

INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Ports, Shipping and Waterways, Government of India)

J 13/93, BSNL Telephone Exchange, Sanjay Nagar Colony, Nati Imli, Varanasi - 221002

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Website: <https://www.iwai.nic.in>

No. IWAI/VNS/A&E(64)/Office Building/2024-25/ date-23.06.2025

NOTICE INVITING QUOTATION (NIQ)

Introduction

The Inland Waterways Authority of India invites sealed quotations from reputed experienced firms in a single cover for:
“Shifting of office furniture & fixtures from existing premises at BSNL Residential Quarters at Sanjay Nagar Colony to MMT Ramnagar, Varanasi-reg..”

1. Scope of Work

The scope under this contract shall broadly include:

- (a) All works related to Shifting of office furniture & fixtures from existing premises at BSNL Residential Quarters at Sanjay Nagar Colony to MMT Ramnagar, Varanasi. but not limited to: -
 - (i). Mobilization & Demobilization of transportation of vehicle & necessary equipment's as per requirement at BSNL Residential Quarters at Sanjay Nagar Colony to MMT Ramnagar, Varanasi.
 - (ii). Dismantling of furniture & fixtures (including labelling & packing of equipment for safe transportation) as required.
 - (iii). Loading of furniture & fixtures and all officials documents with detailed packing list as required for safe transportation.
 - (iv). Transportation of office goods and equipment's along with all accessories from BSNL Residential Quarters at Sanjay Nagar Colony to MMT Ramnagar, Varanasi.
 - (v). Unloading of office goods and equipment's 0.5 km (including crane & handling charges) as required.

- (b) Manpower & Equipment: Deployment of all required personnel, equipment, vehicles, cranes, trailers, and other logistics infrastructure.
- (c) Compliance: Ensuring all permissions, documentation, road permits, and statutory approvals are obtained and maintained throughout.

(d) Risk & Damage:

- i. The entire items such as documents, furniture and electrical fittings etc. shall be shifted carefully and no damages/loses shall be occurred while handling /loading/unloading or transportation of the same one location to another.
- ii. The bidder will be fully responsible for any damage during the scope of work and such costs will be recovered by IWAI if required.

2. Critical Data Sheet

- (a) Interested parties may download the NIQ from IWAI's website www.iwai.nic.in.
- (b) Some important dates for this NIQ process are as follows:

Sl.No.	Description	Date & Time
1.	NIQ e-Publishing date	23.06.2025
2.	Quotation Submission Start date	23.06.2025 at 1500 hrs.
3.	Quotation Submission Last date	25.06.2025 up to 1500 hrs.
4.	Quotation Opening date	25.06.2025 at 1530 hrs.

3. Timeline

The entire work shall be completed within 05 (five) days from the date of award of the contract (LoA).

4. Documents to be Submitted with the Quotation Bidders are required to submit the following along with their quotation:

- (a) Copy of PAN Card.
- (b) Copy of GST Registration Certificate.
- (c) Authorization Letter (if applicable) for signing and negotiation.

- (d) Original NIQ document, duly signed & stamped by the authorized signatory on every page.
- (e) Experience of executing similar works within last 7 years.
- (f) Duly filled Schedule of Price (Form Fin-1).

5. Pricing & Taxation

- (a) The price may be quoted including cost of packing of office documents, furniture, electrical/sanitary fittings **(as at Annexure-2)** and shifting/transporting the same from the existing office space located at Ground and 1st floor of Sanjay Nagar Colony, Chukaghat, Varanasi to our new premises at MMT Ramnagar, Varanasi (Ground & 1st Floor) as per the specifications on BoQ **(Annexure-1)**. No other extra charges will be entertained in any manner.
- (b) The price quoted shall be firm and inclusive of all costs including duties, taxes, royalties, levies, packing, transportation charges, labor, equipment and incidentals excluding GST.
- (c) GST shall be paid as per applicable rates at the time of payment, in line with Government guidelines on submission of proof of its remittance.
- (d) No escalation/adjustment of rates shall be permitted for any reason during the execution period.

6. Currency & Payment

- (a) All quotations shall be submitted in Indian Rupees (INR) only.
- (b) On completion of all works, necessary bill must be submitted to IWAI, Varanasi Regional office.
- (c) Payment shall be released after due certification of bill by concerned official within 30 days after deduction of statutory dues, as applicable.
- (d) All payments shall be made in Indian Rupees (INR) only and shall be subject to applicable Indian Laws for the purpose of taxation, if any.

7. Security Deposit

- (a) A Security Deposit (SD) equivalent to 10% of the awarded contract value will be deducted from bill.

- (b) The SD shall be released upon successful completion of the contract and settlement of final payment, ensuring no outstanding claims after due certification by concerned officials.

8. Completion Period & Liquidated Damages (LD)

- (a) The work must be completed within 05 (five) days from the date of award.
- (b) In case of delay (without justifiable cause), LD @ 0.5% of the total value of work for per day of delay will be levied, subject to a maximum of 10% of the awarded cost.

9. General Conditions

- (a) Quotations that are incomplete, conditional or non-conforming to this NIQ shall be summarily rejected.
- (b) IWAI reserves the right to accept or reject any or all quotations without assigning any reason and without any financial implication on IWAI.
- (c) IWAI shall not be responsible for any postal or transit delays in receipt of the quotations.
- (d) A bid containing any condition, qualification or suggestion will be considered non-responsive.

10. Validity

The quotation shall remain valid for 45 days from the date of opening.

11. Submission Address

The complete signed and stamped quotation must be submitted to the below address in a sealed envelope by 25.06.2025, 1500 Hrs.

*The Director (I/c)
Inland Waterways Authority of India, Regional Office, Varanasi
(Ministry of Ports, Shipping & Waterways, Govt. of India)
J 13/93, (BSNL Telephone Exchange Building),
Sanjay Nagar Colony, Nati Imli, Varanasi, Uttar Pradesh - 221002
Email: vnsiwai@iwai.gov.in*

Sd/-
Director (I/c)
Inland Waterways Authority of India,
Regional Office, Varanasi, Uttar Pradesh

Annexure-1

FORM FIN – 1: BILL OF QUANTITIES (BOQ)

Name of work: Shifting of office furniture & fixtures from existing premises at BSNL Residential Quarters at Sanjay Nagar Colony, Varanasi to MMT, Ramnagar, Varanasi.

SI. No.	Item Description	Quantity	Rate	Amount (Rs.)
1.	Dismantling AC and stabilizers (15 Nos.) / Electric fittings/sanitary fittings etc. (i.e. Plug/Extension, Bulb. Tube lights/EWC/Flush tank/taps/wire & cables wash basins etc.) and re-fixing of the same at new location as and where directed by E-1-C or his authorized representative.	1 Job		
2.	Packing and Shifting of all furniture & fixtures excluding partition works/fixed stands/tables such as Office Tables/Computers/Chairs/ACs/ Almirah/ Paper Files/documents etc., carefully from existing office Sanjay Nagar to MMT Ramnagar, Varanasi as per the directives of E-1-C, including cost of transportation, labour charges for loading/unloading, stacking/fixing in position etc. complete:-	-		
	Cost of Transportation	15 trips		
	Labour Charges for packing, shifting/loading/unloading etc.	25 Nos.		
3.	Providing of essential electrical fittings/sanitary fittings for 6 bathrooms (excluding EWC/Flush tank/wash basins /kitchen sink) to develop proper electricity and sanitary provisions in MMT Varanasi the rate shall include the cost of electrical conduits, wires/cables/angle cock, long body/ short body taps/drainage pipes, nuts/bolts, screws and hire charges for tools/machineries etc. complete.	1 Job		
4.	Providing of labours for setting up of essential conveniences to new office at MMT, Varanasi:-	-		
	1 No. Carpenter & 1 No. helper for 5 days	10 Nos.		
	1 No. Electrician & 1 No. Helper for 5 days	10 Nos.		
	1 No. Plumber & 1 No. Helper for 5 days	10 Nos.		
Total Amount., Rs.:				
Add: GST @%....;				
Total Amount including GST., Rs.:				

Authorized Signatory with date:

Name:.....

Name & Address of the Firm:.....

Annexure-2**List of items to be shifted from Sanjay Nagar Colony to MMT Ramnagar, Varanasi**

Sl.No.	Item Description	Quantity (in Nos.)
1.	Air Conditioners	15
2.	Stabilizers	15
3.	Computers (with CPU-3 Nos.)/ Desktop (inbuilt CPU-12.00 Nos.)	15
4.	Printers	7
5.	UPS	12
6.	Plotters	2
7.	LCD Television	1
8.	Office Tables	13
9.	Side Table	17
10.	Conference Table	1
11.	Reception Table	1
12.	File Rack	1
13.	Almirah - Big	5
14.	Almirah - Small	3
15.	Book shelf-Big	1
16.	Book shelf-Small	1
17.	Office Chairs	62
18.	Sofa Set (3+1+1)	1
19.	Sofa (2 seater)	2
20.	Metal Seater (3 seater)	1
21.	Ceiling Fan	16
22.	Wall mount fan	2
23.	Exhaust Fans	6
24.	European Water Closet with Flush tanks	6
25.	Wash Basin/kitchen sink	6
26.	Telephones	10
27.	Toughened glasses uses as table top	8
28.	Mirrors	5
29.	Wall clocks (Digital clock-3.00 nos. / Analog clock - 5.00 nos.)	8
30.	Office file /documents/library books	As per actual
31.	Switch Boards/Plug points/bulbs/tubes	As per actual
32.	Miscellaneous store/stationery items like papers, note sheet, files, pen, pen holders and photo frames/pictures etc.	As per actual