



भारत सरकार / Government of India

वित्त मंत्रालय (राजस्व विभाग) / Ministry of Finance (Deptt. of Revenue)

**कार्यालय आयकर अधिकारी-1/OFFICE OF THE INCOME TAX OFFICER-1**

कमरा नं. 01, भू-तल, आयकर भवन, सिविल लाईन्स, खण्डवा (म.प्र.) 450001

Room No. 01, Ground Floor, Aayakar Bhawan, Civil Lines, Khandwa, [M.P.] 450001

Ph. (0733) 2226047, e-mail ID- khawa.ito1@incometax.gov.in Mob.No. 9406717714

F.No.ITO-1/Khandwa/Infra/Weeding out/2021-22/

Dated: 05.01.2021

**BID NOTICE**

1. The office of the **Income Tax Officer-1, Khandwa** invites sealed bids to engage bidders for disposal of various old documents/materials, files, newspapers, written off books, electronic waste, old and broken furniture's etc. on 'as is where is' is kept in the office of **Income Tax Officer-1, Aayakar Bhawan, Civil Lines, Khandwa**. Terms and conditions are enclosed along with this notice.
2. The bidder will be required to collect, segregate, dismantle and recycle of old records as per the rules and regulations of Madhya Pradesh Pollution Control Board as mentioned on their website <http://mppcb@rediffmail.com>.
3. The bidder will be required to bear all the expenditure such as loading of all waste documents and materials, transportation to the disposal site, unloading the disposal site, taxes or duties involved in the process and any other incidental expenditure. The bids should be net of all the expenditure and the amount payable to the Department will be amount quoted by the bidder. The bidder who has quoted the highest amount of rate of the waste documents/materials will be selected for award of contract. In case of a tie up, the bidder having experience of working with Government/Public Sector Undertaking will be preferred. In case, there is still a tie, the work will be awarded proportionately.
4. The interested parties have to deposit the bid as per the Bid Document – I, II and III enclosed with this notice in the tender box placed at the **O/o Income Tax Officer-1, Aayakar Bhawan, Civil Lines, Khandwa, on or before 17.01.2022. by 4.00 P.M.**
5. The bid documents may be collected from the **O/o Income Tax Officer-1, Aayakar Bhawan, Civil Lines, Khandwa** or may be downloaded from the departmental website [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in).
6. It is also hereby informed that the sealed bids will be **opened on 28.01.2022 at 11.30 A.M.** in the presence of the Disposal Committee members constituted by this office **on 07.12.2021**. At the time of opening the bids, the bidder himself or one of his representative may remain present. The bid inviting authority, however, reserves the right to amend/cancel this bid notice at any time without assigning any reason whatsoever.

Encl:- As above.

**(Shreem Meena)**

Income Tax Officer-1, Khandwa

## TERMS AND CONDITIONS

1. The quotation should be in the form of 'as is where is' basis which is kept in office of **Income Tax Officer-1, Aayakar Bhawan, Civil Lines, Khandwa**. The bidder will be required to bear all the expenditure such as loading of waste documents/materials from the place where they are scrapped, transportation to the disposal site, unloading of the same at the disposal site, taxes or duties involved in the process and any other incidental expenditure. The bids should be net of all the expenditure and the amount payable to the Department will be amount quoted by the bidder.
2. The bidder will deposit earnest money/bid security (refundable, if bid is not successful) of Rs. 5000/- (Five Thousand only) in the form of Demand Draft/Banker's cheque in favour of Zonal Accounts Officer, CBDT, payable at Indore at the time of submission of bid document. The earnest money of the successful bidder will not be adjusted with the bid amount. It will be refunded separately after completion of the work.
3. The bidder will be required to collect, segregate, dismantle and recycle of old records as per the rules and regulations of Madhya Pradesh Pollution Control Board as mentioned on their website <http://mppcb@rediffmail.com>.
4. The successful bidder will pick and transport these waste documents/materials are kept in roof of **O/o Income Tax Officer-1, Aayakar Bhawan, Civil Lines, Khandwa** with his own cost and arrangements and will have to pick all old record materials. No segregation will be allowed before the lifting of the old record/materials.
5. The successful bidder will bring the transport vehicle and labourer at his own cost. While carrying out the work, the authorized person of the department will supervise.
6. The successful bidder shall make his own arrangement for the security of materials sold to him under the sale order. The **Income Tax Officer-1, Khandwa** shall not be responsible for any loss or theft of such materials already sold to the successful bidder. The successful bidder will be responsible for safe custody of his own tools, tackles and other materials.
7. The bidder may inspect the old documents/materials which are kept in **O/o Income Tax Officer-1, Aayakar Bhawan, Civil Lines, Khandwa** on any **working day from 11.00AM to 5.00 PM between 05.01.2022 to 17.01.2022** on office working days with the prior intimation to the undersigned. Inventory of the old records may be inspected from the departmental website [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in)
8. The successful bidder has to lift all waste documents/materials after the work order is issued and cannot deny lifting of any material on the pretext of bad quality of material.

9. The bidder will be required to furnish profile of the bidder in Bid Document-I and bid for the disposal of waste records/materials packed 'as is where is' basis which is kept in office of **Income Tax Officer-1, Aayakar Bhawan, Civil Lines, Khandwa**. The documents should not be used for any purpose other than making scrap and recycling and confidentiality of the documents must be ensured. A certificate in this regard is required to be submitted by the bidder in Bid Document-III. Income Tax Department reserves the right of inspection of the disposal site by the representatives of the Department.
10. Previous experience of similar kind of jobs in the Government department or Public Sector Undertaking (PSU) offices is desirable.
11. The successful bidder will make the payment in the form of demand draft or banker's cheque in the favour of ZAO, CBDT, payable at Indore and lift the material. It is emphasized here that the successful bidder will have to make the payments prior to lifting of material. The bidder is required to lift the material within 5 days of payment.
12. The Bid documents filed by the bidder shall be typed or written in indelible ink. No overwriting or cuttings shall be permitted. The Bidder shall sign its bid with the exact name of the concern to which the work is to be awarded.
13. Bidders sending their bids by post will do so slowly at their own risk and the **Income Tax Officer-1, Khandwa** will not be responsible for any loss in transit or postal delay, Bids by fax will not be accepted.
14. The bidder may withdraw its bid after submission, provided written notice of the withdrawal is received by the **Income Tax Officer-1, Khandwa** on or before the last day of Submission of bids. In case a bidder wants to resubmit his application, he shall submit a fresh application following all the applicable conditions on or before the last date of submission of bids.
15. The entry of the employees of the bidder shall be regulated through the valid gate passes issued by the **O/o Income Tax Officer-1, Khandwa**. All rules enforced from time to time in this respect have to be followed by the bidder.
16. It is the sole responsibility of the successful bidder to comply with all the rules, regulations, laws and conventions of the Government, Municipality and Local Bodies while carrying out the job in its entirety.
17. The Income Tax Department shall have the right not to utilize the services or terminate the work without giving any notice or assigning any reason.
18. If there is any aberration from the terms of conditions, as mentioned above, the security deposit as well as the amount paid by the successful bidder will be forfeited.



(Shreem Meena)

Income Tax Officer-1, Khandwa

**Bid Document-1**  
**PROFILE OF THE BIDDER**

<b>S.No.</b>	<b>Particulars</b>	<b>To be filled by the Bidder</b>
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	Whether the agency/firm/company has been blacklisted by any Central/State Govt. or PSU	
7	Details of Bank Account Name of the Bank Branch IFSC Code Account type Account No.	

**(Signature of the Authorised person)**

**Date :**

**Place :**

**Name :**

**Bid Document-II**  
**BID FOR DISPOSAL OF e-WASTE MATERIALS/ITEMS**

<b>S.No.</b>	<b>Particulars</b>	<b>To be filled by the Bidder</b>
1	Name of the Agency/Firm/Company	
2	Detailed office address of the agency with office telephone number/Mobile number/email address	
3	Rate quoted for waste documates/materials (net of all the expenditure)	

**(Signature of the Authorised person)**

**Date :**

**Place :**

**Name :**

**Bid Document - III**

**CERTIFICATE**

This is to certify that the old records have been received by me on ..... from the **O/o the Income Tax Officer-1, Aayakar Bhawan, Civil Lines, Khandwa** through M/s ..... (Successful Bidder) at my unit ..... (Full Address). I have all the facilities at my unit to make scrap out of waste documents/materials. The whole waste materials received from the above Authority have been converted into scrap and no loose records are at my unit. This certificate is being issued on the express request of M/s ..... (Successful Bidder).

**(Signature of the Authorised person)**

**Date :**

**Place :**

**Name :**