



भारतीय बीमा विनियामक और विकास प्राधिकरण
**INSURANCE REGULATORY AND
DEVELOPMENT AUTHORITY OF INDIA**

Dated: 1st December, 2017

Notice inviting Tender for inviting quotes for shifting of office

Notice Inviting Tender for shifting of computers (including computer peripherals) and office equipment, files and records and other materials from present office premises of Insurance Regulatory and Development Authority of India (IRDAI) located at Parishrama Bhavan/ United India Towers to New Office Complex at Financial District, Nanakramguda, Gachibowli, Hyderabad, Telangana (Closing date: 1500 hours of 14th December, 2017)

Sealed quotations are invited from the Firm/Agencies specialized in packing and moving works for shifting of computers (including computer peripherals) and office equipment, files and records and other materials of Insurance Regulatory and Development Authority of India, Hyderabad, from 3rd and 5th floor of Parishrama Bhavan and 1st, 7th and 9th floor of United India Towers, Basheerbagh, Hyderabad to IRDAI's New Office Complex at Sy. No. 115/1, Financial District, Nanakramguda, Gachibowli, Hyderabad. The items to be shifted are PCs, peripheral devices, office records/files, few almirahs/sofas, etc. of about 300 persons (excluding tables and chairs) will be available for inspection between 2:00 P.M. and 5:00 P.M. from 06/12/2017 and 07/12/2017. For this purpose Shri Vikas Kumar, Manager, IRDAI, may be contacted at IRDAI, 7th Floor, United India Towers Bahseerbagh, Hyderabad - 500004 or over Telephone No. 040-23490860. The Firms/Agencies should also furnish a copy of the PAN, GST Registration and proof of being in the business for the last Five (05) years in the relevant field shall be submitted along with the quotations. Proof of Annual Turn Over which should not be less than Rs. 40,00,000/- for the last three years each, i.e. 2014-15, 2015-2016, 2016-2017 along with certified balance sheet and profit and Loss account for the last three years i.e. 2014-15, 2015-2016, 2016-2017 shall also be provided with the quotations.

2. Interested firms/agencies are requested to submit the rate quotation for the above mentioned items in a sealed cover super-scribed as “QUOTATION FOR SHIFTING OF COMPUTERS (INCLUDING COMPUTER PERIPHERALS) AND OFFICE EQUIPMENT, FILES AND RECORDS AND OTHER MATERIALS OF INSURANCE REGULATORY AND DEVELOPMENT AUTHORITY OF INDIA”. It should be completed in all respects and be dropped in the tender box kept at 3rd floor, Parishrama Bhavan, Basheerbagh, Hyderabad by 14th December, 2017 at 03:00 P.M. Earnest money of Rs. 25,000/- (Rupees Twenty Five thousand only) may please be attached with the quotation in the form of Demand Draft in favour of “Insurance Regulatory and Development Authority of India” failing which the bids shall be rejected. The quotations should also indicate the response time and service commitment. The tendering firm/agency should have sufficient staff and communication facilities to respond in the shortest possible time.

3. IRDAI reserves the right to reject any or all quotations without assigning any reasons thereof.

4. The quotations received will be opened at 03:30 P.M. on the same day i.e. 14th December, 2017 at IRDAI. The tendering firm/agency or their representative may, if they so desire, be present at the time of opening of quotations.

5. The terms and 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 submitted in a sealed envelope.

(iii) The firm/agency shall indicate the lumpsum rates for the said job (as per Annexure-I). 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 number of vehicles that will be utilized for the purpose may also be given along with copies of their Registration Certificate (RC) one day prior to start of shifting.

(vi) The shifting of offices shall include following:-

- a. Packing of computers (including computer peripherals) and office equipment, files and records and other materials as available in the respective rooms, cubicles and work-stations at 3rd and 5th floor of Parishrama Bhavan and 1st, 7th and 9th floor of United India Towers, Basheerbagh, Hyderabad.
- b. All packed computers (including computer peripherals) and office equipment, files and records and other materials marked with Department Name, Employee-id and identification of destination floor/department/room/ cubicle and work-station of the respective employee.
- c. Carrying all the packed articles/material carefully to ground floor of the respective buildings, loading into the transport vehicle and transportation to IRDAI's New Office Complex at Sy. No. 115/1, Financial District, Nanakramguda, Gachibowli, Hyderabad.
- d. Unloading all the packed articles/ material from the transport vehicle and carrying them to respective departments at different floors, as per identification mark on each packed item.
- e. Unpacking of the computers (including computer peripherals) and office equipment, files and records and other materials and placing them as per identification marking on each packed item. Plugging of IT equipments and office equipments.
- f. Obtaining certificate for proper shifting with list of materials shifted from authorised official of IRDAI.
- g. Disposal of packing material etc.
- h. The selected Firm/Agency has to use their own good quality packing material, gunny bags, packing tape, sutli, cardboard carton, thermocol sheet etc.

(vii) The Firms/Agencies should be Hyderabad based or should have good physical presence in Hyderabad.

(viii) The submission of bid will not place the IRDAI under any obligation to place the order with the Firm/Agency and no expenses incurred by the contractor in this regard will be payable by the IRDAI.

(ix) 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. IRDAI in no case shall be a party to such a dispute.

(x) Under normal circumstances, the rate shall be valid for a period of one month from the date of issue of work order.

(xi) Responsibility of taking necessary permission from the Traffic Police Authority for shifting shall be of the selected Firm/Agency.

(xiii) Responsibility for safe packing, loading/unloading and transportation of goods i.e. computers (including computer peripherals) and office equipment, files and records and other materials will lay with the successful bidder. Any partial or complete damage/theft/loss etc. of the goods during shifting or physical injury to any labour in loading/unloading shall be of the Firm/Agency.

(xiv) The damage caused, if any to the property of the IRDAI through negligence or otherwise during packing, loading while on transit, unloading, unpacking and while taking to designated rooms/cubicles/work-stations shall be at the risk and responsibility of the Firm/Agency. The financial or any other loss suffered by the IRDAI on this account shall be made good by the Firm/Agency.

(xv) Evaluation of tender for deciding L1 bidder shall be done on the basis of total lowest rates quoted for the items as indicated in Annexure-I.

(xvi) The successful bidder shall complete the entire shifting work on the days and dates of shifting fixed by IRDAI, favourably on Saturdays/Sundays.

(xvii) The payment shall be made after receipt of satisfactory completion of the entire shifting work report from the Authorised official from IRDAI.

(xviii) In case of any dispute, the decision of the Insurance Regulatory and Development Authority of India (IRDAI), shall be final and binding on both parties.

(xix) IRDAI reserves the right to reject any or all quotations without assigning any reasons thereof.

6. 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.

(M. Pulla Rao)
Executive Director (Gen.)
Tel: 23381110

ANNEXURE-I

Name of the Firm: _____

Registered/Postal Address of the Firm _____

Telephone No. of the firm: _____

E-mail of the firm _____

PAN No. of the firm _____

GST/TIN NO. of the firm (if applicable) _____

Service Tax Registration (if applicable) _____

Sl. No.	Description of Work	Lumpsum Amount (Rs.) #
1.	Furniture items including almirahs, sofas, etc.	
2.	IT related and electronics items (Computers, Printers, etc.)	
3.	Office Files and records	
4.	Other Misc. items	
Total (including all applicable taxes/ permits)		

Inclusive of all taxes and packing-unpacking, loading-unloading, packing material, and misc. charges.

I/We hereby accept the terms and conditions expressed in the notice inviting tender.

We also submit copies of the following documents in support of our eligibility:

- (i) Latest telephone bill in the name of the firm to indicate firm/agency's office address in twin city of Hyderabad/Secunderabad.
- (ii) Copy of the PAN
- (iii) Copy of the GST Registration
- (iv) Proof of being in the business for the last Five (05) years in the relevant field.
- (v) Proof of Annual Turn Over not be less than Rs 40,00,000/- for the last three years each, i.e. 2014-15, 2015-2016, 2016-2017.
- (vi) Certified balance sheet and profit and Loss account for the last three years i.e. 2014-15, 2015-2016, 2016-2017.

Note: Evaluation of tender for deciding L1 bidder shall be done on the basis of total lowest rates quoted for the items as indicated above, after due corrections after checking mathematical accuracy of the rates/totals, etc.

SIGNATURE WITH SEAL

Date: