

**THE STATE TRADING CORPORATION OF INDIA LTD.,
KSHB OFFICE COMPLEX, 4TH FLOOR, PANAMPILLY NAGAR,
ERNAKULAM, KOCHI-682 036**

Date: 26-10-2018

NO.STC/COCHIN/GAD/NIT/04/2018-19

NOTICE INVITING TENDER

**Sub: Notice Inviting Tender for shifting/re-location and disposal/sale of office equipments/furnitures
& fixtures on 'AS IS WHERE IS BASIS'**

Sealed Quotations are invited for dismantling, packing and shifting /re-location of office furniture, office equipments, computers/printers, files/registers, inverter, etc from STC Office premises at 4th Floor, KSHB Office Complex, Panampilly Nagar, Cochin-36 to STC owned Flats No.402, 201, 301, Eastland Enclave, Elamkulam, and **new office space at Cherupushpam Lane, Kadavanthra Cochin** and/or (ii) Disposal/sale of modular partitions, modular tables/almirahs with side drawers and aluminium fabrication two cabins. The quotation is required to be submitted in a sealed cover addressed to the Branch Manager, The State Trading Corporation of India Ltd., KSHB Office Complex, 4th Floor, Panampilly Nagar, Cochin-682036 separately duly superscribing the work on top of the cover i.e. "Quotation for Dismantling, packing and shifting/re-location of Office furniture, office equipments, computers/printers, files/registers, etc "and "Quotation for disposal/sale of modular partition/tables(fixed), movable drawers etc. Simultaneously, STC is also setting up a small office in Ernakulam as mentioned above and part of the tables/furniture/office equipments/inverter, etc are required to be shifted to the new office space as per the direction of STC officials.

Tender documents can be downloaded from STC website: stclimited.co.in/e-procurement site. The quotations shall be submitted to the Drop Box of STC, Cochin office at the above mentioned address till the date and time as per details given below.

SUBMISSION & OPENING OF TENDER	
Last date for submission of sealed tender at the STC Office, Cochin	1500 hrs on 02.11.2018.
Date of opening the Tender	1530 hrs on 02.11.2018.
Venue of opening the Tender	The State Trading Corporation of India Ltd., KSHB Office Complex, 4 th Floor, Panampilly Nagar, Ernakulam, Cochin-682036

Tenderers should read the tender document carefully as enclosed and comply strictly while sending their documents.

For The State Trading Corpn. of India Ltd.

Manager(GAD)

Terms and Conditions

1). Conditions to be satisfied in the Technical Bid:

- a) Bidder must have valid GST Registration and copy of same should be enclosed.
- b) The bidder must have obtained valid Permanent Account Number(PAN) under the Income Tax Act, 1961 and copy of same should be enclosed.
- c) The Tenderer shall be a Company/Firm/individual specialized in dismantling, packing and moving office equipments, furniture, etc.
- d) **Earnest Money Deposit(EMD)** of Rs.5000/- in the form of Demand Draft/Pay Order in favour of The State Trading Corporation of India Ltd., Cochin, shall be deposited with each quotation(i.e. Rs.5000/- for shifting and Rs. 5,000/- for dismantling/sale). The EMD of unsuccessful tenderer will be returned after completion of the quotation process on request. Tender Received without EMD shall summarily be rejected.
- e) The Tenderer 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 alongwith the Technical Bid.
- f).The tender forms shall be rejected if it is not complete in any aspect.

2). Shifting of furniture/office equipments, etc:

Scope of Work:

The Office items and equipments like furniture, Wooden/steel almirahs, files/documents, books, computers and accessories, printers, Xerox Machine, Inverter, etc as listed out in Annexure-I.

The Scope of work includes:

- a. Shifting/Dismantling of office equipments, furniture, UPS/Inverter, Computers/printers, Split AC, etc., wherever required, as per Annexure-I.
- b. Proper packing of desktop computers/printers, fax machine, bio-metric machine, fridge, split 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.
- c. Shifting /transportation of all items as mentioned in Annexure-I and unloading from the transport vehicle at the respective destinations at Kadavanthra & Elamkulam and carrying to the respective floors/rooms, new office space, unpack the same and stacking/assembling/fixing all the items in position as per the direction of STC officials.

- d. While re-location of the office furniture, equipments, etc., the agency should ensure that all items should be moved and set up on the scheduled date/place as instructed by STC officials.

3). Disposal/sale of modular partitions, modular tables/almirahs with side drawers, as per ANNEX-II

The wooden modular partition/Tables (fixed), Movable modular/wooden almirahs, movable wooden drawers, two cabins made with boards/aluminium fabrication (cabins) etc as listed as per Annexure-II are required to be disposed off /sold on 'as is where is basis'. Only after effecting shifting of all furniture, office equipments, etc as per Annexure-I, these items have to be dismantled and removed by the highest bidder within a period of three days from the date of Letter of Award. The highest bidder before starting the dismantling work should deposit the amount quoted by him by Demand Draft/NEFT in favour of The State Trading Corporation of India Ltd., payable at Ernakulam/Cochin. While dismantling/shifting the sold items, utmost care should be taken for not causing any damage to the floor/walls of the office premises/nearby offices. Prior to quoting rates, the indenting agencies are requested to inspect the items as at Annexure-II at STC office premises at KSHB Office Complex, 4th Floor, Panampilly Nagar, Kochi-682 036.

4). Obligation to Rules:

It is obligatory on the part of the Agency to abide by all the relevant central and State 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. In the event of any such dispute, STC is authorized to settle the dispute on your behalf at your risk and cost.

5). Rates and Payment:

- a. The rates of the Agency shall be all inclusive irrespective of height, depth, lead, lift, etc. and should be quoted in the format given at Annexure-III&IV. The Rates shall include cost of all packing materials, labour, machinery and all other inputs involved in the execution. No extra charge/amount shall be paid from 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 payment will be made in advance to the Agency.
- c. For the items to be disposed off/sold, should be quoted in the format given at Annexure-IV. The items sold shall be moved by the highest bidder only after payment of the quoted amount to STC.

6). Other Terms and Conditions:

- a. Vendors may visit the site both at KSHB Office Complex, 4th Floor, Panampilly Nagar and STC Flat No.201,301(Block No.VI) and Flat No.402(Block No.III) at Easland Enclave, Elamkulam, and the new office at Cherupushpam Lane, Kadavanthra, Cochin 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 from STC Office premises at KSHB Office Complex, 4th Floor, Panampilly Nagar, Ernakulam and unloading at STC Flat No.201,301(Block No.VI) and Flat No. 402 (Block No.III) at Easland Enclave, Elamkulam and the new office premises at Kadavanthra to be done on the same day.
- d. The selected agency/contractor should be in a position to complete the work assigned within 3 working days of awarding the contract. In the event of delay, STC may at its discretion forfeit the EMD submitted by the Agency without any notice.
- e. The shifting of items as at Annexure-I has to be done carefully so that no damages are occurred, either to STC property/items or surrounding property/premises, otherwise, liquidated damages will be recovered out of the payments, to the tune of market value of the items + 15% as other charges.
- f. The agency will be solely responsible for safe & secure transit of Goods to the satisfaction of the STC. The Agency shall arrange Insurance Cover for all the items to be transported from STC Office premises at KSHB Office Complex, 4th Floor, Panampilly Nagar, Ernakulam and unloading at STC Flat No.201,301(Block No.VI) and Flat No. 402 (Block No.III) at Easland Enclave, Elamkulam and the new office premises at Kadavanthra showing in the Insurane Policy Beneficiary name as "STC of India Limited, Cochin" at their own cost.
- g. The agency shall indemnify STC against all losses it has suffered during any Accident/incident during the execution of the job.
- 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 as per Annexure-I are to be brought in "As is where is Condition" to the new office premises at Cherupushpam Lane, Kadavanthra & at STC Flat No.201,301(Block No.VI) and Flat No. 402 (Block No.III) at Easland Enclave, Elamkulam and stacked/relocated as desired by STC.

- k. The total work has to be completed in phases (i.e. 1st phase – shifting, 2nd phase – dismantling and disposal) and preferably during office hours, agency has to arrange number of vehicles, labour, packing material, etc. accordingly.
- 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 6 months from the date of issue of letter of acceptance.
- n. The sale shall be on 'as is where is basis'.
- o. The Bid prices for items mentioned in Annexure-III & IV should be inclusive of applicable GST rates and accordingly Bill will be issued.

7) Special Provision for Micro and Small Enterprises

Micro and Small Enterprises(MSEs) participating in the tender will be given benefit as per Public Procurement Policy, 2012. Further the MSEs owned by SC/ST entrepreneurs will also be given benefits as per the Public Procurement Policy, 2012.

8).JURISDICTION:

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

THE STATE TRADING CORPORATION OF INDIA LTD

BRANH OFFICE: COCHIN

ANNEXURE-I

ITEMS TO BE SHIFTED FROM 04 TH FLOOR OF
KSHB OFFICE COMPLEX ,PANAMPILLY NAGAR,COCHIN

S.NO	PARTCULARS	NOS	Unique Tag no.	
1	STEEL CUP BOARDS-BIG	9	STC-SCB-1 - 9	
2	STEEL CUP BOARD-SMALL	1	STC-SCB-1	
3	GODREJ SAFE	1	STC-GS-1	
	WITH WOODEN STAND		STC-WS-1	
4	AKAI FRIDGE 100 LITR	1	STC-F-1	
5	EXECUTIVE CHAIRS	10	STC-EC-1 - 10	
6	PEDESTAL FANS	4	STC-PF-1 - 4	
7	WOODEN CHAIRS	23	STC-WC-1 - 23	
8	STEEL KNITTED ARMED CHAIRS	8	STC-SC-1 - 8	
9	WOODEN SIDE RACKS SMALL	7	STC-WSR-1 - 7	
10	TEEPOY WITH STEEL LEGS	5	STC-TSL-1 - 5	
11	PLASTIC CHAIRS-RED	25	STC-PC-1 - 25	
12	PHOTOCOPIER-RICOH DIGITAL	1	STC-PC-1	
13	COMPUTER TABLE	2	STC-CT-1 - 2	
14	PRINTER TABLE	2	STC-PT-1 - 2	
15	COMPUTER CHAIRS	4	STC-CC-1 - 4	
16	WOODEN TABLE T.II	1	STC-WT-1	
17	COMPUTERS	11	STC-C-1 - 11	
18	COMPUTER PRINTER LASER	4	STC-CP-1 - 4	
19	COMPUTER PRINTER DOTMATRIX	1	STC-CP-1	
20	UPS(3 KV)	1	STC-UPS-1	
21	INVERTER	1	STC-INV-1	
22	UPS BATTERY	3	STC-UPS-1	
23	INVERTER BATTERY	1	STC-IB-1	
24	MANUAL TYPEWRITERS	3	STC-MT-1 - 3	
25	NOTICE BOARD	2	STC-NB-1 - 2	
26	NOTICE BOARD VIGILANCE	1	STC-NBV-1	
27	BLACK BOARD	1	STC-BB-1	
28	TENDER BOX WOODEN	1	STC-TB-1	
29	WOODEN DUST BIN	8	STC-WDB-1 - 8	

30	STEEL DUST BIN	1	STC-SDB-1	
31	FIRE EXTINGUISHERS	6	STC-FE-1 - 6	
32	FAX MACHINE(1new&1old)	2	STC-FM-1 - 2	
33	INK JET HP PRINTER(01 obsolete)	2	STC-HPP-1 - 1	
34	WOODEN STOOLS	3	STC-WS-1 - 3	
35	WOODENTABLE(GODREJ)-BM	1	STC-WT-1	
36	AIR-CONDITIONER UNIT	1	STC-AC-1	
	(PANASONIC)			
37	LOGITEK WEBCAMERA	1		
38	CREATIVE A 35 SPEAKER	2		
39	ADSL MODEM D-LINK	1		
40	ZEBRA BLINDS BM CABIN	2		
41	CLOCK - AJANTHA	1		
42	CALCULATORS	7+4	04 obsolete	
43	Ketron - 01 Big(in Almirah)	1	obsolete	
44	GAS STOW	1	STC-GS-1	
45	REGULATOR	1	STC-R-1	
46	CYLINDER IOC	1		
47	ADSL T READER MODEM	1		
48	D-LINK 5/8 PORT SWITCH	1		
49	Ceiling Fan (crompton)	1		
50	Monitors	2	Obsolete	
51	BIG WOODEN MOULDED ALMIRAH	10		
52	SMALL WOODEN DRAWER	15		
53	FILES/REGISTERS	2000		

ANNEXURE-II

THE STATE TRADING CORPORATION OF INDIA LTD BRANCH OFFICE: COCHIN		
ITEMS TO BE SOLD/DISPOSED FROM 04TH FLOOR OF KSHB OFFICE COMPLEX, PANAMPILLYNAGAR		
1	WOODEN MODULAR PARTITION, TABLES, MODULAR CUPBOARDS AND SIDE DRAWERS	
2	2 ALUMINIUM FABRICATED CABINS WITH DOORS	

FINANCIAL BID DOCUMENT FOR SHIFTING AS AT ANNEXURE-I:

1. Name of the Agency/Contractor:
2. Address of the Contractor(With Tel No.,Fax No.)
3. Contact person with mobile No.

S.No.	Description of items to be Shifted	Rate quoted (In Figures and in words) incl. of transit insurance in the name of STC and incl. of GST
1	All works pertaining to shifting of items as at Annexure-I from STC Office premises at KSHB Office Complex, 4 th Floor, Panampilly Nagar to STC Flats at Easland Enclave and NEW office at Cherupushpam Lane ,Kadavanthara.	Rs.

(Signature of Authorized Signatory with date/seal)

ANNEXURE-IV

FINANCIAL BID DOCUMENT FOR DISPOSAL AS AT ANNEXURE-II:

1. Name of the Agency/Contractor:

2. Address of the Contractor(With Tel No.,Fax No.)

3. Contact person with mobile No.

ITEMS TO BE SOLD/DISPOSED FROM 04TH FLOOR OF KSHB OFFICE COMPLEX, PANAMPILLYNAGAR		
	ITEMS	Rate to be quoted(In Figures & in words
1	WOODEN MODULAR PARTITION/TABLES/MODULAR CUPBOARDS / SIDE DRAWERS	
2	2 ALUMINIUM FABRICATED CABINS WITH DOOR	

(Signature of Authorized Signatory with date/seal)

