



**REQUEST FOR PROPOSAL FOR INVITATION OF BIDS TO HIRE AN ARCHITECT FOR
RENOVATION OF PRACTICE DRIVING RANGE/PRACTICE CHIPPING RANGE
AT THE DELHI GOLF CLUB**

Request for Proposal (RFP) No. DGC/Golf Ops/2024/08 Dated 28.06.2024

1. Bids in sealed cover are invited for Services 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**
 - 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 and Price bid format, 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 12:00 Noon on 17th Jul 2024**

The sealed Bids 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 2:30 PM on 18th Jul 2024**

(If due to any exigency, the due date for opening of the Bids is declared a 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 DGC).

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. **Single Bid system:** The Tender is a Single bid system.

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 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.

Part II – Essential Details of Items/Services required

1. **Schedule of Requirements** – The Delhi Golf Club desires to engage a Civil Architect preferably conversant with NDMC area, with a minimum of 10 years' experience purely on time bound and temporary basis for the Purpose of Planning the Re-designing of the Practice Driving Range/Practice Chipping Range including supervision and monitoring of the Project being undertaken at the Delhi Golf Club.

2. **The key roles and responsibilities of the Architect would be –**
 - a. To prepare a Master plan in consultation with The PDR Renovation Sub Committee for the entire PDR/PCR Redevelopment.
 - b. Prepare Project blueprint, renderings and construction documents along with all the specifications of Structure, Measurements with BOQ of Materials or Services required to execute the Project.
 - c. Plan Phases of renovation with timelines and extent of work.
 - d. Prepare and present a Detailed Project Report (DPR) with elevation.
 - e. Prepare and Finalize a Detailed Project Report with financials.
 - f. Prepare documentation and file online applications to seek approval from NDMC or any other concerned authority.
 - g. Monitor all HVAC, plumbing & electrical jobs.
 - h. Plan Flood lighting along with safety nets by providing a sustainable long-term solution at the Practice driving range/ chipping area.
 - i. Supervision of the whole PDR/PCR Project from start till completion.
 - j. Submit progress reports periodically for the project to the Secretary DGC.
 - k. To Provide all Technical assistance including preparation of tender documents with specifications along with measurements to finalize the appointment of Contractor/Agency who would execute this Project.
 - l. Any/ all other requirements as under the ambit of an architect for this PDR/PCR renovation project.
 - m. To design and execute a sustainable Structure, which is dismantlable and built on metal frame without any Brick and mortar.
 - n. Should have a Structural Engineer, Electrical Engineer, Plumbing and Drainage Expertise along with other professionals needed to be a part of any Architect's team to undertake the entire Renovation Project.

Note: Complete Project designing, which will include and shall not be limited to project design, lighting of the project and installation of safety nets.

3. **Technical Details:** The technical requirement and scope of project shall include:
 - a. Require to be a Qualified Civil Architect having minimum of 10 years' experience
 - b. The Architect has to submit his/her qualification documents along with the Bid
 - c. To provide details of past experience.
 - d. The Project is earmarked for completion before Dec 2024.
 - e. The minimum annual turnover should not be less than Rs. 5 Cr.
 - f. Architect availability for timely site visits during the entire duration of the project is required.

Note: Lump-sum rate tenders in single Bid System are invited for the work from Architect who meets the required qualification criteria given above for providing the complete services for the project as given herein.

4. **Liquidated Damages:** Not Applicable.

5. **Performance Bank Guarantee:** Not Applicable.

Part III – Evaluation Criteria & Price Bid issues

6. **Evaluation Pre-qualification 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. In respect of Single Bid system (Techno Commercial), the Bids forwarded by the Bidders will be evaluated by the DGC with reference to the technical characteristics as mentioned in the RFP. The compliance of technical details requirement would be determined on the basis of the parameters specified in the RFP.
 - c. The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Format given below.

7. **Price Bid Format**

SI No	Scope of work	Unit	Qty	Amount
1	HIRE AN ARCHITECT FOR RENOVATION OF PRACTICE DRIVING RANGE / PRACTICE CHIPPING RANGE WITH THE ROLES AND RESPONSIBILITIES OF THE ARCHITECT AS GIVEN IN PARA 2 OF PART II OF THIS RFP.	Job	1	
	Amount			
	GST			
	Completion of work			
	Any Other Charges			

Secretary
The Delhi Golf Club