



क्षेत्रीय निदेशालय (मध्य), भोपाल  
**केन्द्रीय प्रदूषण नियंत्रण बोर्ड**  
(पर्यावरण वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार)

क्ष.नि.भो/प्रशा./ शिफ्ट /2019/ 1430  
प्रति,

दिनांक: 06 जनवरी, 2020

विषय: केन्द्रीय प्रदूषण नियंत्रण बोर्ड, भोपाल की कार्यालयीन सामग्री, उपकरण/मशीनरी, फर्निचर एवं अन्य सामग्री शिफ्ट करने हेतु कोटेशन आमंत्रित करने बाबत।  
Quotations for Shifting of Office instruments/equipments, furniture and other materials of CPCB, Bhopal.

महोदय,

केन्द्रीय प्रदूषण नियंत्रण बोर्ड, क्षेत्रीय निदेशालय, भोपाल की कार्यालयीन सामग्री उपकरण /मशीनरी, फर्निचर, अलमारी फाईल्स एवं अन्य कार्यालयीन सामग्री सहकार भवन, न्यू मार्केट के चौथी मंजील से परिवेश भवन, पर्यावरण परिसर, ई-5, अरेरा कॉलोनी, भोपाल के प्रथम, द्वितीय, तृतीय तल में शिफ्ट करने हेतु स्पेशीलाईज पैकर्स एण्ड मूवर्स से मुहरबंद कोटेशन आमंत्रित करते हैं। सामग्री का अवलोकन कार्यालय दिवस में सोमवार से शुक्रवार दोपहर 03.00 बजे से 05.00 बजे तक किया जा सकता है।

Sealed quotation are invited from the Firms/Agencies from specialized in packing & moving works for shifting of instruments/equipments furniture, almirah, files and other official materials from CPCB, New market, Sahkar Bhawan, 4<sup>th</sup> Floor, Bhopal to Parivesh Bhawan, Paryawaran Parisar, E-5, Areara Colony, Bhopal at first, second and third floor. The items will be available for inspection between 03:00 PM to 05:00 PM Monday to Friday.

बयाना राशि रू. 5000/- (रूपये पांच हजार मात्र) डिमाण्ड ड्राफ्ट के माध्यम से केन्द्रीय प्रदूषण नियंत्रण बोर्ड, भोपाल के पक्ष में कोटेशन के साथ संलग्न करना होगा।


Earnest money of Rs. 5000/- (Rupees five thousand Only) may please be attached with the quotation in the form of Demand Draft in favour of CPCB, Bhopal.

अनुरोध है कि उपरोक्त बाबत सील्ड कोटेशन जिसमें लिफाफे पर " Quotation for Shifting of office instruments/ equipments & other materials of CPCB" लिखा होना चाहिए जो दिनांक 20/01/2020 को दोपहर 02 बजे तक अथवा इससे पहले कार्यालय में रखे टेण्डर बॉक्स में डाले जा सकते हैं। अन्य शर्तें संलग्न है।

It is therefore, requested to submit the rate quotation for the above mentioned items in sealed cover super-scribed as "Quotation for Shifting of office instruments/ equipments & other materials of CPCB". It should be drop in the Tender Box in CPCB on or before 20.01.2020. Other terms and conditions are enclosed.

संलग्नक: यथोपरि।

भवदीय,

  
(डॉ. पी.के. बेहेरा)  
क्षेत्रीय निदेशक

प्रतिलिपि:-

1. प्रभारी, आई.टी. विभाग, सी.पी.सी.बी., दिल्ली - कृपया इसे सी.पी.सी.बी. वेबसाइट पर अपलोड करें।
2. लेखा सहायक, के.प्र.नि.बोर्ड, भोपाल - सूचनार्थ।

(क्षेत्रीय निदेशक)

**"राजभाषा हिन्दी में पत्र व्यवहार का स्वागत है"**

पता: तृतीय तल, सहकार भवन,  
नॉर्थ टी.टी. नगर,, भोपाल - 462 003  
टेलीफैक्स: 0755-2775587  
क्षेत्रीय निदेशक डायरेक्ट: 0755-2775384  
ईपीएबीएक्स: 0755-2775385, 2775386  
ई-मेल: cpcb.bhopal@gmail.com, वेबसाइट: cpcb.nic.in

मुख्यालय :  
परिवेश भवनए  
पूर्वी अर्जुन नगर, दिल्ली . 110 032  
दूरभाष क्र: 011-22305792  
फैक्स क्र: 91-11-22304948, 22307078, 22307079  
ई-मेल : cpcb@alpha.nic.in

**The terms & conditions are as under**

1. All pages of the tender document should be signed with stamp by the authorized signatory before submitting.
2. The tender document should be sealed.
3. The firm/Agency shall indicate the lumpsum rates for the said job (as per Annex. "A). The rates should be filled up neatly (in both figures and in words). Firms are also advised not to erase or mutilate the figures, etc. otherwise the quotation may be ignored. Any overwriting will not be allowed.
4. The number of vehicles that will utilized for the purpose may also be given along with copies of their Registration Certificate (RC).
5. Detailed rates duly signed by the authorized person giving full name, address and contact telephone nos. etc. may be furnished by the stipulated time and date.
6. The shifting of offices/Sections shall include following:-
  - a) Packing of files, computers, Office Equipment, Furniture's and other materials as available in the respective rooms/sections at 4<sup>th</sup> Floor, CPCB, Sahkar Bhawan, Bhopal.
  - b) Carrying all the packed articles/material carefully loading and transportation to Parivesh Bhawan, Paryawaran Bhawan, first, second and third floor, E-5, Arera Colony, Bhopal.
  - c) Unloading all the packed articles/material from the Lorry; and carrying to the rooms.
  - d) Unpacking of the goods and placing in the respective rooms.
  - e) Obtaining certificate for proper shifting with list of materials shifted, from concerned Officers/Sections.
  - f) Disposal of packing material etc.
  - g) The selected Firm/Agency has to use their own packing material, like gunny bags, packing tape, corrugated sheet, Box, Lamination film, Air bubble, Thermocole, sutli, cardboard carton etc.
7. The Firms/Agencies should be Bhopal based.
8. If any dispute arises between the Firm/Agency and its manpower in the matter of wages or any service conditions, the same will be settled by the Firm/Agency and the workers engaged by it themselves. The CPCB in no case shall be a party to such a dispute.



9. Under normal circumstances the rate shall be valid for a period of two months from the date of issue of work order.
10. Responsibility of taking necessary permission from the traffic police authority for shifting shall be of the selected Firm/Agency.
11. The Earnest money deposit of the successful Firm/Agency will be treated as security/performance guarantee for due performance of the contract and shall be released on successful completion of work.
12. Responsibility for damage/theft/loss etc. of goods during shifting or physical injury to any labour in loading/unloading shall be of the Firm/Agency.
13. The damage caused, if any to the property of the CPCB through negligence or otherwise, shall be at risk and responsibility of the Firm/Agency. The financial or any other loss suffered by the CPCB on this account shall be made good by the Firm/Agency.
14. Due payment will be released after completion of shifting and submission of original bill in triplicate copy to CPCB, Bhopal.
15. TDS Provision will be applicable as per the existing rule.
16. In case of any dispute, the decision of the competent authority, CPCB shall be final and binding on both parties.
17. The CPCB reserves the right to reject any or all quotations without assigning any reasons thereof.

All the tenders are requested to read and understand the terms and conditions of the contract as detailed above before sending their quotations.



(Dr. P.K. Behera)

Regional Director

Signature of Firm/Agency with seal

## ANNEXURE-A

Name of the Firm: .....

Registered/Postal Address .....

Telephone No. ....

E-mail .....

PAN No. ....

(Copy is to be enclosed)

GST/TIN NO. (if applicable) .....

(Copy is to be enclosed)

Service Tax Registration (if applicable) .....

S.No.	Description of Work	Lumpsum Amount (in Rs.)
1	Shifting of Instruments/Equipment's Furniture, Almirah, files, Ceiling fans, Air conditions, Wheather Monitoring Station and other official materials available at Central Pollution Control Board, 4 <sup>th</sup> Floor, Sahkar bhawan, North T.T. Nagar Bhopal-462003.	
2	Dismantling and shifting of all partition.	

# Inclusive of all taxes, packing, unpacking, loading, unloading &amp; misc. charges.

THE SHIFTING WORK WILL BE CARRIED OUT ON URGENT BASIS.

Particulars of EMD :

(i) DD No. ....

(ii) Date .....

(iii) Amount .....

(iv) Bank (drawn on) .....

Signature with seal