



No. AUD/Dwarka Furniture/ 2013/

April 17, 2013

**NOTICE INVITING QUOTATION**

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**Sub.: Notice Inviting Quotation for packing, shifting & re-location of Furniture's & office equipments etc from Dwarka Campus to Kashmere Gate Campus.**

Ambedkar University Delhi invites sealed quotation from reputed and eligible contractors for Packing, Shifting and Relocation of Furniture, Office Equipments, books etc. from **Dwarka Campus to Kashmere Gate Campus**. The quotation is required to be submitted in a sealed cover to the Registrar, Bharat Ratna Dr. B.R. Ambedkar University, Lothian Road, Kashmere Gate, Delhi- 110 006 duly superscribing the work i.e. **“Quotation for packing, shifting & re-location of Furniture's & office equipments etc.”** on top of the cover.

The quotation should reach the Office of the Registrar, Bharat Ratna Dr. B.R. Ambedkar University, Lothian Road, Kashmere Gate, Delhi- 110 006 on or before 3.30 pm on 08-05-2013. Tenderers should read the tender document carefully as enclosed and comply strictly while sending their tenders.

**Sr. Consultant (Admin)**

**Copy to:-**

- 1- Controller of Finance**
- 2- Registrar**
- 3- Webmaster- For Uploading on AUD Website for public domain.**

## Terms & Conditions

1. The tenderer should have atleast three years experience of shifting in Central Government/State Government Department (including Public Sector companies/Undertaking/Autonomous bodies) Govt. University/ Hospitals/ Private Institution/organisation. Please attach the copy of 03 nos of work orders and list of clients with name, complete address and contact person with telephone number should be attached with the bids.
2. The average annual turnover of services (packers & movers) should be at least 50 lakhs in last three financial year **duly certified by Chartered Accountant, along with copies of audited profit and loss account of last three years.**
3. Should have ISO Certification in the field of packing & shifting of goods. **(Copy of certificate to be enclosed).**
4. Valid Registration no. of the Firm/company (attach attested copy of the Certificate)
5. Valid PAN No. of the Company/firm (Attach attested copy of the PAN card)
6. Valid Service Tax Registration No. (Attach attested copy of the certificate)
7. **Performance Security Deposit:** The successful bidder shall be required to deposit a sum equivalent to **Ten per cent** of the total supply order at the time of supply and the security deposit in demand draft drawn in favour of Registrar, AUD, payable at New Delhi. No interest shall accrue on this amount.
8. **Earnest Money Deposit (EMD)** of Rs. 7,000/- (Rupees Seven thousand only) in the form of crossed demand draft/pay order in favour of *Registrar, AUD, New Delhi* shall be deposited with the quotation. The EMD of unsuccessful tenderer will be returned after completion of the quotation process on request. Tender received without EMD shall summarily be rejected.
9. Shifting of furniture items (table, chairs, etc), office equipments (computers, printers etc), office stationary & records including packing, unpacking, loading, un- loading, placing at designated location by manual and mechanical means and other incidental / necessary works.
10. The Name of the Division/School/Room from where the items to be shifted:
  - ❖ Room No. 1 Reception, Ground Floor
  - ❖ Room No. 10(Ground Floor)
  - ❖ Room No. 17(Ground Floor)
  - ❖ Room No. 19(Ground Floor)
  - ❖ Room No. 25(Ground Floor)
  - ❖ Room No. 301 (Third Floor)
  - ❖ Room No. 303 (Third Floor)
  - ❖ Room No. 304 (Third Floor)
  - ❖ Room No. 305 (Third Floor)
  - ❖ Room No. 306 (Third Floor)
  - ❖ Room No. 307 (Third Floor)

- ❖ Room No. 309 (Third Floor)
- ❖ Room No. 310 (Third Floor)
- ❖ Room No. 311 (Third Floor)
- ❖ Room No. 312 (Third Floor)
- ❖ Room No. 313 (Third Floor)
- ❖ Room No. 314 (Third Floor)
- ❖ Room No. 315 (Third Floor)
- ❖ Room No. 316 (Third Floor)
- ❖ Room No. 317 (Third Floor)
- ❖ Room No. 318 (Third Floor)
- ❖ Room No. 319 (Third Floor)
- ❖ Room No. 320 (Third Floor)
- ❖ Room No. 321 (Third Floor)
- ❖ Room No. 322 (Third Floor)
- ❖ Hostel Room
- ❖ Guest House etc.
- ❖ *(Any other equipments/furniture to be shifted will be informed accordingly)*

**11. Responsibility of the Tenderer:**

- i. Complete Dismantling of Furniture. / office Equipments/ Assembly etc. wherever required.
- ii. Permission from the Traffic/Transport Department etc. will be taken by the tenderer.
- iii. Packing and Unpacking of Furniture / office Equipments/ Assembly.
- iv. Loading at Dwarka Campus and un-loading Kashmere Gate Campus
- v. Experienced Labourers minimum four in each truck.
- vi. Special and sophisticated support machinery such as Hydraulic, chain pulley, cranes and other machinery, if required.
- vii. The goods to be wrapped with ballooning paper, HM Laminated Foams, corrugated sheets, Thermacol sheets, air bubble wrapping material, water proof, moisture free, wherever is required so that the goods can easily overcome jerks while shifting and are delivered to the destination without scratch.
- viii. While re-location of the office goods & Laboratory Equipment and loading equipments etc., agency should ensure that all equipments, files, furniture & equipments have to be moved and set up on scheduled date, time and place.
- ix. While shifting the goods, agency should protect the floors, walls and door-jambs, to Prevent wear and tear of valuable office space.
- x. Place the equipment in position at designated location as directed by university in the Kashmere Gate Campus.

**12. Obligation to rules:** It is obligatory on the part of Agency to abide by all the relevant central and state statutory laws and rules and rules and University will not be responsible for any dispute arising out of non-compliance of any of such laws and regulations. In the event of any such dispute, the University is authorized to settle the dispute on your behalf at your risk and cost.

**13. Rates and Payments:**

- i. The rates of the Agency shall be all inclusive irrespective of height, depth, lead, lift etc and should be quoted in the format given at **annexure-1**. The rates shall include cost of all materials, labour, machinery and all other inputs involved in

the execution. No extra shall be paid from the quoted amount, unless clearly specified otherwise.

- ii. In case the shifting to upper floors is not possible through lift, Agency shall make arrangement for shifting manually and by any other means like staging, hydraulic lift etc. Nothing extra shall be paid on this account.
- iii. Only quoted rates shall be considered. Where the rates quoted by the Agency in figures and in words don't tally, in that event the rates quoted in the words shall be considered as correct and final.

**14. Other terms & conditions:-**

- i. Shifting process will supervise & monitor through the School level / Department level Shifting Committee which includes Packing & Loading and further unpacking, un-loading and relocation at Kashmere Gate Campus. The members of this Committee will supervise, instruct & Guide the agency about removal of items from Dwarka Campus and installation at Kashmere Gate Campus of furniture & / Office equipments assembly.
- ii. The Agency will make the Inventory of office equipment etc. with the University School level / Department level Shifting Committee for Accountability Purpose in event of loss / damage to item during the process.
- iii. The packing of items & loading in each truck from Dwarka Campus and further, the trucks should reach Kashmere Gate Campus with in time and the unloading to be done on the same day with re-location of items.
- iv. The agency shall arrange to shift the Furniture & / office Equipments/ Assembly etc from the designated area within three days of date of intimation to them. The shifting then shall be carried out as per schedule intimated. In case of default, Penalty of Rs 1000/- per day will be imposed on the agency. In the event of continued default for 10 days, the University may at its discretion cancel the contract. In the event of cancellation of contract, University reserves the right to forfeit the performance or guarantee submitted by the Agency without any notice.
- v. The shifting has to be done carefully so that no damages are occurred, however, otherwise, liquidated damages will be recovered out of the payments.
- vi. The Agency will be solely responsible for safe & secure transit of Goods to the satisfaction of the University. In event of any damages, the loss will be charged by the University in any other manner as deemed fit by the University.
- vii. The agency shall indemnify university against all losses it has suffered during any Accident/ incident during the execution of this job.
- viii. All associated activities required for obtaining necessary clearances, permissions, approvals, all licenses from local bodies etc required for execution of this work shall be responsibility of the Agency and cost of which shall be deemed to be included in the rates.
- ix. Any time after award of work, University may abandon or reduce the scope of work for any reason whatsoever and hence not require the whole or any part of the works to be carried out, the Agency shall have no claim to any payment of

compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the work in full but which he did not derive in consequence of the foreclosure of the whole or part of the work.

- x. During execution of the works the entire premises have to be kept clean and free from any obstructions, all the debris and surplus materials shall be removed from the work site as soon as works are completed.
- xi. The above items are to be brought in “**As is where is Condition**” to the new site at Kashmere Gate and stacked / relocated as desired by the concerned department/school.
- xii. The total work has to be completed in phases and preferably during office hours, agency has to arrange number of vehicles, labour, packing material etc. accordingly.
- xiii. In all matters, the orders/interpretation of the Registrar of the University shall be final & binding on the Agency.
- xiv. AUD reserve the right to reject any or all tender(s) without assigning any reason. The decision of the AUD in this regard shall be final. No enquiries in this regard shall be attended.
- xv. Each page of the offer is to be **signed and stamped** by the tenderers and prices should be indicated in figures and words in Indian currency.
- xvi. In case of any dispute relating to meaning, scope, manufacturing, operation or effect of this contract or the validity or the breach thereof, AUD and the contractor shall make every effort to resolve amicably by direct discussion/negotiation.
- xvii. All disputes arising out of this contract shall be referred to the sole arbitration of the Bharat Ratna Dr. B.R. Ambedkar University, Lothian Road, Kashmere Gate, Delhi- 110 006; The venue of arbitration shall be NEW DELHI (INDIA).
- xviii. The rates of successful bidder will be valid for 06 months from the date of issue of letter of acceptance
- xix. An affidavit on non judicial stamp paper worth Rs. 20/- stating that **(a)** the firm has not been Debarred/blacklisted by any university/autonomous organization/ government/semi government organizations, **(b)** will observe fair dealing in the business **(c)** has no personal dealing with any of the employees of this university.
- xx. The bidder should have operating in or around Delhi and the complete details including telephone number for the same must be provided.

**15.** Vendors may visit the site at both campuses to analyze the scope of works, price etc.

**Quotation for packing, shifting & re-location of Furniture's & office equipments etc  
from Dwarka Campus to Kashmere Gate Campus**

<b>S.N.</b>	<b>Packing, shifting &amp; re-location of Furniture's &amp; office equipments etc from Dwarka Campus to Kashmere Gate Campus at Lothian Road Kashmere Gate, Delhi-110 006</b>	<b>Total Price Inclusive of All taxes (Rs.) (In Words &amp; figures)</b>

I/WE the undersigned being the tenderer as mentioned above, hereby apply to the University for providing packing/shifting & re-location service to the university from Dwarka Campus to Kashmere Gate Campus as described above in accordance with the terms and conditions of the tender. I/We have read and understood the terms and conditions of the tender and hereby unequivocally accept the same.

(Authorized Signature)

Name of the Authorized person: \_\_\_\_\_

Name of the Company: \_\_\_\_\_

Address of the company: \_\_\_\_\_

Contact No. : \_\_\_\_\_

Email Id: \_\_\_\_\_

Seal of the company:

Check List

S.N.	Description	Attached/Annexure No.
i)	Name of the tenderer (in block letters)	
ii)	Status of the Agency whether public Ltd./ Pvt Ltd./Partnership Firm/Proprietorship Firm	
iii)	Registration No. and Year of Establishment of firm/Company ( if any)	
iv)	Name and Designation of the authorized signatory of the tenderer	
v)	Name of Father/Husband of the authorized signatory of the tenderer	
vi)	Full Residential address of the authorized Signatory	
vii)	Tenderer's Registered office address	
viii)	Tenderers address for correspondence & contact nos.:	
ix)	Details of Earnest money Amt. Rs.(D.D. No. & Date)	
x)	Due Date of Draft/Pay-order	
xi)	Proof of Turnover during last three (duly certified by CA)	
xii)	ISO Certificate No.(with attested copies)	
xiii)	Copies of Registration No. PAN No. & Valid Sales Tax No. etc.	

(Authorized Signature)

Name of the Authorized person: \_\_\_\_\_

Name of the Company: \_\_\_\_\_

Address of the company: \_\_\_\_\_

Contact No. : \_\_\_\_\_

Email Id: \_\_\_\_\_

Seal of the company: