

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE VIJAYAWADA**

D NO 9-76-18, SKPVV HINDU HIGH SCHOOL PREMISES KOTHAPETA
VIJAYAWADA-520001

Telephone: 0866-2565253,2565959 Email: rcvijayawada@ignou.ac.in

Date: 22/04/2026

**NOTICE INVITING TENDER FOR SHIFTING OF THE
OFFICE EQUIPMENT, FILES AND RECORDS**

Indira Gandhi National Open University (IGNOU), Regional Centre Vijayawada is inviting **sealed tender** under **two-bid system** from reputed, resourceful and experienced parties for the award of work of Packing, Loading, Shifting, Unloading, Unpacking and Re-Installation of the Office furniture, files, equipment and other materials of IGNOU Regional centre Vijayawada, SKPVV Hindu High School Premises Kothapeta Vijayawada, Andhra Pradesh to the New Building at Rayapudi Village, Thullur Mandal, Amaravathi Capital Region, Guntur District, Andhra Pradesh as per schedule specifications and as per the terms and conditions of the tender document.

The tender document is attached along with this notice and may also be downloaded from our website www.ignou.ac.in.

The tender documents duly filled in and complete in all respects, should be submitted to the Regional Director, IGNOU Regional Centre, Vijayawada S K P V V Hindu High School Premises Kothapeta Vijayawada 520001 up to 1500 hrs, on or before 07.05.2026. The bids shall be opened in the presence of the bidder(s) or his representatives on the same day at 15.30 hrs

Tenders submitted beyond the stipulated date and time shall be summarily rejected. Only those bidders, who have their registered office/branch office in the state of Andhra Pradesh, may post their bids for this tender and they will have to provide valid address proof as evidence for the same.

Regional Director

List of Annexure

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Annexure I

Important instructions

Tenderers are requested to read the terms & conditions (**Annexure- II & III**) of this tender before submitting their tender. Tenderers who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender for opening of price bid.

No deviation to the technical and commercial terms & conditions is allowed. IGNOU has the right to cancel this tender or extend the due date of receipt of bid(s) without assigning any reason thereof. The tender should be submitted strictly as per the terms and conditions. The bid will be evaluated based on the filled-in technical & commercial formats. The documents submitted by Tenderer(s) will be scrutinized. In case any of the information furnished by the Tenderer is found to be false during scrutiny punitive action including suspension and banning of participation in tender can also be taken against such Tenderer

Regional Director

Annexure - II

COMMERCIAL TERMS & CONDITIONS

Sl. No	Terms & Conditions
1	Tenderers must carefully study the technical specifications and commercial terms and conditions in the tender before preparation of the tender. All terms and conditions and Corrigendum (if any issued) shall be applicable.
2	Concessions to MSME Units: The guidelines, issued by Ministry of Micro, Small & Medium Enterprise (MSME), Government of India regarding concessions for Micro & Small Enterprise Units registered with District Industries Centers or Khadi & Village Industries Commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation(NSIC) or Directorate of Handicrafts & Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprise, have been considered by the EPFO for concessions as mentioned in the General Terms and Conditions.
3	<p>The Schedule of Tender (SOT), Important Instructions for Procurement, the Commercial Terms and Conditions and the General Terms and Conditions all taken together shall constitute the contract between IGNOU and Tenderer.</p> <p>However, in case of any inconsistency in any of the terms and conditions appearing in the documents afore stated, that appearing in the General Terms and Conditions shall override and supersede similar terms, if any appearing in any of the other three documents.</p>
4	SCOPE OF WORK & RESPONSIBILITY OF THE TENDERER: The Scope of work covered under this tender shall include Packing, Loading, Shifting, Unloading, Unpacking and Re-Installation of Office furniture, computers, printers, files, equipment and other materials of the IGNOU Regional Centre Vijayawada, SKPVV Hindu High School Premises Kothapeta Vijayawada to the New Building at Rayapudi Village, Thullur Mandal, Amaravathi Capital Region, Guntur District, Andhra Pradesh. The Indicative details of such items are enclosed at Annexure -VII Interested Agency should visit the sites of the present locations to assess the exact nature of requirements before submitting their quotes.

	<p>The scope of work consists of the following</p> <ul style="list-style-type: none"> i) Packing and unpacking of office furniture, files, equipment's and other materials of the IGNOU, as per instructions of the respective site in-charge. ii) Transport arrangement with deployment of suitable vehicles/under container trucks during days of Packing, Loading, Shifting, Unloading, Unpacking and Re-Installation including adequate labor and supervisor as required. iii) Experienced Labors as required to handle sophisticated and sensitive equipment. iv) Special and sophisticated support machinery such as hydraulic, chain pulley cranes and other machinery, if required, for loading and unloading; transfer of heavy equipment's and trouble free installation at required site, as per the instructions of the respective site in- charge. v) The goods to be wrapped with ballooning paper, HM Laminated Foams, Corrugated Sheets, Thermocol sheets, air bubble wrapping material, water proof, moisture free, wherever is required so that the goods can easily overcome jerks while Packing, Loading, Shifting, Unloading, Unpacking and Re- Installation and are delivered to the destination without any scratch, damage, breakage etc. Arrangement of thread, ropes, adhesive sticky tapes etc. wherever required. vi) While re-location of the office goods & other equipment and loading equipment, instruments etc., agency should ensure that all equipment's, files, furniture & other equipment are moved and set up on scheduled date, time and place. vii) <u>The time of shifting of Goods is on the days decided by IGNOU.</u> viii) Place the equipment in position at designated location as directed by representative of the IGNOU. ix) A detailed schedule will be given by IGNOU one week prior to actual shifting. Successful bidder will make all logistic arrangement and submit a detailed plan to the IGNOU before shifting. x) The bidder should consider the Transit Insurance coverage for covering carrier risk charges towards damages of items. The firm shall make proper security/ inspection before quoting the rates. The quoting rates shall be deemed to be inclusive of this insurance coverage, if any
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5	<p>ELIGIBILITY:</p> <ol style="list-style-type: none"> 1. Must have permanent account number (PAN) 2. Must be registered with Goods and Services Tax. 3. Must have an Office in the State of Andhra Pradesh 4. Have valid Trade License/Certificate from appropriate authority. 5. Tenderer should give the documentary proof of experience in providing successful Packing, Loading, Shifting, Unloading, Unpacking and Re-Installation & Re-location services in Central/State Govt. Departments (incl. PSUs/Autonomous bodies)/Leading Corporate offices/ Larger Pvt. Companies. 6. At the time of bidding, the firms having black- listed/debarred in participating in any procurement activities by any State or Central Government in India are not allowed to bid. Undertaking to this effect shall be submitted by the Tenderer on its letter head.
6	<p>INSPECTION OF COMPETENCE: IGNOU reserves the right to verify/confirm all original documentary evidence submitted by Tenderer in support of above mentioned clauses of eligibility criteria. Upon verification, evaluation/assessment, if any information furnished by the Tenderer is found to be false or incorrect, their total bid shall be summarily rejected and no correspondence on the same shall be entertained.</p>
7	<p>The price should be quoted in Indian Currency only</p>
8	<p>Offers must have validity of 90 days for acceptance from the date of opening of price bid of the tender.</p>
9	<p>RATE & PAYMENT TERMS:</p> <ol style="list-style-type: none"> a) The rates of the Agency shall include cost of all materials, labour, machinery and all taxes and any other inputs involved in the execution. No extra amount shall be paid from the quoted amount, unless clearly specified otherwise. b) Tenderers may specifically note that the rate(s) are to be quoted strictly in conformity with the above and any variation/ condition / qualification shall render the quotation liable to be rejected. c) No advance payments will be considered. d) The Agency should submit final bill in triplicate for payment quoting PAN No. and GST No. on the body of the bill. Tax will be deducted as per the statutory provisions. The payment shall be made after successful completion of the work. e) Quoted amount is inclusive of GST and other govt. taxes if any.
10	<p>SECURITY DEPOSIT: Security deposit for the above tender is Rs.15,000/. The successful tenderer shall submit Rs 15000 as Security Deposit. The Security Deposit will be refunded without any interest on application by the Tenderer after expiry of the contract period on presentation of Money Receipt and Certificate against successful & satisfactory completion of the work issued by IGNOU on discharge of all his obligations under the contract.</p> <p>In case of irreparable failure of the Tenderer to fulfill any obligation under this contract, or in case any obligation comes onto IGNOU on account</p>

	<p>of the failure of the Tenderer to meet such obligation, the Security Deposit will be forfeited.</p> <p>In case the tenderer fails to perform the job/work as per requirements of the contract/complete the job satisfactorily/premature termination of contract on the part of the Tenderer or grave misconduct/breach of contract, such Security Deposit shall be forfeited.</p>
11	<p>CONTRACT DURATION: Actual date(s) will be communicated one week before shifting. The Contract can be terminated by EPFO without assigning any reason, at its sole discretion.</p>
12	<p>CONFIDENTIALITY: The selected Tenderer or the employees deployed by it shall not without the written consent of IGNOU, directly or indirectly divulge/disclose/circulate/deliver/copy in any manner whatsoever to any third person, any information / documents / papers or in any other form which may come to the possession or knowledge of the Tenderer relating to, during or even after the performance of this contract, in any way or be communicated to the Tenderer or made available or accessible to the tenderer or their men, agents, principals and they are required to maintain utmost confidentiality with regard to any information which is obtained through each other or developed or obtained by each other in performance of obligations under this contract or if the said information is considered by IGNOU to be confidential, secret or proprietary including, but not limited to information concerning know-how, pricing, technology etc. A Non-Disclosure Agreement (NDA) needs to be signed by the Tenderer with IGNOU</p>
13	<p>FORCE MAJURE: Neither the selected Tenderer nor IGNOU shall be responsible or liable for any failure or delay on its part to fulfill or perform any of the terms or obligations under the contract/agreement if such failure or delay is caused by any factor or event beyond control of either of them including but not limited to strikes, lockouts, fire, earthquake, wars, insurrections, riots, civil commotion, government action, embargoes, natural calamities, act of God, epidemics, Pandemic etc.</p> <p>If Force Majeure event(s) continue beyond the period of three months, the parties shall hold consultation to chalk out the further course of action. Neither party can claim any compensation from the other party on account of Force Majeure</p>
14	<p>TERMINATION: IGNOU reserves the right to cancel the agreement / contract in case of unsatisfactory performance in performing the job(s)/work or otherwise. In this regard IGNOU's decision shall be final and binding.</p>
15	<p>ARBITRATION: In the case of dispute arising upon or in relation to or in connection with the contract between IGNOU and the Contractor, which has not been settled amicably, any party can refer the dispute for Arbitration under the Arbitration and Conciliation Act 1996.</p> <p>Arbitration proceedings shall be held in Vijayawada and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English/Hindi/Telugu. The decision of the</p>

	arbitrator(s) shall be final and binding upon both parties. However, the expenses incurred by each party in connection with the preparation & presentation of their cases shall be borne by the party itself. All arbitration awards shall be in writing and shall state the reasons for the award.
16	JURISDICTION: Subject to the clause 15 above, both the parties submit to the exclusive jurisdiction of the Courts in Vijayawada only as regards any claims or matters arising under or in relation to the terms and conditions herein. The Indian law in force shall govern the Tender/Contract.
17	Every tenderer is expected to inspect the site of the proposed work before quoting his rate for the work. In every case the materials must comply with the relevant specifications. Complaints by the tenderer at a future date regarding wrong assessment will not be entertained
18	IGNOU reserves the right to reject the offer if the technical as well as price bids are not submitted strictly as per the tender terms and cancel the tender without assigning any specific reasons. IGNOU reserves the right either to cancel the tender or accept or reject any or all tenders without assigning any reason thereof.
19	RECTIFICATION OF ERRORS: Tenderers are advised to exercise greatest care in entering the pricing figures. No requests regarding correction of mistakes in the financial bids will be entertained after the bids are opened.
20	SUB-CONTRACTING: The successful Tenderer shall not assign or sub-let the contract or any substantial part thereof to any other agency without the written permission of IGNOU

GENERAL TERMS & CONDITIONS

1. The tender will not be considered at all if the Technical Bid does not contain the required documents/certificates as mentioned at Annexure – V.

2. Earnest Money Deposit

All the tenderers are exempted from submitting the EMD

3. Concessions to MSME Unit.

As per the guidelines, issued by Ministry of Micro, Small & Medium Enterprise (MSME), Government of India regarding concessions for Micro & Small Enterprise Units registered with District Industries Centers or Khadi & Village Industries Commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation(NSIC) or Directorate of Handicrafts & Handloom or any other body specified by Ministry of Micro, Small & Medium Enterprise, the following concessions have been considered by the IGNOU.

- 1) Exemption from payment of EMD.
- 2) Reservation to the MSME Bidders will be given as per the Government Rules notified from time to time.

Note: For MSME Bidders copy of the Registration Certificate must be enclosed in the Envelope. If the MSME is owned by SC/ST entrepreneurs, the bidder shall furnish appropriate documentary evidence in this regard

4. Validity

Quoted prices shall be valid for a period of 90 days from the date of opening of the tender

5. Award of contract

The tenderers are advised to offer their best possible rates. There would be no negotiations hence may submit their most competitive prices while submitting the price bid. However, in case the lowest rate appears to be reasonable taking into account the prevailing market conditions and other relevant factors, the order may be awarded to the lowest tenderer and if the rate is still considered high, action as per prevailing instruction/guideline shall be taken

6. The Tender must be accompanied with the following documents

1. Photo copy of current Trade License/Certificate of Enlistment.
2. The tenderer must be GST registered. Notarized/Photo copy of GST registration Certificate
3. Copy of PAN.
4. Photo copies of certification in support of experience as per 5 (I) of Annexure-II.
5. Copy of Income Tax assessment order/Return filed (latest). On failure to produce any of the above documents, the contract will be liable to be terminated.

7. Tender Information

• PRE-BID Meeting

The tenderers and/or their authorized representatives may get clarification to all their doubts from IGNOU before quoting for the tender. For this purpose, a PRE BID meeting shall be held on **27.04.2026 from 2PM to 4PM** in our office at IGNOU Regional centre Vijayawada, SKPVV Hindu High School Premises Kothapeta Vijayawada. They can visit our office during the office working hours to know the total volume/qty of Items to be shifted.

• Tender Submission

The Tender is to be submitted in two parts as under:

Part 1: Techno-Commercial Bid: Comprising Annexure – V (Technical Bid format) all requisite document, registration & licenses submitted, as specified in the check list of documents.

Part 2: Price Bid: Comprising Annexure – IV

• Tender Opening Event

Technical Bid will be opened on **07.05.2026 at 3.30 PM**. The Price Bid for technically qualified tenderers will be opened subsequently on the same day. • Tender Evaluation
The bidder quoting the lowest price bid will be the preferred bidder.

8. Acknowledgement by Tenderer

By submitting a quotation/bid, the Tenderer shall be deemed to have fully familiarized himself/themselves with

- The requirement of the job to be undertaken.
- Complete and careful examination of all the terms and conditions in the Notice Inviting Tender document.
- Received all relevant information required from IGNOU.
- Accepted the risk of inadequacy, error or mistake in the information provided in the Bid or furnished by or on behalf of IGNOU.
- Satisfied about all matters, things and information necessary and required for submitting an informed Bid and performance of all its obligations under there.
- Acknowledged that it does not have a conflict of interest.
- Agreed to be bound by the undertakings provided by it under the terms hereof.
- IGNOU shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to NIT or the selection process including error or mistake therein or in any information or data given by IGNOU.

9. Rate

The rate(s) to be quoted by the tenderer must be in terms of the stipulated work as given in ANNEXURE-IV. The rate quoted must be inclusive of all the charges, duties etc, if any but excluding GST. No additional charge(s) subsequently claimed but not included in rate(s) quoted shall be allowed by IGNOU under any

circumstances.

Tenderers may specifically note that the rate(s) are to be quoted strictly in conformity with the above and any variation/condition/qualification shall render the quotation liable to be rejected.

10. Confidentiality

The selected Tenderer or the employees deployed by it shall not without the written consent of IGNOU, directly or indirectly divulge/disclose/circulate/ deliver/copy in any manner whatsoever to any third person, any information/documents/papers or in any other form which may come to the possession of knowledge of the Tenderer relating to, during or even after the performance of this contract, in any way or be communicated to the Tenderer or made available or accessible to the tenderer or their men, agents, principals and they are required to maintain utmost confidentiality with regard to any information which is obtained through each other or developed or obtained by each other in performance of obligations under this contract or if the said information is considered by IGNOU to be confidential, secret or proprietary including, but not limited to information concerning know-how, pricing, technology etc.

A Non-Disclosure Agreement (NDA) needs to be signed by the Tenderer with IGNOU.

11. Arbitration

In the case of dispute arising upon or in relation to or in connection with the contract between IGNOU and the Contractor, which has not been settled amicably, any party can refer the dispute for Arbitration under the Arbitration and Conciliation Act 1996.

Arbitration proceedings shall be held in Vijayawada and the language of the arbitration proceedings and that of all documents and Communications between the parties shall be English/Hindi/Telugu.

The decision of the arbitrator(s) shall be final and binding upon both parties.

12. Firm Prices

On placement of order, prices will remain firm till the execution of the work is completed.

13. Delayed work

The Agency shall arrange to shift the items from the designated area to the new area within the date of intimation given to them. **The Packing, Loading, Shifting, Unloading, Unpacking and Re-Installation** shall be carried out as per schedule intimated. In case of default, Penalty @Rs. 5,000/- per day will be imposed on the agency. In the event of continued default for 7 days, IGNOU may at its discretion cancel the contract and can award the contract to the next successful bidder. In the event of cancellation of the contract, IGNOU reserves the right to forfeit the performance or guarantee submitted by the Agency without any notice.

14. Special terms and conditions

The Special Terms & Condition as stated hereunder shall be read as part of General

Conditions of Contract for Tender: -

- a) The Packing, Loading, Unloading, Un packing and Re-Installation has to be done carefully so that no damages are occurred. However, otherwise, liquidated damages will be recovered out of the payments.
- b) The Agency will be solely responsible for safe & secure transit of Goods to the satisfaction of the IGNOU. In the event of any damages, the loss will be charged by the IGNOU in any other manner as deemed fit.
- c) The Agency shall indemnify against all losses it has suffered during any accident/incident during the execution of this job. The Agency is required to take all safety and security measures of men and materials involved in the Packing, Loading, Shifting, Unloading, Un Packing and Re-Installation process.
- d) Any time after award of work, IGNOU may abandon or reduce the scope of work for any reason whatsoever and hence not require the whole or any part of the works to be carried out, the Agency shall have no claim to any payment of compensation or otherwise whatsoever.
- e) During execution of the works the entire premises have to be kept clean and free from any obstructions, all the debris and surplus materials shall be removed from the work site as soon as works are completed
- f) The total work has to be completed in phases and preferably during hours intimated by IGNOU. Agency has to arrange number of vehicles, labour, packing material etc. accordingly. The successful tenderer has to make agreement on Rs.100 Stamp Paper agreeing all the terms and conditions of the tender document at its own cost.
- g) IGNOU. reserves the right to reject any tender not fulfilling its GTC and STC and Commercial Conditions.
- h) IGNOU shall not be bound to accept the tender and reserves its right to reject any tender in part or in full. Decision of IGNOU. in this connection shall be final.
- i) Submission of incomplete tender will not be considered nor shall the Company be liable for any queries, whatsoever after opening of the tender.
- j) Canvassing in any form is strictly prohibited and the tenders submitted by the tenderers, who resort to canvassing, will be liable for rejection.
- k) If the tenderers have a relative employed in any capacity with IGNOU, he will inform the authority calling for tenders, of such fact while submitting his tender, failing which his tender may be rescinded and if the fact subsequently comes to light, he shall be liable to make good to IGNOU any loss or damage resulting from such cancellation.
- l) Conditional tender submitted other than as required shall be rejected.
- m) IGNOU reserves the right either to cancel the tender or accept or reject any or all tenders without assigning any reason thereof.
- n) In case the successful Tenderer fails to perform the job as per requirements of

the contract and/or to complete the job without satisfactory reasons, the Security Deposit shall be forfeited.

- o) IGNOU reserves the right to recover and/or adjust any amount which may be due from successful Tenderer from their security deposit. The Tenderer will be liable for any remaining amount payable thereafter.
- p) The Tenderer will observe and comply with all statutory obligations of all applicable statutes, rules, bye-laws and notification.
- q) Any act or forbearance or latitude granted or performance accepted of delayed execution or any omission of taking action available to IGNOU. shall not amount to a waiver of the right/action available to IGNOU and IGNOU shall be entitled to take action under the terms of this contract.
- r) IGNOU. reserves its right to remove from the list of tenderers or to ban dealings if the tenderer/contractor is found to have committed misconduct, as also to suspend dealings pending investigations. Further, in case the tenderer(s), his partner, member, servant, labour, agent, representative and/or any person working for and on behalf of the tenderer is found involved in any unauthorized, or wrongful removal of material or equipment, or any attempt for such removal, this shall amount to breach of contract as well as misconduct caused by the tenderer, and IGNOU. shall be entitled to forfeit the entire Security Deposit and any other amounts, money or material that may be lying with IGNOU. at the risk and cost of the tenderer(s), in addition to banning of future dealings as mentioned above.
- s) Any order resulting from this tender shall be governed by the terms and conditions mentioned therein. No deviation to the technical and commercial terms & conditions are allowed.
- t) IGNOU has the right to cancel this tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
- u) The tenderers must submit all the documents required as per terms of tender. Any other document submitted which is not required as per the terms of the tender shall not be considered.
- v) The bid will be evaluated based on the filled-in technical & commercial formats.

NOTE: - Only those bidders, who have their registered office/branch office in the state of Andhra Pradesh may submit their bids for this tender; they will have to provide valid address proof as evidence for the same.

Financial Bid

(Rates to be quoted is inclusive of GST, if any, applicable)

Sl.No.	Item of Work	Amount
1	All items mentioned in annexure-VII. Packing, Loading, Shifting, Unloading, Unpacking and re installation of the office equipment, furniture and files etc of IGNOU Regional centre Vijayawada , SKPVV Hindu High School Premises Kothapeta Vijayawada to the IGNOU New Building at Rayapudi Village, Thullur Mandal Amaravathi Capital Region, Guntur District Andhra Pradesh Including all Packing Material, Labour, Necessary Tools with Transit Insurance Cost	
	Total Cost	

**Signature of the Tenderer
with seal**

Annexure - V

CHECK LIST OF DOCUMENTS

The below checklist must be filled up by the party and submit at the time of submission of the Techno-commercial Bid along with the scanned copies of the original documents as mentioned below:

1	Name of the Agency	Required document to be uploaded in the website
2	Nature of Organization (Proprietorship/HUF/Firm/Company)	Copy of the registration
3	Full address along with telephone no.	
4	Full name(s) and address(s) of Proprietor/Partners/Directors	
5	Statutory Requirement	
	Permanent Account Number (PAN)	Copy of the PAN Card
	GST Registration No.	Copy of the GST Registration
	Trade License No.	Copy of the Trade License
	Any other	Copy of the AADHAR of the proprietor /manager
6	Details of experience	Name of the Work carried out (Copy of the experience certificate(s) to be enclosed indicating period with dates clearly) 1) 2) 3)
7	Annual Turnover for last 3 Years (Past 3 Years Balance Sheet /Annual reports to be enclosed	2023-24: Rs. _____ 2024-25: Rs. _____ 2025-26: Rs. -----
8	Name, its Branch & Address of banker with details of Accounts :	Copy of the bank passbook
9	Details of minimum 2 no. of Trucks with Agency	Copy of the RC book

All the information provided towards this tender and in the process of the tender is factual and correct and IGNOU can take appropriate action if found that any information provided is false.

Signature of Tenderer with seal

Date: _____

ANNEXURE- VI

DECLARATION OF NON BLACKLISTED / NON BANNED PARTY

(To be printed on the letter head and uploaded at the time of submitting the bid)

To
The Regional Director
IGNOU REGIONAL CENTRE
VIJAYAWADA

Madam,

I/we, the undersigned do hereby declare that, I/we have never ever been blacklisted and/or there were no debaring actions against us for any default in supply of material/equipment/manpower/transportation services or in the performance of the contract entrusted to us in any of the Government Departments/Central and State Public Sector Enterprises/Autonomous Bodies.

In the event of any such information pertaining to the aforesaid matter found being false/untrue at any given point of time either during the course of the contract or at the bidding stage, my bid/contract shall be liable for truncation / cancellation /termination without any notice at the sole discretion of IGNOU, without prejudice to other rights of actions of IGNOU, by reason thereof.

Yours faithfully,

Signature of the Tenderer with seal

Place-

Date-

Annexure - VII

Items Details at IGNOU Regional Office, Vijayawada

(Following are Tentative items to be shifted)

Sl.No.	Name of the Items	Quantity
1	Steel Rack (normal size)	70
2	Steel Rack (Small size)	10
3	Steel Almirah (Big)	23
4	Steel Almirah (Small)	2
5	File Cabinets	3
6	Computers	18
7	Printers	7
8	Scanners	1
9	UPS	2
10	Photo Copier Machine	1
11	Refrigerator	4
12	Air Coolers	3
13	Table Fan	3
14	Wall Mount Fans	2
15	Aqua guard	1
16	TVs	4
17	Tables Big	9
18	Table Small	11
18	Computer Tables	32
20	Library Tables	5
21	Chairs	25+16
22	PVC Chairs	39
23	Plastic Stools	5
24	Files/ records (which are placed in Almirah and Rack)	Visit our office to determine Quantity
25	Library Books and Study Material	Visit our office to determine Quantity
26	Dish Antennas	2
27	Telephones	12
28	EPABX	1
29	LAN Switch/Rooters	6
30	Library Almirah	8
31	Display Racks	4
32	Notice Boards	3
33	Aluminum Ladder	1
34	Wall Clocks	4
35	Fire Extinguishers	4
36	Sofa sets (3+2+1)	2
37	Sound System	1
38	Water Dispenser	2
39	Cycle	1
40	Notice Boards	4
41	Online UPS (with 6 batteries and Rack)	1

42	Vacuum Cleaner	1
43	Notice Board Stand	1
44	Projector	1
45	Projector Stand	1
46	Projector Screen	1
47	Postal Weighing Scale	1
48	Invertor Batteries stand	1