



**SOUTH DELHI MUNICIPAL CORPORATION**  
**Office of Addl. Dy. Commissioner (Elections)**  
**25<sup>th</sup> Floor, Dr. SPM Civic Centre, JLN Marg, New Delhi-110002**

**NIT No. D/ \4\4/DC(Election)/SDMC/2017**

**Dated : 19/04/2017**

**NOTICE INVITING TENDER**

Under the jurisdiction of South Delhi Municipal Corporation (SDMC), sealed tenders are invited for setting up of Model Polling Stations for General Elections to Municipal Corporations, 2017.

1. Besides furniture items as per requirement of SEC letter No SEC/MCD/General Election/2017/37 dated 07.04.2017, each Model Polling shall have good furniture, decorated with balloons & having drinking water facility, keeping some toffees in a Bowl or a flower to be given to first time voter as far as possible. A staff may be deputed for the same.

**Zone wise number of Model Polling Stations are given as under :**

<b><u>Sl. No.</u></b>	<b><u>Name of Zone</u></b>	<b><u>No of Model Polling Stations</u></b>
1.	Central Zone	07
2.	South Zone	07
3.	West Zone	07
4.	Najafgarh Zone	05

**Earnest Money:** Rs. 35,000/- in the shape of Bank draft (Demand Draft/ Pay order only) payable in favour of Commissioner, SDMC.

The requirement of Model Polling Station 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 State Election Commission. The same shall be amended /clarified on the Corporation website and the same shall not be communicated to any prospective bidder in any other form. Accordingly, all the prospective bidders are expected to visit the Corporation website [www.mcdonline.gov.in](http://www.mcdonline.gov.in) for any update on the matter.

The sealed tenders will be received in the office of the Dy. Commissioner (Elections), SDMC, 25<sup>th</sup> Floor, E-1 Block, Dr. S.P. Mukherjee, Civic Centre, JLN Marg, New Delhi-02 by **11:00 AM** on **20/04/2017** and will be opened on the same day at **11:30 A.M.** in presence of the representatives of the bidders and the members of committee constituted for this purpose.

The Model Polling Stations shall have to be made at the respective Polling Locations of the Municipal Zones within the Corporation limit by 2.00 PM on two days prior to the scheduled date of election by the Contractor to whom the work is awarded.

The Tender Form and copy of terms and conditions can be purchased from the office of the Dy. Commissioner (Elections), SDMC, 25<sup>th</sup> Floor, E-1 Block, Dr. S.P. Mukherjee, Civic Centre, JLN Marg, New Delhi-110002, on payment of Rs.1000/- each Tender Form w.e.f. the date of publication of NIT till **20/04/2017** by 11.00 A.M. The tender documents downloaded from the Corporation website [www.mcdonline.gov.in](http://www.mcdonline.gov.in) may also be used. However, in this case, the bidder shall have to deposit tender fee of Rs. 1000/- in shape of Demand Draft/Pay Order payable in favour of Commissioner, SDMC along with the Technical Bid.

  
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## TERMS AND CONDITIONS

1. The tenderer shall submit Techno Commercial Bid (Called Technical Bid) and the Financial Rate Bid (Called Financial Bid) as per Annexure I & II respectively in two separate sealed envelopes. Both the envelopes should mention the name of the bid (Technical Or Financial), item tendered, name of the bidder and should be duly sealed and put in a third envelope, that too should be duly sealed. All the three envelopes must be sealed & super-scribed as "Tender for setting up of Model Polling Stations for General Elections to the Municipal Corporations of Delhi-2017 due on 20/04/2017."
2. The bidder/tenderer has to submit single bid for different zone.
3. 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.
4. 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.
5. The tenderer must sign the terms and conditions and submit along with the Technical Bid mentioning that the terms and conditions are acceptable to him; otherwise the tender is liable to be rejected.
6. Setting up of Model Polling Stations shall have to be made at the respective location of Assembly Constituency of the Municipal Zones within the Corporation limit by **5.00 PM before three working days of schedule date of elections** by the Contractor to whom the work is awarded. The lists of Model Polling Stations and Sites of Model Polling Booths will be provided along with the Supply Order of each Municipal Zone. The exact date of supply and erection of Model Polling Station will be communicated in the supply order.
7. **Eligibility criteria :**
  - i. The average annual Financial Turnover regarding Setting up of Model Polling Stations on hire basis by the firm during the last three years should be at least **Rs. 4.70 Lacs**. As a proof of this, tenderer must submit balance sheet of the firm for the last three years with the Technical Bid i.e. 2013-14, 2014-15 & 2015-16.
  - ii. The Contractors /bidders/firm/agency must have completed the **work** Govt./Undertaking costing as per table given below during the last seven years ending 31<sup>st</sup> March, 2016 of election related work of similar nature i.e. Setting up of Model Polling Stations etc. The bidder shall be required to submit documentary proof for the same in the form of work order and satisfactory completion certificate of the work issued by the client.

(Rs. In lakh)

Srl. No.	80% (one work)	50% (each two work)	40% (each three work)
1.	12.50	7.80	6.25

- iii. The Tenderer should undertake that the firm is not black listed or otherwise debarred from tendering from any other Govt. agency/undertaking.
- iv. The tenderer should have registration with Service Tax Department and must submit Service Tax Number certificate.
- v. The tenderer should have a office within the geographical limits of NCT of Delhi or shall undertake to establish the same for smooth liaison by the Corporation.

  
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8. The items used for setting up of Model Polling Stations should be of good quality, neat & clean and rates quoted should be for two days of each item inclusive of cartage for both sides upto and from the respective furniture centre under the each zone.
9. Furniture and other should be of good quality and in good condition. The rates should be quoted for a unit inclusive of all taxes, pitching, removal, watch & ward and cartage on both sides.
10. Rates will hold good for **two months** from the date of opening of Tenders/Negotiation.
11. The furniture items for Model Polling Stations will be supplied and installed by the supplier at the Polling Stations falling in the Zone on receipt of request/direction from the concerned authority to do so.
12. Supply should be subject to the approval of Dy. Commissioner (Elections) or Dy. Commissioner of the Zones of SDMC. Date of supply of furniture etc. and erection of tents will be communicated in the supply order. Quantity specified in the supply order may vary as per requirement.
13. The supplier shall have to appoint his own watch & ward staff for each Model Polling Site, if any, during the aforesaid period and till such time the materials are removed. The supplier shall be responsible to keep the material installed in perfect condition during the period. SDMC shall not be responsible for loss, theft, damage and fire, of any of the items supplied.
14. **Earnest Money of Rs. 35,000/- in shape of Bank Draft (Demand Draft/Pay Order) only** in favour of **Commissioner, SDMC** shall have to be deposited by the supplier in the Office of the Dy. Commissioner, (Elections), SDMC, 25<sup>th</sup> Floor, E-1 Block, Dr. S.P. Mukherjee Civic Centre, JLN Marg, New Delhi-02, at the time of submission of Tender. In case of failure in timely setting up of Model Polling Station, Earnest Money will be forfeited and 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.
15. Earnest Money deposited by the unsuccessful bidder shall be returned to them within the shortest possible time. The Earnest Money deposited by the successful bidder shall be kept by the department as performance guarantee till successful setting up of Model Polling Stations and shall be returned after smooth conduct of the elections.
16. The rates (inclusive of all applicable taxes such as Service Tax) 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.
17. The Contractor shall affix a transparent tape on the rates quoted in the Tender documents.
18. The agreement must be executed before taking the supply order.
19. The department reserves the right to accept or reject any tender without assigning any reason(s).

  
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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**

**SOUTH DELHI MUNICIPAL CORPORATION**

**Annexure -I**  
**TECHNICAL BID**

**SETTING UP OF MODEL POLLING STATIONS FOR GENERAL ELECTIONS TO THE**  
**THREE MUNICIPAL CORPORATIONS - 2017**

I/We, \_\_\_\_\_ M/s \_\_\_\_\_ at \_\_\_\_\_ Address \_\_\_\_\_ herby submit Technical Bid for setting up of Model Polling Stations on hire basis as per terms & conditions of SDMC which are acceptable to us.

1	Financial capacity of the tenderer	1. Balance Sheet for the last three years i.e. 2013-14, 2014-15, 2015-16 <b>Annexed Yes/No</b> 2. Copy of work orders/completion certificate of the similar assignments/works done during the last seven years ending 31 <sup>st</sup> March, 2016 <b>Annexed Yes/No.</b>
2.	Registered Address & Location of the Firm/Contact No.	(a) Name of Firm _____ (b) Address _____ (c) Contact No. _____
3.	Service Tax	(a) Registration No. _____ (b) Registration Authority _____ (c) Attested copy of the certificate <b>Annexed Yes /No</b>
4.	Terms & conditions dully accepted	<b>Annexed Yes/No</b>
5.	Name of the Corporation for which the bids are being submitted	1. _____ Zone 2. _____ Zone
6.	Earnest Money (₹ 35,000/- per Zone for which bids are being submitted)	(a) Bank _____ (b) Draft No. _____ Dated _____ (c) Amount Rs. _____

**Signature of the tenderer**


Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Address : \_\_\_\_\_

Phone No. : \_\_\_\_\_ Mobile No. \_\_\_\_\_

**(Seal)**

  
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**Annexure –II**  
**FINANCIAL BID**

**SETTING UP OF MODEL POLLING STATIONS FOR GENERAL ELECTIONS TO THE**  
**THREE MUNICIPAL CORPORATIONS - 2017**

S.N.	Description of Article	Unit	Rates	
			(in Figures)	(in Words)
1	good furniture, decorated with balloons & having drinking water facility, keeping some toffees in a Bowl or a flower to be given to first time voter as far as possible for which a staff has to be deputed	each		

1. Rates quoted above are **inclusive of all taxes** for the total period of the election.
2. The material shall be supplied latest by 2.00 P.M. before two working days i.e. 21/04/2017 of schedule date of election at the respective furniture centre of the zone and shall be taken away from there after conduct of the General Elections to Municipal Corporations - 2017.

**SIGNATURE OF TENDERER**

**Date**  
**Place**

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