



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, 3रा तल, सिटी सेंटर, दुर्गापुर - 713216 /
AAYAKAR BHAWAN ANNEXE, 3RD FLOOR, CITY CENTRE, DURGAPUR-713216
Email id durgapur.addlcit1@incometax.gov.in

NOTICE INVITING FOR OPEN TENDER

F.N. JCIT/Range-1&Asst.Building in Charge/Tender(Scrap Paper)/DGP/185

dated: 11-02-20

The Office of Joint Commissioner of Income Tax, Range-1, Durgapur under the Principal Commissioner of Income Tax, Asansol proposes to dispose of 399 Gunny containing approximately 30 kg each of waste/scrap paper such as old paper, Income Tax Returns, file covers, old books, registers, etc., Bags (The quantity of the Gunny bags may vary depending on availability and on-spot physical verification at the time of collection) presently stored at the Godown situated on the Ground Floor of Aayakar Bhawan Annexe, Durgapur - 713216, on "As is where is basis" and "No complaint basis."

The disposal shall be carried out only through **authorized Vendor** having a **valid license**.

1. INVITATION OF BIDS

Sealed quotations/bids are invited from eligible bidders for disposal of the above scrap 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:

Durgapur



- Possess a valid **Trade/Business License** issued by the Municipality or competent authority.
- 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.
- Submit a **Consent/Authorization Letter from a Paper Mill** for undertaking this work.

2. RESERVE PRICE

The **Reserve Price (RP)** for all scrap items is fixed at **₹75,000/- (Rupees Seventy-Five Thousand only)**.

Bids quoted below the reserve price shall **not be entertained**.

3. EARNEST MONEY DEPOSIT (EMD)

- Each bidder shall deposit a **refundable EMD of ₹10,000/- (Rupees Ten Thousand only)** in favour of "DDO, Durgapur".
- **Payment by Cash or Cheque is not acceptable.**
- Bids received without EMD shall be **summarily rejected**.

(i) Refund / Forfeiture of EMD

- EMD of the successful bidder shall be released **after deposit of the full bid amount**.
- The successful bidder shall **not be allowed to withdraw the bid**; failing which, the EMD shall be forfeited.
- In case of failure to deposit the final bid amount, the opportunity shall be offered to the **next highest bidder**, as per latest GFR provisions.

(ii) Approval

The auction and disposal shall be carried out by the **highest successful bidder** after obtaining approval from the **Competent Authority**.

(iii) Deposit of Amount

After approval, the successful bidder shall deposit the required **Demand Draft(s)** in favour of "ZAO, Durgapur", payable at Durgapur, **before commencement of disposal work**.

4. SCOPE AND MODE OF DISPOSAL

The disposal of **399 Gunny Bags** as per **Annexure-II** shall be carried out at the site (Income Tax Office) in the following four stages:

1. **Collection and shredding/cutting** of all waste/scrap paper
2. **Weighing and loading** of shredded paper
3. **Transportation and unloading** at the Paper Mill
4. **Paper pulp making**



(a) Operational Requirements

- The bidder shall arrange **own labour, machines, tools, vehicles, and services.**
- Shredding/cutting shall be done using **heavy-duty shredding machines**, either owned or pre-arranged.
- The entire shredding process shall be carried out **within office premises**, in presence of:
 - **Shri Joydeep Verma, ITO (Member, Scrap Disposal Committee)**
 - **Shri Kundan Kumar, OS (Member, Scrap Disposal Committee)**
- All activities shall be carried out during **working hours** or as directed.

(b) Cost Responsibility

- The quoted rate shall be **inclusive of all costs**, including collection, shredding, weighing, packing, loading, transportation, pulp making, labour, machinery, and incidental charges.
- **No claim whatsoever** shall be made on the Income Tax Department at any stage.

(c) Mandatory Certificates

The bidder shall submit the following certificates after completion of each stage:

1. **Shredding Certificate**
2. **Weighing/Loading Certificate**
3. **Transportation Certificate**
4. **Paper Pulp Making & Data Destruction Certificate**

Each certificate must contain date, location, item details, vendor details, and total weight.

(d) Compliance

Disposal shall be done strictly in accordance with **existing rules, guidelines, and Acts** issued by the competent authority, without violating the **Income Tax Act/Rules**.

(e) Removal Timeline

All scrap must be removed within **3 working days** of depositing the bid amount or as directed.

5. SAFETY & LIABILITY

The successful bidder shall be solely responsible for any **injury, accident, or mishap** involving deployed personnel. All compensation or liabilities shall be borne by the bidder.

6. ACCEPTANCE OF TERMS

Each bidder must certify unconditional acceptance of all terms and conditions. Any breach shall result in **forfeiture of EMD/Security Deposit**.

7-11. GENERAL CONDITIONS

- All documents must be **signed and stamped**.
- **Overwriting/erasing** is not permitted.



- **Conditional or hypothetical bids** shall not be accepted.
- Bid once submitted **cannot be withdrawn or altered**.
- Undertaking regarding **non-blacklisting** is mandatory.
- Machines, tools, labour, and vehicles must be deployed **immediately on order placement**, without cost implication to the department.

12. RATE QUOTATION

A single rate (₹/kg) shall be quoted for all scrap items as per the prescribed **Financial Bid Proforma**.

13. SUBMISSION OF DOCUMENTS

All sealed envelopes/DDs shall be submitted at the **Office of JCIT, Range-1 / President, Scrap Disposal Committee**, or through **Shri Abhijeet Kumar, OS**. If the last date is a holiday, the **next working day** shall be treated as the due date.

14. TECHNICAL BID CONTENTS

Envelope-A (Technical Bid) shall contain:

- Trade/Business License
- PAN Copy
- GST Copy
- Experience / Empanelment Certificate
- Undertakings as per **Annexure-A, B & C (Original)**
- EMD
- Financial Bid Proforma (Original)

15. CONTACT PERSON

For any query, contact:

- **Shri Joydeep Verma, ITO – 6294808634**
- **Shri Abhijeet Kumar, OS – 7903434935**

16. RIGHT TO REJECT

The Competent Authority/Scrap Disposal Committee reserves the right to **accept or reject any or all bids** without assigning any reason.



Pradeep

Pradeep Durgdung

JCIT, Range-1/Asst. Building-in-charge., Durgapur

durgapur.addcit1@incometax.gov.in

प्रदीप डुङ्गुन / Pradeep DURGUNGUNG

संयुक्त आयकर आयुक्त

It. Commissioner of Income Tax

रेंज-1, दुर्गापुर / Range-1, Durgapur

UNDERTAKING

ANNEXURE - 'A'

I/We undertake that (name of the bidder.....) have very carefully read the terms and conditions of the Auction Notice, particularly, regarding EMD/returnable security deposit and agree to abide by these in letter and spirit. The decision of the Scrap Committee, Income Tax Department, Durgapur/competent authority on any dispute arising out of the offer shall be binding on me/us.

I/We undertake that (name of the bidder) agree to the forfeiture of the EMD/returnable security deposit if I/we fail to comply with all or any of the terms and conditions in whole or in part as laid down in this Auction Notice, which would constitute and have force of a contract between me/ us and the Income Tax Department, Durgapur, I I/ We am/are declared a successful bidder.

I/We undertake that the gunny bag containing with waste/scrap paper, old paper, IT Return etc will be disposed as per the existing guidelines/urles/acts issued by concerned Ministry/Department/Competent Authority and without any violation of Income Tax Act/Rules. There shall not be any cost implication in any stage, whatsoever, on department in this regard.

I/We undertake that the information disclosed or duly filled-in is true and best of my knowledge.

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

Official Stamp/Seal

Date:

Place:

UNDERTAKING

ANNEXURE –‘B’

I/We undertake that (name of the bidder.....) has not been blacklisted/banned by any Government Department/Public Sector undertaking/Autonomous Body.

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

Official Stamp/Seal

Date:

Place:

UNDERTAKING

ANNEXURE - 'C'

I/We undertake that (name of the bidder) will initiate the process of shredding/cutting/weighing/packing/loading/transporting in persence of Scrap Disposal Committee's Officer & Official. immediately once order is placed on us without any cost implication on Income Tax Department.

I/We undertake that (name of bidder) will coordinate the point-to point work until the work is finally completed and the requisite certificate is submitted.

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

Official Stamp/Seal

Date:
Place:

PROFORMA FOR TECHNICAL BID FOR AUCTION AND DISPOSAL OF
the waste/scrap paper, old paper IT Return, file cover, Old Books, register, paper
box etc

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. Consent/ Authorization letter from Paper mill
7. 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)
9. Deployment of machine/tool/labour/vehicle: Yes/No (Fill in the undertaking as mentioned in annexure-C)
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:

**PROFORMA FOR PRICE BID FOR AUCTION AND DISPOSAL OF the waste/scrap
paper, old paper, IT Return, file cover, old books, register etc.**

I/we submit my/our highest quotations(s) for the waste/scrap paper, old paper, IT Return, file cover, old books, register etc. offered for auction and disposal by the Scrap Committee, Income Tax Department, Durgapur is/are as below: -

Sl. No.	Items	Quantity	Offered price/bidprice/rate (Base rate without GST) per kg
1.	Waste/Scrap Paper, Old Income Tax Returns, Old File Covers, Old Books, Registers & Misc. Papers etc	399 Gunny Bags (approximately 30 kg in each bags)	Rs.(in figures) Rs.(in words)

Note: The offered price/bid price/rate will include all charges for the scope of auction notice, i.e. collection shredding/cutting, lifting/packing, transporting, pulp making, labour charges etc or any incidental charges. No charge whatsoever will be claimed from the department at any stage and at any form.

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

Official Stamp/Seal

Date:

Place: