



REQUEST FOR PROPOSAL

INVITATION OF BIDS FOR SUPPLY, DELIVERY, INSTALLATION AND COMMISSIONING OF FURNITURE / RUGS FOR MAIN CLUBHOUSE BUILDING OF THE DELHI GOLF CLUB, DR. ZAKIR HUSSAIN MARG, NEW DELHI

REQUEST FOR PROPOSAL (RFP) NO: 02/01-26 DATED 13th JANUARY 2026

1. Sealed Bids are hereby invited by The Delhi Golf Club (hereinafter referred to as DGC or Buyer) from **eligible, experienced and financially sound firms / manufacturers / authorized dealers / suppliers** for the **supply, delivery, loading/unloading, installation, testing (wherever applicable) and commissioning of furniture and required Rugs**, as detailed in **Part II - Schedule of Requirements (SOR) and Technical Specifications** of this Request for Proposal (RFP).

2. The furniture proposed under this RFP shall be intended for use in the **Main Clubhouse Building of The Delhi Golf Club**, and shall include, but not be limited to, **loose furniture, modular furniture, customized furniture, seating systems, tables, storage units, workstations, and allied furniture items including Rugs**, as specified in the Schedule of Requirements.

3. Bidders are required to submit their Bids in **sealed cover(s)** strictly in accordance with the instructions contained in this RFP document. The sealed cover(s) must be **clearly superscribed** with the following information to avoid rejection or declaration of the Bid as invalid:

- **Title of the RFP**
- **RFP Number**
- **Date of Opening of Bids**

Failure to properly superscribe the Bid may render the Bid liable to rejection at the discretion of the DGC.

4. All Bids, communications, queries and requests for clarification pertaining to this RFP shall be addressed as under:

- Bids/queries to be addressed to:

**The Secretary, The Delhi Golf Club,
Dr. Zakir Hussain Marg New Delhi- 110003**

- Postal address for sending the Bids: **As mentioned Above**
- Name/designation of the contact personnel: **Mr. Ajay Yadav, Manager (House),**
- Telephone numbers of the contact personnel: **98111 37858**
- e-mail ids of contact personnel: **admin@delhigolfclub.org**

Any clarification sought by the Bidder shall be made in writing only through the above-mentioned contact details within the stipulated time frame prescribed in this RFP. Verbal clarifications, if any, shall not be binding on the Buyer.

5. This RFP document is structured and divided into the following three (03) parts, each of which shall be read in conjunction with the others:

Part I – General Information & Instructions to Bidders - This Part contains general information regarding the RFP and detailed instructions to the Bidders, including but not limited to:

- Time, date and place of submission and opening of Bids
- Eligibility and qualification requirements
- Validity period of Bids

- Instructions regarding preparation and submission of Bids
- Clarifications, amendments, and corrigenda

Part II – Scope of Supply, Schedule of Requirements & Technical Specifications - This Part contains the detailed description of the furniture to be procured, including:

- Item-wise Schedule of Requirements (SOR)
- Technical specifications, materials, finishes and workmanship standards
- Delivery schedule and installation timelines
- Mode of delivery, unloading, installation and commissioning
- Inspection, testing and acceptance criteria
- Consignee and site details

Part III – Standard Commercial Conditions - This Part contains the commercial and contractual terms and conditions which shall form an integral part of the Contract to be executed with the successful Bidder, including:

- Price basis and payment terms
- Performance security
- Warranty and after-sales service obligations
- Liquidated damages and penalties
- Termination, force majeure and dispute resolution
- Jurisdiction and governing law

4. No Financial Commitment & Buyer's Rights: This RFP is being issued **without any financial commitment** on the part of The Delhi Golf Club.

The Buyer reserves the **absolute right** to:

- Accept or reject any or all Bids
- Cancel or withdraw this RFP at any stage without assigning any reason
- Modify, amend, add to or delete any part of this RFP
- Change or vary the scope, quantities or specifications of furniture

No claim whatsoever shall lie against the Buyer for rejection of Bids, cancellation of the RFP or for any modification thereof.

Part I – General information

1. Last Date and Time for Submission of Bids: 02:00 PM on 23rd January 2026.

The **sealed Technical Bid and Commercial Bid**, each enclosed in **separate sealed envelopes**, must be deposited or must reach the Buyer on or before the above-mentioned due date and time. The responsibility for ensuring that the Bids are submitted in time and in the prescribed manner **solely rests with the Bidder**. Bids received after the stipulated date and time shall be treated as **late bids** and shall **not be considered** for evaluation under any circumstances.

2. Manner of Depositing the Bids:

The Bids (Technical Bid and Commercial Bid in separate sealed envelopes) shall be submitted in either of the following manners: Dropped in the **Tender Box** kept at the **Main Office of The Delhi Golf Club**, or sent by **Registered Post / Speed Post / Courier** at the address specified in the RFP, to reach on or before the due date and time.

Late tenders shall not be considered under any circumstances. The Buyer shall **not be responsible** for any postal delay, non-delivery, or non-receipt of Bid documents.

Bids sent by **FAX or e-mail** shall **not be considered**, unless such modes have been specifically permitted by the Buyer in writing due to exigencies.

Only those Bids that are physically found in the **designated Tender Box** at the time of opening shall be opened and considered.

Bids dropped in the **wrong Tender Box** or at an incorrect location shall be rendered **invalid and liable for outright rejection**.

3. Time and Date for Opening of Technical Bids: 04:00 PM on 23rd January 2026.

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

4. Location of the Tender Box - The Tender Box shall be placed in the **Main Office Area of The Delhi Golf Club**, located **outside the cabin of the Finance Controller (FC)**. Only those Bids found in the said Tender Box at the time of opening shall be opened. Bids deposited in any location other than the designated Tender Box shall be treated as **invalid**.

5. Place of Opening of the Bids - The Bids shall be opened in the **Board Room of The Delhi Golf Club**. Bidders may depute their representatives, **duly authorized in writing**, to attend the opening of the Technical Bids on the scheduled date and time. The Bid opening process shall **not be postponed or delayed** due to the non-presence of any Bidder or their authorized representative.

- **Two-Bid System** - This Tender shall follow a **Two-Bid System**, consisting of **Technical Bid and Commercial Bid**

Bidders are required to submit the Technical Bid and Commercial Bid in **two separate sealed envelopes**, clearly superscribed as "Technical Bid" and "Commercial Bid." Only the **Technical Bids** shall be opened initially at the date and time specified in Clause 3 above. The **date and time of opening of the Commercial Bids** shall be intimated separately to those Bidders whose Technical Bids are found to be **responsive, compliant, and acceptable** after detailed technical evaluation by the Buyer. Commercial Bids of only those Bidders who qualify in the Technical Evaluation shall be opened. Commercial Bids of technically non-responsive Bidders shall **not be opened**.

6. Forwarding of Bids - Bids shall be forwarded by the Bidders under their **original covering letter / memo / letterhead**, duly signed and stamped. The forwarding letter shall inter alia include the following details:

- GST Registration Number
- Complete postal address of the Bidder
- E-mail address and contact numbers
- Bank name, branch address, and NEFT/RTGS details (if applicable)

Incomplete forwarding details may result in rejection of the Bid at the discretion of the Buyer.

7. Clarification Regarding Contents of the RFP - A prospective Bidder requiring any clarification regarding the contents of the RFP documents may notify the Buyer **in writing**, not later than **three (03) days prior to the date of opening of the Bids**. All clarifications shall be sought **only through e-mail** at: admin@delhigolfclub.org. While all efforts have been made to avoid errors in the drafting of the RFP documents, Bidders are advised to **carefully examine** all provisions and seek clarifications within the stipulated time.

No claim on account of any error or omission detected in the RFP documents **after the stipulated clarification period** shall be entertained. Any modification to the RFP document, if required, shall be made exclusively by The Delhi Golf Club through the issuance of an **Addendum / Corrigendum**.

8. Amendment to RFP Documents - Before the deadline for submission of Bids, The Delhi Golf Club may issue **additional instructions, amendments, or modifications** to the RFP documents through an Addendum / Corrigendum. Such amendments shall be made available on the **DGC Portal**, and the provisions contained therein shall take **precedence** over the original RFP documents. To provide Bidders reasonable time to take such amendments into account, the Buyer may, at its discretion, **extend the deadline for submission of Bids**.

9. Clarification Regarding Contents of the Bids - During the evaluation and comparison of Bids, the Buyer may, at its discretion, seek clarifications from any Bidder regarding their Bid. No post-bid clarification at the initiative of the Bidder shall be entertained. The Bidder shall not be permitted to submit **additional information** not pertaining to the clarification sought. The Buyer may seek price break-ups or other clarifications as deemed necessary for evaluation purposes.

10. Rejection of Bids - Canvassing in any form, submission of unsolicited letters, or post-tender corrections shall result in **summary rejection** of the Bid. Conditional Bids or Bids deviating from the terms and conditions of the RFP shall be rejected.

11. Award of Contract - The Contract shall be awarded to the Bidder, at the sole discretion of the Buyer, whose Bid is found to be **substantially responsive**, technically compliant, and meeting all requirements of the RFP documents.

12. DGC's Right to Accept or Reject Bids - Notwithstanding anything contained herein, The Delhi Golf Club reserves the right to **accept or reject any Bid**, or to annul the bidding process and reject all Bids at any time prior to award of the Contract, without incurring any liability or obligation whatsoever towards the affected Bidder(s).

13. Validity of Bids - The Bids shall remain valid **until finalization and appointment of the vendor**, unless extended by mutual consent.

14. Earnest Money Deposit (EMD) - Bidders are required to submit an **Earnest Money Deposit (EMD) of Rs. 5,00,000/- (Rupees Five Lakhs only)** along with their Bids. The EMD shall be submitted in the form of an **Account Payee Demand Draft** drawn in favor of **The Delhi Golf Club**, payable at **New Delhi**.

The EMD of unsuccessful Bidders shall be returned without any interest, at the earliest after expiry of the final Bid validity period and in any case **not later than 30 days** from the date of award of the Contract. The EMD of the successful Bidder shall be returned, without any interest, after **successful completion of supply, delivery, installation, and commissioning** of the furniture.

The EMD shall be **forfeited** if the Bidder withdraws, amends, impairs, or derogates from the RFP or the Bid submitted.

Part II – Essential Details of Items/Services required

Schedule of Requirements (SOR)

The Delhi Golf Club (hereinafter referred to as “DGC”) invites proposals from **qualified, experienced manufacturers, authorized dealers, suppliers, and vendors of furniture / Rugs** for the manufacture (where applicable), supply, delivery, loading/unloading, installation, testing, commissioning, and handover of furniture / Rugs for the **Main Clubhouse Building**, including but not limited to the **Main Bar, Main Dining Hall, Party Room, Ladies Section, Main Reception with Lobby Areas, and Ladies Changing Room** (hereinafter collectively referred to as the “**Project**”).

The furniture under this RFP may include **loose furniture, modular furniture, customized furniture, seating systems, tables, storage units, counters, workstations, cabinetry, upholstery-based furniture, and allied accessories**, as detailed in the Schedule of Requirements and Technical Specifications.

1. Scope & Responsibility of the Selected Bidder

The selected bidder (hereinafter referred to as the **Vendor / Supplier / Bidder**) shall be **fully responsible** for execution of the Project in a **professional, timely, and systematic manner**, strictly in accordance with the approved specifications, drawings (where applicable), samples, and directions issued by DGC / Architect / PMC. The Vendor shall ensure that all furniture is:

- Manufactured or sourced as per approved specifications
- Delivered safely to site
- Installed correctly and securely
- Finished to approved quality standards
- Handed over in complete and functional condition

The Vendor shall execute the scope strictly under the guidance and supervision of the **Architect, PMC, and DGC representatives**, and in full compliance with:

- Approved Schedule of Requirements (SOR)
- Technical specifications
- Approved shop drawings (where required)
- Approved material samples and mock-ups

Important Note (Phasing): Supply and installation of furniture for the **Ladies Changing Room** shall commence **only after completion, installation, and handover of furniture in all Main Building areas**, as specified above. The **detailed item-wise Schedule of Furniture, technical specifications, finishes, dimensions, and quantities** shall be provided separately and attached as **Annexure-A** to this RFP.

2. Duration of the Project

The entire scope of Project including procurement, supply, delivery, installation, testing, and handover of furniture shall be completed within a **total period of 120 days** from the date of issue of the Work Order / Letter of Acceptance. The Vendor shall adhere strictly to the approved timeline.

This timeline may be extended at the **sole discretion of DGC**, without any additional financial implication. However, such extension shall not absolve the Vendor from the obligation to make all reasonable efforts to complete the Project ahead of schedule.

Phase-wise Requirement

- **Phase 1:** Furniture for Main Bar, Main Dining Hall, Party Room, Main Reception with Lobby Areas, and Ladies Section
- **Phase 2:** Furniture for Ladies Changing Room (to commence strictly after Phase 1 handover)

3. Liquidated Damages (LD)

In the event of failure by the Vendor to complete the assignment or any part thereof within the stipulated contractual period, DGC shall be entitled to **withhold payments** until satisfactory completion.

In addition, DGC may levy **Liquidated Damages at the rate of 2% of the total contract value of the delayed portion of supply/services for every week or part thereof**, subject to a maximum of **10% of the value of the delayed items**.

This LD clause shall be applied on a **weekly basis** to enforce strict adherence to timelines. Delay in delivery, installation, or rectification of defects shall each be treated as delay for the purpose of LD calculation.

4. Performance Bank Guarantee (PBG)

The successful Bidder shall submit a **Performance Bank Guarantee (PBG)** equivalent to **the amount of advance being paid to the successful Bidder by DGC**, within **30 days** from receipt of the confirmed Work Order / LoA. The PBG shall be issued by a **Public Sector Bank or Scheduled Private Sector Bank** acceptable to DGC. The PBG shall remain valid up to **the completion and handover of the Project by the Vendor to DGC to the fullest satisfaction of the DGC**.

5. Instructions to Bidders (ITB)

a) Project Synopsis

The Delhi Golf Club, a prestigious institution established in the early 1930s, proposes to **upgrade and modernize the furniture and interior fitments** of its Main Clubhouse Building to enhance functionality, aesthetics, durability, and member experience.

The scope includes furniture for it's Main Bar, Main Dining Hall, Party Room, Ladies Section, Main Reception and Lobby Areas & Ladies Changing Room

Important Note (Phasing): Furniture for the Ladies Changing Room shall be supplied and installed **only after full handover of furniture in all other areas**.

b) Place of Manufacturing or Fabrication

All furniture and allied items forming part of the Project shall be manufactured or fabricated exclusively at the Vendor's premises. No manufacturing or fabrication activity shall be carried out at the site of the Buyer/DGC. The Vendor shall supply the finished items to the Buyer/DGC's site, where only installation and/or assembly (wherever applicable) shall be undertaken.

c) General Instructions

- Bidders must consider all **addenda / corrigenda** issued prior to submission of bids.
- The entire RFP document, annexures, schedules, and specifications must be thoroughly reviewed.
- Any deviation, conditional submission, or incomplete documentation may lead to **rejection of the bid**.
- All queries shall be submitted in writing to the Tender Inviting Authority only.

d) Site Visit

The site information provided in this RFP is indicative only. The Bidder is **mandatorily required** to visit the site at their own cost and risk prior to bid submission to understand access conditions and material movement routes, installation constraints, working hours and club operational restrictions & Storage limitations.

By submitting the bid, the Bidder shall be deemed to have Inspected the site, understood all constraints and accepted responsibility for accurate measurements.

No claims for additional cost or time shall be entertained later on grounds of lack of site knowledge.

e) Bid Price & Validity

The quoted price shall cover the **entire scope**, including manufacture, supply, transportation, loading/unloading, installation, testing, commissioning, and handover. Prices shall be **exclusive of GST**, which shall be quoted separately. The bid shall remain valid for the period specified in the RFP.

6. Confidentiality of Process

Except for the formal opening of bids, **all information relating to the examination, clarification, evaluation, comparison of bids, and recommendations for award of contract shall be treated as strictly confidential**. No Bidder or any person acting on behalf of a Bidder shall seek to influence, directly or indirectly, the evaluation process, decision-making of the Tender Committee, or any official of the Delhi Golf Club (DGC) connected with the bidding process.

Any attempt by a Bidder to: (a) Influence the bid evaluation process, (b) canvass in any form, (c) seek confidential information, or (d) interfere with the decision-making process

shall result in **immediate rejection of the Bid**, without prejudice to DGC's right to take further action, including blacklisting or debarment. The confidentiality obligation shall continue to apply even after the award of contract or cancellation of the RFP.

7. Notification of Award

Prior to the expiry of the bid validity period, DGC shall notify the successful Bidder in writing that its Bid has been accepted. This notification, referred to as the **Letter of Acceptance (LoA)**, shall specify:

- (a) The accepted contract price, (b) Scope of supply and services, (c) Completion timelines
- (d) Key contractual obligations

The LoA shall be issued in duplicate. The successful Bidder shall sign, stamp, and return one copy to DGC within **seven (07) days** of receipt as acknowledgement of acceptance. Until the formal Contract Agreement is executed, the **LoA together with the RFP and the accepted Bid shall constitute a binding and enforceable contract** between DGC and the successful Bidder.

8. Signing of Contract Agreement

DGC shall prepare the detailed Contract Agreement incorporating:

- This RFP, All addenda / corrigenda, The accepted Bid, Letter of Acceptance

The successful Bidder shall execute the Contract Agreement within the stipulated time period as mentioned in the LoA. Failure to execute the Contract Agreement within the stipulated period may result in:

- Forfeiture of EMD & Cancellation of award
- Award of contract to the next eligible Bidder

A duly signed copy of the executed Contract Agreement shall be provided to the successful Bidder by DGC for record.

9. Completion Period

The total completion period for procurement, manufacturing, supply, delivery, installation, testing, commissioning, and handover of furniture under this contract shall be **120 (One Hundred Twenty) days**, calculated from the date of issue of the Work Order / LoA.

The delivery shall be executed **phase-wise**, strictly in accordance with the approved phasing plan detailed in this RFP.

Time is of the essence of the contract, and adherence to timelines is a critical contractual obligation. Any delay beyond the stipulated timelines shall attract penalties and Liquidated Damages as specified in the RFP and Contract Agreement.

10. Statutory & Environmental Compliance

The Vendor shall comply with all applicable: Central, State & Municipal laws, Environmental regulations and Waste management rules.

The Vendor shall ensure proper segregation, collection, removal, and disposal of:

- Packaging waste, Wooden crates, Plastic wrapping & Scrap material only at locations approved by DGC / local authorities.

All costs associated with statutory and environmental compliance shall be borne by the Vendor.

11. Safety Compliance

The Vendor shall strictly adhere to all safety norms during: Transportation, Unloading, Loading Handling and Installation activities.

All personnel shall use appropriate **Personal Protective Equipment (PPE)** as applicable.

Any safety violation may result in: Immediate stoppage of work, Imposition of penalties & removal of personnel from site

12. Indemnity

The Vendor shall **indemnify, defend, and hold harmless** DGC, its members, officers, employees, and agents against all claims, losses, damages, liabilities, costs, and expenses arising out of or related to:

- Bodily injury or death
- Damage to property
- Non-compliance with statutory requirements
- Infringement of intellectual property rights
- Tax liabilities
- Acts, omissions, negligence, or misconduct of the Vendor

This indemnity shall survive the completion, expiry, or termination of the Contract.

13. Timeline Adherence

Strict adherence to approved timelines is mandatory. The Vendor shall deploy adequate manpower, supervisory staff, and resources to meet timelines without compromise on quality. Delay due to poor planning, shortage of manpower, or inefficiency shall not be accepted as valid grounds for extension.

14. Progress Review

DGC, PMC, or Architect shall conduct **regular progress reviews**, including daily or weekly reviews as deemed necessary. The Vendor shall maintain:

- Delivery schedules, Installation logs and Daily progress records

Failure to demonstrate satisfactory progress may invite corrective directions or penalties.

15. Technical Standards

All furniture supplied shall strictly conform to:

- Approved technical specifications
- Dimensions
- Finishes
- Workmanship standards

No substitution, deviation, or change shall be permitted without **prior written approval** of DGC / Architect.

16. Material Testing & Quality Control

DGC reserves the right to inspect, test, or examine any material or furniture item at any stage. Any item found non-compliant shall be: Rejected, Replaced or Rectified

at the Vendor's cost, without impact on timelines or payments.

17. Mandatory Submission of Samples

The Vendor shall submit physical samples for all visible and functional materials, including but not limited to:

- a) Wood, boards, laminates, veneers
- b) Upholstery, foam, leather, fabrics
- c) Hardware, fittings, surface finishes

Samples shall be submitted sufficiently in advance to avoid delay.

18. Approval Protocol

All samples shall be routed through the PMC to the Architect / DGC. Written approval shall be mandatory prior to procurement or fabrication. Approved samples shall form the **benchmark standard** for execution.

19. Mock-Ups

Where directed, the Vendor shall execute mock-ups or prototypes at site or workshop. Approved mock-ups shall be treated as final reference standards for quality, finish, and workmanship.

20. Rejection & Replacement

Any item not conforming to approved samples, mock-ups, or specifications shall be rejected. Replacement shall be carried out at the Vendor's cost without any extension of time or financial implication to DGC.

Part III – Evaluation Criteria & Price Bid

1. Evaluation Criteria – Broad Framework

1.1. Overall Evaluation Philosophy

The evaluation of Bids received in response to this Request for Proposal (RFP) shall be conducted by The Delhi Golf Club (DGC) strictly in accordance with the evaluation parameters, eligibility conditions, procedural requirements, and weightages defined in this RFP document and any addenda or corrigenda issued thereto.

The evaluation process shall ensure that the selected Bidder possesses the requisite capability, experience, financial strength, and organizational competence to successfully execute the scope of work envisaged under this RFP.

1.2. Basis of Evaluation and Objectives

The evaluation shall comprehensively assess each Bidder on multiple dimensions, including but not limited to:

- **Technical capability and expertise** in furniture manufacturing, supply, and installation
- **Relevant experience** in executing projects of similar scale, complexity, and institutional importance.
- **Financial strength and stability**, demonstrating the ability to sustain manufacturing, logistics, and installation activities without risk of disruption.
- **Execution methodology**, including planning, phasing, logistics management, quality control, and coordination mechanisms.
- **Quality assurance systems**, material control processes, and compliance with specifications.
- **Commercial competitiveness**, including price reasonableness, transparency, and alignment with the scope of work

The overarching objective of the evaluation is to identify the **most suitable, reliable, and competent Vendor**, who can ensure high-quality supply, professional installation, and successful handover of furniture for the **Main Clubhouse Building of The Delhi Golf Club**, in a manner that meets functional, aesthetic, durability, and institutional standards.

1.3. Eligibility and Responsiveness as a Pre-Condition

Only those Bids shall be taken up for detailed evaluation which are found to be **fully compliant and responsive** to the requirements of this RFP. Accordingly, a Bid shall be considered for further evaluation only if it:

- Fully meets all **eligibility, qualification, and statutory requirements** as stipulated in the RFP, without deviation or exception
- Is found to be **technically responsive**, demonstrating conformity with the Scope of Supply, Schedule of Requirements (SOR), Technical Specifications, and mandatory submission requirements
- Is **commercially compliant**, complete in all respects, unconditional, duly signed, and accompanied by all required declarations, securities, and supporting documents

Any Bid that is incomplete, conditional, non-responsive, or deviates materially from the requirements of this RFP may be rejected at any stage of evaluation, at the sole discretion of DGC.

1.4. Determination of Lowest Bid (L1)

For the purpose of commercial evaluation, the **Lowest Bid (L1)** shall be determined on the basis of the **lowest evaluated price quoted** by a Bidder in the prescribed **Price Bid format**, after ensuring full alignment with the scope and technical requirements.

The evaluated price shall be assessed with reference to:

- The approved **Schedule of Requirements (SOR)** and item-wise quantities
- Detailed **technical specifications**, materials, finishes, workmanship standards, and performance requirements
- Approved **architectural drawings, layouts, and coordination drawings**
- The complete scope of supply, delivery, unloading, installation, testing, commissioning, and handover
- Coverage of all identified areas, including but not limited to Main Bar, Main Dining Hall, Party Room, Ladies Section, Main Reception with Lobby Areas & Ladies Changing Room

The determination of L1 shall not be based solely on arithmetic lowest price, but on the **lowest evaluated, compliant, and comparable bid**, ensuring that all mandatory requirements of the RFP are duly met.

1.5. Rights of The Delhi Golf Club

Notwithstanding anything contained in this RFP or any other document, **The Delhi Golf Club reserves the absolute, unconditional, and unrestricted right** to exercise any of the following actions at its sole discretion:

- Cancel or annul the tendering process, in whole or in part, at any stage prior to award
- Reject any Bid or all Bids received, including the lowest or highest scoring Bid
- Modify, supplement, or revise the evaluation methodology, criteria, or weightages, where deemed necessary in the interest of the Project
- Accept a Bid other than the lowest priced Bid, if such decision is considered to be in the best interest of DGC

Such actions may be taken **without assigning any reason whatsoever**, and without incurring any financial or legal liability to any Bidder or prospective Bidder. No claim, compensation, or damages shall lie against DGC on account of such decisions.

2. EVALUATION CRITERIA – DETAILED ASSESSMENT PARAMETERS

The detailed technical and qualitative evaluation of Bids shall be carried out on the basis of the parameters set out below. Each parameter is intended to assess the **capability, preparedness, reliability, and suitability** of the Bidder for successful execution of the Project in accordance with the standards, timelines, and institutional expectations of The Delhi Golf Club.

i. Relevant Experience & Qualifications

a) Experience in Hospitality / Institutional / Premium Projects

The Bidder shall demonstrate **substantial, relevant, and verifiable experience** in the execution of project involving **furniture procurement, custom manufacturing, interior fit-outs, delaing & supplying rugs or allied works** in environments of comparable complexity and quality expectations.

Such experience may include, but shall not be limited to, projects executed in the following categories:

- **Hospitality projects**, including hotels, clubs, resorts, banquets, lounges, bars, dining facilities, or similar establishments
- **Premium residential developments**, such as luxury residences, high-end apartments, villas, or gated communities
- **Institutional and corporate facilities**, including offices, clubs, academies, campuses, or public institutions

Special emphasis shall be placed on experience gained in **live, operational environments**, where work had to be carried out without disrupting day-to-day activities of occupants, members, or users - conditions closely analogous to an active club environment such as The Delhi Golf Club.

The Bidder shall submit **documentary evidence** to substantiate the above experience, including but not limited to:

- Copies of relevant **Work Orders / Contracts/Purchase orders**
- **Completion Certificates** or Taking-Over Certificates issued by clients
- **Client references** clearly indicating: Scope of work, Contract value & Duration of execution

Failure to submit adequate documentary proof may result in the Bidder being marked down or disqualified at the discretion of DGC.

b) Demonstrated Understanding of Project Requirements

The Bidder shall clearly demonstrate a **comprehensive and practical understanding** of the Project requirements, constraints, and expectations.

This understanding shall include, but not be limited to:

- The full **scope of furniture manufacturing, fabrication, supply, installation, testing, and handover including procuring/manufacturing and delivering the Rugs**.
- **Mandatory phasing requirements**, including the strict sequencing that the **Ladies Changing Room work shall commence only after completion and handover of all Main Building areas**
- Operational challenges associated with working within a **live, member-driven club environment**, including access restrictions, working hours, noise control, safety, and coordination
- The need for continuous coordination with the **Architect, PMC, and DGC Engineers**, as well as alignment with parallel activities by other vendors

The Bidder's understanding shall be evaluated based on: Written **method statements**, Detailed **phasing and sequencing plans** & a narrative explaining the proposed **execution strategy**, risk mitigation approach, and coordination mechanisms

Superficial or generic submissions may be marked down.

c) Financial Capability

The Bidder must demonstrate adequate **financial strength, stability, and capacity** to successfully execute the Project without risk of delay, compromise in quality, or cash-flow related disruption.

Accordingly:

- The Bidder shall have a **minimum average annual turnover of not less than Rs. 1 Crore** during the last **three (03) financial years**

- The Bidder shall submit audited Financial Statements or CA-certified turnover certificates. DGC reserves the right to seek additional financial clarifications if required.

d) Team Strength

The Bidder shall demonstrate availability of a **sufficiently large, skilled, and well-structured workforce** to execute the Project within the stipulated timelines.

The Bidder must have a **minimum team strength of 30 personnel**, comprising:

- Skilled carpenters / installers
- Supervisory staff
- Technical staff
- Quality assurance personnel

The evaluation shall consider:

- Adequacy of manpower numbers
- Skill mix appropriate for premium institutional furniture works
- Proposed manpower deployment and mobilization plan
- Ability to scale resources during peak installation periods

e) Overall Experience

The Bidder shall have a **minimum of ten (10) years of experience** in furniture supply, interiors, joinery, or allied works of similar nature and dealing/manufacturing/supplying the Rugs.

The overall experience shall be assessed based on:

- Length of time in active operation
- Diversity and scale of completed projects
- Consistency of performance over time

Supporting documentation shall include:

- Project lists
- Completion certificates
- Verifiable client references

f) Material Sourcing Capability

The Bidder shall demonstrate a **robust, reliable, and verifiable material sourcing capability**, ensuring uninterrupted availability of approved materials throughout the Project duration.

This shall include demonstrated capability to source:

- High-quality raw materials
- Approved boards, veneers, laminates, upholstery materials and Rugs
- Hardware, fittings, accessories, and finishes as per specifications

Supply chains shall be evaluated for: Reliability, Traceability, Capacity to meet timelines and quantities

Preference may be given to Bidders having established relationships with reputed manufacturers, authorized suppliers, and OEMs.

g) In-House Carpentry / Manufacturing Facility

The Bidder must possess an **in-house carpentry or manufacturing workshop**, which shall be a **key evaluation parameter**.

The facility must be capable of executing: Custom-built furniture, Joinery works, Panelling & Loose and fixed furniture

The Bidder shall submit detailed information regarding:

- Location of the workshop
- Available machinery and equipment
- Production capacity and workforce strength
- Nature of works typically executed in-house

In-house manufacturing capability shall be considered a significant strength, as it provides better control over quality, timelines, and customization.

3. QUALITY & FEASIBILITY OF THE PROPOSED METHODOLOGY

The evaluation under this criterion shall focus on assessing the **soundness, practicality, robustness, and completeness** of the Bidder's proposed methodology for execution of the Project. The objective is to ensure that the Bidder possesses not only experience and resources, but also a **well-thought-out, realistic, and implementable plan** aligned with the operational realities of The Delhi Golf Club.

a) Project Execution Approach

The Bidder's proposed execution approach shall be evaluated in detail, with emphasis on the following aspects:

- **Clarity and Depth of Execution Methodology**

The Bidder shall clearly articulate the step-by-step approach proposed for procurement, manufacture, delivery, installation, testing, commissioning, and handover of furniture. The methodology should demonstrate logical sequencing, clear allocation of responsibilities, and alignment with the scope and phasing requirements defined in the RFP.

- **Risk Identification and Mitigation Strategy**

The Bidder shall identify potential risks associated with the Project, including but not limited to material delays, coordination challenges, access constraints, live-environment working risks, manpower availability, and quality risks. The proposal shall clearly outline mitigation measures, contingency planning, and escalation mechanisms to address such risks proactively.

- **Quality Control and Inspection Procedures**

The Bidder shall describe in detail the quality assurance and quality control (QA/QC) framework proposed to be adopted, including internal inspections, stage-wise checks, sample approvals, mock-up controls, defect tracking, rectification protocols, and final acceptance procedures. The adequacy and seriousness of the QA/QC approach shall be a key evaluation factor.

- **Communication and Reporting Systems**

The evaluation shall consider the Bidder's proposed communication structure with DGC, the Architect, and the Project Management Consultant (PMC), including frequency of meetings, reporting formats, escalation hierarchy, and documentation practices. Proposals demonstrating clear, disciplined, and transparent communication mechanisms shall be rated higher.

- **Planning Tools and Scheduling Methodology**

The Bidder shall demonstrate the use of appropriate planning and monitoring tools such as **PERT/CPM charts, GANTT charts, milestone tracking systems, and progress dashboards**. The proposal should also address the Bidder's capability and readiness to deploy **multi-shift working**, if required, to adhere to timelines without compromising quality.

b) Feasibility of the Proposed Plan

The feasibility assessment shall focus on determining whether the Bidder's proposed plan is **realistic, achievable, and suitable** for execution within the constraints of time, site conditions, and club operations.

Evaluation shall include, but not be limited to, the following considerations:

- **Realism and Practicality of Timelines**

The proposed project schedule shall be examined for realism, logical sequencing, and adequate allowance for approvals, procurement lead times, fabrication, transportation, installation, inspections, and rectifications. Overly aggressive or impractical timelines may be viewed adversely.

- **Adequacy of Manpower and Supervision**

The Bidder's manpower deployment plan shall be assessed for adequacy in terms of numbers, skill mix, supervision levels, and ability to scale resources during peak execution phases. The presence of experienced supervisory and coordination personnel shall be a key factor.

- **Logistics Planning**

The Bidder shall demonstrate a clear understanding of logistics planning, including material delivery schedules, storage arrangements, handling methods, sequencing of installations, and protection of finished works. Special consideration shall be given to proposals that minimize disruption to club operations and member movement.

- **Execution in a Live Environment**

The Bidder's ability to maintain quality, safety, cleanliness, and discipline while working in a **live, operational club environment** shall be critically evaluated. Proposals should demonstrate awareness of access restrictions, working hours, noise control, safety norms, and coordination with ongoing club activities.

- **Compliance with Mandatory Phasing Requirements**

Strict compliance with the mandatory phasing requirement -particularly that work in the **Ladies Changing Room shall commence only after completion and handover of all Main Building areas** - shall be non-negotiable. The Bidder's plan must clearly reflect this requirement in scheduling, manpower deployment, and procurement planning.

c) **Value Proposition**

Under this sub-criterion, the Bidder may present the **additional value** offered beyond basic compliance with the RFP requirements.

Evaluation may consider: **Unique Strengths or Capabilities**

Any specialized expertise, in-house facilities, proprietary processes, or organizational strengths that provide an execution advantage.

- **Innovation**

Innovative approaches in material selection, manufacturing techniques, installation methods, coordination practices, or quality control systems that enhance durability, aesthetics, or efficiency.

- **Efficiency and Lifecycle Value**

Measures proposed to improve efficiency, reduce rework, enhance maintainability, or improve long-term lifecycle performance of the furniture, without compromising the design intent or quality standards.

- **Cost and Time Optimization**

Sensible and well-justified strategies to optimize costs or timelines, provided such strategies do not involve dilution of specifications, quality, or contractual obligations.

4. COMPETITIVENESS OF THE QUOTED AMOUNT

The evaluation of the Commercial Bid shall not be based solely on the quoted total price, but on a comprehensive assessment of **price competitiveness, transparency, completeness, and value for money**.

The following aspects shall be considered:

- **Transparency and Completeness of Price Break-up** - The extent to which the quoted prices are **clearly itemized**, logically structured, and free from ambiguities or hidden costs.
- **Reasonableness of Rates** - Comparison of quoted rates with prevailing market benchmarks, project complexity, quality expectations, and scope of work.
- **Alignment with Scope and Specifications** - Confirmation that the quoted price adequately covers the entire scope of supply, installation, testing, commissioning, and handover as defined in the RFP, without exclusions or assumptions.
- **Payment Terms** - Fairness, clarity, and acceptability of the proposed payment terms in relation to milestones, retention, guarantees, and statutory requirements.
- **Overall Value for Money** - The overall balance between price, quality, experience, methodology, and risk profile offered by the Bidder.

5. FEEDBACK FROM REFERENCES

Bidders shall submit contact details of **at least three (03) relevant clients** for whom similar works have been executed. DGC may seek feedback from these references to assess the Bidder's past performance, including but not limited to:

- Timely completion of projects within agreed budgets
- Quality of workmanship, finishing standards, and durability
- Professional conduct and ethical practices
- Responsiveness to issues, defects, and change requirements
- Ability to coordinate effectively with consultants, project managers, and client representatives

DGC reserves the right to independently verify references, seek additional feedback, or disregard references found to be unverifiable or unreliable.

6. EVALUATION PROCESS

The evaluation of Bids shall be carried out using a **100% marking system**, with predefined weightages assigned to each evaluation parameter. All Bids shall be evaluated by a duly constituted **Tender Project Committee**, comprising representatives of DGC and other competent authorities as deemed appropriate. The Committee shall collectively examine, deliberate upon, and score each Bid in accordance with the criteria set out in this RFP. The Committee's decision shall be **final and binding** on all Bidders.

Without prejudice to the above, DGC reserves the right to:

- Physically inspect up to **two (02) previously completed projects** executed by the Bidder.
- Seek additional clarifications or presentations from any Bidder
- Reject any Bid that does not meet the qualitative, technical, or commercial expectations of DGC.

7. Evaluation Criteria & Weightage (Total: 100 Marks)

For the purpose of objective evaluation, the Bids received in response to this RFP shall be assessed on the basis of a **weighted marking system totalling 100 (One Hundred) marks**. Each Bidder shall be evaluated across multiple predefined parameters that collectively assess the Bidder's **financial strength, technical capability, organizational capacity, execution preparedness, and commercial competitiveness**.

The allocation of weightages reflects the relative importance of each evaluation parameter in ensuring successful execution of the Project, timely completion, adherence to quality standards, and long-term value to The Delhi Golf Club (DGC).

Marks under each parameter shall be awarded by the duly constituted **Tender / Core Committee**, based on documentary evidence submitted by the Bidder, presentations (if any), clarifications sought, site visit feedback (where applicable), and independent verification carried out by DGC. These marks shall not be shown to any of the bidders under any circumstance and shall remain the internal record of DGC.

The following parameters and corresponding weightages shall form the basis of evaluation:

Sr. No.	Evaluation Parameter	Weightage (Marks)
1	Financial Capacity (Turnover - Last 3 Years)	10
2	In-House Carpentry / Manufacturing Facility – Availability, Scale & Capability	20
3	Hospitality / Institutional Project Experience – Similar Nature of Works	10
4	Overall Experience & Client Feedback – Track Record & Performance History	5
5	Team Strength & Deployment Capability – Manpower, Supervision & Skill Mix	5
6	Commercial Bid (Price Competitiveness, Transparency & Reasonableness)	30
7	Core Committee Assessment – Methodology, Planning, Phasing & Execution Strategy	20
Total		100

Explanation of Evaluation Parameters

- Financial Capacity (10 Marks)** - This parameter evaluates the Bidder's financial strength and stability based on average annual turnover for the last three financial years. The objective is to ensure that the Bidder possesses sufficient financial capacity to undertake procurement, manufacturing, logistics, and installation activities without cash-flow constraints or execution risk.
- In-House Carpentry / Manufacturing Facility (20 Marks)** - This parameter carries significant weightage as it directly impacts quality control, customization capability, production timelines, and overall execution control. Evaluation shall consider the existence, scale, infrastructure, machinery, manpower, and operational capability of the Bidder's in-house facility.
- Hospitality / Institutional Project Experience (10 Marks)** - Marks under this head shall be awarded based on the Bidder's experience in executing similar projects in hospitality, institutional, clubhouse, or premium environments, particularly projects executed in live operational settings.
- Overall Experience & Client Feedback (5 Marks)** - This parameter assesses the Bidder's overall industry experience, longevity, consistency of performance, and quality of feedback received from past clients. Independent reference checks may be conducted by DGC.
- Team Strength & Deployment Capability (5 Marks)** - Evaluation under this head shall consider the adequacy, structure, skill mix, and availability of the Bidder's proposed project team, including supervisory, technical, and installation personnel, in relation to the size and complexity of the Project.
- Commercial Bid – Price Competitiveness (30 Marks)** - This parameter carries the highest weightage and evaluates the competitiveness, transparency, completeness, and

reasonableness of the quoted price. Evaluation shall not be limited to the lowest quoted amount alone, but shall consider value for money, scope coverage, and alignment with specifications.

g) **Core Committee Assessment (20 Marks)** - Marks under this head shall be awarded based on the Core Committee's holistic assessment of the Bidder's proposed execution methodology, project planning, phasing strategy (including mandatory sequencing), risk management approach, and overall preparedness to execute the Project in a live club environment.

8. Final Assessment & Award Recommendation

Upon completion of technical, qualitative, and commercial evaluation, the marks awarded under each evaluation parameter shall be aggregated to arrive at a **final cumulative score out of 100** for each Bidder. The Bidder securing the **highest cumulative score** shall ordinarily be recommended for award of the Contract, subject to fulfilment of the following conditions:

- **Verification of credentials**, including experience, financial documents, in-house facilities, manpower, and references
- **Successful negotiations**, if deemed necessary by DGC in the interest of the Project
- **Approval by the competent authority** of The Delhi Golf Club

The recommendation of the Tender / Core Committee shall be placed before the competent authority of DGC for final approval. The decision of the competent authority shall be **final and binding** on all Bidders.

Notwithstanding the above, DGC expressly reserves the right to **reject the highest-scoring Bid** if, at any stage of evaluation or verification, it is found that:

- The Bidder has made any **material misrepresentation or false declaration**
- The Bidder has failed to comply with any mandatory requirement of the RFP
- Adverse information affecting the Bidder's credibility, capacity, or integrity comes to light

In such cases, DGC may, at its sole discretion, recommend the next highest-ranked Bidder or take any other action deemed appropriate, without incurring any liability to the affected Bidder(s).

9. PAYMENT TERMS & CONDITIONS

a) Contract Price

The Contract Price shall be the amount stated in the Letter of Acceptance (LoA), exclusive of applicable GST, which shall be paid by The Delhi Golf Club (DGC) against submission of valid tax invoices in accordance with statutory requirements. The Contract Price shall be subject to adjustments only as provided under the terms of the Contract.

b) Payment Milestones

Payments to the Contractor/Vendor shall be released strictly in accordance with the following milestone-based payment structure, subject to verification, inspection, and certification by the Project Management Consultant (PMC) and/or authorized representatives of DGC:

i. Mobilization / Advance Payment

- **20% (Twenty Percent)** of the Contract Value shall be released as **Mobilization Advance** against submission of a **Bank Guarantee** of equivalent amount.
- The Bank Guarantee shall be issued by a scheduled commercial bank acceptable to DGC and shall remain valid up to the **completion and handover of the Project by the Vendor to DGC to the fullest satisfaction of the DGC..**

ii. Manufacturing Stage Payment

- **30% (Thirty Percent)** of the Contract Value shall be released upon **successful manufacturing of at least 60% of the total furniture quantity**, as per the approved Schedule of Requirements, specifications, samples, and drawings.
- Release of this payment shall be subject to:
 - Physical inspection at the manufacturing facility by the **PMC and/or authorized DGC representative**, and
 - Written certification confirming compliance with approved specifications, workmanship standards, and quantities.
- DGC reserves the right to reject or defer payment for any item found non-compliant during inspection.

iii. Delivery, Installation & Rectification Payment – 45%

- **45% (Forty-Five Percent)** of the Contract Value shall be released upon:
 - Successful delivery of furniture to site,
 - Complete installation in approved locations, and
 - Rectification of all defects, deficiencies, punch-list items, and observations raised by DGC / PMC / Architect.
- This payment shall be subject to joint inspection and certification by the **PMC and DGC representatives**, confirming that the furniture is fully installed, functional, and compliant with approved standards.

iv. Retention Money – 5%

- **5% (Five Percent)** of the Contract Value shall be retained by DGC as **Retention Money**.
- The retention amount shall be released **after completion of 12 (Twelve) months** from the date of submission of the **final invoice**, subject to:
 - Satisfactory performance of the supplied furniture, and
 - Rectification of any defects or issues reported during the warranty/defects liability period.
- No interest shall be payable on the retention amount.

c) General Conditions Applicable to All Payments

- i. Payment against each milestone shall be released **within fourteen (14) days** from the date of submission of the respective tax invoice.
Submission of the invoice shall be permissible **only after the Project Management Consultant (PMC) has certified in writing** that the corresponding stage has been completed **in accordance with the approved standards, specifications, design intent, and quality requirements** of the RFP and Contract.
- ii. No payment shall be released for:
 - Unapproved materials,
 - Incomplete or defective works, or
 - Items deviating from approved samples, specifications, or drawings.
- iii. Payment by DGC shall not be deemed as acceptance of defective or non-compliant work and shall not absolve the Contractor/Vendor of its obligations under the Contract.
- iv. Applicable GST shall be paid as per prevailing statutory provisions, subject to submission of compliant tax invoices.

LETTER OF BID
(To be submitted on Bidder's Letterhead)

The Secretary
The Delhi Golf Club
Dr. Zakir Hussain Marg
New Delhi 110003

Dear Sir,

Application for "(Name of Assignment) -----
RFP Notification No: -----

Dear Sir,

We, **M/s** _____, having our registered office at _____, hereby submit our Bid in response to the above-mentioned Request for Proposal (RFP) issued by The Delhi Golf Club (DGC).

We, the undersigned, duly authorized to represent and bind the Bidder, hereby declare and confirm as under:

1. We have carefully examined and fully understood the RFP documents, including all instructions, terms and conditions, annexures, specifications, and all Addenda/Corrigenda issued thereto, and we have no reservations, deviations, or conditions in respect thereof.
2. We hereby unconditionally offer to execute and complete the Assignment in full conformity with the provisions of the RFP/Bid documents, scope of work, specifications, and directions of DGC, without any exclusions or assumptions.
3. Our Bid shall remain valid till finalization and appointment of the Vendor and shall remain binding upon us. The Bid may be accepted by DGC at any time prior to expiry of the validity period.
4. We solemnly declare that no agent, middleman, consultant, or intermediary has been engaged by us, and no commission, brokerage, or similar payment has been paid or shall be paid by us in connection with the bidding process or execution of the Contract. We acknowledge that any misrepresentation in this regard shall render our Bid liable for rejection or the Contract, if awarded, liable to be declared null and void.
5. We understand and accept that DGC is not bound to accept the lowest Bid or any Bid and reserves the absolute right to accept, reject, or cancel the bidding process at any stage without assigning any reason and without incurring any liability.
6. We hereby irrevocably waive any right or remedy to challenge or question any decision taken by DGC in connection with the bidding process, evaluation, selection, or award/non-award of the Contract.
7. We understand that this Bid, together with the Letter of Acceptance issued by DGC, shall constitute a binding and enforceable contract between us until a formal Contract Agreement is executed.
8. We confirm that all documents and enclosures submitted along with this Letter of Bid form an integral part of our Bid and that all information furnished by us is true and correct.

We confirm that the undersigned is duly authorized to sign this Bid and bind the Bidder.

Yours sincerely

(Signature)

Name of Authorised Signatory:
Designation
Firm Name & Address

9. **Bidding Format:** -

Amount for the Entire Project (Itemized quote as per the Annexure is to be submitted)	
Taxes/GST	
Total Amount	
Any other T&C	
Any Other Charges	

Lt. Colonel Rohit Singh (Retd.)
Secretary
The Delhi Golf Club