भा.क.नि.
CCI

भारतीय कपास निगम लिमिटेड
THE COTTON CORPORATION OF INDIA LIMITED
(भारत सरकार का उपक्रम - वस्त्र मंत्रालय)
(A Government of India Undertaking -Ministry of Textiles)
भवनारायण निलयम, **निवास होटल ज्योतिमहल के** पास, **कान्वेंट** रोड, **रायगडा –७६५००१, ओडिशा, BRANCH OFFICE: BHAVNARAYAN NILAYAM, NEAR JYOTIMAHAL HOTEL, CONVENT ROAD, RAYAGADA, PIN-765001, ODISHA.दूरभाष/Telephone No.: 06856-224616, वेबसाइट /Website: www.cotcorp.org.in, E-M1ail ID: rayagada@cotcorp.com**

Ref. No: CCI/RGDA/Admin/2025-26/ **Date: 14.08.2025**

TENDER NOTICE OF JOB-WORK FOR SHIFTING OF OFFICE PREMISES

The Cotton Corporation of India Limited, Branch Office, Rayagada, 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 08.09.2025 till 11:30 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 Rayagada. EMD exemption is applicable to MSE subject to submission of valid Udyam Aadhar. Tenders shall be opened on 08.09.2025 at 12:00 PM 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 https.//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 08.09.2025 up to 11:30 AM. The date of opening of the Technical Bid-I of the Tender shall be 08.09.2025 at 12:00 PM and the Financial Bid-II of the Tenderers who successfully qualifies in Technical Bid I shall be opened on the same day i.e. 08.09.2025 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) Tenderer should submit his tender along with EMD amount of Rs.5,000/- by way of DD (any nationalized / scheduled Bank) / NEFT / RTGS in favour of The Cotton Corporation of India Ltd., payable at Rayagada. EMD will be paid back for unsuccessful bidders and for successful bidder EMD will be retained as Security Deposit till completion of work. MSE firms are exempted from EMD. However, in case of successful MSE bidder, he has to pay Rs.5000/- towards Security Deposit and 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 Bank : Bank of Baroda
Name of Branch : Rayagada
Account Number : 40750500000516
IFSC Code : BARB0RAYAGA (Please note that the fifth digit is ZERO (0).

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 work of

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 Period includes 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 re-done 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 Rayagada.

10) In Case of any dispute or any terms interpretation etc., the decision of the Branch Head CCI Rayagada 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 Rayagada 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 7 days time from the date of work order.

16) Office Premises Details:-

Current Office Premises	Re-location Address
Branch Office: Bhav Narayan Nilayam, Near Jyoti Mahal Hotel, Convent Road, Rayagada, Pin code-765001, Odisha	1st and 2nd Floor, Opp. Sree Homes Apartment, Ring Road, Rayagada, Pin code-765001, Odisha

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, PCs, Water Cooler, 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, 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. The tenderer shall ensure complete LAN cabling/wiring work at the new office premises. This includes; laying of network cables across floors and walls as required, termination at switches, patch panels, and network ports, proper labeling of network points, connecting each computer system to the network, testing of connectivity and ensuring stable and functional network access for all systems.

8. 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.

9. 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.

10. 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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वेबसाइट /Website: www.cotcorp.org.in, Mail ID: rayagada@cotcorp.com

Technical Bid-I

Tender Form No.:

Date of Issue of tender notice: 14.08.2025
Last Date of submission of tender: 08.09.2025 upto 11:30 AM
Date of opening of Tender: 08.09.2025 at 12.00 PM
Technical Bid for Job work for shifting of Office Premises

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.GST No: (If Applicable Attach Certified Copy)	
9.Detail of EMD:	**DD No.** **Date.** **Amount.** **Bank.** **OR** **NEFT/RTGS UTR No.**

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 fulfill all the re-location requirements of CCI as mentioned in the tender.

Date:

Place:

Signature of Authorized Person:

Name/address of the Contractor:

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Financial Bid II

THE COTTON CORPORATION OF INDIA LIMITED, BRANCH OFFICE, RAYAGADA

TENDER FOR JOBWORK FOR SHIFTING OF OFFICE PREMISES

Name of the Job Contractor:_____

The details of stage wise Job work for shifting.

Sl. 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.

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 Authorized Person:

Name/address of the Contractor:

Annexure-I

The Cotton Corporation of India Ltd.:: :: Rayagada

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

Sr	Particulars/Description	Quantity(Approx).Tenderer may visit and ascertain the goods and satisfy themselves before quoting in tender.
1.	Air conditioners Split Type without door unit. And Stabilizers.	7
2.	Chairs	37
3.	Tables	21
4.	Almirah big + small	6+2
5.	Iron Racks big + small	12+8
6.	Water cooler	1
7.	Desktop Computers	18
8.	Printers	19
9.	UPS and Batteries	2+19 Batteries
10.	Ceiling Fans	8
11.	Wall Fans	2
13.	Lights	30
14.	Records and Files and Stationery.	On actual Basis.
15.	Portable Ginning Machines and Mic Testers	On actual Basis.
16.	Moisture Meters	On actual Basis.
17.	QR lables	45 boxes
18.	Miscellaneous Items Curtains,Boards,Temple,WallClocks,Utensils, Speakers,Cotton Samples etc.	On actual Basis.

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