

**National Institute of Electronics & Information Technology, (NIELIT)  
Guwahati Centre**

No. 06/49/2020/GHY/P&S/1067

Dated: 10.01.2022

**Notice Inviting Tender**

for

Shifting of Office Equipment and other materials  
from NIELIT Tezpur, 2<sup>nd</sup> Floor, ICCW Building, NT Road, Near Civil Hospital, Tezpur-784 001 to  
NIELIT Tezpur, Punioni Village, Near ISI Campus, Haleswar, Tezpur-784028.

Single Bid sealed quotation is invited from Firm/Agencies specialized in packing and moving works for shifting of articles of NIELIT Tezpur, 2<sup>nd</sup> Floor, ICCW Building, NT Road, Near Civil Hospital, Tezpur-784 001.

The items to be shifted from NIELIT Tezpur, 2<sup>nd</sup> Floor, ICCW Building, NT Road, Near Civil Hospital, Tezpur-784 001, shall be available for inspection between 10:00 A.M. to 4:00 P.M. on office working days from 11.01.2022 to 19.01.2022. For this purpose Centre In-charge or his representative, of NIELIT Tezpur EC may be contacted over Telephone No 0371-2230310.

The Firms/Agencies should furnish a copy of the PAN, GST Registration along with Experience Certificate of similar works (if any) in the relevant field in Government Departments/PSUs/leading Corporate Offices while submitting their quotations.

Annual Turn Over should not be less than **Rs 5.0 Lakhs** during each of the last two financial years i.e. 2019-2020 and 2020-2021. A certificate in this regard should be submitted from Chartered Accountant of the firm.

2. Firms/Agencies are requested to submit the rate quotation for the above mentioned items in a sealed cover super-scribed as "QUOTATION FOR SHIFTING OF OFFICE EQUIPMENT AND OTHER MATERIALS OF NIELIT Guwahati Tezpur EC. It should be completed in all respect and submitted at the office of Tezpur Extension Centre of NIELIT Guwahati, 2<sup>nd</sup> Floor, ICCW Building, NT Road, Near Civil Hospital, Tezpur-784 001, by 3:00 P.M. of 21<sup>st</sup> January, 2022.

3. NIELIT Guwahati Tezpur EC, reserves the right to reject any or all quotations without assigning any reasons thereof.

4. The quotations received will be opened at 3:30 P.M. on the same day i.e. 21<sup>st</sup> January, 2022, at Tezpur Extension Centre of NIELIT Guwahati by a committee. The tenderers or their representative may be present at the time of opening of quotations.

5. Terms & conditions of the contract will be as follows:-

(i) All pages of the tender document should be signed with stamp by the authorized signatory of the firm before submitting, as a token of acceptance of all the terms and conditions mentioned in the tender documents.

(ii) The tender document should be sealed.

(iii) The firm/agency shall indicate the lump sum rates for the said job (*as Annexure I*). 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 rejected. Any overwriting will not be allowed.

- (iv) Detailed rates duly signed by the authorized person giving full name, address and contact mobile/telephone nos. etc. may be furnished by the stipulated time and date.
- (v) The shifting of offices/sections shall include following:-
- a. Disconnection, Dismantling, Removal of Electrical & Electronics equipments, Packing of files, Computers, Office Equipments and other furniture & fixtures as available in the respective rooms/sections at various floors, NIELIT Tezpur, 2nd Floor, ICCW Building, NT Road, Near Civil Hospital, Tezpur-784 001
  - b. Carrying all the packed articles / material carefully to ground floor, loading into the lorry and transportation to NIELIT Tezpur, Punioni Village, Near ISI Campus, Haleswar, Tezpur-784028.
  - c. Unloading all the packed articles/material from the Lorry, and carrying to the rooms of NIELIT Tezpur, Punioni Village, Near ISI Campus, Haleswar, Tezpur-784028.
  - d. Unpacking of the goods and reinstallation of equipment including fitting and fixing of furniture and fixture in the respective rooms or at designated place as directed by the Department. .
  - e. Obtaining certificate for proper shifting with list of materials shifted, from concerned Officers/Sections.
  - f. Disposal of packing material etc.
  - g. The selected Firm/Agency has to use their own good quality packing material, like gunny bags, packing tape, Sutli, cardboard carton, thermocol sheets etc.
  - h. The local firms with having the experience on the similar work or experience on handling the Electrical and Electronics Items will be given preference.
- (vi) Mere submission of bid will not place NIELIT Guwahati under any obligation to place the order with the Firm/Agency and no expenses incurred by the contractor in this regard will be payable by the Office of the NIELIT Guwahati or its Tezpur Extension Centre .
- (vii) Under normal circumstances the rate shall be valid for a period of 6 (six) months from the date of issue of work order.
- (viii) Responsibility of taking any necessary permission from the traffic police authority for shifting shall be of the selected Firm/Agency.
- (ix) 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.
- (x) The damage caused, if any to the property of the NIELIT Tezpur EC through negligence or otherwise during packing, loading while on transit, unloading, unpacking, reinstallation, reconnection and in fitting and fixing while taking to designated rooms or place, shall be at risk and responsibility of the Firm/Agency. The financial or any other loss suffered by the NIELIT Tezpur EC on this account shall be made good by the Firm / Agency.
- (xi) Evaluation of tender for deciding L1 bidder shall be done on the basis of **total lowest rate** quoted for the items as indicated in Annexure-I.

(xii) The successful bidder shall also submit a copy of insurance coverage certificate of Rs. 5,00,000/- (Rupees five lakhs only) from Nationalized Insurance Company in favour of NIELIT GUWAHATI, 1<sup>st</sup> & 2<sup>nd</sup> Floor, Vittiya Bhawan, AFC Campus, MD Shah Road, Paltan Bazar, Guwahati – 781008, towards damage of costly and delicate items like computers, photocopiers, printers, fax machines, etc. during shifting. The cost of insurance coverage shall be paid by the successful bidder (L1).

(xiii) The successful bidder shall complete the entire shifting work within 07 days from the date of award of contract.

(xiv) The payment shall be made after satisfactory completion of the entire shifting work on submission of Tax Invoice duly certified by the Centre In-charge of Tezpur EC.

(xv) In case of any dispute, NIELIT Guwahati shall be final and binding on both parties.

6. 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/-  
Director

<<In Firms Letterhead>>

**Price Schedule**

**ANNEXURE-I**

1. Name of the Firm:

2. Registered/Postal Address:

3. Telephone No/Mobile :

4. E-mail:

5. PAN No.

6. GST No.

Job details for the shifting of NIELIT Tezpur from ICCW building to NIELIT New Campus.

Sl. No.	Job Details	Unit	Amount (Rs)
1	Disconnection Packing transportation, Labour for loading and unloading and reinstallation of Computers & peripherals, projector, printers, scanner, video conferencing setup, photocopier machine, speakers, network switch etc ( all electronic Items excluding UPS and LAN)	Lot	
2	Dismantling, Packing, Transportation of aluminum partitions including glass panel, doors etc and providing of fitting rubber, screw bolt etc for re-fitting (if required) of aluminum partitions	Lot	
3	Removal of Hydraulic Door Closer and fitting	10	
4	Disconnection, Transportation, loading and unloading of AC with servicing and Reinstallation. Refilling of AC Gas if required.	6 Nos	
5	Disconnection of Electrical Items Light, Fan, Servo Stabilizer, MCB Extension Board etc packing , transportation loading and unloading	Lot	
6	Dismantling, Loading unloading and transportation of furniture and fixture and thereafter fitting and fixing of Furniture and Fixture at designated room/place as directed by the department.	Lot	
7	Disconnection of UPS, Transportation, Loading Unloading, Re- installation including some separate electrical wiring for power supply from power DB.	Lot	
8	35KVA D.G Set with Canopy- dismantling transportation, loading unloading and installation with servicing (Including Mobil, Oil Filter, Mobil Filter and Gasket etc at the time of re-installation)	1No	
9	G.I Earthing for D.G Set	4 nos	

10	3 phase Panel box with Chang-over and Armoured cable for input and output		
11	Packing, loading unloading transportation of Library Books with old Student forms Magazine Etc	Lot	
12	packing, loading unloading transportation of Scrap / Stock items ( one room)	1 No.	
13	Fitting and Fixing of Curtain Stand	Lot	
14	Transportation loading and unloading of Flower Plot		
15	Packing, transportation with loading and unloading of Office File and Stationary items etc.	Lot	
16	Office signboard	Lot	
17	Cleaning and minor repairing that may be required at the existing premise of ICCW building	1 No.	
	Total (Rupees.....in words		

\* Items mentioned above are only indicative in nature. The firm/agency must visit the actual source site at , 2<sup>nd</sup> Floor, ICCW Building, NT Road, Near Civil Hospital, Tezpur-784 001 and destination site Punioni Village, Near ISI Campus, Haleswar, Tezpur-784028 to have a realistic assessment of the quantity / volume of items to be shifted before quoting the price.

Note: Evaluation of tender for deciding L1 bidder shall be done on the basis of total lowest rates quoted for the items and works as indicated above.

SIGNATURE WITH SEAL