



TENDER DOCUMENT

ONSITE Annual Maintenance Contract for Laptops /Notebook PCs in the offices of Income Tax Department in PUNE Region.

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**Government of India,
Office of the Chief Commissioner of Income Tax,
Aayakar Bhavan, 12, Sadhu Vaswani Chowk,
Pune.**

Tele/ Fax.: 020-2605 3336 EPBX : 020 26127244

No.PN/CC/INFRA/64B/LAPTOP/AMC/2011-12/

Dated:08/02/2012.

NOTICE INVITING TENDER

Sealed Tenders in prescribed forms are invited only from ASP (Authorized Service Providers) of HP / Lenovo by the Income Tax Department, PUNE for Annual Maintenance Contract for Laptops / Notebook PCs allotted to the offices /Officers of the Department of Income Tax Pune region. Since most of aforesaid Hardware is of HP/ Lenovo make hence only Authorized Service Providers (ASP) of HP / Lenovo are eligible for this tender.

Name of work: *ON-SITE Annual Maintenance Contract for Laptops / Notebook PCs in the offices of the Income Tax Department, PUNE REGION (hereinafter referred to as the Department),*

Contract Period: *3 years running contract w. e. f. the date of award of the contract.*

The entities fulfilling the Terms and Conditions as prescribed below should submit their bids in sealed envelopes super-scribed as “Quotation for On-site AMC of Laptop / Notebook PCs” and addressed to the **Chief Commissioner of Income Tax, Aayakar Bhavan,12, Sadhu Vaswani Road, Pune- 411001**. The Bid should be in two parts – the Technical Bid and Financial Bid. The two parts of the bid should be submitted in two separate sealed covers marked “Technical bid” and “Financial bid”, kept in a bigger envelope giving the name and address of the Vendor.

The tender document is available from Room No. 212, 2nd Floor, Aayakar Bhavan, 12, Sadhu Vaswani Road, Pune from **22/02/2012** to **02/03/2012** between 11.00 hrs and 04.00 hrs. It may also be downloaded from the Department's website <http://www.incometaxindia.gov.in>. The tender document may be delivered in the Tender Box kept inside Room No. 212, 2nd Floor, Aayakar Bhavan, 12, Sadhu Vaswani Road, Pune till **09/03/2012**, till **17:00 hrs**. Tender received after this time will not be accepted.

Tenders will be opened on **12/03/2012 at 3.00 p.m. in front of the bidders or their authorized representatives** by a Tender Evaluation Committee, notified for the purpose, would first open the "Technical Bid" at **Conference Hall, 2nd floor, Aayakar Bhavan, 12, Sadhu Vaswani Chowk, Pune**. Only those vendors, which fulfill the "Technical Terms and Conditions", and achieve qualifying marks, will be eligible for participating in the "Financial Bid" which will be opened on **14/03/2012 at 3:00 P.M.** on the above address. The qualified vendors would be invited for the opening of the financial bid and the bid quotes would be announced before the assembled technically qualified vendor. The successful bidder will be required to provide the service with effect from **01/04/2012**.

(SUNITA BILLA)

ADDL. COMMISSIONER OF INCOME TAX (HQ.)(ADMN.)
FOR CHIEF COMMISSIONER OF INCOME TAX, PUNE

TECHNICAL TERMS AND CONDITIONS

1. The bidders should preferably be ISO 9001 / ISO-IEC 20000 or BIS: 18000 / 14000 certified for AMC of Computers and its peripherals or certified for Facility Management Service / IT-enabled Service of Computers, its peripherals and Networks. (Hereinafter referred to as Vendor).
2. The bidder must be a limited or a private limited company.
3. **Case specific and product specific** Letter of Authorization from (preferably) HP / Lenovo declaring the bidder to be an **Authorized Service Provider**.
4. **Copies of 5 such Annual Maintenance Contracts received from Government and reputed private/ public organization along with a client satisfaction certificate.**
5. ***The bidder must have annual turnover of minimum ` 1 (One) crore, during each of the financial year of the last 3 (three) years. Copy of the balance sheet duly certified by CA is to be enclosed with tender documents.***
6. *The bidder should submit copies of I.T. return for the last the 3 (three) years.*
7. *The bidder should be registered with MAHARASHTRA Commercial Tax Department for Works Contract Tax if it vends composite contract of goods & services.*
8. *The bidder should submit the Copies of PAN, TAN, VAT and Service Tax Regn. numbers.*
9. *List of hardware and Network engineers on the payrolls of the bidder with qualification and experience in AMC esp. in HP / Lenovo PCs /Laptops should be given.*
10. *The address(es) of the workshop(s) functioning under the bidder with telephone number(s) and fax numbers(s) in PUNE as well as in other locations annexed herein as Annexure-C.*

- 11.** *A general undertaking that all terms and conditions of this BID Document are acceptable in the format placed at Annexure-B to his document and this needs to be signed by an authorized person of the applying bidder.*
- 12.** *The bidders should abide by the terms and conditions specified in the tender document. If Bidders submit conditional offers, they shall be liable for outright rejection.*
- 13.** *The Department shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers.*
- 14.** *The Department reserves the right to make any changes in the terms and conditions of the tender.*
- 15.** *The Department will not be obliged to meet and have discussions with any of the Bidders and or to listen to any representations. The offers containing erasures or alterations will not be considered.*
- 16.** *Technical details must be completely filled in. Correct technical information of the service being offered must be filled in.*
- 17.** *Filling up of the information using terms such as "OK", "accepted", "noted", "as given in brochure / manual" is not acceptable.*
- 18.** *The Department may treat offers not adhering to these guidelines as unacceptable.*
- 19.** *Bidders are allowed to submit bids in consortium as specified in qualification criteria.*
- 20.** *Bidders are not allowed to subcontract in any manner without written approval from the Department.*
- 21.** *Note:-*
 - (i) *It is mandatory to submit documentary proof against each of the above 10 points of Technical Terms and Conditions.*
 - (ii) *Unnecessary documents may be avoided / need not be attached.*

FINANCIAL TERMS AND CONDITIONS

- 1.** The Financial bid should contain the rate against each item separately.
- 2.** The vendor may quote separate rates for AMC for HP and Lenovo. Bid comparison will be made / done separately for HP and / or Lenovo. The Department reserves the right to grant this tender as a whole for the entire equipments, mentioned at Annexure – A, to this bid and / or separately. Decision of the Department would be final in this regard.
- 3.** The rates should be inclusive of all type of taxes, duties, levies like Service Tax etc.
- 4.** The vendor whose quotation is finally accepted shall have to deposit security money which will be sum of 10% of the total cost of AMC contract in form of Bank Guarantee drawn in favour of ZAO, CBDT, Pune within 7 days.

Only the vendors meeting the above financial terms and conditions should apply in the Pro-forma placed at **Annexure - A** in a sealed cover. The vendor which fails to fulfill any of the above terms and conditions will be automatically disqualified for the purpose of tender.

GENERAL TERMS AND CONTIDIONS

- A.** For the purpose of this onsite AMC work following interpretation(s) would be made:
- (a) Hardware -- This would include the actual components / assemblies / Sub- assemblies of the Laptops i.e. the hard disk,, TFT-LCD monitor, motherboard, RAM, Touch-pad / Mouse, Keyboard, Speakers, Microphones, DVD-RAM, Adaptors, CMOS / BIOS battery cell etc. This would also include the components / assemblies / sub-assemblies of peripherals and other accessories and Connectors / Cables / Cords and any other physical appliances required to run the computers etc. and any other unspecified but existing item in the Computer system;
 - (b) Software -- This would include, all the software related to Operating Systems, Application Software, device drivers and other unspecified bundled / non-bundled software required to run the components / peripherals / applications etc;
 - (c) Service -- This would include repair of faults (major or minor) and regular maintenance like running diagnostics tests to ensure if all the components are working fine / efficiently;
 - (d) Consumables — This would include Rechargeable batteries etc.
 - (e) Equipment – This would mean not only the hardware and the connected peripherals but also include the software(s) required to run it.

1. Scope of Work

The scope of work covers On-site annual maintenance of hardware (Laptops / Notebook PCs) and software installed in them allotted to the officers of Department of Income Tax, Pune region at different locations as per Annexure 'C' annexed herewith. The vendor shall re- install the OS -- Windows™ Vista (with updates like SP-1 and others), M.S. Office™ 2007 (with updates), JRE, and / or Upgrade OS whenever necessary. The Licensed CDs, DVDs are to be provided to the vendor by Officer concerned.

2. Service Level Compliance Assurance:

2.1

- (i) Minor faults immediately (Within 4 hrs. of receiving the complaint) in major cities like, Pune, Thane, Nashik, Kolhapur & Aurangabad and rest of the stations within 24 hrs as specified in Annexure-C ; minor faults defined as replacement of CMOS battery or installing additional software or installing / re-installing / upgrading device drivers etc.
- (ii) Major faults within **3 days by replacement method**, with the available equipments / spares, major faults defined as those requiring new spares or hardware installation or re-installing OS and / or other bundled software, if necessary, on explicit and clear orders of ACIT/DCIT(Hq)(Admn) / ITO(Infra) .
- (iii) All the repairs and servicing of equipment shall be carried out on site at the place where it is located.
- (iv) In exceptional circumstance where the equipments / component(s) is /are to be taken to vendor's premises / service centre for repairs, stand-by arrangement will have to be made. The equipment being, taken to the workshop for repair would be at vendor's own risk and expenses.
- (v) The replacement of components, sub assemblies and assemblies shall be as per manufacturer's instructions.
- (vi) Any damage or loss caused to the Laptop(s) etc. or their parts due to negligence, mishandling shall be made good by the vendor either by payment in cash the prevailing market price of that items or by a new one (**from OEM**) of the same / higher make and specifications.
- (vii) The vendor must submit a declaration that all parts for carrying out the AMC shall be procured from a **Master Parts Reseller(s) of OEM Company**. In order to cross-check this point, the AD-Sys/ITO(Infra) may even sometimes ask the short-listed bidder to provide copy of invoice to ensure that only genuine spare parts are being procured from Master Parts Reseller and not from grey market.

- (viii) The vendor shall maintain the standard of the equipments and shall use genuine / original components for replacement wherever needed.
- (ix) The vendor shall install / re-install / replace any hardware / software if and when the Department procures some additional items like peripherals / application tools / RAM / batteries etc.
- 2.2** The contract would be for **3 years with effect from 01/04/2012** on the same terms & conditions as at the time of award of the contract. However, this would be subject to satisfactory performance. There would be a review after every six months of the performance and the continuation of the contract would be made on an annual basis. The contract may be renewed for a further period of one year with same terms and conditions, if the Department is satisfied with the functioning of the vendor.
- 2.3** This tender is not transferable. Further clarification(s) if any, may be obtained the office of the Chief Commissioner of Income Tax, Pune.
- 2.4** The systems that are not serviceable by the agency due to obsolescence of technology or non-availability of spare parts / assemblies / components, will be withdrawn from the maintenance contract. The decision of AD-Sys/ITO-Sys regarding non-availability and obsolescence of technology and withdrawal of these items from the main contract will be final. Withdrawal of such systems shall be communicated to the agency and equivalent maintenance charges shall be deducted accordingly.
- 2.5** In case the contracting vendor is not able to accept the contract after it is awarded or if it is not able to do the work after accepting the contract such firm will be liable to pay the damage to Department including the cost which the Department will have to incur for getting such work done. The EMD of defaulting vendor would also be seized by Department.
- 2.6** The above act of backing out would automatically debar the vendor from any further dealing with Department / Government of India (Black-list) and the security money for this would also be forfeited in favour of P&AO / ZAO.

- 2.7** The Department reserves the right to reject any or all the tenders. The Department reserves the right to award the contract on the basis of quotations for each item separately or collectively. The Department also reserves the right to award this AMC for all components and / or separately for HP or Lenovo.
- 2.8** The contract may be terminated summarily by this Department at any point of time by serving a 30 day notice with or without assigning any reason(s), if the work of the contracting vendor is found unsatisfactory during the currency of this contract. In this connection the decision of the Chief Commissioner of Income Tax , Pune, shall be final and binding on the vendor.
- 2.9** The Department shall have right to inspect vendor's site to assess infrastructure before awarding the On site AMC and it may reject the contract given to the vendor in the event of Department's dissatisfaction about the vendor's infrastructure or otherwise. Decision of Commissioner of Income Tax (Computer Operations) would be final in this regard.
- 2.10** The Department reserves the right to increase or decrease quantities of contracted items any time. Accordingly charges would be increased / decreased on pro-rata basis. This would require no –Change Order|| proposal from the Department.
- 2.11** It shall be the responsibility of the vendor to make all the computers and peripherals work satisfactorily throughout the contract period.
- 2.12** Notebook PCs in the Department are mostly of HP make. However a few items are of different make. (Please refer to Annexure-A)
- 2.13** The liability of the vendor under this maintenance arrangement shall be restricted to the Services covered in the scope of this agreement except for any penalties imposable due to the vendor's inability to maintain the required standard of service as mentioned in the clause 4 of this agreement. The quantum of such penalties leviable by the Department

and payable by the vendor for deficiency in service rendered during any quarter for any equipment under its maintenance shall be limited to 100% of the total maintenance charge payable for that equipment and receivable by the vendor for that quarter and to be computed in the manner set out in Clause 4.1 to 4.5 below. The vendor shall not be liable for any loss of data or software on storage devices as part of this maintenance agreement unless there is gross negligence on their part but reasonable efforts should be made by the vendor for recovery of data, if such data loss is a direct result of the Vendors' act.

3. Service (procedure and levels)

3(a) Call logging procedure: *The call will be logged with the Nodal Officer and copy to the CIT(CO) at its email address i.e. citco.pune@incometaxindia.gov.in . The Nodal Officer concerned shall informed the vendor online or through e-mail of all the calls logged in its End-of Day report or Mid-Day report (in case of urgent calls). The service engineers from vendor side shall attend to all the complaints received immediately and Nodal Officer be informed accordingly.*

The standard call logging procedure along with the toll free number shall be provided to the Department or Department’s representative i.e. Nodal Officers. Regional vendor office numbers with contact person details including respective email i-ds will be intimated to all the location offices of Income Tax. In addition, the vendor shall provide “**Escalation Matrix**” to the Nodal Officers and O/o ITO(Infra), Pune. However, intimation to the users regarding availability and arrival of service engineers from vendor’s side shall be the joint responsibility of the vendor and the Department or its representative i.e. Nodal Officers. The vendor will provide details of call logging and resolving status report monthly to the ITO (Infra) & ADIT (System), Pune. The Department may verify this report with the data maintained by Nodal Officers of the Department.

3(b) Response time: The vendor has to maintain the response time for attending the complaint calls for maintenance services during the AMC period as given below unless directed otherwise by the users logging the calls:

(a)	For the locations	Response Time:	PUNE / THANE /
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	where the vendor has its local Head Office	Within 4 (four) hours from the time of logging of call	NASHIK/ KOLHAPUR / AURANGABAD
(b)	For the locations where the vendor has its Service Center(s) / Franchise enlisted	Response Time: Within 12 (twelve) hours from the time of logging of call	SOLAPUR, AHMEDNAGAR, SATARA, JALGAON, KALYAN, PANVEL
(c)	For the locations where the vendor does not have its Service Centre(s) Franchise	Response Time: Within 24 (twenty four) hours from the time of logging of call	BEED, JALNA, LATUR, PARBHANI, NANDED, PANDHARPUR, KUDAL, ICHALKARAJI, DHULE, MALEGAON, RATNAGIRI, PALGARH, SANGLI

Calls shall be attended to on all working days when the offices of the Income Tax Department remain functioning i.e. normally from Monday to Friday between 9.30 a.m. and 6 p.m.

3(c) Assured up time / Allowable down time and penalties: calls / complains should be resolved within Three (3) Business days (excluding the day call was logged and Saturday, Sunday & holidays) of logging any call by the Vendor. For delays in response as well as bringing back any equipment to working condition within such time, penalties shall be deducted from the AMC charges payable to the vendor in accordance with the provisions laid down in para 4.1 to 4.5.

To make it clear, if the equipment is not set right within the prescribed time limit, the period of delay for the purpose of imposition of penalty will be reckoned from the fourth day of logging of calls. Notwithstanding anything to the contrary, no penalty shall be leviable if the vendor provides a functional standby equipment of same or higher configuration till the re delivery of the equipment duly repaired.

3(d) Submission of copies of call reports by vendor: The vendor shall prepare call report on a monthly basis against all calls attended by it during the quarter and clearly note down all details. The vendor shall provide the Department with a quarterly Service Level Compliance Report relating to all calls attended to by the vendor / its franchisees). However, the Department may call for, in suitable cases with reasons, the call reports for verification of the Service Level Compliance Report, if so desired. The penalties, if any, shall be based solely on the Service Level Compliance Report submitted by the vendor with necessary correction, if required, after verification of call reports.

4. Penalty

4.1 Penalty shall be levied not only for delay in repair but also delay in response too. Penalty shall be levied @ Rs. 100 per day for each day's or fraction of a day's delay in response, whether faults are minor or major, with reference to clause 3(b).

4.2 Penalty shall be levied @ 1% of the annual AMC charges for that equipment per day, if the equipment is not set right for minor faults within 24 hours from the time of complaint registered with the vendor through e-mail. For major faults, delays in bringing back any equipment to working condition within **Three (3) working day's time**, penalties @ 5 % of the AMC value of each of the equipment shall be payable by the vendor for each day's (24 hours) or fraction of a day's delay which shall be deducted from the maintenance charge payable to it. For delay beyond Ten (10) days, penalty @ 10 % of the AMC value of each of the equipment shall be payable by the vendor for each day's (24 hours) or fraction of a day's delay till the equipment is set right or replaced.

4.3 In cases mentioned in clause 2.1 (iv), the same equipment should be re-installed after servicing within 5 days (if 5th day happens to be holiday then the next working day). In case of default, the penalty shall be levied at the rate of 10 % of the value of the annual AMC charges for those items per day.

4.5 If the company fails to repair / replace the system within 5 / 6 days (3 working days plus Saturday / Sunday / Holidays) the system may be got repaired from other Company / Firm / Agency and made functional and the expenditure incurred thereon shall be recovered from the company,

apart from the penalty levied as stated in preceding clause. This may even entail termination of the contract and forfeiture of security deposit.

5. Payment

- 5.1 No advance payment will be made in any case. The payment of AMC will be released quarterly (after deducting penalty) on satisfactory completion of maintenance work. Penalties can be deducted from next two quarterly payments, if not deducted earlier.
- 5.2 The payment will be made after proper deduction of TDS as per prevailing rules / rates.
- 5.3 Any payment made in excess will have to be refunded by the Company to Department in the event of termination of contract or to be recovered/adjusted from the security deposit.
- 5.4 Payment for any inclusion / deletion of Computer System / Peripherals (other than the scheduled items) will be calculated on pro-rata basis.
- 5.5 The company will not have any legal right to proceed against department in the event of late payment due to unforeseen reasons / Force majeure.

6. Security Deposit:

The Company shall be required to deposit a sum of 10% of the total cost of the contract as security deposit in the form of Bank Guarantee drawn in favour of ZAO, CBDT, Pune.

- 6.1 The security amount shall be released after satisfactory completion of the contract.

7. Arbitration: In case of any dispute arising between the contract holders any constituent being party to the contract, the sole authority for settlement of such disputes will rest with the arbitrator appointed by the Chief Commissioner of Income Tax (CCA), Pune.

8. Jurisdiction: Failing arbitration in solving the dispute, Bombay High Court alone shall have the jurisdiction for all aggrieved parties i.e. the Department, the vendor or any constituent being party to the contract directly or indirectly.

9. This document has approval of divisional head i.e. **Chief Commissioner of Income Tax (CCA), Pune.**
10. Force Majeure: If at any time during continuance of this contract, the performance in whole or in part in any obligation under this contract shall be prevented or delayed by reasons of any war, hostility, acts of public enemy, acts of civil commotion, strikes, lockouts, sabotages, fire, flood, explosions, epidemics, quarantine restrictions (hereinafter referred to as eventualities) then, the notice of the happening of any such eventuality shall be given by the Bidder to the Department within 2 (two) days from the date of occurrence. Neither party shall by reasons of such eventuality, be entitled to terminate this contract, Nor shall have any claim for damages, compensations against the other in respect of such non- performance or delay in performance, and deliveries under this contract. Normal working shall be resumed as soon as such eventuality has come to an end or ceased to exist.
11. Provided that if the performance in whole or in part by the bidder or any obligation under this contract is prevented or delayed by reasons of and such eventuality for a period exceeding 30 (thirty) days, then the Department may terminate this contract by giving notice in writing.
12. **Change Orders:** "Change Order" means an agreed upon change or modification to' the Services or other material aspect of scope of this agreement. All Change Orders must be in writing setting forth the details of the modification and any adjustments to the price, delivery schedule, payment schedule and Services. All Change Orders must be mutually agreed by the parties in writing. Pending such agreement, the Vendor will continue to perform and be paid as if such Change Order had not been requested or recommended, provided that if either party proposes a Change Order which, in the Vendor judgment, represents a material change in the Services and such Change Order remains outstanding for 30 days or is rejected by Customer, the Vendor will have the right to terminate these Terms.

Annexure-A

The list of Laptops / Notebook PCs for maintenance for three years

Description of items	Quantity	Rate per unit per annum	Total
<u>Computers</u>			
HP Notebook 6530b	408		
Lenovo Thinkpad R400	03		

Note:-

- 1) No. of items mentioned above are subject to physical verification by vendor.
- 2) The rate should be inclusive of all type of taxes like service tax etc.

Annexure-B

DECLARATION REGARDING ACCEPTANCE OF TERMS AND CONDITIONS CONTAINED IN THE TENDER DOCUMENT.

To
The Chief Commissioner of Income Tax,
Aayakar Bhavan, 2nd Floor.
12, Sadhu Vaswani Road,
Pune- 411 001.

Sir / Madam,

I have carefully gone through the Terms and Conditions contained in the Tender Document (No._____ dated _____) regarding on site Annual Maintenance Contract (AMC) of Hardware i. e. Laptops / Notebook PCs being used in the offices of the Department of Income Tax, Pune region. I declare that all the Terms and Conditions of this Tender document are acceptable to my Company. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours _____,
Name_____
Designation_____
Company_____
Address:

Annexure-C

CCIT(CCA),PUNE REGION, MAHARASHTRA

Sr.No	Region	City	Numbers of laptops	Building Address
1	Pune	Pune	170	Aayakar Bhawan, 12, Sadhu Vaswani Chowk, Pune 411001.
2	Pune	Pune		PMT Building, Swargate, Pune 411037
3	Pune	Pune		Praptikar Sadan, 60/61 Erandwana, Karve Road, Pune 411004.
4	Pune	Pune		B O Bhavan, Pune-Satara Road, Pune
5	Pune	Pune		Pratyakshakar Bhawan, Akurdi, Pune 411044.
6	Pune	Pune		Income Tax Office, GHQ ,2nd Floor, CDAO, Golibar Maidan, Pune 1.
7	Pune	Ahmednagar	06	Aayakar Bhawan, B/h Mahesh Theatre, Ahmednagar.
8	Pune	Satara	04	Income Tax Office, Manjunath Manor, Opp Science College, Sadarbazar, Satara.
9	Pune	Solapur	09	Aayakar Bhawan, Hotgi Road, Solapur
10	Pune	Solapur		Income Tax Office, Sahyadri Shopping Centre, Employment Chowk, Solapur
11	Pune	Pandharpur	02	Income Tax Officer, Indraprastha Bhavan,, Nr. S.T. Stand, Pandharpur
12	Pune	Kolhapur	25	Aayakar Bhawan, 31-C/2, E-Ward, Tarabai Park, Kolhapur 416003.
13	Pune	Kolhapur		Vihar Building, Takala, Kolhapur 416003.
14	Pune	Sangli	10	Aayakar Bhavan,341/2/2 near birnale college of pharmacy, south shivaji nagar, sangli-414416
15	Pune	Ichalkaranji	04	Income Tax Office, Veershaiv co-operative building, Hulgeshwari, Road, Ichalkaranji
16	Pune	Ratnagiri	04	Kendriya Rajaswa Bhawan, Jail Road, Ratnagiri

17	Pune	Kudal	01	940, M.I.D.C. Corner, Gawaldev Wadi, Vengurla Road, Kudal
18	Pune	Thane	54	Vardaan Bldg., 1st Floor, Wagle Indl. Estate, MIDC Thane(W)-400 604
19	Pune	Thane		Qureshi Mansion, Naupada, Thane (W) 400 602
20	Pune	Thane		Pawar Industrial Estate, Edalji Road Charai, Thane
21	Pune	Kalyan	23	Rani Mansion, Murbad Road, Kalyan
22	Pune	Kalyan		Income Tax Office, Mohan Plaza, Wayale Nagar, Khadakpada, Kalyan(W)
23	Pune	Panvel	07	Trifed Towers, Panvel
24	Pune	Palghar	06	Aayakar Bhavan, Bidco Road, Palghar(W), 401404.
25	Pune	Nashik	38	Kendriya Rajaswa Bhawan, Gadkari Chowk, Old Agra Road, Nashik 422002
26	Pune	Nashik		Income Tax Office, Wani House, Nr. Wockhardt Hospital, Nashik
27	Pune	Aurangabad	20	Aayakar Bhawan, Nr. Holycross English School, Cantonment, Aurangabad 431002
28	Pune	Aurangabad		Jeevan Suman, LIC Building, N-5 CIDCO, Augangabad,
29	Pune	Jalna	01	Aayakar Bhawan, Nr. T.V Centre, Siraswadi Road, Jalna.
30	Pune	Nanded	05	Income Tax Office, Parmar Complex, Bafna Road, Nanded.
31	Pune	Parbhani	01	Income Tax Office, Kalyan Nagar, Parbhani.
32	Pune	Latur	02	Income Tax Office, Swati Chamber, Nr. ITI College, Ausa Road, Latur.
33	Pune	Beed	01	Income Tax Office, Adgaonkar's Bungalow, Nagar Road, Beed.
34	Pune	Dhule	04	Aayakar Bhawan, Opp. M.S.E.B. Officer, Sakri Road, Dhule 424001.
35	Pune	Malegaon	03	Yashwant Bhawan, Camp Road, B/h Bhamre Hospital, Malegaon.
36	Pune	Jalgaon	11	Income Tax Office, Bhikamchand Jain Market, Jalgaon