




GOVERNMENT OF INDIA
OFFICE OF THE
PRINCIPAL COMMISSIONER OF INCOME TAX-19
2ND FLOOR, MATRU MANDIR, TARDEO,
MUMBAI-400007.

{ (022)22855951 (DIRECT)
{ (022) 23821527 (FAX)

NOTICE INVITING TENDERS

1. The Income Tax Department, Mumbai invites tender for disposal of (i) Unserviceable & Discarded and Scrap Wooden Furniture items, and (ii) Unserviceable & Discarded and Scrap Metal Furniture items etc. at the first and second floor of the Income Tax Office, Matru-Mandir, Tardeo, Mumbai - 400 007.
2. Sealed Tenders, duly superscribed "**Tenders for Disposal of Discarded & Scrap Furniture/Metals etc. at Income Tax Office, Matru-Mandir, Mumbai**" and addressed to "**The Principal Commissioner of Income-tax-19, Mumbai**" are invited so as to reach the Tender Box kept in the office mentioned above **not later than 14:30 hours on 08.11.2017**. Tenders received after stipulated date/time shall not be entertained. **The tenders will be opened on the same day at 15:30 hours** in the presence of the Bidders or their authorized representative(s) who may like to be present.
3. Detailed information/terms and conditions for the purpose can either be downloaded from www.incometaxindia.gov.in or www.incometaxmumbai.gov.in and can also be obtained from the office at the above mentioned address during office hours **on all working days up to 08.11.2017, from 10.00 hrs to 17.00 hours.**


RAJBIR SINGH
Income Tax Officer (HQ) to
Pr.CIT-19, Mumbai.

Dated: 30th October, 2017

**"TENDERS FOR DISPOSAL OF DISCARDED & SCRAP FURNITURE/METALS ETC. AT
MATRU-MANDIR INCOME TAX OFFICE, MUMBAI"**

Tender No: Pr. CIT-19/Mum/Scrap/T-1/2017-18

Dated: 30.10.2017

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**OFFICE OF THE
PRINCIPAL COMMISSIONER OF INCOME TAX-19
2ND FLOOR, MATRU MANDIR, TARDEO,
MUMBAI-400007.**

**SECTION – I
DOMESTIC COMPETITIVE BIDDING
(Through call of open Tenders)**

Tender No. Pr. CIT/Mum/Scrap/T-1/2017-18

Dated: 30.10.2017

Name of Work	Disposal of Discarded & Scrap Furniture/Metals etc. at Income Tax Office, Matru-Mandir, Mumbai
Period of Contract	15 days from the date of issue of Sale Order, including 7 days for issuance of Delivery order after receipt of full payment by Pr. Commissioner of Income-tax-19, Mumbai.
Earnest Money Deposit	Rs. 25,000/-
Last Date & Time for receipt of Bid	Date: 08.11.2017, Time: 14:30 Hrs
Time and Date of Opening of Technical Bid	Date: 08.11.2017, Time: 15:30 Hrs
Place of Opening of Technical Bid	2 nd Floor, Income Tax Office, Matru mandir, Tardeo, Mumbai-400007.
The tender documents can be obtained from:	Office of Pr. Commissioner of Income Tax-19, 2 nd Floor, Income Tax Office, Matru mandir, Tardeo, Mumbai-400007.
Tender documents can be dropped in the tender box at:	Office of Pr. Commissioner of Income Tax-19, 2 nd Floor, Income Tax Office, Matru mandir, Tardeo, Mumbai-400007.
Tenders in sealed envelope superscribed "Tenders for Disposal of Discarded & Scrap Furniture/Metals etc. at Income Tax Office, Matru-Mandir, Mumbai" & having two sealed envelopes superscribed "TECHNICAL BID" , and "FINANCIAL BID" should be addressed to:	Pr. Commissioner of Income Tax-19, 2 nd Floor, Income Tax Office, Matru mandir, Tardeo, Mumbai-400007.

SECTION –II
INVITATION TO BID

Tender No. Pr. CIT/Mum/Scrap/T-1/2017-18

Dated: 30.10.2017

1. Principal Commissioner of Income-tax-19, Mumbai invites sealed bids for disposal of (i) Unserviceable & Discarded and Scrap Wooden Furniture items, and (ii) Unserviceable & Discarded and Scrap Metal Furniture items etc.
2. The scope of work includes lifting, dismantling and removal (i) Unserviceable & Discarded and Scrap Wooden Furniture items, and (ii) Unserviceable & Discarded and Scrap Metal Furniture items etc. on "As is where is Basis" lying at first and second floor of the Income Tax Office, Matru-Mandir , Tardeo, Mumbai – 400 007.
3. The Earnest Money Deposit/Bid Security (Refundable, if the bid is not successful) of **Rs. 25,000/- (Rupees Twenty Five Thousand only)** in the form of Demand Draft/Banker's Cheque in favour of **Zonal Accounts Officer, CBDT**, payable at Mumbai, has to be deposited along with technical bid forms.
4. The completion time of work shall be maximum 15 days from the date of issue of Sale Order, including 7 days for issuance of Delivery order after receipt of full payment by Pr. Commissioner of Income-tax-19, Mumbai
5. The bid document may be downloaded from the websites www.incometaxindia.gov.in or www.incometaxmumbai.gov.in
6. Principal Commissioner of Income-tax-19, Mumbai reserves the right to accept or reject any bid, and to annul the bidding process at any time, without incurring any liability to the affected Bidder or Bidders.
7. The sealed tenders completed in all respect shall be submitted/dropped in the tender box kept at the office of the Principal Commissioner of Income-tax-19, 2nd Floor, Income Tax Office, Matru mandir, Tardeo, Mumbai-400007 not later than 14.30 hours on 08.11.2017 and the Technical bids will be opened at 15.30 hrs on the same day at 2nd Floor, Income Tax Office, Matru mandir, Tardeo, Mumbai-400007, and the same shall be followed by opening of the financial bids of the bidders successful in the technical bids.

Read and accepted.
Signature and stamp of
Bidder or Authorized Signatory

SECTION-III
INSTRUCTIONS TO BIDDERS

1. This Invitation to Bids is open to all Agencies fulfilling the eligibility criteria. Agencies not conforming to any of the following parameters will not qualify:

Eligibility Criteria:

- a. The Agency should have minimum three years' of experience in the field of dismantling, lifting, removal and disposal of (i) Unserviceable & Discarded and Scrap Wooden Furniture items, and (ii) Unserviceable & Discarded and Scrap Metal Furniture items etc.
 - b. The Agency should be an Income Tax assessee and should have filed Return of Income for the last 3 assessment years, i.e. Assessment Years 2015-16, 2016-17 and 2017-18.
2. The Agency is expected to examine all instructions, forms, terms & conditions, and specifications in the bidding document. Failure to furnish information required by the bidding document or submission of a bid not substantially responsive to the bidding document in each and every respect will result in rejection of the bid.
 3. The goods will be sold on "**As is where is basis**", so far as the physical condition of the same is concerned. That is to say, the Agency(ies) will be deemed to have made themselves aware of the physical conditions, dimensions, size, weight, working conditions etc. by inspecting the material before submitting their tender and no complaint/claim in this regard will be entertained by Principal Commissioner of Income-tax-19, Mumbai after the submission of the tender.
 4. Bidders may quote for all items mentioned in the schedule (Section VIII).

5. **Process**

Selection of a successful Agency will involve a five (5) stage approach before issuance of Work Order. The approach follows the Indian Government's Central Vigilance Commission (CVC) guidelines.



6. The bidder is required to fill up the Profile of its Organization and other details in the format given as per **Annexure-A** of the Bid Document.
7. **The bids are to be submitted in two parts in separate sealed envelopes, i.e., Technical Bid and Financial Bid.**
8. **The Technical Bid (Section-VI) submitted by the bidder shall include the following:**

8.1 Copies of Documents to be submitted at the time of filing the Bid

- a. Certificate of Registration from Registrar of Companies or Registrar of Firms or Letter of Proprietorship.
- b. Income-tax Returns for the last 3 assessment years, i.e. AYs 2015-16, 2016-17 & 2017-18 and copy of PAN.

8.2 The bidders are required to submit Earnest Money Deposit (EMD) of Rs. 25,000/- by means of demand draft Pay/Banker's Cheque drawn in favour of **Zonal Accounts Officer, CBDT**, payable at Mumbai, along with their bids. The EMD is to remain valid for a period of 90 days beyond the final bid validity period. In case the Tender Process takes longer than 90 days, the successful bidder will submit a fresh EMD of Rs 25,000/- before the expiry of earlier instrument through which the EMD was furnished.

8.3 The Bidder shall sign its bid with the exact name of the concern to which the contract is to be awarded.

8.4 The Bid document filed by the bidder shall be typed or written in indelible ink. No overwriting or cuttings shall be permitted. No bid will be considered unless and until all the pages documents comprising of the Bid are properly signed and stamped by the persons authorized to do so.

8.5 Principal Commissioner of Income-tax-19, Mumbai reserves the right to reject the bid having deviations from the prescribed terms and conditions.

9. Requirements of Financial Bid (Section VII):

- a. The Financial Bid shall comprise the price component for disposal through purchase of all the (i) Unserviceable & Discarded and Scrap Wooden Furniture items, and (ii) Unserviceable & Discarded and Scrap Metal Furniture items etc. indicated in the **Section – VIII** of the bid document.
- b. Rates quoted shall include statutory obligations as may be applicable.
- c. The bidder will have to bear the cost of dismantling, lifting, removal and disposal of all (i) Unserviceable & Discarded and Scrap Wooden Furniture items, and (ii) Unserviceable & Discarded and Scrap Metal Furniture items etc.
- d. Prices shall be quoted in Indian rupees only.
- e. The Bidder shall sign its bid with the exact name of the concern to which the contract is to be awarded.
- f. The Bid document filed by the bidder shall be typed or written in indelible ink. No overwriting or cuttings shall be permitted.

10. Sealing and Marking of Bids:

- a. The Technical Bid along with EMD instrument and requisite documents (listed in Para 8 above) shall be placed in one sealed envelope superscribed '**Technical Bid**'. The Financial Bid shall be kept in a separate sealed envelope super-scribed '**Financial Bid**'. Both the envelopes shall then be placed in one single, sealed envelope superscribed "**Tenders for Disposal of Discarded & Scrap Furniture/Metals etc. at Income Tax Office, Matru-Mandir, Mumbai**" and addressed to "**The Principal Commissioner of Income-tax-19, Mumbai**". The bidder's name, telephone number and complete mailing address shall be indicated on the cover of the outer envelope.
- b. Both the inner envelopes super-scribed Technical Bid and Financial Bid shall also have the name and address of the bidder so that if required, they may be returned to the bidder without opening them.
- c. If the outer and inner envelopes are not sealed and marked as required, the Principal Commissioner of Income-tax-19, Mumbai, shall assume no responsibility for the bid's misplacement or premature opening.
- d. If for any reason, it is found that the Technical Bid reveals the Financial Bid related details in any manner whatsoever, or, the Financial Bid is enclosed in the envelope super-scribed, "**Technical Bid**", the Bid document will be summarily rejected in the first instance itself.
- e. All the Bid documents submitted shall be serially page numbered and contain the table of contents with page numbers.
- f. Date of opening of Financial Bid shall be intimated to the successful technical bidders at the time of finalizing the Technical Bid.
- g. The bidders should submit/drop their bids in separate sealed envelopes, which in turn should be placed into a sealed larger envelope (Maximum Width of 10 Inch), in the 'Tender Box' kept in 2nd Floor, Income Tax Office, Matru mandir, Tardeo, Mumbai- 400007 by 14:30 hrs on 08.11.2017. No acknowledgement, in respect of receipt of any bid, shall be issued. The 'Tender Box' will be opened at 15:30 hrs. on 08.11.2017 in the presence of bidders or their authorized representatives.

11. Deadline for Submission of Bids:

- a. Bids must be received by the Principal Commissioner of Income-tax-19, Mumbai at the address specified not later than the time and date specified in the Invitation for Bids. In the event of the specified date for the submission of Bids being declared a holiday for the Income-tax Department, the Bids will be received up to the given time on the next working day.
- b. The Principal Commissioner of Income-tax-19, Mumbai may, at its discretion, extend the deadline for submission of bids which will be binding on all the bidders.

- c. Any bid received by the Principal Commissioner of Income-tax-19, Mumbai after the deadline for submission of bids prescribed by the Principal Commissioner of Income-tax-19, Mumbai in the bid, document will be rejected and will not be opened.
12. No telex / telegraphic / fax quotations will be accepted.
13. Bidders sending their tenders by post will do so solely at their own risk and the Principal Commissioner of Income-tax-19, Mumbai will not be responsible for any loss in transit or postal delay.
14. Incomplete tender or tenders submitted with qualifying conditions at variance with the Terms and Conditions of tender are liable to be rejected summarily.
15. **Modifications and Withdrawal of Bids:**
- a. No modification or substitution of the submitted application shall be allowed.
- b. A bidder may withdraw its Tender after submission, provided that written notice of the withdrawal is received by the Principal Commissioner of Income-tax-19, Mumbai before the due date for submission of Applications. In case a bidder wants to resubmit his application, it shall submit a fresh application following all the applicable conditions.
- c. The withdrawal notice shall be prepared in Original only and each page of the notice shall be signed and stamped by authorized signatories. The copy of the notice shall be duly marked "WITHDRAWAL".
16. **Validity:**
- Bids shall remain valid for 60 days after the date of bid opening prescribed by the Principal Commissioner of Income-tax-19, Mumbai. A bid valid for a shorter period shall be rejected by the Principal Commissioner of Income-tax-19, Mumbai, as non-responsive.
17. **Opening and Evaluation of Technical Bids:**
- a. The Tender Committee appointed by the Principal Commissioner of Income-tax-19, Mumbai will open all Technical Bids in the first instance on the appointed date, time and venue.
- b. During evaluation of bids, the Principal Commissioner of Income-tax-19, Mumbai may, at its discretion, ask the bidder for clarification of his bid.
- c. No bidder shall contact the Principal Commissioner of Income-tax-19, Mumbai on any matter relating to his bid from the time of the bid opening till the time of issue of work order. All bidders are strongly advised to furnish all material information in the bid itself.

- d. Any effort by a Bidder to influence the Principal Commissioner of Income-tax-19, Mumbai in its decisions on bid evaluation, bid comparison or work order decision will result in rejection of the bid.
- e. Where the bid has been signed by the Authorized Representative on behalf of the concern, the bidder shall submit a certificate of authority and any other document consisting of adequate proof of the ability of the signatory to bind the bidder to the contract.
- f. Department may out rightly reject any bid, which was not supported by adequate proof of the signatory's authority.
- g. No alteration shall be made in any of the terms and conditions of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this section are liable to be ignored.
- h. Failure to furnish EMD along with technical bid will result in bid getting rejected.
- i. The results of the technical bid will be communicated in writing to the qualifying bidders along with the date of opening of financial bid in which they can choose to remain present. The financial bid of only those bidders will be opened who meet the requirements of technical bid parameters mentioned in the technical bid. The unsuccessful bidders will be notified separately.

18. Opening and evaluation of Financial Bids:

- a. The Highest Bid shall be decided upon the highest price quoted by the particular bidder.
 - b. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price will be corrected. If there is a discrepancy between the total amount and the sum of the total prices, the sum of the total prices shall prevail and the total bid amount will be corrected.
 - c. The Highest Acceptable Bid will be considered further for placement of contract after complete clarification and price negotiations as decided by the Pr. Commissioner of Income-tax-19, Mumbai.
 - d. Arithmetical errors will be rectified on the following basis: - If there is a discrepancy between words and figures, the amount mentioned in words shall be taken as the bid price. If the bidder does not accept the correction of errors, as aforesaid, his bid will be rejected.
- 19.** The Pr. Commissioner of Income-tax-19, Mumbai does not bind himself to accept the highest bid. The Department reserves the right to accept or reject the highest tender without assigning any reason and the contract of any or all the lots may be allotted by the Principal Commissioner of Income-tax-19, Mumbai to one or more than one bidder as the Principal Commissioner of Income-tax-19, Mumbai may deem fit and no claim/complaint in this regard will be entertained by the Principal Commissioner of Income-tax-19, Mumbai.

20. Where the bid has been signed by the Authorized Representative on behalf of the bidder, the bidder shall submit a certificate of authority and any other document consisting of adequate proof of the ability of the signatory to bind the bidder to the contract. (Principal Commissioner of Income-tax-19, Mumbai may out rightly reject any bid, which was not supported by adequate proof of the signatory's authority).
21. No alteration shall be made in any of the terms and conditions of the bid document by scoring out. In the submitted bid, no variation in the conditions shall be admissible. Bids not complying with the terms and conditions listed in this section are liable to be ignored.
22. In the event of Income-tax office remain closed on the day of opening of the tender for any unforeseen reason, the tender shall be received up to 12:00 hrs on the next working day for the Income-tax Office and will be opened immediately thereafter in the presence of such bidders who may like to be present. Principal Commissioner of Income-tax-19, Mumbai shall not entertain any complaint as to the fact that the bidders were not aware of the exact next working day and it is the responsibility of the bidders to find out from the office of the Principal Commissioner of Income-tax-19, Mumbai about such details. Principal Commissioner of Income-tax-19, Mumbai does not undertake any responsibility whatsoever to inform any or all the bidders such changes and it is within the rights and discretion of Department to take all such decisions and the same shall be binding on all bidders.
23. The bidders must write their complete postal address correctly and legibly (preferably in Bold letter) so that the sale Acceptance Letter/Sale Offer or the EMD refunds are made correctly. Principal Commissioner of Income-tax-19, Mumbai shall not be responsible for either delay or non-delivery of SO/EMDs due to wrong or illegible/incomplete address given in the tender document.
24. EMD of unsuccessful bidder will be returned to them within 15 days of the completion of financial evaluation of tenders.
25. The EMD amount of the successful bidder shall be forfeited, if the bidder fails within the time fixed by the Principal Commissioner of Income-tax-19, Mumbai to sign the contract on terms contained in the bid document within the prescribed validity period i.e. 60 days from the opening of the technical bid.
26. Prior to the submission of Bid, the Bidder/authorized representative shall personally inspect the first and second floor of the Income Tax Office, Matru-Mandir , Tardeo, Mumbai – 400 007 and facilities specified in the Bid at his own cost and under prior intimation to the Caretaker, Matru-Mandir Income Tax Office, Mumbai. This is necessary to enable the bidder to gather all the information, so as to prepare the Bid accurately after taking into consideration all the relevant factors. Submission of the bid will, therefore, be considered as meeting the requirements of bidder having fully read and understood the tender document and the scope of work prescribed therein.

27. Making misleading or false representation in the bid document will lead to disqualification of the Bidder at any stage.
28. Principal Commissioner of Income-tax-19, Mumbai reserves the right to negotiate the price with the **finally** short listed bidder before awarding the contract. It may be noted that Pr. Commissioner of Income-tax-19, Mumbai will not entertain any price negotiations with any other bidder.
29. The Principal Commissioner of Income-tax-19, Mumbai without assigning any reasons, reserves the right to accept or reject any bid, and to annul the bidding process and to reject all the bids at any time, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the action of the Principal Commissioner of Income-tax-19, Mumbai.
30. **Requests for Information:**
 - 30.1 Bidders are required to direct all communications related to this document through the designated Contact person i.e. **Income Tax Officer (HQ) to Pr.CIT-19, Mumbai, 2nd Floor, Income Tax Office, Matru Mandir, Tardeo, Mumbai-400007.**
 - 30.2 All queries relating to the Bid, technical or otherwise, must be in writing only to the designated contact person. Principal Commissioner of Income-tax-19, Mumbai will not answer any communication initiated by bidders later than five business days prior to the due date of opening of the bids.
 - 30.3 If the Department, in its absolute discretion, deems that the originator of the question will gain an advantage by a response to a question, then the department reserves the right to communicate such response to all bidders.
31. The Principal Commissioner of Income-tax-19, Mumbai shall have the right to issue addendum to tender documents to clarify, amend, modify, supplement or delete any of the conditions, clauses or items stated. Addendum so Issued shall form part of original invitation to tender.
32. In case offer is not accepted, the bidder shall not be entitled to claim any cost, charges, expenses incidental to or incurred by the contractor in connection with the submission of the offer; even though the Principal Commissioner of Income-tax-19, Mumbai may elect to withdraw the invitation to tender. All invitation to tender be withdrawn or cancelled by the Principal Commissioner of Income-tax-19, Mumbai for which the Department shall have the right to do so at any time, the Earnest Money paid by the bidders with the bid will be refunded to them in due course without interest.
33. The bidders shall have no right to issue addendum to tender documents to clarify, amend, supplement or delete any of the conditions, clause or items stated there in.
34. The bidders are required to submit their quotations only in the space provided for that purpose i.e. in "Schedule of Rates/offer sheet" attached with the tender. The

Principal Commissioner of Income-tax-19, Mumbai shall not be responsible for rates quoted by bidders at any other place being missed out during tender opening. No representation from such bidders in this regard shall be entertained by the Principal Commissioner of Income-tax-19, Mumbai.

35. In case of a tie (same rate quoted by two or more bidders) in quotations of a particular item, then all such bidders shall be asked to submit fresh sealed prices on the spot. The decision to accept/reject any/all of the quotation(s) shall be reserved with the Department.
36. The decision of the Principal Commissioner of Income-tax-19, Mumbai or its authorized representative/nominee in the matter arising out of these sales shall be final in regard to all matters relating to the contract.
37. The goods will be sold on "As is where is", so far as the physical condition of the same is concerned. That is to say, the bidder (s) will be deemed to have made themselves aware of the physical conditions, dimensions, size, weight, working conditions etc. by inspecting the material before submitting their tender and no complaint/claim in this regard will be entertained by Principal Commissioner of Income-tax-19, Mumbai after the submission of the tender.

*Read and accepted.
Signature and stamp of
Bidder or Authorized Signatory*

SECTION-IV
TERMS & CONDITIONS OF CONTRACT

1. This contract shall be for disposal of (i) Unserviceable & Discarded and Scrap Wooden Furniture items, and (ii) Unserviceable & Discarded and Scrap Metal Furniture items etc. at first and second floor of the Income Tax Office, Matru-Mandir, Tardeo, Mumbai – 400 007.
2. In the event of acceptance of the bid, the bidder, after receiving the award of the contract, shall enter into an agreement with the Pr. Commissioner of Income-tax-19, Mumbai, which shall be governed by the terms and conditions/ scope of work given in the bid document.
3. The Contractor shall acknowledge that it has made itself fully acquainted with all the conditions and circumstances under which the services required under the contract will have to be provided and the terms, clauses and conditions, specifications and other details of the contract. The contractor shall not plead ignorance on any matter as an excuse for deficiency in service or failure to perform or with a view to asking for **decrease of any rates** agreed to the contract or to evading any of its obligations under the contract.
4. The contractor will be responsible for the execution of entire work and will be legally liable for any harm or loss arising to any person whomsoever, in whatever form, from any act of negligence, omission or commission, whether intentional or otherwise, of the contractor or any of the workers/ agents deployed by the contractor in the course of providing any services stated in this contract, and will bear full responsibility and cost of the same. The Principal Commissioner of Income-tax-19, Mumbai will not be liable for any loss or harm to any person within or outside the premises of Principal Commissioner of Income-tax-19, Mumbai from any act of omission or commission of any of the workers, agents any others deployed by the contractor in the course of providing any services stated in this contract.
5. The Principal Commissioner of Income-tax-19, Mumbai shall not be liable for any compensation, claim for damages etc. due to any accident, injury or harm to any person deployed by the Agency or death due to accident or otherwise, which may arise out of any circumstances related or unrelated with their lifting, handling, dismantling or disposing of the items inside or outside the premises of Income Tax Office, Matru Mandir, Mumbai. The Principal Commissioner of Income-tax-19, Mumbai shall be indemnified by the Contractor for all such claims.
6. Without prejudice to the preceding term of contract, the contractor will be liable to reimburse the Principal Commissioner of Income-tax-19, Mumbai of any cost or legal liability penalty/ fine imposed on the Principal Commissioner of Income-tax-19, Mumbai by any authority, because of any misconduct or any act of omission or commission, whether intentional or otherwise, of the contractor or any of the workers deployed by the contractor in the course of providing any services stated in this contract.
7. The contractor shall not subcontract or permit anyone other than it to perform any of the work, service or other performance required of the Agency under the contract.

8. The Principal Commissioner of Income-tax-19, Mumbai shall have right to inspection with a view to ensuring strict adherence to terms and conditions /scope of work of the contract.
9. **PAYMENT TERMS:**
- (a) Contractor shall be required to pay the total sales value including applicable taxes and duties, within 7 days of issue of the Sale Order. EMD will not be adjusted against the sale and it will be repaid within 7 days from completion of contract.
- (b) Sale value including any other charges as applicable must be paid by Demand Draft/Pay Order in favour of **Zonal Accounts Officer, CBDT**, payable at Mumbai.
10. The Principal Commissioner of Income-tax-19, Mumbai reserves the right to accept or withdraw from sale the materials offered for sale in full or part thereof prior to or after the acceptance of the tender without assigning any reasons whatsoever. In such an event the payment, if any, deposited by contractor/ purchaser shall be refunded by the Principal Commissioner of Income-tax-19, Mumbai in due course of time without interest, and thereafter no liability/ compliant whatsoever shall be entertained by the Principal Commissioner of Income-tax-19, Mumbai.
11. The list of Details of (i) Unserviceable & Discarded and Scrap Wooden Furniture items, and (ii) Unserviceable & Discarded and Scrap Metal Furniture items etc. at first and second floor of the Income Tax Office, Matru-Mandir , Tardeo, Mumbai – 400 007 offered for disposal is enclosed as per Section VIII (List of numbered items).
12. **INSPECTION**
- (a) The material quoted for may be inspected at the appropriate site(s) as indicated in the Section VIII and contractor, should thoroughly satisfy themselves about the nature, condition and quality of the materials and working conditions. The Principal Commissioner of Income-tax-19, Mumbai gives no guarantee or warranty as to the conditions of the material or/its quality or its fitness for any specific purpose or use. It should be clearly understood that no claim/complaint about the quality, quantity & condition/ fitness for use shall be entertained by the Principal Commissioner of Income-tax-19, Mumbai.
- (b) The materials quoted for may be inspected at first and second floor of the Income Tax Office, Matru-Mandir , Tardeo, Mumbai – 400 007 site by prior appointment with the authorized officer of the Principal Commissioner of Income-tax-19, Mumbai and by observing the entry procedure of the Pr. Commissioner of Income-tax-19, Mumbai. The discretion to allow any person to inspect the stores would rest solely with the Principal Commissioner of Income-tax-19, Mumbai and the mere fact of producing the tender paper at the concerned works of the Department will not confer any such right on the person concerned.

13. PERIOD OF CONTRACT:

The period of contract will be as specified in the Terms and Conditions of tender document. Unless the materials are lifted within 15 days from the signing the contract, the contract for the quantity not lifted within the stipulated time shall be deemed to have been cancelled and the Principal Commissioner of Income-tax-19, Mumbai shall be at liberty to dispose them off without prejudice to its rights against the contractor. If further material is left in the area allotted to the contractor after the period of contract, Principal Commissioner of Income-tax-19, Mumbai at its sole discretion give the extension of time to the contractor to complete the contract in all respect and the contractor shall remove the materials during the extended period also at the same contract rate as provided for, along with ground charges as per clause 15.

14. DEFAULT IN PAYMENT BY THE CONTRACTOR

In case of default in payment within the time limits specified in the terms and conditions/scope of work of tender, the due payment may be made together with additional charges @ 10% per week or part thereof on the Sale amount for the period of delay, within 7 (seven) days from the due date. However, the Principal Commissioner of Income-tax-19, Mumbai reserves the right not to accept the payment with or without the additional charges after the expiry of the above mentioned time limits or even within the aforesaid additional period of 14 (fourteen) days at the Department's sole discretion and in such an event the sale of the items will be automatically cancelled and the Earnest Money/Security Deposit (as the case may be) of the contractor will automatically stand forfeited and in addition, the terms of the Clause 15 hereinafter will be applicable.

15. FAILING LIFTING BY THE CONTRACTOR

In case of any default in lifting the materials by the contractor within the time limits specified in the Terms and Conditions of tender, the un lifted material may be lifted within 14 (fourteen) days from the due date subject to payment of ground rent for the period of delay beyond the specified free delivery period. In case of goods sold on 'lot' basis, the ground rent will be payable @ 10% per week, or part thereof, on the value of the entire lot, even lifted in part, whereas in case of goods sold on unit/number basis, the ground rent will be payable @ 10% per week or part thereof on the value of the un lifted quantity. However, it will be the sole discretion of the Principal Commissioner of Income-tax-19, Mumbai not to allow the contractor to lift the material with or without the ground rent after the expiry of the stipulated free delivery period or even within the aforesaid additional period of 14(fourteen) days and in such event the sale of the material not lifted by the contractor will be automatically cancelled and the Earnest Money/Security Deposit (as the case may be) will automatically stand forfeited and in addition, the terms of the Clause 13 hereinafter will be applicable.

16. ARBITRATION:

In the event of any dispute or differences arising as to the execution of the contract or as to the respective rights or liabilities of the parties hereto or interpretation of any of clause thereof on any condition of agreement (except as to any matters the decision of which is specially provided for or the special conditions), the dispute shall be resolved in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the Rules thereunder and any statutory modifications thereof, for the time being in force, shall be deemed to apply to the arbitration proceedings. The award of the arbitrator shall be final and binding on parties to the agreement. All dispute, controversy or claim between the parties which cannot be mutually resolved within a reasonable time shall be referred to arbitration by sole Arbitrator. Further, the provisions of (Indian) Arbitration & Conciliation Act, 1996 and the rules framed there under shall be applicable. All matter relating to this agreement is subject to the exclusive jurisdiction of the court situated in the state of Maharashtra.

17. Legal Construction: The Contract shall be, in all respects be construed and operated as an Indian Contract and in accordance with Indian Laws as in force for the time being and is subject to and referred to the Court of Law situated within the state of Maharashtra.

18. TERMINATION OF CONTRACT:

18.1 In the event of contractor failure to fulfill any of the tender obligations including not lifting the contracted material under this agreement, decision of Principal Commissioner of Income-tax-19, Mumbai in this regard shall be final and binding on the contractor. The Principal Commissioner of Income-tax-19, Mumbai shall have the full liberty to do any or all of the following:

- a) Cancel the contract with immediate effect for the material under the contract not taken delivery of by the contractor as on that date in which case the Earnest money shall stand forfeited.
- b) Retain and/or adjust/recover from contractor's any amount lying with the Principal Commissioner of Income-tax-19, Mumbai - either under this contract or any other contract or which may at any time become payable/refundable to the contractor either under this contract or any other contract, the amount of losses or damages or claim that might be incurred by the Principal Commissioner of Income-tax-19, Mumbai in selling the material under the contract not taken delivery of by the contractor on its own at contractor's risk and costs. Even after such recovery/adjustment by the Department from contractor any amount as mentioned above lying with the Department, if any further amount is still found payable/refundable by the contractor, the contractor shall pay the same to the Principal Commissioner of Income-tax-19, Mumbai on demand without any objection or demurrage. The decision of the Department in regard to the actual losses incurred to Principal Commissioner of Income-tax-19, Mumbai including the reasonableness of the rate at which the Department decides, the decision of the Department shall be final and binding on the contractor. Provided no loss is incurred by the Department, the

contractor shall only be entitled to the refund of the amount retained by the Department by way of advance payment towards the undelivered stores without any interest.

- (c) If the contractor or any of its partner becomes insolvent or applies for relief as insolvent debtor or commences any insolvency proceedings or makes any composition with its/their creditors or attempts to do so; or if
 - (d) At any time during the pendency of the contract, it comes to the notice of the Principal Commissioner of Income-tax-19, Mumbai that the contractor has misled it by giving false/incorrect information.
19. The contractor shall comply with all statutory liabilities and obligations of State and Central government. The Principal Commissioner of Income-tax-19, Mumbai shall not be liable for any contravention/non-compliance on the part of the contractor. Any contravention/ non-compliance on the part of the contractor would be construed as a sufficient ground for termination of the contract at the discretion of the Principal Commissioner of Income-tax-19, Mumbai. Notwithstanding, in the event of the Principal Commissioner of Income-tax-19, Mumbai being imposed with any penalty/ fine etc., by any agency/authority due to the non-compliance/contravention on the part of the contractor to any statutory laws/rules/regulations etc., the Principal Commissioner of Income-tax-19, Mumbai reserves the right to recover such fine/penalty etc., from the contractor by way of recovery by imposing penalty. The decision of Principal Commissioner of Income-tax-19, Mumbai shall be final in this regard.
20. The Principal Commissioner of Income-tax-19, Mumbai shall not be liable for any failure or delay in performance due to any-cause beyond their control including fires, floods, strikes, lockout, closure, pestilence, dissilience, dispute with staff, dislocation of normal working conditions, war, riots, epidemics, political upheavals, Government action, civil commotion, acts, demands or otherwise any other cause of conditions, beyond the control of aforesaid causes or not and the existence of such cause or consequence may operate at the sole discretion of the Principal Commissioner of Income-tax-19, Mumbai to extend the time of performance on the part of the Department by the period as may be necessary to enable the Department to self-performance after the cause of delay will have ceased to exist. The provisions aforesaid shall not be limited or abrogated by any other terms of the contract whether printed or written.
21. It should be noted by the contractor that by entering into this contract the Principal Commissioner of Income-tax-19, Mumbai is not precluded for entering into similar contracts with anyone else of their choice at any time during the subsistence of thiscontract.
22. The instructions to bidders shall also form part of the contract.

*Read and accepted.
Signature and stamp of the
Bidder or Authorized signatory.*

SECTION- V
SCOPE OF WORK

1. This contract shall be for disposal (i) Unserviceable & Discarded and Scrap Wooden Furniture items, and (ii) Unserviceable & Discarded and Scrap Metal Furniture items etc. at first and second floor of the Income Tax Office, Matru-Mandir , Tardeo, Mumbai – 400 007.
2. The contractor shall lift the full materials lying in the basement by employing their own labour and equipment at their own risk and cost within the time stipulated in the Terms and Conditions of Tender or within such time as may be prescribed in the delivery order. The contractor shall lift the materials only from the lots/site space as may be earmarked/demarcated by the Principal Commissioner of Income-tax-19, Mumbai from time to time which should be final and binding on the contractor and they shall observe the rules and regulations and working hours as may be fixed by the owner. The contractor shall observe the rules only after fulfilling the provisions of advance payments and issue of Delivery Order by the authorized officer of the Principal Commissioner of Income-tax-19, Mumbai. The contractor shall follow the procedure for taking the material out of the Income tax Office, Matru Mandir, Mumbai prevailing in the respective works of the Principal Commissioner of Income-tax-19, Mumbai .
3. The materials have to be removed on 'AS IS WHERE IS BASIS' at the contractor's own cost. No processing other than as may be required for convenient transportation will be permitted at the sole discretion of the Principal Commissioner of Income-tax-19, Mumbai before removal from the premises of Income Tax Office, Matru-Mandir , Tardeo, Mumbai – 400 007. The contractor shall not be provided with any equipment including dozer, scrapper, gas, power, water facilities etc. by the Department. The contractor shall arrange for any of these at their own cost and they shall have to take prior permission from the authorized officer/nominee of the Department for this purpose.
4. The locations where the lots are lying are one of the areas of active work. Under no circumstances shall the operation of the contractor interrupt/interfere with normal operation of the Principal Commissioner of Income-tax-19, Mumbai. Further, the contractor shall not indulge in any operation which could interfere with owner's functioning, if any, in their area in the vicinity or site.
5. The contractor shall follow the Principal Commissioner of Income-tax-19, Mumbai procedure in regard to the issue of Gate Passes for taking the materials out of the premises of Income Tax Office, Matru-Mandir , Tardeo, Mumbai – 400 007. The contractor shall use for the above purpose only trucks/vehicles/cranes having area passes recommended by the Principal Commissioner of Income-tax-19, Mumbai and issued by the authorized officer of the Department.
6. The Principal Commissioner of Income-tax-19, Mumbai shall allow a reasonable number of the contractor's authorized representatives/ workers, trucks etc. at the sole discretion of the Principal Commissioner of Income-tax-19, Mumbai for

entering into the works site for the purpose of removal and transportation of the materials. The Department shall have the right to ban entry of any of contractor's representative/workers/trucks at the sole discretion of the Department without assigning any reason.

7. The contractor will have to fulfill the safety rules, security rules as governed by the applicable rules/laws, for the representatives of the contractor, prevailing from time to time. The contractor shall supply safely equipment and appliances to their workers at their own cost.
8. It shall be the entire responsibility of the contractor to ensure that their vehicles are not driven with so high a speed or in so reckless or rash manner as to cause an accident or prove to be potential threat to the safety of the traffic.
9. The contractor shall be fully responsible for the acts of their representatives/worker and shall fully indemnify the Principal Commissioner of Income-tax-19, Mumbai for losses/damage(s) sustained by the Department. The Department will not be responsible for any claim from labour employed by the contractor. The contractor shall wholly and fully be responsible for such claim for compensation for accident or injury/death or damage, caused during operation to their employees or to any of the Department's employees or to the Department's property.
10. The contractor or any of their representatives worker/agents shall not indulge in any activity which is directly/indirectly prejudicial to interest of the Principal Commissioner of Income-tax-19, Mumbai or any acts of a misappropriation, pilferage or abetting misappropriation or pilferage of the Department's property or any attempt thereof to offer or attempt offer gratifications including offering bribe, reward or advantage etc. pecuniary or otherwise to any officer or employees of Principal Commissioner of Income-tax-19, Mumbai. Indulge in any malpractice namely but not limited to forgery, falsification or fabrication of documents, bills, vouchers, indents, etc. in support or any claim against the Principal Commissioner of Income-tax-19, Mumbai for any reduction of any liability or in connection with work of the Principal Commissioner of Income-tax-19, Mumbai or indulge in any other act which amounts to an offence punishable under the Indian Penal Code or any other enactment.
11. After receipt of material value (including taxes/duties) in full by the Principal Commissioner of Income-tax-19, Mumbai the contractor shall lift the entire material allotted to them by employing their own labour and cost, from the site within 7 days from the date of Issue of Delivery Order or within such time as may be prescribed in the Delivery Order. However, the period to lift the entire material should not be more than 15 days from the date of contract.

12. REMOVAL OF MATERIALS

- (a) Dismantling and transportation of the goods shall be the responsibility of the contractor at his own costs and risks. The contractor will arrange to remove the materials sold to him and clear the site within the stipulated period mentioned in Delivery Order.
- (b) If at any time, after the Sale order is issued, the Principal Commissioner of Income-tax-19, Mumbai wants to retain any item/items for any purpose, the Contractor should agree to it and necessary deduction will be made from the Sale order value as per the valuation/ assessment by the authorized officer of the Principal Commissioner of Income-tax-19, Mumbai, which shall be binding on the Contractor.
- (c) The Principal Commissioner of Income-tax-19, Mumbai or its authorized officer shall have the right to stop dismantling & loading of the materials if they found that the contractor or its representatives are not following the instructions given to them or the lot is not cleared out in accordance with the provisions or Contract.

13. No Contractor's men will be allowed to stay inside the premise of Income Tax Office, Matru Mandir, Tardeo, Mumbai-400007 beyond the officer hours, i.e. 06:00PM on all working days.

14. The contractor shall not be allowed to store the material on the road sides which may block traffic on the road or cause inconveniences to the working of the office.

15. The contractor shall not be entitled to resell any material equipment/items out of the goods sold to him by the Principal Commissioner of Income-tax-19, Mumbai while these goods are still lying within the premises of the Department. No delivery of material would be affected by the Department to any persons other than the contractor or his authorized representative.

16. ENGAGEMENT OF LABOUR

16.1 The recruitment of labour should generally be in accordance with the labour laws of the Government.

16.2 The entry of the employees of the Contractor shall be regulated through the valid gate passes issued by the Principal Commissioner of Income-tax-19. All rules enforced from time to time in this respect shall have to be followed by the contractor.

17. SAFETY:

17.1 The Contractor's Supervisor shall be responsible to supervise the job in person, ensure its smooth performance and his presence at site during the work shall be deemed compulsory.

17.2 Gas cutting work, if any to be carried out by the Contractor in course of dismantling work etc. will be allowed only under supervision of Contractor's supervisory personnel who will ensure that all safety precautions have been taken including those for prevention of fire in and around the area.

17.3 All arrangements of dismantling, removal, loading and transportation of the sold material have to be made by the contractor himself. The Principal Commissioner of Income-tax-19, Mumbai does not take any responsibility; for providing equipment or any other consumable to the Contractor for dismantling job.

18. **SECURITY OF SOLD EQUIPMENT:**

The Contractor shall make his own arrangement for the security of materials sold to him under the Sale order. The Principal Commissioner of Income-tax-19, Mumbai shall not be responsible for any loss or theft of such materials already sold to the contractor. The Contractor will be responsible for safe custody of his own tools, tackles and other materials.

*Read and accepted.
Signature and stamp of
Bidder or Authorized Signatory*

SECTION-VI
TECHNICAL BID

(On the letter head of the concern submitting the bid)

To

The Principal Commissioner of Income-tax-19,
2nd Floor, Income Tax Office, Matru Mandir,
Tardeo, Mumbai-400007.

Ref: Tender No. _____ Dated _____

Sir,

I/We hereby undertake to provide the services for Disposal of (i) Unserviceable & Discarded and Scrap Wooden Furniture items, and (ii) Unserviceable & Discarded and Scrap Metal Furniture items etc. at first and second floor of the Income Tax Office, Matru-Mandir , Tardeo, Mumbai – 400 007 as specified in the Bid/tender document and agree to hold this offer open for a period of 60 days from the date of opening of the tender. I/we shall be bound by a communication of acceptance issued by you.

I/we have understood the Instructions to Bidders and Terms and Conditions of Contract as enclosed with the invitation to the tender and have thoroughly examined the specifications of services to be rendered and are fully aware of the nature of the services to be rendered and my/our offer is to supply the services strictly in accordance with the requirements.

Certified that I/we have the experience of more than _____ years in providing services for disposal of scrap. Certified copies of at least one work-order pertaining to each of the last three years are enclosed with this bid.

A detailed profile of the organization as filled in as prescribed in the Annexure – A of the bid document is enclosed with this bid. Other details required to be submitted with this bid as per the bid document are also enclosed as follows:

- (a) Certificate of Registration from Registrar of Companies or Registrar of Firms or Letter of Proprietorship.
- (b) Income-tax Returns for the last 3 assessment years, i.e. AYs 2015-16, 2016-17 & 2017-18 and copy of PAN card.

Any other document(s)

We do hereby undertake that, until a formal notification of award, this bid, together with your written acceptance thereof shall constitute a binding order between us.

Yours faithfully,

Signature and stamp of the Bidder
or Authorized signatory

Dated this _____ day of _____ of 2017

Telephone: _____

FAX _____

Address _____

E-mail _____

Seal of Agency.

Signature of the bidder.

SECTION-VII
FINANCIAL BID

“Tenders for Disposal of Unserviceable and Discarded & Scrap Furniture/Metals etc. at Income Tax Office, Matru Mandir, Tardeo, Mumbai”

Having examined the bid documents and having submitted the technical bid for the same, I/we, the undersigned, hereby submit the Financial Bid for providing for **Disposal of Unserviceable and Discarded & Scrap Furniture/Metals etc. at Income Tax Office, Matru-Mandir, Mumbai** in conformity with the said bidding document at the prices and rates mentioned in the enclosed offer.

The Price quoted by us for the scope of work detailed in Section V of the bid document is as below:

1. Name, address and telephone No. _____ :
of the Bidder/Applicant Contractor

2. Total Value of Contract (For sale and disposal all
the items mentioned at section-VIII on as is where is basis) :

Date:

Place:

Stamp/Seal of the Bidder
**Name and Signature of the
Authorised Signatory**

Tender will be opened on 8 th November, 2017 at 15:30 hrs at 2 nd Floor, Income Tax Office, Matru mandir, Tardeo, Mumbai-400007. in front of bidders or their representatives.
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SECTION-VIII

LIST OF UNSERVICEABLE AND DISCARDED & SCRAP FURNITURE/METALS ETC. AT INCOME TAX OFFICE, MATRU MANDIR, TARDEO, MUMBAI:

Sr. No.	Description of Particulars	Particulars of Stores	Quantity (Nos.)
1	A-1 to -A22 (1 st floor Opp wash Room)	Big Rack	22
2	B-1 to B-13 (1 st floor Opp wash Room)	Small Rack	13
3	C-1 to C-8 (1 st floor Opp wash Room)	Metal Rack	8
4	D-1 to D-33 (1 st floor Front Side)	Big Rack	33
5	E-1 to E-10 (1 st floor Front Side)	Metal Table	10
6	F-1 to F-7 (1 st floor Front Side)	Computer	7
7	G-1 to G-11 (1 st floor Front Side)	Wheel Chair	11
8	H-1 to -H4 (1 st floor Front Side)	Wooden Table	4
9	I-1 to I-4 (1 st floor Front Side)	Metal Rack	4
10	J -1 to J-8 (1 st floor Front Side)	Wooden Chair	8
11	K-1 to k-2 (1 st floor Front Side)	Metal chair	2
12	L-1 to L-3 (2 nd floor opp. Caretaker room)	Metal Table	3
13	M-1 to M-3 (Staff 19(2)(5) Left side)	Small Rack	3
14	N-1 to N-6 (Staff 19(2)(5) Left side)	Metal Table	6
15	O-1 to O-3 (Staff 19(2)(5) Left side)	Wooden Table	3
16	P-1 to P-2 (Staff 19(2)(5) Left side)	Computer table	2
17	Q-1 to Q-3 (JCIT 19(2) & 19 (2)(4) Left side)	Computer table	3
18	R-1 to R-6 (JCIT 19(2) & 19 (2)(4) Left side)	Small Rack	6
19	S-1 to S-32 (2 nd floor Hall Back Side)	Metal Chair	32
20	T-1 to T-26 (2 nd floor Hall Back Side)	Wooden Chair	26
21	U-1 to U-23 (2 nd floor Hall Back Side)	Wheel Chair	23
22	V-1 to V-2 (2 nd floor Hall Back Side)	Wooden Table	2
23	W-1 to W-2 (2 nd floor Hall Back Side)	Metal Table	2
24	X-1 to X-9 (2 nd floor opp. Room no. 217)	Small Rack	9
25	Y-1 to Y-7 (2 nd Floor Opp. Wash Room)	Wheel Chair	7
26	Z-1 to Z-3 (2 nd Floor Opp. Wash Room)	Wooden Table	3
27	AA-1 to AA-7 (2 nd Floor Opp. Wash Room)	Metal Table	7

28	BB-1 1to BB-4 (2 nd Foor Opp. Wash Room)	Computer table	4
29	CC-1 to CC-8 (2 nd Floor Opp. Room no 221)	Wooden Chair	8
30	DD-1 to DD-5 (2 nd Floor Opp. Room no 221)	Metal chair	5
31	EE-1 to EE-3(2 nd Floor Opp. Room no 221)	Computer tabal	3
32	FF-1 to FF-2 (2 nd Floor Opp. Room no 221)	Wooden Table	2
33	GG-1 (2 nd Floor Opp. Room no 221)	Metal Rack	1
34	HH-1 (2 nd Floor Opp. Room no 221)	Wooden Rack	1
35	II-1 to II-10 (2 nd floor Staff 19(2)(3)Back Hall)	Wooden Chair	10
36	JJ-1 to JJ-14 (2 nd floor Staff 19(2)(3)Back Hall)	Metal chair	14
37	KK-1 to KK-92 (2 nd Floor Room no. 210)	Metal Rack plate	92
38	LL-1 to LL-30 (1 st floor Back Side)	Big Rack (Wooden)	30
39	MM-1 to MM-60 (1 st floor Back Side)	Big Rack (Wooden)	60
40	NN-1 to NN-9 (1 st floor Back Side)	Metal Rack	9
41	OO-1 to OO-11 (1 st floor Back Side)	Small Rack (wooden)	11
42	PP-1 to PP-43 (1 st floor Back Side)	Metal chair	43
43	QQ-1 to QQ-15 (1 st floor Back Side)	Wooden Table	15
44	RR-1 to RR-38 (1 st floor Back Side)	Metal table	38
45	SS-1 to SS-32 (1 st floor Back Side)	Wooden Chair	32
46	TT-1 to TT-25 (1 st floor Back Side)	Wheel Chair	25
47	UU-1 to UU-3 (1 st floor Back Side)	Computer Table	3

Signature and stamp of the Bidder
or Authorized signatory

Annexure 'A'

PROFILE OF ORGANIZATION

Sr. no.	Name of the Work	Disposal of (i) Unserviceable & Discarded and Scrap Wooden Furniture items, and (ii) Unserviceable & Discarded and Scrap Metal Furniture items etc. at first and second floor of the Income Tax Office, Matru-Mandir , Tardeo, Mumbai – 400 007.
1	Name of the Concern	
	Address with email, Phone, Fax, Mobile Nos :	
2	Name and address of the Proprietor/ Partners/Directors:	
4	Year of Establishment of the concern/ experience in the execution of disposal of scrap/waste	
5	PAN (enclose copy)	
6	GST No. (enclose copy, if any)	
7	Details of Demand Draft/Banker's Cheque in respect of Earnest Money	
8	Any other information in support of their past antecedent, present experience, approach & methodology of work, competency to execute contract, financial capacity etc.	

Note: Please attach extra sheet in support of your information, if space in the column is insufficient. It is requested to visit the site and ascertain the quantum of work before submitting the tender.

Date:

Place:

Signature & Seal of bidder