



Tea Board India,
North-East Zonal Office,
Ministry of Commerce & Industry, Govt. of India,
Housefed Complex, Central Block, 5th & 6th Floor,
Dispur, Guwahati – 781006, Assam.

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Ref No. 1(212)/ZON/GAU/SGDD/19/2024

Dated: 06-02-2020.

NOTICE INVITING QUOTATIONS

Sealed Quotations are invited, on behalf of the Executive Director, Tea Board, Guwahati, from interested packers & movers for transporting, packing, loading and un-loading of official furniture for shifting of the office used furnitures, at Tea Board, Zonal Office, Guwahati, Assam, as also to bring furniture from Tea Board, SGDD & Regional Office, Dibrugarh”, as per attached list of furniture as per Annexure-‘A’.

Sealed Quotations mentioning Ref. No. and date are to be addressed to the Executive Director, North Eastern Zonal Office, Tea Board, Housefed Complex, 5th & 6th floor, Beltola Bashistha Road, Guwahati-781006 on or before 1 PM on 17-02-2020 super scribing “Quotation for shifting of office furnitures at Tea Board, Guwahati & Dibrugarh”, and submit the same to this office, at the address given above”. EMD: Rs.1,500/-, to be deposited through Demand Draft / e-payment be drawn in favour of “Tea Board Imprest Accounts’, A/c.No.1861201002327 on Canara Bank, Dispur Branch, being IFSC: CNRB0001861.

Eligibility: Companies/ Firms either registered under the Indian Company Act 1956/2013 or partnership firm or proprietary firm having turnover at least Rs.3 Lakh per annum and who have experience and capability for undertaking the similar nature of work of packing, moving, loading, un-loading may submit their offers in sealed envelope.

Quotations will be received up to 13-00 hrs on 17-02-2020 and will be opened at 15-00 hrs on 17-02-2020, i.e. on the same day.

Description of items :

- (i) To be collected, as is where basis held at this Tea Board, Guwahati Office; and also to be collected, as is where basis held at Tea Board, SGDD & Regional Office, Zig Zag Road, Chowkidingee, Dibrugarh-786001, Assam.
- (ii) Individual/person(s)/company interested may inspect the furnitures/items for disposal during office hours between 11 AM to 3 PM (Monday to Friday, except Board’s Holidays), and submit sealed quotation in the above name, on or before scheduled date, through this Office.
- (iii) The quotation should be submitted as per the terms & conditions mentioned in the Notice Board of this Guwahati Office, as also in Tea Board website www.teaboard.gov.in .
- (iv) Rate should be quoted including all applicable Taxes and charges.

Instructions/Terms & conditions for submitting the Quotation, in details, as per Annexure-B.

Encl : As stated.

Executive Director.

Distribution to:-

- 1) Programmer – for arrange uploading in Board’s website.
- 2) Notice Board – for displaying.
- 3) A.O., Guwahati
- 4) EA to ED/ Guard File.

चाय पियो मस्त जियो ! Chai piyo mast jiyo !

Terms and condition and instruction for submission of Quotation

1. Sealed Quotations are required to be submitted in the Quotationer(bidder)'s own Letter Head Pad duly signed and stamped with date.
2. Before submission of the offer the indenting Packer & Mover Agency/ company is required to inspect the furnitures to see the items thoroughly, volume etc..
3. The price quoted must be firm and offer quoted must remain valid for acceptance for 180 days from the date of opening of the bid; and offer must be for the entire work.
4. Tea Board Authority reserves the right to accept/reject any offer without assigning any reason thereof. Tea Board also reserves the right to accept any offer wholly or in part at its option. Bidder shall have to supply/provide services at quoted rate only.
5. The bidder is required to deposit Rs.1,500/- (Rs. One Thousand five hundred only) as Earnest Money Deposit (EMD) in the form of DD/ Pay Order in favour of 'Tea Board Imprest Accounts' or in electronic transfer of fund / e-payment be drawn to Board's designated account, A/c.No.1861201002327 on Canara Bank, Dispur Branch, being IFSC: CNRB0001861, along with the quotation.

The EMD will be forfeited in case the selected bidder refuses/fails to deposit the quoted amount within 7 days after issuance of Letter of Intent for the delivery of the vehicle. The EMD will be returned to the unsuccessful bidders after issuance of delivery order to the L-1 bidder.

Quotations received without EMD will be rejected out rightly, without further communication.

6. The articles/items should be removed from the this Zonal Office, Guwahati and bring back listed furnitures from SGDD & RO, Dibrugarh office site within 3 days after acceptance of the quoted amount shall be made after satisfactory completion of the entire work.
7. Applicable Taxes under GST regime if any shall be paid by the successful bidder.

Executive Director.

ANNEXURE-'B'

List of Items for transfer and are to be shifted from 6th Floor-Conference Room of Tea Board, ZO, Guwahati to SGDD, Dibrugh.

Sl.No	Particulars	Quantity	Remarks
1	One Big conference table for shifting and on the top there is table glass.	01	
2	Conference chairs	16	
Total Items/ Articles		17	

List of Items are to be shifted from Tea Board, Small Growers Development Directorate, Zig Zag Road, 2nd Floor, Chowkidingee, Dibrugarh-786001 to Guwahati Office.

Sl.No	Particulars	Quantity	Remarks
1	One conference table (Size-4' x 2'), for shifting and on the top there is table glass (in open condition-24 pieces)	01	
2	Conference chairs	45	
3	Corner Table.	04	
Total Items/ Articles		50	

Executive Director.

[Ref. File No. 1(212)/ZON/GAU/SGDD/19]