



प्रधान मुख्य आयकरआयुक्त कार्यालय, पश्चिम बंगाल एवं सिक्किम
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX,
WEST BENGAL & SIKKIM
AAYAKAR BHAWAN, P-7, CHOWRINGHEE SQUARE, KOLKATA-700069
Tel. - (033) 2213 6150, Email ID:
kolkata.dcit.hq.admin.vig@incometax.gov.in

फाइल सं: PCCIT/WB&S/ADMN/DC/GEN/97/SCRAP/2025-26/3448 दिनांक: 28.08.2025

OPEN TENDER NOTICE

SUBJECT: SEEKING QUOTATION FOR DISPOSAL OF SCRAP ITEMS VIZ 84 PCS STEEL ALMIRAHs, 30 PCS WOODEN ALMIRAHs, 130 (APPROX) GUNNY BAG & OTHER SCRAP ITEMS IN BULK KEPT AT THE GROUND FLOOR AND GO-DOWN OF AAYAKAR BHAWAN, KOLKATA, P-7, CHOWRINGHEE SQUARE, KOLKATA-700069.

The office of the Principal Chief Commissioner of Income Tax, West Bengal & Sikkim has decided to **dispose off the following scrap items kept at the Ground Floor and Go-down of Aayakar Bhawan, P-7, Chowringhee Square, Kolkata-700 069:**

Steel Almirah	Iron Table	Computer Table	Water Dispenser	Wooden Almirah	Xerox Machine	Iron Rack	Gunny Bag
84 Pcs	07 Pcs	03 Pcs	01 Pcs	30 Pcs	02 Pcs	04 Pcs	130 Bag (Approx)

2. The **Reserve Price (RP)** for the all the above mentioned scrap items has been fixed at **Rs. 3,08,400/-** (Rupees Three Lakh Eight Thousand & Four Hundered). Quotations below the said Reserve Price will not be entertained.

3. All interested persons/concern are hereby requested to **drop & submit sealed quotations in drop box available at** office of the D.C.I.T., Hqrs. (Admn. & Vig.), Kolkata, Aayakar Bhawan, 1st Floor, P-7, Chowringhee Square, Kolkata-700069 quoting a single rate for the entire items (**excluding of GST & all other taxes**) on **"as is where is basis"** (after inspection each item and their quantity) within **06:00 p.m. of 04/09/2025** in the format as per **Annexure -I, II & III.**

4. Interested persons/concerns must deposit **Earnest Money (EMD)** of **Rs.10,000/-** (Rupees ten thousand only) in form of **"Demand Draft"** drawn on SBI

Esplanade Branch, Kolkata in favour of the "State Bank of India TR-6 A/c." alongwith their bids and dully filled Annexure – I, II & III within stipulated time and date. No bid shall be entertained without the deposit of Earnest Money. Once the quotation is approved for Highest Bidder (H-1 bidder) and the convey order for disposal off scrap items is issued, the concerned person will deposit the rest of quoted amount (balance payment) within 4 (four) days of the said convey order.

5. Interested persons/concerns should submit the bid in closed envelop, superscribing **"Tender for diposal of scrap items kept at the Ground floor and Go-down of Aayakar Bhawan, Kolkata"** and addressed to the D.C.I.T., Hqrs. (Admn. & Vig.), Kolkata, Aayakar Bhawan, 1st Floor, P-7, Chowringhee Square, Kolkata-700069 latest by **06:00 P.M. on 04/09/2025.**

The bids should be dropped at the tender box placed at the aforementioned office. The envelope should contain the following:-

- 1) Profile of concern in 'Annexure-I'.
- 2) Rate quoted in 'Annexure-II'.
- 3) EMD Details in 'Annexure-III'
- 4) Demand Draft of Rs. 10,000/- for Earnest Money Deposit (EMD)

6. The interested parties may contact the Care Taker (Sushanta Bhattacharya, contact no. 8902196027) of Aayakar Bhawan, P-7, Chowringhee Square, Kolkata-700069 for inspection of the items to be disposed off between office hours (09:30 AM to 06:00 PM) and before the bid end date specified above only once in order to inspect the aforementioned site with proper authorization only. Multiple inspections by a single party/concern shall not be entertained.

7. Sealed quotation will be opened for selection of H1 bidder on **08/09/2025 at 11:30 a.m** at the Conference Hall at the 1st floor of Aayakar Bhawan, P-7, Chowringhee Square, Kolkata-700069. The interested persons/concerns may remain present in person or through their authorized

representatives at the time of opening of quotations. The highest bidder(H1-bidder) will be awarded the right to collect the items, in compliance with all terms and conditions mentioned in this notice.

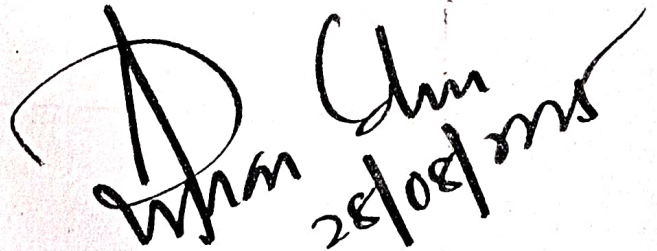
8. **Full payment, i.e. the residual amount after adjusting the bid security should be submitted by H-1 Bidder within 4 (four) days of the Convey Order and after that disposable goods/ materials will be released.**

9. Any violation in this respect will lead to cancellation of order. The physical delivery of the **disposable material as per the details above will be taken by the person/concern at its own cost within 4 (four) days.** The Income Tax Department will not bear any amount for lifting/transportation or labour charge of such items.

10. The Income Tax Department will not bear any amount of GST, other taxes if any, lifting/transportation charges or labour charges of such items. All such payment of taxes, GST, charges would be borne by the Vendor.

11. The Principal Chief Commissioner of Income Tax, West Bengal & Sikkim reserves all the right to reject any quotation without assigning any reason whatsoever..

Encl: As above



(आशुतोष कुमार साहू / Ashutosh Kumar Sahu)
आयकर उप आयुक्त, (मुख्यां प्रशां व सतर्कता), कोलकाता
DCIT, Hqrs. (Admn. & Vigilance), Kolkata

ANNEXURE-I
PROFILE OF THE CONCERN/BIDDER

SL No.	Particulars	To be filled by the bidder
1	Name of the Agency/ Firm/ Company	
2	Detailed office address of the agency with office telephone number/ Mobile number/ email address	
3	Date of incorporation	
4	PAN (Attach copy of the same duly signed)	
5	Previous experience of similar job at Government or PSU offices, if any	
6	Details of Bank account Name of the Bank Branch IFSC Code Account type Account No.	

(Signature of the authorized person)

Date:

Name:

Place:

ANNEXURE-II

RATE QUOTED FOR DISPOSAL OF SCRAP ITEMS

SL No.	Particulars	To be filled by the bidder			
1	Name of the agency				
2	Detailed address with phone no.				
3	Particulars of the Scrap Items	(a) Quantity	(b) Single unit's Rate <u>excluding GST & other taxes</u>	(c) Total unit's Rate <u>excluding GST & other taxes</u>	(d) Remark (if any)
	Steel Almirah	84 Nos			
	Wooden Almirah	30 Nos			
	Gunny Bag	130 Bag (Approx)	-		
	Other scrap items in bulk	--			
	TOTAL (Excluding of all taxes, GST & labour charge & transportation & lifting charges)				

Note:

- The Income Tax Department will not bear any amount of GST, other taxes if any, lifting/Transportation charges or labour charge of such items.

(Signature of the authorized person)

Date:

Place:

Name:

ANNEXURE-III
Earnest Money Deposit (EMD) details

SL No.	Particulars	To be filled by the bidder
1	Name of the Agency/ Firm/ Company	
2	Detailed office address of the agency with office telephone number/ Mobile number/ email address	
3	Details of EMD:-	
	Demand Draft/Cheque No.	
	Date	
	Issuing Bank	
	Amount(Rs.)	
6	Total rate quoted (Excluding of GST and other taxes, if any) For disposal of 84 Pcs Steel Almirahs, 30 Pcs Wooden Almirahs, 130 (Approx) Gunny Bag & Other scrap items in bulk kept at the Ground Floor & Go-down of Aayakar Bhawan, Kolkata, P-7, Chowringhee Square, Kolkata-700069.	

Date:
Place:

(Signature of the authorized person)

Name: