

NOTICE INVITING LIMITED
TENDER FROM AUTHORISED
VENDORS OF GODREJ

To,

Sub.: Notice Inviting Limited Tender for packing, shifting & re-location of Furniture's & office equipments etc from Sector 26 Campus to Sector 23 Campus Campus.

NIFT Panchkula invites sealed quotation from authorized vendor of Godrej for Packing, Shifting and Relocation of Furniture, Office Equipments, books etc. from **Sector 26 Panchkula Campus to Sector 23, Panchkula Campus**. The quotation is required to be submitted in a sealed cover to the Purchase Officer, NIFT Panchkula, Government Polytechnic Building, Near Kabir Chok, Sector 26 Panchkula, Haryana 134116 duly superscribing the work i.e. **“Quotation for packing, shifting & re-location of Furniture's & office equipments etc.”** on top of the cover.

The quotation should reach the Office of the Purchase Officer, NIFT Panchkula, Government Polytechnic Building, Near Kabir Chok, Sector 26 Panchkula, Haryana 134116 on or before 3.30 pm on 24-06-2022. Tenderers should read the tender document carefully as enclosed and comply strictly while sending their tenders.

Joint Director

Copy to:-

- 1- Accounts Officer**
 - 2- Director office foinformation**
 - 3- Webmaster- For Uploading on Microweb site of NIFT Panchkula**
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Terms & Conditions

1. The tenderer should be authorized vendor of Godrej Boyce & Co
2. The average annual turnover should be at least 30 lakhs in last three financial year
3. Should enclosed Authorization certificate from the OEM
4. Valid Registration no. of the Firm/company (attach attested copy of the Certificate)
5. Valid PAN No. of the Company/firm (Attach attested copy of the PAN card)
6. Valid GST Registration number (Attach attested copy of the certificate)
7. **Performance Security Deposit: Nil**
8. **Earnest Money Deposit (EMD) - Nil**
9. Shifting of furniture items (table, chairs, etc), office equipments (computers, printers etc), office stationary & records including packing, unpacking, loading, un- loading, placing at designated location by manual and mechanical means and other incidental / necessary works.
10. The Name of the Division/Room from where the items to be shifted:

S.NO	Products Name	quantity
A	Admin/faculty furniture	
1	Bravo Mid Back Chair	40
2	Bravo Visitor Chair	14
3	Ventilo Mid Back Chair	10
4	Economy Chair 5001T	15
5	Star Chair	4
6	Nano Perch 3 Seater	6
7	Conference Glass Table 14 Str	1
8	3 Arc Reception Table	1
9	Penta Workstation	20
10	Enterprise Table 20	21
11	Stylo Table	8
12	Work Table 4	4
13	Cabin Glass Counter	1
14	Recta workstation	15
B	Director Room Furniture	
15	Halo Main Chair	1
16	Halo Visitor Chair	6
17	avid Chair	1
18	sofa 2 Seater	2
19	Centre table	1
20	Impress Table	1
21	Impress Back Unit	1

C	Class Room Furniture	
22	Unwind Desklet Chair	30
23	Genni 2 Seater+ Desks(36+48)	84
24	Discover Chair	60
25	Stool Lab	90
26	Discover Table	30
D	Storages/ Misc department	
27	Pedestal 3 Drawer	16
28	Amirah Big	11
29	Almirah Small	6
30	Glass Storwel	2
31	Dummy Stand	30
32	Sanitizer Stand	10
33	White Board	64
34	TV Screen	7
35	Racks Misc 4 feet to 8 feet	4
36	Racks Wooden Display (3+1)	4
37	Display Rack Big	3
38	designier table 1St floor	1
39	miscellaneous Storages -stores	40
40	miscellaneous stges -TD lab	60
41	miscellaneous storges 2flr	43
42	Storages item unit first floor	4
E	Lab furniture	
43	Wooden Table (Patteren Lab 6"4)	16
44	Wooden Table (Carpentry Lab 6"3)	4
45	Stiching Machine and Iron Table(15+4)	19

(Any other equipments/furniture to be shifted will be informed accordingly)

11. Responsibility of the Tenderer:

- i. Complete Dismantling of Furniture. / office Equipments/ Assembly etc. wherever required.
- ii. Permission from the Traffic/Transport Department etc. will be taken by the tenderer.
- iii. Packing and Unpacking of Furniture / office Equipments/ Assembly.
- iv. Loading at sector 26 Campus and un-loading at Sector 23 Campus
- v. Experienced Labourers minimum four in each truck.
- vi. Special and sophisticated support machinery such as Hydraulic, chain pulley, cranes and other machinery, if required.
- vii. The goods to be wrapped with ballooning paper, HM Laminated Foams, corrugated sheets, Thermacol sheets, air bubble wrapping material, waterproof, moisture free, wherever is required so that the goods can easily over come jerks while shifting and are delivered to the destination without scratch.
- viii. While re-location of the office goods & Laboratory Equipment and loading equipments etc., agency should ensure that all equipments, files, furniture & equipments have to be moved and set up on scheduled date, time and place.
- ix. While shifting the goods, agency should protect the floors, walls and door-jambs, to Prevent wear and tear of valuable office space.
- x. Place the equipment in position at designated location as directed by NIFT Panchkula in the sector 23 Campus.

12. Obligation to rules: It is obligatory on the part of Agency to abide by all the relevant central and state statutory laws and rules and rules and NIFT Panchkula will not be responsible for any dispute arising out of non-compliance of any of such laws and regulations. In the event of any such dispute, the NIFT Panchkula is authorized to settle the dispute on your behalf at your risk and cost.

13. Rates and Payments:

- i. The rates of the Agency shall be all inclusive irrespective of height, depth, lead, lift etc and should be quoted in the format given at **annexure-1**. The rates shall include cost of all materials, labour, machinery and all other inputs involved in

the execution. No extra shall be paid from the quoted amount, unless clearly specified otherwise.

- ii. In case the shifting to upper floors is not possible through lift, Agency shall make arrangement for shifting manually and by any other means like staging, hydraulic lift etc. Nothing extra shall be paid on this account.
- iii. Only quoted rates shall be considered. Where the rates quoted by the Agency in figures and in words don't tally, in that event the rates quoted in the words shall be considered as correct and final.

14. Other terms & conditions:-

- i. Shifting process will supervise & monitor through the Campus level / Department level Shifting Committee which includes Packing & Loading and further unpacking, un-loading and relocation at sector 23 Campus. The members of this Committee will supervise, instruct & Guide the agency about removal of items from sector 26 Campus and installation at sector 23 Campus of furniture & / Office equipments assembly.
- ii. The Agency will make the Inventory of office equipment etc. with the Campus level / Department level Shifting Committee for Accountability Purpose in event of loss / damage to item during the process.
- iii. The packing of items & loading in each truck from sector 26 Campus and further, the trucks should reach Sector 23 Campus with in time and the unloading to be done on the same day with re-location of items.
- iv. The agency shall arrange to shift the Furniture & / office Equipments/ Assembly etc from the designated area within seven days of date of intimation to them. The shifting then shall be carried out as per schedule intimated. In case of default, Penalty of Rs 1000/- per day will be imposed on the agency. In the event of continued default for 10 days, the NIFT may at its discretion cancel the contract. In the event of cancellation of contract.
- v. The shifting has to be done carefully so that no damages are occurred, however, otherwise, liquidated damages will be recovered out of the payments.
- vi. The Agency will be solely responsible for safe & secure transit of Goods to the satisfaction of the NIFT Panchkula. In event of any damages, the loss will be charged by the NIFT Panchkula in any other manner as deemed fit by the NIFT Panchkula.
- vii. The agency shall indemnify NIFT Panchkula against all losses it has suffered during any Accident/ incident during the execution of this job.
- viii. All associated activities required for obtaining necessary clearances, permissions, approvals, all licenses from local bodies etc required for execution of this work shall be responsibility of the Agency and cost of which shall be deemed to be included in the rates.
- ix. Any time after award of work, NIFT Panchkula may abandon or reduce the scope of work for any reason whatsoever and hence not require the whole or any part of the works to be carried out, the Agency shall have no claim to any payment of

compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequence of the foreclosure of the whole or part of the work.

- x. During execution of the works the entire premises have to be kept clean and free from any obstructions, all the debris and surplus materials shall be removed from the work site as soon as works are completed.
 - xi. The above items are to be brought in “**As is where is Condition**” to the new site at Sector 23, Panchkula and stacked / relocated as desired by the concerned department.
 - xii. The total work has to be completed in phases and preferably during office hours, agency has to arrange number of vehicles, labour, packing material etc. accordingly.
 - xiii. In all matters, the orders/interpretation of the Campus Director of the NIFT Panchkula shall be final & binding on the Agency.
 - xiv. NIFT reserve the right to reject any or all tender(s) without assigning any reason. The decision of the NIFT in this regard shall be final. No enquiries in this regard shall be attended.
 - xv. Each page of the offer is to be **signed and stamped** by the tenderers and prices should be indicated in figures and words in Indian currency.
 - xvi. In case of any dispute relating to meaning, scope, manufacturing, operation or effect of this contract or the validity or the breach thereof, NIFT and the contractor shall make every effort to resolve amicably by direct discussion/negotiation.
 - xvii. All disputes arising out of this contract shall be referred to the sole arbitration of the NIFT Panchkula ; The venue of arbitration shall be PANCHKULA (INDIA).
 - xviii. The rates of successful bidder will be valid for 02 months from the date of issue of letter of acceptance
 - xix. An affidavit on non judicial stamp paper worth Rs. 20/- stating that **(a)** the firm has not been Debarred/blacklisted by any NIFT /autonomous organization/ government/semi government organizations, **(b)** will observe fair dealing in the business **(c)** has no personal dealing with any of the employees of this NIFT Panchkula.
 - xx. The bidder should have operating in or around Tricity of Panchkula, Mohai, Chandigarh and the complete details including telephone number for the same must be provided.
15. Vendors may visit the site at both campuses to analyze the scope of works, price etc.

Check List

S.N.	Description	Attached/Annexure No.
i)	Name of the tenderer (in block letters)	
ii)	Status of the Agency whether public Ltd./ Pvt Ltd./Partnership Firm/Proprietorship Firm	
iii)	Registration No. and Year of Establishment of firm/Company (if any)	
iv)	Name and Designation of the authorized signatory of the tenderer	
v)	Name of Father/Husband of the authorized signatory of the tenderer	
vi)	Full Residential address of the authorized Signatory	
vii)	Tenderer's Registered office address	
viii)	Tenderers address for correspondence & contact nos.:	
ix)	Details of GST Number	
x)	PAN Number of tenderer	
xi)	Proof of Turnover during last three (duly certified by CA)	
xii)	ISO Certificate No.(with attested copies) if any	
xiii)	Registration number	

(Authorized Signature)

Name of the Authorized person: _____

Name of the Company: _____

Address of the company: _____

Contact No. : _____

Email Id: _____

Seal of the company: