



SOUTH DELHI MUNICIPAL CORPORATION
OFFICE OF THE DEPUTY COMMISSIONER (RP CELL)

Dr. Shyama Prasad Mukherjee Civic Centre (25th Floor),
Jawaharlal Nehru Marg, New Delhi-110002, Ph. No. 011-2322-7514

**OPEN TENDER FOR ALLOTMENT OF AUTHORIZED PARKING SITES ON
MONTHLY LICENSE FEE BASIS**

OPEN TENDER NOTICE

No: *RPC/SDMC/2016/ D-610*

Dated: *28/11/2016*

Bids are invited on behalf of Commissioner, SDMC from eligible bidders for allotment of authorized parking sites under the jurisdiction of SDMC on monthly license fee basis in two bid system (Technical and Financial) **for a period of one year (extendable further up to one year) except Annexure-1A (upto 31 May 2017).**

The eligible bidder may submit their bids containing the tender documents duly signed on each page along with requisite Earnest Money and other documents as mentioned in the tender document, which can be obtained from the office of Deputy Commissioner, (RP CELL), Dr. Shyama Prasad Mukherjee Civic Centre (25th Floor) Jawaharlal Nehru Marg, New Delhi-110002 on payment of Rs. 1000/- on any working day during office hours up to **5.00 PM on 16/12/2016.**

The tender documents may also be downloaded through SDMC's website www.mcdonline.gov.in, for which the requisite tender Fee of **Rs 1,000/- (Rupees One Thousand Only) per parking site** 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.

The bids shall be received up to **11:00 AM on 19/12/2016** at the designated locations and technical bids shall be opened on the same day at 3.00 PM in the conference room at 6th Floor, Dr. Shyama Prasad Mukherjee Civic Centre, Jawaharlal Nehru Marg, New Delhi-110002

A pre-bid meeting in respect of the aforesaid tender shall held at **3.00 PM on 05/12/2016** in the conference room at 6th Floor, Dr. Shyama Prasad Mukherjee Civic Centre, Jawaharlal Nehru Marg, New Delhi-110002

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

Any bid not accompanied with the tender fee and Earnest Money is liable to be summarily rejected.

Asst. Commissioner
Asst. Commissioner (RP Cell)

Assistant Commissioner,
Remunerative Project Cell, SDMC

SECTION-1:

ELIGIBILITY CRITERIA AND ESSENTIAL PRE-REQUISITES

1. Criteria for participation:

Any individual, Sole Proprietorship Firm, Partnership Firm, Registered Society/Registered Co-operative Society, Public Limited Company or a Private Limited Company, subject to fulfilling the eligibility criteria given in the document elsewhere is eligible to bid for authorized parking sites under the jurisdiction of SDMC.

2. Site Details:

Details of 26 (Twenty-six) parking sites put to tender and their Reserve Monthly License Fee (MLF) payable per month is specified in 'Annexure 1 & 1A'. Scanned copies of layout plans of various parking sites along with approximate areas are annexed as 'Annexure 14'.

3. Eligibility Criteria

- a. The bidder entity should be in business at least for the last three financial years i.e. from FY 2013-14 onwards.
- b. The firm or the business entity should not have made any losses in the last three financial years. Their net worth should be positive. These shall be calculated and ascertained from the documents mentioned in Para 'c' below.
- c. The financial turnover of the bidder has to be from any legal business activity. The turnover of the bidder shall be ascertained from the following documents which the bidder is required to submit along with his bid:
 - i. Audited Financial Statement of the firm/ company for the preceding three financial years showing the annual turnover duly certified by a Chartered Accountant; (FY 2013-14 onwards)
 - ii. Audited Balance sheet of the firm/ company for the preceding three financial years showing the annual turnover duly certified by a Chartered Accountant; (FY 2013-14 onwards)
 - iii. Income Tax Returns of the firm/company/individual for the preceding three financial years;
 - iv. Details of bank account (as reflected in the I.T. Returns) with bank statement of the firm/company/individual for the last 12 months
- d. The eligibility of a bidder to bid for the number of parking sites shall be decided as under:

The highest financial turnover in the last three financial years (rounded off to nearest thousand rupees) shall be considered for this purpose (i.e. FY, 2013-14, 2014-15 and 2015-16). **This highest financial turnover shall be multiplied by a factor of 5 to arrive at the Annual "Financial Capability" of a bidder.**

Turnover & Net worth should be submitted by the contractor, duly verified by the Chartered Accountant.

Note: The bidders shall work out their financial capability based on above criteria and submit along with tender documents. However, the decision of SDMC on the manner and amount of calculation of the financial capability of the bidder shall be final and binding on all the parties.

A bidder may submit his bids for as many parking sites as he wishes to bid. However, the number of sites allotted shall be limited to his Financial Capability.

4. Documents to be submitted with tender form:

Part-1, Bid Application: The Bid Application should be submitted in the format stated below & should be kept in a separate sealed cover super scribing 'Part I - Bid Application - "Tender for allotment of authorized parking sites under the jurisdiction of SDMC". This sealed cover shall contain

- 1) Bid Application in Format given at 'Annexure 2'.

- 2) Complete tender document, each page duly signed & stamped by the authorized signatory including corrigendum and reply of pre-bid meeting, if any.
- 3) Power of Attorney in the name of the Authorized Signatory in Format given at **'Annexure 6'**.
- 4) Requisite earnest money in the form of Bank Draft in favour of Commissioner, SDMC for the amount specified for each site as given **'Annexure 9'**.
- 5) Complete Office address including Phone Number, Fax Number & E-mail ID.
- 6) Similarly in case one tender documents has been physically purchased by any intending bidders and the same is used for tendering purpose by the bidder for more than one parking site, in that case the bidder shall deposit tender fee @ Rs. 1000/- per site. Tender fee @ Rs 1,000/- (Rupees One Thousand Only) **per site** by way of Bank Draft in favour of Commissioner, SDMC, in cases where the tenderers have downloaded the tender document from SDMC website and are using the same for tender purposes.
- 7) Calculations of eligibility Criteria along with all the documents mentioned in para 3 (eligibility criteria) above.
- 8) During opening of the Technical Bids, the Bids found to be not accompanied with Tender "Fees and requisite EMD cost, shall be summarily rejected.

Part-II, Technical Bid: The Bidder shall be required to submit following certificates/undertakings and documents in the technical bid.

- 1) No Dues Certificate issued under the signatures of ASSISTANT COMMISSIONER (RP Cell), SDMC, in case the bidder has been associated with any RP Cell project in the past.
- 2) Undertaking by way of affidavit on a stamp paper of Rs 100/- duly notarized to the effect as per **'Annexure 4'**.
- 3) The bidder/s shall mention his order of preference of parking sites in **Annexure '13'** which shall be considered for order of opening of his financial bid/s for parking sites till his financial capacity exhaust.
- 4) Basic information about Bidder and parking site (s) for which the Bid has been submitted in the format given in **Schedule-A, B, C & D.**

Part-III, Financial Bid: Bidder shall be required to submit the following certificates/undertakings and documents in the financial bid:

1. For each parking site, separate Financial Quote is required in the Format given at **'ANNEXURE-3'**.
2. Financial bid for every site shall be in format required for financial bid & shall be sealed in a separate sealed cover for each parking site super scribing Financial Bid for **Sl. No. "....."Parking site "....."**. All such financial bid(s) shall be kept in separate sealed cover super scribing **'Part III - Financial Bid - "Tender for allotment of authorized parking sites under the jurisdiction of SDMC"** for allotment of authorized parking sites under the jurisdiction of SDMC".
3. All the three envelopes as stated above i.e. Part-I, Part-II and Part III shall be further sealed and kept in an envelope super scribing **Bid - "Tender for allotment of authorized parking sites under the jurisdiction of SDMC"**, clearly mentioning the name, address of the agency/contractor submitting the bid. Any tender not accompanied with any of the above mentioned documents/information/certificates/undertakings/earnest money/tender cost, is liable to be rejected, summarily.
4. Any parking contractor who has been /is associated in any manner with a Firm/Company/Organization, who has not cleared past dues, if any, of SDMC or has been black-listed by either erstwhile MCD or SDMC/NDMC/EDMC, shall not be eligible to participate in the tender and such participation will be rejected, summarily.

Note : If an 'parking contractor/agency' is bidding for more than one site of the NIT, single Technical bid will be acceptable however, separate financial bid(s) & separate earnest money and tender fee shall be submitted for each individual site failing which the bid shall be liable to be rejected.

5. Pre-Bid Meeting

- a. SDMC shall hold a pre-bid meeting with the prospective bidders on date & time and at Address of the Venue mentioned on the data sheet.
- b. The Bidders will have to ensure that their queries for Pre-Bid meeting should reach at the address specified in Data Sheet by post, facsimile or e-mail on or before Date & time specified in the data sheet.

6. Response to Pre-Bid Queries and Issue of Corrigendum

- a. SDMC will endeavor to provide timely response to all queries. However, SDMC takes no responsibility or guarantee as to the completeness or accuracy of any response made in good faith, nor does SDMC undertake to answer all the queries that have been posed by the bidders.
- b. At any time prior to the last date for receipt of bids, SDMC 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 way of corrigendum.
- c. The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on the website mentioned on data sheet and e-mailed to all participants of the pre-bid conference. The said communication shall not be made in any other form with any of the intending bidder/firms.
- d. Any such corrigendum shall be deemed to be incorporated into this tender document.
- e. In order to afford prospective Bidders reasonable time in which to take the corrigendum into account in preparing their bids, SDMC may, at its discretion, extend the last date for the receipt of bids.

7. Bid Submission Instructions:

A. Submission Procedure:

The duly filled bid documents should either be submitted in tender box(s) kept at any of the **4 locations** mentioned in the Data Sheet or may be sent by registered post (which shall be valid only if received on or before the due date and time) to the address mentioned in Data Sheet. In case the due date is declared a holiday then due date will be next working day on same time and venue.

- (i) Tender form should be clearly filled in ink/duly typed giving full name and address of the party and in English Language only. All correspondences and other documents pertaining to the contract, which are exchanged between the parties, shall be written in the English.
- (ii) Any interlineations, erasures, over-writing, alterations, additions, etc. will disqualify the Tender.
- (iii) That the bid document, including the documents/certificates/undertakings etc. (all pages) must be signed by the authorized signatory of the bidder.
- (iv) The Bidder is expected to carefully examine all the instructions, guidelines, terms and conditions and formats of the tender in his own interest. Failure to furnish all the necessary information as required or submission of a bid not substantially responsive to all the requirements of the tender shall be at Bidder's own risk and may be liable for rejection.
- (v) No bidder is allowed to modify, substitute, or withdraw the Proposal after its submission.
- (vi) Bidders shall submit their Proposals at the given address on or before the last date and time for receipt of proposals mentioned in the tender documents.

B. Rejection of Bids:

SDMC reserves the right to reject any/all bids without assigning any reason thereof and without incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision. The SDMC may at its sole discretion and at any time during the evaluation of Proposal, disqualify any Bidder on any of the following grounds:

- (i) If he has made misleading or false representations in the tender document submitted by him.

- (ii) If he has any pending dues with erstwhile MCD or SDMC/NDMC or EDMC
- (iii) Any bidder who has been blacklisted by MCD or SDMC/NDMC/EDMC due to any reason.
- (iv) Any bidder who is found to have any interest in the disqualified/blacklisted agency / person / company for which the decision of the SDMC shall be final and binding on all the parties.
- (v) Tries to influence the tender process through direct contact with any official involved in the tender process or through manipulative news reports against any competing bidder / complaints against competing bidders from known or unknown sources.
- (vi) Absence or omission of any document as required as per the tender documents, the concerned bidder shall be declared as not eligible and in that eventuality their financial bid shall not be considered.
- (vii) Fails to provide clarifications related thereto, when sought by SDMC within reasonable time.
- (viii) Any delay in receipt of tender documents through registered post/Speed post / courier shall render the tender invalid. Telegraphic / fax/ e-mail tender etc shall be summarily rejected. Decision of SDMC in this regard shall be final and binding upon.
- (ix) Information relating to the examination, clarification and comparison of the proposals shall not be disclosed to any bidder or any other persons not officially concerned with such process until the selection process is over.
- (x) The Technical Bid proposal should not include any financial bid information. A Technical Bid proposal containing any financial bid information shall be summarily rejected.
- (xi) Any superfluous document(s) not related to the mandatory criteria in company profile shall not be taken into account and no weight-age shall be given and shall result in summary rejection of bids. All participating bidders are clearly instructed to attach documents which are relevant to the scope of work / mandatory criteria as specified in the tender document and not any other document.
- (xii) Any bidder found indulging in malicious campaign or disinformation campaign or personal character assassination/vilification against any official of the SDMC or any other bidders either directly or through third parties, at any time after publication of the NT, shall be liable for rejection of bids and other legal actions as per law. Such bidders may also be blacklisted by the Municipal Corporation.

8. Opening of Tender :

Tender shall be opened at the date and time specified in the **Data Sheet** in the presence of intending bidders/their representatives, who may like to be present at that time. In case Tender opening date is declared HOLIDAY, Tender shall be received and opened on next working day at the same time specified in the **Data Sheet**.

9. Bid Evaluation:

a. Technical Bid Evaluation

- Responsiveness of bids submitted by all the Bidders shall be first examined with respect to Bid application, earnest money and tender fee, immediately after opening of the bids. Requirement of earnest money shall be assessed with respect to the number of parking sites bids by the bidder. Information about the parking sites and the earnest money shall be clearly spelt in the bid application as per 'Annexure 2'.
 - Technical bids of all the responsive bids shall be evaluated as per criteria given in Para 3 (Eligibility criteria) above. All the technically qualified bidders shall be notified indicating their "**Financial Capability**" as ascertained by the documents / information furnished by the bidders in their technical bid(s).

b. Financial Bid Opening/Evaluation:

- i. Financial bids of the technically qualified bidders shall be opened strictly as per the order of preference as submitted by the bidders in 'Annexure 13' for parking sites till the financial capacity of bidder exhausts.
- ii. H1 Bidder would be selected as per para 9' above and bidders shall be ranked H-1, H-2, H-3 etc. in decreasing order of their financial offers for respective parking sites. However, in the event that two or more Bidders quoting exactly the same bid amount for a particular site, the H1 bidder shall be decided by way of a draw amongst the said bidders then and there itself.
- iii. If there is a case of any discrepancy in quoted amount in words and figures, then the amount quoted by the bidder in words shall be considered. The decision of SDMC in this regard shall be binding and final on the all the party/bidders.
- iv. While opening the financial bids, a particular bidder shall be allowed to win parking sites with aggregate of quoted MLF equal to or less than his "Financial Capability", meaning thereby that once the sum total of his quoted MLF for the parking sites (where the bidder has been declared H1) is equal to his "Financial Capability", his further financial bids shall not be opened.

10. Acceptance of Tender/Bid:

- a. The validity of the offer given by the parking contractor shall be for **one year (extendable up to further one year) except Annexure-1A (upto 31 May 2017)** from the date of submission of bid and the same cannot be withdrawn by the bidder before the expiry of validity period, otherwise EMD shall be forfeited and the bidder shall be blacklisted for future tenders, besides other action(s) that the SDMC may decide to take against him.
- b. The offer/bid made by the bidder shall be subject to acceptance by the competent authority, SDMC or any other officer authorized / designated by the competent authority. Earnest money in respect of unsuccessful bidders will be refunded / returned without any interest, unless the same is forfeited for some other reasons.
- c. Parking contract may be given to the highest bidder (at the discretion of the competent authority), even if there is valid single bidder.
- d. In case, there is more than one highest bidder, with matching bids, successful H-1 bidder will be decided by lucky draw system under the supervision of competent authority of the SDMC in the presence of the bidders. During such a draw either the bidder or his authorized representative along with authorization letter/ certificate shall be allowed to appear/witness in the draw and decision of authorized representative in this regard shall be binding on the party/bidder.

11. Conflict of Interest

Applicants shall not have a conflict of interest (the "Conflict of Interest") that affects the tender process. Any Applicant found to have a Conflict of Interest will be disqualified. An Applicant may be considered to have a Conflict of Interest that affects the RFP Process, if:

- (a) Such Applicant (or any constituent thereof) and any other Applicant (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this qualification shall not apply in cases where the direct or indirect shareholding in a Applicant or a constituent thereof in the other Applicant(s) (or any of its constituents) is less than 1% of its paid up and subscribed capital; or
- (b) A constituent of such Applicant is also a constituent of another Applicant; or
- (c) Such Applicant receives or has received any direct or indirect subsidy from any other Applicant, or has provided any such subsidy to any other Applicant; or

- (d) Such Applicant has the same authorized representative for purposes of this Proposal as any other Applicant; or
- (e) Such Applicant has a relationship with another Applicant, directly or through common third parties, that puts them in a position to have access to each other's information about, or to influence the Proposal of either or each of the other Applicant; or such Applicant has participated as a consultant to SDMC in the preparation of any documents, design or technical specifications of the Project.

12. Negotiations:

H-1 bidder may be called for negotiations (if any) at the sole discretion of SDMC. If required the bidders may also be asked to extend his validity of rates beyond stipulated period i.e. 180 days.

13. Allotment Letter:

The bid (including negotiations, if any) submitted by the agency shall be subject to acceptance by the Commissioner, SDMC or any other officer/authority authorized under DMC Act. The offer once accepted, shall be final and binding upon the parking contractor/agency. The agency shall be liable to complete all the requisite formalities (including but not limited to deposition of security deposit/performance guarantee, advance MLF as mentioned in **Annexure -9**), as specified in working letter, within seven days of issue of the same and thereafter a formal allotment letter shall be issued to the H-1 parking contractor/agency. Any offer/permission granted by the competent authority 'may/can' be withdrawn, any time without assigning any reason thereof.

14. Agreement:

The 'parking contractor/agency' shall be liable to enter into an agreement with SDMC prior to issuance of allotment letter. The agreement is to be executed on a non-judicial stamp paper of Rs. 100/- duly attested by Notary which is to be purchased and provided by the bidder within 7 working days of issue of the offer letter, failing which the earnest money shall be forfeited along with levy of penal action as per penalty clause and offer so issued by the SDMC can be cancelled at the prerogative of SDMC. Agreement format shall be provided by the department along with offer letter and the agreement shall be subject to the provisions contained in the NTT/Tender documents and Act/Rules/Regulations /Bye-laws, as in force from time to time. The decision of the competent authority in SDMC shall be final and binding on any issue arising out of the Agreement. Any supplementary agreement shall be entered on need or circumstantial basis subject to the requirements of SDMC. The bid documents (bid application, technical bid, financial bid and negotiation letter, if any) submitted by the bidder, reply to pre-bid query, if any, addendum/corrigendum, etc. shall form part of the agreement.

The Stamp Duty, if levied by Govt. on such contracts, the same shall be required to be registered at nominated registrar's office and amount of Stamp Duty is to be paid /borne by the Contractor.



Assistant Commissioner,
Remunerative Project Cell, SDMC

