

TENDER FOR PACKING & MOVING SERVICES

NIT No. IIM Ranchi/NIT/Packers & Movers/2022/15 dt. 21.10.2022



Indian Institute of Management Ranchi

(Under Ministry of Education, Govt. of India)

Suchana Bhawan, Audrey House Campus,

Meur's Road, Ranchi - 834 008

URL: www.iimranchi.ac.in

IIM Ranchi invites bids from experienced and potential service providers (packers & movers) for shifting of assets/ items (list as per the Annexure IV & V) from Khelgaon Hostel to IIM Ranchi, Permanent Campus at Pundag, Ranchi.

Tender Schedule

Bid validity	The validity of bids shall be 90 days from the opening of bid.
Last Date of Submission	Can be submitted up to 02:00 PM on 28.10.2022
Opening of bids	Bids will be opened on 28.10.2022 at 03:00 PM
Contact Person (for any clarification during the tendering process)	Administrative Officer (S&P) Indian Institute of Management Ranchi, Suchana Bhawan, Audrey House Campus, Ranchi, Jharkhand Email: purchase@iimranchi.ac.in
Tender document can be obtained free of cost	www.iimranchi.ac.in

Note: The Institute reserve the right to change/revise the date of opening the tender. In such case, the information will be notified on the institute's website.

INFORMATION TO BIDDERS:

- 1) IIM Ranchi invites bids from experienced, potential and financially sound service providers for shifting of assets/ items (list as per the Annexure IV & V) from Khelgaon Hostel to IIM Ranchi Permanent Campus at Pundag, Ranchi.
- 2) The interested agencies may visit the institute site before filling the tender documents during office hours from 10:00 a.m. to 6.00 p.m.
- 3) The price quoted by the firm should be inclusive of all cost. No extra cost will be paid by the Institute. The rate quoted by the firms will be valid for a period of 90 days. GST should be shown separately in the price offer. *The format of financial bid is attached as Annexure-I. The firms are requested to quote their price as per the format given at Annexure-I at the end of this tender document.*
- 4) Sealed Price Offers along with Bid Forwarding Letter, Self-Declaration about Non-Blacklisting as per Annexures and copy of this tender document, duly signed and stamped by the bidder should be submitted to ‘The Administrative Officer - Purchase, IIM Ranchi, Suchana Bhawan, Audrey house Campus, Meur’s Road, Ranchi-834008 (Jharkhand)’ either **by speed post or by courier or by hand only. The bids should be completely sealed and super-scribed as “IIM Ranchi/NIT/Packers/2022/15 dt. 21.10.2022; Tender for ‘Packing & Moving Services’.**
- 5) The sealed offers should reach at above address by **28.10.2022 up to 02:00 PM. NO OFFER WILL BE ACCEPTED BY EMAIL/FAX etc.** Late/delayed offers will not be considered under any circumstances and IIM Ranchi will not be responsible for any delay by postal dept./ courier.
- 6) The Institute is at liberty to make additions/deletions/modifications/amendments in the tender document and the applicants are bound by the same. Reasonable extension of time will, however be given to them to revise their Technical/Financial Bids in case such additions/deletions/modifications/amendments are material in nature.
- 7) Bids which do not satisfy any of the conditions prescribed in the tender or if any condition, including the offer of conditional rebate/discount put forth by the bidder, shall be summarily rejected.
- 8) The acceptance of a bid will rest with the IIM Ranchi and the Institute reserves to itself the discretion/authority to reject any or all the bids received without assigning any reason whatsoever. A bidder, in which any of the prescribed condition is not fulfilled or is incomplete in any respect, is liable to be summarily rejected. The Institute reserves the right to accept or reject the bids in full or in part and bidders shall have no claim on the matter.
- 9) All bidders are requested to check our website regularly for any update/ corrigendum etc. with respect to this tender. No separate press notification/ advertisement will be published in the newspaper in this regard
- 10) Conditional offers will not be accepted.
- 11) Any kind of advance or part payment will not be released.
- 12) In the event last date is a holiday/declared as a holiday, next working day will be the last date for opening of tender.
- 13) IIM Ranchi reserves the right to accept and/or to reject any/ all tenders without assigning any reason.
- 14) **SCOPE OF SERVICES:**
 - i) The work has to be completed from 01.11.2022 to 10.11.2022 as per convenience of the Institute.
 - ii) 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.
 - iii) Complete Dismantling of Institute Items/ Assembly etc wherever required packing and unpacking of Institute items/ Assembly.

- iv) Loading of Institute items at Khelgaon Hostel and un-loading at IIM Ranchi, Pundag campus at designated Place.
- v) Transport arrangements and adequate labour and supervisor or as required for work.
- vi) Special and sophisticated support machinery such as Hydraulic, chain pulley, cranes and other machinery, if required arranged by Vendor by Self.
- vii) Wrapping with standard materials such as ballooning paper, HM Laminated Foams, corrugated sheets, Thermacol sheets, air bubble wrapping material, water proof, moisture free, wherever is required so that the goods can easily withstand jerks while shifting and are delivered to the destination without scratch/ damages.
- viii) While re-location of the Institute Items/Assembly and loading item etc., agency should ensure that Institute Equipment's 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) The complete shifting process (as per scope of work, terms and conditions) will be supervised by agency & monitored by the Institute.
- xi) The Agency will make the comprehensive list of items/Assembly to be shifted with the Institute for Accountability Purpose in event of loss / damage to item during the process.
- xii) The shifting has to be done carefully without any damages. Damages, if any, shall be recovered from the payments to the agency.
- xiii) The Agency will be solely responsible for safe & secure transit of Goods to the satisfaction of the Institute. In event of any damages, the loss will be charged by the Institute in any manner as deemed fit by the Institute.
- xiv) Before commencing the execution of work, the Agency shall, without in any way limiting his obligations and liabilities, insure at his own cost and expense against any damage or loss or injury, which may be caused to any person or property, at site of work.
- xv) The agency shall indemnify Institute against all loses it has suffered during any accident/incident during the execution of this job.
- xvi) The Agency is required to 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.
- xvii) 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.
- xviii) 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.
- xix) The total work has to be completed within time limit as defined by the institute and agency has to arrange number of vehicles, labour, packing material etc. accordingly.
- xx) Obtaining certificate for proper shifting with list of materials shifted, from concerned Officers/ Sections.

15) **TERMS & CONDITIONS:**

- i) The agency shall arrange to shift all items as per scope of work, responsibility and terms & conditions from the designated area in strict compliance to the shifting schedule of the Institute.
- ii) The rate quoted by the firms will be valid for a period of 90 (ninety) days.
- iii) 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.
- iv) Dispute, if any, 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 engaged workers themselves. IIM Ranchi in no case shall be a party to such a dispute.
- v) Dispute, if any, between IIM Ranchi and Agency/Firm, the decision of the Director, IIM Ranchi shall be final and binding on both parties.
- vi) Responsibility of taking necessary permission from the traffic police authority for shifting shall be of the selected Firm/Agency.
- vii) 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.
- viii) If any, damage caused to the property of the IIM Ranchi due to negligence/ ignorance/ mishandling or otherwise during packing, loading while on transit, unloading, unpacking and while taking to designated floors & rooms, shall be at risk and responsibility of the Firm/Agency. The financial or any other loss suffered by the IIM Ranchi on this account shall be made good by the Firm/Agency.
- ix) The successful bidder shall also submit a copy of ***In-transit insurance coverage certificate for Rs. 30 Lakh (Rupees Thirty Lakh only) from Nationalized Insurance Company in favour of IIM Ranchi towards damage of costly and delicate items like IT equipment, Online UPS, photocopiers, printers, furniture & fixture etc. The firm shall pay the cost of insurance coverage.***
- x) The Agency is responsible to 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) 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.
- xii) The equipment/machineries/vehicles deployed for the purpose must be free from all disputes. The bidder shall indemnify IIM Ranchi from all the disputes/legal issues in this matter.
- xiii) Liquidate Damage: In case of delay in completion of the work by Service Provider within the contractual completion period as stated above, for the reasons of delay solely attributable to Service Provider and liable to pay a compensation to IIM Ranchi @ 1% (One percent) of the total value of work awarded per day and maximum up to the sum equivalent to the amount of 10 % (Ten percent) of the total value of work awarded.
- xiv) In all matters, the orders/interpretation of the Competent Authority of the Institute shall be final & binding on the Agency.

- xv) Jurisdiction of Court: All disputes are subject to the jurisdiction of the Court in the City of Ranchi.
- xvi) The payment shall be made after satisfactory completion of the entire shifting work and no advance payment shall be made. The contractor shall obtain a satisfactory report from the concerned division/section/ officer for shifting of their records and submit the same with the bill for payment.

16) **RATES AND PAYMENTS:**

- i) The rates of the Agency shall be all inclusive irrespective of height, depth, lead, lift etc.
- ii) The rates shall include cost of all materials, labour, machinery, transit insurance and all other inputs involved in the execution and all scope of work including terms & conditions, responsibility of firm and other terms & conditions mentioned in the tender document.
- iii) No extra charges shall be paid from the quoted amount.
- iv) In case the shifting to different 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.
- v) Only quoted rates shall be considered. All applicable taxes will be deducted as per statutory provisions.
- vi) The Agency/Contractor should submit bills in triplicate for payment. The payment will be made by RTGS after completion of shifting in all respect.

FINANCIAL BID

Ref.:	Date:
Tender No. IIM Ranchi/NIT/Packers/2022/15 dt. 21.10.2022; Tender for 'Packing & Moving Services'	
Name of the Firm: Correspondence Address:	
Tel/ Mob No.:	
Email Id:	

Sl. No.	Particulars	Total Amount (In Figure)	Total Amount (In Words)
1.	Packing & Moving Services at IIM Ranchi as per the Scope of Work and Terms & Conditions of the Tender Document	Rs. _____	Rupees _____ _____ _____
2.	GST is extra, as applicable		_____ %

Note: The price quoted above by the firm should be inclusive of all cost including In-transit insurance of Rs.30.00 Lakhs. No extra cost will be paid on and above quoted rate. The rate quoted by the firms will be valid for a period of 90 days.

DECLARATION

I/We..... (Name of the Partner/s or Authorized Representative of Firm) of (Name of the firm) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in the document.

Place:

(Name & signature with stamp of the firm)

Date:

BID FORWARDING LETTER

(To be submitted on letterhead of the bidder as per this format only)

Date : _____

To
The Administrative Officer, Purchase
Indian Institute of Management Ranchi,
Suchana Bhawan, Audrey House Campus,
Meur's Road, Ranchi - 834008

Sub : Tender for 'Packing & Moving Services'; Tender Ref. No. IIM Ranchi/NIT/2022/Packers/15
dt. 21.10.2022

Sir,

I/ We hereby confirm and declare that I/We have carefully studied the tender documents therein and undertake myself/ ourselves to abide by the terms and conditions laid down in the tender document.

I/ We also keep the offer open for 90 (Ninety) days from the date of opening of bid.

Yours faithfully,

(Name & signature with stamp of the bidder)

SELF-DECLARATION ABOUT NON BLACK-LISTING
(To be submitted on letterhead of the bidder as per this format only)

Date : _____

To
Administrative Officer, Purchase
Indian Institute of Management Ranchi
Suchana Bhawan, Audrey House Campus,
Meur's Road, Ranchi - 834008

Sub : Tender for 'Packing & Moving Services'; Tender Ref. No. IIM Ranchi/NIT/2022/Packers/15
dt. 21.10.2022

Sir,

In response to tender under reference, I/ We hereby declare that presently our firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our firm is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in past three years from the last date of submission of bid.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our performance security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Yours faithfully,

(Name & signature with stamp of the bidder)

Tentative list of items for shifting:

S. N.	Description of Asset	Den. of Qty	No. of Items
1	Bed	Pc.	510
2	Sofa	Pc.	2
3	Almirah	Pc.	522
4	Mattress	Pc.	590
5	Water Purifier	Pc.	22
6	Water Cooler	Pc.	4
7	Washing Machine	Pc.	23
8	Study Table	Pc.	590
9	Geyser	Pc.	363
10	Ex. Fan	Pc.	354
11	Study Chair	Pc.	607
13	Wall Mounted Fan	Pc.	30
15	Wooden Framed Mirror	Pc.	385
16	TV / Monitor	Pc.	3
19	Computer Table	Pc.	16
20	Computer Chair	Pc.	23
21	Set Up Box	Pc.	3
22	Wooden Dining Table	Pc.	24
23	Wooden Dining Chair	Pc.	25
25	Air Condition & Stablizer	Pc.	7
27	Dining Folding Table	Pc.	43
28	Web Chair (Black)	Pc.	200
29	File Cabinet	Pc.	1
30	Book Case	Pc.	2
31	Conference Table	Pc.	4
32	Visitor Chair	Pc.	21
33	Dressing Mirror	Pc.	70
34	Biometric System	Pc.	1
35	Bravo Mid Back Chair	Pc.	6
38	Induction Cook Top	Nos.	2
39	Micro Oven	Nos.	3
40	Sanitary PadIncinarator (Vecare- 10BM)	Nos.	12
41	UV & Ro treatment plant	Nos.	2
42	Storage water tank	Nos.	3
43	Electric Kettle	Nos.	5
44	Insect Killer	Nos.	4
45	Plastic Chair	Nos.	30
46	Refrigerator	Nos.	2
47	Revolving Chair	Nos.	2
49	Coffee Table	Nos.	3
50	CCTV System with 30 cameras & one monitor	Nos.	1
51	Wooden storage Box.	Nos.	130
52	Misc Items.		40 Cartons

S. N.	Description of Asset	Den. of Qty	No. of Items
1	Commercial Treadmills	Nos.	2
2	Cycle (Elliptical F18618B)	Nos.	1
3	Upright Bike	Nos.	1
4	Cycle (Dynamic 208)	Nos.	1
5	Multi-station Gym (EXM-2000 LPS)	Nos.	1
6	Multipurpose Bench (GFID31)	Nos.	1
7	Bench Press (GDIB-46L)	Nos.	1
8	Dumble Stand (B-039)	Nos.	1
9	Bicep workout bench (GPCB329)	Nos.	1
10	Plate Stand (GOWT)	Nos.	1
11	Dumbles (2.5, 5, 7.5, 10, 12.5, 15, 20, 25 Kg)	Pair	1
12	Rod (5, 6, 7 Feet)	Nos.	1
13	Ex Bar (4 Feet)	Nos.	1
14	Plates (2.5, 5, 10 and 15 Kg)	Pair	1
15	Pullup Station	Nos.	1
16	Multi adjustable Bench	Nos.	1
17	Tricep Rope	Nos.	1
18	Olympic Plates (10 kg)	Pair	1

List of Flats

Details of Flats				Details of Flats			
Sl. No.	Sector	Block	Flat No.	Sl. No.	Sector	Block	Flat No.
1	1	8	202	42	3	3	303
2	1	8	302	43	3	3	401
3	1	8	304	44	3	3	403
4	1	8	403	45	3	3	504
5	1	8	502	46	3	4	504
6	1	8	503	47	3	4	603
7	1	8	601	48	3	4	702
8	1	9	102	49	3	4	704
9	1	10	302	50	3	5	101
10	1	10	404	51	3	5	503
11	1	10	502	52	3	3	302
12	1	10	503	53	3	3	602
13	1	10	602	54	1	12	302
14	1	10	702	55	1	18	101-902
15	1	10	801	56	1	19	401-704
16	1	10	903	57	1	1 to 4	101-902
17	1	11	101				
18	1	11	102				
19	1	11	202				
20	1	11	302				
21	1	11	803				
22	1	12	202				
23	1	12	204				
24	1	12	301				
25	1	12	304				
26	1	12	401				
27	1	12	402				
28	1	12	403				
29	1	12	501				
30	1	12	502				
31	1	12	503				
32	1	12	701				
33	1	12	804				
34	1	13	404				
35	1	13	501				
36	1	13	701				
37	1	14	704				
38	1	15	504				
39	1	22	202				
40	3	3	201				
41	3	3	204				