

No. 34/8/2012-Admn.

Government of India

Ministry of Mines.

Shastri Bhawan, New Delhi.

Dated the 29th April, 2013.

Quotations for Shifting of Office equipment and other materials of this Ministry from Shastri Bhawan to CGO Complex, New Delhi.

Sealed quotations are invited from the Firms/Agencies specialized in packing & moving works for shifting of some Offices/Sections of this Ministry from "A" wing, 3rd Floor, Shastri Bhawan to 5th Floor, Block 11, CGO Complex, New Delhi. The items to be shifted from Shastri Bhawan will be available for inspection between 3.00 P.M. to 5.00 P.M. from 29.04.2013 to 03.05.2013. For this purpose Section Officer(Admn.), Ministry of Mines may be contacted in room No.338-A wing, Shastri Bhawan, New Delhi or over Telephone No.23381631. The Firms/Agencies should also furnish a copy of the PAN, Service Tax Registration, DVAT and "Experience Certificate" from their respective organizations, 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 MINISTRY OF MINES**". It should be completed in all respect & be dropped in the tender box kept at the Information & Facilitation Centre of the Ministry of Mines, Garage No.23, Ground Floor, "A" wing, Shastri Bhawan, New Delhi-110001 by 12.00 Hours by **21.05.2013**. Earnest money of Rs. 20,000/- (Rs. Twenty thousand only) may please be attached with the quotation in the form of Demand Draft in favour of "**The Pay & Accounts Officer, Ministry of Mines**". 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. The Ministry 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 PM on the same day i.e. **21.05.2013** in the Ministry. 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.

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- 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). 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 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 offices/Sections shall include following:-
 - a) ***Packing of files, computers, Office Equipment, Furniture and other materials as available in the respective rooms/sections at 3rd Floor, Ministry of Mines, Shastri Bhawan, New Delhi.***
 - b) Carrying all the packed articles/material carefully to ground floor, loading into the lorry and transportation to Ministry of Mines, 5th Floor, Block 11, CGO complex, New Delhi.
 - e) Unloading all the packed articles/material from the Lorry; and carrying to the rooms.
 - f) Unpacking of the goods and placing in the respective rooms.
 - g) Obtaining certificate for proper shifting with list of materials shifted, from concerned Officers/Sections.
 - h) Disposal of packing material etc.
 - i) The selected Firm/Agency has to use their own packing material, like gunny bags, packing tape, sutli, cardboard carton etc.
- vii. The Firms/ Agencies should be Delhi based.
- viii. The submission of bid will not place the Ministry of Mines 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 Ministry of Mines.
- 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 Ministry of Mines in no case shall be a party to such a dispute.

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- 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 of the selected Firm/Agency.
 - xii. The Earnest money deposit of the successful Firm/Agency will be treated as security/performance guarantee for due performance of the contract and shall be released on successful completion of work.
 - 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 Ministry of Mines through negligence or otherwise, shall be at risk and responsibility of the Firm/Agency. The financial or any other loss suffered by the Ministry of Mines on this account shall be made good by the Firm/Agency.
 - xv. Evaluation shall be done based on estimated quantity indicated in the enclosed schedule.
 - xvi. In case of any dispute, the decision of the Ministry of Mines shall be final and binding on both parties
 - xvii. The Ministry 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.

V. Prasad
(V. Prasad) 29/4/13
Section Officer
☎: 2338 1631

To

1. CPP Portal
2. Director (NIC) with a request to upload the tender document on the website of this Ministry.
3. All Ministries/Departments of Government of India

