

OFFICE OF THE DISTRICT MAGISTRATE (WEST)
GOVT. OF N.C.T. OF DELHI
3-SHIVAJI PLACE, RAJA GARDEN, NEW DELHI-110027.
NIQ NO.DMW/2018/01

Dated : 12/10/2018

SHORT TERM NOTICE INVITING QUOTATIONS

District Magistrate (West) invites percentage rate quotation for shifting of Office record, Office materials, equipments & articles such as almirahs etc. from the Old Middle School Building, Rampura, Delhi-110035 to Plot No. 3, Shivaji Place, Raja Garden, New Delhi-110027 from the eligible & interested agencies, as per the details mentioned below:-

S.No.	Item	Estimated Cost	Rates in percentage above, below or equal to estimated cost
1.	Shifting of Office records, materials & other equipments from Old Middle School Building, Ram Pura, Delhi-110035 to Plot No.-3, Shivaji Place, Raja Garden, New Delhi-110027 (approximately 08 trips of Tata 407)	Rs. 48,000/- for shifting of materials/articles	

Terms & Conditions:-

1. Quotations in sealed cover super scribing "Shifting of Office Materials & records" and addressed to DM (West) should be submitted to the Office of DM (West), Plot No. 3, Shivaji Place, Raja Garden, New Delhi-110027, by 16/10/2018 at 3:00 PM. Quotations received after stipulated date & time shall not be accepted.
2. Rates are inclusive of loading and unloading charges, taxes, cartage etc. and no other amount shall be payable.
3. Time allowed for work is 03 days.
4. No damage of material shall be allowed. It is the responsibility of agency to ensure that the material shall be reached safely otherwise cost as assessed by the Office of DM (West), Delhi, shall be recovered from the agency.
5. TDS of GST & Income Tax shall be made as per the prevailing rates.
6. The material available on site shall be looked by agency before quoting the rates.
7. The percentage of rates shall be quoted on this quotation form only. The rates submitted on separate paper will not be considered.
8. Rate shall be opened on same day at 3:30 PM by the Purchase Committee of Office of DM (West), Delhi, in presence of particular agencies.
9. If the agency could not complete the work in time or withdrawn rates after submission shall be debarred from the future tender of this Office and also shall be black-listed.


(AMIT KUMAR)

SUB DIVISIONAL MAGISTRATE (HQ-II/CT)