



OFFICE OF THE
PR.COMMISSIONER OF INCOME - TAX-13,
Room No.122, 1st Floor, Aayakar Bhavan,
Maharshi Karve Road, Mumbai.
Tel. No. 22120226
Email id - mumbai.pcit13.incometax.gov.in

No. Pr. CIT-13/Notice/Rental Xerox/2017-18

Date : 14.09.2017


NOTICE

This office intends to give Service Contract for one photocopier machine (rental) on priority basis. Interested parties capable of providing such service and willing to enter into such service contract as above may send their representative who may inspect the site as detailed above on any working days between 10.30 am to 5.30 pm in the presence of officials of this office till 21.09.2017. The quotation (Bid) may be filed in this office on or before 22.09.2017 at 6.00 pm. in the office of the Pr CIT-13, 1st Floor, Room No.129, Aayakar Bhavan Mumbai. The Bid should be in a closed cover and the subject of the bid as well as full address/contact number of the bidder should be mentioned on the cover containing the bid. The quotation (Bid) should be placed for service contract for one photocopier machine to be installed by the contractor in the office on 2nd Floor, Room No.262B, Aayakar Bhavan, Mumbai 400 020 and it should be for the period from 01.10.2017 to 30.09.2018. The bid should contain copies of all the necessary permission necessary for the contractor for carrying out the work.

Terms & Conditions:

- (a) The services should be inclusive of all taxes and other levies.
- (b) The machine should be heavy duty and of a reputed make. The manpower/material/spares/toner/paper etc. to run the machine shall be supplied by the contractor. The Department shall only supply place for installation and electricity required to run the machine during the period of the contract. The maintenance of the machine shall also be sole responsibility of the contractor.
- (c) In case, the amount of bid is same in two or more cases, preference would be given to more experienced party. The decision of the Pr. Commissioner of Income Tax-13, Mumbai shall be final in this respect.
- (d) You are required to maintain register for photocopier machine and a copy of the same will be required to be attached with the monthly bill after certification from the officer concerned.
- (e) The bills may be raised @ 45 paise per photo copy (inclusive of all taxes) on the basis of actual number of copies given.
- (f) In case of any breakdown the photocopier machine should be replaced so as to ensure continuous work. Work should not suffer.

3. The Bids shall be opened on 25.09.2016 at 3.00 pm in Room No.228, 2nd Floor, Aayakar Bhavan, M. K. Road, Marine Lines, Mumbai 400 020 and accordingly the decision will be taken. The Pr. Commissioner of Income Tax-13, Mumbai reserves the right to accept any in full or in part or reject any or all the quotations without assigning any reasons thereof. For detailed terms and conditions, the bidders may contact the undersigned on any working day during office hours till 22.09.2017 at 3 pm on the address given above.


(SINDHU M. NAIR)

Income-tax Officer (HQ)(Tech.) - 13,

Mumbai