



Government of India  
Ministry of Statistics & Programme Implementation  
National Sample Survey Office  
Data Processing Centre  
Ahmedabad

No. D-11013/Shifting of Accommodation/2016

Date: 13.05.2016

**Tender Notice for Packing and Transporting all items of the office**

Sealed Tenders are invited from interested agencies for packing and transporting all items of the office from the existing premises located at 3<sup>rd</sup> Floor, Navdeep House, Ashram Road, Ahmedabad to the new premises located at 7<sup>th</sup> floor, Lilamani Corporate Heights, Vadaj, Ahmedabad.

2. Tenders should be submitted in sealed cover superscribing "Tender for Packing and Transporting" on the top of the sealed envelope and mentioning the agency name and full address including telephone number at the bottom of the left hand side of the envelope. The envelope containing Tender should be addressed to the Head of Office, NSSO, DPC, Ahmedabad, 3<sup>rd</sup> floor, Navdeep House, Ashram Road, Ahmedabad-380014.

3. Tenders should reach this office on or before 02.06.2016 by 17:00 hrs. Tenders received after the stipulated time and date will not be entertained. The tenders will be opened on 03.06.2016 at 11:00 hrs at NSSO, DPC, Ahmedabad office in the presence of representatives of the agencies who wish to attend.

4. Bid Security: The Bid Security of Rs.5000/- (Rupees Five thousand Only) in the form of Demand Draft from a commercial bank, drawn in favour of 'Assistant Director, NSSO(DPC), Ahmedabad' should be enclosed with the tender. The Bid Security should remain valid for a period of forty-five days beyond the last date of submission of the tender. The tender received without Bid Security would be summarily rejected. The Bid Security will be returned on completion of the tender process.

5. The work to be done by the agency/bidder includes the following.

- (i) All items of office e.g. Computers, Printers, UPS, Air-Conditioners, Fans, Tube-lights, TV, Fridge, Stationery, Filled in Schedules, Furniture (Movable furniture as well as material of the Fixed furniture including Partitions), Mobile Storage System (Compactor) and other Miscellaneous items etc., are to be packed for their safety and shifted to the new premises at the address mentioned above and unpacking of all these items at the new premises.
- (ii) Packing of all items of the office using standard packing materials/boxes keeping in view of the safety of the items.
- (iii) The packing materials/boxes are to be arranged by the agency. No separate amount will be paid by the office for this purpose.
- (iv) Transportation for safely shifting the items from 3<sup>rd</sup> floor, Navdeep House, Ashram Road, Ahmedabad to the 7<sup>th</sup> floor, Lilamani Corporate Heights, Vadaj, Ahmedabad.
- (v) Labour for packing, moving the items from 3<sup>rd</sup> floor of the office, loading in the truck, unloading from the truck at new premises, moving the items to the 7<sup>th</sup> floor of the new premises, putting the packed items in the respective rooms, unpacking the boxes, arranging the items appropriately, etc.,

6. While submitting the quotation following points may be noted.

- (i) Tenders will be evaluated based on the rate quoted at Sr. No. 6 in the enclosed Proforma. No other charges will be paid by this office.
- (ii) Agency charging any taxes should enclose the documentary evidence showing the registration under the relevant act.
- (iii) Proper documentation for the items/packets to be shifted is to be made by the successful bidder.
- (iv) Interested bidder is advised to visit the NSSO (DPC) office during office time from 23.05.2016 to 27.05.2016 except on Government Holidays for pre survey of the items to be packed & shifted and other detailed information before furnishing the tender. No separate charges will be paid for pre survey. Bidder may also the visit the new premises, if they wish to do so.
- (v) Estimated date of shifting is the last week of June, 2016 or on the dates specified by the office.
- (vi) Exclusive vehicle to be used for transportation of goods.
- (vii) Sufficient labour needs to be deployed so that the work could be completed within the given time.
- (viii) The tender may be sent through registered post/speed post/by hand. This office does not take any responsibility for postal delay.
- (ix) This office will not be responsible for any injury caused to the labour while performing the assigned work in connection with packing, unpacking and shifting of items as per this tender. Bidder has to bear the expenses for the medical treatment of the labour and any other expenses in such cases.
- (x) This work is to be completed during the office hours and within a week from the date of issue of order or on the dates decided by this office.
- (xi) Agency will be responsible for any damage caused to the Government property/items during the course of packing, loading/unloading, transportation and uncaking.
- (xii) No advance payment in any case would be made to the agency. Payment will be made only after successful completion of the work.
- (xiii) In case of any legal dispute of any kind in any respect whatsoever, the decision of Deputy Director General, DPC, Ahmedabad shall be final and binding.

This office reserves the right to reject any or all the tenders or the contract at any time without assigning any reason.



( J. K. Bhagora )  
Assistant Director & Head of Office  
Tel: (079)27545398

Copy to:

1. The DDG, Computer Centre, MOS & PI, New Delhi with a request to upload this on the website of the Ministry and also on [www.tenders.gov.in](http://www.tenders.gov.in).
2. Notice Board, NSSO, DPC, Ahmedabad.

### Proforma for Financial Bid

Ref. No. D-11013/Shifting of Accommodation/2016      dated 13.05.2016

Sr. No.	Description	Particulars/Rate
1.	Name of the Agency/Packers and Movers	
2.	Office Address/Tel/Fax/e-mail of the agency	
3.	Name and Mobile no. of the Contact Person of the Agency/Packers and Movers	
4.	Rate quoted for packing and transporting all items of the office (in Rs.)	
5.	Taxes if any (in Rs.)(Copy of Registration Certificate as a documentary evidence is to be attached for the applicable taxes)	
6.	Total Amount[Sr. No.(4)+ Sr. No.(5)]	

It is certified that the information given above is true to the best of my knowledge. The agency shall stand liable if any information given is later found to be false, including the forfeiture of any payment due to it. It is also certified that our agency is not black listed by any Central /State Govt. Department and/or Public Sector Undertaking in India for any reason. The terms and conditions laid down in the tender documents are acceptable to us.

Signature of the authorised person:.....

Place.....

Name of the authorised signatory:.....

Date: .....

Stamp of the agency/authorised signatory:.....

