



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान  
NATIONAL INSTITUTE OF OPEN SCHOOLING

आईएसओ 9001:2015 प्रमाणित/ISO 9001:2015 Certified

क्षेत्रीय केंद्र, विशाखापट्टणम / Regional Centre, Visakhapatnam

(स्कूल शिक्षा और साक्षरता विभाग, शिक्षा मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्था)

(An Autonomous Institution Under Department of School Education and Literacy, MoE, Govt. of India)

F.No.383-6/NIOS/RC-VSP

Date: 23-02-2024

To

**The Secretary,**

National Institute of Open Schooling,

A-24-25, Institutional Area,

Sector – 62, NH 24

NOIDA – 201309 (U.P)

**Sub: Closing of NIOS RC Visakhapatnam – issue of Tender for shifting– reg**


**Ref: F.31-10/2022/NIOS/SSS/Co-ord, dated 9<sup>th</sup> February 2024.**

**Respected Sir,**

Please find herewith attached a Notice inviting Tender for shifting of the NIOS Regional Centre – Visakhapatnam situated at 5<sup>th</sup> Floor, B-Block, VMRDA Building, Siripuram, Visakhapatnam, AP to Regional Centre – Hyderabad, IV Floor, Srikrishna Devaraya Telugu Bhasha Nilayam, Sultan Bazar, Koti, Hyderabad – 500001, TS for uploading in the NIOS website.

Thanking you,

Yours faithfully,

  
23/2/24  
**(P. Subrahmanyam)**  
Regional Director I/c

Enclose: as above

Copy to:

1. The Director (SSS), NIOS, Hqrs., NOIDA .... for kind information.
2. SAP, NIOS, Hqrs., NOIDA .... for uploading in the NIOS website.



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## NATIONAL INSTITUTE OF OPEN SCHOOLING

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क्षेत्रीय केंद्र, □□□□□□□□□□□□ / **Regional Centre, Visakhapatnam**

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### NOTICE INVITING TENDER

Sealed tenders are invited by the Regional Director, National Institute of Open Schooling (NIOS), Regional Centre, Visakhapatnam from reputed Transport / Logistic support Service companies/ Organizations /companies having operation in more than one state for relocation / shifting of NIOS Regional Centre :

From	To
<b>5<sup>th</sup>floor, VMRDA Building, Siripuram, Viskhapatnam, Andhra Pradesh</b>	<b>4<sup>th</sup> &amp; 5<sup>th</sup> Floor, Srikrishnadevaraya Telugu Bhasha Nilayam, Sultan Bazar, Koti, Hyderabad, Telangana.</b>

Activities Involved (broadly):

1. Dismantling / disconnecting existing cubicles, cabins, computers, printers, etc. packing & transporting to new place and reinstalling in working condition.
2. Disconnecting the power connection, Packing of Machineries, Air Conditioner etc. transportation and installation in new premises.
3. Packing, Transporting & re-installation / re-arranging of office files, cupboards, furniture's, etc. of all sections.
4. Packing, Transporting & re-installation / re-arranging of all prototypes.

The tender document may be obtained free of cost from this office on any working day till **2.00 PM of 15.03.2024** during working hours & also can be downloaded from the NIOS Website [www.nios.ac.in](http://www.nios.ac.in). Tenderers who have taken the tender forms may attend the same.

The completed tender forms will be accepted up to **2.30 PM on 15.03. 2024** and will be opened at **3 PM on 15.03.2024** in presence of tenders who have submitted the tenders or their nominees. An EMD in the form of demand draft for Rs.25,000/- shall be submitted along with the tender form in favor of **Regional Director, NIOS Regional Centre, Visakhapatnam**. Same will be returned in case of unsuccessful bidders.

(P Subrahmanyam)  
Regional Director

## **TENDER DOCUMENT**

### **TENDER DOCUMENT INCLUDING TERMS OF REFERENCE INVITING EXPRESSION OF INTEREST FOR RELOCATION / SHIFTING OF ITS OFFICES FROM ITS PRESENT LOCATIONS TO - 4<sup>TH</sup>& 5<sup>TH</sup> FLOOR, SRIKRISHNADEVARAYA TELUGU BHASHA NILAYAM, SULTAN BAZAR, KOTI, HYDERABAD, TELANGANA.**

#### **SCOPE OF THE WORK:**

The tender for relocation / shifting of NIOS Regional Centre, Visakhapatnam from their existing location to the new premises at **4<sup>th</sup>& 5<sup>th</sup> Floor, Srikrishnadevaraya Telugu Bhasha Nilayam, Sultan Bazar, Koti, Hyderabad, Telangana**

#### **I: Assessment:**

1. The tenderer should assess the state of existing facilities like Cubicles, Cabins, files, papers, machineries, equipments, tools, furniture's, fixtures, prototypes, available in the office i.e. their numbers, size, volume, etc before submitting the tender.
2. The tenderers are free to interact with the officials of the centre for any additional information.
3. The tenderers should study and analyze the details of machineries, equipments, prototypes (Samples) furniture's, fixtures etc. and use of technology for dismantling, packing and moving etc. before submitting the tender.
4. The tenderer should suggest clearly the mechanism that they adopt for the said activity of shifting of both the offices.
5. The tenderers should prepare an assessment report with detailed documentation of all the above mentioned items.

#### **II. Follow Best Practices**

1. The Tenderer should follow the standard specification for dismantling of machineries, Packing, Transporting and re-assembling at the new premises by safe method and to follow the environmental standards as followed by the normal transport companies / packers / movers all over the country.
2. Identify the best practice in the field of logistic support system and follow the Indian standard without causing any damage to building and office property at existing as well as at new locations.

#### **III. SHIFTING PROCESS:**

1. All office utilities like Computers, Printers, files, papers, cupboards have to be dismantled as applicable without causing any damage.
2. All the Machineries, Equipments, tools, furniture's, prototypes (Samples) Fixtures & Electrical switches etc have to be dismantled properly without any damages.
3. The dismantled office items, machineries, Equipments, Furniture's, Fixtures, tools, prototypes, etc have to be packed and numbered in systematic manner by ensuring no damage or breakages to the government property.
4. The packed and non packed above items etc have to be listed and arranged to be shifted / transported to the new building at 4<sup>th</sup>& 5<sup>th</sup> Floor, Srikrishnadevaraya Telugu Bhasha Nilayam, Sultan Bazar, Koti, Hyderabad
5. Once the shifting / transporting completed the packed items / machineries, Equipments have to be unpacked and re-assembled at the new premises.
6. The items which are packed in each sections / office has to be shifted to their respective places in the new premises.
7. Re-assembling, wiring if required and providing the electrical connection is also to be arranged by the bidder.
8. The tenderers shall quote a single amount for all above activities of both centers inclusive of applicable taxes.

**IV. ELIFIBILITY CRITERIA :**

The Tenderer should

Sl.No.	Criteria	Supporting documents required
01	Be a registered organization under the relevant rules / authority/ Statute	Attested copy of Registration
02	Have at least <b>5</b> years of experience in this area of activities i.e Relocation / shifting services in India	Attested copies of work / sanction orders and copies of work completion certificates
03	Have handled at least 5such contracts / orders involving shifting of office items and Machines. Among the three, One should be from Govt. organisation.	Should have Turnover of at least Rs. 5 lakhs per year during any of last 5 years.
04	Have an office in Vishakhapatnam and Hyderabad	Address proof
05	Be financially sound.	Attested copies of previous 5 years Audited accounts reports
06	PAN & registered under Service Tax dept.	Attested copies of PAN & Service tax registration certificate.
07	EMD	DD of Rs 25,000/ drawn in favour of Regional Director, NIOS Visakhapatnam.
08	Not have been penalized by any company or firms for poor quality of work or breach of contract norms in the last 5 years.	Submit an affidavit in this regard
09	Not have been black listed by any government department/ Public sector enterprises.	Submit an affidavit in this regard

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## **V. SUBMISSION OF PROPOSALS**

Interested parties shall submit the proposal as below (3 envelop system):

a) Envelop-C:

To be marked as **“Eligibility / Technical bid”**.

Proposal as per Annexure-1, duly filled & supported by documents duly signed by Authorized person of the bidder.

All Documents as detailed under Eligibility Criteria.

EMD – Demand Draft.

b) Envelop-B:

To be marked as **“Financial Bid”**.

Financial bid as per Annexure-II, duly signed by Authorized person of the bidder.

c) Envelop-A :

Envelop-C & B shall be put in this Envelop and Super scribed as “Bid for Shifting of NIOS RC Visakhapatnam”

**Note:** 1. All pages of the Tender document & supporting documents have to be signed by the Authorized signatory. Completed Tender shall be submitted to Regional Director, NIOS Regional Centre, 5<sup>th</sup> Floor, VMRDA Building, Siripuram, Visakhapatnam to reach this office on or before **2.30 pm of 15<sup>th</sup> March 2024**.

## **VI. OPENING OF BID / TENDER.**

Tenders will be opened on **15<sup>th</sup> March 2024 at 3pm** in presence of interested bidders / Tenderers.

First Envelop ‘A’ will be opened in presence of Evaluation committee. Then Envelop **“C - Eligibility / Technical Bid “will** be opened and the bidders / Tenderers will be evaluated for their eligibility criteria by the committee. If any of the bidders / Tenderers fails to submit Earnest Money Deposit, their bid will be rejected immediately.

Envelop **‘B-Financial bid’** will be opened only for the eligible bidders / Tenderers in the presence of all short listed bidders. The date & time of opening will be intimated to the eligible bidders.

**VII. EVALUATION / SELECTION METHOD:**

The Tenders shall be evaluated in two stages.

1. Qualification of the Tenderer shall be evaluated by a committee of officers on the basis of eligibility criteria which will be carried out prior to opening of financial bid.
2. Financial bid of only those Tenderers will be opened who fulfil the Eligibility Criteria.
3. Tenderer who quotes lowest amount including applicable service tax will be awarded the contract. However, the competent authority may accept / reject the lowest bidder and consider otherwise

**VIII. TIME FRAME AND COMPLETION OF SHIFTING:**

**The selected bidder / company shall have to complete the shifting project**

**Within 07 (Seven days) from the date of award of work.**

**IX. PAYMENT TERMS & OTHER CONDITIONS**

1. No Advance payment will be made. Full payment will be made within 30 days on satisfactory completion of the work through NEFT Transfer.
2. Any damages to the materials/ Equipments / artifacts', etc. during shifting process to be covered by the transit Insurance for the amount to be specified by this office. The Cost of Insurance premium shall be included in the bid amount.
3. The NIOS has the right to correct / add any terms of payment.
4. The bill should be preferred in the name of Regional Director, NIOS Regional Centre, Visakhapatnam
5. He shall over see that no damage happened to Building, property, etc during shifting. Any such damage has to be compensated by the contractor.

## **X. BREACH OF CONTRACT**

The failure of a party to fulfil any of its obligations under the contract shall not be considered to be a breach of default under this contract in so far as such inability arises from an event of Force Majeure provided that the party affected by such an event

- a) Has taken all precautions due care and reasonable alternative measures in order to carry out the terms and conditions of the contract and
- b) Has informed the other party as soon as possible about the occurrence of such an event.
- c) Extension of time in case of shifting contractor / company is unable to perform the services under this contract as a result of force majeure the contract period shall be duly extended for a period equal to the time during which such force majeure condition existed.
- d) Payment: During the period of inability to perform the shifting activity /services as a result of an event or force Majeure the contractor /company shall be entitled for payment of the work completed under the terms of this contract

## **XI. PENALTY CLAUSE:**

In case of time overrun beyond the stipulated period, the defaulting Company/contractor shall have to pay a penalty of 1% of the order/contract for Every day of delay till another 10 days and thereafter additional 2%, 3% & 4% for the delay caused respectively for 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> 10 days period which may be adjusted from the amounts payable at the time of final settlement. However, under exceptional circumstances the penalty can be waived off by the competent authority.

## **XII. DISPUTE RESOLUTION:**

1. Legal jurisdiction is HYDERABAD.
2. In the event of any dispute or difference between the parties hereto, as to the operation of this contract, or the respective rights and liabilities of the parties on any matter in question, dispute or difference on any account or as to the withholding by the NIOS of any certificate to which the supplier may claim to be entitled to or if the NIOS fails to make a decision within a reasonable time, then in any such case, but except in any of the expected matters referred to in the clause, the shifting contractor after 90 days of his presenting his final claim on the disputed amounts or difference, may refer the matter to arbitration. Such demand for arbitration shall specify the matters which are in question, dispute difference and only such dispute or difference, shall be referred for the arbitration to The Chairman, National Institute of Open Schooling, NOIDA (Uttar Pradesh), and the provisions of the Indian Arbitration act.1940 for the time being in force, or of any other act of the Legislature passed in substitution thereof or modifications thereof and for the time being in force, apply to such arbitration.
3. **The NIOS, RC Visakhapatnam has the right to accept or reject the tender.**

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**Annexure:- I**

(In the letter head of the Tenderer)

**PROPOSAL FOR SHIFTING OF NIOS REGIONAL CENTRE OFFICE FROM THE PRESENT LOCATIONS TO 4<sup>TH</sup>& 5<sup>TH</sup> FLOOR, SRIKRISHNADEVARAYA TELUGU BHASHA NILAYAM, SULTAN BAZAR, KOTI, HYDERABAD, TELANGANA****Reference:****Date:**

Sl.no.	Description	
01	Name, Address, Telephone No. , Fax No. & E-mail of the Organization	
02	Name, Designation, Tel no., E-mail of the contact person	
03	Registration details: Year, Place, Activity, etc  (Copy of the registration certificate to be enclosed)	
04	Financial turnover during the last 5 years  (Copy of the auditor's report for last 5 years be enclosed)	
05	Details of PAN card	
06	Details of service tax registration	
07	Details of EMD	
08	Brief profile of the company, activities	
08	Relevant Experience:  a) No. of contracts handled – during last 5years. b) Contract amount. c) Details of customers/clients d) Is it only office items or only machines or both	



09	Total number of staff & fleet owned by the company	
10	No. of Manpower proposed to be deployed for this activity	
11	No. of Vehicles / fleet proposed to be deployed for this activity	
12	Time required for completion of relocation activity including putting things in ready to use condition  (Max 07 days)	
10	Proposed Methodology of shifting	
11	Any additional relevant information	

Signature of the Authorized

Person with Seal.

**Annexure:-II**

(In the letter head of the Tenderer)

**Submission of Financial Bid / Tender.**

**PROPOSAL FOR SHIFTING OF NIOS REGIONAL CENTRE OFFICE FROM THE PRESENT LOCATIONS TO 4<sup>TH</sup>& 5<sup>TH</sup> FLOOR, SRIKRISHNADEVARAYA TELUGU BHASHA NILAYAM, SULTAN BAZAR, KOTI, HYDERABAD**

**Reference:**

**Date:**

Activity	Amount in Rupees	Amount in Words.(Rs)
Relocation / Shifting of all items of NIOS, RC Visakhapatnam from its present locations to a new place at 4 <sup>th</sup> & 5 <sup>th</sup> Floor, Srikrishnadevaraya Telugu Bhasha Nilayam, Sultan Bazar, Koti, Hyderabad including cost of Insurance.		
Service Taxes		
Total Amount		

In case of a dispute figure in words will be taken as final bid amount.

Signature of the Authorized  
Person with Seal.