



**DELHI METRO RAIL CORPORATION LTD.**

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

**TENDER FOR “INSTALLATION AND OPERATION OF TEA/COFFEE/SOUP VENDING MACHINES  
AND SUPPLY OF MATERIALS IN VARIOUS OFFICES/WORKPLACES OF DMRC”**

**TENDER NO. – DMRC/TC VENDING-01/2018**

**APPLICATION FORM/TENDER DOCUMENT**

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

**DELHI METRO RAIL CORPORATION LTD.**

Application Form/Tender Document for installation and operations of Tea/Coffee/Soup vending machines and supply of materials/consumables- services contract in various 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 tender no. i.e. **DMRC/TC VENDING-01/2018** for installation and operations of Tea/Coffee/Soup vending machines and supply of materials/consumables- services contract in various offices/work places of DMRC called 'THE WORK'.

##### 1.2 KEY DETAILS:

EMD amount (Tender security amount)	Rs. 4,92,000/- (Rupees Four Lakh Ninety Two Thousands only) <b>Payment of tender security shall be made only by RTGS, NEFT &amp; IMPS. No other mode of payment will be accepted.</b> The detail of bank account of DMRC is mentioned below. The bidders shall upload scanned copies of transaction of payment of tender security/EMD including e-receipt (indicating UTR No.) at the time of online bid submission. The tender reference number i.e. <b>DMRC/TC VENDING-01/2018</b> shall be clearly entered in remarks/descriptions at the time of online transaction of payment, failing which payment may not be considered.
Estimated cost of the work	Rs. 4.92 Crore approximately for three (03) years (Inclusive of all taxes)
Contract Period	36 months
Tender documents on sale	From <b>10.07.2018 to 09.08.2018</b> (up to 1500 hrs) on e-tendering website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a>
Cost of Tender documents (non refundable)	Rs. 23,600/- (inclusive of 18% GST) <b>(Non Refundable)</b> <b>Payment of tender document cost/tender fee shall be made only by RTGS, NEFT &amp; IMPS. No other mode of payment will be accepted.</b> The details of bank account of DMRC are mentioned below. The bidders shall upload scanned copies of transaction of payment of tender cost including e-receipt (indicating UTR No.) at the time of online bid submission. The tender reference number i.e. <b>DMRC/TC VENDING-01/2018</b> shall be clearly entered in remarks/descriptions at the time of online transaction of payment, failing which payment may not be considered.
Last date of seeking Clarification	<b>18.07.2018 upto 1700 hrs</b> (Queries from bidders after due date shall not be acknowledged)
Pre-bid Meeting	<b>20.07.2018</b> at 11:00 Hrs
Last date of issuing addendum, if any	<b>25.07.2018</b>
Date & Time of online Submission of Tender	Tender submission start date: <b>26.07.2018 from 11:00 Hrs</b> Tender submission end date: <b>09.08.2018 upto 15:00 Hrs</b>
Date & Time of online opening of Tender (Technical Bid)	<b>10.08.2018</b> at 15:00 Hrs

<ul style="list-style-type: none"> <li>• Authority for seeking clarifications</li> <li>• Place for pre-bid meeting</li> </ul>	<p><b>Company Secretary,</b> Delhi Metro Rail Corporation, 3<sup>rd</sup> Floor, B-Wing, Metro Bhawan, Fire Brigade Lane, Barakhambha Road, New Delhi- 110001. (Tele no. 011-23418308, Fax no. 011-23417921)</p>			
<p><b>To facilitate payment of Tender document cost/tender fee and Tender Security through RTGS, NEFT &amp; IMPS, the details of bank account of DMRC is mentioned below:</b></p>				
Name of bank	Bank's Address	Account Name & No.	Account Type	IFSC Code
ICICI Bank	9A, Phelps Building, Connaught 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/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 for installation and operations of Tea/Coffee/Soup vending machines and supply of materials/consumables. The Agency should have adequate financial and technical competence and should be able to carry out the work.
- 1.4.2 Only authorized distributor/franchise of some renowned brand names like Nestle, Hindustan Unilever, Cafe Coffee Day, Tata Café, Georgia etc. in the business of Tea/Coffee/Soup vending machines and supply of materials with minimum experience of three (03) years in the trade are permitted.
- 1.4.4 The Agency should have to submit the authorized distributor/franchisee certificate of any of the above reputed brands.
- 1.4.5 The Agency should have at least one (01) technician to rectify any technical problem of the machines and get it repaired on urgent basis.
- 1.4.6 The Agency should have minimum sixty five (65) Tea/Coffee/Soup vending machines at one or more locations in the city.
- 1.4.7 Customer satisfaction report from at least one (01) client needs to be enclosed for good quality of Consumables supply and proper upkeep of tea/coffee/soup vending machines.

- 1.4.8 The agency should have minimum two (02) corporate clients including at least one Government/PSU/Autonomous body client during the last three (03) years (copy of the order to be enclosed).
- 1.4.9 An EMD/tender security of amount as mentioned in NIT clause 1.2 (Key Details table) 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.
- 1.4.10 **(a) Similar Work Experience (Based on average annual value of work):** The tenderers will be qualified only if they have \*similar work experience i.e. “Installation and Operation of tea/coffee/soup vending machines and supply of materials/consumables” during last 05 years ending on the last day of the previous month of tender submissions as given below:
- i) At least one \*similar work completed costing not less than Rs. 1.32 crores.  
Or
  - ii) At least two \*similar works completed costing not less than Rs. 82.lakhs.  
Or
  - iii) At least three \*similar works completed costing not less than Rs. 66 lakhs.

**(b) Financial Standing:**

- (i) Annual Turnover:** The average annual turnover of the tenderer during last three (3) audited financial years should be ≥ Rs. 1.31 crore.

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:

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

- 1.4.11 Audited Balance Sheet of last three financial (03) years is to be submitted.
- 1.4.12 Latest Income Tax Return is to be submitted.
- 1.4.13 Registration number of the establishment is to be submitted.
- 1.4.14 Copy of PAN number is to be submitted.
- 1.4.15 GST registration certificate duly attested is to be submitted.
- 1.4.17 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 Organization (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 Organization (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.

1.4.18 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.

1.4.19 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, 3<sup>rd</sup> floor, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi –110001.

1.5.2 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. 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 **10.07.2018 to 09.08.2018** (up to **1500** hrs) on e-tendering website <https://eprocure.gov.in/eprocure/app>. Tender documents can only be obtained online after registration of tenderer on the website <https://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 <https://eprocure.gov.in/eprocure/app>.

1.5.7 The tender will be opened at 1500 hrs on **10.08.2018**.

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.