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**PUNJAB STATE ELECTRICITY REGULATORY COMMISSION**  
**SCO 220-221, SECTOR 34-A, CHANDIGARH**

Tender Number: 2

Date:

**Name of the Work:** Engagement of agency for shifting of Office furniture & fixture including Almirahs, records, tables of different sizes including those with glass tops, Chairs, Sofas, LEDs, TV set, Computers & Printers, Racks, paintings, flowers pots, water dispensers, ACs, oil heaters etc from SCO-220-221, Sector 34-A, Chandigarh to its new office building at Plot No 3, Sector 18-A, Chandigarh.

Sealed Quotations are invited from agencies/firm/Associations of persons/Limited Companies for shifting of office furniture, Office equipments, record of the office as per detail given below:

<b>Submission &amp; Opening of Tender</b>	
Last date for submission of sealed tender:	18.03.2019 till 05:00 PM
Date of Opening the Tender :	19.03.2019 at 11:00 AM (In case of Holiday, the tender will be opened on next working day)
Venue for Opening of Tender :	Punjab State Electricity Regulatory Commission, SCO No 220-221, Sector 34 A, Chandigarh

Quality is the essence of the service to be rendered. Service is to be performed to the satisfaction of this office. Bills for the said services should be rendered after completion of work.

1) **Details of Work:**

Shifting of Office furniture & fixture including Almirahs, records, tables of different sizes including those with glass tops, Chairs, Sofas, LEDs, TV set, Computers & Printers, Racks, paintings, flowers pots, water dispensers, ACs, oil heaters etc. from SCO-220-221, Sector 34-A, Chandigarh to its new office building at Plot No 3, Sector 18-A, Chandigarh.

**a) Procedure of Work:-**

Taking of Office furniture & fixture including Almirahs, records, tables of different sizes including those with glass tops, Chairs, Sofas, LEDs, TV set, Computers & Printers, Racks, paintings, flowers pots, water dispensers, ACs, oil heaters etc.

- i) Packing the materials properly.
- ii) Carrying the material in the agency's own arranged vehicles.
- iii) Proper placement of the material in the new office building..

**b) Approximate details of materials to be transferred:**

- i) Almirahs: 110-115
- ii) Tables of different sizes: 105-110
- iii) Record:
- iv) Chairs :340-350
- v) Sofas :15-20
- vi) LEDs: 3
- vii) TV set :1
- viii) Computers & Printers :45-50
- ix) Racks : 10-15
- x) Record: 25-30 quintal
- xi) Large number of loose files and paintings, flowers pots, water dispensers, ACs, oil heaters etc.

**2) INSTRUCTION FOR TENDER:**

- a) Each tenderer shall submit only one tender, either by himself or as a partner in a joint venture. A tenderer who submits or participates in more than one tender, will be disqualified.
- b) The tenderer shall bear all costs associated with the preparation and submission of his tender and the Commission shall in no case be liable for the same.
- c) The Tenderer shall be required to deposit Earnest Money of Rs. 20,000/- (Rupees Twenty Thousand) in the form of Demand Draft in favour of the Secretary, Punjab State Electricity Regulatory Commission in a separate envelope which will be refunded to the

unsuccessful tenderer. Tender received without prescribed amount of the earnest money shall be summarily rejected.

- d) The successful bidder shall furnish a Performance Security Deposit of Rs 40,000/- within seven days of letter of acceptance of bid in the form of Demand Draft in favour of " Secretary, Punjab State Electricity Regulatory Commission, Chandigarh " safeguarding the interest of PSERC in all respects. Security Deposit shall be refunded to the contractor after the physical completion of the work as certified by the Competent Authority.
- e) The tenderer must submit **MEMORANDUM, FORMAT FOR AFFIDAVIT, BID** their tenders in sealed envelopes prominently with date on the envelope.
- f) Incomplete/tenderers not fulfilling any of the conditions specified otherwise are liable to be rejected without assigning any reason.
- g) The Commission has the right to accept or reject any bid without assigning any reason.
- h) PSERC reserves the right to negotiate the rates, terms and conditions with the lowest tenderer or any of the other tenderers to ascertain the suitability of the acceptable offer.
- i) Any bid without requisite earnest money will not be considered.
- j) Bids once submitted cannot be resubmitted, withdrawn or changed.
- k) Conditional Tender shall not be accepted.
- l) The Commission does not bind itself to accept the lowest rate tender and reserves the right of accepting any tender and the tenderer shall be bound to perform the work at the quoted rates.
- m) Prior to quoting of rates, the intending agencies may inspect the materials kept in the office building of SCO-220- 221, Sector 34-A, Chandigarh and also the new office at Plot No 3, Sector 18-A, Chandigarh and may contact Sh Harbhajan Singh, Assistant Director/General Section, PSERC in this regard.
- n) The bidders should check the website of PSERC i.e. [www.pserc.in](http://www.pserc.in) for any addenda/corrigenda to the notice/bidding documents till the date of submission of bids,

and the bidders should incorporate the same in their documents.

- o) The Tender will be opened by the tender committee in the presence of Tenderers or their representatives, who may require to be present on **19.03.2019** at **11:00 AM** in the Commission's office.
- p) An intending agency shall submit attested copies of the following documents:-
- i) Valid Trade license.
  - ii) Copy of PAN Card.
  - iii) Profession Tax Registration Certificate.
  - iv) Goods & Service Tax Registration Certificate.
  - v) Labour Licence Registration Certificate.
  - vi) Income Tax return for last two years.
  - vii) Partnership deed or Registration certification of the firm or Certificate of incorporation of Company as the case may be.
  - viii) Proof of deposit for earnest money.
  - ix) Power of Attorney in case of joint venture.

### 3) Miscellaneous

1. The bidder shall strictly comply with the terms and conditions of agreement. In case of violation of any of the terms, the agreement shall be liable for cancellation immediately.
2. Any dispute arising out of this agreement or that, which may arise in future, will be resolved by taking recourse to mutual settlement in the first instance, failing which the dispute will be subject to the jurisdiction of Chandigarh only. PSERC is entitled to withhold payment that is due to the contractor in case of dispute, till it is resolved.
3. The successful bidder shall not assign, transfer, pledge or sub-contract the performance or services without the prior written consent of the office of PSERC.
4. PSERC reserves the right to terminate the contract any time without assigning any reason whatsoever for which the contractor shall not be entitled to any compensation.
5. The earnest money of the successful bidder will be converted to security deposit.
6. Statutory deductions on account of taxes, fees, levies etc as applicable will be made.
7. Payment will be made within 15 days of successful completion of the work.
8. Any damage or loss in transit shall be made good by the vendor.

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9. Shifting will take place in May 2019 tentatively, however the exact date will be provided by PSERC and the shifting has to be completed within 5 days as per the shifting dates provided by PSERC.
10. The Earnest Money shall be refunded to the unsuccessful bidder within 30 days of the award of the order/contract to the successful bidder.
11. The evaluation of the tenders shall be based on the consolidated amount of the complete work.

**MEMORANDUM**  
**(To be submitted in Envelope 1)**

I/We hereby offer to execute for the Punjab State Electricity Regulatory Commission, Chandigarh the work, specified in the tender within the time specified in accordance with such conditions as applicable.

- a) General description : Shifting of Office furniture & fixture including Almiraahs, records, tables of different sizes including those with glass tops, Chairs, Sofas, LEDs, TV set, Computers & Printers, Racks, paintings, flowers pots, water dispensers, ACs, oil heaters etc. from SCO-220-221, Sector 34-A, Chandigarh to its new office building at Plot No 3, Sector 18-A, Chandigarh.
- b) Earnest money : **Rs 20,000**
- c) Security deposit : **Rs 40,000**

I/we hereby agree to abide by and fulfil all the terms and conditions of the contract annexed hereto and in default thereto, I agree that PSERC has the right to forfeit the Earnest Money. A sum of Rs.....has been deposited as Earnest money, I/we agree that the full value of Earnest money will be forfeited without prejudice should I/we

- (i) withdraw or modify my/our offer during the period of validity or
- (ii) fail to sign the contract agreement after acceptance of the offer or
- (iii) fail to commence the work at stipulated time, the said Earnest money shall be retained by PSERC towards security of the above memorandum.

Dated the .....day of .....20....

Signature of the Agency:

Witness.....

Address:.....

Phone Number.....

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**FORMAT FOR AFFIDAVIT**

(On non-judicial stamp paper and be attested  
by Notary)

**(To be submitted in Envelope-2)**

I, ..... son of Sh. .... resident of  
..... aforsesaid solemnly  
affirm and state as under:

1. That I am competent / authorized signatory of the Company / Firm to sign this declaration and execute this bid document.
2. I have carefully read and understood all the terms and conditions of the bid and undertake to abide to them.
3. The information/documents furnished along with the above bid form are correct and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my bid at any stage besides liabilities towards prosecution under appropriate law

Place:  
Date:

Signature & Name  
of the authorized signatory of the Bidder  
with Seal of the Firm

**BID**  
**(To be submitted in Sealed Envelope - 3)**

We hereby offer to do this work for  
Rs...../- (in number)  
Rupees.....(in words) inclusive of all  
taxes, levies and other charges.

Signatures .....

Name of the Firm .....

Seal .....