

VOLUME 1
NOTICE OF INVITATIONS TO TENDERER (NIT)

(Tender: DGTZN18)

**DIGITIZATION OF DOCUMENTS I.E. SCANNING, INDEXING &
VERIFICATION**

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NOTICE INVITING TENDER (NIT)

1. The DGM/IT, Delhi Metro Rail Corporation Ltd. Project Office, Mayur Vihar Phase-1 Metro Station, Near Gate No-1, Ground Floor, New Delhi-91, Invites tenders through open e- tendering process up to 1730 Hrs till dd.08.2018 for the following work:

Name OF Work	Earnest Money Deposit (Rs.)
Digitization Of Documents i.e. Scanning, Indexing & Verification	61,500/-

2. The tender documents (non-transferable) can only be obtained after registration of tenderer on the website <http://eprocure.gov.in/eprocure/app>. Downloaded tender document will not be entertained.
3. In no circumstances, the amount paid for the tender form will be refundable.
4. Any corrigendum, addendum etc issued shall be part of this tender document and shall be made available on website <http://eprocure.gov.in/eprocure/app>.
5. The tender form is non-transferable.
6. (i) The instrument type for payment of tender cost is to be done only by RTGS, NEFT & IMPS. No other mode of payment will be accepted. The bidders will be required to upload the scanned copies for transaction of payment towards tender cost at the time of bid submission.
(ii) The instrument type for payment of tender security is to be done only by RTGS, NEFT & IMPS. No other mode of payment will be accepted. The bidders will be required to upload the scanned copies for transaction towards payment of tender security at the time of bid submission

To facilitate above transaction through RTGS, NEFT & IMPS the details of following bank account of DMRC is used.

Name of Bank	Bank's Address	Account Name & NO.	Account Type	IFSC Code
ICICI Bank	A, Phelps Building, Connaught Place, New Delhi – 110001	DMRC Ltd Tender Cell A/C 000705045337	Current	ICIC0000007

7. The tender that does not accompany EMD along with required documents will be summarily rejected.
8. The tender securities (EMD) of unsuccessful tenders shall be discharged / returned by DMRC after awarding of contract & EMD of successful bidder shall be released after the submission of Performance Security.
9. The Performance Bank Guarantee / Contract Agreement should be executed in the prescribed format provided by DMRC Ltd.

10. If due to unforeseen circumstances, the tender is not opened on the stipulated date and time, the same will be opened on the next working day on the same time. Corporation will not be responsible for any type of delay.

11. Contract period of the work is 12 months as mentioned in the tender documents.

12. QUALIFYING REQUIREMENTS AND DOCUMENTS TO BE FURNISHED

In order to be eligible for bidding, the bidder shall meet the following qualifying criteria:

12.1 The tenders for this contract will be considered only from those firms (proprietorship firms, partnerships firms, companies, corporations), who meet requisite eligibility criteria prescribed in the Annexure 4 of NIT (prequalification Criteria).

12.2 Tenderer shall not have a conflict of interest. The 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, if:

- a. Submit more than one tender for the work.
- b. If Tenderers in two different tenders have controlling shareholders in common.

12.3 The Tenderer must not have been banned for business by any central/state government department or public sector undertaking and also none of work was rescinded by DMRC after award of contract during last 5 years due to non-performance(undertaking to given on company's letter head).

12.4 No consortium or joint venture is allowed for bidding

12.5 Subcontracting of work is not permitted.

12.6 Financial Standing (Annual Turn Over)

The Tenderers must have a positive net profit in last three financial years

Notes:

Financial data for last five audited financial years has to be submitted by the Tenderer in Annexure 3 along with audited balance sheets. The financial data in the prescribed format shall be certified by Chartered Accountant with his stamp and signature. 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 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 other year than the last year is not submitted, the tender will be considered as non-responsive.

12.7 Performance Certificates

The Bidder must have performance certificates in related work (not older than 5 years) from at least two different government organizations/ public sector units.

12.8 Following documents shall be furnished by the bidder to enable the DMRC to make an assessment as to whether or not the bidder complies with the qualifying criteria:

- a. Documents related to the qualifying criteria as per in NIT Annexure 4.

- b. Audited Balance sheet for the last five years (2013-14, 2014-15, 2015-16, 2016-17 and 2017-18).
- c. Permanent Account Number (PAN) & GST No. issued by Income Tax Department.
- d. Financial Data as per Annexure 3 of NIT.

12.9 DMRC reserves the right to accept or reject any of all proposals without assigning any reasons; the Tenderer shall not have any cause of action or claim against the DMRC for rejection of his proposal.

12.10 The firm should have experience of having satisfactorily completed/ executed similar type of works as detailed in the bid document and should have successfully completed business towards Digitization Of Documents i.e. Scanning, Indexing & Verification during the last 5 years (2013-14, 2014-15, 2015-16, 2016-17 and 2017-18) as on 30.06.2018.

One similar completed works* costing not less than Rs 24.60 Lac

OR

Two similar completed works*, each costing not less than Rs 15.38 Lac

OR

Three similar completed works*, each costing not less than Rs 12.30 Lac

* Similar completed works includes Digitization Of Documents i.e. Scanning, Indexing & Verification.

Please note carefully the requirements for submitting tenders, and the date and time for submittal.

The intending tenderers must be registered on e-tendering portal <http://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.

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 or uploaded using Class- II or Class-III digital signature of the authorized signatory.

Tender submissions will be made online after uploading the proof of payment of cost towards tender documents and Tender Security along with the other documents as stated in the tender document.

Tenders shall be valid for a period of 180 days (both days inclusive i.e. the date of submission of tender and the last date of period of validity of the tender) from the date of submission of Tenders.

Bidders shall note that all the uploaded files in tender submission should be named properly and arrange systematically.

The bidders are advised to keep in touch with e-tendering portal <http://eprocure.gov.in/eprocure/app> for updates.

On Behalf of DMRC Ltd.
DGM/IT

KEY DETAILS

1.	Date of Issue of NIT	12.09.2018
2.	Estimated Cost	Rs.30,75,000/- (Inclusive of GST)
3.	Cost of Tender document	Non-refundable fee of Rs 5,900/- (inclusive of GST@18%) through RTGS, NEFT & IMPS
4.	Dates for Purchase of Tender document	From 12/09/2018 to 02/10/2018(up to 1730hrs) on e-tendering website http://eprocure.gov.in/eprocure/app Tender document can only be obtained after registration of tenderer on the http://eprocure.gov.in/eprocure/app For further information on this regard bidders are advised to contact 011-49424307, 011-49424365 or 011-23417910
5.	Pre Bid Meeting	NA
6.	Office Address	Office of DGM/IT, DMRC Project Office, Mayur Vihar Phase-1 Metro Station, Near Gate No-1,Ground Floor, New Delhi-110091.
7.	Last date for submission of queries/clarifications	23.09.2018 up to 1730 Hrs.
8.	EMD/ Tender Security Amount	Rs 61,500/-
9.	Last date and time for submission of Tender	Upto 03.10.2018 , 1100 hrs IST
10.	Date and time of opening of Tender	04.10.2018 on 1130 hrs IST
11.	Contract Period	12 Months
12.	Bidder's name and address (To be completed by bidder)

ANNEXURE-1

NOT USED

ANNEXURE- 2

Not Used

ANNEXURE- 3

FINANCIAL DATA

(WORK DONE DURING THE LATEST LAST FIVE FINANCIAL YEARS)

NAME OF THE TENDERER :

(All amounts in Rupees in Lacs)

S. No.	Description	Financial Data for Last 5 Audited Financial Years	
1	Total value of <i>work done</i> as per audited financial statements	Year 2013-2014	
2		Year 2014-2015	
3		Year 2015-2016	
4		Year 2016-2017	
5		Year 2017-2018	
NOTE: 1. Attach attested copies of the Audited Financial Statements of the last five financial years as Annexure. 2. All such documents reflect the financial data of the Tenderer. The financial data in above prescribed format shall be certified by Chartered Accountant in practice / Company Auditor under his signature & stamp. 3. The above financial data will be updated to 31.03.2018 price level assuming 5% inflation for Indian Rupees every year.			

Annexure 4

Prequalification Criteria

S.No.	Criteria	Documents required	compliance
1	The bidder must be a Company/ Corporation/ Partnership firm/ Proprietorship who have their registered offices in India and should have been in existence for a period of at least 5 years from the date of submission of bids	Certificate of Incorporation / Partnership Deed / Registration	
2	The bidder must have a valid GST Registration in India	Copy of Certificate	
3	The bidder should have satisfactorily completed/ executed either one work costing not less than Rs 24.60 Lac or two works each costing not less than Rs 15.38 Lac or three works each costing not less than Rs 12.30 Lac. The works should be similar to Digitization Of Documents i.e. Scanning, Indexing & Verification and not older than 5 years.	Customer order PO/LOA & completion certificate	
4	The Bidder must have the performance certificate in work (not older than 5 years) related to Digitization of Documents i.e. Scanning, Indexing & Verification from at least two different government organizations/ public sector units.	Performance Certificates	
5	The bidder must be profitable in each of the last 3 financial years (2015-16, 2016-17, 2017-18 *)	Audited Balance sheet for relevant years	
6	The bidder must not have been blacklisted or deregistered by any central / state government department or public sector undertaking during last 5 years	Undertaking on Company's letterhead as per Appendix 15 of FOT	

*If audited balance sheet is not available for 2017-18, bidder must submit audited balance sheet for 2014-15 for computation of profitability.