



भारत सरकार

GOVERNMENT OF INDIA

प्रवर्तन निदेशालय, वित्त मंत्रालय, नागपुर उप आंचलिक कार्यालय
DIRECTORATE OF ENFORCEMENT, MINISTRY OF FINANCE, NAGPUR SUB ZONAL OFFICE
एन एस बिल्डिंग, पहला तल, वी.सी.ए. स्टेडियम के सामने सिविल लाइन्स, नागपुर
N.S. Building, 1ST Floor Opp. VCA Stadium Civil Lines Nagpur-440001
Ph. 0712-2552317 Fax: 0712-2551583, Email ed-nagpur@nic.in

फाईल सं.:- D-28/Misc/Office Shifting/NGSZO/2019/82

दिनांक:- 01.05.2019

To
The Deputy Director (Admn.),
Directorate of Enforcement,
Head Quarters Office,
New Delhi.

Sir,

Subject:- **Tender Notice for shifting of office records of Nagpur
Sub Zonal Office, Nagpur – reg.**

Please refer to the above subject.

2. In this regard it is to inform that the advertisement for inviting Tenders for shifting of Office records of Enforcement Directorate, Nagpur Sub Zonal Office will be appearing in the newspapers on 05.05.2019.

3. Accordingly a soft copy of the Tender Notice as mentioned in the advertisement is enclosed with a request that the same may kindly be uploaded on the website of Directorate of Enforcement, at the earliest.

Encl: As above

Yours Sincerely,

(Sanjay Bangartale, IRS)
Deputy Director

115/19



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दिनांक:- 01.05.2019

TENDER NOTICE

The Deputy Director, Directorate of Enforcement, 1st Floor, N. S. Building, Civil Lines, Nagpur invites Quotations in sealed cover from reputed and eligible contractors firms for listing, packing, shifting and relocation of office items such as furniture, computers, files, office equipment etc. from its above address to 7th Floor, 'A' Wing, CGO Complex, Seminary Hills, Nagpur.

2. Detailed terms and conditions of tender can be obtained from the Office of the Deputy Director, Directorate of Enforcement, 1st Floor, N. S. Building, Opp. VCA Stadium, Civil Lines, Nagpur - 440001 during office hours or can be obtained from the Enforcement Department website www.enforcementdirectorate.gov.in

3. Last date for submission of tender form is 20.05.2019 latest by 17:00 hours. The tenders submitted by all the bidders will be opened on 21.05.2019 at 11:00 hours in the presence of the bidders or their authorised representatives who wish to be present at the above mentioned address.

(Sanjay Bangartale, IRS)
Deputy Director

11/5/19



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N.S. Building, 1ST Floor Opp. VCA Stadium Civil Lines Nagpur-440001

Ph. 0712-2552317 Fax: 0712-2551583, Email ed-nagpur@nic.in

फाईल सं.:- D-28/Misc/Office Shifting/NGSZO/2019

दिनांक:- 01.05.2019

Tender Notice for Engagement of Packing & Moving Agency for shifting office premises.

The Deputy Director, Enforcement Directorate, Nagpur Sub Zonal Office, Nagpur invites sealed tenders from reputed and eligible contractors /firms for listing, Packing, Shifting and Relocation of Furniture items, Computers, files and other Office Equipments from its present office premises located at 1st Floor, N. S. Building, Opp. VCA Stadium, Civil Lines, Nagpur – 440001 to 7th Floor, 'A' Wing, CGO Complex, Seminary Hills, Nagpur – 440006.

2. The interested firms may submit their bids for the above mentioned jobs addressed to the Deputy Director, Enforcement Directorate, Nagpur Sub Zonal Office, 1st Floor, N. S. Building, Opp. VCA Stadium, Civil Lines, Nagpur – 440001 in a sealed envelope super scribed "**Quotation for shifting office premises**". The Quotation must reach this office latest by **5.00 p.m. on 20.05.2019**. The Quotations received unsealed and received after due date are liable to be rejected. The Quotations shall be opened on **21.05.2019 at 11:00 a.m.** at above office address.

3. **SCOPE OF WORK:** The scope of work covered under this tender shall include listing of files & records & shifting of Furniture items, Computers, Files and other Office Equipments around 4th week of May,2019. The records & items to be shifted will be shown at the time of site visit.

4. Responsibility of the Agency:

- i. Listing & inventoring of all Record/files before packing them in presence of ED Officers.
- ii. Packing and Unpacking of Furniture items including Almirahs, ACs, Photocopy Machines, Computers, files and other Office Equipments.
- iii. Loading at Old Building and un-loading at new building.

- iv. Transport arrangements with deployment of suitable vehicles / trucks daily during peak days of shifting including adequate labour and supervisor or as required.
- v. Experienced Labourers as required.
- 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 & other equipments and loading equipments etc. agency should ensure that all equipments, files, furniture & other equipments have to be moved and set upon 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 Directorate in the new building
- xi. Arrangement of thread, ropes, adhesive sticky tapes etc. wherever required.

5. The tenderer should submit the Tender form as mentioned in Annexure 'A' along with the supporting documents

6. All the documents pertaining to Firm/company submitted by the tenderer should bear the name and Address, as recorded in the Tender form in case of any variation, it should be specifically clarified, as to whether the changes have been duly notified to the respective Authority and proof of acceptance by the Authority must be attached with the respective document submitted by the tenderer.

7. **Rates and Payments:**

i. The rates of the Agency shall be all inclusive irrespective of height, depth, lead, lift etc. The rates shall include cost of all materials, labour, machinery and all other inputs involved in the execution, including the listing of Files & records. No extra amount shall be paid from the quoted amount, unless clearly specified otherwise.

ii. In case shifting to items upper floors is not possible through lift, Agency shall make its own arrangement for shifting manually or 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.

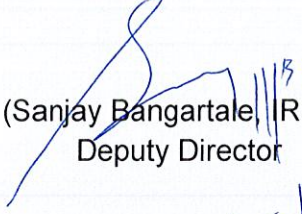
iv. The Agency/Contractor should submit bills in triplicate for payment quoting PAN No. and TIN No. on the body of the bill. The payment will be made by bank transfer only after producing the handed over certificate from the concerned officers. Tax will be deducted as per statutory provisions. The payment shall be made after successful completion of work.

8. Other terms & conditions:

- i. The successful tenderer will have to deposit a Performance Security Deposit for a sum of Rs 10,000/- (Rupees Ten thousand Only) within two working days of the receipt of the formal order. The performance Security Deposit will be furnished in the form of an Account Payee Demand Draft drawn in favour of the Directorate of Enforcement, Nagpur. The said performance Security Deposit should remain valid for a period of 60 days beyond the date of completion of the contractual obligations of the tenderer. The Department shall not pay any interest on the Performance Security Deposit.
- ii. Shifting process and schedule will be supervised & monitored through the concerned officers which includes Packing & Loading and further unpacking, Un-loading and relocation. The concerned officer will supervise, instruct & guide the agency about picking of desired items from existing building & shifting of the same.
- iii. The Agency will make the Inventory of office equipment with the help of concerned officer for Accountability Purpose in event of loss/damage to item during the process.
- iv. The agency shall arrange to shift the items from the designated area to the new area within the date of intimation given to them. The shifting then shall be carried out as per schedule intimated. In case of default, Penalty @ Rs. 1000/- per day will be imposed on the agency. In the event of continued default for 7 days, the Directorate may at its discretion cancel the contract. In the event of cancellation of contract, Directorate 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, if during the course of the shifting, if any damage is caused to the Office documents/ furniture and fixtures or the premises in question the cost of the same shall be deducted from the Performance Security Deposit. If the said loses exceeds during the shifting then the Department reserve the right to recover the additional loss from the Billed amount by the bidder.
- vi. The Agency will be solely responsible for safe & safe & Secure transit of Goods to the satisfaction of the Directorate. In event of any damages, the loss will be charged by the Directorate as per (v) above or in any other manner as deemed fit by the Directorate.
- vii. The agency shall indemnify Directorate against all loses it has suffered during any accident/incident during the execution of this job.
- viii. The Agency is required to take permission from the concerned Authorities for shifting of Office documents/Furniture and fixtures, Electronic gadgets from N. S. Building, Civil Lines to CGO Complex, Seminary Hills, Nagpur. The Agency is also required to take all safety and security measures of persons and materials involved in the shifting process.
- ix. Any time after award of work, Directorate may abandon or reduce the scope of work for any reason whatsoever any 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.
- 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 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. The successful tenderer has to make agreement on Rs. 100 Stamp Paper agreeing all the terms and conditions of tender document at its own cost.
- xii. In all matters, the orders/interpretation of the Competent Authority of the Directorate shall be final & binding on the Agency.
- xiii. In case of non-compliance of any of the clause/terms, the Directorate will have the right to impose penalty as deemed fit, and engaged new contractors, and also forfeit the Performance Guarantee in full or in part.

- xiv. The Directorate reserves the right to terminate the contract at any time without assigning any reason and also to refuse services of any contract worked of the firm without assigning any reasons.
- xv. Strict Confidentiality has to be maintained. No data/listing of files shall be kept by the agency in any form. Penal action will be taken in case of any such instance.


(Sanjay Bangartale, IRS)
Deputy Director

11/5/19
(संजय बंगारतले, आ.रा.से.)
(SANJAY BANGARTALE, IRS)
उप निदेशक/Deputy Director
प्रवर्तन निदेशालय/Enforcement Directorate
भारत सरकार/Government of India
नागपुर-440001/ Nagpur-440001

ANNEXURE – 'A'

Name of the Firm/Company	
Name of Proprietor Partners/Directors and their addresses	
Registered/Postal Address	
Registration No Telephone No/ Fax Number	
E-mail	
PAN No	
VAT TIN No GST No.	

Sl. No.	Description of work	Lump sum Amount (Rs.)
1.	Furniture items including almirahs etc.	
2.	IT related and electronics Gadgets, Computers, Printers, Photocopier Machine, Fax Machines, LCDs, TVs etc.	
3.	Installation of 4 ACs in the new premise	
4.	Office Files and Records	
5.	Other Misc. items (As available at site)	
6.	Total	

. # Inclusive of all taxes, packing, unpacking, Loading, unloading, rearranging

Note: Evaluation of tender for deciding L1 bidder shall be done on the basis of total lowest rates quoted for the items as indicated above.

SIGNATURE WITH SEAL