



No. AUD/Dwarka Comp Lab Furniture/ 2013/

May 06, 2013

NOTICE INVITING QUOTATION

To,

Sub.: Notice Inviting Quotation for dismantling, packing, shifting/re-location and re-installation of Computers & Computer Lab Workstation Furniture Fixtures from Dwarka Campus to Kashmere Gate Campus.

Ambedkar University Delhi invites sealed quotation from reputed and eligible specialized contractors for Dismantling, Packing, Shifting/Relocation and Re-installation of Computers, Peripherals, Accessories, Computer Lab Furniture 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 Dismantling, Packing, shifting/re-location and re-installation of Computers & Computer Lab Workstation Furniture Fixtures”** 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 27-05-2013. 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 experience of complete set up of at least 03 laboratories of Central Government/State Government Department (including Public Sector companies/Undertaking/Autonomous bodies) reputed Govt. University/ Hospitals/ Private Institution/organization, in the last 03 years. Copy of satisfactory completion of work from the authorized signatory in the said organization, should be enclosed.
2. The average annual turnover of services should be at least 30 lakhs in last three financial year **duly certified by Chartered Accountant, along with copies of audited profit and loss account of last two years.**
3. Valid Registration no. of the Firm/company (attach attested copy of the Certificate)
4. Valid PAN No. of the Company/firm (Attach attested copy of the PAN card)
5. Valid Service Tax Registration No. (Attach attested copy of the certificate)
6. **Performance Security Deposit:** The successful bidder shall be required to deposit a sum equivalent to **five 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.
7. **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.
8. The Name of the Division/Room from where the items to be shifted:
 - a) IT Services, Computer Lab, School offices (SHE, SDS, SES), Library, Reception CECED etc.
 - b) *(Any other equipments/furniture to be shifted will be informed accordingly)*
9. The Name of the Division/Room where the items are to be shifted:
Hall #58 – Lab 3 and 4 etc at Kashmere Gate Campus.

10.a) The work includes Dismantling of the following items

- i. Workstations – 40 nos.
- ii. Desktop PCs with monitors – 40 nos.
- iii. Multi-Function Printer – 1 no.
- iv. Server with accessories – 1 no.
- v. 9U racks – 3 nos.
- vi. L3 Switch – 1 no.
- vii. Wifi Routers – 25 nos.
- viii. 20 KVA UPS – 2 nos.
- ix. UPS Batteries – 112 nos.
- x. Server Room UPS 2 KVA - 01 nos.
- xi. Desktop PC with Monitors - 37 nos.(except computer Lab)
- xii. Desktop UPS 600 va - 18 nos.
- xiii. Desktop Printers - 08 nos.
- xiv. *Any other equipments to be shifted will be informed accordingly*

- b) Proper packing of above items using Bubble paper, EP Foam, Cardboard etc.
- c) Transportation from AUD Dwarka Campus to Kashmere Gate Campus, Delhi
- d) **Re-installation of workstations in the KG Campus as per the Plan layout attached in Annexure – 2 with modifications wherever required including UPS Electrical wiring within and around the workstation panels.**
- e) Supply and installation of the aluminum partition with door and fresh air fan for UPS cabin
- f) Re-installation of the two 20 KVA UPS along with batteries to get them operational
- g) Re-installation of the 40 desktop PCs and the Multi-function Printer to get them electrically operational

11. Responsibility of the Tenderer:

- i. Complete Dismantling of Furniture & Lab. / 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 Desktop computer, Monitor Printer, UPS, Furniture etc.
- iv. Loading at Dwarka Campus and un-loading Kashmere Gate Campus
- v. 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.
- vi. While re-location of the office goods & Laboratory Equipment and loading equipments etc., agency should ensure that all equipments, furniture & Lab. equipments have to be moved and set up on scheduled date, time and place.
- vii. While shifting the goods, agency should protect the floors, walls and door-jams, to Prevent wear and tear of valuable office space.
- viii. 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. Only quoted rates shall be considered. Where the rates quoted by the Agency in figures and in words don't tally, the rates quoted in the words shall be considered as correct and final.

14. Other terms & conditions:-

- i. **Vendors may visit the site at both campuses (Dwarka & KG Campus) to understand the nature and scope of work and execute the work as per the Plan layout attached in Annexure – 2**

- ii. Shifting process will be supervised & monitored by the School level / Department level Shifting Committee which includes Packing & Loading and further unpacking, un- loading and relocation at Kashmere Gate Campus.
- iii. IT division shall hand over the inventory list to the agency.
- iv. The packing of items & loading in each truck from Dwarka Campus and unloading at the Kashmere Gate Campus to be done on the same day.
- v. The agency shall arrange to shift the Furniture & Lab. / Computer & its related accessories/UPS/Printers 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 delay, Penalty of Rs 1000/- per day will be imposed on the agency. In the event of continued delay for 10 days, the University may at its discretion cancel the contract and recover the penalty amount from its Bank Guarantee. In the event of cancellation of contract, University reserves the right to forfeit the performance or guarantee submitted by the Agency without any notice.
- vi. The shifting has to be done carefully so that no damages are occurred, however, otherwise, liquidated damages will be recovered out of the payments, to the tune of the book value of the item + 15% as other charges.
- vii. The Agency will be solely responsible for safe & secure transit of Goods to the satisfaction of the University.
- viii. The agency shall indemnify university against all loses it has suffered during any Accident/ incident during the execution of this job.
- ix. 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.
- x. 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.
- xi. 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.
- xii. 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.
- xiii. 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.
- xiv. In all matters, the orders/interpretation of the Registrar of the University shall be final & binding on the Agency.

- xv. 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.
- xvi. 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.
- xvii. 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.
- xviii. All disputes arising out of this contract shall be referred to the sole arbitration of the Vice Chancellor, Bharat Ratna Dr. B.R. Ambedkar University, Lothian Road, Kashmere Gate, Delhi- 110 006; The venue of arbitration shall be NEW DELHI (INDIA).
- xix. The rates of successful bidder will be valid for 06 months from the date of issue of letter of acceptance
- xx. 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
- xxi. dealing in the business **(c)** has no personal dealing with any of the employees of this university.
- xxii. The bidder should have operating in or around Delhi and the complete details including telephone number for the same must be provided.

Annexure-1

Quotation for Packing, shifting & re-location/installation of Computers & Computer Lab Furniture from Dwarka Campus to Kashmere Gate Campus

S. N.	Description	Qty in No.	Unit	Rate (All Inclusive)	Amount
1	Shifting the computer lab AUD , Dwarka Campus to Kashmari Gate Campus. Lab complete with dismantling and refixing the same with minor changes carpenter work 40 no workstation as per the enclosed Plan (Annexure-2). Complete job with labor and fixing material.	40.00	No		
2	Providing and fixing extra panel board for table and channel for the top of the frame wherever required.	20.00	Set		
3	FRLS electrical wiring from Electric Points, General Power points in the workstation paneling Including installation complete.	40.00	No		
4	Dismantling 2 nos of 20 KVA Online UPS with 112 batteries, and Canon Multi Function Printer from Dwarka and re-installing at Computer lab at Kashmere gate	1.00	No		
5	Dismantling of Server, 40 nos. PCs, 25 nos. Wifi Routers, 3 nos. 9U rack & accessories	1.00	Job		
6	Packing Workstations, Systems, UPS etc. (complete with labor and the packing material like bubble warp, EP foam, cardboard etc)	1.00	Job		
7	Transportation of the items as given in Annexure 1 including their loading and unloading complete with labor	1s	Trip		
8	Desktop Printers	08	No		
9	Desktop PC with Monitors (except computer Lab)	37	No		
10	Server Room 2 KVA Online UPS with Batteries	01	No		
11	Desktop 600 va UPS	18	No		
12	Any other Miscellaneous work		Job		
	Total (In figures)				
	Total (In words) -				

I/WE the undersigned being the tenderer as mentioned above, hereby apply to the University for providing dismantling, packing, shifting/re-location & re-installation 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 with Seal of the company)

Name of the Authorized person: _____

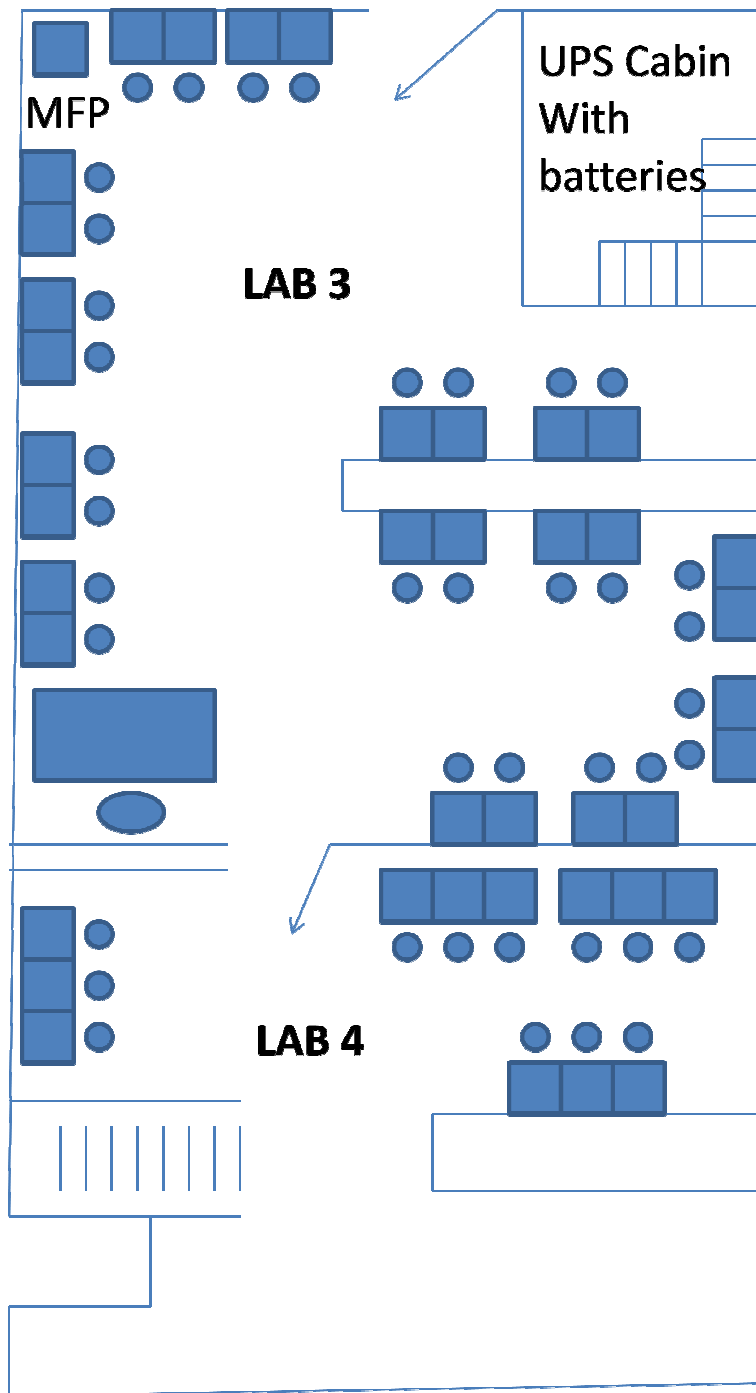
Name of the Company: _____

Address of the company: _____

Contact No. : _____

Email Id: _____

Annexure - 2
Plan for Computer Labs (Hall No. 58), AUD



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 two (duly certified by CA)	
xii)	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: