

भारत सरकार
सूक्ष्म लघु एवं मध्यम उध्यम मंत्रालय
सूक्ष्म लघु एवं मध्यम उध्यम - विकास संस्थान
पाटलीपुत्र औद्योगिक प्रांगण, पटना - 800013

(Signature)

TENDER NOTICE

संख्या : एमएसएमई-डीआई/पटना/स्टोर/विविध/2020-21/673

दिनांक : 17.11.2020

Sub : Short Tender Notice for Shifting of office items of MSME-DI, Patna

MSME - Development Institute, Patna invites sealed tenders/quotations from eligible agencies (except from those who have been blacklisted by the Ministries/Departments for non-performance or against whom criminal cases have been registered) for Shifting of office items from existing building to new building of MSME-Development Institute, Patna in the same premises located at Patliputra Industrial Estate, Patna - 800013 on the terms and conditions mentioned below at S.No. 2.

2. SCOPE OF WORK OF THE CONTRACT

Shifting of office items of MSME-DI, Patna including furniture, computer & accessories, electrical & electronic appliances, documents & files, etc. as per **Annexure - I**.

Note :

- As the items are to be shifted in the same premises, no transportation of items shall be involved.
- As no transportation is involved, items need not required to be packed until and unless it is necessary.

3. TENDER PROCESS

a. Eligible Agencies interested and capable of fulfilling the above "Scope of Work" may submit their bid addressed to **"The Director, MSME-Development Institute, Patliputra Industrial Estate, Patna - 800013"** latest by **03.00 P.M on or before 25.11.2020** in a sealed envelope in two part as under :-

- Technical Bid in the prescribed proforma as per **Annexure - II**. The envelope should be prominently super-scribed "Technical Bid for Shifting of Items of MSME-DI, Patna".
- Financial Bid with lowest competitive price quotation along with applicable GST if any in the prescribed proforma as per **Annexure - III**. The envelope should be prominently super-scribed "Financial Bid for Shifting of Items of MSME-DI, Patna".
- Both of the above sealed envelope containing "Technical bid" and "Financial bid" are to be put in a bigger envelope duly super-scribed "Bid for Shifting of Items of MSME-DI, Patna".

b. The Technical Bids received in time shall be opened **at 04.00 PM on the same day i.e. 25.11.2020 in the Conference Hall of MSME-Development Institute, Patna** in the presence of such bidders or their representatives, not more than one for each bid who may wish to be present, if they so desire, at the time of opening of the bids. Financial bids of only those bidders shall be opened on a date decided by the committee whose bids are considered technically acceptable after evaluation.

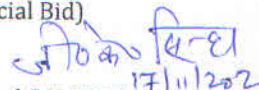
2. TERMS & CONDITIONS

- The service provider should have a valid GST Registration and other necessary licenses if any in accordance to the applicable laws.
- The service provider must have an office located in the city of Patna.

- (c) Interested bidders are advised to visit the existing and new building of MSME-DI, Patna for pre-survey of items to be shifted before furnishing the tender during office hour on any working day.
- (d) The selected service provider should complete the work assigned as per "Scope of Work" within 6 days of awarding the contract or on the dates decided by the Department. Sufficient labour should be deployed accordingly to complete the work within specified timeframe.
- (e) 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.
- (f) Responsibility for physical injury caused to any labour during shifting of items shall be of the Firm/Agency.
- (g) Responsibility for damage/loss of goods during shifting of items shall be of the Firm/ Agency.
- (h) Payment shall be made against bill after satisfactory completion of work. No advance payment in any case would be made.
- (i) The Competent authority reserves the right to amend/withdraw/relax/modify any of the terms and conditions contained in the tender notice.
- (j) The Competent authority reserves the right to accept or reject any or all of the bids/quotations without assigning any reasons thereof.
- (k) Bids incomplete, unsigned and received after the specified date and time shall not be entertained.
- (l) In case of any disputes, the decision of the competent authority shall be final and binding on the service provider.

For further information if any, please contact the undersigned during office hours on any working day in the office.

Enclosure : Annexure - I, II & III (Item List, Proforma for Technical & Financial Bid)


(G.K. SINHA)
Assistant Director /DDO
For Director

Copy to :-

1. SENET Division - For wide publicity through different digital media and for uploading of the same on Office website.
2. Office Notice Board - For information of the all concerned firms/agencies.

(To be printed on Firm's letter head)

Date :

To,

The Director,
MSME - Development Institute,
Patliputra Industrial Estate,
Patna - 800013

Sub : Tender Notice for Shifting of Office Items of MSME-DI, Patna

Sir,

With reference to your tender notice no. एमएसएमई-डीआई/पटना/स्टोर/विधि/2020-21, dated 17.11.2020 inviting quotations for Shifting of office items of MSME-DI, Patna, we hereby submit duly filled-in bid/quotation in prescribed proforma (Technical Bid & Financial Bid) in a sealed envelope.

We have read the terms and conditions of the tender notice and accepted the same.

Enclosure : As above

Yours faithfully,

(Signature of the Authorised Person)

Name :

Designation :

Firm's Seal :

Date :

Place :

**Annexure - I : List of items to be shifted from existing to new building of MSME-DI, Patna
(टेंडर नोटिस संख्या एमएसएमई-डीआई/पटना/स्टोर/विविध/2020-21, दिनांक : 17.11.2020)**

1. Computer -	16 Pcs.
2. C P U -	16Pcs.
3. UPS-	17Pcs.
4. Printer-	17Pcs.
5. Computer Table -	17Pcs.
6. Main table -	32Pcs.
7. Almirah-	66Pcs.
8. Chair-	155Pcs.
9. Clock-	15Pcs.
10. Photocopier Machine -	02Pcs.
11. Rack-	20Pcs.
12. Refrigerator -	02Pcs.
13. Room cooler-	02Pcs.
14. Speaker -	05Pcs.
15. Cash Box-	01Pc.
16. Visitors Table	01Pc.
17. Stationary items	10Pkt.
18. Wall Board	06Pcs.
19. Small Table -	08Pcs.
20. C V T -	02Pcs.
21. D Link Box -	01Pcs.
22. Scanner-	02Pcs.
23. All files documents and Stationery	1000Kg. (Approx)
24. Bajaj Room Heater-	15pcs.
25. Sopha -	04Pcs.
26. LED TV	01Pcs.
27. Video conferencing System	01 (Set)
28. Dias Table	07Pcs.
29. Dias chair	05Pcs.
30. Podium	02Pcs.
31. Mic Set	01Pcs.
32. Paper stand	01Pcs.
33. Miscellaneous Items	L.S

Annexure - II : Technical Bid
(टेंडर नोटिस संख्या एमएसएमई-डीआई/पटना/स्टोर/विविध/2020-21, दिनांक : 17.11.2020)

Sub : Tender Notice for Shifting of office items of MSME-DI, Patna

1.	Name and Address of the Firm	
2.	Registration No. of the Firm (If any)	
3.	Udyog Adhaar Memorandum/Udyam Registration Certificate No. (If applicable copy to be enclosed)	
4.	Name of the Proprietor/Partner of the Firm	
5.	Name of the Authorised Signatory (Copy of authority letter to sign the bid documents on behalf of the firm to be enclosed)	
6.	Registered Office Address in Patna	
7.	Contact Number	
8.	Email Address	
9.	PAN Number (Copy to be enclosed)	
10.	GST Registration No. (If applicable, copy to be enclosed). If no, an undertaking in the form of an affidavit to this effect is to be enclosed.	
11.	Details of Blacklisting by Ministries/Departments & Criminal cases registered against the Firm. If no, an undertaking in the form of an affidavit to this effect is to be enclosed.	
12.	Acceptance of Terms & Conditions contained in the Tender Notice on the Firm's Letter head (Copy to be enclosed)	
13.	List of documents enclosed with page no.	

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 may be blacklisted and that I/we will not be permitted to have any dealing with the Department in future.

Date :
Place :

(Signature of the Authorised Person)

Name :
Designation :
Firm's Seal :

Annexure - III : Financial Bid
(टेंडर नोटिस संख्या एमएसएमई-डीआई/पटना/स्टोर/विविध/2020-21, दिनांक : 17.11.2020)

Sub : Tender Notice for Shifting of office items of MSME-DI, Patna

Name & Address of the Bidder : _____

Description of Work	Rate (Rs)
Shifting of office items of MSME-DI, Patna including furniture, computer & accessories, electrical & electronic appliances, documents & files, etc. as per Annexure - I . Note : a. As the items are to be shifted in the same premises, no transportation of items shall be involved. b. As no transportation is involved, items need not required to be packed until and unless it is necessary.	
GST @ in Rs (If applicable)	
Total (Rs)	

Date :
Place :

(Signature of the Authorised Person)

Name :
Designation :
Firm's Seal :