



भारतसरकार
GOVERNMENT OF INDIA
कार्यालय, प्रधानमुख्यआयकरआयुक्त, मुंबई
OFFICE OF THE
PRINCIPAL CHIEF COMMISSIONER OF INCOME-TAX
3RD FLOOR, AAYAKAR BHAVAN, MAHARSHI KARVE ROAD, MUMBAI - 20.
☐022) 2200 6181 (DIRECT), (022) 2203 9131 EXTN.2345
EMAIL: mumbai.ito.hq.admin3@incometax.gov.in

No.Pr.CCIT/MUM/Admin/Scrap waste paper/2025-26

Date: 06.11.2025

TENDER NOTICE

Tender Submission Start Date: 06.11.2025 at 09:30AM

Tender Submission close Date: 01.12.2025 at 3:00 PM

Tender Submission Opening Date: 01.12.2025 at 03:30 PM

SALE OF WASTE PAPERS/DISCARDED FILES/FOLDERS/OLD NEWS PAPERS. ETC.

Sealed quotations are invited from the interested parties for the purchase of waste paper/files/folders/old news papers etc. lying in various sacs in various rooms on the basement floor of Aayakar Bhavan, M K Road, Mumbai - 400020 on "As is where is" basis. The quotation giving rate per metric ton of the goods made available plus applicable GST, are to be submitted at the office of the Income Tax Officer (HQ) (Admn.- III), Mumbai at Room No.345, 3rd Floor, Aayakar Bhavan, M K Road, Mumbai-400020 **latest by 3:00 PM on 01.12.2025**. The specified waste material may be inspected by bidders between on working days upto 30.11.2025 during working hours.

The detailed tender document containing guidelines for submission of tender can be obtained by visiting the CPP Portal (<https://eprocure.gov.in>) and local web-site of the department i.e. www.incometaxmumbai.gov.in or from the office of the Income Tax Officer (HQ) (Admn.-III), Mumbai at Room No.345, 3rd Floor, Aayakar Bhavan, M K Road, Mumbai - 400 020.



Masoom Ali Ansari
(Md. Masoom Ali Ansari)
Income-tax Officer (HQ)
Administration-III, Mumbai &
Member (Secretary),
Standing Waste Disposal Committee

मो. मासूम अली अंसारी
MD. MASOOM ALI ANSARI
आयकर अधिकारी (मुख्या.) प्रशासन-III, मुंबई
Income Tax Officer (HQ) Admin-III, Mumbai

TENDER ENQUIRY DATED 04.11.2025

Last date 01.12.2025 at 3:00 PM

Sealed quotations are invited from bidders qualifying the eligibility criteria and other terms and conditions mentioned hereunder for shredding and lifting the discarded waste paper/files/folders etc. lying in the sacs in various rooms on the basement floor of Aayakar Bhawan, Mumbai.

1. OVERVIEW OF WORK

Scope of Work

- (i) The vendee has to collect the various files/folder/wastepaper etc. lying in various rooms, which have already been earmarked, on the basement floors of the Aayakar Bhawan, M.K. Marg, Mumbai- 400020.
- (ii) The vendee has to bring in weighing machines for recording weight of the material collected in presence of an Authority who shall be deputed for this purpose. The weight of the material shall be recorded and signed by a representative of the vendee and also the deputed income-tax authority. After satisfactorily recording the weight of the material. The amount of the collected material shall be computed as per the bidding quotation i.e., amount per metric ton. The vendee shall, thereafter, pay the requisite taxes and submit Demand Draft for paying the bid amount.
- (iii) The vendee shall bring in sufficient number of heavy duty shredding machines in order to shred the waste paper/files/folders/books etc. lying in the sacs in various rooms on the basement floors of the Aayakar Bhawan, M.K. Marg, Mumbai- 400020. The shredding work shall be completed by the vendee within seven days as provided by the Dept. The bidder may kindly note that the shredding work shall be completed on the basement floor of the Aayakar Bhawan only and no unshredded material shall be allowed to be carried out of the Aayakar Bhawan premises. The vendee shall get the shredding work done themselves and no manpower or logistics, in whatsoever manner, shall be provided by the Dept.
- (iv) The vendee shall be allowed to lift and carry the shredded material out of Aayakar Bhawan only on payment of the requisite taxes and bid amount.

Terms and Conditions

- (i) The Bidder must have work experience in waste material management (if they do not fall in MSME/start-up category). Earlier work experience with any Govt./PSU in shredding and lifting of discarded waste paper/files /folders etc is desirable
- (ii) The bidder should have head office/branch office in state of Maharashtra. In this regard, documentary evidence of address in the form of any registered document has to be submitted.
- (iii) The bidder should have experience of such contract with the contract value of minimum Rs.1,00,000 in any Government Organization or in any PSU.

(iv) The bidder must submit Balance Sheet and Profit & Loss accounts for the assessment years i.e. 2023-2024 and 2024-25. The bidder must also submit copy of acknowledgement of Return of Income filed for the assessment year 2023-24 and 2024-25.

(v) The bidder should submit PAN and GST number.

(vi) 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.

(vii) The bidder will be qualified for Financial Bid only if it fulfills the eligibility criteria and conditions stipulated in the "Technical Bid"

(viii) The Income Tax Department reserves the right to accept or reject any bid without assigning any reason.

(ix) Tender bid should be submitted in a big sealed envelope marked as "*Tender for shredding and lifting the waste paper/files/folders etc lying in the sacs on the basement floor of Aayakar Bhawan, Mumbai*" containing two smaller sealed envelopes marked as "Technical Bid" & "Financial Bid". The envelope marked 'Technical Bid' must contain all the documentary evidences relied upon by the bidder for proving his technical qualification as per this tender, and the envelope marked as 'Financial Bid' must contain the quotation as per 'Annexure B'.

(x) Rates quoted should be all inclusive.

(xi) The vendor 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.

(xii) The waste paper/files/folders etc. shall have to be lifted from the basement of Aayakar Bhavan, Mumbai within a week of the date of award of contract. Before lifting the waste papers, **the contractor shall weigh and shred the paper inside the office premises of the department.** Further, the requisite/necessary payment at the rate quoted in bid documents shall have to be paid by the vendor at the end of every week before lifting the waste papers.

(xiii) Arrangement for packing materials in Gunny Bags/polythene bags shall have to be made by the purchaser at his own cost.

(xiv) Sealed tender documents with separate sealed envelopes of Technical Bid and Financial Bid should be submitted at the office of the Income Tax Officer (HQ), Admn.-III, Mumbai, Room No.345, 3rd Floor, Aayakar Bhavan, M K Road, Mumbai - 400020 prior to the closing date and time of tender i.e., before 3:00 PM on 01.12.2025. Once the tender is submitted no withdrawal shall be allowed.

(xv) 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 terms and

conditions of tender are liable to be rejected.

(xvi) 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 sub-contract 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.

(xvii) The vendor will be bound by the rate given by him in the quotation filed in the Financial Bid, irrespective of the market price which may fluctuate during the period.

(xviii) The tender is on the basis of 'as is where is'. Delivery shall be made ex-godown and lifted by the tenderer at his own cost. Weighing and shredding shall be done by the vendor on the office premises of the Aayakar Bhawan before loading in front of the person/employee nominated by the Department.

(xix) The interested bidders should furnish **Earnest Money Deposit (EMD)** of Rs.50,000/-(Rupees Fifty Thousand) 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.

(xx) 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. The Earnest Money Deposit of all the unsuccessful bidders shall be returned. However, if the successful tenderer abandons the contract, his earnest money shall be forfeited. The Earnest Money Deposit of the successful vendor shall be converted into Performance Gurantee which shall be returned two months after completion of the work.

(xxi) The contract will be awarded to the **highest bidder (H1 Bidder)**. In case the successful bidder does not lift the items mentioned within the stipulated period given in the work order, the Performance Guarantee Deposit shall be forfeited and contract will be awarded to the second highest bidder at the rate quoted by the second highest bidder.

(xxii) The amount of sale proceeds payable on lifting of waste paper/files/folder etc. must be paid by the vendor through Demand Draft issued in favour of '**Zonal Account Officer, CBDT, Mumbai**' at the end of every week during the lifting of above waste Papers.

(xxiii) The waste paper/files/folders etc. shall be used only for preparation of pulp/lugdi for the purpose of recycling in paper mills and neither these

wastepaper/files/folder etc. shall be sold in the retail market nor the same shall be used for preparing of envelopes etc. An undertaking in the prescribed format in this regard is also required to be submitted to this office. In case of non-compliance, the firm shall be liable to be blacklisted. Further it is clarified that the earnest money deposit will be forfeited and legal action will be taken against the vendor, in case of non-compliance. When the vendor deposits the waste paper/files/folder etc, the vendor has to submit a undertaking/Certificate from the paper mills where it has been sold for recycling, wherein it must be clearly mentioned that the waste paper/obsolete forms shall be used only for preparation of pulp/lugdi for the purpose of recycling. Submission of the this undertaking/certificate shall mark the completion of the work.

(xxiv) Decision of the Pr. Chief Commissioner of Income Tax, Mumbai in all the matters concerning the tender will 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.

(xxv) All disputes and difference whatsoever arising between the parties out of or relating to the operation or effect of the contract or on the breach thereof shall be referred to the Pr. Chief Commissioner of Income Tax, Mumbai or his/her nominees who will act as the sole arbitrator.

(xxvi) The Contractor has to provide a Certificate regarding the use of waste paper lifted by him earlier and it should be explicit that it shall be used only for the purpose mentioned in the undertaking given. At any point of time if it is found that these conditions are violated, the following actions shall be taken against the vendor:

- a. The Contract will be cancelled forthwith and the contractor will be blacklisted. Further, the EMD amount deposited by the vendor shall be forfeited.
- b. A penalty of equivalent amount of cost of material lifted will be levied.
- c. The legal actions as per the relevant provisions of Criminal/Civil Procedure Code will be taken

(xxvii) The vendor should not create the nuisance within premises while picking up the waste papers. The vendor should pick the material in a peaceful manner and there should not be any kind of disturbance in the official work or in commuting the officials.

(xxviii) The tenders will be accepted upto 3:00 PM on 01.12.2025 and will be opened and evaluated by the Committee constituted by the Pr. CCIT Mumbai, at 03:30 PM on 01.12.2025 at Room No.375, 3rd Floor, Old Conference Room, Aayakar Bhawan, Mumbai-400020, or at any other place as may be decided, in case of change of venue.

(xxix) The bidders can contact the O/o the ITO (HQ) Admin-III, Mumbai at Room No.345, 3rd floor, Aaykar Bhavan, M. K. Road, Mumbai 400020 for further details or clarifications, if any, on any working day during the office hours.

(xxx) The vendor may visit the venue before and to understand the condition to ensure proper execution of the work. The bidders are advised to visit the above-mentioned site before quoting bid for the tender. Bidder shall be responsible for the above-mentioned scope of work and shall be the Single Point of responsibility for the end user/client officials for the entire contract period.

ANNEXURE-C

UNDERTAKING

All the terms and conditions given above are acceptable to me/us. I/we undertake to purchase obsolete forms/Waste papers against cash payment in case my/our rates are approved.

I/We also undertake that paper waste shall be used for preparation of pulp/lugdi only, and no paper shall be either sold in retail market or shall be used for making envelopes etc. In case of approval of my/our rates, all the term and conditions mentioned in this tender form will be executed for lifting the waste papers. I/we, further undertake to state that in case of violation of any terms and conditions by me/us, the Income Tax Department may initiate the legal action as per the relevant provisions of Criminal/Civil Procedure Code and the cost of such legal action against me/us shall be borne by me/us.

Signature of Bidder (s)

**BID FOR SALE OF DISCARDED WASTE PAPER/FILES/FOLDERS LYING IN
THE SACS IN THE VARIOUS ROOMS ON THE BASEMENT FLOORS OF THE
AAYAKAR BHAWAN, MUMBAI**

ANNEXURE-B

FINANCIAL BID

1	Name & Address of the Bidder	
2	Telephone Nos. of the Bidder	
3	Rate (Excluding Taxes) in rupees Waster paper/files/folder etc.	RATES PER METIC TON (i.e., per 1000 kg) Rs.(in fig.) _____ (in words) _____ _____
4.	GST (if applicable)	
5	Total	

1. I/We have thoroughly examined and understood the terms and conditions of the tender issued by the Income Tax Department, Mumbai.
2. I/We shall be bound by the terms and conditions laid down in the tender and an undertaking to this effect, is enclosed.
3. I/We agree to deposit the entire cost of paper waste immediately after weighing the material.
4. I/We hereby declare that the entries made in this tender form are correct to the best of my/our knowledge.
5. 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 Bidder

Date:

Place:

**BID FOR SALE OF DISCARDED WASTE PAPER/FILES/FOLDERS LYING IN
THE SACS IN THE VARIOUS ROOMS ON THE BASEMENT FLOORS OF THE
AAYAKAR BHAWAN, MUMBAI**

ANNEXURE –A

TECHNICAL BID

To,
The Income-tax Officer (HQ)(Admin.-III
O/o- The Pr. Chief Commissioner of Income-tax,
Room No.345, Aayakar Bhawan, Mumbai-400020

Sir,
I/We, hereby, offer to purchase from the Income-tax Dept., the waste papers/files/folders etc lying in the various sacs in the various rooms and corridors on the basement floor of the Aayakar Bhawan, M.K.Marg, Mumbai-400020.

S.No.	Name and address of the bidder	
1	Telephone No/contact No.	
2	PAN	
3	GST Registration No.	
4	Details of work experience in the field of waste material management	
5	Copy of ITR acknowledgement for the A.Y 2023-24 and 2024-25, whether attached	

6	copy of Balance Sheet and Profit & Loss account for A.Y 2023-24, whether attached.	
7	EMD deposit (whether made/exempt)	
8	if EMD exemption claimed, whether supporting document (MSE certificate etc.) attached.	
9	whether undertaking (Annexure -C) submitted	

I/We accept that non-submission of documentary evidence of the details mentioned above shall lead me/us to disqualify on technical evaluation.

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

Signature of the Bidder

Date:

Place: