

# ***Central University of Punjab***

***(Established vide Act No. 25 (2009) of Parliament)***



## ***Expression of Interest for Shifting of Goods/equipment etc. of Central University of Punjab From City Campus to its Main Campus at Ghudda.***

### Critical Date Sheet

A	Published Date	11.05.2019
B	EOI Document Download Start Date	11.05.2019
C	Submission Start Date	13.05.2019
D	Submission End Date	28.05.2019 at 1500 hrs
E	Opening of EOI	29.05.2019
F	Date of Technical Presentation	03.06.2019

City Campus, Mansa Road, Bathinda- 151001,  
E-mail: registrar@cup.edu.in, Tel/Fax: 0164-2864125



Central University of Punjab (CUPB)  
(Established under Central Universities Act, 2009)  
City Campus, Mansa Road, Bathinda (Punjab) 151001  
Tel: 0164-2864125, 0164-2864106

**I. About University:**

The Central University of Punjab (CUPB) has been established by an Act of Parliament (Act No. 25 of 2009, The Gazette of India, No. 27, published on 20th March, 2009 as a new Central University, and is fully funded by the Government of India. The Central University of Punjab, Bathinda – one of the fast-growing Central Government's Educational Institution, is committed to capacity building and offering outstanding academic, recreational, Sporting, Co-curricular and placement opportunities.

**II. Location:** The University have following locations:

1. City campus is situated on Mansa Road (State Highways No 17), about 07 Kms distance from Bathinda bus stand and about 12 km from Bathinda railways station.
2. Main Campus is new constructed campus of the Central University of Punjab and situated at Ghudda village. The distant between City Campus to this Campus is aproxmatly 25 kms and 23 Kms form Camp Office. The Road condition between both the campuses is very good.

**III. Name of the work/services:**

Expression of Interest for Preparing a Suitable Panel of Movers and Packers for Shifting Valuable Furniture / Sensitive Scientific Equipment's / Instruments, Books, Office Record, chemical, glassware and other moveable property of the Central University of Punjab From City Campus Bathinda to Main Campus Ghudda. The scope of work covered under this tender shall include dismantling, re-assembling and proper packaging, loading and unloading of aforesaid items and computer, books, glasses, files & other miscellaneous items placed at their respective floors.

**IV. Notice for Expression of Interest:**

Expression of interest in sealed cover is invited from reputed and bonafide firms/ agencies Specialized in packing and moving works for shifting of items from City Campus and Camp Office of The Central University of Punjab to the newly constructed Main Campus of the University, 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 02 Universities /Government Departments / Autonomous bodies / PSU etc., during last 10 years and Should have expertise of shifting the type of items as mentioned below. Annual turnover of the company should not be less than 30 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.



**V. Nature of items to be shifted:**

- 1) Laboratory and Office furniture
- 2) High End Equipment
- 3) Books and office records
- 4) Computers, peripherals and accessories
- 5) High Value Scientific Instruments
- 6) Other moveable property of the University

**VI. Instructions to the Bidders/Applicants:**

Bidders are advised to inspect and examine the work site, its surroundings, nature and scope of the work, requirement of equipment, materials, tools and instruments necessary for the faithful performance of the work before submission of bids. The bidder is also advised to obtain all information as to risks, contingencies, responsibilities and other circumstances which might influence or affect his bid. It is incumbent on the bidder to have taken into account all the site conditions and difficulties that may be encountered during progress and performance of the work. All bids shall be deemed to have complied with these requirements. Failure to do so shall not absolve him of his responsibility about proper execution of contract work.

**1. Two stage bidding procedure:**

Stage -1:

a) Invitation for Expression of Interest (EoI):

This document details the terms and conditions for inviting EoI from eligible bidders. The interested bidders are requested to submit their Expression of Interest to the provided address.

b) Basic Qualification Criteria:

The bidder has to submit their Expression of Interest along with qualification documents as per the basic qualification criteria defined in this document. Qualification criteria submitted by the bidder will be evaluated by the concerned authority.

c) Technical Presentation:

The bidders, who are qualified in the basic qualification process, will be called for delivering a presentation about their experience & proposed solution towards the EoI. During their presentation, bidder should provide enough evidences towards their claim and explain the proposed solution. The Concerned Authority will evaluate the bidders' experience, technical presentation of the bidder and qualify / disqualify bidders accordingly.

d) Request for Proposal:

The Final RFP will be prepared based on the proposals received from the technically qualified bidders during the stage-1.



**Stage-2:**

The technically qualified bidders based on stage-1 will be invited for submission of their techno commercial bids for the work according to the tender document in 2 bid method.

The current document is therefore to explore the response from the prospective bidders

2. The timelines and the requirement mentioned in this document are subject to change and shall be firmed up while the Technical and Commercial bids are called for by the University at a later date.
3. Final scope of work and Terms and Conditions of the contract shall be made after going through the responses. However, it may please be noted that the decision of The Central University of Punjab shall be final while addressing the issues raised by respondents, in response to this document.
4. Invitation for Bids shall be called for after the finalization of the scope of work by the University. The Central University of Punjab may change any or all of the Scope of work and Terms and Conditions in the Final tender document. The revised set of conditions and specifications shall then be a part of final invitation for Bids document which will be published at the time of calling for Bids.
5. The Central University of Punjab reserves the right to summarily reject any or all of the offers received in response to this Expression of Interest without assigning any reason thereof.

**VII. EoI submission:**

1. The EoI containing the Technical Proposal along with documents related with Basic Qualification criteria should be submitted to the below mentioned address on or before 28.05.2019 by 1500 hrs. The EoI can be submitted in person or through post/courier. The Central University of Punjab will not be responsible for transit delay for EoI submitted by Post/Courier etc.

Registrar  
Central University of Punjab, Bathinda  
City Campus, Mansa Road  
Bathinda, Punjab-151001.

2. Bids received after the closing date, as indicated in this document are liable to be rejected.
3. The bid shall be submitted in English language only.
4. Unsealed, unsigned and/or incomplete bids otherwise considered defective are liable to be rejected.

**VIII. Jurisdiction:** In case of any dispute, the jurisdiction shall be the civil Court at Bathinda only.



ANNEXURE-I

Bidder's Profile

1. Name of the firm.....
2. Name of the authorized person submitting the Bid "Shri/Smt.....
3. Designation of the authorized person submitting the Bid.....
4. Name, Designation, address and Mobile Number of alternate person.....
5. Address of the firm.....
6. Tel no. with STD code  
(O)..... (Fax).....(R).....
7. Mobile No. of the person submitting the Bid.....
8. E-mail of the person submitting the Bid.....
9. Organization's email ID.....
10. Website Address.....
11. Registration incorporation particulars of the firm:
  - 1) Private Limited
  - 2) Public Limited
  - 3) Any other – Please specify.....
12. Name of Director(s)/partner/proprietor .....
13. Email ID of Director(s)/partner/proprietor .....
14. Mobile Number of Director(s)/partner/proprietor .....
15. Bidders bank, its address and current account number.....
16. Permanent Income Tax number, Income Tax circle.....
17. GST Number.....
18. TIN Number.....
19. EPF Registration Number(If any).....
20. ESIC Registration Number.....
21. License No. under Contract Labour Act .....

Note: Documentary proof to be uploaded for the entries at Serial No. 11, 12, 15,16,17,18,19,20, & 21.

Undertaking

- I, the undersigned certified that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.
2. The rates quoted by me are valid and binding upon me for the entire period of contract.
  3. I/We give the rights to the competent authority of the Central University of Punjab to forfeit the Earnest Money/Security money deposit by me/us in case of breach of conditions of Contract.
  4. I hereby undertake to provide the mechanized housekeeping services as per the directions given in the tender document/contract agreement.

Place:

Date:

Signature of Bidder/Authorized  
signatory.....



ANNEXURE-II

**Certificate For Site Inspection**

Name of work :

Certified that we.....(Name of tenderer) have visited the site on dated..... and assessed the nature and amount of work involved before submitting our offer. We will be able to complete the works within the stipulated time and also certified that we will be able to executing the work as per specification to suit the site conditions.

Present office address : Central University of Punjab, Bathinda,  
City Campus, Mansa Road,  
Bathinda, Punjab-151001.

Office to be shifted to : Central University of Punjab, Main Campus at Ghudda.

Signature of tenderer with Seal & Date

