

RASHTRIYA MAHILA KOSH

Autonomous Body under the Ministry of Women & Child Development,
Government of India

1, Abul Fazal Road, Near Bengali Market, New Delhi – 110001

Phone No. 011-23354620/28; Fax No. 011-23354621

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Dated: 15th June 2015

Notice Inviting Tender for Shifting of Office equipment and other materials of this Office from 1, Abul Fazal Road, Bengali Market, New Delhi-110001 to Dr. Durgabai Deshmukh Samaj Kalyan Bhawan, B-12, Qutab Institutional Area, New Delhi-110016.

(Closing date: 15:00 hours of 22nd June, 2015)

Sealed quotations are invited from the Firms/Agencies specialized in packing and moving works for shifting of RMK Office from various floors of No.1, Abul Fazal Road, Bengali Market, New Delhi – 110001 to 4th Floor & Basement of **Dr.Durgabai Deshmukh Samaj Kalyan Bhawan, B-12, Qutab Institutional Area, New Delhi-110016**. The items to be shifted from No.1, Abul Fazal Road, Near Bengali Market, New Delhi – 110001 will be available for inspection between **2:00 P.M. to 5:00 P.M.** from **16.06.2015 to 22.06.2015**. For this purpose Deputy Director, Rashtriya Mahila Kosh may be contacted in Second Floor in No.1, Abul Fazal Road, Near Bengali Market, New Delhi – 110001, or over Telephone No. 23354628. The Firms/Agencies should also furnish a copy of the PAN, Service Tax Registration, DVAT and **Experience Certificate of at least 03 years in the relevant field from Government Departments/PSUs/leading Corporate Offices while submitting their quotations.**

2. It is, therefore, requested to submit the rate quotation for the above mentioned items in a sealed cover super-scribed as **“QUOTATIONS FOR SHIFTING OF OFFICES EQUIPMENTS AND OTHER MATERIALS OF RASHTRIYA MAHILA KOSH”**. It should be complete in all respect and be dropped in the tender box kept at ground floor, 1, Abul Fazal Road, Near Bengali Market, New Delhi – 110001 by 22nd June, 2015 at 3:00 P.M. 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. RMK 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. 22.06.2015 in the Office of RMK. 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 before submitting.

(ii) The tender document should be sealed.

(iii) The firm/agency shall indicate the lumpsum rates for the said job (as per 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) The number of vehicles that will be utilized for the purpose may also be given along with copies of their Registration Certificate (RC).

(v) 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.

(vi) The shifting of office shall include following:

a. Packing of files, computers, Office Equipment, Furniture and other materials as available in the respective rooms/sections at various floors, 1, Abul Fazal Road, Near Bengali Market, New Delhi - 110001

b. Carrying all the packed articles/material carefully, loading into the lorry and transportation to 4th Floor & basement of **Dr.Durgabai Deshmukh Samaj Kalyan Bhawan, B-12, Qutab Institutional Area, New Delhi-110016.**

c. Unloading all the packed articles/material from the Lorry, and carrying to the rooms.

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.

(vii) The Firms/Agencies should be Delhi based.

(viii) The submission of bid will not place the RMK 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 RMK.

- (ix) 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 RMK in no case shall be a party to such a dispute.
- (x) Under normal circumstances the rate shall be valid for a period of three months from the date of issue of work order .
- (xi) Responsibility of taking necessary permission from the traffic police authority for shifting shall be that of the selected Firm/Agency.
- (xii) An interest free refundable performance security deposit of Rs. 1,00,000/-(Rupees One lakhs only) in the form of Bank Guarantee in favour of Rashtriya Mahila Kosh 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 RMK to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss from such failure.**
- (xiii) 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.
- (xiv) The damage caused, if any to the property of the RMK 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 RMK on this account shall be made good by the Firm/Agency.**
- (xv) 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.**
- (xvi) The successful bidder shall also submit a copy of insurance coverage certificate of Rs. 10,00,000/-(Rupees Ten lakhs only) from Nationalized Insurance Company in favour of Rashtriya Mahila Kosh towards damage of costly and delicate items like computers, photocopiers, printers, refrigerators, fax machines, Furniture, etc. during shifting. The cost of insurance coverage shall be paid by the successful bidder.**
- (xvii) The successful bidder shall complete the entire shifting work within 4 days from the date of award of contract.**
- (xviii) The payment shall be made after satisfactory completion of the entire shifting work. The contractor shall obtain a satisfactory report from the concerned division/section/officer for shifting of their records and submit the same with the bill for payment.**
- (xix) In case of any dispute, the decision of the RMK shall be final and binding on both parties.

(xx) The RMK reserves the right to reject any or all quotations without assigning any reasons thereof.

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.

(Vinod Mukhi)
General Manager
Tel: 011-23326615

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. | Work Description | Quote should be as | Rate quoted should be inclusive of all taxes and Service Tax if quoted the details to be shown separately | |
|---------|--|--------------------|---|----------|
| | | | In Figures | In Words |
| 1 | 1, Abul Fazal Road, Bengali Market, New Delhi-110001 to Dr.Durgabai Deshmukh Samaj Kalyan Bhawan, B-12, Qutab Institutional Area, New Delhi-110016 | | | |

Note: The bidders are advised not to overwrite/ Erase or Mutilate the figures

Inclusive of all taxes, packing, unpacking, Loading, unloading, Insurance and misc. charges.

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.

Read, Understood and complied

Signature of Bidder