



सहायक आयुक्त का कार्यालय,
केंद्रीय वस्तु एवं सेवा कर, मंडल-V अहमदाबाद-दक्षिण
OFFICE OF THE ASSISTANT COMMISSIONER OF CENTRAL GST, DIVISION-V, AHMEDABAD-SOUTH,
तीसरी मंजिल, सहजानंद आर्केड, हेलमेट सर्किल के नजदीक, मेमनगर,
अहमदाबाद ३८००५२, गुजरात
3RD Floor, Sahajanand Arcade, Nr. Helmet Cross Road, 132 Ft. Ring Road, Memnagar, Ahmedabad-380 052.

F.NO. : I/01-03/Adm/18-19

Date: 05.04.2018

Notice inviting quotations for Shifting of Office with all equipments, files and other materials of this Division-V, Ahmedabad South from 3rd Floor, Sahajanand Arcade, Nr. Helmet Circle, Memnagar, Ahmedabad-380052 to 1st Floor, Central GST Bhawan, Near Polytechnic, Ambawadi, Ahmedabad-380015

Sealed quotations are invited from the Firms/Agencies specialized in packing & moving works for shifting of this Division Office from 3rd Floor, Sahajanand Arcade, Nr. Helmet Circle, Memnagar, Ahmedabad-380052 to Central GST Bhavan, Near Polytechnic, Ambawadi, Ahmedabad-380015. The items to be shifted from **Division-V, Ahmedabad South, 3rd Floor, Sahajanand Arcade** will be available for inspection between 11:00 AM to 5.00 PM from 09.04.2018 to 13.04.2018. For this purpose Administrative Officer, Division-V, Ahmedabad South may be contacted at **3rd Floor, Sahajanand Arcade** or over mobile number **9586979304**. The Firms/ Agencies should also furnish a copy of the PAN, GST Registration, & Past Experience Certificate" from their respective organizations, while submitting their quotations.

2. It is, therefore, requested to submit the rate quotation for all available items with this office in a sealed cover super-scribed as "QUOTATIONS FOR SHIFTING OF OFFICES EQUIPMENTS AND OTHER MATERIALS OF CENTRAL GST, DIVISION-V, AHMEDABAD SOUTH". It should be completed in all aspects and to be submitted in the Administrative Section of Office of the Assistant Commissioner, CENTRAL GST, DIVISION-V, AHMEDABAD SOUTH in all respect. The quotations should also indicate the response time and service commitment. The tenderers should have sufficient staff and communication facilities to respond in the shortest possible time.

3. The Office reserves the right to reject any or all quotations without assigning any reasons thereof.

4. The quotations received will be opened by the Tender Opening Committee at 3.00 PM on the same day i.e. 16.04.2018 in the Division Office. The tenderers or his representative may, if they so desire, be present at the time of opening of quotations.

5. **The terms & conditions of the contract will be as follows:-**

i. All pages of the tender document should be signed with stamp by the authorized signatory before submitting.

ii. The tender document should be sealed.

iii. The firm/Agency shall indicate the lumpsum rates for the said job. The rates should be filled up neatly (in both figures and in words). Firms are also advised not to erase or mutilate the figures, etc. Otherwise the quotation may be ignored. Any overwriting will not be allowed.

iv. The number of vehicles that will utilized for the purpose may also be given along with copies of their Registration Certificate (RC).

v. Detailed rates duly signed by the authorized person giving full name, address and contact no. etc. may be furnished by the stipulated time and date.

vi. The shifting of offices/Sections shall include following:—

a) Packing of files, computers and other system related hardware equipments, Air Conditioners, Office Equipment, electrical devices, Furniture, plants and other materials as available in the respective Division Office as well as Range Offices at 3rd Floor, Sahajanand Arcade Building, Memnagar, Ahmedabad.

b) Carrying all the packed articles/material carefully to 1st Floor, loading into the lorry and transportation to Central GST Bhavan, Nr. Polytechnic, Ambawadi.

c) Unloading all the packed articles/material from the Lorry; and carrying to the specified space.

d) Unpacking of the files, goods and articles placing in the respective Cup Boards and respective desks or place.

- e) Obtaining certificate for proper shifting with list of materials shifted, from concerned Officers/Sections.
- f) Disposal of packing material etc.
- g) The selected Firm/Agency has to use their own packing material, like gunny bags, packing tape, sutli, cardboard carton etc.
- i). The submission of bid will not place the Office of the Assistant Commissioner, CGST, Division-V, Ahmedabad South 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 Office of the Assistant Commissioner, CGST, Division-V, Ahmedabad South.
- xii). 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 Office of the Assistant Commissioner, CGST, Division-V, Ahmedabad South in no case shall be a party to such a dispute.
- xiii). Under normal circumstances the rate shall be valid for a period of three months from the date of issue of work order.
- ix). Responsibility of taking necessary permission from the traffic police authority for shifting shall be of the selected Firm/Agency.
- x). Payment for the said assigned job will be issued after completion of work with satisfactory certificate. There will not be any advance payment option for the said assigned work allotted to the firm/Agency.
- xi). 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.
- xii). The damage caused, if any to the property of the Office of the Assistant Commissioner, CGST, Division-V, Ahmedabad South through negligence or other

wise, shall be at risk and responsibility of the Firm/Agency. The financial or any other loss suffered by the Office of the Assistant Commissioner, CGST, Division-V, Ahmedabad South on this account shall be made good by the Firm/Agency.

xiii. Evaluation shall be done based on estimated quantity indicated in the enclosed schedule.

xiv. In case of any dispute, the decision of the Office of the Assistant Commissioner, CGST, Division-V, Ahmedabad South shall be final and binding on both parties

xv. The Office of the Assistant Commissioner, CGST, Division-V, Ahmedabad South reserves the right to reject any or all quotations without assigning any reasons thereof.

6. All the tenderers are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotations.

7. details of the tender can also be accessed on departmental website http://cenexahmedabad.nic.in/ahmedabad_1/Quotation.html & www.cbec.gov.in
.No bid will be entertained after the stipulated date.

(Anoop Singh, IRS)
Assistant Commissioner
Division- V, Ahmedabad South

Copy to:-

1. The Superintendent (Systems) , Ahmedabad South to upload the same in above mentioned website.

2. Hindi section, CGST, HQ, Ahmedabad South for Hindi translation of the tender notice.

3. Notice Board

ANNEXURE-A

Name of the Firm:

Registered/Postal Address

Telephone No.

E-mail

PAN No.

GSTIN :-

Description of Work with Amount (in Rs.)

(Inclusive of all taxes, packing unpacking, loading, unloading & misc. Charges)

THE SHIFTING WORK WILL BE CARRIED OUT ON URGENT BASIS.

Signature with seal