

Apparel Training & Design Centre (ATDC)

P-50, Sector 44, Institutional Area, Gurugram, Haryana – 122003

NOTICE INVITING QUOTATIONS (NIQ)

Date: 12 May 2026

NOTICE FOR INVITING QUOTATIONS FROM LOGISTICS / RELOCATION VENDORS

Apparel Training & Design Centre (ATDC) invites sealed quotations from experienced and reputed Logistics / Relocation Vendors for shifting and transportation services related to the relocation of ATDC offices, academic facilities, labs, furniture, machinery, IT equipment, records, and associated assets from the existing premises to the new office location at Apparel House, Sector 44, Gurugram.

The movement of goods and office assets is within approximately **500 meters distance in the same institutional area**, from the existing office building at P-50, Sector 44, Gurugram to nearby Apparel House, 6th & 7th Floor, Sector 44, Institutional Area, Gurugram.

Scope of Work

The scope broadly includes:

- Packing and labeling of office assets and equipment
- Dismantling and reinstallation of furniture, workstations, and fixtures
- Safe transportation of office records, computers, IT equipment, sewing machines, lab infrastructure, and furniture
- Loading and unloading of materials
- Floor-wise movement and placement as per allocation plan
- Handling of fragile and sensitive equipment
- Coordination for phased shifting to avoid disruption of academic activities

Vendor Eligibility Criteria

Interested vendors should preferably have:

- Experience in institutional / corporate office shifting projects

- Adequate manpower and transportation resources
- Experience in handling IT and laboratory equipment
- GST registration and valid business credentials

Submission Details

Interested vendors are requested to submit their quotations along with company profile, GST details, previous work experience, and contact details within **3 days from the date of publication of this notice**.

Last Date for Submission:

16 May 2026 (up to 5:00 PM)

Submission Address:

Admin Department

Apparel Training & Design Centre (ATDC)
P-50, Sector 44, Institutional Area,
Gurugram, Haryana – 122003

Additional Information

- Vendors may visit the site for assessment before submission of quotation.
- ATDC reserves the right to accept or reject any quotation without assigning any reason.
- The selected vendor shall ensure safe handling and timely completion of the shifting process.

For any clarification, vendors may contact:

Admin Department – ATDC

Phone: Mr. Tejveer Singh Rawat

Email: admin@atdcindia.co.in



Authorized Signatory

Apparel Training & Design Centre (ATDC)
Gurugram, Haryana