



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

NIT No. ADC (Election)/SDMC/2021/04

Dated: 09/04/2021

SHORT NOTICE INVITING TENDER

Date of sale of Tender Forms : 09.04.2021 to 12.04.2021 up to 5:00 PM
Pre Bid Meeting : 12.04.2021 at 3:00 PM
Last date of submission of Tender : 13.04.2021 up to 3:00 PM
Opening of Technical Bid : 13.04.2021 at 3:30 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 items etc. on hire basis for making arrangements for setting up of Polling Stations of General Elections of Members to the Gurudwara Management Committee 2021. 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)	Three
3.	Table 3'x'2' (Approx)	One
4.	Chair	Eleven
5.	Disposable Packages Drinking Water Glasses, 200ml (FSSAI Approved)	100 per polling station
6.	FDA approved Disposable 3 Ply face Mask	100 per polling location (approx.)
7.	FDA approved Disposable Hand Gloves	50 per polling location (approx.)
8.	FDA approved Disposable Hand Sanitizer (5 Ltr. Packing) with 02 empty spray bottles of ½ ltr.	05 Ltr Each polling station (approx)
9.	FDA approved Sodium Hypochlorite (5 Ltr. Packing) (approx.)	05 Ltr Each polling station (approx)
10.	Bath Soap	One at each polling station

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

Sl. No.	Name of Zone	Polling Stations (approx)
1.	Central Zone	38
2.	South Zone	35
3.	West Zone	226
4.	Najafgarh Zone	6 + 2 (DCB polling booths)
	Total	307

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

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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 (In Rs.)
1.	Central	10,000
2.	South	10,000
3.	West	25,000
4.	Najafgarh	10,000

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. Accordingly, all the prospective bidders are expected to visit the Corporation website mcdonline.gov.in for any update in the matter.

The sealed tenders will dropped in the sealed tender box outside the Election Department, South DMC, 25th Floor, E-1 Block, Dr. S.P. Mukherjee, Civic Centre, JLN Marg, New Delhi-02 by **3:00 PM** on **13.04.2021** and the Technical Bid 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 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 of Polling Booths will be provided along with the Supply Order of each Municipal Zone. The exact date of supply of furniture items 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 Addl. Dy. Commissioner (Election), South DMC, 25th 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, South DMC only w.e.f. the date of publication of NIT till 12.04.2021 by **5:00 P.M.** (on all working days). The tender documents downloaded from the Corporation website 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, South DMC along with the Technical Bid. The pre-bid meeting will be held in the **Conference Hall, 6th Floor, E-1 Block, Dr. SPM Civic Centre, JLN Marg, New Delhi - 110002** on **12.04.2021** at **3:00 PM**.


Addl. Dy. Commissioner (Election)
SOUTH DELHI MUNICIPAL CORPORATION
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Tender Form Cost - Rs. 500/-
OPENING OF TECHNICAL BID: 13.04.2021 at 3:30 P.M

NIT No. ADC (Election)/SDMC/2021/04

Dated: 09/04/2021

TENDER FORM
Technical Bid (Envelope - A)
SUPPLY OF FURNITURE ITEMS ETC. FOR MAKING ARRANGEMENTS FOR
GENERAL ELECTIONS OF MEMBERS TO THE GURUDWARA MANAGEMENT
COMMITTEE 2021

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

Signature of Issuing Authority

Terms & Conditions attached

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 Annexed Yes/No 2. Balance Sheet for the last three Financial Years i.e. 2017-18, 2018-19, 2019-20 Annexed Yes/No 3. Income Tax return for the last three Financial Years i.e. 2017-18, 2018-19, 2019-20 Annexed Yes/No 4. Copy of work orders/completion certificate of the similar assignments/works done as per T&C. Annexed Yes/No 5. Undertaking regarding black listing/debarring Annexed Yes/No
2.	Registered Address &	(a) Name of Firm

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	Location of the Firm/Contact No.	(b) Address _____ (c) Contact No. _____ (d) Email_id _____
3.	GST	(a) Registration No. _____ (b) Registration Authority _____ (c) Attested copy of the certificate Annexed Yes /No
4.	Terms & conditions duly accepted	Annexed Yes/No
5.	Name of the Zones for which the bids are being submitted	_____ Zone _____ Zone
6.	1. Tender Form Cost (Rs. 500/-) 2. Earnest Money: (Rs. 10k Central Zone, Rs. 10k South Zone, Rs. 25k West Zone, Rs. 10k Najafgarh 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.: _____ **Mobile No.** _____

(Seal)

Pachay
Add By/CA/CP/Power to Sign
PACHAY



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Dated: 09/04/2021

Financial Bid (Envelope - B)
SUPPLY OF FURNITURE ITEMS ETC. FOR MAKING ARRANGEMENTS FOR GENERAL ELECTIONS OF MEMBERS TO THE GURUDWARA MANAGEMENT COMMITTEE 2021

Name of Firm/Supplier : _____

Full Address & phone No. : _____

Name of Work : **HIRING OF ABOVE SAID ITEMS 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'x3' (Approx)	each		
2.	Table 4'x3' (Approx)	each		
3.	Table 3'x2' (Approx)	each		
4.	Chair	each		
5.	Disposable Packages Drinking Water Glasses (FSSAI Approved)	each		
6.	FDA approved Disposable 3 Ply face Mask	each		
7.	FDA approved Disposable Hand Gloves	each		
8.	FDA approved Disposable Hand Sanitizer (5 Ltr. Packing) with 02 empty spray bottles of ½ ltr.	each		
9.	FDA approved Sodium Hypochlorite (5 Ltr. Packing) (approx.)	each		
10.	Bath Soap	each		
	Total			

- Rates quoted above are **exclusive of all taxes** for the total period of the election.
- The material shall be supplied latest by **2:00 P.M.** before **three working days of schedule date of election** at the designated furniture centre of the zone and shall be taken away from there after conduct of the General Elections of Members to the Gurudwara Management Committee - 2021.

Signature of the tenderer

Name: _____

Designation: _____

Address: _____

Phone No.: _____ Mobile No. _____

(Seal)

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South Delhi Municipal Corporation.

TERMS AND CONDITIONS FOR SUPPLY OF FURNITURE ITEMS ETC.

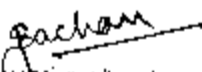
1. **Eligibility criteria:**
 - i. The average annual Financial Turnover of the firm regarding supply of furniture items etc. on hire basis by the firm during the last three years should be at least Rs. 4.5 Lakhs for any zone. The bidder must enclose a certificate certified by Chartered Accountant regarding the financial turnover, balance sheet of the firm and I.T.R. of the last three financial years with the Technical Bid i.e. 2017-18, 2018-19 & 2019-20 as a proof of this.
 - ii. The contractors/bidders/firm/agency must have completed either one work of 80% i.e. 12 Lakhs or two works each costing 50% i.e. 7.5 Lakhs or three works each costing 40% i.e. 6 Lakhs of estimated cost of work of similar nature during the last seven years ending of 31st March 2020 i.e. hiring of furniture items etc.
 - iii. Only the reputed Contractors/firms who have the experience of providing furniture items etc. for Election Related Works or having experience of providing furniture items etc. for functions/programmes organised by any Government Organisation/Semi Government Department/Government Undertaking/PSU's etc. can apply. The bidder must enclose the documentary evidence in this regard like copy of work orders/supply orders etc.
 - iv. The tenderer should undertake that the firm is not blacklisted nor debarred from tendering from any other Govt. agency/undertaking/Semi Government/PSU's.
 - v. The tenderer should have registration with GST and must submit GST Number certificate.
 - vi. The tenderer should have an office within the geographical limits of NCT of Delhi or shall undertake to establish the same for smooth liaison by the Corporation.
2. The tenderer shall submit Techno Commercial Bid (Called Technical Bid) superscribed on Envelope-A and the Financial Rate Bid (Called Financial Bid) superscribed on Envelope -B as Financial Bid 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, name of the zone and should be duly sealed(with company/firm stamp) and put in a third envelope, that too should be duly sealed. All the envelopes must be sealed & super-scribed as "Tender for hiring of Furniture items etc." for _____Zone due on **25.04.2021** and name of the bidder.
3. The bidder/tenderer has to submit different bid for different zone. A bidder may submit his bid(s) for **maximum two Zones** for furniture items etc.

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Sd/-
Sd/-

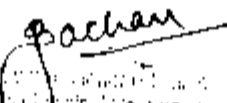
4. The Technical Bid shall be opened first by the duly constituted Technical Evaluation Committee (TEC). Decision of the Competent Authority to declare any of the tenderer to have or have not qualified in this bidding on the basis of advice of TEC shall be final and binding. Intimation of decision of the competent authority shall be conveyed to the tenderer.
5. Financial Bids of only those tenderer, 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.
6. The tenderer must sign the terms and conditions and submit along with the Technical Bid in envelope-A mentioning that the terms and conditions are acceptable to him, otherwise the tender is liable to be rejected.
7. 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 schedule date of elections by the Contractor to whom the work is awarded. The lists of Furniture Centres will be provided along with the Supply Order of each Municipal Zone.
8. The Furniture items etc. supplied should be of good quality, neat & clean and rates quoted should be for the completion of election for each item inclusive of cartage for both sides upto and from the respective furniture centre under the each zone. Supply should be subject to the approval by Election Officer (HQ) and Election Officer of the Zone of South DMC. Quantity specified in the supply order may vary to the extent of 10% on either side. The bidder must have capacity/sufficient stock of all tendered items. The bidder will not be allowed to delegate/transfer/assign the contract or any part thereof to some other party.
9. The packaged drinking water glass should be of make Bisleri, Kinley or equivalent and must be approved by FSSAI. It should be of good quality.
10. Items for pandemic provisions such as masks, gloves, sanitizer, sodium hypochlorite and soap should be of reputable brands and must be approved by FDA.
11. The total quantity ordered can vary plus/minus 10%.
12. Rates will hold good for **two months** from the date of opening of Tenders/Negotiation.
13. Supply should be subject to the approval of Election Officer (HQ) or Election Officer of the Zones of South DMC. Date of supply of furniture etc. will be communicated in the supply order. Quantity specified in the supply order may vary as per requirement.


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Offl. Dy. Commr. (Election)
South District Municipal Corporation

14. The supplier shall be responsible to keep the Furniture items etc. in perfect condition during the period. South DMC shall not be responsible for any loss, theft, damage and fire, of any of the items supplied. The responsibility of the material supplied by the supplier and the safety of person deputed by him for furniture items etc. shall be solely of the supplier. The South DMC shall not in any way be liable/ responsible for any loss/damage to the material on any account, if any, occurred during the whole election process.
16. Earnest Money of (Rs. 10,000/- Central Zone, Rs. 10,000/- South Zone, Rs. 25,000/- West Zone & Rs.10,000/- Najafgarh Zone) for hiring of furniture items etc. for each zone in shape of Bank Draft (Demand Draft/Pay Order) only in favour of Commissioner, South DMC earnest money will be deposited for each Zone separately shall have to be deposited by the supplier in the Office of the Election Officer (HQ), South DMC, 25th 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 of the contractor 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.
17. 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 security (Rs. 10,000/- Central Zone, Rs. 10,000/- South Zone, Rs. 25,000/- West Zone & Rs.10,000/- Najafgarh Zone) for hiring of furniture items etc. for respective zone in addition to security/performance guarantee in the shape of Bank Guarantee (valid for 04 months or the date of election, whichever is later)/ DD/Pay Order/ Fixed Deposit in favour of Commissioner, South DMC. The EMD and security amount shall be returned after the satisfactory completion of supply of furniture/material and after smooth conduct of the elections.
18. The rates (exclusive of all applicable taxes such as GST) should be quoted in both figures and words. Only one rate should be quoted for each item. Tender which is found with multiple rates will be summarily rejected.
19. The agreement must be executed before taking the supply order on Rs.100/- stamp paper purchase by the bidder.
20. Rate & Agency will be approved by the HQ, South DMC. Individual supply order will be issued by the concerned Zonal authorities on the basis of their actual requirement.
21. Payment shall be made to the contractor only as and when the funds will be received from the Directorate of Gurudwara Elections, GNCTD.
22. The conditional tender will not be accepted.
23. The size, quantity and quality of the items will not be compromised at any stage.
24. Samples for all the items will be provided by the bidders before the opening of financial bid (except the items on hire basis).


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25. The department reserves the right to accept or reject any tender without assigning any reason(s).
26. The Commissioner South DMC also reserves the right to award work to more than one tenderer at the approved and accepted rates. In addition to this, the Commissioner South DMC, reserves the right to allot any quantity of work to any other contractors in the interest of smooth conducting of election. The quantity of the work allotted can also be increased or decreased by the office as per progress shown by the contractor and the decision of the Commissioner, South DMC in this regards shall be final and binding upon the parties.


Addl. Dy. Commissioner (Election)
South 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