

**GOVERNMENT OF INDIA
NATIONAL COMMISSION FOR WOMEN
4, DEEN DAYAL UPADHYAYA MARG
NEW DELHI - 110002**

No. 2/2(19)/2005-NCW(G) - IV

Dated: 17th November, 2015

CORRIGENDUM

Notice Inviting Tender for Shifting of Office Equipment and other materials of National Commission for Women (NCW), from 4 Deen Dayal Upadhyaya Marg , New Delhi-110002 to Plot No.21, Institutional Area, Jasola, New Delhi.

The last date for receipt of tender is hereby extended till 23rd November, 2015 / 3.00 p.m. and the quotations received will be opened by the Tender Opening Committee at 3.30 P.M. on the same day, i.e. 23rd November, 2015 in the office of National Commission for Women. The bidders or their representatives may, if they so desire, be present at the time of opening of quotations.

Sd/-
(J Shailendar)
Under Secretary

**GOVERNMENT OF INDIA
NATIONAL COMMISSION FOR WOMEN
4, DEEN DAYAL UPADHYAYA MARG
NEW DELHI – 110002**

No. 2/2(19)/2005-NCW(G) - IV

Dated: 13th November, 2015

CORRIGENDUM

Notice Inviting Tender for Shifting of Office Equipment and other materials of National Commission for Women (NCW), from 4 Deen Dayal Upadhyaya Marg , New Delhi-110002 to Plot No.21, Institutional Area, Jasola, New Delhi.

The last date for receipt of tender is hereby extended till 16th November, 2015 / 3.00 p.m. and the quotations received will be opened by the Tender Opening Committee at 3.30 P.M. on the same day, i.e. 16th November, 2015 in the office of National Commission for Women. The bidders or their representatives may, if they so desire, be present at the time of opening of quotations.

Sd/-
(J Shailendar)
Under Secretary

**GOVERNMENT OF INDIA
NATIONAL COMMISSION FOR WOMEN
4, DEEN DAYAL UPADHYAYA MARG
NEW DELHI – 110002**

No. 2/2(19)/2005-NCW(G) - IV

Dated: 6th November, 2015

Notice Inviting Tender for Shifting of Office Equipment and other materials of National Commission for Women(NCW), from 4 Deen Dayal Upadhyaya Marg , New Delhi-110002 to Plot No.21, Institutional Area, Jasola, New Delhi.

Single Bid sealed quotation is invited from Firms / Agencies specialized in packing and moving works for shifting of articles of this Office from 4, Deen Dayal Upadhyaya Marg, New Delhi - 110002 to Plot No. 21, Institutional Area, Jasola, New Delhi. The shifting shall take place in a phased manner. The items in each phase shall be available for inspection at 4, Deen Dayal Upadhyaya Marg, New Delhi - 110002 between 10 A.M. to 5 P.M. on all working days from 9.11.2015 to 12.11.2015. You may kindly contact Admin Section for the same (Phone No. 011-23238502, 011-23222845). The Firms / Agencies should also furnish a copy of the PAN, Service Tax Registration along with Experience Certificate of atleast two years in the relevant field in Government Departments / PSUs / Leading Corporate offices while submitting their quotations. Annual Turnover of the Firm / Agency should not be less than Rs. 10 lakhs each during any two of the last three financial years, 2012-13, 2013-14 & 2014-15. A Certificate in this regard should be submitted from Chartered Accountants of the firm/agency.

2. Firm/Agency 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 material of National Commission for Women”**. Quotations should be addressed to the Under Secretary, National Commission for Women, 4 Deen Dayal Upadhyaya Marg, New Delhi – 110002 and should reach latest by 3.00 P.M. on 13th November, 2015. The quotations may be sent by speed post or by hand. If sent by post, NCW shall not be responsible for loss or delay in transit.

3. The tender documents may be downloaded from NCW’s Website www.ncw.nic.in

4. The Earnest Money Deposit amounting to Rs.10,000/- (Rupees Ten Thousand only) should be attached with the quotation in the form of Demand Draft in favour of PAO, National Commission for Women, payable at New Delhi. Quotations received without Earnest Money Deposit shall be summarily rejected.

5. The National Commission for Women reserves the right to reject any or all the quotations without assigning any reasons thereof.

6. The quotations received will be opened by the Tender Opening Committee at 3.30 P.M. on the same day, i.e. 13th November, 2015 in the office of National Commission for Women. The bidders or their representatives may, if they so desire, be present at the time of opening of quotations.

7. The terms and conditions of the contract will be as follows:-

- i. All pages of the tender documents should be signed with stamp by the authorized signatory of the firm before submitting the same 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 each phase separately in Annexure I. The rates should be filled up neatly (both in 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. Shifting of offices/sections shall include following:
 - a. Packing of files, computers, office equipment, almirahs and other material as available in the respective rooms/sections at 1st and 2nd Floor of the office of National Commission for Women at 4 Deen Dayal Upadhyaya Marg, New Delhi-110002.
 - b. Carrying all the packed articles/material carefully to ground floor. Loading into the lorry and transportation to NCW Office at Plot No.21, Institutional Area, Jasola, New Delhi.
 - c. Unloading all the packed articles/material from the Lorry, and carrying to various rooms on various floors (from Ground Floor to 4th Floor) in the NCW Office Building at Jasola.
 - d. Unpacking of the goods and placing in the respective rooms as per directions of NCW.
 - e. Obtaining certificate for proper shifting with list of materials shifted, from concerned Officers/Sections.
 - f. Disposal of packing materials etc.

- g. The selected Firm / Agency has to use their own good quality packing material, like gunny bags, packing tape, sutli, cardboard carton, thermocol sheets etc.
- vi. The Firms/Agencies should be Delhi based.
- vii. The submission of bid will not place the National Commission for Women under any obligation to place the order with the Firm/Agency and no expenses incurred by the bidder in this regard will be payable by the National Commission for Women.
- 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 National Commission for Women 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. 25,000/- (Rupees Twenty Five Thousand Only) in the form of Pay Order/Demand Draft in favour of PAO, National Commission for Women shall be submitted by the contractor at the time of 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 National Commission for Women to forfeit either whole or any part of the 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 National Commission for Women through negligence or otherwise during packing, loading while on transit, unloading, unpacking and while taking to designated rooms, shall be at the risk and responsibility of the Firm/Agency. The financial or any other loss suffered by the National Commission for Women on this account shall be made good by the Firm/Agency.
- xiv. The bidders are required to quote phase wise lump sum rate. However, the evaluation of tender for deciding L-1 bidder shall be

done on the basis of total lowest rates quoted for all the phases put together 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 (Admn), National Commission for Women, 4 Deen Dayal Upadhyaya Marg, 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 **05 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 National Commission for Women shall be final and binding on both the parties.
8. All the bidders are requested to read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before sending their quotation.



(J Shailendar)
Under Secretary

Price Bid

Rates for Shifting of Office Equipment and other materials of National Commission for Women(NCW), from 4 Deen Dayal Upadhyaya Marg, New Delhi-110002 to Plot No. 21, Institutional Area, Jasola, New Delhi.

Name of the Firm	
Registered/Postal Address	
Telephone No.	
E-mail address	
PAN No.	
VAT/TIN No.(If applicable)	
Service Tax Registration (If Applicable)	

S.No.	Description of items to be shifted	Lumpsum Rate (Rs.) Inclusive of all taxes
1.	Phase – I	
2.	Phase – II	
3.	Phase – III	
TOTAL		

(Rupees _____)

Note: Evaluation of tender for deciding L-1 bidder shall be done on the basis of total lowest rates quoted for all the phases put together.

Signature of the Bidder with Seal