

उत्तरी दिल्ली नगर निगम



NORTH DELHI MUNICIPAL CORPORATION
(ELECTION OFFICE)

E-Block, 25th Floor, Dr. S.P. Mukherjee Civic Centre,
Jawahar Lal Nehru Marg, New Delhi-02 Ph. 23227513
E-mail : electionoffice.mcd@gmail.com

No. 851 /Election/NDMC/2013-14

Dated: 20.03.2014

SHORT NOTICE INVITING TENDER

The sealed tenders are invited by North Delhi Municipal Corporation for **Installation of Porta Cabin on hire basis (size 20' x 10')** for the **General Elections to Lok Sabha-2014 in Karol Bagh Zone under jurisdiction of New Delhi Parliament Constituency:**

Earnest Money : Rs. 60,000/- for each zone in the shape of Demand Draft payable in favour of Commissioner, North DMC.

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 **25.03.2014** and will be opened on the same day at 3.30 P.M. in presence of the Committee constituted for the purpose. **Only Contractors who have the experience of installing Porta Cabin.**

The supplies/installation of the Porta Cabin shall have to be made at the respective sites of the Karol Bagh Zone by the Contractor to whom work is awarded. The lists of sites of Polling Booths will be provided along with the Supply Order. The date of supply/installation of Porta Cabin 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 **21.03.2014** from 9.00 A.M. to 5.00 P.M. on all working days and up to 12.00 Noon on **25.03.2014**.

Addl. Deputy Commissioner (Election)
North Delhi Municipal Corporation

TERMS AND CONDITIONS

1. Porta Cabins are installed on or before 07.04.2014 up to 8.00 AM and handed over to Nodal Officer of Karol Bagh Zone.
2. Porta cabin should be of good quality having 20' x 10' size (structure - M.S. Tube 2" x 2" square, 0.5 mm thick alongwith 10' roof height, side wall - Powder coated sheet Metro Style, Flooring - Maiting Color Green, Electricity - 4 Tube Light, 4 Fans, 2 Doors, 2 Windows, Paint Cream Colour. The rates should be quoted for pitching of a Porta cabin on the site.
3. Rates will be valid for **two months from the date of opening of Tenders/Negotiation.**
4. **Earnest Money of Rs. 60,000/- 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 install of Porta cabin in time, the Earnest Money will be forfeited and necessary arrangements will be made from the open market at the risk & cost of the contractor/firm 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.**
5. 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 Installation of Porta Cabin due on _____"**
6. The Contractor shall affix a transparent tape on the rates quoted in the Tender documents.
7. The agreement must be executed before taking the supply order.
8. 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