



# DELHI METRO RAIL CORPORATION LTD.

CONTRACT FOR: SUPPLY OF SMART CARD PAPER JACKET FOR COMMUTERS OF  
DELHI METRO

CONTRACT NO. OP-2016-04

COST OF FORM (Non Refundable)

**Rs.5,000.00+5% DVAT= Rs.5,250.00**

**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 **Supply of Smart Card Paper Jacket for commuters of Delhi Metro**, through e-tendering process.

#### 2.0 KEY DETAILS:

<b>Approximate Cost of work</b>	<b>Rs. 96,86,250.00</b> <b>(Rupees Ninety Six Lakhs Eighty Six Thousand Two Hundred Fifty Only)</b>
<b>Tender Security (EMD) amount</b>	<b>Rs. 1,00,000.00</b> <b>(Rupees One Lakhs Only)</b>  Tender Security (EMD) amount, in original shall be accepted only <b>upto 1730 hours on 27.06.2016</b> in the O/o the Manager/Revenue.  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.
<b>Cost of Tender documents (Non-Refundable)</b>	<b>Rs. 5,250.00 (inclusive of 5% DVAT)</b> <b>(Five Thousand Two Hundred Fifty Only)</b>  Cost of Tender Document, in original shall be accepted only <b>upto 1730 hours on 27.06.2016</b> in the O/o the Manager/Revenue.  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.
<b>Contract Period</b>	<b>Within 180 days from the date of issue of LOA</b>
<b>Tender documents on sale</b>	<b>From 07.06.2016 to 27.06.2016 (1730 hrs)</b> on e-tendering website of Central Public Procurement portal (URL: <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a> )  Note:- Tender document can only be obtained online after registration of tenderer on the portal of Central Public Procurement portal (URL: <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a> )  For further information in this regard tenderer are advised to contact on 91-7878007972, 91-7878007973, 91-7574889871, 91-7574889874 and 180030702232.
<b>Last Date of Receipt of Queries from Prospective Applicants</b>	<b>13.06.2016 upto 1730 hrs</b>
<b>Date of Pre-Bid meeting</b>	<b>14.06.2016 at 1130 hrs</b> O/o the, Manager/Revenue Revenue Cell, First Floor, Operational Control Centre Shastri Park Metro Station Delhi-110053

<p><b>Date of Uploading Reply to Queries on (URL: <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a>) &amp; DMRC website <a href="http://www.delhimetrorail.com">www.delhimetrorail.com</a></b></p>	<p><b>15.06.2016 upto 1730 hrs</b></p>
<p><b>Date &amp; time of Submission of Tender online</b></p>	<p><b>28.06.2016 upto 1130 hrs</b></p>
<p><b>Date &amp; time of opening of Tender online [Technical Bid Only]</b></p>	<p><b>28.06.2016 at 1135 hrs</b></p>
<p><b>Location of opening of Tender</b></p>	<p><b>O/o The Executive Director (Contracts)                  Delhi Metro Rail Corporation,                  Meeting Room, 5<sup>th</sup> Floor, A-Wing,                  Metro Bhawan,                  Fire Brigade Lane, Barakhamba Road                  New Delhi-110001</b></p>
<p><b>Authority to receive tender cost / tender security, seeking clarifications</b></p>	<p><b>O/o the,                  Manager/Revenue                  Revenue Cell, First Floor                  Operational Control Centre                  Shastri Park Metro Station                  Delhi-110053                  Mb. No-91-9871952378                  Email ID- <a href="mailto:ykjain@dmrc.org">ykjain@dmrc.org</a>, <a href="mailto:vipvij71@gmail.com">vipvij71@gmail.com</a></b></p>

### 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 The mere fact that the tenderer is short-listed in Technical Bid shall not imply that his Financial Bid shall automatically be accepted. The same should contain all Technical, Financial & other details as required for the consideration of tender.
- 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
  - 3.3.5 Drawings (if any)
  - 3.3.6 DMRC's General Conditions of Contract (June-2011 having correction slip No.6 dated 09.07.2015)
- 3.4 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.
- 3.5 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, Operational Control Centre, Shastri Park Metro Station Delhi-110053 upto 1730 hrs on 13.06.2016.**
- 3.6 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.
- 3.7 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**

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 contain 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, NODIA Authority, MCG, GDA, PWD, CPWD, Traffic Police etc. will be taken by Tenderer 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 tenders are invited should be either of the following:-
  - (i) Three similar completed works costing not less than the amount equal to **Rs. 38,74,500.00 each**  

Or
  - (ii) Two similar completed works costing not less than the amount equal **Rs. 48,43,125.00 each**  

Or
  - (iii) One similar completed works costing not less than the amount equal to **Rs. 77,49,000.00 each**

Similar Work Means: Work related to Smart Card Jacket provided to Banks, Income Tax Department, Transport Department & DMRC LTD.

**If the tenderer does not fulfill experience of having successfully completed similar work as per conditions mentioned in Clause 4.7 above, then his bid will be considered as Technically Disqualified and Financial Bid will not be opened.**

- 4.8 Average Annual Financial turnover during last three years ending 31st March of the previous financial year, should be atleast **Rs. 77,49,000.00.**
  - (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-2013-2014, FY-2014-2015 & FY-2015-2016. In case of non availability of Audited Balance Sheet for FY-2015-2016, Balance sheet of previous three financial years i.e. FY 2012-2013, 2013-2014 & 2014-2015 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 Technically Disqualified and Financial Bid will not be opened.

**(vi) If the tenderer does not have Average Financial Turnover as mentioned in Clause 4.8 above then his bid will be considered as Technically Disqualified and Financial Bid will not be opened.**

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 mention in Financial Bid 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 Companies Act, 2013.

(ii) The authorised 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 uploaded by the authorized signatory of the Tenderer will be required to be furnished 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**.

(vi) Each tenderer, will certify and declare that I/we have downloaded and read the complete set of Notice Inviting Tender, Tender Document, General Conditions of Contract & Corrigendum/Addendum/Clarification/Reply to Queries (if any) and unconditional acceptance to all terms and conditions in **ANNEXURE-III**.

4.12 The tenderer 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 of Central Public Procurement portal (**URL: <http://eprocure.gov.in/eprocure/app>**). Those who are not registered on the e-tendering portal shall be required to get registered beforehand by clicking Online Bidder Enrollment on Central Public Procurement portal. 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. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

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 digitally signed 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 duly digitally signed by the Tenderer or by the Authorised Signatory. PDF format should be preferred while scanning & uploading the documents. 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 module of Central Public Procurement portal (**URL: <http://eprocure.gov.in/eprocure/app>**) & DMRC's Website **[www.delhimetrorail.com](http://www.delhimetrorail.com)** for any kind of Information, Addendum, etc.
- 5.8 It shall be the responsibility of the tenderer to ensure that his tender is submitted online on e-tendering website (**URL: <https://eprocure.gov.in/eprocure/app>**) before the deadline of submission. DMRC will not be responsible for non-receipt of tender documents due to any delay and/or loss etc.
- 5.9 The bidders may obtain further information/ clarification, if any, in respect of these tender documents from the office of Manager/Revenue, Revenue Cell, First Floor, Operational Control Centre, Shastri Park Metro Station, Delhi Metro Rail Corporation, Delhi-110053

**Manager/Revenue**  
**DMRC, New Delhi**



## **INSTRUCTIONS FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### **1.0 REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (**URL: <https://eprocure.gov.in/eprocure/app>**) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **2.0 SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **3.0 PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

#### **4.0 SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their Financial Bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

**5.0 ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.
- 3) For any Technical queries related to Operation of the Central Public Procurement Portal Contact at :

Mobile Numbers: 91 7878007972, 91 7878007973, 91 7574889871, 91 7574889874, 91 8826246593  
Tel: The 24 x 7 Toll Free Telephonic Help Desk Number 1800 3070 2232. Other Tel: 0120-4200462, 0120-4001002. E-Mail: cPPP-nic[at]nic[dot]in

## **SCOPE OF WORK**

### **1.0 GENERAL**

- 1.1 The contractor will execute the work i.e. "**Supply of Smart Card Paper Jackets for Commuters of Delhi Metro**". The estimated requirement of smart card paper jacket will depend on the requirement by smart cards holder passengers & as per the complaints/suggestion received from passenger as well as the suggested by higher authority of DMRC. The requirement of smart card paper jacket may be increase by 25% or may be decrease with no limit. The Contractor shall submit the sample drawing of smart card paper jacket for approval of DMRC before start of work.

### **2.0 WORK CONTENTS**

- 2.1 The Contractor will undertake the Fabrication, manufacture and supply of smart card paper jacket 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 Sample of drawings provided with tender documents, represent DMRC's proposal based on preliminary design. Final sample will be created by successful Tenderer with features of smart card after issue of LOA and will be confirmed by Revenue Cell for approval before supply of smart card jackets.

### **3.0 SMART CARD PAPER JACKET**

- 3.1 The Smart Card Paper Jackets with size of 86mmx58mm on tear and water resistance thermally bonded non woven material of 55 gsm thickness of 140-150 micron with antistatic and corona treatment, multi colour printing, Die Cutting, Pasting with special chemical duty printing in the front & back in multi colour by offset process with DMRC logo & conditions & features of Smart Card.

### **4.0 DRAWING**

- 4.1 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 supply.

### **5.0 CONFIRMATION REPORT**

- 5.1 The contractor should obtain the confirmation report with receiving as acknowledgement of the actual supply done from supplied location or metro stations.

### **6.0 TENDER PRICES AND SCHEDULE OF PAYMENT**

- 6.1 Unless explicitly stated otherwise in the Tender Documents, the contractors shall be responsible for the actual , 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.
- 6.2 The rate quoted by the tenderer is should be for each smart card paper jacket inclusive of all duties, taxes, fees, octroi and other levies, materials, labour etc.

### **7.0 SCHEDULE OF PAYMENT**

- 7.1 The payment will be made as per actual quantity of supplied smart card paper jacket and as per accepted rates after receiving of bill with work acknowledgement as per the technical specifications mentioned in the tender.