



No. 814 /Election/NDMC/2013-14

Dated: 13.03.2014

SHORT NOTICE INVITING TENDER

Zone wise sealed tenders are invited by North Delhi Municipal Corporation for **supply of furniture items on hire basis for the General Elections to Lok Sabha-2014.** The details of furniture to be supplied for each polling booth are given below:-

S. No.	Item	Qty
1	Table 6'x3' (Approx.)	One
2	Table 4'x3' (Approx.)	Four
3	Table 3'x2' (Approx.)	One
4	Chairs	Eleven
5	Set of Shamiana with six Kanats (15'x30')	As per requirement, where necessary
6	Shamiana (15'x30') without Kanats	As per requirement, where necessary
7	Kanats/Curtains (15'x7.5')	As per requirement, where necessary
8	Pedestal Fan	As per requirement, where necessary

Zone wise number of Polling Booths are given as under :- (Actual No. of Polling Booths may increase or decrease)

Sl. No.	Name of Zone	Polling Booths
1.	City Zone	: 257 approx.
2.	Civil Line Zone	: 1243 approx.
3.	Karol Bagh Zone	: 597 approx.
4.	Narela Zone	: 645 approx.
5.	Rohini Zone	: 1500 approx.
6.	S.P. Zone	: 339 approx.
Total		: 4581 approx.

Earnest Money : Rs. 1,00,000/- for each zone in the shape of Demand Draft payable in favour of Commissioner, North DMC.

The requirement of election material for each zone will be indicated in the supply order which may increase or decrease by 20% on either side. The sealed tenders will be received in the **Election Office, North DMC, 25th Floor, E-Block, Dr. S. P. Mukherjee Civic Center, Minto Road, New Delhi-02** by 3.00 P.M. on **20.03.2014** and will be opened on the same day at 3.30 P.M. in presence of the Committee constituted for the purpose. **Only the reputed Contractors who have the experience of election work in the previous elections can apply.**

The supplies of the election material shall have to be made at the respective Furniture Centres of the Zones within the North DMC limit by the Contractor to whom work is awarded. The lists of Furniture Centers and Tented Sites of Polling Booths will be provided along with the Supply Order of each Zone. The date of supply of furniture etc. and erection of tents will be communicated in the supply order.

The Tender Form and copy of Terms and Conditions can be obtained from **Election Office, North DMC, 25th Floor, E-Block, Dr. S. P. Mukherjee Civic Center, Minto Road, New Delhi-02**, on payment of Rs. 500/- per Tender Form w.e.f. the date of publication of NIT **14.03.2014** from 9.00 A.M. to 5.00 P.M. on all working days and up to 5.00 P.M. on **19.03.2014**.

**Addl. Deputy Commissioner (Election)
North Delhi Municipal Corporation**

TERMS AND CONDITIONS

1. The Furniture items supplied should be of good quality, neat & clean and rates quoted should be for three days of each item inclusive of cartage for both sides.
2. Supply should be subject to the approval by Addl. Dy. Commissioner (Election) and Dy. Commissioner of the Zone of North DMC. 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 08.04.2014 till 6.00 P.M. of 10.04.2014. Shamiana and Kanats, if any required, should be installed at site and will remain installed from 4.00 P.M. of 08.04.2014 till 6.00 P.M. of 10.04.2014. Supply of Furniture, on hire basis, should be completed latest by 9.00 A.M. of 08.04.2014.
4. Shamianas and Kanats should be of good quality and in good condition. The rates should be quoted for a particular Zone inclusive of pitching, removal, watch & ward and cartage on both sides.
5. Rates will be valid for **two months from the date of opening of Tenders/Negotiation.**
6. The Shamianas & Kanats will be installed by the supplier at the Polling Stations falling in the Zone.
7. The supplier shall have to appoint his own watch & ward staff for each shamiana site during the afore-said period and till such time the Shamianas & Kanats are removed. The supplier shall be responsible to keep the Shamianas and Kanats installed in perfect condition during the period. MCD shall not be responsible for loss, theft, damage by fire to any of the items supplied.
8. **Earnest Money of Rs.1,00,000/- in shape of Bank Draft (Demand Draft / Pay Order) in favour of Commissioner, North DMC** for each Zone shall have to be deposited by the supplier in the Election Office, NDMC, 25th Floor, E-Block, Dr. S. P. Mukherjee Civic Center, Minto Road, New Delhi-02, at the time of submission of Tender. In case of failure to supply election material and pitching of Shamianas 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 be borne by the Contractor. **Earnest Money other than Bank Draft/Pay Order will not be accepted and the tender will be treated as invalid/rejected.**
9. 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 Shamiana, Kanats and Furniture for Zone _____ due on _____"**.
10. The Contractor shall affix a transparent tape on the rates quoted in the Tender documents.
11. The agreement must be executed before taking the supply order.
12. The department reserves the right to accept or reject any tender without assigning any reason(s).

**Addl. Dy. Commissioner (Election)
North 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