



Income Tax Department
Ministry of Finance
Government of India

वित्त मंत्रालय / MINISTRY OF FINANCE/राजस्व विभाग / DEPARTMENT OF REVENUE
संयुक्त आयकर आयुक्तका कार्यालय, रेंज-1 एवम सहायक भवन प्रभारी, दुर्गापुर/
OFFICE OF THE JCIT, RANGE-1 & ASST. BUILDING-IN-CHARGE, DURGAPUR
आयकर भवन एनेक्स, 3सरा तल, सिटी सेंटर, दुर्गापुर -16/
AAYAKAR BHAWAN ANNEXE, 3RD FLOOR, CITY CENTRE, DURGAPUR-16
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NOTICE INVITING FOR OPEN TENDER

F.N. JCIT/Range-1&Asst.Building in Charge/Tender(E-waste)/DGP/ 185 dated: 11.02.2026

Disposal of E-Waste Items on "As Is Where Is Basis and No Complaint Basis"

The Office of the Joint Commissioner of Income Tax, Range-1, Durgapur, under the Pr. Commissioner of Income Tax, Asansol, intends to dispose of the following E-Waste items lying in the godown situated at the Ground Floor of Aayakar Bhawan Annexe, Durgapur – 713216, on "As is where is basis and no complaint basis."

Only E-Waste dismantlers/recyclers registered with the Central/State Pollution Control Board and holding a valid license are eligible to participate.

List of E-Waste Items

Sl. No.	Category	Description	Location
1	E-Waste	2 sets of non-functional Ricoh photocopier machines	O/o ITO Ward-2(4), Durgapur
2	E-Waste	Computer set (CPU SL No. INA210PVFF)	O/o ITO VU-1(1)(2), Burdwan (stationed at Durgapur)
3	E-Waste	Obsolete fan – 1 set	—
4	E-Waste	APC UPS (Model: BR600CI-IN, Black) – 1 unit	O/o JCIT VU-1(1)
5	E-Waste	Beetel Telephone (Tele. Ltd. No. 081200015215) – 1 unit	—
6	E-Waste	Canon Scanner (TL-R-4100082) – 1 unit	—
7	E-Waste	BSNL Landline Phone (0343-2549319) – 1 unit	—
8	E-Waste	HP LCD Monitor LE1902 (18.5") – 2 units	—

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Sl. No.	Category	Description	Location
9	E-Waste	Dell LCD Monitor E2216HV (21") – 1 unit	O/o ACIT VU-1(1)(1)
10	E-Waste	APC UPS (Model: BR600-IN, Black) – 1 unit	—
11	E-Waste	APC UPS (Model: E21631004690) – 1 unit	—
12	E-Waste	Constant Voltage Transformer (Bhurji UHI CVT) – 1 unit	—
13	E-Waste	Sharp Photocopier AR-5516 – 1 unit	—
14	E-Waste	HP Monitors – 3 units	O/o DCIT (Hqrs), Durgapur
15	E-Waste	HP LaserJet P1505 – 2 units	—
16	E-Waste	HP LaserJet P1106 – 2 units	—
17	E-Waste	Canon Telephone – 1 unit	—
18	E-Waste	HP DeskJet with Scanner – 1 unit	—
19	E-Waste	HP DeskJet Ink Advantage 4625 – 1 unit	—
20	E-Waste	Paper cutting machine (Gobbler) – 1 unit	—
21	E-Waste	Window AC Units – 9 units	Godown
22	E-Waste	Old TV Monitors – 3 units	—
23	E-Waste	Keyboards – 5 units	—
24	E-Waste	Telefax Machines – 2 units	—
25	E-Waste	Table Fan (Red) – 1 unit	—
26	E-Waste	Monitor – 1 unit, Cable wire – 2 units	O/o Range-1, Durgapur
27	E-Waste	CPU-2, Monitor-2, UPS-1, Xerox Machine (Sharp ARSM-160)	O/o DDO, Durgapur

Durgapur



The quantity of the above-mentioned scrap / e-waste items may vary depending on availability and on-spot physical verification at the time of collection.

1. INVITATION OF BIDS

Sealed quotations/bids are invited from eligible bidders for disposal of the above scrap/E-waste items, subject to the following terms and conditions:

(i) Submission of Bids

- Interested bidders shall submit their **highest quotation** in **sealed cover** at the **Office of the JCIT, Range-1 & Assistant Building In-charge, 3rd Floor, Aayakar Bhawan Annexe, Durgapur**, latest by **26th February at 1:30 PM**.
- **Two separate sealed envelopes** shall be used:
 - **Envelope-A: Technical Bid**
 - **Envelope-B: Financial Bid**
- If both envelopes are placed inside a single outer envelope, it must be **clearly superscribed** accordingly.
- Every page of the bid documents must be **signed and stamped** by the authorized signatory of the firm/company/proprietor; failing which, the bid is liable to be rejected.
- Bidders or their authorized representative (maximum **one person**) may be present at the time of opening of bids. An **authorization letter** is mandatory for representatives.

(ii) Eligibility Criteria (Qualified Bidder)

The bidder must:

- Hold **PAN and GST registration** in the name of the bidder.
- Have experience of executing at least **one similar work**, or be **empanelled** for similar work with any Central/State Government Department, PSU, or Autonomous Body.

Terms & Conditions

1. Reserve Price (RP):

The reserve price for all the above scrap items is fixed at ₹30,000/- (Rupees Thirty Thousand only). Quotations below the reserve price will not be entertained.

2. Submission of Quotations:

Interested bidders shall submit sealed quotations quoting a single consolidated rate for all items (excluding GST and other taxes) on "as is where is basis and no complaint basis" after inspection of items, in the prescribed format as per Annexure-I, II, III & A, latest by 6:00 PM on 26/02/2025.

3. Eligibility:

The bidder must be an authorized E-Waste/Stationery dismantler or recycler registered with the Central/State Pollution Control Board with a valid license. A notarized copy of the valid license must be enclosed with the quotation, and the original license must be produced at the time of lifting of materials.

4. Earnest Money Deposit (EMD):



Each bidder shall deposit a refundable EMD of ₹10,000/- (Rupees Ten Thousand only) in favour of "DDO, Durgapur" along with the bid.
No bid shall be entertained without EMD.

5. Payment Terms:

Upon approval of the highest bidder (H-1) and issue of the convey order, the successful bidder shall deposit the balance amount within 4 (four) days.

6. Contents of Envelope:

- Annexure-I: Profile of the Concern
- Annexure-A: Declaration
- Annexure-II: Rate Quotation
- Annexure-III: EMD Details
- Demand Draft of ₹10,000/- towards EMD
- Notarized copy of valid CPCB/SPCB authorization

7. Inspection of Items:

Inspection may be carried out once only during office hours (9:30 AM to 6:00 PM) before the bid end date by contacting:

Shri Kalyan Sarkar, Caretaker / Member, Scrap Committee
Contact No.: 7980478310

8. Opening of Quotations:

Sealed quotations will be opened on 27/02/2025 at 11:30 AM at the Multipurpose Hall, 1st Floor, Aayakar Bhawan, City Centre, Durgapur.

9. Data Security:

Hard disks/storage devices of PCs must be physically punched or degaussed before lifting.

10. Certificate of Recycling/Disposal:

After completion of recycling/disposal, the successful bidder shall submit a Certificate of Recycling/Disposal as per E-Waste (Management) Rules, 2022, clearly mentioning item details, date of disposal, recycler details, and authorization number.

11. Transportation & Liability:

The bidder shall be solely responsible for safe transportation, handling, taxes, GST, labour, and any consequences arising during transit.

12. Right to Reject:

The Joint Commissioner of Income Tax, Range-1 & Assistant Building-in-Charge, Durgapur reserves the right to reject any or all quotations without assigning any reason.

13. All disposal of e-waste must be done as per e-waste management rule 2022.

Encl: As above



Pradeep

Pradeep Dungkung
JCIT, Range-1 & Asst. Building-in-charge., Durgapur
durgapur.addicit1@incometax.gov.in

प्रदीप डुङ्गु / PRADEEP DUNGUNG
संयुक्त आयकर आयुक्त
Jt. Commissioner of Income Tax
रेंज-1, दुर्गापुर / Range-1, Durgapur

**PROFORMA FOR TECHNICAL BID FOR AUCTION AND DISPOSAL OF
E-Waste**

1. Name of the Bidder: with address
2. Name of the Contact Person: with Telephone/ Mobile No./ e-Mail Id/ Fax No.
3. PAN card no. (with copy):
4. GST No. (with copy):
5. Execution/ Experience Certificate or Empanelment Certificate from any Government Department/ Public Sector Undertaking/ Autonomous Body
6. Whether all the terms and conditions of Auction Notice are agreeable: Yes/No (Fill in the undertaking as mentioned in annexure- A)
8. Whether your firm has been blacklisted/ banned by any Government Department/ Public Sector Undertaking/ Autonomous Body: Yes/No (Fill in the undertaking as mentioned in annexure- B)
10. EMD (with original DD) : with DD no & amount

Name & Signature of the authorised
signatory of the proprietor/firm/company/organization

Official Stamp/Seal

Date:

Place:

ANNEXURE-I
PROFILE OF THE CONCERN/BIDDER

Sl No.	Particulars	To be filled by the bidder
1.	Name of the Agency/Firm/Company	
2.	Detailed office address of the agency with office telephone number/ Mobile number/email address	
3.	Date of incorporation	
4.	PAN (Attach copy of the same duly signed)	
5.	Previous experience of similar job at Government or PSU offices, if any	
6.	Details of Bank Account Name of the Bank Branch IFSC Code Account type Account No.	
7.	CPCB/SPCB Registration Details	
8.	Proof of being registered with Central Pollution Control Board (CPCB)/State Pollution Control Board (SPCB) or any other recognized authority as recyclers/re-processor/dismantler of E-Waste Materials.	Yes/No. If yes, please attached Notarized copy of valid License certificate
9.	Declaration with respect to recycling/dismantler of E-waste/Stationary such as AC/Computer peripherals etc. including ink/tonner-cartidges etc. as per E-waste/Stationary (Management) Rules-2022 or other stipulation by the GoI/concerned authority or as amended from time to time.	Yes/No, If yes submit declaration as per Annexure-A.

Date:
Place:

(Signature of the authorized person)
Name:

ANNEXURE- A [PART OF ANNEXURE-I]

Date:.....

To,
The Joint Commissioner of Income Tax, Range-1 & Asst. Building-in-Charge,
3rd floor, Aayakar Bhawan Annexe, Durgapur- 713216

[Kind Attention: The DCIT, Circle-1 & HoO, Durgapur]

Sir/Madam,

Subject: Declaration regarding recycling/dismantling of e-waste materials in compliance with E-Waste(Management) Rules, 2022.

In response to the tender for supply/maintenance/disposal of Electrical and Electronic Equipment (EEE) such as air-conditioners, computers, computer peripherals, printers, photocopiers, scanners and toner cartridges, etc., I/We hereby declare that:

1. I/We are fully aware of and shall comply with all the provisions of the **E-Waste(Management) Rules, 2022**, and any amendments or directions issued by the Government of India, Central Pollution Control Board (CPCB), or State Pollution Control Board (SPCB) from time to time.
2. I/We undertake that all e-waste generated during the course of supply, maintenance, replacement, or disposal of such items shall be collected and handed over only to **authorized recyclers/dismantlers**, having valid authorization from CPCB/SPCB, for environmentally sound recycling or disposal.
3. I/We further declare that no e-waste or related material will be disposed of through any unauthorized means or informal channels.
4. I/We shall maintain necessary records and provide documentary evidence(**such as copies of authorization and disposal certificates**) as and when required by the Department.
5. This declaration is made in good faith to ensure full compliance with the environmental norms and legal obligations prescribed under the E-Waste(Management) Rules, 2022.

Yours faithfully,

(Name & Signature of the Bidder with Company Seal)

ANNEXURE- II
RATE QUOTED FOR DISPOSAL OF E-WASTE SCRAP ITEMS

Sl.No	Particulars	To be filled by the bidder			
1.	Name of the agency				
2.	Detailed address with phone no.				
3	Particulars of the E-Waste Scrap Items	(a) Quantity	(b) Single Unit's Rate <u>excluding</u> GST & other taxes	(c) Total unit's Rate <u>excluding</u> GST & other taxes	(d) Remarks (if any)
	photocopier machines				
	Computer set				
	Obsolete fan				
	UPS				
	Scanner				
	BSNL Landline				
	LCD Monitor				
	Constant Voltage Transformer				
	Printer				
	Paper cutting machine				
	Window AC				
	Old TV Monitors				
	Keyboards –				
	Telefax Machines				
	Table Fan				
	Cable wire				
	CPU				
	Xerox Machine				

Note:

1. The Income Tax Department will not bear any amount of GST, other taxes, if any, lifting/Transportation charges or labour charge of such items.

Date:

(Name & Signature of the Bidder with Company Seal)

Place:

Name:

ANNEXURE- III
Earnest Money Deposit (EMD) details

Sl.No.	Particulars	To be filled by the bidder
1.	Name of the Agency/Firm/Company	
2.	Detailed Office address of the agency with office telephone number/Mobile number/email address	
3.	Details of EMD:	
	Demand Draft/Cheque No.	
	Date	
	Issuing Bank	
	Amount (in Rs.)	
4.	Total rate quoted (Excluding of GST and other taxes, if any) for disposal of E-Waste Scrap items kept at the Ground floor of Aayakar Bhawan, City Centre, Durgapur-713216	

Date:

(Name & Signature of the Bidder with Company Seal)

Place:

Name:

Sl No.	Particulars	Quantity	Base price piece	Total Price
1.	non-functional photocopier machine	2		
2.	CPU	3		
3.	Monitor(9)/ Tv monitor(3)	12		
4.	UPS	4		
5.	Printer	4		
6.	Scanner/ colour scanner	4		
7.	Cartidge (bulk rate)	24		
8.	AC unit	9		
9.	Table Fan	2		
10.	Telephone	2		
11.	Key board	5		
12.	Telefax machine(2)/Stablizer(1)	3		
13.	Paper Shredder/cutting machine	2		
14.	Bhurji UHI CVT	1		
15.	Cable wire	2		
16.	Calculator	03		
17.	Water purifier	01		

Rough Estimate

The quantity of the above-mentioned scrap / e-waste items may vary depending on availability and on-spot physical verification at the time of collection.