REQUEST FOR PROPOSAL TO INVITE BIDS FOR TRIFOLD BRANDED GOLF CLEANING TOWELS AND GOLF BALLS

Request for Proposal (RFP) No. 07- /2026 Dated 17 Nov 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: 22 Nov 2026 at 12:00 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: 22 Nov 2026 at 15:00 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 2 *(*Two*)* days prior to the date of opening of the Bids.

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

12. **Earnest Money Deposit: –** Not Applicable**,**

Part II – Essential Details of requirement

1. **Schedule of Requirements:** The Delhi Golf Club (DGC) invites sealed bids from reputed vendors for the supply of Brand Golf towel & Balls (sleeves) for DGC Member Tournament November 2026.

2. Scope of Work: The selected vendor will be responsible for supplying of Trifold Branded Golf cleaning towels and Golf Balls adhering to the specifications outlined below.

3. Specifications for Branded Golf Towels & Golf Balls

(i) Trifold Branded Golf Cleaning Towels- Quantity-500 Nos: Trifold Branded Golf cleaning towels, suitable for tournament/event use.

(ii) Golf Balls- Quantity-500 Sleeves: Branded golf balls of reputed brands such as **Callaway, TaylorMade, Srixon, or Titleist**, with quality and playing characteristics **equivalent to the Callaway Supersoft golf ball or Better**.

4. Eligibility Criteria: Interested bidders must meet the following conditions:

a) Must be an **OEM/authorized distributor** of items
b) Must have a **minimum of 3 years of experience** in supplying similar products.
c) Must provide **supporting documents**, including GST registration, company profile, and past performance records.

5. Evaluation Criteria: Bids will be evaluated based on the following:

a) **Eligibility Compliance:** Only bids fulfilling all technical and commercial requirements of the RFP will be considered.
b) **Price & Quality Assessment:** The bids shall be evaluated based on the brand & quality of the items and its price.
c) **Right to Cancel:** The Delhi Golf Club reserves the right to cancel the tendering process at any stage without assigning any reason.

d) The decision of DGC shall be final.

6. Submission Guidelines: Bidders must submit their proposals **in a sealed envelope** marked **"Bid for Branded Golf Towel & Golf Balls.**

(a) The proposal must include a detailed quotation, product specifications and items details.

(b) This **Request for Proposal (RFP)** is issued for the purchase of Trifold Branded golf Cleaning Towels & Golf Balls for Monthly Member Tournament Nov 2026.

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

1. **Format of Commercial quotation**

Sl No.	Items Description	Unit	Qty	Rate (Rs.)	Amount (Rs.)
1.	**Trifold Cleaning Towels** (Golf Branded)	**Nos**	**500**		
2	**Golf Ball** (Branded)	**Sleeve**	**500**		
	Total Amount				
	Taxes/GST				
	Total Amount				
	Delivery Terms				
	Payment Terms				

2. **Delivery Period** – Delivery to be done within 4 **days** from the confirmation of order. Please note that Contract/Purchase order can be cancelled unilaterally by the DGC in case items are not received within the Purchase order delivery period. Extension of Purchase order delivery period will be at the sole discretion of the DGC, with applicability of LD clause.

3. **Payment Terms:** 100% payment after delivery and acceptance by the user.

4. **Advance Payments**: No advance payment(s) will be made.

5. **Liquidated Damages:** In the event of the Seller's failure to deliver the goods by the date specified in the contract 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.

Lt. Col. Rohit Singh
Secretary
The Delhi Golf Club