

BID DOCUMENT

**TENDER FOR INSTALLATION OF ATMS
IN EDMC PREMISES**

TENDER NO. 119

DATED: 20.06.2016

EAST DELHI MUNICIPAL CORPORATION
Remunerative Project Cell
Udyog Sadan, 419, Patparganj Industrial Area
Delhi-110092



Admin. Officer
R.P. Cell
East Delhi Municipal Corporation

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SECTION-I
NOTICE INVITING TENDER
EAST DELHI MUNICIPAL CORPORATION

OFFICE OF ISSUE : R P Cell, 1st Floor, Udyog Sadan, 419, Patparganj
Industrial Area Delhi-110092

DATE OF ISSUE : 17/06/2016 to 04/07/2016
(9:30 AM to 4:00 PM)

TENDER NO : AO/RPC/EDMC/2016/D-119 dt.:20.06.2016

PRE-BID MEETING : 24/06/2016 (at 02:00PM)

(DATE & TIME)

DUE DATE OF RECEIPT : 05/07/2016 upto 01:00 PM

OPENING DATE OF BID) : 05/07/2016 at 02:00 PM

VENUE FOR OPENING OF : Conference Hall, EDMC (HQ)
BIDS

SEALED TENDERS ARE INVITED ON BEHALF OF COMMISSIONER, EDMC, FOR INSTALLATION OF ATMS IN DIFFERENT LOCATIONS (AS PER LIST ATTACHED) OF EDMC PROPERTIES.

BID SECURITY (EMD) IN THE FORM OF BANKERS CHEQUE/DEMAND DRAFT FOR RS 10,000/- (RUPEES TEN THOUSAND ONLY) PER SITE MUST BE ENCLOSED WITH BID. THE MINIMUM RESERVE PRICE (MRP) OF EACH SITE IS MENTIONED ON FINANCIAL BID AND H-1 BIDDER SHOULD QUOTE ITS PRICE MORE THAN THE MRP (FOR EACH SITE).

INTENDING BIDDERS MAY OBTAIN COPY OF THE BID DOCUMENTS FROM RP CELL, UDYOG SADAN, PATPARGANJ INDUSTRIAL AREA, EDMC ON PAYMENT OF RS.1,000/- (RUPEES ONE THOUSAND ONLY), NON-REFUNDABLE, WITH EFFECT FROM **17.06.2016 UPTO 04.07.2016** BETWEEN 09:30 HRS TO 04:00 HRS ON WORKING DAYS. THE PAYMENT WILL BE ACCEPTED IN THE FORM OF CROSSED ACCOUNT PAYEE DEMAND DRAFT, DRAWN ON ANY SCHEDULED BANK IN (DELHI) FAVOUR OF THE COMMISSIONER, EDMC. FOR ANY CLARIFICATION PLEASE CONTACT R.P. CELL, UDYOG SADAN, EDMC.

INTENDING BIDDERS CAN ALSO DOWNLOAD THE COPY OF THE TENDER DOCUMENT FROM THE MCD WEBSITE www.mcdonline.gov.in. THE PAYMENT OF Rs. 1,000/- (RUPEES ONE THOUSAND ONLY) NON-REFUNDABLE AS COST OF THE TENDER DOCUMENT IS REQUIRED TO BE MADE BEFORE OR AT THE TIME OF THE SUBMISSION OF BID. THE BID WILL BE CONSIDERED ONLY IF THE COST OF THE TENDER DOCUMENT HAS BEEN PAID AS PER DETAIL GIVEN IN THE ABOVE PARA.



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SECTION II INSTRUCTIONS TO BIDDERS

1. INTRODUCTION

EDMC by virtue of owning land, buildings and properties at prime locations in its jurisdiction (List of locations at Section X). This offers an opportunity for exploring tie-up with the banks/firms in other commercial ventures. Hence the pursuit to leverage the locational advantage for installation of Bank ATMs in EDMC properties and its premises on rent basis.

DEFINITIONS

- a) **"Agreement"** means the terms and conditions agreed between the bidder and EDMC.
- b) **"The Bidder"** means the Bank or the company/firm which is invited to participate in the tender and submits its bid.
- c) **"The EDMC"** means the East Delhi Municipal Corporation (EDMC), Udyog Sadan, 419, Patparganj Industrial Area, Delhi-110092
- d) **"The Bank"** means the Bank Recognized by RBI.

2. ELIGIBLE BIDDERS

All Recognized Banks of RBI or proprietorship firm or partnership firm or private limited company or public limited company or a registered business entity and in order to support this, the bidders has to be registered under the same name with any tax authority or import export code or any other legal registration document. Single entity as well as consortiums is eligible for bidding.

In case of firm/company (other than Bank) it must have annual turnover of at least Rs. 2 crore each in every financial year during the last three financial years (2013-14, 2014-15 & 2015-16) in the books of accounts.

CONSORTIUM: A consortium may comprise of individuals, proprietorship firm, partnership firm, private limited company, public limited company or a registered business entity and there can be a maximum of three members in a consortium. The consortium shall be represented by a lead member, who shall be responsible for execution of the project and jointly represent all members of the consortium. Only one offer shall be accepted from one organization. No organization or individual can be a part of more than one consortium. A consortium undertaking / agreement have to be attached with the tender documents. The consortium members can form a SPV or a new business entity to implement the project in the post tender stage.



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3. COST OF BIDDING

The bank/bidder shall bear all costs associated with the preparation and submission of the bid. EDMC will, in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

4. BID DOCUMENTS

The appraisal requirements, bidding procedures and contract terms and conditions are prescribed in the Bid Documents. The Bid documents include the following:

- | | |
|---|--------------|
| (a) Notice Inviting Tender | Section I |
| (b) Instructions to Bidders | Section II |
| (c) General Commercial Conditions of Contract | Section III |
| (d) Special conditions of Contract | Section IV |
| (e) Price Schedule | Section V |
| (f) Bid Form | Section VI |
| (g) Bid Security Form | Section VII |
| (h) Performance Security Bond Form | Section VIII |
| (i) Letter of authorization to attend bid opening | Section IX |
| (j) List of Locations | Section X |
| (k) List of Banks | Section XI |

The Bank/Bidder is expected to examine all instructions, forms, terms and conditions in the Bid Documents. Failure to furnish any information required as per the Bid Documents or submission of the bids documents in any respect shall be at the bank's/bidder's risk and may result in rejection of the bid.

5. CLARIFICATION OF BID DOCUMENTS:

A prospective bidder/bank, requiring any clarification of the Bid Documents shall notify EDMC in writing or by e-mail to aorpcelledmc@gmail.com. EDMC shall respond in writing to any request for clarification of the Bid Documents, which it receives upto 02.00 PM of 24.06.2016. Copies of the quarry (without identifying the source) and clarifications by EDMC shall be sent to all the prospective bidders who have purchased the bid documents and shall also be posted on the website.

6. AMENDMENT OF BID DOCUMENTS

- i. At any time, prior to the date of submission of Bids, EDMC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify bid documents by amendments.
- ii. The amendments shall be notified in writing or E- mail to all prospective bidders at the address intimated at the time of obtaining of the bid document from the EDMC and also be posted on the website. These amendments will be binding on all prospective bidders/banks.


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- iii. Any clarification issued by EDMC in response to quarry raised by prospective bidders shall form an integral part of bid documents and it may amount to an amendment of relevant clauses of the bid documents.
- iv. In order to afford prospective bidders a reasonable time to take the amendment into account for preparing their bids, EDMC may, at its discretion, extend the time for the submission of bids suitably.

7. PREPARATION OF BIDS

DOCUMENTS COMPRISING THE BID

The bid prepared by the bidder shall comprise of covers containing

- (i) Bid Form.
- (ii) Bid Security
- (iii) Performance Bank Guarantee Format
- (iv) Authorization by Bank/bidder for signatory
- (v) Price Schedule as per format prescribed in Section V
- (vi) DD for Rs. 1,000/- towards cost of tender documents, if the tender document is downloaded from internet or copy of G-8 Receipt.
- (vii) Other documents as per point no.10(below)

8. BID FORM

The bidder shall complete the Bid Form as per format specified **vide Section VI** furnished with the Bid Documents.

9. BID PRICES

The Bidder shall give the unit price per month for the locations applied for, listed in the Price schedule and the unit prices indicated shall be exclusive of taxes etc. All applicable taxes (future taxes) will be paid by the bidder in addition to quoted amount and EDMC will not have any liability in this regard. Bank/Bidder may quote rate for one or more locations.

10. DOCUMENTS ESTABLISHING CONFORMITY TO BID DOCUMENTS:

10.1 The bidder shall furnish, as part of the bid documents for establishing the bidder's eligibility, the following documents and any other relevant documents to meet the terms and conditions of technical bid of Bid Documents.

- a) EMD of Rs. 10,000/- (*Rupees Ten Thousand Only*) per site through a Demand Draft/Pay Order drawn in favour of "Commissioner, EDMC" payable at Delhi.
- b) Tender application form fee of Rs. 1,000/- (*Rupees one Thousand Only*) through a Demand Draft/Pay Order drawn in favour of "Commissioner, EDMC" payable at Delhi if downloaded from website or G-8 Receipt.

- c) Copy of PAN card (in case of firm other than bank). Bidder or members of a partnership, joint venture or consortium shall submit a copy of PAN card No. under the Income Tax Act.
- d) Audited Balance Sheet of last three preceding financial years i.e (2013-14, 2014-15 & 2015-16) (in case of firm other than bank).
- e) Turnover proof certificate from certified Chartered Accountant for last three financial years. (in case of firm/bidder other than bank)
- f) Declaration of the bidder on the stamp paper of not less than Rs. 10/- that the firm is not black listed / Debarred by any Govt. department / organization and the firm does not have any legal suit, criminal case pending against its proprietor/partner(s)/director(s) (in case of firm/bidder other than bank).
- g) Copies of certificate of Registration in the o/o Registrar of companies, if applicable
- h) Address proofs in respect of its proprietor/partner(s)/director(s) (Election ID Card/Driving License/Electricity Bill etc.). (in case of firm other than bank)
- i) Authorization letter of person(s) to sign the bid documents.
- j) Bid Form duly signed on all pages.
- k) All other items prescribed to be enclosed along with the bid document.

11. BID SECURITY

- i. The bidder shall furnish, as part of his/her bid, a bid security in favour of "Commissioner, East Delhi Municipal Corporation", EDMC in the form of Bankers Cheque/Demand Draft for Rs 10,000/- (Rupees Ten Thousand Only) per site/location. Total value of Bid Security (EMD) must be in multiplication of number of sites for which rates quoted and Rs. 10,000/-, otherwise bid will be cancelled.
- ii. The bid security is required to protect EDMC against the risk of bidder's conduct, which would warrant the security's forfeiture.
- iii. A Bid not secured shall be rejected by EDMC as non-responsive at the bid opening stage and returned to the bidder unopened.
- iv. The bid security of the unsuccessful bidder will be discharged/returned as promptly as possible, but not later than 30 days after the expiry of the period of bid validity prescribed by the EDMC.



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- v. The successful bidder's bid security will be discharged or adjusted upon the bidder's acceptance of **Letter of Intent** satisfactorily in accordance with **clause 25 of Section II** and furnishing the performance security.
- vi. The bid security shall be forfeited:
 - a) If a bidder withdraws his bid during the period of bid validity specified by the bidder on the Bid form as per **clause 12, OR**
 - b) In the case of a successful bidder, if the bidder fails:
 - (i) To sign the contract in accordance with **clause 26 Section II**
 - or
 - (ii) To furnish performance security in accordance with **clause 3 Section III**

12. PERIOD OF VALIDITY OF BIDS

Bid shall remain valid for 150 days after the date of opening of bids prescribed by EDMC. A bid valid for a shorter period shall be rejected by the EDMC as non-responsive.

In exceptional circumstances, the EDMC may request the bidders consent for an extension to the period of bid validity. The request and the response thereto shall be made in writing. The bid security shall also be suitably extended. The bidder may refuse the request without forfeiting his bid security. A bidder accepting the request and granting extension will not be permitted to modify his/her bid.

13. FORMAT AND SIGNING OF BID

- i. The Bid shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. The letter of authorization shall be indicated by written power-of-attorney accompanying the bid. All pages of the bid, shall be signed by the person or persons signing the bid. The bids submitted shall be sealed properly.
- ii. The bid shall contain no interlineations, crasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person or persons signing the bid. All pages of the original bid, shall be signed by the person(s) authorized to sign the bid.

14. SUBMISSION OF BIDS

SEALING AND MARKING OF BIDS

- i. The bid form, complete in all respects, as indicated in the tender documents should be kept in a cover and submitted under the seal of the bidder.


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