



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE, CHENNAI**

No. 407-408, IIIrd Floor, G.R. Complex, Nandanam, Chennai – 600 035
Tel: 044-24312499; Email: rcchennai@ignou.ac.in

Date : 31st August 2017

**INVITES LIMITED TENDER FOR TRANSPORTATION OF ARTICLES, BOOKS,
FURNITURE & EQUIPMENT, ETC.,**

IGNOU Regional centre, Chennai intends to shift the office from 3rd Floor, GR Complex, 407 Anna Salai, Nandanam, Chennai – 600035 to The Periyar Sef-Respect Propaganda Institution, Periyar Tidal, 84/1 (50) EVK Sampath Salai, Vepery, Chennai 600 007. On behalf of the Indira Gandhi National Open University (IGNOU) the undersigned invites limited tender from reputed Transporters, Packers and Movers for the following:-

- 1. Transportation of all office materials including packing, loading unloading charges from GR Complex 3rd Floor, Anna Salai, Nandanam, Chennai 35 to Periyar Tidal, 84/1 (50) EVK Sampath Salai, Vepery, Chennai -7.**

Interested parties may visit the above address during office hours to inspect the office in connection with shifting to quote their competitive rates. The tender documents containing the terms and conditions can be obtained from IGNOU Regional Centre, No. 407-408, III rd Floor, G.R. Complex, Anna Road, Nandanam, Chennai – 600 035 on payment of Rs.500/- (Rupees Five Hundred Only) by means of Demand Draft drawn in favour of IGNOU, payable at Chennai from **31st August, 2017 to 10th September, 2017 up to 1500 hrs.** The tender documents can also be downloaded from the University's websites www.ignou.ac.in and www.ignouchennai.ac.in and submitted along with a Demand Draft for Rs.500/- drawn in favour of IGNOU, payable at Chennai. The tender documents duly filled in and complete in all respects, should be submitted to the Regional Director, IGNOU Regional Centre, No. 407-408, III rd Floor, G.R. Complex, Anna Salai, Nandanam, Chennai – 600 035 up to 1500 hrs, on or before 10th September, 2017 which shall be opened in the presence of the bidder(s) or his representatives **on the same day at 15.30 hrs. The Office will be open on 10th September 2017, (Sunday) to receive the tenders and process the same.** Late submission of the tender documents shall be summarily rejected.

IGNOU reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

Regional Director

File No. IG/RC-Chennai/Shifting/2017
Dated: 31st August, 2017

INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE, CHENNAI

TENDER FOR TRANSPORTATION
OF ALL OFFICE ARTICLES, BOOKS, FURNITURE
& EQUIPMENT, ETC.,

Last date for submission of Quotation : **10 September, 2017; Time: 1500 hrs**

Date & Time of Opening of Quotation : **10 September, 2017; Time: 1530 hrs.**

Venue : **Indira Gandhi National Open University
Regional Centre Thrid Floor,
GR Complex, No. 407-408, Anna Salai,
Nandanam, Chennai – 600 035.**

Cost of the Tender Form : **500/-**

Indira Gandhi National Open University

QUOTATION FORM FOR TENDER FOR TRANSPORTATION OF ALL OFFICE ARTICLES, BOOKS, FURNITURE & EQUIPMENT, ETC., (To be filled by the Bidders)

1. Name of the Company/Organization : _____
2. Address : _____

3. Whether the Company/Organization/
Proprietorship/ Partnership/Pvt. Ltd./Others : _____
4. Name of the Authorized Signatory : _____
5. Registration No./Sales Tax Regn. No. (if any): _____
6. I.T.C or PAN (Enclose a copy) : _____

QUOTATION

1. Transportation of office materials including packing, loading and unloading charges from GR Complex Floor, Anna Salai, Nandanam to Periyar Tidal, Veperiy, Chennai.

Total Bid Amount: - _____ Rupees _____

Note:

Rates quoted should be valid for at least two months from the date of award of the contract.

.....
**Signature of the Bidder
or the Authorized Signatory**

.....
Seal of the company with address

Date:

INSTRUCTION TO BIDDERS

1. The quotation should be submitted in a sealed envelope on or before 10.9.2017 upto 3.00 p.m.
2. The successful bidder will be required to furnish a Performance Security (security deposit) as per Clause 2 of the Terms & Conditions of contract by means of bank draft drawn in favour of IGNOU payable at Chennai.
3. Quotations received late will summarily be rejected.
4. Form of organisation, whether Partnership or Proprietary or Limited Company must be clearly mentioned in the quotation. If Partnership firm, the Names & Addresses of the Partners and if Limited Co., the names and addresses of the Directors and Registration Number may be expressly stated.
5. No Sales Tax and/or other duties/ levies/ forms 'C' or 'D' for this shifting are available with the University.
6. Rates quoted should be valid for at least two months from the date of award of the contract.
7. Corrections, if any, must be attested. The amount shall be indicated both in words as well as in figures. Where there is difference between amounts quoted in words and figures, amount quoted in words shall prevail.
8. The authority of the person signing the quotation called for should be produced.
9. The validity of the contract will be for a period of two months from the date of award of the contract, which can be extended with the approval of the Competent Authority, if mutually agreed upon between the University and the Contractor.
10. Canvassing in any form will disqualify the tenderer for the present tender or may be in future too.

TERMS AND CONDITIONS OF THE CONTRACT

1. DEFINITIONS:

- a. The terms IGNOU means Indira Gandhi National Open University represented by the Regional Director, IGNOU, Regional Centre, Chennai or his successors or assignees.
- b. The term 'Contractor' shall mean, the person, firm or Company with whom or with which the order for shifting material is placed and shall be deemed to include the Contractor's successors, representatives, heirs, executors and administrators unless excluded by the contract.
- c. The term 'Order' shall mean, the communication signed on behalf of IGNOU by an officer duly authorized intimating the shifting order on behalf of IGNOU on the terms and conditions mentioned or referred to in the said communication accepting the quotation or offer of the contractor for shifting of material.

2. PERFORMANCE SECURITY (SECURITY DEPOSIT)

On acceptance of the tender, the contractor shall deposit the Performance Security within the specified period to IGNOU by Bank demand draft. The performance security will be as under:-

Description of work	Performance Security (`)
1. Transportation of all office materials including packing, loading unloading charges from GR Complex 3 rd Floor, Anna Salai, Nandanam, Chennai -35 to Periyar Tidal, Vepery, Chennai-7	Rs.10,000/-

Note: Performance Security is to be paid

If the contractor is called upon by IGNOU to deposit 'Performance Security' and the Contractor fails to furnish the said security within the specified period such failure shall constitute as a breach of the contract and IGNOU shall be entitled to make either arrangements for the shifting of office materials.

3. PAYMENT

The IGNOU will make the payment as agreed upon only after the completion of shifting of office articles, books, furniture & equipments to the satisfaction of IGNOU.

4. RECOVERY OF SUMS DUE

Wherever any claim for the payment of, whether liquidated or not, money arises out of or under this contract against the contractor, IGNOU shall be entitled to recover such sum by appropriating, in part or whole, the performance security deposited by the contractor, if a security is taken against the contract. In the event of the security being insufficient or if no security has been taken from the contractor, then the balance of the total sum recoverable, as the case may be, shall be deducted from any sum then due of which at any time; thereafter may become due to the Contractor under this or any other contract with IGNOU. Should this sum be not sufficient to cover the full amount recoverable, the contractor shall pay to IGNOU on demand the remaining balance due. If IGNOU has or makes any claim, whether liquidated or not, against the contractor under any other contract with IGNOU, the payment of all money payable under the contract to the Contractor including the security deposit shall be withheld till such claims of IGNOU are finally adjudicated upon and paid by the contractor.

5. ARBITRATION

In the event of any question, dispute or difference arising under these conditions or any conditions contained in the work Order or in connection with this contract, (except as to any matters the decision of which is specially provided for by these conditions) the same shall be referred to the sole arbitration of the Registrar, IGNOU or to some other person nominated by him. There will be no objection that the arbitrator is an IGNOU servant that he had to deal with matter to which the contract relates or that in the course of his duties as an IGNOU servant he has expressed views on all or any of the matters in dispute or difference. The award of the arbitrator shall be final and binding on the parties of this contract.

In terms of this contract:

(a) If the arbitrator be the IGNOU Officer:-

- (i) in the event of his being transferred or vacating his office by resignation or otherwise, it shall be lawful for his successor in office either to proceed with the reference himself, or to appoint another person as arbitrator, or
- (ii) in the event of his being unwilling or unable to act for any reason, it shall be lawful for the Registrar, Indira Gandhi National Open University to appoint another person as arbitrator; or

(b) If the arbitrator be a person appointed by the Registrar, Indira Gandhi National Open University.

In the event of his dying, neglecting or refusing to act, or resigning or being unable to act, for any reason, it shall be lawful for the Registrar, Indira Gandhi National Open University either to proceed with the reference himself or to appoint another person as arbitrator in place of the outgoing arbitrator. Subject as aforesaid, in Arbitration and Conciliation Act, 1996 and the rule there under any statutory modifications thereof for the time being in force shall be deemed to apply to the arbitration proceedings under this Clause. The arbitrator shall have the power to extend with the consent IGNOU and the Contractor the time for making and publishing the award. The venue of Arbitration shall be the place as IGNOU in his absolute discretion may determine. Work under the Contract shall, if reasonably possible, continue during Arbitration Proceedings and both

the parties shall bear the cost of Arbitration equally. Language of Arbitration shall be English only.

6. SIGNING OF QUOTATION

The quotation is liable to be ignored if complete information is not given therein or if the particulars and data (if any) asked for in the schedule to the quotation are not filled in.

Individual signing the quotation or other documents connected with a contract must specify whether he signs as:

- i. A 'sole proprietor' of the concern or constituted attorney of such sole proprietor:
- ii. A partner of the firm if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm
- iii. Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a company.
- iv. In case of (ii), a copy of the partnership agreement or general power of attorney, in either case attested by a Notary Public, should be furnished unless the same has been previously furnished to this University or any affidavit on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney should be furnished. The attested copy of the certificate or registration of firm should be attached along with the quotation papers.
- v. In the case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been confirmed on any partner, the quotation and all other related documents must be signed by all the partners of the firms.
- vi. A person signing the quotation form or any documents forming part of the contract on behalf of another shall be deemed to be a warranty that he has authority to sign it, on enquiry if it appears that the persons signing had no authority, IGNOU will have the right to cancel the contract and hold the signatory liable for all cost, consequences and damages.

.....
**Signature of the Bidder
or the Authorized Signatory**

.....
Seal of the company with address

Date: