

BY Speed post

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**GOVERNMENT OF INDIA
MINISTRY OF CORPORATE AFFAIRS
OFFICE OF THE REGIONAL DIRECTOR (SOUTH EAST REGION)
2ND FLOOR, KENDRIYA SADAN, SULTAN BAZAR, HYDERABAD-500 195**

Ref.No.1/(32)/RD(SER)/Corporate Bhavan/2015

Date : 05-03-2015

To

The Secretary
Ministry of Corporate Affairs,
New Delhi.

Kind Attention: Shri Anil Prashar, Under Secretary to the Govt. of India.

Sir,

Sub: Shifting of Records/Furniture/Office equipment to Corporate
Bhavan, Bandlaguda, Hyderabad – Inviting Tenders – Reg.

With reference to the above, I am directed to enclose herewith the notice Inviting tenders for service provider along with terms and conditions for shifting of records/furniture/office equipment from O/o Regional Director (SER), 2nd Floor, Kendriyasadan, Sultanbazar, Koti to Corporate Bhavan, Bandlaguda, Hyderabad for Ministry's kind perusal and approval. Ministry may consider and place the same in the website of the Ministry.

Yours faithfully,

(S.CHANDRASEKARAN)
JOINT DIRECTOR

Encl: As stated above.

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Ref.No.1/ (32)/RD (SER)/Corporate Bhavan/2015

Dated: 05.03.2015

**NOTICE INVITING TENDER FOR SHIFTING OF RECORDS/FURNITURE/OFFICE
EQUIPMENT FROM KENDRIYASADAN, SULTANBAZAR, KOTI, HYDERABAD TO
CORPORATE BHAVAN, BANDLAGUDA, HYDERBAD**

The undersigned invites quotations on behalf of Ministry of Corporate Affairs, Government of India in the form of sealed tenders for the under mentioned work :

- a) Shifting of records/furniture/Office Equipment from 2nd Floor, Kendriyasadan, Sultanbazar, Koti, Hyderabad to Corporate Bhavan, Ministry of Corporate Affairs, Government of India, Bandlaguda, Nagole, Hyderabad – 68.
- b) Quotations in sealed cover addressed to the Office of the Regional Director(SER), 2nd Floor, Kendriya Sadan, Sultanbazar, Hyderabad should be submitted to the undersigned on or before 16.03.2015 by 3:30 PM
- c) Sealed Tenders will be opened in the Chamber of Joint Director, 2nd Floor, Kendriyasadan, Sultanbazar, Hyderabad on 17.03.2015 at 11.00 AM.

TERMS AND CONDITIONS:

1. The bidder to whom Shifting of records/furniture/office equipment work is allotted, shall be completely responsible for shifting of records/files/equipment to Corporate Bhavan located at Bandlaguda, Nagole, Hyderabad – 68.
2. The bidder to whom the contract of shifting of records/furniture/office equipment of Corporate Bhavan, Bandlaguda, Hyderabad, has been awarded shall engage sufficient number of labourers for shifting and arrangement of records/files/equipment.
3. The bidder to whom the service contract of shifting of records/furniture/office equipment to Corporate Bhavan, Bandlaguda, Hyderabad shall bring the necessary material required and no material will be supplied by this office;
4. The committee appointed for this purpose or any other officer authorized may make inspections at regular intervals and the successful bidder to whom contract is awarded should fully cooperate during such shifting of records/furniture/office equipment work.
5. The successful bidder is responsible for replacement of any of the property of the Department, if at any time it is noticed that such damage occurred on account of negligence of the personnel of the appointed Contractor in the process of shifting of records/furniture/office equipment.

6. The bidder whom contract has been awarded is fully responsible to complete the work of shifting of records/furniture/office equipment within time frame given.
7. The Regional Director reserves his right to withdraw/cancel the contract at any later stage either before or after enter into contract without arising any reason.

(B.N.HARISH)
REGIONAL DIRECTOR

Technical cum Financial bid

1. Name of the Bidder:
2. Address of the Bidder:
4. Contact person(s)(With mobile number) :
7. Permanent Account Number:
8. Service Tax Registration Number:
9. No. of labourers proposed to be employed and charge for the proposed labourer (minimum number required to be deployed has been clearly mentioned in the Tender Notice) & description. :
10. Please specify applicable taxes and rate of tax:
11. The work relating to shifting of records/furniture/office equipment will be entrusted to the successful bidder. Further, the Regional Director had the power to cancel the contract without assigning any reasons.

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my / our knowledge. I understand that in case any deviation is found in the above statement at any stage, the firm / company will be blacklisted and will not have any dealing with the Department in future.

(Signature of the authorized signatory with the date)

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2ND FLOOR, KENDRIYA SADAN, SULTAN BAZAR, HYDERABAD-500 195**

Ref.No.1/ (32)/RD (SER)/Corporate Bhavan/2015

Dated: 05.03.2015

**NOTICE INVITING TENDER FOR SHIFTING OF RECORDS/FURNITURE/OFFICE
EQUIPMENT FROM KENDRIYASADAN, SULTANBAZAR, KOTI, HYDERABAD TO
CORPORATE BHAVAN, BANDLAGUDA,
TATTIANNARAM VILLAGE, HAYATNAGAR MANDAL, RANGA REDDY DISTRICT,
HYDERABAD, TELANGANA**

Regional Director(SER), Ministry of Corporate Affairs, Hyderabad invites sealed quotations from reputed service provider for Shifting of records/furniture/office equipment from Kendriyasadan, Sultanbazar, Koti, Hyderabad to Corporate Bhavan, Ministry of Corporate Affairs, Govt.of India, Bandlaguda, Nagole, Hyderabad – 68.

Tender form along with the terms and conditions can be obtained from office of the Regional Director, 2nd Floor, Kendriya Sadan, Sultan Bazar, Koti, Hyderabad on request. The details can be obtained from the website www.mca.gov.in and the last date for receipt of filled in tender form is 16.03.2015 before 03.30 PM.

Quotations received will be opened on 17.03.2015 at 11.00 AM in office of the Regional Director, 2nd Floor, Kendriya Sadan, Sultan Bazar, Koti, Hyderabad by the Regional Director(SER).

The intending bidders may inspect the records/furniture/office equipment to be shifted from O/o Regional Director(SER), 2nd Floor, Kendriya sandan, Sultanbazar, Koti, Hyderabad to Corporate Bhavan, Bandlaguda, Hyderabad, the premises between 11.00 A.M to 3.30 P.M. with prior permission from the office of Regional Director (SER) on any working day from 11.03.2015 to 12.03.2015.

(B.N.HARISH)
REGIONAL DIRECTOR