



Indian Council for Cultural Relations
2nd Floor, Kalabhavan, Ravindra Bharathi Complex
Saifabad, Hyderabad - 500004
Telangana

HYD/860-1/2019/

24th October 2019

NOTICE INVITING TENDER

SUBJECT : Packing, shifting and unpacking the furniture, fixtures from the existing office to RPO Office Secunderabad.

The Indian Council for Cultural Relations (ICCR), Kalabhavan, Saifabad, Ravindra Bharathi Complex, Hyderabad – 500 004 invites bids in physical form, from interested registered agencies engaged in Packing, shifting and unpacking the furniture, fixtures.

SCOPE OF WORK

The ICCR is an autonomous body under the Ministry of External Affairs, Government of India with its head quarters in New Delhi and has 19 (Nineteen) Regional Offices in India and one of the Regional office is in Hyderabad which has to be shifted to Regional Passport Office Adjacent to Clock Tower, Kummaraguda, Secunderabad. Presently the office is situated in Ravindra Bharathi complex, Kala Bhavan, 2nd floor, Saifabad, Hyderabad

2. For the above purpose we require the services of reputed approved agencies engaged in packing, shifting and unpacking the furniture, fixtures from the existing office to RPO Office. The list of furniture/fixtures to be shifted is enclosed. Please Survey the existing office which is on second floor Kala Bhavan, Ravindra Bharathi and the new office at RPO which is on the ground floor at Kummaraguda, Clock Tower on any working day between the official working hours 10:00 AM to 5:00 PM and submit your quotation with terms and

condition including insurance of goods being shifted in a sealed envelope addressed to Director, ICCR, Kala Bhavan, 2nd floor, Ravindra Bharathi complex, Saifabad, Hyderabad latest by 22/11/2019 3:00 PM. Experienced agencies based or having an office in Hyderabad/Secunderabad are preferable.

3. Please note the following points before sending the quotation:-

1. Details of GST/PAN No (copies to be attached).
2. Documents in support of 3 years experience.
3. Quoted rates should be inclusive of all taxes etc, as per given format :-

S.No.	Particulars
1	Transportation charges
2	Labor charges for shifting
3	Packing charges
4	Unpacking charges
5	Number of days required for shifting.

4. You may like to examine the detail carefully and, if you feel confident to meet our requirements for high standard and time bound transporting facility, you may submit quotation indicating costs and terms and conditions to the ICCR, Hyderabad for Packing, shifting and unpacking the furniture, fixtures from the date of award of job as per the format. Bidders have to submit their quotations in sealed cover super scribing the envelope **"Quotation for Packers and movers from Ravindra Bharathi to RPO, Secunderabad** in a sealed envelope addressed to Director, ICCR, Kala Bhanvan, 2nd floor, Ravindra Bharathi complex, Saifabad, Hyderabad as per the following schedule. Your quotes will be considered only if the above points are adhered to.

Tender No. HYD/860-1/2019/	Dated : 24/10/2019
<u>Important Dates</u>	
Date of publishing	24/10/2019
Bid Document Download Start Date	24/10/2019
End of Bid Submission Date & Time	05/11/2019 (15:00 hrs)
Date & Time of Bid Opening	05/11/2019 (16:00 hrs)

DETAILS OF FURNITURE/ITEMS TO BE SHIFTED

S.No	ROOMS	Office Table	Computer Table	Tea Pot Table	Sofa	Normal Chairs (Plastic)	Photo Copier	Ladder	Invertor	Show case Table	Small Table	Almarah	Iron Rack	Fridge	Sofa Chairs	Iron Chairs	Office Executive Chairs	Computers	Printers	Scanners
1	Director	1	1	1	1	0	0	0	0	1	1	0	0	0	0	0	4	1	0	0
2	APOs	2	2	0	1	0	0	0	0	0	0	3	0	0	0	1	2	2	2	1
3	Accounts	1	1	0	0	0	0	0	0	0	1	4	1	0	0	0	1	1	1	0
4	DEO & Clerk	3	2	1	0	0	1	0	0	0	0	0	4	0	0	1	1	2	2	2
5	Store	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
6	Kitchen	0	0	0	0	0	0	0	1	0	1	0	0	1	0	0	0	0	0	0
7	File/ Almirah -1	1	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0
8	File/ Almirah -2	0	0	0	2	0	0	0	0	0	0	2	3	0	0	0	0	0	0	0
9	File/ Almirah -3	0	0	0	0	0	0	0	0	0	1	2	2	0	0	0	0	0	0	0
10	Library	1	0	0	0	0	0	0	0	0	0	5	0	0	0	0	0	0	0	0
11	Reception	2	0	0	1	100	0	1	0	0	0	0	0	0	2	10	2	0	0	0
Total		12	6	2	5	100	1	1	1	1	4	20	10	1	2	12	10	6	5	3

5. Library books and files = 7000 (approx), Stationery, Momentos, art facts, flower pots etc., as on site.

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6. Before quoting the rates the volume, weight and sizes of the items/furniture mentioned in S.No. 4 & 5 above may be verified by the agencies on site.
7. ICCR reserves its right to reject any or all quotations without assigning any reason whatsoever.

Y.Lakshmajji Rao,
Director.