

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

Tender Document

For

Supply and Installation of Outdoor Light Emitting Diode (LED) Video Display Boards 20ft X 10ft (2 nos) in
West and South zone under the jurisdiction of SOUTH DELHI MUNICIPAL CORPORATION.

Section 1

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

Open Tender for Supply and Installation of Outdoor Light Emitting Diode (LED) Video Display Boards 20ft X 10ft (2 nos) in West and South zone under the jurisdiction of SOUTH DELHI MUNICIPAL CORPORATION

No:SDMC /IT / 2016-17/ 02

Tender Notice

Dated: 06.12.2016

(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 and Installation of Outdoor Light Emitting Diode (LED) Video Display Boards 20ft X 10ft (2 nos) in West and South zone under the jurisdiction of SOUTH DELHI MUNICIPAL CORPORATION

The eligibility criteria to participate in the bid is mentioned 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. 1,20,000 (Rs. One lakh and twenty thousand 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 is Rs. 60 lacs (Rs Sixty 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 21.12.2016 till 1:00 PM.

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.

A pre bid meeting will be held on 19.12.2016 to discuss on terms, conditions and schedule of tender from 15.00 hrs 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 15:00 hrs on 24th floor in the office of Director/IT, SDMC and shall be opened on the same day at 15.30 hrs 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:

Date of issue of Tender	From the date of publication in Newspaper, onwards
Pre Bid Meeting	19.12.2016 at 15.00 Hours at 24 th Floor, Conference Hall, Civic Centre, New Delhi-110002
Last Date for Submission of Tender Documents	29.12.206, Till 13.00 Hours
Date & Time of opening of Technical bid	29.12.2016, at 15.30 Hours
Date & Time of Opening of Financial Bid	30.12.2016, at 15.30 Hours

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.

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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 "Bid for for Supply and Installation of Outdoor Light Emitting Diode (LED) Video Display Boards 20ft X 10ft (2 nos) in West and South zone under the jurisdiction of SOUTH DELHI MUNICIPAL CORPORATION." 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.



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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.

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

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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 in writing through fax or e-mail to all prospective Bidders who have received the Tender Document and will be binding on them. The amendment will also be uploaded on the Website "www.mcdonline.gov.in" of South D.M.C.

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. Language of Bids

6.1. The Bids prepared by the Bidder and all correspondence and documents relating to the Bids exchanged by the Bidder and the South D.M.C, shall be written in the English language.

7. **Documents Comprising the Bids:**

7.1. 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 the format given in Appendix-5 and Appendix-6

8. Bid Price/quotation

8.1 The Bidder shall indicate in the proforma 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.

8.2 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.

8.3. 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.

8.4 The Financial Bid should clearly indicate the price without any qualifications whatsoever and should include all applicable taxes, 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.

9. Discount

9.1 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.

10. Bidder entity:

10.1 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.

10.2 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

10.3 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.

10.4 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.

10.5 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.

11. Earnest Money Deposit (EMD)/ Bid Security

11.1 The Bidder shall furnish, as part of its Technical Qualification Bid, Earnest Money Deposit (EMD)/ Bid Security of the amount mentioned in section 1.

11.2 Bidders who are Government Departments and Central Public Sector Undertakings are exempted from furnishing of EMD/ Bid Security.

11.3 Unsuccessful Bidder's EMD/ Bid Security will be discharged/ returned as promptly as possible.

11.4 The EMD/ Bid Security of the successful bidder will be returned upon furnishing of the Contract Performance Security or the same may be adjusted towards performance security.

11.5 The EMD/ Bid Security may be forfeited

(a) if a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder in the Bid; or

b) in the case of a successful Bidder, if the Bidder fails:

to sign the Contract ; or to furnish Contract Performance Security.

12. Period of Validity of Bids

12.1 Bids shall remain valid for 180 days from the date of opening of Technical Bids prescribed by the South D.M.C. A Bid valid for a shorter period may be rejected by the South D.M.C as non-responsive.

12.2 In exceptional circumstances, the South D.M.C may solicit the Bidder's consent to an extension of the period of validity of bid. The request and the responses thereto shall be made in writing (or by fax). The validity of EMD/ Bid Security shall also be suitably extended. A Bidder may refuse the request without forfeiting its EMD/ Bid Security.

13. Format and Signing of Bid

13.1. The Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to sign the bid. The authorization shall be indicated by written Power-of-Attorney, as per the format prescribed in Appendix-7, and enclosed with the Technical Qualification Bid. All pages of the Technical Bid and Financial Bid, shall be serially numbered, initialed and stamped by the person or persons signing the Bid.

13.2 The Bid shall contain no interlineations, erasures or overwriting.

14. Revelation of Prices

14.1 Prices in any form or by any reason before opening the Financial Bid should not be revealed, failing which the Financial Bid shall be liable to be rejected.

15. Terms and Conditions of Bidders

15.1 Printed terms and conditions (General Conditions) of the Bidders will not be considered as forming part of their Bids.

16. Local Conditions

16.1 It will be imperative on each Bidder to fully acquaint himself with the conditions and factors, which would have any effect on the performance of the contract and / or the cost.

16.2 The Bidder is expected to visit and examine the office/s of South D.M.C and its surroundings and obtain for themselves on their own all information that may be necessary for preparing the Bid and entering into contract. The cost for visiting the site shall be at Bidder's own cost.

16.3 The Bidder and any of their personnel will be granted permission by the AO/IT of concerned Department/Office of South D.M.C to enter upon its premises and lands for the purpose of such inspection.

16.4 Failure to visit the South D.M.C office/s will in no way relieve the successful Bidder from furnishing any material or performing any work in accordance with the bidding documents.

16.5 It will be imperative for each Bidder to fully inform themselves of all legal conditions and factors which may have any effect on the execution of the contract as described in the bidding documents. The South D.M.C shall not entertain any request for clarification from the Bidder regarding such local conditions.

16.6 It is the responsibility of the Bidder that such factors have properly been investigated and considered while submitting the Bids and that no claim whatsoever including those for financial adjustment to the contract awarded under the bidding documents will be entertained by the South D.M.C and that neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted by the South D.M.C on account of failure of the Bidder to appraise themselves of local laws / conditions.

17. Headings

17.1 The headings of conditions hereto shall not affect the construction thereof.

18. Conditions for Eligibility and Technical Qualification of Bidders

18.1 Eligibility

- (i) For participation in the Tender process and submitting Bids, Bidders may be a private, public or government-owned legal entity, subject to sub clauses (iv) and (v) below.
- (ii) The term "Bidder" used in the Tender would therefore apply to a single entity only.
- (iii) The Bidder shall submit a Power of Attorney, authorizing the signatory of the Bid and to commit the Bidder, along with submission of Technical Bid.
- (iv) A Bidder that is under a declaration of ineligibility by the South D.M.C or any other Central/ State Government/ Municipal Corporation authority in India on the date of submission of the Bid or thereafter shall be disqualified.
- (v) Bid by Consortiums
Bid by a Consortium is not allowed.

18.2. Conditions for Technical Qualification of Bidders

For the purpose of Technical Qualification of Bidders, the Bidder should have the following minimum technical qualifications and should enclose the following supporting and other documents/requirements as applicable:

S. No.	Technical Qualification	Proof/ Supporting Document(s) to be enclosed with the Technical Bid
1	Bank Draft/ Pay Order towards the payment of Non-Refundable Tender Document Fee of Rs. 1000/- (Rupees one Thousand only). Note: The Bidder must write the Name & Complete postal address of the bidding firm on the reverse side of the Bank Draft/ Pay Order.	Proof of Payment (copy of G8 Receipt) of Non-Refundable Tender Document Fee of Rs.1000/- (Rupees one Thousand only) if the Tender Document was purchased from the office of South D.M.C. OR

		Original Bank Demand Draft/ Pay Order issued by a Nationalised/ Scheduled Bank for an amount of Rs. 1,000/- (Rupees one Thousand only) drawn in favour of "Commissioner, South Delhi Municipal Corporation" if the Tender Document was downloaded from the Website of South D.M.C.
2	Earnest Money Deposit (EMD)/ Bid Security (in original) for an amount of Rs. 1,20,000 /-- (Rupees one lakh seven thousand only)	Original Bank Demand Draft/ Pay Order issued by a Nationalised/ Scheduled Bank of Rs. one lakh twenty thousand only in favour of "Commissioner, South Delhi Municipal Corporation".
3	The Bidder should be in the business of supply and erection of outdoor LED screen for at least last 5 years.	The Certificate of Incorporation and Certificate of Commencement of Business issued by the Registrar of Companies or equivalent authority and duly certified statement from their appointed statutory auditor or from the Company Secretary in this regard.
4	Technical Qualification Bid Submission	Technical Qualification Bid Submission Form in Appendix-2 to Appendix 4 duly filled and signed by the Authorized Signatory of the Bidder.
5	Solvency Certificate for at least Rs. 24 lacs /- (Rupees twenty four lacs only).	Duly filled and signed Solvency Certificate from the Banker of the Bidder Appendix-1 . Solvency Certificate from a Nationalized/ Scheduled Bank.
6	The Bidder must have a registered office in India.	The Certificate of Incorporation and Certificate of Commencement of Business issued by the Registrar of Companies or equivalent authority.
7	The Bidder must have minimum average annual turnover of Rs. 60,00,000/- (Rupees Sixty Lacs only) during any of the last 3 financial years ended on 31.03.2016 i.e. during the Financial Years 2013-2014, 2014-15 and 2015-16.	Copies of audited balance sheets for each of the three financial years 2013-2014, 2014-15 and 2015-16 must be enclosed. The Bidder must also submit a duly certified statement from their appointed statutory auditor or from the Company Secretary in this regard.
8	The Bidder's Company/ Firm/ Organization must be a profit making Company/ Firm/ Organization in each of the last 3 financial years ended on 31.03.2016 i.e. during the Financial Years 2013-2014, 2014-15 and 2015-16.	Copies of audited balance sheets for each of the three financial years 2013-2014, 2014-15 and 2015-16 must be enclosed. The Bidder must also submit a duly certified statement from their appointed statutory auditor or from the Company Secretary in this regard.

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9	<p>The Bidder must have minimum experience of 5 years of in supply and installation of outdoor LED video screen to any Central Government Department/ State Government Department/ Central Autonomous Body/ Municipal Corporation/ Central or State Public Sector Undertaking of the following value:</p> <p>(i) One similar work of value not less than 80 % of estimated cost.</p> <p>OR</p> <p>Two similar work of value not less than 50% of estimated cost.</p> <p>OR</p> <p>Three similar work of value not less than 40% of estimated cost.</p>	<p>The Bidder must provide the list of projects with names of customers along with Customer certification for satisfactory execution of the Work Order (s) and copies of relevant work orders and/ or contract.</p> <p>The experience/work order of private organization shall not be accepted.</p>
10	<p>The bidder must have valid Service Tax Registration, PAN No., VAT/Sales Tax registration.</p>	<p>Self-Attested copies of the relevant documents must be enclosed.</p>
12	<p>The Bidder should not indulge in any activity which can be termed as the conflicting activities.</p>	<p>A declaration in Appendix-8 must be enclosed in this regard.</p>
13	<p>If the family member(s) of any employee of South Delhi Municipal Corporation or any other Municipal Corporation in Delhi is/ are associated with the Bidder, the same fact should be clearly disclosed.</p>	<p>A self-declaration duly signed by the Chief Executive Officer/ Managing Director/ Country or Regional Head of the Bidder in this regard must be submitted in the Format prescribed in Appendix -9.</p>
14	<p>The Bidder should not have been convicted under anti-corruption policy of Government of India/ Government of NCT of Delhi/ any ULB in Delhi and blacklisted by them. If ever blacklisted, the information with brief facts of such instances must be disclosed.</p>	<p>A self-declaration duly signed by the Chief Executive Officer/ Managing Director/ Country or Regional Head of the Bidder in this regard must be submitted in the Format prescribed in Appendix-10</p>
15	<p>The bidder must be a manufacturer or authorized representative of OEM.</p>	<p>Registration for manufacturing of the product or authority letter from original manufacturer to be attached.</p>
16.	<p>Authorization letter to sign the bid document</p>	<p>Authorization letter in format as per Appendix -7</p>

19. Sealing and Marking of Bids

