



**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. 942 /Election/NDMC/2013-14

Dated: 28.03.2014

**SHORT NOTICE INVITING TENDER**

Sealed tenders are invited by North Delhi Municipal Corporation for supply of disposable water glasses of 250ml with ISI mark for each polling booth for all zones of North DMC, for the General Elections to Lok Sabha-2014. The quantity to be supplied at each polling booth is as under:-

1. Disposable of Water Glass - 250 Nos.

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

<u>Sl. No.</u>	<u>Name of Zone</u>	<u>Polling Booths</u>
1.	City Zone	: 253 approx.
2.	Civil Line Zone	: 1241 approx.
3.	Karol Bagh Zone	: 593 approx.
4.	Narela Zone	: 632 approx.
5.	Rohini Zone	: 1475 approx.
6.	S.P. Zone	: 334 approx.
<b>Total</b>		<b>: 4528 approx.</b>

**Earnest Money** : Rs. 60,000/- for supply of disposable drinking water glasses in the shape of Demand Draft payable in favour of Commissioner, North DMC

The requirement of disposable water glasses of 250ml for each zone will be indicated in the supply order. The sealed tenders will be received in the **Election Office, North DMC, 25<sup>th</sup> Floor, E-Block, Dr. S. P. Mukherjee Civic Center, Minto Road, New Delhi-02** by 3.00 P.M. on 31.03.2014 and will be opened on the same day at 3.30 P.M in presence of the Committee constituted for the purpose. **The manufacturer/distributors/suppliers of ISI mark water glasses can apply for the work.**

Supply of the disposable water glasses at the respective Furniture Centers of the Zones within the jurisdiction of North Corporation of Delhi by the Contractor to whom work is awarded. The suppliers/contractors may also quote rates for providing disposable water glasses at their plant from where the glasses will be lifted by the officials of respective zone and the rates for supplying water glasses at the furniture centers of NDMC which will include cartage. The lists of Furniture Centers will be provided along with the Supply Order of each Zone. The date of supply of disposable water glasses will be communicated in the supply order.

The Tender Form and copy of Terms and Conditions can be obtained from the **Election Office, North DMC, 25<sup>th</sup> 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 29.03.2014 from 9.00 A.M. to 5.00 P.M. on all working days and up to 12.00 Noon on 31.03.2014.

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



### TERMS AND CONDITIONS

1. The disposable water glasses of 250 ml with ISI mark supplied should be of good quality, neat & clean and rates quoted inclusive of cartage and without cartage.
2. Supply should be subject to the approval by Addl. Dy. Commissioner (Election) and Dy. Commissioner of the Zone of North DMC.
3. Supply of disposable water glasses should be completed up to 9.00 A.M. of 07.04.2014.
4. Rates will be valid for **two months from the date of opening of Tenders/Negotiation.**
5. **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, 25<sup>th</sup> 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 of disposable water glasses of 250 ml, 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.**
6. 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 disposable water glass\_\_\_\_\_ due on \_\_\_\_\_"**.
7. The Contractor shall affix a transparent tape on the rates quoted in the Tender documents.
8. The agreement must be executed before taking the supply order.
9. 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**