



**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.** ADC (Election)/SDMC/2020/266

**Dated:** 21/01/2020

**SHORT NOTICE INVITING TENDER**

Date of sale of Tender Forms : 21.01.2020 to 23.01.2020 up to 2:00 PM  
Pre Bid Meeting : 22.01.2020 at 11:00 AM  
Last date of submission of Tender : 23.01.2020 up to 4:00 PM  
Opening of Technical Bid : 23.01.2020 at 4:30 PM  
Date of opening of Financial Bid will be communicated to the eligible bidder.

Under the jurisdiction of South Delhi Municipal Corporation (South DMC), Zone wise sealed tenders are invited for supply of the furniture, Supply of mattresses, quilts/blankets, pillow, bed-sheet, Locker for Mobile on hire basis for making arrangements for **General Elections to Delhi Legislative Assembly - 2020**. The details of items to be supplied for each polling booth are given below:-

S. No.	Description of article	No./Qty
1.	Table 6'x'3' (Approx)	One
2.	Table 4'x'3' (Approx)	Five
3.	Chair	Eleven
4.	Set of Shamiana with six Kanats (15'x30')	As per requirement, wherever necessary
5.	Shamiana without Kanats (15'x30')	As per requirement, wherever necessary
6.	Kanats/Curtain (15'x7.5')	As per requirement, wherever necessary
7.	LED Display (Minimum 65 Inch)	One LED on each Model Polling Stations
8.	Supply of mattresses/ quilts /blankets/pillow etc. for stay of polling parties on P-1 Day (One day prior to poll day.) Set for each polling station (One set means :- 1 Mattress + 2 quilt/blanket + 1 pillow + 1 bed sheet )	Complete Sets as per requirement
9.	Locker for Mobile phones ( One Locker for each polling location) i.e. 1000 location (Approx.)	As per requirement

**Zone wise numbers of Polling Stations are given as under\*:-**

Sl. No.	Name of Zone	Polling Booths (approx)
1.	Central Zone	1264
2.	South Zone	1169
3.	West Zone	1469
4.	Najafgarh Zone	1240
	<b>Total</b>	<b>5142</b>

\*Final number of Polling Booths in a particular zone may increase or decrease

**Earnest Money:** The details of earnest money for each zone in the shape of Bank draft (Demand Draft/ Pay order only) payable in favour of Commissioner, South DMC are as under.

S. No.	Zone	Earnest Money (Rs. In lakh)
1.	Central	2.43
2.	South	2.12
3.	West	2.63
4.	Najafgarh	2.30

The requirement of election material for each zone will be indicated in the supply order which may increase or decrease. The items indicated in the Financial Bid may also undergo change depending on the direction of the CEO, Delhi. The same shall be amended /clarified on the Corporation website [mcdonline.gov.in](http://mcdonline.gov.in). Accordingly, all the prospective bidders are expected to visit the Corporation website [mcdonline.gov.in](http://mcdonline.gov.in) for any update in the matter.

*Bachan*  
Addl. Dy. Commissioner (Election)  
South Delhi Municipal Corporation

The sealed tenders will dropped in the sealed tender box outside the Election Department, South DMC, 25<sup>th</sup> Floor, E-1 Block, Dr. S.P. Mukherjee, Civic Centre, JLN Marg, New Delhi-02 by **4:00 PM.** on **23.01.2020** and the Technical Bid will be opened on the same day at **4:30 P.M.** in presence of the representatives of the bidders and the members of committee constituted for this purpose. The date of opening of Financial Bid will be communicated to the eligible bidders after evaluation of Technical Bid.

The supply of the Election material shall have to be made at the respective Furniture Centres of the Municipal Zones within the Corporation limit by 2.00 PM before three working days of scheduled date of election by the Contractor to whom the work is awarded.

The lists of Furniture Centres and Tented Sites of Polling Booths will be provided along with the Supply Order of each Municipal Zone. The exact date of supply of furniture, Supply of mattresses, quilts/blankets, pillow, bed-sheet etc., Locker for Mobile and erection of tents will be communicated in the supply order.

The Tender Form and copy of terms and conditions can be purchased from the office of the Addl. Dy. Commissioner (Election), South DMC, 25<sup>th</sup> Floor, E-1 Block, Dr. S.P. Mukherjee, Civic Centre, J.L.N Marg, New Delhi-110002, on payment of Rs.1000/- each in the shape of Demand Draft/Pay Order in favour of Commissioner, South DMC only w.e.f. the date of publication of NIT till **23.01.2020** by **2:00 P.M.** (on all working days). 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 the shape of Demand Draft/Pay Order payable in favour of Commissioner, South DMC along with the Technical Bid. The pre-Bid meeting will be held in the **Conference Hall, 6<sup>th</sup> Floor, E-1 Block, Dr. SPM Civic Centre, JLN Marg, New Delhi - 110002** on **22.01.2020** at **11:00 AM.**

  
**Addl. Dy. Commissioner (Election)**  
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Opening of Technical Bid - Rs. 1000/-  
at 23.01.2020 at 4:30 P.M.

NIT No. ADC (Election)/SDMC/2020/266

Dated: 2/01/2020

**TENDER FORM**

**Technical Bid (Envelope - A)**

**SUPPLY OF FURNITURE ITEMS, MATTRESSES, QUILTS/BLANKETS, PILLOW, BED-SHEET, LOCKER FOR MOBILE FOR MAKING ARRANGEMENTS FOR GENERAL ELECTIONS TO DELHI LEGISLATIVE ASSEMBLY - 2020**

Name of Firm/Supplier : \_\_\_\_\_  
Full Address & phone No. : \_\_\_\_\_  
Name of Work : **HIRING OF ABOVE SAID ITEMS ETC.**  
Name of Zone : \_\_\_\_\_

Terms & Conditions attached

Signature of Issuing Authority

I/We, \_\_\_\_\_ M/s. \_\_\_\_\_ at \_\_\_\_\_  
Address \_\_\_\_\_ hereby submit Technical Bid for supply of above said items on hire basis as per terms & conditions of South DMC which are acceptable to us.

1	Financial capacity of the tenderer	1. Certificate of Chartered Accountant regarding turnover <b>Annexed Yes/No</b> 2. Balance Sheet for the last three Financial Years i.e. 2016-17, 2017-18, 2018-19 <b>Annexed Yes/No</b> 3. Income Tax return for the last three Financial Years i.e. 2016-17, 2017-18, 2018-19 <b>Annexed Yes/No</b> 4. Copy of work orders/completion certificate of the similar assignments/works done as per T&C. <b>Annexed Yes/No</b> 5. <b>Undertaking regarding black listing/debarring</b> <b>Annexed Yes/No</b>
2.	Registered Address & Location of the Firm/Contact No.	(a) Name of Firm _____ (b) Address _____ (c) Contact No. _____ (d) Email_id _____
3.	GST	(a) Registration No. _____ (b) Registration Authority _____ (c) Attested copy of the certificate <b>Annexed Yes/No</b>
4.	Terms & conditions duly accepted	<b>Annexed Yes/No</b>
5.	Name of the Zones for which the bids are being submitted	_____ Zone _____ Zone
6.	1. Tender Form Cost (Rs. 1000/-) 2. Earnest Money: (Rs. 2.43/- Lakh Central Zone,	a) Draft No. /G-8 No. _____ Dated _____ b) Bank _____

*Sachin*

Addl. Dy. Commissioner (Election),  
South Delhi Municipal Corporation

	Rs. 2.12/- Lakh South Zone, Rs. 2.63/- Lakh West Zone, Rs. 2.30/- Lakh Najafgarh Zone for which bids are being submitted)	c) Amount Rs. _____ (a) Draft No. _____ Dated _____ (b) Bank _____ (c) Amount Rs. _____
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**Signature of the tenderer**

Name: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone No.: \_\_\_\_\_ Mobile No. \_\_\_\_\_  
 (Seal)

*Sachin*  
 Addl. Dy. Commissioner (Election),  
 South Delhi Municipal Corporation

