

**EAST DELHI MUNICIPAL CORPORATION
COMMUNITY SERVICES DEPARTMENT
419, Udyog Sadan, Patparganj Industrial Area
Delhi - 110092**

Ref No. A.D (CSD)/EDMC/2016/D- 1583

Date : 07/10/16

To,

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

**Subject : Request for uploading of NIT for Teaching and Learning material to
conduct Data Entry Operator Training to PWDs**

In reference to the subject cited above, please find enclosed herewith the copy of NIT for local purchase of teaching and learning material for conducting Data Entry Operator training at Community Halls of EDMC to PWDs as per annexure-I with request for uploading the same on official website of EDMC/MCD.


**Asstt. Director/HQ
CSD/EDMC
ASSISTANT DIRECTOR (HQ)
Community Services Deptt.
East Delhi Municipal Corporation**

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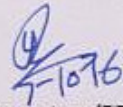
To,

M/s. _____

CSD/EDMC is in requirement to local purchase of teaching and learning material to conduct Data Entry Operator training to PWDs as per Annexure-I. You are requested to quote your rates in the table in sealed envelope. Your rates must reach to the office of Asstt. Director/HQ/CSD on or before 18.10.2016 at 1:00 P.M. The quotation will be opened same day on 18.10.2016 at 3:00 P.M.

Conditions of Tender

1. Applicant must attach his identity proof with the quotation.
2. Rates must be filled in the chart/table attached herewith.
3. Rates must be inclusive of all taxes.
4. L-1 will be decided on the Total Cost inclusive of all taxes.
5. Work will be distributed to L-1 vendor.
6. No transportation charges to be given to the vendor.
7. Items are to be provided by the vendor as and when require as per specification.
8. Applicant must attach TIN & PAN number.
9. Fine will be imposed on delay of supply @ Rs. 250/- per day.
10. An affidavit regarding not involved in any criminal case or black listed.
11. Rs. 500/- Tender cost and 2.5% EMD is to be deposited with the department before 18.10.2016.


Asstt. Director/HQ
CSD/EDMC
ASSISTANT DIRECTOR (HQ)
Community Services Deptt.
East Delhi Municipal Corporation

LIST OF ARTICLES/EQUIPMENT REQUIRED FOR DEMOSTIC DATA ENTERY OPERATOR TRAINING

ITEMS TO BE TAKEN ON RENT

SL NO.	EQUIPMENT	Specification	REQUIRE Qty (A)	Time (B)	Rates/ unit (inclusive of all Taxes)(C)	Total Amount (AxBXC)
1	BLACKBOARD	size 3'X4' of standard quality	1	4		
2	CHAIR/Plastic Stool	standard quality	30	4		
3	PROJECTOR & SCREEN for 20 Days as and when require bases	Epson Ex9200 Pro WUXGA 3 LCD 3200 Lumens	1	20 days		
4	INTERNET, EMAIL & IM's	Data card with standard facilities	3-Data Card	4		
5	COMPUTER TABLE	size 2'X1.5' of standard quality	30	4		
6	COMPUTER SET for training use i.e MS office/Excel, browser & Chat tools	2nd generation, 4gb ram with UPS attached	30	4		

ITEMS TO PURCHASE

SL NO.	STATIONERY KIT	Specification	REQUIRED Quantity (A)	Rates/ unit (inclusive of all Taxes)(B)	Total Amount (AxB)
1	MARKER & ERASERS	Standard quality	6		
2	MICROPHONE/VOICE SYSTEM FOR LECTURE AND CLASS ACTIVITIES	Standard quality	1		
3	HANDY CAMERA	Medium model	1		
4	FLIP CHART & MARKER Pen	25 mm grid rule flip chart	4		
5	*STAPLER WITH PINS		4		
6	DUSTER COTTON	white 24" X24 "	4		
7	GLUE	300 ml	4		
8	CHART PAPER	standard size	100		
9	SKETCH PENS	Red, Blue & Green of standard quality	40		
10	POINT BOX	standard quality	4		
11	SCALE 12"	stainless steel of standard quality	5		
12	A4 SHEETS	Standard quality	12 Rim		
			Total Amount		


ASSISTANT DIRECTOR (H&U)
 Community Services Dept.
 East Delhi Municipal Corporation