



REQUEST FOR PROPOSAL

Invitation of Bids for Annual Rate Contract for Supply of Coarse Sand (Jagadhri, Yamuna Nagar) and Good quality of Fine Sand(Sonipat) for Green Topdressing/Bunker Use and Divots Filling.

Request for Proposal (RFP) No.15, Dated: 29-11-2023

WEBSITE: WWW.delhigolfclub.org

1. Bids in sealed cover are invited for Item listed in Part III of this RFP. Please super scribe the above-mentioned Title, RFP number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.
2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below -
 - a. Bids/queries to be addressed to:

**The Secretary
The Delhi Golf Club,
Dr. Zakir Hussain Marg New Delhi- 110003**
 - b. Postal address for sending the Bids: **As mentioned Above**
 - c. Name/designation of the contact personnel: **Mr. Virender Kumar, Manager Course.**
 - d. Telephone numbers of the contact personnel: **91 9871326600**
 - e. e-mail ids of contact personnel: **course@delhigolfclub.org**
 - f. Fax number: **NA**
3. This RFP is divided into three Parts as follows:
 - a. Part I – Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.
 - b. Part II – Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.
 - c. Part III – Contains Standard Commercial Conditions of RFP, which will form part of the Contract with the successful Bidder.
4. This RFP is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the RFP, should it become necessary at any stage.

Part I – General information

1. Last date and time for depositing the Bids: By 4:00 PM on 12-12 -2023

The sealed Techno-Commercial bid should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

2. **Manner of depositing the Bids:** Sealed Bids should be either dropped in the Tender Box kept in **the Main Office of DGC** or to be sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non- delivery/non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered (unless they have been specifically called for by these modes due to urgency).

3. Time and date for opening of Bids: At 12:00 PM on 13-12-2023.

(If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).

4. Location of the Tender Box:

Tender Box will be placed in Main Office Area **outside Finance Controller's (FC) cabin**. Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.

5. Place of opening of the Bids:

Tender will be opened in the **Board Room of DGC**. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

6. Bid system: Single Bid Systems.

7. **Forwarding of Bids –** Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like GST number, Bank address with NEFT Account if applicable, etc. and complete postal & e-mail address of their office.

8. **Clarification regarding contents of the RFP:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than **3(Three)** days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.

9. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the DGC may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

10. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

11. **Unwillingness to quote:** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of items as mentioned in this RFP.

12. **Validity of Bids:** The Bids should remain valid till Finalization of the vendor by the buyer.

13. **Earnest Money Deposit: – 50,000.00 This amount shall be refunded (without interest)within one month after expiry of contract.**

Part II – Essential Details of Items/Services required

Schedule of Requirements – Annual Rate Contract for Supply of Coarse Sand (Jagadhri) and Good Quality of Fine Sand (Sonipat) for Green Topdressing/ Bunker Use and Divots Filling.

(a) Annual Rate Contract for Supply of Coarse Sand (Jagadhri) and Fine Sand (Sonipat) .

- 1. Delivery Period** –Delivery time will be 7-10 working days after receipt of Purchase Order from the date of contract. Please note the rate Contract shall be for the period of 1 year from the date of execution that contract can be cancelled unilaterally by the DGC. Extension of contracted delivery period will be at the sole discretion of the DGC, with applicability of LD clause.
- 2. Liquidated Damages**: In the event of the Seller's failure to submit Documents, supply the stores/goods and conduct trials, installation of equipment, training, etc. as specified in the contract, the DGC may, at his discretion, withhold any payment until the completion of the contract. The DGC may also deduct from the SELLER as agreed, liquidated damages to the sum of 1% of the contract price of the delayed/undelivered stores/services mentioned above for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.

Part III – Evaluation Criteria & Price Bid issues

- 1. Evaluation Criteria** - The broad guidelines for evaluation of Bids will be as follows:
 - (a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the RFP, both technically and commercially.
 - (b) The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Format given at Part III Para 2 below.
 - (c) Delhi Golf club reserves the right to cancel the tendering at any stage.

2. Format of Commercial quotation

Sl No.	Items Description.	Unit	Qty	Rate (Rs.)
1	Annual Rate Contract for Supply of Coarse Sand (Jagadhri, Yamuna Nagar) for Green Topdressing/Bunker Use.	Cft.	As per the requirement	
2	Annual Rate Contract for Supply of Fine Sand (Sonipat) for Divots Filling.	Cft.	As per the requirement	
	Taxes/GST			
	Freight			
	Excise/Custom/Octroi(if applicable)			
	Packing			
	Unloading by Vendor			
	Government of Haryana Dept. of Mines and Geology Transit pass for Minor Mineral.			
	Delivery time			
	Wastage of 5% will be acceptable, above 5% will be deduct from quoted price. Material will be tested on receipt otherwise return back.			
	Payment Terms			
	Any Other Charges			



Secretary
The Delhi Golf Club