



KHALLIKOTE UNIVERSITY- BERHAMPUR
GMax Building, Konisi, Berhampur, Dist-Ganjam, Odisha

Ref No. KUB/LTE/2021/679

Dated: 14.07.2021

Sub. : Limited Tender Enquiry for shifting of Office furniture & fixture, lab furniture and equipments, etc. of Khallikote University, GMax Building near NH-16, Konisi to Berhampur University, Bhanja Vihar.

Sealed quotations (Single bid system) are invited, from the service providers/ authorized agents for shifting/transporting of various items, such as office furniture & fixture, lab furniture and equipments, electrical appliances including A.C., and consumables to Berhampur University, Bhanja Bihar, Berhampur, enclosed in the separate sheet **(Annexure-I)**, subject to the terms and conditions given below:

The sealed quotations are be addressed to The Registrar, Khallikote University - Berhampur, Transit Campus: At. GMax Building, Konisi – 761008, Dist. Ganjam, Odisha and should reach on or before 28.07.2021 at 5:00 PM. The bid containing both technical informations and financial quotes will be opened on 29.07.2021 at 11:00. AM.

TERMS AND CONDITIONS

1. Quotations without any erasures and overwriting are to be submitted in sealed cover addressed to “The Registrar, Khallikote University - Berhampur, Transit Campus: At. GMax Building, Konisi – 761008, Dist. Ganjam, Odisha” super-scribed with Tender Enquiry Reference No. and date, failing which, quotation may be ignored. Tender/ quotation should be sent through Post (Registered/Speed) / Courier.
2. The rate quoted should be inclusive of all packing, forwarding, applicable taxes, freight and insurance charges and will remain valid for our acceptance till 30th September, 2021 from the date of opening of the quotations.
3. The service shall include loading of items from Khallikote University, Konisi, in addition to about one truck load from Spectrum Green Apartment, R.C Das lane in Komapalli area of Berhampur town, and unloading of items in designated / identified

places of respective buildings in Berhampur University. Bhanja Vihar, Berhampur, Ganjam, 760 007.

4. The University will not entertain requests for revision in prices, for whatever reasons, after the bids are opened.
5. Full payment will be made after successful loading and unloading of the items.
6. Wherever there is a requirement of un-installation and re-installation for any of the item/ equipment/ electrical appliances the bidder should quote the price separately and also item wise. In such case, the bidder must have to submit the safe and successful installation report from the respective department HoDs and Officer I/c of different sections of Khallikote University.
7. Only Authorized Transport agencies/ authorized packers & movers / firms of repute dealing in providing such services as listed in the quotation in **Annexure-III** need to apply.
8. Interested firms or their authorized representatives should visit Khallikote University at GMax Building for obtaining better clarity on the quantum and nature of items to be transported, during office working hours. They may obtain the information from Khallikote University regarding the designated places of unloading at Berhampur University.
9. The shifting process may start from the 2nd week of August 2021 and is to be completed positively on or before 30.09.2021, in different phases / dates as would be intimated to the selected bidder / service provider from time to time.
10. GST Registration Number and its validity should be mentioned clearly, and necessary documentary evidences are to be supplied/ enclosed along-with the tender documents.
11. All rates shall be indicated both in words and figures. Where there is difference between the rates quoted in words and figures, rate quoted in words will prevail.
12. The service provider agency shall provide the services as per the work order to be issued from the “Registrar, Khallikote University” and the task is to be completed within the identified dateline, as would be indicated in the office order.
13. The Tender Document for items will be single bid system consisting of **Annexure-I & II**. The Tender Document will be submitted in a sealed cover clearly mentioning on the envelope the details of services for which the Bid is submitted.

14. It will be the sole responsibility of the selected bidder for un-installation, transportation and re-installation of the work in a hassle free manner. The University shall not be responsible for any untoward incident during execution of the work and transportation.
15. All legal disputes shall be under the jurisdiction of Odisha High court, Cuttack.
16. The University reserves the right to accept or reject any Bid, without assigning any reason thereof. No correspondence in this regard will be entertained.
17. All the participating firms should attach supporting documents:
 - a) Non refundable tender fee of Rs. 500.00 in the form of demand draft favouring “The Comptroller of Finance, Khallikote University” and Payable at Berhampur.
 - b) Copy of GST Registration Certificate.
 - c) Self attested copy of up to date GST return filing certificate.
 - d) Copy of PAN Card.
 - e) Copy of Income Tax return filed for the last Two years (i.e. 2019-20 & 2020-21).
 - f) Vehicle details: Copy of Registration Certificate, Fitness Certificate.
 - g) Driver Details: Copy of Driving License and Aadhar Card of the driver.
 - h) Earnest Money Deposit (EMD @ 5% of the quoted price) details along with the DD in favour of “Comptroller of Finance, Khallikote University” Payable at Berhampur.
18. The firm/ bidder/ service provider quoting the lowest price in toto category wise as listed in **Annexure-III** (L1 basis) shall be awarded the work.
19. The EMD of the successful bidder will be converted into security deposit and the same shall be refunded after completion of the transportation, and installation of the furniture, fixture, etc. in respect of ordered items as would be required in Berhampur University, to the satisfaction of the concerned authority.
20. The EMD of the unsuccessful bidders will be returned to the concerned bidder immediately after finalization of the tenders.

21. Details of service requirements are annexed as **Annexure-III**.

22. For any queries you may contact our email ID: registrar@khallikoteuniversity.ac.in

Note:

If any of the clauses is missed out in this bid document the guidelines of procurement of goods vide Memorandum no. 4939/E./Codes-27/2011, Dated, 13.02.2012 of Finance Department, Govt. of Odisha will be followed.



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GMax Building on NH – 16, Konisi, Dist-Ganjam, Odisha

Annexure-I

DETAILS OF THE BIDDER AND TRANSPORT SERVICE PROVIDER

GENERAL INFORMATION ABOUT THE BIDDER						
1	Name of the Bidder:					
	Registered Address of the firm: including Police Station					
	State:		District:			
	Telephone no. (code):		FAX:			
	Email:		Website:			
CONTACT PERSON DETAILS						
2	Name:		Designation:			
	Telephone No.: Mobile No.:		Email:			
COMMUNICATION ADDRESS						
3	Address					
	State:		District:			
	Telephone no.		FAX:			
	Email:		Website:			
TYPE OF THE BIDDER/ FIRM (Please Tick in the Relevant Box)						
4	Private Ltd.	<input type="checkbox"/>	Public Ltd.	<input type="checkbox"/>	Service Provider	<input type="checkbox"/>
	Packers & Movers	<input type="checkbox"/>	Others (Specify)	<input type="checkbox"/>		<input type="checkbox"/>
	Registration No. and Date of Registration					

KEY PERSONNEL DETAILS (Chairman, Director, CEO, MD, Managing Partner)						
5	Name		Designation		Email	
	Name		Designation		Email	
6	Whether any criminal case was registered against the company or any of the promoter and partners in the past					Yes/ No
7	<p>a. Whether Registered under GST? : YES/ NO</p> <p>b. GST Registration Number: _____</p> <p><i>(Copy of the Registration Certificate should be submitted)</i></p>					
8	<p>PAN Number: _____</p> <p><i>(Copy of the PAN card should be submitted)</i></p>					
9	<p><u>Details of Centres of Service Providing Agency in Odisha or Eastern India:</u></p> <p>Name of the Transport Agency: _____</p> <p>Address of the Transport Agency: _____</p> <p>_____</p> <p>Name of the Contact Person(s): _____</p> <p>Telephone and Mobile No.: _____</p> <p>Email: _____</p> <p>FAX: _____ (with code)</p> <p>Website: _____</p>					
10	<p>Bank Details of the Bidder: <i>(The bidders have to furnish the bank details as mentioned below for the return of EMD and Payment toward the supply (If selected)</i></p> <p>a. Name (as mentioned in the Bank Account): _____</p> <p>b. Bank Account number: _____</p> <p>c. IFSC Code of the bank: _____</p> <p>d. Name of the Bank and Branch: _____</p> <p>e. Address of the bank and Branch: _____</p>					

11.	Other relevant information, if any:
Date: _____ Place: _____	Name: _____ For and on Behalf of M/s _____ Full Address: _____ (Name of the Bidder with Seal)



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Annexure-II

Technical cum Financial Quote

Sl. No.	Name of the Service (Particulars as mentioned in Annexure-III categorywise)	Total Cost (in Rs.)	Remarks (if any)
1			
2			
3			
4			
5			
6			
7			
8			
	Taxes (GST)		
	Total Cost		

(Rupees
.....only)

Place:

Name:

Date:

Business Address:

Signature & seal of Bidder / Service
Provider / Authorized Agent



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Annexure – III: List of Services Required with Details

Sl No.	Category of Services	Data Particulars
1.	Transportation of Furniture & Fixture	Transportation of movable assets and consumables (Office, Office cum residence, classroom, laboratory)
2.	Electrification	Un-installation and re-installation of electric appliances and A.C. (17 Nos.)
	Electric fittings	Un-installation and re-installation of electric fittings (approximately 100 electric plug points, 35 ceiling fans, 35 tube lights)
3.	Lab equipments	Un-installation, transport and reinstallation of lab equipments and/or computers
4.	Aluminium partitioning	Dismantling of Aluminium partition at Khallikote university and reassembling/reinstallation at Berhampur University (approximately 450 sq. ft.)