



REQUEST FOR PROPOSAL

Invitation of Bids for Installation of Retractable Waterproof Fabric Roofing (Pergola) System at PUB Terrace

Request for Proposal (RFP) No. 01-10/2025 Dated 03 Oct 2025

1. Bids in sealed cover are invited for Services/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. Ajay Yadav, Manager House.**
 - d. Telephone numbers of the contact personnel: **+91- 98111 37858**
 - e. e-mail ids of contact personnel: **admin@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: 12 Oct 2025 at 14:00 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 the 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: 12 Oct 2025 at 16:00 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 05 (Five) 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 and 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 DGC.
13. **Earnest Money Deposit:** – Not Applicable.

Part II – Essential Details of Items required

1. **Schedule of Requirements** – Items/Services required are as follows:
- (a) **Supply, Installation, Testing and commissioning of Retractable waterproof Fabric Roofing (Pergola) System at PUB Terrace** (along with below mentioned features)
- (b) Rectangle Fabric Roofing Pergola size- 62'x18'=1116 Sqft.
- (c) All the civil work involved in installation of above scope required on wall/roof of Pub including touch up paints of area and disposal of malba, if any, is under vendor's scope.

2. **Technical Details of Retractable Fabric Roofing Pergola**

(a) Structure / Frame

• **Material:**

Powder-coated aluminium alloy (6063-T6 grade) or galvanized steel (with anti-corrosion treatment).

Stainless steel fasteners and fittings (SS 304/316 grade).

• **Design:**

Modular system with integrated water drainage channels.

Wind load resistance: typically, up to 90–120 km/h

Snow load resistance: 30–40 kg/m² (optional, depending on design).

Employs different systems including panel-based structures that slide on rails or cable-supported membranes that roll or fold to open.

• **Fabric**

• **Type:** PVC-coated polyester tensile fabric / Acrylic fabric. PVC Ferraris Solits-86 (Durable, high-quality, weather-resistant materials that are UV-resistant and built to withstand various weather conditions.

• **GSM:** 650–900 GSM (depending on requirement).

• **Properties:**

• UV-resistant (UPF 50+ protection).

• Waterproof & fire-retardant (DIN 4102 B1, M2 standards).

• Tear strength: min. 2500 N/5cm (warp/weft).

• Temperature resistance: –10°C to +70°C.

• Color fastness: Grade 7–8.

• All-Weather Adaptability: The ability to provide protection from sun, rain, and wind when closed and open the space to the elements when desired.

• Automation and Ease of Use: Equipped with motorized controls, allowing operation via a remote or smartphone for convenience and integrated comfort.

• Natural Light and Ventilation: Opens to allow sunlight and fresh air, enhancing the atmosphere and improving indoor conditions when desired.

3. **Operation Mechanism**

Options: Drive: Tubular or Top Mounted Motor Drive Belt and pulley slider mechanism.

Drive System:

- Belt/track-driven sliding system with concealed runners.
- Silent operation with anti-friction rollers.

Safety: Wind/sun sensors (optional), Auto-stop function for motorized systems.

4. **Water Drainage**

- Integrated guttering system within the aluminium beams.
- Hidden downpipes for rainwater discharge.

5. **Lighting & Accessories (Optional)**

- Integrated LED strip lighting (dimmable, RGB optional).
- Side screens (zip blinds) or glass sliding doors.
- Heating units / misting fans for comfort.

6. **Dimensions**

Standard modules: size- 62'x18'=1116 Sqft. **Custom sizes:** Available as per site measurement.

7. **Aesthetic & Value Properties:** - Modern Aesthetic: The design, colour and finishes should add a sleek, contemporary look to area, complementing various architectural styles of the existing structures of the Club increasing the functionality, comfort, and aesthetic appeal.

8. **Warranty:** - Fabric: 5 to 7 years (depending on manufacturer), Structure: 10 years powder coating warranty and Motor & controls: 3 to 5 years (vendor dependent).

9. **Bid Price & Validity:** Prices must be firm and inclusive of all costs associated with the supply, transportation, handling, installation, testing, and commissioning of the Retractable waterproof Fabric Roofing (Pergola) System. Goods and Services Tax (GST) and other applicable statutory taxes or duties must be quoted separately and clearly. **All bids must remain valid for a period of 90 days from the due date of submission.**

10. **Indemnity:** The contractor shall be fully responsible for indemnifying and holding harmless the Delhi Golf Club (DGC), its officials, employees, and representatives against any third-party claims, legal liabilities, damages, losses, or penalties that may arise in connection with the execution of the contract which may arise due to any act done by the vendor or it's representative and any act omitted to be done by the vendor. This indemnity shall survive the completion or termination of the contract and shall remain enforceable throughout the contract duration and any warranty or liability period thereafter.

Part III – Standard Conditions of RFP, Evaluation Criteria & Price Bid issues

1. **Single-Bid System** In respect of Single-bid system, 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 following format along with all technical details.
2. **Evaluation Criteria -** The selection of the vendor shall be carried out on a Techno-Commercial Evaluation basis. The evaluation will consist of two stages:

Stage 1: Technical Evaluation: Only vendors who meet the mandatory eligibility requirements in the technical evaluation will be considered for commercial evaluation.

Parameter	Evaluation Basis
Company Profile & Experience	Years in business, experience in similar projects, client references. Documentary (proof to be submitted with the bid)
Average Annual Turnover of the Bidder	Average Annual Turnover of the Bidder should not be less than 50 Lakhs for last three years. (Audited balance sheet to be attached)
Experience of Bidder	should be 05 Years and above. Work completion certificates to be enclosed.
Technical Compliance with Specifications	Compliance with RFP technical specifications.
Quality Certifications & Standards	CE, ISO, Fire-retardant (DIN 4102 B1/M2) or equivalent certifications.
Product Performance & Warranty	Warranty period (structure, fabric, motor), after-sales service availability.
Project Execution Capability	Delivery & installation lead time, manpower & equipment availability.
Past Performance & References	Successful completion of similar projects (proof/documents to be submitted).
Value-Added Features	Additional features like LED lighting, automation sensors, side blinds, design customization.

Stage 2: Commercial Evaluation

Financial proposals of only technically qualified vendors will be evaluated.

Parameter	Evaluation Basis
Quoted Price (Including Installation & Taxes)	Lowest evaluated price among technically qualified vendors (L1).
Payment Terms	Alignment with DGC payment policy (30% advance + 65% against invoice on completion or better terms).
Delivery & Installation Timeline	Faster execution timeline will be given preference.

The selection of the vendor shall be done based on both technical and commercial evaluation. The decision of the DGC shall be binding and final.

4. Eligibility and Compliance Check: Only those bids will be evaluated that meet all mandatory eligibility criteria and comply fully with the technical specifications and commercial terms outlined in the RFP. DGC reserves the right to cancel or modify the tender process at any stage without assigning any reason.

(a) Price Quotation Format

- The Financial Bid shall be evaluated based on the lowest overall cost quoted as per the prescribed format.
- The quote must include all costs related to supply, transport, installation, testing, and commissioning. GST and other applicable taxes must be indicated separately.

(b) Competitiveness and Transparency: The reasonableness of the quoted price will be assessed in comparison with prevailing market rates. Proposals with clear and transparent fee structures, free from hidden charges or vague inclusions, will be considered favourably.

Sl. No.	Items Description	Unit	Qty	Rate (Rs.)	Amount (Rs.)
1.	Supply, Installation, Testing and commissioning of Retractable water proof Fabric Roofing (Pergola) System at PUB Terrace (along with below mentioned features) (a) Rectangle Fabric Roofing Pergola size- 62'x18'=1116 Sqft.	Job	01		
Total Amount					
Taxes/GST					
Freight					
Total Amount					
Delivery Terms					
Payment Terms					
Warranty Details					

5. Delivery Period – The entire scope of work, including delivery, installation, testing, and commissioning, must be completed within **30 calendar days** from the date of contract signing as follows.

- (a) Please note that Contract/PO can be cancelled unilaterally by the DGC in case items are not received within the contracted delivery period.
- (b) Extension of contracted delivery period will be at the sole discretion of the DGC, with applicability of LD clause.

6. **Payment Terms:** The following detailed payment structure shall apply:
- (a) **Advance:** 30% of the total contract value shall be released as advance upon the submission of an **Advance Bank Guarantee** of an equivalent amount from any nationalised bank which is returnable at the time of project completion.
- (b) **Installation & Commissioning:** 65% of the contract value shall be released upon the **successful installation, testing, and commissioning** and upon **formal handover** of the completed site to DGC.
- (c) **Retention:** 5% of the total contract value shall be retained by DGC as **Retention Money** for a period of **12 months**, effective from the date of successful handover of equipment/commissioning. This amount serves as a **defect liability reserve** and shall be released only after the completion of the **defect liability period**, subject to rectification of any defects, deficiencies, or malfunctions observed during this period, to the full satisfaction of DGC.
7. **Liquidated Damages:** In the event of any delay in the supply, installation, or commissioning of the retractable water proof fabric roofing (Pergola) system at PUB terrace beyond the stipulated completion period, Liquidated Damages (LD) shall be levied **at the rate of 2% of the total contract value for each week of delay or part thereof**. The maximum cumulative LD shall not exceed 10% of the total contract value. These damages shall be recovered without prejudice to any other rights or remedies available to DGC under the contract.
8. **Warranty/Guarantee to be Specified:** The bidder shall provide details regarding the warranty and guarantee periods for the retractable water proof fabric roofing (pergola) system at pub terrace, part by part in the quotation.
9. **Process to be Confidential:** Except for the formal opening of bids, all information related to the examination, clarification, evaluation, and comparison of bids, as well as recommendations regarding the award of the contract, shall remain strictly confidential and shall not be disclosed to bidders or any persons not officially involved in the process. Any attempt by a bidder to influence or interfere with the evaluation process or the decision-making regarding the award of the contract may lead to immediate rejection of the bid.

**Secretary
The Delhi Golf Club**