



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/100/SWACHHATA/2025-26/ 3951 दिनांक: 16.10.2025

OPEN TENDER NOTICE

SUBJECT: SEEKING QUOTATION FOR DISPOSAL OF E-WASTE MATERIALS SUCH AS COMPUTER ALONG WITH ITS PHERIPHERALS, AC, GENERATOR ETC KEPT AT THE GROUND FLOOR & 1ST FLOOR 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 E-Waste items kept at the Ground Floor & 1ST Floor of Aayakar Bhawan, P-7, Chowringhee Square, Kolkata-700 069 on "as is where is basis and no complaint basis" from E-Waste dismantler or recycler registered with Central/ State Pollution Control Board whose license is currently valid:**

Sl. No.	Item Name	Quantity
1	CPU	57
2	Monitor	48
3	Old Model Monitor	2
4	UPS	9
5	All in One Computer	2
6	TOKEN PRINTING MACHINE	8
7	Mouse	12
8	Printer	28
9	Paper Shrader	3
10	Key Board	16
11	Mother board	2
12	CPU Fan	1
13	CD	1 Box
14	Cartridge	103



15	Xerox Machine	5
16	SPLIT AC INDOOR UNIT	31
17	SPLIT AC OUTDOOR UNIT (Various Sizes)	26
18	WINDOW AC	10
19	BIG SIZE GENERATOR	3
20	TELEPHONE SET	13
21	SMPS	7
22	CD WRITER	4
23	INDUCTION	1
24	ELECTRIC KETTLE	1
25	HARD DISC	4
26	SET TOP BOX	2
27	MODEM	2
28	WALL FAN	27
29	STAND FAN	7
30	FALSE CEILING LIGHT (Big)	26 Approx
31	FALSE CEILING LIGHT (small)	10 Approx
32	server box with various parts (Big Size)	2
33	Small refrigerator	1
34	Microover	1
35	Router with Charger	1
36	Calculator	7
37	Calling bell	1
38	Water Dispenser	3
39	Tata Sky Set Top box with Remote	2
40	Misc. items	In Bulk
41	Various Cables Wire	In Bulk



2. The **Reserve Price (RP)** for the all the above mentioned scrap items has been fixed at **Rs. 3,75,385/- (Rupees Three Lakh Seventy Five Thousand Three Hundred and Eighty Five only)**. 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 and no complaint basis”** (after inspection each item and their quantity) within **06:00 p.m. of 23/10/2025** in the format as per **Annexure –I, II, III & A**.

4. The bidder should be E-waste dismantler or recycler registered with Central/ State Pollution Control Board whose license is currently valid. Notarized copy of valid license certificate is to be submitted with the sealed quotations and have to produce Original One at the time of taking delivery of the materials, failing which their bid will be liable for rejection.

5. 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 & A 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**.

6. Interested persons/concerns should submit the bid in **closed envelop**, superscribing **“Tender for diposal of E-Waste items kept at the Ground floor & 1st Floor 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 23/10/2025**.

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



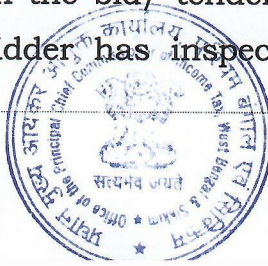
- 1) **Profile of concern in 'Annexure-I'.**
- 2) **Declaration in Annexure-A [Part of Annexure-I]**
- 3) **Rate quoted in 'Annexure-II'.**
- 4) **EMD Details in 'Annexure-III'**
- 5) **Demand Draft of Rs. 10,000/- for Earnest Money Deposit (EMD)**
- 6) **Notarized copy of valid License certificate of E-waste dismantler or recycler registered with Central/ State Pollution Control Board.**

7. 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.

8. **Sealed quotation will be opened for selection of H1 bidder on 24/10/2025 at 11:30 A.M at the Multipurpose 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.

9. **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. The Hard disk/ storage devices of the PCs must be broken through physical punching or degaussed before lifting the material.**

10. Participation and bidding in the bid/ tender shall be treated as conclusive evidence of the fact that the bidder has inspected the items and documents



pertaining to it and is satisfied in all aspects regarding quantity, quality and condition of the items. No complaint whatsoever will be entertained after the tenders are submitted or before or after materials are lifted. No request for samples or inspection after submission of the tender will be accepted. In view of the *"as is where is basis and no complaint basis"* condition bidders are advised to quote rates only after inspection of the items at the site.

11. After completion of recycling, dismantling, or environmentally sound disposal of the above e-waste materials, the **vendor / authorized recycler** shall submit a **"Certificate of Recycling / Disposal"** or **"E-Waste Disposal Certificate"** issued by the **authorized recycler / dismantler** who has a valid authorization from the **Central Pollution Control Board (CPCB)** or the **concerned State Pollution Control Board (SPCB)**.

This certificate must clearly mention:

1. Details of the items recycled / dismantled (e.g., type, quantity, make/model, serial number if applicable).
2. Date of recycling / disposal.
3. Name, address, and authorization number of the recycler / dismantler.
4. A declaration that the process was carried out in accordance with the **E-Waste (Management) Rules, 2022** and amendments thereto.

12. The materials being disposed of are to be treated in line with applicable rules/ notifications/ guidelines etc. as may be prescribed by the Govt. The successful Bidder shall be responsible to ensure this after auction.

13. It would be the responsibility of the Bidder for safe transit of the E-waste from the office premises of the Pr.CCIT, WB & Sikkim to bidder location. In case of any untoward incident happened during transition of e-waste, the bidder should be sole responsible for the loss/ consequences.

14. The physical delivery of the **disposable E-Waste material as per the details above will be taken by the person/concern at its own cost**. The Income Tax

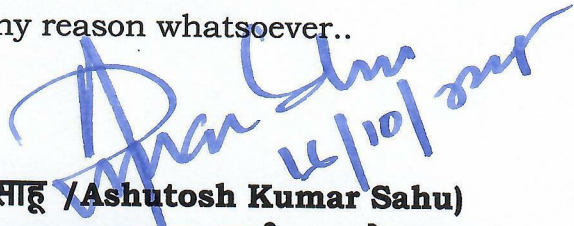


Department will not bear any amount for lifting/transportation or labour charge of such items.

15. 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.

16. Any violation in this respect will lead to cancellation of order. Further, 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 प्रशासन एवं सतर्कता), कोलकाता
DCIT, Hqrs. (Admn. & Vigilance), Kolkata

(आशुतोष कुमार साहू / Ashutosh Kumar Sahu)
आयकर उप आयुक्त, मुख्यालय (प्रशासन एवं 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.	
7	CPCB/ SPCB Registration Details	
8	Proof of being register with Central Pollution Control Board (CPCB)/ State Pollution Control Board (SPCB) or any other recognized authority as recyclers/ re-processor/ dismantler of E-Waster materials.	Yes/ No. If yes, please attached Notarized copy of valid License certificate
9	Declaration with respect to recycling/ dismantler of E-waste materials such as AC/ computer peripherals etc. including ink/tonner-cartridgeges etc. as per E-Waste (Management) Rules-2022 or other stipulations by the GoI/ concerned authority or as amended from time to time.	Yes/ No, If yes submit declaration as per Annexure-A.

(Signature of the authorized person)

Date:

Name:

Place:

Annexure-A [Part of Annexure-I]

Date: _____

To
The Principal Chief Commissioner of Income Tax,
West Bengal & Sikkim
Aayakar Bhawan, 1st Floor,
P-7, Chowringhee Square, Kolkata-700 069

[Attn: The DCIT, Hqrs. (Admn. & Vigilance), Kolkata]

Sir/Madam,

Subject: Declaration regarding recycling/dismantling of e-waste materials in compliance with E-Waste (Management) Rules, 2022

In response to the tender for supply/maintenance/disposal of Electrical and Electronic Equipment (EEE) such as air-conditioners, computers, computer peripherals, printers, photocopiers, scanners, and toner cartridges, etc., I/We hereby declare that:

1. I/We are fully aware of and shall comply with all the provisions of the **E-Waste (Management) Rules, 2022**, and any amendments or directions issued by the **Government of India, Central Pollution Control Board (CPCB)**, or **State Pollution Control Board (SPCB)** from time to time.
2. I/We undertake that all e-waste generated during the course of supply, maintenance, replacement, or disposal of such items shall be collected and handed over only to **authorized recyclers/dismantlers**, having valid authorization from CPCB/SPCB, for environmentally sound recycling or disposal.
3. I/We further declare that no e-waste or related material will be disposed of through any unauthorized means or informal channels.
4. I/We shall maintain necessary records and provide documentary evidence (**such as copies of authorization and disposal certificates**) as and when required by the Department.
5. This declaration is made in good faith to ensure full compliance with the environmental norms and legal obligations prescribed under the E-Waste (Management) Rules, 2022.

Yours faithfully

(Name & Signature of the Bidder with company seal)

ANNEXURE-II

RATE QUOTED FOR DISPOSAL OF E-WASTE 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 E-Waste 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)
	CPU	57			
	Monitor	48			
	Old Model Monitor	2			
	UPS	9			
	All in One Computer	2			
	TOKEN PRINTING MACHINE	8			
	Mouse	12			
	Printer	28			
	Paper Shrader	3			
	Key Board	16			
	Mother board	2			
	CPU Fan	1			

	CD	1 Box			
	Cartridge	103			
	Xerox Machine	5			
	SPLIT AC INDOOR UNIT	31			
	SPLIT AC OUTDOOR UNIT (Various Sizes)	26			
	WINDOW AC	10			
	BIG SIZE GENERATOR	3			
	TELEPHONE SET	13			
	SMPS	7			
	CD WRITER	4			
	INDUCTION	1			
	ELECTRIC KETTLE	1			
	HARD DISC	4			
	SET TOP BOX	2			
	MODEM	2			
	WALL FAN	27			
	STAND FAN	7			
	FALSE CEILING LIGHT (Big)	26 Approx			
	FALSE CEILING LIGHT (small)	10 Approx			
	server box with various parts (Big Size)	2			

	Small refrigerator	1			
	Microover	1			
	Router with Charger	1			
	Calculator	7			
	Calling bell	1			
	Water Dispenser	3			
	Tata Sky Set Top box with Remote	2			
	Misc. items	In Bulk			
	Various Cables Wire	In Bulk			
4	TOTAL (Excluding of all taxes, GST &labour charge & transportation & lifting charges)				

Note:

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

(Name & Signature of the Bidder with company seal)

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 E-Waste scrap items kept at the Ground Floor & 1 st Floor of Aayakar Bhawan, Kolkata, P-7, Chowringhee Square, Kolkata-700069.	

Date:

Name & Signature of the Bidder with company seal

Place:

Name: