

No

Bid filing address: Sr.Dy.A.G. (Admin), O/o the PAG, E Sector, JNK Building, Itanagar.

Bid start Date/time: 08/01/2021 at 9:30 AM

Bid Closing Date/time: 25/01/2021 at 3 PM

Bid opening Date/time: 25/01/2021 at 4 PM

NOTICE INVITING QUOTATIONS

1. Bids are invited from established and reputed agencies/firms/contractors/Sole proprietorship for dismantling, packing, and shifting/transportation, re-location of office Files/Registers, records etc., furniture like Wooden Desk, Chairs, Sofas, Steel Almirahs, Cupboards, Office equipments like Desktop Computers/printers/photocopiers, Air Conditioners and such other materials from O/o the Principal Accountant General at 1st and 2nd floor of JNK Building, E Sector, Itanagar to 1st/2nd /3rd/4th floors of New Building of O/o the Principal Accountant General, Mowb-II, Itanagar.
2. The Agency upon awarding of tender should complete the job within 3 (three) days of award of contract. Bidders should read the tender document carefully and comply strictly while submitting their bids.
3. The bid should be submitted in a closed envelope to Mr. Nilesh Patil, Senior Deputy Accountant General (Adm.).
4. Bidders may be present at the time of opening of the tenders if they desire so.
5. For any information the Sr. Accounts Officer (Adm) could be contacted on +917005232924

Senior Deputy Accountant General (Admin)

Terms and Conditions of tender

A. Conditions to be satisfied in the Technical Bid:

- a. Bidder shall be a Company/Firm/sole proprietor with prior experience in packing and moving Office records, equipments, furniture, etc. Copies of work orders/contracts carried out in the past may be attached to the bid document.
- b. Bidder must have valid GST Registration and PAN and copies of these should be attached to the bid.
- c. Interest free Bid Security of Rs.25000/-(Interest free) in the form of Demand Draft/pay order/Banker's Cheque in favour of O/o the Principal Accountant General, Arunachal Pradesh, Itanagar may be deposited along with the bid document. The Bid Security of unsuccessful Bidder will be returned after completion of the tendering process. The Bid Security of successful Bidder shall be refunded upon completion of job. Bid Received without Bid Security shall summarily be rejected.
- d. The bidder shall sign each page of this document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with all the required essential documents to satisfy the conditions mentioned in the bid wherever necessary.
- e. The tender forms shall be rejected if it is not complete in any aspect.

B. Scope of work:

Scope of work includes packing, transporting and unpacking of:

- a) Office records – like vouchers, registers, files, books, etc. suitably packed in gunny bags and boxes.
- b) Office furniture like – table, chairs, drawers, cupboards, wooden racks, iron racks, glass tops, and computer tables etc.
- c) Office equipments like Photocopy machines, fax machines, refrigerators, binding machine, etc.
- d) Electronic equipments like computers, printers, electrical connections and landline telephones and attached wires, Dish TV etc.
- e) Electrical equipments & fittings like –ceiling/pedestal/table/wall fans, ACs, bulbs, room heaters, tubes and its fittings etc.
- f) Empty iron/steel/almirahs /wooden racks, Cupboards, water storage tank, buckets, other plastic materials etc
- g) Godrej Locker/Safe Vault (Defender plus)\
- h) Office name board, flag post etc
- i) Miscellaneous official items


C. Notes

- a) The agency would take all possible care for safety and security of the official records and equipments during shifting.
- b) The agency should suitably pack the electronic and electrical equipments to prevent any damages or loss to them.
- c) Agency would be responsible for providing suitable packing materials for fragile and sensitive equipments.
- d) The agency should cover lorry/trucks suitably to avoid any damage due to rain, wind etc.
- e) All items have to be moved placed at the scheduled date/place.

D. Obligation to Rules

It is obligatory on the part of the Agency to abide by all the relevant Central, State & Local statutory laws and rules and O/o the PAG will not be responsible for any dispute arising out of non-compliance of any of such laws and regulations.

E. Rates and Payment:

- a) The amount proposed by the Agency shall be all inclusive all costs related to the scope of work and should be quoted in the format given at Annexure-I.
 - b) The Rate shall include cost of all materials, labour, transport, machinery and all other inputs involved in the execution. No extra cost shall be paid beyond the quoted and agreed amount.
 - c) Only quoted Rates shall be considered. The Agency shall submit the bill only after completing the work along with the relevant acknowledgements obtained from the concerned Officer in STC that the entrusted work has been completed.
 - d) No advance payment will be made to the Agency in this regard and agency to invest his own fund for execution of the entire work.
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F. Other Terms and Conditions

- a) Interested parties may visit the O/o the Principal Accountant General at 1st and 2nd floor of JNK Buidling, E Sector, Itangar and 1st/2nd /3rd/4th floors of New Building of O/o Principal Accountant General, Mowb-II, Itanagar during office hours (11.00 AM-4.00PM) after informing the office administration in advance to understand the nature and scope of work and execute the work as per the terms and conditions.
- b) Shifting process will be supervised and monitored by PAG Officials.
- c) The packing of items and loading in each truck/trolley and unloading the same at the desired location should be done on same day.

- d) The selected agency/contractor should be in a position to complete the work assigned within 3 (three) days of awarding the contract. In the event of delay, O/o the PAG may, at its discretion to forfeit the Bid Security submitted by the Agency without any notice.
- e) The agency will be solely responsible for safe & secure transit of Goods to the satisfaction of the PAG.
- f) The agency shall indemnify O/o the PAG against all losses it has suffered during any accident/incident during the execution of the job.
- g) All associated activities required for obtaining necessary clearance, permissions, approvals, all licenses from the local bodies, etc. required for execution of this work shall be the responsibility of the agency and cost of which shall be deemed to be included in the rates.
- h) During execution of the works the entire premises have to be kept clean and free from any obstructions, all the debris and surplus materials shall be removed from the site as soon as the work is completed.
- i) The total work has to be completed preferably during day hours, agency has to arrange number of vehicles, labour, packing material, etc. accordingly.
- j) O/o the PAG reserves the right to reject any or all tenders without assigning any reason. The decision of Principal Accountant General in this regard shall be final.
- k) The rates of the successful bidder will be valid for 2(Two) months from the date of issue of letter of acceptance.
- l) The bidder should have operating in or around Itanagar and the complete details including telephone number for the same must be provided.
- m) Disposal of the packing material after unpacking is the responsibility of the bidder.
- n) The agency during the operation would exercise all measures/safeguards/precautions etc. to ensure safety & security of officials and laborers
- o) Any quotation received by Fax/Courier/Speed Post Etc. shall be rejected. The quotation should be dropped in a dedicated tender box kept at the O/o the PAG, JNK Building, E Sector, Itanagar.
- p) The submission of bid will not place the O/o the PAG, Itanagar under any obligation to place the order with the firm/agency and no expenses incurred by the bidder in this regard will be payable by the O/o the PAG, Itanagar.
- q) The damage caused, if any, to the property of the O/o the PAG during the shifting process will be the responsibility of the bidder. The financial loss or any other loss suffered by the O/o the PAG on this account shall be made good by the bidder.
- r) The tender is subject to policy of O/o the PAG issued from time to time.

JURISDICTION:

he Contract /PO shall be governed by the Law of India for the time being in force. The Courts of Itanagar shall only have jurisdiction to deal with and decide any legal issue or dispute arising out of this contract.



Annexure-I

PRICE BID

1. Name of the Bidder:

2. Address of the Bidder :

3. Contact person with mobile No.

Quotation in Lump sum	Quoted Price (In Rs.):
	Applicable Tax (In Rs.):
	TOTAL Rs.:
	In Words:

(Signature of Authorized Signatory with date, seal & stamp)

UNDERTAKING

Date:

We hereby undertake and declare that the Bids submitted by us is in conformity with the Terms, Conditions & scope of work laid down in the tender documents.

(Name & Signature with stamp & seal of Authorized Signatory)