OFFICE OF THE PRINCIPAL
GOVT.DEGREE COLLEGE, CHENANI.

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Prof.Raj Kumar Gupta
Principal

CONTACT: 9469406244
No: CDC/2026-27/629
Date:4/11/2026

SHORT NOTICE INVITING TENDER

The Principal Government Degree College Chenani on behalf of Govt. Of UT of Jammu& Kashmir invites tenders from registered/trained/reputed and capable service providers/agencies for providing comprehensive packing, loading, transportation, unloading, unpacking, installation and safe shifting services for the complete college material from the existing makeshift college building at Chenani to the newly constructed college building, situated at Tandar, Chenani at an approximate distance of 4 kilometres. The shifting shall include all types of college furniture, library books and racks, laboratory equipment, computers, electronic items, office records, Principal's Chamber furniture, generator set, electrical panels, departmental equipment, fixtures and fittings, and all other movable items available in the existing college premises.

All the necessary information including Instructions, Eligibility Criteria, General Terms & Conditions, and Applications, Forms & Certificates to be filled by the Service providers/agencies/Bidder may be downloaded from College Website **www.gdcchenani.co.in** or personally obtained from college campus.

Interested Service providers/agencies/Bidder of having requisite experience and eligibility may submit Tender along with relevant supporting documents to this college in a sealed envelope within 07 days of publishing of this notice in the newspaper. Any corrigendum/addendum shall only be published on the institutes' website. It is bidders' responsibility to check for any amendment/corrigendum on the website of Govt. Degree College Chenani, Udhampur before or after submitting their duly completed bids.

The Service providers/Agencies/ Bidders are advised to inspect both the existing and new college buildings before submitting their bids to assess the quantity, nature, size and location of the material to be shifted.

The undersigned reserves the right to accept or reject any or all submitted tender without assigning any reason thereof.

Sd/-
Principal
GDC Chenani

Principal
Govt. Degree College
Chenani

ELIGIBILITY CRITERIA OF THE BIDDER

1. The Bidder/Firm/Agency/contractor must have **Registration Number** provided by the Govt. (Enclose copy)
2. The Bidder/Firm/Agency/contractor must have a **GST No**, Certificate of Registration under GST. (Enclose copy)
3. The Bidder/Firm/Agency/contractor must have PAN **(Permanent Account Number)** , enclose copy of PAN.
4. The Bidder/Firm/Agency/contractor should not be blacklisted in the past by any Govt. body/ Private institution of the country and there is no vigilance/any other investigating agency case pending against the firm/supplier. The bidder should submit an under taking that the bidder/ firm has not been blacklisted / debarred / prohibited by any State / Central Government Department / Organization/Institution.

GENERAL TERMS AND CONDITIONS

1. Site Inspection

The bidders are advised to inspect both the existing and new college buildings before submitting their bids to assess the quantity, nature, size and location of the material to be shifted. No claim on account of lack of knowledge of site conditions shall be entertained.

2. Completion Period

The entire shifting work shall be completed within 15 days from the date of commencement specified on contract/work order.

3. Safety and Security

The service provider shall be responsible for the safety and security of all material from the time it is taken into custody for packing and shifting until it is delivered and handed over at the new premises.

4. Damage or Loss

Any damage, breakage, loss or misplacement of college material attributable to the service provider or its personnel shall be made good by the service provider at its own cost, subject to verification and assessment by the college.

5. Confidentiality

The service provider and its employees shall maintain strict confidentiality regarding all official documents, records, files, examination-related material and other sensitive information handled during the shifting process. No document or record shall be copied, photographed, removed or disclosed without written permission.

6. Inspection and Supervision

The college shall nominate an authorized committee/officer to supervise the work and verify the shifting process. The service provider shall follow the instructions issued by the authorized college representatives.

7. Additional Charges

No additional payment shall be admissible for packing, loading, unloading, transportation, labour, packing material, multiple trips or other activities falling within the approved scope of work and accepted contract price.

8. Statutory Compliance

The service provider shall comply with all applicable labour laws, transport regulations, safety requirements, GST provisions and other statutory obligations.

9. Tie-Breaking Clause: In case two or more service providers quote identical rates, preference shall be given to the service provider having greater relevant experience in handling similar shifting/transportation assignments. The decision of the competent authority in this regard shall be final and binding.

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9. Cancellation and Termination

The college shall be entitled to take appropriate action in accordance with applicable Government rules in the event of unsatisfactory performance, material breach of contract, misrepresentation or failure to complete the work.

CATEGORY-WISE INVENTORY OF MATERIAL TO BE SHIFTED

The following categories shall be covered under the shifting contract. The exact quantities shall be verified and recorded by the college committee before commencement of work.

S. No.	Category	Description of Material
1	Library	Books, reference books, journals, racks, shelves, tables, chairs, computers and library records
2	Classrooms	Student desks, benches, chairs, teacher tables, boards and teaching aids
3	Principal's Chamber	Principal's table, chair, sofa, visitor chairs, cupboards, tables, computers and accessories
4	Administrative Office	Office tables, chairs, almirahs, cupboards, computers, printers, scanners and office records
5	Generator Set	Generator set and associated movable accessories
6	Electrical Equipment	Electrical panels, distribution panels, control panels and other movable electrical equipment
7	Computer and IT Section	Desktop computers, monitors, CPUs, UPS, printers, networking equipment and accessories
8	Laboratories	Laboratory tables, chairs, racks, scientific instruments, models and other equipment
9	Departmental Material	Departmental furniture, teaching aids, equipment, records and accessories
10	Conference/Meeting Area	Meeting tables, chairs, podiums, audio-visual equipment and accessories
11	Store	Store material, cupboards, racks, furniture and other movable items
12	Miscellaneous	All other movable college assets and materials not specifically mentioned above

Important: The above list is indicative and inclusive. All movable college material available in the existing premises shall be covered under the contract, subject to the inventory jointly verified by the college and the service provider.

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PAYMENT TERMS

1. Payment shall be released only after satisfactory completion and verification of the entire shifting work.
2. The service provider shall submit a proper invoice through the prescribed process as per rules.
3. Payment shall be subject to certification of satisfactory performance by the authorized college committee/officer.
4. All applicable statutory deductions shall be made as per Government rules.
5. No advance payment shall be admissible.

DECLARATION BY THE BIDDER

I/We hereby declare that:

1. I/We have carefully read and understood the complete scope of work, terms and conditions of the bid.
2. I/We have assessed the nature and volume of the material to be shifted and the distance between the existing and new college buildings physically.
3. I/We undertake to provide all required manpower, vehicles, packing material, tools and equipment for the successful completion of the work.
4. I/We shall be responsible for the safe handling and transportation of all college material.
5. I/We undertake to compensate any loss or damage caused due to negligence or improper handling by our personnel.
6. I/We shall complete the work within the stipulated time and in accordance with the awarded contract.
7. The information and documents submitted by us are true and correct to the best of our knowledge.

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TENDER FORM

Name of Firm/Agency/ Bidder/ Contractor: _____

Address: _____

Contact Number: _____

Email: _____

Registration no: _____

PAN no. Issued by Income Tax Department: _____

GST No. : _____

Experience, if any _____

Lump Sum Amount quoted by Firm/Agency/ Bidder/ Contractor

₹ _____ **in words** _____

Any other information: _____

Signature and Seal: _____

Date: _____

Mobile no: _____