



दिल्ली मेट्रो रेल कॉरपोरेशन लिमिटेड
DELHI METRO RAIL CORPORATION LTD.

CONTRACT NO: DMRC/ENV/ISO/50001/275/2017/01

**ISO certification as per the requirements of the ISO
50001:2011 for 49 stations and 3 depot on Line 2, 5, 6 and
7**

TENDER DOCUMENTS

DELHI METRO RAIL CORPORATION LTD.

**METRO BHAWAN,
FIRE BRIGADE LANE, BARAKHAMBA ROAD,
NEW DELHI-110001**

ISO certification as per the requirements of the ISO 50001:2011 for 49 stations and 3 depots on Line 2, 5, 6 and 7.



DELHI METRO RAIL CORPORATION LIMITED

ISO certification as per the requirements of the ISO 50001:2011 for 49 stations and 3 depot on Line 2, 5, 6 and 7

TENDER DOCUMENTS

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DELHI METRO RAIL CORPORATION LTD.

**Metro Bhawan, Fire Brigade Lane,
Barakhamba Road, New Delhi –110001**

ISO certification as per the requirements of the ISO 50001:2011 for 49 stations and 3 depots on Line 2, 5, 6 and 7.



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CONTRACT NO: DMRC/ENV/ISO/50001/275/2017/01

ISO certification as per the requirements of the ISO 50001:2011 for 49 stations and 3 depots on Line 2, 5, 6 and 7

SECTION-I: NOTICE INVITING TENDER

DELHI METRO RAIL CORPORATION LTD.

**METRO BHAWAN,
FIRE BRIGADE LANE, BARAKHAMBA ROAD,
NEW DELHI 110001**

ISO certification as per the requirements of the ISO 50001:2011 for 49 stations and 3 depots on Line 2, 5, 6 and 7.

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SECTION-I
NOTICE INVITING TENDER (NIT)

1.1 GENERAL

1.1.1 DMRC Invites Open local tender through E-tendering system (i.e Technical and Financial bid) from eligible certification agencies who fulfil qualification criteria as stipulated in clause 1.2 of NIT for ISO 50001:2011 certification operational and upcoming stations of DMRC. The brief scope of the work and site information is provided in Section-IV (Scope of Work).

1.1.2 The key details are as follows:

a.	Name of Work	ISO certification as per the requirements of the ISO 50001:2011 for 49 stations and 3 depots on Line 2, 5, 6 and 7
b.	Approximate Cost of work	Rs. 12,06,129/- (inclusive of all taxes)
c.	Tender Security Amount* (Earnest Money Deposit)	Rs. 24,123/-(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 up to 13:00 hours on 22.04.2017 in the office of GM/Environment at below mentioned address.
d.	Cost of Tender Documents* (Non-Refundable)	INR 5,250/- (inclusive of 5% DVAT) 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 up to 13:00 hours on 22.04.2017 in the office of GM/Environment at below mentioned address.
e.	Tender Document available for sale on website	From 23.03.2017 to 22.04.2017 (upto 15:00 hrs) on e-tendering website https://eprocure.gov.in/eprocure/app For further information on this regard bidders are advised to contact 011-22483227 Ext No. 241, 247
f.	Pre-bid Meeting	05.04.2017 at 11:00 Hrs. in the office of GM/Environment, Office of CPM-4, DMRC Site Office, Opposite Gurudwara, Shakarpur, Delhi-110092
g.	Last date of Seeking Clarification	05.04.2017 (Upto 17:00 Hrs) (Queries from bidders after due date shall not be acknowledged)
h.	Last date of issuing amendment, if any	12.04.2017 till 17:00 hrs.
i.(i)	Tender submission Start Date and Time	13.04.2017 (From 10:00 Hrs)
i.(ii)	Tender submission end Date and Time	22.04.2017 (Upto 15:00 Hrs)
j.	Date & Time of opening of Tender (Technical Bid)	24.04.2017 at 11:00 Hrs.
k.	Date & Time of opening of Financial Bid	Will be informed later on after the evaluation of Technical Bids (Only to the bidders who will successfully qualify the Technical Evaluation)
l.	Validity of Tender	180 days from the last date of submission of tender.
m.	Stipulated date of Commencement of work	Within 15 days from the date of issue of "Letter of Acceptance" or as per the instructions of Engineer-in-charge..
n.	Time Period	40 months from the stipulated date of commencement.

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o.	Authority and place for submission of tender cost & Tender Security (EMD), required documents (if any) and seeking clarifications on tender documents	GM/Environment Office of CPM-4, DMRC Site Office, Opposite Gurudwara, Shakarpur, Delhi-110092
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1.2 QUALIFICATION CRITERIA

1.2.1 Eligible Applicant

- i. The tenders for this contract will be considered only from those tenderers (companies, corporations) who meet requisite eligibility criteria prescribed in the sub-clauses of Clause 1.2.2 of NIT.
- ii. A tenderer shall submit only one bid in the same tendering process, A tenderer who submits or participates in, more than one bid will cause all of the proposals in which the tenderer has participated to be disqualified. No tenderer can be a sub-contractor while submitting a bid individually in the same bidding process..
- iii. Tenderers shall not have a conflict of interest. All Tenderers found to have a conflict of interest shall be disqualified. Tenderers shall be considered to have a conflict of interest with one or more parties in this bidding process, if:
 - (a) A tenderer has been engaged by the Employer to provide consulting services for the preparation related to procurement for implementation of the project;
 - (b) A tenderer is any associates/affiliates (inclusive of parent firms) mentioned in sub-paragraph (a) above; or
 - (c) A tenderer lends, or temporarily seconds its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for an implementation of the project, if the personnel would be involved in any capacity on the same project.
- v. Any Central/ State government department/ public sector undertaking/ other government entity or local body must not have banned business with the tenderer as on the date of tender submission. Also no Contract of the tenderer should have been rescinded/ terminated by DMRC/Central or State Govt. Department/ Public Sector Undertaking/ Other Govt. entity or local body after award during last 5 years due to non-performance of the tenderer. The tenderer should submit undertaking to this effect in respective Forms.

The overall performance of the tenderer shall be examined for all the ongoing similiar works and similiar works completed within last one year, of value equal to or more than Rs. 6,03,065/-. The tenderer shall provide list of all such works in the prescribed Performa given in Appendix-7 of Form of Tender. In addition the tenderer shall also submit certificate issued by the client/Employer for satisfactory performance for all these works with respect to completion of work/execution of work (for running works) failing which their tender submission shall not be evaluated and the tenderer shall be considered non-responsive and non-compliant to the tender conditions. The performance certificate issued by the client should not be older than one month from the last day of the previous month of tender submission.

If the tenderer does not meet the criteria stated in the Appendix-7 of Form of Tender, the tenderer shall be considered ineligible for participation in tender process and they shall be considered ineligible applicants in terms Clause 1.2.1 of NIT.

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- vi. Tenderer must not have been imposed liquidated damages of 10% (or more) of the contract value in a contract due to delay or penalty of 10% (or more) of the contract value due to any other reason during last five years. The tenderer should submit undertaking to this effect in the Appendix-6 of Form of Tender.
- vii. Tenderer must not have suffered bankruptcy/ insolvency during the last 5 years. The tenderer should submit undertaking to this effect in the Appendix-6 of Form of Tender.

1.2.2 Minimum Eligibility Criteria

A. Financial Criteria:

(a) Work Experience :

The tenderers will be qualified only if they have successfully completed the work during last 5 years ending last day of the month previous to the month of tender submission as given below:

- (i) At least one "similar work" **each of value of Rs. **9,64,904 /-** or more.

OR

- (ii) Two "similar works" **each of value of Rs. **6,03,065/--** or more.

**** "Similar work" for this contract shall be work ISO 50001:2011 Certification carried out by the certification agency"**

Notes:

- The tenderer shall submit details of work executed by them in the prescribed format as per Appendix-15 of FOT for the works to be considered for qualification of work experience criteria. Documentary proof such as completion certificates from the client clearly indicating the nature/scope of work, actual completion cost and actual date of completion for such work should be submitted. In case work is executed for private client documentary proof such as copy of work order, Bill of quantities, Bill wise details of payment received certified by CA, TDS (downloaded from traces website) certificates for all the payments received, copy of final/ last bill paid by the client should be submitted. The offers submitted without this documentary proof shall not be evaluated.
- For completed works, value of work done shall be updated to the last day of the previous month of tender submission price level assuming 5% inflation for Indian Rupees every year.

(b) Financial Standing (Annual Turnover) : The tenderers will be qualified only if they have minimum financial capabilities as below :-

- (i) The average annual turnover of the tenderer during last Five audited financial years (2011-12, 2012-13, 2013-14, 2014-15 and 2015-16) should not be less than **Rs. 9,64,904/-..**

Financial data for the last five audited financial years has also to be submitted by the tenderer in Appendix-16 of FOT along with audited balance sheets. Also, if the tenderer provides no or NIL financial data for any of the above financial year, then his application shall not be considered and summarily rejected.

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(c) Bid Capacity Criteria:

Bid Capacity: The tenderers will be qualified only if their available bid capacity is more than the approximate cost of work as per NIT. Available bid capacity will be calculated based on the following formula:

Bid capacity will be calculated based on the following formula:

$$\text{Available Bid Capacity} = 2 * A * N - B$$

Where,

A = Maximum of the value of work executed in any one year during the last five financial years (updated to the last day of the previous month of tender submission price level assuming 5% inflation for Indian Rupees every year).

N = No. of years prescribed for completion of the work

B = Value of existing commitments (as on the last day of the previous month of tender submission) for on-going works during period of **12 months** w.e.f. from the last day of the month of tender submission.

Notes:

- a. Financial data for latest last five financial years has to be uploaded by the tenderer in Appendix-17 of Form of Tender along with audited financial statements. The financial data in the prescribed format shall be certified by the Chartered Accountant with his stamp and signature in original.
- b. Value of existing commitments for on-going works during period of **12 months** w.e.f. from the last day of the month of tender submission has to be uploaded by the tenderer in Appendix- 18 of Form of Tender. These data shall be certified by the Chartered Accountant with his stamp and signature in original.

B. Technical requirement:

1. The agency must have competent and experienced auditors. For which, the agency must fulfill the following criteria:

1. Certifying Auditor: The agency must have at least **two Lead Auditors** with a minimum experience of two years each. The auditors must be qualified in Energy Management System (ISO 50001:2011). The auditors must be permanently employed by agency and not empanelled. Following documents in support of this have to be provided:
 - A. Audit Log details requires to provide as per FOT appendix-8(c)
 - B. Lead Auditors are permanently employed by the agency and have proper qualification and experience as mentioned in Annexure-2 of ITT. Agency has to provide the undertaking of the same at Annexure-8(a).
2. Agency should be accredited by at least two accreditation boards. The certificate from accreditation board has to be provided, clearly indicating the sector of Energy/Electrical under the scope of certification. Accreditation Details should be provided at Appendix-8(b)
3. The agency must provide the two ISO 50001:2011 certificate copies issued to other organization in last financial year. It is desirable that agency must have experience in working with PSU's of transport sector.
4. It is desirable that agency participating in bidding have their registered or branch office in Delhi/NCR. In case, if agency is not having a registered address in Delhi/NCR, then the agency must ensure that this did not affect the execution of work and the same shall not have any financial implication on DMRC in terms of logistics etc. Successful tenderer in financial bidding will ensure that registered or branch office will be established in Delhi/NCR for smooth working and to avoid any project delay.

1.3 Tender document consists of the following:

- a. Notice Inviting Tender
- b. Instructions to Tenderers (Including Annexures)
- c. Form of Tender (Including Appendices)

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- d. Scope of Work
- e. Special Conditions of Contract
- f. General Conditions of Contract
- g. Bill of Quantities/Pricing Documents

- 1.3.1 The Tenderers may obtain further information/ clarification, if any, in respect of these tender documents from the office of GM/Environment Office of CPM-4, DMRC Site Office, Opposite Gurudwara, Shakarpur, Delhi-110092.
- 1.3.2 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. 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.
- 1.3.3 The authorized signatory of intending tenderer, as per Power of Attorney (POA), must have valid **class-II** or **class-III** digital signature. The tender document can only be downloaded from e-tendering portal using class-II or class-III digital signature. However, the tenderer shall upload their tender on <https://eprocure.gov.in/eprocure/app> using **class-II** or **class-III** digital signature of the authorized signatory only.
- 1.3.4 Tender submissions shall be done online on <https://eprocure.gov.in/eprocure/app> after uploading the mandatory scanned documents towards cost of tender documents (in the form of Demand Draft or Banker's Cheque) and towards Tender Security (in the form of Demand Draft or Banker's Cheque) and other documents as stated in the tender document. Instructions for on-line bid submission are furnished hereinafter.
- 1.3.5 Submission of Tenders shall be closed on e-tendering website of DMRC at the date & time of submission prescribed in NIT after which no tender shall be accepted.
- It shall be the responsibility of the bidder / tenderer to ensure that his tender is uploaded online on e-tendering website <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 whatsoever.
- 1.3.6 Tenders shall be valid for a period of **180 days** (both days inclusive i.e. the date of submission of tenders and the last date of period of validity of the tender) from the last Date of Submission of Tender shall be accompanied with a tender security of the requisite amount as per clause C18 of ITT.
- 1.3.7 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.
- 1.3.8 Tenderers are advised to keep in touch with e-tendering portal <https://eprocure.gov.in/eprocure/app> for updates.

(S.A.Verma)
GM/Environment

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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>.

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 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.

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 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.

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- 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 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 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 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 (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.
- 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.

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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.

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: [cphp-nic\[at\]nic\[dot\]in](mailto:cphp-nic[at]nic[dot]in)

