



भारतीय प्रौद्योगिकी संस्थान तिरुपति
Indian Institute of Technology Tirupati
Renigunta Road, Settipalli Post, Tirupati – 517506
Telephone: 0877- 2503572, Email: purchase@iittp.ac.in

Tender No. IITT/ADMIN/2022-23/29

8th June 2022.

NOTICE INVITING LIMITED TENDER FOR THE ENGAGEMENT OF A PACKING & MOVING AGENCY FOR DISMANTLING, PACKING, LOADING, SHIFTING, UNLOADING, UNPACKING, PLACING, AND FIXING OF INSTITUTE ITEMS FROM IIT TIRUPATI RENIGUNTA CAMPUS TO IIT TIRUPATI PERMANENT CAMPUS, YERPEDU ON LUMP-SUM BASIS

Indian Institute of Technology Tirupati (IIT Tirupati) invites quotation under single bid system for the following:

Item Description	Duration of the contract	Tender Fee (Inclusive of all taxes in Rs.)
Engagement of a Packing & Moving Agency for Dismantling, Packing, Loading, Shifting, Unloading, Unpacking, Placing, And Fixing of Institute Items From IIT Tirupati Renigunta Campus To IIT Tirupati Permanent Campus, Yerpedu	03 month	500/-

“Bidders can quote for the above mentioned services based on their eligibility criteria”

“Splitting of services Not allowed”

Critical dates of tender:

1	Date and time of Issuance of Tender Document	08.06.2022	18.00 hrs
2	Site Visit and pre bid queries	13.06.2022	11.00 hrs
3	Bid submission start date & time	13.06.2022	15.00 hrs
4	Closing date & time for submission of Tenders	16.06.2022	15.00 hrs
5	Opening of bids	17.06.2022	15:00 hrs

1. About IIT TIRUPATI:

Indian Institute of Technology Tirupati (IIT Tirupati) is an Autonomous Institute under Ministry of Education, Govt. of India.

2. Scope of Services:

The scope of work covered under this tender shall include:

- a. Dismantling, Packing, Loading, Shifting, Unloading, Unpacking, Placing and Fixing of Institute items at designated locations by manual and mechanical means and other incidental/necessary works.
- b. It is mandatory for the bidders to inspect the campus i.e, existing & permanent campus of IITT, along with items to be shifted and examine the area and its surroundings.

ELIGIBILITY Documents to be submitted:

Documents from Vendors:

- i. Self-attested copy of Firm Registration/Establishment Certificate
- ii. Self-attested copy of IT returns for last 3 yrs
- iii. Self-attested copy of PAN card of Firm
- iv. Self-attested copy of Firm Vehicle details
- v. Self-attested copy of Bank Details of Firm
- vi. Self-attested copy of License
- vii. Experience Certificates
- viii. Contract completion certificate from previous clients
- ix. Financial bid format (as per Enclosed formats from IITT)
- x. Declaration (material assessment, visited all the locations)

Desirable: Testimonials

RESPONSIBILITY OF THE TENDERER (PART OF SCOPE OF WORK):

- a. Complete Dismantling of Institute Items and Assembly etc wherever required
- b. Packing and Unpacking of Institute items and Assembly of the items.
- c. **Skilled and experienced persons have to be deployed by the agency for dismantling and assembly.**
- d. Loading at IIT Tirupati Temporary campus, and un-loading at IIT Tirupati Permanent campus., Yerpedu
- e. Transport arrangements and adequate labour and supervisor or as required by IIT Tirupati Temporary campus.
- f. **Site Visit of Agency: For better planning, the bidders are encouraged in their own interest at their cost are advised to visit and examine the existing site along with the institute items which are to be transported and new site where items to be shifted/ placed and its surroundings. Financial bid to be submitted only after the site visit.**
- g. **No extra charges, consequent upon lack of any information/ knowledge and understanding shall be entertained or payable by the institute.**
- h. If needed, exceptional and sophisticated support machinery such as Hydraulic, chain pulley, cranes, and other machinery.
- i. Wrapping to be done with standard materials such as ballooning paper, HM Laminated foam, corrugated sheets, Thermacol sheets, air bubble wrapping material, waterproof, moisture-free, wherever required to withstand the goods easily jerks while shifting and are delivered to the destination without scratch/ damages.
- j. While relocating the Institute Items/Assembly and loading items etc., Agency should ensure that Institute equipment has been moved and set up on the scheduled date, time, and place.
- k. While shifting the goods, Agency should protect the floors, walls and door-jambs to prevent wear and tear of valuable office space.
- l. Place, Fix and Install the equipment in position at the designated location as directed by Institute in the IIT Tirupati permanent campus

RATES AND PAYMENTS:

- a. The rates of the Agency shall be all-inclusive irrespective of height, depth, lead, lift etc. The rates shall include the cost of all materials, labour, machinery, transit insurance, and all other inputs involved in the execution and all scope of work, including terms & conditions, the responsibility of the tenderer and other terms & conditions mentioned in the tender document. No extra charges shall be paid from the quoted amount, unless clearly specified.
- b. In case the shifting to different floors is not possible through lift, Agency shall make its own arrangements for shifting manually and by any other means like staging, hydraulic lift etc.
- c. No extra amount will be paid on this account.
- d. 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.

OTHER TERMS & CONDITIONS:

- i) The complete shifting process (as per the scope of work, terms, and conditions) will be supervised by Agency & monitored by the Institute.
- ii) The Agency will make the comprehensive list of items/Assembly to be shifted with the Institute for Accountability Purpose in the event of loss/damage to an item during the process.
- iii) The Agency shall arrange to shift all items as per the scope of work, responsibility, and terms & conditions from the designated area in strict compliance with the shifting schedule of the Institute. The shifting process shall be completed within a window of 1 (One) month (maximum) from receipt of the work order by the bidder.
- iv) The shifting has to be done carefully without any damage. Damages, if any, shall be recovered from the payments to the Agency.
- v) The Agency will be solely responsible for the safe & secure transit of goods to the satisfaction of the Institute. In the event of any damages, the Institute will charge the loss in any manner as deemed fit by the Institute.
- vi) Before commencing the execution of work, the Agency shall, without limiting its obligations and liabilities, insure at its own cost and expense against any damage or loss or injury which may be caused to any person or property at site of work.
- vii) Delay Penalty of 0.5% of total order value per day will be imposed on the Agency.
- viii) In the event of continued delay for 10 days, the Institute may, at its discretion, cancel the contract. In the event of cancellation of the contract, Institute reserves the right to forfeit the performance guarantee submitted by the Agency without any notice.
- ix) The Agency shall indemnify Institute against all losses it has suffered during any accident/incident during the execution of this job.
- x) The Agency must take all safety and security measures of men and materials for covering your staff and worker with suitable insurance policy, ESI/Provident Fund and all other statutory State / Central rules and regulations.
- xi) All associated activities required for obtaining necessary clearances, permissions, approvals, all licenses from local bodies etc needed for the execution of this work shall be the responsibility of the Agency and the cost of which shall be deemed to be included in the rates.
- xii) Any time after award of work, Institute 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.
- xiii) During the 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.

- xiv) The above items are to be brought in “As is where is Condition” to the new site and stacked/relocated as desired by the concerned Institute.
- xv) The total work has to be completed in phases and preferably during office hours; Agency has to arrange the number of vehicles, labor, packing material etc., accordingly.
- xvi) In all matters, the orders/interpretation of the Competent Authority of the Institute shall be final & binding on the Agency.
- xvii) The detailed schedule plan will be provided to the Agency by the department/ section wise to schedule

LIST OF ITEMS IN THE TEMPORARY CAMPUS

To get an idea of the furniture and equipment in the temporary campus as below.

1. Chemical labs furniture, Physics lab furniture, Electrical lab furniture
2. Office furniture like tables, chairs, almirah, bookcases etc; Research scholar furniture like workstations, chairs etc
3. Storage containers
4. Classroom furniture
5. ACs, DG, UPS, Electrical equipment, DBs, etc
6. CC cameras, Computers, TVs, Printers, Servers, LAN cables etc.
7. Gym equipment, TT tables, Sports items, etc.
8. Any other institute items as required.

**Bidders can quote based on their eligibility criteria.
Splitting of services: Not allowed**

3. TENDER FEE & BID SECURITY DECLARATION DETAILS:

(a) **Tender Fee of Rs.500/- (Rupees five hundred only)** should be submitted through ECS (Bank transfer / NEFT / RTGS) in favour of Indian Institute of Technology Tirupati.

(b) **Bank A/c Details for crediting Tender Fee:**

Name : Indian institute of Technology Tirupati Main Account

Bank: State Bank of India

Account No. : 35523338208

IFSC Code : SBIN0006677

(c) **Tender Fee and Bid Security Exemption:**

(i) **Micro and Small Enterprises (MSEs):**

Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) **for goods produced and services rendered**, are exempted from Tender fee and Bid Security. However, they have to enclose **valid self-attested registration certificate(s)** along with the tender to this effect.

Accordingly, MSEs shall be required to submit **Udyam Registration Certificate** for availing benefit under MSE Procurement Policy. Enterprises registered prior to 30 June 2020 and who are not re-registered with Udyam Registration, shall continue to be valid for a period up to 31 Mar 2021. Such enterprises shall submit **EM Part-II** or **Udyog Aadhar Memorandum (UAM)** for availing aforesaid benefit.

The benefit as above to MSEs shall be available only for Goods produced and services rendered by MSEs. However, traders are excluded from the purview of MSE Procurement Policy.

(ii) Startup(s):

Startup(s) as recognized by **Department for Promotion of Industry and Internal Trade (DPIIT)**, Govt. of India, are exempted from Tender fee and Bid Security. However, they have to enclose **valid self-attested registration certificate(s)** along with the tender to this effect.

Eligible MSE and startup bidders who seeks exemption from Tender fee/Bid Security as per clause no. (c) above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.

(d) Other than eligible MSE and Startup bidders, Bid Security Declaration: Bidders should have to submit the Bid Security Declaration (As per the format attached in annexure-II) in duly filled and signed condition.

(e) The Bidders will have to send copy of Payment details towards tender fee and the same will be accepted only on verification and confirmation by the Institute. Any delay in credit will not be entertained by the Institute. (As per the format attached in Annexure – I)

4. Eligibility Criteria:

4.1 Other Important Documents (OIDs)

Firm Incorporation Certificate, PAN details, GST details are to be provided.

4.2. Statutory Documents:

- a) The Bidder should give self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the Annexure-I.
- b) The firm should be neither blacklisted / debarred by any Central / State Government / Public Undertaking / Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India. A duly completed certificate to this effect is to be submitted as per Annexure-III.

c) Experience and Past Performance:

The company should attach list of Purchase Order / Work Order where the similar type of work executed during the past 3 years from the date of publication of tender as detailed below out of which one should be running contract

The details of the same along with supporting document w.r.t. satisfactory execution of work from clients are to be submitted as per the Annexure-IV.

- d) Annual Turnover Vendor's Average Turnover for last three financial years (FY 2017-2018, FY 2018-2019, FY 2019-2020 or FY 2018-2019, FY 2019-2020, FY 2020-2021) should not be less than **15 Lakhs**

for the above mentioned services. Financial statements with net profit duly audited / certified by Chartered Accountant (CA) for last three years along with copies of Income Tax Returns, must be enclosed with Bids. Firms should be in profit for at least two years out of three years. Copies of duly signed trading and profit & loss accounts / CA Certificate are to be submitted as per the **Annexure-V**.

- e) The Bidder should have its **office in Tirupati (around 100km radius)** for operational conveniences. Proof of the same is to be submitted.

4.3 Tender Evaluation:

Bidders should comply the scope of the services in all respect. The detailed format is attached at Annexure-VII. The bidder is to complete the same in all respect and submit accordingly

1. FINANCIAL BID DETAILS

Financial bid i.e. BOQ given with tender (in Excel format) to be submitted after filling all relevant information strictly as per the format failing which the offer is liable for rejection. Kindly quote your offer as per the scope of the work inclusive of all taxes and charges. **Vendor should quote prices in Financial Bid Format as per Annexure VIII, offers indicating rates anywhere else shall be liable for rejection.**

6. TIME SCHEDULE:

1	Date and time of Issuance of Tender Document	08.06.2022	18.00 hrs
2	Site Visit and pre bid queries	13.06.2022	11.00 hrs
3	Bid submission start date & time	13.06.2022	15.00 hrs
4	Closing date & time for submission of Tenders	16.06.2022	15.00 hrs
5	Opening of bids	17.06.2022	15.00 hrs

7. BID VALIDITY PERIOD

The bid will remain valid for 90 days from the date of opening as prescribed by IIT Tirupati. A bid valid for a shorter period shall be rejected, being non-responsive.

8. BID SUBMISSION

All bids have to be submitted with in the stipulated time period as per the tender clause no 6. No tenders will be accepted after due date.

8.1 TENDER CLARIFICATION

a) In case the bidders require any clarification regarding Institute visit, tender scope and requirement, they are requested to contact our office No :08772503507 / Email ID: chaman@iittp.ac.in on or before 13.06.2022.

b) In case the bidders require any clarification regarding the tender documents, they are requested to contact our office Ph. no: 0877-2503572, Email ID: purchase@iittp.ac.in on or before due date.

9.2 Bid Submission Procedure

The Sealed bid should consist of, PAN, GST, Firm Registration certificate and Annexure-I to VIII with relevant supporting documents. **Only the relevant documents as per the tender clauses are to be submitted along with duly completed checklist as per the annexure-VII. Sending of other than the required documents may liable for rejection of the bid.**

Note:

If the bid is incomplete and / or non-responsive it will be rejected during bid evaluation. The bidder may not be approached for clarifications during the Bid evaluation. So, the bidders are requested to ensure that they provide all necessary details in the submitted bids.

10. BID OPENING

- a) Bids will be opened on 17.06.2022 @ **15.00 Hrs.**

11. BID EVALUATION

Based on results of the Bid evaluation IIT Tirupati, awards the contract of the lowest offered bidder.

12. PAYMENT TERMS

Payment will be made after successful completion of work as per the slots and on submission of relevant documents/vouchers endorsed by the administration section, IIT Tirupati and details of movement of vehicles.

13. PERFORMANCE SECURITY DETAILS

- a) The successful tenderer will have to deposit the performance security in the form of **DD/Bank Guarantee for 03% of the order value valid for 6 months** from the date of contract period at the earliest. No interest will be paid by IIT Tirupati on the deposit.
- b) Performance Security will be refunded to the agency, after it duly performs and completes the contract/warranty period in all respect.
- c) Performance Security will be forfeited if the firm fails to perform/abide by any of the terms or conditions of the contract.
- d) In case, the firm fails to provide the required services within specified delivery period, the same services will be obtained from open market and the difference of cost, if any, will be recovered from Performance Security or from pending bill(s) of the defaulting firm or from both in case the recoverable amount exceeds the amount of Performance Security.
- e) In case of non-receipt of Security Deposit within the stipulated time, the amount will be recovered from the bill submitted for the payment.

14. CONTRACT PERIOD

- a) The contract will be initially for a period of **03 months**. Based on the requirement of the IIT Tirupati, the contract may be extended further period on mutually agreed terms and conditions.
- b) IIT Tirupati can terminate the contract without any notice in case the services are not found satisfactory. In such a case, IIT Tirupati will pay on actual work basis for the duration for which the services were used during the period in question.

15. DELIVERY SCHEDULE

- a. Phase I : **Last week of June**
- b. Phase II : **Second week of July**
- c. Phase III : **First week of August**

The successful bidder should commence the services in all respect as per scope of services within a week of received of receipt of formal work order from IIT Tirupati Campus.

16. Penalty and Termination.

S No.	Service level agreement	Penalties for non-compliance
(a)	Non completion operation mentioned in the contract.	Penalize the Service Provider by 0.25% of the per incident up to maximum of 5% of contract amount.
(b)	If the employee is found responsible for any theft, loss of material/ articles and damages	Immediate payment in actual/replacement, equivalent to the value of the article theft/lost/damaged as decided by the buyer depending on the gravity of the act. Also, the manpower responsible to be replaced.

17. TERMS AND CONDITIONS

I) Termination for Insolvency

- a) The IIT Tirupati may at any time terminate the Contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.
- b) The courts of Tirupati alone will have the jurisdiction to try any matter, dispute or reference between the parties arising out of this purchase. It is specifically agreed that no court outside and other than Tirupati Court shall have jurisdiction in the matter

II) Force Majeure

- a) Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfilment or for the delayed fulfilment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
- b) Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

III) Arbitration

In the event of any dispute or difference arising under this contract, the Director, IIT Tirupati or his nominee is the arbitrator and the decision of the arbitration will be binding on both parties.

IV) Other Conditions

- a) The bidder has to submit the relevant & readable files only as indicated in the tender documents. In case of any irrelevant document, the bid may be rejected.
- b) IIT Tirupati reserves the right to accept or reject any or all the tenders in part or in full or may cancel the tender, without assigning any reason thereof.
- c) IIT Tirupati reserves the right to relax / amend / withdraw any of the terms and conditions contained in the Tender Document without assigning any reason thereof. Any inquiry after submission of the quotation will not be entertained.
- d) IIT Tirupati reserves the right to modify/change/delete/add any further terms and conditions prior to issue of purchase order.

- e) In case the bidders/successful bidder(s) are found in breach of any condition(s) at any stage of the tender, Performance Security shall be forfeited.
- f) False declaration/documents will be in breach of the Code of Integrity under Rule 175(1) (h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.
- g) Conditional tenders will not be considered in any case.
- h) In case of doubt in material, the expenditure on testing of equipment will be borne by the tenderer.
- i) Institute reserve the right to increase/decrease the requirement of the services at any period of times during the validity of the contract.

Undertaking

To
The Registrar,
 Indian Institute of Technology
 Tirupati-Renigunta Road, Settipalli post,
 Tirupati 517506.

Tender No. IITT/ADMIN/2022-23/29 dated: 08.06.2022.

Notice Inviting Tender for Engagement of a Packing & Moving Agency for Dismantling, Packing, Loading, Shifting, Unloading, Unpacking, Placing, And Fixing of Institute Items from IIT Tirupati Renigunta Campus to IIT Tirupati Permanent Campus, Yerpedu on Lump sum basis.

Sir,

I /we hereby submit our tender for Engagement of a Packing & Moving Agency for Dismantling, Packing, Loading, Shifting, Unloading, Unpacking, Placing, And Fixing of Institute Items from IIT Tirupati Renigunta Campus to IIT Tirupati Permanent Campus, Yerpedu on Lump sum basis.

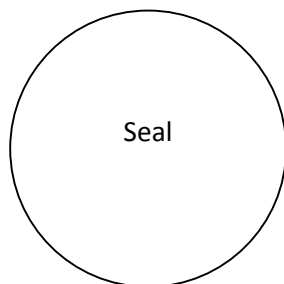
Sir,

I/ We enclosed here with the following in favors of Indian Institute of Technology Tirupati towards Tender Fee.

Particular	Amount	Payment Reference Details	Payment Date
Tender Fee (Including Tax)	500/-		

1. I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, scope of work, schedule of quantities and all the contents stated therein. I / We also confirm that the rates quoted by me / us are inclusive of all taxes, duties etc., applicable as on date.
2. I /we have gone through all terms and conditions of the tender document before submitting the same.

Date:



Authorized Signatory

Name:

Place:

Designation:

Contact No:

On Company Letter Head

ANNEXURE – II

Bid Security Declaration

To
The Registrar,
Indian Institute of Technology
Tirupati-Renigunta Road, Settipalli post,
Tirupati 517506.

Tender No. IITT/ADMIN/2022-23/29 dated: 08.06.2022.

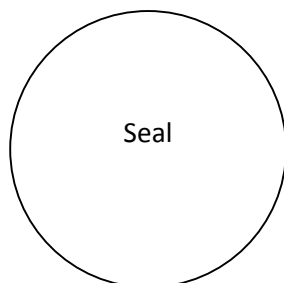
(Notice Inviting Tender for Engagement of a Packing & Moving Agency for Dismantling, Packing, Loading, Shifting, Unloading, Unpacking, Placing, And Fixing of Institute Items from IIT Tirupati Renigunta Campus to IIT Tirupati Permanent Campus, Yerpedu on Lump sum basis.)

Sir,

We, the undersigned, declare that

1. We understand that, according to tender conditions, bids must be supported by a Bid Securing Declaration.
2. We accept that we will automatically be suspended from being eligible for bidding in any contract with the Institute for the period of **3 years** starting from the bid closing date, if we are in breach of our obligation(s) under the bid conditions, because we:
 - (a) Have withdrawn our bid during the period of bid validity specified in the letter of bid; or
 - (b) Having been notified of the acceptance of our bid by the institute during the period of bid validity, (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the performance security, in accordance with the tender conditions.

Date:



Authorized Signatory

Name:
Place:

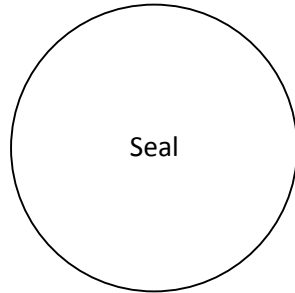
Designation:
Contact No:

**CERTIFICATE
(To be provided on letter head of the firm)**

I hereby certify that the above firm neither blacklisted / debarred by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:



Authorized Signatory

Name:

Designation:

Contact No.:

Place:

a) Experience : (As per tender Clause No.4.2 (c))

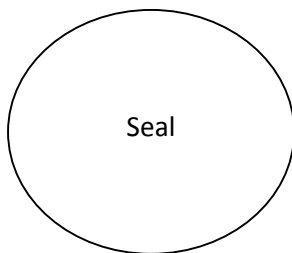
Year	Name of the Service	Order No. & Date (Copy of the Orders to be attached)	Date of successfully completion of Service (copy of completion report from client to be attached)	Contact Details of Client
2017-18				
2018-19				
2019-20				
2020-21				

b) Details of Running Contract: (As per tender Clause No.4.2 (c))

Year	Order No. & Date (Copy of the Orders to be attached)	Quantity	Date of successfully completion of service (copy of completion report from client to be attached)	Whether supplied item(s) is in successful operation for at least one year (Certificate from client to be attached)	Contact Details of Client

Date:

Place:



Authorized Signatory

Name:

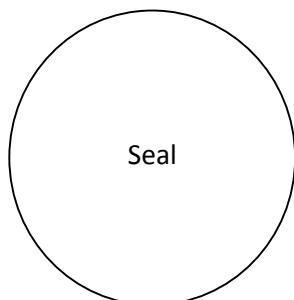
Designation:

Contact No.:

Annual Turnover and Profit Details:

Evaluation Criteria				Remark	Specific page no. where the proof of documents are enclosed
Bidder's Annual Turnover and Profit for last three financial years	Financial Year	Turnover in Rs.	Annual Profit in Rs.	-	
	2020-21			Supporting Documents are to be attached along with the Annexure-V	
	2019-20				
	2018-19				
	2017-18				

Date:



Place:

Authorized Signatory:

Name:

Designation:

Contact No.:

COMPANY DETAILS

Name of the Party		
Date of Incorporation / Establishment		
PAN Number		
GST Registration Number		
Bidder's Bidding Capacity for the tendered items (As a Trader/ dealer / channel partner / system integrator, etc.)		
Bank Details	Account Number	
	IFS Code	
	Bank Name	
	Branch Name	
Registered Office Address		
Authorized Signatory Details (Company/Firm Authorization by the competent authority, to be attached)	Name	
	Designation	
	Email	
	Phone	
Details of Contact other than Authorized Signatory	Name	
	Designation	
	Email	
	Phone	

Signature and Seal of the Tenderer:

Name in Block Letter:

Designation:

Contact no.

Date:

LIMITED TENDER FOR THE ENGAGEMENT OF A PACKING & MOVING AGENCY FOR DISMANTLING, PACKING, LOADING, SHIFTING, UNLOADING, UNPACKING, PLACING, AND FIXING OF INSTITUTE ITEMS FROM IIT TIRUPATI RENIGUNTA CAMPUS TO IIT TIRUPATI PERMANENT CAMPUS, YERPEDU ON LUMP-SUM BASISTechnical Bid cum checklist

Tender Clause No.	Name of the Document	Document Particulars	Submitted (Yes/No)	Page No. of the attached Document
3.(a)	Tender Fee			
3.(b)	Bid security Declaration (Annexure-II)			
4.1.	PAN Card			
	Incorporation/Registration certificate of company			
	TIN (If applicable)			
	License to carry on business			
	GST Registration copy			
4.2.(a)	Tender acceptance letter (Annexure I)			
4.2.(b)	Non-Blacklisting undertaking (Annexure III)			
4.2.(c)	The company should attach list of Purchase Order / Work Order where the similar type of work executed during the past 3 years from the date of publication of tender as detailed below The details of the same along with supporting document w.r.t. satisfactory execution of work from clients are to be submitted as per the Annexure-III. The bidder should have at least one present running contract.			
4.2.(d)	Annual Turnover Vendor's Average Turnover for last three financial years (FY 2017-2018, FY 2018-2019, FY 2019-2020 or FY 2018-2019, FY 2019-2020, FY 2020-2021) should not be less than 15 Lakhs for the above mentioned services. Financial statements with net profit duly audited / certified by Chartered Accountant (CA) for last three years along with copies of Income Tax Returns, must be enclosed with Bids. Firms should be in profit for at least two years out of three years. Copies of duly signed trading and profit & loss accounts / CA Certificate are to be submitted as per the Annexure-V.			
4.2.(e)	The Bidder should have its office in Tirupati (around 100km radius) for operational conveniences. Proof of the same is to be submitted.			
11.1 (i)	Purchase Preference: (if applicable) Micro and Small Enterprises (MSEs):			
12	Payment Term:			
8	Bid validity : 90 days from the date of opening of the tender.			
	Company details : Annexure-VI			

Note: Submission of tender without the above mentioned documents will lead to rejection/disqualification of the tender.

Signature of the bidder with stamp

ANNEXURE-VIII

LIMITED TENDER FOR THE ENGAGEMENT OF A PACKING & MOVING AGENCY FOR DISMANTLING, PACKING, LOADING, SHIFTING, UNLOADING, UNPACKING, PLACING, AND FIXING OF INSTITUTE ITEMS FROM IIT TIRUPATI RENIGUNTA CAMPUS TO IIT TIRUPATI PERMANENT CAMPUS, YERPEDU ON LUMP-SUM BASIS

Financial Bid

Name of the Firm: _____

Address of the Firm: _____

Tender Ref No: _____

SI No	Cost of Shifting	Amount(Rs)
01	<u>PACKING & MOVING AGENCY FOR DISMANTLING, PACKING, LOADING, SHIFTING, UNLOADING, UNPACKING, PLACING, AND FIXING OF INSTITUTE ITEMS FROM IIT TIRUPATI RENIGUNTA CAMPUS TO IIT TIRUPATI PERMANENT CAMPUS, YERPEDU OF THE ITEMS INSPECTED BY OUR AGENCY, AGAINST THE SCOPE OF THE TENDER.</u>	LUMP-SUM amount:

Notes :-

(a) Rate and Amount quoted is **inclusive of all applicable Taxes**. L-1 shall be worked out based on the lowest financial bid.

(b) We have gone through the Terms & Conditions stipulated in the tender document and confirm to accept and abide by the same.

Signature of the bidder with stamp