

**EAST DELHI MUNICIPAL CORPORATION
SUBECHA SOCIETY**

1th Floor, Udyog Sadan,
419, Patparganj Indl. Area,
Delhi - 110092

Mail ID: directorcsdedmc@gmail.com

2550

NO. /Subecha Society/EDMC/2018

Dated: 13-8-18

To,

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

Subject : Request for uploading of NIT for office furniture for Subecha Society.

Please find enclosed herewith the copy of NIT for local purchase of office furniture for Subecha Society. It is therefore requested to upload the same on official website of EDMC/MCD as annexed.

Enclosures : As above.

NP
13/8/18
Naresh Pratap
Secretary "Subecha Society"
Director/CSD
NARESH PRATAP
Director
CSD/EDMC

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To,

M/s. _____

Subecha Society is in requirement to local purchase office furniture for Subecha Society. You are requested to quote your rates as per annexed in the table in sealed envelop. Your rates must reach to the office of Director/CSD on or before 24.08.2018 at 12.30 P.M. The quotation will be opened on 24.08.2018 at 02.30 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 GST 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.


Naresh Pratap
Secretary "Subecha Society"
Director/CSD
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Director
CSD/EDMC
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Sl. No.	Name of Items	Specification	Total Quantity Required
1	Computer Table	Made Of Wooden Material Having Separate Cases/Racks/Drawers For Accessories Or Equivalent	1
2	Office Table	Made Of Carbon Steel Is A Non Assemble Table Having Three Drawers. Height , Width, Depth And Weight Of The Table Are 2ft 5in, 3ft 11in, 2ft And 14 Kgs Respectively.	1
3	Visiting Chair	Made Of Fabric Seat Material. Seat Of The Chair Adjustable With Fixed Arms. Height And Depth Are 2.8ft And .9ft With Roller Legs Having Capacity Of 95kg.	6
4	Executive Chair	Made Of Leather And Adjustable Having Roller Legs.	2
5	Office Almirah	Metal Shelving Cabinet Door 20/22 Gauge, Body And Shelves: 22 Gauge, With Three Way Locking Device With Brass Lock 6 Lever Size: 1980X910X480 Mm (78"X36"X19") With Four Shelves Making Five Compartment Without Locker.	1
6	Computer	Desktop (Core I3 (7th Gen)/4 Gb Ddr4/1 Tb/18.5" Led/Windows 10)	1
7	Printer	Hp Leaser Printer 1020	1
8	Water Dispenser	Voltas Water Dispenser	1
9	Steel Glass	Having Glass Of 240 ML Capacity, Made Of Good Quality Stainless Steel.	12
10	Jug Plastic	Jug Plastic 2 Ltrs Of Good Quality .	1
11	Duster	Cleaning Cloth	12
12	Rim A-4 Size	Paper Rim Of A-4 Size	4
13	Noting Sheet	Noting Paper Sheet Pad	4
14	Stapler	Stain Less Steel Kangaro - Size - 10	1
15	Stapler Pins	Standard Size of good quality.	4
16	Borer	Wooden Head Borer Of Good Quality	2
17	All Pins	Solid Head With Nikel Plated Steel Pins	2
18	Punching Machine	Kangaro Std Size Made of good quality Stainless Steel	2
19	Paper Weight	Made Of Transparent good quality Plastic/Glass/Fiber	4
20	File Cover	Std Size And good Quality	50
21	Tags	Cotton Thread Tags	2
22	Glue Stick Gum	Good quality "Non Toxic Glue Stick"	2
23	Flags & Highlighter	Good quality Colourful Flags and Glotter Highlighter	4
24	White Fluid Pen	7ml Correction Pen	2


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 Director
 DMC

25	Scissor	Made of stainless steel with insulated hand grips of STD size	1
26	Calculator	Good quality Digital Calculator of STD company.	1
27	Note Pade	Good Quality Medium Size Pad	4
28	Pen Driver/64 GB	Sandisk Pendrive Of 64 GB	1
29	Envelope	Std Size Of Good Quality	1
30	Pencil, Eraser & Scale	Of Good Quality	3


 NARESH PRATAP
 Director
 CSD/EDMC