



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

No. Pr.CCIT/MUM/Sale/Scrap Material/2026-27

Date: 27.04.2026

To,
The ITO (HQ) Systems & CPIO,
Aayakar Bhavan,
Mumbai.

Sir,

Sub: Publishing the Tender Notice from the interested parties for the purchase of unserviceable and discarded waste material like discarded cupboard, wooden racks, chairs, table, furniture and other discarded material etc. lying in the basement of Aayakar Bhavan, Mumbai on departmental website 'www.incometaxmumbai.gov.in'- reg.

2. Please find enclosed herewith the Tender Notice from the interested parties for the purchase of unserviceable and discarded waste material like discarded cupboard, wooden racks, chairs, table, furniture and other discarded material etc. lying in the basement of Aayakar Bhavan, Mumbai. It is requested to publish this Tender Notice on the departmental website 'www.incometaxmumbai.gov.in' today itself.

Yours faithfully,

(MD. MASOOM ALI ANSARI)

ITO (HQ), Admin-III, Mumbai

For Pr. Chief Commissioner of Income-tax, Mumbai

Encl. As above



सत्यमेव जयते

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OFFICE OF THE
COMMISSIONER OF INCOME-TAX
3RD FLOOR, AAYAKAR BHAVAN, MAHARSHI KARVE ROAD,
MUMBAI - 400020.

No.Pr.CCIT/MUM/Admn/Tender Committee/Scrap/2026-27

Date: 27/04/2026

TENDER NOTICE

Tender Submission Start Date: 27-04-2026 at 04:30 PM

Tender Submission close Date: 25-05-2026 at 12:30 PM

Tender Opening Date: 25-05-2026 at 03:30 PM

UNSERVICEABLE AND DISCARDED SCRAP ITEMS LIKE DISCARDED CUPBOARD, WOODEN RACKS, CHAIRS, TABLE, FURNITURE AND OTHER DISCARDED MATERIAL ETC.

Sealed quotations are invited from the interested parties for the purchase of unserviceable and discarded scrap items like discarded cupboard, wooden racks, chairs, table, furniture and other discarded material etc. lying in the basement floor of Aayakar Bhavan, 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 office of the Income Tax Officer (HQ)Admin.-III, Mumbai at Room No.345, 3rd Floor, Aayakar Bhavan, M K Road, Mumbai-400 020.** The items are tagged, identified and kept at the basement of Aayakar Bhavan, Mumbai which may be inspected by the eligible vendor between 11AM to 4PM (excluding lunch time) on working days up to 25.05.2026 except Saturday and Sunday. Sealed tender documents super scribed with **"Tender for Purchase of unserviceable and discarded scrap like discarded cupboard, wooden racks, chairs, table, furniture and other discarded material etc."** should be submitted latest by 12:30 PM on 25.05.2026. **The reserve price for this tender is of Rs. 53,000/-**

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.



Masoom Ali Ansari
(MD. MASOOM ALI ANSARI)
Income Tax Officer (HQ), Mumbai

TECHNICAL BID

FORMAT FOR FURNISHING BIDS FOR THE CONTRACT FOR DISPOSAL OF
UNSERVICEABLE AND DISCARDED SCRAP ITEMS LIKE DISCARDED
CUPBOARD, WOODEN RACKS, CHAIRS, TABLE, FURNITURE AND OTHER
DISCARDED MATERIAL ETC. LYING IN THE BASEMENT FLOOR OF AAYAKAR
BHAVAN, MUMBAI.

From

To

The Income-tax Officer (HQ) Admin-III
O/o The Pr. Chief Commissioner of Income Tax,
Room No.345, Aayakar Bhawan, Mumbai - 400 020

Sir/Madam,

I/We hereby offer to purchase from the Income Tax Department the unserviceable and discarded scrap items like discarded cupboard, wooden racks, chairs, table, furniture and other discarded material etc. lying in the basement floor of Aayakar Bhavan, 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)	:	

I also declare that the terms and conditions mentioned hereunder are acceptable to me/us and also binding on me/us.

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 (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 discarded cupboard, wooden racks, chairs, table, furniture and other discarded material 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 quotation form are correct to the best of my/our knowledge.

Date: -----

Place: -----

Signature of the tenderer

Terms and Conditions

1. The scrap material viz. discarded cupboards shall have to be lifted from the basement floor of Aayakar Bhawan, Mumbai within 3 days from the date of award of contract and against the requisite/necessary payment at the rate quoted.
2. Arrangement for picking up scrap material viz. discarded cupboards, on the basis of "as is where is shall have to be made by the purchaser/contractor at his own cost.
3. Sealed documents should be submitted by the eligible vendee at the office of the Income Tax Officer (HQ), Admin.-III, Mumbai, Room No. 345, 3rd Floor, Aayakar Bhawan, MK Road, Mumbai 400020 prior to the closing date and time. For the purpose, the definition of eligible vendee is as under:
 - i. Vendee should have valid PAN;
 - ii. Vendee should have valid GST Registration Number;
 - iii. Valid proof of address of the Vendee;
 - iv. Copy of Aadhar Card in case of individual.
- V. Vendee should produce the copy of return of income for the assessment year 2024-25 and 2025-26.
4. No opportunity shall be given to the vendee to modify or withdraw the quotations after submission.
5. Authorization by the vendee to other to lift the scrap material viz. discarded cupboards lying basement floor, Aayakar Bhawan, Mumbai will not be entertained. Assignment of contract and/or subletting of this contract either in whole or in part are strictly prohibited.
6. The vendee 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 vendee at his own cost.
8. The contract will be awarded to the successful highest vendee.
9. The amount of sale proceeds payable on lifting of scrap material viz. discarded items shall be paid by the vendee through Demand Draft/Cheque issued in favour of Zonal Account Officer, CBDT, Mumbai immediately after the receipt of work order.
10. Decision of the Pr. Chief Commissioner of Income Tax, Mumbai in all the matters concerning the quotation will be final and binding on all. The Pr. Chief Commissioner of Income Tax has the right to cancel all or part of any terms & conditions without assigning any reason thereof.

11. All disputes and differences 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 Pr. Chief Commissioner of Income Tax, Mumbai or his/her nominees who will act as the sole arbitrator.
12. The materials shall be taken out on any working day after prior intimation to the office of ITO(HQ)Admin-III, Mumbai and also the Caretakers of Aayakar Bhawan, M. K. Marg, Mumbai.
13. The scrap 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.
14. The vendee 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.
15. The vendee should not create nuisance within the premises while picking up the scraps.
16. The vendee 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.
17. GST or other taxes applicable shall be borne by the vendee.
18. At any point of time if it is found that these conditions are violated, the following actions shall be taken against the vendee:
 - a. The Contract will be cancelled forthwith and the contractor will be blacklisted.
 - 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.
 - d. Any expenses if incurred by the department on legal proceeding or otherwise due to the default caused by the vendee, will have to be borne by the vendee.
19. The sealed envelope containing documents must be superscribed "Quotation for purchase of scrap material viz. discarded cupboard, wooden racks, chairs, table, furniture and other discarded material etc. lying in the basement floor of Aayakar Bhawan, Mumbai" and must be dropped in the box kept outside the office of the ITO(HQ) Admin-III, Mumbai Room No. 345, Aayakar Bhawan, Mumbai. The quotation will be accepted upto 12:30 P.M on 25.05.2026 and will be opened and evaluated by the Committee constituted by the Pr. CCIT Mumbai, at 03:30 PM on 25.05.2026.

GFR 10, for Disposal of goods as mentioned in Rule 217 and 218 of General Financial Rules 2017						
Sr. No.	Particulars of Stores	Quantity/ Weight	Book value/Original purchase price	Condition and year of purchase	Mode of disposal (sale, public auction or otherwise)	remarks
1	Tables	50	Not available	more than 10 year old		
2	Chairs	100	Not available	more than 10 year old	sale	
3	Sofa	2	Not available	more than 10 year old	sale	
4	Side Tables	20	Not available	more than 10 year old	sale	
5	Computer Trolley	15	Not available	more than 10 year old	sale	
6	Wooden and Glass Partitions	2	Not available	more than 10 year old	sale	
7	Side Drawer	15	Not available	more than 10 year old	sale	
8	Steel Rack	20	Not available	more than 10 year old	sale	
9	Almirah	50	Not available	more than 10 year old	sale	
10	Wooden Rack	3	Not available	more than 10 year old	sale	

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