

SECTION 1**REVISED NOTICE INVITING TENDER (NIT) (MAY 2016)****1.1 GENERAL**

1.1.1 DMRC Invites Open tender through E-tendering system (i.e Technical and Financial bid) from eligible housekeeping agencies who fulfil qualification criteria as stipulated in clause 1.2 to 1.4 of NIT for Mechanized cleaning and housekeeping Works of **Dilshad Garden to Pratap Nagar Stations**.

1.1.2 The key details are as follows:

KEY DETAILS:

a.	Name of Work	:	CHK-W-02/2015:- Mechanized cleaning and housekeeping Works of Dilshad Garden to Pratap Nagar Stations.
b.	Approximate Cost of work	:	Rs. 20.50 Cr
c.	Tender Security Amount* (Earnest Money Deposit)	:	Rs.20.50 Lakhs Validity of Tender Security in case of BG 31.12.2016
d.	Cost of Tender Documents* (Non-Refundable)	:	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 up to 15:00 hours on 26.05.2016 in the office of Executive Director/Contracts at below mentioned address.
e.	Tender Document available for sale on website	:	From 07.04.2016 to 26.05.2016 (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.
f.	Pre-bid Meeting	:	21.04.2016 at 11:00 Hrs.
g.	Last date of Seeking Clarification	:	21.04.2016 (Upto 17:00 Hrs) (Queries from bidders after due date shall not be acknowledged)
h.	Last date of issuing amendment, if any	:	06.05.2016
i.	Date & time of Submission of Tender	:	26.05.2016 (Upto 15:00 Hrs)
j.	Date & Time of opening of Tender (Technical Bid)	:	26.05.2016 at 15:05 Hrs.
k.	Date & Time of opening Of Financial Bid	:	Will be informed later on after the evaluation of Technical Bids (Only to the bidders who will successfully qualify the Technical Evaluation)
l.	Validity of Tender	:	180 days from the last date of submission of tender.
m.	Stipulated date of Commencement of work	:	Within seven days from the date of issue of "Letter of Acceptance" or as per the instructions of Engineer-in-charge.
n.	Time Period	:	05 years from the stipulated date of commencement.

o.	Authority and place for purchase of tender documents, seeking clarifications and submission of completed tender documents	:	Executive Director/Contracts, Delhi Metro Rail Corporation, 5th floor, A-Wing, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi –110 001
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* *Tender cost and tender security is waived off for those Micro & Small Enterprises (MSEs) and NSIC registered Agencies who have monetary limit more than cost of work indicated in the NIT and registered for appropriate category “Housekeeping”.*

1.2 POINTS TO BE NOTED

- 1.2.1 Tender document consists of the following:
- a. Notice Inviting Tender including Scope of Work and Tender Price
 - b. Instructions to Tenderers, Form of Tender, Forms and Annexures,
 - c. General Conditions of Contract
 - d. Special Conditions of Contract
 - e. Specifications
 - f. Annexures A, B, C, D, E, F, G, H, I, J & Appendix B, C, D, E & F
 - g. Bill of Quantities.
- 1.2.2 The Tenderers may obtain further information/ clarification, if any, in respect of these tender documents from the authority defined in the Key details above.
- 1.2.3 All tenderers are hereby cautioned that tenders containing any material deviation or reservation as described in clause 20.0 of ‘Instruction to Tenderers’ and /or minor deviation without quoting the cost of withdrawal shall be considered as non responsive and shall be summarily rejected.
- 1.2.4 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.
- 1.2.5 Tenderer is to carryout their self assessment in respect of their capacity in terms of manpower, machine and finance. He may indicate separate set of manpower, machinery in different tenders. Once a tender is accepted, resources required for its execution shall not be accepted for assessment of other tender. The tenderer is to consider positive variation in annual value to the extent of 50% (rounded to nearest higher Whole number) and should be able to take up additional similar work at short notice at the accepted rate for which he is to indicate his additional resources’. Similarly the scope of work may also be reduced on account of poor performance and contractor shall have no right for any claims due to reduction in scope of work. Also, for type C & D stations, the deployment of manpower may be reduced from 3rd shift or redeployed to other locations as per requirements of DMRC. The list indicating type of stations is enclosed in Appendix ‘B’.
- 1.2.6 The mere fact that the tenderers are shortlisted as mentioned in subclause 1.2.7 shall not imply that his bid shall automatically be accepted. The same should contain all technical, financial and other details as required for the consideration of Tenders.
- 1.2.7 Technical and Financial bid should be submitted strictly as per the instructions of E-tendering system.

Technical Bid shall be opened first on stipulated date and time as mentioned in clause 1.1.2 (j) of NIT in Presence of tenderers who may like to be present. After detail evaluation of the technical bid, qualified tenderer agencies shall be informed accordingly with date and time of opening of Financial Bid. At the time of

opening of Tender only tender security and cost of tender documents shall be verified. If the tender cost and tender security is not proper as per clause no.- 1.1.2 of NIT, tender shall be summarily rejected.

- 1.2.8 All the documents including documents in support of Eligibility, Tender Cost (in form of Demand Draft), Tender Security etc. except Financial Bid i.e Bill of Quantities should be uploaded in Technical Bid only.

All documents as required as per tender documents should be submitted along with the tender package.

- 1.2.9 New tenders are being invited in this process for all the stations in DMRC network during year 2016-17. The stations of DMRC network have been grouped into packages consisting of 5 to 14 stations.

- 1.2.10 As per direction of National Commission for scheduled castes atleast 15% staff stipulated in the contract should belong to SC category.

1.3 Minimum Eligibility Criteria

(a) Work Experience : (Based on average annual value of work)

The tenderers will be qualified only if they have successfully completed work(s) during last 7 years ending last day of the month previous to the month of tender submission as given below:

- (i) At least one “similar work”**each of value of Rs. **3.28** crores or more.

OR

- (ii) Two “similar works” **each of value of Rs. **2.05** crores or more.

OR

- (iii) Three “similar works”**each of value of Rs. **1.64** crores or more.

**** “Similar work” for this contract shall be work involving Mechanized Cleaning and housekeeping works in Railways/Metros/Airports/Bus depots/Office premises/Shopping Malls utilizing machinery, chemicals and manpower.**

Notes:

- The tenderer shall submit details of work executed by them in the prescribed format as per Annexure-1 for the works to be considered for qualification of work experience criteria. Documentary proof such as completion certificates from the client clearly indicating the nature/scope of work, actual completion cost and actual date of completion for such work should be submitted. In case work is executed for private client documentary proof such as copy of work order, Bill of quantities, Bill wise details of payment received certified by CA, TDS certificates for all the payments received, copy of final/ last bill paid by the client 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 the last day of the previous month of tender submission will also be considered for qualification of work experience criteria.
- For completed works, value of work done shall be updated to the last day of the previous month of tender submission 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.

- In case of joint venture / Consortium, full value of the work, if done by the same joint venture shall be considered. However, if the qualifying work(s) were done by them in JV/Consortium having different constituents, then the value of work as per their percentage participation in such JV/Consortium shall be considered.
- (b) **Financial Standing (Annual Turnover)** : The tenderers will be qualified only if they have minimum financial capabilities as below :-

- (i) The average annual turnover of the tenderer during last Five audited financial years (**2011-12, 2012-13, 2013-14, 2014-15 and 2015-16**) should not be less than **Rs. 3.28 Cr.**

Financial data for the last five audited financial years has also to be submitted by the tenderer (each member in case of JV) in Annexure-2 along with audited balance sheets. The financial data in the prescribed format shall be certified by chartered accountant with his stamp, signature and membership number. Also, if the tenderer provides no or NIL financial data for any of the above financial year, then his application shall not be considered and summarily rejected. The averages 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 percentage = N, Let the averages annual turnover of member 1 is A and that of member 2 is B, then average annual turnover of JV will be = $\frac{AM+BN}{100}$

100

- (ii) **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 (as per proforma given in **FORM-XIV** of ITT), should show that the applicant has access to or has available liquid assets, lines of credit and other financial means to meet cash flow **INR 0.59 crore** 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 and it should not more than 3 months old as on date of submission of bids.

In Case of JV- Requirement of liquidity is to be distributed between members as per their percentage participation and every member should satisfy the minimum requirement.

Example: Let member-1 has percentage participation =M and member-2 has percentage participation = N.

If minimum liquidity required is 'W' then liquidity of member-1 \geq WM/100 and liquidity of member-2 \geq **WN/100**

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

In Case of JV: The profitability of only lead member shall be evaluated.

- (iv) **T3-Net Worth:** Net Worth of tenderer during last audited financial year should be **INR 0.82 crore.**

In case of JV- Net worth will be based on the percentage participation of each Member.

Example: Let Member-1 has percentage participation = M and Member-2 has = N. Let the Net worth of Member-1 is 'A' and that of Member-2 is 'B', then the Net worth of JV will be = (AM+BN)/100.

Notes:

- Financial data for latest last five audited financial years has to be submitted by the tenderer in Annexure-2 along with audited balance sheets. The financial data in the prescribed format shall be certified by Chartered Accountant with his stamp and signature. 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 other year than the last year is not submitted, the tender will be considered as non-responsive.
- Where a work is undertaken by a group, only that portion of the contract which is undertaken by the concerned applicant/member should be indicated and the remaining done by the other members of the group be excluded. This is to be substantiated with documentary evidence

- (c) **Bid Capacity Criteria:**

Bid Capacity: The tenderers will be qualified only if their available bid capacity is more than the approximate cost of work as per NIT. Available bid capacity will be calculated based on the following formula:

Bid capacity will be calculated based on the following formula:

$$\text{Available Bid Capacity} = 2 * A * N - B$$

Where,

A = Maximum of the value of work executed in any one year during the last five financial years (updated to the last day of the previous month of tender submission price level assuming 5% inflation for Indian Rupees every year and 2% for foreign currency portions per year).

N = No. of years prescribed for completion of the work

B = Value of existing commitments (as on the last day of the previous month of tender submission) for on-going works during period of 60 months w.e.f. from

the first day of the month of tender submission.

Notes:

- Financial data for latest last five financial years has to be submitted by the tenderer in Annexure-3 of FOT along with audited financial statements. The financial data in the prescribed format shall be certified by the Chartered Accountant with his stamp and signature in original.
- Value of existing commitments for on-going construction works during period of **60 months** w.e.f. from the first day of the month of tender submission has to be submitted by the tenderer in Annexure-4 of FOT. These data shall be certified by the Chartered Accountant with his stamp and signature in original

In the case of a group, the above formula will be applied to each member to the extent of his proposed participation in the execution of the work. If the proposed % is not provided, equal participation will be assumed.

Example for calculation of bid capacity in case of JV / Group

Suppose there are ‘P’ and ‘Q’ members of the JV / group with their participation in the JV / group as 70% and 30% respectively and available bid capacity of these members as per above formula individually works out ‘X’ and ‘Y’ respectively, then Bid Capacity of JV / group shall be as under:

Bid Capacity of the JV / group = 0.7X + 0.3Y

1.4 Eligible Applicants

- i. The tenders for this contract will be considered only from those tenderers {proprietorship firms, partnership firms, companies, corporations, consortia or joint ventures (JV hereinafter)} who meet requisite eligibility criteria prescribed in the sub-clauses of Clause 1.3 of NIT. In the case of a JV or Consortium, all members of the Group shall be jointly and severally liable for the performance of whole contract.
- ii (a) A non-Indian firm is permitted to only in a joint venture or Consortium arrangement with any other Indian firm having minimum participation interest of 26% or their wholly owned Indian subsidiary registered in India under Companies Act-1956 with minimum 26% participation.
- (b) A tenderer shall submit only one bid in the same tendering process, either individually as a tenderer or as a partner of a J.V. 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. No tenderer can be a sub-contractor while submitting a bid individually or as a partner of a JV in the same bidding process. A tenderer, if acting in the capacity of subcontractor in any bid, may participate in more than one bid, but only in that capacity.
- 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 sub-paragraph (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 an implementation of the project, if the personnel would be involved in any capacity on the same project.
- iv A firm, who has purchased the tender document in their name, can submit the tender either as individual firm or in joint venture/Consortium. However, the lead partner in case of JV shall be one who has experience of similar work i.e., Mechanized cleaning and Housekeeping works.
- v. Any Central / State government department/ public sector undertaking/ other government entity or local body must not have banned business with the tenderer (any member in case of JV) 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 or any of JV/Consortium members. The tenderer should submit undertaking to this effect in respective Forms.
- vi. Tenderer (any member in case of JV/ Consortium) must not have been imposed 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 respective Forms.
- vii. Tenderer (any member in case of JV/consortium) must not have suffered bankruptcy/ insolvency during the last 5 years. The tenderer should submit undertaking to this effect in respective Forms.

SECTION 2

SCOPE OF WORK

- 2.0** The contractor will execute Mechanized Cleaning and house keeping works with the suitable, uniformed and trained personnel with the use of modern equipments, machinery and eco- friendly chemicals for the following works in stations:
- 2.1.1 Cleaning and housekeeping Works consisting of: -**
Cleaning of Floor areas, Vertical finishes, Roof arches, Roof ceilings, Glass areas, Doors, windows, Rolling shutters, Railings, False ceilings, False floorings, Bitumen surfaces, Pavements, Kerb stones, walls, Pillars, Hand rails, Mirrors, Ceramic / concrete Jalli etc. of the following areas: -
- a. Concourse,
 - b. Platform
 - c. Passages
 - d. Circulating area
 - e. Pavement
 - f. Roads (Under DMRC)
 - g. All rooms and other areas including corridors.
 - h. Stair cases
 - i. Bath rooms and Toilets (Only Staff Toilets)
 - j. Parking Area
- 2.1.2 Cleaning and washing of Track plinths within the station Boundary of Up and Down Tracks (Only During Block Period and Prior Permission of Competent Authority)
- 2.1.3 Cleaning of over head water tank.
- 2.1.4 Sanitation of bathrooms and Toilets including supply of necessary items if available.
- 2.1.5 Minor plumbing in the entire station area.
- 2.1.6 Cleaning & Attention of all the Drains available in the station area.
- 2.1.7 Pest control, Mosquito control and Insect & Rodent control of the entire station area including all rooms. (Light Pest Control)
- 2.1.8 Cleaning of Traction, E&M, and Signaling, Telecommunications, and AFC & Miscellaneous items available in Station premises.
- a. Cleaning of lighting Fixtures & Accessories
 - b. Cleaning of Fans
 - c. Cleaning of D.G. sets & connected equipments
 - d. Cleaning of Air conditioners
 - e. Cleaning of All HT & LT Equipments available in ASS room
 - f. Cleaning of all LT equipments available in LT switch room

- g. Cleaning of All Equipments available in UPS room (Electrical and Signaling Rooms)
- h. Cleaning of Equipments in Signaling room
- i. Cleaning of Equipments in Telecommunication room
- j. Cleaning of all Automatic Fare collection equipments
- k. Cleaning of all Equipments available in Station Control Room, booking Offices, Excess Fare Office
- l. Cleaning of All Equipments available in Pump room
- m. Cleaning of Lifts
- n. Cleaning of Escalators
- o. Cleaning of portable fire extinguishers/Smoke detectors/ Fire detectors
- q. Cleaning of Telephones sets & accessories
- r. Cleaning of Computers and accessories
- s. Cleaning of Signage boards/Notice boards
- t. Cleaning of furniture provided in all rooms/offices
- u. Cleaning of Office equipments
- v. Cleaning of Fire Hydrants, Fire Panels, All type of pipes, Valves etc.
- w. Cleaning of All Switch Boards, Panel Boards.
- x. Cleaning of Security equipments like Metal detectors, X-ray machines etc.
- y. Cleaning of Automatic Hand Driers, Liquid Soap Dispensers etc.
- z. Cleaning of all miscellaneous equipments as available or being provided from time to time.

2.2 Time Schedule

The contract period for execution of the above mentioned works is for **05 years**.

2.3 DMRC has implemented, ISO-14001 & OHSAS 18001 for Environment, Health & safety. The Cleaning & Housekeeping works are to be carried out as per these International norms/standards and in such a manner that all premises always look neat & Clean. Eco friendly chemicals /Reagents to the extent possible shall be used. Similarly, the waste disposal is also carried out in totally sealed manner without affecting the Environment.

2.4 DMRC is looking for a Mechanized type of Cleaning.

2.5 No overtime is considered to achieve higher level of safety standards .The tenderer should consider execution of work in three shifts of 8 hrs each.. The agency must ensure timely payment of salary, PF, ESI etc. and prompt medical facility to sick/injured and to all staff. In case of death of staff, the agency is to deposit Rs.100000/- in DMRC Labour Welfare Fund to enable DMRC to release Rs.200000/- for heir apparent as immediate relief to his dependent. Subsequently agency should facilitate compensation on priority. Violation of these basic provisions shall attract a penalty of 5% of annual contract value and repeated violations shall lead to termination of contract.

SECTION 3

TENDER PRICES AND SCHEDULE OF PAYMENT

3.1 Tender Prices

- 3.1.1
- a. Unless explicitly stated otherwise in the Tender Documents, the contractor shall be responsible for the whole works, based on the Schedule of Works, Bill of Quantities and payment shall be made as per accepted rates based on the activities carried out as in the Schedule of work defined in Annexures.
 - b. The rates quoted by the tenderer is inclusive of all duties, taxes, fees, octroi and other levies, materials, labour, liveries and uniform etc.
 - c. Rates for the estimate are based on minimum wages of April-2016 notification of the Chief Labour Commissioner (C), New Delhi vide order No. 1/13(3)/2016-LS-II dated 31.03.2016.
 - d. Copy of Tentative wage card is enclosed as Appendix -C

3.1.2 Schedule of Payment

- a. The payment will be made on a monthly basis as per the accepted rates based on the activities carried out as in the Schedule of work defined in Annexures of tender document.
- b. Joint Payment Procedure – Payment shall be made monthly. Attendance of the staff (through bio-metric machines) and details of deployment of machinery and chemicals is maintained at stations on daily basis. These records shall be submitted by 25th of each month to enable AGM/C&S to release 75% of due payment for the current month payment may be released by 5th of the next month so that wages shall be paid by 7th of next month by the agency.
The detail bills complying all the statutory provisions shall be submitted by 15th of the next month so that balance 25% payment of preceding month shall be released.

3.1.3 Terms & Process of Bill Payment

- a. All the terms & conditions of the bills for payments purpose should be strictly complied with in accordance with the guide lines, issued by the competent authority from time to time.
- b. A certificate as per Appendix -D enclosed should strictly be provided with each bill for each Metro Station.

Executive Director (Contracts)
Delhi Metro Rail Corporation limited