

No.D.14011/2/2009-LC  
Government of India  
Ministry of Law and Justice  
Department of Legal Affairs  
Law Commission of India

14th Floor, HT House,  
K.G. Marg, New Delhi  
Dated: 06.12.2016

Sub: Inviting Quotation for shifting of Office Furniture, Equipments, Files and other materials of this office from 14<sup>th</sup> floor HT House, K.G. Marg, New Delhi to 2<sup>nd</sup> & 4<sup>th</sup> floor, Lok Nayak Bhavan, New Delhi.

(Closing date : 16 December, 2016)

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Sealed quotations are invited from the Firm/Agencies specialized in packing and moving works for shifting of some sections of this office from 14<sup>th</sup> floor HT House, K.G. Marg, New Delhi. The items to be shifted from H.t. House will be available for inspection between 02 P.M. to 04 P.M. from 07.12.2016 to 15.12.2016. For this purpose S.O. may be contacted in Room No. 16 of this office or over Telephone No.23461227. The firms/agencies should also furnish a copy of the PAN, Service Tax Registration and DVAT while submitting their quotations.

2. Firms may 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 LAW COMMISSION." Addressed to Under Secretary, Law Commission, 14<sup>th</sup> floor HT House, K.G. Marg, New Delhi. It should be complete in all respect and be submitted to Under Secretary, Law Commission in Room No. 4(B) of the office by 16<sup>th</sup> December, 2016 sharp at 10 A.M.. The quotations should also indicate the response time and service commitment. The tenderers should have sufficient staff and communications facilities to respond in the shortest possible time.

3. This office reserves the right to reject any or all quotations without assigning any reasons thereof.

4. The quotations received will be opened by a Committee at 11.30 A.M. on the same day i.e. 16.12.2016 in this Office. 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:-

- All pages of the tender document should be signed with stamp by the authorized signatory before submitting.
- The tender document should be sealed.
- The firm/agency shall indicate the lump sum rates for the said job. The rates should be filled up neatly (in both figures and 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.
- The number of vehicles that will be utilized for the purpose may also be given along with copies of their Registration Certificates (RC).
- 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.
- The shifting of office/sections shall include following:-
  - (a) Packing of files, computers, office equipment, furniture and other materials available in the respective rooms/sections at this office.
  - (b) Carrying all the packed articles/material carefully for loading into the tempo/truck, transportation from this office to 2<sup>nd</sup> & 4<sup>th</sup> floor of Lok Nayak Bhavan, New Delhi.
  - (c) Unloading all the packed articles/materials from the tempo/truck and carrying to the rooms of New Office.
  - (d) Unpacking of the goods and placing in the respective rooms.
  - (e) Obtaining certificate for proper shifting with list of materials shifted, from concerned officers/sections.
  - (f) Disposal of packing material etc.
  - (g) The selected Firm/Agency has to use their own good quality packing material, like gunny bags, packing tape, Sutli, Cardboard carton, thermocole sheets etc.
- The firms/agencies should be Delhi based.
- 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. This office in no case shall be a party to such a dispute.
- Under normal circumstances the rate shall be valid for a period of three months from the date of issue of work order.
- Responsibility of taking necessary permission from the traffic police authority for shifting shall be of the selected Firm/Agency.

- 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.
- The damage caused, if any to the property of this office through negligence or otherwise during packing, loading while on transit, unloading, unpacking and while taking to designated rooms, shall be at risk and responsibility of the Firm/Agency. The financial or any other loss suffered by this office on this account shall be made good by the Firm/Agency.
- Evaluation of tender for deciding L1 bidder shall be done on the basis of total lowest rates quoted for the items.
- The successful bidder shall complete the entire shifting work within 2 days, as specified by this office.
- The payment shall be made after satisfactory completion of the entire shifting work. The contractor shall obtain a satisfactory report from the concerned officer/section for shifting of their records and submit the same with the bill for payment.
- In case of any dispute, the decision of the competent authority of the Law Commission shall be finale & binding on both the parties.
- A tentative list of articles to be transferred to new office is enclosed. In addition of these, files are also required to be transferred. Firm may make physical inspection before submitting quotations.



(Kuldeep Kumar)

Under Secretary to the Government of India

Tele No:23355739

Copy to:-

1. NIC Cell, Department of Legal Affairs, Shastri Bhavan, New Delhi, with request to upload it on the website of Law Commission of India i.e. [lawcommissionofindia.nic.in](http://lawcommissionofindia.nic.in).
2. As per list enclosed.

1. Amardeep Cargo Movers And Packers  
Plot No.777, Village Bherthal,  
Dwarka-26.  
Ph. 011 33745417.
2. Mahaveera Logistice Packers and Movers  
Khasra No.444,  
Sector – 26, Near Underpass,  
Village Bherthal, Dwarka,  
Ph.011 33630627.
3. Universal Packer & Movers  
Plot No.600, Rang Puri,  
Mahipalpur,  
Opp. IGI Airport,  
New Delhi-110037.  
Mob. 9990677059.
4. Kaushik Packers & Movers  
Sector 7,  
Noida.  
Ph.011 33631489.
5. Speedex Packers & Movers  
Connaught Place,  
Delhi-110001.  
Ph.08754015001.
6. Aadhunik Packers & Movers Pvt. Ltd.  
A-41, B Block, Near Old Shiv Mandir,  
Rangpuri Extension, Mahipalpur,  
Delhi. Ph 011 32323433.

List of the items for shifting

Cash Chest-Files	1 50	Legal Section Files	About 1000	
		Dak related to UCC	Big 20 bandal	
Old Bill Bandal	100			
PBR Register	100	Paper Cutter Machine	1	
Admn Files	About 2000	Scanner	1	
Fridges	7	Projector	1	
Central Table	8	Trally Table	3	
Oil Heater	9	Stabilizer	1	
Heater	5	Computer	43	
Pedstal Fan	10	Printer	39	
Coat Stand	4	UPS	52	
Water Despenser	2	Telephone	60	
Wall Clock	16	Fax	3	
Microwoven	12	Spiral Binding Machine	1	
Photocopier Machine	8	Chair	9	
Television	9	Drawer	4	
Aquagaurd	1	Sofa Set (two seater)	2	
Refrigerator	1	Sofa Set (three Seater)	2	
Wireless Microphone	1	Stationery Store items		
Mega Cassatte Recorder	1			
Steel Small Almirah	2			
Big Almirah	7			
Looking Mirror	1			
Display Board name of Member Secretaries	2			
Display Board name of Chiarmans	1			
Footrest	8			
Side Rack	1			
Pen Stand	3			
Book Self	1			
Table Raser	3			
Table	8			
Small Table	1			