



राष्ट्रीय सीमा शुल्क, उत्पाद शुल्क एवं नार्कोटिक्स अकादमी
क्षेत्रीय प्रशिक्षण संस्थान,
संख्या. ७ / ए, एस टी सी व्यापार केंद्र, नंदिनी लेआउट,
बेंगलूर - ५६० ०९६

**NATIONAL ACADEMY OF CUSTOMS, EXCISE & NARCOTICS,
REGIONAL TRAINING INSTITUTE,
No.7/A, STC TRADE CENTRE, NANDINI LAYOUT,
BENGALURU - 560 096
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C.No.IX/17/06/2013 NACEN (BZ)

Date:04.08.2016

Tender Notice No. 05/2016

Subject: Tender Enquiry for hiring services of reputed services providers for Undertaking the job of packing and shifting of records/furniture/office equipment etc., alongwith Man Power and Transportation and reinstallation (wherever required) to new NACEN, Complex, Bengaluru - Regarding.

Quotations are hereby invited from reputed services providers for undertaking the job of packing and shifting of records/furniture/office equipments etc., alongwith Man Power and transportation and reinstallation (wherever required) from **STC Trade Centre, 2nd and 4th floors, no 7/A, Nandini Layout, Bangalore, to National Academy of Customs, Excise & Narcotics (NACEN) Complex, situated at no. 40, HMT Factory Main Road, Jalahalli, Next HMT School, Bengaluru - 560 013.**

The following documents giving details are enclosed.

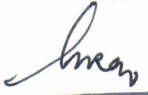
1. **Terms & Conditions** - **Annexure - I**
2. **Technical Bid** - **Annexure - II**
3. **Financial Bid (Proforma for quoting rates)** - **Annexure - III**

Contractors, Firms, Agencies interested in providing this service may submit the details in **Annexure-I, II and III**. The **Technical Bid** (Pre-qualifications requirements **(Annexure-II)** should be placed **in one envelope** and **Commercial Bid** (Proforma for quoting rates) **(Annexure-III)** should be placed **in another envelope**. Both the sealed envelopes be placed in another sealed cover superscribing **“Quotation undertaking the job of packing and shifting of records/furniture/office equipments etc., alongwith**

man power and transportation and reinstallation (wherever required) to new NACEN, Complex, Bengaluru, and the same may be submitted at 4th Floor, Office of the Principal Additional Director General, National Academy of Customs, Excise and Narcotics, Nandini Layout, Bengaluru - 560 096 so as to reach by 17.00 hrs on 19.08.2016. The Technical Bids will be opened at 15.30 hrs on 22.08.2016 in the presence of representatives of interested firms, if they make themselves available at that time. Financial bids will be opened on a later date, which will be conveyed to the firms, who are qualified in the Technical Bid. Tender forms are available at www.cbec.gov.in; www.nacen.gov.in and www.tenders.gov.in.

The tender should be addressed to the Principal Additional Director General, National Academy of Customs, Excise and Narcotics, Nandini Layout, Bengaluru, with a separate **Earnest Money Deposit of Rs. 5000/- (Rupees five thousand only)** in the form of demand draft in favour of "**The Pay and Accounts Officer, Central Excise, Bangalore**". The tenders without EMD will be summarily rejected. If any information furnished by the agency is found to be incorrect at a later stage the agency shall be liable to be debarred from providing the services.

The Principal Additional Director General, National Academy of Customs, Excise and Narcotics, Nandini Layout, Bengaluru reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.


04.08.2016
(Pullela Nageswara Rao)
Principal Additional Director General

TERMS AND CONDITIONS

1. The service provider has to undertake the **job of packing and shifting of records/furniture/office equipments etc., from STC Trade Centre, 2nd and 4th floors, No. 7/A, Nandhini Layout, Bangalore, to NACEN, RTI, near HMT school, Jalahalli, Bangalore - 560 013.**
2. The service provider should provide Man Power and Transportation and Re-installation (wherever required).
3. Prior to the actual shifting of this office, Man Power has to be provided to assist the Officers in each section of this office, for packing of records and computers etc. The records presently attached from each section should be dusted and then placed in the cardboard boxes. The said boxes shall be sealed with brown sealing tapes and to be kept ready for shift. The officers of each section will assist in marking/labelling these boxes.
4. On the day of shifting, adequate experienced personnel shall be provided for shifting all the boxes (containing records), office furniture, office equipments including computers and should be packed in boxes which requires specialization for safety handling and should be transported to the new premises.
5. On arrival at the new premises, these boxes along with other office furniture and equipment should be shifted to the designated places where the sections are ear-marked on various floors.
6. Adequate transport vehicles should be provided along with personnel
7. Actions requiring dismantling at the current premises and re-assembling at the new premises of any furniture/equipment etc. should be undertaken.
8. Instructions should be adhered to if there is any change in the shifting operations.
9. Preference will be accorded to those Service Providers who have sufficient experience in undertaking this operation to various Government Departments, Public Sector Undertaking and Government Departments, Public Sector Undertaking and Government Autonomous Organizations.
10. Interested bidders can inspect both the locations for assessing the quantum of work involved for shifting and transportation on 16.08.2016 (for the present office building) and 17.08.2016 (for the new premises).

DOCUMENTS TO BE SUBMITTED ALONG WITH THE TECHNICAL BID

1. Profile with the company along with financial statements indicating the turnover of the company.
2. List of Government Sector/Public Sector/Private Sector/Organization wherein the bidder has undertaken such services during the previous two years.
3. Certificates of Clients having satisfactorily completed the services.
4. Copies of PAN card, Service Tax Registration, Certificate of Registration with the labour Department, Registration with EPF/ESI departments.
5. Earnest money Deposit of Rs. 5000/- (Rupees five thousand only) in the form of a demand draft drawn in the favour of "The Pay & Accounts Officers, Central Excise, Bengaluru", should accompany the bid. The EMD of unsuccessful bidders shall be returned. The EMD of the successful bidder shall be returned on completion of this service.
6. Any other relevant information connected with such services.

TECHNICAL BID

To be submitted in a separate sealed envelope super scribing "Technical Bid"
Pre-qualification requirements for award of contract for 'undertaking the job of
packing and shifting of records/furniture/office equipments etc., alongwith man
power and transportation and reinstallation (wherever required)'

1.	Name of the Organization/ Firms with full address with pin code, Phone No, Fax No, email etc.	
2.	Name of the Proprietor / Partners / Directors	
3(a)	PAN No. of the Firm.	
3(b)	Copy of the Income Tax Return filed for last three years and Income Tax Clearance Certificate (ITCC) for the last year to be attached.	
4	Total strength of staff/workers available with the Service Provider	
5	List of the Public Sector/Govt. Organization to which similar Services have been provided by the Contractors / Firms / Agencies during the last 5 years. List of Government Organizations where the Service Provider is currently providing services may also be indicated. (Please attach the job order/service certificate from Govt. Office / Public Sector)	
6	The Service Provider should also submit Copies of Registration Certificate obtained from Service Tax Department (Ministry of Finance), Department of Labour, State Government, Employees Provident Fund Organization (Ministry of Labour, Govt. of India), Employees State Insurance Corporation (ESI Act, 1948) and Karnataka Shops & Commercial Establishments Act, 1961.	
7	Registration Number of Tenderer/Concern with Service Tax Department : (Attested Photo copy of registration certificate should be attached)	
8	Registration Number of Tenderer/Concern with other Government Departments : (Attested Photo copy of registration certificate should be attached)	
9	Any other information to be considered :	

UNDERTAKING (Part of Annexure -II)

1. I/We undertake the I/We have carefully studied all the terms and conditions of contract as indicated in Annexure I and understood the parameters of the proposed work and shall abide by them.
2. I/We hereby certify that none of my relative (s) is/are employed in the National Academy of Customs, Excise & Narcotics, Bengaluru or in field formations of Customs & Central Excise Bengaluru.
3. I/We further undertake that the information given in this tender are true and correct in all respect.

Signature of Authorized person with date:

Name and full address: _____

Telephone No (O) :

(R) :

(Fax) :

Email :

Seal :

FINANCIAL BID

PROFORMA FOR QUOTING RATES

To be submitted in a separate sealed envelope super scribing "FINANCIAL BID"

Sl. No	Category	Rates (in Rs.) inclusive of all taxes
01	Undertaking the job of packing and shifting of records/furniture/office equipments etc., alongwith man power and transportation and reinstallation (wherever required)	

2. Any other information:

Signature of Authorized person with date:

Name and full address: _____

Telephone No (O) :

(R) :

(Fax) :

Email :

Seal :