

DIRECTORATE OF EXPORT PROMOTION AND MARKETING, ODISHA,  
ASHOKA MARKET COMPLEX, 2<sup>ND</sup> FLOOR, BHUBANESWAR – 9  
Telephone No.0674-2530443 / 2533268, E-mail: depmodisha@gmail.com

No.IXEMET-05/2017- 1121

/EPM, Dt. 04/02/2017

**QUOTATION CALL NOTICE**

Sealed quotations are invited in letter pad from indenting VAT Registered Firms / Packers & Movers Company / Private Individuals having valid TIN / SRIN for shifting of office materials of this Directorate i.e. from Director of Export Promotion & Marketing, Odisha, Bhubaneswar, Ashoka Market Complex, 2<sup>nd</sup> Floor, Master Canteen Square, Bhubaneswar-9 to the 1<sup>st</sup> floor of commercial complex Building of BDA at Nayapalli, Near Indradhanu Market, Mouza- Jayadev Vihar, Plot No.1576 (pt), 1577 (pt), 1578(pt) & 3308 (pt) Bhubaneswar. The details of the materials to be shifted may be ascertained from the Directorate office on any working day between 10 A.M. to 5 P.M. The quotation must reach the undersigned by dt.16.02.2017 up to 5 P.M. at the latest by Regd. Post / Speed Post / Person and shall be opened on dt.17.02.2017 at 11.30 A.M. The quotation received after the schedule date & time will not be taken in to consideration. The quotationer or their authorized representatives may remain present at the time of opening of quotations.

The following documents and fees are to be submitted along with the quotation.

1. Attested copy of VAT and Service Tax Clearance Certificate for the year 2016-2017.
2. Identity proof of the Firm / Company / individual (Voter I.D., Pan card, Adhar Card etc.).
3. E.M.D of Rs.5,000/- in shape of Bank draft in favour of Director Export Promotion & Marketing, Odisha, Bhubaneswar shall be submitted along with quotation

**Other Condition**

1. Minimum average Annual Turnover of the bidder for the last 3 years shall be not less than 10 lakhs (Enclose Balance sheet and profit and loss accounts of last 3 years duly audited by Registered Chartered Accountant).
2. The bidder has to submit experience certificate of shifting of at least two Government / PSU etc. offices during the last two years (Performance Certificate of the said work has to be submitted along with tender.
3. The bidder shall quote the price which will include cost of packing, loading, unloading and transportation from the present office building to the site mentioned above. Services to be mentioned extra.

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4. The bidder shall give a declaration to the effect that they have visited the office and verified the materials, files etc. to be shifted
5. The selected bidder shall have to give an undertaking that they should take utmost care for shifting of the materials and any damaged or loss caused to the items during shifting shall be compensated by the bidder.
6. The final payments to the selected bidder shall be made after proper verification of material transported and received by the concern officers / Section Officers etc. at the destination.
7. In case of damages caused during transportation, the bidder shall rectify / repair / Compensate the damaged parts, if any, at his own cost, otherwise such cost of rectification / repair shall be estimated by the Directorate of EP&M and shall be deducted from the bills submitted by the bidder towards claim for shifting charges.
8. The Shift of the items etc. must be completed within 10 days from the date of issue of work order.

The rates finalized for shifting of materials is valid up to six week from the date of Issue of work order.

The authority reserves the right to reject any or all quotations without assigning any reason thereof. Quotation received in-complete in any manner or after the schedule date shall be summararily rejected.

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03/02/2017  
DIRECTOR

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