



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

**Regional Centre Agartala**

**M.B.B College Compound, Agartala-799 004 , Tripura (W)**

**Ph: 0381- 2516714, Website: rcagartala.ignou.ac.in, E-mail: rcagartala@ignou.ac.in**

**Ref. No. : IG/ RC-Agt/Shifting/2024/01**

**Dated : 6<sup>th</sup> June , 2024**

**Sub : Quotation for shifting of Materials/Items/Goods/Furniture etc. of IGNOU Regional Centre, Agartala**

IGNOU invites quotation in sealed envelope from qualified and reputed Transporters / Movers and Packers having full-fledged service facilities and registered Office in Agartala having minimum 2 (two) years of experience in relevant job for shifting of Materials/Items/Goods/Furniture etc. of IGNOU Regional Centre , MBB College Compound, Agartala to new Campus of IGNOU Regional Centre at Malaynagar, Agartala.

Interested and experienced service providers (Transporters / Movers and Packers) may submit their quotation by completing and signing the enclosed forms "**Annexure I- company Profile**", "**Annexure II – General Information and Terms & Conditions**" and **Annexure III- Commercial Offer**".

Any legal dispute regarding the shifting process (if any) will fall under the jurisdiction of Delhi.

<b>Last date and time for submission of Quotation</b>	<b>22<sup>nd</sup> June, 2024 , 1.30 PM</b>
<b>Date and time of opening of Quotation</b>	<b>23<sup>rd</sup> June, 2024 , 11.00 AM</b>

**Assistant Registrar**



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
REGIONAL CENTRE - AGARTALA**

**COMPANY PROFILE**

(Quotation for shifting of Materials/Items/Goods/Furnitures/etc. of IGNOU Regional Centre, Agartala)

1.	Name of the Firm	
2.	Address	
3.	Regd. /Pvt. Ltd. / Other	
4.	Name of Proprietor / Partner / Managing Director	
5.	Name of the authorised signatory	
6.	Designation	
7.	Telephone No.	
8.	Email Id	
9.	PAN No. ( <b>Pl. attach copy</b> )	
10.	Service Tax Registration No.	
11.	Sales Tax / GST No. ( <b>Pl. attach copy</b> )	
12.	Years of Experience with supporting document(s)	
13.	IT Return for the last three Financial Years (2021-22,2022-23 and 2023- 24). Pl. attach copies of the return.	
14.	Annual turn-over for the last two financial year (2022-23 and 2023-24). ( <b>Pl. attach certified copy</b> )	
15.	Bank Details	i) Account No.  ii) Type of Account : Saving / Current  iii) Bank Name  iv) IFSC Code
16.	Vehicle Details	Type of Vehicle : Length : Breadth : Loading Capacity : Condition / Fitness of vehicle :
17.	Any other information	

**Signature  
Office Seal**

I confirm that I have read the tender document and understood that in case of any of the statements furnished by the undersigned is found false OR if any of / all the terms and conditions of the tender are not complied with, the tender is liable for cancellation and the earnest money deposited shall be forfeited by IGNOU.

I also certify that I have visited both locations of IGNOU Regional Centre Agartala at MBB College Compound and at Malaynagar and assessed local conditions required for shifting process.

I agree that the decision of IGNOU in all aspects would be final and binding on me.

**Dated:**

.....

(Signature)

Name:

Address :

(Office Seal)

**Note :** Please attach copies of relevant documents as stated above duly signed and sealed.



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
REGIONAL CENTRE - AGARTALA**

**General Information, Terms and Conditions**

(Quotation for shifting of Materials/Items/Goods/Furnitures/etc. of IGNOU Regional Centre, Agartala)

**1. Introduction**

The Indira Gandhi National Open University is a Central University established by an Act of Parliament with the mission to advance frontiers of knowledge and promote its dissemination through sustainable open and distance learning systems seamlessly accessible to all, including hitherto un-reached. The University carries out its functions through a chain of Study Centres established in reputed educational institutions.

**2. Scope of work**

2.1. The scope includes shifting the Materials/Items/Goods/Furnitures/etc. of IGNOU Regional Centre, Agartala from basement floor IGNOU Regional Centre, New Science Building, MBB College Compound, Agartala-799 004 to Ground & 1<sup>st</sup> Floor of IGNOU Regional Centre, Malaynagar, Agartala – 799 004

2.2. All process of shifting of Materials/Items/Goods/Furnitures/etc. of IGNOU Regional Centre, Agartala **including loading and unloading** must be completed within Five (05) working days.

2.3. The scope of the contract *inter alia* includes replacement of Items/Goods/Furnitures etc. by the vendor, in case of damage or loss of the same due to negligence attributable to the vendor.

2.4. All the Materials/Items/Goods/Furnitures/etc. must be placed in the designated place in the new premises of the Regional Centre, Agartala as decided by the authority.

2.5. The Transporters /Movers & Packers must have full-fledged service facilities and registered office in Agartala.

**3. Terms and Conditions :**

- a. Quotation shall be submitted in official prescribed form only. The complete quotation should be submitted by the bidders duly signed and stamped /sealed by them on each page.
- b. No paper shall be detached from the tender document. No tender shall be considered unless all the pages of the tender document are duly filled-in and signed and sealed by the tenderer.
- c. **Earnest Money Deposit :** The tender should be accompanied by an earnest money of Rs. 5,000/- (Rupees five thousand only) by way of a Demand Draft drawn in favour of **IGNOU** and payable at **Agartala. Please note that EMD will not be accepted by cheque, cash, money order or by bank guarantee.** No interest will be paid by IGNOU on EMD. The Earnest Money Deposit (EMD) of unsuccessful bidders shall be refunded after finalization of the bid.
- d. Quotations received without earnest money (EMD) in the form of Bank Draft and received after due date will not be considered.
- e. Quotation should be valid for at least 30 (thirty) days from the date of opening and the rates quoted shall be valid for the entire period of the contract. If any bidder withdraws during this period, the Earnest Money Deposit (EMD) will be forfeited.

**Signature  
Office Seal**

- f. All amounts should be mentioned both in figure and in words. Corrections, if any, must be attested. Where there is a difference between amounts quoted in figure and in words, the amount quoted in words shall prevail.

**Government duties leviable, if any, should be quoted separately, failing which IGNOU shall have no liability to pay these charges, and the liability shall be that of the bidder.**

- g. Late tenders will not be considered.
- h. In case of any difference / discrepancy between the rates quoted in figure and in words, the later shall prevail.
- i. Any over writing / correction should be authenticated by the signature of the authority signing the bid.
- j. The vendor must furnish details of (i) registered Office in Agartala (address, contact number etc.) , (ii) PAN No., (iii) Service Tax No., (iv) Sale Tax / GST No., (v) Years of Experience with supporting document(s), (vi) IT Return for the last three Financial Years (2021-22,2022-23 and 2023-24), (vii) Certified Annual turn-over for the last two financial year (2022-23 and 2023-24). . The vendor must attach photocopy of documents along with '**Annexure I - Company Profile**'.

#### **4. Submission of Offer**

- 4.1 The tender document is divided into two parts viz. "**TECHNICAL BID**" and "**FINANCIAL BID**",
- 4.2 ANNEXURE -I and ANNEXURE -II of the tender document, along with the Demand Draft towards EMD and other enclosures, constitute the TECHNICAL BID. This part completed in all respect, should be put in a sealed envelope **super-scribing "Technical Bid"**.
- 4.3 ANNEXURE-III of the tender document form the '**FINANCIAL BID**'. The Financial Bid completed in all respect should be detached from the tender document and put in another sealed envelope **super-scribing "Financial Bid"**.
- 4.4 Both the "**Technical Bid**" and "**Financial Bid**" should be put in a third sealed envelope **super-scribing " Quotation for shifting of Materials/Items/Goods/Furnitures/etc. of IGNOU Regional Centre, Agartala "**.

#### **4.5 Tenders submitted without above two bid system procedure will be summarily rejected.**

- 4.6 The tender, complete in all respect, should reach the Senior Regional Director, IGNOU Regional Centre-Agartala, New Science Building, MBB College Compound ,Agartala-799 004 **latest by 1.30 PM on 22<sup>nd</sup> June, 2024 positively.**
- 4.7 The tender documents can be sent by Speed Post or may be dropped in the Tender Box at the Regional centre **during 7<sup>th</sup> June, 2024 to 21<sup>st</sup> June,2024 (from 11.00 AM to 5.00 PM and from 11.00 AM to 1.30 PM on 22<sup>nd</sup> June,2024).** IGNOU will not be responsible for any postal delay.
- 4.8 Tenders will be opened on **23<sup>rd</sup> June,2024) at 11.00 AM** in the presence of bidders / their representative (if any). In this regard, no separate communication will be sent to the bidders.

#### **5. Evaluation of Offer**

- 5.1 Bidders will be short listed by the Local Purchase Committee (LPC) of the Regional Centre based on the information furnished in the Technical Bid. During this process, if needed, the LPC members may visit the office of the bidders to ascertain the facilities available.
- 5.2 The Bids shall be opened on **23<sup>rd</sup> June,2024) at 11.00 AM** in the presence of bidders / their representative (if any). In this regard, no separate communication will be sent to the bidders. Selected bidder will be announced on the above mentioned date. A formal communication (mail /post) will be sent to the selected bidder.
- 5.3 Any attempt by any bidder to bring pressure of any kind may disqualify the bidder for the present tender and the bidder may be debarred from bidding for any material / service in IGNOU in failure.
- 5.4 IGNOU shall have no obligation to convey reason for rejection of any bid. It shall be open for IGNOU to reject even the lowest bidder in the interest of the University and no reason whatsoever will be given therefore.

**Signature  
Office Seal**

## **6. Local Conditions**

It will be imperative on each tenderer to duly acquaint himself /herself of the local conditions and factors which would have an effect on the performance of the contract and cost.

Bidders are advised to visit IGNOU Regional Centre Agartala at both locations i.e. MBB College Compound and at Malaynagar **during 7<sup>th</sup> June, 2024 to 21<sup>st</sup> June,2024 (from 11.00 AM to 5.00 PM and from 11.00 AM to 1.30 PM on 22<sup>nd</sup> June,2024)**.. IGNOU shall not entertain any request for clarifications from the bidder regarding local conditions. No request for the enhancement in price shall be entertained after the bidder has accepted the offer.

Bidders should provide a Certificate towards their visits

## **7. Payment**

The payment shall be released against the bill raised by the vendor after satisfactory completion of work. Bill must clearly mention all applicable charges. Copies of insurance document(s) must be attached with bill. The payment would be made through PFMS only.

Income tax (TDS) as applicable will be deducted from the bills.

## **8. Indemnification**

The Contractor/ Trasnporter shall indemnify, hold and save harmless, and defend, at its own expense, IGNOU, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, to claims and liability in the nature of workmen's compensation, products liability and liability, *inter alia* , arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

## **9. Disputes**

In case of any dispute, decision of the Senior Regional Director , IGNOU Regional Centre Agartala is final and binding to the party. Any legal dispute regarding the shifting process (if any) will fall under the jurisdiction of Delhi.

**Signature**  
**Office Seal**



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
REGIONAL CENTRE - AGARTALA**

**Commercial Offer (Financial Bid)**

(Quotation for shifting of Materials/Items/Goods/Furnitures etc. of IGNOU Regional Centre, Agartala)

Sl. No.	Name of the Transporter / Packers & Movers	Rate (Rs.)	
1.	Rates offered for shifting of Materials/Items/Goods/Furnitures etc.	Base Price	
		Loading Charge	
		Unloading Charge	
		Packing Charge	
		Insurance Charge	
		GST	
		<b>Total</b>	(Rupees..... .... Only)
2.	No. of working days required for shifting		

**Signature  
Office Seal**