

No. D-11013/1/2015-Admn
Government of India
Ministry of Statistics and Programme Implementation
National Sample Survey Office
Data Processing Centre

“C” Wing, Third Floor,
Pushpa Bhawan, Madangir Road,
New Delhi-110062.

Dated : November 21, 2016

Notice Inviting Tender for Shifting of Office equipment and other materials of this office from Pushpa Bhawan, Madangir Road, New Delhi-110062 to GPOA Building at CBD Shahdara, Near Karkardooma Court, Delhi.

(Closing date: 1500 hours of December 5, 2016)

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 **“C” Wing, Third Floor, Pushpa Bhawan, Madangir Road, New Delhi-110062 to GPOA Building at CBD Shahdara, Near Karkardooma Court, Delhi.** The items to be shifted will be available for inspection between 2:00 P.M. to 5:00 P.M. from November 22, 2016 to December 2, 2016. For this purpose, Deputy Director(Admn), Data Processing Centre, Ministry of Statistics and Programme Implementation can be contacted at **Room No. 307, “C” Wing, Third Floor, Pushpa Bhawan, Madangir Road, New Delhi.** The Firms/Agencies should also furnish a copy of the PAN, Service Tax Registration along with Experience Certificate of at least 05 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 lakh 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 are requested to submit the rate quotation for the above mentioned items in a sealed cover super-scribed as "QUOTATION FOR SHIFTING OF OFFICE EQUIPMENT AND OTHER MATERIALS OF DATA PROCESSING CENTRE, NATIONAL SAMPLE SURVEY OFFICE". It should be complete in all respect and be dropped in the tender box kept at the said office premises by 3:00 P.M. of December 5, 2016 and Earnest money of Rs. 10,000/- (Rupees Ten 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 bid shall be rejected. The quotations should also indicate the response time and service

commitment. The tenderers should have sufficient staff and communication facilities to respond in the shortest possible time.

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 12:30 P.M. on the next day i.e. 06/12/2016 in the Office. The tenderer 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 will be ignored. Any overwriting will not be allowed.
- iv. Detailed rates duly signed by the authorized person giving full name, address and contact telephone nos. etc. should be furnished by the stipulated time and date.
- v. The shifting of offices/sections shall include following:-
 - a. Packing of files, records, computers, Office Equipment, Almirah, limited furniture and other materials as available in the respective rooms/ sections at Data Processing Centre, National Sample Survey Office, "C" Wing, Third Floor, Pushpa Bhawan, Madangir Road, New Delhi-110062.
 - b. Carrying all the packed articles/material carefully to Ground Floor, loading into the lorry and transportation to GPOA Building at CBD Shahdara, Near Karkardooma Court, Delhi.
 - c. Unloading all the packed articles/material from the lorry, and carrying to the rooms at different floors of the 6-floor GPOA Building at CBD Shahdara, Near Karkardooma Court, Delhi, as guided.
 - d. Unpacking of the goods and placing in the respective rooms as guided.
 - 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, ropes, cardboard cartons, thermocol sheets etc.
- vi. The shifting shall necessarily be conducted in a staggered manner on two or more occasions over a period of about fifteen days.
- vii. The submission of bid will not place the office of Data Processing Centre, National Sample Survey Office 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 this office of Data Processing Centre, National Sample Survey Office.
- viii. 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 Data Processing Centre, National Sample Survey Office in no case shall be a party to such a dispute.
- ix. Responsibility of taking necessary permission from the traffic police Authority for shifting shall be of the selected Firm/Agency.
- x. 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 Data Processing Centre, National Sample Survey Office to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss from such failure.
- xi. Liability towards damage/theft/loss etc., if any, of goods during shifting or physical injury to any labour in loading/unloading shall rest on the Firm/Agency.
- xii. The damage caused, if any to the property of this office of Data Processing Centre, National Sample Survey Office 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 office of Data Processing Centre, National Sample Survey Office on this account shall be made good by the Firm/Agency.
- xiii. 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.
- xiv. The successful bidder shall also submit a copy of insurance coverage certificate of Rs. 5,00,000/- (Rupees Five lakh only) from Nationalized Insurance Company towards damage of costly and delicate items of furniture and office equipment like computers, photocopiers, printers, fax

- machines, etc. during shifting. The cost of insurance coverage shall be paid by the successful bidder.
- xv. The successful bidder shall complete the entire shifting work by the date specified by the office.
 - xvi. The payment shall be made after satisfactory completion of the entire shifting work.
 - xvii. Under normal circumstances, the rate shall be valid for a period of four months from the date of issue of work order.
 - xviii. In case of any dispute, the decision of the Data Processing Centre, National Sample Survey Office shall be final and binding on both parties.
 - xix. 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.



(Mahesh Chand)

Deputy Director

Tel. No. 011-26054918

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 Schedule

Name of the Firm: _____

Registered / Postal Address: _____

Telephone No.: _____

E- mail: _____

PAN No.: _____

VAT/TIN No.: _____

Service Tax Regn No.: _____

Sl. No.	Description of items to be shifted	Lumpsum Amount (Rs.)
1	Almirahs/Bookshelves	
2	IT and related electronic items (PCs, Printers, photocopier, fax machines, TV, refrigerator, etc.)	
3	Office records	
4	Limited items of furniture	
5	Other Miscellaneous items	
	Total	

SIGNATURE WITH SEAL

Notes:

1. Lumpsum amount inclusive of all taxes, packing, unpacking, loading, unloading and miscellaneous charges should be quoted.
2. Items mentioned above are indicative. The firm/agency must visit the actual site at Pushpa Bhawan to have a realistic assessment of the quantity / volume of items to be shifted before quoting the price.
3. Evaluation of tender for deciding L1 bidder shall be done on the basis of total lowest rates quoted for the items as indicated above.