

INDIAN STATISTICAL INSTITUTE
NORTH-EAST CENTRE, TEZPUR
ASSAM-784028
Phone No: 03712-267296



Enquiry No: ISINE/AD/TED/027 /19-20 Dated : 13/04/2019
Last date of receiving Quotation and end time: 29/04/2019 up to 5.00 P. M.

Dear Sir/Madam,

Indian Statistical Institute, North East Centre, Napaam, Tezpur - 784028, invites sealed quotation from reputed and experienced vendors engaged in transport and shifting solutions for shifting of office furniture, equipment and systems to our permanent campus as per the terms and conditions appended below. The quotation has to be submitted in sealed envelope by super scribing on the top of envelope "Quotation for Shifting" addressed to The Head, Indian Statistical Institute, North East Centre, Tezpur University Campus, Tezpur, Assam -784028.

Sincerely

Sd/-
Head
ISI N-E Centre

TERMS & CONDITIONS

1. Scope of the work/ General Terms

- i. Dismantling, shifting and reinstallation of office furniture, equipment, systems and books of the ISI North-East (N-E) Centre (excluding Air Conditioners) from our present location at Tezpur University to our permanent campus at Punioni, Solmara, covering a distance of about 4.5 km.
- ii. Interested vendors may visit the N-E Centre before submission of their tenders if they wish to take a stock of the items concerned, and also details of our requirements on any working day between 9.00 AM to 5.00 PM.
- iii. Successful vendor will arrange for dismantling (if required) packing and shifting and reinstallation of the items.
- iv. The successful vendor will arrange for the transit insurance for the items.
- v. The successful vendor should engage only trained/expert labour for the dismantling, shifting and reinstallation work.
- vi. Damages to any item will be recovered from the successful vendor bill and the recovery amount is not covered by the bill payable the remaining amount will be recovered from the vendor.
- vii. The successful vendor should co-ordinate with the Institute to plan and arrange for the shifting in order to reduce the downtime and also to prioritise the items according to the need of the Centre.
- viii. The successful vendor should place/ arrange the furniture/equipment/ systems as per the requirement of the Institute and may have to store in a given place/storage area in the permanent campus in case the final place is not ready.
- ix. The whole process of shifting and re-installation must be completed within 31st May 2019.

2. Eligibility Criteria

Bidders should meet the following eligibility criteria to qualifying the tender:

- (i) The bidder should have experience in dismantling, shifting and reinstallation of office furniture equipment and systems.
- (ii) They should have served the reputed organisation including preferably Govt. Organisations.

3. Rates / Prices

The rates/prices quoted and as accepted by ISI N-E Centre, shall remain fixed and no additional amount would be payable.

4. Payment:

- i) 100% payment will be made within 45 days on submission of bill along with the satisfactory report endorsed by the officer/expert appointed by the Institute.
- ii) TDS/GST as applicable will be effected. No advance payment will be made.
- iii) Delay in submission of the bills may result in delay of payment, for which the ISI-NE will not be responsible.

5. Penalty:

- i) If the Contractor fails to complete the work within the time frame a liquidated damage @ 0.5% of the work order value will be recovered subject to the maximum 10 % of the work order.
- ii) Any damage on equipment /devices caused by the vendor during dismantling, shifting and installation would be recovered from the amount payable/ vendor.

6. Cancellation of Contract:

The Contract resulting from this tender may be terminated by ISI N-E Centre at any time without any notice or without assigning any reason thereof or compensation in lieu, thereof.

(I/We hereby agree to the above terms and conditions)

(.....)

Signature and seal of the tenderer

Date:

Seal:

PARTICULARS OF THE TENDERER

(Bidder should fill this form and enclose along with original copy of the tender duly signed)

Name of the Bidder (Party):

Firm of Bidder :

Telephone No. (Office) :

Mobile :

Office :

Address :

:

PAN of the bidder company: (Enclose copy)

GST Certificate of the bidder company: (Enclose copy)

(.....)

Signature and seal of the bidder

Date:

Seal:

PRICE BID FORMAT

Price Schedule for the work

(To be filled by the bidder & submit along with the tender)

1. All the items of the price bid should be quoted, if item/ charges are not applicable 'NIL' should be marked, failing which the bid may not be considered.
2. Tender with conditional prices will be rejected and should be quoted strictly as per price bid format given below without any modification.
3. Price quote should be all inclusive.

A. Rates for shifting

Sl. NO	Item	Price	GST %	Amount (including Tax)
I.	Charges for the Shifting of assets of ISI N-E Centre to the permanent campus			

(Rupees

: _____)

(.....)

Signature and seal of the tenderer

Date:

Seal: