

NOTICE INVITING TENDER (NIT)**1.1 GENERAL****1.1.1 Name of Work:**

Delhi Metro Rail Corporation (DMRC) Ltd. invites Open e-Tenders on Local Competitive Basis (LCB) from eligible applicants, who fulfil qualification criteria as stipulated in clause 1.1.3 of NIT, for **Contract CM - 1 “Empanelment of travel Agents in Delhi NCR for engaging the services of domestic/ International air & rail bookings for various business related travels in India and abroad of its executives/ Officers.”**

The brief scope of the work is provided in ITT clause A1 & Employer Requirements (Part-IV)

1.1.2 Key details:

Approximate Contract Value	INR 5.00 Crore
Tender Security amount	INR 2.50 Lakhs
Duration of Contract	36 months
Tender documents on sale	From 12.05.2015 to 16.06.2015 (upto 11:00 hrs) on e-tendering website www.tenderwizard.com/DMRC Tender document can only be obtained after registration of tenderer on the website www.tenderwizard.com/DMRC . For further information on this regard bidders are advised to contact on 011-49424307, 011-49424365 or 011-23417910, 011-23415838
Cost of Tender documents	INR 21,000/- (inclusive of 5% DVAT) Non-Refundable (Demand Draft /Banker's cheque) in favour of "Delhi Metro Rail Corporation Ltd" payable at New Delhi.) Cost of tender documents i.e, D.D./Banker's cheque, in original, shall be accepted only upto 15:00 hours on 16.06.2015 in the office of Executive Director/Contracts at below mentioned address.
Pre-bid Meeting	21.05.2015 at 11.00 hrs
Last date of Seeking Clarification	22.05.2015 (Queries from bidders after due date shall not be acknowledged)
Last date of issuing addendum and DMRC's response to queries	29.05.2015

Date & time of Submission of Tender	16.06.2015 upto 15:00 Hrs.
Date & time of opening of Tender	16.06.2015 @ 15:05 Hrs.
Authority and place for submission of Tender Document cost, Pre-bid Meeting and seeking clarifications	Executive Director/Contracts, Delhi Metro Rail Corporation, 5th floor, A-Wing, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi –110 001

Note: Tender received will be scrutinize for the empanelment. Travel agencies not exceeding two will be suitably advised. In addition to the L1,L2 willing to extend their services at the determined rates of L1 will be issued offer for enlistment. The offer based on the lowest bid price in each category or any other price to be decided by DMRC would need to be accepted within seven working days from the date of issue of the offer. Failure to accept the offer within this period will be automatically result in cancellation of offer.

1.1.3 QUALIFICATION CRITERIA :

1.1.3.1 Eligible Applicants :

- i. The tenders for this contract will be considered only from those tenderers (proprietorship firms, partnerships firms, companies, corporations) who meet requisite eligibility criteria prescribed in the sub-clauses of Clause 1.1.3 of NIT.
- ii. A tenderer shall submit only one bid in the same tendering process. A tenderer who submits or participates in, more than one bid will cause all of the proposals in which the tenderer has participated to be disqualified.
- iii. Tenderers shall not have a conflict of interest. All Tenderers found to have a conflict of interest shall be disqualified. Tenderers shall be considered to have a conflict of interest with one or more parties in this bidding process, if:
 - (a) a tenderer has been engaged by the Employer to provide consulting services for the preparation related to procurement for on implementation of the project;
 - (b) a tenderer is any associates/affiliates (inclusive of parent firms) mentioned in subparagraph (a) above; or
 - (c) a tenderer lends, or temporarily seconds its personnel to firms or organisations which are engaged in consulting services for the preparation related to procurement for on implementation of the project, if the personnel would be involved in any capacity on the same project
- iv. Any Central / State government department / public sector undertaking / other government entity or local body must not have banned business with the tenderer as on the date of tender submission. Also no contract of the tenderer should have been rescinded / terminated by DMRC after award during last 5 years due to non-performance of the tenderer. The tenderer should submit undertaking to this effect in the Form of Tender.
- v. Tenderer must not have paid liquidated damages of 10% (or more) of the contract value in a contract due to delay or penalty of 10% (or more) of the contract value due to any other reason during last five years. The tenderer should submit undertaking to this effect in the Form of Tender.
- vi. Tenderer must not have suffered bankruptcy/ insolvency during the last 5 years. The tenderer should submit undertaking to this effect in the Form of Tender.

- vii. The tenderer should be member of IATA (International Air Transportation Association). The tenderer should submit copy of valid membership Certificate.
- viii. The tenderer should have an establishment in Delhi. The tenderer should submit evidence.
- ix. The tenderer should have Service Tax Registration and PAN number. The tenderer should submit copy of Service Tax Registration and PAN number.

1.1.3.2 Minimum Eligibility Criteria:

A. Work Experience: The tenderers will be qualified only if they have completed work(s) during last seven years ending 31.03.2015 as given below:

- (i) At least one work of similar nature of value of Rs.1.44 crores or more carried out for any Govt agency/Ministry/Leading Banks/PSUs.

OR

- (ii) Two works of similar nature each of value of Rs. 0.90 crores or more carried out for any Govt agency/Ministry/Leading Banks/PSUs.

OR

- (iii) Three works of similar nature each of value of Rs. 0.72 crores or more carried out for any Govt agency/Ministry/Leading Banks/PSUs.

Notes :

- The tenderer shall submit details of works executed by them in the Performa of **Appendix-5 of FOT** for the works to be considered for qualification of work experience criteria. Documentary proof such as completion certificates from client clearly indicating the nature/scope of work, actual completion cost and actual date of completion for such work should be submitted. **The offers submitted without this documentary proof shall not be evaluated.**
- Value of successfully completed portion of any ongoing work up to **30.04.2015** will also be considered for qualification of work experience criteria.
- For completed works, value of work done shall be updated to **30.04.2015** price level assuming 5% inflation for Indian Rupees every year and 2% for foreign currency portions per year. The exchange rate of foreign currency shall be applicable 28 days before the submission date of tender.

B. Financial Standing: The tenderers will be qualified only if they have minimum financial capabilities as below:

- (i) **T1 – Liquidity:** It is necessary that the firm can withstand cash flow that the contract will require until payments received from the Employer. Liquidity therefore becomes an important consideration.

This shall be seen from the balance sheets and/or from the banking reference. Net current assets and/or documents including banking reference, should show that the applicant has access to or has available liquid assets, lines of credit and other financial means to meet cash flow of **Rs. 0.15Crores** for this contract, net of applicant's commitments for other Contracts. Banking reference should contain in clear terms the amount that bank will be in a position to lend for this work to the applicant/member of the Joint Venture/Consortium. In case the Net Current Assets (as seen from the Balance Sheets) are negative, only the Banking references will be considered. Otherwise the aggregate of the Net Current Assets and submitted Banking references will be considered for working out the Liquidity.

The banking reference should be from a Scheduled Bank in India or (in case of foreign parties) from an international bank of repute acceptable to DMRC **as per standard**

performa provided in ITT as Annexure-3 and it should not be more than 3 months old as on date of submission of bids.

- (ii) **T2 - Profitability:** Profit before Tax should be positive in at least 2(two) year, out of the last five audited financial years.
- (iii) **T3 - Net Worth:** Net Worth of tenderer during last audited financial year should be **≥Rs. 0.36Crores.**
- (iv) **T4 - Annual Turnover:** **The average annual turnover of last five financial years should be ≥Rs. 1.44 Crores.**

Notes :

Financial data for latest last five audited financial years has to be submitted by the tenderer in Appendix-6 of FOT along with audited balance sheets. The financial data in the prescribed format shall be certified by Chartered Accountant with his stamp and signature in original. In case audited balance sheet of the last financial year is not made available by the bidder, he has to submit an affidavit certifying that ‘the balance sheet has actually not been audited so far’. In such a case the financial data of previous ‘4’ audited financial years will be taken into consideration for evaluation. If audited balance sheet of any year other than the last year is not submitted, the tender will be considered as non-responsive.

1.1.3.3 Bid Capacity Criteria : Deleted

1.1.3.4 The tender submission of tenderers, who do not qualify the minimum eligibility criteria stipulated in the clauses 1.1.3.2, shall not be considered for further evaluation and therefore rejected. The mere fact that the tenderer is qualified as mentioned in sub clause 1.1.3.2 shall not imply that his bid shall automatically be accepted. The same should contain all technical data as required for consideration of tender prescribed in the ITT.

1.1.4 The Tender documents consist of :

VOLUME “A”	<u>TECHNICAL DOCUMENT</u>
PART 1	Notice Inviting Tender
PART II	Instructions to Tenderers (including Annexures)
PART III	Form of Tender (including Appendices)
PART IV	Employer’s Requirements
PART V	General Conditions of Contracts
VOLUME “B”	<u>FINANCIAL DOCUMENT</u>
PART VI	Bill of quantities

1.1.5 The contract shall be governed by the documents listed in Para 1.1.4 above.

1.1.6 The tenderers may obtain further information/ clarification, if any, in respect of these tender documents from the office of Executive Director (Contracts), Delhi Metro Rail Corporation, 5th floor, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi –110 001.

1.1.7 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.

- 1.1.8** 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.
- 1.1.9** 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 Bank Guarantee or 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.
- 1.1.10** All Tenderers are hereby cautioned that tenders containing any material deviation or reservations as described in "Instructions to Bidders" and / or minor deviation without quoting the cost of withdrawal shall be considered as non-responsive and is liable to be rejected.
- 1.1.11** Late tenders (received after date and time of submission of bid) shall not be accepted under any circumstances.
- 1.1.12** Tenders shall be valid for a period of 180 days (both days inclusive i.e. the date of submission of tender and the last date of period of validity of the tender) from the date of submission of Tenders and shall be accompanied with a tender security of the requisite amount in the form of a Bank Guarantee (as per Annexure – 7 of ITT) from Scheduled Commercial Bank in India.
- 1.1.13** 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.
- 1.1.14** Bidders shall note that the maximum file size that can be uploaded is 5 MB. All the uploaded files in tender submission should be named properly and arrange systematically.
- 1.1.15** The bidders are advised to keep in touch with e-tendering portal www.tenderwizard.com/DMRC for updates.

Executive Director (Contracts)
Delhi Metro Rail Corporation