



पूर्वी दिल्ली नगर निगम
East Delhi Municipal Corporation
(चुनाव कार्यालय)
(Election Office)

NIT No. EDMC/Election/2019/D-36

Dated: 11/04/2019

Subject: SHORT TERM TENDER FORM for supply of Water Dispenser alongwith Mineral (Drinking) Water Jars (20 ltrs.) and Disposable Paper Glasses for General Elections to Lok Sabha - 2019 in Shahdara North Zone & Shahdara South Zone.

| | |
|-----------------------------------|---|
| Cost of Tender Form | : ₹1,000/- |
| Sale of Tender Document | : 12.04.2019 to 18.04.2019 upto 12 Noon |
| Last Date of submission of Tender | : 18.04.2019 upto 01:00 PM. |
| Evaluation of Technical Bids | : 18.04.2019 at 02:00 PM |
| Evaluation of Financial Bids | : 18.04.2019 at 03:00 PM |
| Place of Submission | : Election Office, Ground Floor, 419, Udyog Sadan, Patparganj Industrial Area, Delhi-110092 |

PART-A

Sealed Tender from the reputed Firms/PSUs/Consortiums/Joint ventures having proven Experience/Capabilities of election related work or similar work, for the supply of Water Dispenser alongwith Mineral (Drinking) Water Jars (20 ltrs.) and Disposable Paper Glasses (as per list attached with the tender form) are invited by the Commissioner, EDMC for making arrangements at Polling Stations for General Elections to Lok Sabha-2019 in Furniture Centers of Shahdara South and Shahdara North Zones of EDMC.

The Tender may be deposited at the prescribed time & date in the tender box placed in the election office of East Delhi Municipal Corporation. The part 'A' Technical Bid of the Tender will be opened on 18.04.2019 at 02:00 PM, by the Tender Evaluation Committee. **In case of participation for more than one furniture centre, the bidder has to submit separate bids containing all requisite documents, EMD etc.**

The Firms may depute their authorized representative (in case they so desire) at the time of opening of the tenders. The part B Financial Bid shall be opened only of those Bidder(s), who are found qualified in the Technical Bid.

GENERAL TERMS AND CONDITIONS

1. Rates should be quoted invariably on the tender form in Financial Bid.
2. The rates should be quoted at the appropriate column in tender form in the figures as well as in words, otherwise the tender will not be considered in Financial Bid.
3. The tender should be neatly handwritten/typewritten free from erasing, over typing/writing.
4. The tenderer with seal of the firm should sign each document attached with tender.

5. Covering letter should clearly indicate the list of enclosures and number of pages.
6. The rates should be inclusive of freight charges, packing charge, and charges for carrying the tendered items to & fro and arranging at the polling stations with labour charges and all other applicable taxes. The insurance of Goods/Stores/Articles will be done by the tenderer at his own cost.
7. The specification of items quoted by the firms should conform with the detailed specification supplied in the tender form.
8. The firm will enter the rate contract for the supply of the items after the approval of Commissioner, EDMC. During the validity of tender the firm will be bound to supply the goods/services as per specifications. The firm has to supply the order within the stipulated period mentioned in the supply order failing which order will be cancelled and action will be initiated to debar the firm from participating in further tender. The said firm will also be liable for recovery of excess amount spent in procuring the said item from other sources. Action will also be initiated for blacklisting the firm.
9. Each tender must be accompanied by an earnest money of ₹50,000/- (₹Fifty Thousand Only) in the form of Bank Demand Draft drawn in favour of the Commissioner, EDMC.
10. The Commissioner, EDMC has full power/authority to take into account the past performance, reputation suitability/capabilities of execution of work before awarding the contract. The firm has to provide documentary evidence showing their capabilities and details of past experience. The Tenderer shall have to submit a performance certificate from a Govt. Deptt./PSUs/Bank/Reputed Firms to testify their past performance.
11. The tenderer should submit the required documents as mentioned in the tender document/certificate(s) along with the tender form. The tenderer should sign an undertaking in the prescribed performa attached with the tender, failing which the tender will not be considered.
12. The tenderer is bound to supply the items/goods at the approved rates during the validity of the tender. The validity of tender will be six months from the date of opening of tender. The tenderer shall not supply the same goods/items anywhere on the rates lower than the quoted rates. If the price of any item is reduced due to any reason during the validity of tender he will intimate the reduced price immediately and will also charge reduced rates instead of rates quoted.
13. After Election, 25% of the contract value will be paid on the basis of the receipt of the items/goods against the supply orders at the Election Store or installation of equipment, wherever concerned, in good condition against the pre-receipt bill after due verification by the designated authority. However, total payment will be made as per point no. 22.

14. The tenderer will have to give guarantee that goods/articles would continue to conform to the specification and quality of the item during guarantee period or validity period which shall be from the date of delivery/supply/installation of the said goods/articles.
15. No increase in quoted price and change in quality of product will be allowed during the validity of tender except for items rates of which are regulated and controlled by the Government.
16. Tenderer should quote firm & legible rates only for each item separately. No condition like discount/free goods/incentives will be accepted. Rates should be according to unit asked for.
17. The tender should be sent in sealed envelope with following information on the face of envelope alongwith tender form cost in form of DD in favour of **“Commissioner, EDMC”**.
 - A. Tender Date _____
 - B. Name of the Firm _____
18. The tender forms are non-transferable.
19. The tenderer whose tender may be accepted shall hereinafter be called the supplier which shall include his Heirs, Executors, Administrators and Assignees.
20. The items to be supplied are as per list attached. The rates should be quoted for each item separately, but L-1 will be decided on the total contractual amount Furniture Centre wise. If L-1 fails to accept the offer letter or fails to supply the items then L-2 will consider for successful bidder.
21. Each tenderer shall also submit samples of items proposed to be supplied when demanded.
22. Remaining/total payment shall be made by the Commissioner, EAST DELHI MUNICIPAL CORPORATION to the tenderer/supplier only after completion of General Elections to Lok Sabha-2019 and after obtaining certificate from Election Office, EDMC that the total quantity of items/Mineral (Drinking) water are supplied as per specifications mentioned in the tender document. Income tax and GST shall be deducted at source as per rules.
23. In case of failure of the tenderer/supplier to execute the contract as per the terms and conditions and to the full satisfaction of the EDMC, the EMD deposited by the firms shall be forfeited.
24. The rates quoted by the tenderer shall be inclusive of all taxes and levies. However, it is the complete responsibility of the contractor to deposit the applicable tax in time and as per Govt. Guidelines.
25. The items shall be delivered at the designated Election Furniture Stores of the Zones identified by the Election Office, EDMC separately or at a place assigned by the EDMC within the specified days from the acceptance of

the tender/supply order, failing which the items/materials shall be procured from the open market at the risk and cost of the contractor/supplier. The quantity of various articles of water dispenser, water jars and disposable paper glasses referred, period required for and place of supply will be intimated as per actual requirements. In case the Contractor fails to supply the requisite articles of water dispenser, water jars and disposable paper glasses etc. as per demand and specification, their EMD deposit will be forfeited and items shall be hired from open market. In case of hiring of water dispenser, mineral (drinking) water jars and disposable paper glasses at higher rates the tenderer (defaulter) will have to bear the difference of cost.

26. The approved lowest rates will be valid for six months from the opening of bids. The Contract can be extended with mutual consent of both parties on approved rates.

27. The bidder must supply the items required by Election Office, EDMC at the desired place and time positively. In case of delay in supply, penalty will be imposed @ 2 times of the approved rate of each item. The penalty will be calculated on hourly basis:-

For example, if water/dispenser to be supplied at 03:00 PM on 1st April and it is supplied at 6:00 PM on 1st April then total delay is three hours. Hence, total imposed penalty will be 3 X 2 X approved rate of water dispenser.

28. The decision of the Procurement Purchase Committee constituted by the Commissioner, EDMC regarding approval of rates and samples for different categories items will be final. No complaint in this regard will be entertained.

29. The Commissioner, EDMC has full right to accept or reject in part or any or all the tenders without assigning any reason and also to cancel the order at any time. Firm will have no right to claim any loss/damages etc. on cancellation of supply order.

30. The contractor will have to supply the required items at the designated stores latest by 08.05.2019 or 3 days prior to the polling day. The items will be used at the polling station for two days. Payment will be made for only for the election period as per financial bid.

31. The Commissioner, EDMC reserves the right of placing order for all items or some items as per requirements to one or more contractors at the approved lowest rates. The list of items may vary or increase or decrease before 3 days of last day of submission of tender. It will be placed on the website and bidders are requested to keep watch on the website or keep in touch with the Election Office. EDMC Bidder will be required to supply the items as per actual requirement by Election Office/EDMC which may vary from the quantities mentioned in the "Part-B: Financial Bid". Any corrigendum/addendum will be uploaded on the website (www.mcdonline.gov.in) and notice boards. These addendum/corrigendum will be the part of tender document and the bidder will be bound to accept it.

32. The approved contractor(s) shall also bear the cost of Labour and Transportation for supply of hired items and water and from destination.

33. The tentative specification & requirement of items per polling stations/Voter Assistant Booth (VAB) are given as under:-

| Sl. No. | Item | Approx. Quantity | Remarks/Specification /Used for. |
|---------|--|------------------|---|
| 1. | Water Dispenser | 02 | 10 Ltrs. Capacity Per Polling Stations. |
| 2. | Mineral (Drinking) Water Jar (20 Ltrs.) | 15 | <i>FSSAI certified.</i> |
| 3. | Disposable Paper Glass | | As per requirements |
| 4. | Dustbin for placing disposed paper glasses | | As per requirements |

34. The details of furniture centers where drinking water are to be delivered are given as under:

| Sl. No. | Venue of Furniture Centers | Zones | No. of Polling Stations & VABs (Approx.)* |
|---------|---|-------------|---|
| 1. | EDMC Primary School, Subhash Park, Delhi | Shah. North | 1056 |
| 2. | Maintanance Store, EE (M)-I, Mandoli Extn., Bank Colony Road, Near by Central Jail Maondoli Extn. | | 913 |
| 3. | Zonal Building Near Karkardooma Court, Vishwas Nagar | Shah. South | 921 |
| 4. | M.C. Primary School, Kondli No.- 2, Near Ambedkar Park | | 833 |

* Subject to change. Final figures will be confirmed at the time of issuing work order.

Note:- (i). The number of Mineral (Drinking) water jars/dispenser may increase or decrease.

(ii). Final requirement of Mineral (Drinking) water jars/dispenser as well as number of polling stations will be specified/uploaded on the Notice Board as soon as the directions of Chief Electoral Officer, GNCTD is issued.

I/We undertake to abide by the Terms & Conditions of the tender form.

Signature of the Tenderer
Along with Rubber Stamp

OTHER TERMS AND CONDITIONS:-

- The tenderer must have capable/sufficient stock of above mentioned items. Contractor/Supplier will not be allowed to delegate/transfer/assign his contract to any other party.
- The tenderer must have experience of providing water/food related items/catering/canteen work in any Govt. Deptt. / PSUs / Banks / Reputed firms etc.
- Following documents should be sealed in Technical Bid:

| Sl. No. | Documents |
|----------------|--|
| 1. | Goods and Service Tax (GST) Registration Certificate and PAN Card Copy. |
| 2. | Certificate regarding the tenderer must have experience of providing water/food related items/catering/canteen work in any Govt. Deptt. / PSUs / Banks / Reputed firms etc. |
| 3. | EMD of ₹50,000/- in the Shape of Bank Draft drawn in favour of “Commissioner, East Delhi Municipal Corporation” . |
| 4. | An affidavit on ₹10/- that the firm is not blacklisted/debarred from any Govt. Organization. |
| 5. | The Contractor must have annual turnover of at least ₹50 Lakh (₹Fifty Lakh Only) in each of last three financial years (2015-16, 2016-17 & 2017-18) duly certified by the registered CA. Supporting document in form of certificate is required. |

- Rates are to be quoted Furniture Centre wise. Bidder may submit its bid for any number of furniture centers. L1 will be decided furniture centre wise.

UNDERTAKING

To

The Commissioner
EDMC, Delhi.

Sir,

1. The undersigned certifies that I/we have gone through the terms and conditions mentioned above and undertakes/undertake to comply with the same. The rates quoted by me/us selves are valid and binding upon me/us after acceptance.
2. I/We, the undersigned hereby bind myself/our selves to EDMC, Delhi to supply articles during the prescribed period. The articles showing in the appendix and the rate specified against will only be accepted.
3. The articles shall be of the best quality and kind as per the requirement of the EDMC. The decision of the EDMC, Delhi (Herein called the said Officer) as regard to the quality and kind of articles shall be final and binding upon me/us.
4. Earnest money deposited by me/us viz. ₹50,000/- in the form of bank draft in favour of "Commissioner, East Delhi Municipal Corporation", attached herewith shall remain in the custody of EDMC till acceptance of the tender is made known.
5. I/We shall forfeit to the EDMC, the Earnest Money deposited by me/us should there be any delay occurring on my/our part. I/We or my/our agent in case failed to supply the articles at the appointed place and hour, the said officer may Hire/Purchase them from other source and deduct the extra amount, if any paid in connection there with from the bill submitted by me/us or earnest money deposited by me/us.
6. Should the said officer deem it necessary, to change any article on being found of inferior quality, the same shall be replaced by me/us in time to prevent inconvenience.
7. I/We hereby undertake to supply the articles during the validity of tender as per directions given in the order within stipulated period positively.
8. I/We shall sign any agreement on stamped paper of ₹100/- in case tender is accepted within 7 days of the information received in this regard.
9. The condition herein contained shall form part of the agreement to be entered into or treated as, agreements itself of the discretion of EDMC.
10. If I/We fail to supply the articles in the stipulated period, the EDMC has every authority to compound or forfeit the earnest money.
11. I/We declare that no legal/financial irregularities involving the proprietors/partners/directors of the tendering firm/company is pending.
12. I/We undertake that the rates quoted by me/us when approved and accepted by the EDMC, will be valid for the period applicable. I/We undertake to supply the articles within specified period. I/We undertake to execute the order within stipulated period and if I/We fail to make the supply quality wise during the stipulated period the necessary legal action can be taken by EDMC.
13. I/We undertake if the rates of any Items are lowered due to any reason, I/We charge accordingly.
14. Undertaking is also being given to the affect that the articles supplied are at the quoted rates.
15. Undertaking is also being given that no inquiry is pending or going against the firm.
16. I/we shall not delegate/transfer/assign this contract to any other party.

Signature & Seal
of Tenderer

BIDDER'S GENERAL INFORMATION
(Information to be filled by the Bidder)
(TECHNICAL BID)

1. Name of Zone: _____
2. Name of the Bidder: _____
3. Constitution of the bidder (Tick mark the applicable):
 Limited Company, Private Limited Company, Partnership,
 Sole Proprietorship or any other type _____
4. Bidder's Registered Address: _____

5. E-mail/phone/Fax no.: E-mail: _____
 Fax: _____ Phone No.: _____
6. Name (s) and addresses of Director(s): _____

7. Registration No. of GST (enclosed a copy): _____

8. PAN Number: _____
9. Total Turnover (In Rupees)
- During Financial Year 2015-16: _____
- During Financial Year 2016-17: _____
- During Financial Year 2017-18: _____
10. Draft/Pay Order No. _____ dated _____ drawn on
 _____ for ₹1,000/- in favour of Commissioner, EDMC
(towards application fee).
11. Draft/Pay Order No. _____ dated _____ drawn on for
 _____ for ₹50,000/- in favour of Commissioner, EDMC
(towards EMD).
12. Details of proof of past experience and turnover (attached proof with
 work satisfaction certificate):
- Name of the Organization :
 Period of Work :
 Amount of Work :

Recent
 passport size
 photograph

Signature Seal
 of Bidder

FINANCIAL BID

Name of Furniture Centre: _____

Category – I: Items to be hired.

| Sr. No | Item | Approx. Quantity | Unit rate for election period (in figure) | Unit rate for election period (in word) | Remarks/ Specification /Used for. |
|--------|--|------------------|---|---|-----------------------------------|
| 1. | Water Dispenser | | | | |
| 2. | Mineral (Drinking) Water Jar (20 Ltrs.) | | | | |
| 3. | Disposable Paper Glass | | | | |
| 4. | Dustbin for placing disposed paper glasses | | | | |

- L1 will be calculated on the total expenditure based on above rates.
- Rate must be inclusive of all Taxes.
- Rate must be mentioned in both figure and numerical. In case of discrepancy unit rate in figure will be valid/effective.

Signature of Bidder
(With Name and Stamp)