



भारत सरकार / Govt. of India

आयकर विभाग/ Income Tax Department

अपर निदेशक आयकर (अन्वे.) / Addl. Director of Income Tax (Inv.)

न्यू सी.जी.ओ. कॉम्प्लेक्स, एन.एच.-4, एन.आई.टी., फरीदाबाद/ New CGO Complex NH-IV, NIT Faridabad

Email Id:- faridabad.addl.dit.inv@incometax.gov.in, फोन नं: 0129-2434786, फैक्स: 0129-2415981

F.No. Addl.DIT/INV/FBD/2022-23/ 1478

Dated: 14.10.2022

## BID NOTICE

1. The office of the Addl. Director of Income Tax (Inv.) Faridabad invites sealed bids to engage bidders for disposal of damaged/obsolete furniture, items and e-waste on 'as is where is' basis which is kept on Ground Floor, 1st Aayakar Bhavan, Faridabad, Terms and conditions are enclosed along with this notice.
2. The bidder will be required to collect, segregate, dismantle and recycle of all the items as per the rules and regulations of Haryana State Pollution Control Board as mentioned on their website <https://hspcb.gov.in>.
3. The bidder will be required to bear all the expenditure such as loading/ unloading of all items 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 in the Department will be amount quoted by the bidder. The bidder who has quoted the highest amount of rate of the items 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 Addl. Director of Income Tax (Inv.), Faridabad, on or before 20/10/2022 by 11.30 AM.
5. It is also hereby informed that the sealed bid will be opened on 21.10.2022 at 11:30 AM in the presence of the LPC members. 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.
6. Information/inspection for the waste items to be auctioned, may be carried out with the help of the official Sh. Rajesh, Office Superintendent (Mob. 7982004437).

(Bharat Bhushan Garg)

Commissioner of Income Tax (OSD) cum  
Addl. Director of Income Tax (Inv.),  
Faridabad

Copy to:

1. The Deputy Commissioner of Income Tax (Hq.) Admin, O/o the Pr. CCF, NWR, Chandigarh for local information and With the request uploading the same in Departmental Website.
2. The Pr. Director of Income tax (Inv.) Sector-2, Panchkula.
3. Zonal Account Officer, Rohtak.
4. Notice Board.

(Bharat Bhushan Garg)

Commissioner of Income Tax (OSD) cum  
Addl. Director of Income Tax (Inv.),  
Faridabad



Office of the  
Addl. Director of Income Tax (Inv.)  
Faridabad  
8445  
upload on website  
26/10

## TERMS AND CONDITIONS

1. The bidder will be required to collect, segregate, dismantle and recycle of old items as per the rules and regulations of Haryana Pollution Control Board as mentioned on their website <https://hspcb.gov.in>.
1. The successful bidder will pick and transport these items as are kept in O/o Addl. DIT (Inv.), Aayakar Bhawan, Faridabad with his own cost and arrangements. No segregation will be allowed before the lifting of the items.
2. The successful bidder will bring the transport vehicle and labour at his own cost. While carrying out the work, the authorized person of the department will supervise.
3. The successful bidder shall make his own arrangement for the security of materials sold to him under the sale order. The Addl. DIT (Inv.), 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.
4. The bidder may inspect the items which are kept in O/ o the Addl. DIT(Inv.), Faridabad on any working day from 11:00 AM to 5:00 PM between 13.10.2022 to 19.10.2022 on office working days with the prior intimation to the undersigned.
6. The successful bidder has to lift all the items after the work order is issued and cannot deny lifting of any material on the pretext of bad quality of material.
7. The bidder will be required to furnish profile of the bidder in Bid Document and bid for the disposal of waste records/materials/items packed as is where is basis which is kept in office of Addl. DIT (Inv.), Faridabad.
8. 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.
9. The successful bidder will make the payment in the form of document draft or banker's cheque in the favour of ZAO, CBDT, payable at Rohtak 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.
10. 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.
11. Bidders sending their bids by post will do so slowly at their own risk and the Addl.DIT (Inv.), Faridabad will not be responsible for any loss in transit or postal delay, Bids by fax will not be accepted.
12. The bidder may withdraw its bid after submission, provided written notice of the withdrawal is received by the Addl.DIT (Inv.), Faridabad 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 day of submission of bids.

13. The entry of the employees of the bidder shall be regulated through the valid gate passes issued by the O/o Addl.DIT (Inv.), Faridabad. All rules enforced from time to time in this respect have to be followed by the bidder.
14. 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.
16. The Income Tax Department shall have the right not to utilize the services or terminated the work without giving any notice or assigning any reason.
17. 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.

*Bharat*  
*14/10/22*  
**(Bharat Bhushan Garg)**  
Commissioner of Income Tax (OSD) cum  
Addl. Director of Income Tax (Inv.),  
Faridabad



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

<b>S. No.</b>	<b>Particulars</b>	<b>To be filed 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

S. No.	Particulars	To be filed by the Bidder
1	Name of the Agency /Firm I Company	
2	Detailed office address of the agency with office telephone number/Mobile Number/email address	
3	Rate quoted for items waste documents/materials (net of all the expenditure	

(Signature of the Authorised person)

**Date:**

**Name:**

**Place:**

## Bid Document-II

### CERTIFICATE

This is to certify that the all the items old records have been received by me on..... From the O/ o the Addl. DIT(Inv.), Faridabad 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:**

**Name:**

**Place:**