

**NOTICE INVITING TENDER & Instructions regarding Online Bid Submission****SECTION 1****NOTICE INVITING TENDER****1.1 GENERAL**

- 1.1.1 Open tender is invited by Delhi Metro Rail Corporation (DMRC) Ltd. from eligible agencies for “**Transportation of 98 Broad Gauge Metro Coaches from DMRC Khyber Pass Depot, Delhi to DMRC Shastri Park Depot, Delhi**”.

Name of Work	Approximate cost of work (in INR) excluding service tax
“ <b>Transportation of 98 Broad Gauge Metro Coaches from DMRC Khyber Pass Depot, Delhi to DMRC Shastri Park Depot, Delhi</b> ” along with Loading & Unloading arrangement, movement related permissions from concerned authorities, supervision, crane, trailer, tools, insurance etc.	<b>INR 198,70,276/-.</b>

- 1.1.2 Delhi Metro Rail Corporation (DMRC) Ltd. Invites e-tenders from eligible tenderers for the above-mentioned work (clause 1.1.1).

Approximate cost of work excluding Service tax	<b>INR 198,70,276/-</b>
Tender Security amount	<b>INR 1,98,703/-.</b>
Expected Completion period of the Work	<p>a) Transportation of 98 Broad Gauge Metro Coaches from DMRC Khyber Pass Depot, Delhi to DMRC Shastri Park Depot, Delhi Tentatively between April'17 to February'18.</p> <p>b) Minimum 4 coaches will be offered at a time for shifting. A Notice to Proceed will be issued for shifting at each time. – Physical Work to commence within 10 days excluding the day of issuance of Notice to Proceed for each shifting and completed at the minimum average rate of 1 coach per day.</p>
Tender documents on sale	<p>From 23.11.2016 to 23.12.2016 (upto 10:30 hrs) on e-tendering website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a></p> <p>Tender document can only be obtained after</p>

	registration of tenderer on the website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> . For further information on this regard bidders are advised to contact on 011-24369339.
Cost of Tender documents	<b>INR 5000+5% VAT (INR 5250/-)</b> 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 upto the last Date & time of Submission of Tender in the office of Executive Director/ Rolling Stock at below mentioned address.
Last date of Seeking Clarification	12.12.2016 upto 16:00 Hrs. (Queries from bidders after due date shall not be acknowledged)
Last date of issuing addendum and DMRC's response to queries	19.12.2016
Date & time of Submission of Tender	23.12.2016 upto 11:00 Hrs.
Date & time of opening of Tender	23.12.2016 at 11:30 Hrs.
Validity of Tender	85 days beyond the date of submission of Tender
Contract Period	11 months from the date of issuance of LOA
Authority and place for submission of Tender Document cost and seeking clarifications	Chief Electrical Engineer/ Rolling Stock (CEE/RS-II) Delhi Metro Rail Corporation Ltd., 3 <sup>rd</sup> Floor, NBCC Place, Bhishma Pitamah Marg, Pragati Vihar, New Delhi, - 110003

## 1.2 POINTS TO BE NOTED

- 1.2.1 Works envisaged under this contract are required to be executed in all respects up to the period of completion mentioned above.
- 1.2.2 The tenderers should not assume that their bid should automatically be accepted. The same should contain all technical, financial and other details as required for the consideration of tender.
- 1.2.3 Tender documents consist of the following:
- Notice Inviting Tender including Instructions regarding Online Bid Submission.
  - Scope of Work including Tender Prices & Payment Schedule
  - Initial Filter (Pre-Qualification) Document including Filter Criteria
  - Instructions to Tenderers

- e) Bill of Quantity
- f) Special Conditions of Contract
- g) General Conditions of Contract

- 1.2.4 The Contract shall be governed by the documents listed in Para 1.2.3 above.
- 1.2.5 The tenderers may obtain further information in respect of these documents from the ‘ **Office of Chief Electrical Engineer/RS-II**’, DMRC Ltd, 3<sup>rd</sup> Floor, NBCC Place, Bhishma Pitamah Marg, Pragati Vihar, New Delhi-110003’.
- 1.2.6 Tenderers are cautioned that the tender containing any material deviation or reservation from the Tender Documents as mentioned in the clause of 1.2.3 of NIT is liable to be summarily rejected as non-responsive.
- 1.2.7 DMRC reserves the right to accept or reject any or all proposals without assigning any reasons. No tenderers shall have any cause of action or claim against the DMRC for rejection of their proposal.
- 1.2.8 “Letter of Acceptance” to the successful bidder shall be uploaded on e-tendering portal <https://eprocure.gov.in/eprocure/app> which can be downloaded by the successful bidder.
- 1.2.9 The contact details of Chief Vigilance Office (CVO) dealing with vigilance issues are as under-  
Shri Ghansham Bansal,  
Chief Vigilance Officer,  
Delhi Metro Rail Corporation Ltd,  
Fire Brigade Lane, Barakhamba Road, New Delhi-110001  
Tel:011-23418406  
Email: [cvodmrc@gmail.com](mailto:cvodmrc@gmail.com)

## SECTION 2

### **INSTRUCTIONS REGARDING ONLINE BID SUBMISSION**

2.1 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>.

#### **2.2 REGISTRATION**

2.2.1 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.

2.2.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

2.2.3 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.

2.2.4 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.

2.2.5 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.

2.2.6 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.

#### **2.3 SEARCHING FOR TENDER DOCUMENTS**

2.3.1 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.

2.3.2 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.

2.3.3 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.

## **2.4 PREPARATION OF BIDS**

- 2.4.1 Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2.4.2 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.
- 2.4.3 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.
- 2.4.4 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.

## **2.5 SUBMISSION OF BIDS**

- 2.5.1 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.
- 2.5.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 2.5.3 Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 2.5.4 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.
- 2.5.5 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.

- 2.5.6 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.
- 2.5.7 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.
- 2.5.8 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 2.5.9 Upon the successful and timely submission of bids (i.e. 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.
- 2.5.10 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.

## **2.6 ASSISTANCE TO BIDDERS**

- 2.6.1 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.
- 2.6.2 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.