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RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY (RGPT)

Ratapur Chowk, Rae Bareilly- 229 316, Uttar Pradesh

Phone: +91-535-2704208, **Fax:** +91-535-2211888,

Website: www.rgpt.ac.in

**Tender Document for Shifting Institute's Goods
(Furniture, Fixtures, Lab equipment) and
households items of faculty and staff members to
RGPT Jais, Dist.- Amethi, Uttar Pradesh, India**

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Website: www.rgipt.ac.in

Tender: RGIPT/RBL/Shifting /01/2016

Date: 03-09-2016

Notice Inviting Tender (NIT)

1. Rajiv Gandhi Institute of Petroleum Technology, Rae Bareli has been set up by Ministry of Petroleum and Natural Gas (MoPNG) through an Act of Parliament as an Institute of National Importance. Institute's own state-of-the-art campus is coming up at 45 acres land at Jais, Dist- Amethi, 30 km from Rae Bareli city. On behalf of The Director, Rajiv Gandhi Institute of Petroleum Technology (RGIPT), sealed tenders are invited under Two Bid Systems i.e. Eligibility Criteria and Financial Bid from reputed experienced and financially sound Companies/Firms/Agencies in the field of "Packers & Movers" for the work of shifting of Institute's goods (furniture, fixtures, lab equipment) and households' items to RGIPT Jais, Dist.- Amethi, Uttar Pradesh, India for delivery of consignments on "Door Pickup-Door Delivery basis" for 9 months.

S. No.	Nature of Work	EMD	Period of contract	Date of submission of Tender	Date of opening of Tender
1	Shifting of Institute's goods (furniture, fixtures, lab equipment) and households' items to RGIPT Jais, Dist.- Amethi, Uttar Pradesh, India	Rs. 50,000.00	9 months	20-09-2016 up to 3.00 PM	Eligibility Criteria 20-09-2016 at 4.30 PM Financial Bid 24-09-2016 at 3.30 PM

2. The tender documents can be downloaded from www.rgipt.ac.in or www.tenders.gov.in
3. **Qualifying Criteria:** Bidders should be experienced and reputed Companies/Firms/Agencies in the field of "Packers & Movers/ transporter" for the shifting of Institute's goods (furniture, fixtures, lab equipment) and households items to RGIPT Jais, Dist. Amethi, Uttar Pradesh, India for delivery of consignments on "door pickup-door delivery basis" for 9 months with the eligibility as below:

S. No.	Criteria	Supporting documents required
1	Be a registered organization/ transporter under the relevant rules/ authority/ Statute	Attested copy of Registration
2	Have at least 3 years of experience in this area of activities i.e. Relocation/ shifting services in India	Attested copies of work / sanction orders and copies of work completion certificates
3	Have handled at least 5 such contracts / orders involving shifting of office items and Machines.	Among the three, One should be from Govt. organization/ Govt. under taking.

4	Have an office in Lucknow, Delhi/ NCR or tie up and consortium with other transporter.	Address proof and proof of consortium required.
5	The average annual financial turnover for last 3 years should be at least Rs 1 Crore.	Attested copies of the balance sheets along with ITR of last three financial years, duly certified by a Chartered Accountant shall be submitted in support of the requisite financial Turnover.
6	PAN & registered under Service Tax dept.	Attested copies of PAN & Service tax registration certificate.
7	EMD	Rs 50,000/
8	Not have been penalized by any company or firms for poor quality of work or breach of contract norms in the last 5 years	Submit an affidavit in this regard
9	Not have been black listed by any government department/ Public sector enterprises.	Submit an affidavit in this regard

4. The bidders shall submit the copies of relevant documents to support their eligibility in the Envelope-1 of the tender. The copies of these documents shall be signed and stamped by the bidder.
5. **Process for filing Tender:** The tenders are to be submitted in two separate sealed envelopes/covers enclosed in a bigger envelop.

ENVELOPE-1: The Envelope-1 shall contain the followings documents:

5.1 Earnest Money Deposit (EMD) as per NIT issued in favor of 'Rajiv Gandhi Institute of Petroleum Technology' payable at Rae Bareli.

5.2 Acceptance letter for unconditional acceptance of the Tender conditions as per the Proforma given in the Instructions to Tenderers. (Signed and Stamped) Annexure 'A'

5.3 An undertaking affidavit on Stamp Paper of Rs. 100/- as per Annexure 'B'

5.4 Tendering Companies/Firms/Agencies are required to enclose photocopies of the following documents (duly attested by Group 'A' Gazetted Officers of the Government of India or Class-I Officers of the State Government) along with the eligibility criteria, failing which their bids shall be summarily/out-rightly rejected and will not be considered any further:

- (a) Registration certificate
- (b) Copy of PAN/ TAN No
- (c) Copy of the Audited Report & IT return of last 3 financial years
- (d) Copies of the EPF and ESI certificates
- (e) Copies of the Service tax registration certificate
- (f) Credentials/documents in support of meeting the Eligibility Criteria criteria as prescribed in the NIT.

5.6 This envelope shall be marked as: Envelope-1: Eligibility criteria including "EMD", Acceptance letter/Annexure A, Annexure 'B', Signed tender document including NIT, GCC etc.)

NIT No. :

DUE ON :

FROM: (NAME OF THE TENDERER) :

ENVELOPE-2

5.7 The envelope- 2 shall contain the following: Price Bid duly filled in, signed and stamped on each page by the tenderer/ authorized representative of the tenderer.

5.8 No cutting or overwriting shall be allowed and in any such cases, the bid shall be treated as CANCELLED AND TENDERER SHALL BE TREATED AS DISQUALIFIED.

5.9 This envelope shall be marked as: ENVELOPE-2: PRICE BID for (Name of work as mentioned in NIT "Notice Inviting Tender")

NIT No. :

DUE ON :

FROM: (NAME OF THE TENDERER):

- 6 Both envelopes (1 and 2) shall be placed in a bigger envelope with mention of Name of work, date and time of submission of bids along with tenderer name and address and to be submitted to:

The Director,
Rajiv Gandhi Institute of Petroleum Technology (RGIPT)
Ratapur Chowk,
Rae Bareli- 229316, Uttar Pradesh, India

before last date and time i.e. up to 03.00 PM on 20-09-2016.

- 7 Tenders received after the last date shall be summarily rejected and will be returned to the intending tenderer in sealed condition.
- 8 The tenderer shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same along with the bid.
- 9 The intending tenderer, if required, may submit questions in writing or e-mail at jprasad@rgipt.ac.in or enquire on Phone No- 0535-2704214/2704208 to seek clarifications latest by (09-09-2016) to the Office of Corporate Communication.
- 10 The "Eligibility Criteria" will be opened on 20-09-2016 at 03:30 P.M. in the presence of the tenderers or/and their representatives at Conference Hall, RGIPT, Ratapur Chowk, Feroze Gandhi Polytechnic Campus, Rae Bareli- 229316.
- 11 "Financial Bid" will be opened on 24-09-2016 at 03.30 P.M. of those bidders who are declared eligible in the eligibility criteria by Tender Evaluation Committee.
- 12 Director-RGIPT or any person authorized by him reserves the right to accept/reject any or all the tenders in part or full or divide the work among two or more parties and in such case bidders/intending bidders, shall not have any claim on Office of The Registrar, RGIPT Rae Bareli.

Registrar
RGIPT Rae Bareli

Scope of Work and General Instructions for Tenderers:

1. The tender for shifting of files, computers, Office Equipment & Furniture, Household items from RGIPT offices at Rae Bareli and Noida to RGIPT Jais, Dist- Amethi for delivery of consignments on “Door Pickup-Door Delivery basis”
2. The scope of work shall include the following:
 - 2.1 Dismantling, packing, shifting of files, computers, Office Equipment & Furniture, Steel Almirah, Wooden Cupboard, Bookshelves, Ceiling Fans, DG Sets, lab equipments, etc and unpacking the same at designated location by manual and mechanical means and other incidental / necessary works.

2.2 RGIPT offices are located at following locations:

Location-1	Location-2	Location-3
RGIPT Rae Bareli	RGIPT Rae Bareli	RGIPT Noida
Feroze Gandhi Polytechnic Campus, Ratapur Chowk, Rae Bareli-229316, UP	Residential Block ITI Township, Rae Bareli-229010 Uttar Pradesh	2nd Floor, G+3 Block, OIDB Bhawan, Plot No. 2, Sector- 73, Noida-201301, UP
Contact Mr. Vivek Singh Mobile: 08090680040		Contact Mr. Ankit Mohan Mobile: 09999923436

- 2.3 RGIPT office at Rae Bareli is a 2-storey building while residential blocks are of two/three storey. RGIPT Noida office is located at 3rd floor in OIDB Building and at the both locations, truck can reach upto entrance of office.
- 2.4 The scopes of jobs include arranging lorries/ trucks, adequate labour and supervisor for transportation of goods and loading the packed goods in trucks.
- 2.5 Arrangements of special and sophisticated support machinery such as Hydraulic, chain pulley, cranes and other machinery, if required.
- 2.6 The goods to be wrapped with ballooning paper, HM Laminated Foams, corrugated sheets, Thermacol sheets, air bubble wrapping material, water proof, moisture free, wherever is required so that the goods can easily overcome jerks while shifting and are delivered to the destination without scratch.
- 2.7 While loading and re-location of the Laboratory Equipment, agency should ensure that Lab Equipments have to be moved and set up on scheduled date, time and place.
- 2.8 Place the equipment in position at designated location as directed by Institute in the RGIPT Jais Campus, Dist- Amethi.

- 2.9 While shifting the goods, agency should protect the floors, walls and door-amb, to prevent wear and tear of valuable office space.
- 2.10 Transportation of goods to RGIPT Jais Campus, Bahadurpur, Near Jais Railway Station, Mukhetia More, Post- Harbanshganj, Amethi- 229304, Uttar Pradesh. RGIPT campus is on NH- 128 (Rae Bareli to Sultanpur) and 30 km from Rae Bareli city and the truck can reach upto about 50 meters of the building.
- 2.11 Unloading all items from the Lorries/Trucks and carrying to the rooms, and placing at the indicated position.
- 2.12 The tenderer should assess the state of existing files, computers, Office Equipment & Furniture available in the offices and Household items, etc. before submitting the tender and financial bid on door pickup point and delivery point at Jais, Dist- Amethi on fixed price basis for sealed container of 10 feet and 20 feet long.
- 2.13 There are 53 staff in Rae Bareli and 8 in Noida, whose households items shall be shifted to Jais, Dist- Amethi, Uttar Prasad. The numbers of staff members are subject to change.

3. Follow Best Practices

- 3.1 Tenderer are advised to visit the Institute on any working day with prior appointment to inspect the files, computers, Office Equipment & Furniture, Steel Almirah, Wooden Cupboard, Bookshelves, Ceiling Fans, DG Sets, lab equipments, etc to be shifted and examine the area and its surrounding including local bylaws, traffic verification before submitting their tenders. They are advised to acquaint themselves and obtain necessary information as to risks, contingencies and other circumstances, which may influence or affect their tender.
- 3.2 The Tenderer should suggest clearly the mechanism that they adopt for the said activity of shifting of existing files, computers, Office Equipment & Furniture available in the offices and Household items, etc. from the offices.
- 3.3 The Tenderer should follow the standard specification for Transporting and Delivery from RGIPT Rae Bareli and Noida offices to RGIPT Jais, Dist Amethi by safe method (sealed container) and to follow the environmental standards as followed by the normal transport companies/ packers/ movers all over the country.
- 3.4 Identify the best practice in the field of logistic support system and follow the Indian standard without causing any damage to documents or files at existing as well as at new locations.
- 3.5 Files shall be packed in bundle form of 1.5 feet height and rapped in cloth/gunny bags by the respective office. Unpacking of bundle shall be done by respective department/section. Charges of packing should not be included in Financial Bid.

3.6 In case of accident or damage /maintenance of vehicle can't affect the period of delivery.

3.7 Loading and unloading of files, computers, Office Equipment & Furniture and household items shall be done by the vender itself.

3.8 Tracking of consignment of files should be done by vendor and submit the report to the RGIPT office on daily basis.

4. SHIFTING PROCESS:

4.1 The packed files/boxes have to be listed and numbered and arrangements need to be made to shift / transport to the RGIPT Jais, Dist- Amethi.

4.2 As there is lift facility available in all RGIPT buildings, the tenderer has to shift boxes/items at specified location of RGIPT Jais (five floors) through the lift/staircase to all the floors by using his own method of shifting without any damage.

4.3 The tenderers shall quote separate amount for all above activities of both centers (Rae Bareli and Noida) inclusive of applicable taxes (including toll tax etc.).

4.4 The period of the contract shall be for 9 months and it may be further extended provided the requirement of the Institute for the above persists at that time, or, may be curtailed/ terminated at any time before the normal tenure owing to deficiency in service or late delivery by the selected Company/Firm/Agency. The Director or an Officer authorized by him however, reserves right to terminate this initial contract at any time after giving one-week notice to the selected Contractor.

5. EVALUATION / SELECTION METHOD:

5.1 The Tenders shall be evaluated in two stages.

5.2 Qualification of the Tenderer shall be evaluated by a Tender Evaluation Committee based on eligibility criteria, which will be carried out prior to opening of financial bid.

5.3 Financial bid of only those Tenderers will be opened who fulfill the Eligibility Criteria.

5.3 Tenderer who quotes lowest amount (In totality for both locations) including applicable service taxes, Toll tax etc. will be awarded the contract. However, the competent authority may accept / reject the lowest bidder and consider otherwise.

6. TIME FRAME AND COMPLETION OF SHIFTING:

6.1 The first phase of shifting shall commence on 1st October and finished by 15th October 2016.

6.2 The selected bidder / company shall have to give delivery of each consignment on same day for the case of items loaded at Rae Bareli and within 4 days from the date of pickup of consignment from Noida.

7. PAYMENT TERMS & OTHER CONDITIONS

7.1 No advance shall be paid to the successful bidder before commencing the shifting / transporting activity.

7.2 Bill of transportation shall be submitted at RGIPT Rae Bareli Office, the bill will be processed, and payment is made by the same office.

7.3 Full payment will be made within 30 days from the date of delivery on successful completion of the activity and within the time frame stipulated in the work order.

7.4 Any damages to the bundle or files or boxes during shifting process to be covered by the transit insurance for the amount to be specified by this office. The Cost of insurance premium shall be included in the financial bid amount.

7.5 Valuation of amount for Insurance of files should be done @ Rs. 750/- per bundle of 1.5 feet height. While valuation of other Institute's assets and faculty and staff households items shall be done on actual basis. Accordingly, it shall be the responsibility of vendor to do the insurance for the amount calculated for vehicle as per rates specified above.

7.6 The RGIPT has the right to correct / add any terms of payment.

7.7 The bill should be submitted to RGIPT Rae Bareli Office for payment.

7.8 The selected bidder shall submit a performance bank guarantee of Rs. 1.50 Lakh within 7 days of issue of order / letter of interest by the competent authority.

7.9 He shall over see that no damage happened to Building, property, etc. during shifting. Any such damage has to be compensated by the vendor.

7.10 If any furniture, fixtures, lab equipment, household items or any other items found damaged/missing during transit/shifting, full cost shall be recovered from the contractor.

7.9 No deviation from the above conditions shall be allowed.

8. BREACH OF CONTRACT

The failure of a party to fulfill any of its obligations under the contract shall not be considered to be a breach of default under this contract in so far as such inability arises from an event of Force Majeure provided that the party affected by such an event

- (a) Has taken all precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of the contract and
- (b) Has informed the Institute as soon as possible about the occurrence of such an event
- (c) Extension of time in case of shifting contractor / company is unable to perform the services under this contract as a result of force majeure the contract period shall be duly extended for a period equal to the time during which such force majeure condition existed.
- (d) Payment: During the period of inability to perform the shifting activity /services as a result of an event or force Majeure the contractor /company shall be entitled for payment of the work completed under the terms of this contract

9. PENALTY CLAUSE:

- (a) In case of time overrun beyond the stipulated period, the defaulting Company/contractor shall have to pay a penalty of 1% of the order/contract for every day of delay till another 10 days and thereafter additional 2%, 3% & 4% for the delay caused respectively for 2nd, 3rd & 4th 10 days period which may be adjusted from the amounts payable at the time of final settlement. However, under exceptional circumstances the competent authority can waive off the penalty.

10. DISPUTE RESOLUTION:

10.1 Legal jurisdiction is Rae Bareli.

10.2 In the event of any dispute or difference between the parties hereto, as to the operation of this contract, or the respective rights and liabilities of the parties on any matter in question, dispute or difference on any account or as to the withholding by the RGIPT of any certificate to which the supplier may claim to be entitled to or if the RGIPT fails to make a decision within a reasonable time, then in any such case, but except in any of the expected matters referred to in the clause, the shifting contractor after 90 days of his presenting his final claim on the disputed amounts or difference, may refer the matter to arbitration. Such demand for arbitration shall specify the matters which are in question, dispute difference and only such dispute or difference, shall be referred for the arbitration to as per the provisions of the Indian Arbitration and Consolation Act, 1996 for the time being in force, or of any other act of the Legislature passed in substitution thereof or modifications thereof and for the time being in force, apply to such arbitration.

10.3 The transporter/contractor shall not except, with the consent in writing of the RGIPT, in any way delay the carrying out of the work by reason of any such matter, question or dispute being referred to arbitration, but shall proceed with the work with all due diligence and shall, until the decision of the arbitration is given, abide by the decisions of the RGIPT and no award of arbitration shall cause and change in this agreement the requirement to adhere strictly to the Institute's instructions with regard to the actual carrying out of the work, except as specifically affected by such award.

10.4 Progress of transporting of files shall not be suspended or delayed because of the existence of any such dispute. The Institute's decision on such dispute or difference shall be conclusive until reverses by the arbitrator.

10.4 RGIPT Rae Bareli has the right to accept or reject the tender.

11. Validity of Quoted Rate

11.1 The quoted rate shall be valid for 9 month or until July 2017.

12. General Conditions of Contract (GCC)

12.1 These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.

12.2 All bids completed in every respect must reach this office within the last date and time of receipt of bid. No extension shall be allowed for any reason what so ever. Late tenders, Tenders received without Bid security/Earnest Money will be rejected summarily.

12.3 Within 5 days of receipt of the notification of contract award, the Supplier shall furnish performance security. The successful tenderer will have to deposit a Performance Security Deposit of Rs. 1.50 Lakh (Rupees One Lakh Fifty Thousand only) in the form of Bank Guarantee to be deposited to the The Registrar, Rajiv Gandhi Institute of Petroleum Technology (RGIPT), Ratapur Chowk, Rae Bareli- 229316, Uttar Pradesh covering the period of contract. In case, the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.

12.4 The proceeds of the performance security shall be payable to RGIPT as compensation for any loss resulting from the Transporter's failure to complete its obligations under the Contract.

12.5 The office or its representative shall have the right to inspect and/or to visit the transporter company to confirm their conformity to the contract specification at no extra cost.

12.6 No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

12.7 The conditional bids shall not be considered and will be out rightly rejected in very first instance.

12.8 All entries in the tender form should be legible and filed clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cutting, if any in the eligibility criteria, application must be initialed by the person authorized to sign the tender bids.

- 12.9 The contract shall commence from the date of receipt of acceptance of the work order which shall be accepted by the tendering Company/Firm/Agency within not more than 5 days from the receipt of the order or 7 days from the date of said order, whichever is earlier and shall continue in phased manner till 9 months unless it is curtailed or terminated by the Director, RGIPT or a person Authorized by him owing to deficiency of services, late delivery and damages of bundles, breach of contract.
- 12.10 The contract may be extended, on the same terms and condition or with some addition/deletion/modification, for a further specific period mutually agreed upon by the successful service providing Company/Firm/Agency and The Competent Authority.
- 12.11 The contracting Company/Firm shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Institute.
- 12.12 The tenderer will be bound by the details furnished by him/her to this Institute, while submitting the tender or at subsequent stage. In case any of such documents furnished by him/her is found to be false at any stage, it would be deemed a breach of terms of Contract marking him/her liable for legal action besides termination of contract.
- 12.13 The Director, RGIPT or an officer authorized by him as competent authority reserves right to terminate the contract during initial period also after giving a week notice to the contracting agency.

13. LIABILITIES, CONTROL, ETC. OF THE PERSONS DEPLOYED

- 13.1 The Rajiv Gandhi Institute of Petroleum Technology (RGIPT) is an Institute of National Importance under the aegis of MoPNG and has five days working (i.e. Monday to Friday) in a week from 9.00 to 6.00 PM with a lunch break of 1 hour from 1.00 PM to 2.00 PM. Besides this, the Institute observes the Gazetted holidays notified by the Government of India from time to time. The documents shall be picked and delivered in working day time as given above.
- 13.2 The contractor shall be solely responsible for the redressal of grievances/resolution of disputes and mishappening during transportation relating to person/vehicle deployed for the work. The Institute shall, in no way be responsible for settlement of such issues whatsoever.
- 13.3 This Institute shall not be responsible for any damages, losses. Claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.

14. LEGAL

- 14.1 The transporting agency shall also liable for depositing all taxes etc on account of service rendered by it to the Institute to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
- 14.2 The tendering agency shall maintain all statutory registers under the applicable law. The agency shall produce the same, on demand, to the concerned authority of this Institute or any other authority under law.
- 14.3 The Tax Deduction at Source (TDS) shall be deducted as per the provisions of the Income Tax Department, as amended from time to time and this Institute shall provide a certificate to this effect to the agency.
- 14.4 In case, the transporting agency fails to comply with any statutory/ taxation liability under appropriate law, and as a result thereof the Institute is put to any loss/obligation, minority or otherwise, the Institute will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

15. FINANCIAL

- 15.1 The eligibility criteria should be accompanied with **Earnest Money Deposit (EMD), refundable, of Rs. 50,000 (Rupees Fifty Thousand only) in the form of Demand Draft drawn in favour of "Rajiv Gandhi Institute of Petroleum Technology" payable at Rae Bareli.** Failing which the tender shall be rejected out rightly.
- 15.2 The EMD in respect of the agencies, which do not qualify the eligibility criteria (First Stage)/Financial Bid (Second Stage) shall be returned to them without any interest. The successful tenderer shall have to deposit Rupees 1.50 Lakh towards the Performance Security and EMD will be returned to the tenderer after deposit of performance security. Further, if agency fails to deploy required number of staff (skilled and non-skilled) against the initial requirement within 5 days from the date of receipt of the order or within 7 days from the date of order whichever is earlier, the EMD shall stand forfeited without giving any further notice.
- 15.3 The successful tenderer will have to deposit a security amount of Rs. 1.50 Lakh (Rupees One Lakh Fifty Thousand only) in the form of demand Draft/Bank Guarantee to The Registrar, Rajiv Gandhi Institute of Petroleum Technology (RGIPT), Ratapur Chowk, Rae Bareli- 229316 covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank Guarantee/Demand Draft will have to be accordingly renewed by the successful tenderer.
- 15.4 In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by the Institute besides annulment of the contract.

15.5 The Competent authority of this Institute reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

15.6 The successful tenderer will have to deposit Contract agreement duly signed as per Annexure "A".

ORDER FOR ARRANGEMENT OF DOCUMENT WITH THE ELIGIBILITY CRITERIA

1. Application- Eligibility criteria
2. Attested copy of the registration of agency
3. Attested copy of PAN/TAN
4. Attested copy of the Auditor's Report and IT returns of last 3 financial years
5. Attested copy of the Service tax registration letter/certificate
6. Certified document in support of financial turnover of the agency
7. Certified documents in support of eligibility criteria
8. Copy of the terms and conditions in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.

Annexure- I
(In the letter head of the Tenderer)

Proposal for the work of transportation of Institute's goods (furniture, fixtures, lab equipment) and households items from RGIPT Rae Bareli and Noida to RGIPT Jais, Dist.- Amethi, Uttar Pradesh, India

Reference:-----

Date: -----

S. No.	Heads	Descriptions
1	Name, Address, Telephone No, Fax No. & E-mail of the Organization or consortium	
2	Name, Designation, Tel no., E-mail of the contact person Lucknow and New Delhi/ NCR	
3	Registration details: Year, Place, Activity, etc (Copy of the registration certificate to be enclosed)	
4	Financial turnover during the last 3 years (Copy of the auditor's report for last 3 years be enclosed)	
5	Details of PAN card	
6	Details of Service Tax Registration	
7	Details of EMD	
8	Brief profile of the company/ consortium activities	

9	Relevant Experience: (a) No. of contracts handled – during last 3 years. (b) Contract amount (c) Details of customers/clients (d) Is it only office items or only machines or both	
10	Total number of staff & Vehicles used for transportation owned by the company	
11	No. of manpower proposed to be deployed for this activity	
12	No. of Vehicles / fleet proposed to be deployed for this activity	
13	Time required for completion of relocation activity including putting things in ready to use condition (Max 15 days)	
14	Proposed Methodology of shifting	
15	Any additional relevant information	

Signature of the Authorized
Person with Seal

ELIGIBILITY CRITERIA

1. For the work of transportation of Institute's goods (furniture, fixtures, lab equipment, etc.) and households' items from RGIPT Rae Bareli/Noida to RGIPT Jais, Dist.- Amethi, Uttar Pradesh, India for delivery of consignments on "Door Pickup-Door Delivery basis"
2. Name of Tendering Company/Firm/Agency (Attach certificate of registration)

3. Name of Proprietor /Director of Company/Firm/Agency

4. Full address of Registered Office : -----

Tel. Number -----
FAX No. -----
E-Mail Address -----
5. Full address of Branch offices (Lucknow, Delhi/NCR) -----

Tel. Number -----
FAX No. -----
E-Mail Address -----
6. Banker of Company/Firm/Agency -----
(Full Address) (Attach certified -----
copy of statement of A/c for -----
the last three years) -----
Telephone Number of Banker -----

7. PAN (Attach attested copy) -----
8. Service Tax Registration No :-----
(Attach attested copy)
9. Registration Number :-----
(Attach attested copy)

10. Other Documents

Financial turnover of the tendering Company/Firm/Agency for the last 3 financial years. (Attach separate sheet if space provided is insufficient)

Financial Year	Amount (Rs. Lakh)	Remarks if any
2015-16		
2014-15		
2013-14		

Give details of the major similar contracts handled by the tendering Company/ Firm/ Agency during the last three years in the following format:

S. No.	Details of clients along with address, telephone numbers	Type of works	Amount of Contract (Rs. Lakh)	Duration of Contract From	Duration of Contract To
1					
2					
3					
4					
5					

(If the space provided is insufficient, a separate sheet may be attached)

13 Additional information, if any (Attach separate sheet, if required)

Signature of authorized person

Name :-----

Seal

Date :-----

Place :-----

**Submission of Financial Bid / Tender
(In the letterhead of the Tenderer)**

Activity: Transportation of Institute's goods (furniture, fixtures, lab equipment, etc.) & households items from RGIPT Rae Bareli/Noida to RGIPT Jais, Dist.- Amethi

Reference: -----

Date: -----

S. No.	Activity	Amount in Rupees (Rs.)	Amount in Words (Rs.)
1	Transportation of Institute's goods (furniture, fixtures, lab equipment) from Rae Bareli to Jais, Dist- Amethi ***		
2	Transportation of households items of faculty and staff from Rae Bareli to Jais, Dist- Amethi ***		
3	Transportation of Institute's goods (furniture, fixtures, lab equipment) from Noida to Jais, Dist- Amethi ***		
4	Transportation of households items of faculty and staff from Noida to Jais, Dist- Amethi ***		
5	Service Taxes/Toll Tax etc. ***		
6	Total Amount		

Note:

1. The bidder shall provide detailed calculation in separate sheet for each quoted items and attach with Financial Bid.
2. In case of a dispute, figure in words will be taken as final bid amount.
3. The rates quoted by the tendering agency should be inclusive of all statutory, taxation liabilities, Toll Tax, Insurance etc. at the time of entering into the contract.
4. The price should be quoted on fixed price basis from door pickup point and door delivery point as mentioned above for 10 feet and 20 feet long sealed container.

Signature of authorized person

Full Name : -----

Seal : -----

Date : -----

Place : -----

Acceptance letter by the Tenderer on the letter Head of the company

To
The Director
Rajiv Gandhi Institute of Petroleum Technology (RGIPT)
Ratapur Chowk,
Rae Bareli- 229316, Uttar Pradesh

Sir/Madam,

I/We hereby accept unconditionally all the terms and conditions as contained in tender documents as well as notice inviting tenders (NIT) and in default thereof, to forfeit and pay to RGIPT, or its successors or its authorized nominees such sums of money as are stipulated in the notice inviting tenders and tender documents.

Dated the----- day of-----

SIGNATURE OF TENDERER

NAME (CAPITAL LETTERS) :-----

ADDRESS :-----

:-----

SEAL OF TENDERER

SIGNATURE OF WITNESS

NAME (CAPITAL LETTERS) :-----

OCCUPATION :-----

Undertaking by the Tenderer

- (a) I/We agree to abide by and fulfill all terms and conditions referred to above and as contained in tender documents elsewhere and in default thereof, to forfeit and pay to RGIPT, or its successors or its authorized nominees such sums of money as are stipulated in the notice inviting tenders and tender documents.
- (b) I/We hereby pay the earnest money of amount as mentioned in the Tender in favour of 'Rajiv Gandhi Institute of Petroleum Technology', payable at Rae Bareli as mentioned in the "NIT".
- (c) If I/We fail to transport Institute's goods (furniture, fixtures, lab equipment, etc.) and households items from RGIPT Rae Bareli/Noida to RGIPT Jais, Dist.- Amethi on specified time as per the order/ Letter of Intent within 15 days of the date of issue of Letter of Intent and/or I/we fail to sign the agreement as per contract and/or I/we fail to submit performance guarantee as per contract, I/we agree that RGIPT Rae Bareli shall, without prejudice to any other right or remedy, be at liberty to cancel the Letter of Intent and to forfeit the said earnest money as specified above.
- (d) I/we are also enclosing herewith the Acceptance letter on the prescribed proforma as referred to in condition of NIT.

Dated the----- day of-----

SIGNATURE OF TENDERER

NAME (CAPITAL LETTERS) :-

ADDRESS :-

:-

SEAL OF TENDERER

SIGNATURE OF WITNESS

NAME (CAPITAL LETTERS) :-

OCCUPATION :-