

REQUEST FOR PROPOSAL

Invitation of Bids for Purchase of Plants for Forest Plantation Use.

Request for Proposal (RFP) No.25, Dated:08-07-2024

WEBSITE: WWW.delhigolfclub.org

1. Bids in sealed cover are invited for Item 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. Virender 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.
 - 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.

Last date and time for depositing the Bids: By 4:00 PM on 15 -07-2024

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 PM on 16-07-2024.

(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. <u>Place of opening of the Bids</u>:

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. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

- 6. <u>Bid system</u>: The Tender is Single Bid Systems.
- 7. <u>Forwarding of Bids –</u> 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 and authorized dealer certificate/importer certificate.
- 8. <u>Clarification regarding contents of the RFP</u>: 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.** <u>Clarification regarding contents of the Bids</u>: 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.** <u>Rejection of Bids:</u> Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders will be rejected.
- **11.** <u>Unwillingness to quote</u>: 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.** <u>Validity of Bids</u>: The Bids should remain valid till Finalization of the vendor by the buyer.
- **13.** Earnest Money Deposit: -NA

Part II – Essential Details of Items required

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1. <u>Schedule of Requirements</u> – Plants are required as follows: As per List attached (Total qty of plants2890)

<u>Delivery Period</u> – Delivery of material within <u>7-10 days</u> from the date of contract/purchase order. Please note that contract/PO can be cancelled unilaterally by the DGC in case the items are not supplied within the above specified time period. Extension of contract delivery period will be at the sole discretion of the DGC, with applicability of LD clause.

2. <u>Liquidated Damages</u>: In the event of the Vendor's failure to submit Documents, supply the stores/goods/Services and conduct trials, installation of equipment, training, etc as specified in this RFP, the DGC may, at his 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/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 delayed stores.

3. <u>Performance Bank Guarantee</u>: NA

Part III – Evaluation Criteria & Price Bid issues

- 1. <u>Evaluation Criteria -</u> 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 2 below.

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

2.As per List Attached

	The Trees must be 200-250 cm height and 6-8 cm Girth . Shrubs must be minimum 90 cm height 2-4 cm girth .					
Sr.N	Description		Qty	Nos		
0						
1	CASIA FISTULA (AMALTAS)	BOTANICAL NAME -(CASIA FISTULA)	NOS	60		
2	GULMOHAR	BOTANICAL NAME-(DELONIX REGIA)	NOS	120		
3	KACHNAR	BOTANICAL NAME-(BAUHINIA VERIGATA)	NOS	60		
4	SCHLEICHERA (KUSUM)	BOTANICAL NAME-(SCHLEICHERA OLEOSA)	NOS	30		
5	MAST TREE	BOTANICAL NAME-(POLYALTHIA LONGIFOLIA)	NOS	20		
6	MILETIA	BOTANICAL NAME-(MILETIA OVALIFOLIA)	NOS	20		
7	NILI GULMOHAR	BOTANICAL NAME-(JACARANDA	NOS	60		
		MIMOSIFOLIA)				
8	TECOMA ARGENTEA		NOS	20		
9	QUEEN FLOWER	BOTANICAL NAME-(LAGERSTOMIA ROSEA)	NOS	30		
10	PEEPAL TREE	BOTANICAL NAME-(FICUS RELIGIOSA)	NOS	15		
11	JAMUN		NOS	15		
12	AMLA		NOS	15		
13	SILVEROAK	BOTANICAL NAME-(GREVILIA ROBUSTA)	NOS	5		

14	BASANT RANI	BOTANICAL NAME-(TABEBUIA ROSEA)	NOS	20	
15	BISHO WOOD	BOTANICAL NAME-(BISCHOFIA JAVANICA)	NOS	100	
16	ALEXANDER	(BOUGANVILLEA)	NOS	50	
17	DR HB SINGH	(BOUGANVILLEA)	NOS	50	
18	REFULGENS	(BOUGANVILLEA)	NOS	50	
19	PURPLE WONDER	REQUIRE-PURPLE GEM (BOUGANVILLEA)	NOS	50	
20	PURPLE WONDER	(BOUGANVILLEA)	NOS	50	
21	PIXIE	(BOUGANVILLEA)	NOS	50	
22	PINK BEAUTY	(BOUGANVILLEA)	NOS	50	
23	ORANGE GEM	(BOUGANVILLEA)	NOS	50	
24	TORCH GLOW	(BOUGANVILLEA)	NOS	50	
24	MRS EVA	(BOUGANVILLEA)	NOS	50	
26	MRS TETRA	(BOUGANVILLEA)	NOS	50	
27	LADY MARY BARING	(BOUGANVILLEA)	NOS	50	
28	ERID LANCASTER	(BOUGANVILLEA)	NOS	50	
29	LOUISE WALTHEN	(BOUGANVILLEA)	NOS	50	
30	LORD WILLINGDON	(BOUGANVILLEA)	NOS	50	
31	MARY PALMER	(BOUGANVILLEA)	NOS	50	
32	SNOW QUEEN	(BOUGANVILLEA)	NOS	50	
33	EXQUISITE	(BOUGANVILLEA)	NOS	50	
34	PLUMBAGO CAPENSIS		NOS	100	
35	EUPHORBIA PULCHERRIMA		NOS	100	
36	GALPHIMIA GRACILIS		NOS	100	
37	BRUNFELSIA LATIFOLIA		NOS	100	
38	PYROSTEGIA VENUSTA		NOS	500	
39	JASMINUM GRANDIFLORA		NOS	500	
		TOTAL PLANTS		2890	

1	Total Amount	
2	Taxes/GST	
3	Total Amount	
4	Delivery Terms	
5	Payment Terms	
6	Warranty of Plantation	
7	Any Other Charges	

Secretary The Delhi Golf Club