



HIMACHAL PRADESH ELECTRICITY REGULATORY COMMISSION
Keonthal Commercial Complex, Khalini, Shimla-171002

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E-mail: hperc@rediffmail.com Website:<http://www.hperc.org>

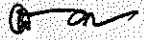
Tender Document Cost: Rs. 100/- (Rupees One Hundred Only) Non-Refundable

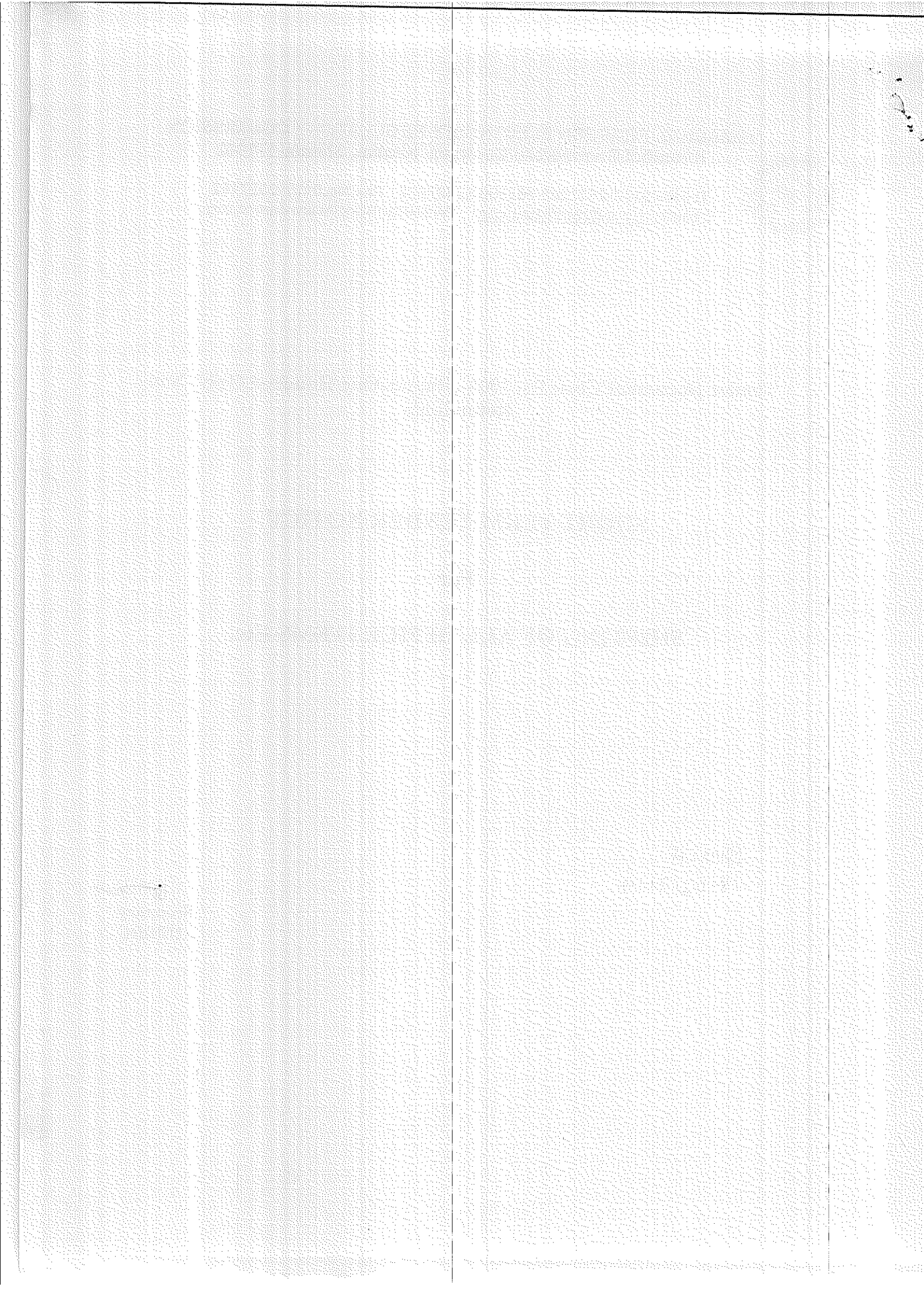
SHORT TERM TENDER NOTICE

For

SHIFTING OF ALL OFFICE ITEMS Etc.

SHIMLA
18.02.2017


Secretary
HPERC





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SHORT TERM TENDER NOTICE

Sealed quotations are hereby invited on behalf of Himachal Pradesh Electricity Regulatory Commission, for shifting of all items in existing offices of HPERC located at Keonthal Commercial Complex, Khalini and Sharma Sadan Khalini in a phased manner on the terms & conditions mentioned herein below and as detailed out in Annexure – A.

1.0 SCHEDULE OF SHIFTING AND SCOPE OF WORK

Sr. No.	Name of Work	Completion Time
1.	Shifting of Office Furniture & Fixture and Record etc. from Keonthal Commercial Complex Khalini and Sharma Sadan Khalini to Block No.37, SDA Complex, Kasumpti, Shimla.	1. Five days from the award of work

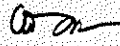
1.1 Scope of work of the Tender includes packing of all items, manuals, carriage, loading in the vehicles, transportation, unloading from the vehicles, carriage, unpacking staking the items at the required place, removal of packing material and cleaning.

1.2 Unpacking/used material will be removed by the transporter and disposed as per the statutory requirement for disposable of such material at the designated sites of MC, Shimla. The firm shall solely be responsible of unpacked/ used material and it will be the property of firm/transporter.

2.0 TERMS AND CONDITIONS

The bidder must having an experience in the shifting of various items including furniture/Fixtures of govt. offices/Private Office through road transportation during last 02(two) years.

Bidder should give assurance in writing for deploying required vehicles (truck/ pick up etc.) per day from the registered owner of the vehicle, including its registration No. & type of vehicle.


Secretary

Terms and Conditions

The transporter shall arrange the necessary permission if any required from any local authorities i.e. the traffic police etc. at his own level well in time. The cost on such account shall be borne by the transporter. HPERC shall in no way be responsible for any laps/cost on this account.

- 1.1 The quotation should be submitted in a sealed cover by 28.02-2017 by 2.00 PM subscribed "Quotation for Shifting of Office Items from existing offices located in Keonthal Commercial Complex, Khalini and Sharma Sadan Khalini to Block NO.37, SDA Complex, Kasumpti, Shimla in a phased manner consisting Demand Draft/Banker Cheque No. _____ dated _____" addressed to the Secretary, HPERC, Khalini, Shimla-2.
- 1.2 The sealed quotation shall be opened in the HPERC office, Keonthal Complex, Khalini, Shimla – 02 on 28-02-2017 by 3.00 PM in the presence of bidder, who may like to be present at the time of opening of quotations or his authorized representative.
- 1.3 The contractor shall be responsible for any damage/loss of property/life whatsoever during the execution of work and have to repair/ replace the damaged items, if any and HPERC will not be liable for any claim in this regard.
- 1.4 HPERC will not provide C Form, CT3, SEZ DOCUMENTS or any other related document for transportation of items.
- 1.5 The work shall be carried out without any disturbance to the smooth working of HPERC offices/ Local residence (s).
- 1.6 The firm/transporter shall pack the items safely and securely using the packing material, viz. bubble sheets, sacks, tat, niwar, sutli etc. at his own cost, so as to ensure that no damage occurs to any of the terms.

3.0 BID PRICES

- 3.1 The bid shall be submitted in Performa enclosed as ANNEXURE-I. The rate shall be inclusive of all taxes, duties & levies including service tax etc. Bidders interested for the above jobs can visit the above location of HPERC offices on any working day and inspect the material to be shifted. However, the tentative list of furniture etc. to be shifted is enclosed as ANNEXURE –II.
- 3.2 The rates shall be quoted in decimal in such a manner that no interpolation is possible. The rates shall be written both words and figures, then the rate as mentioned in words will be considered for evaluation.
- 3.3 The quoted price should include the cost of premium paid for insurance from duly approved IRDA Insurance Company.

4.0 BID VALIDITY PERIOD

Bid shall remain valid for acceptance for a period of 15 (Fifteen Days) from the date of opening of quotations. Validity of bids can be increased or decreased by the HPERC as per requirement.

carried out by the HPERC on the risk & cost of bidder and shall be recovered from any dues payable to the contractor.

9.0 SECURITY DEPOSIT/ EARNEST MONEY DEPOSIT

20% of the quoted amount shall have to be deposited by the bidder along with the bid on account security deposit/EMD in the shape of Demand Draft in the name of Secretary, Himachal Pradesh Electricity Regulatory Commission, Shimla and the same shall be returned/ refunded (without interest) to the participated bidders within 30 days. The bid without Security Deposit/EMD shall not be entertained/accepted. In case the successful bidder failed to execute the shifting of office material the Security Deposit/Earnest Money shall be forfeited.

10.0 PAYMENT

- 10.1 The payment shall be paid only after successful completion of work.
- 10.2 For payment, bill in duplicate shall be submitted to Officer-in- charge.
- 10.3 In case of any damages the same shall be assessed by HPERC. Accordingly, the percentage of payment shall be retained till repair of such items.
- 10.4 Applicable statutory levies/deduction, TDS, WCT etc. shall be deducted from the bill of bidder as per applicable law.
- 10.5 It is the responsibility of bidder to get the certificate for successful transportation of item with/without any damage and No. & type of Trucks/vehicle load from the Nodal Officer(s) of concerned branch/unit of HPERC.
- 11.0 The payment in respect of wages as per the payment of wages Act & Minimum Wages Act, etc. will be the liability of bidder and no liability on this account shall be borne by HPERC. The bidder shall comply with all the labour laws.
- 12.0 Conditional quotations will not be considered/ accepted.
- 13.0 Telegraphic quotations or quotations through E- mail will not be entertained.
- 14.0 Bids received after stipulated date & Time will not be considered/ accepted.
- 15.0 The contractor shall apply all acts/laws and other statutory provisions, rules, regulations & bye laws as are applicable with regard to the performance of work & engagement of the workers.

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5.0 EVALUATION

The evaluation of the tender shall be made based on the examination of the documents submitted and the rate quoted by the bidder. The work shall have to be executed immediately on award.

6.0 AWARD OF CONTRACT

The HPERC will place the award to the bidder whose quotation has been determined to be overall lowest (L1), after its evaluation as indicated above at Sr. No. 5.0.

7.0 DELAYED DELIVERY & COMPENSATION FOR DELAY

7.1 If the contractor fails to complete the work within the Schedule of time allowed for completion of work at Sr. No. 1, the contractor shall without prejudice to any other right of remedy of the HPERC on account of such breach, pay a compensation delay as under:-

- a) If the work is delayed beyond the completion period, not exceeding one week; 1% of the total contract value as per letter of award.
- b) If the work is delayed beyond the completion period, not exceeding two weeks; 2% of the contract value as per letter award.
- c) If the work is delayed beyond the completion period, exceeding two weeks; 5% of the total contract value as per letter award.

7.2 The amount of compensation on account of delay may be adjusted against any sum payable to the contractor including Security Deposit (20%) available with the HPERC. However, no claim, whatsoever, shall be entertained for taking such action of the HPPTCL.

7.3 Bidder shall be given extension time for the completion period on account of non- availability of fronts by HPERC or on account of circumstances arises beyond the control of bidder and acceptable to HPERC.

8.0 INSURANCE

8.1 The bidder shall be responsible to take all risk insurance w.r.t. the Scope of Work for all the items.

8.2 The bidder shall be responsible to carry out any repair work/ replacement required on account of damages occurred during shifting of items. No charges shall be reimbursed by HPERC on this account to the bidder. In case bidder fails to carry out the repair works (within 15 days), the same shall be

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- 16.0 The contractor will have to make his/her arrangements for residential accommodation, tools facilities and kind of machinery/items required for successful execution of work.
- 17.0 All risks/insurance/liability arising out of the scope of contractor to the labourers/ workers/officers working at site will be on the part of contractor.
- 18.0 If it happens to be holiday on the date of opening of the tenders, the same shall be opened on the next working day at the same time.
- 19.0 Any dispute arising out of execution of contract, courts at Shimla alone will have jurisdiction over the unresolved dispute.
- 20.0 The bidder shall satisfy himself with the material to be transported/ shifted after physical verification at his own level at all the existing offices of HPERC in Khalini. He shall also satisfy himself w.r.t. the mode of transportation of the items considering the accessibility of these offices, material/items to be shifted there from and the timings of entry / exit (if any) specified by the local Traffic Authorities/MC Shimla etc. The bidder shall also ascertain/satisfy himself of the location where the respective items are to be shifted room wise, safely and securely in good condition in the new office premises i.e. Block No.37, SDA Complex, Kasumpti Shimla any claim/ excuse whatsoever on this account during and after the execution of job shall not be entertained and shall be summarily rejected.
- 21.0 Submission of bid means that bidder has surveyed offices, roots to the New Office and read all terms and conditions of this NIT carefully and will comply all of them unconditionally.

On

Name of Work: Shifting of all office furniture, records etc. from Keonthal Commercial Complex and Sharma Sadan Khalini to Block No.37, SDA Complex, Kasumpti, Shimla in a phased manner.

1. From Keonthal Commercial Complex, HPERC office Khalini, Shimla to Block No.37, SDA Complex, Kasumpti, Shimla.
2. From Sharma Sadan, Khalini Shimla to Block No.37, SDA Complex, Kasumpti, Shimla.

PRICE BID

Sr. No.	Description of Shifting material in a phased manner of all the three premises of HPERC.	Amount (In Lump sum Rs.)	
		In figures	In words
1.	Shifting of all office furniture/ equipments/ files/records etc. from Keonthal Commercial Complex and Sharma Sadan Khalini. Bidders interested for the above jobs can visit the above locations of HPERC offices on any working day and inspect the material to be shifted. The tentative list of items is annexed as Annexure-II which shall be verified jointly.		


Note:- Rates shall be inclusive of all expenses/levies/duties/service tax etc. and as per the scope of work and the terms & conditions mentioned in NIT.

Signature & Name and Address of Bidder

Seal.....

Phone/Mobile

No.....



INSTRUCTINS TO BIDDER

1. Files, documents & other loose material etc. shall be packed on carton boxes of 40 Kg. Capacity (min.) safely and securely in bubble sheets, polythene sheets etc. and shall be properly sealed in the presence of Nodal Officer of respective Deptt./ Sections.
2. Adequate No. of Transport Vehicles, Manpower, Cartons & Packing Material etc. shall be arranged by the contractor for smooth shifting of office items as per Scope of Work mentioned in the NIQ. The bidder shall take all precautions w.r.t. rain, dust, etc.
3. Phase wise (building wise) detailed shifting of material shall be informed to the successful bidder in writing by OIC/EIC at the time of award. Quantity of cartons required for shifting of Files, Documents & other loose material etc. is to be assessed by the bidder himself and arrange at the time of shifting.
4. Furniture Godrej make, shall be dismantled and fixed by other agency (to be hired by HPERC), however, packing, transportation, unpacking & stacking etc. shall be carried by the bidder.
5. All other items as mentioned in shall be transported by the bidder as per Scope of work mentioned.
6. Entire shifting shall be completed as per schedule of shifting at Sr. No. 1 from the date of award of contract.
7. Shifting work shall be carried out between 9:30 AM TO 6:30 PM.
8. Successful bidder shall submit the handling/taking over of items of respective Deptt. Signed by Nodal Officer to the OIC of concerned section/unit of HPERC.

