



Government of Odisha
BOARD OF REVENUE: ODISHA: CUTTACK

ରାଜସ୍ୱ ପର୍ଯ୍ୟବ, ଓଡ଼ିଶା, କଟକ

No. VII(A)-36/2021- 3195 / M.B.(Niz.), Dated: 28/07/2022

QUOTATION / TENDER CALL NOTICE

Quotations/ Tenders are invited from the intending GST registered Service Providers/ Firms and registered Contractors for execution of shifting of the records (Approximately 30,000 nos.), 11 nos. of Almirah, Chair, Table, Small Racks, Gadgets (Copier machine/ Computer etc.) of the old Record Room of Board of Revenue, Odisha, Cuttack from its existing place at ground floor of old Red Building to 7th floor of the newly built A-Block of Rajaswa Bhawan.

2. The interested parties may visit the present place of the Record Room, assess the volume of records to be shifted, nature of work and its new places of shifting and drop the quotations in the Tender Box kept at Nizarat Section, Board of Revenue, Odisha, Cuttack by 06.08.2022 by 1 P.M. or the quotation may be sent through registered post/ speed post in the address of Secretary, Board of Revenue, Odisha, Cuttack, At- Rajaswa Bhawan building, P.o- Chandinichowk, Dist.-Cuttack, Pin-753002 in a sealed cover superscribed "Tender/ Quotation for shifting of records of Record Room of Board of Revenue, Odisha, Cuttack" and it should reach the office of the undersigned by 1.00 P.M of 06.08.2022.

3. The quotations will be opened on the same day i.e. 06.08.2022 at 3.00 P.M. in the office chamber of the undersigned by the Tender Committee constituted for the purpose which will scrutinize & finalize the quotations. The L-1 bidder will be placed orders for execution of the work as per the rate quoted by the bidder. The quotationers or their authorized representatives may remain present at the time of opening of quotations.

4. The details of the terms and conditions of the Tender is attached separately as Annexure-A.

5. The value of the Tender is fixed at Rs.80,000/-(Rupees eighty thousand) only.


Secretary.

Memo No. 3196 / M.B.(Niz.), Dated: 28/07/2022

Copy forwarded to F.A.-cum-Special Secretary to Govt. in Revenue & Disaster Management Department, Odisha, Bhubaneswar for information and necessary action.


Secretary.

Memo No. 3197 / M.B.(Niz.), Dated: 28/07/2022

Copy to F.A, Board of Revenue, Odisha, Cuttack/ Special Secretary (R.R) for information & necessary action.


Secretary.

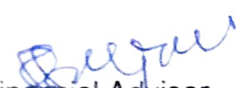
Memo No. 3198 / M.B.(Niz.), Dated: 28/07/2022

Copy to Technical Director, NIC, 5th Floor, Rajaswa Bhawan, Cuttack with a request to web hoist this Notice in the website of Board of Revenue, Odisha for wide publicity / Sr. P.S to Hon'ble Member/ Section Officer & Record Keeper, Record Room/ Care Taker, Board of Revenue, Odisha, Cuttack for information and necessary action.


Secretary.


TERMS AND CONDITIONS

1. The tenderer has to physically visit the existing Record Room and new place of shifting located at 7th Floor 'A' Block of Rajaswa Bhawan building of Board of Revenue, Odisha, Cuttack prior to submission of Tender.
2. The tenderer is to submit the copies of the registration document of the firm issued by concerned Govt. authority.
3. The quotations received incomplete or after the scheduled date and time shall be summarily rejected.
4. The rate quoted for the work shall be inclusive of all taxes.
5. The shifting of the records is to be made with utmost care and propriety and uninterruptedly in a slow and steady manner till its completion.
6. The Tenderer has to complete the process of shifting as per work order.
7. A pre-execution awareness meeting will be held with the L-I Tenderer by the office before execution of the work to sensitize the vendor regarding the Standard Operating Procedure (SOP).
8. Tenderer will arrange big Tin/ Wood boxes in which the records shall be transported. Open or shifting in bags or sacks of records will not be allowed.
9. Tenderer will be responsible for packing/ loading/ transportation/ safe unloading with proper up keeping of records and other articles at delivery point.
10. The tenderer will be responsible for arrangement of men / material/ logistics and their safety and security. Board of Revenue, Odisha will not be responsible in any manner in this regard.
11. Shifting of records and other articles shall be carried during the office hour i.e. 10AM to 5.30PM of the working days.
12. Liability towards damage/theft loss etc. if any of the official record during shifting or physical injury to any man engaged in the work by the Tenderer shall rest on the Tenderer.
13. The successful tenderer shall ensure that the personnel so deployed should maintain due decorum as well as prohibit its personnel on duty from smoking or lighting fire within the premises where they are deployed and also restrain them from collaborating or mixing up with any outside element.
14. Payment shall be made after completion of the entire shifting of records and due certification of such completion of work by the concerned Record Room in-charge officer.
15. The tenderer will observe and comply with all statutory obligations of all applicable statutes/ rules/ bylaws etc. not explicitly mentioned in this tender.
16. The Tender value of the work is fixed at Rs.80,000/- (Rupees Eighty Thousand) only
17. The authority reserves the right to cancel the quotations or any part thereof assigning any reasons thereof.


Financial Advisor,
Board of Revenue, Odisha,
Cuttack


Special Secretary (R.R.),
Board of Revenue, Odisha,
Cuttack


Addl. Secretary (Niz.),
Board of Revenue, Odisha,
Cuttack


Secretary
Board of Revenue, Odisha, Cuttack