REQUEST FOR PROPOSAL

Invitation of Bids for Operation and AMC of Organic Waste Composting Machine.

Request for Proposal (RFP) No.66, Dated: 02 -11-26

WEBSITE: www.delhigolfclub.org

1. Bids in sealed cover are invited for Services 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. Virendra Kumar, Sr. 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 09 -11-2026**

The sealed 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 NOON on 10-11-26**

(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. This event will not be postponed due to non-presence of your representative.

6. **Bid system**: The Tender is 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. 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: -Not Applicable.

Part II – Essential Details of Items required

1. **Schedule of Requirements**
   (a) Operation, running and maintenance of Waste Composting machine for 8 Hours per day for 1 year with full-time operator and required chemicals for processing of Compost.

   (b) The bidders should have past experience of 5 years for this type of work Proof of experience required.

2. **Completion Period** –The Contract shall be executed for a period of 1 year from the date of the Contract. Please note 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.
3. **Liquidated Damages**: In the event of the Vendor's failure to supply the required services and conduct trials, training, etc. as specified in the contract/work order. the DGC may, at its discretion, withhold any payment until the completion of the contract. The DGC may also deduct from the vendor as agreed, liquidated damages to the sum of **2%** of the contract price of the delayed 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 services.
4. **Security Deposit:** The finalized bidder shall deposit an interest free, refundable security deposit equivalent to **10**% of the contract amount which shall be refunded on the completion of the contract.

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 Para III Para 2 below.

(c) The Delhi Golf Club reserves the right to cancel the tendering at any stage.

S.NO	WORK	UNIT	QUANTITY	RATE	AMOUNT
1	**Operation, running and maintenance of Waste Composting Machine at The Delhi Golf Club** for 8 Hour per day for 1 year with full time operator and required chemical for processing of Compost. from 1st November 2026 to 31st October 2027, along with 5-liter decomposer each month.	JOB	1		

2	**Sub Total**	
3	**Taxes/GST**	
4	**Total Amount**	
5	**Payment Terms**	
6	**Any Other Charges**	S

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