

**OFFICE OF THE DY. DIRECTOR OF EDUCATION**  
**DISTRICT : SOUTH, EDUCATION DEPTT.**  
**GOVT. OF NCT OF DELHI**

No.F.DE/50/CTB/Shifting/2015-16/ 68

Dated:- 11/01/16

**Notice Inviting Quotation for Shifting of Office Furniture, Equipments, Files and other materials of this office from C-Block, Defence Colony, New Delhi to Sector-3 R.K.Puram, New Delhi.**

(Closing date : 11.00 hours of 28<sup>th</sup>, January, 2016)

Sealed quotations are invited from the Firm/Agencies specialized in packing and moving works for shifting of some sections of this Office from various floors of Distt. Office of Education Department to Sector-3, R.K.Puram. The items to be shifted from C-Block, Defence Colony will be available for inspection between 02 P.M. to 04 P.M. from 19.01.2016 to 27.01.2016. For this purpose OS (CTB) may be contacted in Room No. 6, Gr. Floor of this office or over Telephone No.011-24332010. The firms/agencies should also furnish a copy of the PAN card, DVAT and Service Tax Registration.

2. It is, therefore, requested to submit the rate quotation for the above mentioned items in a sealed cover super-scribed as "QUATATIONS FOR SHIFTING OF OFFICES EQUIPMENTS AND OTHER MATERIALS OF O/O DDE (SOUTH)" addressed to "Deputy Director of Education, Distt. South, 'C' Block, Defence Colony, New Delhi-110 024". It should be completed in all respect and be submitted to OS (CTB), O/o DDE (South), Room No. 6, Gr. Floor, C-Block, Defence Colony, New Delhi by 28<sup>th</sup> January, 2016 sharp at 11 A.M. Earnest money of Rs. 7,500/- (Rupees Seven Thousand Five Hundred only) may please be attached with the quotation in the form of Demand Draft in favour of "Dy. Director of Education, Distt. South, Education Department" failing which the bids shall be rejected. The quotations should also indicate the response time and service commitment. The tenderers should have sufficient staff and communications 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 Purchase Committee at 11.30 A.M. on the same day i.e. 28.01.2016 in this 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:-

- All pages of the tender document should be signed with stamp by the authorized signatory before submitting.
- The tender document should be sealed.
- The firm/agency shall indicate the lump sum rates for the said job. The rates should be filled up neatly (in both figures, etc. 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.
- The number of vehicles that will utilized for the purpose may also be given along with copies of their Registration Certificate (RC).
- 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.
- The shifting of office/sections shall include following:-
  - a). Packing of files, computers, office equipment, furniture and other materials as available in the respective rooms/sections at various floors of this office.

*Shiv Chopra*  
11/1/2016

- b). Carrying all the packed articles/material carefully for loading into the tempo/truck, transportation from O/o DDE (South), 'C' Block, Defence Colony, New Delhi to Sector-3, R.K.Puram, New Delhi.
  - c). Unloading all the packed articles/materials from the tempo/truck and carrying to the rooms of New Office.
  - 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.
- The firms/agencies should be Delhi based.
  - 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 in no case shall be a party to such a dispute.
  - Under normal circumstances the rate shall be valid for a period of three months from the date of issue of work order
  - Responsibility of taking necessary permission from the traffic police authority for shifting shall be of the selected Firm/Agency.
  - 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.
  - The damage caused, if any to the property of this 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 this office on this account shall be made good by the Firm/Agency.
  - Evaluation of tender for deciding L1 bidder shall be done on the basis of total lowest rates quoted for the items.
  - The successful bidder shall complete the entire shifting work within 20 days from the date of award of contract.
  - The payment shall be made after satisfactory completion of the entire shifting work. The contractor shall obtain a satisfactory report from the concerned officer/section for shifting of their records and submit the same with the bill for payment.
  - In case of any dispute, the decision of the competent authority of the Dte. Of Education, GNCT of Delhi shall be final bidding on the both parties.
  - The Office reserves the right to reject any or all quotations without assigning any reasons thereof.

  
 11/11/2016  
 (Office Superintendent),  
 Care taking Branch,  
 O/o DDE (South),  
 'C' Block, Defence Colony,  
 New Delhi-110 024

- ✓ 1. OS (IT)/Incharge (Cal Lab.), Dte. of Education, Lucknow Road, Timarpur, Delhi with request to upload the above tender notice on the Department Website.
2. Notice Board, O/o Dy. Director of Education, Distt. South, 'C' Block, Defence Colony, New Delhi-110 062.