



REQUEST FOR PROPOSAL

INVITATION OF BIDS FOR HIRING OF PROJECT MANAGEMENT CONSULTANT ("PMC") FOR CIVIL, STRUCTURE & ASSOCIATED INTERIOR WORK FOR PROPOSED RENOVATION OF PRACTICE DRIVING RANGE ("PDR") AT THE DELHI GOLF CLUB ("DGC")

REQUEST FOR PROPOSAL (RFP) NO. 6-A DGC/GOLF OPS/2025/ DATED 15th Sep 2025

1. Bids in sealed cover are invited for Services 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. Bijendra Singh Lohiya, Sr. Manager Golf Operation**
 - d. Telephone numbers of the contact personnel: **9818403349**
 - e. e-mail ids of contact personnel: **golfoperation@delhigolfclub.org**
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 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.

Part I – General information

1. Last date and time for depositing the Bids: By 02:00 PM on 22th Sept 2025

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 04:00 PM on 22th Sept 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 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. **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 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. **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. 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.
13. **Earnest Money Deposit: –** NA

Part II – Essential Details of Items/Services required

1. **Schedule of Requirements** – The Delhi Golf Club invites proposals from qualified and experienced consultants or consultancy firms to provide Project Management Consultancy (PMC) services for the renovation of its Practice Driving Range (PDR). The selected consultant will be responsible for ensuring that the project is executed efficiently, on time, within budget, and to the required quality standards.
2. **Duration of the Project:** The proposed project, "Renovation of Practice Driving Range," is anticipated to be completed within a timeframe of four (4) months. This timeline may be subject to extension without additional compensation at the sole discretion of DGC.
3. **Performance Bank Guarantee:** Not Applicable.
4. **Payment Terms** - No advance payment shall be made for the Services. The payment terms of the proposed fee shall be decided by DGC.

Part III – Evaluation Criteria & Price Bid issues

1. **Evaluation Criteria -** The broad guidelines for evaluation of Bids will be as follows:
 1. **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 50 Lakhs for last three years. (Audited balance sheet to be attached)
- e) **Team size of the Bidder** should be above 5. (Proof to be attached)
- f) **Experience of Bidder** should be 05 Years and above. Work completion certificates to be enclosed.
- g) **The bidder must have provided PMC services** in at least 3 projects of size 1 crore and above in the last 4 years. (Proof to be attached)

2. Quality and Feasibility of the Proposed Methodology:

- a) **Project Management Approach:** Clarity and comprehensiveness of the proposed project management methodology. Effectiveness of the proposed risk management and quality control processes. Adequacy of the proposed communication and reporting procedures. Suitability of the proposed project scheduling and monitoring tools.
- b) **Feasibility of the Proposed Plan:** Realism and practicality of the proposed project schedule and budget. Identification and mitigation of potential challenges and risks. Demonstration of a proactive and solution-oriented approach to project management.
- c) **Value Proposition:** Clear articulation of the unique value proposition offered by the consultant. Innovative solutions or approaches proposed to enhance project efficiency and effectiveness.

3. Competitiveness of the Quoted Amount

- a) **Fee Structure:** Clarity and transparency of the proposed fee structure. Reasonableness of the proposed fee rates compared to industry standards and competitive market rates. Value for money demonstrated by the proposed fee structure in relation to the scope of services.

4. 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.

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 PMC.
- The decision of the tender/project committee will be final.

2. Scope of detailed Work: -

The scope of work for the Project Management Consultant (PMC) includes but is not limited to:

- a. **Project Planning:** Preparation of a detailed Project Evaluation and Review Technique (PERT) Chart to outline the timeline, milestones, and critical path of the project.

Assisting in finalizing the project plan, including work schedules and material requirements.

- b. Project Monitoring and Progress Reporting:** Monitoring the progress of renovation work as per the approved schedule and drawings. Identifying and reporting delays, losses, or deviations from the schedule to the concerned staff/Architect firm. Providing regular progress reports, including photographic evidence and updated timelines. The PMC Team must be available at site at all times during the Project. Co-ordinating with Architect consultancy firm /Club staff on daily basis w.r.t. Project.
- c. Quality Assurance:** Monitoring the quality of work and ensuring it complies with the agreed specifications and standards. Verifying and ensuring the quality of materials used in the project.
- d. Material and Resource Management:** Ensuring that materials are procured and utilized effectively to prevent wastage. Coordinating with contractors and suppliers to maintain timely delivery of required resources.
- e. Compliance and Risk Management:** Ensuring compliance with all relevant laws, regulations, and safety standards. Identifying potential risks and implementing mitigation measures.
- f. Documentation:** Maintaining detailed records of the project, including approvals, designs, and progress reports. Preparing a final report summarizing the project outcomes, challenges, and recommendations.
- g. Cost Control:**
Monitoring and managing project expenses to stay within the allocated budget
- h. Communication and Coordination:**
Facilitating communication and coordination among all stakeholders, including contractors, suppliers, and clients.
- i. Progress Monitoring:**
Tracking project progress against milestones and taking corrective actions when necessary
- j. Contract Management:**
Overseeing the preparation and management of contracts with various stakeholders
- k. Project Closure:**
Ensuring all documentation is complete and the project is handed over smoothly. A final project report shall be prepared by the PMC for all the stakeholders of the Project.

3. All the supporting documents related to educational qualification and works experience of similar completed projects to be enclosed.

4. **Bidding Format:** -

Amount for the Entire Duration of the Project	
Taxes/GST	
Total Amount	
Any other T&C	
Any Other Charges	

Secretary
The Delhi Golf Club