

TATA INSTITUTE OF SOCIAL SCIENCES,
(GOVT. OF INDIA FUNDED MULTI-CAMPUS
DEEMED UNIVERSITY UNDER SECTION 3 OF THE
UGC ACT 1956)

OFF-CAMPUS, RAJENDRANAGAR, HYDERABAD -
500 030

SHORT TERM TENDER NOTICE
NO.1/TISS/HYD-C/2019

DATE: 28TH MAY, 2019

**QUOTATION FOR SHIFTING,
TRANSPORTATION AND INSTALLATION OF
OFFICE EQUIPMENTS**

From

TSIRD Campus, Rajendranagar, Hyderabad – 500 030
and Roda Mistry College of Social Work Campus,
Gachibowli, Hyderabad

to

K.B. Sainik School, Turkya Yamjal, Ranga Reddy Dist-
501510.

Due Date for Submission of Bids 1st June, 2019

at 11.00 am

Sealed quotations are invited from the Firms/Agencies specialized in packing & moving works for shifting of some Office/Sections of Tata Institute of Social Sciences, TSIRD Campus, Rajendranagar, Hyderabad - 500 030 to K.B.Sainik School, Turkya Yamjal, Ranga Reddy Dist-501510. The items to be shifted from Tata Institute of Social Sciences, TSIRD Campus, Rajendranagar, Hyderabad - 500 030 to K.B.Sainik School, Turkya Yamjal, Ranga Reddy Dist-501510. For this purpose may be contact our staff (040-214017701/02/03) at Tata Institute of Social Sciences, TSIRD Campus, Rajendranagar, Hyderabad - 500 030 will be available for inspection between 10.00 A.M. to 5.00 P.M. from 29.05.2019 to 03.06.2019. The Firms/ Agencies should also furnish a copy of the PAN, GST Registration AND document validating minimum of 2 years' experience from their respective organizations, while submitting their quotations.

Tenders are invited on behalf of Tata Institute of Social Sciences (TISS) from registered firms/agencies (packers and movers and similar agencies) for shifting of all items as listed below from existing office of the Tata Institute of Social Sciences to the new premises on the terms & conditions mentioned herein below:-

1 SCHEDULE OF SHIFTING AND SCOPE OF WORK

S.N o.	Name of Work	Completion Time
I	Dismantling, packaging, shifting/ transport and installation office equipment (see details in annexure-1)	3-5 days

Scope of work of the Tender includes packing of all items, manuals carriage, loading in the vehicles, transportation, unloading from the vehicles, carriage, unpacking, stacking the items at the required place, removal of packing material.

- Interested firms/agencies are requested to submit their Quotation only through Sealed Quotation super-scribed as "QUOTATIONS FOR SHIFTING OF OFFICES EQUIPMENTS AND OTHER MATERIALS OF TISS". It should be completed in all respect, address to **Deputy Director, TATA INSTITUTE OF SOCIAL SCIENCES, Rajendranagar, Hyderabad-500030.**
- It should be completed in all respect & be dropped in the tender box kept at the **TATA INSTITUTE OF SOCIAL SCIENCES, Rajendranagar, Hyderabad-500030** by 11.00 Hours by 03.06.2019. Earnest money of

Rs. 50,000/- (Rs. Fifty thousand only) may please be attached with the quotation in the form of Demand Draft in favour of "TATA INSTITUTE OF SOCIAL SCIENCES", payable at Hyderabad.

4. The Institute reserves the right to reject any or all quotations without assigning any reasons thereof.
5. The quotations received will be opened by the Tender Opening Committee at 3.30 PM on the same day i.e. 03.06.2019 in the TISS (2nd Floor Conference Room) S.R.Sankaran Block, TSIRD Campus, **Rajendranagar, Hyderabad-500030**. The tenderers or his representative may, if they so desire, be present at the time of opening of quotations.
6. The 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 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. "3). 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. 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.
 - v. The shifting of offices/Sections shall include following:-
 - vi. Dismantling, Packing, transporting and installing of computers, Office Equipment, Furniture and other materials as available in the respective rooms/sections at various places from Tata Institute of Social Sciences, S.R.Sankaran Block, TSIRD Campus, Rajendranagar, Hyderabad - 500 030 .
 - vii. Carrying all the packed articles/material carefully loading into the vehicle and transportation and shifting to the designated places, at K.B.Sainik School, Turkya Yamjal, Ranga Reddy Dist-501510
 - viii. Unloading and installing all the packed articles/material/furniture/ from the vehicle; and carrying to the designated rooms.
 - ix. Unpacking of the goods and placing in the respective rooms as per the instructions.

- x. Obtaining certificate for proper shifting with list of materials shifted, from concerned authorities.
- xi. Disposal of packing material etc.
- xii. The selected Firm/Agency has to use their own packing material, like gunny bags, packing tape, sutli, cardboard carton etc.
- xiii. The Firms/Agencies should be operating from Hyderabad (local).
- xiv. If any dispute arises 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 Institute in no case shall be a party to such a dispute.
- xv. Under normal circumstances the rate shall be valid for a period of one month from the date of issue of work order.
- xvi. Responsibility of taking necessary permission from the traffic police authority for shifting shall be of the selected Firm/Agency.
- xvii. The Earnest money deposit of the successful Firm/Agency will be treated as security/performance guarantee for due performance of the contract and shall be released on successful completion of work.
- xviii. 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.
- xix. The damage caused, if any to the property of the Institute through negligence or otherwise, shall be at risk and responsibility of the Firm/Agency. The financial or any other loss suffered by the Institute on this account shall be made good by the Firm/Agency.
- xx. Evaluation shall be done based on estimated quotation indicated in the enclosed annexure -3. In case of any dispute, the decision of the Institute shall be final and binding on both parties
- xxi. The Institute reserves the right to reject any or all quotations without assigning any reasons thereof.
- xxii. 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.

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Annexure-1: List of Items (Inventory)

Inventory list for Relocation from TISS TSIRD & RMC premises to K.B. Sainik School,

<u>Tata Institute of Social Sciences, Hyderabad</u>			
<u>Assets List</u>			
Main Category	Sub Category		No. in Units
Almirahs	Steel	Packing and Shifting	2
	Full Glass (6 from Gachibowli)		52
	Book Shelf Back to Back		4
	Wooden Book Storage unit		6
	Glass (Small)		2
	Key Rack		2
	Small Almirah		5
Library Books	6000 Books and files (100 cartons)	Packing and Shifting	
Table	Big (1 from Gachibowli)	Packing and Shifting	15
	Computer (1 from Gachibowli)	Packing and Shifting	46
	Main Table with Side Console Table (4from Gachibowli)	Packing and Shifting	16
	Round Glass Table	Packing and Shifting	1
	Conference table	Dismantling, Packing, Shifting and Installation	1
	Library Admin Tables	Packing and Shifting	2
	Reading Table	Dismantling, Packing, Shifting and Installation	4
	DD Room Table	Packing and Shifting	1
	Round Table Fiber	Packing and Shifting	2
	Round Table	Dismantling, Packing, Shifting and Installation	5
Chairs	Faculty (19 from Gachibowli)	Packing and Shifting	98
	Students (206 from Gachibowli)		694
	Canteen Chairs (110 from Gachibowli)		283
	Visitor Chairs (Fiber) Arm Black (19 from Gachibowli)		12

	Visitor Chairs		100
Fans	Ceiling (18 Gachibowli)	Dismantling, Packing, Shifting and Installation	131
	Wall Mount (4from Gachibowli)		32
	Stand Fan (6 from Gachibowli)		17
Tube lights	(17 from Gachibowli)		137
Screens		Dismantling, Packing, Shifting and Installation	13
Boards	Small (White) (1 from Gachibowli)	Packing, Shifting and Installation	5
	Half Boards (11 from Gachibowli)	Packing, Shifting, and Installation	17
	Big (White) (2 from Gachibowli)	Dismantling, Packing, Shifting and Installation	8
	Notice Board (Small) (3 from Gachibowli)	Dismantling, Packing, Shifting and Installation	8
	Notice Board (5X3 inches) (3 from Gachibowli)	Dismantling, Packing, Shifting and Installation	7
	Full Glass Notice Board	Dismantling, Packing, Shifting and Installation	3
	Cloth Notice Board	Dismantling, Packing, Shifting and Installation	11
Glass Table	Small	Shifting and Installation	10
Work Stations	Modular work stations (10Units of 24 capacity)	Dismantling, Packing, Shifting and Installation	10
	Long Table	Packing and Shifting	1
	L Shape	Dismantling, Packing, Shifting and Installation (7) Shifting and Installation (15)	22
Side Storage Units	(7 from Gachibowli)	Packing and Shifting	59
Wallmount Storage	(From Gachibowli)	Dismantling, Packing, Shifting and Installation (7)	8
Desktops	Monitor (With Keyboard & Mouse) (2 from Gachibowli)	Packing and Shifting	92
	CPU (7 from Gachibowli)		92
	MAC		1
Laptops		Packing and Shifting	73
Printers		Packing and Shifting	13
UPS and Batteries	10KV, 3.5KV, 5KV, 10KV,10KV, 3.5KV, 10KV, 2.5KV	Dismantling, Packing, Shifting and Installation (7)	12
Street Lights		Dismantling, Packing, Shifting	7

(LED)		and Installation (7)	
Water Dispenser		Packing and Shifting	13
Fridge		Packing and Shifting	1
Small Fridge		Packing and Shifting	2
TV		Packing, Shifting, Installation	6
AC		Dismantling, Packing, Shifting and Installation (7), Packing and Shifting (11 from RMC)	18
News Paper Stand		Packing and Shifting	9
3 Seaters chairs (Steel)		Packing and Shifting	24
Garden Bench Chairs		Packing and Shifting	30
Cash Locker		Packing and Shifting	1
Mic with Receiver		Packing and Shifting	6
Oven		Packing and Shifting	2
Patient Examination Table Set and other medical equipment (Doctor Room)		Packing and Shifting	1
Barcode Reader		Packing and Shifting	1
Book Scanner		Packing and Shifting	1
Xerox Machine		Packing and Shifting	1
Sofa Set		Packing and Shifting	3
Dining Table		Packing and Shifting	1
Geyser		Packing and Shifting	7
Stabilizer		Packing and Shifting	1
Glass Central Table		Packing and Shifting	1
Wifi Routers		Packing and Shifting	18
Camera		Packing and Shifting	1
DVD Player With music System		Packing and Shifting	1
6U Rack (Wall Mount Rack)		Dismantle, Packing and Shifting, Reinstallation	3
Mattress		Packing and Shifting	11
EXTRA	Fridge	Packing and Shifting	1
	Wall Frames		1
	Wall Frames (Small)		4
	NilKamal Fiber Chairs & Table		4
	Brand New Key Board Stands		10

	Compaq (Desktop)		1
	Lenovo think Station(Desktop)		1
	Lenovo Edge(Desktop)		1
	IBM (Desktops)		12
	Sofa (3+1+1) with Tea Table		1
	White Boards Small		20
TISS Display Glass		Dismantling, Packing, Shifting and Installation	1
Fire Extinguishers			6
Photos and Paintings		Packing, Shifting and Installation	12
Stone Slab		Packing and Shifting	1
Sports Equipment		Packing and Shifting (30/40 items)	
Table Tennis table		Packing, Shifting and Installation	1
Crockery		2 Cartons Packing and Shifting	

ANNEXURE-2

Name of the Firm	
Registered / Postal Address 2	
Telephone & Mobile No.	
E-mail	
PAN No.	
GST No.	
Name of Work: -	

Particulars of EMD :

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

Signature with seal

ANNEXURE-3

Proforma for Financial Bid

Sr · N o.	Description	Particulars/Rate
1	Name of the Agency/Packers and Movers	
2	Office Address/Tel/Fax/e-mail of the agency	
3	Name and Mobile no. of the Contact Person of the Agency/Packers and Movers	
4	Rate quoted for dismantling, packing, transporting and installation all items of the office as per details given in annexure-1	Rs.

Rupees in words.....

It is certified that the information given above is true to the best of my knowledge. The agency shall stand liable if any information given is later found to be false, including the forfeiture of any payment due to it. It is also certified that our agency is not black listed by any Central/State Govt. Department and/or Public Sector Undertaking in India for any reason. The terms and conditions laid down in the tender documents are acceptable to us.

Signature of the authorised person:

Date:

Name of the authorised Signatory:

Place

Stamp/ seal of the agency