

NOTICE INVITING TENDER

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SECTION 1

NOTICE INVITING TENDER

1.1 GENERAL

1.1.1 Delhi Metro Rail Corporation (DMRC) Ltd. invites Limited tender through E-tendering system (<https://eprocure.gov.in/eprocure/app>) for **“A.C duct cleaning of BT trains at Line-2 and Line-3 of DMRC Depots (Khyber Pass Depot, Sultanpur Depot, Yamuna Bank Depot & Najafgarh Depot).**

1.1.2 The details of tender are as follows:

| | | |
|----------|--|--|
| 1.1.2.1 | TENDER NO. | DMRC/RSW/YBD/03 |
| 1.1.2.2 | Name of work | Contract No.: DMRC/RSW/YBD/03: A.C duct cleaning of BT trains at Line-2 and Line-3 of DMRC Depots (Khyber Pass Depot, Sultanpur Depot, Yamuna Bank Depot & Najafgarh Depot). |
| 1.1.2.3 | Approximate cost of work | Rs.1,34,47,067.25 |
| 1.1.2.4 | Tender Security amount (Earnest Money Deposit) | Rs.1,34,471.00 (as per Clause no. 12 of ITT) |
| 1.1.2.5 | Cost of Tender Documents (Non- refundable) | Rs. 5250/- (Non-Refundable) |
| 1.1.2.6 | Tender documents available for sale on website | From 25.07.2017 to 08.08.2017 up to 15:00 hrs through e-tendering website https://eprocure.gov.in/eprocure/app Tender document can only be obtained after registration of tenderer on the website https://eprocure.gov.in/eprocure/app For further information about e-tendering bidders are advised to Contact: 011- 29947535 |
| 1.1.2.7 | Date and Time of Pre bid meeting | 29.07.2017 at 11.00 hrs at office of Dy. General Manager ,Rolling Stock, Yamuna Bank Depot |
| 1.1.2.8 | Last Date of seeking clarification | 29.07.2017 during pre bid |
| 1.1.2.9 | Last date of issuing addendum/corrigendum if any | 01.08.2017 |
| 1.1.2.10 | Last Date & time of Submission of Tender online | 08.08.2017 up to 15.00 hrs (https://eprocure.gov.in/eprocure/app) |

Contract No.: DMRC/RSW/YBD-03: A.C duct cleaning of BT trains at Line-2 and Line-3 of DMRC Depots (Khyber Pass Depot, Sultanpur Depot, Yamuna Bank Depot and Najafgarh Depot).

| | | |
|----------|--|---|
| 1.1.2.11 | Date & time of opening of Bid online | 09.08.2017 at 15.00 hrs. |
| 1.1.2.12 | Completion period of work | 15 month from date of issue of LOA |
| 1.1.2.13 | Type of Tender | Limited Tender- Single Bid System |
| 1.1.2.14 | Tender Validity | 120 days from the last date of submission of tender (as per clause 11 of ITT) |
| 1.1.2.15 | Tender Security Validity | 180 days from the last date of tender submission (as per Clause no. 12 of ITT) |
| 1.1.2.16 | Security Deposit/Performance Security | 10% of the contract value. (as per Clause no. 27 of ITT) |
| 1.1.2.17 | Validity of Performance Bank Guarantee/Security | 6 months beyond the expiry of the Contract Period (as per Clause no. 27 of ITT) |
| 1.1.2.18 | Authority and place for Submission of tender cost, tender security, seeking clarifications, required documents, if any | Dy. General Manager/ Rolling Stock, Train Maintenance Depot, Delhi Metro Rail Corporation Limited, Yamuna Bank Depot, New Delhi-110092 |
| 1.1.2.19 | Date and Time of submission of Tender Cost and Tender Security (EMD) in original at the office of Depot In-charge/RS/YBD | 08.08.2017 upto 15:00 hrs |

1.1.2.20 The tender cost will be in the form of Demand draft/ Banker's cheque and tender security will be in the form of Demand draft/Bank Guarantee drawn on a Scheduled Commercial Bank based in India (Enclosed as Annexure-A of ITT) and should be in favour of "Delhi Metro Rail Corporation Ltd." payable at New Delhi. and the bank must be on Structured Financial Messaging System (SFMS) platform.

- i) For confirmation of BG a Separate advice note of BG will invariably be sent by issuing bank to the employer's bank through SFMS and only after this BG will be operative and acceptable by the Employer/DMRC.**
- ii) As such Contractor in their own interest should provide Employers bank details to the BG issuing Bank and request them to send advice of BG through SFMS to the employers/DMRC Bank.**
- iii) At present DMRC Bank Details are-ICICI BANK LTD, 9A, PHELPS BUILDING, CONNOUGHT PLACE, N.D-110001, IFSC CODE: ICIC0000007**

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NOTE: The bidder who fails to submit the tender cost & tender security (in original) within stipulated schedule then his tender shall not be considered and summarily rejected.

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 tenderer should not assume that his 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:
 - I. Notice Inviting Tender (NIT)
 - II. Instructions To Tenderers (ITT)
 - III. Scope of work
 - IV. Special Conditions of Contract (SCC)
 - V. Bill of Quantity
 - VI. General conditions of Contract with Correction Slips (GCC)
- 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 tender documents from the **Office of Dy. General Manager/ Rolling Stock, Train Maintenance Depot, Delhi Metro Rail Corporation Limited, Yamuna Bank Depot, New Delhi-110092.**
- 1.2.6 The intending bidders 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 before and, 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 to meet the prescribed tender requirement as per clause 1.1 of NIT.
- 1.2.7 The authorized signatory of intending bidder, as per document in support of signatory being the authorized signatory of the company, 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.
- 1.2.8 Tender submissions will be made online after uploading the mandatory scanned documents towards cost of tender documents such as Demand Draft or Banker's Cheque and towards Tender Security such as Demand Draft or Bank Guarantee from a Scheduled commercial bank based in India and other documents as stated in the tender document.

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- 1.2.9 Bidder shall note that there is no limit of file size to be uploaded. All the uploaded files in tender submission should be named properly and arranged systematically.
- 1.2.10 The bidders are advised to keep in touch with e-tendering portal <https://eprocure.gov.in/eprocure/app> for updates. Any corrigendum, addendum etc issued shall be part of this tender document and shall be made available on website <https://eprocure.gov.in/eprocure/app>. Including Letter of Acceptance shall also be made available in the website after award of contract.
- 1.2.11 All Tenderers are cautioned that the tender containing any deviation from the Tender Document as mentioned in the clause of 1.2.3 of NIT, which consists of Notice Inviting Tender, Instructions to Tenderers, General Conditions of Contract, Special condition of Contract, Scope of work & Bill of Quantities is to be clearly brought out in 'Proforma for Statement of Deviations, Form-C' along with Price for withdrawal of respective deviation.
- 1.2.12 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.
- 1.2.13 The documents forming the contract are to be taken as mutually explanatory of one another and the priority of the documents shall be as per GCC clause 1.5. If there is any ambiguity or discrepancy in the documents, the Engineer shall issue any necessary clarification or instruction to the contractor.
- 1.2.14 Obligation / Contractor Compliance: Contractor must give his unconditional compliance on labour laws' obligations and other tender work requirements as mentioned in Annexure-B of ITT.

(O.H.PANDE)

ED/RS/O&M

Delhi Metro Rail Corporation Ltd

Contract No.: DMRC/RSW/YBD-03: A.C duct cleaning of BT trains at Line-2 and Line-3 of DMRC Depots (Khyber Pass Depot, Sultanpur Depot, Yamuna Bank Depot and Najafgarh Depot).

SECTION 2
2.1 BRIEF SCOPE OF WORK

- 2.1.1 The Tenderer shall execute the work i.e. A.C duct cleaning of BT trains at Line-2 and Line-3 of DMRC Depots (Khyber Pass Depot, Sultanpur Depot, Yamuna Bank Depot and Najafgarh Depot.)
- 2.1.2 The detailed break up of activities and sub-activities with proposed distribution of responsibilities between DMRC and Tenderer will be as under:

| S. N. | Description | Responsibility |
|--------------|---|-----------------------|
| 1. | Planning of train for AC duct cleaning of BT trains. | DMRC |
| 2. | Placement of train in workshop/IBL. | DMRC |
| 3. | The Job card for a work is to be executed by contractor and shall be issued to concerned DMRC supervisor under whom contractor staff works. However, contractor's supervisor shall also countersign the job card to attest the starting time of job in the respective depot. | DMRC & Tenderer |
| 4. | Opening/closing of saloon door for fitment of jack, vacuum cleaner etc. | DMRC |
| 5. | To carry the lifting jack from workshop to train and loading & setting the lifting jack for dismantling the duct in the car and remove the jack from train after completion of work and keeping at designated place. | Tenderer |
| 6. | Repairing of lifting jack till tender period is over and returning of the same in good/working condition to DMRC. | Tenderer |
| 7. | Purchase/arrangement of Consumables and tools (ISI/reputed marked) like Vacuum cleaner, Aluminium ladder, Ratchet, Screw Driver, Allen Key, Face Mask, Cotton Cloth, Gloves, hard hats, safety eye protection etc to be used, and same shall be in ready condition before the requesting of job card. | Tenderer |
| 8. | Dismantling of air conditioning/HVAC duct unit from train as per procedure. | Tenderer |
| 9. | Proper cleaning of air conditioning duct as per procedure. | Tenderer |
| 10. | Assembling/Installation of air conditioning duct in the train as per procedure. | Tenderer |
| 11. | Providing of petty items like screw, nut, bolt etc if found damage during dismantling/assembling of A.C duct. | Tenderer |
| 12 | Dispose off or dumping the removed dust from the duct as per direction of engineer in-charge at designated site. | Tenderer |

- 2.1.3 To carry out the proposed work distribution shown above, All the work to be carried out as per "Scope of Work", "Special condition of contract" and other terms & conditions given in this tender no. DMRC/RSW/YBD-03.

Contract No.: DMRC/RSW/YBD-03: A.C duct cleaning of BT trains at Line-2 and Line-3 of DMRC Depots (Khyber Pass Depot, Sultanpur Depot, Yamuna Bank Depot and Najafgarh Depot).

2.2 TIME SCHEDULE

The contract period for execution of above mentioned works is for 15 month from date of issue of LOA. Work shall be commenced as per instruction of Engineer in-charge after issue of Letter of Acceptance.

Letter of Acceptance to the successful bidder shall be uploaded on procurement portal which can be downloaded by the successful bidder.

2.3 CONTRACT PERIOD:

The Contract period is only for 15 month from date of issue of LOA.

2.4 GRIEVANCES

For any grievances vendor at any point of time may contact CVO on below Mentioned details or updated detail as per DMRC website www.delhimetrorail.com

Chief Vigilance Officer

Metro Bhawan, Fire Brigade Lane, Barakhamba Road

Connaught Place, New Delhi - 110001

Tel: 011-23418406, Email: cvodmrc@gmail.com

SECTION 3

TENDER PRICES AND SCHEDULE OF PAYMENT

3.1 TENDER PRICES

3.1.1 Unless explicitly stated otherwise in the Tender Documents, the Tenderer shall be responsible for the A.C duct cleaning of BT trains at Line-2 and Line-3 of DMRC Depots (Khyber Pass Depot, Sultanpur Depot, Yamuna Bank Depot and Najafgarh Depot) and payment shall be made on accepted rates & actual works carried out as per the schedule of work (Bill of Quantity- **Form "F" in ITT**).

The rate quoted by the tenderer inclusive of all duties, taxes, fees, octroi, royalties, rentals and other levies, transport, labour etc.

3.1.2 SCHEDULE OF PAYMENT

The payment will be made based on actual work carried out as per the accepted rates in the Schedule of work (Bill of Quantity- **Form "F" in ITT**).

The payment will be made only for actual work carried out as per the schedule of work / Bill of Quantity after satisfactorily verified by the users.

SECTION- 4

Instructions for Online Bid Submission:

The bidders are required to upload 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 uploading their bids online on the CPP Portal.

More information useful for uploading 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 (Digital Signature Certificate) 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 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

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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.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before uploading their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be uploaded as part of the bid. Please note the number of covers in which the bid documents have to be uploaded, the number of documents - including the names and content of each of the document that need to be uploaded. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be uploaded 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 uploaded 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 uploaded from the "My Space" area while uploading 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 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

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the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- 5) Bidders are requested to note that they should necessarily upload 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 upload 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 uploaded 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.

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.