



অসম চৰকাৰ

GOVT. OF ASSAM

OFFICE OF THE NATIONAL AYUSH MISSION, ASSAM

SAIKIA COMMERCIAL COMPLEX, CHRISTIAN BASTI, GUWAHATI – 05
Email: namassam15@gmail.com

No: NAM/MISC/175/2018/351 (I)

Dated: 23.11.2023

**Notice Inviting Tender for Shifting of Office equipment and other materials
From the existing office campus of National Ayush Mission, 2nd Floor, Saikia
Commercial Complex, G.S Road, Guwahati to new office campus of National Ayush
Mission, 2nd & 3rd Floor, House No. 09, Near Dispur Law College, Dispur Last gate,
Guwahati- 781006.**

Single Bid sealed quotation is invited from the Firm/ Agencies specialized in packing and moving works for shifting of office articles from existing office campus of National Ayush Mission, 2nd Floor of Saikia Commercial Complex, G.S Road, Guwahati to new office campus of National Ayush Mission, 2nd & 3rd Floor, House No. 09, Near Dispur Law College, Dispur Last gate, Guwahati-781006.

The items to be shifted from 2nd Floor of Saikia Commercial Complex, G.S Road, Guwahati will be available for inspection between 11:00 A.M. to 4:00 P.M. on working days from 23.11.2023 to 06.12.2023

The intended Firms/Agencies should furnish a copy of the PAN, Service Tax Registration, GST along with Experience Certificate of at least 02 years in the relevant field in Government Departments/PSUs/leading Corporate Offices while submitting their quotations. Annual Turn Over should not be less than Rs 10.00 lakhs during each of the last two financial years i.e. 2020-2021 and 2021-2022. A certificate in this regard should be submitted from Chartered Accountant of the firm.

Firm/ Agencies is requested to submit the rate quotation affixing court fees of Rupees 8.25/- for the articles meant for shifting in a sealed cover super-scribed as "QUOTATION FOR SHIFTING OF OFFICE EQUIPMENT AND OTHER MATERIALS OF EXISTING OFFICE CAMPUS OF NATIONAL AYUSH MISSION, 2ND FLOOR, SAIKIA COMMERCIAL COMPLEX, G.S ROAD, GUWAHATI. The quotation as submitted should be completed in all respect and be dropped in the tender box kept at 2nd Floor of Saikia Commercial Complex, G.S Road, Guwahati by 3:00 P.M. of 07.12.2023 as Earnest money deposit (EMD) of Rs.20000.00 (Rupees Twenty Thousand only) should be attached with the quotation in the form of Demand Draft in favour of National Ayush Mission, Guwahati failing which the bids shall be rejected. The quotations received will be opened by the Tender Opening Committee at 3:30 P.M. on 07.12.2023. The tenderers or his representative may, if they so desire, be present at the time of opening of quotations

National Ayush Mission, Assam reserves the right to reject any or all quotations without - assigning any reasons thereof.

Joint. Director

Office of the Directorate of AYUSH, Assam.



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Technical Bid

1. All pages of the tender document should be signed with stamp by the authorized signatory of the firm before submitting, as a token of acceptance of all the terms and conditions mentioned in the tender documents.
2. The tender document should be sealed.
3. The firm/agency shall indicate the per unit rates for the said job (as Annexure I). 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.
4. Detailed rates duly signed by the authorized person giving full name, address and contact telephone nos. etc. needs to be furnished by the stipulated time and date.

The shifting of offices/sections shall include following:

- a. Packing of files, computers, Office Equipment, Almira and other materials as available in the respective rooms/sections at the existing office campus of National Ayush Mission, 2nd Floor, Saikia Commercial Complex, G.S Road, Guwahati
- b. Carrying all the articles/material packed carefully to ground floor, loading into the lorry and transportation to new office campus of National Ayush Mission, 2nd & 3rd Floor, House No. 09, Near Dispur Law College, Dispur Last gate, Guwahati- 781006.
- c. Unloading all the packed articles/material from the Lorry, and carrying to the rooms of 2nd & 3rd floor, new office campus of National Ayush Mission, 2nd & 3rd Floor, House No. 09, Near Dispur Law College, Dispur Last gate, Guwahati- 781006.
- d. Unpacking of the goods and placing in the respective rooms.
- 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 good quality packing material, like gunny bags, packing tape, Sutli, cardboard carton, thermocol sheets etc.



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- h. The Firms/Agencies should be Guwahati based.
- i. 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. National Ayush Mission in no case shall not be responsible to such a dispute.
- j. Under normal circumstances the rate shall be valid for a period of three months from the date of issue of work order.
- k. Responsibility of taking necessary permission from the traffic police authority for shifting shall be of the selected Firm/Agency.
- l. EMD money of successful bidder shall be retained as Security Deposit, however EMD money of unsuccessful bidder will be refunded to the respective bidder.
- m. Security deposit shall be discharged after the satisfactory completion of the contract. If the service provider fails or neglects any of his obligations under the contract, it shall be lawful for National Ayush Mission, Assam to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss from such failure.
- n. Responsibility for damage/theft/loss etc. of goods during shifting or physical injury to any labour in loading/unloading shall be borne of the Firm/Agency. National Ayush Mission, Assam will not be responsible for the same in any circumstances.
- o. The damage caused, if any to the property of the National Ayush Mission through negligence or otherwise during packing, loading while on transit, unloading, unpacking and while taking to designated rooms, shall be at risk and responsibility of the Firm/Agency. The financial or any other loss suffered by National Ayush Mission, Assam on this account shall be made good by the Firm/Agency or can be adjusted from the Security Deposit as submitted by the successful bidder
- p. The exact number of quantities of furnitures /IT equipments/ other items may increase or decrease at the time of actual shifting of the office. Any increase or decrease of tentative items will be certified by authorized officer/official of National Ayush Mission.
- q. Evaluation of tender for deciding LI bidder shall be on the basis of aggregate of all items. Rates shall be submitted in the format placed at Annexure I

Handwritten signature in blue ink.



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- r. The successful bidder shall complete the entire shifting work within one (01) day from the date of award of contract.
- s. The payment shall be made after satisfactory completion of the entire shifting work.
- t. In case of any dispute, the decision of the National Ayush Mission, Assam shall be final and binding on both parties.

Joint. Director
Office of the Directorate of AYUSH, Assam.



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Annexure 1

No: NAM/MISC/175/2018/351(I)

Dated:

Price Bid

Name of the Firm:	
Registered/Postal Address:	
Telephone No:	
E-mail	
PAN No.	
GST No. (if applicable)	
Service Tax Registration (if applicable)	

1. The bidder will quote the price in lump sum basis after due assessment through satisfactory physical verification of all the fixed assets/dead stock/IT equipments etc that are lying in the office of National Ayush Mission, Assam between 11:00 A.M. to 4:00 P.M. on working days from 23.11.2023 to 06.12.2023.
2. The evaluation will be made on the basis of the lowest rate quoted by bidder.

Sl No.	Particulars	Rate quoted by bidder
01	Office shifting items including all fixed assets/IT equipments/ACs etc	

Signature of the proprietor/Authorised person with seal of the firm.

N.B: The tentative list of office equipments is enclosed as Annexure 2.



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Annexure 2

Tentative list of equipments for office shifting

Sl. No	Particulars of Asset	Tentative Quantity
1	General Chair	58
2	Combined chair of capacity 3	2
3	General Table	17
4	VIP table	5
5	Computer table	10
6	VIP chair (Deputy+consultant)	4
7	Mini VIP chair	4
8	Sofa set	1
9	Table	2
10	Conference table	1
11	File Rack	5
12	Almirah	12
13	Book shelf	10
14	Mini Almirah	7
15	Inverter Battery	5
16	Inverter	2
17	Xerox machine	3+1
18	Directors chair (for 2 director rooms)	4
19	Fax machine	1
20	Air Conditioner	11
21	Tea Table	1
22	Plastic rack	1
23	Ceiling Fan	5
24	Wall fan	7
25	TV set	1
26	Notice board	6
27	VIP chair	6
28	Conference table chair	14
29	Dell computers newly arrived from Govt. of Assam (IT department)	20
30	Acer computer from Ayurvedic College	6



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31	HP computer from Ayurvedic College	2
32	HP computers (old)	5
33	HP Printers + scanner (new)	2
34	HP Printers + scanner (old)	2
35	HP Printer (old)	2
36	HP laptop (new)	1
37	Acer laptop (new)	4
38	HP old laptop	1
39	HP computer (old)	7
40	Printer (old)	7
41	Office Files	1200 (approx)

Joint. Director
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