



DELHI METRO RAIL CORPORATION LIMITED

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

TENDER DOCUMENT

**“PROVIDING GRADUATE STENOGRAPHERS AT CORPORATE OFFICE, METRO BHAWAN
AND OTHER OFFICES OF DMRC IN DELHI & NCR REGION”**

Contract No:DMRC/STENO-01/2021

NOTICE INVITING TENDER (NIT)

**DELHI METRO RAIL CORPORATION LTD.
5th Floor, A-Wing, Metro Bhawan,
Fire Brigade Lane, Barakhamba Road,
New Delhi-110001**

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NOTICE INVITING TENDER (NIT)

(e-Tender)

1.1 GENERAL

Name of Work: Delhi Metro Rail Corporation (DMRC) Ltd. invites online open e-tenders from eligible applicants, who fulfill qualification criteria as stipulated in Clause 1.1.3 of NIT, for the work **Contract Package: DMRC/STENO-01/2021: "PROVIDING GRADUATE STENOGRAPHERS AT METRO BHAWAN AND OTHER OFFICES OF DMRC IN DELHI & NCR REGION"**.

The brief scope of the work is provided in Clause A1 of ITT and Employer's Requirement.

1.1.2 KEYDETAILS:

a.	Approximate Cost of work	INR 13.42 Crores for 03 years (Inclusive of 18% GST)
b.	Tender Security*(Earnest Money Deposit)	Bidders shall upload scanned copy of Undertaking for Tender Security Declaration as per Annexure-6 of ITT 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.
c.	Completion period of Work	03 (Three) years
d.	Tender Documents on sale	From 06.09.2021 to 05.10.2021 (up to 1500 hrs) on e-tendering website https://eprocure.gov.in/eprocure/app . Tender document 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 0120-4200462, 0120-4001002/5, 0120-6277787 or 011-23417910/12.
e.	Cost of Tender Documents*(Non-Refundable)	INR 23,600/- (inclusive of 18% GST) Non-Refundable (Payment of tender document cost/ tender fee 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 below. The bidders are required to upload scanned copies of transaction of payment of tender document cost/tender fee including e-receipt (clearly indicating UTR No. & tender reference i.e. XX 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)

f.	Last date of Seeking Clarification (Through Video Conferencing)	15.09.2021 (Upto1700Hrs) Bidders to note that seeking clarification on the tender shall be done by sending it either on registered official email id of DMRC i.e. gmcontracts@dmrc.org or on e-tendering portal only. Seeking clarification by fax or post will not be considered. Queries/clarifications from bidders after due date and time shall not be acknowledged.
g.	Pre-bid Meeting	16.09.2021 at 1100Hrs. The Pre-bid meeting shall be conducted through video conferencing by software apps such as Cisco Webex, Microsoft Team etc. All prospective bidders shall have to provide the details of the person(s) (maximum up to two) who will be participating in such virtual meeting at least one day before the meeting (latest by 1100 hrs on 15.09.2021) to the registered official email of DMRC i.e. gmcontracts@dmrc.org so that links having details such as software, meeting ID, password etc. can be mailed to these persons at least 12 hours before the scheduled virtual pre-bid meeting.
h.	Last date of issuing amendment, if any	27.09.2021
i.	Date and Time of submission of Tender online	Tender submission start date : 29.09.2021 (from 1100hrs) Tender submission end date:05.10.2021(upto1500hrs)
j.	Date & Time of opening of Tender online (Technical Bid)	06.10.2021 at 1500Hrs.
k.	Authority, place for submission of tender cost and seeking clarifications on tender documents	Sr. GM/Contract, Delhi Metro Rail Corporation Ltd., 5 th Floor, A-Wing, MetroBhawan, Fire Brigade Lane, Barakhamba Road, NewDelhi –110001. Email id:- gmcontracts@dmrc.org
l.	Date & time of opening of Price Bid	It will be informed later on after the evaluation of technical bid (Only to the bidders who will successfully qualify the technical bid) on https://eprocure.gov.in/eprocure/app .
m.	Stipulated date of commencement of work	Date given in Letter of Acceptance or Employer’s Notice to Proceed
n.	Type of Tender	Open Tender Two Bid System (Technical & Financial)
o.	Tender Validity	180 Days from the last date of submission of tender. (As per clause C17 of ITT)
p.	Security Deposit/Performance Security	3% of annual accepted value of work (LOA). (As per clause no. F5 of ITT)
q.	Validity of Performance Bank Guarantee/Security	6 (Six) months beyond the expiry of the Contract Period

To facilitate payment of Tender Fee through RTGS, NEFT & IMPS, the details of bank account of DMRC is mentioned below:				
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

* Tender Cost and Tender Security is exempted for bidders (Micro & Small Enterprises (MSEs) registered with District Industries Centre or Khadi & Village Industries Commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Dte. of Handicraft & Handloom or any other bodies specified by Ministry of Micro, Small & Medium Enterprises for appropriate category "**Administrative and support service activities**", and have valid registration certificate as on date of tender submission.

The MSEs would not be eligible for exemption of Tender Cost and Tender Security if;

- either they are not registered for "**Administrative and support service activities**" category.
- or they do not have valid registration as on the date of tender submission.

The tenderers seeking exemption from 'Tender Cost and Tender security', being MSEs, shall ensure their eligibility w.r.t above and submit registration certificate issued by the body under which they are registered which clearly mentions category of registration i.e. "**Administrative and support service activities**", and Terminal Validity of registration.

In absence of any of the above requirements no exemption for 'Tender Cost and Tender Security' will be allowed and tenderers eligibility shall be dealt as if they are not registered with MSEs.

No further clarification shall be sought on the above.

Notes:

1. In case bidder is a JV/Consortium, then registration of bidder with the bodies mentioned above must be in the name of JV/Consortium.
2. In case the bidder who has been exempted Tender Cost/Tender Security being Micro & Small Enterprise, and;
 - (i) withdraws his Tender during the period of Tender validity; or
 - (ii) becomes the successful bidder, but fails to commence the work (for whatsoever reasons) as per terms & conditions of Tender; or
 - (iii) refuses or neglects to execute the contract; or
 - (iv) fails to furnish the required Performance Security within the specified time,

The bidder shall be debarred from participating in future tenders for a period of 1 year from the date of discharge of tender/date of cancellation of LOA/annulment of award of contract as the case may be. Thereafter, on expiry of period of debarment, the bidder may be permitted to participate in the procurement process only on submission of required Tender Cost/ Tender Security.

Further the employer may advise the authority responsible for issuing the exemption certificate to take suitable actions against the bidder such as cancellation of enlistment certificate etc.

1.1.3 PRE-QUALIFICATION CRITERIA

1.1.3.1 Eligible Applicant

- i. The tenders for this contract will be considered only from those tenderers {proprietorship firms, partnership firms, companies, corporations, consortia or joint ventures (JV herein after)} who meet requisite eligibility criteria prescribed in the sub-clauses of Clause 1.1.3 of Pre-Qualification Criteria. In the case of a JV or Consortium, all members of the Group shall be jointly and severally liable for the performance of whole contract. Also, each member shall be individually responsible for its duties as specified in the MOU/JV agreement submitted by the bidder in terms of clause 1.1.3.1 vii d.

Performance of each JV/Consortium partner shall also be judged on quarterly basis. In case, the performance of the partner (s) is not found satisfactory, actions as deemed appropriate by the Employer may be taken including termination of contract or termination of any of JV/Consortium member(s) from the contract i.e. Part Termination of the contract. In case of part termination of contract, the performance Security (ies) submitted by the member(s) for their portion of work in contract as per their share in JV/Consortium shall be forfeited and the scope of work/duties assigned to the defaulting JV/Consortium member (s) as per the MOU/agreement submitted, may be terminated, however, same may be done by the Employer only if other member(s) of JV/Consortium are ready to complete the entire scope of work. In such a case, remaining works pertaining to the scope of defaulting member of JV, may be completed by other member(s) of JV in the following manner:

- (i) At their own, if they have adequate technical competence to the satisfaction of employer.
- (ii) By subcontracting such scope of work of defaulting member(s) to technically competent Agency with the consent of Employer & without any financial implication to the Employer. In such cases, the limit of subcontracting the works up to 50% of total scope of work shall not apply.
- (iii) By induction of new member having adequate technical competence and meeting the original tender eligibility conditions, acceptable to the Employer in JV/Consortium replacing the defaulting member(s) & without any financial implication to the Employer. The new member(s) shall be jointly & severally liable for the performance of the whole contract and also shall submit the performance security from their bank account for an amount equivalent to the amount of forfeited amount of performance security of defaulting member.

In case of (i) and (ii) above, forfeited amount of performance security (ies) of the defaulting member(s) shall be submitted by other member(s) of the JV/Consortium.

Further, the performance of each of JV/Consortium member may also be specifically stated in the work experience certificate/performance certificates which may be issued to the bidder during or after execution of work for their Business Development purposes.

In this regard, an undertaking by JV/Consortium members is required to be submitted as per the format Appendix-6A of Form of Tender.

- ii. (a) Deleted.
- (b) A tenderer shall submit only one bid in the same tendering process, either individually as a tenderer or as a partner of a JV. A tenderer who submits or participates in, more than one bid will cause all of the proposals in which the tenderer has participated to be disqualified. No

- tenderer can be a sub-contractor while submitting a bid individually or as a partner of a JV in the same bidding process. A tenderer, if acting in the capacity of subcontractor in any bid, may participate in more than one bid, but only in that capacity.
- iii Tenderers shall not have a conflict of interest. All Tenderers found to have a conflict of interest shall be disqualified. Tenderers shall be considered to have a conflict of interest with one or more parties in this bidding process, if:
- (a) A tenderer has been engaged by the Employer to provide consulting services for the preparation related to procurement or implementation of the project;
- (b) A tenderer is any associates/affiliates (inclusive of parent firms) mentioned in sub-paragraph(a) above; or
- (c) A tenderer lends, or temporarily seconds its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for an implementation of the project, if the personnel would be involved in any capacity on the same project.
- iv 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.
- v(a) Each tenderer will be required to confirm and declare by way of self undertaking in the Tender submittal that:-
- 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 Appendix-19 of Form of Tender.
- v(b). Also no contract of the tenderer of the value more than 10% of Pre Qualification Criteria 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 in Appendix-19 of Form of Tender.
- v(c). The overall performance of the tenderer (all members in case of JV/ Consortium separately) shall be examined for all the ongoing "**Similar Work**" as Defined in Clause No. 1.1.3.2" of value more than the value as specified in clause 1.1.3.2 A(iii) of Pre Qualification Criteria and also for all the completed "**Similar Work**" as Defined in Clause No. 1.1.3.2" of Pre Qualification Criteria awarded by DMRC/ any other Metro Organization (100% owned by Govt.) within last one year (from the last day of the previous month of tender submission), of value more than the values specified in clause 1.1.3.2 A(iii) of Pre Qualification Criteria executed either individually or in a JV/Consortium. The tenderer shall provide list of all such works in the prescribed Performa given in Appendix-19A of the Form of Tender. The tenderer (all members in case of JV/Consortium separately) may either submit satisfactory performance certificate issued by the Client / Employer for the works or give an undertaking regarding satisfactory performance of the work with respect to completion of work / execution of work (ongoing works) failing which their tender submission shall not be evaluated and the tenderer shall be considered non-responsive and non-compliant to the tender conditions. In case of non-submission of either satisfactory performance certificate from client / employer or

undertaking of satisfactory performance of any of the above work, the performance of such work shall be treated as unsatisfactory while evaluating the overall performance of tenderer in terms of Note (b) of Appendix-19A. In case of performance certificate issued by the client, same should not be older than three month (from the last day of the previous month of tender submission for the ongoing works.

- v(d). Tenderer (including any member in case of JV/consortium) for the works 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 work for providing "Graduate Stenographer" of value more than 10% of Pre Qualification Criteria cost of work, during last three years. The tenderer should submit undertaking to this effect in Appendix-20 of Form of Tender.
- v(e).If the tenderer or any of the constituent 'substantial member(s)' of JV/Consortium does not meet the criteria stated in the Appendix - 19 or Appendix – 19A or Appendix - 20, the tenderer including the constituent 'substantial member(s)' of JV/Consortium shall be considered ineligible for participation in tender process and they shall be considered ineligible applicants in terms Clause 1.1.3.1 of NIT.
- v(f). If there is any misrepresentation of facts with regards to undertaking submitted vide Appendix-19 or performance in any of the works reported in the Appendix – 19A or undertaking submitted vide Appendix-20, the same will be considered as "fraudulent practice" under Clause4.33.1a (ii) of GCC and the tender submission of such tenderers will be rejected besides taking further action as per Clause 4.33.1(b),(c) &13.2.1ofGCC
- vi. Tenderer (any member in case of JV/consortium) must not have suffered bankruptcy / insolvency during the last 5 years. The tenderer should submit undertaking to this effect in the Appendix-21 of Form of Tender.
- vii The tenderer should have minimum 5 years experience of providing graduate stenographer in any Central Government / State Government / PSU's / DMRC / Private Limited Companies /Limited Companies/ Educational Institutions. Tenderers should enclose relevant Experience / Work Completion Certificates of this tender document to establish the 5 years experience. In case of a Consortium the evaluation will be carried out on cumulative basis.
- vii. **LEAD PARTNER/ NON SUBSTANTIAL PARTNERS / CHANGE IN JV / CONSORTIUM**
 - a. Indian Contractor / Indian Subsidiary of JV/Consortium must be the lead partner. Also lead partner must be a substantial partner in the JV/Consortium i.e. it should have a minimum of 26% participation in the JV / Consortium.
 - b. Partners having less than 26% participation will be termed as non-substantial partner and will not be considered for evaluation which means that their financial soundness and work experience shall not be considered for evaluation of JV/Consortium.
 - c. In case of JV/Consortium, change in constitution or percentage participation shall not be permitted at any stage after their submission of application otherwise the applicant shall be treated as non-responsive.
 - d. The tenderer,in case ofJV/Consortium, shall clearly and unambiguously define the role and responsibilities for each substantial / non-substantial partner in the JV agreement / MOU submitted vide footnote (d) of Appendix-6 of Form of Tender, providing clearly that any abrogation/subsequent re-assignment of any responsibility by any substantive / non-substantive partner of JV / Consortium in favour of other JV/Consortium partner or any

change in constitution of partners of JV/Consortium (without written approval of Employer) from the one given in JV agreement / MOU attender stage, will be treated, as 'breach of contract condition' and/or 'concealment of facts'(as the case may be),vide GCC clause 4.33.1[a(ii) and (iii)] and acted accordingly.

Note:- The MOU may stipulate mandatory information to be provided. However, bidder can include additional details/arrangements finalized between the members in this MOU provided these additional details/arrangements should not be in contravention of Employer's interest as per terms and conditions of Contract. Bidder may further note that no separate MoU/JV agreement should be executed for the sake of working arrangement amongst the partners other than the MOU/JV agreement accepted by the Employer.

In case, it comes to notice of DMRC either during or even after completion of Work that JV/Consortium members have either altered/modified the MOU/JV agreement w.r.t. to the MOU submitted at tendering stage or entered a separate MOU/agreement or made any other arrangement akin to a contract without the specific approval of Employer in writing, it shall be treated as a fraudulent practice under GCC clause 4.33.1(a) (ii) of this tender for which every constituent of the JV/Consortia is liable to be debarred for a period up to three years along with such other legal actions as may be permissible under the law.

The JV/Consortium members shall submit undertaking to this effect in Appendix-6A of Form of Tender.

The Employer in such cases, may in its sole discretion take action under clause 4.33.1(b) and / or under clause 4.33.1(c) of GCC against any member(s) for failure in tenderer's obligation and declare that member(s) of JV/Consortium ineligible for award of any tender in DMRC or take action to terminate the contract in part or whole under clause 13 of GCC as the situation may demand and recover the cost/damages as provided in contract.

viii. (a) Tenderer (including any member in case of JV/consortium) has not been put on defaulter's list of EPF/ESI/GST/Labour Deptt. etc. during the last three years (from the last day of the previous month of tender submission). The tenderer should submit undertaking to this effect in the Appendix-27 of Form of Tender.

(b) Tenderer (including any member in case of JV/consortium) should not be involved in any illegal activity and/or has not been charge sheeted for any criminal act during last three years (from the last day of the previous month of tender submission). The tenderer should submit undertaking to this effect in the Appendix-27 of Form of Tender.

(c) Also no contract of the tenderer of the value more than 10% of Pre Qualification Criteria cost of work, executed either individually or in a JV/Consortium, should have been foreclosed or scope under that contract is reduced by DMRC after award during last three 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 in Appendix-27 of Form of Tender.

ix. **DELETED**

x. **DELETED**

1.1.3.2 Minimum Eligibility Criteria

A. Work Experience: (Based on average annual value of work)

The tenderers will be qualified only if they have successfully completed work(s), completion date (s) of which falling during last 7 years ending last day of the month previous to the month of tender submission as given below (tenderer shall upload Appendix-17 of FOT):

- (i) At least one work for "providing minimum 80 nos. Graduate Stenographers for a minimum period of one year with annual value of work \geq Rs. 3.58 crores (including GST) or more".

OR

- (ii) At least two works for "providing minimum 50 nos. Graduate Stenographers for a minimum period of one year with annual value of work \geq Rs. 2.24 crores (including GST) or more".

OR

- (iii) At least three work for "providing minimum 40 nos. Graduate Stenographers for a minimum period of one year with annual value of work \geq Rs. 1.79 crores (including GST) or more".

****"Similar works" for this contract shall be works of providing Graduate Stenographers only in any establishment".**

Notes:

- The tenderer shall submit details of work executed by them in the prescribed format as per Appendix-17 of FOT for the works to be considered for qualification of work experience criteria. Documentary proof such as completion certificates from the client clearly indicating the nature/scope of work, actual completion cost and actual date of completion for such work should be uploaded. In case work is executed for private client documentary proof such as copy of work order, Bill of quantities, Bill wise details of payment received certified by CA, TDS certificates for all the payments received, copy of final/ last bill paid by the client should be uploaded. Any certification or document required to be provided by CA, must contain UDIN thereon and the particulars of certifications must be same as mentioned on document/certification and submitted to ICAI on its website which can be verified online on <http://udin.icai.org/search-udin>. **The offers submitted without this documentary proof shall not be evaluated.**
- Value of successfully completed works which have been successfully performed/carried out in original completion period, but are in progress on account of extension of time, shall also be considered for qualification of work experience criteria.
- For completed works, value of work done shall be updated to the last day of the previous month of tender submission price level assuming 5% inflation for Indian Rupees every year and 2% for foreign currency portions per year. The exchange rate of foreign currency shall be applicable 28 days before the submission date of tender.
- If the above work(s) comprise(s) other works also, then client's certificate clearly indicating the amount of work done in respect of the "similar work (for providing Graduate Stenographer)" shall be furnished by the tenderer in support of work experience along-with their tender submissions.
- Only work experience certificate having stamp of name and designation of officer along with

the name of client shall be consideration for the evaluation. However, if any work experience certificate has been issued prior to 01.07.2021 same shall be considered for evaluation even if it is not stamped.

- After opening of financial bids, the work experience credentials (work experience certificate along with the other documents, if any) of L-1 bidder shall be sent for verification & certification to the concerned client (s). In case of any concealment or misrepresentation of facts, appropriate action(s) in accordance with Tender Condition and suspension. Banning Policy, August 2019 of DMRC shall be taken. The copy of "Suspension/Banning Policy, August 2019" of DMRC can be downloaded from tender section of DMRC website i.e. www.delhimetrorail.com.

B. Financial Standing: The tenderers will be qualified only if they have minimum financial capabilities as below:-

- (i) **T1-Liquidity:** It is necessary that the firm can withstand cash flow that the contract will require until payments received from the Employer. Liquidity therefore becomes an important consideration.

This shall be seen from the last audited balance sheets and/or from the banking reference. Net current assets and/or documents including banking reference (as per proforma given in Appendix-23 of Form of Tender), should show that the applicant has access to or has available liquid assets, lines of credit and other financial means to meet cash flow of **Rs. 0.64 Crore** for this contract, net of applicant's commitments for other contracts. Banking reference should contain in clear terms the amount that bank will be in a position to lend for this work to the applicant / member of the Joint Venture/Consortium. In case the Net Current Assets (as seen from the Balance Sheets) are negative, only the Banking references will be considered. Otherwise the aggregate of the Net Current Assets and submitted Banking references will be considered for working out the Liquidity.

The banking reference should be from a Scheduled Bank in India and it should not more than 3 months old as on date of submission of bids.

The Banking Reference should be on the letter head of the Bank with name & designation of official signing it.

In Case of JV- Requirement of liquidity is to be distributed between members as per their percentage participation and every member should satisfy the minimum requirement.

Example: Let member-1 has percentage participation = M and member-2 has percentage participation=N.

If minimum liquidity required is 'W' then liquidity of member-1 $\geq WM/100$ and liquidity of member-2 $\geq WN/100$

- (ii) **T2- Profitability: Deleted**

- (iii) **T3- Net Worth :** Net Worth of tenderer during last audited financial year should be \geq **Rs.0.89 Crore** In case of JV- Net worth will be based on the percentage participation of each Member.

Example: Let Member-1 has percentage participation=M and Member-2 has=N. Let the Net worth of Member-1 is 'A' and that of Member-2 is 'B', then the Net worth of JV will be $= (AM+BN)/100$.

- (iv) **T4- Annual Turnover:** The average annual turnover of the tenderer from Graduate Stenographer during last five financial years should be \geq **Rs.3.58 Crore**.

The averages 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 percentage = N, Let the averages annual turnover of member 1 is A and that of member 2 is B, then average annual turnover of JV will be = $\frac{AM+BN}{100}$

100

Notes:

- Financial data for last five audited financial years has to be uploaded by the tenderer in **Appendix-18** 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. In case audited balance sheet of the last financial year is not made available by the bidder, he has to submit an affidavit (As per format provided in Appendix-18A to Form of Tender {FOT}) certifying that 'the balance sheet has actually 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 year other than the last year is not uploaded, the tender may be considered as non-responsive.

However, the tenderer including all substantial members of JV/Consortium should have been incorporated more than three years earlier from the last day of the previous month of tender submission. In this case, for such tenderer, the average annual turnover shall be arrived considering 'nil' turnover for the financial year(s) for which tenderer was not able to submit audited balance sheet on account of non-incorporation of tenderer. Such data shall be divided by 5 to work out the average turnover. In case balance sheet of the last year has not been audited so far, then data shall be divided by 4 to work out the average annual turnover.

- Any certification or document required to be provided by CA, must contain UDIN thereon and the particulars of certifications must be same as mentioned on document/certification and submitted to ICAI on its website which can be verified online on <http://udin.icai.org/search-udin>.

1.1.3.3 Bid Capacity Criteria:

Bid Capacity: The tenderers will be qualified only if their available bid capacity is more than the approximate cost of work as per NIT. Available bid capacity will be calculated based on the following formula:

Bid capacity will be calculated based on the following formula:

Notes:

Available Bid Capacity = $2 \times A \times N - B$

Where,

A = Maximum of the value of works executed in any one year during the last five financial years (updated to the last day of the previous month of tender submission price level assuming 5% inflation for Indian Rupees every year and 2% for foreign currency portions per year).

N = No. of years prescribed for completion of this work.

B = Value of existing commitments (as on the last day of the previous month of tender

submission) for on-going works during period of **36 months** w.e.f. from the first day of the month of tender submission.

- Financial data for last five financial years has to be uploaded by the tenderer in **Appendix-15** of Form of Tender along with audited financial statements. The financial data in the prescribed format shall be certified by the Chartered Accountant with his stamp and signature in original with membership number along with UDIN.
- Value of existing commitments for on-going works during period of **36 months** w.e.f. from the first day of the month of tender submission has to be uploaded by the tenderer in **Appendix-16** of Form of Tender. These data shall be certified by the Chartered Accountant with his stamp and signature in original with membership number along with UDIN.
- In case of a group, the above formula will be applied to each member to the extent of his proposed participation in the execution of the work. If the proposed % is not provided, equal participation will be assumed.

Example for calculation of bid capacity in case of JV/Group:

Suppose there are 'P' and 'Q' members of the JV/group with their participation in the JV/group as 70% and 30% respectively and available bid capacity of these members as per above formula individually works out 'X' and 'Y' respectively, then Bid Capacity of JV/group shall be as under:

Bid Capacity of the JV/group=0.7X+0.3Y

1.1.3.4 PF & ESI Registration: The tenderers will be qualified only if they are registered with PF and ESI authorities. They have to submit at tested copy of the certificate of registration with PF and ESI authorities.

1.1.3.5 The tenderer will be qualified if they have a valid labour license from the Regional Labour Commissioner or any other statutory authority for specific number required for contract under Contract labour (Regulation & Abolition) Act 1970.

1.1.3.6 DELETED

1.1.3.7 The tender submission of tenderers, who do not qualify the minimum eligibility criteria & bid capacity criteria stipulated in the clauses 1.1.3.2 to 1.1.3.3 above, shall not be considered for further evaluation and therefore rejected. The mere fact that the tenderer is qualified as mentioned in sub clause 1.1.3.2 to 1.1.3.3 shall not imply that his bid shall automatically be accepted. The same should contain all technical data as required for consideration of tender prescribed in the ITT.

1.1.4 Tender documents consist of the following:

- a. Notice Inviting Tender
- b. Instructions to Tenderers (Including Annexures)
- c. Form of Tender (Including Appendices)
- d. General Conditions of Contract
- e. Special Conditions of Contract
- f. Employer's Requirement (Including Appendices)
- g. Bill of Quantities

- 1.1.5 Deleted
- 1.1.6 The Tenderers may obtain further information/ clarification, if any, in respect of these tender documents from the office of Sr.GM/Contracts, Delhi Metro Rail Corporation, 5thFloor, A-Wing, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi -110001.
- 1.1.7 All Tenderers are hereby cautioned that tenders containing any material deviation or reservations as described in Clause E 4.4 of "Instructions to Tenderers" and/or minor deviation without quoting the cost of withdrawal shall be considered as non-responsive and is liable to be rejected.
- 1.1.8 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.
- 1.1.9 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.
- 1.1.10 Tender submission shall be done online on <https://eprocure.gov.in/eprocure/app> after uploading the mandatory scanned documents towards cost of tender documents such as scanned copies of transaction of payment i.e. RTGS, NEFT and IMPS and **scanned copy of Undertaking for Tender Security Declaration** towards tender security (and other documents) as stated in the tender document. Instructions for on-line bid submission are furnished herein after.
- 1.1.11 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 can be uploaded.
- 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.
- 1.1.12 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.
- 1.1.13 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.
- 1.1.14 Tenderers are advised to keep in touch with e-tendering portal <https://eprocure.gov.in/eprocure/app> for updates.
- 1.1.15 The Letter of Acceptance to the successful bidder shall be uploaded on procurement portal which can be downloaded by the successful bidder.
- 1.1.16 For any complaint tenderer may contact CVO, DMRC at 1st floor A-wing, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi-110001, Tel:011-23418406, Email:cvodmrc@gmail.com.

- 1.1.17 Tenderers are to carry out their self-assessment in respect of their capacity in terms of manpower and finance. He may indicate separate set of manpower in different tenders. Once a tender is accepted, resources required for its execution shall not be accepted for assessment of other tender. The tenderer is to consider positive variation in annual value to the extent of 50% (rounded to nearest higher Whole number) and should be able to take up additional similar services at short notice at the accepted rate. Similarly the scope of work may also be reduced on account of poor performance and contractor shall have no right for any claims due to reduction in scope of work. Also, the deployment of manpower may be reduced or redeployed to other locations as per requirements of DMRC.

Sr. GM/Contract,
Delhi Metro Rail **Corporation** Ltd.,
5thFloor, A-Wing, Metro Bhawan,
Fire Brigade Lane, Barakhamba Road,
New Delhi –110001.

Instructions for Online Bid Submission

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.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) 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.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) 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.
- 4) 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.
- 5) 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.
- 6) 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.

SEARCHING FOR TENDER DOCUMENTS

- 1) 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.
- 2) 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.
- 3) 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.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) 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.

- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats.
- 4) 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 40 MB before uploading.**
- 5) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted 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.

SUBMISSION OF BIDS

- 1) 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.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should upload the scanned copy of Undertaking for Tender Security Declaration as per the instructions specified in the tender document. Otherwise the uploaded bid will be rejected.
- 5) 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 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.
- 6) 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.
- 7) All the documents being submitted 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.

- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) 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.
- 10) 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.

ASSISTANCE TO BIDDERS

- 1) 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.
- 2) 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.
- 3) For any Technical queries related to Operation of the Central Public Procurement Portal
Contact at : Tel: The 24 x 7 Help Desk Number 0120-4200 462, 0120-4001 002/5, 0120-6277787.

E-Mail: support-eproc[at]nic[dot]in

International bidders are requested to prefix +91 as country code.