



## Revenue Department

OFFICE OF THE SPECIAL OFFICER AND COMPETENT AUTHORITY,

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## Publication

Sub: Invitation of quotation for **PACKING, SHIFTING & MOVING SERVICES**

SPLOCA calls for sealed quotations from reputed Agencies and Registered firms of reputation in and around BBMP with prior experience in Packing, Shifting & Moving service for the items in the format of quotation attached.

**1. Quoted Price:**

- (a) The tenderer shall quote for items in the format of quotation attached.
- (b) All duties, taxes and other levies payable by the tenderer (including GST) shall be included in the Unit rate.
- (c) The rates quoted for each service shall be fixed for the duration of the contract and shall not be subject to any adjustment.
- (d) Rates for partial services of an item are not acceptable.
- (e) Corrections if any shall be made by crossing out, initialing, dating and rewriting.
- (f) Xerox Facsimile quotations are not acceptable.

2. Each tenderer must submit only one quotation.

**3. Validity of quotations:**

The quotation shall remain valid for a period not less than 30 days after the deadline fixed for submission of quotations.

**4. Evaluation of quotations:**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e., which are properly signed, and conform to the terms and conditions and specifications in the following manner:

- (a) The evaluation will be done including the GST. If the tenderer has not included the GST in his quotation for the item rate, and has also not indicated the rate of GST applicable, the quoted rate will be treated as though it is inclusive of the GST and no extra payment will be made;

- (b) The evaluation would be done for all the items put together. The items for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. The tenderer who has quoted for partial quantity of any one or more item(s) would be treated as non-responsive. The purchaser will award the contract to the responsive tenderer, whose total cost for all the items put together is the lowest.

5. **Award of contract:**

- (a) The Purchaser will award the contract to the tenderer whose quotation has been determined to be substantially responsive and who has offered the lowest price as per para 4(b) above.
- (b) The Purchaser reserves the right at the time of contract award to increase or decrease the quantities of any or all of the items indicated in para 1 above by 25% without any change in the unit price or any other terms and conditions.
- (c) The Purchaser prior to the expiration of the quotation validity period will notify the tenderer whose quotation is accepted of the award of contract. The terms of the accepted offer shall be incorporated in the Work order.
- (d) Payment shall be made immediately after the delivery of the services and their acceptance.
- (e) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the quotation process and reject all quotations at any time prior to the award of the contract.

6. **Last date and time of receipt of quotations:**

You are requested to submit the sealed quotations superscribed on the envelope as

**“Quotations for PACKING, SHIFTING & MOVING SERVICES” latest by 17:00 Hours on 14-08-2024.**



Assistant Commissioner  
O/o Special Officer and Competent Authority  
Revenue Department  
Bengaluru



