



DELHI METRO RAIL CORPORATION LTD.

(A JOINT VENTURE OF GOVT. OF INDIA AND GOVT. OF DELHI)

TENDER FOR “EMPANELMENT OF MANUFACTURERS/AGENCIES FOR INSTALLATION AND OPERATION OF DISPENSERS AND SUPPLY OF DRINKING WATER THROUGH 20 LTR JARS AT VARIOUS METRO STATIONS, SITE OFFICES/WORKPLACES OF DMRC

TENDER NO. – DMRC/Water-12/2015

**APPLICATION FORM/TENDER DOCUMENT
(CONTAINING INSTRUCTIONS FOR APPLICANTS /TENDERERS AND TERMS & CONDITIONS OF CONTRACT)**

DELHI METRO RAIL CORPORATION LTD.

Application Form/Tender Document for empanelment of manufacturers/agencies for installation and operation of Dispensers and supply of drinking water through 20 liter Jars at various Metro Stations/ Site Offices/Work places of DMRC.

INDEX

SI. No	TITLE	Page No.
1.	Notice Inviting Tender	3-7
2.	Instruction to Tenderers/Scope of work	8-17
3.	Terms and conditions of the contract	18-32
4.	Financials	33

NOTICE INVITING TENDER (NIT)

(e-Tender)

1. GENERAL

Name of Work:

Delhi Metro Rail Corporation (DMRC) Ltd. Invites open e-Tenders from eligible applicants, who fulfill qualification criteria as stipulated in clause no. 1.4 and 1.5 of NIT from bonafide, competent and experienced manufacturers/agencies of good repute, credentials, and sound financial standing for empanelment of manufacturers/agencies for installation and operation of Dispenser and supply of packaged drinking water through 20 liter Jars at various Metro Stations, Offices/ work places of DMRC (more than 275 locations) called '**THE WORK**'.

The brief scope of the work and site information's is provided in Information to Tenderers and Terms and conditions of contract.

1.2 DIVISION OF WORK

The said work has been divided into five zones as detailed in the tender document. Tender shall be evaluated and order shall be placed for each zone separately. Bidder/Tenderer can apply only for maximum of two zones. Accordingly, no bidder/tenderer shall be awarded the work for more than two zones. Any applicant/ bidder/ tenderer applying for more than two zones will be automatically rejected without any further correspondence in the matter.

1.3 KEY DETAILS:

EMD amount (Tender security amount)	Rs.50,000/- for each Zone Tender Security (in original) as per clause 5 of ITT shall be accepted only up to 1500 hrs on 28.01.2016 in the office of Company Secretary at following address.
Estimated cost of the work	Rs. 2 Crores approximately
Contract Period	24 months
Tender documents on sale	From 04.01.2016 to 28.01.2016 (up to 1100 hrs) on e-tendering website www.tenderwizard.com/DMRC Tender documents 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	Rs. 5250/- (inclusive of 5% DVAT) non refundable (whether applying for one zone or more) (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 upto 1500 hrs on 28.01.2016 in the office of Company Secretary at below mentioned address.

Last date of seeking Clarification	12.01.2016
Pre-bid Meeting	15.01.2016 at 11:00 Hrs
Last date of issuing addendum	20.01.2016
Date & Time of online Submission of Tender	28.01.2016 up to 15:00 Hrs
Date & Time of online opening of Tender	28.01.2016 at 15:05 Hrs
<ul style="list-style-type: none"> • Authority to purchase tender document, seeking clarifications and submission of completed tender document • Place for pre-bid meeting 	Company Secretary, Delhi Metro Rail Corporation, 3 rd Floor, B-Wing, Metro Bhawan, Fire Brigade Lane, Barakhambha Road, New Delhi- 110001 (Tele no. 011-23418308, Fax no. 011-23417921)

1.4 ELIGIBILITY CRITERIA

1.4.1 Eligible Tenderers:

This is an **open e-tender** through the agencies/firms satisfying the criteria laid down in the tender documents are eligible to participate. The tenders for this contract will be considered only from those manufacturers/agencies- proprietors, firms, company's who meet the requisite technical criteria as mentioned in the Technical requirements at 1.5 of NIT.

1.4.2 The offers submitted without document proof shall not be evaluated and automatically rejected without any further correspondence in the matter.

1.4.3 Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a Tender will be an offence under laws of India. Such action will result in the rejection of the Tender, in addition to other punitive measures.

1.4.4 Bidder may apply as an individual/firm/company in Partnership/Joint Venture/Consortium. Requirements from consortium are as follows:-

- i. There can be a maximum of 3 (three) members in a consortium.
- ii. The technical and financial capabilities of only those members with equity stake equal to or greater than 26% in the Consortium shall be considered relevant for evaluation. It is clarified that the technical experience and financial capabilities of any other Group Company or holding company or subsidiary company of any bidder / consortium member shall not be considered for evaluation unless such company is also a part of the consortium with minimum 26% stake in the shareholding of the consortium.
- iii. The consortium as a whole (with cumulative effect) may satisfy the eligibility criteria i.e. the Technical Bid.
- iv. Each consortium must specify the proposed equity shareholding (**ANNEXURE-I**) and nominate a Lead Member of the consortium. This shall be enshrined in the Memorandum of Agreement signed by all consortium members and submitted along with the tender. The Consortium agreement should be on non-judicial stamp paper signed by each and every

authorized signatory along with their copy of authorized Power of Attorney duly notarized. A draft of the consortium agreement is there at **ANNEXURE-II** of this Tender Document.

- v. If the successful bidder is a consortium of firms, the Contract Agreement shall be signed with entire consortium i.e. all the consortium members shall be party to the Contract Agreement.
- vi. There will be no change in the consortium's proposed shareholding structure in the submitted tender, till the completion of the project.
- vii. All members of the Consortium shall be liable jointly and severally, for the execution of the project in accordance with the terms of the Contract Agreement. However, a single performance guarantee from the lead member only shall be submitted for the consortium.
- viii. Any individual bidder or member of a consortium cannot be a member in another consortium and participate in this tender.

1.5. TECHNICAL REQUIREMENTS

- 1.5.1 Brief details of the Proprietorship/Partnership firm/company, etc. along with its profile is to be enclosed.
- 1.5.2 Only reputed manufactures/agencies such as Bisleri, Kinley, Kingfisher, Acquaafina, Mount Kailash, Prime, Oxyrich, Sahara, Blue Label and Mc Dowels etc. in the business of packaged drinking water supply through 20 liter Jars are permitted.
- 1.5.3 The applicant/ bidder/ tenderer will bid either for a single zone or for maximum of two zones. However, the award of work shall not be for more than two zones. Any applicant/ bidder/tenderer applying for more than two zones will be automatically rejected without any further correspondence in the matter.
- 1.5.4 The manufacturer/agency should have adequate arrangement of transport for required supply of water at various locations in the NCR either directly or through their representative (certificate to be enclosed duly issued by the Agency's owner/director or by any other authorized person on letter head of Company).
- 1.5.5 The manufacturer/agency should have minimum experience of supply of at least 50,000 (fifty thousand) 20 ltrs jars per year (certificate to be enclosed duly signed by Auditors or Independent CA firm on their letter head).
- 1.5.6 Customer satisfaction report for supply of drinking water from at least one client needs to be enclosed.
- 1.5.7 The manufacturer/agency should have minimum two corporate clients including at least one Government/PSU/ Autonomous body client during the last three years (copy of the order to be enclosed).
- 1.5.8 The manufacturer/agency should be ISO certified/should have BIS license/must confirm to IS 14543:2004 for manufacture and supply of packed drinking water (Copy of BIS Certificate must be enclosed).
- 1.5.9 The agency must have its manufacturing unit in Delhi/NCR (certificate to be enclosed duly issued by the Agency's owner/director or by any other authorized person on letter head of Company).

- 1.5.10 An EMD/tender security of Rs. 50,000/- for each Zone in form of demand draft/pay order/banker's cheque in favour of "Delhi Metro Rail Corporation Ltd.". Payable at Delhi is to be submitted. The same will be returned /adjusted against the receipt of performance guarantee and the signing of the contract agreement.
- 1.5.11 The manufacturer/agency should have minimum average annual turnover of Rs 50 Lakh in the last three years from supply of drinking water business only (CA certificate to be enclosed for turnover of last three years from supply of drinking water). The average annual turnover of JV will be based on percentage participation of each member.
Example: Let Member-1 has percentage participation = M and Member - 2 has =N. Let the average annual turnover of Member-1 is 'A' and that of Member-2 is 'B', then the average annual turnover of JV will be:
- $$= \frac{AM+BN}{100}$$
- 1.5.12 Audited Balance Sheet for last three years is to be submitted.
- 1.5.13 Latest Income Tax Return is to be submitted.
- 1.5.14 Registration number of the establishment is to be submitted.
- 1.5.15 PAN number is to be submitted.
- 1.5.16 DVAT registration certificate duly attested is to be submitted.
- 1.5.17 Each tenderer will be required to confirm and declare by way of affidavit duly notarized in the Tender submittal that :-
- (i) They have not been blacklisted or deregistered by any central/state government department or public sector undertaking.
 - (ii) Also that none of their work was rescinded by the client after award of contract during the last 5 years.
- 1.5.18 The Tenderer shall submit a written power of attorney authorizing the signatory(ies) of the Tender to commit the tenderer along with Board Resolution confirming authority on the persons issuing the Power of Attorney for such actions.
- 1.5.19 Non- compliance of any of the above conditions will result in technical disqualification of the party. Financial bid of the technically disqualified party(s) will not be opened.

1.6 OTHERS DETAILS

- 1.6.1 The tenderers may obtain further information/ clarification, if any, in respect of these tender documents from the office of **Company Secretary**, Delhi Metro Rail Corporation, 'B' Wing, 3rd floor, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi –110 001.
- 1.6.2 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.
- 1.6.3 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.
- 1.6.4 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 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.

- 1.6.5 Tender document will be available for sale from **04.01.2016 to 28.01.2016** (up to 1100 hrs) on e-tendering website www.tenderwizard.com/DMRC. Tender documents 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.
- 1.6.6 The tenderer shall submit their tender on-line on e-tendering website www.tenderwizard.com/DMRC. **Only 'Tender Security' and 'Cost of Tender Document' shall be submitted in originals (in physical form) as described in clause 7 (submission of tender) of ITT.**
- 1.6.7 The tender will be opened at 15:05 hrs on **28.01.2016**.
- 1.6.8 Late tenders (received after date and time of submission of bid) shall not be accepted under any circumstances.
- 1.6.9 DMRC Limited takes no responsibility for delay, loss, or non-receipt of the tender document sent by post/courier.
- 1.6.10 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.
- 1.6.11 DMRC Limited also does not bind itself to accept the lowest rate. DMRC shall award work Zone wise after evaluation looking into feasibility, capacity and competency of the agency.
- 1.6.12 Telex/FAX/E-mail offers will not be accepted.
- 1.6.13. The offer submitted by the tenderer 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 with a provision that it will be suitably extended on request of DMRC and shall be accompanied with a tender security/EMD of the requisite amount as per clause No. 5 of ITT.

(S.K.Sakhuja)
Company Secretary
Delhi Metro Rail Corporation Limited.
Metro Bhawan, Fire Brigade Lane,
Barakamba Road, New Delhi-110001