MAHANAGAR TELEPHONE NIGAM LIMITED

 **O/o SDE (I/C) CSD, CSD Compound**

**Netaji Nagar, New Delhi-110023**

 **No: - Depot/NN/Shifting of Store/2020-21**

 **Dated: 24.08.2020**

**Sub: Shifting of CSD store /Office equipment from Netaji Nagar to Dwarka -20 MTNL Building.**

Sealed Quotations are invited for Transportation of **CSD store /Office equipment from Netaji Nagar to Dwarka -20 MTNL Building**,The sealed Quotations should be submitted at address: **O/o DGM (MPL), 1st Floor, CSD Compound Netaji Nagar New Delhi** before **12.00 Hrs** on dated **28-08.2020.** The name of work for which the Quotation is to be submitted should be superscripted on front of the envelope. Quotation must be submitted on the letter Head of company/Firm duly signed and stamped by Authorized signatory of Firm/ Company Single quote should be submitted for complete work including Taxes, Transportation, Loading, Unloading etc. in following format. Quotations shall be opened at **12:30 Hrs** on dated **28.08.2020** and vendors should attend the quotation opening meeting as mentioned above. The evaluation shall be done on total quoted rate all inclusive. The work may involve below noted activities.

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| **S.No** | **Item (Scope of Work)** | **All inclusive rate without GST in Rs.** | **GST Rate in %** | **GST Amount in Rs.** | **All Inclusive Amount with GST in Rs.** |
| **A** | **B** | **C** | **D** | **E** | **F ( C + E)** |
| 1 | Transportation of Goods from MTNL CSD Compound Netaji Nagar to Dwarka –Sec-20 MTNL Building. Distance approx. 17 Km. Scope of work includes to vacate completely MTNL CSD Compound NN (Gr Floor, First Floor & second Floor) and to shift Store/Office at Dwarka Sec-20 MTNL Building (Basement, Gr. Floor & Second Floor). Lift facility not available at Netaji Nagar. Goods Lift is available at Dwarka Sec-20.Some office furniture may also be shifted to 8th Floor Kidwai Bhawan Janpath, MTNL New Delhi (Goods Lift Available) |  |  |  |  |
| 2 | Shifting of Goods of Installation unit available in one Hall from Gr, Floor Ware house Dwarka Sec-20 to Gr. Floor Admin Block Dwarka Sec-20 in the same premises (Approx. distance – 50 mtr.).  |  |  |  |  |
| 3 | Total Amount in Rs. (**SUM of cost in Col. C S.No 1 Row and cost in Col.C S.No 2 Row)** |  |  |  |  |

**Note:**

1. **Quoted Rate in Col. F shall include taxes, Staking of Goods, Packing, Loading, Transportation, Unloading at destination site, Keeping Goods properly at Gr Floor, Basement & Second Floor etc. and got receipt from SDE (I/C).**
2. **L1 Vendor shall be decided on Total Quoted Rate in Col. C (S.No. 3) above. It includes all inclusive but without GST i.e. Staking of Goods, Packing, Loading, Transportation, Unloading at destination site, Keeping Goods properly at Gr Floor, Basement & Second Floor etc..**
3. **Any conditional quotation received shall be straightaway rejected.**
4. **100% Payment shall be made on submitting invoice in duplicate along with work completion certificate from the concerned officer after successful completion of work.**
5. **The Firm (Service Provider) shall be absolutely liable at all times, regardless of accident or negligence for any loss or damage to the MTNL property while said property is in possession of the service provider.**
6. **It is the sole responsibility of the vendor that shifting of goods shall be damage free and items shall not be missing during their work. If any item is found missing, present cost of that item as per MTNL policy shall be deducted from his invoice amount.**
7. **The service provider shall submit with MTNL the list of transport vehicles and their details.**
8. **The service provider shall submit valid PAN no. .**
9. **To vacate CSD Compound Netaji Nagar New Delhi, all work shall be completed by the vendor within 12 days time from the date of issue of work order. It includes 2 days for police permission. If not completed in the prescribed time limit, LD of Rs. 4000/- per day shall be levied on the vendor.**
10. **Police permission for transportation in NO Entry time shall be the responsibility of the vendor, however, any help from MTNL side may be provided.**
11. **Besides Dwarka Sec-20, some office furniture may be shifted to 8th Floor Kidwai Bhawan Janpath, MTNL New Delhi (Goods Lift Available).**
12. **If the service provider does not honour the terms & conditions of this agreement, action will be taken as per MTNL policy.**
13. **Interested firms may visit both sites before submitting their quote and got familiar with the scope of work. Firms may contact prior at 01126881552, 9868138009 or** **Email-agmmmwsmd@gmail.com** **for availability of MTNL official during their site visit.**