



**DELHI METRO RAIL CORPORATION LIMITED**

(A Joint venture of Govt. of India and Govt. of Delhi)

**Contract: OFW-01 :  
"Supply of Coins & Cash Pickup  
from DMRC stations including  
Airport Line on Daily basis"**

**VOL. – 1**

**NOTICE INVITING TENDER**

# NOTICE INVITING TENDER

## (E-Tender)

### 1.1 GENERAL

1.1.1 DMRC Invites Open tender through e-tendering system (i.e. Technical and Financial bid) from **scheduled commercial bank (Scheduled Public Sector Bank/Scheduled Private Sector Bank)** for the work of **Contract OFW-01 - “Supply of Coins & Cash pickup from DMRC stations Including Airport line on daily basis”**. The brief scope of the work is provided in **ITT clause 2.0**.

1.1.2 The key details are as follows:

<b>a.</b>	<b>Name of Work</b>	<b>Contract OFW-01: “Supply of Coins &amp; Cash pickup from DMRC stations Including Airport line on daily basis”.</b>
<b>b.</b>	<b>Approximate Cost of work</b>	<b>₹13.65 Crore (Inclusive of all)</b>
<b>c.</b>	<b>Tender Security Amount* (Earnest Money Deposit)</b>	Bidders shall upload scanned copy of Undertaking for Tender Security Declaration as per <b>Annexure-1 of ITT</b> at the time of online bid submission. If Undertaking for Tender Security Declaration is not submitted or is not in prescribed format then such bids shall be considered ineligible and summarily rejected.
<b>d.</b>	<b>Cost of Tender Documents* (Non-Refundable)</b>	₹23,600/- (inclusive of 18% GST) Non-Refundable (Payment of cost of tender document / 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 for payment of cost of tender document is mentioned in clause 1.1.2(p) of NIT. The bidders will be required to upload the scanned copies of transaction of payment of tender document cost/ tender fee including e-receipt (clearly indicating UTR No. & Tender reference i.e. <b>OFW-01</b> must be entered in the remarks at the time of online transaction of payment, failing which payment may not be considered) at the time of online bid submission. (Copy of GST registration no. to be provided along with Tender document cost/ tender fee)
<b>e.</b>	<b>Tender Document available for sale on website</b>	From <b>11.06.2021 (09:00 hrs) to 12.07.2021 (Up to 15:00 hrs)</b> on e-tendering website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> Tender document can only be obtained after registration of tenderer on the website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> . For further information in this regard bidders are advised to contact on 0120-4200 462, 0120-4001 002/5, 0120-6277 787 or 011-23417910/12.
<b>f.</b>	<b>Pre-bid Meeting</b>	<b>21.06.2021 at 11:00 Hrs.</b> at Metro Bhawan The pre-bid meeting shall be conducted through video conferencing using software apps such as zoom.us, Microsoft teams etc. All Prospective bidders shall provide the details of the person(s) (maximum up to two) who will be participating in such virtual meeting at least 24 hours before the meeting ( <b>latest by 11:00 Hrs on 18.06.2021</b> ) to the registered official email of DMRC i.e. <a href="mailto:gmcontracts@dmrc.org">gmcontracts@dmrc.org</a> so that links

		having details such as software apps, meeting ID, password etc. can be mailed to these persons at least 12 hours before the scheduled pre-bid meeting.		
<b>g.</b>	<b>Last date of Seeking Clarification</b>	<b>18.06.2021 (up to 17:00 Hrs)</b> (Queries shall be submitted online through e-tendering portal against the respective tender)		
<b>h.</b>	<b>Last date of issuing amendment, if any</b>	<b>29.06.2021</b>		
<b>i.(i)</b>	<b>Tender submission Start Date and Time (online)</b>	<b>06.07.2021 (from 09:00Hrs)</b>		
<b>i.(ii)</b>	<b>Tender submission end Date and Time (online)</b>	<b>12.07.2021 (Up to 15:00Hrs)</b>		
<b>j.</b>	<b>Date &amp; Time of opening of Tender (Technical Bid) (online)</b>	<b>13.07.2021 at 15:00 Hrs.</b>		
<b>k.</b>	<b>Date &amp; Time of opening of Financial Bid</b>	The date & time of opening of financial package shall be informed through e-tendering website.		
<b>l.</b>	<b>Validity of Tender</b>	180 days from the last date of submission of tender.		
<b>m.</b>	<b>Stipulated date of Commencement of work</b>	The stipulated date of commencement of work w.e.f. 01 <sup>st</sup> Sep 2021 or as intimated by DMRC.		
<b>n.</b>	<b>Time Period</b>	<b>04 years</b> from the stipulated date of commencement of work (extendable 2 years as per performance)		
<b>o.</b>	<b>Authority for purchase of tender documents (in case of physical tenders), seeking clarifications and submission of completed tender documents</b>	Sr.GM/Contract, Delhi Metro Rail Corporation Ltd., 5th Floor, A-Wing, Metro Bhawan Fire Brigade Lane, Barakhamba Road, New Delhi –110001 <b>email id: - gmcontracts@dmrc.org</b>		
<b>p.</b>	To facilitate payment of Tender Fee and Tender Security through RTGS, NEFT & IMPS, the details of bank account of DMRC is mentioned below:			
	<b>Name of Bank</b>	<b>Bank's Address</b>	<b>Account Name &amp; No.</b>	<b>Account Type</b>
	<b>Punjab National Bank</b>	<b>ECE House Branch, Connaught Place, New Delhi -110001</b>	<b>DMRC Ltd. O&amp;M Expenditure A/C, 1120005800000032</b>	<b>Current</b>
	<b>IFSC code</b>	<b>PUNB0112000</b>		
<b>q.</b>	<b>Security deposit/ Performance Security</b>	<b>3% of Contract value of work (LOA) (As per Clause no. 16 of ITT).</b>		

## 1.2 QUALIFICATION CRITERIA

### 1.2.1 Eligible Applicant

- a) Tenderer can apply by themselves only.
- b) Tenderer should be a **Scheduled Commercial Bank (Scheduled Public Sector Bank or Scheduled Private Sector Bank)** as per Reserve bank of India norms. The payment banks are not eligible for participation in the tender.
- c) The tender submission of tenderers, who do not qualify the minimum eligibility criteria in the clauses 1.2.1 (b) above and 1.3 below, shall not be considered for further evaluation and therefore rejected. The mere fact that the tenderer is qualified as mentioned in sub clause 1.2.1 (b) above and 1.3 below shall not imply that his bid shall automatically be accepted. The same should fulfil other conditions as required for consideration of tender prescribed in the Tender Document.
- d) The payment of the tender cost is acceptable from any account. However, tenderer shall submit such transaction details along with their tender submission on e-portal. If the same transaction reference number has been submitted for more than one bids. All such bids shall be considered ineligible and summarily rejected.
- e) 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 as on the date of tender submission. The tenderer should submit undertaking to this effect in Appendix-3 of Form of Tender.
- f) 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 year (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 in Appendix-3 of Form of Tender.
- g) Tenderer for the work awarded by DMRC / any other Metro Organization (100% owned by Govt.) must have been neither penalized with liquidated damages of 10% (or more) of the contract value due to delay nor imposed with penalty of 10% (or more) of the contract value due to any other reason in any Engineering works of value more than 10% of NIT cost of work, during last three years. The tenderer should submit undertaking to this effect in the Appendix-3 of Form of Tender.
- h) If the tenderer does not meet the criteria stated in the Appendix-3, the tenderer shall be considered ineligible for participation in tender process and they shall be considered ineligible applicants in terms of Clause 1.2.1 of NIT.
- i) If there is any misrepresentation of facts with regards to undertaking submitted vide Appendix-3, the same will be considered as "fraudulent practice" and the tender submission of such tenderers will be rejected.
- j) Tenderer must not have suffered bankruptcy/ insolvency during the last 5 years. The tenderer should submit undertaking to this effect in the Appendix-3 of Form of Tender.

### 1.3 Minimum Eligibility Criteria

For the purpose of selection of contractor, the requirements for Bid are as under: -

- 1.3.1 The Tenderer shall upload a signed and stamped copy of the Tender Document and all other associated / required documents duly numbered, signed and stamped. This is in addition to the Tender Document Cost (if applicable) and Tender Security (EMD).

- 1.3.2 Power of Attorney in the name of Authorized Signatory duly notarised, in case the documents are signed by the authorized signatory of the Tenderer.
- 1.3.3 Registration certificate of the Bank/certificate of incorporation etc or undertaking by the bidder in this regard.
- 1.3.4 Copy of Banking Licence issued by RBI
- 1.3.5 Financial data for latest last five audited financial years has to be submitted by the tenderer in Appendix- 11 of FOT along with audited balance sheets. The financial data in the prescribed format shall be certified by Chartered Accountant with his stamp and signature in original with membership number, firm registration number (FRN) & UDIN

**1.4 Tender document consists of the following:**

- a. Notice Inviting Tender (NIT)
  - b. Instructions to Tenderers (ITT) (Including Annexures)
  - c. General Contract conditions (GCC)
  - d. Special conditions of Contract (SCC)
  - e. Form of Tender (Including Appendices) (FOT)
  - f. Bill of Quantity (BOQ)
  - g. Employer's Requirements (ER).
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- 1.4.1 The Tenderers may obtain further information/ clarification, if any, in respect of these tender documents from the office of Sr.GM/Contracts O&M Delhi Metro Rail Corporation, 5<sup>th</sup>Floor, A-Wing, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi –110001.
  - 1.4.2 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. 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.
  - 1.4.3 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 from e-tendering portal using class-II or class-III digital signature. However, the tenderer shall upload their tender on <https://eprocure.gov.in/eprocure/app> using class-II or class-III digital signature of the authorized signatory only.
  - 1.4.4 Tender submissions shall be done online on <https://eprocure.gov.in/eprocure/app> after uploading the mandatory **scanned copies of transaction of payment of tender document cost/tender fee and Tender Security (in the form of RTGS, NEFT and IMPS.)** and other documents as stated in the tender document. Instructions for on-line bid submission are furnished hereinafter.
  - 1.4.5 Submission of Tenders shall be closed on e-tendering website of DMRC at the date & time of submission prescribed in NIT after which no tender shall be accepted.
  - 1.4.6 It shall be the responsibility of the bidder / tenderer to ensure that his tender is uploaded online on e-tendering website <https://eprocure.gov.in/eprocure/app> before the deadline of submission. DMRC will not be responsible for non-receipt of tender documents due to any delay and/or loss etc.
  - 1.4.7 Tenders shall be valid for a period of **180 days** (both days inclusive i.e. the date of submission of tenders and the last date of period of validity of the tender) from the latest Date of Submission of Tender and shall be accompanied with a tender security of the requisite amount as per clause 7 of ITT.
  - 1.4.8 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.

- 1.4.9 Tenderers are advised to keep in touch with e-tendering portal <https://eprocure.gov.in/eprocure/app> for updates.
- 1.4.10 Letter of acceptance to the successful bidder shall be uploaded on procurement portal which can be downloaded by the successful bidder.
- 1.4.11 For any corruption related complaint, tenderer may contact CVO, DMRC (email-[cvodmrc@gmail.com](mailto:cvodmrc@gmail.com) Ph.011-23418406. However, no tender related queries shall be enquired from CVO, DMRC. For any queries/clarification related to tender, the bidder may attend pre-bid meeting and/or upload their queries online within the date and time specified at Clause 1.1.2 (f) and 1.1.2 (g) of NIT respectively.

**Sr.GM/Contract**

**Delhi Metro Rail Corporation Limited**

# Instructions for Online Bid Submission

## 1. GENERAL

- a) The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.
- b) This Tender Document does not purport to contain all the information that each Tenderer may require. Tenderers are requested to conduct their own investigation / analysis and to check the accuracy, reliability & completeness of the information in this Tender Document before participating in the tender process. DMRC Ltd. makes no representation or warranty and shall incur no liability under any law, statute, rules & regulations in this regard. Information provided in this Tender Document is only to the best of the knowledge of DMRC Ltd.
- c) Tenderers should read carefully the contents of this document and to provide the required information. Each page of the Tender Document (including scope of work and terms and Conditions of Contract), Addendum (if any), Reply to Query (if any) and other submissions, along with submission of the tender, should be Numbered, Signed & Stamped, as a token of acceptance of terms and conditions of the tender. Any unsigned and unstamped document will not be considered for evaluation. Signature is required to be done by the Tenderer himself / authorized signatory of the Tenderer for which a valid Power of Attorney shall be enclosed.
- d) Each Tenderer shall submit only one tender for himself only. If a Tenderer submits more than one tender then all such tenders in which the tenderer has participated will be considered invalid.
- e) For any query from the Tenderer, DMRC reserves the right not to offer clarifications on any issue raised in a query. No extension of any deadline will be granted if DMRC does not respond to any query or does not provide any clarification.
- f) Tenderers may clearly note the date and time of submission of Tender. Late or delayed Tenders will not be accepted. Tenderers are reminded that no supplementary material will be entertained by DMRC and Evaluation will be carried out only on the basis of submissions received by DMRC by the date / time of the tender submission. However, DMRC may ask for any supplementary information, if required.
- g) Tenderers are hereby cautioned that tenders containing any deviation from tender document shall be considered as non-responsive bid and is liable to be rejected.
- h) Tenderes should note that DMRC will not discuss any aspect of the evaluation process. Tenderers will deem to have understood and agreed that no explanation or justification of any aspect of the selection process will be given by DMRC & that DMRC's decisions are without any right of appeal/litigation whatsoever. The selection process will entirely be at the discretion of DMRC.
- i) Tenderers will not be considered if any false or misleading representations in statements/attachments are detected. If any submission is found false or misleading, even at later stage, i.e. after completion of the tender process, DMRC may annul the award and forfeit EMD (if any held with DMRC) and Performance Security (if any available). Further the Tenderer may be blacklisted for participation in any future tender(s) of DMRC.
- j) DMRC will display the name of the successful Tenderer on DMRC's website for information of all concerned. More information useful for submitting online bids on the CPP portal may be obtained

at <https://eprocure.gov.in/eprocure/app>.

## **2. REGISTRATION**

- a) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.
- b) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- e) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- f) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

## **3. SEARCHING FOR TENDER DOCUMENTS**

- a) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## **4. PREPARATION OF BIDS**

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- c) Bidder, in advance, should get ready the bid documents to be uploaded as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. Bidder has to ensure that size of each file should not exceed 40MB before uploading.
- d) To avoid the time and effort required in uploading the same set of standard documents which are required to be uploaded as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **5. SUBMISSION OF BIDS**

- a) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.



- c) **Tender fee / Tender document cost: Bidder has to select the instrument type & enter the details of transaction of payment of tender fee / tender document cost done by RTGS / NEFT / IMPS as applicable and upload scanned copy of transaction receipt as documentary proof for payment. For further details tenderer may refer clause.**
- d) **Tender Security / Earnest Money Deposit (EMD): Bidder should submit the Tender Security declaration as per the instructions specified in the tender document.**
- e) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- f) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- g) All the documents being uploaded by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- h) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- i) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- j) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

## **6. ASSISTANCE TO BIDDERS**

- a. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- b. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.
- c. **For any Technical queries related to Operation of the Central Public Procurement Portal Contact at: Tel: 0120-4001062, 0120-4001002, 0120-4001005, 0120-6277787.**

### **E-Mail Support:**

**Technical - support-eproc(at)nic(dot)in**

**Policy Related - cppp-doe(at)nic(dot)in.**