



**DELHI METRO RAIL CORPORATION LIMITED**

**Miscellaneous finishing works at NCB Colony and Ballabgarh Metro  
Stations of Escorts Mujesar–Ballabgarh Corridor of Delhi MRTS  
Ph–III Project**

**CONTRACT NO: CPM/7/38**

**VOLUME 1**

**NOTICE INVITING TENDER**

**DELHI METRO RAIL CORPORATION LTD.**

**OFFICE OF CHIEF PROJECT MANAGER-7, OPPOSITE FRANK ANTHONY PUBLIC  
SCHOOL, LALA LAJPAT RAI MARG, LAJPAT NAGAR IV, NEW DELHI-110024**

## CONTENTS

CLAUSE	DESCRIPTION	PAGE NO.
<b>NOTICE INVITING TENDER</b>		
1.1	General	01
1.1.1	Name of Work	01
1.1.2	Key Details	01
1.1.3	Qualification Criteria	02
1.1.4	Tender Documents	08
1.1.5	Instructions for online bid submission	11
<b>INSTRUCTIONS TO THE TENDERER</b>		
<b>A General</b>		
A1	General Description of the Work	16
A2	Source of Funds	16
A3	Eligible Tenderers	16
A4	Qualification of the Tenderer	16
A5	One Tender per Tenderer	16
A6	Cost of Tendering	16
A7	Site Visits	17
<b>B Tender Documents</b>		
B1	Contents of Tender Documents	17
B2	Content of Supporting Documents	17
B3	Clarification of Tender Documents	18
B4	Amendment of Tender Documents	18
<b>C Preparation of Tenders</b>		
C1	Language	19
C2	Documents Comprising the Tender	19
C3	Form of Tender	21
C4	Outline Quality Plan	21
C5	Outline Safety, Health and Environment Plan	21
C6	Tenderer's Technical Proposals	22
C7	Designer	22
C8	Tender Programme and Proposed Design Submission Programme	22
C9	Manufacture, Installation and Construction Method Statement	22
C10	Payment Schedule	22
C11	Sub-Contracts	22
C12	Staffing Schedule and Related Details	22
C13	Contractor's Equipment	22
C14	Proposals for Use of Works Areas	22
C15	Pricing Document	22
C16	Currencies of Tender and Payment	22
C17	Tender Validity	22
C18	Tender Security	23

C19	Performance Guarantees, Undertaking and Warranties	23
C20	Labour	23
C21	Other Contractors	24
C22	Insurance	24
C23	Tender Index	24
C24	Pre tender Meeting	24
C25	Format and Signing of Tender	24
C26	Pricing of Conditions, Qualification, Deviations etc.	24
<b>D Submission of Tenders</b>		
D1	Sealing and Marking of Tenders	25
D2	Late or Delayed Tenders	25
D3	Modification, Substitution and Withdrawal of Tenders	26
<b>E Tender Opening and Evaluation</b>		
E1	Tender Opening	26
E2	Confidentiality of Tender Information and Copyright	27
E3	Clarification of Tenders	27
E4	Evaluation of Tenders	27
E5	Evaluation of Financial Proposals	28
E6	Indigenisation	29
<b>F Award of Contract</b>		
F1	Award	29
F2	Employer's Right to accept any Tender and Reject any or all Tenders	30
F3	Notification of Award	30
F4	Signing of Agreement	30
F5	Performance Security	30
<b>Annexure to Instructions to Tenderers</b>		
Annexure 1	Requirements for Tenderer's Technical Proposals	32
Annexure 2	Requirements for Tender Programme	33
Annexure 3	Resource proposed for the project personnel	34
Annexure 4	Minimum organisation structure required	35
Annexure 5	Resources proposed for project plant & equipment	36
Annexure 6	Form of Bank Guarantee for tender Security	37
Annexure 7	Form of Performance Security (Guarantee) by Bank	39
Annexure 7A	Form of Additional Bank Guarantee by Bank	41
Annexure 8	Format for Banking Reference for Liquidity	43

## FORM OF TENDER

Form of Tender	44
Appendix 1 – Contract Conditions	46
Appendix 2 – Completed Bill of Quantity / Pricing Document <b>(To be included in Financial Package ONLY)</b>	47
Appendix 3 – Outline Quality Plan	50
Appendix 4 – Outline Safety, Health and Environment	51
Appendix 5 – Tender's Technical Proposals	52
Appendix 6 – General information about the Tenderer	48
Appendix 7 – Staffing Schedules and Organisation Chart	50
Appendix 8 – Schedule of Components Manufactured Offshore	50
Appendix 9 – Tender Index	51
Appendix 10 – Resources Proposed for the Project-Plants & Equipment	52
Appendix 11 – Undertaking for Corrupt & Fraudulent Practice	53
Appendix 12 – Copyright Undertaking	54
Appendix 13 – Performa for Statement of Minor Deviation	55
Appendix 14 – Tentative Project Implementation Programme	
Appendix 15 – Financial Data (Construction Work Done)	56
Appendix 16 – Financial Data (Commitment for Ongoing Works)	57
Appendix 17 – Work Experience	58
Appendix 17A – Summary of information provided in Appendix 17	59
Appendix 18 – Financial Data (Financial Standing)	60
Appendix 19 - Undertaking	61
Appendix 19A - Undertaking as per clause	62
Appendix 20 - Undertaking for not being penalized in a contract	64
Appendix 21 - Undertaking for financial stability	65
Appendix 22 - Undertaking for downloaded tender documents	66

## NOTICE INVITING TENDER (NIT)

### 1.1 GENERAL

#### 1.1.1 Name of Work:

Delhi Metro Rail Corporation (DMRC) Ltd. invites open e-tenders from eligible applicants, who fulfill qualification criteria as stipulated in clause 1.1.3 of NIT, for the work, “**Contract CPM/7/38; Miscellaneous finishing works at NCB Colony and Ballabgarh Metro Stations of Escorts Mujesar–Ballabgarh Corridor of Delhi MRTS Ph–III Project**”.

The brief scope of the work and site information is provided in clause 2.0 of NIT.

#### 1.1.2 Key details:

Approximate cost of work	INR 95,79,003.25
Tender Security	Amount of Tender Security:-INR 1,00,000.00 Tender Security will be accepted only through online payment (by RTGS, NEFT & IMPS) as per details in clause C18 of ITT. The bidders will be required to upload the scanned copies of transaction of payment of tender security at the time of online bid submission.
Completion period of the Work	03 (three) Months
Tender documents on sale	From 02.05.2018 to 22.05.2018 (up to 16:00 hrs) on e-tendering portal <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> Tender document can only be obtained online after registration of tenderer on the website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> .
Cost of Tender documents	INR 5,900/- inclusive of GST Non-Refundable Cost of tender documents is to be paid online only by RTGS, NEFT & IMPS. No other mode of payment will be accepted. The bidders will be required to upload the scanned copies of transaction of payment of tender cost at the time of online bid submission. The bank details of online payment is mentioned in clause C18 of ITT.
Pre Bid meeting	15.05.2018 (11:30 Hrs)
Last date of seeking clarifications	09.05.2018
Last date of issuing addendum	18.05.2018

Date & time of Submission of Tender online	Tender submission start date: <b>22.05.2018 (0900 hrs)</b> Tender submission end date: <b>28.05.2018 (1600 hrs)</b>
Date & time of opening of technical bid of Tender Place of opening of tender	<b>29.05.2018 at 1600 hrs</b> General Manager/Contracts 5 <sup>th</sup> Floor, A-Wing, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi-110001
<ul style="list-style-type: none"> <li>• Authority and place for submission of tender cost, tender security and seeking clarifications</li> <li>• Place of pre-bid meeting</li> </ul>	<b>Chief Project Manager-7,</b> Delhi Metro Rail Corporation, Opp. Frank Anthony Public School Lala Lajpat Rai Marg, Lajpat Nagar-IV, New Delhi-110024 Tel. 011-26229001-3 Fax no. : 011- 26229004

### 1.1.3 QUALIFICATION CRITERIA :

#### 1.1.3.1 Eligible Applicants :

- i. The tenders for this contract will be considered only from those tenderers (proprietorship firms, partnerships firms, companies, corporations, consortia or joint ventures) who meet requisite eligibility criteria prescribed in the sub-clauses of clause 1.1.3 of NIT. In the case of a JV or Consortium, all members of the Group shall be jointly and severally liable for the performance of whole contract.
- ii. (a) A non-Indian firm is permitted to tender only in a joint venture or consortium arrangement with any other Indian firm having minimum participation interest of 26% or their wholly owned Indian subsidiary registered in India under Companies Act -1956 with minimum 26% participation.  
  
(b) A tenderer shall submit only one bid in the same tendering process, either individually as a tenderer or as a partner of a JV. 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 subcontractor while submitting a bid individually or as a partner of a JV in the same bidding process. A tenderer, if acting in the capacity of subcontractor in any bid, may participate in more than one bid, but only in that capacity.
- iii. Tenderers shall not have a conflict of interest. All Tenderers found to have a conflict of interest in this tender process 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 on implementation of the project,
  - (b) A tenderer is any associate /affiliates (inclusive of parent firms) mentioned in subparagraph (a) above, or

- (c) A tenderer lends, or temporarily second its personal to firms or organizations which are engaged in consulting services for the preparation related to procurement for on implementation of the project, if personal would be involved in any capacity on the same project.
- iv. A firm, who has purchased the tender document in their name, can submit the tender either as individual firm or in joint venture/Consortium. However, the lead partner in case of JV shall be one who has experience of work of similar nature as defined in clause 1.1.3.2 A of NIT.
- v. (a) DMRC/any Central/State government Department/Public Sector Undertaking/other Government entity or local body must not have banned business with the tenderer (including any member in case of JV/consortium) as on d the date of tender submission.
- (b) Also no contract of the tenderer of the value more than 10% of NIT cost of work, executed either individually or in a JV/Consortium, should have been rescinded/terminated by DMRC/any Central or State government Department/Public Sector Undertaking/ other government entity or local body after award during last 03 years (from the last date of the previous month of tender submission) due to non-performance of the tenderer or any of JV/Consortium members. The tenderer should submit undertaking to this effect in **Appendix-19 of Form of Tender**.
- (c) The overall performance of the tenderer (all members in case of JV/Consortium separately) shall be examined for all the ongoing Civil Engineering/Electrical/Signaling/System/Traction Works of value more than 40% of NIT cost of work and also for all the completed Civil Engineering/Electrical/Signaling/System/Traction works within last one year (from the last date of the previous month of tender submission), of value more than 40% of NIT cost of work, executed either individually or in a JV/Consortium. The tenderer shall provide list of all such works in the prescribed Performa given in **Appendix-19A** of the Form of Tender. The tenderer (all members in case of a JV/Consortium separately) may either submit satisfactory performance certificate issued by the Client /Employer for the works or give an undertaking regarding satisfactory performance of the work with respect to completion of the work/execution of work (for ongoing 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. In case of non submission of either satisfactory performance certificate from client/employer of undertaking of satisfactory performance of any of the above work, the performance of such work shall be treated as unsatisfactory while evaluating the overall performance of the tenderer in terms of Note (b) of Appendix-19A. In case of performance certificate issued by the client ,same should not be older than three month(from the last day of the previous month of tender submission) for the ongoing works.

- (d) Tenderer (including any member in case of JV/consortium) must have been neither penalized with liquidated damages of 10% (or more) of the contract value due to delay nor imposed with penalty of 10% (or more) of the contract value due to any other reason in any Civil Engineering/Electrical/Signaling/System/Traction contract of value more than 10% of NIT cost of work, during last three years. The tenderer should submit undertaking to this effect in **Appendix-20** of form of Tender.
- (e) If the tenderer or any of the constituent 'substantial member (s)' of JV/Consortium does not meet the criteria stated in the Appendix-19 or Appendix-19A or Appendix-20, the tenderer including the constituent 'substantial member (s)' of JV/Consortium shall be considered ineligible for participation in tender process and they shall be considered ineligible applicants in terms of clause 1.1.3.1 of NIT
- (f) If there is any misrepresentation of facts with regards to undertaking submitted vide Appendix-19, or performance in any of the works reported in the Appendix-19A, or undertaking submitted vide Appendix-20, the same will be considered as "fraudulent practice" under clause 4.33.1 a (ii) of GCC and the tender submission of such tenderers will be rejected besides taking further action as per clause 4.33.1 (b),(c) & 13.2.1 of GCC.
- vi. Tenderer (any member in case of JV/consortium) must not have suffered bankruptcy/ insolvency during the last 5 years. The tenderer should submit undertaking to this effect in **Appendix-21** of Form of Tender
- vii. LEAD PARTNER/ NON SUBSTANTIAL PARTNERS/ CHANGE IN JV/ CONSORTIUM
  - a. Lead partner must have a minimum of 26% participation in the JV/Consortium.
  - b. Partners having less than 26% participation will be termed as non-substantial partner and will not be considered for evaluation which means that their financial soundness and work experience shall not be considered for evaluation of JV/Consortium.
  - c. In case of JV/Consortium, change in constitution or percentage participation shall not be permitted at any stage after their submission of application otherwise the applicant shall be treated as non - responsive.
  - d. The tenderer, in case of JV/Consortium, shall clearly and unambiguously define the role and responsibilities for each substantial/non - substantial partner in the JV agreement/ MOU submitted vide foot note (d) of Appendix 6 of Form of Tender, providing clearly that any abrogation/subsequent re - assignment of any responsibility by any substantive/non-substantive partner of



JV/Consortium in favour of other JV/Consortium partner or any change in constitution of partners of JV/Consortium (without written approval of Employer) from the one given in JV agreement /MOU at tender stage, will be treated, as “breach of contract condition” and/or “concealment of acts” (as the case may be), vide GCC clause 4.33.1 [a (ii) and (iii)] and acted accordingly.

The Employer in such cases, may in its sole discretion take action under clause 4.33.1(b) and/or under clause 4.33.1(c) of GCC against any member(s) for failure in tenderer’s obligation and declare that member(s) of JV/Consortium ineligible for award of any tender in DMRC or take action to terminate the contract in part or whole under clause 13 of GCC as the situation may demand and recover the cost/damages as provided in contract.

#### **1.1.3.2 Minimum Eligibility Criteria :**

**A.) Work Experience:** The tenderers will be qualified only if they have completed work(s) during last five years ending **31.03.2018** as given below:

- (i) At least one similar work\* of **Rs.76.65 Lakhs** or more, **or**
- (ii) Two similar works\* of **Rs.47.90 Lakhs** or more, **or**
- (iii) Three similar works\* of **Rs.38.32 Lakhs** or more

**\*similar work means “civil architectural finishing and Construction works”.**

If the tenderer is a JV/Consortium having foreign partner(s) and above work(s) have been executed by the foreign partner of JV and the work(s) were done in the country of the foreign partner, then in addition to this the foreign partner must have executed works of value INR 43.68 Lakhs or more outside the country of the foreign partner

Notes :

- The tenderer shall submit details of work executed by them in the Performa of **Appendix-17 of FOT** for the works to be considered for qualification of work experience criteria. Documentary proof such as completion certificates from client clearly indicating the nature/scope of work, actual completion cost and actual date of completion for such work should be submitted. **The offers submitted without this documentary proof shall not be evaluated.** In case the work is executed for private client, copy of work order, bill of quantities, bill wise details of payment received certified by C.A. TDS certificates for all payments received and copy of final /last bill paid by client shall also be submitted.
- Value of successfully completed portion of any ongoing work up to **31.03.2018** will also be considered for qualification of work experience criteria.
- For completed works, value of work done shall be updated to **31.03.2018** price level assuming 5% inflation for Indian Rupees every year and 2% for foreign currency portions per year. The exchange rate of foreign currency shall be applicable 28 days before the submission of date of tender.
- In case of joint venture / consortia, full value the work, if done by the same joint

venture shall be considered. However, if the qualifying work(s) were done by them in JV/consortium having different constituent, then the value of work, as per their percentage participation in such JV/ consortium shall be considered.

- If the above work(s) (i.e. “Similar work”) comprise (s) other works then client’s certificate clearly indicating the amount of work done in respect of the “Similar work” shall be furnished by the tender in support of work experience along with their tender submissions.

**B.) Financial Standing:** The tenderers will be qualified only if they have minimum financial capabilities as below:

- (i) **T4 - Annual Turnover:** The average annual turnover from construction of last three financial years should be **≥Rs. 3.06 Crores.**

The average annual turnover of JV will be based on percentage participation of each member.

*Example:* Let Member-1 has percentage participation = M and Member - 2 has =N. Let the average annual turnover of Member-1 is ‘A’ and that of Member-2 is ‘B’, then the average annual turnover of JV will be

$$\frac{=AM+BN}{100}$$

Notes :

- Financial data for latest last five audited financial years has to be submitted by the tenderer in **Appendix-18 of FOT** along with audited balance sheets. The financial data in the prescribed format shall be certified by Chartered Accountant with his stamp and signature in original. In case audited balance sheet of the last financial year is not made available by the bidder, he has to submit an affidavit certifying that ‘the balance sheet has actually not been audited so far’. In such a case the financial data of previous ‘4’ audited financial years will be taken into consideration for evaluation. If audited balance sheet of any year other than the last year is not submitted, the tender may be considered as non-responsive.
- Where a work is undertaken by a group, only that portion of the contract which is undertaken by the concerned applicant/member should be indicated and the remaining done by the other members of the group be excluded. This is to be substantiated with documentary evidence.

#### **1.1.3.3 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:

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

Where,

A = Maximum of the value of construction works executed in any one year during the last five financial years (updated to 31.03.2018 price level assuming

5% inflation for Indian Rupees every year and 2% for foreign currency portions per year).

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

B = Value of existing commitments (as on 31.03.2018) for on-going works during period of **03 months w.e.f. 01.04.2018.**

Notes :

- Financial data for last five financial years has to be submitted by the tenderer in **Appendix-15 of FOT** 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 and membership number.
- Value of existing commitments for on-going similar works during period of **03 months w.e.f. 01.04.2018** has to be submitted by the tenderer in **Apendix-16 of FOT**. These data shall be certified by the Chartered Accountant with his stamp and signature in original with membership number
- In the case of a group, the above formula will be applied to each member to the extent of his proposed participation in the execution of the work. If the proposed % participation is not mentioned then equal participation will be assumed.

**Example for calculation of Bid capacity in case of JV/Group**

Suppose there are „P“ and „Q“ members of the JV / group with their participation in the JV / group as 70% and 30% respectively and available bid capacity of these members as per above formula individually works out „X“ and „Irrespectively, then Bid Capacity of JV / group shall be as under:

**Bid capacity of the JV/group=0.7X+0.3Y**

1.1.3.4 The tender submission of tenderers, who do not qualify the *minimum eligibility criteria* & bid capacity criteria stipulated in the clauses 1.1.3.2 to 1.1.3.3 above, shall not be considered for further evaluation and therefore rejected. The mere fact that the tenderer is qualified as mentioned in sub clause 1.1.3.2 to 1.1.3.3 shall not imply that his bid shall automatically be accepted. The same should contain all technical data as required for consideration of tender prescribed in the ITT.

**1.1.4 The Tender documents consist of:**

**Volume – I**

- Notice Inviting Tender (NIT)
- Instructions to Tenderers (ITT) including annexures
- Form of Tender (FOT) including appendices

**Volume – II**

- Special Conditions of Contract (SCC)
- General conditions of contracts (GCC)
- Condition of contract on Safety, Health & Environment (SHE) Ver.1.2

**Volume – III**

- Technical Specification

**Volume – IV**

- Bill Of Quantities

- 1.1.5 The contract shall be governed by the documents listed in para 1.1.4 above and along with latest edition of CPWD Specifications IRS specifications and MORTH specifications. These specifications may be purchased from the market.
- 1.1.6 The tenderers may obtain further information, if any, in respect of these tender documents from the office of **CPM-7, Opposite Frank Anthony Public School, Lala Lajpat Rai Marg, Lajpat nagar IV, New delhi-110024**
- 1.1.7 All tenderers are hereby cautioned that tenders containing any material deviation or reservations as described in **Clause E4.4** of “Instructions to Tenderers” and/or minor deviation without quoting the cost of withdrawal shall be considered as non-responsive and is liable to be rejected.
- 1.1.8 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.
- 1.1.9 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.
- 1.1.10 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 Pay Order or Banker’s Cheque from a Scheduled commercial bank based in India) and towards Tender Security (in the form of Bank Guarantee or Demand Draft, Pay Order, Banker’s Cheque or FDR from a Scheduled commercial bank based in India) and other documents as stated in the tender document. Instructions for on-line bid submission are furnished hereinafter.
- 1.1.11 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 submitted 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 etc.
- 1.1.12 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 date of submission of Tenders and shall be accompanied with a tender security of the requisite amount as per clause C18 of ITT.
- 1.1.13 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.

1.1.14 Tenderers are advised to keep in touch with e-tendering portal <https://eprocure.gov.in/eprocure/appfor> updates.

**Chief Project Manager-7,  
Delhi Metro Rail Corporation Ltd**

### **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 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.
- 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 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 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 opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers. 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. \*\*\*\*
- 3) 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 24X7 Toll Free Telephonic Help Desk Number 1800 3070 2232. Other Tel: 0120-4200462. 0120-4001002.

E-mail: cPPP-nic@ nic.in



## **2.0 SCOPE OF WORK**

The contractor will have to execute the work i.e “**Contract CPM/7/38; Miscellaneous finishing works at NCB Colony and Ballabgarh Metro Stations of Escorts Mujesar–Ballabgarh Corridor of Delhi MRTS Ph–III Project.**”

The brief scope of work is mentioned below:-

- (a) Providing and fixing 3M frosted tap on toilet glass
- (b) Providing and fixing TO mirror
- (c) Providing and laying promaseal
- (d) Providing and fixing 2 mm thick SRBG/Aluminum Sheet
- (e) Providing and fixing Parking Guard Cabin
- (f) Painting of Piers, Pier Caps etc. with Acrylic Anti-Carbonation Paint
- (g) Providing and fixing louvers to structural frames
- (h) Providing and fixing MS Railing
- (i) Providing and fixing SS Plate

The scope includes all others requirements stipulated in various parts/volumes of the contract document including appendices and annexure. Entire scope of work shall be included in BOQ price.

### **2.1 Material**

#### **2.1.1 Quality**

All materials used in the works shall be of the quality of their respective kinds as specified in Technical specifications/CPWD specifications, obtained from sources and suppliers approved by the Engineer and shall comply strictly with the tests prescribed in the Technical Specifications/Codes of Practice.

### **2.2 Sampling and Testing**

Samples of all materials proposed to be employed in permanent works shall be submitted to the Engineer when called for. In such cases, materials will not be brought to the site without prior approval of the Engineer. Materials or workmanship, not corresponding in character and quality with approved samples, will be rejected by the Engineer. Samples required for approval and testing must be supplied at least 10 days in advance to allow for testing and approval. Delay to the works arising from the late submission of samples will not be acceptable as a reason for delay in completion of the works. The contractor will bear all expenses for sampling and testing, whether at the manufacturer’s premises at source, at site or at any testing laboratory or institution as directed by the Engineer.

### **2.3 Rejection**

Any materials that have been found not to conform to the specifications will be rejected forthwith and shall be removed from the site by the contractor at his own cost within 15 days.

## **2.4 Workmanship**

All works shall be true to level, plumb and square and the corner, edges and arises in all cases shall be unbroken and neat and shall be as per provisions in the relevant Technical Specifications / Standard Codes of Practices. Contractor shall also submit Quality Assurance Programme and Methods Statements of works to be done within 15 days of acceptance of tender before the start of work for approval of Engineer-in-Charge.

## **2.5 Safety Health and Environmental Requirements**

All provisions and conditions contained in the conditions of contract on Safety, Health & Environment, shall be strictly complied with.

## **2.6 Security of the Site**

The Contractor shall take all measures necessary to ensure such security, including exercising control over all persons and vehicles which are employed or engaged on the site or in connection with the Works or the other works comprising the Project and with the security arrangements applicable to any other site within the Project. If required by the Engineer, the Contractor shall submit a list identifying all persons to whom passes have been issued together with two photographs of each person and all entities to which a pass has been issued in respect of any vehicle and shall satisfy the Engineer of the bonafides of any such person or entity.