



## **JHARKHAND STATE POLLUTION CONTROL BOARD**

T.A. DIVISION BUILDING (GROUND FLOOR), H.E.C., DHURWA, RANCHI -834004

Phone.: 0651-2400851/2400852/2400979/2401847, Fax-0651-2400850.

Web site : <https://jspcb.org.in/> ; e-mail : [ranchijspcb@gmail.com](mailto:ranchijspcb@gmail.com)

### **SHORT TENDER NOTICE FOR APPOINTMENT OF CONTRACTOR FOR SHIFTING OF OFFICE FURNITURE/ OFFICE EQUIPMENT/FILES & OTHER MATERIALS.**

The Office of the Jharkhand State Pollution Control Board invites sealed tenders/quotations under single bid system particularly from local contractor, agencies, individuals well verse in packing and moving works for shifting of office equipment (*xerox machine, computers, printers, chairs, Tables, almirah, chest, file racks*) files, case proceedings, dismantling, assembling & installation of modular cubical furniture, Packing & Unpacking, Loading & Unloading & other materials from **Jharkhand State Pollution Control Board, T.A. Division Building (Ground Floor), H.E.C. Complex, Dhurwa, Ranchi – 834004, Jharkhand. to 3<sup>rd</sup> Floor, Utpad Bhawan, near new police line, (opp. C.M. House) Kanke Road, Ranchi-834001.** All contractor/agencies must submit their bids in accordance with the terms and conditions.

Interested contractor, agencies can down load the tender documents from the website i.e. <https://jspcb.org.in/>

**Sd/-**

Rajeev Lochan Bakshi  
Member Secretary.

### **SCHEDULE OF EVENTS**

|                                                      |                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Nature of the Work                                   | Shifting of office equipment ( <i>xerox machine, computers, printers, chairs, Tables, almirah, chest, file racks</i> ) files, case proceedings, dismantling, assembling & installation of modular cubical furniture, Packing & Unpacking, Loading & Unloading & other materials |
| No. of covers                                        | <b>Technical Bid &amp; Financial Bid</b>                                                                                                                                                                                                                                        |
| Earnest Money Deposit (EMD)                          | <b>Nil</b>                                                                                                                                                                                                                                                                      |
| Date and time of Publishing of tender                | <b>24/10/2026</b>                                                                                                                                                                                                                                                               |
| Website for downloading Tender Document              | <a href="https://jspcb.org.in/">https://jspcb.org.in/</a>                                                                                                                                                                                                                       |
| Bid Submission Start Date & Time                     | <b>24/10/2026 (10:00 A.M)</b>                                                                                                                                                                                                                                                   |
| Bid Submission Closing Date & Time                   | <b>28/10/2026 (06:00 P.M)</b>                                                                                                                                                                                                                                                   |
| Date & Time of opening of Technical & Financial bids | <b>29/10/2026 (02:00 P.M)</b>                                                                                                                                                                                                                                                   |

**Sd/-**  
Rajeev Lochan Bakshi  
Member Secretary.

## **TENDER OFFER DOCUMENTS**

TENDER NOTICE FOR SHIFTING OF OFFICE

For

OFFICE OF THE JHARKHAND STATE POLLUTION CONTROL BOARD, HQ  
RANCHI

### **INDEX**

| <b>Sr. No.</b> | <b>Particulars</b>                                                  |
|----------------|---------------------------------------------------------------------|
| <b>1.</b>      | <b>Agenda Items.</b>                                                |
| <b>2.</b>      | <b>Tender Document and Terms &amp; Conditions.</b>                  |
| <b>3.</b>      | <b>Description of Items /Equipment's to be Shifted (Annexure-I)</b> |
| <b>4.</b>      | <b>Technical Bid. (Annexure – II)</b>                               |
| <b>5.</b>      | <b>Financial Bid (Annexure – III)</b>                               |

**SHORT TENDER NOTICE FOR APPOINTMENT OF CONTRACTOR FOR  
SHIFTING OF OFFICE FURNITURE/ OFFICE EQUIPMENT/FILES/CASE  
PROCEEDINGS & OTHER MATERIALS ETC**

The Office of the Jharkhand State Pollution Control Board invites sealed tenders/quotations under single bid system particularly from local contractor, agencies, individuals well verse in packing and moving works for shifting of office equipment (*xerox machine, computers, printers, chairs, Tables, almirah, chest, file racks*) files, case proceedings, dismantling, assembling & installation of modular cubical furniture, Packing & Unpacking, Loading & Unloading and other materials, etc.

**I. Tender Process :**

- The present Tender is for submission of Technical Bid and Financial Bid for shifting office items and equipment's including files/documents, Books, computers & Accessories, Printers, Xerox Machines, Tables, almirah, chest, file racks, dismantling, assembling & installation of modular cubical furniture, Packing & Unpacking, Loading & Unloading & other materials etc. at **Jharkhand State Pollution Control Board, T.A. Division Building (Ground Floor), H.E.C. Complex, Dhurwa, Ranchi – 834004, Jharkhand.** The items to be shifted are listed out in ANNEXURE – I. The tender form in the proforma prescribed in ANNEXURES-II & III complete in all respects shall be submitted in **separate sealed covers** addressed to the **Member Secretary, Jharkhand State Pollution Control Board, T.A. Division Building (Ground Floor), H.E.C. Complex, Dhurwa, Ranchi – 834004, Jharkhand.** The separate sealed covers should be super-scribed with **“TECHNICAL BID” & “FINANCIAL BID” – FOR APPOINTMENT OF CONTRACTOR FOR SHIFTING OF OFFICE**. **Technical Bids & Financial Bids will be opened on below fixed date** in the presence of bidders or by their duly authorized representatives, if they so desire, in the Office of the JSPCB, HQ Ranchi. Incomplete Bid documents shall be rejected. The valid Technical Bids shall be scrutinized by the Purchase Committee of the JSPCB, HQ Ranchi and Financial Bids of only those who qualify in the **Technical Bid will be opened on the abovementioned date.** Late submission of Bids shall not be accepted.
- If the tender is sent by post / courier, it should be ensured that the cover is intact at the time of reaching the destination without any damage or loss. Office of the JSPCB, is not responsible for the delay on account of Postal / Courier Services.
- **Earnest Money Deposit is not to be submitted.**

- The tenderer shall sign and stamp each page of the Tender Document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the Technical Bid. The tenderer would fill up the information in the Annexure enclosed at the end of this document in clear and legible terms. Wherever required, copies of the supporting document in respect of the details mentioned in the annexure should be enclosed. The price quoted by the bidder shall be written in figures & words as well. ANNEXURES-II & III shall also have to be signed and stamped by the bidder or its authorized signatory.
- The tender forms shall be rejected if it is not complete in any aspect.
- The tender documents are not transferable

### **Scope of work:**

- The Office items and equipment's like files/documents, Books, Computers and their Accessories, Printers, Xerox Machines, furniture & fixtures and dismantling, assembling & installation of furniture etc. as listed out in Annexure –I are required to be transported/shifted from **Office of the Jharkhand State Pollution Control Board, T.A. Division Building (Ground Floor), H.E.C. Complex, Dhurwa, Ranchi – 834004, Jharkhand to 3<sup>rd</sup> Floor, Utpad Bhawan, near new police line, (opp. C.M. House) Kanke Road, Ranchi-834001.**

### **II. The scope of work includes:**

- Packing of files/Documents/Books, Computers & Accessories, Printers, Xerox Machines, Tables and dismantling, assembling & installation of modular cubical furniture etc in a proper and orderly manner and shift it to the new premises as mentioned above.
- Unloading all the packed articles/material from the racks, and carrying to the respective floors/rooms and unpack the same and to be kept on the rack.
- Obtaining completion certificate for proper shifting with list of materials shifted, from concerned Officers/Sections.
- The selected Contractor / Firm / Agency / Individuals has to use their own good quality packing material, like gunny bags, packing tape, cardboard carton, thermocol sheets etc.
- The Contractor / Firms/Agencies/ Individuals should be Ranchi based or nearby office locality.

- The submission of bid will not place the Office of the JSPCB, HQ Ranchi under any obligation to place the order with the Contractor / Firm/Agency/Individual and no expenses incurred by the contractor in this regard will be payable by the Office of the JSPCB, HQ Ranchi.
- If any dispute arises between the Contractor / Firm/Agency / Individual and its manpower in the matter of wages or any service conditions, the same will be settled by the Contractor / Firm/Agency / Individual and the workers engaged by it themselves. The Office of the JSPCB, HQ Ranchi in no case shall be a party to such a dispute.
- Responsibility for damage/theft/loss etc. of goods during shifting or physical injury to any labour in loading/unloading shall be of the Contractor/ Firm/Agency/Individuals.
- The damage caused, if any to the property of the Office of the JSPCB, HQ Ranchi through negligence or otherwise during packing, loading while on transit, unloading, unpacking, disassembling and assembling while taking to designated rooms, shall be the responsibility of the Contractor / Firm/Agency/ Individuals. The financial or any other loss suffered by the Office JSPCB, HQ Ranchi on this account shall be made good by the Contractor / Firm/Agency/ Individuals.
- Evaluation of tender for deciding L1 bidder shall be done on the basis of total lowest value quoted for the items as indicated in Annexure-I

### **III. Terms And Conditions**

- Conditions to be satisfied in the Technical bid:
- Bidder must have GST/service tax Registration. Evidence should be enclosed.
- The bidder must have obtained Permanent Account Number (PAN) under the Income Tax Act, 1961. Evidence should be enclosed.
- Copy of Income Tax Return filed for the last two financial years.
- The tenderer shall be a Contractor / Firm / Individuals well verse with packing and moving works.

- Payment Terms: The contractor shall submit the bill only after completing the work along with the acknowledgements obtained from the office that the entrusted work has been completed. No payment will be made in advance to the supplier.
- The selected contractor should be in a position to complete the work assigned within 20 days of awarding the contract.
- The bidder must have prior experience in execution of office shifting works for any Public Sector Undertaking (PSU), Central Government Department, or State Government Department. Such experience shall be mandatory for eligibility.

**Sd/-**  
Rajeev Lochan Bakshi  
Member Secretary.

# ANNEXURE-1

## Description of Items / Equipment's to be shifted

| S.No | Items / Equipment's                                | Approx. Quantity in Nos.                                                                                                                                                                                                                                                             |
|------|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Files/Records/Document/Books/Register Items.       | 1160 Folders                                                                                                                                                                                                                                                                         |
| 2.   | Computers Accessories (Monitor/CPU/Keyboard/Mouse) | 32 (Monitor) 32(Keyboard), 32(Mouse), 32 (CPU) & 32 (UPS)                                                                                                                                                                                                                            |
| 3.   | Printer                                            | 28                                                                                                                                                                                                                                                                                   |
| 4.   | Scanner                                            | 2                                                                                                                                                                                                                                                                                    |
| 5.   | Xerox Machine                                      | 3                                                                                                                                                                                                                                                                                    |
| 6.   | Table                                              | 62                                                                                                                                                                                                                                                                                   |
| 7.   | Chairs                                             | 139                                                                                                                                                                                                                                                                                  |
| 8.   | Almaras Big & Small                                | 20(b) & 4 (s)                                                                                                                                                                                                                                                                        |
| 9.   | Plastic Chairs                                     | 20                                                                                                                                                                                                                                                                                   |
| 10.  | Phones                                             | 18                                                                                                                                                                                                                                                                                   |
| 11.  | Wall Fans                                          | 24                                                                                                                                                                                                                                                                                   |
| 12.  | Racks                                              | 79                                                                                                                                                                                                                                                                                   |
| 13.  | Godrej Lockers                                     | 1                                                                                                                                                                                                                                                                                    |
| 14.  | Attendance Machine                                 | 1                                                                                                                                                                                                                                                                                    |
| 15.  | AC Machines                                        | 4                                                                                                                                                                                                                                                                                    |
| 16.  | Water Purifier Machines                            | 1                                                                                                                                                                                                                                                                                    |
| 17.  | And Other the Miscellaneous Items etc..            | Long Sofa-2, Single Sofa-1, Counter Table-2, Inverter-1, File+stationary, flower pot stand & Dustbin-32, <b>In First Floor corridor</b> -28, 11 Table, 3 wall fan, 1-bookself, 3-rack, 1-RO, 1-steel almirah, 1000 ltr water tank., <b>Store Room</b> -Store Almirah-2, rack, Table- |

|  |  |                                                                                                                                                                                     |
|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | 1, Chair-3, file 10 carton box, big dustbin-1, <b>Ground Corridor</b> - Wooden Sofa- 2 set, chair-3, table-4, Drawer-1, Chair- 4, Wall fan- 7, locker -1, White board+stand- 1 set. |
|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Sd/-**  
 Rajeev Lochan Bakshi  
 Member Secretary.

## **ANNEXURE-II**

### **TECHNICAL BID DOCUMENT**

- 1. Name of the Contractor:**
- 2. Address of the Contractor with mobile & landline number:**
- 3. Evidence for GST Registration: (Yes / No)**
- 4. Evidence for Permanent Account Number : (Yes / No)**
- 5. Evidence for filing of Income Tax Returns: (Yes / No)**

### **D E C L A R A T I O N**

**I / We hereby certify that the information furnished above is true and correct to the best of my / our knowledge. I / we understand that in case any deviation is found in the above statement at any stage, I / we will be blacklisted and that I / we will not be permitted to have any dealing with the Office of the JSPCB, HQ Ranchi in future.**

**(Signature of Authorized Signatory) (Date)**

**ANNEXURE-III**

**FINANCIAL BID DOCUMENT**

1. **Name of the Contractor** :
2. **Address of the Contractor  
(With Tel No., Fax No.)** :
3. **Contact Person(s)  
(with mobile number)** :
4. **Total (inclusive of all taxes)** :

**Description of Items / Equipment's to be Shifted**

| <b>S.No</b> | <b>Items / Equipment's</b>                             | <b>Approx. Quantity in Nos.</b>                              |
|-------------|--------------------------------------------------------|--------------------------------------------------------------|
| 1.          | Files/Records/Document/Books/Register Items.           | 1160 Folders                                                 |
| 2.          | Computers Accessories (Monitor/<br>CPU/Keyboard/Mouse) | 32 (Monitor) 32(Keyboard),<br>32(Mouse), 32 (CPU) & 32 (UPS) |
| 3.          | Printer                                                | 28                                                           |
| 4.          | Scanner                                                | 2                                                            |
| 5.          | Xerox Machine                                          | 3                                                            |
| 6.          | Table                                                  | 62                                                           |
| 7.          | Chairs                                                 | 139                                                          |
| 8.          | Almaras Big & Small                                    | 20(b) & 4 (s)                                                |
| 9.          | Plastic Chairs                                         | 20                                                           |
| 10.         | Phones                                                 | 18                                                           |
| 11.         | Wall Fans                                              | 24                                                           |
| 12.         | Racks                                                  | 79                                                           |

|     |                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13. | Godrej Lockers                          | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 14. | Attendance Machine                      | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 15. | AC Machines & External Units            | 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 16. | Water Purifier Machines                 | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 17. | And Other the Miscellaneous Items etc.. | Long Sofa-2, Single Sofa-1, Counter Table-2, Inverter-1, File+stationary, flower pot stand & Dustbin-32, <b>In First Floor corridor</b> -28, 11 Table, 3 wall fan, 1-bookself, 3-rack, 1-RO, 1-steel almirah, 1000 ltr water tank., <b>Store Room</b> -Store Almirah-2, rack, Table-1, Chair-3, file 10 carton box, big dustbin-1. <b>Ground Corridor</b> - Wooden Sofa- 2 set, chair-3, table-4, Drawer-1, Chair- 4, Wall fan- 7, locker -1, White board+stand- 1 set |

### **DECLARATION**

I/we hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/we understand that in case any deviation is found in the above statement at any stage, I/we will be blacklisted and will not be permitted to have any dealing with the Office of the JSPCB, HQ, Ranchi in future.

(Signature of Authorized Signatory with date)