



**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/ 14/ADC(Election)/SDMC/2017

Dated 07/02/2017

**NOTICE INVITING TENDER**

Under the jurisdiction of South Delhi Municipal Corporation (SDMC), Zone wise sealed tenders are invited for supply of the furniture items on hire basis for making arrangements for setting up of polling stations of general elections of members to the Gurdwara Management Committee - 2017. The details of furniture to be supplied for each polling booth are given below:-

1. Table 6'x3'	-	One
2. Table 4'x3'	-	Three
3. Table 3'x2'	-	One
4. Chairs	-	Eleven

**Zone wise tentative number of Polling Booths are given as under\* :-**

<u>Name of Zone</u>	<u>Polling Booths</u>
1. Central Zone	: 46
2. South Zone	: 24
3. West Zone	: 222
4. Najafgarh Zone	: 06
<b>Total</b>	<b>: 298</b>

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

**Earnest Money:** Rs. 20,000/- for Central Zone & South Zone each, Rs. 10,000 for Najafgarh Zone and Rs. 35,000 for West Zone in the shape of Demand Draft payable in favour of Commissioner, SDMC.

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 change depending on the requirement of the Directorate of Gurdwara Elections, GNCTD. The same shall be amended /clarified on the Corporation website [mcdonline.gov.in](http://mcdonline.gov.in) 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 [mcdonline.gov.in](http://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 **3.00 PM** on **13.02.2017** and will be opened on the same day at **3.30 P.M.** in presence of the representatives of the bidders and the members of committee constituted for this purpose.

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 on 23.02.2017 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

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Supply Order of each Municipal Zone. The date of supply of furniture etc. will be communicated in the supply order.

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.500/- each Tender Form w.e.f. the date of publication of NIT till **13.02.2017** 2.00 P.M. (on all working days). The tender documents downloaded from the Corporation website [mcdonline.gov.in](http://mcdonline.gov.in) may also be used. However, in this case, the bidder shall have to deposit tender fee of Rs.500/- in the shape of Demand Draft/Pay Order payable in favour of Commissioner, SDMC along with the Technical Bid.

  
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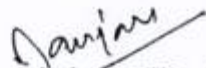
  
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## TERMS AND CONDITIONS

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 **Zone-wise**. 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 hiring of Furniture, Shamiana & Kanats for \_\_\_\_\_ Zone due on \_\_\_\_\_."
2. The bidder/tenderer has to submit different bid for different zone. A bidder may submit his bid(s) for maximum of **two Zones**.
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. 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 on 23.02.2017** 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.
7. **Eligibility criteria :**
  - i. The average annual Financial Turnover regarding Supply of furniture items on hire basis by the firm during the last three years should be at least **Rs. 3.00 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 either **one work** costing **Rs. 7.20 Lacs** or **two works** each costing **Rs. 4.50 Lacs** or **three works** each costing **Rs.3.60 Lacs** during the last seven years ending **31<sup>st</sup> March, 2016** of similar nature i.e. of Hiring of Furniture items etc. The bidder shall be required to submit documentary proof for the same in the form of work order/satisfactory completion certificate of the work issued by the client.
  - 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.
8. The Furniture items supplied 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. Shamianas and Kanats should be of good quality and in good condition. The rates should be quoted for a particular Zone 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. **Earnest Money of Rs. 20,000/- for Central & South Zone, Rs. 10,000/- for Najafgarh Zone and Rs. 35,000/- for West Zone in shape of Bank Draft (Demand Draft/Pay Order) only in favour of**

**Commissioner, SDMC for each Zone** separately shall have to be deposited by the supplier in the Office of the Addl. 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 supply of election material. 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 will not be accepted and the tender will be treated as invalid/rejected.

12. 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 supply of furniture/material and shall be returned after smooth conduct of the elections.
13. 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.
14. The Contractor shall affix a transparent tape on the rates quoted in the Tender documents.
15. The agreement must be executed before taking the supply order.
16. 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**

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

**SUPPLY OF FUNITURE ITEMS FOR MAKING ARRANGEMENTS FOR SETTING UP OF**  
**POLLING STATIONS OF GENERAL ELECTIONS OF MEMBERS TO DELHI SIKH**  
**GURDWARA MANAGEMENT COMMITTEE - 2017**

I/We, M/s \_\_\_\_\_ at Address \_\_\_\_\_  
herby submit Technical Bid for supply of the furniture items 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 Zones for which the bids are being submitted	1. _____ Zone 2. _____ Zone
6.	Earnest Money ( 20,000/- 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**

**SUPPLY OF FUNITURE ITEMS FOR MAKING ARRANGEMENTS FOR SETTING UP OF**  
**POLLING STATIONS OF GENERAL ELECTIONS OF MEMBERS TO DELHI SIKH**  
**GURDWARA MANAGEMENT COMMITTEE - 2017**

S.N.	Description of Article	Unit	Rates	
			(in Figures)	(in Words)
1	Hiring of Table 6'x3'	each		
2	Hiring of Table 4'x3'	each		
3	Hiring of Tale 3'x2'	each		
4	Hiring of Chair	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 3.00 P.M. on 23.02.2017 at the respective furniture centre of the zone and shall be taken away from there after conduct of the election of Delhi Sikh Gurdwara Management Committee - 2017.

**SIGNATURE OF TENDERER**

**Date**

**Place**

  
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