



DELHI METRO RAIL CORPORATION LIMITED

**COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT OF EPABX SYSTEM INSTALLED
AT DMRC OFFICE AT NBCC PLACE**

CONTRACT NO: DS37

TENDER DOCUMENTS

**NOTICE INVITING TENDER (NIT)
INSTRUCTIONS TO TENDERER (ITT)
FORM OF TENDER (FOT)**

**DELHI METRO RAIL CORPORATION LTD.
5TH FLOOR, NBCC PLACE, SOUTH TOWER,
BHISHMA PITAMAH MARG, PRAGATI VIHAR,
NEW DELHI – 110 003**

**NOTICE INVITING TENDER (NIT)
(e-Tender)**

1.1 GENERAL

1.1.1 Name of Work:

Delhi Metro Rail Corporation (DMRC) Ltd. invites open e-tender from eligible applicants, who fulfil qualification criteria stipulated under Clause 1.1.3 of NIT, for the work “ **Contract DS37: Comprehensive Annual Maintenance Contract of EPABX System installed at DMRC Office at NBCC Place**”.

The brief scope of the work is provided in the Employer’s Requirements.

1.1.2 Key details :

Approximate cost of work	INR 6.19 lakhs (Inclusive of all taxes)
Tender Security/EMD	<p>Amount of Tender Security/EMD:- INR 12,388/-</p> <p>In case of RTGS/NEFT/IMPS transactions, bidders shall upload the scanned copies of transaction of payment of tender security / EMD including e-receipt (clearly indicating UTR No. and Tender Reference i.e. DS37 must be entered in remarks at the time of online transaction of payment, failing which payment may not be considered) to be uploaded in online bid submission. The detail of bank account of DMRC is mentioned below this table.</p> <p><u>Note: Bidders to note that the payment of tender security/EMD shall be made from the account of bidder only. However, in case of JV/ Consortium, the tender security/EMD can either be paid from JV/Consortium account or one of the constituents substantial member of JV/Consortium.</u></p> <p><u>If tender security/EMD has been made from other than the account mentioned above, same shall not be accepted and all such bids shall be considered ineligible and summarily rejected.</u></p> <p>For further details, clause C17 of ITT may be referred.</p>
Validity of Tender Security/ EMD	Not Applicable
Completion period of the Work	24 months
Tender documents on sale	<p>From 12.03.2020 to 01.04.2020 (up to 1500 hrs.) on e-tendering website https://eprocure.gov.in/eprocure/app.</p> <p>Tender document can only be obtained online after registration of tenderer on the website https://eprocure.gov.in/eprocure/app.</p> <p>For further information in this regard bidders are advised to contact on 0120-4200 462, 0120-4001 002/5,0120-6277 787 or 011-24367414</p>

Cost of Tender documents	<p>INR 1,180/- (inclusive of 18% GST) Non-Refundable</p> <p>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. DS37 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.</p> <p>Copy of GST registration no. to be provided along with Tender document cost/tender fee.</p> <p>For further details, clause C17 of ITT may be referred.</p>
Last date of Seeking Clarifications	<p>18.03.2020 upto 1700 hrs.</p> <p>Queries/clarifications from bidders after due date and time shall not be acknowledged.</p>
Pre-bid Meeting	19.03.2020 at 1400 hrs.
Last date of issuing addendum	23.03.2020
Date & time of Submission of Tender online	<p>Tender submission start date: 24.03.2020 (0900 hrs)</p> <p>Tender submission end date: 01.04.2020 (1500 hrs)</p>
Date & time of opening of Tender online Address of Tender Opening	<p>03.04.2020 at 1500 hrs.</p> <p>Delhi Metro Rail Corporation Ltd., Metro Bhawan, 5th floor, Fire Brigade lane, Barakhamba Road, New Delhi 110 001</p>
<ul style="list-style-type: none"> • Authority for seeking clarifications • Place of pre-bid meeting 	<p>JGM/S&T/Tender</p> <p>Delhi Metro Rail Corporation Ltd., NBCC Place, 5th Floor, South Tower, Bhishma Pitamah Marg, Pragati Vihar, New Delhi 110 003</p> <p>E-mail ID – aksingh1973in@gmail.com</p>

To facilitate payment of Tender Fee and Tender Security/EMD 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/EMD is exempted for bidders (Micro & Small Enterprises) 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 “Annual Maintenance Contract of EPABX System” , 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/EMD if;

- either they are not registered for “Annual Maintenance Contract of EPABX System” , 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/EMD’, 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. “Annual Maintenance Contract of EPABX System” and Terminal Validity of registration.

In absence of any of the above requirements no exemption for ‘Tender Cost and Tender Security/EMD’ 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/EMD being Micro & Small Enterprises, 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 years 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 / EMD.

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 QUALIFICATION CRITERIA:

1.1.3.1 Eligible Applicants:

- i. (a) The tenders for this contract will be considered only from those tenderers (proprietorship firms, partnerships firms, companies, corporations, consortia or joint ventures) who meet requisite eligibility criteria prescribed in the sub-clauses of Clause 1.1.3 of NIT. 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.
- (b) The JVA or consortium shall nominate a Representative (among the substantial

members) who shall have the authority to conduct all business for and on behalf of any and all the partners of the JVA during the tendering process and, in the event the JVA or consortium is awarded the Contract, during contract execution. In such case, the authorisation shall be signed by legally authorised signatories of all the partners. Such necessary authorizations duly notarized shall be attached to the application.

- ii. (a) A non-Indian firm is permitted to tender only in a joint venture or consortium arrangement with any other Indian firm having minimum participation interest of 26% or their wholly owned Indian subsidiary registered in India under Companies Act-1956 with minimum 26% participation.

(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/Consortium. 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 subcontractor 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. The tenderer shall provide consent letter from the proposed subcontractors as stated in Appendix-27 of FOT along with complete supporting details to ascertain the eligibility as sub-contractor/vendor as per Terms and Conditions of Contract clause 36.

- iii. Tenderers and all partners constituting the tenderer 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 and any partner(s) constituting the Tenderer has been engaged by the Employer to provide consulting services for the preparation related to procurement for / on implementation of the project;

(b) a tenderer and any partner(s) constituting the Tenderer is any associates/affiliates (inclusive of parent firms) mentioned in sub-paragraph (a) above; or

(c) a tenderer and any partner constituting the Tenderer lends, or temporarily seconds its personnel to firms or organisations which are engaged in consulting services for the preparation related to the project, if the personnel would be involved in any capacity on the same project.

- iv. The payment of 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) 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 in **Appendix-19** of Form of Tender.

v(b) 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 in **Appendix-19** of Form of Tender.

- v(c) Tenderer (including any member in case of JV/consortium) for the works awarded by DMRC/ any other Metro Organisation (100% owned by Govt.) must have been neither penalised 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 Telecommunications System related works of value more than 10% of NIT cost of work, during last three years. The tenderer should submit undertaking to this effect in **Appendix-20** of Form of Tender.
- v(d) 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-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 of Clause 1.1.3.1 of NIT.
- v(e) If there is any misrepresentation of facts with regards to undertaking submitted vide Appendix-19, or undertaking submitted vide Appendix-20, the same will be considered as "fraudulent practice" and the tenderers will be rejected besides taking further action.
- v(f) A Tenderer and all partners constituting the Tenderer shall confirm Non-performance of a contract did not occur during the last three years (from the last day of the previous month of tender submission) based on all information on fully settled disputes or litigation in **Appendix-10 of FOT**. A fully settled dispute or litigation is one that has been resolved in accordance with the Dispute Resolution Mechanism under the respective contract and where all appeal instances available to the Applicant have been exhausted.
- 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 **Appendix-21** of Form of Tender.
- vii. **LEAD PARTNER/ NON-SUBSTANTIAL PARTNERS/ CHANGE IN JV/ CONSORTIUM**
- a. 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. The lead partner in case of JV/Consortium shall be one who has experience of work as defined in clause 1.1.3.2A of NIT.
- b. Each non-substantial partner should have a minimum of 20% participation in the JV/Consortium. 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. Thus, all the requirements of clause 1.1.3.2 to 1.1.3.4 shall be met by Lead partner only.
- c. In case of JV/Consortium, change in constitution or percentage participation shall not be permitted at any stage after their submission of bids. In case of changes during tendering stage, the bid shall be treated as non-responsive.
- d. The tenderer, in case of JV/Consortium, shall clearly and unambiguously define the role and responsibilities for each substantial/non-substantial partner in the JV agreement / MOU submitted vide foot note (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 at tender stage, will be treated, as 'breach of contract condition' and/or 'concealment of facts' (as the case may be), and acted accordingly.
- e. The Employer in such cases, may in its sole discretion take action 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 as the situation may demand and recover the cost/damages as provided in contract.
- viii **Participation by Subsidiary Company / Parent Company with credential of other Company**
- a) Applicant in the capacity of a Subsidiary Company as a single entity is not permitted to use the credential of its Parent Company and/or its Sister Subsidiary Company/ Companies unless the Applicant participates in tender as JV/Consortium with its Parent Company and/or its Sister Subsidiary Company/ Companies as a member(s) in JV with minimum 26% participation each (as substantial member) for such member(s).
- b) Applicant in the capacity of a Parent Company as a single entity is not permitted to use the credential of its Subsidiary Company/ Companies unless the Applicant participates in tender as JV/Consortium with its Subsidiary Company/ Companies as a member(s) in JV with minimum 26% participation each (as substantial member) for such member(s).
- ix **Purchase Preference to Local Suppliers/Preference to Make in India:**
- a) Definitions:**
- i. 'Local content' means the amount of value added in India which shall be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all custom duties) as a proportion of the total value, in percent. **Minimum local content shall be 50% for the subject tender.**
- ii. 'Local Supplier' means a supplier or service provider whose product or service offered for procurement meets the minimum local content as prescribed at sr. no. i. above.
- iii. 'L1' means the lowest tender or lowest bid received in a tender, bidding process or other procurement solicitation as adjudged in the evaluation process as per the tender or other procurement solicitation.
- iv. 'Margin of purchase preference' means the maximum extent to which the price quoted by a local supplier may be above the L1 for the purpose of purchase preference. **Margin of purchase preference shall be 10% for the subject tender.**
- b) Procedure for Purchase Preference in procurement of goods or works which are divisible in nature: NOT APPLICABLE FOR THE SUBJECT TENDER**
- i. Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a local supplier, the contract for full quantity will be awarded to L1.
- ii. If L1 bid is not from a local supplier, 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the local suppliers, will be invited to match the L1 price for the remaining 50% quantity subject to the local supplier's quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such local supplier subject to matching the L1 price.
- iii. In case such lowest eligible local supplier fails to match the L1 price or accepts less than the offered quantity, the next higher local supplier within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and

contract shall be awarded accordingly.

- iv. In case some quantity is still left uncovered on local suppliers, then such balance quantity may also be ordered on the L1 bidder.

c) Procedure for Purchase Preference in procurement of goods or works which are not divisible in nature and in procurement of services where the bid is evaluated on price alone: APPLICABLE FOR THE SUBJECT TENDER

- i. Among all qualified bids, the lowest bid will be termed as L1. If L1 is from a local supplier, the contract will be awarded to L1.
- ii. If L1 is not from a local supplier, the lowest bidder among the local suppliers, will be invited to match the L1 price subject to local supplier's quoted price falling within the margin of purchase preference, and the contract shall be awarded to such local supplier subject to matching the L1 price.
- iii. In case such lowest eligible local supplier fails to match the L1 price, the local supplier with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly.
- iv. In case none of the local suppliers within the margin of purchase preference matches the L1 price, then the contract may be awarded to the L1 bidder.

d) Minimum local content and verification of local content:

- i. The local supplier at the time of tender shall be required to provide self-certification that the item offered meets the minimum local content and shall give details of the location(s) at which the local value addition is made.
- ii. In case of procurement for a value in excess of Rs. 10 crores, the local supplier shall be required to provide a certificate from the statutory auditor or cost auditor of the company or from a practising cost accountant or practising chartered accountant giving the percentage of local content.
- iii. If any false declaration regarding local content is found, the company shall be debarred for a period of three years from participating in tenders of all metro rail companies.
- iv. Supplier/bidder shall give the details of the local content in a format attached as **Appendix-23** and **Appendix-24** of FOT duly filled to be uploaded along with the technical bid. In case, bidder do not upload **Appendix-23** and **Appendix-24** of FOT duly filled along with their technical bid, local content shall be considered as 'Nil' in tender evaluation.

e) Complaints relating to implementation of Purchase Preference:

Fees for such complaints shall be Rs. 2 lakh or 1% of the value of the local item being procured (subject to maximum of Rs. 5 Lakh), whichever is higher. In case the complaint is found to be incorrect, the complaint fee shall be forfeited. In case, the complaint is upheld and found to be substantially correct, deposited fee of the complainant would be refunded without any interest.

1.1.3.2 Minimum Eligibility Criteria:

- A. **Work Experience:** The tenderers will be qualified only if they have successfully completed work(s), completion date(s) of which falling during last seven (07) years ending last day of the month previous to the month of tender submission as given below:

Experience of successfully completing the work as detailed below:

a) One similar work* costing not less than INR 4.96 Lakhs

OR

b) Two similar works*costing not less than INR 3.10 Lakhs

OR

c) Three similar works* costing not less than INR 2.48 Lakhs

Description:

***The “Similar works” for this contract shall be “Comprehensive Annual Maintenance Contract of EPABX System”**

- 1. Length of Time in business:** The minimum length of time in business shall be **07 years**. In case of JV/ consortium, at least one of the substantial members should be in business for minimum 07 years.
- 2.** If the tenderer is a JV/Consortium having foreign partner(s) and above work(s) have been executed by the foreign partner of JV and the work(s) were done in the country of the foreign partner, then in addition to this the foreign partner must have executed works (which need not be similar in nature) of total put together of value **INR 2.48 Lakhs or more** outside the country of the foreign partner.

Notes:

- a) Work experience of only substantial partner (partner with share of 26% or more in the JV / Consortium) shall be considered for evaluating of JV/Consortium.
- b) The tenderer shall submit details of works executed by them in the Performa of Appendix-17& 17A of FOT for the works to be considered for qualification of work experience criteria stipulated in Clause 1.1.3.2(A) of NIT. Documentary proof of completion certificates from client clearly indicating the nature/scope of work, actual completion cost and actual date of completion for such work should be submitted. The offers submitted without this documentary proof shall not be evaluated. In case, the work is executed for private client, copy of work order, bill of quantities, bill wise details of payment received certified by C.A., T.D.S certificates for all payments received and copy of final/last bill paid by client shall also be submitted.
- c) **Value of successfully completed works only will be considered for qualification of work experience criteria, completion date(s) of which falling during last seven (07) years ending last day of the month previous to the month of tender submission.**
- d) For completed works, value of work done shall be updated to last day of the month previous to the 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 at the Selling Rate at the close of business of State Bank of India/ Reserve Bank of India/ www.XE.com on the 28 days before the latest submission date of tender shall be applicable.
- e) In case of Joint venture / Consortium, full value of the work, if done by the same joint venture shall be considered. If the qualifying work(s) were done by them in JV/Consortium having different constituents, then the value of work as per their percentage participation in such JV/Consortium shall be considered.
- f) If the above work(s) (i.e. Comprehensive Annual Maintenance Contract of EPABX System) comprise other works, then client’s certificate clearly indicating the amount of work done in respect of the “similar work” shall be furnished by the tenderer in support of work experience along-with their tender submissions.

- g) Only work experience certificate having stamp of Name and Designation of officer along with the Name of client shall be considered for evaluation. However, if any work experience certificate has been issued prior to 01.07.19, same shall be considered for evaluation even if it is not stamped.
- h) After opening of financial bids, the work experience credentials (work experience certificate along with 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 Conditions 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](http://www.delhimetrorail.com)".

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

(i) **T1 –Liquidity:**

- a) 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.
- b) This shall be seen from the balance sheets and/or from the banking reference. Net current assets and/or documents including banking reference (as per proforma given in **Annexure-6 of ITT**), 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 **INR 44,242** 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.
- c) The banking reference should be from a Scheduled Bank in India or (in case of foreign parties) from an international bank of repute acceptable to DMRC and it should not be more than 3 months old as on date of submission of bids.
- d) In Case of JV/Consortium - 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 $\geq \frac{(W M)}{100}$ and liquidity of member- 2 $\geq \frac{(W N)}{100}$

(ii) **T2 - Net Worth:**

- a) Net worth shall be based on Audited balance sheets of latest financial year and shall be taken as per Appendix 18 to FOT.
- b) In case of joint venture /Consortium, 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

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

Minimum Requirement: INR 61,939

(iii) T3 - Profitability:

- a) Profit before Tax should be Positive in at least 02 (two) years, out of the last five audited financial years.
- b) This criteria to be used will be annual profit before tax.
- c) The profitability for last five financial years will be arrived at from the audited annual accounts/Balance sheets.
- d) In case the balance sheets of financial year 2018-19 is not audited, data from the previous years will only be considered for evaluation.

In Case of JV/Consortium: The profitability of only lead member shall be evaluated. The profitability will be calculated as per Appendix-18 of FOT.

Minimum Requirement: Positive in 2 out of 5 years.

(iv) T4 - Annual Turnover:

- a) The average annual turnover of last five financial years should be > **INR 2.48 Lacs.**
- b) The average annual turnover of JV/ Consortium will be based on percentage participation of each member.

Example: Let Member-1 has percentage participation = M and Member-2 has =N. Let the average annual turnover of Member-1 is 'A' and that of Member-2 is 'B', then the average annual turnover of JV will be= $\frac{AM+BN}{100}$

Notes:

- a) Financial data for latest last five audited financial years has to be submitted 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, firm registration number and Unique Document Identification Number (UDIN). In case audited balance sheet of the last financial year is not made available by the bidder, he has to submit an affidavit 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 submitted, the tender may be considered as non-responsive.
- b) Where a work is undertaken by a group, only that portion of the contract which is undertaken by the concerned applicant/member should be indicated and the remaining done by the other members of the group be excluded. This is to be substantiated with documentary evidence.

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:

$$\text{Available Bid Capacity} = 2 * A * N - B$$

Where,

A = Maximum of the value of works executed in any one year during the last five financial years (updated to last day of the month previous to the month of tender submission price level assuming 5% inflation for Indian Rupees every year) as per Appendix-15 of FOT.

N = No. of years prescribed for completion of the work (i.e. 02 year)

B = Value of existing commitments (as on last day of the month previous to the month of tender submission) for on-going works of similar nature during period of **24 months** w.e.f. from the first day of the month of tender submission.

Notes:

- a) Financial data for latest last five financial years has to be submitted by the tenderer in **Appendix-15 of FOT** 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, firm registration number and UDIN.
- b) Value of existing commitments for on-going works of similar nature during period of **24 months** w.e.f. from the first day of the month of tender submission has to be submitted by the tenderer in **Appendix-16 of FOT**. These data shall be certified by the Chartered Accountant with his stamp and signature in original with membership number, firm registration number and UDIN.
- c) In the 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 % participation is not mentioned then equal participation will be assumed.

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

Suppose there are 'P' and 'Q' members of the JV / Consortium / Group with their participation in the JV / Consortium / 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 / Consortium / Group shall be as under:

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

1.1.3.4 The tender submission of tenderers, who do not qualify the minimum eligibility criteria stipulated in the clause 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 The Tender documents consist of:

- a) Notice Inviting Tender
- b) Instructions to Tenderer (including Annexures)
- c) Form of Tender (including Appendices)
- d) Employer's Requirement
- e) Terms & Conditions of Contract
- f) Pricing Document

1.1.5 Language of Application

The application as well as all correspondence and documents relating to the tender submission exchanged by the applicant and the DMRC shall be in English. Supporting documents and printed literature including the certificate submitted as stipulated in clause 1.1.3.2 of NIT, that are part of the application may be in other language, provided they are accompanied by an accurate translation in English duly signed by the authorized representative, in which case, for purposes of interpretation of the application, the translation shall govern.

1.1.6 The Tenderers may obtain further information / clarification, if any, in respect of these tender documents from the office of JGM/S&T/Tender, DMRC, NBCC Place, 5th Floor South

Tower, Bishma Pitamah Marg, Pragati Vihar, New Delhi –110003.

- 1.1.7 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.
- 1.1.8 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.
- 1.1.9 Tender submissions shall be done online on <https://eprocure.gov.in/eprocure/app> after uploading the mandatory scanned documents towards cost of tender documents and towards Tender Security such as scanned copies of transaction of payment i.e. RTGS, NEFT & IMPS (and other documents as stated in the tender document. Instructions for on-line bid submission are furnished hereinafter.
- 1.1.10 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.
It shall be the responsibility of the bidder / tenderer to ensure that his tender is submitted 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.
- 1.1.11 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 date of submission of Tenders and shall be accompanied with a tender security/EMD of the requisite amount as per clause C17 of ITT.
- 1.1.12 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.
- 1.1.13 Tenderers are advised to keep in touch with e-tendering portal <https://eprocure.gov.in/eprocure/app> for updates.
- 1.1.14 For any complaints, tenderers 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

**Joint General Manager/S&T/Tender
Delhi Metro Rail Corporation Ltd.**

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. 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.**
- 4) 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 prepare the Tender Security/EMD as per the instructions specified in the in Clause C17 of ITT. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. 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.

- 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, 0120-6277 787.

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

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