

**EAST DELHI MUNICIPAL CORPORATION
COMMUNITY SERVICES DEPARTMENT**

PATPARGANJ INDL AREA,
UDYOG SADAN, DELHI 110092
Mail ID:- directorcsdedmc@gmail.com

No. 1.1/Dir/CSD/EDMC/2019-20

Dated: 28.05.19

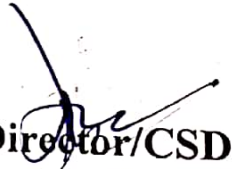
To,

The Director/IT
Department of Information Technology
Civic Centre, Delhi-110092

Subject : Request for uploading of NIT for Teaching/Learning material for Domestic Data Entry Operator /skill development training to PWDs.

Please find enclosed herewith the copy of NIT for arrangement of Teaching/Learning material for domestic data entry operator /skill development training to PWD. It is therefore requested to upload the same on official website of EDMC/MCD as annexed.

Enclosures : As above.


**Dy. Director/CSD
EDMC**
Dy. Director
Community Services Deptt.
East Delhi Municipal Corporation

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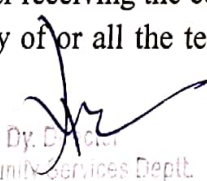
To,

M/s. _____

CSD/EDMC is in process to make arrangement of Teaching/Learning material for domestic data entry operator/skill development training to PWD. You are requested to quote your rates as per annexed in the table in sealed envelop. Your rates must reach to the office of Dy. Director/CSD on or before 04.06.2019 at 03.00 P.M. The quotation will be opened on 04.06.2019 at 04.00 P.M.

General Terms & Conditions

1. The tender shall be processed through E-tendering as well as manual sale & submission.
2. The entire tender shall be processed under two bid system i.e. technical bid/financial bids. The technical bid will be opened first. The quality of items shall be approved or rejected on the basis of scrutiny of samples.
3. Multiple offer will not be accepted.
4. Every supplier is required to submit performance security of 5% of the total value of supply order in the form of NSC/FDR pledged in the name of Commissioner, EDMC.
5. A successful technical bid does not imply that all items quoted have been approved by the Technical Committee of the Purchase Board.
6. The firm, whose rates have been approved, is required to execute as agreement with EDMC.
7. Supply will be taken in accordance with the specification as prescribe in the NIT and approval of committee.
8. The supplier shall arrange free replacement of any quantity, which may deteriorate in potency, strength etc.
9. No tender will be accepted without earnest money. No previous EMD will be adjusted.
10. Payment will be made by bill system after receiving the complete supply
11. The deptt reserves the right to reject any of or all the tenders without assigning any reason.


Dy. Director
Community Services Deptt.
East Delhi Municipal Corporation

Check List for Eligibility Criteria for Technical Evolution


1. Tender cost and earnest money should be deposited in the form of Pay Order/Bank Draft in favour of Commissioner East Delhi Municipal Corporation. No cheque will be accepted and previous year's earnest money will not be accepted. Rs. 11,400/- as earnest money (@ 2.5% of tendered amount) shall be payable by Demand Draft etc.
2. Tender application form fee of Rs. 500/- through a demand draft/pay order drawn in favour of "Commissioner EDMC" payable at Delhi.
3. Certificate of no blacklisting/Debarring.
4. Name of manufacturing mill etc. should be clearly mentioned.
5. The tenderer must accept the terms and conditions at the time of bidding process.
6. Firms are requested to submit the following document (i) Copy of GST registration (ii) Copy of PAN no. (iii) Forwarding letter that above conditions are acceptable to the firm on letter head

**Dy. Director/CSD
EDMC**

Dy. Director
Community Services Deptt.
East Delhi Municipal Corporation

Items name and quantity for Data Entry Operator for 2 months

Sl. No.	Description of goods	Quantity
	Items on Rental bases	
1	Stool Plastic STD size	140
2	Computer system table	100
3	Computer system	100
4	White board 4X2.5	4
5	Printer	4


By Director
Community Services Deptt.
East Delhi Municipal Corporation