

I/24742/2021



भारत सरकार :: GOVERNMENT OF INDIA

गृह मंत्रालय :: MINISTRY OF HOME AFFAIRS

जनगणना निदेशालय, मेघालय :: DIRECTORATE OF CENSUS OPERATIONS, MEGHALAYA

मार्वेईन बिल्डिंग, धानखेती, शिलाँग ७९३००३ :: MARWEIN BUILDING, DHANKHETI, SHILLONG – 793003

Dated/दिनांक: 16.06.2021

Sub: Tender Notice for shifting of furniture, fixtures, office equipment etc.-regarding

1. Sealed tender/quotation is invited from interested, reputed registered firms/Agency having experience of shifting of office furniture, fixtures, office equipment etc. as specified below in detail in the scope of work at point No. 4.

2. Instructions to the bidders

Tender documents are to be submitted in two bid system (i) **Technical Bid** and (ii) **Financial Bid** for shifting of furniture, fixtures, office equipment, etc. The Technical Bid should contain full information as required in **Annexure-I** and Earnest Money in a sealed envelope cover prominently superscripted with the words “**TECHNICAL BID FOR SHIFTING OF OFFICE FURNITURE, ETC.**” The 'Financial Bid' should contain full information as required in **Annexure-II** in a sealed envelope cover prominently superscripted with the words “**FINANCIAL BID FOR SHIFTING OF OFFICE FURNITURE, ETC.**”. All the interested firms/Agency may submit quotation on or before 29.06.2021 till 3.00 PM at Directorate of Census Operations, Meghalaya, Marwein Building, Dhankheti, Shillong – 793003. The Technical Bid and Financial Bid will be opened on 30.06.2021.

3. **Time for Completion of Works:** All the work orders placed under this work will have to be delivered at site within a period of 15 days from the date of issuance of the work order.

4. **Scope of Work:** Scope of work includes dismantling, shifting/transportation of furniture, fixture, office equipment, office record, files, library books, etc. and reassemble/fixing at the new office location as given below;

Sl. No.	From	To (New office location)
1.	Directorate of Census Operations, Meghalaya, Marwein Building, Dhankheti, Shillong	Zoram Villa, Bomfyle Road, Opposite St. Anthony's College, Shillong.

The indicative (not exhaustive) number of items to be shifted are listed at **Annexure-IV**.

5. Terms and Conditions:

- The bidders are required to quote the rate in financial bid as given in Annexure-II inclusive of all cost. The bidder's price shall be deemed to include cost of all materials, tools and tackles, taxes, delivery charges etc. whether specifically mentioned or not.
- The rate quoted by the Bidders shall be valid for a period of six months.
- The designated officer of this Directorate will supervise the work and issue instruction on the matter of shifting and arrangement if necessary.
- The bidders with prior intimation may visit the relevant site on any working day between 10.00 AM to 4.00 PM to access the magnitude of the work before submission of his bid and also submit a certificate in this regard at **Annexure-III**.
- The Responsibility of taking necessary permission from the traffic police Authority for shifting by transportation of Truck shall be of the successful bidder i.e. the service provider. The Service Provider must possess all requisite certificates from the concerned Government agencies as required under relevant rules to execute the work.

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- (ix) No advance/part payment will be made. Payment will be made only after successful completion of the work as per work order issued to service provider. Payment will be made through online transfer to bank account.
- (x). The service provider will be responsible for any damaged/ theft/loss etc. to the goods during the process of shifting.
- (xii) This Directorate shall not be responsible in any circumstances if any accident/mishap etc. happened with any labour engaged for shifting.
- (xiii) In case of any dispute, the decision of Directorate of Census Operations, Meghalaya shall be final and binding.
- (xvii) The Registered Firm/ Agency or one of its Branch Office should be located in Meghalaya preferably in Shillong.
- (i) Clearance of Site-The Agency shall remove all waste and other unwanted material from site of work before handing over the Site to the Directorate. In the event of Agency failing to do so, the Directorate shall have the right to get the site cleared at the cost of Agency.
7. **Evaluation of Bids:** The technical Bid will be evaluated first. The financial Bid will be evaluated only if the bidder's Technical Bid is found satisfactory in all respects by the tender committee. The bidder will have no right what so ever to insist that his Financial Bid be evaluated in the event of the tender committee rejecting his Technical Bid as unsatisfactory.
8. **Earnest Money Deposit:** The quotations should be accompanied by Earnest Money Deposit of Rs.10,000/- (Ten thousand only) in the form of Demand Draft drawn in favour of **Directorate of Census Operations, Meghalaya payable at Shillong**. Quotations received without demand draft towards Earnest Money will not be considered and shall be rejected. The earnest money of the unsuccessful bidders will be returned after finalization of the Contract.

Signature Not Verified
Digitally signed by BHARATI
CHANDA
Date: 2021.06.17 19:04:28 IST

(Bharati Chanda)
Deputy Registrar General

Copy to:

1. The Web Team, ORGI for uploading the Tender Notice on Official Website immediately.
2. Notice Board

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ANNEXURE-I

TECHNICAL BID

1. Name of work: Shifting of Office Furniture/Fixtures/ Office Equipment, etc. from Directorate of Census Operations, Meghalaya, Marwein Building, Dhankheti to Zoram Villa, Bomfyle Road, Opposite St. Anthony's College, Shillong.

2. Prescribed Proforma for technical Bid:

Sl.No.	Description	
1.	Name & address of the Firm/Agency	
2.	Contact No. and E-mail	
3.	Registration Number	
4.	PAN Card No.	
5.	GSTN Registration Certificate	
6.	Copy of Work Orders (experience) for shifting of Office Furniture, Fixtures, Equipment, etc.	
7.	The Earnest Money of Rs.10,000/-(Rupees Ten Thousand only) through a Demand draft (Draft No., Date and Name of the Bank)	

3. Self attested copy of document at Sl. No. 3 to 6 and Demand Draft of Earnest Money to be enclosed.

4. Declaration:

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/we have carefully read the terms and conditions and agree to abide by these in letter and spirit. I understand that in case of any deviation is found in the above statement at any stage, the decision of the Directorate of Census Operations, Meghalaya, Shillong shall be bidding on me/us.

(Signature with date and seal)

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ANNEXURE-II

FINANCIAL BID

Name of work: Shifting of Office Furniture/Fixtures/ Office Equipment, etc. from Directorate of Census Operations, Meghalaya, Marwein Building, Dhankheti to Zoram Villa, Bomfyle Road, Opposite St. Anthony's College, Shillong.

Sl. No.	Name of Work	Amount of bid (Rs.)	GST (Rs.)	Total amount (Rs.)
1	As per scope of work			

Declaration:

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/we have carefully read the terms and conditions and agree to abide by these in letter and spirit. I understand that in case of any deviation is found in the above statement at any stage, the decision of the Directorate of Census Operations, Meghalaya, Shillong shall be bidding on me/us.

(Signature with date and seal)

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ANNEXURE-III

CERTIFICATE FOR SITE INSPECTION**Name of work: Shifting of Furniture/ Fixtures/ Office Equipment, etc.**

Certified that we..... (Name of bidder) have visited the site on dt..... and assessed the nature and volume of work involved before submitting our offer. We will be able to complete the works within the stipulated time and also certified that we will be able to execute the work as per specification to suit the site conditions as follows.

Sl. No.	From	To	Remarks
1.	Directorate of Census Operations, Meghalaya, Marwein Building, Dhankheti, Shillong	Zoram Villa, Bomfyle Road, Opposite St. Anthony's College, Laitumkhrah, Shillong.	<i>Dismantling of Fixtures/ Partition, Shifting of Dismantled Partition/ Portion, Furniture, Office Equipment, Shifting of Old unused Furniture, Dismantling of Racks, Office Equipment, Shifting of Old unused Furniture, Racks, Office Equipment</i>

Signature of bidder with Seal & Date

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Annexure-IV

Indicative list of furnitures, etc.

Sl. No.	Name of the item	No./Qty
1	Executive Table	6
2	Executive Chair	25
3	Visiting Chair	14
4	Computer Table	48
5	Plastic Chair	43
6	Iron Chair	36
7	Bookshelf (Wooden & Steel)	2
8	Wooden Rack (Big & Small)	31
9	Steel Rack (Big & Small)	29
10	Wooden Almirah	16
11	Steel Almirah	36
12	Map Board	5
13	Wooden Tool	8
14	Foot Stand	20
15	Computer Sets	34
16	Printers	19
17	Wooden Table/Long Desk	11
18	Wooden Chair	6
19	Notice/White Board	4
20	Stomp Box/Wooden Box	2
21	Pantograph/Drafting Table	2
22	Office Sign Board	1
23	Wall mounted TV	2
24	Xerox machine	3