



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
Regional Centre, Rajadhani Complex, Killippalam, Karamana PO  
Thiruvananthapuram – 695 002

Phone : 2344113

Ref. No. IG/RCTVM/Comp.Maint/23

Dated : 5<sup>th</sup> August, 2023

**Sub : Quotation for shifting of Materials/Items/Goods/Furnitures/Files of IGNOU Regional Centre, Trivandrum**

IGNOU invites quotation, in sealed envelope, from qualified and reputed Movers and Packers, having full fledged service facilities in Trivandrum, for shifting of Materials/Items/Goods of IGNOU Regional Centre, Trivandrum to the new premises.

Interested and experienced service providers may submit their quotation by completing and signing the enclosed forms "Annexure I – Company Profile", "Annexure II -General information and terms & conditions" and "Annexure III – Commercial Offer".

Last date and time for submission of quotation	:	11 <sup>th</sup> August, 2023, 03.00 PM
Date and time of opening	:	11 <sup>th</sup> August, 2023, 03.30 PM

**B Sukumar**  
Senior Regional Director

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

(Quotation for shifting of Materials/Items/Goods/Furnitures/Files of IGNOU Regional Centre, Trivandrum)

1	Name of the firm	
2	Address	
3	Whether Regd. /Pvt. Ltd. / Other	
4	Name of Proprietor / Partner / Managing Director	
5	Name of the authorised signatory	
6	Designation	
7	Telephone No.	
8	Email Id.	
9	PAN No.	
10	Service Tax Registration No.	
11	Sales Tax / VAT No.	
12	Any other information	

I confirm that I have read the tender document and understood that in case of any of the statements furnished by the undersigned is found false OR if any of / all the terms and conditions of the tender are not complied with, the tender is liable for cancellation and the earnest money deposited shall be forfeited by IGNOU. I agree that the decision of IGNOU in this regard would be final and binding on me.

Dated:

(Signatruue)

Name :

Address :

**(Office Seal)**

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

Regional Centre, Rajadhani Complex, Killipalam, Karamana PO, Thiruvananthapuram – 695 002

(Quotation for shifting of Materials/Items/Goods/Furnitures/Files of IGNOU Regional Centre, Trivandrum)

**1. Introduction**

The Indira Gandhi National Open University is a Central University established by an Act of Parliament with the mission to advance frontiers of knowledge and promote its dissemination through sustainable open and distance learning systems seamlessly accessible to all, including hitherto un-reached. The University carries out its functions through a chain of Study Centres established in reputed educational institutions.

**2. Scope of work**

- 2.1. The scope includes shifting the Materials/Items/Goods/Furnitures/Files of IGNOU Regional Centre, Trivandrum from 1<sup>st</sup> and 2<sup>nd</sup> Floor of Rajadhani Shopping Complex, Killipalam, Karamana PO, Trivandrum – 695 002 to IGNOU Regional Centre, Trivandrum new premises at Muttathara, Near CAPE Engineering College, Valiyathura P.O., Trivandrum – 695 008.
- 2.2. The all process of shifting of Materials/Items/Goods of IGNOU Regional Centre, Trivandrum including dismantling and fixing of temporary cabins must be completed within Five working days.
- 2.3. The scope of the contract includes replacement of Items/Goods/Furnitures by the vendor, in case of damage or loss of the same due to negligence attributable of the vendor.
- 2.4. All the Materials/Items/Goods/Furnitures must be placed in the designated place in the new premises of the Regional Centre, Trivandrum.

Signature  
Office Seal

### 3. Terms and conditions

- a. Quotation shall be submitted in official form only. The complete quotation should be submitted by the bidders duly signed by them on each page.
- b. No paper shall be detached from the tender document. No tender shall be considered unless all the pages of the tender document are duly filled in and signed by the tenderer.
- c. **Earnest Money Deposit** : The tender should be accompanied by an earnest money of Rs. 2,500/- (Rupees two thousand five hundred only) by way of a demand draft drawn in favour of IGNOU and payable at Trivandrum. **Please note that EMD will not be accepted by cheque, cash, money order or by bank guarantee.** No interest will be payable on EMD. The Earnest Money Deposit of the unsuccessful bidders shall be refunded after finalization of the bid.
- d. Quotations received without earnest money in the form of bank draft shall not be considered.
- e. Quotation should be valid for at least 90 days from the date of opening and the rates quoted shall be valid for the entire period of the contract. If any bidder withdraws during this period, the Earnest Money Deposit shall be forfeited.
- f. All amounts should be mentioned both in figure and in words. Corrections, if any, must be attested. Where there is a difference between amounts quoted in figures and in words, the amounts quoted in words shall prevail.

**Government duties leviable, if any, should be quoted separately, failing which IGNOU shall have no liability to pay these charges, and the liability shall be that of the bidder.**

- g. Late tenders will not be considered.
- h. In case of any difference / discrepancy between the rates quoted in figures and in words, the later shall prevail.
- i. Any over writing / fluiding / correction should be authenticated by the signature of the authority signing the bid.
- j. The vendor must furnish details of PAN No., Service Tax No., Sales Tax / VAT No. and attach photocopy of each of these documents along with Annexure I – Company Profile.

### 4. Submission of Offer

- 4.1 The tender document is divided into two parts viz. **“TECHNICAL BID”** and **“FINANCIAL BID”**.
- 4.2 **ANNEXURE I & II** of the tender document, along with the **demand draft towards EMD** and **other enclosures**, constitutes the **TECHNICAL BID**. This part completed in all respect, should be put in a sealed envelope superscribing **“Technical Bid”**.
- 4.3 **ANNEXURE III** of the tender document form the **FINANCIAL BID**. The financial bid completed in all respect should be **detached** from the tender document and put in another sealed envelope superscribing **“Financial Bid”**.
- 4.4 Both the **“Technical Bid”** and **“Financial Bid”** should be put in a third sealed envelope superscribing **“Quotation for shifting of Materials/Items/Goods/Furnitures/Files of IGNOU Regional Centre, Trivandrum”**.
- 4.5 Tenders submitted without above two bid system procedure will be summarily rejected.

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4.6 **The tender, complete in all respect, should reach the Regional Director, IGNOU Regional Centre, Rajadhani Complex, Killippalam, Karamana PO, Trivandrum – 695002 latest by 03.00 PM on 11-08-2023**

4.7 Tenders (Technical Bids only) will be opened on the same day at 03.30 PM, in the presence of bidders present, if any.

#### **5. Evaluation of Offer**

5.1 Bidders will be short listed by a duly constituted Tender Evaluation Committee (TEC) based on the information furnished in the Technical Bid. During this process, the TEC may visit the office of the bidders to ascertain the facilities available.

5.2 The Financial Bids shall be opened only for the technically short listed vendors as decided by the TEC. The technically qualified bidders will be informed formally by post / fax / phone / email about the date and time of opening of Financial Bids.

5.3 Any attempt by any bidder to bring pressure of any kind may disqualify the bidder for the present tender and the bidder may be debarred from bidding for any material / service in IGNOU in future.

5.4 IGNOU shall have no obligation to convey reason for rejection of any bid. It shall be open for IGNOU to reject even the lowest bidder in the interest of the University and no reason need be given therefore.

#### **6. Local Conditions**

It will be imperative on each tenderer to duly acquaint himself/herself of the local conditions and factors which would have an effect on the performance of the contract and cost. Bidders are advised to visit IGNOU on any working day between 10.30 AM to 04.00 PM. IGNOU shall not entertain any request for clarifications from the bidder regarding local conditions. No request for the enhancement in price shall be entertained after the bidder has accepted the offer.

#### **7. Payment**

The payment shall be released in four equal installments against the bill raised by the vendor at the end of each quarter based on satisfactory services for the quarter.

Income tax as applicable will be deducted from the bills.

#### **8. Indemnification**

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, IGNOU, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

#### **9. Disputes**

In case of any dispute, decision of the Regional Director is final and binding to the party.

Signature  
Office Seal

**Commercial Offer****ANNEXURE-III****INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

(Quotation for shifting of Materials/Items/Goods/Furnitures/Files of IGNOU Regional Centre,  
Trivandrum)

1	<b>Name of the Organisation :</b>	
2	<b>Rates offered for shifting of Materials/Items/Goods/Furnitures :</b>	
3	<b>Working days required for shifting:</b>	

Signature  
Office Seal