

Co-operative Academy of Professional Education (CAPE)

1st Floor, Co-Bank Towers, Vikas Bhavan P.O., Thiruvananthapuram, Pin-695033

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SHORT QUOTATION NOTICE

No. W-33(S)/2020/CAPE

Sealed quotations are invited for the "Transportation of office files, furniture and other equipment from the 1st Floor, Co-Bank Towers, Thiruvananthapuram to the 1st floor of the administrative building of College of Engineering Muttathara including loading, unloading and hire charges of lorries and allied labour charges". The envelopes containing the quotation should bear the superscription "**Quotation for the transportation of office files, furniture and other equipment from the 1st Floor, Co-Bank Towers, Thiruvananthapuram to the 1st floor of the administrative building of College of Engineering Muttathara**". Intending tenderer/firms may submit the quotations on their own papers. Last date and time for receipt of quotations are 30.09.2020, 1:30 PM. Late quotations will not be accepted. The quotations will be opened on the same day at 2:30 PM in the presence of such of the tenderers/firms or their authorized representatives who may be present at that time. The work is to be executed within 3 days from the date of acceptance of the quotation. Details of the items to be transported is given in the appended list. Further details can be had from the office of the undersigned, till 30.09.2009, 1:00 PM.

Details of work

Items of work

- a. Conveying the furniture, Refrigerator, Photo copier, Computers, Printers, UPS, Air conditioner units etc. from the 1st floor of CoBank tower to the ground, Loading to lorry
- b. Unloading the furniture from the lorry, conveying to the ground floor of the College of Engineering Muttathara
- c. Conveying bundle of files from the existing office and loading to lorries, Unloading the File bundles from lorry to ground floor of the new building
- d. Conveying the dismantled wooden partition boards from 1st floor to ground suitable for loading to lorry, unloading and stacking at the suggested position at the College of Engineering Muttathara
- e. Hire charges of lorry for conveying furniture, equipment and files
(Details of furniture and other materials given in the accompanying sheet)

Approximate value of the work: 2.20 lakhs

The acceptance of the quotations will be subjected to the following conditions:

1. The successful tenderer/firm, soon on receipt of the work order must furnish 5 per cent of the amount of the contract as security deposit and execute an agreement at his own cost for the satisfactory fulfilment of the contract, if so required.
2. Withdrawal from the quotation after it is accepted or failure to take up the work within the specified time will entail cancellation of the work order and work arranged at the offerer's expenses from elsewhere, any loss incurred thereby being payable by the defaulting party.
3. No representation for enhancement of the rate once accepted will be considered during the currency of the contract.

4. Any attempt on the part of tenderers or their agents to influence the Officers concerned in their favour by personal canvassing will disqualify the tenderers.
5. The quotation may be for the entire work and the tenderers/firms should be prepared to complete the work as specified above.
6. In cases, the successful tenderer, after having made partial work done fails to fulfill the contracts in full, all or any of the work done may, at the discretion of the undersigned be arranged by means of another tender/quotation or by negotiation or from the next higher tenderer who had offered to supply already and the loss, if any, caused to the undersigned shall thereby together with such sums as may be fixed by the undersigned towards damages be recovered from the defaulting tenderer.
7. The prices quoted should be inclusive of all taxes, duties, cesses, etc., which are or may become payable by the contractor/firm under existing or future laws or rules of the country of origin/work or delivery during the course of execution of the contract.
8. Payments will be made only after the completion of the work and no part payment will be entertained.
9. All payments to the contractors will be made by the undersigned in due course observing General Financial Rules.
10. The tenderer or firm is required to furnish the following details (along with the invoices) such as: Name of the Bank, Branch name with its IFS Code (IFSC) and the Bank Account Number to which the amount is to be credited to facilitate the fund transfer.
11. Special conditions, if any, printed on the quotation sheets of the tenderer or attached with the tender by the tenderer/ firm will not be applicable to the contract unless they are expressly accepted in writing by the undersigned.

Thiruvananthapuram 33
24.09.2020

Sd-
Director
(CAPE)

1	List of office files, furniture, stationery and other equipment to be transported from 1st floor of CoBank tower, Thiruvananthapuram to the 1st floor of the administrative building of College of Engineering Muttathara, including loading, unloading and stacking at places pointed out by the officers.		
1.1	Almirah 6 feet	53	No
1.2	Almirah 5 feet	3	No
1.3	Almirah 4 feet	5	No
1.4	Locker	1	No
1.5	Almirah puller type	4	No
1.6	Table- Executive	8	No
1.7	Table wood	4	No
1.8	Table- ordinary	24	No
1.9	Computer table- Big	4	No
1.10	Computer table- small	2	No
1.11	Rack- Metal	3	No
1.12	Rack- Wooden	7	No
1.13	Office Chair	48	No
1.14	Revolving Chair	43	No
1.15	Conference Table	2	No
1.16	Application Box	1	No
1.17	Plastic Chair	8	No
1.18	White board	1	No
1.19	Tea-poi	4	No
1.20	Sofa	4	No
1.21	Phone table	1	No
1.22	Book table	1	No
1.23	Refrigerator	1	No
1.24	Photo copier	3	No
1.25	Printers big	1	No
1.26	Computers including old one	30	No
1.27	Printer small including scraps	15	no appx
1.28	UPS including scrap	40	no appx
1.29	Wooden Partition boards (10 ft*8 ft to 5*8 size)	8	No
1.30	File in bundles	750	no

Sd/-

Director, CAPE