

## **NOTICE INVITING TENDER (e-Tender)**

**DIGITIZATION OF DOCUMENTS I.E. SCANNING, INDEXING & VERIFICATION**

**(Tender: DGTZN15)**

**NOTICE INVITING TENDER (e-Tender)**  
**DELHI METRO RAIL CORPORATION LIMITED**  
**(CIN: U74899DL1995GOI068150)**

**1.1.1 Name of Work:**

Delhi Metro Rail Corporation (DMRC) Ltd. invites Open e-Tenders from eligible applicants, who fulfill qualification criteria as stipulated in Clause 1.1.3 of NIT, for the work, “DGTZN15: Digitization of documents i.e. scanning, Indexing & verification

**1.1.2 Key details :**

Estimated Cost	INR 18,00,000
Tender Security amount	INR 36,000/-.
Completion period of the Work	6 months
Tender documents on sale	From 10.07.2015 to 27.07.2015(up to 1200 hrs) 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 or 011-23417910
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 documents i.e, D.D. / Banker's cheque, in original, shall be accepted only up to <b>1500</b> hours on 27.07.2015 in the office ofAGM/IT at below mentioned address.
Last Date of Seeking Clarifications	17.07.2015
Last date of issuing addendum	22.07.2015
Date & time of Submission of Tender online	27.07.2015up to 1500 hrs.
Date & time of opening of Tender online	27.07.2015at 1530 hrs.
Authority and place for submission of tender cost, EMD & seeking clarifications.	<b>AGM/IT,</b> Delhi Metro Rail Corporation Ltd., 4 <sup>th</sup> floor, B-Wing, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi –110 001

### 1.1.3 QUALIFICATION CRITERIA:

#### 1.1.3.1 Eligible Applicants:

- i. The tenders for this contract would be considered only from **Indian tenderers** (proprietorship firms, companies, corporations) who meet requisite eligibility criteria prescribed in the sub-clauses of Clause 1.1.3 of NIT.
- ii. Subcontracting of work is not permitted.
- iii. Tenderers shall not have a conflict of interest. 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 implementation of the project.
  - (b) 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 implementation of the project, if the personnel would be involved in any capacity on the same project.

#### 1.1.3.2 Minimum Eligibility Criteria:

##### A.1 Work Experience:

1.1 The tenderers will be qualified only if they have experience of having satisfactorily completed/ executed similar type of works and should have successfully completed business of documents scanning work for which following details duly authenticated by the client are to be submitted:

- (a) Name of Organization where work done
- (b) Customer contact Name, email and Phone Number
- (c) Scope undertaken by Applicant (indicate number of pages scanned)
- (d) Value of Total contract.
- (e) Certificate from at least two Government organizations for satisfactory completion of work.

##### A.2.

The tenderers will be qualified only if they have completed work(s) related to Digitization of documents i.e. scanning, Indexing & verification during last 5 years ending **31.03.2015** as given below:

At least one work of similar nature of value Rs. **14,40,000** or more.

OR

Two works of similar nature each of value Rs. **9,00,000** or more.

OR

Three works of similar nature each of value Rs. **7,20,000** or more.

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

##### 1) Deleted

**2) T2 - Profitability:** Profit before Tax should be Positive in at least 2 (two) year, out of the last five audited financial years.

**C. Deleted**

**Notes :**

- a. Financial data for last five audited financial years has to be submitted by the tenderer in **Appendix-12 of FOT**. The financial data in the prescribed format shall be certified by Chartered Accountant with his stamp, signature and Membership Number.

**Notes:**

- (i) The tenderer shall submit details of works executed by them in the Performa prescribed in **Appendix-13 of FOT** for the works to be considered for qualification of work experience criteria.
- (ii) The Contractor shall provide documentary proof such as completion certificates/performance certificate from client showing satisfactory performance of similar works wherein following details are to be given:
- (a) Name of Organization where work done
  - (b) Customer contact Name, email and Phone Number
  - (c) Scope of work undertaken by the Applicant
  - (d) Value of work
  - (e) Actual completion cost
  - (f) Actual date of completion
  - (g) Certificate of satisfactory completion.

**D. Additional Requirements of Eligibility:**

- (i) The Tenderer must not have been banned for business by any central / state government department or public sector undertaking and also none of their work was rescinded by DMRC after award of contract during last 5 years due to non performance.
- (ii) The tenderer shall submit copy of Permanent Account Number (PAN/TIN/Service tax Registration) issued by Income Tax Department.

1.1.3.3 The tender submission of tenderers, who do not qualify the minimum eligibility criteria & bid capacity criteria stipulated in the clauses 1.1.3.2 above, 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 Deleted

1.1.5 The work requires digitization of documents i.e. scanning, Indexing & verification. The descriptive and detailed scope is defined in Scope of Work.

1.1.6 Tender Documents comprise of following documents:

**Volume 1**

- Notice Inviting Tender (NIT)
- Instructions to Tenderer (ITT) including annexure
- Form of Tender (FOT) including appendices

**Volume 2**

- Particular Specifications including Scope of Work
- Financial Package (Bill of Quantities / Pricing Document)
- Special Conditions of Contract
- General Conditions of Contract

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

- 1.9 The tenderers may obtain further information/ clarification, if any, in respect of these tender documents from the office of **AGM/IT**, Delhi Metro Rail Corporation, 'B' Wing, 4<sup>th</sup> floor, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi –110 001.
- 1.10 The intending tenderers must be registered on e-tendering portal [www.tenderwizard.com/DMRC](http://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.
- 1.11 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.
- 1.12 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.
- 1.13 Late tenders (received after date and time of submission of bid) shall not be accepted under any circumstances.
- 1.14 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 as per clause 4.0 of ITT.
- 1.15 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.
- 1.16 Tenderers shall quote all prices as per clause 11.1.1 of GCC.

**AGM/IT**  
**Delhi Metro Rail Corporation Ltd.**