



सत्यमेव जयते

**OFFICE OF THE  
COMMISSIONER OF INCOME TAX (DR),  
INTERIM BOARD OF SETTLEMENT -V &VI,  
ROOM NO.115A, FIRST FLOOR, MAHALAXMI CHAMBERS,  
S.K. RATHODMARG, OPP. RACE COURSE, MAHALAXMI,  
MUMBAI-400 034.**

☎ 23533701

No. CIT(DR)/IBS-V & VI/E-waste (Scrap)/2022-23

Dated: 27.02.2023

**TENDER NOTICE**

**UNSERVICEABLE AND DISCARDED WASTE MATERIAL (E-WASTE SCRAP)  
LIKE DESKTOPS, PRINTERS XEROX MACHINES, FAX MACHINES,  
PROJECTORS, CARTRIDGES, ETC.**

Sealed quotations are invited from the interested parties for the purchase of unserviceable and discarded waste material (scrap) like desktops, printers xerox machines, cartridges, etc. on "as is where is basis" lying at Room 116, 1<sup>st</sup> Floor, Mahalaxmi Chambers, S K Rathod Marg, Mahalaxmi Chambers, Mumbai-400034. The items are tagged, identified, and kept at Room 116, 1<sup>st</sup> Floor, Mahalaxmi Chambers, S K Rathod Marg, Mahalaxmi Chambers, Mumbai-400034 which may be inspected by the eligible vendor between 11 AM to 4 PM (excluding lunchtime) on all working days up to **14.03.2023**.

The detailed tender document containing guidelines for submission of tender/quotations can be downloaded by visiting the CPP Portal [www.eprocure.gov.in/epublish/app](http://www.eprocure.gov.in/epublish/app) or from the departmental website [www.incometaxmumbai.gov.in](http://www.incometaxmumbai.gov.in) or can be obtained from the Income Tax Officer, MSTU-2, Mumbai.



*Radhika*

(Radhikaa Parthasarathy)  
Income Tax Officer  
MSTU-2, Mumbai

**TECHNICAL BID**

**FORMAT FOR FURNISHING BIDS FOR THE CONTRACT FOR DISPOSAL OF UNSERVICEABLE AND DISCARDED WASTE MATERIAL (E-WASTE SCRAP) LIKE DESKTOPS, PRINTERS XEROX MACHINES, CARTRIDGES, ETC. IN ROOM 116, 1<sup>ST</sup> FLOOR, MAHALAXMI CHAMBERS, S K RATHOD MARG, MAHALAXMI CHAMBERS, MUMBAI-400034.**

From

To

O/o. The Commissioner of Income Tax (DR),  
Interim Board of Settlement (IBS) - V &VI,  
Room No.115A, First Floor, Mahalaxmi Chambers,  
S.K.Rathod Marg, Opp. Race Course, Mahalaxmi,  
Mumbai-400 034.

Sir,

I/We hereby offer to purchase from the Income Tax Department the unserviceable and discarded waste material (e-waste scrap) like desktops, printers, xerox machines, cartridges, etc. "as is where is basis" lying at Room 116, 1<sup>st</sup> Floor, Mahalaxmi Chambers, S K Rathod Marg, Mahalaxmi Chambers, Mumbai-400034.

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 a photocopy of PAN CARD)		
6	GST Registration Number (photocopy of GST Registration Certificate)		
7	Vendor should submit a copy of the return of income for the latest		

### **FINANCIAL BID**

I/We quote the rates as under:

Sr. No.	Quotation	Amount in (Rs.)
1	Total Sales Value (For sale and disposal of 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 waste material (e-waste scrap) like desktops, printers, xerox machines, fax machines, projectors, 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/or 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 unserviceable and discarded waste material (e-waste scrap) like desktops, printers, xerox machines, cartridges, etc. shall have to be lifted from Room 116, 1<sup>st</sup> Floor, Mahalaxmi Chambers, S K Rathod Marg, Mahalaxmi Chambers, Mumbai-400034 within a week from the date of award of contract and against the requisite/necessary payment at the rate quotes in the bid.
2. Arrangements for picking up unserviceable and discarded waste material (e-waste scrap) like desktops, printers, xerox machines, cartridges, etc. "as is where is basis" shall have to be made by the purchaser/contractor at his own cost.
2. Sealed tender documents should be submitted by the eligible vendor at the office of the commissioner of Income Tax (DR), IBS-V& VI, Room No.115A, First Floor, Mahalaxmi Chambers, S. K. Rathod Marg, Opp. Race Course, Mahalaxmi, Mumbai-400 034 prior to the closing date and time of tender. Once the tender has been submitted no withdrawal will be allowed. No tender shall be accepted without earnest money and after the due date and time. For the purpose of this tender, the definition of an eligible vendor is as under:
  - i. Vendor should have valid PAN;
  - ii. Vendor should have a valid GST Registration Number;
  - iii. Valid proof of address of the Vendor;
  - iv. Copy of Aadhar Card in case of an individual;
  - v. Vendor should produce a copy of the return of income for the latest financial year.
  - vi. Vendor should produce certificate from Maharashtra Pollution Control Board
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 with qualifying conditions or with conditions at variance with the Special as well as General terms and conditions of tender are liable to be rejected.

contract and/or subletting of this contract either in whole or in part are strictly prohibited. The Commissioner of Income-Tax (DR), IBS V & VI, Mumbai may at his discretion terminate the contract and forfeit the security money in the event of the parting of any interest, in the assignment of and/or submitting 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 interested bidders should furnish an Earnest Money Deposit (EMD) of **Rs.1,000/-** (Rupees One Thousand Only) by A/c payee demand draft/pay order/bankers cheque issued by a scheduled bank in favor of **'Zonal Accounts Officer C.B.D.T. Mumbai'** along with the bid. No interest will be paid on the earnest money deposit.
9. The Earnest Money Deposit submitted by the successful bidder will be converted into a Performance Guarantee Deposit and no interest will be paid on the Performance Guarantee Deposit. The earnest money deposit of all unsuccessful bidders will be returned in due course. However, if the successful tenderer abandons the contract, his earnest money will be forfeited.
10. 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, the Performance Guarantee Deposit shall be forfeited and the contract will be awarded to the second highest bidder. A penalty of Rs.25,000/- 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.
11. The amount of sale proceeds payable on the lifting of unserviceable and

12. Decision of the Commissioner of Income Tax (DR), IBS V & VI, Mumbai in all matters concerning the tender will be final and binding on all. The Commissioner of Income Tax (DR), IBS V& VI, Mumbai has the right to cancel *all* or part of any tender without assigning any reason thereof.
13. 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 Commissioner of Income Tax (DR), IBS V& VI, Mumbai or his/her nominees who will act as the sole arbitrator.
14. The materials shall be taken out on any working day after prior intimation to the office of the Income Tax Officer, MSTU-2, Mumbai.
15. The aforementioned waste material should be carried out by the vendor out of the premises within 2 working days of the receipt of the work order and the occupied area of the premises should be handed over to the department in a neat and clean position. If the occupied area is not handed over to the department in a neat and clean position, the cleaning charges of the premises will be deducted from the Earnest Money Deposit of the vendor who will be awarded the contract.
16. 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.
17. The vendor should not create a nuisance within the premises while picking up the scraps.
18. 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 the officials.
19. GST or other taxes payable shall be borne by the vendor.

20. At any point of time if it is found that these conditions are violated, the

- ii. A penalty of an equivalent amount of the cost of the material lifted will be levied.
- iii. The legal actions as per the relevant provisions of the Criminal/Civil Procedure Code will be taken.
- iv. Any expenses incurred by the department on legal proceedings or otherwise due to the default caused by the vendor, will have to be borne by the vendor.

21. The sealed envelope of the 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 MSTU-2, Mumbai, at room no. 113, Mahalaxmi Chambers, Mumbai. The tenders will be accepted up to **01.00 PM on 15.03.2023** and will be opened and evaluated by the committee by the DDIT(Trg.)-1(1), Mumbai at **3.00 PM on 15.03.2023** and informed through e-mail/by post/by telephone/in person/if attended, by a representative.