

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

**MOST URGENT  
ELECTION MATTER**

Ac(election)/EDMC/2014/D-159

DT: 12/03/2014

**Sub:** TENDER FORM for hiring of furniture etc. for General Election of Lok Sabha-2014 in North-East & East District.

Cost of Tender Form: Rs. 1000/-

Last date of submission of tender: 01:00 PM on 24/03/2014

Place of Submission : Election Office, Ground Floor, 419, Udyog Sadan, Patparganj Industrial Area, Delhi-110092.

**PART -A**

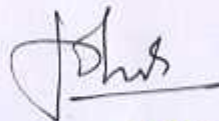
Sealed Tenders from the reputed Firms having proven Experience/Capabilities of election related work or similar work, for the supply of Tentage items & goods (as per list attached with the tender form) are invited by the Commissioner, EDMC.

The Tenders 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 24/03/2014 at 02:00 PM, by the Tender Evaluation Committee.

The Firms may depute their authorized representatives (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.
- 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.
- 3) The tender should be neatly handwritten/typewritten free from erasing and 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 enclosure and number of pages.



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6) The rates should be inclusive of freight charges, packing charge, all other legible taxes (excluding service tax). The insurance of Goods/Stores/Articles will be done by the tenderer at his cost.

7) The specification of items quoted by the firms should confirm 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 Rs. 2,00,000/- 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. 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% payment will be made on the basis of the receipt of the items/goods against the supply in the Election Store or installation of equipment, where 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.

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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.

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.

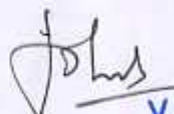
20) The items to be supplied are as per list attached. The rates should be quoted for each item separately, but L-1 will be decided on the total expenditure district wise.

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, EDMC to the tenderer/supplier only after completion of Lok Sabha Election and after obtaining certificate from Election Office, EDMC that the total quantity of items/materials are supplied as per specifications mentioned in the tender document. Income tax 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, Delhi the security deposited by the firms shall be forfeited.

24) The rates quoted by the tenderer shall be inclusive of all taxes and levies (*except service tax, which will be paid to the contractor on the production of the receipt of service tax deposited. However, it is the complete responsibility of the contractor to deposit the service tax in time and as per Govt. Guidelines*).

  
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25) The items shall be delivered at the designated election stores of the districts 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 furniture referred, period required and place of supply will be intimated at per actual requirements. In case the Contractor fails to supply the requisite articles of furniture's etc. as per demand and specification, their security deposit will be forfeited and furniture shall be hired from open market. In case of hire of furniture at higher rates the tenderer (defaulter) will have to bear the difference of cost. The bidder may be asked to setup Model Polling Stations as per the directions of CEO, GNCTD and they will be bound to supply the additional desired items at reasonable cost which will be decided by EDMC.

26) All articles of furniture etc. viz. Sharmiana, Kanats, Tables, Chairs, etc. should be of good quality.

27) 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.

28) EMD of the successful bidder will be converted into Performance Guarantee (PG).

29) The bidder must supply the item 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 hour basis.

For example, if a table is to be supplied at 03:00 PM on first May and table is supplied at 6:00 PM on first May then total delay is three hours. Hence, total imposed penalty will be  $2 \times 3 \times$  approved rate of table (for single hour).

30) 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.

31) 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.

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32) The contractor will have to deposit the required furniture at the designated store latest by 06.04.2014. The Furniture 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.

33) 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 is attached with this tender form. The type/size & number 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](http://www.mcdonline.gov.in)) and these addendum/corrigendum will be the part of tender document and the bidder will be bound to accept it.

34) The approved contractor(s) shall also bear the cost of *Labour and Transportation* for supply of hired articles of furniture etc. to and from destination. The contractor has to construct Voter Assistance Booth at pooling centers.

35) The tentative specification & requirement of furniture & other items per polling booth are given as under:

| Sr. No. | Item                                     | Approx. quantity | Remarks/specification/ used for |
|---------|--|------------------|---------------------------------|
| 1.      | Table (6'x3')                            | 1                | Used for Presiding Officer      |
| 2.      | Chair                                    | 1                | Used for Presiding Officer      |
| 3.      | Table (4'x3')                            | 4                | Used for Polling Officer        |
| 4.      | Chair                                    | 4                | Used for Polling Officer        |
| 5.      | Table (3'x2')                            | 1                | For placing EVM                 |
| 6.      | Chair                                    | 6                | For polling agents              |
| 7.      | Set of Shamiana with Kanats (15'x30')    |                  | As per requirement              |
| 8.      | Set of Shamiana without Kanats (15'x30') |                  |                                 |
| 9.      | Curtains                                 |                  |                                 |
| 10.     | Pedestal fan                             |                  | As per requirement              |

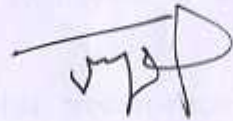
36) The details of total number of polling booths in both zones of EDMC area are given as under:



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**Signature of the Tenderer  
 Along with Rubber Stamp**

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# The number of furniture items may increase or decrease.  
 # Final requirement of furniture & other items as well as number of polling booths will be specified/uploaded on the website 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.

| Sr. No.                                     | Name of District | Assembly Constituency No. | No. of Polling Stations | No. of Polling Booths |
|---|------------------|---------------------------|-------------------------|-----------------------|
| 1.  | North-East       | 63,64,67,68               | 112                     | 647                   |
| 2.  | East             | 65,66,69,70               | 153                     | 716                   |
|   |                  | 55,56,57,58               | 104                     | 639                   |
| Total number of Polling Booths in EDMC area |                  |                           | 158                     | 653                   |
| 2655  |                  |                           |                         |                       |

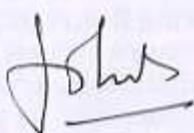


## OTHER TERMS AND CONDITIONS

- The tenderer must have capable/sufficient stock of below mentioned items. He will not be allowed to delegate/transfer/assigned his contract to some party to the disadvantage of EDMC.
- The tenderer must have proven experience capabilities of performing such works. The tenderer must have performed/undertaken at least one similar job in any Govt. Organization or in previous election of Lok Sabha/Assembly Constituency/MCD.
- Following documents should be sealed in Technical Bid:

| S. No. | Documents  |
|--------|--|
| 1.     | VAT/Service Tax Registration Certificate (whichever is applicable).  |
| 2.     | Certificate regarding Proven Capacity (Experience certificate of election related work or similar nature of work in any Govt. Organization in the last 7 financial years). |
| 3.     | EMD of Rs. 2,00,000/- in the Shape of Bank Draft drawn in favour Commissioner/EDMC.  |
| 4.     | An affidavit on Rs 10/- that the firm is not blacklisted/debarred from any Govt. Organization.   |
| 5.     | The contractor must have annual turnover of at least Rs. 40 Lac in each last three financial years (2010-11, 2011-12 & 2012-13).   |

- Rates are to be quoted District wise. Bidder may participate in both District or in single district. L1 will be decided District wise.



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**UNDERTAKING**

To

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 myself/ our self are valid and binding upon me/ us after acceptance.
2. I/We undersigned hereby bind myself/ our self 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. Rs. \_\_\_\_\_ in the form of bank draft in favour of Commissioner / EDMC, 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 Rs.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, agreement itself of the description of EDMC, Delhi.
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 proprietor/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, Delhi.
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.

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**Signature & Seal  
of tenderer**



**BIDDER'S GENERAL INFORMATION**  
**(Information to be filled by the Bidder)**  
**(Technical Bid)**

Photo

1. Name of the bidder: \_\_\_\_\_
  
2. Constitution of the bidder (Tick mark the applicable): Limited Company, Private Limited Company, Partnership, Sole Proprietorship or any other type  
\_\_\_\_\_
  
3. Bidder's Registered Address: \_\_\_\_\_
  
4. E-mail / Phone / Fax no: E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_  
Phone No: \_\_\_\_\_
  
5. Name(s) and addresses of Director(s): \_\_\_\_\_  
\_\_\_\_\_
  
6. Registration No. of VAT/service tax (as per applicability) \_\_\_\_\_  
\_\_\_\_\_
  
7. Total Turnover (Rupees)  
  
During FY 2010-11: \_\_\_\_\_  
During FY 2011-12: \_\_\_\_\_  
During FY 2012-13: \_\_\_\_\_  
(attach proof)
  
8. Draft/Pay order No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_  
for Rs. 1,000/- in favour of Commissioner, EDMC (**towards application fee**).
  
9. Draft/Pay order No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_  
for Rs. 2,00,000/- in favour of Commissioner, EDMC (**towards EMD**).
  
10. Details of proof of past experience (attach proof with work satisfaction certificate):  
  
Name of the Organization : \_\_\_\_\_  
Period of work : \_\_\_\_\_  
Amount of work : \_\_\_\_\_



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**Signature Seal of  
the Bidder**



**PART - "B"**

**FINANCIAL BID**

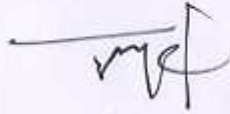
(1) District: North-East

**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.      | Table (6'x3')                             | Final quantity will be specified as soon as the directions of CEO, GNCTD is issued. Rate per unit has to be offered. |   |   | For Presiding Officer             |
| 2.      | Chair                                     |  |   |   | For Presiding Officer             |
| 3.      | Table (4'x3')                             |  |   |   | For Polling Officer & BLO         |
| 4.      | Chair                                     |  |   |   | For Polling Officer & BLO         |
| 5.      | Table (3'x2')                             |  |   |   | For placing EVM                   |
| 6.      | Chair                                     |  |   |   | For polling agents                |
| 7.      | Set of Shamiyana with Kanats (15'x30')    |  |   |   | As per the requirement.           |
| 8.      | Set of Shamiyana without Kanats (15'x30') |  |   |   |                                   |
| 9.      | Curtains                                  |  |   |   |                                   |
| 10.     | Pedestal Fan                              |  |   |   |                                   |

- Rates are to be quoted for approx. Polling booths. L1 will be calculated on the total expenditure (district wise) based on above rates.
- Rate must be inclusive of all Taxes (except Service Tax).
- Rate must be mentioned in both figure and numeral. In case of discrepancy unit rate in figure will be valid/effective.

**Signature of Bidder**  
(With name and Stamp)



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