



**DELHI METRO RAIL CORPORATION LIMITED
(A Joint Venture of Govt. of India & GNCTD)**

EXPRESSION OF INTEREST

FOR

**EMPANELEMENT OF AGENCIES FOR
ENVIRONMENTAL MONITORING**

EOI No: DMRC/ENV/Monitoring/2016/261/01

September, 2016

SECTION - I
BRIEF DESCRIPTION OF SERVICES

1.1 General

Delhi Metro Rail Corporation (DMRC) Ltd. invites EOI for “**Empanelment of Agencies for Environmental Monitoring**”.

EOI Cost	Rs 5,250/-
Cost of EOI Documents	Rs 5,250/- in (in the form of demand draft drawn in favour of Delhi Metro Rail Corporation Ltd. payable at New Delhi (Demand Draft /Banker’s cheque) in favour of “Delhi Metro Rail Corporation Ltd” payable at New Delhi.) Cost of EOI in original, shall be accepted only upto 14:00 hours on 25.10.2016 in the office of Sr.AGM/Environment, Office of CPM-4, site office, shakarpur, opposite Gurudwara, Delhi-110092.
Sale of documents	From 27.09.2016 to 25.10.2016
Last Date & time of Submission of proposal	25.10.2016 at 15:00 hrs
Date and Place of opening	25.10.2016 at 15:30 hrs at Metro Bhawan, Barakhamba Road, Delhi-110001.
Mode of Submission	Online submission at website https://eprocure.gov.in/eprocure/app
Date of Pre-Bid Meeting	07.10.2016.
Place & Time of Pre-Bid Meeting	15.30 Hrs at Office of Sr. AGM/Env, Office of CPM-4, DMRC site office, Seed Bed Park, Opp. Gurudwara, Shakarpur, New Delhi-92. <u>Tel:- 011-22484743</u>
Last Date of Seeking Clarification	07.10.2016 Queries/Clarification from bidders after due date and time shall not be acknowledged.

1.2 Project Background

DMRC is inviting **Expression of Interest (EOI)** for Empanelment of Monitoring Agencies for Environmental Monitoring. Short listing/empanelment will be based on the fulfilment of technical and financial criteria.

The shortlisted agencies will be considered empanelled for next one year. Post One year, a review of their work will be undertaken and consequent to performance evaluation, the agency will either be continued or discarded.

1.3 Points to be noted

1.3.1 The applicant should not assume that his proposal shall automatically be accepted. The same should contain all information asked in the document.

1.3.2 EOI document consists of the following:

1.	Section-1	Brief description of service
2.	Section-2	Instructions for online submission
3.	Section-3	Consolidated List of Submission
4.	Annexure – I	General Information
5.	Annexure – II	Accreditation details
6.	Annexure – III	Monitoring equipment details
7.	Annexure – IV	Analysis equipment details
8.	Annexure – V	Work experience
9.	Annexure – VI	Annual Turnover details
10.	Annexure- VII	Undertaking for Performance
11.	Annexure – VIII	Certificate

1.3.3 The agency is required to fill all the Annexure (I to VIII) and section-3. Along with this, additional documents as mentioned in Section-3 are required to be submitted. Filling of all the submissions and annexure is necessary.

In case any document/annexure is not filled or necessary document (as per Section-III) is not provided, in that case the overall submission will be considered incomplete and will lead to rejection of bid.

1.3.4 The applicant may obtain further information in respect of these EOI documents from the office of **Sr. AGM/Env, Office of CPM-4, DMRC site office, Seed Bed Park, Opp. Gurudwara, Shakarpur, New Delhi-92** [Tel:- 011-22484743](tel:011-22484743) Fax:- 011-22484743

1.3.5. This EOI application is not an agreement and is neither an offer nor invitation by DMRC to the prospective applicant or any other person. The purpose of this EOI application is to get the information from the interested applicant for data creation/updating that may be useful for DMRC in the formulation of their proposals. The issue of this EOI Application does not imply that the DMRC is bound to select an Applicant for the Empanelment of Agencies. DMRC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in the EOI Application.

1.3.6. DMRC reserves the right to accept or reject any or all proposals without assigning any reasons. No applicant shall have any cause of action or claim against the DMRC for rejection of his proposal.

Sr.AGM/Environment
DMRC, New Delhi

SECTION - II
INSTRUCTIONS FOR ONLINE 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>.

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.

SEARCHING FOR EOI DOCUMENTS

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

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the EOI document before submitting their bids.
- 2) Please go through the EOI advertisement and the EOI 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 EOI 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.

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 EOI document.
- 3) Bidder has to select the payment option as “offline” to pay the EOI fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the EOI 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 EOI 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) 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 EOI documents become readable only after the EOI opening by the authorized bid openers.

- 6) The uploaded EOI documents become readable only after the EOI opening by the authorized bid openers.
- 7) 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.
- 8) 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.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the EOI document and the terms and conditions contained therein should be addressed to the EOI Inviting Authority for a EOI or the relevant contact person indicated in the EOI.
- 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.

END OF DOCUMENT
