



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुवनंतपुरम
(मानव संसाधन विकास मंत्रालय, भारत सरकार के तहत स्वायत्त संस्था)
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH THIRUVANANTHAPURAM
(An Autonomous Institution under MHRD, Government of India)
सी.ई. टी परिसर, तिरुवनंतपुरम /CET Campus, Thiruvananthapuram-695016
Tel: 0471-2597427 Fax : 2597454 E-mail: purchasestores@iisertvm.ac.in

**INVITATION FOR TENDER FOR SERVICES OF
MOVING EQUIPMENT AND MATERIALS FROM
TRANSIT CAMPUS TO PERMANENT CAMPUS**

TENDER NO.	IISER/PUR/7800/ADMN/SH/16
DATE	5/5/2016

I. SHIFTING SCIENTIFIC ITEMS OF IISERTVM

1. IFT No. : IISER/PUR/7800/ADMN/SH/16
2. DUE DATE : 26th May 2016 [4 PM]
3. DATE OF OPENING OF TECHNICAL BID : 27th May 2016 [3 PM]
4. DATE OF OPENING OF PRICE BID : Will be notified later.
5. COST OF TENDER# : Rs. 500 + 5% VAT
6. EMD [BID SECURITY] ** : Rs. 80,000/-
7. PRE-BID MEETING : 13th May 2016 at 3 PM in Pratheeksha Building.

Tender for moving equipment and material from transit campus to permanent campus

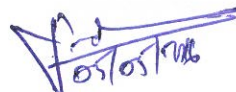
IISER Thiruvananthapuram

IISER Thiruvananthapuram is an institution of national importance established in 2008 under the ministry of Human Resource Development, Government of India. The institute has been functioning in its transit campus at the college of engineering, Sreekaryam, Thiruvananthapuram since its inception and has built up substantial research and teaching facilities spread over more than 1.2 lakh square feet of laboratory, classroom and office space. Presently the permanent campus of the institute is getting ready for occupation at Maruthamala, Vithura which is located around 45 kilometers east of the transit campus. The process of relocating the campus from Sreekaryam to Vithura is expected to happen over the next year and a half starting from May/June 2016, with complete relocation targeted for August 2017.

The institute is looking to hire the services of a capable, efficient and responsive agency to move equipment, furniture and other material from the transit campus to the permanent campus in a structured, professional and time bound manner. Interested bidders satisfying the eligibility criteria may participate in the tender for being the authorized moving agency for the institute for a period of one year, extendable to one more year based on satisfactory performance:

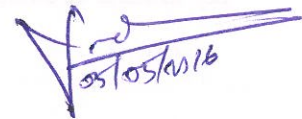
Eligibility

1. The agency must be an established, registered and recognized moving and transport company with experience in the field of handling and moving of heavy and sophisticated equipment, that has been in operation for more than a year from the last date of receipt of tender and it must have a registered office in Kerala. Self-certified copies of registration certificate to carry out similar work, TIN certificate etc to be submitted as part of the technical bid.
2. The company/agency should have an annual turnover of at least Rs. 30 lakhs during the last financial year. Certified copies of financial statements in support of this (copies of income tax returns for the previous year) should be submitted.
3. The company/agency should have executed at least one single moving work within the past three years of value not less than Rs 10 lakhs OR two works within the past three years of value not less than Rs 5 lakhs each. Self-certified copies of work orders and/or completion certificates showing the same must be submitted along with the technical bid.



4. The company/agency should have insurance for all the laborers working with them. IISER TVM will not be responsible for accidental injuries to laborers employed by the agency during moving. List of employees including their posts and qualifications to be attached along with proof of necessary insurance.
5. The moving company/agency will be held responsible for accidental damages to institute property during moving and handling. The company should compensate the institute for such damages either through appropriate insurance cover or otherwise.
6. A complete list of all moving and handling equipment possessed by the company should be attached with the technical bid. For large and on-road equipment like trucks, cranes, hydras etc, copies of vehicle registration certificates must be attached. For qualifying for the tender, the company should own the specified number of units of all the items in the list below.

Sl. No	Item	Min. No. of
1	30 ton capacity Crane with boom length of at least 25m	1
2	10 ton capacity Hydra with boom length of 10m (30 feet)	1
3	10 ton capacity full size lorry	1
4	2.5 ton truck (Tata 407 or equivalent)	1
5	Pickup truck with 1 ton capacity (Tata 207 or equivalent)	1
6	5 ton capacity forklift	1
7	10 ton capacity winch	1
8	10 ton capacity chainblock	1
9	1 ton capacity chainblock	2
10	Pallet truck / trolley with 3 ton capacity	2


25/05/2016

GENERAL TERMS & CONDITIONS

The offer to the Notice Inviting Tender shall be in two parts viz:

- Technical Bid and
- Financial Bid

1. **Technical Bid** should consist of the following:

a) Service Tax Registration Certificate (copy)

b) TIN Certificate (copy)

c) PAN of the Agency/Firm (copy)

d) Agency/Company Registration Certificate (copy)

e) Details of vehicles owned, Details of employees, Experience (in years), existing client list (with proof)

f) EMD of Rs.80,000/- in the form of DD favouring **IISER-TVM [rear side of DD should carry name of firm, tender number written using Pencil]**

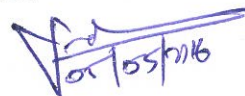
g) Tender Cost of Rs. 525/- in the form of DD in case of downloaded tender documents

h) Bank Details of the agency (A/c No., Name of the Bank, Branch etc..)

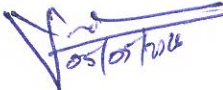
2. Technical details should also be submitted in **duplicate**. Deviations if any, from tender terms, clause-wise should be clearly mentioned.

Technical bids without the items as mentioned in (1) will not be considered for evaluation.

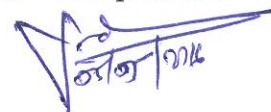
3. **Financial Bid** should be given in the enclosed format (Annexure-2) and shall consist of the rates with break-up details. Financial Bid should also be submitted in **duplicate**.


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4. The technical bid and financial bid should be submitted in **individual separate sealed envelopes**, which shall again to be put in the duly sealed envelope super scribing the "**Tender for Shifting Services – IISER TVM**" and tender number. All the covers should bear seal of the agency.
5. The contracting agency/firm/company should have the minimum **THREE YEARS** experience as on 31 Jan 2016 in the field of providing packing and moving of heavy and sophisticated plant and machinery. The copy of contract agreement / work order (except the rates) to be submitted as proof.
6. The agency / firm should be registered with the state/central authorities as prescribed in (1).
7. The contracting agency/firm/company should be based at **Thiruvananthapuram** or having its office in Thiruvananthapuram for smooth facilitation.
8. Multiple bids by the single bidder or its allied firms are summarily rejected.
9. All the pages of the Tender form should be submitted along with technical bid and each and every page of the tender document should bear the rubber stamp and signature of the authorized signatory as an acceptance of the terms and conditions of the tender.
10. Rates quoted should be inclusive of all and nothing shall be paid by IISER-TVM in addition to the rate quoted by the Tenderer. Conditional tenders are liable to be rejected.
11. As far as possible no correction in the figures are to be avoided. Corrections, if any, should be attested with dated initials by the same party who is signing the Tender form. Overwriting will render the tender null and void and are liable to be rejected.
12. Any attempt to negotiate or influence directly or indirectly from tenderer's side will result to disqualification.


Fosterhall

13. Only Technical Bids shall be opened first on the scheduled date. You are at liberty to be present/authorize a representative to be present during the opening of tenders at the time and date as specified above. The Financial Bid of only those bidders whose technical bid is accepted by the Technical Evaluation Committee (TEC) shall be opened for which email or written intimation will be given.
14. In case the date of opening of tender happens to be a holiday then the tender will be opened on the next working day at the same time and place for which no communication will be given.
15. Institute reserves the right to choose, accept or reject or withdraw any part or full tender(s) at any stage without assigning any reason. The decision of institute in this regard is firm and final.
16. Institute also reserves the right to award the contract to one/more than one agency depends on the gravity of the requirement and classification of vehicles.
17. Communication will be sent to all the technically qualified bidders to seek their concern to provide vehicular service on L1 basis on individual item(s) as tabulated in the requirement on parallel rate contract basis.
18. The contract will be awarded on technically qualified lowest bidder(s) who has given their consent to provide the vehicular service on L1 rates applicable on item wise.
19. The bidder(s)/agency, whose tender is accepted, should send a confirmation letter immediately to IISER-TVM conveying his acceptance of the terms and conditions and the rates.
20. **Performance Bank Guarantee:** The successful bidder should submit a Performance Bank Guarantee (PBG)/Demand Draft within 15 days equal to 10% of the total annual contract amount. The PBG will be released only after successful completion of contract

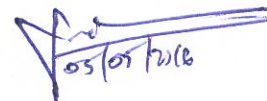


period/extended contract period, whichever is later. In case the bidder fails to deposit the P.B.G/D.D within the time limit, the offer of acceptance will be treated as cancelled and in such event, the contract may be awarded at the discretion of the competent authority, to the next bidder at the lowest approved rate and the EMD so deposited by the withdrawn bidder will be treated as forfeited.

21. The successful bidder(s) shall execute an agreement detailing the terms and conditions within the time as may be specified by IISER-TVM.
22. The contract will be valid for a period of one year starting from the date of signing the contract agreement which shall be extendable to another period of one year depending on the performance of the contractor. It can however be terminated by either parties at any time giving one month notice.
23. The contracting agency/firm/company and the IISER TVM shall make every effort to resolve any dispute or disagreement amicably by direct informal negotiations. However, in case of any unresolved issues / disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction at Thiruvananthapuram.

Other Terms and conditions of the contract

1. The equipment/ implements used by the agency should be in excellent working condition and should have valid licenses wherever applicable.
2. Items used for shifting should have insurance coverage to whichever is required. All vehicles provided by the agency should be insured. In case of violation in insurance documents, IISER-TVM will have the rights to prefer the full claim from the agency/contractor.
3. The vehicles provided should conform to Motor Vehicle Inspection Standards.


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4. The vehicles provided by the agency should have registration as commercial vehicle with Yellow Number plate.
5. The agency shall be responsible for all claims from third parties in the event of any accident (including for the staff of the institute). Institute will not be liable for any specific or consequential damages of any kind whatsoever.
6. **Payment:** 100% payment for their services rendered during the previous month within 30 days against submission of bill with supporting documents. .
7. The contractor should at all times comply with all directions and instructions of IISER-TVM. Non-compliance of instructions may lead to termination of agreement/contract.



A handwritten signature in blue ink, appearing to be 'S. S. S.', with the date '21/07/2016' written below it.

UNDERTAKING

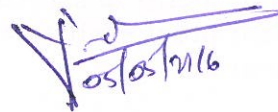
I/We _____ have carefully gone through and understood the contents of the tender and its terms & conditions and I/we undertake to abide myself/ourselves by all the terms and conditions set forth.

Date:- _____

SIGNATURE

Place:- _____

(Authorized Name & Signatory of Agency/firm with stamp)


05/05/16

DETAILS OF FIRM

1	Name and Address of the Tenderer/Agency with Telephone Number/Fax No./Mobile No.	
2	State of Agency (Registered Co./Proprietary/Society/Registered under Shops & Establishment Act) (attach copy of Registration Certificate)	
3	Tax Identification Number (TIN)	
4	Service Tax Registration No. (attach copy of certificate)	
5	Permanent Account Number (PAN) (attach copy)	
6	Number of Employees employed by the bidder/agency	
7	Details of number of vehicles owned by the agency and others (attach proof)	
7	Experience in the field of Transports/Travels (in Years) (Details of clients of last three years to be furnished along with proof such as work order / contract agreement) Minimum one year is mandatory.	
9	Address/Location of the office from where the vehicles are assigned and monitored to clients	

V. S. Vasthalla

10	Details of Equipments/ implements owned by the company (Make, Model and Registration No.) (To be attached in separate sheet)	
11	Bankers Name and Address	
12	Bankers IFSC Code	
13	Details of EMD (DD No., date & amount) (to be submitted alongwith technical bid)	

Date:- _____

SIGNATURE _____

Place:- _____

(Authorized Name & Signatory of Agency/firm with stamp)

I'm

[Handwritten Signature]
05/05/2016

CHECK LIST FOR ATTACHMENTS

(Put a "tick" in the appropriate column)

<u>Sl</u>	<u>Attachment</u>	<u>Yes</u>	<u>No</u>
(a)	Address Proof		
(b)	Copy of Registration Certificate		
(d)	Copy of Service Tax Registration Certificate		
(e)	Copy of Pan Card		
(g)	Details of Vehicles Owned/ Equipment owned		
(h)	Proof of experience		
(i)	Bank Details with IFSC code		
(j)	EMD (for Rs. 80,000/- in the form of DD)		
(k)	Tender Fee (Rs. 525/-)		
(l)	Signed copy of tender form		
(m)	Undertaking		

Date:- _____

SIGNATURE _____

Place:- _____

NAME _____

(Authorized Name & Signatory of Agency/firm with stamp)


03/01/2016

Bill of materials and price bid format

Sl No	Description	Unit	Quantity	Unit Price in INR	Taxes	Total Amount in INR
1	<p>Loading of packed or unpacked material, including sophisticated and delicate instruments with proper care and precautions, from any of the rooms/labs in any of the buildings in the transit campus of IISER TVM in the Sreekaryam/Kulathoor/karyavattom area or from Thiruvananthapuram airport on to a full size 10 ton lorry using manual labor, winches, chain-blocks, hydra, crane, pallet truck, etc. as required, transporting with proper covering/protection from Thiruvananthapuram transit campus or airport to the designated building/location in the permanent campus at Vithura, unloading and placing the material in the designated labs/locations within the transit campus of IISER TVM in Vithura, unpacking and removing the packing material, all as per the directions and satisfaction of the designated officer in charge.</p>	Number of loads	50			
2	<p>Loading of packed or unpacked material, including sophisticated and delicate instruments with proper care and precautions, from any of the rooms/labs in any of the buildings in the transit campus of IISER TVM in the Sreekaryam/Kulathoor/karyavattom area or from Thiruvananthapuram airport on to a 2.5 ton truck using manual labor, winches, chain-blocks, hydra, crane, pallet truck, etc. as required, transporting from Thiruvananthapuram transit campus or airport with proper covering/protection to the designated building/ location in the permanent campus at Vithura, unloading and placing the material in the designated labs/locations within the transit campus of IISER TVM in Vithura, unpacking and removing the packing material, all as per the directions and satisfaction of the designated officer in charge.</p>	Number of loads	30			
3	<p>Loading of packed or unpacked material, including sophisticated and delicate instruments with proper care and precautions, from any of the rooms/labs in any of the buildings in the transit campus of IISER TVM in the Sreekaryam/Kulathoor/karyavattom area or from Thiruvananthapuram airport on to a one ton capacity pickup truck using manual labor, winches, chain-blocks, hydra, crane, pallet truck, etc. as required, transporting from Thiruvananthapuram transit campus or airport with proper covering/protection to the designated building/ location in the permanent campus at Vithura, unloading and placing the material in the designated labs/locations within the transit campus of IISER TVM in Vithura, unpacking and removing the packing material, all as per the directions and satisfaction of the designated officer in charge.</p>	Number of loads	50			

4	<p>Loading of packed or unpacked material, including sophisticated and delicate instruments with proper care and precautions, from any of the rooms/labs in any of the buildings within the permanent campus of the institute at Vithura on to a 2.5 ton truck using manual labor, winches, chain-blocks, hydra, crane, pallet truck etc. as required, relocating the material to any other designated building/location within the permanent campus itself, unloading and placing the material using necessary equipment in the designated labs/locations, unpacking and removing the packing material, all as per the directions and satisfaction of the designated officer in charge.</p>	Number of loads	20			
5	<p>Placement/relocation of equipment/material using crane of appropriate capacity (10 to 30 tons) at either the transit campus or the permanent campus as per there directions and satisfaction of the designated officer in charge.</p>	Crane services for a block of 8 hours	5			
6	<p>Placement/relocation of equipment/material using hydra of appropriate capacity (3 to 10 tons) at either the transit campus or the permanent campus as per there directions and satisfaction of the designated officer in charge.</p>	Hydra services for a block of 8 hours	5			
7	<p>Placement/relocation of equipment/material using manual labor by a team of 5 experienced movers using winches, chain blocks, pellet trucks and other equipment as required at either the transit campus or the permanent campus as per the directions and satisfaction of the designated officer in charge.</p>	8 hour block	20			
8	<p>Packing of sensitive equipment in plywood/country wood boxes using original packaging wherever available or vendor supplied materials, with suitable padding material including bubblewrap, styrofoam peanuts, paper, hay, foam etc with suitable warning and informative labels, precautions and care as per directions and satisfaction of the designated officer in charge.</p>	Cubic Feet	5000			
9	<p>Packing of sensitive equipment in cardboard boxes using original packaging wherever available or vendor supplied materials, with suitable padding material including bubblewrap, styrofoam peanuts, paper, hay, foam etc with suitable warning and informative labels, precautions and care as per directions and satisfaction of the designated officer in charge.</p>	Cubic Feet	10000			
10	<p>Packing of sensitive equipment in cardboard boxes using original packaging wherever available or vendor supplied materials without packing material but with suitable warning and informative labels, precautions and care as per directions and satisfaction of the designated officer in charge.</p>	Cubic Feet	10000			