



**DELHI METRO RAIL CORPORATION LTD.  
(A JOINT VENTURE OF GOVT. OF INDIA AND GOVT. OF DELHI)**

**TENDER NO. – REP/MACHINES/DMRC/MB/2018**

**TENDER FOR “Installation and Operations of Photocopy Machines at Corporate office, Metro Bhawan and other Offices of DMRC”**

**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 Photocopy Machines at Corporate office, Metro Bhawan and other Offices 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 fulfil 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 tender No. i.e. **REP/MACHINES/DMRC/MB/2018** to render professional photocopying services i.e. for supply , installation and operating of high speed photocopier machines on Hiring – contract basis at Corporate office at Metro Bhawan and various other site offices / work places of DMRC called ‘**THE WORK**’.

**The brief scope of the work and site information’s is provided in Information to Tenderers and Terms and conditions of contract.**

#### 1.2 **KEY DETAILS:**

EMD amount (Tender security amount)	Rs. 4,97,000/- (Rupees Four Lakh Ninety Seven thousand 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>REP/MACHINES/DMRC/MB/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. 4.97 Crores approximately for three years
Contract Period	36 (Thirty Six) months
Tender documents on sale	From <b>29.05.2018 to 28.06.2018</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	Rs. 23600/- (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>REP/MACHINES/DMRC/MB/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>08.06.2018 upto 1700 hrs</b> (Queries from bidders after due date shall not be acknowledged)
Pre-bid Meeting	<b>11.06.2018</b> at 11:00 Hrs
Last date of issuing addendum, if any	<b>18.06.2018</b>
Date & Time of online Submission of Tender	Tender submission start date: <b>19.06.2018 from 11:00 Hrs</b> Tender submission end date: <b>28.06.2018 upto 15:00 Hrs</b>

Date & Time of online opening of Tender (Technical Bid)		<b>29.06.2018</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>		<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)		
<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>				
<b>Name of bank</b>	<b>Bank's Address</b>	<b>Account Name &amp; No.</b>	<b>Account Type</b>	<b>IFSC Code</b>
<b>ICICI Bank</b>	<b>9A, Phelps Building, Cannaught Place, New Delhi-110001</b>	<b>DMRC Ltd. Tender Cell A/C, 000705045337</b>	<b>Current</b>	<b>ICIC0000007</b>

### 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/tender.
- (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. However, a single performance guarantee from the lead member only shall be submitted for 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 Machine Requirement (30 marks)**

- (a) Should have minimum 32 machines, having copying speed of 40/45 pages per minute with auto duplexing, automatic set making, sorting, along with A3 size paper copier, reduction/enlargement facility to meet our requirements.

The description i.e. makes and model of the photocopier machine along with the bills of the machines should be enclosed along with quotation.

**Failure to satisfy the machine requirement as laid out above will lead to disqualification.**

##### **1.4.2 Manpower (35 marks)**

- (a) Should have minimum 32 number of operators/technicians on the rolls of the agency to handle DMRC jobs. The agency should essentially be registered with PF, ESI, Labour Department. Registration proof should be submitted along with the quotation **(25 marks)**.
- (b) The unit should have at least one qualified engineer (at least 3 years diploma holder) for keeping all the machines in working conditions. Please attach a copy of certificate/marks sheet of the engineer **(10 marks)**.

**Failure to satisfy above conditions will lead to disqualification.**

- 1.4.3 The unit should have adequate experience of 03 (three) years in providing photocopier machines in the past. Proof in the form of certificates should be provided from at least from 03 (three) reputed clients along with the tender. **(15 marks)**

- 1.4.4 The average annual turnover of the unit from photocopying activities and other similar jobs should not be less than Rs. 1 (one) crore in the last 3 years. Please furnish audited Balance sheet. **(15 marks)**

The marks will be given as under:-

Turnover from 75 lakhs to 100 lakhs	-	5 marks
Turnover from 100 lakhs to 150 lakhs	-	10 marks
Turnover above 150 lakhs	-	15 marks

Those who do not meet the minimum average turnover of Rs. 1 (one) crore in the last three years will not be technically qualified.

- 1.4.5 The unit should be registered with GST Authorities. Registration proof should be submitted along with the quotation. **(5 marks)**
- 1.4.6 The contractor along with machines will provide the paper of Ballarpur/JK/ITC make of minimum 75 GSM. No other paper will be accepted.
- 1.4.7 Financial bids of only those parties who qualify the above technical criteria **(minimum 75 marks)** will be opened.
- 1.4.8 The period of the contract will be for 03 (three) years initially from the date of the award of the contract. The Company shall have the option for extending the Contract further on the same terms & conditions with the consent of the Contractor.
- 1.4.9 Brief details of the Proprietorship/Partnership firm/company, etc. along with its profile is to be enclosed.
- 1.4.10 The agency should have competence, infrastructure and expertise for installation of required model/ capacity of photocopy machines and operations thereof as required by DMRC and should be able to carry out the work. The Agency should have adequate financial & technical competence along with requisite manpower.
- 1.4.11 The agency should have adequate infrastructure/transport etc. as required for smooth operations of the said WORK.
- 1.4.12 The agency should minimum two corporate clients including at least one Government/PSU/Autonomous body client during the last 03 (three) years (copy of the order to be enclosed).
- 1.4.13 Customer satisfaction report from at least one client needs to be enclosed for good quality of work.
- 1.4.14 An EMD/tender security of Rs. 4,97,000/- (Rupees Four Lakh ninety seven 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.
- 1.4.15 Audited Balance Sheet for last three years is to be submitted.
- 1.4.16 Latest Income Tax Return is to be submitted.
- 1.4.17 Registration number of the establishment is to be submitted.

- 1.4.18 Copy of PAN number is to be submitted.
- 1.4.19 The tenderer shall submit the proof of GST registration in the State of Delhi or shall submit an undertaking that he will get registered with appropriate GST authorities in the state of Delhi in case of award of LOA to them.
- 1.4.20 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.
- 1.4.21 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.
- 1.4.22 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 **29.05.2018 to 28.06.2018** (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 15:00 hrs on **29.06.2018**.
- 1.5.8 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.
- 1.5.9 DMRC Limited also does not bind itself to accept the lowest rate. DMRC shall award work after evaluation looking into feasibility, capacity and competency of the agency.
- 1.5.10 Telex/FAX/E-mail offers will not be accepted.
- 1.5.11. 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.

(S.K. Sakhuja)  
Company Secretary  
Delhi Metro Rail Corporation Limited.  
Metro Bhawan, Fire Brigade Lane,  
Barakamba Road, New Delhi-110001  
(Tele no. 011-23418308, Fax no. 011-23417921)