

आयुक्त नगरपालिका  
उत्तरी सं. E.P./S.D./Indic  
दिनांक 10/02/21  
उत्तरी दिल्ली नगर निगम

4

**ELECTION URGENT**

**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

संख्या: 3151  
दिनांक: 11.02.21

No. 21/ELECTION/NDMC/2021

DATE: 09.02.2021

Please find enclosed herewith short notice NIT No. D/19/ELECTION/NDMC/2021 DATED 09.02.2021 and NIT No. D/20/ELECTION/NDMC/2021 DATED 09.02.2021 FOR SETTING UP OF POLLING STATION FOR BYE-ELECTION FOR TWO (02) SEATS IN NORTH DELHI MUNICIPAL CORPORATION to be held on 28.02.2021 along with tender document including terms & conditions, for hiring of furniture items etc. and installation of Porta Cabin on hire basis through two-bid system for upload the same at the appropriate place on website of North Delhi Municipal Corporation w.e.f. 10.02.2021 To 15.02.2021 up to 05:00 P.M.

Encl:- As above

*[Signature]*  
**ELECTION OFFICER (H.Q.)**  
North Delhi Municipal Corporation  
Election Officer  
North Delhi Municipal Corporation

**Addl. Director (Information & Technology)**  
North Delhi Municipal Corporation

All concerned

✓ Secy to Com/NDMC

*[Signature]*  
Addl. Dir. I-T

12/2/21  
A-0. (IIT)

*[Signature]*  
12/2

*[Signature]*  
10/2/21

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**NORTH DELHI MUNICIPAL CORPORATION**  
**OFFICE OF ELECTION OFFICER**  
**25<sup>th</sup> Floor, Dr. SPM Civic Centre, JLN Marg, New Delhi-110002**

**NIT No. D-19/Election/NDMC/2021-22**

**Dated: 09.02.2021**

**SHORT NOTICE INVITING TENDER**

Date of sale of Tender Forms : 10.02.2021 to 11.02.2021 up to 5:00 PM  
Pre Bid Meeting : 12.02.2021 at 11:00 AM  
Last date of submission of Tender : 15.02.2021 up to 11:00 AM  
Opening of Technical Bid : 15.02.2021 at 11:30 AM  
Date of opening of Financial Bid will be communicated to the eligible bidder.

Under the jurisdiction of North Delhi Municipal Corporation (North DMC), sealed tenders zone wise are invited for supply of the furniture items etc on hire basis for making arrangements for Bye-Election for two(2) i.e. 32/N(Rohini-C-Narela Zone) and 62/N (Shalimar Bagh/North, K.P. Zone) Mpl. seats in North Delhi Municipal Corporation. The details of furniture, items, etc. to be supplied for each polling booth are given below:-

1.	Table 6'x3' (Approx.)	-	One
2.	Table 4'x3 (Approx.)	-	Six
3.	Table 3'x2 (Approx.)	-	One
4.	Chairs	-	Fourteen
5.	Set of Shamiana with six Kanats (15'x30')	-	As per requirement, wherever necessary
6.	Shamiana (15'x30') without Kanats	-	-do-
7.	Kanats Or Curtains (15'x7.5')	-	-do-
8.	LED Display (Minimum 65 inch)	-	-do-
9.	Packed Drinking Water Disposable Glasses (FSSAI approved)	-	200 Per Polling Booth (Approx.)
10.	FDA approved Disposable 3 Ply Face Masks	-	400 Per Polling Location (Approx.)
11.	FDA approved Disposable Hand Gloves	-	200 Each Polling Location (Approx.)
12.	FDA approved Hand Sanitizer (5Ltr. Packing) with 02 empty spray bottles of ½ Ltr.	-	05 Ltr. Each Polling Station (Approx.)
13.	FDA approved Sodium Hypochloride (5Ltr. Packing) (Approx.)	-	05 Ltr. Each Polling Station
14.	Bath Soap	-	One at Each Polling Booth

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

<b>Sl. No.</b>	<b>Name of Zone</b>	<b>Polling Booths approx.</b>
1.	Keshav Puram Zone (Ward No. 062-N)	65 approx
2.	Narela Zone (032-N)	78 approx
	<b>TOTAL</b>	<b>: 143 Approx.</b>

\*Final number of Polling Booths in a particular zone may increase or decrease  
**Earnest Money: Rs. 20,000/-** for each zone in the shape of Bank draft (Demand Draft/Pay order only) payable in favour of Commissioner, North DMC.

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 State Election Commission. 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 on the matter.

The sealed tenders will be received in the office of the Election Officer, North DMC, 25<sup>th</sup> Floor, E-1 Block, Dr. S.P. Mukherjee, Civic Centre, JLN Marg, New Delhi-02 by **11.00 A.M. on 15.02.2021** and the Technical Bid 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 date of opening of Financial Bid will be communicated to the eligible bidders after evaluation of Technical Bid.

Election Officer  
North Delhi Municipal Corporation

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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 etc. 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 Election Officer, North 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.500/- each in the shape of Demand Draft/Pay Order in favour of Commissioner, North DMC only w.e.f. the date of 10.02.2021 to 11.02.2021 by 5.00 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. 500/- in the shape of Demand Draft/Pay Order payable in favour of Commissioner, North DMC along with the Technical Bid. The pre-Bid meeting will be held in the Election Officer Chamber/North DMC on 25<sup>th</sup> Floor, Dr. SPM Civic Centre, JLN Marg, New Delhi-110002.



Election Officer  
NORTH DELHI MUNICIPAL CORPORATION

Election Officer  
North Delhi Municipal Corporation





**TENDER FORM**

Technical Bid (Envelope – A)

**BYE-ELECTION FOR TWO (02) MUNICIPAL SEATS IN NORTH MCD-2021**

N.I.T. No.D-19 /Election/NDMC/2020-21

Dated: 09.02.2021

Name of Firm/Supplier : \_\_\_\_\_

Full Address & Phone No. : \_\_\_\_\_

Name of work : HIRING OF FURNITURE ITEMS, ETC.

Name of Zone : \_\_\_\_\_

SIGNATURE OF ISSUING AUTHORITY

Terms & Conditions attached

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


<p>1. Financial capacity of the tenderer</p>	<p>1. Certificate of Chartered Accountant regarding turnover <b>Annexed Yes/No</b> 2. Balance Sheet for the last three financial years i.e. 2017-18, 2018-19, 2019-20 <b>Annexed Yes/No</b> 3. Income Tax return for the last three financial years i.e. 2017-18, 2018-19, 2019-20 <b>Annexed Yes/No</b> 4. Copy of work orders/completion certificate of the similar assignments/works done as per T&amp;C. <b>Annexed Yes/No.</b> 5. Undertaking regarding black listing / debarring <b>Annexed Yes/No</b></p>
<p>2. Registered Address &amp; Location of the Firm/Contact No.</p>	<p>(a) Name of Firm _____ (b) Address _____ (c) Contact No. _____ (d) Email-Id _____</p>
<p>3. GST</p>	<p>(a) Registration No. _____ (b) Registration Authority _____ (c) Attested copy of the certificate <b>Annexed Yes /No</b></p>

Election Officer  
North Delhi Municipal Corporation

Signature of the tenderer With Seal

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4. Terms & conditions duly accepted	Annexed Yes/No
5. Name of the Zones for which the bids are being submitted	1. _____ Zone
6. 1. Tender Cost (Rs. 500/-)  2. Earnest Money (20,000/- per Zone for which bids are being submitted)	(a) Draft No./G-8 No. _____ Dated _____ (b) Bank _____ (c) Amount Rs. _____  (a) Draft No. _____ Dated _____ (b) Bank _____ (c) Amount Rs. _____

  
Election Officer  
North Delhi Municipal Corporation

Signature of the tenderer

Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Address : \_\_\_\_\_  
  
Phone No. : \_\_\_\_\_ Mobile No. \_\_\_\_\_  
E-Mail ID \_\_\_\_\_

(Seal)





**Financial Bid (Envelope – B)**

**BYE-ELECTION FOR TWO (02) MUNICIPAL SEATS IN NORTH MCD-2021**

N.I.T. No. D-19/Election/NDMC/2020-21

Dated: 09.07.2021

Name of Firm/Supplier : \_\_\_\_\_

Full Address & Phone No. : \_\_\_\_\_

Name of work : HIRING OF FURNITURE ETC.

Name of Zone : \_\_\_\_\_

**Rates quoted for three days only**

S. No.	DESCRIPTION OF ARTICLE	Unit	Rates (In Rupees)	
			In Figures	In Words
1.	Table 6'X'3' (Approx)	each		
2.	Table 4'X'3' (Approx)	each		
3.	Table 3'X'2' (Approx)	each		
4.	Chair	each		
5.	Set of Shamiana with six Kanats (15'x30')	each		
6.	Shamiana without Kanats (15'x30')	each		
7.	Kanats Or Curtain (15'x7.5')	each		
8.	LED Display (Minimum 65 Inch)	each		
9.	Packed Drinking Water Disposable Glasses (FSSAI Approved)	each set		

Signature of the tenderer

Name : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Phone No. : \_\_\_\_\_ Mobile No. \_\_\_\_\_  
 E-Mail ID : \_\_\_\_\_

*[Signature]*  
 Election Officer  
 North Delhi Municipal Corporation

10.	FDA approved Disposable 3 Ply Face Masks	each		
11.	FDA approved Disposable Hand Gloves	each		
12.	FDA approved Hand Sanitizer (5Ltr. Packing) with 02 empty spray bottles of ½ Ltr.	each		
13.	FDA approved Sodium Hypochloride (5Ltr. Packing)	each		
14.	Bath Soap	each		

  
~~Executive Officer~~  
South City Municipal Corporation

Signature of the tenderer

Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Address : \_\_\_\_\_  
Phone No. : \_\_\_\_\_ Mobile No. \_\_\_\_\_  
E-Mail ID : \_\_\_\_\_

(Seal)





**NORTH DELHI MUNICIPAL CORPORATION  
OFFICE OF ELECTION OFFICER**

**25<sup>th</sup> Floor, Dr. SPM Civic Centre, JLN Marg, New Delhi-110002**

**NIT No. D-20/Election/NDMC/2021-22**

**Dated: 09.02.2021**

**SHORT NOTICE INVITING TENDER**

Date of sale of Tender Forms : 10.02.2021 to 11.02.2021 up to 5:00 PM  
Pre Bid Meeting : 12.02.2021 at 11:00 AM  
Last date of submission of Tender : 15.02.2021 up to 11:00 AM  
Opening of Technical Bid : 15.02.2021 at 11:30 AM  
Date of opening of Financial Bid will be communicated to the eligible bidder.

Under the jurisdiction of North Delhi Municipal Corporation (North DMC), Zone wise sealed tenders are invited for Installation of Porta Cabin on Hire Basis for making arrangements for Bye-Election for two(2) Mpl. seats in North Delhi Municipal Corporation. The details of Porta Cabin to be installed for each polling booth are given below:-

- 1. Installation of Porta Cabin on Hire Basis**  
(Porta Cabin should be of good quality having  
20'x10' size structure – M.S. Tube 2" x2" square  
0.5 mm thick alongwith 10' roof height, Roof  
of profile sheet of 0.5 mm thickness, side wall –  
Power coated sheet metro style, Flooring – Malting  
Colour Green, Electricity – 4 Tube Light, 4 Fans,  
2 Doors, 2 Windows, Paint Cream Colour)

Each

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

**Earnest Money:** Rs. 10,000/- for each zone in the shape of Bank draft (Demand Draft/ Pay order only) payable in favour of Commissioner, North DMC.

The requirement of Porta Cabin 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 State Election Commission. 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 on the matter.

The sealed tenders will be received in the office of the Election Officer, North DMC, 25<sup>th</sup> Floor, E-1 Block, Dr. S.P. Mukherjee, Civic Centre, JLN Marg, New Delhi-02 by 11.00 A.M. on 15.02.2021 and the Technical Bid 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 date of opening of Financial Bid will be communicated to the eligible bidders after evaluation of Technical Bid.

The Porta Cabins are to be installed by 2.00 p.m. before 03 working days of scheduled date of Election and to be handed over to Election Officer. The list of Porta Cabin site will be provide along with the supply order of each Municipal Zones. The exact date of supply and installation of Porta Cabin will be communicated in the supply order.

The Tender Form and copy of terms and conditions can be purchased from the office of the Election Officer, North DMC, 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 in the shape of Demand Draft/Pay Order in favour of Commissioner, North DMC only w.e.f. the date of publication of NIT from 10.02.2021 to 11.02.2021 by 5.00 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. 500/- in the shape of Demand Draft/Pay Order payable in favour of Commissioner, North DMC along with the Technical Bid. The pre-Bid meeting will be held in the Election Officer Chamber/North DMC on 25<sup>th</sup> Floor, Dr. SPM Civic Centre, J.L.N Marg, New Delhi-110002.

**NORTH DELHI MUNICIPAL CORPORATION  
Election Officer**

North Delhi Municipal Corporation







**TENDER FORM**

Technical Bid (Envelope – A)

**BYE–ELECTION FOR TWO (02) MUNICIPAL SEATS IN NORTH MCD-2021**

N.I.T. No.D-20/Election/NDMC/2020-21

Dated: 09.02.2021

Name of Firm/Supplier : \_\_\_\_\_

Full Address & Phone No. : \_\_\_\_\_

Name of work : **INSTALLATION OF PORTA CABIN ON HIRE BASIS**

Name of Zone : \_\_\_\_\_

SIGNATURE OF ISSUING AUTHORITY

Terms & Conditions attached

I/We, M/s \_\_\_\_\_ at Address \_\_\_\_\_ herby  
submit Technical Bid for **INSTALLATION OF PORTA CABIN ON HIRE BASIS** as per terms & conditions of  
NORTH DMC which are acceptable to us.

<p>1. Financial capacity of the tenderer</p>	<p>1. Certificate of Chartered Accountant regarding turnover <b>Annexed Yes/No</b> 2. Balance Sheet for the last three financial year's i.e. 2017-18,2018-19, 2019-20 <b>Annexed Yes/No</b> 3. Income Tax return for the last three financial years i.e. 2017-18,2018-19, 2019-20 <b>Annexed Yes/No</b> 4. Copy of work orders/completion certificate of the similar assignments/works done as per T&amp;C. <b>Annexed Yes/No.</b> 5. Undertaking regarding black listing / debarring <b>Annexed Yes/No</b></p>
<p>2. Registered Address &amp; Location of the Firm/Contact No.</p>	<p>(a) Name of Firm _____ (b) Address _____ (c) Contact No. _____ (d) Email-Id _____</p>
<p>3. GST</p>	<p>(a) Registration No. _____ (b) Registration Authority _____ (c) Attested copy of the certificate <b>Annexed Yes /No</b></p>

*a*  
~~Election Officer~~

4.	Terms & conditions duly accepted	Annexed Yes/No
5.	Name of the Zones for which the bids are being submitted	1. _____ Zone
6.	1. Tender Cost (Rs. 500/-)  2. Earnest Money (10,000/- per Zone for which bids are being submitted)	(a) Draft No./G-8 No. _____ Dated _____ (b) Bank _____ (c) Amount Rs. _____  (a) Draft No. _____ Dated _____ (b) Bank _____ (c) Amount Rs. _____

Signature of the tenderer


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

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

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

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

E-Mail ID \_\_\_\_\_

  
Election Officer  
Muziti Duttal & Co. (Pvt.) Ltd. Corporation

(Seal)



