



भारतसरकार  
GOVERNMENT OF INDIA  
गृहमंत्रालय  
MINISTRY OF HOME AFFAIRS  
जनगणनाकार्यनिदेशककाकार्यालय, असम

OFFICE OF THE DIRECTOR OF CENSUS OPERATIONS, ASSAM

अच्युतप्लाज़ा, जी. एस. रोड, भंगागड़, गुवाहाटी - 781005

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No. DCO(E)Store/239/2015/ 1420

Dated : 22 .06.15

### Tender Notice

**Sub: Tender inviting quotation for shifting of official records (Census & NPR schedules) approximate 390 tons to Bhubaneswar, Odisha from Bhetapara office building of Directorate of Census Operations, Assam, Guwahati .**

Sealed Quotations are hereby invited from interested reputed registered firms/agencies specialized in shifting i.e. loading and unloading of records and placing them in the proper place with index to pre-fab structure at Bhubaneswar under Directorate of Census Operations, Odisha from "K.P.S. Plaza", Bhetapara, Guwahati – 781028 (DCO, Assam). The items to be shifted will be available for inspection between 10.00 am to 2.00 pm on any official day [Monday to Friday].

Interested registered firms/ agencies may quote their lowest rates for entire shifting works showing the actual price and taxes in details, which will be deducted at source. Quotations in sealed cover super-scribing "Quotation for shifting of official records (Census & NPR records ) to Bhubaneswar, Odisha " be submitted to Shri B.Rabha, Assistant Director (HO) before 3 p.m. of 13.07.2015 through Post/Courier/By Hand and the same will be opened at 4 p.m. on 13.07.2015 (same day) by the Chairman and Member of Purchase Committee. The quotations or their representative may attend or be present, if they desire so, during the opening of their quotations on the date and time mentioned at above.

### **Terms & Conditions of the contract will be as follows:-**

1. Interested firms may visit and verify shifting materials during office hours.
2. An Earnest Money of Rs.20,000/- (Rupees fifty thousand) only must be deposited alongwith the quotation in the form of Banker Cheque from any National Banks/ Bank Draft in favour of ' Shri B.Rabha, Assistant Director of Census Operations, Assam, Guwahati.' payable at Guwahati.
3. The quotation should also indicate the response time and service commitment.
4. The tenderers should have sufficient staff and communication facilities to respond in the shortest possible time.
5. The number of vehicles that will be utilized for the purpose may also be given along with copies of their Registration Certificate (RC).

6. Firm will have to submit a copy of VAT Clearance Certificate upto date, a copy of Trade License/ Registration Certificate of the firm and a copy of the performance Certificate from concerned Deptt. alongwith tender documents(if any).
7. Firm have to submit attested copy of Pan Card of the owner.
8. Rates should be inclusive of all kinds of taxes, etc, whatsoever and Directorate will not pay any claims of the firm in this respect. Taxes will be deducted at source (TDS) from bills as per prevailing rules. A copy of VAT Registration and Clearance Certificate should also be enclosed.
9. All the records/files should be packed carefully with proper indexing.
10. Carrying all packed materials, loading into the lorry and transportation to Bhubaneswar, Odisha.
11. Unloading all the packed and unpacked articles/materials from the lorry, and carrying to the respective record rooms/Godowns.
12. Unpacking of the goods and placing in the proper places.
13. Obtaining Certificate for proper shifting with list of materials shifted from concerned officer/official of this Directorate.
14. Disposal of packing materials etc.
15. Firm/ Agency has to use their own materials like gunny bags, packing tape, sutli, carboard carton etc.
16. 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. This office in no case shall be a party to such a dispute.
17. Under normal circumstances the rate shall be valid for a period of 3(three) months from the date of issue of work order.
18. Responsibility of taking necessary permission from the Traffic Police Authority for the job shall be of the selected firm/agency.
19. Damage of vehicle, if any, on the road shall bear the firm/agency.
20. 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.
21. The damage caused, if any to the property of this Directorate through negligence or otherwise, shall be at risk and responsibility of the Firm/ Agency. The financial or any loss suffered by this Directorate on this account shall be made good by the firm/agency.
22. The payment will be made only after successful completion of the job and after due verification.
23. All the pages of the tender document should be signed with stamp by the authorized signatory before submitting.
24. Tender document should be sealed.
25. Firms are also advised not to erase or mutilate the figures etc. otherwise the quotation may be ignored. Any overwriting will not be allowed.
26. Firm/agencies should submit a self certificate to the effect that the tenderer is not Blacklisted by any Central Govt./State Govt./PSU/Semi Private/Private Organizations.

27. 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 /submitting their quotations.
28. This Directorate reserves the right to reject any or all the quotations without assigning any reasons thereof and is not bound to accept the lowest rate.
29. In case of any dispute, the decision of this Directorate shall be final.
30. Canvassing in any form will prejudice the quotation.

(BHARATI CHANDA)

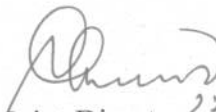
Joint Director

Dated : 22.06.15

Memo No. DCO(E)Store/239/2015/ 1420

Copy to:

1. The Joint Director, DCO, Assam
2. The Chairman & Members, Purchase Committee, DCO, Assam
3. The Office Notice Board
4. Official Website of ORGI( [censusindia.gov.in](http://censusindia.gov.in))
5. M/s.....
6. M/s.....
7. M/s.....
8. M/s.....

  
Joint Director 22/6/15

ANNEXURE

Name of the Firm : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

e-mail : \_\_\_\_\_

PAN No. : \_\_\_\_\_

VAT/TIN No. : \_\_\_\_\_

Service Tax Reg. No : \_\_\_\_\_

Sl.No	Description of Work	Amount (in Rs.)*

\* inclusive of all taxes, packing, unpacking, loading, unloading & misc charges.

Particular of EMD:-

1. DD No. : \_\_\_\_\_

2. Date : \_\_\_\_\_

3. Amount : \_\_\_\_\_

4. Bank (drawn on) : \_\_\_\_\_

(Signature with Date & Seal)