DELHI METRO RAIL CORPORATION LTD.
(A Joint Venture of Govt. of India & Govt. of NCT, Delhi)

"ARC for Refilling & Hydrostatic Testing of Fire Extinguishers Installed in Airport Line for three years"

TENDER DOCUMENT

VOLUME-I

* NOTICE INVITING TENDER
* SCOPE OF WORK
* TENDER PRICES AND SCHEDULE OF PAYMENT
* INFORMATION AND INSTRUCTIONS FOR "ON LINE BID SUBMISSION"
SECTION 1

NOTICE INVITING TENDER (e-TENDER)

1.1 GENERAL

Delhi Metro Rail Corporation (DMRC) Ltd invites open e-Tenders from eligible applicants, who fulfill the qualification criteria as stipulated in clause no. 1.2 of NIT, for the work, as per following details

<table>
<thead>
<tr>
<th>Approximate cost of work</th>
<th>Rs. 524157.00/- (inclusive of all taxes). (Rupees Five Lacs Twenty four thousands one hundred Fifty Seven Rupees only).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of tender</td>
<td>Single stage two bid (Technical &amp; financial bids to be uploaded at the same time)</td>
</tr>
<tr>
<td>Tender Security amount</td>
<td>Rs. 10483.00</td>
</tr>
<tr>
<td>Cost of Tender (Non-Refundable)</td>
<td>Rs. 1050.00 (Rs.1000/- plus 5% VAT) Non-Refundable</td>
</tr>
<tr>
<td>Completion period of the Work</td>
<td>03 months from the day of issue LOA.</td>
</tr>
<tr>
<td>Tender documents on sale</td>
<td>From 16.06.2017 to 06.07.2017 (up to 12:00 hrs) on e-tendering website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a></td>
</tr>
<tr>
<td>Pre-bid Meeting</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Last date of Seeking Clarification</td>
<td>27.06.2017 up to 17:00 hrs. (Queries from bidders after due date shall not be acknowledged)</td>
</tr>
<tr>
<td>Last date of Issuing Addendum / Corrigendum</td>
<td>05.07.2017 up to 17:00 hrs.</td>
</tr>
<tr>
<td>Last Date &amp; time of Submission of Tender Online</td>
<td>06.07.2017 up to 12:00 hrs.</td>
</tr>
<tr>
<td>Date &amp; time of submission of tender cost &amp; tender Security</td>
<td>06.07.2017 at 14:00 hrs.</td>
</tr>
<tr>
<td>Date &amp; time of opening of Technical Bid Online</td>
<td>07.07.2017 at 15:00 hrs.</td>
</tr>
<tr>
<td>Date &amp; time of opening of Financial Bid Online</td>
<td>Shall be informed after evaluation of technical bid through website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a></td>
</tr>
<tr>
<td>Authority and place for submission of tender cost, tender security, required documents (if any), seeking clarifications etc.</td>
<td>AGM/AEL Delhi Metro Rail corporation Ltd. 6th Floor, C-Wing, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi -110001.</td>
</tr>
</tbody>
</table>

1.2 MINIMUM ELIGIBILITY CRITERIA.

1.2.1 Work Experiences

1.2.2 Work Experiences -

a) The applicant should have completed one single work of similar nature of at least 80% of estimated value of contract or two similar works, each of at least 50% of estimated value of contract or three similar works, each of at least 40% of estimated value of contract in Govt./Semi Govt./Autonomous bodies/PSU/Metro Railways/Airport in last 7 years ending March-2017.
a) **Similar Nature of Work:** Refilling and hydrostatic testing/maintenance/servicing of fire extinguishers.

**NOTE:**
1. Following documents shall be considered for evaluating the criteria of work experience:
   a. Self attested copies of work order, BOQ along with completion certificate (indicating the name of work, final amount, quantity of work, completion date etc.) issued by the client preferably on their letter head for completed work.
   b. Self attested copies of work order, BOQ and Certificate for successful Execution of ongoing work up to 31.03.2017 issued by the client preferably on their letter head for quantum of work executed for work under progress.

1.2.3 **Financial Standings**

a) Contractor's average Annual Turnover of last three audited financial years should be equal to or more than 80% of estimated cost of work.

b) Applicant must have Self-attested copies of VAT / Service Tax registration certificate & valid PAN No.

c) Applicant must not have been blacklisted or deregistered by any Govt. or public sector undertaking during last five years. Undertaking of the same should be given on non-judicial stamp paper of Rs. 10/- duly attested by Notary, in the format enclosed in Annexure –D (Page No.-35 of ITT).

1.2.4 The mere fact that the tenderer is Pre-qualified shall not imply that his bid shall automatically be accepted. The same should contain all Financial & other details as required for the consideration of tender.

1.2.5 Tender document consists of the following documents:

**VOLUME-I**

a. Notice Inviting Tender.

b. Scope of Work.

c. Tender Prices and Schedule of Payment.

d. Information and Instruction for “Online Bid Submission”.

**VOLUME-II**

a. Instructions to Tenderer.

b. Format of forms.

c. General Condition of Contract (GCC).

d. Special Conditions of Contract (SCC).

e. Other Terms and Conditions of Contract (OTC).

f. Contents of BOQ.

1.2.6 The contract shall be governed by the documents listed in Para 1.2.5 above.

The bidder may obtain further information / clarification, if any, in respect of these tender documents from the office of AGM/AEL, Delhi Metro Rail corporation Ltd. 6th Floor, C-Wing, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi - 110001. The bidder must be registered on e-tendering portal https://eprocure.gov.in/eprocure/app. Those who are not registered on the e-tendering portal shall be required to get registered beforehand. If needed they can be imparted training on 'online tendering process'. After registration the tenderer will get
user id and password. On login tenderer can participate in tendering process and can witness various activities of the process.

1.3 The authorized signatory of intending bidder, as per Power of Attorney (POA), must have valid class-III digital signature. The tender document can only be downloaded or uploaded using Class-III digital signature of the authorized signatory.

1.4 Tender submissions will be made online after uploading the mandatory scanned documents towards cost of tender documents such as Demand Draft or Pay Order or Banker’s Cheque from a Scheduled commercial bank based in India and towards Tender Security such as Bank Guarantee or Demand Draft or Pay Order or Banker’s Cheque from a Scheduled commercial bank based in India and other documents as stated in the tender document.

1.5 Tender shall be valid for a period of as per ITT clause 12.0 from the date of submission of Tenders.

1.6 Tenderer is cautioned that the tender containing any material deviation from the tender document which consists of NIT, Instructions to tenderer, General conditions of contract, Special conditions of contract, Bill of quantities is liable to be summarily rejected as non-responsive.

1.7 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.

1.8 Tenderer is advised to visit the site of work before offering their rates.

1.9 The bidder is advised to keep in touch with e-tendering portal https://eprocure.gov.in/eprocure/app for updates. Any corrigendum, addendum etc issued shall be part of this tender document and shall be made available on this e-tendering portal.

1.10 Late tender (received after date and time of submission of bid) shall not be accepted under any circumstances.

AGM/AEL
Delhi Metro Rail corporation Ltd.
6th Floor, C-Wing, Metro Bhawan,
Fire Brigade Lane, Barakhamba Road,
New Delhi -110001.
SECTION 2

SCOPE OF WORK

The contractor will execute the work i.e. "ARC for Refilling & Hydrostatic Testing of Fire Extinguishers Installed in Airport Line for three years"

2.1 Brief Scope

a) Location of work shall be all 06 stations (New Delhi to Dwarka Sect. 21) and 2 buildings (Depot & TVB) of airport line of DMRC in Delhi.

b) Each above premises comprises of various type of fire extinguishers (FE). Total population of different type of fire extinguishers shall be as per BOQ.

c) One time checking, servicing, hydraulic testing and refilling of all fire extinguishers shall be carried out by contractor within 03 months of issue of LOA and after that refilling or servicing/testing of fire extinguishers shall be carried out as per requirement of DMRC.

2.2 Hydro testing of CO2 Cylinders:

1. The hydro testing & refilling of CO2 cylinders and refilling of CO2 cartridges shall be carried out through a CCE (PESO) approved agency only as per Gas Cylinder Rule & PESO guidelines.

2. Transportation of cylinders from DMRC site to Contractor’s works and return to respective site is in Contractor’s scope.

3. In case of emergency, contractor should be ready to hydro test and refill the cylinders / cartridges within the period as required by DMRC.

4. Refilling of all CO2 cylinders should be done as per IS: 2878 and IS: 4979 respectively.

5. Contractor or the agency hired by contractor should have valid license / clearances for possession and refilling of CO2 gas and for carrying out the hydro testing of pressurized cylinders as per Gas cylinder rules and submit the certificates for the same to DMRC along with the first bill.

6. Purity certificate for CO2 shall be submitted by the contractor at the time of submission of first bill. The purity of CO2 shall be as per IS: 307.

7. The contractor should check the gross weight of the refilled extinguishers / cartridges at normal temperature before delivery of the same to DMRC. An allowance of +/- 10% from the gross weight is acceptable.

2.3 Hydro testing of DCP type Fire Extinguishers:

i) The hydro testing has to be done as per the applicable IS in safe manner.

ii) Contractor has to bring all the necessary items to carry out the hydro testing job i.e. Attachments, Blinds, safety cage, Pump, PPE’s necessary caps & adopters, If the job is to carried out at DMRC’s site.

2.4 Painting of Fire Extinguishers:

Painting has to be carried out after complete drying from inside and outside.

i) On external surface of extinguisher one coat of suitable primer and two coat of good quality fire red enamel paint confirming to shade No-536 of IS-5 and the paint shall confirm to IS-2932.

ii) Epoxy painting to be done from inside of the fire extinguishers as per BIS.
iii) On external surface of extinguisher one coat of suitable primer and two coat of good quality fire red paint conforming to shade no 536 of IS:5 and the paint shall conform to IS: 2932.

iv) Painting should be done through spray machine.

v) Before painting, the old paint to be removed completely by suitable method.

vi) All the necessary materials i.e. Primer, paints, anti-corrosive materials has to be brought by the contractor to site to carry out the painting job, if the job is done at site.

vii) If required, Contractor may take the FE to his site for this job but contractor shall ensure that at least half of the fire extinguishers in particular area/room remains in filled state by staggering the testing of FE.

2.5 General care:
1. Quantity of Hydro-testing, painting & refilling may be varying as mentioned in the service/supply part, based on actual requirement as per SCC & Other terms & conditions.

2. Care should be taken while doing painting jobs for CO2 Cylinders so that original punch marks i.e. cylinder No., water capacity, CCoE No., & other markings etc. should remain visible after painting also.

3. Before refilling cylinders, contractor should weigh cylinder for its tare weight and it should match with tare weight mentioned in cylinder. In case empty weight of cylinder is found to be less than tare weight mentioned in cylinder, refilling should be done on the basis of tare weight mentioned in cylinder.

4. All the parts shall be checked before refilling and the parts, which are found to be defective and require replacement, are to be intimated to DMRC before replacement along with cost estimation. All the defective parts replaced should be sent back to site.

5. After refilling of cylinders specially valve and fittings shall be suitably packed to avoid leakage during transportation.

6. After testing, Test Report copies in original are to be submitted to M/s DMRC along with the bill for payment & Hydro test Certificates of cylinders/extinguishers shall be given by competent person only as per CCEO rules.

7. Once the material/lot lifted by the contractor for the said job shall be delivered to site at the earliest but not later than 30 days from the date of lifting of the material. Any delay in delivering the material shall be liable for penalty as per other terms and condition.

8. Contractor shall handle the material with due care & if damaged during transportation or at the time of performing job due to shear negligence, then the cost of repairing or replacement of the parts shall be borne by the contractor.

9. Contractor shall arrange its own manpower, transportation and all material like tools & equipment including consumables if any required for execution of the above jobs.

10. Conditions, if required at the discretion of DMRC. The rates as per BOQ shall remain fixed till the expiry of the contract and the Bidder shall not be entitled to any increase or revision or any other right or claim what so ever by way of representation, explanation or statement or alleged representation or any understanding or assurance given or alleged to have been by any employee of the company or due to Bidders own Ignorance or on account of any difficulties or hardship faced by him.
11. All the items are sole property of DMRC. No interchange is allowed at any cost. All CO2 cylinders and cartridges are ISI marked hence no duplicate items shall be accepted at the time of delivery.

12. Details on Cylinder: Contractor should paste slip on each fire extinguisher and write/provide following details on every cylinder: i) Hydro test Date, ii) next Hydro test due date iii) Refilling date. Etc

13. DMRC Representative may be deputed at contractor’s work shop to witness the hydro testing/servicing/refilling of fire extinguishers.

2.6 ENTRY/GATE PASSES. WORK PERMITS & SAFETY REGULATIONS:
ENTRY PERMISSIONS:
The job is to be carried out either in the premises of DMRC or at Contractor’s work in Delhi NCR Region and contractor is required to obtain the permissions from DMRC for their Manpower, Machines & Materials. Identity card issued by the security section should always be carried/displayed by contractor’s employee on person while working inside the plant/platform.

GATE PASSES:
To bring materials/equipment’s/tools/ tackles etc. inside the DMRC, the CONTRACTOR has to produce challans / proper documents to the DMRC’s personnel. The materials shall be checked thoroughly by the Owner personnel at gate and recorded in their register before allowing any materials to bring inside the Plant/platform by CONTRACTOR / his representative. It is Contractor’s responsibility to see that the recorded entry No., Date, Signature of Owner’s authorized representative personnel with stamp are there on the challan / supporting documents before taking any materials inside the plant. In addition to above, entry of the material will be permitted only during the stipulated working hour, and more so, if consignee is available to receive the said material.
To take Contractor’s materials out of the DMRC, the contractor has to apply with specific purpose/reasons to the ENGINEER-IN-CHARGE, attaching challans / supporting documents signed by Owner’s personnel at gate during entry.

WORK PERMIT:
If the work is required to be done at DMRC premises, then it is required to get the work permits from the concerned authorities of DMRC.

HOT WORK:
Hot work permits are to be obtained from DMRC for all the jobs which are capable of generating flame, spark, heat, etc., like.
1) Gas cutting
2) Grinding
3) Welding
4) Hacksaw cutting and drilling.
SECTION 3
TENDER PRICES, TAXATION, SCHEDULE OF PAYMENT & STATUTORY COMPLIANCE DOCUMENTS

3.1 TENDER PRICES & TAXATION

3.1.1 a. Unless explicitly stated otherwise in the Tender Documents, the contractor shall be responsible for the whole works, based on the Bill of Quantities and payment shall be made as per accepted rates based on the activities carried out as in the BOQ.

b. The tenderer shall quote rate in % for refilling and hydro testing BOQ-1. Any change in Service tax rates or implementation of new tax or change in new tax shall be compensated / recovered by DMRC on submission of documentary support. Tenderer shall quote Unit rate (incl of all taxes) for Spare parts (BOQ-2). Spare part rate shall not be considered for deciding L-1. Spare rate shall remain fixed for three years irrespective of change in tax.

c. After implementation of Goods and Service Tax (GST), the GST shall be considered in place of service tax/VAT for BOQ-1 rates. Any change/escalation in GST rates shall be compensated by DMRC.

3.2 SCHEDULE OF PAYMENT

a. No Advance of any kind shall be given by DMRC to the contractor for the said work.

b. Payment shall be made after completion of work on submission of bill along with other documents on quarterly basis.

➢ Payment Invoices: Service Tax, Krishi Kalyan Cess and Swachh Bharat Cess shall be shown separately in the Invoice.

All applicable Statutory Compliance Documents as mentioned in Clause No. - 3.3 below.

c. Taxes shall be governed by existing Tax laws and payment shall be released subjected to deduction of all T.D.S as per applicable laws.

3.3 STATUTORY COMPLIANCE DOCUMENTS:

➢ Insurance policies as per GCC.

➢ Challans for EPF related period of payment.

➢ Challans for ESI related period of payment.

➢ Certificate for compliance of ESI.

➢ Certificate for compliance of EPF.

➢ Certificate for compliance of minimum wages (Annexure-A of ITT; Page No. - 31).

➢ Declaration regarding Service and DVAT for deposit the same with Govt. Treasury (Annexure-E of ITT; Page No. - 36)

➢ Group Insurance policy documents for Supervisors and Engineers.
SECTION 4
INFORMATION AND INSTRUCTIONS FOR "ON LINE BID SUBMISSION"

The intending tenderer must read the terms and conditions carefully and should only submit his tender if he considers himself eligible and he is in possession of all the documents required.

Information and instructions for tenderer posted on website shall form part of tender documents. The complete Tender Document can only be obtained online after registration of tenderer on the website http://eprocure.gov.in/eprocure/app.

Tender can only be submitted after uploading the mandatory scanned copy of documents such as Demand Draft or Pay Order or Banker’s towards cost of Tender Documents and Tender Security (as prescribed in clause 1.1.1 of NIT).

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (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 Enrollment" 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.

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 EMD as per the instructions specified in the tender document. 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 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.

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:

**Mobile Numbers:** 91 8826246593

**Telephone Numbers:** The 24x7 Toll Free Telephonic Help Desk Number 1800 3070 2232.
Other Tel: 0120-4200462, 0120 4001002. **Email Id:** cppp-nic@nic.in