

**BOSE INSTITUTE
KOLKATA**

Tender	BI/T/07/2019-20
Date	21.10.2019

Title	TENDER FOR SELECTING SUITABLE VENDOR OF MOVERS AND PACKERS FOR SHIFTING VALUABLE FURNITURE / SENSITIVE SCIENTIFIC EQUIPMENTS / INSTRUMENTS FROM DIFFERENT CAMPUSES OF THE INSTITUTE TO THE UNIFIED CAMPUS AT SALT LAKE
Details of Tender	AS ATTACHED IN ANNEXURE

Last Date & Time for submission	11.11.2019 upto 2.00 p.m.
Date & Time for opening of Tender	11.11.2019 at 3.00 p.m.
Submission of Tender (address)	AT THE TENDER BOX IN THE PURCHASE SECTION, BOSE INSTITUTE, CENTENARY CAMPUS, ANNEXE BLOCK 1 ST FLOOR, P-1/12 CIT SCHEME VII M KOLKATA – 700 054.
EMD	Rs. 10,000/- in favour of Bose Institute, payable at Kolkata
Pre Bid Conference	On 31.10.2019 at 3.00 p.m. in the Centenary Building at Kankurgachi, P-1/12 CIT SCHEME VII M KOLKATA – 700 054.
Venue of opening	Purchase Section, Bose Institute, Centenary Campus, KOLKATA – 700 054.
For any query the interested agencies / firms may contact (Dept./Section/Div./Unit)	033 2569 3212

Any other information (if applicable)	PLEASE REFER TO THE ANNEXURE FOR DETAILED GUIDELINES & INFORMATION
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Name of the tender and number should be mentioned on the envelope positively.
Director, Bose Institute reserves the right to accept or reject any or all proposals either in part or in full. The reasons for rejecting the tender of a prospective bidder will be disclosed only when enquiries are made.

Site Visit for three Campuses CB, MC and CAPSS	23.10.2019 to 30.10.2019 during working day office hours
Co-ordinating Person for Site Visit	Shri Supriya Das, Technical Officer Phone No. : 033 2569 3212

General Terms & Conditions

ANNEXURE

Tender is invited in sealed cover is invited from reputed and bonafide firms / agencies Specialized in packing and moving works for shifting of items from different campuses of Bose Institute to the newly constructed Unified Campus at Block – EN, Sector V, Kolkata – 700 091.

Qualification criteria:

The indenting firms / agencies should have requisite licenses issued by the competent authority, PAN, GST registration, experience of undertaking similar shifting work in at least 03 Government Departments / Autonomous Bodies / PSU etc., during last 07 years and should have expertise of shifting the type of items as mentioned below.

Annual turnover of the company should not be less than 10 lakhs during each of the last three financial years. A certificate in this regard should be submitted from a Chartered Accountant. Vendors / Companies having experience in moving Sensitive Scientific Instruments will be preferred.

Nature of items to be shifted :

1. Laboratory and Office furniture
2. Electromechanical Equipments
3. Books and Journals
4. Computers, peripherals and accessories
5. High Value Scientific Instruments

The prospective bidders are advised to make a detailed survey of the items kept at the following campuses of the Institute for assessment of the packing materials required with necessary tools and subsequent shifting of the items to the Unified Academic Campus of the Institute at Block – EN, through appropriate vehicle alongwith manpower required for the purpose. The bidders are requested to put their quotes in the table 1 as mentioned.

The firm should have special expertise in the above mentioned job.

Please furnish the following details with the Tender submitted by you for the above job.

Name of the Firm / Proprietor

Address :

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Email :

Phone Numbers :

Mobile No. :

Branch Office :

GENERAL INSTRUCTIONS FOR VENDORS / AGENCIES

The applicant should have their registered local office in Kolkata.

INSTRUCTIONS TO BIDDERS

1. Intending vendors are required to submit their full details about their organization, experience, personnel in their organization, competence, adequate evidence of their financial standing etc.
2. While deciding upon the selection of vendors / agencies, emphasis will be given on the ability and competence of applicants to do good quality works within the specified time.
3. Decision of BOSE INSTITUTE, KOLKATA in this regard will be final and binding without assigning any reason thereof.
4. Applications containing false or inadequate information are liable for rejection, besides action for misrepresentation.
5. The firms shall not have any discouraging / adverse report against their past performance.
6. The selected vendor has to bear the entire responsibility for safe and secure shifting of the items to the UAC. Any items if get damaged due to negligence on the part of the vendor, the amount of replacement / repairing of the item will be deducted from the final bill of the vendor.
7. The vendor also has to bear the entire responsibility of the safety and security of the manpower to be deployed for the purpose. The selected vendor also has to take the responsibility and ensure the safe transport of the materials, including necessary road challans and to maintain traffic rules and regulations.
8. The vehicles to be used by the selected bidder should have valid and up to date documents as per the rules of the transport authority.
9. For any accidents / mishap happening during the shifting the vendor has to bear the entire responsibility and Bose Institute will not be part of it

Payment Terms : - To be made as per actual engagement of Labour and number of trips undertakes for the purpose with due certification from the concerned Scientist / Engineering Service Unit of the Institute.

10. The bidder has to have the capability to engage at least 50 to 60 number of manpower per day for the shifting purpose and a written undertaking to be provided with the bidding documents.
11. If the vendor fails to supply the manpower as per requirement of the Institute, the Institute will engage the shortfall required from other agencies at the risk and cost of the vendor.
12. The selected vendor has to enter into an agreement with the Institute within seven days of issuance of Letter of Intent.
13. The selected vendor also has to submit a security deposit of Rs. 50,000/- to remain valid for one year from the date of entering into an agreement.
14. The selected vendor has to ensure the items shifted are properly installed at the UAC as per requirement and they have to co-ordinate in this regard with the concerned user and the Engineering Service Unit of the Institute.

PARTICULARS TO BE FURNISHED ALONG WITH THE BID

1. Name of the Company / Firm / Proprietor :

Registration Number :

Year of Establishment :

2. Person in Charge :

Details :

Phone :

Mobile :

Email :

3. (a) Official Address :

(b) Official Telephone No. :

(c) Mobile No. Of Proprietor

4. Service Tax / GST Registration No. :

5. PAN Number :

6. Experience of handling similar jobs :

The bidders have to give their price quote in table 1 as mentioned below:

Price quote ::

Table 1

Part A

Sl. No.	From Campus	To Campus	Type of vehicle	Rate per trip
1.	CB	UAC	TATA 407 or equivalent	
2.	MC	UAC	TATA 407 or equivalent	
3.	CAPSS	UAC	TATA 407 or equivalent	
4.	CB	UAC	TATA 709 or equivalent	
5.	MC	UAC	TATA 709 or equivalent	
6.	CAPSS	UAC	TATA 709 or equivalent	

NOTE : Shifting here specifies movement of the items from the concerned Labs at CB, MC and CAPSS to concerned Lab at UAC.

Part B

Sl. No.	Manpower to be employed	Rate
1.	Unskilled	
2.	Skilled	
3.	Semi Skilled	
4.	Highly skilled	

Registrar (Officiating)