

No. 49-2/2015-G -I  
Government of India  
Ministry of Communications and I.T.  
Department of Telecommunications  
Sanchar Bhawan, 20, Ashoka Road, New Delhi-1

Dated : 23.03.2015

**Notice Inviting Tender for Shifting of Office equipment and other materials of this department from Sanchar Bhawan, 20 Ashoka Road, New Delhi to MTNL Buliding, Jawahar Lal Nehru Marg, (Old Minto Road)New Delhi.**

Single Bid sealed quotation is invited from the Firm/Agencies specialized in packing and moving works for shifting of articles of some Sections of this department from various floors of Sanchar Bhawan, 20 Ashoka Road, New Delhi to MTNL Buliding, Jawahar Lal Nehru Marg, (Old Minto Road) New Delhi. The items to be shifted from Sanchar Bhawan, 20 Ashoka Road, New Delhi will be available for inspection between **2:00 P.M. to 5:00 P.M.** from **24.03.2015 to 31.03.2015**. For this purpose Section Officer (General Administration-I), Ministry of of Communications, Deptt. of Telecom. may be contacted on Ground Floor, General Administration-I Section, New Delhi or over Telephone No. 23036533. 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. 2012-2013 and 2013-2014. 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 FOR SHIFTING OF OFFICE EQUIPMENT AND OTHER MATERIALS OF DEPARTMENT OF TELECOMMUNICATIONS.** It should be completed in all respect and be dropped in the tender box kept at reception Sanchar Bhawan, New Delhi, by **3:00 P.M. of 7<sup>th</sup> April, 2015** at **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, Department of Telecommunications(HQ), Sanchar Bhawan, 20, Ashoka Road, New Delhi-110001, failing which the bids shall be rejected.

3. The Ministry 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. 07.04.2015 in the Ministry. 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 I). 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.

(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 various floors, Sanchar Bhavan, Ministry of Communications & IT, New Delhi.**

b. Carrying all the packed articles/material carefully to ground floor, loading into the lorry and transportation to MTNL Building, Minto Road, New Delhi.

c. Unloading all the packed articles/material from the Lorry, and carrying to the rooms of 6<sup>th</sup> floor, MTNL Building Jawahar Lal Nehru Marg, (Old Minto Road) 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 Firms/Agencies should be Delhi based.

(vii) The submission of bid will not place the Ministry of Communications & IT 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 Ministry of Communications.

(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. The Ministry of Communications & IT in no case shall be a party to such a dispute.

(ix) Under normal circumstances the rate shall be valid for a period of three months from the date of issue of work order .

(x) Responsibility of taking necessary permission from the traffic police authority for shifting shall be of the selected Firm/Agency.

**(xi) 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, Department of Telecommunications (HQ), Sanchar Bhawan, 20, Ashoka Road, New Delhi-110001, 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 DoT to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss from such failure.**

(xii) Responsibility for damage/theft/loss etc. of goods during shifting or physical injury to any labour in loading/unloading shall be of the Firm/Agency.

(xiii) The damage caused, if any to the property of the Department of Telecom & IT 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 Department of Telecom & IT on this account shall be made good by the Firm/Agency.

(xiv) 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-I.

(xv) The successful bidder shall also submit a copy of insurance coverage certificate of Rs. 5,00,000/- (Rupees five lakhs only) from Nationalized Insurance Company in favour of Under Secretary (T), Ministry of Communication, Deptt. Of Telecommunication, New Delhi 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.

(xvi) The successful bidder shall complete the entire shifting work within 07 days from the date of award of contract.

(xvii) The payment shall be made after satisfactory completion of the entire shifting work.

(xviii) In case of any dispute, the decision of the Ministry of Communication and IT , Deptt. of Telecom. shall be final and binding on both parties.

6. 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.

  
(A.K. Singh)

Under Secretary(T)  
Tel. No. 2303 6300

To

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

# Price Scheduled

ANNEXURE-I

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

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

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

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

PAN No. \_\_\_\_\_

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

Service Tax Registration (if applicable) \_\_\_\_\_

Sl. No.	Description of items to be shifted	Approx. Quantity in Nos.	Lumpsum Amount (Rs.) Inclusive of all taxes
1	Alimrahs (Big) (including files)	42	
2	Alimrahs (Small) (including files)	30	
3	Photocopier/Duplicating Machine (along with stand)	19	
4	Fax Machine	14	
5	Multi Functional Device	06	
6	Desktop Computers (Monitor+Printers+Desk Top+UPS)	70	
7	Files (to be carried in the Cartoon Boxes)	10,000	
8	Inclusive of all taxes		Rs.
9.	Total		Rs.

\* 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

  
23/3/15