



No.GEN(037)/PRO/OFF.SHIFTING-MPP/42/2017/NCRB
National Crime Records Bureau
Ministry of Home Affairs

East Block-7, R.K.Puram,
New Delhi-10 066.
Dated : 19.05.2017

Tender Notice

Subject : Quotation for Shifting of Office equipment and other material of this Bureau from East Block-7&9, R.K.Puram to Mahipal Pur, New Delhi

Sealed quotations are invited from the Firms/Agencies specialized in the packing and moving works for shifting of the some Officer/Sections of this Bureau from East Block-7&9, R.K.Puram to Mahipal Pur, New Delhi. The Firms/Agencies should also furnish a copy of the PAN, Service Tax Registration, DVAT along with "Experience Certificate" of 03 years in the relevant field in Government department/PSUs leading corporate officers while submitting their quotations. Annual turnover should not be less than Rs.10 Lakhs during each of the last three financial years. A certificate in this regard should be submitted from Chartered Accountant of the Firm/Agency.

2. It is, therefore, requested to submit the rate quotation for the above mentioned items in a seal cover super-scribed as **"QUOTATIONS FOR SHIFTING OF NCRB"**. It should be completed in all respect & be dropped in the tender box kept at the Reception, NCRB, East Block-7, R.K.Puram, New Delhi till 4.00 P.M. by 10.06.2017. Earnest money of Rs.5,000.00 may please be attached with the quotation in the form of Demand Draft in favour of "AO PAO, DCPW, New Delhi". 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. Director, NCRB 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 on any other working day in the Bureau as desired by the Committee.
5. The terms and conditions of the contract will be as follows:
 - i. All pages of 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 Annex-A). The rates should be filled up neatly (in both figures and in words). Firm 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 utilized for the purpose may also be given along with copies of their Registration Certificates (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 offices/Sections shall include following:-
 - a. Packing of files, computers, Office Equipment, Furniture and other materials as available in the respective rooms/sections at NCRB, New Delhi.



- b. Carrying all the packed articles/material carefully to ground floor, loading into the lorry and transportation to Mahipal Pur, New Delhi.
 - c. Unloading all the packed articles/material from Lorry, and carrying to the rooms at different floors at Mahipal Pur, New Delhi.
 - d. Unpacking of goods and placing in the respective rooms.
 - e. Obtaining certificate for proper shifting with list of material shifted from concerned officers/sections.
 - f. Disposal of packing material etc.
 - g. The selected Firm/Agency has to use their own packing material, like gunny bags, packing tape, sutli, cardboard carton etc.
 - h. The Firms/Agencies should be Delhi based.
 - i. The submission of bid will not place the NCRB under any obligations to place the order with the Firm/Agency and no expenses incurred by the contractor in this regard will be payable by NCRB.
 - j. If any dispute arise 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 NCRB in no case shall be a party to such dispute.
 - k. Under normal circumstances the rate shall be valid for a period of six months from the date of issue of work order.
 - l. Responsibility of taking necessary permission from the traffic police authority for shifting shall be of the selected Firm/Agency.
 - m. The Earnest money deposit of the successful Firm/Agency will not be treated as security/performance guarantee for due performance of the contract and shall be released on successful completion of work.
 - n. 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.
 - o. The damage caused, if any to the property of the NCRB through negligence or otherwise shall be at risk and responsibility of the Firm/Agency. The financial or any other loss suffered by the Bureau on this account shall be made good by the Firm/Agency.
 - p. Evaluation shall be done based on estimated quantity indicated in the enclosed schedule.
 - q. In case of any dispute, the decision of the Bureau shall be final and binding on both parties.
 - r. The Bureau reserves the right to reject any or all quotations without assigning any reasons thereof.
 - s. Experience in handling the equipment shifting is essential.
 - t. The shifting will be done in phase manner.
6. The interest free refundable security deposit of Rs.50,000.00 in the form of pay order / bank draft in favour of "AO PAO, DCPW, New Delhi" shall be submitted by the Firm/Agency at the time of the award of the contract. The security deposit shall be discharged after the satisfactory completion of the work, it shall be lawful for NCRB to forfeit either whole or any part of the performance security furnished by the bidder as compensation for any loss from such failure.
 7. The successful bidder shall also submit a copy of the transit insurance coverage certificate of the value as per IRDA norms from Nationalized Insurance Company in favour of NCRB towards damage of



costly and delicate items like, lab equipments, computers, printers, photocopiers, projectors, LED panels, LED TV's etc. during shifting. The cost of insurance shall be paid by the successful bidder.

8. The payment shall be made after satisfactory completion of entire shifting work.
9. The items to be shifted & actual locations of NCRB, R.K.Puram, New Delhi & NCRB Mahipal Pur, New Delhi will be available for inspection between 11.00 A.M. to 1.00 P.M. from 21.05.2017 to 05.06.2017 for this purpose Joint Assistant Director(Gen) may be contacted in his room or over Telephone No.26172324 at extension no.221.

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.

(Umesh Kumar)
Joint Assistant Director(Gen)
Tel.No.26172324 Ext. 221



Name of the Firm :

Registered/Postal Address :

Telephone no. :

E-mail :

VAT/TIN No. (if applicable) :

Service Tax Registration (if applicable) :

S.No.	Description of Work	Lumpsum Amount (in Rs.) #

Inclusive of all taxes, packing unpacking, loading, unloading & misc etc..

Particulars of EMD:

- (i) DD No.:
- (ii) Date :
- (iii) Amount :
- (iv) Bank (drawn on):

Signature with seal