

No. D-12012/1/DR/GENERAL/2016-17

Government of India

Ministry of Statistics and Programme Implementation

National Sample Survey office, Delhi region,

East Block 6, Level -5, R.K. Puram, New Delhi 110066

Dated : 18/10/2016

Notice Inviting Tender for Shifting of Office equipment and other materials of this office from N.S.S.O(FOD)Delhi Region East Block 6, Level -5, R.K. Puram, New Delhi 110066 to GPOA Building at CBD Shahdara, Near Kadkadooma Court, Delhi.

Single Bid sealed quotation is invited from the Firms/Agencies specialized in packing and moving works for shifting of articles of some sections of this office from East Block 6, Level -5, R.K. Puram, New Delhi to GPOA Building at CBD Shahdra, Near Kadkadoom Court, Delhi. The items to be shifted from East Block 6, Level -5, R.K. Puram, New Delhi will be available for inspection between 2:00 P.M. to 5:00 P.M. from 24/10/2016 to 26/10/2016. For this purpose H.O.O., NSSO(FOD) Delhi Region, Ministry of Statistics and Programme Implementation may be contacted at East Block 6, Level -5, R.K. Puram, New Delhi or over Telephone No. 011-26714666. The Firms/Agencies should also furnish a copy of the PAN, Service Tax Registration along with Experience Certificate of at least 02 Years in the relevant field in Government Departments/ PSUs/ Leading Corporate Offices while submitting their quotations. Annual Turn Over should not be less than Rs 10 Lakhs during each of the last two financial years i.e. 2014-2015 and 2015-2016. A Certificate in this regard should be submitted from Chartered Accountant of the firm.

2. Firm/Agencies is requested to submit the rate quotation for the above mentioned items in a sealed cover super-scribed as "QUOTATION

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FOR SHIFTING OF OFFICE EQUIPMENT AND OTHER MATERIALS OF NATIONAL SAMPLE SURVEY OFFICE,(FIELD OPERATIONS DIVISION) DELHI REGION. It should be completed in all respect and be dropped in the tender box kept at N.S.S.O(FOD), Delhi Region East Block 6, Level -5, R.K. Puram, New Delhi 110066 by 3:00 P.M. Of 27th October 2016 and Earnest money of Rs. 5,000/- (Rupees Five Thousand only) should be attached with the quotation in the form of Demand Draft in Favour of PAO MOS&PI,NEW DELHI failing which the bids shall be rejected.

3. This Office reserves the right to reject any or all quotations without assigning any reasons thereof.

4. The quotations received will be opened by the Tender Opening Committee at 3:30 P.M. on the same day i.e. 27/10/2016 in the Office. The tenderers or his representative may, if they so desire, be present at the time of opening of quotations.

5. The terms & conditions of the 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 sealed.
- iii. The firm/agency shall indicate the lump sum rates for the said job (as Annexure 1). 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.

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- iv. Detailed rates duly signed by the authorized person giving full name, address and contact telephone nos. etc. may be furnished by the stipulated time and date.
- v. The Shifting of offices/sections shall include following:-
 - a. Packing of files, computers, Office Equipment, Almira and other materials as available in the respective rooms/sections at N.S.S.O(FOD) Delhi Region, East Block 6, Level -5, R.K. Puram, New Delhi 110066.
 - b. Carrying all the packed articles/material carefully to ground floor, loading into the lorry and transportation to 4th Floor, G.P.O.A. Building at CBD Shahdara, near Kadkadoom Court, Delhi.
 - c. Unloading all the packed articles/material from the Lorry, and carrying to the rooms of 4th floor, GPOA Building at CBD Shahdara, New Delhi.
 - d. Unpacking of the goods and placing in the respective rooms.
 - e. Obtaining certificate for proper shifting with list of materials shifted, from concerned Officers/Sections.
 - f. Disposal of packing material etc.
 - g. The selected Firm/Agency has to use their own good quality packing material, like gunny bags, packing tape, Sutli, cardboard carton, thermocole sheets etc.
- vi. The submission of bid will not place the office of N.S.S.O(FOD) Delhi Region East Block 6, Level -5, R.K. Puram, New Delhi under any obligation to place the order with the Firm/Agency and no expenses incurred by the contractor in this regard will

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be payable by this office of N.S.S.O(FOD) Delhi Region, East Block 6, Level -5, R.K. Puram, New Delhi.

- vii. 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. This office of N.S.S.O(FOD) Delhi Region, East Block 6, Level -5, R.K. Puram, New Delhi in no case shall be a party to such a dispute.
- viii. Responsibility of taking necessary permission from the traffic police Authority for shifting shall be of the selected Firm/Agency.
- ix. An interest free refundable performance security deposit of Rs. 20,000/- (Rupees Twenty Thousand only) in the form of Pay Order/Bank Draft in favour of PAO, MOS&PI, NEW DELHI, shall be submitted by the contractor at the time of the award of the contract. The security deposit shall be discharged after the satisfactory completion of the contract. If the service provider fails or neglects any of his obligations under the contract, it shall be lawful for NSSO (FOD) DELHI REGION to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss from such failure.
- x. Responsibility for damage/theft/loss etc. of goods during shifting or physical injury to any labor in loading/unloading shall be of the Firm/Agency.
- xi. The damage caused, if any to the property of this office of NSSO(FOD) Delhi Region 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

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loss suffered by the office of NSSO(FOD) Delhi Region on this account shall be made good by the Firm/Agency.

- xii. Evaluation of tender for deciding L1 Bidder shall be done on the basis of total lowest rates quoted for the items as indicated in Annexure-1.
- xiii. The successful bidder shall also submit a copy of insurance coverage certificate of Rs. 1,00,000/- (Rupees one lakh Only) from Nationalized Insurance Company towards damage of costly and delicate items like computers, photocopiers, printers, fax machines, etc. during shifting. The cost of insurance coverage shall be paid by the successful bidder.
- xiv. The successful bidder shall complete the entire shifting work on 4th November 2016.
- xv. The payment shall be made after satisfactory completion of the entire shifting work.
- xvi. In case of any dispute, the decision of the NSSO (FOD), Delhi Region shall be final and binding on both parties.
- xvii. All the tenderers are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotations.


(Iqbal Waris)
Assistant Director
TI. No. 011-26714666

To

All Ministries/Departments of Govt. Of India with the request that they may bring the contents of this notice of their contractor, if any.

Price Scheduled

Name of the Firm: _____

Registered / Postal Address _____

Telephone No. _____

E- mail _____

PAN No. _____

VAT/TIN No. (if applicable) _____

Service Tax Registration (if applicable) _____

Sr. No.	Description of items to be shifted	Approx. Quantity in Nos.	Lumpsum Amount (Rs.) Inclusive of all taxes
1	Almirah (Big) (including files)	10	
2	LCD TV	1	
3	All in one Printer	1	
4	Oil Heat Radiator (Usha Brand)	1	
5	Plastic Balti (Big size)	1	
6	Notice Board	2	
7	Brass Deep Stand	1	
8	Wooden screen (Wooden Partition)	2	
9	Center Table (Glass)	2	
10	Spentleaks Desk	1	
11	Cash Box	1	
12	Confidential Box	1	
13	Officer Table	2	
14	Corner Table	1	
15	Telephone	9	
16	Scanner	1	
17	UPS	9	
18	Computer	17	
19	Wooden writing Board	5	
20	Visitor Chair	20	
21	Name Board Office Wing	1	
22	Notice Board with Net	1	
23	Name Board AD/DD/JD	2	

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Sr. No.	Description of items to be shifted	Approx. Quantity in Nos.	Lumpsum Amount (Rs.) Inclusive of all taxes
24	Fire extinguisher	2	
25	Hevals Fan (Standing)	3	
26	Photocopier machine	2	
27	Foot Stand	1	
28	Water Dispenser	1	
29	High Back Executive chair	2	
30	Low Back Executive Chair	1	
31	Mike Set	1	
32	Intercom Set	1	
33	Wall Clock	14	
34	Fridge	1	
35	Lacture Stand	1	
36	Power Strip	1	
37	Postal Scale	1	
38	Laser Printer	14	
39	Vacuum Cleaner	1	
40	Name Board office (small)	1	
41	Dustbin	50	
42	Hotcase	1	
43	Heat Converter	10	
44	Files (to be carried in the cartoon Boxes)	4000	
45	Library Books (to be carried in the cartoon boxes)	1300	
46	Stationery (Store)	6 Cartoon	
	Inclusive of all taxes		
	Total		

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

Note: Evaluation of tender for deciding L1 bidder shall be done on the basis of total lowest rates quoted for the items as indicated above.

SIGNATURE WITH SEAL

Sanchar Bhawan