



## ANDHRA PRADESH PUBLIC SERVICE COMMISSION

D.O. 5-5-406, Pratibha Bhavan, MJ Road Nampally, Hyderabad, Pincode – 500001.

### **TENDER NOTICE FOR SHIFTING OF OFFICE**

1. Sealed tenders are invited for transportation **office items including files/Documents, computer & Accessories, printers, Xerox machines, sofas etc from Pratibha Bhavan, Nampally, Hyderabad to 1st floor, R & B Building MG Road, Vijayawada.**
2. Interested persons who are experienced packers & movers can obtain tender documents from **the office of APPSC, Pratibha Bhavan, Nampally, Hyderabad – 500001 on all working days between (10-30 AM to 5-00 PM) between Date.11.08.2017 to 26.08.2017** or down load the tender documents from the website **“www.psc.ap.gov.in”** and submitted the same contact No. the detailed tender documents are enclosed as **Annexure “I” “II” and “III”**
3. The tender should be submitted in a single sealed envelope marked tender for transportation of material from APPSC containing two separate sealed envelopes for technical & financial bids each and the envelope marked clearly as technical bids for taking measures on transportation material and financial bid for quoting the trucks rental value to **the Secretary, APPSC, Pratibha Bhavan, Nampally, Hyderabad – 500001** written by the post or in person. For details please see Annexure below.
4. For any further details the following persons may be contacted  
Sri. Sai Ram, Assistant Secretary (Admn). 040- 24603595/24603596/+91-8498098234.

Issue of Tender Forms commences on : 11.08.2017

Last date for submission of Tender Forms : 26.08.2017 upto 4:30PM

The Secretary, A.P. Public Service Commission, Hyderabad reserves the right to cancel this tender without giving any reason.

**Sd/-  
SECRETARY**

**ANDHRAPRSDESH PUBLIC SERVICE COMMISSION**

D.O. 5-5-406, Pratibha Bhavan, MJ Road, Nampally, Hyderabad, Pincode- 500001.

**TENDER OFFER DOCUMENT**

**TENDER NOTICE FOR SHIFTING OF OFFICE  
For**

ANDHRA PRADESH PUBLIC SERVICE COMMISSION

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## **ANDHRAPRSDESH PUBLIC SERVICE COMMISSION**

D.O. 5-5-406, Pratibha Bhavan, MJ Road, Nampally, Hyderabad, Pincode- 500001.

C.No.174/ADC/2017

Dated: 31.07.2017

### **SHORT TENDER NOTICE FOR SHIFTING OF OFFICE DOCUMENTS/EQUIPMENTS AND OTHER ITEMS**

The APPSC, Hyderabad 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.. from **Pratibha Bhavan, Nampally Hyderabad to 1<sup>st</sup> floor, R & B Building M.G.Road, Vijayawada.**

#### **I. Tender Process**

1. 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 **A.P. Public Service Commission, Hyderabad. The items to be shifted are listed out in ANNEXURE – I.** 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 Secretary APPSC, Pratibhabavan, Nampally, Hyderabad, by 4.00 p.m. on 26.08.2017.** The sealed covers should be super-scribed with **“Technical Bid – Shifting of Office Items/Equipments”.** **Technical Bids will be opened on 29.08.2017 at 11.00 a.m.** in the presence of bidders or by their duly authorized representatives, if they so desire, in the Office of APPSC, Pratibhabavan, Nampally, Hyderabad-500001. Incomplete Bid documents shall be rejected. The valid Technical Bids shall be scrutinized by the APPSC and Financial Bids of only those who qualify in the **Technical Bid will be opened at 12.30 p.m. on 29.08.2017.** Late submission of Bids shall not be accepted.

2. 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. APPSC is not responsible for the delay on account of Postal / Courier Services.

3. **Earnest Money Deposit of Rs.15,000/-** (Rupees Fifteen Thousand only) per application in the form of Demand Draft/Banker's cheque of scheduled Bank drawn in favour of **The Secretary APPSC, Pratibha Bhavan, Nampally, Hyderabad-500001, 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.**

4. **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.

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

6. The tender documents are not transferable

**7. Scope of work:**

The Office items and equipments like files/documents, Books, Computers and Accessories, Printers, Xerox Machines, Sofas etc as listed out in Annexure –I are required to be transported/shifted from APPSC office, Hyderabad to 1<sup>st</sup> floor, R & B Building M.G.Road, Vijayawada.

**II. The scope of work includes:**

a. Packing of files/Documents/Books, Computers & Accessories, Printers, Xerox Machines, Sofas etc in a proper and orderly manner and shift it to the new premises as mentioned above.

b. Unloading all the packed articles/material from the transport vehicle, and carrying to the respective floors/rooms and unpack the same.

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 Hyderabad/Vijayawada based or should have an office in Vijayawada.

f. The submission of bid will not place the APPSC 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 APPSC.

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 APPSC in no case shall be a party to such a dispute.

h. Under normal circumstances the rate shall be valid for a period of three 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 APPSC 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 financial or any other loss suffered by the APPSC on this account shall be made good by the Firm/Agency.

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

### **III. TERMS AND CONDITIONS**

#### **1) Conditions to be satisfied in the Technical bid:**

- a) Bidder must have GST/service tax Registration. Evidence should be enclosed.
- b) The bidder must have obtained Permanent Account Number (PAN) under the Income Tax Act, 1961. Evidence should be enclosed.
- c) Copy of Income Tax Return filed for the last three financial years.
- d) The tenderer shall be a Company / Firm / Individual specialized in packing and moving works. Evidence for the same shall be enclosed.
- e) In case of individual, he shall submit the details of work done by him for any Government/PSU/Bank/Insurance Company with evidence or certification from that company.
- f) The applicant must have a minimum turnover of Rs. 50,00,000/- in packing and transport of goods in each of the last three years. Copy of the financial statements (P&L account and B/S etc) should be filed along with the Technical bid.

**2) Payment Terms:** The contactor shall submit the bill only after completing the work along with the acknowledgements obtained from the respective offices that the entrusted work has been completed. No payment will be made in advance to the supplier.

**3)** The selected contractor should be in a position to complete the work assigned within 3 days of awarding the contract.

**Sd/-  
SECRETARY**

## ANNEXURE-1

### Description of Items/Equipments to be Shifted

S.No	Items/Equipments	Approx. Quantity in Nos.
1	Files/Records/Document/Books/Newly Purchasing Store Items.	Rates for movement of files/Records/Documents/books/ Newly Purchasing Store Items may be quoted based on 50 to 60 trucks with all items (S.No. 1 to 37)
2	Computers Accessories (Monitor/ CPU/Keyboard/Mouse)/	100
3	Printer	25
4.	Scanner cum printer	08
5.	Scanner	20
4	Xerox Machines	05 + 03
5	Sofa Sets & tea poi	09 & 11
6.	Computer Tables	20
7.	Tables	150
8.	Wooden Chairs	137
9.	Plastic Chairs	50
10.	Almaras Big & Small	180
11.	Extension Phones	50
12.	Spikes	60
13.	FTTH box & Internet or Networking Accessories	09
14.	Iron Racks	110
15.	Wooden Racks	35
16.	Godrej Lockers	04
17.	Counting Machine	01
18.	Lockers	02
19.	AC Machines	18
20.	Paper cutting Machine	02
21.	Small Generator	01
22.	Plastic Chairs	50
23.	Gym Items	03
24.	Water Cooling Machines Big & Small	03 & 02
25.	TV	05
26.	DTH	03
27.	Floated Scanner	03
28.	Colour Printer	01
29.	Single Cots	05
30.	Executive Chairs	33
31.	Executive Tables	33
32.	White Boards	13
33.	Computer Chairs	20
34.	Speakers	04
35.	Stage Tables	08
36.	UPS	95
37.	FAX Machine	01
	And Other the Miscellaneous Items etc..	

**Sd/-**  
**ASSISTANT SECRETARYADMIN)**

## **ANNEXURE-II**

### **TECHNICAL BID DOCUMENT**

1. Name of the Contractor :
2. Address of the Contractor with mobile & landline number :
3. Evidence for GST Registration : (Yes / No)
4. Evidence for Permanent Account Number : (Yes / No)
5. Evidence for filing of Income Tax Returns : (Yes / No)
6. Turnover for the last three years. :
7. Earnest Money Deposit : (Yes / No)

### **D E C L A R A T I O N**

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/we understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted, my Earnest Money Deposit (EMD) will be forfeited and that I/we will not be permitted to have any dealing with the APPSC in future.

**(Signature of Authorized Signatory with date)**

## **FINANCIAL BID DOCUMENT (ANNEXURE-III)**

1. Name of the Contractor :
2. Address of the Contractor  
(With Tel No., Fax No.) :
3. Contact Person(s) (with mobile number) :
4. Rates (Both in words and figures)  
Rates should be inclusive of all taxes :

<b>S.No</b>	<b>Description of items to be shifted</b>	<b>Rate/Truck (Truck Rate tonnage and length)</b>	<b>Approx. Quantity in Nos.</b>	<b>Amount (Rs.)</b>
1	Files/Records/Document/Books /Newly Purchasing Store Items.			
2.	Computers Accessories (Monitor/ CPU/Keyboard/Mouse)/			
3.	Printer			
4.	Scanner cum printer			
5.	Scanner			
4	Xerox Machines			
5	Sofa Sets & tea poi			
6.	Computer Tables			
7.	Tables			
8.	Wooden Chairs			
9.	Plastic Chairs			
10.	Almaras Big & Small			
11.	Extension Phones			
12.	Spikes			
13.	FTTH box & Internet or Networking Accessories			
14.	Iron Racks			
15.	Wooden Racks			
16.	Godrej Lockers			
17.	Counting Machine			
18.	Lockers			
19.	AC Machines			
20.	Paper cutting Machine			
21.	Small Generator			
22.	Plastic Chairs			
23.	Gym Items			
24.	Water Cooling Machines Big & Small			
25.	TV			
26.	DTH			
27.	Floated Scanner			
28.	Colour Printer			
29.	Single Cots			
30.	Executive Chairs			
31.	Executive Tables			
32.	White Boards			
33.	Computer Chairs			
34.	Speakers			
35.	Stage Tables			
36.	UPS			
37.	FAX Machine			
	And Other the Miscellaneous Items etc..			



**Rates may be quoted for one quintal**

**DECLARATION**

I/we hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/we understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted and will not be permitted to have any dealing with the APPSC in future.

**(Signature of Authorized Signatory with date)**