

NOTICE INVITING TENDER (e-Tender)

DELHI METRO RAIL CORPORATION LIMITED

1.0 Name of Work:

Delhi Metro Rail Corporation (DMRC) Ltd. invites tenders, through e-tendering process, from reputed agencies by themselves for the work of

"Supply of Smart Card Paper Jackets for Commuters of Delhi Metro"

2.0 Key details :

Approximate Cost of work	INR 58,27,500/-	
Completion Period of Work	90 Days after issuing LOA	
Tender documents on sale	From 16.03.2015 to 08.04.2015 on e-tendering website www.tenderwizard.com/DMRC Tender document can only be obtained online after registration of tenderer on the website www.tenderwizard.com/DMRC . For further information in this regard bidders are advised to contact on 011-49424307, 011-49424365	
Cost of Tender documents	INR 5,250/- (inclusive of 5% DVAT) Non-Refundable (Demand Draft /Banker's cheque drawn on a Scheduled Commercial Bank based in India and should be in favour of "Delhi Metro Rail Corporation Ltd" payable at New Delhi.)	Cost of Tender Document & Tender Security i.e. D.D. / Banker's cheque, in original, shall be accepted only 1500 hours on 08.04.2015 in the office of Manager/Revenue at below mentioned address.
Tender Security (EMD) amount	INR 58,275/- (Demand Draft /Banker's cheque drawn on a Scheduled Commercial Bank based in India and should be in favour of "Delhi Metro Rail Corporation Ltd" payable at New Delhi.)	
Last Date of Receipt of Queries from Prospective Applicants	25.03.2015	
Date of Uploading Reply to Queries on www.tenderwizard.com/DMRC	30.03.2015	
Date & time of Submission of Tender online	From 16.03.2015 (0930 hrs) to 08.04.2015 (1500 hrs)	
Date & time of opening of Tender online	08.04.2015 at 1505 hrs	
Authority to receive tender cost / tender security, seeking clarifications	O/o the Manager/Revenue Revenue Cell, First Floor, OCC Building, Shastri Park Metro Station, East Approach Road, New Delhi-110053.	

3.0 POINTS TO BE NOTED:

3.1 Eligible Applicants:

- (i) Works envisaged under this contract are required to be executed in all respects up to the period of completion mentioned above.
- (ii) The mere fact that the tenderer is short-listed as shall not imply that his bid shall automatically be accepted. The same should contain all technical, Financial & other details as required for the consideration of tender.
- (iii) Tender document consists of the following:
 - a. Notice Inviting Tender including Scope of Work & Tender Prices
 - b. Instructions to Tenderers including Special conditions of Contract
 - c. Bill of Quantities
 - d. Drawing
 - e. DMRC's General Conditions of Contract
- (iv) All Tenderers are hereby cautioned that the tender containing any material deviation or reservation as described in Clause 19.0 of "Instructions to Tenderers" and / or minor deviation without quoting the cost of withdraws shall be considered non-responsive & shall be summarily rejected.
- (v) DMRC reserves the right to accept or reject any or all proposals without assigning any reasons. No tenderer shall have any cause of action or claim against the DMRC for rejection of his proposal.
- (vi) A tenderer shall submit only one bid. A tenderer who submits or participates in more than one bid will cause all of the proposals in which the tenderer has participated either as sole tenderer or member will be disqualified.
- (vii) The bidder shall upload scanned copy of the Tender Document (including General Conditions of Contract) and all other associated / required documents duly numbered, signed and stamped.

3.2 Minimum Eligibility Criteria:

- (a) Tender Document Cost (Demand Draft /Banker's cheque drawn on a Scheduled Commercial Bank based in India and should be in favour of "Delhi Metro Rail Corporation Ltd" payable at New Delhi) in a separate sealed envelope should be submitted before day & time of opening of tender as mentioned in Clause No.1.3 of ITT.
- (b) Tender Security (Demand Draft /Banker's cheque drawn on a Scheduled Commercial Bank based in India and should be in favour of "Delhi Metro Rail Corporation Ltd" payable at New Delhi) in a separate sealed envelope should be submitted before day & time of opening of tender as mentioned in Clause No.1.3 of ITT.
- (c) Self Attested copy of Power of Attorney to submit tender.
- (d) Self Attested copy of the latest PAN Number, Sales Tax Clearance Certificate (STCC) VAT Clearance Certificate (VATCC) and registration with contract cell of Sales Tax Department as per 'Delhi Sales Tax Act 1999/ VAT Department, registration with EPFO, ESIC & Service Tax department.
- (e) Bidders should enclose relevant Experience / Work Completion Certificates as provided at FORM T-II of this tender document to establish the experience shall be required as per the following:-

Similar Work Means: - Work related to Smart Card Jacket provided to Banks, Income Tax Department & Transport Department.

The contractor may please see and fulfil the following criteria before applying for tender:-

Three similar completed works costing not less than the amount equal to Rs. 23.31 Lakhs each

OR

Two similar completed works costing not less than the amount equal to Rs. 29.14 Lakhs

each

OR

One similar completed works costing not less than the amount equal to Rs.46.62 Lakhs each

Financial standing (Annual Turnover):- Average annual financial turnover during last three years ending 31st March of the previous financial year, should be atleast **Rs. 116.55 Lakhs.**

3.4 All tenders submitted shall include the following information:-

- (i) General information on the tender shall be furnished in FORM T-I. Copies of original documents defining the constitution and legal status, certificate of registration and ownership, principal place of business of the company, corporation, firm.
- (ii) The authorised signatory of the tenderer shall sign each page of tender. Power of Attorney in favour of the signatory will be required to be furnished as detailed in Clause 12.0
- (iii) Cancellation or creation of a document such as Power of Attorney, which may have bearing on the tender/contract, shall be communicated forthwith in writing by the tenderer to DMRC.
- (iv) Each tenderer, will be required to confirm and declare in the tender submittal that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other items of work related to the award and performance of this contract. They will have to further confirm and declare in the submittal that no agency commission or any payment, which may be construed as an agency commission, has been, or will be paid and that tender price will not include any such amount.

4.0 Please note carefully the requirements for submitting tenders, and the date and time for submittal.

- 4.1 The tenderers may obtain further information/ clarification, if any, in respect of this tender document from the office of **Manager/Revenue, Revenue Cell, First Floor, OCC Building, Shastri Park Metro Station, East Approach Road, New Delhi-110053.**
- 4.2 The intending tenderers must be registered on e-tendering portal www.tenderwizard.com/DMRC. Those who are not registered on the e-tendering portal shall be required to get registered beforehand. If needed they can be imparted training on 'online tendering process'. After registration, the tenderer will get user id and password. On login, tenderer can participate in tendering process and can witness various activities of the process.
- 4.3 The authorized signatory of intending tenderer, as per Power of Attorney (POA), must have valid **Class-III Digital Signature**. The tender document can only be downloaded or uploaded using **Class-III Digital Signature** of the authorized signatory.
- 4.4 Tender submissions will be made online after uploading the mandatory scanned documents towards cost of tender documents such as Demand Draft or Pay Order or Banker's Cheque from a Scheduled commercial bank based in India and towards Tender Security such as Demand Draft or Pay Order or Banker's Cheque from a Scheduled commercial bank based in India and other documents as stated in the tender document. This Tender Document Cost & Tender Security, as detailed above, must be submitted with DMRC in form of Demand Draft or Pay Order or Banker's Cheque as per scheduled date & time already mentioned above.

4.5 Late tenders (received after date and time of submission of bid) shall not be accepted

under any circumstances.

- 4.6 The tender shall remain valid and open for acceptance for a period of 120 days from the date of submission of the tender. In exceptional circumstances, prior to the expiry of the tender validity period, DMRC may request the bidders for a specified extension in the period of tender validity. The request and the response thereto shall be made in writing or by telefax. Bidders may refuse the request without forfeiting their tender security. Bidders agreeing to the request for extension of tender validity period shall not be permitted to modify their tender but will be required to extend the validity of the period of the tender security correspondingly.
- 4.7 DMRC reserves the right to accept or reject any or all tenders or any part of the tender without assigning any reason thereof, and the decision of DMRC in this respect shall be final.

JGM/TO
Delhi Metro Rail Corporation Ltd.

SCOPE OF WORK

1.0 General

The contractor will execute the work i.e. "**SUPPLY OF SMART CARD PAPER JACKETS FOR COMMUTERS OF DELHI METRO**". The estimated requirement of smart card paper jacket will depend on the requirement by smart cards holder passengers & as per the complaints/suggestion received from passenger as well as the suggested by higher authority of DMRC. The requirement of smart card paper jacket may be increase by 25% or may be decrease with no limit. The Contractor shall submit the sample drawing of smart card paper jacket for approval of DMRC before start of work.

2.0 Work Contents

2.1 The Contractor will undertake the Fabrication, manufacture and supply of smart card paper jacket based on the design and technical requirements provided by DMRC and will be responsible for coordinating all interfaces between adjacent and interfacing contract packages and disciplines.

2.2 Sample of drawings provided with tender documents, represent DMRC's proposal based on preliminary design. Final sample will be created by successful Tenderer with features of smart card after issue of LOA and will be confirmed by Revenue Cell for approval before supply of smart card jackets.

3.0 Smart Card Paper Jacket

3.1 The Smart Card Paper Jackets with size of 86mmx58mm on tear and water resistance thermally bonded non woven material of 55 gsm thickness of 140-150 micron with antistatic and corona treatment, multi colour printing, Die Cutting, Pasting with special chemical duty printing in the front & back in multi colour by offset process with DMRC logo & conditions & features of Smart Card.

4.0 Drawings

Sample of drawings provided with tender documents, represent DMRC's proposal based on preliminary design. Final drawing will be created by contractor and will be confirmed by Revenue Cell for approval before supply.

5.0 Confirmation report

The contractor should obtain the confirmation report with receiving as acknowledgement of the actual supply done from supplied location or metro stations.

6.0 Tender Prices and Schedule of Payment

6.1 Unless explicitly stated otherwise in the Tender Documents, the contractors shall be responsible for the actual, based on the work orders issued by the competent authority and payment shall be as per accepted rates based on the items carried out as per the work orders issued by the competent authority as and when required.

6.2 The rate quoted by the tenderer should be for each smart card paper jacket inclusive of all duties, taxes, fees, octroi and other levies, materials, labour etc.

7.0 Schedule of Payment

The payment will be made as per actual quantity of supplied smart card paper jacket and as per accepted rates after receiving of bill with work acknowledgement as per the technical specifications mentioned in the tender.