

A.P. STATE HOUSING CORPORATION LTD., S.PS RIVER VIEW
APARTMENTS, TADEPALLI-AMARAVATHI-522501.

Sri G.S.Naveen Kumar, I.A.S.
Managing Director

No. A5/55/Shifting of Furniture/2016,

Dated:25 .11.2020

**SHORT TENDER NOTICE FOR SHIFTING OF OFFICE Furniture and
Fixtures/DOCUMENTS/EQUIPMENTS AND OTHER ITEMS:**

The APSHCL, Tadepalli invites sealed tenders from authorized Dealers / Companies / Firms or Individuals specialized in packing and moving works (relocation of files/office equipments etc) for shifting office items including Files/Documents, Computers & Accessories, Printers, Xerox Machines, Sofas etc. between APSHCL in Tadepalli to New APSHCL Office Building, Plot No 11 and 12 , Autonagar, Vijayawada-520008.

➤ THE APPLICATION WILL BE DOWNLOADED FROM OUR
WEBSITE: www.housing.ap.gov.in

The details of the shifting location of the office are given hereunder:-

- ❖ APSHCL Office Building, Plot No 11 and 12 , Autonagar,
Vijayawada-520008
Contact Officer: Sri P. Harisankara Rao, Manager(A)
Mobile No. 70393930031

II. TENDER PROCESS:

The present Tender is for submission of Technical Bid and Financial Bid for shifting office items and equipments including files/documents, Books, computers & Accessories, Printers, Xerox Machines, Sofas etc at APSHCL , SP's River View apartments, Tadepalli.

The items are to be shifted are listed out in Annexure – I.

- 1) The tender form in the pro-forma prescribed in ANNEXURES-II & III complete in all respects shall be submitted in separate sealed covers addressed to the Managing Director, APSHCL, Tadepalli by 4.00 p.m. on Dated: 04.12.2020.
- 2) The sealed covers should be super-scribed with "Technical Bid – Shifting of Office items/Equipments".
- 3) Technical Bids will be opened on Dated: 04.12.2020 at 05.00 PM in the presence of bidders or by their duly authorized representatives, if they so desire , in the Office of APSHCL, 2nd floor, SP's River view apartments, Tadepalli, Amaravathi-522501. Incomplete Bid documents shall be rejected.
- 4) The valid Technical Bids shall be scrutinized by the Department and Financial Bids of only those who qualify in the Technical Bid will be opened at 05.30 PM on Dated: 04.12.2020. Late submission of Bids shall not be accepted.
- 5) If the tender is sent by post / courier, it should be ensured that the cover is intact at the time of reaching the destination without any damage or loss. Department is not responsible for the delay on account of Postal / Courier Services.
- 6) Earnest Money Deposit of Rs.50,000/- (Rupees Fifty Thousands only) per application in the form of Demand Draft/Banker's cheque of scheduled Bank drawn in favour of the Managing Director, APSHCL,

payable at Vijayawada shall accompany the Technical Bid. Technical bids without Earnest Money Deposit, will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder who withdraws or the details furnished in the Technical bid are found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit.

7) The tenderer shall sign and stamp each page of the Tender Document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the Technical Bid. The tenderer would fill up the information in the Annexure enclosed at the end of this document in clear and legible terms. Wherever required, copies of the supporting document in respect of the details mentioned in the annexure should be enclosed. The price quoted by the bidder shall be written in figures & words as well. ANNEXURES-II & III shall also have to be signed and stamped by the bidder or its authorized signatory.

8) The tender forms shall be rejected if it is not complete in any aspect.

9) The tender documents are not transferable.

10) Scope of work: The Office items and equipments like files/documents, Books, Computers and Accessories, Printers, Xerox Machines, Sofas, Almirahas etc as listed out in Annexure –I are required to be transported/shifted from AP SHCL, SP's River view apartments, Tadepalli, Amaravathi-522501 to New AP SHCL Office Building, Plot No 11 and 12, Autonagar, Vijayawada-520010.

The scope of work includes:

- a. Packing with carton boxes of files/Documents/Books, and Computers & Accessories, Printers, Xerox Machines glass tables and valuables with bubble sheets, Sofas etc in a proper and orderly manner and shift it to the new premises as mentioned above without any damage.
- b. Unloading all the packed articles/material from the transport vehicle, and carrying to the respective floors/rooms and unpack the same without any damage
- c. Obtaining completion certificate for proper shifting with list of materials shifted, from concerned Officers/Sections.
- d. The selected Firm/Agency has to use their own good quality packing material, like gunny bags, packing tape, cardboard carton, thermocol sheets etc.
- e. The Firms/Agencies should be AP/TS based or should have an office in AP.
- f. The submission of bid will not place the Income tax Department 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 Department.
- g. 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. The Department in no case shall be a party to such a dispute.
- h. Under normal circumstances the rate shall be valid for a period of six months from the date of issue of work order.
- i. Responsibility of taking necessary permission from the traffic police authority for shifting shall be of the selected Firm/Agency.
- j. 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.
- k. The damage caused, if any to the property of the Department through negligence or otherwise during packing, loading while on transit, unloading, unpacking and while taking to designated rooms, shall be the responsibility of the Firm/Agency. The