



Office of the  
**PRINCIPAL COMMISSIONER OF INCOME TAX**  
**(ReFAC)(VU)-4**

Room No. 15, 29<sup>th</sup> Floor World Trade Centre, Cuffe Parade,  
Mumbai-400005.

No.Pr.CIT(ReAC)(VU)-4/Scrap/2021-22

Dated : 21.02.2022

**TENDER NOTICE**

**UNSERVICEABLE AND DISCARDED WASTE MATERIAL (SCRAP) LIKE  
CHAIRS, TABLES, DESKTOPS, PRINTERS, WOODEN/METAL RACK ETC.**

Sealed quotations are invited from the interested parties for the purchase of unserviceable and discarded waste material (Scrap) like chairs, tables, Desktops, printers, wooden/Metal rack etc. on "as is where is basis" lying 28<sup>th</sup> Floor, World Trade Center, Cuff Parade, Mumbai - 400005. The items are tagged, identified and kept at the 28<sup>th</sup> Floor, World Trade Center, Cuff Parade, Mumbai - 400005 which may be inspected by the eligible vendor between 11AM to 4PM (excluding lunch time) on working days upto 04.03.2022

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 web-site to [www.incometaxmumbai.gov.in](http://www.incometaxmumbai.gov.in) or can be obtained from the office of the Income Tax Officer (HQ) to Pr. CIT (ReFAC)(VU)-4, Room No.19, 29<sup>th</sup> Floor, World Trade Center, Cuff Parade, Mumbai- 400005.



*Sanjay Maloo*

Name and designation of the officer

संजय मालू  
SANJAY MALOO  
आयकर अधिकारी (मुख्या.) (से.फे.क.पे.के.)  
Income Tax Officer (HQ) (ReFAC)(VU)-4, Mumbai

TECHNICAL BID

**FORMAT FOR FURNISHING BIDS FOR THE CONTRACT FOR DISPOSAL  
OF UNSERVICEABLE AND DISCARDED WASTE MATERIAL (SCRAP)  
LIKE CHAIRS, TABLES, DESKTOPS, PRINTERS, WOODEN / METAL  
RACK ETC. IN THE 28<sup>th</sup> Floor OF World Trade Center, Cuff Parade,  
Mumbai.**

From

To

The Income-tax Officer (HQ) to

O / o The Pr. Commissioner of Income Tax-(VU)-4,

Room No. - 19 , 29<sup>th</sup> Floor, World Trade Center, Cuff  
Parade, Mumbai – 400005.

Sir,

I/We hereby offer to purchase from the Income Tax Department the unserviceable and discarded waste material (Scrap) like chairs, tables, Desktops, printers, wooden/Metal rack etc. on "as is where is basis" lying 28<sup>th</sup> Floor, World Trade Center, Cuff Parade, Mumbai - 400005.

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)		
7.	Vendor should submit the copy of return of income for the latest financial year		

### FINANCIAL BID

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")	

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 (Scrap) like chairs, tables, Desktops , printers, wooden/Metal rack 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.

Signature of the tenderer

Date: -----

Place: -----

### Terms and Conditions

1. The unserviceable and discarded waste material (Scrap) like chairs , tables, Desktops, printers, wooden / Metal rack etc. shall have to be lifted from 28<sup>th</sup> Floor, World Trade Center, Cuff Parade, 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 waste material (Scrap) like chairs, tables, Desktops, printers, wooden / Metal rack etc. "as is where is basis" 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 Pr. Commissioner Of Income Tax (ReFAC)(VU)-4, Mumbai, Room No.19, 29<sup>th</sup> Floor, World Trade Center, Cuffe Parade, Mumbai-400005 prior to the closing date and time of tender. Once the tender is submitted no withdrawal will be allowed. No tender shall be accepted without earnest money and after due date and time. 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.
  - v. Vendor should produce the copy of return of income for the latest financial year.
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 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 waste material (Scrap) like chairs, tables, Desktops, printers, wooden/Metal rack 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 Pr. Commissioner of Income Tax(ReFAC)(VU)-4, Mumbai may at his discretion terminate the contract and forfeit the security money 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 interested bidders should furnish Earnest Money Deposit (EMO) of Rs. 5000/- (Rupees Five 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 will be paid on the earnest money deposit.
9. The Earnest Money Deposit submitted by the successful bidder will be converted into Performance Guarantee deposit and no interest will be paid on Performance Guarantee deposit. 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 contract will be awarded to the second highest bidder. Penalty of Rs.5,000/- 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 lifting of unserviceable and discarded waste material (Scrap) like chairs, tables, Desktops, printers,

wooden/Metal rack 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 lifting of above waste material. The Performance Guarantee Deposit will be refunded on completion of contract.

12. Decision of the Pr. Commissioner of Income Tax (ReFAC)(VU)-4, Mumbai in all the matters concerning the tender will be final and binding on all. The Pr. Commissioner of Income Tax (ReFAC)(VU)-4, Mumbai has the right to cancel *all* or part or any tender without assigning any reason thereof.
13. 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 Pr. Commissioner of Income Tax (ReFAC)(VU)-4, 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 Pr. Commissioner of Income Tax (ReFAC)(VU)-4, 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 work order and the occupied area of the premises should be handed over to the department in neat and clean position. If the occupied area is not handed over to the department in 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 the 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 applicable shall be borne by the vendor.

20. 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.

21. The **tenders will be accepted upto 4:00 PM on 04.03.2022** and will be opened and evaluated by the Committee constituted by the Pr. Commissioner of Income Tax (ReFAC)(VU)-4, Mumbai at 5:00 PM on 04.03.2022 and informed through e-mail/ by post/ by telephone to the bidders.