

D-11012/2/2020-Accommodation (29194)
Government of India
Ministry of Statistics & P.I.
National Sample Survey Office
(Field Operations Division)

Regional Office, WB(S) Region,
C.G.O. Complex, 2nd Floor, E-Wing,
Salt Lake, Kolkata – 700064
Dated : 04.09.2024

TENDER NOTICE

Subject : Tender Notice for packing and transporting of all Office items of NSRO-Barasat at Mahalanobis Bhavan, 164-GLT Road, Kolkata-700108

Sealed tender are invited from interested agencies for packing and transporting all items of the Office from the existing premises located at **1st Floor, NSSO(FOD), NSRO-Barasat, Arifbari (Basanti Villa), Barasat, Kolkata-700125** to the New premises Located at **1st Floor, Mahalanobis Bhavan, 164-GLT Road, Dunlop, Kolkata 700108.**

1. Bids shall be submitted in sealed envelope clearly super scribing **“Tender Notice for packing and transporting of all Office items of NSRO-Barasat”** to this Office i.e. The **Head of Office, NSSO, FOD, RO-Kolkata, 2nd Floor, CGO Complex, E Wing, DF Block, Sector 1, Bidhannagar, Kolkata, West Bengal 700064** by 17.09.2024 (within 12.00 P.M) through registered post/speed post/by hand in sealed envelope. The bidder or his representative may be present on the date of opening of the tender.
 2. The Office shall not be responsible any postal delay.
 3. EMD of **Rs 5,000/- (Rupees five Thousand)** only in the form of Demand Draft from a commercial bank, drawn in favour of **“PAO, MOSPI, Kolkata”** Payable at Kolkata should be enclosed with the tender. The EMD should remain valid for a period of forty-five days beyond final bid validity period. The tender received without EMD would be summarily rejected. The earnest money will be returned on completion of the tender process.
 4. Interested bidders are advised to inspect the Office at NSRO-Barasat and examine the site and satisfy themselves before submitting their Tender. Interested bidders may visit the Office during Office timing between **05.09.2024 to 13.09.2024** except on Government Holidays. No separate charge will be paid for the pre survey. Bidder may also visit the new premises, if they wish to do so.
1. The various crucial dates relating to the mentioned tender above are as follows

i.	Date of publishing	: 05.09.2024
ii.	Bid document download & submission start date	: 05.09.2024
iii.	Last date & time for submission of bid (12.00 p.m.)	: 17.09.2024
iv.	Financial Bid opening date & time (2.00 p.m.)	: 17.09.2024


5. Scope of Work of the Agency/Bidder:

- i) All items of the Office i.e. files, Computers, Printers, UPS, Air Conditioner, Fans, Tube-Light, R.O (water Filter) , Inverter, battery, Fridge, Stationery, Furnitures and other Miscellaneous items etc., are to be packed for their safety and shifted to the new premises.
- ii) Packing of all items of the Office standard packing/boxes keeping in view of the safety of the items.
- iii) The packing materials/boxes are to be arranged by the agency. No separate amount will be paid by the Office for this purpose.
- iv) Labour for packing, loading of items in the truck, unloading from the truck at new premise, moving all the items to the 1st floor of the new premise including unpacking of the items and arranging the items appropriately.

6. While submitting the quotation following terms may be noted:

- i) Selection of bidder will be made based on the lowest price offered in Annexure -I. No other charges will be paid by the Office under any circumstances. The price includes all financial charges like labour, transportation, packing, unpacking and shifting.
- ii) The 'firms'/agencies' bid will be evaluated only on the receipt of the payment (EMD) in original to this office (i.e. NSSO, FOD, RO-Kolkata) before the opening of the Technical Bid.
- iii) Tender received without EMD will not be consider.

- iv) Agency charging any taxes should enclose the documentary evidence showing the registration under the relevant act.
- v) Proper documentation of the items to be shifted is to be made by the successful bidder.
- vi) Estimated date of shifting is the last week of September, 2024 (preferably Saturday or Sunday) and will be specify the office later.
- vii) The shifting should be completed in 1(one) day. Hence, sufficient labour and vehicles may be deployed so that work could be completed without one day.
- viii) Exclusive vehicle to be used for transportation of Goods.
- ix) Responsibility for damage/theft/loss etc. of goods or physical injury to any labour while performing the assigned work in connection during packing/unloading/unloading or shifting procedures shall be of the firm/Agency
- x) The Agency will be responsible for any damage caused to the Government property/items during packing,loading/unloading,transportation and unpacking. Damage charge will be paid by the Agency.
- xi) No advance payment in any case would be made to the Agency. Payment will be made after the successful completion of the work.
- xii) In case of any dispute of any kind, the decision of Deputy Director General, RO-Kolkata shall be final and binding.
- xiii) The bidder will not be allowed to withdraw their bids. In case of withdrawal, the EMD will be forfeited.
- xiv) The tenderer firm should sign on each page of the Tender and its annexure along with relevant documents submitted .
- xv) The DDG,RO-Kolkata reserves the right to reject any or all quotations without assigned any reason


(Chinneivah Haokip)
DD & Head of Office.

PROFORMA FOR FINANCIAL BID

1. Name of Firm/Agency :
2. Office Address/Tel/Fax/Email ID
(attach Address proof & self attested) :
3. Name and Mobile no. of the Contact Agency :
4. Demand Draft of requisite Earnest Money (Detail) :
5. PAN No (Attach self attested copy of the Reg. Certificate) :
6. Demand Draft of requisite Earnest Money (Detail) :
7. Rate quoted for packing and transportation of all Office items:
8. Taxes if any (in Rs.) :
(copy of registration certificate as a documentary evidence to be attached for application taxes)
9. Total AMOUNT { Sr. No. (7) + Sr. No. (8)} :

1. I/We..... declare that I/my representative have inspected the Office premise of NSRO-Barasat and is interested to participate in the Tender after accepting all terms and conditions of the tender document.

2. I/We have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Full Name:

Seal:

Place:

Date: