

BOSE INSTITUTE KOLKATA

Tender (EOI) No.	BI/T/06/2017-18
Date	19.02.2018

Title	EXPRESSION OF INTEREST FOR PREPARING A SUITABLE PANEL OF MOVERS AND PACKERS FOR SHIFTING VALUABLE FURNITURE / SENSITIVE SCIENTIFIC EQUIPMENTS / INSTRUMENTS FROM DIFFERENT CAMPUSES OF THE INSTITUTE TO THE UNIFIED CAMPUS AT SALT LAKE
DETAILS OF EOI	ATTACHED IN ANNEXURE

Last Date & Time for submission	13.03.2018 upto 14:00 hrs.
Date & Time for opening EOI	13.03.2018 at 15:00 hrs.
Submission of EOI (address)	PURCHASE SECTION, BOSE INSTITUTE, CENTENARY CAMPUS, ANNEXE BLOCK 1 ST FLOOR, P-1/12 CIT SCHEME VIIM KOLKATA 700054
Venue of opening	Purchase Section, Bose Institute, Centenary Campus, KOLKATA 54
For any query the interested agencies / firms may contact (Dept./Section/Div./Unit)	033 2569 3208 / 3305

General Terms & Conditions

Any other information (if applicable)	PLEASE REFER TO THE ANNEXURE FOR DETAILED GUIDELINES & INFORMATION
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Name of EOI No. should be mentioned on the envelope positively.
Director, Bose Institute reserves the right to accept or reject any or all proposals either in part or in full. The reasons for rejecting the EOI of a prospective Agency / Firm will be disclosed only when enquiries are made.

Sr. Professor & Incharge, Registrar's Office

ANNEXURE

Expression of interest in sealed cover is invited from reputed and benefide firms/ agencies Specialized in packing and moving works for shifting of items from different campuses of Bose Institute to the newly constructed Unified Campus at Block – EN, Sector – V, Kolkata – 700091, during working hours. The indenting firms/agencies should have requisite licenses issued by the competent authority, PAN, GST registration, experience of undertaking similar shifting work in at least 03 Government Departments / Autonomous bodies / PSU etc., during last 5 years and Should have expertise of shifting the type of items as mentioned below. Annual turnover of the company should not be less than 10 lakhs during each of the last three financial years. A certificate in this regard should be submitted from a Chartered Accountant. Vendors/Companies having experience in moving sensitive scientific Instruments will be preferred.

Nature of items to be shifted:

- 1) Laboratory and Office furniture
- 2) Electromechanical Equipments
- 3) Books and Journals
- 4) Computers, peripherals and accessories
- 5) High Value Scientific Instruments

The firm should have special expertise in the above mentioned job.

Please furnish the following details with the EOI submitted by you for the above job .

Name of the Firm / Proprietor -----

Address: -----

Email :

Phone Numbers :

Mobile No. :

Branch Office

Address : -----

Email :

Phone Numbers :

Mobile No :

GENERAL INSTRUCTIONS FOR VENDORS/AGENCIES

The applicants should have their registered local office in Kolkata.
The firm should have special expertise in the above mentioned job.

INSTRUCTIONS TO APPLICANTS

Intending vendors are required to submit their full details about their organization, experience, personnel in their organization, competence, adequate evidence of their financial standing, etc..

While deciding upon the selection of vendors/agencies, emphasis will be given on the ability and competence of applicants to do good quality works within the specified time.

Decision of BOSE INSTITUTE, KOLKATA in this regard will be final and binding without assigning any reason thereof.

Application containing false or inadequate information are liable for rejection, besides action for misrepresentation. .

The firms shall not have any discouraging / adverse report against their past performance.

PARTICULARS TO BE FURNISHED ALONG WITH THE APPLICATION :

1. Name of the Company / Firm / Proprietor :

Registration Number:

Year of Establishment:

2. Person in Charge :

Details:

Phone:

Mobile:

Email:

3. (a) Official Address :

(b) Official Telephone No. :

c) Mobile No. of Proprietor:

4. Service Tax / GST Registration No :

5. PAN Number :

6. Experience of handling similar jobs :