



# **DELHI METRO RAIL CORPORATION LTD.**

**CONTRACT FOR: RUNNING CONTRACT FOR INSTALLATION OF SIGNAGES AT  
METRO STATIONS UPTO 31<sup>ST</sup> MARCH 2017**

**CONTRACT NO. OP-2016-03**

**COST OF FORM (Non Refundable)  
Rs.5,000/- +5% DVAT= Rs.5,250/-**

**NOTICE INVITING TENDER**

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## NOTICE INVITING TENDER (e-Tender)

### DELHI METRO RAIL CORPORATION LIMITED

**1.0 GENERAL:** Delhi Metro Rail Corporation (DMRC) Ltd. invites tender in Two Bid system for “Running contract for installation of signages at metro stations upto 31<sup>st</sup> March 2017”, through e-tendering process.

**2.0 Key details:**

<b>Approximate Cost of work</b>	<b>(Rs. 1,85,22,000.00 INR)</b>
<b>Tender Security (EMD) amount</b>	<p><b>(RS.1,85,220.00 INR)</b>  <b>(Rupees One Lakh Eighty Five Thousand Two Hundred Twenty Only)</b></p> <p><b>Tender Security (EMD) amount, in original shall be accepted only upto 1700 hours on 17.03.2016 in the O/o the Assistant Manager/Revenue.</b></p> <p>Note:-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.</p>
<b>Cost of Tender documents (Non-Refundable)</b>	<p><b>(Rs.5,250.00) (Rupees Five Thousand Two Hundred Fifty Only) (inclusive of 5% DVAT)</b></p> <p><b>Cost of Tender Document, in original shall be accepted only upto 1700 hours on 17.03.2016 in the O/o the Assistant Manager/Revenue</b></p> <p>Note:-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.</p>
<b>Contract Period</b>	<b>Upto 31<sup>st</sup> March 2017 from the date of issue of LOA</b>
<b>Tender documents on sale</b>	<p><b>From 26.02.2016 to 17.03.2016 (1700 hrs) on e-tendering website <a href="http://www.tenderwizard.com/DMRC">www.tenderwizard.com/DMRC</a></b></p> <p>Note:- 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>.</p> <p>For further information in this regard tenderer are advised to contact on 011-49424307, 011-49424365</p>
<b>Last Date of Receipt of Queries from Prospective Applicants</b>	<b>08.03.2016 upto 1100 hrs</b>
<b>Date of Pre-Bid meeting</b>	<p><b>08.03.2016 at 1100 hrs</b></p> <p><b>O/o the,</b>  <b>Assistant Manager/Revenue</b>  <b>Revenue Cell, First Floor,</b>  <b>Operational Control Centre</b>  <b>Shastri Park Metro Station</b>  <b>Delhi-110053</b></p>

<b>Date of Uploading Reply to Queries on www.tenderwizard.com/DMRC &amp; DMRC website www.delhimetrorail.com</b>	<b>11.03.2016 upto 1730 hrs</b>
<b>Date &amp; time of Submission of Tender online</b>	<b>18.03.2016 upto 1130 hrs</b>
<b>Date &amp; time of opening of Tender online [Technical Bid Only]</b>	<b>18.03.2016 at 1135 hrs</b>
<b>Location of Tender Opening</b>	<b>O/o The Executive Director (Contract) 5<sup>th</sup> Floor, Metro Bhawan, A wing Fire Brigade Lane, Barakhamaba Lane New Delhi - 110001</b>
<b>Authority to receive tender cost / tender security, seeking clarifications</b>	<b>O/o the, Assistant Manager/Revenue Revenue Cell, First Floor, Operational Control Centre Shastri Park Metro Station Delhi-110053</b>

### 3.0 POINTS TO BE NOTED

- 3.1 Works envisaged under this contract are required to be executed in all respects up to the period of completion.
- 3.2 If the bid of a tenderer is technically qualified then Financial Bid will be considered for opening.
- 3.3 Tender document consists of the following:
  - 3.3.1 Notice Inviting Tender with Scope of Work
  - 3.3.2 Instructions to Tenderers
  - 3.3.3 Special Conditions of Contract
  - 3.3.4 Financial Bid over Bill of Quantities
  - 3.3.5 Drawings (if any)
  - 3.3.6 DMRC's General Conditions of Contract (June-2011 having correction slip No.5 dated 01.07.2013)
- 3.4 The tenderers may obtain further information / clarification, if any, in respect of this tender documents from the office of, **Assistant Manager/Revenue, Revenue Cell, First Floor, Operational Control Centre, Shastri Park Metro Station Delhi-110053 on 08.03.2016**
- 3.5 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.
- 3.6 The tenderer shall upload scanned copy of the Tender Document (including DMRC's General Conditions of Contract) duly digitally signed and all other associated / required documents duly numbered, signed and stamped.

#### 4.0 TECHNICAL REQUIREMENTS/ QUALIFICATIONS

The Tenderer may please see and fulfill the following criteria before applying for Tender online:-

- 4.1 The Tenderer must work independently on its own. Sub-contractors will not be entertained.
- 4.2 The Tenderer must have capability to complete the awarded work in the stipulated scheduled time.
- 4.3 The Tenderer will have to submit the police verification of their staff involved in execution of the work.
- 4.4 The Tenderer must have its own workshop or industry for the execution of work. The workshop must contained machines capable of Digital Printing, Solvent Printing, Vinyl Printing Cutter, CNC Router etc. The workshop must facilitate fabrication and necessary equipments for installation/supply of signage/items works with them in house.
- 4.5 The Tenderer must have knowledge of geographical location and condition of Metro Stations.
- 4.6 The clearance for the commencement and completion of work from the concerned department i.e. MCD, NDMC, DP, Noida Authority, MCG, GDA, PWD, CPWD, Traffic Police etc. will be taken by the Tenderer on its own.
- 4.7 Experience of having successfully completed similar work during last five years ending last day of the month previous to the one in which tenderers are invited should be either of the following:-
  - (i) Three similar completed works costing not less than the amount equal to **Rs. 74,08,800.00** each  
Or
  - (ii) Two similar completed works costing not less than the amount equal **Rs. 92,61,000.00** each  
Or
  - (iii) One similar completed works costing not less than the amount equal to **Rs. 1,48,17,600.00** each

Similar Work Means: Work related to installation of signages for the convenience of public at passenger terminals (Airport, Railway/Metro station, Bus Stand), Commercial Malls, Government Organization (Central/State Government), DMRC Ltd., Private Limited Firm, Multiplexes, Multispecialty Hospitals.
- 4.8 Average Annual Financial turnover during last three years ending 31<sup>st</sup> March of the previous financial year, should be atleast **Rs. 1,48,17,600.00**
  - (i) For the purpose of evaluation of Average Financial Turnover, the Tenderer should enclose Audited Balance Sheets of the last three Financial Years i.e. FY- 2014-2015, FY-2013-2014 & FY-2012-2013. In case of non availability of Audited Balance Sheet for FY 2014-2015, Balance sheets of previous three financial years i.e. FY 2013-2014, 2012-2013 & 2011-2012 should be submitted for evaluation.
  - (ii) In addition to above whichever the case may be, the tenderer will also submit a financial data of average annual turnover from audited balance sheets duly certified by chartered accountant with his stamp and signature in original.
  - (iii) In case audited balance sheet of the last financial year is not made available by the tenderer, 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 three 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.

- 4.9 On some special occasions, signages/creative/items are required by DMRC on very short notice. Tenderer must have capabilities to install/supply these urgently demanded items within 24 Hours from time of placing order.
- 4.10 Work mentioned in Financial Bid over BOQ will be done in parts from time to time.
- 4.11 All tenders submitted shall include the following information:
- (i) General information on the tender shall be furnished in Proforma of GENERAL INFORMATION in ITT (Instructions to tenderers). Copies of original documents defining the constitution and legal status, certificate of registration and ownership, principal place of business of the company, corporation, firm. Tenderer, if being a company, should be registered with the Registrar of Companies, under the Indian Companies Act, 1956.
  - (ii) The authorized signatory of the tenderer shall sign each page of tender. Power of Attorney in name of Authorized signatory on Non judicial Stamp Paper, in case the documents are signed by the authorized signatory of the Tenderer will be required to be uploaded as detailed in Clause 12.0 of ITT (Instructions to tenderers).
  - (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 in ANNEXURE-I. 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.
  - (v) Each tenderer, will confirm and declare in the tender submittal that they have not been blacklisted or deregistered by any central / state government department or public sector undertaking and also that none of their work was rescinded by the client after award of contract during last 10 years in ANNEXURE-II.
- 4.12 The tender should have a minimum 5 years experience of similar kind of work.

## **5.0 OTHER IMPORTANT INFORMATION**

- 5.1 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.
- 5.2 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.
- 5.3 Tender submissions will be made online (Technical Bid & Financial Bid) 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.

- 5.4 Copy of all documents, as mentioned in this NIT(Notice Inviting Tenders) and Tender Document, is required to be uploaded by the Tenderer and also needs to be digitally signed by the Authorised Signatory while uploading; this is in addition to the requirement of Class-III Digital signature Certificate for Authorised Signatory as mentioned above. PDF format should be preferred while scanning & uploading the documents. Tenderers 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 arranged systematically.
- 5.5 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 Tenderers for a specified extension in the period of tender validity. The request and the response thereto shall be made in writing. Tenderers may refuse the request without forfeiting their tender security. Tenderers 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.
- 5.6 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.
- 5.7 Tenderers 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.

**AM/Revenue**

**DMRC, New Delhi**



## SCOPE OF WORK

### 1.0 GENERAL

The contractor will execute the work i.e. **“RUNNING CONTRACT FOR INSTALLATION OF SIGNAGES AT METRO STATIONS UPTO 31<sup>st</sup> MARCH 2017”**. The estimated requirement of different type of signages are depends on the requirement of signages from Metro Stations and as per the complaints/suggestion received from passenger as well as the suggested by higher authority of DMRC. The requirement of signages may be increase or may be decrease with no limit. The Contractor shall submit the drawing of required signages for approval of DMRC before start of work.

### 2.0 WORK CONTENTS

- 2.1 The Contractor will undertake the Fabrication, manufacture and Installation of Signage 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 SIGNAGE

- 3.1 Fabrication, manufacture and installation of a signage in accordance with the Financial Bid over BOQ, Signage's Schedules and Fabrication Drawings for the public and non public areas including community facilities signs, etc. for both internal and external areas of the stations and hinter land signs at road sides as per the General Arrangement Drawing including all necessary supports, suspenders, fixing, frame work, covers, sign faces, light fittings and fixtures, glazing and finishes as required.
- 3.2 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.
- 3.3 Provision and installation of required ducting/conduits, electrical work and cabling to power source associated with illuminated signage limited to the availability of power source within 5 m distance from the location of sign. All cabling, ducting and conducting required up to 'Power Source' from external source including power fittings, boards, switches etc will not be in the scope of this contract. Here Power Source means the electrical board or switch where signage contractor is required to connect the cable /wire for electrical connection of illuminated signs.
- 3.4 Minor civil works associated with foundations to signage and underground cabling or modifications required for installation of the signage's and restoring to original (pre-work) structures/finishes.
- 3.5 Final coordination of the station signage layouts given at tender stage with the civil and system wide contractors.
- 3.6 Co-ordination with the Civil and system wide contractors on the mounting and the switching and power arrangements of the signage.
- 3.7 Programming of the manufacture and installation of the signage.
- 3.8 Preparation of shop drawings and working drawings, fabrication methods, samples mockups and prototypes, and 'As installed' drawings.
- 3.9 Supervise and protect all works related to the signage until handing over to the DMRC.
- 3.10 Maintenance for specified period.

#### **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 SIGNAGE USING NEW GOOD QUALITY FASTENERS**

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

#### **6.0 AS INSTALLED DRAWINGS**

- 6.1 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.
- 6.2 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.
- 6.3 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
- 6.4 All dimensions on drawings shall be metric units, unless otherwise specified. However, all levels shall be in feet.
- 6.5 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.
- 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**

- 9.1 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 TIME SCHEDULE**

10.1 The agency shall complete the various type of the work in following "Time Schedule":-

- Flex Board signages with art, creative and installation in 3 days
- Flex Board signages on frame with art, creative and installation in 4 days
- Flex Board signages on frame and stand with art, creative and installation in 5 days
- Digital Print Sticker signages with art, creative and installation in 3 days
- Digital Print Sunboard signages with art, creative and installation in 3 days
- Trans-Print signages with art, creative and installation in 5 days
- Retro-Reflective signages with art, creative and installation in 5 days
- SS Plate signages with art, creative and installation in 8 days
- Aluminum clip-on frame signages with art, creative and installation in 8 days
- Digital print Floorographic signages with art creative & installation in 5 days

Above "Time schedule is fixed for the minimum quantity of signages and it will vary for the large quantity.

## **11.0 DRAWINGS**

- 11.1 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 is upto **31<sup>st</sup> March 2017**

and drawing, text, fonts, colour, size & place may change time to time as per requirement of signages at stations.

**12.0 SITE INFORMATION**

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

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

**13.0 GENERAL CLIMATIC CONDITIONS**

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

**14.0 SEISMIC ZONE**

14.1 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.

**15.0 CONFIRMATION REPORT**

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

**16.0 TENDER PRICES AND SCHEDULE OF PAYMENT**

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

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

**17.0 SCHEDULE OF PAYMENT**

17.1 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.