



DELHI METRO RAIL CORPORATION LTD.

(A JOINT VENTURE OF GOVT. OF INDIA AND GOVT. OF DELHI)

TENDER FOR “PROVIDING REPROGRAPHIC SERVICES AT CORPORATE OFFICE, METRO BHAWAN AND OTHER SITE OFFICES/WORK PLACES OF DMRC

TENDER NO. – DMRC/REPROGRAPHY-11/2017

APPLICATION FORM/TENDER DOCUMENT

(CONTAINING INSTRUCTIONS FOR APPLICANTS /TENDERERS AND TERMS & CONDITIONS OF CONTRACT)

DELHI METRO RAIL CORPORATION LTD.

Application Form/Tender Document for providing Reprographic Services at Corporate Office, Metro Bhawan and other Site Offices/Work places of DMRC.

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NOTICE INVITING TENDER (NIT)

(e-Tender)

1. GENERAL

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 no. 1.3 and 1.4 of NIT from bonafide, competent and experienced agencies of good repute, credentials, and sound financial standing for empanelment of agencies for providing Reprographic Services at Corporate Office, Metro Bhawan and other Site Offices/Work places of DMRC called '**THE WORK**'.

1.2 KEY DETAILS:

EMD amount (Tender security amount)	Rs. 50,000 (Rupees Fifty Thousand Only) (Payment of tender security is to be made only by RTGS, NEFT & IMPS. No other mode of payment shall be accepted. The detail of bank account of DMRC is mentioned below. The bidders will be required to upload scanned copies of transaction of payment of tender security at the time of online bid submission.)
Estimated cost of the work	Rs. 1.2 Crore approximately per annum
Contract Period	36 months
Tender documents on sale	From 01.02.2018 to 02.03.2018 (up to 1500 hrs) on e-tendering website www.eprocure.gov.in/eprocure/app . Tender documents can only be obtained online after registration of tenderer on the website www.eprocure.gov.in/eprocure/app . For further information in this regard bidders are advised to contact on 180030702232, 0120-4200462 or 0120-4001002
Cost of Tender documents	Rs. 5900 /- (inclusive of 18% GST) non refundable (Payment of tender document cost/tender fee is to be made only by RTGS, NEFT & IMPS. No other mode of payment will be accepted. The detail of bank account of DMRC is mentioned below. The bidders will be required to upload scanned copies of transaction of payment of tender document/tender fee at the time of online bid submission.)
Last date of seeking Clarification	13.02.2018 upto 1700 hrs (Queries from bidders after due date shall not be acknowledged)
Pre-bid Meeting	15.02.2018 at 11:00 Hrs
Last date of issuing addendum	20.02.2018
Date & Time of online Submission of Tender	02.03.2018 up to 15:00 Hrs
Date & Time of online opening of Tender	05.03.2018 at 15:00 Hrs
<ul style="list-style-type: none">• Authority for seeking clarifications• Place for pre-bid meeting	Company Secretary, Delhi Metro Rail Corporation, 3 rd Floor, B-Wing, Metro Bhawan, Fire Brigade Lane, Barakhambha Road, New Delhi- 110001. (Tele no. 011-23418308, Fax no. 011-23417921)

To facilitate payment of Tender document cost/tender fee and Tender Security through RTGS, NEFT & IMPS, the details of bank account of DMRC is mentioned below:

Name of bank	Bank's Address	Account Name & No.	Account Type	IFSC Code
ICICI Bank	9A, Phelps Building, Cannaught Place, New Delhi-110001	DMRC Ltd. Tender Cell A/C, 000705045337	Current	ICIC0000007

1.3 **ELIGIBILITY CRITERIA**

1.3.1 Eligible Tenderers:

This is an **open e-tender** through the agencies/firms satisfying the criteria laid down in the tender documents are eligible to participate. The tenders for this contract will be considered only from those agencies- proprietors, firms, company's who meet the requisite technical criteria as mentioned in the Technical requirements 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 the 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.
- (iii) The consortium as a whole (with cumulative effect) may satisfy the eligibility criteria i.e. the Technical Bid.
- (iv) Each consortium must specify the proposed equity shareholding (**ANNEXURE-I**) and nominate a Lead Member of the consortium. This shall be enshrined in the Memorandum of Agreement signed by all consortium members and submitted along with the tender. The Consortium agreement should be on non-judicial stamp paper signed by each and every authorized signatory along with their copy of authorized Power of Attorney duly notarized. A draft of the consortium agreement is there at **ANNEXURE-II** of this Tender Document.
- (v) If the successful bidder is a consortium of firms, the Contract Agreement shall be signed with entire consortium i.e. all the consortium members shall be party to the Contract Agreement.

- (vi) There will be no change in the consortium's proposed shareholding structure in the submitted tender, till the completion of the project.
- (vii) All members of the Consortium shall be liable jointly and severally, for the execution of the project in accordance with the terms of the Contract Agreement. Accordingly, the performance guarantee from all the members of the consortium equivalent to their share of work. However it should be for the performance of whole/full work by the consortium.
- (viii) Any individual bidder or member of a consortium cannot be a member in another consortium and participate in this tender.

1.4 TECHNICAL REQUIREMENTS

- 1.4.1 Brief details of the Proprietorship/Partnership firm/company, etc. along with its profile is to be enclosed.
- 1.4.2 The Agency should have competence, infrastructure and expertise to provide all reprographic services as per the list of works enclosed. The Agency should have adequate financial and technical competence and should be able to carry out the work.
- 1.4.3 Customer satisfaction report from at least one client needs to be enclosed for good quality of work and delivery of job on time.
- 1.4.4 The agency should have minimum two corporate clients including at least one Government/PSU/Autonomous body client during the last three years (copy of the order to be enclosed).
- 1.4.5 An EMD/tender security of Rs. 50,000/- (Rupees Fifty Thousand only) is to be made only by RTGS, NEFT & IMPS. No other mode of payment will be accepted. The details of bank account of DMRC are mentioned in clause 1.2 of NIT. The bidders will be required to upload scanned copies of transaction of payment of tender security at the time of online bid submission.) The same will be returned /adjusted against the receipt of performance security/guarantee and the signing of the contract agreement.
- 1.4.6 The agency should have minimum average annual turnover of Rs. 96 lakhs in the last three years (CA certificate to be enclosed for turnover of last three years). 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:

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

- 1.4.7 Audited Balance Sheet for last three years is to be submitted.
- 1.4.8 Latest Income Tax Return is to be submitted.
- 1.4.9 Registration number of the establishment is to be submitted.
- 1.4.10 PAN number is to be submitted.

- 1.4.11 GST registration certificate duly attested is to be submitted.
- 1.4.12 Each tenderer will be required to confirm and declare by way of self under taking in the Tender submittal that :-
- (i) DMRC/any other Metro Organisation (100% owned by Govt.)/Ministry of Housing & Urban Affairs/Order of Ministry of Commerce, applicable for all Ministries must not have banned business with the tenderer (including any member in case of JV/consortium) as on the date of tender submission. The tenderer should submit undertaking to this effect as per Annexure-VII.
 - (ii) 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 other Metro Organisation (100% owned by Govt.) after award during last 03 years (from the last day 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 as per Annexure-VII.
- 1.4.13 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.
- 1.4.14 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 **Company Secretary**, Delhi Metro Rail Corporation, 'B' Wing, 3rd floor, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi –110001.
- 1.5.2 The intending tenderers must be registered on e-tendering portal www.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/tender fee and Tender Security and other documents as stated in the tender document.
- 1.5.5 Tender document will be available for sale from **01.02.2018 to 02.03.2018** (up to **1500** hrs) on e-tendering website www.eprocure.gov.in/eprocure/app. Tender documents can only be obtained online after registration of tenderer on the website www.eprocure.gov.in/eprocure/app. For further information in this regard bidders are advised to contact on 180030702232, 0120-4200462 or 0120-4001002.
- 1.5.6 The tenderer shall submit their tender on-line on e-tendering website www.eprocure.gov.in/eprocure/app.

- 1.5.7 The tender will be opened at 1500 hrs on **05.03.2018**.
- 1.5.8 Late tenders (received after date and time of submission of bid) shall not be accepted under any circumstances.
- 1.5.9 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.
- 1.5.10 DMRC Limited also does not bind itself to accept the lowest rate. DMRC shall award of work after evaluation looking into feasibility, capacity and competency of the agency.
- 1.5.11 Telex/FAX/E-mail offers will not be accepted.
- 1.5.12. The offer submitted by the tenderer 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 with a provision that it will be suitably extended on request of DMRC.

(Sh. S.K.Sakhuja)
Company Secretary
Delhi Metro Rail Corporation Limited.
Metro Bhawan, Fire Brigade Lane,
Barakamba Road, New Delhi-110001.