

Tender for supply of Token Drop Box without stand, Cash Bag with Aluminium lock, Security Instruction cum Notice Board standee, X-BIS cum Not in Use standee, SS standee, ACP Stop Board and Installation of Token Drop Box with Stand & Height Mannequin at different metro stations

## **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 Token Drop Box without stand, Cash Bag with Aluminium lock, Security Instruction cum Notice Board standee, X-BIS cum Not in Use standee, SS standee, ACP Stop Board and Installation of Token Drop Box with stand & Height Mannequin at different metro stations"**

### 2.0 Key details :

<b>Approximate Cost of work</b>	<b>INR 93,15,467/-</b>	
<b>Work Period</b>	<b>Within 120 days from the date of issue of LOA</b>	
<b>Tender documents on sale</b>	From <b>13.07.2015 to 04.08.2015</b> (1100 hrs) on e-tendering website <a href="http://www.tenderwizard.com/DMRC">www.tenderwizard.com/DMRC</a> Tender document can only be obtained online after registration of tenderer on the website <a href="http://www.tenderwizard.com/DMRC">www.tenderwizard.com/DMRC</a> . For further information in this regard bidders are advised to contact on 011-49424307, 011-49424365	
<b>Cost of Tender documents</b>	<b>INR 5,250/-</b> (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 upto 1400 hours on <b>04.08.2015</b> in the office of <b>Manager/Revenue</b> at below mentioned address.
<b>Tender Security (EMD) amount</b>	<b>INR 1,00,000/-</b> (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.)	
<b>Last Date of Receipt of Queries from Prospective Applicants</b>	27.07.2015 upto 1100 hrs	
<b>Date of Uploading Reply to Queries on <a href="http://www.tenderwizard.com/DMRC">www.tenderwizard.com/DMRC</a></b>	30.07.2015	
<b>Date &amp; time of Submission of Tender online</b>	04.08.2015 upto 1500 hrs	
<b>Date &amp; time of opening of Tender online</b>	04.08.2015 at 1505 hrs.	
<b>Authority to receive tender cost / tender security, seeking clarifications</b>	<b>O/o the Manager/Revenue</b> Revenue Cell, First Floor, OCC Building, Shastri Park Metro Station, East Approach Road, New Delhi-110053.	

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**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 (June-2011 having correction slip No.5 dated 01.07.2013)
- (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 DMRC's 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) should be submitted **by 1400 hrs on 04.08.2015** 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) should be submitted **by 1400 hrs on 04.08.2015** as mentioned in Clause No.1.3 of ITT.
- (c) Self Attested copy of Power of Attorney in name of Authorized signatory, in case the documents are signed by the authorized signatory of the bidder.
- (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:-

**Work Experience:** - Contractor should have successfully completed similar nature of work related to supply of standees, bags & provision of signages for the convenience of public at passenger terminals (Airport, Railway/Metro station, Bus Stand), Commercial Malls, Government organization, Private Limited Firm, Multiplexes, Multispecialty Hospitals during last day of the month previous to the one in which applications are invited should be either of the following:-

Three similar completed works costing not less than the amount equal to **Rs. 37.26 Lakhs** each

OR

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Two similar completed works costing not less than the amount equal to **Rs.46.58 Lakhs** each

OR

One similar completed works costing not less than the amount equal to **Rs.74.52 Lakhs** each

- (f) **Financial standing (Annual Turnover):-** Average annual financial turnover during last three years ending 31st March of the previous financial year, should be atleast **Rs. 186.31 Lakhs.**

**Mandatory Requirement for evaluating Financial Standing**

For the purpose of evaluation the bidder should enclose Audited Balance Sheets of the last three Financial Years i.e. FY 2012-13, 2013-14 & 2014-15. In case of non availability of Audited Balance Sheet for FY 2014-15, Balance of previous three financial years i.e. FY 2011-12, 2012-13 & 2013-14 should be considered for evaluation.

- (g) Each bidder shall be required to confirm and declare with the tender submission that no agent, middleman or any intermediary has been, or will be, engaged by them to provide any services, or any other items or works related to the award and performance of the Contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been, or will be, paid and that the tender price will not include any such amount. The format is given in Annexure-2 of the Tender Document.
- (h) Bidders should note that the bids of only those bidders will be considered who satisfy the requirements mentioned above.

**3.3 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

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

- 4.0 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.**
- 4.1 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.
- 4.2 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.
- 4.3 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

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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.

- 4.4 Late tenders (received after date and time of submission of bid) shall not be accepted under any circumstances.**
- 4.5 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.
- 4.6 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.
- 4.7 Bidders are requested to remain in touch with e-tendering web portal [www.tenderwizard.com/DMRC](http://www.tenderwizard.com/DMRC) & DMRC's Website [www.delhimetrorail.com](http://www.delhimetrorail.com) for any kind of Information, Addendum, etc.

**DGM/O-I  
Delhi Metro Rail Corporation Ltd.**

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## **SCOPE OF WORK**

### **1.0 General**

The contractor will execute the work i.e. **“Supply of Token Drop Box without stand, Cash Bag with Aluminium lock, Security Instruction cum Notice Board standee, X-BIS cum Not in Use standee, SS standee, ACP Stop Board & and Installation of Token Drop Box with stand & Height Mannequin at different metro stations”**. The estimated different type of requirement is depended upon the requirement received from Metro Stations and as per the complaints/suggestion received from passenger as well as the suggested by higher authority of DMRC. The requirement may be increase or may be decrease with no limit. The Contractor shall submit the drawing/sample of required item for approval of DMRC before start of work.

### **2.0 Work Contents**

- 2.1 The Contractor will undertake the Fabrication, manufacture and Installation of items and graphics 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 The work under this contract shall consist of, but not limited to, all materials, labour, equipment's, tools, plants and necessary machinery as required to completely execute all the works relating to Signage and Graphics.

### **3.0 Description of Items**

#### **3.1 Token Drop Box with Stand**

- 3.1.1 Fabrication, manufacture and installation of a Token Drop Box in accordance with the BOQ including all necessary supports, suspenders, fixing, frame work, covers, sign faces, light fittings and fixtures, glazing and finishes as required.
- 3.1.2 Minor civil works associated with foundations to Token Drop Box and underground cabling or modifications required for installation and restoring to original (pre-work) structures/finishes.
- 3.1.3 Final coordination of the station signage layouts given at tender stage with the civil and system wide contractors.
- 3.1.4 Co-ordination with the Civil and system wide contractors on the mounting and the switching and power arrangements of the signage.
- 3.1.5 Supervise and protect all works related to the signage until handing over to the DMRC.
- 3.1.6 Maintenance for specified period.

#### **3.2 Height Mannequin**

- 3.2.1 Fabrication, manufacture and installation of a Height Mannequin in accordance with the BOQ including all necessary supports, suspenders, fixing, frame work, covers, sign faces, light fittings and fixtures, glazing and finishes as required.
- 3.2.2 Minor civil works associated with foundations to Height Mannequin and underground cabling or modifications required for installation and restoring to original (pre-work) structures/finishes.
- 3.2.3 Final coordination of the station signage layouts given at tender stage with the civil and system wide contractors.
- 3.2.4 Co-ordination with the Civil and system wide contractors on the mounting and the switching and power arrangements of the signage.
- 3.2.5 Supervise and protect all works related to the signage until handing over to the DMRC.

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**3.2.6** Maintenance for specified period.

**3.3 Token Drop Box without Stand**

**3.3.1** Fabrication, manufacture and supply of a Token Drop Box without stand in accordance with the BOQ including all necessary supports, suspenders, fixing, frame work, covers, sign faces, light fittings and fixtures, glazing and finishes as required.

**3.3.2** Minor civil works associated with foundations to Token Drop Box without stand and underground cabling or modifications required for installation and restoring to original (pre-work) structures/finishes.

**3.3.3** Final coordination of the station signage layouts given at tender stage with the civil and system wide contractors.

**3.3.4** Co-ordination with the Civil and system wide contractors on the mounting and the switching and power arrangements of the signage.

**3.3.5** Supervise and protect all works related to the signage until handing over to the DMRC.

**3.3.6** Maintenance for specified period.

**3.4 Cash Bag with Aluminium Lock**

**3.4.1** Fabrication, manufacture and supply of cash bag with aluminum lock in accordance with the BOQ including all necessary supports, suspenders, fixing, frame work, covers, sign faces, light fittings and fixtures, glazing and finishes as Required.

**3.5 Security Instruction cum Notice Board Standee**

**3.5.1** Fabrication, manufacture and supply of Security Instruction cum Notice Board Standee in accordance with the BOQ including all necessary supports, suspenders, fixing, frame work, covers, sign faces, light fittings and fixtures, glazing and finishes as required.

**3.5.2** Minor civil works associated with foundations to Security Instruction cum Notice Board Standee and underground cabling or modifications required for installation and restoring to original (pre-work) structures/finishes.

**3.5.3** Final coordination of the station signage layouts given at tender stage with the civil and system wide contractors.

**3.5.4** Co-ordination with the Civil and system wide contractors on the mounting and the switching and power arrangements of the signage.

**3.5.5** Supervise and protect all works related to the signage until handing over to the DMRC.

**3.5.6** Maintenance for specified period.

**3.6 XBIS cum Not In Use Standee**

**3.6.1** Fabrication, manufacture and supply of XBIS cum Not In Use Standee in accordance with the BOQ including all necessary supports, suspenders, fixing, frame work, covers, sign faces, light fittings and fixtures, glazing and finishes as required.

**3.6.2** Minor civil works associated with foundations to XBIS cum Not In Use Standee and underground cabling or modifications required for installation and restoring to original (pre-work) structures/finishes.

**3.6.3** Final coordination of the station signage layouts given at tender stage with the civil and system wide contractors.

**3.6.4** Co-ordination with the Civil and system wide contractors on the mounting and the switching and power arrangements of the signage.

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**3.6.5** Supervise and protect all works related to the signage until handing over to the DMRC.

**3.6.6** Maintenance for specified period.

**3.7 Aluminium Composite Panel Stop Board**

**3.7.1** Fabrication, manufacture and supply of Aluminium Composite Panel Stop Board in accordance with the BOQ including all necessary supports, suspenders, fixing, frame work, covers, sign faces, light fittings and fixtures, glazing and finishes as required.

**3.7.2** Minor civil works associated with foundations to Aluminium Composite Panel Stop Board and underground cabling or modifications required for installation and restoring to original (pre-work) structures/finishes.

**3.7.3** Final coordination of the station signage layouts given at tender stage with the civil and system wide contractors.

**3.7.4** Co-ordination with the Civil and system wide contractors on the mounting and the switching and power arrangements of the signage.

**3.7.5** Supervise and protect all works related to the signage until handing over to the DMRC.

**3.7.6** Maintenance for specified period.

**3.8 SS Standee for Display of DMRC Information at Customer Care Centre**

**3.8.1** Fabrication, manufacture and supply of SS Standee for Display of DMRC Information at Customer Care Centre in accordance with the BOQ including all necessary supports, suspenders, fixing, frame work, covers, sign faces, light fittings and fixtures, glazing and finishes as required.

**3.8.2** Minor civil works associated with foundations to SS Standee for Display of DMRC Information at Customer Care Centre and underground cabling or modifications required for installation and restoring to original (pre-work) structures/finishes.

**3.8.3** Final coordination of the station signage layouts given at tender stage with the civil and system wide contractors.

**3.8.4** Co-ordination with the Civil and system wide contractors on the mounting and the switching and power arrangements of the signage.

**3.8.5** Supervise and protect all works related to the signage until handing over to the DMRC.

**3.8.6** Maintenance for specified period.

**3.9** Provision and installation of sign graphics to sign faces adopting system wise pictograms, symbols and text as given in the signage schedule but not limited to silk-screened graphics, graphics applied in vinyl film to specified substrates and other specified applications.

**4.0 Concrete Works**

**4.1** Tools and plant: Contractor has to arrange Concrete mixer machine, Vibrator and proper Plywood shuttering to produce good quality of concrete foundation of all external signage works. Other required T&P will have to be provided as per the direction of 'DMRC'.

**4.2** Finishing: Finishing of all civil works has to be done properly as per the Technical specification by the contractor as per the satisfaction of 'DMRC'.

**5.0 Fixing of Items/Signage using new fasteners**

Fixing of Signage over floor, wall and column using new fasteners is to be done under supervision and certification from organization. Contractor is to make arrangement for

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this.

**6.0 As installed Drawings**

Contractor has to provide as installed drawings on completion of work in 2 set hard copies and 2 set soft copies in compact diskette (CD) with the provision as mentioned below.

6.1 The drawings submitted for approval should be in any one of the standard sizes - AO, A1, A2, A3 or A4, in accordance with Indian standards and as directed by the DMRC.

6.2 All drawings shall show the following particulars in the lower right hand corner in addition to the Contractor's name. Standard format to produce drawings will be obtained from the DMRC's Representative and the same shall be used by the Contractor for all drawings with following information.

- Name of the Owner
- Subject
- Contract Number
- Title of Drawing
- Scale
- Date of Drawing
- Contractor's Drawing Number

6.3 All dimensions on drawings shall be metric units, unless otherwise specified. However, all levels shall be in feet.

6.4 The Detailed Design has been provided by DMRC and the same will review the "As-Built" Drawings.

**7.0 Interface works**

7.1 Reference to the standard codes of practice

All Standards, Technical Specifications and Codes of practice referred to shall be latest editions including all applicable official amendments and revisions. The Contractor shall make available at site all relevant Indian Standard Codes of practice and IRSC & IRC Codes as applicable.

7.2 Wherever Indian Standards do not cover some particular aspects of design/construction, relevant British German Standards will be referred to. The Contractor shall make available at site such standard codes of practice.

7.3 In case of discrepancy among Standard codes of practice, Technical Specifications and provisions in sub clauses in this NIT, the order of precedence will be as below:

- a. Provision in NIT
- b. Technical Specifications
- c. CPWD specifications
- d. Standard Codes of Practice.

7.4 In case of discrepancy among Standard Codes of Practice, the order of precedence will be IRS, IRC, IS, BS, DIN.

**8.0 Dimensions**

8.1 As regards errors, omissions and discrepancies in Specifications and Drawings, relevant clause of Special Conditions of Contract will apply.



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8.2 The levels, measurements and other information concerning the existing site as shown on the conceptual / layout drawings are believed to be correct, but the Contractor should verify them for himself and also examine the nature of the ground as no claim or allowance whatsoever will be entertained on account of any errors or omissions in the levels or strata turning out different from what is shown on the drawings.

**9.0 Associated works**

Works to be performed shall also include all general works preparatory to the construction and works of any kind necessary for the due and satisfactory construction, completion and maintenance of the works to the intent and meaning of the drawings adopted and technical specifications, to best Engineering standards and orders that may be issued by the DMRC from time to time, compliance by the agency with all Conditions of Contract, supply of all materials, apparatus, plants, equipment, tools, fuel, water, strutting, timbering, transport, offices, stores, workshop, staff, labour and the provision of proper and sufficient protective works, diversion, temporary fencing, lighting and watching required for the safety of the public and protection of works on adjoining land; first –aid equipment, sanitary accommodation for the staff and workmen, effecting and maintenance of all insurances, the payment of all wages, salaries, fees, royalties, duties or the other charges arising out of the erection of works and the regular clearance of rubbish, clearing up, leaving the site perfect and tidy on completion.

**10.0 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 installation. **The contract drawing, text, fonts, colour, size & place may change time to time as per requirement of signages at stations.**

**11.0 Site Information**

11.1 The work site is primarily in Delhi- NCR at all operational metro stations.

11.2 The Contractor shall plan his works keeping in view restriction of approach and availability of space and time.

**12.0 General climatic conditions**

The contractor should acquaint themselves with the climatic conditions of Delhi- NCR.

**13.0 Seismic zone**

Delhi-NCR falls in Seismic Zone IV. Earthquake of maximum magnitude VIII on Modified Mercalli scale has been experienced in the past, in the region.

**14.0 Confirmation report**

The contractor should obtain the confirmation report with receiving as acknowledgement of the work done from stations.

**15.0 Tender Prices and Schedule of Payment**

15.1 Unless explicitly stated otherwise in the Tender Documents, the contractors shall be responsible for the whole works, based on the work orders issued by the competent authority and payment shall be as per accepted rates based on the items

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carried out as per the work orders issued by the competent authority as and when required.

15.2 The rate quoted by the tenderer is inclusive of all duties, taxes, fees, octroi and other levies, materials, labour etc.

**16.0 Schedule of Payment**

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