded scrap items like chair, table, iron cupboards etc. shall have to be lifted from basement of basement of Pratishtah Bhavan (Room no. 24,25,31,33,38 & outside passage of basement) MK Road, Mumbai within a week from the date of award of contract and against the requisite/necessary payment at the rate quotes in the bid.
2. Arrangement for picking up of unserviceable and discarded scrap items like chair, table, iron cupboards etc. "as is where basis is" shall have to be made by the purchaser/contractor at his own cost.
3. Sealed tender documents should be submitted by the eligible vendor at the office of the Income Tax Officer (HQ) to PCIT(C)-1 & Member Secretary Standing Scrap Disposal Committee, Room No. 1003, 10th floor, Pratishtha Bhawan, Mumbai prior to the closing date and time of tender. Once the tender is submitted no withdrawal will be allowed. For the purpose of this tender, the definition of eligible vendor is as under:
 - i. Vendor should have valid PAN;
 - ii. Vendor should have valid GST Registration Number;
 - iii. Valid proof of address of the Vendor;
 - iv. Copy of Aadhar Card in case of individual.
4. 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 without qualifying conditions or with condition at variance with the Special as well as General terms and conditions of tender are liable to be rejected.
5. Authorization by the vendor to lift the unserviceable and discarded scrap items like cupboard, chair, table, etc. to somebody else will not be entertained. Assignment of contract and/or subletting of this contract either in whole or in part are strictly prohibited. The Commissioner of Income Tax (DR)-04 'G' Bench (BIC), Pratishtha Bhawan, Mumbai may at his discretion terminate the contract in the event 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.
6. The vendor will be bound by the rate given by him in the quotation filed, irrespective of the market price which may fluctuate during the period.
7. Delivery shall be made ex-godown and lifted by the tenderer at his own cost.
8. The contract will be awarded to the successful highest bidder. In case the successful bidder does not lift the items mentioned within the stipulated period given in the work order contract will be awarded to the second highest bidder.
9. The amount of sale proceeds payable on lifting of unserviceable and discarded scrap items like chair, table, iron cupboards etc. may be paid by the vendor through Demand Draft/Cheque issued in favour of **"Zonal Account Officer, CBDT, Mumbai"** within 3 days from the receipt of work order.

10. All dispute and difference whatsoever arising between the parties out of or relating to the construction meaning and operation or effect of the contract or on the breach thereof shall be referred to the The Commissioner of Income Tax (DR)-04 'G' Bench (BIC), Pratishtha Bhawan, Mumbai or his/her nominees who will act as the sole arbitrator.
11. The materials shall be taken out on any working day after prior intimation to (i) Income Tax Officer (HQ) to PCIT(C)-1 & Member Secretary Standing Scrap Disposal Committee and (ii) the Caretakers of Pratishtha Bhavan, Mumbai respectively.
12. The aforementioned waste material should be carried out by the vendor out of the premises within 3 working days of the receipt of work order and the occupied area of the premises should be handed over to the department in neat and clean position.
13. The vendor should be solely responsible for the proper disposal of the waste material (scrap) collected from this office as per Government Rules and Regulations or as per rules of the Local Government Authority in force.
14. The vendor should not create nuisance within the premises while picking up the scraps.
15. The vendor should pick the scraps in such a peaceful manner that there should not be any kind of disturbance in the official work or in commuting of the officials.
16. GST or other taxes applicable shall be borne by the vendor.
17. At any point of time if it is found that these conditions are violated, the following actions shall be taken against the vendor:
 - i. The Contract will be cancelled forthwith and the contractor will be blacklisted.
 - ii. A penalty of equivalent amount of cost of material lifted will be levied.
 - iii. The legal actions as per the relevant provisions of Criminal/Civil Procedure Code will be taken.
 - iv. Any expenses if incurred by the department on legal proceeding or otherwise due to the default caused by the vendor, will have to be borne by the vendor.
18. 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 ITO(HQ), Mumbai, Room No., Aayakar Bhavan, Mumbai.