

SECTION – 1

NOTICE INVITING PRE – QUALIFICATION APPLICATIONS

Delhi Metro Rail Corporation Ltd. invites applications from reputed and established, contractors/agencies for all type of horticulture & landscaping including maintenance of horticulture works in DMRC/O&M.

1. Basic Eligibility Criteria

Contractors/agencies, who fulfill the following criteria, shall be eligible to apply.

- i) Applicants must have successfully completed minimum 3 types of horticulture & landscaping during the last three years, of the following value or more in Govt. department/ Public Undertaking or any Public or Private Establishment of repute. (MCD, DDA, CPWD, PWD, Railway, MES and working contractor of DMRC)

Class	Category	Minimum Value of Works		Minimum No. of work	Annual Turnover (Average of Last Three Years)
Above 100 lakh to 200 Lakh	A	i	Rs.16000000/-	1	Rs.16000000/-
		ii	Rs. 10000000/-	2	
		ii	Rs. 8000000/-	3	
Above 50 lakh to 100 lakh	B	i	Rs. 8000000/-	1	Rs. 8000000/-
		ii	Rs. 5000000/-	2	
		ii	Rs.4000000/-	3	
0 to 50 Lakh	C	i	Rs. 4000000/-	1	Rs. 4000000/-
		ii	Rs. 2500000/-	2	
		ii	Rs. 2000000/-	3	

- ii) Applicants must not have been black listed or de-registered by any Govt. agency or Public Sector undertaking during the last five years.

2. The Pre-qualification documents (Non transferable) can be obtained/ down load from DMRC website from 12/01/2015 to 02/02/2015 (On each working day) from the office of DGM/C&S, 6th floor Metro Bhawan, 13 fire brigade lane Barakhamba Road New Delh-01 on payment of Rs. 5250/- in the form of

Demand Draft drawn in favour of Delhi Metro Rail Corporation Limited payable at New Delhi. The application must be submitted up to 15:00 Hrs on 04/02/2015.

3. After Pre-qualification, the contractor/Agency has to deposit the following amount as registration fee (Non-Refundable).
 - i. Rs. 25000.00 for works from Rs. 0 lakh to 50 lakhs
 - ii. Rs. 50000.00 for works from Rs. 50 lakh to 100 lakhs
 - iii. Rs. 75000.00 for works from Rs. 100 lakhs to 200 lakhs

If the contractor/Agency failed to participate in the tender procedure for min. three times annually, his registration shall be treated as cancelled.

SECTION – 2

INSTRUCTIONS TO APPLICANTS FOR PRE-QUALIFICATION OF ALL TYPE OF HORTICULTURE AND LANDSCAPING WORKS IN DMRC/ O&M.

2.1 GENERAL

Delhi Metro rail Corporation Ltd. (DMRC) invites applications for Pre-qualification of competent agencies for all type of horticulture and landscaping including maintenance of horticulture works for a period of three years period can be decrease or increase as per the direction of the competent authority.

The instructions given herein shall be read in conjunction with Notice Inviting Applications for this purpose.

All evaluation criteria shall be read in conjunction with Notice inviting Application for this purpose.

- 2.1.1 All evaluation Criteria shall be read in conjunction with Notice Inviting Applications for this purpose.

2.2 SUBMISSION OF APPLICATIONS FOR PRE-QUALIFICATION

- 2.2.1 Applications for Pre-qualification should be submitted in the prescribed performa obtained against payment from Delhi Metro Rail Corporation Ltd. The Pre-qualification documents are non-transferable. The application form, duly filled in all respects as per the instructions given herein, should be submitted to reach the following address upto 15:00 Hrs on 04/02/2015 and shall be opened on the same day at 15:30 Hrs.

DELHI METRO RAIL CORPORATION LTD.

DGM/ C&S
6th floor Metro Bhawan
13 fire brigade lane Barakhamba Road
New Delhi-01

Applications received late shall not be considered.

- 2.2.2 The Pre-qualification documents shall be submitted in sealed envelopes, superscribed “ Application for Pre-qualification of all type of horticulture and landscaping including maintenance of horticulture works for (above Rs.100.00 lakhs to 200 lakhs) or (above Rs.50.00 lakhs to 100 lakhs) or (work value up to (Rs.0.00 lakhs to 50.00 lakhs) under category A,B & C. Agency/contractor can also apply for three categories separately. For which agency/contractor shall have to apply separately along with cost of documents, registration fee shall be deposited after qualify the documents.

- 2.2.3 The Name and Mailing address along with Telephone Nos. of the applicant shall also be given on the envelop.
- 2.2.4 Check list of documents to be submitted as given in section – 3.
- 2.2.5 Each page of Annexures / Forms shall be signed by the applicant or person(s) duly authorized to sign on his behalf.
- 2.2.6 All documents submitted by the applicant shall be treated as ‘Confidential’ and shall not be returned.
- 2.2.7 Delhi Metro Rail Corporation Limited reserves the right to reject or accept any or all applications or to annul the Pre-qualification process without hereby incurring any liability relating to the affected applicants or any obligation to inform them the grounds for such action of the Delhi Metro Rail Corporation Limited. No applicant shall have any cause of action or claim against DMRC for rejection of his application.
- 2.2.8 Delhi Metro Rail Corporation Ltd. will inform the successful applicants only. A panel of Pre-qualified agencies would be prepared by the Delhi Metro Rail Corporation Ltd. normally for 3 years period can be decreased or increased as per direction of competent authority. Pre-qualification shall not be taken as a commitment to invite tenders from or to award any contracts to the agencies borne on the panel.

2.3 ELIGIBILITY/ ACCEPTANCE CRITERIA

- 2.3.1 Applicants must have successfully completed minimum 3 different types of horticulture and landscaping including maintenance of horticulture works – DMRC/ O&M during the last three years, of the following value or more in Govt. Deptt./ Public Undertaking or any Public or Private establishment of repute.

Class	Category	Minimum Value of Works		Minimum No. of work	Annual Turnover (Average of Last Three Years)
Above 100 lakh to 200 Lakh	A	i	Rs.16000000/-	1	Rs.16000000/-
		ii	Rs. 10000000/-	2	
		ii	Rs. 8000000/-	3	
Above 50 lakh to 100 lakh	B	i	Rs. 8000000/-	1	Rs. 8000000/-
		ii	Rs. 5000000/-	2	
		ii	Rs.4000000/-	3	
0 to 50 Lakh	C	i	Rs. 4000000/-	1	Rs. 4000000/-
		ii	Rs. 2500000/-	2	
		ii	Rs. 2000000/-	3	

2.3.2 Applicants must have not been black listed or de-registered by any Govt. agency or Public Sector undertaking during the last ten years and the agency/contractor should have a valid TIN No./Sale tax no/service tax, (which is applicable) EPF no., ESI no. and agency should have his own nursery well in running condition, which may be got checked by some of the authorized representative of DMRC (O&M/ works) if required.

Only the applicants who meet the above mentioned criteria shall be evaluated.

2.3.3 The eligibility criteria shall be based on the performance of the applicant enumerated in the Annexure/ Forms:

- (i) Average Annual Turn Over in proceeding three financial years i.e. during 2011-2012 to 2013-2014.
- (ii) Details of works pertaining to horticulture and landscaping including maintenance of horticulture works, executed in the preceding three financial years i.e. during 2011 – 2012 to 2013 -2014 indicating the contract value, nature of work, duration and the name of the organization for whom the work was executed.
- (iii) Experience of works without time and cost overruns in the immediate past, viz. last three years.
- (iv) Experience of works with time and/ or cost overruns in the immediate past, viz. last three years.
- (v) Availability of adequate number of qualified and technically competent personnel with relevant experience.
- (vi) Quality of work executed by the contractor. The quality being important criteria, one or more works of contractors who meet the basic eligibility criteria may be inspected by DMRC officers to access the quality of works for original work and maintenance work executed by them during last three years.
- (vii) The weightage would be given to satisfactorily completed works in DMRC/ O&M by the applicant. The details of such works executed shall be submitted by the applicant in the prescribed Performa/ Annexure.
- (viii) Technical Evaluation Criteria

MAXIMUM		MARKS
MARKS		SCORED
1.	Financial Soundness -	30
2.	Experience Record -	20
3.	Personnel -	15
4.	Timely Completion of Work -	20
5.	Variety of Works -	15

Soundness of the firm shall be judged on the basis of evaluation criteria indicated in Form F-1 to F-5. As per the criteria, each tenderer has to score a minimum 60% marks in aggregate so as to qualify for the pre-

qualification. Evaluation criteria from F-1 to F-5 need not to be filled of by the agency contractor.

2.3.4 In the case of tender by a joint venture of two or more firms or companies as partners or as members of a consortium as the case may be, joint venture data must be furnished in the format prescribed (Form T-I) along with the documents as mentioned therein. The following requirements shall also be complied with.

- a. The tenderer and in the case of a successful tender, the Form of Agreement, shall be individually signed so as to be legally binding on all partners/ constituents as the case may be.
- b. In case of partnership, one of the partners shall be nominated as being In-charge as Lead or Prime Partner and this authorization shall be evidenced by submitting a power of attorney signed by the partners or legally authorised signatories of all the partners. In case of consortium, it will similarly authorize a person to be In-charge and his authorization shall be evidenced by a power of attorney in favour of that person.
- c. The partner In-charge or the person In-charge as aforesaid shall be authorised to incur liabilities and receive instructions for and on behalf of any and all the partners of the joint venture or constituents of the consortium and the entire execution of the contract including payment shall be carried out exclusively through the partner In-charge of Joint Venture and person In-charge of a consortium.
- d. All partners of the joint venture or constituents of the consortium shall be liable jointly and severally for the execution of the Contract in accordance with the Contract terms and a relevant statement to this effect shall be included in the authorization mentioned under (b) above as well as in the Form of Tender and the Form of Agreement (in case of a successful tender).
- e. In the event of default by any partner in the case of a joint venture and constituent in the case of a consortium in the execution of his part of the Contract, the partner/person In-charge will have the authority to assign the work to any other party acceptable to the Employer to ensure the execution of that part of the Contract.
- f. A copy of the agreement entered into by the joint venture/ consortium partners shall be submitted along with the tender.

2.4 In case the Tenderer is an Association, Consortium or Joint Venture, the Tenderer shall provide the following:

- a. The Memorandum of Understanding/Joint Venture Agreement duly notarized indicating on non judicial stamp paper of Rs.100/-
- b. Nomination of one of the members of the Association, Consortium or Joint Venture to be In-charge or Lead Member. The legally authorised signatories of all members of the Association, Consortium or Joint Venture shall issue this authorization.
- c. Details of the intended percentage participation given by each member, with complete details of the proposed division of responsibilities and corporate relationships among the individual members.
- d. Each member of the Association, Consortium or Joint Venture shall be jointly and severally liable for the undertaking of this Contract.

- e. If a tender is submitted by a joint venture or consortium of two or more firms, it shall submit complete information pertaining to each firm in the joint venture or consortium and state along with the tender as to which one of the firms shall have the responsibility for tendering and for completion and due performance of the Contract and also furnish evidence admissible in law in respect of the authority assigned to such firm on behalf of the joint venture or consortium for tendering, completion and due performance of the Contract the capability of these members with equity stake equal to or greater than 26% in the consortium shall be considered. Full information and satisfactory evidence pertaining to the participation of each member of the joint venture or consortium in the tender shall be furnished along with the tender. All members shall be jointly and severally responsible to the Employer.

ANNEXURE 'F-1'

TOTAL MARKS - 30

EVALUATION CRITERIA FOR FINANCIAL SOUNDNESS OF FIRM

Financial Soundness of the firm shall be judged on the basis of the following and as per the weightage indicated below:-

For category-A

S. NO.	ITEM	MARKS ALLOTTED	MARKS SCORED
1.	Average annual turn over of the firm during the last 3 years. 2011-2012 to 2013-2014		
	(a) Average Turnover (i) Less than Rs. 1.6 crore . (ii) Less than Rs. 80 lakhs. (iii) Less than Rs. 40 lakhs.	0	
	(b) Average Annual Turnover (i) Rs. 1.60 crore to 2.00 crore (ii) Rs. 80 Lakhs to 100 Lakhs. (iii) Rs. 40 lakhs to 50 lakh	18	
	(c) Average Annual turnover (i) More than 2.00 crore to 3.00 crore. (ii) Rs. 100 lakh to 1.5 crore (iii) Rs.50 laks to 75 lakh	24	
	(d) Average Annual Turnover (i) More than 3.00 crore (ii) Rs. 1.5 crore (iii) Rs. 75 lakh	30	

ANNEXURE F-2

TOTAL MARKS - 20

EXPERIENCE RECORD

Maximum value of any single works pertaining to horticulture and landscaping including maintenance of horticulture works.

Above 100 lakh to 200 Lakhs				Above 50 lakh to 100 lakh			0 to 50 lakh		
		Marks Alloted	Marks Obtained		Marks Alloted	Marks Obtained		Marks Alloted	Marks Obtained
a.	Less than Rs. 160 lakhs	0		Less than Rs. 80 lakhs	0		Less than Rs. 40 lakh	0	
b.	Rs. 160 lakhs to 200 lakhs	5		Rs. 80 lakhs upto 100 lakhs	5		Rs. 40 lakh to 50 lakh	5	
c.	Rs. 200 lakhs to Rs.300 lakhs	10		More than 100 lakhs and upto 150 lakhs	10		Rs. 50 lakh to 75 lakh	10	
d.	Above Rs. 300 lakhs	20		Above 150 lakhs	20		Above Rs. 75 lakh	20	

ANNEXURE F-3

MAXIMUM MARKS – 15

EVALUATION CRITERIA FOR KEY PERSONNEL OF THE FIRMS
(For Best three Personnel for up to 200 lakh, For Best two Personnel for up to 100 lakh & For one Personal for up to 50 lakhs)

S. No.	Name	Designation	Educational Qualification	Relevant Experience
1.				
2.				
3.				
4.				
5.				

Note: For work value of up to Rs. 200 lakh, up to 100 lakhs & up to 50 lakhs only those personnel who hold Degree of BSc (Hort), MSc (Hort), BSc (Ag) or MSc (Ag) or experience in horticulture work for more than 5 years & Degree or above qualification will be considered.

Experience / Personnel's	Marks Alloted	Marks Obtained
Over 10 years	15	
Between 5 – 10 Years	10	
Between 2 – 5 Years	5	
Less than 2 Years	0	

ANNEXURE F-4

MAXIMUM MARKS – 20

**EVALUATION CRITERIA FOR TIMELY COMPLETION OF SIMILAR
WORKS
(FOR TWO SIMILAR WORKS)**

Costing Rs. 100 lakh to 200 lakhs, Rs. 50 lakh to 100 lakh and Rs. 0 to 50 lakh

S.No.	Description	Marks Allotted	Marks Scored
1.	Works completed within stipulated completion period	20	
2.	Works completed upto 125 % of stipulated completion period	15	
3.	Works completed in more than 125 % to 150 % of stipulated completion period	10	
4.	Works completed in more than 150 % to 175 % of stipulated completion period	5	
5.	Works completed in more than 175 % of stipulated completion period	0	

ANNEXURE F-5

MAXIMUM MARKS – 15

Verity of works

S. No.	Description	Maximum Marks	Marks Scored
1.	If 5 different types of horticulture and Landscaping of horticulture work during last 3 financial year	15	
2.	If 3 different types of horticulture and Landscaping of horticulture work during last 3 financial year	10	
3.	If 2 different types of horticulture and Landscaping of horticulture work during last 3 financial year	5	
4.	If <2 different types of horticulture, and landscapinghorticulture work during last 3 financial year	0	

SECTION – 3

CHECK LIST FOR DOCUMENTS TO BE SUBMITTED FOR QUALIFICATION

1. Annexure I, II & III.
2. Annexure F1 to F 5
3. Power of Attorney (if applicable).
4. Copy of Certificate for, TIN no., PAN no. etc and Ownership of the Company/Firm/Agency.
5. Undertaking on stamp paper to the affect that firm has not been black listed or deregistered by any Government Agency or Public sector undertaking during last ten years otherwise details of black list or deregistration.
6. Copies of audited financial statements of the last three Financial years of the Company/Firm/Agency of 2011-2012 to 2013-2014
7. Details of all type of horticulture and landscaping works executed during last three financial years (with certificates issued by the client).
8. Organization chart.
9. Summary of Qualification and work experience of each key staff.
10. Details of works executed in DMRC/ O&M of Annexure F-5.
11. Details of works of completed during the last three financial years
12. Details of Partners (if applicable).

ANNEXURE - I

FINANCIAL DATA

Turn over of the Horticulture & Maintenance of Horticulture Works executed during the period 2011 – 2012 to 2013 – 2014.

S. No.	Description	Year 2011 – 2012 (In Lakhs)	Year 2012 – 2013 (In Lakhs)	Year 2013 – 2014 (In Lakhs)
(1)	(2)	(3)	(4)	(5)
1.	Total Value of Horticulture & Maintenance of horticulture works			

NOTE:- attach self attested copies of the audited Financial Statements of the last three Financial Years as Annexure. Financial value to be given in Lakhs of rupees.

EXPERIENCE RECORD

1. Total number of years of experience in all type of horticulture and landscaping including maintenance of horticulture works.
2. Details of experience in Horticulture & Maintenance horticulture work in the last three years.

S. No.	Type of work	Details of Projects	Certificates Placed at	
			Annexure No.	Page No.
(1)	(2)	(3)	(4)	(5)

1. Details of work.
2. Whether maintenance or execution of work.
3. Estimated Cost.
4. Tendered Cost.
5. Completion Cost.
6. Stipulated Date of Start of Work.
7. Actual date of start of work.
8. Stipulated date of completion of work.
9. Actual date of completion of work.
10. Extension of time granted with penalty or otherwise.

Notes:

- (i) Details submitted in any other performa will not be considered
- (ii) All the details should be supported by Self attested copies of certificates from clients for each entry otherwise it will not be considered.
- (iii) Additional pages may be attached if required.
- (iv) All the pages must be signed by the authorized signatory of the tenderer.

ANNEXURE – III

FINANCIAL DATA

List of all on-going contracts

S. No.	Name of Work/ Contract	Value (In Lakhs)	Name of Employer and Address	Value of Work still to be completed (In lakhs)	Date of Commencement	Scheduled date of Completion	Total under columns (3) & (4)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)