



**MOST URGENT  
ELECTION MATTER** ELECTION MATTER  
MOST URGENT



**EAST DELHI MUNICIPAL CORPORATION  
OFFICE OF CHIEF ACCOUNTANT CUM FA  
419, UDYOG SADAN,  
PATPARGANJ INDUSTRIAL AREA,  
DELHI-110092**

OPENING OF TENDER: 17.02.2017 AT 12:30 PM

E-mail: electionedmchq@gmail.com

NIT No. AC/Election/EDMC/2016-17/D- 44

DATED: 14 /02/2017

**SHORT NOTICE INVITING TENDER**

For making arrangement for Gurdwara Election Scheduled to be held on 26.02.2017 in 6 wards under the jurisdiction of East Delhi Municipal Corporation, sealed tenders are invited for supply of furniture items on hire basis for both wards. Only the reputed Contractors who have the experience of providing furniture items/tents for similar work can apply. The terms and conditions of tender and other relevant information are given on Corporation website [www.mcdonline.gov.in](http://www.mcdonline.gov.in).

Earnest Money	: ₹.25,000/-
Last Date of sale of Tender	: 16.02.2017 upto 5:00PM.
Last Date and time of receipt of Tender	: 17.02.2017 at 12:00 Noon.
Opening of Tender	: 17.02.2017 at 12:30 PM.
Tender Cost	: ₹.1,000/-

**Assistant Commissioner**  
Election (HQ),  
East Delhi Municipal Corporation.

**NARESH SINGH**  
Asstt. Commissioner (Election)  
East Delhi Municipal Corporation

**TERMS AND CONDITIONS**

- 1). The Furniture items supplied should be of good quality/conditions/serviceable, neat & clean and rates quoted should be for three days of each item inclusive of cartage for all wards.
- 2). Supply should be subjected to the approval of Commissioner, EDMC. Quantity specified in the supply order may vary to the extent of 20% on either side.
- 3). Supply of furniture is required from 9:00 A.M. of 22.02.2017 till 9:00 P.M. of 26.02.2017. The contractor has to supply requisite furniture items at polling stations. Supply of furniture, on hire basis, should be completed latest by 9:00 A.M. of 20.02.2017.
- 4). Ward wise polling stations are given as under (however, actual number of Polling booths may be increased or decreased as per direction of RO or Directorate of Gurdwara Election).

Sl. No.	Ward No. & Name	Polling Centres	Polling Stations
1	41 (Navin Shahdara)	06	10
2	42 (Dilshad Garden)	07	11
3	43 (Vivek Vihar)	09	11
4	44 (Geeta Colony)	06	11
5	45 (Khureji Khas)	04	11
6	46 (Preet Vihar)	05	11
<b>Total Nos.</b>		<b>37</b>	<b>65</b>


- 5). The following requirement of furniture is required in each Polling Booth.

Sl. No	Officer	Name of the items with size	Quantity
1	One Presiding Officer	Table - 6' x 3' Chair	1 1
2	Polling Officers	Table - 4' x 3' Chair	3 4
3	For Placing ballot Boxes	Table - 3' x 2'	1
4	For Polling agents	Benches or Chairs	2 6

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

  
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- 7). Rates will be valid for **three months from the date of opening of Tenders/Negotiation.**
- 8). East Delhi Municipal Corporation shall not be responsible for loss, theft, damage by fire or any other mode to the supplied furniture items etc. in any manner. The contractor has to bear such losses.
- 9). Each tender must be accompanied by an **Earnest Money of ` 25,000/- in the form of Bank Demand Draft/Pay Order drawn in favour of "Commissioner, EDMC"** shall have to be deposited by the supplier in the Election Office, EDMC, 419, Udyog Sadan, PIA, Delhi-92, at the time of submission of Tender. In case of failure to supply election material in time, the Earnest Money will be forfeited and necessary arrangements will be made from the open market at the risk & cost of the supplier and the firm will be black listed. Any other penalty, which may be imposed by the competent authority, shall have to borne by the Contractor. **Earnest Money other than Bank Fraft/Pay Order will not be accepted and the tender will be treated as invalid/rejected.**
- 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 experience, especially in election. The Tender shall have to submit a performance certificate from a Govt. Deptt. to testify their past performance.
- 11). The rates should be quoted in both figures and words. Only one rate must be quoted for each item. Tender which is found with multiple rates will be summarily rejected. Cutting & over writing on the rates will not be accepted. Tenders must be placed in sealed cover & super-scribed as **"Tender for hiring of Furniture for EDMC due on .... /02/2017"**.
- 12). The Contractor shall affix a transparent tape on the rates quoted in the Tender documents.
- 13). The agreement must be executed before taking the supply order.
- 14). All relevant taxes (excluding Service Tax) shall be borne by the contractor himself and nothing extra will be paid on this A/C. During making payment towards hiring of furniture items etc., DVAT @4% will be deducted for registered contractors whereas @6% will be deducted for unregistered contractors.
- 15). Payment shall be made to the contractor only as and when funds are received.

  
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- 16). The department reserves the right to accept or reject any tender without assigning any reason(s).
- 17). Financial bids of those contractors/bidders will be opened whose technical bids qualified.
- 18). Technical bid & financial bid should kept in separate sealed envelopes and these envelopes should be put in another envelope. Technical & Financial bids should be clearly mentioned on the respective envelopes. Failing which bids will be rejected. Decision of committee in this regard will be final.
- 19). Provisions of all other statutory requirement including labour law be also be fulfilled.



**Assistant Commissioner**

Election Office (H.Q.)

East Delhi Municipal Corporation

I/We declare that I/We have read and understood the above terms and conditions and in token of acceptance of the same, have signed each page. I/We undertake to abide by the said terms and conditions. I/We are major and competent to enter into contract on the date of making this declaration.

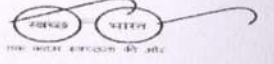
Signature of the tenderer with seal



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**TECHNICAL BID**



पूर्वी दिल्ली नगर निगम  
**EAST DELHI MUNICIPAL CORPORATION**  
(चुनाव कार्यालय)  
(ELECTION OFFICE)  
Udyog Sadan, 419, Ground Floor,  
Patparganj Industrial Area,  
Delhi – 110921

OPENING OF TENDER: ...../02/2017 AT 12:30 P.M.

**TENDER FORM**

**DIRECTORATE OF GURDWARA ELECTION TO 6 WARDS OF EDMC**

NIT No. AC/Election (HQ)/EDMC/2017/D- 46

Dated: 14..../02/2017

Name of Firm/Supplier : \_\_\_\_\_

Full Address & Phone No. : \_\_\_\_\_

Name of Work : HIRING OF FURNITURE FOR ELECTIONS

Detail of past experience. : \_\_\_\_\_  
(Work completion certificate must be enclosed)

Service Tax Registration No. : \_\_\_\_\_

EMD Details:

(a) Bank Name : \_\_\_\_\_

(b) Demand Draft No.: \_\_\_\_\_ Dated: \_\_\_\_\_ Amount ₹.25,000/-

Tender Application Fee Details:

(a) Bank Name : \_\_\_\_\_

(b) Demand Draft No.: \_\_\_\_\_ Dated: \_\_\_\_\_ Amount ₹.1,000/-

**SIGNATURE OF TENDERER  
(With Seal)**

  
**NARESH SINGH  
Asstt. Commissioner (Election)  
East Delhi Municipal Corporation**

