

**No. GEN/PMI/861/8/2022**  
**Permanent Mission of India**  
**Geneva**

**Dated: 02 February 2023**

**Notice Inviting Tender for Shifting of Office equipment, furniture, files and other materials of PMI Geneva from 7, 9 Rue du Valais, 1202, Geneva to Avenue Appia 21, 1292, Chambesy**

1. Permanent Mission of India, Geneva invites sealed tenders/quotations from interested, registered firms/agencies specialized in packing and moving works for shifting of furniture, fixtures, office equipment, Safes etc. from various floors (E, R, 4<sup>th</sup>, 6<sup>th</sup> and & 7<sup>th</sup> floors) of 7, 9 Rue du Valais, 1202, Geneva to Avenue Appia 21, 1292, Chambesy as follows: -

<b>Name of work</b>	<b>Period of Completion</b>
Packing and moving works for shifting of furniture, fixtures, office equipment, Safes etc. of PMI, Geneva from various floors (E, R, 4 <sup>th</sup> , 6 <sup>th</sup> and & 7 <sup>th</sup> floors) of 7, 9 Rue du Valais, 1202, Geneva to Avenue Appia 21, 1292, Chambesy	<b>15 days</b> (Tentative date of commencement of shifting is 15 March 2023)

2. Instructions to the bidders: Tender documents are to be submitted in two bid system (i) Technical Bid & (ii) Financial Bid for shifting of furniture, fixtures, office equipment, Safes etc. as detailed in **Scope of Work**.

3. The Technical Bid should contain full information as required in **Annexure-I** in a sealed cover super-scribed as **“Envelope A: Technical Bid for shifting of office equipment, furniture, files and other materials of PMI, Geneva”**.

4. The Financial Bid should contain full information as required in **Annexure-II** in a sealed cover super-scribed as **“Envelope B: Financial Bid for shifting of office equipment, furniture, files and other materials of PMI, Geneva”**.

5. Bidders are requested to submit their quotations for the above-mentioned work (completed in all respect) in sealed covers in the tender box kept at reception PMI, Geneva, 9, Rue du Valais, 1202, Geneva at 6<sup>th</sup> Floor by **05:30 P.M. of 22 February 2023**.

6. The items to be shifted from 7, 9 Rue du Valais, 1202, Geneva to Avenue Appia 21, 1292, Chambesy will be available for inspection, with prior appointment only between 2:00 P.M. to 5:00 P.M. from **02.02.2023 to 17.02.2023** (except Saturdays/Sundays). **No discussion about rates/charges shall be done during such visits**. To schedule such visits, the contact details are given below:

Mr. Sheelmani,  
Attaché (Admin), PMI Geneva  
E-Floor, 9 Rue du Valais, 1202, Geneva  
Tel : 022 9068686, 0789047943  
Email: [admn.genevapmi@mea.gov.in](mailto:admn.genevapmi@mea.gov.in)

7. The bidders must be registered as a commercial entity in Switzerland. The applicant should also furnish a copy of the Registration along with Experience Certificate of at least 03 years in the relevant field in Government Departments/leading Corporate Offices/Diplomatic Missions while submitting their quotations. Annual Turn Over should not be less than CHF 200,000 during each of the last three years. Proof of annual turnover should be submitted. The company should have its own establishment comprising of manpower, vehicles, lift van etc required to carry out such work. **The company must be capable of shifting heavier items like safes weighing 600-1000 kgs.**

8. The Mission reserves the right to reject any or all quotations without assigning any reasons thereof.

9. Technical Bids (Envelope A) shall be opened in the presence of Bidders or their authorized representatives. After evaluation of Technical Bids, a list of qualified Bidders will be prepared. Only technically qualified Bidders will be informed and Financial Bids (Envelope B) of technically qualified Bidders shall then be opened as per schedule at the notified time, date and place in the presence of Bidders or their representatives.

The important schedule of tender is given below:

Sr. No.	Key Event	Date
1.	Date of Publishing	02.02.2023 (0900 hrs)
2.	Bid submission start date	02.02.2023 (0900 hrs)
5.	Bid submission end date	22.02.2023 (1730 hrs)
6.	Technical Bids Opening Date	24.02.2023 (1100 hrs)
7.	Financial Bids Opening Date	27.02.2023 (1400 hrs)

Place/Venue : 9, Rue du Valais, 1202, Geneva

10. The terms & conditions of the tender/contract will be as follows: -

- i. All pages of the tender document should be signed with stamp by the authorized signatory of the firm before submitting, as a token of acceptance of all the terms and conditions mentioned in the tender documents.
- ii. The tender document should be submitted in a sealed cover.
- iii. The firm/agency shall indicate the lump sum rates for the said job (as Annexure-II). The rates should be filled up neatly (in both figures and in words). Firms are also advised not to erase or mutilate the figures, etc. otherwise the quotation may be ignored. Any overwriting will not be allowed. **All rates and sum inserted against items of works shall be exclusive of Value Added Tax (TVA).**
- iv. The Firms/Agencies should be based in Switzerland, preferably Geneva.
- v. The submission of bid will not place the PMI, Geneva under any obligation to place the order with the Firm/Agency and no expenses incurred by the contractor in this regard will be payable by PMI, Geneva.

- vi. If any dispute arises between the Firm/Agency and its manpower in the matter of wages or any service conditions, the same will be settled by the Firm/Agency and the workers engaged by it themselves. The PMI, Geneva in no case shall be a party to such a dispute.
  - vii. Under normal circumstances the rate shall be valid for a period of three months from the date of issue of work order.
  - viii. Responsibility of taking necessary permission from the local authorities if any for shifting shall be of the selected Firm/Agency.
  - ix. Responsibility for insurance and damage/theft/loss etc. of goods during shifting or physical injury to any labour in loading/unloading shall be of the Firm/Agency.
  - x. The damage caused, if any to the property of the PMI, Geneva through negligence or otherwise during packing, loading while on transit, unloading, unpacking and while taking to designated rooms, shall be at risk and responsibility of the Firm/Agency. The financial or any other loss suffered by the PMI, Geneva on this account shall be made good by the Firm/Agency.
  - xi. Evaluation of tender for deciding L-1 bidder shall be done on the basis of total lowest rates quoted for the items as indicated in Annexure-II.
  - xii. The successful bidder shall also submit a copy of insurance coverage certificate of CHF 1,000,000/- from Insurance Company in favour of PMI, Geneva towards damage of costly and delicate items like computers, photocopiers, printers, fax machines, furniture, safes, etc. during shifting. The cost of insurance coverage shall be paid by the successful bidder.
  - xiii. The successful bidder shall complete the entire shifting work within 15 days from the date of award of contract.
  - xiv. The payment shall be made after satisfactory completion of the entire shifting work.
  - xv. In case of any dispute, the decision of the PMI, Geneva shall be final and binding on both parties.
11. The **Scope of Work** for the shifting of offices shall include the following: -
- a. Packing of files, computers, Office Equipment, Almirahs, Safes and other materials as available in the respective rooms at E, R, 4, 6<sup>th</sup> & 7<sup>th</sup> floors and caves of 7, 9 Rue du Valais, 1202, Geneva **(as mentioned at Annexure-III)**.
  - b. Dismantling of furniture, wherever applicable, and assembling thereof at new Chancery in respective office/room.
  - c. Carrying all the packed articles/material carefully to ground floor, loading into the Lorry and transportation to Avenue Appia 21, 1292, Chambesy.
  - d. Unloading all the packed articles/material from the Lorry, and carrying to the rooms of Avenue Appia 21, 1292, Chambesy at various floors.

- e. Unpacking of the goods and placing in the respective rooms at the New Chancery building.
- f. Obtaining certificate for proper shifting with list of materials shifted, from concerned officers.
- g. Disposal of packing material used for transportation of articles, after unloading, unpacking & installation at the point of delivery.
- h. Disposal of discarded furniture, office equipment and other items at the designated disposal sites. Indicative list is mentioned at **Annexure-IV**.
- i. Shifting of **heavy safes (05 numbers)** with the help of cranes, as per requirements, from different floors of present location to the different floors of New Chancery. Details of the safes is mentioned in footnote to Annexure-III.
- j. Arrangement of vehicle, manpower, equipment and other necessary materials will be the sole responsibility of the company to whom work will be awarded.

12. The successful bidder must adhere to the following guidelines:

- a. Shifting must be done in phases i.e., floor-wise and there must be one day gap in between shifting of office equipment and furniture of one floor. Likely date of commencement of work is 15 March 2023. Actual date shall be intimated in the month of March 2023 (one week's notice shall be given).
- b. All items must be properly marked with room number/code for identification and delivery to the respective rooms.
- c. The selected Firm/Agency must use their own good quality packing material, like gunny bags, packing tape, cardboard carton, thermocol sheets etc.
- d. The selected firm/agency must take necessary permissions from concerned Swiss authorities for blockage of road traffic as the road in front side of current premises is single lane and one way and the other side of the building is a private parking of 60-68, Rue Rothschild, 1202, Geneva. Road-map of the building is attached at **Annexure-V**.

13. All the interested bidders are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotation.

-sd-

**(Amit Kumar)**

**Head of Chancery**

Permanent Mission of India in Geneva

**Technical Bid for shifting of office equipment, furniture, files and other materials of  
PMI, Geneva**

Name of the Firm: \_\_\_\_\_

Registered/Postal Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

E-mail \_\_\_\_\_

Registration No. \_\_\_\_\_

VAT/TIN NO. (if applicable) \_\_\_\_\_

<b>Sl. No.</b>	<b>Criteria</b>	<b>Proof enclosed</b>
1	Company registration as a commercial entity in Switzerland (enclose copy of Registration certificate)	Yes / No
2	Three (3) years' experience in the relevant field in Government Departments/leading Corporate Offices/Diplomatic Missions	Yes / No
3	Annual Turn Over should not be less than CHF 200,000 during each of the last three years	Yes / No
4	Company has its own establishment comprising of manpower, vehicles, lift van etc. required to carry out such work.	Yes / No
5	Company is capable of shifting heavier items like safes weighing 600-1000 kgs.	Yes / No

**SIGNATURE WITH SEAL**

**Financial Bid for shifting of office equipment, furniture, files and other materials of  
PMI, Geneva**

Name of the Firm: \_\_\_\_\_

Registered/Postal Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

E-mail \_\_\_\_\_

Registration No. \_\_\_\_\_

VAT/TIN NO. (if applicable) \_\_\_\_\_

<b>Sl. No.</b>	<b>Work</b>	<b>Lumpsum quoted rate in CHF excluding TVA</b>
1	Packing and shifting of furniture, fixtures, office equipment, Safes etc. from various floors (E, R, 4 <sup>th</sup> , 6 <sup>th</sup> and & 7 <sup>th</sup> floors) of 7, 9 Rue du Valais, 1202, Geneva to Avenue Appia 21, 1292, Chambesy. Including insurance thereof.	
	<b>Total</b>	

Note: Evaluation of tender for deciding L-1 bidder shall be done on the basis of total lowest rates quoted for the items as indicated above subject to fulfilment of other conditions.

**SIGNATURE WITH SEAL**

<b>Items to be shifted: Office equipment, furniture, fixtures, safes, files, and other miscellaneous items of PMI, Geneva</b>									
→	<b>Present location - 7, 9 Rue du Valais, 1202, Geneve</b>	<b>E-Floor - 1</b>	<b>6th- Floor</b>	<b>7th- Floor</b>	<b>4th- Floor</b>	<b>R- Floor</b>	<b>E-Floor - 3</b>	<b>E-Floor - 2</b>	
→	<b>New location - 21 Avenue Appia, 1292, Chambesy</b>	<b>3rd floor</b>	<b>4th floor</b>	<b>4th floor</b>	<b>2nd floor</b>	<b>2nd floor</b>	<b>3rd floor</b>	<b>Ground &amp; 1st floors</b>	
<b>Sl.No.</b>	<b>Description of items</b>								<b>Total</b>
1	Computer System	15	15	11	11	7	8	12	<b>79</b>
2	Printers scanners fax	20	14	14	10	4	8	14	<b>84</b>
3	Photocopier/Xerox machine	1	1	1	1	1	0	1	<b>6</b>
4	TV set	0	0	3	1	1	0	1	<b>6</b>
5	Office Table	3	2	0	3	5	3	5	<b>21</b>
6	Computer Table	0	3	1	7	3	2	5	<b>21</b>
7	Chair	8	15	15	23	40	13	20	<b>134</b>
8	Sofa	1	6	32	7	4	5	3	<b>58</b>
9	Almirah (Big) (including files)	3	2	7	4	11	4	5	<b>36</b>
10	Almirahs (Small) (including files)	1	2	2	0	0	0	2	<b>7</b>
11	Filing cabinet (including files)	7	6	5	2	6	2	7	<b>35</b>
12	Centre Table	1	5	6	9	3	3	3	<b>30</b>
13	Metal Racks	11	15	2	11	22	2	10	<b>73</b>
14	Wooden shelves	3	3	2	14	2	2	0	<b>26</b>
15	Pictures/Frames/ Metal & wooden artworks	10	8	92	25	25	4	6	<b>170</b>
16	Library shelves with books	0	0	1	0	31	10	2	<b>44</b>
17	Shredding machine	2	5	3	4	0	2	3	<b>19</b>
<b>18</b>	<b>Heavy Safes</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>5</b>
19	Big Plants	3	11	5	8	5	0	7	<b>39</b>
20	Small Plants	1	7	16	14	6	0	6	<b>50</b>
21	Files (to be carried in the Carton Boxes)	as per actual	as per actual	as per actual	as per actual	as per actual	as per actual	as per actual	as per actual
	<b>Grand Total</b>	<b>90</b>	<b>121</b>	<b>219</b>	<b>155</b>	<b>176</b>	<b>69</b>	<b>113</b>	<b>943</b>

\* The heavy safes mentioned at Sr. No. 18 are approximately 600-1000 kgs (Dimensions: 47 cm L x 55 cm B x 95 cm H - approx.) each and must be shifted carefully with the help of crane from the current floors of building to the designated floors at the new chancery building as mentioned in the above table.

\* There are three lifts available in the current premises (02 on 9 Rue du Valais and 01 on 7 Rue du Valais) and can only withstand 320 kgs of weight/ four persons each. The dimensions of the lifts are 70 cm L x 98 cm B x 208 cm H. Besides the lifts, there is a stair case till the 7<sup>th</sup> floor of the building.

\* Items mentioned above are only indicative in nature. The firm/agency must visit the actual site at PMI Geneva to have a realistic assessment of the quantity/ volume of items to be shifted before quoting the price.

**Items for disposal at designated place in Geneva**

<b>Items for disposal at designated place</b>		
<b>Sl. No.</b>	<b>Description of items</b>	<b>Quantity</b>
1	Monitor (not in working condition)	12
2	Printer (not in working condition)	8
3	All in one (not in working condition) (Hard-disk removed)	2
4	Telephone set (not in working condition)	10
5	Scanner (not in working condition)	2
6	Shredder (not in working condition)	1
7	Speaker (not in working condition)	2
8	CPU (not in working condition) (Hard-disk removed)	5
9	Cooler (not in working condition)	1
10	Almirah Big steel (broken)	16
11	File cabinet metallic (locks not working)	15
12	Office table (broken and obsolete)	19
13	Computer table (broken and obsolete)	14
14	Chair (broken and obsolete)	34
15	Sofa (broken and obsolete)	2
16	Wooden racks (broken and obsolete)	14
17	Side table (broken and obsolete)	1
18	Coat stand (broken and obsolete)	5
19	Standeeds (torn)	12
20	Wooden bookshelves (broken and obsolete)	16
21	Misc. items (obsolete)	As per actual
	<b>Grand Total</b>	<b>191</b>

\* Items mentioned above are only indicative in nature. The firm/agency must visit the actual site at PMI Geneva to have a realistic assessment of the quantity/ volume of items to be shifted before quoting the price.



