

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

Date: 06-09-2018

NO.STC/COCHIN/GAD/NIT/02/2018-19

NOTICE INVITING TENDER

Sub: Notice Inviting Tender for dismantling, packing, and shifting/re-location of furniture, office equipments, Computers/printers, files/registers, etc from STC Office at 4th Floor, KSHB Office Complex, Panampilly Nagar to Flat No.402(Block No.III) and Flat No.201/203 (Block No.VI), Easland Enclave, Elamkulam, Cochin and disposal of modular partition, electric installation, etc.

Sealed Quotations are invited from experienced, resourceful and bonafide agencies/firms/contractors for (i) dismantling, packing and shifting /re-location of office furniture, office equipments, computers/printers, files/registers, electrical installation, etc from STC Office premises at 4th Floor, KSHB Office Complex, Panampilly Nagar, Cochin-36 to STC owned Flats No.402, 201 and 301, Easland Enclave, Elamkulam, Cochin and(ii) disposal of modular partition(fixed), electrical installation,etc. The quotation is required to be submitted in a sealed covers 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 i.e. "Quotation for Dismantling, packing and shifting/re-location of Office furniture, office equipments, computers/printers, files/registers, etc " on top of the cover and "Quotation for disposal of modular partition(fixed), electrical installation, cabins, etc.

Tender documents can be downloaded from STC website: stclimitd.co.in/e-procurement sight. The quotations shall be submitted to the Drop Box of this office at the above mentioned address till the date and time as per details given below. The Tender sent by Post/Courier must reach this office not later than 1500 hrs on 26-09-2018.

SUBMISSION & OPENING OF TENDER	
Last date for submission of sealed tender at the STC Office	1600 hrs on 27.09.2018.
Date of opening the Tender	1630 hrs on 27.09.2018.
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 Corp. 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. and copy of the same shall be enclosed.
- d) In case of individual, he shall submit the details of work done by him for any Government/PSU/Bank/ Insurance company with evidence or Certifications from that Company.
- e) The bidder must have a minimum turnover of Rs.10 lakhs for the last three years. Copies of the Income-tax Returns filed for the last three financial years may be attached.
- f) **Performance Security Deposit:** The successful bidder shall be required to deposit a sum equivalent to five percent of the total supply order at the time of supply and the security deposit in Demand Draft drawn in favour of The State Trading Corporation of India Ltd, payable at Kochi. Security Deposit shall be returned to the Agency after successful completion of the job.
- g) **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 for both shifting as well as disposal/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.
- h) 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.
- i).The tender forms shall be rejected if it is not complete in any aspect.

A). 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, electrical equipments, etc as listed out in Annexure-I are required to be transported/ shifted from STC office Premises at KSHB Office Complex, 4th Floor, Panampilly Nagar to STC owned flats No.201/301, Block No.VI and flat No.402, Block No.III, Easland Enclave, Elamkulam.

The Scope of work includes:

- a. Dismantling of office equipments, furniture, UPS, 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 Easland Enclave, Elamkulam and carrying to the respective floors/rooms, unpack the same and stacking/assembling/fixing 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 moved and set up on the scheduled date/place.

B). Disposal/sale of Modular Partition(fixed), Electric installation and blackout zebra blinds:

The wooden modular partition (fixed), Electrical installation, two cabins/doors made with boards/aluminium fabrication 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. 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.

2). 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.

3). 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 pertaining items to be shifted to Flat No. 201/301, Block No.VI and flat No.402, Block No.III, Easland Enclave, Elamkulam. The Rates shall include cost of all 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.

4). 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, 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 to be done on the same day.
- d. The selected agency/contractor should be in a position to complete the work assigned within 5 days of awarding the contract. In the event of delay, STC may at its discretion forfeit the performance guarantee 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 the book 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.
- 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 site 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 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'.

5). 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**

**ASSETS LYING AT 04 TH FLOOR OF
KSHB OFFICE COMPLEX ,PANAMPILLY NAGAR,COCHIN**

ANNEXURE - I

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 WITH WOODEN STAND	1	STC-GS-1 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 (PANASONIC)	1	STC-AC-1
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	obselete
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 S/B PORT SWITCH	1	
49	Ceiling Fan (crompton)	1	
50	Monitors	2	Obsolete
51	BIG WOODEN MOULDED ALMIRAH	10	
52	SMALL WOODEN DRAWER	15	

**THE STATE TRADING CORPORATION OF INDIA LTD
BRANCH OFFICE: COCHIN**

ANNEXURE-II

ITEMS TO BE DISPOSE OF/SOLD

1	WOODEN MODULAR PARTITION		
2	ELECTRIC INSTALLATION - LEGRAND MAIN DB 4 X 16		
	125 AMP - MCCB		
	LEGRAND LDB		
	LEGRAND UPS DB		
3	2 WOODEN CABIN WITH ALUMINIUM DOOR		
4	BLOCKED ZEBRA BLINDS - 02		

FINANCIAL BID DOCUMENT 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)-
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	Rs.

(Signature of Authorized Signatgory 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.

	Description of items to be disposed of/sold	Rate quoted(In Figures & in words
1.	Modular Partitions(fixed)	
2.	Electric installations viz i)Legrand Main DB 4X16 125 AMP- MCCB, LEGRAND LDB, LEGRAND UPS DB	
3.	2 Wooden cabin with aluminium fabricated doors	
4.	Blocked Zebra Blinds - 02	

(Signature of Authorized Signatory with date/seal)

Check List

S.No.	Description	Attached/Annexure No.
1.	Name of the Tenderer(In block letters)	
2.	Status of the Agency whether Public Ltd/Pvt Ltd/Partnership firm/Proprietorship Firm	
3.	Registration No. and year of Establishment of firm/Company(if any)	
4.	Name and Designation of the authorized signatory	
5.	Name of Father/Husband of the Authorised Signatory	
6.	Full Residential address of the authorized signatory	
7.	Tenderers address for correspondence & contact numbers	
8.	Details of EMD amount Rs. (DD No.and Date)	
9.	Due date of draft/Pay order	
10.	Proof of turnover during last three years	
11	Copies of Regn No., PAN No. & Valid GST No.	