



NORTH DELHI MUNICIPAL CORPORATION
Office of Election Officer
25th Floor, Dr. SPM Civic Centre, JLN Marg, New Delhi-110002

NIT No. D/531/Election/NDMC/2019

Dated 29 / 03 / 2019

SHORT NOTICE INVITING TENDER

Date of sale of Tender Forms : 01.04.2019 to 04.04.2019 upto 5:00 PM
Pre Bid Meeting : 03.04.2019 at 11:30 AM
Last date of submission of Tender : 05.04.2019 upto 3:00 PM
Opening of Technical Bid : 05.04.2019 at 3:30 PM
Date of opening of Financial Bid will be communicated to the eligible bidder.

Under the jurisdiction of North Delhi Municipal Corporation (North DMC), zone wise sealed tenders are invited for supply of mineral water with dispenser and paper glass for making arrangements for Lok Sabha Elections 2019. The details of mineral water with dispenser and paper glass to be supplied for each polling booth are given below:-

1. Supply of mineral water bottle (20 ltr.) (empty bottles returnable) - 10
2. Supply of dispenser (on hire basis) - 02
3. Supply of paper glass (200 ml. approx) - 1000

Zone wise tentative number of Polling Booths are given as under* :-

Sl. No.	Name of Zone	Polling Booths approx.
1.	City-SP Zone	600 approx
2.	Civil Line Zone	858 approx
3.	Keshav Puram Zone	808 approx
4.	Karol Bagh Zone	723 approx
5.	Narela Zone	971 approx
6.	Rohini Zone	1302 approx
	Total	5262 approx.

*Final number of Polling Booths in a particular zone may increase or decrease.

Earnest Money: Rs. 40,000/- for each zone in the shape of Bank draft (Demand Draft/ Pay order only) payable in favour of Commissioner, North DMC.

The requirement of mineral water with dispenser and paper glass for each zone will be indicated in the supply order which may increase or decrease. The items indicated in the Financial Bid may also change depending on the requirement of the office of the Chief Electoral Officer GNCTD. The same shall be amended /clarified on the Corporation website mcdonline.gov.in. Accordingly, all the prospective bidders are expected to visit the Corporation website mcdonline.gov.in for any update on the matter.

The sealed tenders will be received in the office of the Election Officer, North DMC, 25th Floor, E-1 Block, Dr. S.P. Mukherjee, Civic Centre, JLN Marg, New Delhi-02 by **3.00 PM.** on **05.04.2019** and the Technical Bid will be opened on the same day at **3.30 P.M.** in presence of the representatives of the bidders and the members of committee constituted for this purpose. The date of opening of Financial Bid will be communicated to the eligible bidders after evaluation of Technical Bid.^{be}

The supply of mineral water with dispenser and paper glass shall have to be made at the respective Furniture Centres of Municipal Zones within the Corporation limit by 2.00 p.m. before 03 working days of scheduled date of Election and to be handed over to Zonal Nodal Officer. The list of Furniture Centres will be provided along with the supply order of each Municipal Zone. The exact date of supply of mineral water with dispenser and paper glass will be communicated in the supply order.

The Tender Form and copy of terms and conditions can be purchased from the office of the Election Officer, North DMC, 25th Floor, E-1 Block, Dr. S.P. Mukherjee, Civic Centre, JLN Marg, New Delhi-110002, on payment of Rs.1000/- each in the shape of Demand Draft/Pay Order in favour of Commissioner, North DMC only w.e.f. the date of publication of NIT till **04.04.2019** by **5.00 P.M.** (on all working days). The tender documents downloaded from the Corporation website www.mcdonline.gov.in may also be used. However, in this case, the bidder shall have to deposit tender fee of Rs. 1000/- in the shape of Demand Draft/Pay Order payable in favour of Commissioner, North DMC along with the Technical Bid. The pre-Bid meeting will be held in the Election Officer Chamber/North DMC on 25th Floor, Dr. SPM Civic Centre, JLN Marg, New Delhi-110002.

TERMS AND CONDITIONS FOR SUPPLY OF MINERAL DRINKING WATER ALONG WITH DISPENSER AND DISPOSABLE PAPER GLASSES

1) Eligibility criteria :

- I. The average annual Financial Turnover of the firm regarding Supply of mineral water with dispenser on hire basis and supply of paper glasses during the last three years should be at least **Rs. 05.00 Lacs**. The bidder must enclose a certificate duly certified by Chartered Accountant regarding financial turnover, balance sheet of the firm and I.T.R. of the last three financial years with the Technical Bid i.e. 2015-16, 2016-17 & 2017-18 as a proof of this.
- II. Only the reputed Contractors who have the experience of providing/supply of mineral water with dispenser and paper glasses for functions/programmes organised by any Government Organisation/Semi Government Department/Government Undertaking/PSU's etc. in the previous six years can apply. The bidder must enclose the documentary evidence in this regard like copy of work orders/supply orders etc.
- III. The tenderer should undertake that the firm is not black listed nor debarred from tendering from any other Govt. agency/undertaking/Semi Government/PSU's.
- IV. The tenderer should have registration with GST and must submit GST Number certificate.
- V. The tenderer should have an office within the geographical limits of NCT of Delhi or shall undertake to establish the same for smooth liaison by the Corporation.
- 2) The tenderer shall submit Techno Commercial Bid (Called Technical Bid) Envelope-A (including tender cost & earnest money) and the Financial Rate Bid (Called Financial Bid) Envelope -B as per Annexure I & II respectively in two separate sealed envelopes **Zone-wise**. Both the envelopes should mention the name of the bid (Technical Or Financial), item tendered, name of the bidder, name of the zone and should be duly sealed (with company/firm stamp) and put in a third envelope, that too should be duly sealed. All the three envelopes must be sealed & super-scribed as "Tender for supply of mineral water with dispenser on hire basis and supply of paper glasses for _____ Zone due on _____" and name of the bidder.
- 3) The bidder/tenderer has to submit different bid for different zone.
- 4) The Techno Commercial Bid shall be opened first by the duly constituted Technical Evaluation Committee (TEC). Decision of the Competent Authority to declare any of the tenderer to have or have not qualified in this bidding on the basis of advice of TEC shall be final and binding. Intimation of decision of the competent authority shall be conveyed to the tenderers.
- 5) Financial Bids of only those tenderers, who qualify in the Technical Bid, shall be opened on the date and time which shall be conveyed to such bidders. Acceptance of the financial bid shall be conveyed to such bidders. Acceptance of the financial bid shall be subject to the approval of Competent Authority on the recommendation of approval of the Committee constituted for the purpose.
- 6) The tenderer must sign the terms and conditions and submit along with the Technical Bid in envelope-A mentioning that the terms and conditions are acceptable to him otherwise the tender is liable to be rejected.
- 7) The supply of mineral drinking water along with dispenser on hire basis and supply of disposable paper glasses shall have to be made at the respective Furniture Centres of the Municipal Zones within the Corporation limit by 2.00 PM before three working days of schedule date of elections by the Contractor to whom the work is awarded. The exact date of supply of mineral drinking water along with dispenser on hire basis and supply of disposable paper glasses will be communicated in the supply order.
- 8) The supply of mineral drinking water along with dispenser on hire basis and supply of disposable paper glasses should be of good quality. Sample should be furnished before opening of tender.
- 9) The mineral drinking water should be of good quality, in 20 ltr. Bottle/jar size and should be FSSAI certified. The rates should be quoted for supply of 20 ltr. bottle/jar and dispenser (on hire basis) and for supply of disposable paper glass (the empty bottle/jar and dispenser will be returned after completion of election) inclusive of cartridge for both side upto and from the respective furniture centre under the each zone..
- 10) Supply should be subject to the approval by Election Officer (HQ) or Nodal Officer of the Zone of North DMC. Quantity specified in the supply order may vary.
- 11) The paper glass should be of good quality and quantity of 200 ml. (approx) sample should be furnished before opening of tender.
- 12) The bidder must have capacity/sufficient stock of all tendered items. The bidder will not be allowed to delegate/transfer/assign the contract OR any part thereof to some other party.
- 13) The rates should be quoted for a particular Zone exclusive of all taxes.
- 14) Rates will hold good for four months from the date of opening of Tenders/Negotiation.
- 15) The material will be supplied by the supplier at the Furniture Centres falling in the Zone on receipt of request/direction from the concerned authority to do so.
- 16) Supply should be subject to the approval of Election Officer (HQ) or Nodal Officer of the Zones of North DMC. Date of supply of material etc. will be communicated in the supply order. Quantity specified in the supply order may vary as per requirement.

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