



TENDER FORM

QUOTATION FOR SHIFTING OF OFFICE EQUIPMENT AND OTHER MATERIALS INCLUDING PACKING, LOADING, UNLOADING AND INSURANCE OF IGNOU REGIONAL CENTRE CHANDIGARH FROM PANCHKULA TO KARNAL.

Date for release of tender application	18.05.2022 at 04.00 P.M.
Tender application fee	Rs 500/- (Rupees Five Hundred only) Non refundable
Last date for submission of Quotation:	27.05.2022 upto 11:00 A.M.
Date & Time of Opening of Quotation:	27.05.2022 at 12.00 NOON
Tender Form available at	http://rcchandigarh.ignou.ac.in/
Place for inspection of materials and acceptance of tender	IGNOU Regional Centre Chandigarh, Plot No. 345, Industrial Area, Phase-2, Panchkula 134113 (Haryana)
Date and Time for inspection of items	19-20.05.22 & 23-26.05.22 Between 10.00 A.M. to 5.00 P.M.

Sr. Regional Director
IGNOU RC-Chandigarh



IG/RCC/Office-Shifting/2022/ 837
Date: 18.05.2022

Tender Notice

Subject : Quotation for Shifting of Office equipment and other materials including packing, loading, unloading and insurance of IGNOU Regional Centre Chandigarh from Panchkula to Karnal.

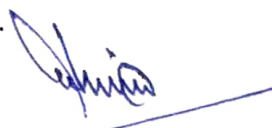
Sealed quotations are invited from the Firms/Agencies specialized in the packing and moving works for shifting of Office equipment and other materials from **IGNOU Regional Centre Chandigarh, Plot No. 345, Industrial Area, Phase-2, Panchkula -134113 (Haryana) to IGNOU Regional Centre Karnal, Plot No. 5, Sector 12 (Part 1), Urban Estate, Karnal-132001 (Haryana).** The Firms/Agencies should also furnish a copy of the PAN, GST Registration, while submitting their quotations. The agency may visit IGNOU Regional Centre Chandigarh for survey of the office equipment and other materials to be shifted on any working day between 10.00 A.M. to 5.00 P.M. from 19-20.05.22 & 23-26.05.22.

1. The bidders should submit the bids as per two-bid system i.e. **Technical bid** and **Financial bid**. Two bids should be enclosed in separate envelopes as given below:
 - The first envelope should be marked as **"Technical bid"** on the outside and it should contain filled-in technical bid with duly signed and stamped page of terms and conditions along with (EMD) Demand draft.
 - The second envelope should be marked as **"Financial Bid"** on the outside and it should contain price bid only.
 - These two envelopes should then be put in a bigger envelope which should be superscribed as **"Quotation for Shifting of Office equipment and other materials of IGNOU Regional Centre Chandigarh from Chandigarh to Karnal"**.
2. It should be completed in all respect & must reached IGNOU Regional Centre Chandigarh, Plot No. 345, Industrial Area, Phase-2, Panchkula -134113 (Haryana) till 04:00 P.M by 27.05.2022.
3. Regional Director, IGNOU RC Chandigarh reserves the right to reject any or all quotations without assigning any reasons thereof.
4. The quotations received will be opened by the Local Purchase Committee on any working day at Regional Centre as desired by the Committee.
5. The terms and conditions of the contract will be as follows:
 - i. All pages of tender document should be signed with stamp by the authorized signatory before submitting.

- ii. The tender document should be sealed.
- iii. The Firm/Agency shall indicate the lump sum rates for the said job (as per Annex-A). The rates should be filled up neatly (in both figures and in words). Firm are also advised not to erase or mutilate the figures etc. otherwise the quotation may be ignored. Any overwriting will not be allowed.
- iv. The number of vehicles that will utilize for the purpose may also be given along with copies of their Registration Certificates (RC).
- v. Detailed rates duly signed by the authorized person giving full name, address and contact telephone nos. etc. may be furnished by the stipulated time and date.
- vi. The shifting of offices/sections shall include following:-
 - a. Packing of files, computers, Printers, Photo Copiers Machine, Office Equipment, Furniture's, Educational Materials and other materials as available in the respective rooms/sections at IGNOU Regional Centre Chandigarh.
 - b. Carrying all the packed articles/material carefully to ground floor, loading into the lorry and transportation to IGNOU Regional Centre Karnal, Plot No. 5, Sector 12 (Part 1), Urban Estate, Karnal-132001 (Haryana).
 - c. Unloading all the packed articles/material from Lorry, and carrying to the rooms at IGNOU Regional Centre Karnal, Plot No. 5, Sector 12 (Part 1), Urban Estate, Karnal-132001 (Haryana).
 - d. Unpacking of goods and placing in the respective rooms.
 - e. Obtaining certificate for proper shifting with list of materials shifted from concerned officers/ sections.
 - f. Disposal of packing material etc.
 - g. The selected Firm/Agency has to use their own packing material, like gunny bags, packing tape, sutli, cardboard carton etc.
 - h. The submission of bid will not place the IGNOU Regional Centre Chandigarh under any obligations to place the order with the Firm/Agency and no expenses incurred by the contractor in this regard will be payable by IGNOU Regional Centre Chandigarh.
 - i. If any dispute arises between the Firm/Agency and its manpower in the matter of wages or any service conditions, the same will be settled by the Firm/Agency and the workers engaged by it themselves. The IGNOU Regional Centre Chandigarh in no case shall be a party to such dispute.
 - j. Under normal circumstances the rate shall be valid for a period of six months from the date of issue of work order.
 - k. Responsibility of taking necessary permission from the traffic police authority for shifting shall be of the selected Firm/Agency.
 - l. The Earnest money deposit of the successful Firm/Agency will not be treated as security/performance guarantee for due performance of the contract and shall be released on successful completion of work.
 - m. Responsibility for damage/theft/loss etc. of goods during shifting or physical injury to any labour in loading/ unloading shall be of the Firm/Agency.
 - n. The damage caused, if any to the property of the IGNOU Regional Centre Chandigarh through negligence or otherwise shall be at risk and responsibility of the Firm/Agency. The financial or any other loss suffered by IGNOU Regional Centre Chandigarh on this account shall be made by the Firm/Agency.
 - o. In case of any dispute, the decision of the IGNOU Regional Centre Chandigarh shall be final and binding on both parties.
 - p. The IGNOU Regional Centre Chandigarh reserves the right to reject any or all quotations without assigning any reasons thereof.
 - q. Experience in handling the office equipment shifting is essential.

6. The successful bidder shall also submit a copy of the transit insurance coverage certificate of the value as per IRDA norms from Nationalized Insurance Company in favour of IGNOU Regional Centre Chandigarh towards damage of items including computers, printers, photocopiers, projectors, LED panels, LED TV's, study material etc. during shifting. The cost of insurance shall be paid by the successful bidder.
7. The payment shall be made after satisfactory completion of entire shifting work.
8. The items to be shifted & actual locations of IGNOU Regional Centre Chandigarh, will be available for inspection between 10.00 A.M. to 5.00 P.M. from 19-20.05.22 & 23-26.05.22 for this purpose.

All the tenderers are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotations.



**Senior Regional Director
IGNOU Regional Centre
Chandigarh
Plot No. 345,
Industrial Area, Phase-2,
Panchkula -134113 (Haryana)**

TECHNICAL BID

SHIFTING OF OFFICE EQUIPMENT AND OTHER MATERIALS INCLUDING PACKING, LOADING, UNLOADING AND INSURANCE OF IGNOU REGIONAL CENTRE CHANDIGARH FROM PANCHKULA TO KARNAL.

Sl.No.	Description	Details
1.	Name, address & telephone number of the agency/firm	
2.	Name, designation, address & telephone number of authorized person	
3.	Please specify as to whether Tenderer is sole Proprietor/Partnership Firm/Private or Limited Company.	
4.	Name, address & telephone number of Directors/Partners, e-mail address.	
5.	PAN No. and Copy of PAN Card issued by Income Tax Department and Copy of previous 03 Financial Year Income Tax Returns	
7.	Aadhaar Card No. (Enclose a copy)	
8.	Details of Tender Application Fee of Rs. 500/- (Rupees Five hundred only) to be deposited should be drawn in favour of IGNOU payable at Chandigarh	
9.	Details of Bid Security/Earnest Money of Rs. 10,000/- (Rupees Twenty Thousand only) to be deposited should be drawn in favour of IGNOU payable at Chandigarh as per the details given below:-	
	a) Amount:	
	b) Demand Draft No:	
	c) Date of issue:	
	d) Name of issuing Bank:	

Undertaking

I/We _____ Sole
Proprietor/Director/Partner/ Authorized signatory having registered office at _____
do hereby solemnly affirm a
declare that I/We undertake to abide all the rules and regulations of the State/Central Govt./Local Govt.
with regards to sale and disposal of material and shall be liable to a penalties that may accrue due to
non-adherence of Terms & Conditions of the contract.

Signature
Seal of the Company/Organization

FINANCIAL BID

SHIFTING OF OFFICE EQUIPMENT AND OTHER MATERIALS INCLUDING PACKING, LOADING, UNLOADING AND INSURANCE OF IGNOU REGIONAL CENTRE CHANDIGARH FROM PANCHKULA TO KARNAL.

Name & Address of Tenderer

(In capital letters)

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Telephone No.

I/We Quote:

I/We have inspected the office equipments and other materials and am/are interested to pack & shift the same on *from* IGNOU Regional Centre Chandigarh from Panchkula to Karnal.

Along with packaging and shifting My/Our offer for the items is given below.

S.No.	Description of Work	Rates (Rs.)
1.	Shifting of office equipments and other materials including packing, loading, unloading and insurance of IGNOU Regional Centre Chandigarh from Panchkula to Karnal.	Rs. Rupees in words;

I/We have gone through the terms and conditions given in the tender document and agree with the same.

I/We understand that in the event of non-compliance of terms & condition of the tender, my/our EMD shall be forfeited by the Regional Director, IGNOU, Chandigarh.

Seal and Signature of bidder