

**THE STATE TRADING CORPORATION OF INDIA LTD.,  
NILHAT HOUSE, 9<sup>TH</sup> FLOOR, 11,R.N. MUKHERJEE ROAD,  
KOLKATA-700 001**

Date: 14/09/2018

NO.STC/KOL/GAD/OS/TENDER/01120/2018/01

Bid issue & filing site: [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)

E- Bid start Date/time: 14/09/2018

E-Bid Closing Date/time 09/10/2018(10.00 hrs)

E-Bid opening Date/Time 09/10/2018(11.00 hrs)

**NOTICE INVITING QUOTATIONS**

Sub: Notice Inviting Quotations 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 Desk top Computers/printers/photocopiers, Air Conditioners and such other materials from STC Office at Nilhat House, 9<sup>th</sup> Floor, 11,R.N. Mukherjee Road, Kolkata 700001 to 1<sup>st</sup>/2<sup>nd</sup> /7<sup>th</sup>/8<sup>th</sup> /9<sup>th</sup> floors of Geetanjali Apartment, 8B Middleton Street, Kolkata 700 071 and Jay Jayanti Apartment, 2A, Mandeville Garden, Gariahat, Kolkata-700 019.

E. Bids are invited from established and reputed agencies/firms/contractors/Sole proprietorship for (i) dismantling, packing and shifting/re-location of office furniture, office equipments, computers/printers, files/registers, electrical installations etc from STC Office premises at Nilhat House, 9<sup>th</sup> Floor, 11,R.N. Mukherjee Road, Kolkata 700001 to STC owned Flats 1<sup>st</sup>/2<sup>nd</sup> /7<sup>th</sup>/8<sup>th</sup> /9<sup>th</sup> floors of Geetanjali Apartment, 8B Middleton Street, Kolkata 700 071 and Jay Jayanti Apartment, 2A, Mandeville Garden, Gariahat, Kolkata-700 019

The Agency upon awarding of tender should complete the entrusted job within 10 (Ten) days of award of contract preferably by 24.10.2018.

Bidders should read the tender document carefully and comply strictly while uploading their documents.

For The State Trading Corpn. of India Ltd.

Manager (GAD)

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**Terms and Conditions of e. tender**

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

- a) The bidder shall be a Company/Firm/sole proprietor specialized in dismantling, 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.10 lakhs per annum for the last three years. Copies of the Income-tax Returns filed for the last three financial years may be attached.
- e) **Bid Security** of Rs.25000/-(Interest free) in the form of Demand Draft/pay order/Banker's Cheque in favour of The State Trading Corporation of India Ltd., Kolkata, shall be deposited with the quotation for shifting. The Bid Security of unsuccessful Bidder will be returned after completion of the quotation process on request. The Bid Security of successful Bidder shall be refunded upon completion of job. E. Bid Received without Bid Security shall summarily be rejected.
- f) 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 alongwith the Technical Bid.
- g).The tender forms shall be rejected if it is not complete in any aspect.

**A). Shifting of office furniture/office equipments, etc:**

**Scope of work:**

1. Shifting from present STC office 9<sup>th</sup> floors Nilhat House, 11, R.N. Mukherjee Road, Kolkata – 700 001 to 1<sup>st</sup>/2<sup>nd</sup> /7<sup>th</sup>/8<sup>th</sup> /9<sup>th</sup> floors of Geetanjali Apartment, 8B Middleton Street, Kolkata 700 071.
  - a) Shifting of official records – like files, vouchers, notes suitably packed in gunnies.
  - b) Shifting of office furniture like – table, chairs, drawers, cupboards, wooden racks, glass tops, and computer tables etc.
  - c) Shifting of Xerox and fax machines and its attachments
  - d) Shifting of electronic equipments like computers, printers, electrical connections and land line telephones and attached wires etc.
  - e) Shifting of electrical equipments & fittings like - wall fans, table/Pedestal fans, ACs, bulbs, tubes and its fittings etc.
  - f) Shifting of empty iron/steel/almirahs /wooden racks, Cupboards etc
  - g) Shifting of Godrej Locker/Safe Vault
  - h) Shifting of Miscellaneous official items

2. Shifting from present STC office 9<sup>th</sup> floors Nilhat House, 11, R.N. Mukherjee Road, Kolkata – 700 001 to Jay Jayanti Apartment,2A, Mandeville Garden, Gariahat, Kolkata 700 019.
  - a. Shifting of office furniture like – table, chairs, drawers, cupboards, glass tops etc.
  - b. Shifting of electronic equipments like computers, printers, electrical connections and land line telephones and attached wires etc.
  - c. Shifting of electrical equipments & fittings like - wall fans, tables fans, ACs, bulbs, tubes and its fittings etc.
  - d. Shifting of empty iron / steel almirah.
  - e. Miscellaneous official items
  - f. Shifting of official records – like files, Registers, vouchers, notes suitably packed in gunnies
3. Shifting from STC Flats at Jay jayanti Apartment, 2A, Mandeville Garden, Garihahat-19 to Geetanjali Apartment 1<sup>st</sup> /2<sup>nd</sup> /7<sup>th</sup>/8<sup>th</sup>/9<sup>th</sup> floors of 8B, Middleton Street, Kolkata700 071.
  - a. Shifting of approximately 20 irons racks medium size.
  - b. Miscellaneous items, 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. Dismantling of office equipments, electrical equipments & fittings, furniture, UPS, Computers/printers, Split AC, etc., wherever required, as per Annexure-I.
- b. Proper packing of desktop computers/printers, scanners, 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 Geetanjali Apartment,8B Middleton Street, Kolkata-700 071 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.

**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). 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-I pertaining to items to be shifted to Geetanjali Apartment/Jay Jayanti Apartment. The Rates shall include cost of all materials, labour, machinery and all other inputs involved in the execution. No extra 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.
- c. 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.

**4). Other Terms and Conditions:**

- a. Intending parties may visit the site at Nilhat House, 9<sup>th</sup> Floor, 11, R.N. Mukherjee Road, Kolkata 700001 and 1<sup>st</sup>/2<sup>nd</sup> /7<sup>th</sup>/8<sup>th</sup> /9<sup>th</sup> floors of Geetanjali Apartment, 8B Middleton Street, Kolkata 700 071 and Jay Jayanti Apartment, 2A, Mandeville Garden, Gariahat, Kolkata-700 019 during office hours (10.00 AM-4.00PM) 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/trolley etc. from Office premises at Nilhat House Complex and unloading at STC Flats at Geetanjali Apartment/Jay Jayanti to be done on the same day.
- d. The selected agency/contractor should be in a position to complete the work assigned within 15 days of awarding the contract. In the event of delay, STC may at its discretion 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 indemnify STC 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 work site as soon as works are completed.
- i. The items are to be brought in “As is where is basis” to the new site at Geetanjali Apartment/Jay Jayanti Apartment and stacked/relocated as desired by STC.
- j. 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.
- k. STC reserve the right to reject any or all tenders without assigning any reason. The decision of STC in this regard shall be final.
- l. The rates of the successful bidder will be valid for 2(Two) months from the date of issue of letter of acceptance.
- m. The bidder should have operating in or around Kolkata and the complete details including telephone number for the same must be provided.
- n. The agency during the operation would exercise all measures/safeguards/precautions etc. to ensure safety & security of officials and occupants of the apartments.
- o. Any quotation received by Fax/Courier/Speed Post Etc. shall be rejected.
- p. The e tender is subject to policy of STC’s Management issued from time to time.

**5).JURISDICTION:**

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

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PRICE BID

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

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

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

**TECHNICAL BID**

S.No.	Description	Attached/Annexure No.
1.	Name of the Bidder	
2.	Status of the Agency whether Public Ltd/Pvt. Ltd/Partnership firm/Sole Proprietorship/Individual concern	
3.	Copy of PAN, Copy of GSTIN	
4.	Registration No. and year of Establishment of firm/Company etc.(if any)	
5.	Name and Designation of the authorized signatory	
6.	Full address of the authorized signatory	
7.	Bidders address for correspondence & contact numbers	
8.	Details of Bid Security Rs.25,000/- (BY DD/Banker's Cheque etc.	

## UNDERTAKING

Date:

We hereby undertake and declare that the E-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 )



