

**OFFICE OF THE ACCOUNTANT GENERAL (A&E)**  
**UTTARAKHAND, DEHRADUN**

**Oberai Motors,  
Majra, Dehradun  
Dated: 14 .09.2017**

**Tender Notice**

**Subject: Quotation for shifting of office equipment and other material of this office from Oberai Motors building, Majra to Kaulagarh.**

Sealed quotations are invited from the Firms/Agencies specialized in the packing, moving and unpacking works for shifting of this office from office of the Accountant General (A&E) Uttarakhand, Oberai Motors building, Majra, Dehradun to office of the Accountant General (A&E), Kaulagarh, Dehradun. The Firms/Agencies should also furnish a copy of the PAN, GST alongwith "Experience Certificate" of 03 years in the relevant field in Government department/PSUs leading corporate offices while submitting their quotations. Annual turnover should not be less than ` 10 crore during each of the last three financial years. A certificate in this regard should be submitted from Chartered Accountant of the Firm/Agency.

2. It is, therefore, requested to submit the rate quotations for enclosed (Annexure 'B' and 'C') items in seal cover super-scribed as "QUOTATIONS FOR SHIFTING OF AG (A&E)". It should be completed in all respect & should reach of office of the Accountant General (A&E), Oberai Motors, Majra, Dehradun till 4.00 p.m. by 21.09.2017. Earnest money of ` 30,000/- may please be attached with the quotation in the form of Demand Draft in favour of "PAO, O/o AG (A&E), Uttarakhand, Dehradun. The tenderers should have sufficient staff and communication facilities to respond in the shortest possible time.
3. This office reserves the right to reject any or all quotations without assigning any reasons thereof.
4. The quotations received will be opened by the Tender Opening Committee on 22.09.2017 at 11 a.m. in the office of the Accountant General (A&E), Uttarakhand, Oberai Motors, Majra, Dehradun.
5. The terms and conditions of the contract will be as follows:

- i. All pages of tender document should be signed with stamp by the authorized signatory before submitting.
- ii. The tender document should be sealed.
- iii. The Firm/Agency shall indicate the lumpsum rates for the said job (as per Annex-A). The rates should be filled up neatly (in both figures and in words). Firms are also advised not to erase or mutilate the figures etc. otherwise the quotation may be ignored. Any overwriting will not be allowed.
- iv. The number of vehicles that will utilized for the purpose may also be given along with copies of their Registration Certificates (RC).
- v. Detailed rates duly signed by the authorized person giving full name, address and contact telephone nos. etc. may be furnished by the stipulated time and date.
- vi. The shifting of offices/sections shall include following:-
  - a. Packing of files, computers, office equipment, furniture and other materials as available in the respective rooms/sections at O/o AG (A&E), Uttarakhand, Dehradun.
  - b. Carrying all the packed articles/material carefully loading into the lorry & transportation to O/o AG (A&E) Uttarakhand, Dehradun.
  - c. Unloading of all the packed articles/material from Lorry, and carrying to the rooms at different floors at kaulagarh, office.
  - d. Unpacking of goods and placing in the respective rooms.
  - e. Obtaining certificate for proper shifting with list of material shifted from concerned officers/sections.
  - f. Disposal of packing material etc.
  - g. The selected Firm/Agency has to use their own packing material, like gunny bags, packing tape, sutli, cardboard carton etc.
  - h. The submission of bid will not place the AG (A&E) Uttarakhand, Dehradun under any obligations to place the order with the Firm/Agency and no expenses incurred by the contractor in this regard will be payable by AG (A&E), Uttarakhand, Dehradun.
  - i. If any dispute arise 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 themselves. The AG (A&E) Uttarakhand, Dehradun in no case shall be a party to such dispute.
  - j. Under normal circumstances the rate shall be valid for a period of six months from the date of issue of work order.
  - k. Responsibility of taking necessary permission from the traffic police authority for shifting shall be of the selected Firm/Agency.
  - l. The earnest money deposit of the successful Firm/Agency will not be treated as security/performance guarantee for due performance of the contract and

- shall be released on successful completion of work.
- m. 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.
  - n. The damage caused, if any to the property of this office through negligence or otherwise shall be at risk and responsibility of the Firm/Agency. The financial or any other loss suffered by this office on this account shall be made good by the Firm/Agency.
  - o. In case of any dispute, the decision of this office shall be final and binding on both parties.
  - p. This office reserves the right to reject any or all quotations without assigning any reasons thereof.
  - q. Experience in handling the equipment shifting is essential.
  - r. The shifting will be done in a phase manner.
6. The interest free refundable security deposit of ` 60,000/- in the form of pay order/bank draft in favour of “PAO, AG (A&E) Uttarakhand Dehradun” shall be submitted by the Firm/Agency at the time of the award of the contract. The security deposit shall be discharged after the satisfactory completion of the work, it shall be lawful for this office to forfeit either whole or any part of the performance security furnished by the bidder as compensation for any loss from such failure.
7. The successful bidder shall also submit a copy of the transit insurance coverage certificate of the value as per IRDA norms from Nationalized Insurance Company in favour of this office towards damage of costly and delicate items like, computers, printers, photocopiers, LED panels, LED TV's etc. during shifting. The cost of insurance shall be paid by the successful bidder.
8. The payment shall be made after satisfactory completion of entire shifting work.
9. The items to be shifted & actual locations of office of the Accountant General (A&E) Uttarakhand, Oberai Motors, Majra, Dehradun & office of the Accountant General (A&E), Kaulagarh, Dehradun will be available for inspection between 11.00 A.M. to 1.00 P.M. from 18.09.2017 to 19.09.2017 for this purpose.

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 their quotations.

**Sd./-**  
**( Nand Kishore Dabral )**  
**Deputy Accountant General /Admn.**

**ANNEXTURE-A**

Name of the Firm : .....

Registered/Postal Address : .....

Telephone no. : .....

E-mail : .....

GST No. (if applicable) : .....

: .....

<b>S. No.</b>	<b>Description of Work</b>	<b>Lumpsum Amount (in `) #</b>

# Inclusive of all taxes, packing unpacking, loading, unloading & misc. etc.

**Particulars of EMD:**

- (i) DD No. :.....
- (ii) Date :.....
- (iii) Amount :.....
- (iv) Bank (drawn on) :.....

**Signature with seal**

**TRANSFER ITEM LIST**

<b>SI No</b>	<b>Particulars</b>	<b>Number</b>
1	Air conditioner with stebilizer	13
2	Air Cooler	20
3	Battery invertor	01
4	Blower	08
5	Book shelf(Iron)	19
6	Board	08
7	Camera(Digital)	01
8	Cash Chest	01
9	Chair(High back/Executive)	08
10	Chair(A.O.)	24
11	Chair(A.A.O.)	25
12	Chair(Sr.Acctt/Acctt/Clerk)	175
13	Chair(Visitor)	81
14	Chair(Computer)	53
15	Compecter	01
16	CVT	01
17	Ceiling mounted Fire Extinguisher(round shape)	15
18	Data Shelf(Fire proof)	02
19	D.T.H.(Tata Sky)	01
20	E.P.A.B.X. and Peripherals	01
21	Fan (Ceiling)	66
22	Fan(Pedestal/Wall)	55
23	Fan (exhaust)	13
24	File Cabinate	06
25	Fire Extinguisher	44
26	Flower pot(Brass)	06
27	Heater Oil	02
28	Heater Rod	21
29	Heat converter/Halogen	03
30	Invertor	01
31	Oven	01
32	Paper Shredder	01
33	Photocopier/Xerox Machine	03
34	Projecter	02
35	Podium	01
36	R.O.	04
37	Rack Big	69
38	Rack Small	55
39	Refrigerator/Fridge	01
40	Sofa	21 pieces
41	Stool	10
42	Smoke detector	05
43	Stebilizer(attached with water cooler & photo copy machine)	04
44	Table center	06
45	Table computer	81
46	Table (Conference)	01
47	New Chair(conference table)	26
48	Table (Executive)	03
49	Table(A.O.)	11
50	Table(A.A.O.)	34
51	Table(Sr.Acctt/Acctt/clerk)	148
52	Table (Ordinary)	17
53	Vacuum Cleaner	1
54	Water Cooler	03
55	Wheel Trolley	01

**Annexure-C**

<b>List of IT Items</b>	
HP Laser Jet CM 1415 Fn Color MFP	1
Printer Dot matrix TVS	8
HP 2418	1
HP Laserjet Printer 1015	6
HP Laserjet jet 1005	2
HP Laserjet Printer 1005	2
HP Laserjet M176n Samsung	1
HP Laserjet Printer 1007	5
HP Laserjet Printer 1008	5
HP Laserjet Printer 1022	2
HP Laserjet Printer 2055	1
HP Laserjet Printer 1710	1
Brother Laserjet Printer 2140	1
Brother Laserjet Printer 2250DN	7
HP Laserjet Printer 3015	3
HP Laserjet Printer 1006	1
HP Laserjet Printer 1108	19
HP line Matrix Printer	4
HP Office Jet 6500	1
HP Desktop CRT	22
HCL Desktop	30
HP Desktop TFT	45
Zenith Desktop CRT	35
Lenovo TFT	21
Dell TFT/Accer TFT	18+2
UPS online 1.5 KVA	2
UPS online 05 KVA	5
UPS online 10 KVA	3
UPS online 20 KVA	1
UPS online 16.5 KVA	1
UPS 1 KVA	4
UPS 2 KVA	1
UPS 600/625 VA	58
Laptop	6
Scanner HP	1
Projector Sanyo	1
Projector Panasonic	1

High-end server (Color Monitor+ Keyboard +Mouse)	2
Mid range Server (Color Monitor+ Keyboard +Mouse)	1
Small Business Server (Color Monitor+ Keyboard +Mouse)	1
HCL sever (Led Monitor+ Keyboard +Mouse)	1
HP Server	2
Acer Server AT 310	1

Digital Multifunctional (MFP) Printer	1
---------------------------------------	---