

DELHI DEVELOPMENT AUTHORITY
Office of Dy. Director (Systems) III
B-Block, 1st Floor, Vikas Sadan, INA New Delhi-110023
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File No: SYS/F3/0003/2021/MISC/-O/o DD (Systems I)
Computer No: 21255

Dated 3.3.2022

NOTICE INVITING LIMITED QUOTATIONS

Limited quotations from all the prospective agencies within Delhi and NCR are hereby invited for preparation and supply of Identity Cards for DDA's employee (Working and Retired) of Qty-4000 (approx.) initially and thereafter as and when required within the periodicity of 3 years. Sample of proposed ID card is available in the office of Director (Systems). Interested bidders may visit the Systems Department before participating in the bid to get familiarised with the size, text/logo to be printed, width, height, etc. A lanyard is also to be printed.

An interested agency may please submit techno-cum-commercial quotation in a sealed envelope indicating complete cost including card, holders and lanyard within two-weeks time up to cease work of the publication of this notice at the following address:

Tender box
Office of Director (Systems)
B-Block, 1st Floor
DDA, Vikas Sadan
INA, New Delhi-110023.

General Terms and Conditions and Terms of Contract/Agreement is appended as Annexure - 'A' & 'B'.

Sd/-

(JK Pandey)
Dy. Director (Systems) III

Copy for kind info to:

1. Director (Systems)
2. DD(S) II
3. CSO/DDA
3. Guard File

General Terms and Conditions:**1 Bid Details:**

I. Bid Life Cycle (From Publish Date): 90 (Days)
II. Bid Offer Validity (From End Date): 75 (Days)
III. Item Category: badge holders-I Card
IV. Total Quantity: 4000 (estimated)
V. Minimum Average Annual Turnover of the Bidder: 1 Lakh (s)
VI. OEM Average Turnover (Last 3 Years): 11 Lakh (s)
VII. Years of Past Experience required: 3 Year (s)
VIII. MSE Exemption for Years of Experience and Turnover: No
IX. Start-up Exemption for Years of Experience and Turnover: No
X. Documents required from seller: a) Experience Criteria, b) Past Performance, c) Bidder Turnover, d) OEM Annual Turnover *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
XI. Past Performance: 60 %
XII. Bid to RA enabled: No (Not Applicable)
XIII. Time allowed for Technical Clarifications during technical evaluation: 2 Days
XIV. Evaluation Method: Total value wise evaluation
XV. EMD Detail required: No
XVI. PBG Detail required: 3% of Contract Value for a period of 38 months
XVII. Bid splitting not applied. (Not Applicable)
XVIII. Reserved for Make In India products: Yes
XIX. MSE Purchase Preference: Yes

2 General terms and conditions:

2.1.1 The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2.1.2 Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.

2.1.3 OEM Turn Over Criteria: The minimum average annual financial turnover of the OEM of the offered product during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the OEM is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2.1.4 Bid reserved for Make In India products: Procurement under this bid is reserved for purchase from Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. However, eligible micro and small enterprises will be allowed to participate. The minimum local content to qualify as a class 1 local supplier is denoted in the bid document. All bidders must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which the bid is liable to be rejected. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020 . In case Buyer has selected Purchase preference to Micro and Small Enterprises clause in the bid, the same will get precedence over this clause.

2.1.5 Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and

Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for 25%(selected by Buyer) percentage of total QUANTITY.

2.1.6 Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or 2 / 5 similar Category Products for 60% of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant Financial year. In case of bunch bids, the category related to primary product having highest bid value should meet this criterion.

2.1.7 **Badge Holders-I Card (approx. 4000 pieces)** (Minimum 50% Local content required for qualifying as Class 1 Local Supplier)

2.1.8 **Technical Specifications** (*As per GeM Category Specification)

Specification	Specification Name	Bid Requirement (Allowed Values)	Remarks
Type	Type of I Card Holder Type of Lanyards Type of Clip	Type of I Card Holder Type of Lanyards Type of Clip	
Dimension	Length of I Card to fit (mm) Width of I Card to fit (mm) Length of Lanyards (cm)	Bidder to fill the value	Bidders may visit Systems Department to see sample ID cards
Shape and Size of Lanyards	Shape of Lanyards	patti	
Physical Characteristics	Orientation of card holder Colour, Imprint colour and logo on Lanyards Safety Mechanism	Horizontal Pre-printed Lanyards Non-breakaway	Bidders may visit Systems Department to see sample ID cards

3. Specific Terms and Conditions

3.1 Service & Support :

3.1.1 Availability of Service Centres: Bidder/OEM must have a Functional Service Centre in the State of each Consignee's Location in case of carry-in warranty. (Not applicable in case of goods having on-site warranty). If service center is not already there at the time of bidding, successful bidder / OEM shall have to establish one within 30 days of award of contract. Payment shall be released only after submission of documentary evidence of having Functional Service Centre.

3.2 Turnover:

3.2.1 Bidder Turn Over Criteria: The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criterion.

3.3 Certificates:

3.3.1 Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

3.4 Service & Support:

3.4.1 Escalation Matrix For Service Support: Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

3.5 Generic :

3.5.1 Experience Criteria: The Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for 3 years before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the year. In case of bunch bids, the primary product having highest value should meet this criterion.

3.5.2 OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

3.5.3 Products supplied shall be nontoxic and harmless to health. In the case of toxic materials, Material Safety Data Sheet may be furnished along with the material.

3.5.4 The seller is required to print logo as per buyer's requirement.

3.6 Turnover

3.6.1 OEM Turn Over Criteria: The minimum average annual financial turnover of the OEM of the offered product during the last three years, ending on 31st March of the previous financial year, should be as indicated in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the OEM is less than 3 year old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria. In case of bunch bids, the OEM of CATEGORY RELATED TO primary product having highest bid value should meet this criterion.

3.7 Purchase Preference (Centre) :

3.7.1 Procurement under this bid is reserved for purchase from Micro and Small Enterprises whose credentials are validated online through Udyog Aadhaar for that product category. If the bidder wants to avail the reservation benefit, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service.

3.8 Warranty:

3.8.1 Timely Servicing / rectification of defects during warranty period: After having been notified of the defects / service requirement during warranty period, Seller has to complete the required Service / Rectification within 3 days time limit. If the Seller fails to complete service / rectification with defined time limit, a penalty of 0.5% of Unit Price of the product shall be charged as penalty for each week of delay from the seller. Seller can deposit the penalty with the Buyer directly else the Buyer shall have a right to recover all such penalty amount from the Performance Security (PBG). Cumulative Penalty cannot exceed more than 10% of the total contract value after which the Buyer shall have the right to get the service / rectification done from alternate sources at the risk and cost of the Seller besides forfeiture of PBG. Seller shall be liable to re-imburse the cost of such service / rectification to the Buyer.

Standard Form for Agreement

This agreement is executed at New Delhi on this day of....., 2022 between the Delhi Development Authority, a body corporate constituted Under section 3 of the Delhi Development Act, 1957 (hereinafter referred to as "The Authority") which expression shall unless the context requires another or different meaning include its successors and assigns through its Secretary of the one part and M/shaving its registered office at which expression shall unless, the context requires another or a different meaning include its successors, heirs, legal representatives, executors, administrators and assigns of the other part.

WHEREAS the Authority is desirous of assigning the work of "Supply and Printing of Laminated and Computerized Plastic I-Cards for DDA's serving and retired employees" with scope of work and terms and conditions given in Annexure-I of the Tender Document.

AND WHEREAS M/s. had submitted to the Authority a tender, which after negotiations by the authorized representatives of the parties hereto has been accepted by the Authority.

Now, therefore, the parties hereto agree as under: -

1. All the terms and conditions as stated in Tender Document, Work order No..... dated shall be part and parcel of this Agreement to be executed and binding on both the parties.

2. Service Agency shall present itself in the office of the DDA and shall execute an agreement within 7 days and shall furnish a demand draft (in favour of Delhi Development Authority) of the amount equivalent to 5% of the contractual cost of the work as security deposit after adjusting the earnest money and shall also furnish a Bank Guarantee of the amount equivalent to 10% of the contractual cost of the work as Performance Bank Guarantee. Security Deposit shall be forfeited and the Performance Bank Guarantee will be invoked by DDA in case the performance of the vendor is not found satisfactory during the period of this contract. The Performance Bank Guarantee shall be retained till the completion of the project. The Security

Deposit will be released after all contractual obligations by vendor are over. Security Deposit shall be forfeited and Performance Bank Guarantee (PBG) will be revoked by DDA in case the performance of the vendor is not satisfactory during the period of the contract.

3. Service Agency shall submit the plan of action, name of the Project Manager and team members with their designations and roles to carry out the work immediately after signing the contract.

4. If Service Agency finds any hindrance in the start of the work so as to necessitate an extension of time allowed in the tender, the tenderer shall apply in writing to Pr. Comm.(S) who may grant the same in writing, if reasonable and satisfactory cause is shown. The extension can be granted by the Pr. Comm.(S) in his absolute discretion and if he finds the cause shown as genuine and sufficient.

5. In case the vendor does not undertake the work within the specified period or adhere to the time frame given by DDA or is unwilling to do the job at any time, the entire security deposit shall stand forfeited and the work shall be got done at the risk and cost of the vendor.

6. Time Frame: 3 years.

7. Scope of work: Supply and Printing of Laminated and Computerized Plastic I-Cards (approx. 4000 qty) for DDA's serving and retired employees.

8. The rates applicable are as under:

S NO.	Item Description	Unit price, inclusive of all taxes (in Rs.)	Estimated Qty.	Amount (in Rs.)
1.	Supply and Printing of Plastic I-Cards with lanyard and holder All applicable deductions on			

	account of taxes/duties shall be made by DDA.			

9. Payment terms:

M/s..... shall be paid for the services rendered on quarterly basis after the completion of satisfactory services for each quarter.

10. Penalty Clauses:

i) In case the M/s.....fails to adhere to the time frame for starting the work as per the schedule, it shall pay as liquidated Damages and not by way of penalty, an amount equal to 1% of the total contractual amount of work for one year or lesser amount as the Pr. Commissioner (System) may decide for every day that M/s.....delays in start/taking over of the work. The decision of the Vice Chairman/DDA shall be final and binding unless reasonable grounds are shown in writing during the weekly review meetings. The maximum penalty can be 25% of the total contractual cost. Necessary action for blacklisting will be taken.

ii) In case the performance of Service Agency is not found satisfactory during the period of project, Security Deposit shall be forfeited and PBG will be revoked by DDA. Agency is to submit PBG @ 3% of total cost of the contract. Pr. Commissioner (System) shall have the right to revoke PBG at any time. The tenderer shall have no claim for any compensation or any loss on this account.

11. M/s..... will not sub-let / sub-contract in part, or in full after getting the assignment in the event M/s..... subletting the work / sub-contracting in part or full after the award of the work M/s..... shall be considered to have thereby committed a breach of agreement and DDA shall forfeit the security deposit and PBG both. M/s..... shall have no claim for any compensation or any loss on this account.

12. Service Agency shall not claim any charge for installation of its equipment's in the DDA Premises for undertaking the job. It is further clarified that all hardware and software and other items will be the responsibility of the vendor at its cost.

13. Service Agency at its own expense shall install hardware and software infrastructure required for due performance of the contract in the DDA premises and the material shall remain at its risk till the date of completion of the assignment.

14. Service Agency shall adhere to the DDA Calendar and DDA office timings and shall ensure that in case required the personnel will function beyond office hours to meet the targets agreed mutually.

15. Service Agency shall be fully responsible for providing the services.

16. The Service Agency shall not be provided with any office space/ conveyance/ telephone connection for its operations.

17. The material if any is required to be brought to or removed from DDA premises by Service Agency shall be brought/removed only on working days as per DDA's calendar. A list of the same items shall be presented to the Dy. Director coordinating the operations of the tenderer and the gate pass shall be issued by him for removal of items.

18. Confidentiality Clause: Service agency shall not in any circumstance share/disclose data/any information with any body/organization/company etc related to DDA.

19. Termination: The contract can be terminated any time by giving a notice of 2 months by DDA.

20. The decision of the VC, DDA with respect to any of the matters pertaining to the tender or the agreement or arising there shall be final and binding and shall not be called in question in any proceedings or at any forum whatsoever.

21. In case of any dispute between parties of this agreement, the same shall be subject to the jurisdiction of Delhi Courts only.

In witness whereof, this deed has been executed by the parties on the date, month and year mentioned herein above.

For and on behalf of [Tenderer]

Witness:- 1.

2.

For and on behalf of Delhi Development Authority

Witness:- 1.

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