



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान

National Institute of Open Schooling

आईएसओ 9001: 2015/ISO 9001: 2015

क्षेत्रीय केंद्र, गंगटोक / Regional Centre, Gangtok

(शिक्षा मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्था)

(An Autonomus Institution., Ministry of Education, Govt. of India)

F-23.27/2023/NIOS/RCG/

Date: 03/09/2024

NOTICE INVITING TENDER

Sealed tenders are invited by the Regional Director, National Institute of Open Schooling(NIOS), Regional Centre, Gangtok from reputed Transport / Logistic support Service companies / Organizations / companies for relocation / shifting of NIOS Regional Centre :


From	To
Teachers Guest House Building, Upper Syari, Gangtok-737102 (Sikkim),	OLD BOYS' HOSTEL, SNT COLONY, DARAGAON, TADONG, GANGTOK - 737102

Activities involved (broadly) Packing, Transporting & re-installation / re-arranging of office files, records, furniture and equipments of all sections.

The tender document may be obtained free of cost from this office on any working day till 22.09.2024 during working hours & also can be downloaded from the NIOS website www.nios.ac.in.

Tender Schedule

S.No.	Details	Date & Time
01.	Date & Time of Issue	03/09/2024
02.	Pre-Bid Enquiry	20/09/2024
03.	Last date & Time of receipt of Tenders	23/09/2024 at 2.00PM
04.	Date & Time of Opening of Tenders	23/09/2024 at 3.00PM
05.	Earnest Money Deposit	Rs. 2000/-
06.	Place of Opening the Tender	Regional Centre Gangtok, Teachers' Guest House, Upper Syari, Gangtok - 737102
07.	Bid Validity Period	180 days from date of opening of tender. NIOS reserves the right to extend the validity period, if so required.


(Ravinder Kumar)
Regional Director

अध्यापक गेस्ट हाउस बिल्डिंग, अपर स्यारी, गंगटोक-737102, (सिक्किम)

Teachers Guest House Building, Upper Syari, Gangtok-737102 (Sikkim),

दूरभाष : 03592 – 291089, मोबाइल : 9475654336

Email: regangtok@nios.ac.in, Website: <http://www.nios.ac.in>, <http://www.rcgangtok.nios.ac.in>

TENDER DOCUMENT

TENDER DOCUMENT INCLUDING TERMS OF REFERENCE INVITING BIDS FOR RELOCATION / SHIFTING OF ITS OFFICES FROM ITS PRESENT LOCATIONS TO - OLD BOYS' HOSTEL, SNT COLONY, DARAGAON, TADONG, GANGTOK - 737102.

SCOPE OF THE WORK:

The tender for relocation / shifting of NIOS Regional Centre, Gangtok from its existing location to the new premises at **OLD BOYS' HOSTEL, SNT COLONY, DARAGAON, TADONG, GANGTOK - 737102.**

I: ELIGIBILITY CRITERIA:

The Tenderer should

S.No.	Criteria	Supporting documents required
01.	Be a registered organization under the relevant rules / authority/ Statute	Attested copy of Registration
02.	Have at least 2 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 02 such contracts / orders involving shifting of office items and equipments.	Should have Turnover of at least Rs. 3 lakhs per year during any of last 5 years.
04.	Have an office in Sikkim.	Address proof with contact details.
05.	Be financially sound.	Attested copies of previous 2 years Audited accounts reports
06.	PAN & registered under Service Tax dept.	Attested copies of PAN & Service tax registration certificate.
07.	EMD	DD of Rs 2,000/ drawn in favour of Regional Director, NIOS Gangtok
08.	Not have been penalized by any company or firms for poor quality of work or breach of contract norms in the last 2 years.	A self attested certificate on letter head in this regard
09.	Not have been black listed by any government department/ Public sector enterprises.	A self attested certificate on letter head in this regard



II: OPENING OF BID/TENDER:

Tenders will be opened at 03:00PM on 23.09.2024 in presence of interested bidders / Tenderers (if available). If any of the bidders / Tenderers fails to submit Earnest Money Deposit, their bid will be rejected immediately.

III: 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, Gangtok.
5. Bidder shall over see that no damage happened to Building, property, etc during shifting. Any such damage has to be compensated by the contractor
6. **The selected bidder / company shall have to complete the shifting project within 05 (Two days) from the date of award of work.**

IV. 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

V. 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 2rd, 3rd & 4th 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.

VI. DISPUTE RESOLUTION:

1. Legal jurisdiction is SIKKIM.
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 Regional Director, NIOS, RC Gangtok has the right to reject or accept any or all Tenders without assigning any reason thereof.

Note: 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, Teachers' Guest House, Upper Syari, Gangtok, Sikkim - 737102 to reach this office on or before 02:00PM, 24.09.2024.

T. K. S.

ANNEXURE 1

(ON THE LETTER HEAD OF TENDERER)

**PROPOSAL FOR SHIFTING OF NIOS REGIONAL CENTRE OFFICE FROM THE
PRESENT LOCATION TO OLD BOYS' HOSTEL, SNT COLONY, DARAGAON,
TADONG, GANGTOK - 737102**

Reference:

Date:

S.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 2 years (Copy of the auditor's report for last 2 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	
09.	Relevant Experience: a) No. of contracts handled - during last 2 years. b) Contract amount. c) Details of customers/clients.	
10.	Any additional relevant information	

Signature of Authorised Person with Seal

**PROPOSAL FOR SHIFTING OF NIOS REGIONAL CENTRE OFFICE FROM THE
PRESENT LOCATION TO OLD BOYS' HOSTEL, SNT COLONY, DARAGAON,
TADONG, GANGTOK - 737102**

Reference:

Date:

Activity	Amount in Rs. (Fig.)	Amount in Rs. (Words)
Relocation / Shifting of all items of NIOS, RC Gangtok from its present locations to a new place at OLD BOYS' HOSTEL, SNT COLONY, DARAGAON, TADONG, GANGTOK - 737102, 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 Authorised Person with Seal