

फैक्स : 044-28234298  
वेबसाईट : www.mca.gov.in



दूर : 28272676  
28276652 / 54  
28277182

भारत सरकार  
**GOVERNMENT OF INDIA**  
कारपोरेट कार्य मंत्रालय  
**MINISTRY OF CORPORATE AFFAIRS**  
कम्पनी पन्जीयक का कार्यालय, तमिलनाडु, अन्दमान & निकोबार द्विपपुंज, चेन्नै,  
**O/O. REGISTRAR OF COMPANIES, TAMILNADU, A & N ISLANDS, CHENNAI**  
'शास्त्री भवन', II मंजिल, 26, हाडोस रोड, चेन्नै - 600 006.  
**"SHASTRI BHAVAN", II FLOOR, 26, HADDOWS ROAD, CHENNAI - 600 006.**

ROC/CHN/TNDR/2016

Dated: 3.2.2016

NOTICE INVITING TENDER FOR SHIFTING OF RECORDS/RACKS /FURNITURE/ OFFICE EQUIPMENT WITHIN SHASTRIBHAWAN COMPLEX, 26,HADDOWS ROAD, CHENNAI.

The Registrar of Companies, Chennai invites Sealed quotations for the under mentioned work:

1. Shifting of records/racks/ furniture/ office equipment and Dismantling of excess racks and compactors along with rails from the existing record room of Registrar of companies, Chennai at the ground floor to 4<sup>th</sup> Floor and such other place Within the Shastri Bhavan complex. Further arranging records in racks in serial number at the new place.

Interested parties may inspect the above premises on any working day between 10 A.M to 5 P.M and submit their sealed tenders in Annexure-I quoting their lowest rate for the above work addressed to the office of the Registrar of Companies, Chennai before 3.30 P.M.on 12/2/16. It is advised to contact Sri. B. Srikumar, Dy.ROC (044-28276652/54 Extn: 204) or Sri. B. Sridhar, Dy.ROC (044-28276652/54 Extn: 205) for any additional information/ clarification in this regard during office hours.

Sealed tenders will be opened in the chamber of Deputy Registrar of companies, Chennai, committee chair person at Shastri Bhawan, II floor, 26, Haddows road Chennai -600006. The competent authority reserves the right to accept or reject any Quotation in his discretion without assigning any reason.

Terms and conditions:

1. The successful bidder to whom the above work is entrusted shall be completely responsible for such shifting.
2. The successful bidder to whom the work is awarded shall engage sufficient number of labourers and transportation facility for effecting such shifting.
3. The bidder to whom work is awarded shall bring necessary material and other equipment required for carrying out the work and no material or any sort of service will be provided by this office.
4. The committee appointed for this purpose or any other officer authorized may make inspection at regular intervals and the successful bidder to whom contract is awarded should fully cooperate during such shifting of racks/records/ furniture/ office equipment etc.
5. The successful bidder is responsible for replacement of any of the property of the office, if at any time it is noticed that such damage occurred on account of negligence of the personnel of the successful bidder in the process of shifting of racks/records/ furniture/ office equipment.
6. The successful bidder to dismantle the compacters which are in use and to place the shells in the godown for reusing along with rails.
7. The bidder to whom the contract has been awarded is fully responsible to complete the work within the time frame to be indicated and payment will be made after completion of the above said work on submission of bill.
8. The Registrar of companies, Chennai has right to withdraw/cancel at any stage of the work order without assigning any reason.



Registrar of Companies, Chennai.

ANNEXURE - I

Technical cum Financial bid

1. Name of the Bidder:
2. Address of the Bidder:
3. Contact person(s) (with mobile number):
4. Permanent Account Number:
5. Service Tax Registration Number:
6. No. of labourers proposed to be employed and Charge for the proposed labourer (minimum Number required to be deployed has been Clearly mentioned in the Tender Notice) & Description:
7. Please specify applicable taxes and rate of tax:
8. The work relating to shifting of records/furniture/office equipment will be entrusted to the successful bidder. Further, the Registrar of Companies has the power to cancel the contract without assigning any reasons.

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the firm/company will be blacklisted and will not have any dealing with the Department in future.

(Signature of the authorized signatory with the date)