



REQUEST FOR PROPOSAL

INVITATION OF BIDS FOR CIVIL, STRUCTURE & ASSOCIATED INTERIOR WORKS FOR PROPOSED RENOVATION OF PRACTICE DRIVING RANGE (“PDR”) AT THE DELHI GOLF CLUB (“DGC or Buyer”)

Request for Proposal (RFP) No.5-B DGC/Golf Ops/2025/ Dated 4th October, 2025

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 Lohia**
 - 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 services required, General Specifications, Technical Specifications for Civil Works, List of Code, List of Approved Makes, Preamble to Specification & Bill of Quantities, Technical Specifications, Site Development and Earth Work, Concrete Works (Plain & RCC), Masonry Works, Waterproofing, Flooring / Cladding Works, Finishing Works, Miscellaneous Works, Road Works Such as the Schedule of Requirements (SOR), work completion period, Technical Specifications 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 2:00 PM on 11th October, 2025

The sealed Technical & Commercial Bids **Two separate envelopes (for Technical and Financial 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). **THE BIDDERS WHO HAVE ALREADY SUBMITTED THEIR BIDS AGAINST THE RFP # 5-A DATED 26th AUGUST 2025, MAY NOT SUBMIT THE BIDS AGAIN UNLESS THEY WISH TO REVISE THE SAME.**

3. Time and date for opening of Bids: At 4.00 PM on 11th October, 2025.

(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 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. Two Bid System: The Tender is a two-bid system. Only the Technical Bids shall be opened at the time and date mentioned above in para 3. Commercial Bids of only those bidders who are technically qualified, will be opened. The opening of commercial bids of technically qualified Bidders will be announced subsequently. Both Commercial and Technical Bids will be submitted on the same date / time in the respective boxes.

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. The bids should be in two separate parts, i.e., "' Technical Bid' and 'Commercial Bid'. Technical Bids will be opened first and later the commercial bids will be opened of the bidders who are qualified in the technical bids. The Technical bids and Commercial Bids will be submitted in sealed envelopes marked 'Technical Bid' and 'Commercial Bid' respectively, also mentioning the title of the RFP.

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 prior to the date of **submission** 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 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 services 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 Services required

1. **Schedule of Requirements** – The Delhi Golf Club invites bids from reputed organisations for Civil, Structure & Associated Interior Works for Proposed Renovation of Practice Driving Range (“PDR”) at The Delhi Golf Club.

2. **GENERAL SPECIFICATIONS**

- i) TECHNICAL SPECIFICATIONS FOR CIVIL WORKS

- GENERAL
- SITE DEVELOPMENT AND EARTH WORK
- CONCRETE WORKS (PLAIN & RCC)
- MASONRY WORKS & WATERPROOFING WORK
- FLOORING / CLADDING WORKS
- FINISHING WORKS
- ROAD WORKS & MISCELLANEOUS WORKS

- ii) LIST OF CODES & LIST OF APPROVED MAKES

- iii) PREAMBLE TO SPECIFICATION & BILL OF QUANTITIES

Note- All the above-mentioned Specifications and Technical specification are Attached with this RFP.

3. The rates shall be quoted neatly both in figures and words. Erasures and alterations made while filling the tenders must be attested by authorized initials.
4. On the written acceptance to the tender by DGC, the tenderer/bidder shall be required to enter into a formal agreement to commence the work within 7 days of acceptance. Failure on the part of the Contractor to do so, shall forfeit his claim and the DGC shall entrust the work to any other agency.
5. **Technical Details:** The scope of project shall include providing:
 - (a) Specifications/drawings, as applicable
 - (b) Technical details with technical parameters
 - (c) Requirement of Technical documentation
6. **Delivery Period** – The total scope of work (“work”) as defined in the specifications, drawings and the BOQ shall be handed over completed in all respects within 3 months from the date of award of work. Please note that contract can be cancelled unilaterally by the DGC in case the work is not completed & handed over within the above specified time period. Extension of contracted delivery period will be at the sole discretion of the DGC, with applicability of LD clause.
7. **Defects Liability Period:** The defects liability period or the warranty period for the whole work

shall be 12 months from the date of handover of the completed project.

8. **Liquidated Damages:** In the event of the bidder's failure to submit Bank Guarantees and Documents, Services and Design, completion of the project etc as specified in the contract, the DGC may, at its discretion, withhold any payment until the completion of the contract. The DGC may also deduct from the bidder as agreed, liquidated damages to the sum of 1% of the contract price of the delayed/undelivered stores/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 the contract.
9. **Performance Bank Guarantee:** The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank or a private sector bank for a sum equal to 10% of the contract value within 30 days of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the date of completion & handing over project.
10. **Earnest Money Deposit: –** Bidders are required to submit Earnest Money Deposit (EMD) for amount of 2% of the quoted amount along with their bids. The EMD may be submitted in the form of an Account Payee Cheque in favour of "The Delhi Golf Club". EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Bank Guarantee from them as called for in the contract.
11. The work has to be done as per DGC, Architect and according to the BOQ & architectural drawings.
12. **PF ESI & Labour registration:** It shall be the sole responsibility of the bidder to ensure that all the workers deployed on the site are registered under PF & labour registration and all the labour compliances are complied. The successful bidder shall be required to submit relevant documentary evidence along with the monthly bills in this regard.
13. **Compliance to Safety requirements:** This will be compiled by successful bidder, staff & labour. Any violation will attract penalty as decided by DGC.
14. **Notification of Award:** Before the expiry of the period of Bid validity prescribed by the DGC, the DGC will notify the successful Bidder that his Bid has been accepted. This letter (hereinafter and in the Contract called 'The Letter of Acceptance') shall contain the Amount which the DGC will pay to the Bidder in consideration of the contracting services rendered by the Bidder as prescribed in the Contract (hereinafter and in the Conditions of Contract called 'The Contract Price'). The "Letter of Acceptance" will be sent in duplicate to the Successful Bidder, who will return one copy to the DGC duly acknowledged and signed by the Authorized Signatory, within one week of receipt. **Until a formal contract is prepared and executed, the issuance of a 'Letter of Acceptance' shall constitute a binding Contract.**
15. The successful bidder shall comply with all the compliances related to the project and disposal of items/malba. Any Charges toward this will be borne by him.
16. The tenderers are advised to inspect the site, examine the drawings and make all investigations regarding the extent of work, its scope and conditions under which the work is to be executed. No claim for any extra payments of any kind on account of lack of information about the site conditions shall be entertained after the acceptance of the tender.
17. Bidder shall be responsible for the whole Assignment as described in the scope of work. The 'Bid Price' or 'Quoted Price' shall not include any GST, Taxes, cess, duty, and other levies

applicable for the works. Taxes/GST to be mentioned separately.

18. VARIATIONS In case any changes are required to be done during the execution of work, the Contractor shall check the changes in design & drawings and submit their comments within a reasonable time. This includes the revisions due to architectural changes. Any price variations shall be accompanied by a detailed cost analysis to be put up for approval from DGC. All Variations shall be recorded in written instructions from the Architect/DGC either as a Contractor's Variation or as an DGC Variation and shall not be implemented by the Contractor without such instruction in writing from the DGC. Such variations shall be paid at mutually agreed rates.

19. Retention Money - 10% amount of the contract value shall be held by DGC as retention money for the period of Defects Liability Period and shall be refunded without any interest after the completion of Defects Liability Period.

20. Mobilisation Advance – 10% of the amount of contract value shall be paid by DGC to the contractor/successful bidder as Mobilisation Advance on submission of equivalent amount of Performance Bank Guarantee as stipulated above.

21. Payment Terms

The contract price shall be paid to the contractor as follows:

- i) 10% of the Contract Price Mobilisation Advance against Performance Bank Guarantee of equivalent amount.
- ii) 20% of the Contract Price on completion of 40% of the Work.
- iii) 20% of the Contract Price on completion of 80% of the Work.
- iv) 40% of the Contract Price on completion of 100% of the Work.

22. Key Details RFP Notification & Letter of invitation (LOI)

S. No.	Key Details	
	Tender Fee	NA
	Bid Security/EMD	2% of the quoted amount along with the BID
	Duration of Assignment	90 Days (2 Shift Working)
	Performance Bank Guarantee	10% of the Contract Value
	Mobilisation Advance	10% of the Contract Value
	Bid Document Availability on DGC Portal	
	Pre-Bid Meeting	
	Last Date & Time for Seeking Clarifications	
	Venue for Submission of BID along with Original Demand Draft towards Bid Security	The Delhi Golf Club, Dr. Zakir Hussain Marg, New Delhi 110003
	Pre-Bid Meeting, Opening of Bids, and Presentation of Approach & Methodology.	The Delhi Golf Club, Dr. Zakir Hussain Marg, New Delhi 110003
	Date & Time for Submission	
	Date & Time for Opening of Bids	
	DGC Portal	https://delhigolfclub.org/tendernotice/
	Possession of Site	Immediate

Part III – Evaluation Criteria & Price Bid issues

1. **Evaluation Pre-qualification criteria:** The broad guidelines for evaluation of Bids will be as follows:
2. **Relevant Experience and Qualifications:**
 - a. **Experience in Similar Projects:** Number and types of similar projects undertaken by the consultant. Proven track record of successful project delivery within budget and on schedule. Documentary proof to be submitted with the bid.
 - b. **Qualifications of Key Personnel:** Educational qualifications and professional certifications of the proposed Project Manager and key personnel. Relevant experience and expertise of the proposed team members. Availability and commitment of key personnel to the project.
 - c. **Demonstrated Understanding of Project Requirements:** Evidence of thorough understanding of the project scope, objectives, and challenges. Ability to clearly articulate how their experience and skills align with the specific needs of the project.
 - d. **Average Annual Turnover of the Bidder** should not be less than 1 crore for last three years. (Audited balance sheet to be attached)
 - e. **Team size of the Bidder** should be above 30. (Proof to be attached)
 - f. **Experience of Bidder** should be 05 Years and above. Work completion certificates to be enclosed.
 - g. The bidder should be registered under the works contract / VAT regulations of Delhi, GST and other such law as may be necessary and such registration number shall be quoted in the tender being submitted.
 - h. Only those Contractors who have adequate resources by way of finance, technical manpower, tools and plant and have the attitude to produce quality work within the stipulated time period need to submit their tenders.
3. **Feedback from References:**
 - a) **Reference Checks:** Contact information for at least three relevant client references. Quality and relevance of the references provided. Feedback from references regarding the consultant's performance on previous projects, including:
 - Project delivery within budget and on schedule.
 - Quality of work and client satisfaction.
 - Professionalism, communication, and responsiveness.
 - Ability to resolve issues and manage challenges effectively.
 - Co-ordinating with Architect consultancy firm /Club staff on daily basis w.r.t. work.
4. **Evaluation Process:**
 - Proposals will be reviewed by a designated tender/project committee.
 - The tender/project committee will discuss and deliberate on the selection of the most suitable firm.
 - The decision of the tender/project committee will be final.
5. **Scope of detailed Work:** - As per attached BOQ in Annexure 1A & 2A.
6. **Detailed Design and layout-** Attached at "Annexure 3A"
7. **Compliance to RFP:** The 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 attached "Appendix 1A" format along with all technical details.

This document is to be returned duly complete and signed by an authorized signatory. If the Contractor does not intend to tender, the blank document shall be returned. No alterations of any kind shall be made in the document, but if the tenderer deems it essential to explain any aspect, he may do so through a separate covering letter.

8. **Price Bid Format-** As per attached BOQ “Annexure 2A”
9. **Pre-Bid Meeting (Mandatory Participation):** A Pre-Bid Meeting will be held to provide all interested vendors with a comprehensive understanding of the scope of work, site conditions, technical specifications, commercial terms, and any other relevant aspects related to the Renovation of the Practice Driving Range and Practice Chipping Range Area.
 - (a) **Date, Time & Venue of Pre-Bid Meeting:** 8th october, 2025 at 11:00 am, 1:00 pm and 3:00 pm in the Board Room of the DGC.
 - (b) **Mandatory Attendance:** Attendance at the Pre-Bid Meeting is mandatory for all prospective bidders. Vendors who do not attend the meeting shall be ineligible to participate in the bidding process and their quotations shall not be considered for evaluation.
 - (c) **Authorized Representation:** Bidders are required to depute an **authorized representative** who is technically and commercially competent to participate in the discussions. The representative should carry proper authorization letter and company ID for verification at the meeting venue.
 - (d) **Site Visit (If Applicable):** A visit to the proposed worksite may be conducted post/pre the meeting. Vendors are advised to physically inspect the site to assess the actual conditions, constraints, and work requirements before submitting their quotations.
 - (e) **Submission of Queries:** Bidders are encouraged to send their queries, if any, in writing via email to [insert official email ID] at least **48 hours before** the scheduled date of the Pre-Bid Meeting. This will help in structured discussion and clarifications during the meeting.
 - (f) **Clarification and Amendment:** All clarifications, amendments, or modifications discussed and agreed upon during the Pre-Bid Meeting will be documented and formally communicated to all vendors through a written **Pre-Bid Clarification Addendum**. The same shall form an integral part of the RFP document.
 - (g) **No Individual Clarification Post Meeting:** No request for clarification from any vendor shall be entertained individually after the conclusion of the Pre-Bid Meeting. All clarifications must be sought during the scheduled meeting or in writing as per the above timeline.
10. **Disclaimer:** Participation in the Pre-Bid Meeting shall not confer any right of qualification or guarantee of selection to the vendors. The final decision shall rest solely with the competent authority of The Delhi Golf Club.

Secretary
The Delhi Golf Club