# भारतीय कपास निगम लिमिटेड

**THE COTTON CORPORATION OF INDIA LTD**

**एक मिनी रत्न कंपनी (भारत सरकार का उपक्रम – वस्त्र मंत्रालय)**

**A Mini Ratna Company (A Govt. of India Undertaking – Ministry of Textiles)**

शाखा कार्यालय: पारसकर टॉवर, भूतल मजला एवं प्रथम मंजिल, विद्या नगर, अकोला – **444001**.

**Branch Office: Paraskar Tower, Ground Floor & 1st Floor, Vidya Nagar,AKOLA – 444001.**

दूरभाष/**Phone No: - 0724-2400354** * ई-मेल/**e-mail: akola@cotcorp.com**

वेबसाईट/**Website:** www.cotcorp.org.in *मंत्रालय वेबसाइट/**Ministry website: texmin.nic.in**

**सीआयएन/CIN:U51490MH1970GOI014733**


संख्या: भाकनी/ अकोला/ प्रशासन/ 2025-26/ दिनाक:-31.07.2025

## कार्यालय परिसर के स्थानांतरण के जॉब वर्क कार्य हेतु निविदा सूचना

## TENDER NOTICE FOR JOB WORK FOR SHIFTING OF OFFICE PREMISES

भारतीय कपास निगम लिमिटेड, शाखा कार्यालय, अकोला, प्रतिष्ठित पार्टियों/ फर्मों/ व्यक्तियों/ पैकर्स एंड मूवर्स से कार्यालय भवन के उपकरण, रिकॉर्ड, फर्नीचर, आईटी हार्डवेयर आइटम आदि की शिफ्टिंग के लिए निविदा आमंत्रित करता है। इच्छुक पार्टिया विधिवत भरा हुआ निविदा फॉर्म 20.08.2025 को सुबह 11:00 बजे तक उपरोक्त पते पर जमा करें। निविदा फॉर्म नियमों और शर्तों के साथ हमारी वेबसाइट **www.cotcorp.org.in** और सरकारी निविदा पोर्टल **www.eprocure.gov.in** से डाउनलोड किया जा सकता है।

The Cotton Corporation of India Limited, Branch Office, Akola, Invites tender from reputed parties / firms / individuals / Packers and Movers for shifting of Office Building equipment, Records, Furniture, IT hardware items etc. Interested parties should submit duly filled tender on or before 20.08.2025 till 11:00 AM at the above address. Tender Form along with terms and conditions can be downloaded from our website www.cotcorp.org.in & Govt Tender portal www.eprocure.gov.in.

उप. महाप्रबंधक / Dy. General Manager

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**nch Office: Paraskar Tower, Ground Floor & 1st Floor, Vidya Nagar,AKOLA – 444001.**

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संख्या: भाकनी/ अकोला/ प्रशासन/ 2025-26/ दिनाक:-31.07.2025

## TENDER NOTICE FOR JOB-WORK FOR SHIFTING OF OFFICE PREMISES

The Cotton Corporation of India Limited, Branch Office, Akola, intends to invite sealed tenders in Two Bid System from the reputed parties / firms / individuals / Packers and Movers for shifting of Office Building equipment, Records, Furniture, IT hardware items etc. to New Office premises. All the interested parties are requested to submit duly filled tender form in sealed envelope superscribing "**Tender for Job work for Shifting of Office Premises"** on or before 20.08.2025 till 11:00 AM at the above address along with EMD of Rs. 5000/- (Rupees Five thousand only) by way of DD / RTGS / NEFT drawn in favor of THE COTTON CORPORATION OF INDIA LIMITED, payable at Akola. EMD exemption is applicable to MSE subject to submission of valid Udyam Aadhar. Tenders shall be opened on 20.08.2025 at 11:15 AM in presence of tenderers who may wish to remain present. The Corporation reserves its right to accept or reject any tender partly or fully. Tender Form along with terms and conditions can be obtained from the Branch Office on any working day during working hours or the same can be downloaded from our website www.cotcorp.org.in or Govt Tender portal www.eprocure.gov.in.

Participants should compulsorily visit office premises and satisfy themselves of actual work / labour / material / equipment / records / furniture involved in Shifting Job-work on any working day.

**Dy. General Manager**

## Terms & Condition:

1) The last date of submission of the Tender is on 20.08.2025 up to 11:00 AM. The date of opening of the Technical Bid-I of the Tender shall be 20.08.2025 at 11:15 AM and the Financial Bid-II of the Tenderers who successfully qualifies in Technical Bid I shall be opened on the same day i.e. 20.08.2025 at 12:30 PM.

2) Tender should be submitted in Two Bid System i.e. Technical Bid-I and Financial Bid-II separately in different envelopes. The job work contractor should submit their two bids in separate sealed envelope duly marked as Bid I (Technical) and Bid II(Financial) and then place the two sealed envelope into one envelope duly sealed subscribed as "**Tender for Job work for Shifting of Office Premises**."

   Technical Bid envelope should contain a) Completely filled, sealed and signed Technical Bid I, b) Duly sealed and signed Terms and Conditions, c) Duly sealed and signed Scope of Work and d) DD as per tender (if applicable).

   Financial Bid envelope should contain completely filled, sealed and signed Financial Bid - II.

3) The Tender form should be duly filled in all respects and signed by the authorized signatory and should be submitted in a sealed cover by tenderer for job work contract for shifting of office premises. Tender form received after the stipulated time and date will not be accepted.

4) All columns in the tender form should be filled clearly and legibly. Tender form found incomplete in any respect is liable to be rejected. Over writing and corrections of figures are not allowed and the same shall be liable for rejection. The rate should be clearly quoted in Figures and Words at the space provided in the tender document. No conditional Bids shall be accepted and shall be liable for rejection.

5) Contractor has to pay Rs.5,000/- towards EMD for Complete job work along with the Tender by way of DD (any nationalized / scheduled Bank) / NEFT / RTGS in favour of The Cotton Corporation of India Ltd., payable at Akola. The same shall be released with final payment upon satisfactory completion of work. MSE exemption is applicable subject to submission of valid Udyam Aadhar.

   **CCI BANK ACCOUNT DETAILS ARE AS UNDER:**

   **NAME OF THE BANK: STATE BANK OF INDIA,**

   **BRANCH: AKOLA**

   **ACCOUNT NO: 30583799901, IFSC CODE: SBIN0000306**

   **MICR CODE: 444012001**

6) The Contractor shall abide by all terms and conditions prescribed by the Cotton Corporation of India Ltd. The contractor also agree to abide by all Rules and Acts

Sign and Seal of Authorised Signatory

under provision of Law for employing work force to do the workof shifting, fitting, unloading, loading, dismantling, packing, transportation etc., whichever is required etc.

7) Defects Liability Period: The Defect Liability Period (Maintenance Period) shall be 10 days starting from the date of satisfactory Completion of the work. The tenderer shall promptly repair or rectify all Defects and deficiencies observed by the CCI Authorised Person during the Defects Liability Period within a period of 3 (three) days from the date of notice issued by CCI Authorised Person, in this behalf, or within such reasonable period as may be determined by the CCI Authorised Person at the request of the Tenderer. The scope of work during the Defects Liability Periodincludes repair of the office asset damaged during removal/packing/shifting/unpacking/installation or during any other process of shifting it from old office to new office. The costs of making good all these defects shall be borne solely by the tenderer and deemed to be included in the rates quoted by tenderer. If the tenderer does not rectify the defect or make good the deficiency, the work shall be redone or rectified through another agency, or departmentally by employing skilled labourers, at the tenderer's cost and the said amount shall be deducted from any deposit/dues/bills of the tenderer including EMD.

8) The applicant must submit PAN, and GSTIN Reg No. (If applicable) and the same should be attached with the Technical Bid – I.

9) Participants should compulsorily visit office premises and satisfy themselves of actual work / labour / material involved in all above works on any working day. Such record of visit shall be maintained in Branch Office by Administration Section of CCI Akola.

10) In Case of any dispute or any terms interpretation etc., the decision of the Branch Head CCI Akola shall be final and binding on both the parties. If any dispute arises out of this contract, then the same shall be subject to the jurisdiction of Akola Court only.

11) Rate quoted by the party should be including of all expenses, incidentals, transportation, packing, loading, unloading, unpacking, arranging on designated place as required by CCI. The GST (if applicable) shall be payable by the Corporation on receipt of GST invoice. The Bill payment shall be released by CCI after successful completion of the entire shifting work to the satisfaction of the Corporation & after completion of Defect Liability Period.

12) The contractor shall undertake to compensate the corporation for any loss arising out of willful act of the contractor / labourer or causes any kind of damage to the Corporation's property or Goods.

13) The contractor shall obtain workers insurance policy with the insurance company and pay the premium and shall not claim any amount from the Corporation in case of any eventuality. The Contractor shall pay compensation if any in case of accident and corporation will not be responsible in any manner.

14) In case of any legal suit filed against the corporation by any workmen the corporation is authorized to recover the loss / expenses if any from the contractor.

15) The works mentioned in the Tender must be completed within 3 days time from the date of work order.

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16) Office Premises Details:-

| Current Office Premises | Re-location Address |
|---|---|
| The Cotton Corporation of India Ltd, "Paraskar Tower" Ground Floor & 1st Floor, Vidya Nagar, Akola | Marvel Trinity Real Estate Llp Akola. Fifth Floor, Yamuna Business Park, Opposite Pantaloons Showroom, Murtizapur Road Akola |

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## Scope of Work:

1. The Scope of work pertaining to the **Tender for Job work for Shifting of Office Premises** includes complete job-work related to re-location of Office premises including all equipment, furniture, records, Electronic Items, ACs, Refrigerator, PCs, 40 KVA Generator, UPS, etc, its packing, transportation, unloading, unpacking and arranging at new premises as per the requirement of the Corporation to the new premises mentioned above.
2. The Scope of work comprises of the complete technical work by appointing qualified / authorised technicians for every particular job.
3. Systematic and professionally packing of all equipment, goods, records, transportation to new location in a safe manner without damage, unpacking and re-arranging as per the requirement of the Corporation on desired floor at the new location.
4. The Scope of work also includes, uninstallation of all Electric equipment including Air Conditioners and Refrigerator, its Packing, transportation, unpacking and re-installation as per the points marked at new premises and ensure its functioning in working condition without any damage to the equipment.
5. Packing of Section-wise Records in boxes, its transportation, including loading and unloading and unpacking and arranging as per the requirement of the Corporation.
6. The Scope of Work also include the entire un-installation of IT hardware equipment, its packing and transportation, loading and unloading and un-packing and reinstallation in working condition at desired locations / points as per the requirement of the Corporation.
7. All Furniture items to be packed and its transportation including loading and unloading at new premises and unpacking as well as arranging at the points specified by CCI without damage.
8. The tenderer shall have to ensure appointment of sufficient skilled labours and technicians and equipment such as crane / trucks for transportation to carry out the work professionally without any damage.
9. The above scope of work is exhaustive in nature and any work allotted as per the requirement of the Corporation shall have to be carried out as per exigency besides above scope of work.

List of Items to be shifted / re-located are enclosed as Annexure -1

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**Technical Bid-I**

**Tender Form No._____**

**Date of Issue of tender notice: 31.07.2025**
**Last Date of submission of tender: 20.08.2025 up to 11:00 AM**
**Date of opening of Tender: 20.08.2025 at 11:15 AM**

**Technical Bid for Job work for shifting of Office equipment & Fixtures to New Office Building**

| | |
|---|---|
| **1. Name of Job Work contractor / Firm** | |
| **2. Name of Proprietor / Partner Contact person Name & Mobile No.** | |
| **3. Full Postal address for correspondence** | |
| **4. Registered address of the Firm** | |
| **5. Whether the Firm is MSE** | **Yes/No (If Yes, attach valid document)** |
| **6. E-mail id & Mobile No.:** | |
| **7. PAN No.: (Attach Copy )** | |
| **8. GSTIN No: (If Applicable Attach Certified Copy )** | |
| **9. Detail of EMD:** | **DD No._____Date._____**<br>**Amount._____Bank_____**<br>**(DD of Nationalised Bank / Scheduled Bank)**<br>**Or**<br>**NEFT / RTGS UTR NO:**<br>**_____** |

Sign and Seal of Authorised Signatory

**Declaration:**

**I/We have visited the current premises of the CCI and the re-location premises and I/we submit the tender as per the plan given by Office with requirement. I/We shall abide to fulfil all the re-location requirements of CCI as mentioned in the tender.**

**Date:** **Signature of Authorised Person with Seal**

Sign and Seal of Authorised Signatory

**Financial Bid II**

# THE COTTON CORPORATION OF INDIA LIMITED: BRANCH OFFICE, AKOLA

## TENDER FOR JOB WORK FOR SHIFTING OF OFFICE EQUIPMENT &FIXTURES TO NEW OFFICE BUILDING

**Name of the Job Contractor: _____**

**The details of stage wise Job work for shifting.**

| S. No. | Specification of work | Amount (Rs.) In Figures (Excluding GST) |
|---|---|---|
| 1. | Quote Amount for Entire work of shifting starting from inspection of both old and new premises, uninstallation of office assets, packing, loading, transportation, unloading, unpacking, installation of equipment's, furniture etc. as mentioned in Scope of Work, arranging at the designated place in working condition to the satisfaction of Corporation | |

**Amount in Words: _____**

**_____.**

The rates quoted are including of all incidental expenses and excluding GST as applicable.

Note: No Cutting or overwriting to be done and amount quoted should be clearly mentioned in the tender. Discrepancies in quoted rates or not clearly visible figures are liable to be rejected.

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Declaration:

I/We agree to all the terms and conditions appended to the tender and any other allied works related to above said work as entrusted by Corporation from time to time and declare to abide by the same. The Tender terms (including Scope of work), shall act as written agreement for execution of all Job work assigned to me by the Corporation.

Date:

Place:

Signature of Authorised person:

Name / address of the Contractor:

**Contact No.:**

**Address Stamp:**

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Annexure-I

# The Cotton Corporation of India Ltd.
# Branch Office Akola

## List of Major Goods / Items/ Equipments to be shifted.

| Sr. No | Particulars / Description | Quantity (Approx). Tenderer May visit and ascertain the goods and satisfy themselves before quoting in tender. |
|---|---|---|
| 1. | DG 40 KVA Generator Set | 1 |
| 2. | Air conditioners Split Type with outdoor unit. And Stabilizers. | 14 |
| 3. | Cassette Celling Air conditioners | 0 |
| 4. | Chairs | 76 |
| 5. | Tables | 50 |
| 6. | Almirah / Cupboard | 20 |
| 7. | Racks big + small | 34+6 |
| 8. | Water Purfier | 2 |
| 9. | Desktop Computers | 42 |
| 10. | Printers | 40 |
| 11. | UPS and Batteries | 5+ 66 Batteries |
| 12. | Refrigerator | 1 |
| 13. | Fans | 36 |
| 14. | Lights | 53 |
| 15. | Pantry Table | 0 |
| 16. | Sofas Sets | 4 |
| 17. | Glass Door | 1 |
| 18. | Records and Files and Stationery. | On actual Basis. |
| 19. | Portable Ginning Machines and Mic Testers | On actual Basis. |
| 20. | Moisture Meters | On actual Basis. |
| 21. | QR lables | 173 boxes |
| 22. | Miscellaneous Items Curtains Boards, Temple, Wall Clocks, Utensils, Podium Speakers, Cotton Samples etc. | On actual Basis. |

**Note: The above list is indicative in nature and actual quantity may vary as per requirement ofthe Corporation and tenderer shall visit and satisfy regarding the items to be shifted before quoting in the tender.**

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