



SOUTH DELHI MUNICIPAL CORPORATION
HORTICULTURE DEPARTMENT(HQ)
E BLOCK, 3RD FLOOR, DR. S.P.M. CIVIC CENTRE
J.L. NEHRU MARG, NEW DELHI-110002



NO.DDH/HQ/SDMC/2019-20/D/1810/NIT No.09

DATED 19.02.2020

TENDER Nos.	318455
Date of Download of Tender Document	20.02.2020 at 10.00 A.M. to 12.03.2020 upto 03.00P.M.
Date of Bid Preparation and Hash Submission	20.02.2020 at 10.00 A.M. to 12.03.2020 upto 03.00P.M.
Date of Close for Bidding	12.03.2020 at 03.01 P.M. to 12.03.2020 upto 05.00 P.M.
Date of Re-encryption of Online Bid	12.03.2020 at 05.01 P.M. to 13.03.2020 upto 03.00 P.M.
Pre-bid Meeting	03.03.2020 at 1400 Hours
Opening of Technical Bids	13.03.2020 at 1530 Hours
Opening of Financial Bid	16.03.2020 at 1500 hours (Tentative)

NOTICE INVITING TENDER

FOR ONLINE TENDERING TIME TABLE PLEASE REFER <http://SDMCetenders.com>

NOTICE INVITING TENDER CUM REQUEST FOR PROPOSAL (R.F.P.)

- Online Open Tenders are invited under two bid system (Technical & Financial) from reputed, experienced and financially sound Manpower Companies / Firms / Agencies for "Hiring of agency for supply of manpower (Un-skilled Labour to work as Mali) against vacant posts of Mali in Horticulture Department in South Delhi Municipal Corporation" through Horticulture Department(HQ), at E- Block, 3rd Floor, Dr. S.P. M. Civic Centre, J.L. Nehru Marg, New Delhi-110002.
- The tenders will be received as per time table and Technical Bids will be opened on **13.03.2020 at 03.30 PM** at website <http://engineering.mcdetenders.com/common> <http://SDMCetenders.com>. After getting themselves registered on e-tender portal of SDMC Bidding Documents / Tender for Technical Compliance of the applicant along-with necessary conditions can be downloaded from SDMC website www.mcdonline.gov.in / South Delhi Municipal Corporation /Tenders/e-tendering. For any help Online tender contact helpdesk on 011-23227413 & 011-23227414 or mail to : mcd-ithe/pdesk@mcd.gov.in
- The contractors shall submit an undertaking that the firm has not been blacklisted/Debarred /Banned/Restrained anywhere in India by any Government department/Government Undertaking. The registered contractors of MCD (SDMC/NSDM/EDMC) are also eligible to tender, subject to technically qualified as per tender document, for the amount they have registered in their respective category subject to the conditions that they are neither black-listed nor debarred/banned / restrained at the time of purchase of tenders. Non-registered / New tenderer in SDMC may get themselves registered for online tendering for this tender.
- Bidding Documents can be downloaded from the website-<http://mcdetenders.com> OR visit SDMC website www.mcdonline.gov.in / South Delhi Municipal Corporation /Tenders/e-tendering.
- SELECTION PROCESS** A single stage, two-envelope process (Technical & Financial Bid) will be followed for selection of a suitable contractor for this work. All interested firms that qualify each of the following eligibility criteria may apply. Based on the Technical compliance of each proposal as submitted by the Applicant, SDMC shall shortlist bidders for opening of financial proposal. Financial proposal of the firm/s that qualify the said eligibility criteria shall be opened. The successful L-1 will be decided on techno – oriented evaluation criteria defined in the tender document. The Bid evaluation shall be done on weightage with 70% to Technical Evaluation and 30% weightage to financial evaluation. The Bidder meeting the minimum eligibility criteria and with the highest marks/ rank (i.e. the total of technical evaluation marks and financial evaluation marks) shall be deemed as the successful Bidder. The firms for Award of work will be considered for a period of 12 Months. Thereafter the Contract period may be extended by the SDMC as per requirement with the consent of bidders. This extension period may be for a maximum of three years period beyond the initial contract of one year as per terms and conditions of the tender document.
- ELIGIBILITY CRITERIA FOR TECHNICAL COMPLIANCE OF THE APPLICANT** To be eligible for evaluation of its proposal, the applicants have to fulfil the following conditions.
 - Legal Valid Entity** : The Bidder shall necessarily be a legally valid entity either in the form of a Limited Company or a Private Limited Company registered under the Companies Act, 1956. Bidder in the form of JV/consortium, Proprietorship, Partnership is not permitted. A proof for supporting the legal validity of the Bidder shall be submitted.
 - Registration** The Tenderer/Bidder should have valid Income Tax PAN No. & CST/VAT/GST registration certificate. The Bidder should be registered with Employees Provident Fund Organisation, Employees State Insurance Corporation etc.
 - Experience**: The Bidder should have experience in providing manpower / facility management in the Government Departments / Public Sector Undertaking (Central or State). In case no bidder has provided government experience / public sector experience, then the bidders with experience in reputed organizations may be considered by the competent authority of the SDMC. Bidder should have minimum experience of successfully executing similar nature of works costing above Rs.14 Crore (minimum three works) OR work above Rs.21 Crore (minimum two works) OR work above Rs.28 Crore (minimum one work) AND One completed work of any nature costing not less than the amount equal to Rs.14 Crores with some Central Government Department/ State Government Department/ Central Autonomous Body/Central Public Sector undertaking/State Public Sector Undertaking/ City Development Authority/ Municipal Corporation of City formed under any act by Central/State Government and published in Central/State Gazette. Completed similar work/s means the work of "Supply/providing Manpower services"
 - FINANCIAL CAPABILITY**: The Bidder should have adequate financial capacity to meet the financial obligations pursuant to scope of works. Average annual financial turnover on work should be at least **Rs.17.50 Crores** during the immediate last 3 consecutive financial years. Audited report/audited balance sheet for the preceding three (3) financial years should be submitted alongwith a summarized sheet verified by a registered CA.
 - SOLVENCY CERTIFICATE**: Bidders will submit Solvency certificate in original for an equal /more amount of Rs.14.00 Crores from a Nationalised/Scheduled bank in India.

AK Sonjee

Deputy Director (Hort.)/HQ
South Delhi Municipal Corporation

7. **Tender Cost** Non-Refundable is **Rs.2,000/-** (Rupees Two thousand only). should be paid by way of Demand Draft/Bankers Cheque/ Pay order only in favour of Commissioner, SDMC payable at New Delhi.
8. Total Estimated amount **Rs.35 Crores** for one year period.
9. The bid security (EMD) of **Rs.70,00,000/-** (Rupees Seventy Lacs only) should be paid by way of Demand Draft/Bankers Cheque/ Pay order/Bank Guarantee only in favour of Commissioner, SDMC payable at New Delhi at the time of submission of Bid.
10. **Pre-bid meeting:** Pre-bid meeting will be held on 03.03.2020 at 1400 hrs. in the office of Director (Horticulture) HQ, SDMC, Room No.303, E-1 Block, 3rd Floor, Dr. S.P. M. Civic Centre, J.L. Nehru Marg, New Delhi-110002
11. **BID SUBMISSION:** Download, Bid Preparation and Hash Submission is w.e.f. 20.02.2020 at 10.00 A.M. to 12.03.2020 up to 03.00 P.M. Re-encryption of Online Bid is w.e.f. 12.03.2020 at 05.01 P.M. to 13.03.2020 upto 03.00 PM. **TECHNICAL BID** The Technical Bids may be submitted online as well as Manual. Date for submission of manual Technical Bids 13.03.2020 till 03.00 P.M. However the copy of documents submitted online for technical bids must also be made available in the office of Dy. Director upto 13.03.2020 upto 03.00 P.M. for its proper evaluation. The Technical Bids shall be opened on the same day at 03.00 P.M. **FINANCIAL BID** The Financial bids be submitted online only at SDMC e-tenders portal website <http://engineering.mcdetenders.com/common> After evaluation of Technical bids by Evaluation Committee constituted by SDMC the financial bid of only technically qualifying firms shall be opened thereof and date of opening of financial bids shall be informed to the technically qualified bidders through mail or uploading its notice on SDMC website.
12. The payments of Tender Cost, Earnest Money may be submitted alongwith Technical Bids documents and will be received in the Office of Dy. Director(Horticulture) HQ, SDMC, E-1 Block 3rd Floor, Room No.304, S.P.M. Civic Centre, New Delhi-110002, upto 13.03.2020 upto 03.00 P.M.
13. The quoted rates will hold good for 06 months for acceptance. The date & time of different activities of tendering process may be checked on the SDMC website <http://engineering.mcdetenders.com/common> OR <http://SDMCetenders.com> from next working day. In case of holiday / holiday declared on the scheduled dates of closing/opening the same will be done on the next working day.
14. **PERFORMANCE SECURITY** The successful L-1 contractor / bidder shall submit Performance security equal to an amount of 10% of the amount of Contract in the form of Bank Draft / Pay Order / Bank Guarantee / FDR in favour of Commissioner, SDMC payable at New Delhi. The said performance security shall be deposited within 15 days of issue of Letter of Intent /Acceptance from SDMC.
15. The tender documents will be downloaded by the contractors / bidders from the website [www.mcdonline.gov.in](http://mcdonline.gov.in). <http://mcdetenders.com> Tender will be received as per time table and will be opened on 13.03.2020 at 03.30 P.M. at website <http://SDMCetenders.com> by SDMC E-Tendering Project Champion.
16. Submission of a tender by a bidder implies that he has read this notice and all other relevant contract documents and has made himself aware of the scope and specifications of the work to be done and other factors having a bearing on the execution / performance of the work.
17. The competent authority on behalf of the SDMC does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed conditions is not fulfilled or any condition or any condition including that of conditional rebate is put forth by the bidder shall be summarily rejected.
18. S.D.M.C may disqualify any Applicant/Bidder without notice who submits an incomplete/non-eligible bid. SDMC reserves the right, without any obligation or liability, to accept or reject any or all the proposals at any stage of the process, to cancel or modify the process or any part thereof or to vary any of the terms and conditions at any time, without assigning any reason whatsoever. All interested participants/Bidders/stake-holders are requested to visit/follow the SDMC website www.mcdonline.gov.in / South Delhi Municipal Corporation /Tenders/e-tendering for regular update and details thereof.

S. No.	Name of Work	Estimated amount	Earnest Money	Head of Account	Period of contract	Tender Cost	Tender No.
1.	Hiring of agency for supply of manpower (Un-skilled Labour to work as Mali) against vacant posts of Mali in Horticulture Department in South Delhi Municipal Corporation FTC:-20/HQ/I-130/1240 DDH(HQ)SDMC 20/HQ/G-130/1240/ DDH(HQ)SDMC	Rs.35 Crores	Rs.70,00,000/-	I-130-1240 / G-110-1240	12 Months	Rs.2000/-	318455

P.K. Sonjee

Dy. Director(Hort.)/H.Q./SDMC
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Deputy Director (Hort.)/HQ
South Delhi Municipal Corporation

- Distribution: -
1. PS to Commissioner, SDMC for information of Commissioner please.
 2. Addl. Commissioner (Hort.) / SDMC
 3. D.O.V./SDMC
 4. Director(Horticulture)SDMC
 5. DCA (HQ) SDMC
 6. DCA (F & G)/SDMC
 7. D.C.A.(Hort.) SDMC
 8. Accounts Officer(HQ) SDMC
 9. Director(IT) with the request to upload on SDMC Website for wide publicity please.
 10. A.A.O.(Hort.) SDMC
 11. Caretaker /SDMC . 2 Copies, one for caretaker & other for placing it on SDMC Notice Board.
 12. S.O.(HORT.) HQ.