



Annexure – 'A'

MUNICIPAL CORPORATION OF DELHI
Office of Election Officer
11th Floor, Dr. SPM Civic Centre, JLN Marg, New Delhi-110002

NIT No. D/13/Election/NDMC/2022-23

Dated: 06.06.2022

SHORT NOTICE INVITING TENDER

| | | |
|---|---|--|
| Date of sale of Tender Forms | : | 07.06.2022 to 09.06.2022 up to 5:00 PM |
| Pre Bid Meeting | : | 08.06.2022 at 3:00 PM |
| Last date of submission of Tender | : | 10.06.2022 up to 3:00 PM |
| Opening of Technical Bid | : | 10.06.2022 at 3:30 PM |
| Date of opening of Financial Bid will be communicated to the eligible bidder. | | |

Under the jurisdiction of Municipal Corporation of Delhi (MCD), Zone wise sealed tenders are invited for supply of the furniture items etc on hire basis for making arrangements for By-Election of Rajinder Nagar (AC-39), District-New Delhi. The details of furniture to be supplied for each polling booth are given below:-

| | | |
|--|---|---|
| 1. Table 6'x3' (Approx.) | - | One or as per requirement |
| 2. Table 4'x3 (Approx.) | - | Five or as per requirement |
| 3. Chairs | - | Eleven or as per requirement |
| 4. Set of Shamiana with six Kanats (15'x30') | - | As per requirement, wherever necessary |
| 5. Shamiana (15'x30') without Kanats | - | -do- |
| 6. Kanats/Curtains (15'x7.5') | - | -do- |
| 7. LED Display (Minimum 65 Inch) | - | -do- |
| 8. Supply of Mattresses/Bedsheets/Pillows, etc. (One day prior to Poll day) (One Set means: Mattres +2 Bedsheets + Pillow) | - | Complete Sets as per requirements |
| 9. Mobile Locker | - | -As per requirement- |
| 10. Supply of Cold Drinking Water Bottle (20 ltr. JAR) (Empty bottles Returnable.) (Bisleri/Kinley or equivalent and FSSAI approved) | - | Seven JARs per Polling Booth (Two JARs for P-1 Day) |
| 11. Supply of Dispenser (Dispenser) on Hire basis | - | Two (One for each polling booth & one for each location) |
| 12. Supply of Paper Glasses | - | 400 Per Polling Booth (300 for polling day & 100 for P-1 Day) |
| 13. FDA approved 3Ply Disposable Face mask | - | 400 per polling location |
| 14. FDA approved Disposable Hand Gloves | - | 200 per polling location |
| 15. FDA approved Hand Sanitizer with Two spray bottles of ½ Ltr. Each | - | 5 Ltr. per polling location |
| 16. FDA approved Sodium-Hypochlorite | - | 5 Ltr. per polling location |
| 17. Bath Soap | - | 1 (100 gm) at per Polling Booth |
| 18. Pedestal Fan | - | As per requirement |
| 19. Desert Cooler | - | As per requirement |
| 20. Queue Manager | - | As per requirement |
| 21. Plastic Bath Mug | - | 1 (200 ml) per Polling Booth |
| 22. Plastic Bucket | - | 1 (15 Ltr.) per Polling Booth |
| 23. Face Shield | - | 6 per Polling Booth |

Additional Commissioner
(Election)

Tentative number of Polling Booths are given as under* :-

| <u>Sl. No.</u> | <u>Name of Zone</u> | <u>Polling Booths approx.</u> |
|-----------------------|----------------------------|--------------------------------------|
| 1. | AC-39, Rajinder Nagar/KBZ | 220 approx |

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

Earnest Money: Rs. 2,50,000/- for each zone in the shape of Bank draft (Demand Draft/ Pay order only) payable in favour of Commissioner, MCD.

The requirement of election material for AC-39 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 www.mcdonline.nic.in. Accordingly, all the prospective bidders are expected to visit the Corporation website www.mcdonline.nic.in for any update on the matter.

The sealed tenders will be received in the office of the Election Officer, MCD, 11th Floor, E-1 Block, Dr. S.P. Mukherjee, Civic Centre, JLN Marg, New Delhi-02 by **3.00 PM. on 10.06.2022** 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 and the Material for the use of P1 day i.e. Mattress +2 Bedsheet + Pillow etc. shall have to be made at the respective Furniture Centres of the Municipal Zones within the Corporation limit, by 2.00 PM before **Four** 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 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, MCD, 11th 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, MCD only w.e.f. the date of publication of NIT till **09.06.2022** by **5.00 P.M.** (on all working days). The tender documents downloaded from the Corporation website www.mcdonline.nic.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, MCD along with the Technical Bid. The pre-Bid meeting will be held in the Election Officer Chamber/MCD on 11th Floor, Dr. SPM Civic Centre, JLN Marg, New Delhi-110002.



**ADC (ELECTION)
MUNICIPAL CORPORATION OF DELHI**

Addl. Dy. Commissioner
(Election)

**MUNICIPAL CORPORATION OF DELHI
(ELECTION OFFICE)**

E-Block, 11th Floor, Dr. S.P. Mukherjee Civic Centre,
Jawahar Lal Nehru Marg, New Delhi-02 Ph. 23227513

Tender Form Cost – Rs.1000/-

OPENING OF TECHNICAL BID: 10.06.2022 at 03:30 PM

TENDER FORM

Technical Bid (Envelope – A)

BY-ELECTION OF RAJINDER NAGAR (AC-39), DISTRICT-NEW DELHI

N.I.T. No. 13/Election/MCD/2022-23

Dated: 06.06.2022

Name of Firm/Supplier : _____

Full Address & Phone No. : _____

Name of work : **HIRING OF FURNITURE ETC.**

Name of Zone : _____

SIGNATURE OF ISSUING AUTHORITY

Addl. Dy. Commissioner
(Election)

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 MCD which are acceptable to us.

| | | |
|---|------------------------------------|--|
| 1 | Financial capacity of the tenderer | <p>1. Certificate of Chartered Accountant regarding turnover Annexed Yes/No</p> <p>2. Balance Sheet for the last three financial years i.e. 2019-2020, 2020-2021 & 2021-2022 Annexed Yes/No</p> <p>3. Income Tax return for the last three financial years i.e. 2019-2020, 2020-2021 & 2021-2022 Annexed Yes/No</p> <p>4. Copy of work orders/completion certificate of the similar assignments/works done as per T&C. Annexed Yes/No.</p> <p>5. Undertaking regarding black listing / debarring Annexed Yes/No</p> |
|---|------------------------------------|--|

Commissioner
(Election)

| | | |
|----|---|--|
| 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 Annexed Yes /No |
| 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. 1000/-) 2. Earnest Money (` 2,50,000/- 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. : _____ Mobile No. _____


(Seal)


Addl. Dy. Commissioner
(Election)

TERMS AND CONDITIONS

1) 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. 20.00 Lacs for each year, for Porta Cabin Rs. 5.00 lacs for each year. The bidder must enclose a certificate certified by Chartered Accountant regarding financial turnover, balance sheet of the firm and I.T.R. of the last three financial years with the Technical Bid i.e. 2019-2020, 2020-2021 & 2021-2022 as a proof of this.
 - II. Only the reputed Contractors who have the experience of providing furniture items/tents etc. and drinking water bottle etc. for Election Work or have experience of providing furniture items/tents etc. and drinking water bottle etc. for functions/programmes organised by any Government Organisation/Semi Government Department/Government Undertaking/PSU's etc. in the previous six years can apply. The bidder must enclose the documentary evidence in this regard like copy of work orders/supply orders etc. the contractors/bidders/firm/agency must have completed either one work of 80% i.e. 54.00 Lakh or two works each costing 50% i.e. 33.50 Lakh each or three works each costing 40% i.e. 27.00 Lakh each of similar nature of work.
 - III. Contractors who have the experience of installing Porta Cabins, especially installation of Porta Cabins for setting up of Polling Stations in any Govt. election or any other Government Organisation/Semi Government Department/Government Undertaking/PSU's etc. can apply only. The firms should submit documentary evidence viz. copy of work orders/supply orders, photographs of complete Porta Cabins the contractors/bidders/firm/agency must have completed either one work of 80% i.e. 2.40 Lakh or two works each costing 50% i.e. 1.50 Lakh each or three works each costing 40% i.e. 1.20 Lakh each of similar nature of work.
 - IV. The tenderer should undertake that the firm is not black listed 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) Envelope-A and the Financial Rate Bid (Called Financial Bid) Envelope -B 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, name of the AC-39 and should be duly sealed (with company/firm stamp) 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 AC-39 (Rajinder Nagar) due on 10.06.2022," and name of the bidder", and for Porta Cabin "Tender for installation of Porta Cabin of setting up of polling Booth due on 10.06.2022 and name of the bidder".
 - 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 in envelope-A 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 before three working days of schedule date of elections** by the Contractor to whom the work is awarded. The Porta Cabins, Model Polling Booths and pink booth are to be installed by **2.00 PM before three working days of schedule date of elections** and to be handed over to nodal officer. The lists of Furniture Centres, Tented Sites, Model Polling Booths and Porta Cabins sites of Polling Booths will be provided along with the Supply Order of each Municipal Zone. The exact date of supply and erection of Shamiana, Porta Cabin and Model Polling Booths will be communicated in the supply order.
 - 7) 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. The rates should be quoted for pitching of Porta Cabin on the site of the above description for 03 days.
 - 8) The Furniture items supplied should be of good quality, neat & clean and rates quoted should be for three days of 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 MCD. Quantity specified in the supply order may vary to the extent of 20% on either side.


Addl. Dy. Commissioner
(Election)

- 9) The drinking water Jar should be of make Bislery, Kinley or equivalent and must have approved by FSSAI and should be of good quality. A bottle of sample should be furnished before opening of tender.
- 10) The drinking water contained in sealed JARs supplied will be considered sold.
- 11) Any empty JARs damage/misplaced – MCD will pay the cost at the rate Rs. 150/- per JARs as per prevailing practice in market.
- 12) The total quantity ordered can vary plus/minus 10%.
- 13) Any Dispenser damage/misplaced – MCD will pay the cost at the rate Rs. 200/- per Dispenser as per prevailing practice in market.
- 14) The Furniture items supplied should be of good quality, neat & clean and rates quoted should be for three days of each item inclusive of cartage for both sides upto and from the respective furniture centre under the each zone. 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.
- 15) Shamianas, Kanats and Porta Cabin should be of good quality and in good condition. The rates should be quoted for a particular Zone exclusive of all taxes, and quoted rates includes the installation, pitching, removal, watch & ward and cartage on both sides.
- 16) Rates will hold good for six months from the date of opening of Tenders/Negotiation.
- 17) The Shamianas & Kanats 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.
- 18) Supply should be subject to the approval of Election Officer (HQ) or Election Officer of the Zones of MCD. 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.
- 19) The supplier shall have to appoint his own watch & ward staff for each Shamiana site & Porta Cabins site, if any, during the aforesaid period and till such time the Shamianas, Kanats & Porta Cabins are removed. The supplier shall be responsible to keep the Shamianas, Kanats & Porta Cabins installed in perfect condition during the period. North 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 fixation of tentage etc. shall be solely of the supplier. The MCD 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.
- 20) **Model Polling Station** : Contractor to whom the work of supply of furniture items etc for the zone will be awarded is also liable to set up the Model Polling Stations, Pink Polling Booth & Creche in consultation with the Returning officers concerned of that Zone at the rate decided by the Chief Electoral Officer of Delhi,
- 21) **Earnest Money of Rs. 250000/- for hiring of furniture etc. for AC-39, in shape of Bank Draft (Demand Draft/Pay Order) only in favour of Commissioner, MCD** shall have to be deposited by the supplier in the Office of the Election Officer (HQ), MCD, 11th Floor, E-1 Block, Dr. S.P. Mukherjee Civic Centre, JLN Marg, New Delhi-02, at the time of submission of Tender. And for hiring and installation of Porta Cabins the earnest money is Rs. 25,000/- only. In case of failure in timely supply of election material and pitching of Shamianas, 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.
- 22) 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 and in addition to that the successful bidder will also submit Rs. 2.50 lakhs for hiring of furniture etc., Rs. 25000 for hiring and installation of porta cabins, as 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, MCD. The EMD and security amount shall be returned after the satisfactory completion of supply of furniture/material and after smooth conduct of the elections.
- 23) 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.
- 24) The Contractor shall affix a transparent tape on the rates quoted in the Tender documents, otherwise, tender will be rejected.
- 25) The agreement must be executed before taking the supply order on Rs.100/- stamp paper purchase by the bidder
- 26) Rate & Agency will be approved by the HQ, MCD. Individual supply order will be issued by the concerned Zonal authorities on the basis of their actual requirement.
- 27) Payment shall be made to the contractor only as and when the funds will received from the office of Chief Electoral Officer, GNCTD, Delhi.
- 28) The conditional tender will not be accepted.
- 29) The size, quantity and quality of the items will not be compromised at any stage.


Addl. Dy. Commissioner
(Election)

should

0. Samples for all the items will be provided by the bidders before the opening of financial bid (except the items on hire basis).
31. The department reserves the right to accept or reject any tender without assigning any reason(s).
32. The Commissioner MCD also reserves the right to award work to more than one tenderer at the approved and accepted rates. In addition to this, the Commissioner MCD, reserves the right to allot any quantity of work to any contractor in the interest of the work. 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, MCD in this regards shall be final and binding upon the parties.

Sd/-
ADC (Election)
Municipal Corporation of Delhi

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.



Addl. Dy. Commissioner
(Election)

Sd/-
Signature of the tenderer with seal

**MUNICIPAL CORPORATION OF DELHI
(ELECTION OFFICE)**

E-Block, 11th Floor, Dr. S.P. Mukherjee Civic Centre,
Jawahar Lal Nehru Marg, New Delhi-02 Ph. 23227513

Financial Bid (Envelope – B)

BY-ELECTION OF RAJINDER NAGAR (AC-39), DISTRICT-NEW DELHI

N.I.T. No. 13/Election/MCD/2022-23

Dated: 06.06.2022

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. | Chair | each | | |
| 4. | Set of Shamiana with six Kanats (15'x30') | each | | |
| 5. | Shamiana without Kanats (15'x30') | each | | |
| 6. | Kanats/Curtain (15'x7.5') | each | | |
| 7. | LED Display (Minimum 65 Inch) | each | | |
| 8. | Supply of mattresses/ 2 Bedsheet/pillow etc. for stay of polling parties on P-1 Day (One day prior to poll day.) six set for each polling station i.e. (one set means :- mattres + 2 bedsheet + pillow) | each set | | |
| 9. | Mobile Locker Facility (One Locker for each polling location) | each | | |

[Signature]
Addl. Dy. Commissioner
(Election)

| | | | | |
|-----|---|-------------|--|--|
| 10. | Supply of Cold Drinking Water Bottle (20 ltr. JAR) (Empty bottles Returnable.) Bisleri/Kinley or equivalent and FSSAI approved) | each | | |
| 11. | Supply of Dispenser on Hire basis | each | | |
| 12 | Supply of paper glass | each | | |
| 13 | FDA approved 3Ply disposable face mask | each | | |
| 14 | FDA approved disposable hand gloves | each | | |
| 15 | FDA approved Hand Sanitizer with Two spray bottles of ½ Ltr. Each | 5 ltr. each | | |
| 16 | FDA approved Sodium-Hypochlorite | 5 ltr. each | | |
| 17 | Bath Soap | 100 gm each | | |
| 18 | Pedestal fan | each | | |
| 19 | Desert Cooler | each | | |
| 20 | Queue Manager | each | | |
| 21 | Plastic Bath Mug | each | | |
| 22 | Plastic Bucket | each | | |
| 23 | Face Shield | each | | |


 Addl. Dy. Commissioner
 (Election)

Signature of the tenderer

Name : _____

Designation : _____

Address : _____

Phone No. : _____ Mobile No. _____

(Seal)



Annexure – 'A'

MUNICIPAL CORPORATION OF DELHI
Office of Election Officer
11th Floor, Dr. SPM Civic Centre, JLN Marg, New Delhi-110002

NIT No. D/12/Election/NDMC/2022-23

Dated: 06.06.2022

SHORT NOTICE INVITING TENDER

| | | |
|---|---|---------------------------------------|
| Date of sale of Tender Forms | : | 07.06.2022 to 09.06.2022 upto 5:00 PM |
| Pre Bid Meeting | : | 08.06.2022 at 3:00 PM |
| Last date of submission of Tender | : | 10.06.2022 upto 3:00 PM |
| Opening of Technical Bid | : | 10.06.2022 at 3:30 PM |
| Date of opening of Financial Bid will be communicated to the eligible bidder. | | |

Under the jurisdiction of Municipal Corporation of Delhi (MCD), sealed tenders are invited for Installation of Porta Cabin on Hire Basis for making arrangements for By-Election of Rajinder Nagar (AC-39), District-New Delhi. The details of Porta Cabin to be installed for each polling booth are given below:-

1. Installation of Porta Cabin on Hire Basis - Each

(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)

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

Earnest Money: Rs. 25,000/- for AC-39 in the shape of Bank draft (Demand Draft/ Pay order only) payable in favour of Commissioner, MCD.

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

The sealed tenders will be received in the office of the Election Officer, MCD, 11th Floor, E-1 Block, Dr. S.P. Mukherjee, Civic Centre, JLN Marg, New Delhi-02 by **3.00 PM** on **10.06.2022** 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.

Addl. Dy. Commissioner
(Election)

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. 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, MCD, 11th Floor, E-1 Block, Dr. S.P. Mukherjee, Civic Centre, JLN Marg, New Delhi-110002, on payment of Rs.1000/- each in the shape of Demand Draft/Pay Order in favour of Commissioner, MCD only w.e.f. the date of publication of NIT till **09.06.2022 by 5.00 P.M.** (on all working days). The tender documents downloaded from the Corporation website www.mcdonline.nic.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, MCD along with the Technical Bid. The pre-Bid meeting will be held in the Election Officer Chamber/MCD on 11th Floor, Dr. SPM Civic Centre, J.L.N Marg, New Delhi-110002.



ADC (ELECTION)
MUNICIPAL CORPORATION OF DELHI

Addl. Dy. Commissioner
(Election)

**MUNICIPAL CORPORATION OF DELHI
(ELECTION OFFICE)**

E-Block, 11th Floor, Dr. S.P. Mukherjee Civic Centre,
Jawahar Lal Nehru Marg, New Delhi-02 Ph. 23227513

OPENING OF TECHNICAL BID: 10.06.2022 at 03:30 PM

TENDER FORM

Technical Bid (Envelope – A)

BY-ELECTION OF RAJINDER NAGAR (AC-39), DISTRICT-NEW DELHI

N.I.T. No. 12/Election/MCD/2022-23


Dated: 06.06.2022

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 MCD which are acceptable to us.

| | | |
|---|------------------------------------|---|
| 1 | Financial capacity of the tenderer | <p>1. Certificate of Chartered Accountant regarding turnover Annexed Yes/No</p> <p>2. Balance Sheet for the last three financial year's i.e. 2019-2020, 2020-2021 & 2021-2022 Annexed Yes/No</p> <p>3. Income Tax return for the last three financial years i.e. 2019-2020, 2020-2021 & 2021-2022 Annexed Yes/No</p> <p>4. Copy of work orders/completion certificate of the similar assignments/works done as per T&C. Annexed Yes/No.</p> <p>5. Undertaking regarding black listing / debarring Annexed Yes/No</p> |
|---|------------------------------------|---|


Commissioner
(Election)

| | | |
|----|--|--|
| 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 Annexed Yes /No |
| 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. 1000/-) 2. Earnest Money (` 25,000/- 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. _____ |


Addl. Dy. Commissioner
(Election)

Signature of the tenderer

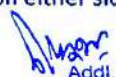
Name : _____
Designation : _____
Address : _____
Phone No. : _____ Mobile No. _____

(Seal)

TERMS AND CONDITIONS

1) 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. 20.00 Lacs** for each year, for Porta Cabin **Rs. 5.00 lacs** for each year. The bidder must enclose a certificate certified by Chartered Accountant regarding financial turnover, balance sheet of the firm and I.T.R. of the last three financial years with the Technical Bid i.e. 2019-2020, 2020-2021 & 2021-2022 as a proof of this.
 - II. Only the reputed Contractors who have the experience of providing furniture items/tents etc. and drinking water bottle etc. for Election Work or have experience of providing furniture items/tents etc. and drinking water bottle etc. for functions/programmes organised by any Government Organisation/Semi Government Department/Government Undertaking/PSU's etc. in the previous six years can apply. The bidder must enclose the documentary evidence in this regard like copy of work orders/supply orders etc. the contractors/bidders/firm/agency must have completed either one work of 80% i.e. 54.00 Lakh or two works each costing 50% i.e. 33.50 Lakh each or three works each costing 40% i.e. 27.00 Lakh each of similar nature of work.
 - III. Contractors who have the experience of installing Porta Cabins, especially installation of Porta Cabins for setting up of Polling Stations in any Govt. election or any other Government Organisation/Semi Government Department/Government Undertaking/PSU's etc. can apply only. The firms should submit documentary evidence viz. copy of work orders/supply orders, photographs of complete Porta Cabins the contractors/bidders/firm/agency must have completed either one work of 80% i.e. 2.40 Lakh or two works each costing 50% i.e. 1.50 Lakh each or three works each costing 40% i.e. 1.20 Lakh each of similar nature of work.
 - IV. The tenderer should undertake that the firm is not black listed 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) Envelope-A and the Financial Rate Bid (Called Financial Bid) Envelope -B 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, name of the AC-39 and should be duly sealed (with company/firm stamp) 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 AC-39 (Rajinder Nagar) due on 10.06.2022," and name of the bidder", and for Porta Cabin "Tender for installation of Porta Cabin of setting up of polling Booth due on 10.06.2022 and name of the bidder".
 - 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 in envelope-A 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 before three working days of schedule date of elections** by the Contractor to whom the work is awarded. The Porta Cabins, Model Polling Booths and pink booth are to be installed by **2.00 PM before three working days of schedule date of elections** and to be handed over to nodal officer. The lists of Furniture Centres, Tented Sites, Model Polling Booths and Porta Cabins sites of Polling Booths will be provided along with the Supply Order of each Municipal Zone. The exact date of supply and erection of Shamiana, Porta Cabin and Model Polling Booths will be communicated in the supply order.
 - 7) 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. The rates should be quoted for pitching of Porta Cabin on the site of the above description for 03 days.
 - 8) The Furniture items supplied should be of good quality, neat & clean and rates quoted should be for three days of 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 MCD. Quantity specified in the supply order may vary to the extent of 20% on either side.


Addl. Dy. Commissioner
(Election)

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- 9) The drinking water Jar should be of make Bisleri, Kinley or equivalent and must have approved by FSSAI and should be of good quality. A bottle of sample should be furnished before opening of tender.
- 10) The drinking water contained in sealed JARs supplied will be considered sold.
- 11) Any empty JARs damage/misplaced – MCD will pay the cost at the rate Rs. 150/- per JARs as per prevailing practice in market.
- 12) The total quantity ordered can vary plus/minus 10%.
- 13) Any Dispenser damage/misplaced – MCD will pay the cost at the rate Rs. 200/- per Dispenser as per prevailing practice in market.
- 14) The Furniture items supplied should be of good quality, neat & clean and rates quoted should be for three days of each item inclusive of cartage for both sides upto and from the respective furniture centre under the each zone. 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.
- 15) Shamianas, Kanats and Porta Cabin should be of good quality and in good condition. The rates should be quoted for a particular Zone exclusive of all taxes, and quoted rates includes the installation, pitching, removal, watch & ward and cartage on both sides.
- 16) Rates will hold good for six months from the date of opening of Tenders/Negotiation.
- 17) The Shamianas & Kanats 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.
- 18) Supply should be subject to the approval of Election Officer (HQ) or Election Officer of the Zones of MCD. 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.
- 19) The supplier shall have to appoint his own watch & ward staff for each Shamiana site & Porta Cabins site, if any, during the aforesaid period and till such time the Shamianas, Kanats & Porta Cabins are removed. The supplier shall be responsible to keep the Shamianas, Kanats & Porta Cabins installed in perfect condition during the period. North 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 fixation of tentage etc. shall be solely of the supplier. The MCD 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.
- 20) **Model Polling Station** : Contractor to whom the work of supply of furniture items etc for the zone will be awarded is also liable to set up the Model Polling Stations, Pink Polling Booth & Creche in consultation with the Returning officers concerned of that Zone at the rate decided by the Chief Electoral Officer of Delhi,
- 21) **Earnest Money of Rs. 250000/- for hiring of furniture etc. for AC-39, in shape of Bank Draft (Demand Draft/Pay Order) only** in favour of **Commissioner, MCD** shall have to be deposited by the supplier in the Office of the Election Officer (HQ), MCD, 11th Floor, E-1 Block, Dr. S.P. Mukherjee Civic Centre, JLN Marg, New Delhi-02, at the time of submission of Tender. And **for hiring and installation of Porta Cabins the earnest money is Rs. 25,000/- only**. In case of failure in timely supply of election material and pitching of Shamianas, 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.
- 22) 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 and in addition to that the successful bidder will also submit Rs. 2.50 lakhs for hiring of furniture etc., Rs. 25000 for hiring and installation of porta cabins, as 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, MCD.** The EMD and security amount shall be returned after the satisfactory completion of supply of furniture/material and after smooth conduct of the elections.
- 23) 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.
- 24) The Contractor shall affix a transparent tape on the rates quoted in the Tender documents, otherwise, tender will be rejected.
- 25) The agreement must be executed before taking the supply order on Rs.100/- stamp paper purchase by the bidder
- 26) Rate & Agency will be approved by the HQ, MCD. Individual supply order will be issued by the concerned Zonal authorities on the basis of their actual requirement.
- 27) Payment shall be made to the contractor only as and when the funds will received from the office of Chief Electoral Officer, GNCTD, Delhi.
- 28) The conditional tender will not be accepted.
- 29) The size, quantity and quality of the items will not be compromised at any stage.


Commissioner
(Election)

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Samples for all the items will be provided by the bidders before the opening of financial bid (except the items on hire basis).

31. The department reserves the right to accept or reject any tender without assigning any reason(s).
32. The Commissioner MCD also reserves the right to award work to more than one tenderer at the approved and accepted rates. In addition to this, the Commissioner MCD, reserves the right to allot any quantity of work to any contractor in the interest of the work. 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, MCD in this regards shall be final and binding upon the parties.

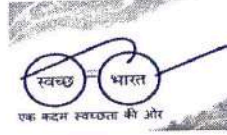
Sd/-
ADC (Election)
Municipal Corporation of Delhi

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.


Addl. Dy. Commissioner
(Election)

Sd/-
Signature of the tenderer with seal

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ANNEXURE - II

MUNICIPAL CORPORATION OF DELHI
(ELECTION OFFICE)

E-Block, 11th Floor, Dr. S.P. Mukherjee Civic Centre,
Jawahar Lal Nehru Marg, New Delhi-02 Ph. 23227513

Financial Bid (Envelope – B)

BY-ELECTION OF RAJINDER NAGAR (AC-39), DISTRICT-NEW DELHI

N.I.T. No.12/Election/MCD/2022-23

Dated: 06.06.2022

Name of Firm/Supplier : _____

Full Address & Phone No. : _____

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

Name of Zone : _____

Rates quoted for three days only

| S. No. | DESCRIPTION OF ARTICLE | Unit | Rates | |
|--------|---|------|------------|----------|
| | | | In Figures | In Words |
| 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 | | |


Addl. Dy Commissioner
(Election)

Signature of the tenderer

Name : _____

Designation : _____

Address : _____

Phone No. : _____ Mobile No. _____

(Seal)