

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) Tender Security (in original) as per clause 5 of ITT shall be accepted only up to 1500 hrs on 28.02.2017 <u>15.03.2017</u> in the office of Company Secretary at following address.
Estimated cost of the work	Rs. 1.2 Crore approximately per annum
Contract Period	36 months
Tender documents on sale	From 30.01.2017 to 28.02.2017 <u>15.03.2017</u> (up to 1400 <u>1500</u> 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 011-49424307, 011-49424365 or 011-23417910
Cost of Tender documents	Rs. 5,250/- (inclusive of 5% DVAT) non refundable (Demand Draft /Banker's cheque drawn on a Scheduled Commercial Bank based in India and should be in favour of "Delhi Metro Rail Corporation Ltd" payable at New Delhi.) Cost of tender documents i.e, D.D./Banker's cheque, in original, shall be accepted only upto 1500 hrs on 28.02.2017 <u>15.03.2017</u> in the office of Company Secretary at below mentioned address.
Last date of seeking Clarification	20.02.2017
Pre-bid Meeting	21.02.2017 at 11:00 Hrs
Last date of issuing addendum	23.02.2017 <u>10.03.2017</u>
Date & Time of online Submission of Tender	28.02.2017 <u>15.03.2017</u> up to 15:00 Hrs
Date & Time of online opening of Tender	01.03.2017 <u>16.03.2017</u> at 15:00 Hrs

- 1.4.9 Registration number of the establishment is to be submitted.
- 1.4.10 PAN number and Service tax registration number is to be submitted.
- 1.4.11 DVAT registration certificate duly attested is to be submitted.
- 1.4.12 Each tenderer will be required to confirm and declare by way of affidavit duly notarized in the Tender submittal that :-
- (i) They have not been blacklisted or deregistered by any central/state government department or public sector undertaking.
 - (ii) Also that none of their work was rescinded by the client after award of contract during the last 5 years.
- 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 such as Demand Draft or Pay Order or Banker's Cheque from a Scheduled commercial bank based in India and towards Tender Security such as Bank Guarantee or Demand Draft or Pay Order or Banker's Cheque from a Scheduled commercial bank based in India and other documents as stated in the tender document.
- 1.5.5 Tender document will be available for sale from **30.01.2017 to ~~28.02.2017~~ 15.03.2017** (up to 1100 **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 011-49424307, 011-49424365 or 011-23417910.

- 1.5.6 The tenderer shall submit their tender on-line on e-tendering website www.eprocure.gov.in/eprocure/app. **Only 'Tender Security' and 'Cost of Tender Document' shall be submitted in originals (in physical form) as described in clause 7 (submission of tender) of Instructions To Tenderers (ITT).**
- 1.5.7 The tender will be opened at 15:00 hrs on ~~04.03.2017~~ **16.03.2017**.
- 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 Limited takes no responsibility for delay, loss, or non-receipt of the tender document sent by post/courier.
- 1.5.10 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.
- 1.5.11 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.
- 1.5.12 Telex/FAX/E-mail offers will not be accepted.
- 1.5.13. 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 and shall be accompanied with a tender security/EMD of the requisite amount as per clause No. 5 of ITT.

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