

SOUTH DELHI MUNICIPAL CORPORATION
Information & Technology Department
Dr. Shyama Prasad Mukherjee Civic Centre (24thFloor),
Jawaharlal Nehru Marg; New Delhi-110002

Tender Document

For

Supply, Installation and AMC for 5 years of DLP 70" Video wall LED Screen (6 cubes) in the conference Room of Commissioner, SDMC.

Section 1

SOUTH DELHI MUNICIPAL CORPORATION

Information & Technology Department

Dr. Shyama Prasad Mukherjee Civic Centre (24thFloor),

Jawaharlal Nehru Marg, New Delhi-110002

Supply, Installation & AMC for 5 years of DLP 70" Video wall LED Screen (6 cubes) in the conference Room of Commissioner, SDMC

Tender Notice

No: SDMC /IT / 2017-18/ 07

Dated: 23-10-2017

(Contractor is required to sign on each page of the tender paper along with proper stamping)

Bids are invited on behalf of Commissioner, SDMC from eligible bidders for "Supply, Installation and AMC for 5 years of DLP 70" Video wall LED Screen (6 cubes) in the conference Room of Commissioner, SDMC"

The eligibility criteria to participate in the bid is mentioned in section 2 of the tender document.

The eligible bidder may submit their bids containing the tender documents duly signed on each page along with requisite Earnest Money of Rs. 2,00,000 (Rs. Two lacs only) in the form of Demand Draft drawn in favour of Commissioner, SDMC along with other documents as mentioned in the tender document. The estimated cost of the work (exclusive of Taxes) is Rs. 72 lacs (Rs Seventy Two lacs only).

Tender document can be obtained from the office of Director/IT, SDMC Dr. Shyama Prasad Mukherjee Civic Centre (24th Floor) Jawaharlal Nehru Marg, New Delhi-110002 on payment of Rs. 1000/- in the form of Demand Draft drawn in favour of Commissioner, SDMC on any working day during office hours upto 31.07.2017 till 1:00 PM.

The tender documents may also be downloaded through SDMC's website http://mcdonline.gov.in/tri/sdmc_mcdportal/, for which the requisite tender Fee of Rs. 1000 (Rupees one thousand Only) for participation in tender, shall be deposited by way of demand draft/pay order payable at Delhi drawn in favour of Commissioner, SDMC along with submission of the bid.

A pre bid meeting will be held on 31.07.2017 from 11:00 AM in the office of Director/IT, SDMC Dr. Shyama Prasad Mukherjee Civic Centre (24th Floor) Jawaharlal Nehru Marg, New Delhi-110002.

The bids shall be received upto 03:00 PM on dated 16.08.2017 at 24th floor in the office of Director/IT, SDMC and shall be opened on the same day at 03.30 PM in the conference room at 24th Floor, Dr. Shyama Prasad Mukherjee Civic Centre, Jawaharlal Nehru Marg, New Delhi-110002. The important dates in respect of the tender are as follows:

Subject of Tender:- Supply, Installation and AMC for 5 years of DLP 70" Video Wall for Commissioner Office	
Tender No.	SDMC/IT/2017-18/07
Date of uploading of Tender	23.10.2017
Pre Bid Meeting	30.10.2017 at 11:00 AM
Last Date for Submission of Tender Documents	13.11.2017 at 03:00 PM
Date & Time of Opening of Technical bid	13.11.2017 at 03:30 PM

Prospective bidders are advised to regularly go through SDMC website as corrigendum/amendments/clarification/reply to pre-bid query (if any), will be notified on the official website and no separate advertisement/communication in any other form will be made for this purpose.

Any bid not accompanied with the tender fee and EMD shall be summarily rejected.

N. Gavelhi
23/10/17
Admin. Officer (IT)
I.T. Department
South Delhi Municipal Corporation

Section 2 - Instructions to Bidders

1. Procedure for Submission of Bids
 - 1.1. Bids are invited in two bid system as under:
 - (a) Technical Bid
 - (b) Financial Bid

The packing, sealing and marking of the Bids should be done in envelopes as per the instructions given below.

- 1.2. Technical Bid and Financial Bid of the Bidder should be put in separate sealed covers super scribing the wordings

Part I - Technical Bid; and
Part II - Financial Bid.

- 1.3. Both the Technical Bid - Part-I and Financial Bid-Part II (duly sealed) should be put in a single sealed cover super scribing the wordings " **Supply, Installation and AMC for 5 years of DLP 70" Video wall LED Screen (6 cubes) in the conference Room of Commissioner, SDMC.**" along with the name, address and telephone number of the bidder on outer cover.

Important:

Note 1: Prices/rate should not be indicated in the Technical Bid failing which the Bid of the Bidder shall be rejected out rightly.

Note 2: Prices/rate should only be indicated in the Financial Bid.

2. Cost of Tender Document

2.1. The Bidder shall bear all costs associated with the preparation and submission of its Bids, including cost of presentation for the purposes of clarification of the Bids if so desired by the South D.M.C, The South D.M.C will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tender Process. All materials submitted during the Tender Process shall become the property of South D.M.C and may be returned at its sole discretion. The content of each Bidder's Bid will be held in strict confidence during the evaluation process, and details of any Bids will not be discussed outside the tender evaluation process. The tender documents may also be downloaded through SDMC's website www.mcdonline.gov.in, for which the requisite tender Fee of Rs. 1000 (Rupees one thousand Only) for participation in tender, shall be deposited by way of demand draft/pay order payable at Delhi drawn in favour of Commissioner, SDMC along with submission of the bid.

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3. Contents of the Tender Document

3.1. The Schedule of Requirements & Scope of Services required, Bid procedures and contract terms are prescribed in the Tender Document. This Tender Document includes:

- Section 1- Notice for Tender
- Section 2 - Instructions to Bidders;
- Section 3- Scope of work and schedule of requirements
- Section 4 - General conditions of Contract;
- Section 5- Special conditions of Contract
- Section 6 - Appendices - Appendix 1 to 11

3.2. The Bidder is expected to examine all instructions, forms, general terms & conditions, and Scope of Work in the Tender Document. Failure to furnish all information required by the Tender Document or submission of a Bid not substantially responsive to the Tender Document in every respect will be at the Bidder's risk and may result in the rejection of the Bid.

4. A prospective Bidder requiring any clarification of the Tender Document may notify the South D.M.C in writing at the South D.M.C's mailing address indicated in section 1. The queries must also be submitted in following format as follows and should reach before the date of pre-bid meeting.

S. No	Section No.	Clause No.	Page number in Section	Existing Provision in the Clause	Clarification Sought

4.2. The South D.M.C may respond in writing, to any request for clarification of the Tender Document, received before the date of pre-bid meeting and the response to the clarifications will be uploaded on the Website "www.mcdonline.gov.in" of South D.M.C.

5. Amendment of Tender Document

5.1. At any time prior to the last date for receipt of Bids, the South D.M.C, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by an amendment.

5.2. The amendment will be notified and uploaded on the Website "www.mcdonline.gov.in" of South D.M.C and will be binding on all the bidders.

5.3. In order to provide prospective Bidders reasonable time in which to take the amendment into account in preparing their Bids, the South D.M.C may, at its discretion, extend the last date for the receipt of Bids.

6. Documents comprising the Bids:

6.1. The Bids prepared by the Bidder shall comprise of the following components:-

- a) Technical Bid comprising the documents/formats specified in eligibility criteria.
- b) Financial Bid in Appendix-5 and Appendix-6

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7. Bid Price/quotation

7.1 The Bidder shall indicate in the financial Bid prescribed the price/quotation for providing services it proposes to provide under the Contract In absence of the above information, the tender shall be considered as incomplete.

7.2 The Bidder shall prepare the Bids based on details provided in the Tender document and the information gathered by the Bidder. Bidder shall carry out the detailed study of the facilities in accordance with the requirements of the Tender Document and it shall be the responsibility of the Bidder to fully meet all the requirements of the Tender document.

7.3. The price quoted must be firm and final and shall not be subject to any upward modifications, on any account whatsoever.. The Bid price shall be indicated in Indian Rupees (INR) only.

7.4 The Financial Bid should clearly indicate the price without any qualifications whatsoever and should include tax (GST etc), duties, fees, levies, works contract tax and other charges as may be applicable in relation to the activities proposed to be carried out. However, should there be a change in the applicable taxes, the taxes would be paid at the prevalent rates.

8. Discount

8.1 The Bidders are advised not to indicate any separate discount. Discount, if any, should be merged with the quoted costs. Discount of any type, indicated separately, will not be taken into account for evaluation purpose. However, in the event of such an offer, without considering discount, is found to be the lowest, the South D.M.C shall avail such discount at the time of award of contract.

9. Bidder entity:

9.1 The "Bidder" as used in the Tender Document shall mean the one who has signed the Bids. The Bidder may be either the Constituted attorney of the Company/ Firm/ Organization or the Principal Officer or his duly Authorized Representative, in which case he/she shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, be furnished and signed by the Bidder.

9.2 It is further clarified that the individual signing the Bid or other documents in connection with the Bid must certify whether he/she signs as :

Constituted attorney of the Company/ Firm/ Organization
OR

The Principal Officer or his duly Authorized Representative of the Company/ Firm/ Organization, in which case he/she shall submit a certificate of authority on behalf of the Company/ Firm/ Organization

9.3 The Bidder shall sign its Bids with the exact name of the Company/ Firm/ Organization to whom the contract is to be issued. The Bids shall be duly signed and sealed by the authorised officer of the Bidder's organization.

9.4 The Bidder shall clearly indicate their legal constitution and the person signing the Bids shall state his capacity and also source of his ability to bind the Bidder.

9.5 The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the Bidder shall be Annexed to the Technical Qualification Bid. South D.M.C may outrightly reject any Bid not supported by adequate proof of the signatory's authority.

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