



**THE STATE TRADING CORPORATION OF INDIA LTD.**

**H K House, 6<sup>TH</sup> Floor, Ashram Road, Ahmedabad(Gujarat)- 380009**

**Tele No. 079 - 26594000, E.Mail : ahmedabad@stclimited.co.in.**

**TENDER NO. STC/AHD/GAD/TRA/0001/2019/01**

**Dated-09.08.2019**

**NOTICE INVITING QUOTATIONS**

**Sub:** Notice Inviting Sealed Quotations under two bid system for packing, shifting/transportation, re-location of office Files/Registers, records etc., furniture like Wooden Desk, Chairs, Steel Almirahs, Cupboards, Office equipments like Desk top Computers, Air Conditioners and such other items from STC Office at H K House, Sixth Floor, Ashram Road, Ahmedabad- 380009 to Ground/Second floors of Flat No.702 and 708, Haridarshan Apartment, Paldi, Ahmedabad - 380007.

The Agency upon awarding of tender should complete the entrusted job within three days from the date of award of contract.

Tender documents can be downloaded from STC's website i.e. [www.stclimited.co.in](http://www.stclimited.co.in) and Central Public Procurement Portal i.e. [eprocure.gov.in](http://eprocure.gov.in) . The bids shall be submitted in the Tender Box placed at STC's Office at H K House, Sixth Floor, Ashram Road, Ahmedabad- 380009 up to the date and time as per tender schedule given below :-

Start date for submission of sealed quotations and time	09.08.2019, 1000 Hrs (IST) onwards
Last date and time for submission of Sealed Bids at STC Office, Ahmedabad	23.08.2019 up to 1400 Hrs (IST)
Date and Time of opening the Tender	23.08.2019 at 1600 Hrs(IST)
Venue of opening the Tender	The State Trading Corporation of India Ltd. H. K. House, Sixth Floor, Ashram Road, Ahmedabad 380009

Bidders should read the tender document carefully and comply strictly while submission of documents.

For The State Trading Corpn. of India Ltd.

Manager (GAD)

**Terms and Conditions of tender**

- a) The bidder shall be a Company/Firm/sole proprietor specialized in packing and moving office files & records, office equipments, furniture, etc.
- b) Bidder must have valid **GST Registration** and copy of same should be **attached**.
- c) The bidder must have obtained valid **Permanent Account Number (PAN)** under the Income Tax Act, 1961 and copy of same should be **attached**.
- d) The bidder must have a minimum turnover of Rs.2 Lakhs per annum during the last three financial years for which copies of filed Income Tax Returns to be submitted.
- e) The bidder shall sign and stamp each page of the Tender 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 the Bid.
- f) Bid document, if not complete, in any aspect, shall be rejected.

**1) Scope of work – Packing /Shifting of office records/office furniture/office equipments, etc:**

Shifting from present STC Office at H K House, Sixth Floor, Ashram Road,Ahmedabad- 380009 to Ground/Second floors of Flat No. 702 and 708, Haridarshan Apartment, Paldi,Ahmedabad- 380007.

- a) Shifting of official records – like files, vouchers, notes suitably packed in carton boxes.
- b) Shifting of office furniture & electronic equipments .
- c) Any Miscellaneous office item and equipments (if any).

Note:

- i) The transporter should take all possible care for safety and security of the official files and records during shifting.
- ii) The transporter should take proper precautions for safety and security of electronic and electrical equipments to prevent any damages
- iii) During shifting the transporter is responsible for providing packing materials for fragile and sensitive equipments
- iv) The transporter should cover the lorry / trucks suitably to avoid any damage.

**The Scope of work also includes:**

- a. Proper packing of desktop computers/printers, AC, steel almirahs, wooden furniture, etc in an orderly manner and shifting to the locations as mentioned above as per the direction of STC Officials.
- b. Shifting /transportation of all items and unloading from the transport vehicle at Ground/Second floors of Flat No. 702 and 708 Haridarshan Apartment,Paldi,Ahmedabad 380007.

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- c. Carrying to the respective floors/rooms, unpack the same and stacking all the items in position as per the direction of STC official.
- d. While re-location of the office furniture, equipments, etc., the agency should ensure that all items have to be shifted and set up on the scheduled date/place.

**2) 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 STC will not be responsible for any dispute arising out of non-compliance of any of such laws and regulations.

**3) Bid Security**

- (a) All Bidders are requested to deposit a bid security of Rs. 2,000/- (Rupees Two Thousand only) by way NEFT/ IMPS (Interest free) in **STC's account with IndusInd Bank, Current Account No-200999563641, IFSC Code INDB0000009, Ahmedabad in the name of The State Trading Corporation of India Ltd.** to complete the bid . The Bid Security of unsuccessful Bidder will be returned after completion of the quotation process on their request. The Bid Security of successful Bidder shall be refunded upon completion of job. A copy of proof of deposition via NEFT/IMPS of bid security is to be submitted along with bid documents. Bid received without Bid Security amount shall be summarily rejected. The Bid Security amount is to be deposited in STC's account before tender closing date and time.
- (b) The Bidders who are covered under MSME/registered with NSIC are exempted from submitting the EMD. However, in place of EMD the Bidder will have to submit Registration/Exemption certificate.

**4) Rates and Payment:**

- a. The Quoted Rates shall include cost of all packing materials, labour and all other inputs involved in the execution of job assigned. No extra charges shall be paid beyond the quoted amount.
- b. 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. No advance payment will be made to the Agency.

**5) Other Terms and Conditions:**

- a. Intending parties may visit the site at STC Office at H K House, Sixth Floor, Ashram Road, Ahmedabad-380009 and/or Ground/Second floors of Flat No. 702 and 708, Haridarshan Apartment, Paldi, Ahmedabad -380007 during office hours (10.00 AM-4.00PM) before the last date of submission of bids, in order 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 STC Officials.
- c. The packing of items and loading in each truck/vehicle etc. from Office premises at STC Office at H K House Sixth Floor Ashram Road 380009 and unloading at Ground/Second floors of flat No. 702 and 708 Haridarshan Apartment Paldi, Ahmedabad 380007 is to be done within three working days.

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- d. The selected agency/contractor should be in a position to complete the work assigned within three days of awarding the contract. In the event of delay, STC may at its discretion shall 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 STC.
- f. The agency shall without any protest or demur, shall always keep STC fully indemnified and shall hold STC harmless against any accident, claims, liability, proceedings etc. by any party including but not limited to damages, compensation, penalties, taxes or other cost and expenses etc. of whatsoever nature arising out of or in relation to any act or omission/negligence /mistake/misconduct/breach or default or non-fulfillment of the terms and conditions of the Tender Documents and agreement. The agency is bound to take all such necessary precautions for smooth execution of work.
- g. The agency will be fully responsible for any injury or accident to any person(s) employed by him during the execution of the work or to the employees and, for any damage/loss caused to any structure or any part of the property due to the negligence/default on the part of the contractor, the Contractor would be wholly liable to make good/repair the same at his own cost and expenses.
- h. 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.
- i. 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 work site as soon as works are completed.
- j. The items are to be brought in to the new site at flat No. 702 and 708 Haridarshan Apartment, Paldi,Ahmedabad-380007 and stacked/relocated as desired by STC.
- k. The total work has to be completed in phases and preferably during STC's office hours.
- l. STC reserve the right to reject any or all tenders without assigning any reason. The decision of STC in this regard shall be final.
- m. The rates of the successful bidder will be valid for 30 days from the date of issue of letter of acceptance.
- n. The bidder should be operating in and around Ahmedabad and the complete details of address including telephone number for the same must be provided.
- o. The agency during the operation would exercise all measures/safeguards/precautions etc. to ensure safety & security of officials and occupants of the apartments.
- p. Any quotation received by Email/Fax/Courier/Speed Post Etc. shall be rejected.
- q. The tender is subject to policy of STC's Management issued from time to time.
- r. STC has the discretion to ask for additional information from the bidder.
- s. All the tender documents are to be signed as a token of acceptance and signed copy of tender document is to be submitted along with bid document.
- t. Any corrigendum/amendments to tender document will be issued on STC's website.

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6. **SUBMISSION OF BIDS** : The bidders may download the tender document from our website [www.stclimited.co.in](http://www.stclimited.co.in) or [www.eprocure.gov.in](http://www.eprocure.gov.in). The Bidders are required to submit offers in **TWO BID SYSTEM** i.e. in two separate closed envelopes, one super scribed as “Techno- Commercial Bid” and the other as “Price Bid”. Both the envelopes should be separately sealed and super scribed with Tender No., Date, Name & Address of the Bidder. Both envelopes should thereafter be kept in a single third envelope and sealed. This envelope should also be super scribed with the Tender No., Date, Name & Address of the Bidder and shall be addressed to - The Manager (GAD), The State Trading Corporation of India Ltd, 6<sup>th</sup> Floor, H.K. House, Ashram Road, Ahmedabad – 380 009.
- (a) The envelope super scribed as “Techno- Commercial Bid” must contain the following :-
- i. Copy of PAN CARD – Self Attested by authorized signatory.
  - ii. Copy of GST Registration – Self Attested by authorized signatory.
  - iii. Filed copies of Income Tax Returns for last three financial years.
  - iv. Copy of tender document signed and stamped on each page.
  - v. Undertaking as per Annexure – II of Tender Document.
  - vi. Authorization letter from Company for person authorized to sign above documents.
  - vii. Proof of deposition of EMD Amount via NEFT / IMPS in STC’s Account or copy of valid MSME certificate of registration with NSIC.
- (b) The “Price Bid” sealed envelope shall contain Price Bid (showing prices quoted strictly as per the ANNEXURE - I of tender document) duly signed and stamped by the bidder.

NOTE - Conditional offers or Offers with deviations are liable to be rejected at the sole discretion of STC. The Price Bids of only those bidders who qualify in the Techno-Commercial Bid shall be opened.

**7) JURISDICTION:**

The Bidder/Applicant hereto agrees that the courts or Tribunals at Ahmedabad shall have exclusive jurisdiction to settle any or all the disputes which may arise. All disputes arising out of this Tender shall be decided in accordance of Laws of India.

For any clarification please contact : Mr. Rahul Saxena, Deputy Manager (M : 9025571252) or Mr. Abhishek Bansiwala, Manager (M : 9540835333) or at Telephone No. : 079 - 26594000.

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**Annexure-I**

On the letter head Company/Firm/sole proprietor

**PRICE BID**

Date: \_\_\_\_\_

1. Name of the Bidder :
2. Address of the Bidder :
3. Contact person with Mobile No. :
- 4.

Description of items to be Shifted	Rate quoted in Rs. (In Figures and in words)
All works pertaining to packing, shifting/transportation, re-location of office Files/Registers, records etc., furniture like Wooden Desk, Chairs, Steel Almirahs, Cupboards, Office equipments like Desk top Computers, Air Conditioners and such other items from STC Office at H K House, Sixth Floor, Ashram Road, Ahmedabad- 380009 to Ground/Second floors of Flat No.702 and 708, Haridarshan Apartment, Paldi, Ahmedabad - 380007.	
	Applicable Tax (In Rs.):
	TOTAL Rs.( In Figures and in words )

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

**UNDERTAKING**

Date :

To,  
STC of India Limited,  
H K House,  
Ashram Road  
Ahmedabad-380009,

Dear Sir/(s)

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

We also hereby declare that we have not been blacklisted by any State / Central Govt. Agencies or any PSUs / CPSUs.

Yours faithfully,

Date:

Place:

Signature.....

Printed name.....

Designation.....

Common Seal.....