



**ADMINISTRATION OF THE
UNION TERRITORY OF LAKSHADWEEP
(SECRETARIAT)
KAVARATTI – 682 555**

F.No.14/1/2014-Genl

Dated 10.09.2019

QUOTATION NOTICE

Sealed cover quotation are invited from the interested parties for transportation of office materials of General Administration & Protocol (GAP), Secretariat, Kavaratti. Quotation prescribed "Quotation for transportation of materials available in General Administration & Protocol"(List of items in Annexure I is enclosed for reference) should be addressed to the Director, General Administration & Protocol, Secretariat, Kavaratti on or before 17.09.2019 at 3 PM. Quotation will be opened at 3.30 PM on the same day in the presence of the quotation or their representative. Quotation received unsealed or without EMD are liable to be rejected. The acceptance of quotation will be subject to the following terms & Conditions.

1. The bidder should transport the office materials from the Directorate, GAP, Secretariat to old office building of District Panchayat and arrange as per the directions of department staff.
2. The bidder should bring the packing materials required for packing/bundling of the files/registers/books etc.
3. Quotation should contain Demand Draft drawn in favour of the Director, General Administration & Protocol, Secretariat, Kavaratti and payable at Syndicate Bank, Kavaratti as EMD for Rs.3000/- (Rupees Three Thousand) only.
4. The bidder shall be responsible for any damages/loss occurring during transportation of materials. Damages/loss, if any, the cost will be deducted from the bill.
5. Any kind of representation for enhancement of tenderate once accepted will not be considered.
6. The bidder should complete the work within 2 days of receipt of the Work Order, failing which the work order will be cancelled and the EMD shall be forfeited.
7. General Administration & Protocol, Secretariat will neither provide any vehicle required for transportation of materials nor meet the hire charges of the vehicle hired by the bidder.
8. Violation, if any of the terms and condition by the contractor will lead to cancellation of the work order.

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9. The rate should be typed in figures and words without any over writing or correction.
10. The Administration of UTLA reserves the right to accept or reject any quotation without specifying any reason.
11. The Bidder shall inspect the materials available in the office of General Administration & Protocol for transportation during office hours.


(BHIKA RAM MEENA, DANICS)
DIRECTOR
GENERAL ADMINISTRATION & PROTOCOL

To

Notice Board.

- Copy t 1)The Editor, Lakshadweep Times, Kavaratti with request to Publish this quotations notice in the next issue of the Lakshadweep Times.
- 2) All Departmental Heads/Heads of office under the Administration with request to display this quotation notice in the notice boards of their Departments/ Offices.

Annexure - I

**List of furniture, articles and documents for transporting vide Tender
Notice F.No.35/08/2013-Genl dated 08.2019.**

Sl.No	Details of Articles	Qty
01	Godrej Shelf (big)	6Nos
02	Godrej Shelf (small))	6Nos
03	Rack (big)	2No
04	Rack(small)	8Nos
05	Book Shelf	1No
06	Table (big)	2Nos
07	Table (small)	5Nos
08	Computer table	1No
09	Godrej chairs	7Nos
10	Rolling chair	3Nos
11	Stool	1No
12	Teapoy	1No
13	Photocopier	1No
14	Computer	7Nos
15	Computer Printer	6Nos
16	UPS	7Nos
18	Chest (Small)	1No
19	Files	1500 Nos (Approximate)
20	Register	85Nos
21	Miscellaneous bundles	15Nos
22	Books	300Nos

Prasanna
10.9.2019