

**PATRACHAR VIDYALAYA
DIRECTORATE OF EDUCATION
GOVT. OF NCT OF DELHI
GURU TEG BAHADUR NAGAR, DELHI-110009**

invites

Request for Quotation

(RFQ)

for

Shifting of Patrachar Vidyalaya
from Guru Teg Bahadur Nagar, Delhi (Near Sewa Kutir) to BL-Block, Shalimar
Bagh, Delhi (Near Jhulelal Mandir) and Minor Repair/Renovation, Maintenance &
Allied Works in BL-Block, Shalimar Bagh, Delhi Premises

Start date of Tender 19.12.2025


Last date of Tender Submission: 03:00 PM of 29.12.2025

Date & Time of Bid Opening: 04.30 PM of 29.12.2025 or any date decided by the
Committee of Patrachar Vidyalaya

Tender to be submitted in Single Sealed Envelope only.

Contact Details:

- Admin Branch of Patrachar Vidyalaya, Mail ID: patracharvidyalaya@gmail.com


Dy. Director Education
PATRACHAR VIDYALAYA
Directorate of Education
(Govt. of NCT of Delhi)
Outram Lane, GTB Nagar, Delhi-09

NOTICE INVITING TENDER (NIT)

Sealed tenders are invited by the Deputy Director of Education, Patrachar Vidyalaya, Directorate of Education, Government of NCT of Delhi from reputed, experienced and GST-registered vendors, firms or agencies who are interested and competent to undertake the entire assignment of shifting the complete establishment of Patrachar Vidyalaya from its current location at Near Sewa Kutir, GTB Nagar, Delhi-110009 to the Old Building of Patrachar Vidyalaya situated near Jhulelal Mandir at BL-Block, Shalimar Bagh, Delhi-110088.

The shifting work includes packing, loading, transportation, unloading and placement of all office furniture, equipment and records. In addition to this, the vendor shall also carry out minor civil repair works, electrical repairs, plumbing and sanitation work and any other maintenance-related tasks required at the Shalimar Bagh premises. The detailed description of the work, along with the eligibility conditions, submission requirements, evaluation process and commercial terms, is provided in this document for the information of all interested applicants.

1. SCOPE OF WORK

A. Shifting and Transportation Work

The successful bidder shall be responsible for the careful and complete shifting of all materials belonging to Patrachar Vidyalaya. This includes office files, computers, printers, cupboards, wooden and steel almirahs, office chairs, office tables, registers, confidential old records, stationary cartons, electronic equipment, and various other government assets of all sections. Prior to carrying out the shifting, the vendor shall dismantle each item that requires disassembly in such a manner that no part of the furniture or equipment is damaged.

The vendor shall ensure high-quality packing using appropriate packing materials. All items must be packed in a systematic manner and be numbered to match with a master list prepared jointly by the vendor and the office representative. The shifting process shall include loading of all packed and loose items into suitable transport vehicles, transporting them safely to the destination at Shalimar Bagh and unloading them room-wise for proper placement.

Upon reaching the new building, the vendor shall unpack and reassemble the furniture wherever required and place all items in their designated rooms as per the instructions provided by the office. The vendor must ensure that no office property is scratched, dented, bent, broken or misplaced during the entire operation. The quoted amount shall be inclusive of all transportation charges, packing material charges, fuel, labour charges, other charges and applicable GST.

B. Minor Repairs, Renovation and Maintenance Work at New Premises

The selected vendor shall also be responsible for carrying out minor repair work at the new building at Shalimar Bagh. This work will include wide-ranging

activities related to building maintenance to ensure the new premises are fully ready for functioning immediately after shifting:

B.1. Renovation

The Renovation work includes whitewashing all required areas including rooms, corridors and washrooms. This shall be done using good quality paint and the appropriate number of coats depending upon the condition of the walls. The vendor must also fill all cracks, repair broken plaster, fix damaged tiles, repair or replace PVC wall panels and address any structural defects that affect the utility of the building.

The vendor shall also undertake repairs of all doors and windows. Any broken parts of wooden or metal doors and windows must be replaced. False ceiling repairs including replacement of broken panels of sagging areas must also be carried out.

B.2. Plumbing and Sanitation Works

The vendor shall carry out a complete inspection of plumbing facilities and perform all necessary repairs and replacements. This includes replacing overhead water tanks if required, installing new taps, pipelines, wash-basins, flush systems and toilet fixtures. A thorough cleaning and repair of drainage lines, removal of blockages, repair of leakage issues and restoration of sanitary fittings is also required. Washrooms must be fully functional and hygienic before handing over.

B.3. Electrical Works

The electrical repair work will consist of checking and replacing damaged wiring, faulty switches, sockets, malfunctioning MCBs, loose connections, old or non-functional panels and distribution boards. Tube lights, LED lights, CFLs and other light fixtures that are not in working condition must be replaced. Repair of ceiling fans and exhaust fans shall also form part of the electrical works. All electrical installation must comply with standard safety norms.

2. PRE-BID ASSESSMENT REQUIREMENTS

Before submitting their technical and financial bids, all tenderers must visit and inspect both the existing premises at GTB Nagar and the new premises at Shalimar Bagh. This site inspection is mandatory because bidders must personally assess the actual quantity of items to be shifted, the volume and type of furniture and equipment, the pathways for movement and the condition of the building where repairs are required.

The bidders must analyse the logistic requirements, number of labourers needed, type and quantity of packing material, number of vehicles and the safety measures required to complete the shifting process without causing any damage. Tenderers are permitted to seek clarifications from the In-charge (CTB) at Patrachar Vidyalaya. Before submission, the vendor must prepare a detailed assessment plan outlining their methodology and confirming that the entire work will be completed within the stipulated timeline.

Date of Pre-Bid Assessment Meeting: 26.12.2025

3. ELIGIBILITY CRITERIA

Only genuine and experienced vendors who fulfil all the following conditions shall be eligible to participate in this tender. Each applicant must submit self-attested documentary proof along with the technical bid. Eligible vendors must possess a valid GST registration, a PAN card and a permanent business address within Delhi. The firm must also provide its official email address and the mobile number of an authorized representative who will coordinate the execution of the work.

A cancelled cheque and a notarized self-declaration must be submitted stating that the vendor has never been blacklisted by any government department or public body. 'Annexure-A' must be filled completely and submitted. Incomplete applications shall be rejected.

4. SUBMISSION PROCEDURE (SINGLE SEALED ENVELOPE)

All tenders shall be submitted strictly in **one single sealed envelope** containing the complete bid. The envelope shall include:

- All eligibility and statutory documents
- All technical documents and financial evaluation with detailed costing, including 'Annexure-A'
- Other additional forms, declarations and certificates required under the tender conditions

No separate envelopes for technical or financial bids are to be used. All documents must be arranged in an orderly manner, page-numbered and signed by the authorized signatory.

The sealed envelope must be clearly superscribed with:
"Tender for Shifting and Repair Works of Patrachar Vidyalaya."

The bidder's name, address and contact details should also be mentioned on the left-hand corner of the envelope.

The complete tender, in the prescribed format, must reach the office of the Deputy Director of Education, Patrachar Vidyalaya, GTB Nagar, Delhi-110009 on or before the specified date and time. Tenders received after the deadline or those submitted in an unsealed or improperly sealed envelope, are liable to be rejected.

5. BID OPENING & EVALUATION PROCESS

The tender opening shall be conducted as per the schedule mentioned in the NIT. First, the envelope will be opened to verify compliance. Thereafter, the technical bid will be thoroughly evaluated by the committee based on the eligibility criteria. Only those vendors who meet all requirements shall be shortlisted for the opening of the financial bid.

The financial bid of qualified vendors will be evaluated in the presence of all eligible bidders. The contract shall normally be awarded to the L-1 bidder, meaning the bidder quoting the lowest consolidated amount including taxes. However, the Competent Authority reserves the right to accept or reject any tender without assigning any reason.

6. COMPLETION SCHEDULE

The successful bidder shall be required to complete the entire shifting work and all repair and maintenance works within a specified timeline from the date of award. Any delay beyond the approved timeline may invite penalties as decided by the authority.

7. PAYMENT TERMS

No advance payment shall be made for this work under any circumstances. Payment shall be made only after the successful completion of all shifting, installation, repair and maintenance activities to the satisfaction of the department. The vendor shall submit a bill in the name of the Deputy Director of Education, Patrachar Vidyalaya. The final payment shall be released within 30 days of satisfactory completion. The authority may modify payment terms if required.

8. JURISDICTION AND DISPUTE RESOLUTION

Any dispute arising out of this contract shall fall under the jurisdiction of the Courts of Delhi only. Patrachar Vidyalaya reserves full authority to accept or reject any tender without assigning reasons.

9. Format 'Annexure-A'

(To be submitted on Firm's Letterhead)

The vendor shall submit a comprehensive cost covering shifting and transportation, repair/renovation works, plumbing and sanitation activities and electrical repair works etc. The cost must contain detailed cost of labour, material, tools, equipment and GST breakup. The format 'Annexure-A' is annexed with this document.

10. FINAL DECLARATION

The bidder must declare that all information furnished is true and correct and that the vendor agrees to all terms and conditions of the tender document. The bidder must also confirm that they will complete the entire work within specified time limit.

(To be submitted on Firm's Letterhead)

1. FIRM/VENDOR/AGENCY INFORMATION

- Name of Firm/Vender/Agency : _____
- Address : _____
: _____
- Contact Person : _____
- Mobile No. : _____
- Email : _____
- GST No. : _____
- PAN No. : _____
- Experience in Similar Work : _____

2. WORK-WISE COST


(INCLUDING LABOUR COST, MATERIAL COST & GST BREAKUP)

A. TRANSPORTATION & SHIFTING WORK

#	Description of Work (A)	Cost	GST %	GST Amount	Total (A)
(i)	Shifting & Transportation from GTB Nagar to Shalimar Bagh including Loading and Unloading Labour				

B. MINOR REPAIRING & MAINTENANCE WORKS

#	Description of Work (B)	Cost	GST %	GST Amount	Total (B)
(i)	Whitewashing				
(ii)	Crack Filling/Plaster Repair, Tiles Repair, PVC Pannel Repair				
(iii)	False Ceiling Repairs				
(iv)	Repair of Doors and Windows				


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 100 Lane, GTB Nagar, Delhi-09

C. PLUMBING & SANITATION WORKS

#	Description of Work (C)	Cost	GST %	GST Amount	Total (C)
(i)	Replacement of Water Tanks, Taps, Pipelines, Wash Basin, Flush Systems				
(ii)	Drainage Cleaning and Repairs				
(iii)	Toilet Cleaning and Fitting Repairs				

D. ELECTRICAL WORKS

#	Description of Work (D)	Cost	GST %	GST Amount	Total (D)
(i)	Wiring Replacement				
(ii)	Switch, Socket, MCBs, Panels, Tube-lights, LEDs Replacement				
(iii)	Fans Repairing				

Total Amount: (A+B+C+D) : _____

In words : _____

3. TIMELINE FOR COMPLETION

- Start Date : _____
- Completion Date : _____
- Total Duration : _____

4. DECLARATION

I/We _____ declare that:

- The above rates are correct and include all charges.
- GST has been shown item-wise as required.
- All terms and conditions of the Notice Inviting Tender (NIT) are acceptable to us.

Signature : _____

Name : _____

Designation : _____

Date : _____

Seal : _____