

## **INSTRUCTIONS TO TENDER FOR APPLICATION OF AGENCY FOR SHIFTING FROM A-38 INDUSTRIAL AREA PHASE VIII TO B99 INDUSTRIAL AREA PHASE VIII OF OFFICE MATERIALS AND OTHER OFFICE EQUIPMENT/ AMENITIES ETC.**

### **1. GENERAL INFORMATION TO TENDERS**

Sealed quotations are invited from reputed agencies for shifting Office material and other office amenities from A-38 Industrial Area to B-99 Industrial Area Phase VIII Mohali. Interested parties may submit the quotations as per Annexures in the Tender

### **2. Procedure for tender submission:**

The agency will have to submit their quotations in sealed envelope mentioning their full name and contact details by 29<sup>th</sup> July 2019 before 05:00PM to the Corporate Office of Punjab Information & Communication Technology Corporation Ltd. Sealed Quotation should be given by clearly mentioning **“Quotation for Shifting Office material from A38 Mohali to B99 Mohali”**.

### **3. Date & Time of tender opening :**

Tender will be opened on 31-July-2019 at Punjab Infotech Corporate Office Sector 17, Chandigarh.

### **4. Method of Selection**

Selection will be made on the basis of the lowest rates quoted by bidder for shifting the office material & other Office amenities. Office shifting rates should be quoted without any cutting or over writing. Any correction of over writing in the rest quoted by the agency will summarily reject the tender and will be cancelled. Negotiations can be permitted by the Corporation with the lowest bidder only to bring rates in parity with local market rates. However any upward revision on quoted rates is not permissible under any circumstances at the time finalization of tender.

### **5. PENALTY CLAUSES**

The Corporation reserves the right to impose suitable penalty on failure on the part contractor in following circumstance:-

- a) Non shifting of the Office material & other Office amenities within the stipulated time as per requisition of Punjab Infotech either over phone or written.
- b) Loss of goods by rain or other damage due to failure to cover by tarpaulin or other.
- c) In any other cases as dimmed fit by the Punjab Infotech

6. Arbitration

In case of any disputes between the agency and the Corporation decision of DGM (Admin) will binding upon. However an appeal may be referred to Head Office to Managing Director for necessary decision on the issue concerned and the decision arrived at will be final and it will be binding on both the parties.

7. Inspection of the material to be shifted to B99

Agencies interested in participation of the tender may visit the A 38 Industrial Area Phase VIII Office for the estimate of the material to be shifted on any working day from 09 AM to 05 PM till 27<sup>th</sup> July 2019 (by 5.00 PM)

8. Payment to Transports

Payment of agency bill will be made by the Corporation on submission of necessary bills, proof of delivery, if any.

9. Taxes & other Duties

Necessary deduction will be made from movers & packers bills on account of application taxes levies as applicable from time to time, if any.

10. OTHER TERMS AND CONDITIONS

- The work order will be issued to the lowest bidder. In failure to shift the office within stipulated time as per work order, Punjab Infotech reserves the right to cancel the tender partly or fully or to impose suitable penalty without assigning any reason.
- Sub-Contracting of jobs is not allowed by any means. If, at any time it comes to the notice of the Corporation about any sub-contracting, such contract will be cancelled in full immediately. Corporation reserves the right to accept or reject any tender without assigning any reason whatsoever.
- Person(s) signing the tender shall clearly state the capacity on the basis of which he is or they are signing the tender (it means whether he is Proprietor, Partner or Director of business entity).
- The agency to follow all the standard procedures and methods for the shifting of material. In case there is any mishap/accident happen with staff

and machinery of the agency, the Corporation will not be liable for any compensation or claim in any form.

- Any kind of loss/damage to Office material or Other Office amenities during transit have to be borne by the contractors.
- During transit Office material and Other Office amenities should be appropriately cover by tarpaulin sheet to protect the goods from rain or other damage.

## Price Bid

The Managing Director  
Punjab Infotech  
Sector 17 Chandigarh

Dear Sir,

1. I am submitting the price bid for shifting the office material and other office amenities.
2. I have thoroughly examined and understood all the terms & condition in tender document invitation to tender and its annexure & appendices and agree to abide by them.
3. I offer to work at the following rates, duties etc.

<b>Sr. No.</b>	<b>Items</b>	<b>Quantity (Tentative)</b>	<b>Price</b>
1.	Almirah's (Big & Small)	34	
2.	File Cabinets (Iron, Steel and wooden)	29	
3.	Tables (Wooden, corner tables, )	13	
4.	Chairs (Wooden and Iron)	42	
5.	Sofa Set (Two and Three Seater)	14	
6.	Fans (Wall Fan, Exhaust, Ceiling, Cooler and AC- Window & Split)	29	
7.	Hotcase	1	
8.	Ups with Batteries (Big and small)	3	
	Taxes		
	Total value of the work		

Yours faithfully,

Signature & Seal of the tendered