

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. 32 /Election/NDMC/2015

Dated: 20.01.2015

SHORT NOTICE INVITING TENDER

Sealed tenders are invited in Dual Bid System by North Delhi Municipal Corporation for **Installation of Porta Cabins on hire basis (size 20' x 10') for setting up of Polling Station during the General Elections to Delhi Legislative Assembly-2015 in AC-24 (Patel Nagar).** Only the reputed contractors who have the experience of installing Porta Cabins especially installation of Porta cabins for setting up of Polling Stations in any Govt. election or any other Govt. department can apply only.

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

The Tender Form and copy of terms and conditions can be obtained from the Election Office / NDMC, 25th Floor, Civic Centre, New Delhi on payment of Rs. 500/- up to 01.00 P.M. on 23.01.2015 and the same will be received up to 3.00 P.M. on 23.01.2015. Technical bids will be opened on the same day i.e. on 23.01.2015 at 3.30 P.M. & the financial bids will be opened at 5.00 P.M. for the tenders who have qualified in Technical Bid on the same day. The terms and conditions of tender and other relevant information are given on Corporation's website mcdonline.gov.in.

Addl. Deputy Commissioner (Election)
North Delhi Municipal Corporation

TERMS AND CONDITIONS

1. Porta Cabins are to be installed on or before 05.02.2015 at 8.00 A. M. and to be handed over to Nodal Officer.
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, Roof of profile sheet of 0.5 mm thickness, side wall - Powder coated sheet Metro Style, Flooring - Malting 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. Contractors who have the experience of installing Porta Cabins especially installation of Porta cabins for setting up of Polling Stations in any Govt. election or any other Govt. departments can apply only. The firms should submit documentary evidence viz. copy of work orders/supply orders, photographs of complete Porta Cabins.
4. The documents of technical bid will be enclosed in a separate envelope alongwith the Technical bid and marked "Technical Bid". The rates in the prescribed tender documents will be quoted by the tenderer in words & figures clearly affixed by the transparent tape. The financial bids will be in a separate envelop and both technical bids & financial bids will be enclosed in separate bigger envelop.
5. **Rates may be quoted for installation of one Porta Cabin of the above description from 5th to 07th April, 2014 (Three days).** The rates will be valid for three months from the date of opening of Tenders/Negotiation.
6. **Earnest Money of Rs. 60,000/- in shape of Bank Draft (Demand Draft / Pay Order) in favour of Commissioner, North DMC 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.**
7. The rates should be quoted in both figures and words. 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 Cabins for setting up of Polling Booths due on _____**".
8. The Contractor shall affix a transparent tape on the rates quoted in the Tender documents.
9. The agreement must be executed before taking the supply order.
10. 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