

**INCOME TAX DEPARTMENT, BURDWAN, WEST BENGAL**  
Office of the Commissioner of Income Tax, Burdwan, W.B.

TENDER NO. ITO/W-2(3)/BWN/PC/2011-12/585, Date: 06.01.2012.

**TENDER NOTICE FOR SALE OF OLD PAPERS**

The Income Tax Department, Burdwan invites sealed quotations for sale of old obsolete weeded out return forms lying in the Aayakar Bhavan, Burdwan premises.

2. Old obsolete weeded out records are to be shredded in the presence of the Departmental officials. Equipment for shredding shall be arranged by the contractor.
3. The weighing of the paper waste is to be done in the presence of the Departmental officials. The slips indicating the weight of the paper waste are to be handed over to the Department.
4. Material shall be lifted after payment of the amount at the agreed rate. The Contractor will be allowed to take out the material from the premises only after producing evidence for payment of the amount.
5. Labour, Transport, Equipment including Weighing Machine, Bags and Packing materials required for removing the paper waste from the designated places shall be arranged by the Contractor at his own cost. The Department will not take any responsibility in this regard.
6. The interested persons may visit the premises from 09.01.2012 to 15.01.2012 between 02.00 PM to 05.00 PM on working days with prior appointment with the undersigned.
7. Quotations must accompany copy of PAN Card or Voter Identity Card and evidence to proof that the vendor has the infrastructure/expertise to perform the said job.
8. The successful bidder shall submit security deposit of earnest money of Rs.5,000 in the form of A/c. Payee Demand Draft drawn on 'State Bank of India, City Centre Branch, Durgapur' in favor of 'A.O. & D.D.O., Income Tax Office, Burdwan' within seven days from the date of receipt of acceptance letter.
9. The security will be adjusted against the total amount payable after successful completion of the work.
10. The Department reserves the right to deduct any expenses, loss/claims on account of the failure of the Vendor to comply with the terms of the contract.
11. The security deposit is to be forfeited in the event of failure of the vendor to execute the work within the specified time.

12. The Income Tax Department reserves the right to accept or reject any quotation on any ground or without assigning any reason whatsoever.

13. The bid should be submitted in the format as per Annexure-I in sealed envelope marking "Quotation for Sale of Old Paper Wastes". The Quotations must reach the office of the under signed in a closed cover complete in all respects **before 01.30 PM on 19.01.2012** either by post or through representative to the address given below.

**Income Tax Officer, Ward-2(3), Burdwan.  
2<sup>nd</sup> Floor, Aayakar Bhawan Annexe,  
Burdwan Court Compound, Burdwan-713101.**

14. The Quotations will be opened on the same day(19.01.2012) at 03.00 PM by the 'Purchase Committee' constituted by Commissioner of Income Tax, Burdwan Participants may be present at the time of opening of the bidding either in person or through their authorized representatives.

Sd/-  
[Abhijit Mondal]  
I.T.O., Ward-2(3), Burdwan  
& Secretary, Purchase Committee.

**Quotation for Sale of Old Paper Wastes**

1. Name of the service provider :
2. Address(please enclose Voter I Card :  
or PAN Card documentary proof)
3. Name of the contact person :
4. Contact Numbers (a) Mobile No. :  
(b) Landline No.:
5. Permanent Account Number (PAN) :
6. Whether you have experience in :  
supplying vehicles to government  
departments. (enclose proof)
7. Rate of Paper Wastes per kilogram :  
  
(a) For Old Return Forms :  
  
(a) For Old records (to be shredded) :

Note: Documentary proof shall be enclosed as required and mentioned in the annexure, failing which quotaion will be rejected.

**DECLARATION**

I hereby declare that details furnished above are true and correct. I have read over the entire terms and conditions of the tender document and abide by the same.

Date:

Signature:

Name :