

SECTION - I

NOTICE INVITING TENDER (NIT)

(e-Tender)

1. GENERAL

Name of Work:

Delhi Metro Rail Corporation (DMRC) Ltd. Invites open **e-Tenders** from the eligible manpower outsourcing firms/applicants, who fulfill qualification/eligibility criteria as stipulated in clause no. 1.3 and 1.4 of NIT from bonafide, competent and experienced agencies of good repute, credentials, and sound financial standing for the work, “**Contract No: DMRC/MPOS/09/2016 “SUPPLY OF MANPOWER FOR CORPORATE OFFICE AT METRO BHAWAN AND OTHER SITE OFFICES OF DMRC”** called as per the scope of work and terms and conditions set out in the tender document.

1.2 KEY DETAILS:

Approximate cost of work	INR 12 Crores
* Tender Security amount	INR 5.00 Lakhs
Validity of Tender Security in case of BG	04.10.2017
Period of the Work	36 months
Tender documents on sale	From 05.01.2017 to 06.02.2017 16.02.2017 (upto 15:00 hrs) on e-tendering website https://eprocure.gov.in/eprocure/app
* Cost of Tender documents (Non-Refundable)	INR 21,000/- (inclusive of 5% DVAT) (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 15:00 hours on 06.02.2017 16.02.2017 in the office of Executive Director/Contracts at below mentioned address.
Pre-bid Meeting	16.01.2017 at 11:00 Hrs.
Last date of Seeking Clarification	17.01.2017 (upto 17:00 Hrs.) (Queries from bidders after due date shall not be acknowledged)
Last date of issuing addendum	24.01.2017 03.02.2017
Tender Submission Start Date and time	26.01.2017 from 09:00 Hrs.
Tender Submission End Date and time	06.02.2017 16.02.2017 upto 15:00 Hrs.
Date & time of opening of Tender (Technical Bid)	07.02.2017 17.02.2017 at 15:00 Hrs.
Authority for seeking clarifications and submission of tender fee and tender security documents	GM/Contracts, Delhi Metro Rail Corporation, 5 th floor, A-Wing, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi –110001 011-23415838

** Tender cost and tender security is exempted for Micro & Small Enterprises (MSEs) registered with District Industries Centre or Khadi & Village Industries Commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Dte. of Handicraft & Handloom or any other bodies specified by Ministry of Micro, Small & Medium Enterprises for appropriate category “**manpower supply**” and have valid registration certificate ~~and available capacity to bid~~ as on date of tender submission.*

The MSEs would not be eligible for exemption of tender cost and tender security if;

- either they are not registered for “**manpower supply**” category.
- or they do not have valid registration as on the date of tender submission.

The tenderers seeking exemption from ‘tender cost and tender security’, being MSEs, shall ensure their eligibility w.r.t above and submit registration certificate issued by the body under which they are registered which clearly mentions category of registration i.e. “manpower supply” and Terminal Validity of registration.

In absence of any of the above requirements no exemption for ‘tender cost and tender security’ will be allowed and tenderers eligibility shall be dealt as if they are not registered with MSEs.

No further clarification shall be sought on the above.

1.3 ELIGIBILITY CRITERIA

1.3.1 Eligible Tenderers:

This is an **open e-tender** from the eligible manpower outsourcing firms who fulfill eligibility criteria laid down in the tender documents are eligible to participate. The tenders for this contract will be considered only from those firms/ company’s who meet the requisite eligibility criteria for eligible tenderers as mentioned in Eligibility Criteria at 1.3 of NIT and technical criteria as mentioned in the Technical Eligibility Criteria at 1.4 of NIT.

1.3.2 The offers submitted without document proof shall not be evaluated and automatically rejected without any further correspondence in any matter.

1.3.3 Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a tender will be an offence under laws of India. Such action will result in the rejection of the tender, in addition to other punitive measures.

1.3.4 Bidder may apply as an individual/firm/company in Partnership/Joint Venture/Consortium. Requirements from consortium are as follows:-

- i. There can be a maximum of 3 (three) members in a consortium.
- ii. The technical and financial capabilities of only those members with equity stake equal to or greater than 26% in the Consortium shall be considered relevant for evaluation. It is clarified that the technical experience and financial capabilities of any other Group Company or holding company or subsidiary company of any bidder / consortium member shall not be considered for evaluation unless such company is also a part of the consortium with minimum 26% stake in the shareholding of the consortium.

1.4.7 The tender security for the sum mentioned in NIT given in key details table in form of demand draft/pay order/banker's cheque/FDR/ Irrevocable bank guarantee in favour of "Delhi Metro Rail Corporation Ltd.". Payable at Delhi is to be submitted. The same will be returned /adjusted against the receipt of performance guarantee and the signing of the contract agreement. For details please refer to Clause No.5 of ITT.

1.4.8 **Deleted**

1.4.9 Audited Balance Sheet for last three years is to be submitted.

1.4.10 Latest Income Tax Return is to be submitted.

1.4.11 Registration number of the establishment is to be submitted.

1.4.12 PAN number and Service tax registration number is to be submitted.

1.4.13 **Deleted**

1.4.14 Each tenderer will be required to confirm and declare by way of affidavit duly notarized in the Tender submittal that :-

- (i) They have not been blacklisted or deregistered by any central/state government department or public sector undertaking.
- (ii) Also that none of their work was rescinded by the client after award of contract during the last 5 years.

1.4.15 The Tenderer shall submit a written power of attorney authorizing the signatory(ies) of the Tender to commit the tenderer along with Board Resolution confirming authority on the persons issuing the Power of Attorney for such actions.

1.4.16 Non- compliance of any of the above conditions will result in technical disqualification of the party. Financial bid of the technically disqualified party(s) will not be opened.

1.5 OTHERS DETAILS

1.5.1 The tenderers may obtain further information/ clarification, if any, in respect of these tender documents from the office of ED (Contracts).

1.5.2 The intending tenderers must be registered on e-tendering portal <https://eprocure.gov.in/eprocure/app>. 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.

1.5.3 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.

1.5.4 Tender submissions will be made online 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 Bank Guarantee or 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.

- 1.5.5 The tenderer shall submit their tender on-line on e-tendering website <https://eprocure.gov.in/eprocure/app>. Only 'Tender Security' and 'Cost of Tender Document' shall be submitted in originals (in physical form) as described in clause 7 (submission of tenders) of ITT.
- 1.5.6 Late tenders (tenders cost and tender security received after end date and time of submission of tender) shall not be accepted under any circumstances.
- 1.5.7 DMRC Limited takes no responsibility for delay, loss, or non-receipt of the tender cost and tender security sent by post/courier.
- 1.5.8 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.
- 1.5.9 ***Deleted***
- 1.5.10 Telex/FAX/E-mail offers will not be accepted.
- 1.5.11 Tenders shall be valid for a period of 180 days (both days inclusive i.e. the date of submission of tender and the last date of period of validity of the tender) from the date of submission of Tenders and shall be accompanied with a tender security of the requisite amount (as per **Annexure-10 of ITT**) from Scheduled Commercial Bank in India in the form as under.
- a. An irrevocable Bank Guarantee
 - b. An irrevocable Letter of Credit
 - c. Demand Draft/Pay order.
- 1.5.12 The tenderers are advised to keep in touch with e-tendering portal <https://eprocure.gov.in/eprocure/app> for updates.
- 1.5.13 The Letter of Acceptance to the successful bidder shall be uploaded on procurement portal which can be downloaded by the successful bidder. For any complaints tenderers may contact CVO DMRC at 1st floor A-Wing, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi –110001, Tel:011-23418406, Email: cvodmrc@gmail.com.