



## **REQUEST FOR PROPOSAL**

### **Invitation of Bids for Purchase of Ball Washer**

#### **Request for Proposal (RFP) No. 5 Dated 30 Apr 2026**

1. Bids in sealed cover are invited for items listed in Part III of this RFP. Please superscribe 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. Bijendra Singh Lohiya, Sr. Manager Golfops.**
  - d. Telephone numbers of the contact personnel: **9818403349**
  - e. e-mail ids of contact personnel: **golfoperation@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 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: 12 May 2026 at 16:00 Hours.**  
The sealed Bids, both technical and 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: 13 May 2026 at 11:00 Hours.**  
(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. **Techno-Commercial bid system: The Tender is single bid system** (Techno-Commercial bid)
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 7 (Seven) 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 and 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 DGC.
13. **Earnest Money Deposit: –** Not Applicable, Only Authorized dealership in India certificate required from original equipment manufacturer (OEM) company.

## **Part II – Essential Details of Items required**

1. **Schedule of Requirements** – Items required is as follows:

(a) **BALL WASHER (WITTEK BRAND, Model 50G JUNIOR):** Ball Washer need to be delivered 10,000 sparkling clean range balls per hour. Designed with “Soft Touch” Brush Lined Drum to clean without harming the golf ball. The reversible Brush Drum extends the life of the brush drum providing double cleaning power. The Basket kick-stand keeps washer open for easy maintenance. An all-weather motor cover protects against sun, rain and weather.

(b) **Technical specifications: -**

<b>Description</b>	<b>Technical specification</b>
Make & model	WITTEK, 50G JUNIOR
Balls per Hour	10,000
Feet of Cleaning Power	9 Feet
Motor	¼ H.P. Drive Motor
Hopper Capacity	350 Golf Balls
Tank Capacity	8 Gallons
Size	35”L x 39”W x 41”H
Weight	170 lbs.
Electrical	110 Volt (optional 220V)

2. **Technical Details:**

(a) Technical Specifications, as applicable- **Required with quotation**

(b) Technical details with technical parameters including compliances requirement- **Required**

(c) Requirement of training /on-job training- **Not Applicable**

(d) Specific Warranty with the details (Part wise) - **Required**

(e) Any other details, as considered necessary – **Required**

3. **Single-Bid System:** In respect of Single-bid system, Bidders are required to furnish clause-by-clause compliance of specifications bringing out clearly the deviations from specification, if any. The Bidders are advised to submit the compliance statement in the following format along with all technical details.

**Part III – Contains Standard Conditions of RFP & Price Bid format**

4. **Format of Commercial quotation**

SI No.	Items Description	Unit	Qty	Rate (Rs.)	Amount (Rs.)
1.	<b>BALL WASHER</b> <b>(WITTEK BRAND, Model 50G JUNIOR):</b>	<b>01</b>	<b>No.</b>		
<b>Total Amount</b>					
Taxes/GST					
Freight					
Total Amount					
Delivery Terms					
Payment Terms					
Warranty Details					
Any Other Charges					

4. **Delivery Period** – The Ball Washer must be delivered within **15 days** from the date of confirmed order. Please note that Contract/PO can be cancelled unilaterally by the DGC in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the DGC, with applicability of LD clause.
5. **Payment Terms:** 100% payment on delivery and acceptance by the user.
6. **Advance Payments:** No advance payment(s) will be made.
7. **Liquidated Damages:** In the event of the Seller's failure to deliver the goods by the date specified in the contract/PO the Buyer may deduct from the Seller as liquidated damages the sum of 0.5 % of the contract price of the undelivered goods for delay of each week or part of week and the Seller shall submit the documents after deduction of the liquidated damages subject to a maximum of 10% of the contract price of the undelivered goods. But if the delay is on account of any cause, which the Seller promptly notifies to the Buyer and the Buyer admits as a reasonable ground for extending the time for delivery, no liquidated damages will be leviable during the additional time thus agreed to by the Buyer.
8. **Warranty/Guarantee to be Specified:** The bidder shall provide details regarding the warranty and guarantee periods for the golf carts, part by part in the quotation.

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