



## INCOME TAX DEPARTMENT

OFFICE OF THE INCOME TAX OFFICER, NAHAN, NEAR DELHI GATE, SIRMOUR, HIMACHAL PRADESH-173001  
DEPARTMENT OF REVENUE, MINISTRY OF FINANCE, GOVERNMENT OF INDIA  
Ph. 01702 226242 Fax 226017, Email:- [nahan.ito@incometax.gov.in](mailto:nahan.ito@incometax.gov.in)

F.No. ITO/NAHAN/2021-22/ 324

Dated :23.11.2021

To

The Dy. Commissioner of Income Tax,  
Admin (HQ.), Aayakar Bhawan,  
Chandigarh.

Sir,

**Subject:- Scrap auction notice special drive for weeding out of old records/files, disposal of waste material, disposal of newspaper waste, disposal of E-waste etc. – Reg.**

Kindly refer to the subject cited above.

2. In this regard, it is submitted that a scrap auction notice and other relevant documents for special drive for weeding out of old records / files, disposal of waste material, disposal of newspaper waste, disposal of E-waste etc. has been launched by this office. Under this drive some old record/ files, waste material etc. have been found for weeding out. The scrap auction notice alongwith other relevant documents are being forwarded to your goodself for publishing of documents on NWR website. It is, therefore requested to kindly upload the tender notice alongwith its enclosures on the departmental website [www.incometaxchandigarh.org](http://www.incometaxchandigarh.org).

Yours faithfully,

**Encls:** As above

  
(Manjit Singh)

Income Tax Officer,  
Nahan, Distt. Sirmour (HP).



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### Scrap Auction Notice

The office of the Income Tax Officer, Ward - Nahan (H.P.) Invites sealed quotations for sale of miscellaneous scrap items identified during departmental weeding out process. The details of items is as below:

Sr. No.	Name of Scrap/old Article	Quantity (aprox.)	Reserve Price
1.	Plastic waste	12Kg	Rs.10/- per Kg
2.	Iron waste	16Kg	Rs.25/- per Kg
3.	Paper Scrap (Non Assessment Record)	45 Kgs	Rs.10/- per Kg.

[Note: The quantity of above items is subject to revision]

### Terms and conditions

1. The intending bidders have to deposit EMD of Rs. 500/- (Rupees Five Hundred only) by way of Demand Draft/ Banker's Cheque in favour of "ZAO, CBDT" payable at State Bank of India, Shimla before participating in the auction. No interest will be payable on EMD.
2. The intending bidder have to deposit application fee of Rs. 200/- (Non Refundable) by the way of demand Demand Draft/ Banker's Cheque in favour of "ZAO, CBDT" payable at State Bank of India, Shimla before participating in the auction.
3. After inspection of items bidder should quote a price or an amount which he is ready to pay for the scraps offered for sale in a sealed bid.
4. Bid should be signed by bidder(s) himself/themselves or a person duly authorized in his behalf. A copy of such authority should be enclosed along with the bid.
5. Bid forms are not transferable.
6. The EMD of unsuccessful bidders will be refunded.
7. Bidder(s) can inspect the articles/items between 10:00AM to 03:00 PM, at Income Tax Office, Near Delhi Gate, Nahan on 26 November 2021 in regard to the conditions, quality etc of the articles/items and satisfy themselves before submitting their offer by the date and time specified.
8. Any tax, if leviable, shall be paid by the successful bidder.
9. All articles/ items will be sold on "AS IS WHERE IS BASIS" (Both lot wise and Item wise) bidder will be deemed to have been on the clean understanding that they have satisfied themselves full in regard to the conditions, quality and quality of the articles/ items proposed to be auctioned.
10. The successful bidder will be required to make full payment of bid by way of submitting a Demand Draft/ Banker's Cheque payable at Shimla by

2:00 PM on 29.11.2021, after the finalization of the bid. The demand Draft/ Banker's Cheque is to be submitted to the O/o Income Tax Officer, Ward Nahan, H.P.

11. The successful bidder will have to lift the articles/ items at his own cost, risk and arrangement by 6:00 PM on 29.11.2021 after depositing the full amount of payment of the bid otherwise the EMD will be confiscated.

12. The successful bidder will not be entitled to resell any of the articles/items while they are still lying within the premises of this office and no delivery would be effected by this office to any person or person(s) other than the bidder whose name/ names are mentioned in the order.

13. The condemned items/articles will be sold in one lot. The bidders shall quote the rate for one lot i.e. after totaling the lot wise and item wise list of the articles enclosed along-with this tender document

14. The bidder who has quoted maximum price, subject to the condition that it should be more than the reserve price fixed by this office, shall be considered as successful bidder.

15. Income tax employees and their families are not allowed to participate in the auction.

16. Sealed Envelopes should contain the tender form, application fee EMD and the cover should be super scribed as "Tender for Disposal of Scrap items/ articles of the O/o the Income Tax Officer, Nahan" and dropped in person in the tender box on or before 29.11.2021 till 10:00 AM, kept for the purpose in Shimla Range, Shimla during the working hours only. This office shall not be responsible for any delay.

17. The tender received without Tender Fee/EMD amount by way of DD or Bankers Cheque in favour of ZAO, CBDT payable at Shimla will not be considered at all.

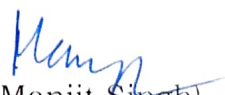
18. No bid shall be accepted after the due date and time. If the due date happens to be a holiday the bid due date will be next working day at the same time notified as above.

19. Bids will be opened on 29.11.2021 at 12:30 PM. If the opening date happens to be a holiday the bid shall be opened in the next working day of the same time in the O/o The Income Tax Officer, Ward Nahan, H.P.

20. The auction shall be subject to the Indian laws and jurisdiction of the Courts located in Shimla.

21. The undersigned reserves the right to postpone the date of opening or accept or reject any or all the bids without assigning any reason at any stage.

22. Paper Scrap is to be disclosed of in a paper shredder in presence and supervision of officials of Income Tax deputed for the purpose, The vendor/scrap dealer has to submit the bids/quotations as per the technical bid proforma at Annexure-1. This office reserves the right to reject the bid if not found coherent. The bids/quotations must reach this office by 29.11.2021 till 10:00AM in a sealed cover.

  
(Manjit Singh)  
Income Tax Officer,  
Nahan (H.P)

**FORMAT OF BID****(A) Particulars of Bidder**

Sr. No.	Particulars	Details
1.	Name of Vendor	
2.	Full Address of Vendor	
3.	Contact No.	
4.	PAN	
5.	Aadhar No.	

**(B) Finance/Price Bid:**

Sr. No.	Name of Scrap/old Article/Item	Quantity	Offered Price (Rs.)
1.	Old Heaters	8	
2.	Old Water Purifiers	2	
3.	Old Typewriter	1	
4.	Old CO2 Cylinder/ Fire Extinguisher	2	
5.	Franking Machine for ticket punching	1	
6.	Old stabilizer	1	
7.	Old Oven	1	
8.	Old Plastic Chair	1	
9.	Old Rolling chair	1	
10.	Old Misc. Books, Old Income Tax Acts/Rules (Approx Weight)	130 Kg	
11.	Paper Scrap with file covers (Approx Weight)	550 Kg	
Total Price Offered for all items from S. No. 1 to 9			Rs.
Add: Applicable GST, if any			Rs.
Grand Total including GST			Rs.

Signature: \_\_\_\_\_

Name of Authorized Signatory: \_\_\_\_\_

Seal/Stamp:

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