



**Urgent**

भारत सरकार / Govt. of India  
आयकर विभाग / Income Tax Department  
कर वसूली अधिकारी-1 कार्यालय, आयकर भवन, कमरा नं. 418, सेक्टर-17-ई, चण्डीगढ़  
Tax Recovery Officer-1, Aayakar Bhawan, Room No. 418, Sector-17-E, Chandigarh.  
Email: chandigarh.tro1@incometax.gov.in

F.No.TRO-1/Chd/Misc.-Disposal Committee/2023-24/396

Dated: 06.12.2023

To

✓ The Dy. Commissioner of Income Tax (Hq.)(Admn.)  
O/o Pr. Chief Commissioner of Income-tax,  
NWR, Chandigarh.

Sir,

**Sub: Request for uploading of Tender Notice along with Terms and Conditions and General Information with regard to disposal of two old 10KVA Gensets lying at Aayakar Bhawan, Sec 17E, Chandigarh - reg.**

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Kindly refer to the subject cited above.

2. In this regard, I am directed to intimate you that, as decided by the Committee, fresh tender has been invited for disposal of two old 10KVA Gensets lying at Aayakar Bhawan, Sec 17E, Chandigarh.

3. Further, I am also directed to request you to upload the Tender Notice (along with Terms and Conditions and General Information and Application Form) on our official website ([www.incometaxchandigarh.org](http://www.incometaxchandigarh.org)) at the earliest possible so that timelines are followed.

4. Kindly treat this as **“Urgent”**.

**Encl.: As above**

Yours faithfully,

(Rajesh Kumar)

Tax Recovery Officer-1,  
Chandigarh - cum -  
Member Secretary of the Committee.

Copy submitted for kind information to:

1. The Pr. Commissioner of Income-tax-1, Chandigarh.

(Rajesh Kumar)  
Tax Recovery Officer-1,  
Chandigarh - cum -  
Member Secretary of the Committee.

**Annexure-A**

**APPLICATION FORM**

<b>S. No.</b>	<b>Particulars</b>	
1.	Name and address of the Bidder	
1.	Contact No./ Mobile No./ E-mail ID	
2.	GST No.	
3.	PAN	
4.	Other Information if any	
5.	Quoted Rate(s)	
	(i) For 10KVA Old Genset lying behind the Parking Area of the Aayakar Bhawan, Sec 17E, Chandigarh	
	(ii) 10KVA Old Genset lying on the roof of the Guest House at Aayakar Bhawan, Sec 17E, Chandigarh	

I, the undersigned, fully agree with the terms and conditions and general information of the auction.

Date:

Place:

**Signature of the Bidder with Seal**

## Terms and Conditions and General Information:

1. The bidder should be registered with Central / State GST Authorities & Pollution Control Board(s) also in case of e-waste material(s). A copy of the license should be enclosed along with the offer. Non- submission of a valid license will render the tender as invalid and will be rejected.

2. The reserved price(s) are as under:

Description of Item(s)	Reserved Price
10KVA Old Genset lying behind the Parking Area of the Aayakar Bhawan, Sec 17E, Chandigarh	Rs.45,000 (GST extra)
10KVA Old Genset lying on the roof of the Guest House at Aayakar Bhawan, Sec 17E, Chandigarh	Rs.45,000 (GST extra)

3. The Schedule of the Notice Inviting Tender is as under:

Date of issue of Tender Notice	06.12.2023
Inspection of Genset(s)	07 <sup>th</sup> , 8 <sup>th</sup> & 11 <sup>th</sup> Dec., 2023 between 11:00 AM and 05:00 PM)
Date of Receipt of Sealed Tender	20.12.2023 till 05:00 PM
Opening of Tender by the Committee	21.12.2023 at 11:30 AM
Allotment of Tender	21.12.2023 at 03:30 PM
Payment of amount to Govt. A/c	22.12.2023 till 05:00 PM
Physical lifting of Genset(s)	23.12.2023 till 05:00 PM

4. Quotation(s) are to be submitted in sealed covers in the prescribed proforma as **Annexure-A** super-subscribing the details of quotation and should be submitted to the office of the “**Addl. Commissioner of Income-tax, Range-1, Chandigarh - cum - Chairperson of the Committee**” through Registered/Speed Post/Courier/in Person within the last date and time specified above.

5. **GST/ TDS/TCS to be paid extra** as applicable at the time of taking out of materials.

6. The sale be on “AS IS WHERE BASIS IS” (Both Lot wise and Items wise) bidders will be deemed to have been on the clean understanding that they have satisfied themselves full in regard to the conditions and quality of the articles/ items proposed to be auctioned.

7. It is responsibility of the bidder to assess the items properly before quoting. No further claims will be entertained after opening of the bids.
8. Bid received within the due date only will be entertained.
9. The quotation should be valid for a period of 30 days for acceptance from the date of opening of the bid.
10. The quotation shall be written legibly and be free from erasing and over-writing Corrections, if any, should be duly attested by the authorized signatory. Rates should be written both in words and in figures.
11. Bidder cannot withdraw his offer once it is submitted.
12. No enquiry of the bidder should be entertained once the material is lifted by them.
13. All labour, tools and equipments for loading the items from the site to buyer's trucks/ vehicles with all leads, lifts etc., shall be at cost of the buyer.
14. Removal and transportation of material shall be done only during working hours of Income Tax Office, Chandigarh. No material will be allowed to go out on holidays.
15. The material shall be collected in trucks/ vehicles licensed to carry such products. The buyer will arrange to remove the materials sold to him and clean the site within the stipulated period mentioned in delivery period. No other material should be removed from the site.
16. The necessary transport permission shall be the responsibility of vendor. The removal and loading of waste shall be handled by vendor and concerned transport charged will be borne by vendor only.
17. The vendor has to lift the item in scheduled time and failure to do so may result in forfeiture of deposited amount.
18. The intending bidder has to deposit non-refundable participating fee of **Rs.200** (Two Hundred Only) by the way of Demand Draft payable at **State Bank of India, Chandigarh** in favour of "**ZAO CBDT**" payable at Chandigarh before participating in the auction.

19. Interested bidder(s) must submit and Earnest Money deposit (EMD) of **Rs.10,000** (Ten Thousand Only) in form of Demand Draft/ Banker's Cheque payable at /State Bank of India in favour of "**ZAO CBDT**" payable at **Chandigarh**. EMD shall be returned to the unsuccessful bidder(s) whereas for successful bidder must deposit the amount obtained by deducting EMD from contract amount within one day of allotment of sale order. No interest will be payable on EMD.
20. The successful bidder with the highest Bid will be issued a Sale Order and shall have to make payment in the form of Demand Draft in favour of "**ZAO CBDT**" payable at Chandigarh.
21. The quantity of the items indicated in the list is approximate and sale will be effected at actual at the time of taking delivery.
22. The bidders are required to indicate their PANs in their offer as the same is mandatory.
23. Income tax Department reserves the right to divide/split the orders between more than one qualified bidders.
24. **Addl. Commissioner of Income-tax, Range-1, Chandigarh - cum - Chairperson of the Committee** also reserves the right to accept/reject the offer or cancel the whole proceedings dealt out assigning on the bidder(s). Bidders are not entitled to claim any damage(s) or compensation in case of such cancellation.
25. The disputes, legal matters, court matters, if any shall be subject to Chandigarh Jurisdiction only.
26. If any interested bidder participate for, apply for quotation and is not sent & received the quotation from this office, then the same terms & conditions can be downloaded from **www.incometaxchandigarh.org** website and apply the same within stipulated period given as above.
27. Income tax employees and their families are not allowed to participate in the auction.
28. If the Bid opening date happens to be a holiday the bid shall be opened in the next working day of the same time at the office of "Addl. Commissioner of Income-tax, Range-1, Chandigarh - cum - Chairperson of the Committee".