

**EAST DELHI MUNICIPAL CORPORATION****Municipal Secretary Office****419, Udyog Sadan, Patparganj Industrial Area****Delhi-92.**No. EDMC/MS/2017/ 212Dated- 03.04.17**Limited tender enquiry**

Limited tender is invited for fixing the rate and agencies for purchasing the duplicating paper, stencils and ink for Cyclostyle machines DX-2430 from Govt. Co-operative/Registered Bonafide manufacture Agencies/Authorised Agencies only for the period 1<sup>ST</sup>, April-2017 to 31<sup>ST</sup>, March 2018. The specification of duplicating paper, stencils and ink may also be seen in the undersigned office during office hours.

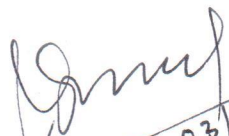
The tender is valid from 1<sup>ST</sup>, April-2017 to 31<sup>ST</sup>, March 2018. The sealed limited tender must be dropped in tender box placed in the Municipal Secretary Office, EDMC. All received bid will be opened on the same day at 4:00 pm in the presence of purchase Committee which was approved by the Competent Authority.

S.No.	Name of Item	Discription	Weight	Quantity
1.	Duplicating paper	FS 215X345gsm	75gsm	800 rims in a year Approx.
2.	Stencils/Master Roll	For Cyclostyle machine DX-2430	-	75 rolls rims in a year Approx.
3.	Ink	For Cyclostyle machine DX-2430	-	125 ink in a year Approx.

Opening date of receiving the bid	05.04.2017	
Last date/Closing of bid	28.04.2017	3.00 pm
Opening of bid	28.04.2017	4.00 pm

The terms and conditions for Limited tender enquiry will be as under:-

1. An EMD of Rs. 5000/- in the form of Demand draft in favour of Commissioner/EDMC, along with tender (Validity of draft is 180 days). The successful bidder EMD converted into performance guarantee.
2. The earnest money will be liable to the forfeited if the tenderer withdraws or Amends impairs or derogates from the tender in any respect within the period of validity of the tender.
3. Exempted agencies need not deposit EMD.
4. Articles will be accepted in good condition and as per specification.
5. The quantity of items can be increased or decreased as per demand on monthly basis.
6. The firm will submit an attested copy of valid TIN & PAN No. along with a affidavit regarding the firm is not black listed by any Govt. authority on Rs. 10 stamp paper.
7. The rates will be inclusive of all taxes and on F.O.R basis i.e without any transportation charges.
8. Payment will be made on the basis of bills in duplicate on Credit basis as per Govt. rules.
9. Articles must have to be supplied within a week of placing the Supply order, thereafter EDMC reserve its right to cancel the order & claim damages.
10. The Municipal Secretary, EDMC has the right to accept or reject any Limited tender enquiry without assigning any reason thereof.
11. All issue subject to Delhi Jurisdiction in case any dispute.

  
03/04/17  
**Assistant Municipal Secretary**  
Municipal Secretary Office  
East Delhi Municipal Corporation

Copy to:-

1. Kendriya Bhandar, Add.-West Block No.8, Wing-III,R.K.Puram, New Delhi.
2. N.C.C.F Ltd. Add.-92, Depali Building 6<sup>th</sup> Level, Nehru Place, Delhi.
3. The Sudhar Sabha Consumer Co-op Fed. Ltd. ,Add.-Shop No-A-I,DDA(B-4) Market, Lawrence Road,New Delhi-35
4. The DSCCF Ltd.Add.-E-579, Palam Extn.(Ramphal) Sector-7, Dwarka, New Delhi-77.
5. SBI Staff Con. Co-op Store Ltd. Add.-11, Parliament Street, New Delhi-01.
6. Notice Board only for Government/Co-Operatives/Pvt. Agencies.
7. Dir. (IT), EDMC with the request to upload the tender document on the EDMC Website.