

F.No. D-11031/1/2017-GA(pt.3)
Government of India
Ministry of Skill Development & Entrepreneurship

Shivaji Stadium Annexe Building, New Delhi.
Dated 22nd May, 2018

Bid/Quotation for shifting and reinstallation of Office Furniture, Almirah, Equipments like Computers, Printers, Photocopiers, Fax Machines, Airconditioners, Files, Documents and such other materials from Shivaji Stadium Annexe Building, New Delhi to Shram Shakti Bhawan, Rafi Marg, N. Delhi and PTI Building, Sansad Marg, New Delhi on time bound basis.

Bids / quotations are invited on behalf of Ministry of Skill Development & Entrepreneurship (MSDE) from registered firms/ agencies (packers and movers and similar agencies) for shifting of all items as listed below from existing office of the Ministry of Skill Development & Entrepreneurship, Govt. of India (Ground and 2nd Floor, Shivaji Stadium Annexe Building(SSAB), Connaught Place, New Delhi) to Ground, Third, Fifth & Sixth Floor of the Shram Shakti Bhawan, Rafi Marg, New Delhi and PTI Building (2nd Floor) on the terms & conditions mentioned herein below :-

1.0 SCHEDULE OF SHIFTING AND SCOPE OF WORK

S. No.	Name of Work	Completion Time
1.	Dismantling and Reinstallation including transportation of Office Furniture viz., wooden Tables, workstations, Almirahs, Bookshelves, running cabinet, Air Conditioners etc including packing, transportation and unpacking in respective rooms in SSB and PTI Building after shifting from SSAB.	07 days from the date of award letter.
2.	Packing, transportation and unpacking and installation of Desktop Computers, Printers, Photocopiers and other office equipments and Files, Registers and other papers, books, periodicals etc From SSAB to Ground, Third, Fifth & Sixth Floor (earmarked rooms) of the Shram Shakti Bhawan, Rafi Marg, New Delhi and Hired space at 2nd Floor, PTI Building, Parliament Street, New Delhi-110001.	

- 1.1** Scope of work of the Tender includes packing of all items, manuals carriage, loading in the vehicles, transportation, unloading from the vehicles, carriage, unpacking, stacking the items at the required place, removal of packing material and cleaning.

- 1.2 Unpacking/used material will be removed by transporter and disposed as per the statutory requirement for disposal of such material at the designated sites of MSDE. The firm shall solely be responsible for unpacked/used material and it will be the property of firm/transporter.
- 1.3 Interested firms are requested to submit their Bid/ Quotation only through **e-procurement portal i.e. through online mode** only for the above mentioned works in a sealed cover super-scribed as "QUOTATIONS FOR SHIFTING OF OFFICE EQUIPMENTS AND OTHER MATERIALS OF MSDE". It should be completed in all respect.

1.4 IMPORTANT DATES :-

Item	Date
Publishing of Tender	22 nd May, 2018
Meeting for pre-bid queries	01.06.2018; 3:00 PM (Friday)
Bid Submission last date	12 th June, 2018 till 12:00 Noon
Bid Opening	12 th June, 2018 at 3:30 P.M.
Venue for the above	MSDE conference room at 2 nd Floor, Shivaji Stadium Annexe Building, Connaught Place, N. Delhi-110001.
Contact Details	Shri Arun Kumar, Under Secretary, M/o Skill Development & Entrepreneurship New Delhi. (Ph.- 011-23450862)

2.0 TERMS & CONDITIONS

- 2.1 The bidder must have an experience in the shifting of various items including furniture/Fixtures of govt. Offices/Private Office through road transportation during last **02 (two) years**.
- 2.2 Bidder should give assurance in writing for deploying at least **04 (four) vehicles** (trucks/pick up etc) per day from the registered owner of the vehicle, including its registration No. & type of vehicle.
- 2.3 The transporter shall arrange the necessary permission if any required from any local authorities i.e. the traffic police etc. at his own level well in time. The cost on such account shall be borne by the transporter. MSDE shall in no way be responsible for any lapse/cost on this account.
- 2.4 The quotation should be submitted in a sealed cover by **12th June, 2018 up to 12.00 Noon** super scribed as "QUOTATIONS FOR SHIFTING OF OFFICE EQUIPMENTS AND OTHER MATERIALS OF MSDE" **consisting of a Demand Draft of Rs. 40,000/- (Rupees Forty Thousand only) addressed to "Pay & Account Officer, MSDE" as an Earnest Money Deposit.** Copy of the DD should be uploaded with the tender documents and physical (original) Demand Draft duly enveloped and super-scribed as "Earnest Money w.r.to quotation for shifting of office equipments and other materials of MSDE" should be dropped in a

Tender Box kept at the Reception of the Ministry at 2nd Floor. The bid without Security Deposit/EMD shall not be entertained/accepted.

2.5 Interested Bidders must visit Shivaji Stadium Annexe Building on or before 31.5.2018 (in the afternoon from 3 PM to 5 PM after fixing time with Under Secretary(GA)/ Section Officer(GA)- GA Section- Tel No. 011-23450862/ 23450833) for the purpose so to have a proper estimate of the items/ goods/ furniture to be dismantled, packed, shifted and re-installed. The bidder should also prepare a detail list of the items for the purpose of shifting.

2.6 The sealed quotations shall be opened in the Conference Hall at 2nd Floor of the Ministry on **12th June, 2018 at 3:30 P.M.** in the presence of bidder(s), who may like to be present at the time of opening of quotations or his authorized representative.

2.7 The contractor shall be responsible for any damage/loss of property/life what-so- ever during the execution of work and have to repair/replace the damaged items, if any and MSDE will not be liable for any claim in this regard.

2.8 MSDE will not provide C Form, CT3, SEZ DOCUMENTS or any other related document for transportation of items.

2.9 The work shall be carried out without any disturbance to the smooth working of the Ministry/ Local resident (s).

2.10 The firm/transporter shall pack the items safely and securely using the packing material, viz bubble sheets, sacks, tat, niwar, sutli etc. at his own cost, so as to ensure that no damage occurs to any of the items.

2.11 Some furniture/ fixture items such as big executive tables, work-stations, running cabinet, book- shelves, show-cases etc which are not possible to shift without dismantling and are dismountable, should be first dismantled by the firm and then properly relocate the same in designated place in Shram Shakti Bhawan/ PTI Building.

3.0 BID PRICES

3.1 The bid shall be submitted in Performa enclosed as ANNEXURE-I. The rate shall be inclusive of all taxes, duties & levies including service tax/ GST etc.

3.2 The rates shall be quoted in decimal in such a manner that no interpolation is possible. The rates shall be written both in words and figures. If there is any deviation in words and figures, then the rate as mentioned in words will be considered for evaluation.

3.3 The quoted price should be inclusive of all include the cost of premium paid for insurance from duly approved IRDA Insurance Company.

4.0 BID VALIDITY PERIOD

4.1 Bids shall remain valid for acceptance for a period of 30 (Thirty Days) from the date of opening of quotations. Validity of bids can be increased or decreased by the MSDE as per requirement.

5.0 EVALUATION

The evaluation of the tender shall be made based on the examination of the documents submitted and the rate quoted by the bidder.

The works shall have to be executed immediately on award and should be completed within the stipulated period.

6.0 AWARD OF CONTRACT

6.1 The MSDE will place the award to the bidder whose quotation has been determined to be overall lowest (L1), after its evaluation as indicated above at Sr. No. 5.0.

7.0 DELAYED DELIVERY & COMPENSATION FOR DELAY

7.1 If the contractor fails to complete the work within the Schedule of time allowed for completion of work at Sr. No. 1, the contractor shall without prejudice to any other right of remedy of the MSDE on account of such breach, pay a compensation for delay as under:-

- a.)** If the work is delayed beyond the completion period, not exceeding 4 days; 1% of the total contract value as per letter of award.
- b.)** If the work is delayed beyond the completion period, not exceeding one weeks; 2% of the contract value as per letter of award.
- c.)** If the work is delayed beyond the completion period, exceeding two weeks; 5% of the total contract value as per letter of award.

7.2 The amount of compensation on account of delay may be adjusted against any sum payable to the contractor including Security Deposit (10%) available with the MSDE. However, no claim whatsoever shall be entertained for taking such action of the MSDE.

7.3 Bidder shall be given extension of time for the completion period on account of non- availability of fronts by MSDE or on account of circumstances arises beyond the control of bidder and acceptable to MSDE.

8.0 INSURANCE

8.1 The bidder shall be responsible to take all risk insurance w.r.t. the Scope of Work for all the items.

- 8.2 The bidder shall be responsible to carry out any repair work/replacement required on account of damages occurred during shifting of items. No charges shall be reimbursed by MSDE on this account to the bidder. In case bidder fails to carry out the repair works (within 7 days), the same shall be carried out by the MSDE on the risk & cost of bidder and shall be recovered from any dues payable to the contractor.

9.0 SECURITY DEPOSIT/PERFORMANCE SECURITY DEPOSIT

Successful bidder shall have to deposit 10% of the quoted amount on account of performance security deposit in the shape of Demand Draft in the name of "Pay & Account Officer, MSDE, New Delhi" and the same shall be returned/refunded (without interest) to the firm after successful completion of the work. In case the successful bidder failed to execute the shifting of office material the Security Deposit shall be forfeited.

10.0 PAYMENT

- 10.1 The payment shall be paid only after successful completion of work.
- 10.2 For payment, bill in duplicate shall be submitted to Under Secretary(GA), MSDE.
- 10.3 In case of any damages the same shall be assessed by MSDE. Accordingly, the percentage of payment shall be retained till repair of such items.
- 10.4 Applicable statutory levies/deductions, TDS, WCT etc. shall be deducted from the bill of bidder as per applicable law.
- 10.5 It is the responsibility of bidder to get the certificate for successful transportation of item with/without any damage and No. & type of Trucks/vehicle load from the Under Secretary(GA) /Section Officer(GA) or other designated Nodal Officer(s) of concerned branch/unit of MSDE.
- 11.0 The payment as per the payment of wages Act & Minimum Wages Act and statutory liabilities etc. in respect of the workers deployed will be the liability of bidder and no liability on this account shall be borne by MSDE. The bidder shall comply with all the labour laws/ Statutory laws.
- 12.0 Conditional quotations will not be considered/accepted.
- 13.0 Telegraphic quotations or quotations through E-mail will not be entertained.
- 14.0 Bids received after stipulated date & time will not be considered/accepted.
- 15.0 The contractor shall apply all acts/laws and other statutory provisions, rules, regulations & bye laws as are applicable with regard to the performance of work & engagement of the workers.
- 16.0 The contractor will have to make his / her arrangements for residential accommodation, tools facilities and kind of machinery/items required for successful execution of work.


17.0 All risks/insurance/liability arising out of the scope of contractor to the laborers/workers/officers working at site will be on the part of contractor.

18.0 If it happens to be holiday on the date of opening of the tenders, the same shall be opened on the next working day at the same time.

19.0 Any dispute arising out of execution of contract, courts at New Delhi alone will have jurisdiction over the unresolved dispute.

20.0 The bidder shall satisfy himself with the material to be transported/shifted after physical verification at his own level at Ground and 2nd Floor of the Ministry. He shall also satisfy himself w.r.t. the mode of transportation of the items considering the accessibility of these offices, material/items to be shifted there from and the timings of entry/exit (if any) specified by the local Traffic Authorities/MCD/NDMC etc. The bidder shall also ascertain/satisfy himself of the location where the respective items are to be shifted room wise, safely and securely in good condition in the new office premises i.e. Ground, Third, Fifth & 6th Floor of Shram Shakti Bhawan and 2nd Floor of PTI Building, Parliament Street, New Delhi-110001. Any claim/excuse whatsoever on this account during and after the execution of Job shall not be entertained and shall be summarily rejected.

21.0 Submission of bid means that bidder has surveyed offices, routes to the New Office and read all the terms and conditions of this NIQ carefully and will comply all of them unconditionally.


22/5/18

(ARUN KUMAR)

Under Secretary to the Govt. of India.

Ph.- 011-23450862

अरुण कुमार/ARUN KUMAR

अवर सचिव /Under Secretary

कौशल विकास और उद्यमिता मंत्रालय

Ministry of Skill Development and Entrepreneurship

भारत सरकार / Govt. of India

नई दिल्ली / New Delhi-110001

Copy to :-

- i) PA to Sr. Advisor, MSDE
- ii) PS to JS(JS), MSDE
- iii) Notice Board
- iv) Shri Rohan, NIC Consultant, for uploading the same on the e-procurement Portal as well as website of the Ministry.

Annexure-1

Name of the Firm :

Registered/ Postal Address :

Telephone & Mobile No. :

E-mail :

PAN No. :

VAT/TIN / GST No. :

Service Tax Registration (if applicable) :

Name of Work: -

Shifting of all office items including furniture/fixture/ files/ documents/ Desktop Computers including its peripherals/ Split Air-conditioners and other office equipments and other materials etc. kept in the rooms/ sections of the Ministry at Ground and 2nd Floor

To

Ground, Third, Fifth & Sixth Floor (earmarked rooms) of the Shram Shakti**Bhawan, Rafi Marg, New Delhi and****Hired space at 2nd Floor, PTI Building, Parliament Street, New Delhi-110001.****PRICE BID**

Sr. No.	Description	Amount (In Rs.) Lumpsum#	
		In figures	In words
1.	Shifting of all office furniture /equipments /files/records etc. as mentioned in above Paras. Bidders interested for the above jobs can visit the above locations of MSDE offices on stipulated date and time and inspect the material to be shifted. The firm has to prepare an inventory of items to be shifted.		

Note: #Rates shall be inclusive of all expenses/levies/duties/service tax / GST etc. and as per the scope of work and the terms & conditions mentioned in NIT.

Signature & Seal.....

Name and Address of Bidder.....

Phone/Mobile No.....

Annexure-A

INSTRUCTIONS TO BIDDER

1. Files, documents & other loose materials etc. shall be packed in carton boxes of 40 Kg. capacity (min.) safely and securely in bubble sheets, polythene sheets etc. and shall be properly sealed in the presence of Under Secretary(GA)/ Section Officer(GA)/ Nodal Officer of respective Deptt./Sections.
2. Adequate No. of Transport Vehicles, Manpower, Cartons & Packing Material etc. shall be arranged by the contractor for smooth shifting of office items as per Scope of Work mentioned in the NIQ. The bidder shall take all precautions w.r.t. rain, dust, etc.
3. Phase wise (building wise) detailed shifting of material shall be informed to the successful bidder in writing by OIC/EIC at the time of award. Quantity of Cartons required for shifting of Files, Documents & other loose material etc. is to be assessed by the bidder himself and arrange at the time of shifting.
4. Some Furniture would require to be dismantled and fixed by the firm itself and packing, transportation, unpacking & stacking etc. shall be carried by the bidder as per Scope of Work mentioned in the of NIT.
5. All other items as mentioned in shall be transported by the bidder as per scope of work mentioned in the NIT.
6. Entire shifting shall be completed as per schedule of shifting at Sr. No. 1 of NIT from the date of award of contract.
7. Shifting work shall be carried out between 9:30 AM to 5:30 PM on working days only.
8. Successful bidder shall submit the handing/taking over of items of respective Deptt. Signed by US(GA)/SO(GA)/Nodal Officer to the OIC of concerned section/unit of MSDE.
9. Successful bidder shall obtain a letter from OIC/EIC of concerned section/unit of MSDE, certifying that the items under shifting are the property of MSDE and not for sale.