



## **REQUEST FOR PROPOSAL**

### **Invitation of Bids for new server room construction near max clinic**

### **Request for Proposal (RFP) No- 01-03/24 Dated 04<sup>th</sup> March 2024**

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. Pawan Sharma, Civil Engineer**
  - d. Telephone numbers of the contact personnel: **8435871998**
  - e. e-mail ids of contact personnel: **Civilengineer@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 12:00 PM on 18<sup>th</sup> March 2024**

The sealed Bids, 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 02:00 PM on 18<sup>th</sup> March 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. **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. 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. **Single Bid system:** The Tender is 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.
13. **Earnest Money Deposit:** – NA

## **Part II – Essential Details of Items/Services required**

1. **Schedule of Requirements** – services required is as follows:  
  
**(a) new server room construction near max clinic**  
(All Technical specification, Details and Layout drawings are attached with BOQ)
2. **Delivery Period** – Handing over of the site then within **25 days** from the date of contract. Please note that contract can be cancelled unilaterally by the DGC in case project 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.
3. **Liquidated Damages:** In the event of the Vendor failure to submit Bank Guarantees and Documents, supply the stores/goods/Services and conduct trials, installation of equipment, training, etc as specified in this contract, the DGC may, at his discretion, withhold any payment until the completion of the contract. The DGC may also deduct from the SELLER 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.
4. **Performance Bank Guarantee:** NA

## **Part III – Evaluation Criteria & Price Bid issues**

1. **Evaluation 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) 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. Scope of detailed Work / RFP

BOQ OF NEW SERVER ROOM NEAR MAX CLINIC					
PART 01- SCOPE OF CIVIL & INTERIOUR					
S.NO	WORKS	UNIT	QUANTITY	RATE	AMOUNT
1	Dismantle the door section area measuring 7 feet by 3 feet, the exhaust fan section measuring 9 inches by 9 inches, and remove loose wall plaster including existing sewer pipe from the existing wall in a proper manner without disturbing the adjacent walls.	Ft <sup>2</sup>	150		
2	Supply, fabricate, and install a sliding door measuring 7 feet by 3 feet with a locking mechanism. The gate details include using hot-dipped galvanized iron (GI) channel as the bottom rail with dimensions of 100 mm by 50 mm by 5 mm, employing a 50 mm by 50 mm by 5 mm angle as the rail, utilizing a 70 mm by 30 mm by 3 mm pipe as the structure, and incorporating either a 50 mm or 70 mm stainless steel (SS) 304 wheel for the bottom. For the top, use plastic fibre rolling wheels with a height of at least 70 mm. The door material should be GI sheet with dimensions of 7 feet by 3 feet and a thickness of 1 mm.	JOB	1		
3	Construct a brick wall using first-class bricks in an area measuring 10 feet by 15 feet with a thickness of 9 inches. The mortar ratio should be 1-part cement to 4 parts sand, as per the directions of the engineering charge.	M <sup>3</sup>	3.5		
4	Supply & laying wall plaster in both side of wall with smooth finish with mix of mortar ratio 01:04.	Ft <sup>2</sup>	375		
5	Supply & fix sand red stone sub storage roof above 10' from NGL with support of 70 x 70 x 04 mm equal angles as per instruction of engineer of charge	Ft <sup>2</sup>	50		
6	Provide and install floor tiles measuring 18 inches by 18 inches with a thickness of 10-12 millimetres. The installation can be done using OPC cement paste or tile adhesive, as per the floor pattern. Additionally, include 6-inch side skirting to complement the floor design.	Ft <sup>2</sup>	90		
7	Supply and install PVC roof ceiling at a height of 10 feet from the ground floor top surface, ensuring adequate support with GI structure with 03' x 03' trap door for storage slab.	Ft <sup>2</sup>	90		
8	supply and install an engineering wooden workstation table in the corner side according to the attached drawing. The table should have the required under-table structure and a laminated mica finish. The table size should be 9 feet by 1 foot 6 inches. It should include one CPU section, one storage cabinet, and two table drawers.	NOS	1		
9	Supply and provide a mesh mid-back ergonomic office chair. The chair should have a metal base, seat height adjustment feature, and should be comfortable for extended periods of sitting	NOS	2		
PART 01 TOTAL					

**PART 02- ELECTRICAL & IT INSTALLTION**

1	Supply of 1Cx1.0 Sqmm Cu Wire Green Make- Havells/Polycab	1	Roll		
2	Supply 1Cx2.5 Sqmm Cu Wire Black Make- Havells/Polycab	1	Roll		
3	Supply 1Cx2.5 Sqmm Cu Wire Red Make- Havells/Polycab	1	Roll		
4	Supply of 1Cx4.0 Sqmm Cu Wire Red & Black (45+45 Mtr) Make- Havells/Polycab	1	Roll		
5	Supply of 3C*2.5 Sq mm Cu wire Make- Polycab	50	mtr		
5a	Supply of 3C*4 Sq mm Cu wire Make- Polycab	120	Mtr		
6	Supply of 4Cx 8.0 Sqmm Cu flexible cable, Make- Havells/Polycab	30	mtr		
7	Supply of PVC Conduit Pipe 25MM with complete fitting. ( AKG)	1	bundle		
8	Providing of 3M Plate with box with 5 Amp switch socket ( SSK / Legrand )	11	Nos		
9	Providing of 3M Plate with box with 15 Amp switch socket ( SSK/ Legrand )	3	Nos		
10.A	Supply of Raw power outgoing DB with one 4 pole MCB 63 AMP , 2 DP , 32 Amp and 6 MCB 10 Amp . Make - L&T , Havells	1	No		
10.B	Supply & Installation of UPS Outgoing DB with one RCCB 2Pole 40 Amp and one MCB 40 Amp with same box for UPS Output. Make- L&T, Havells				
11	Providing of LED 18 Watt tubelight , Make-Havells/Crompton ( 6500 K )	6	Nos		
12	Supply and Installation of Split Units ( Indoor + Outdoor ) 1.5 Tr Make - Daikin	2	Nos		
13	Copper Pipe 1/2 with Insulation	25	Mtr		
14	Coppe Pipe 3/4 with Insulation	25	Mtr		
15	Automatic changeover Timer for the Ac Units	1	No		
16	Supply of Lan cable Make - Finolex	3	Roll		
17	Supply of MS Conduit Pipe 25MM with complete fitting for Lan Cable	60	No		
18	Fixing of all above conduit piping and electrical fitting with Electrical and IT wiring including Cutting of wall and RCC and masonry work	1	Job		

**PART 02 TOTAL**

**TOTAL AMOUNT**

**Notes:**

1	<b>Final quantity will be determined after physical measurement conducted by the client's engineer.</b>
2	<b>Working hours will be notified on a daily basis, including night hours.</b>
3	<b>Vendors are requested to visit the site before offering the quotation.</b>
4	<b>Malba disposal will be part of the vendor's scope. (if required)</b>
5	<b>DGC will retain 10% retention money for one year from the completion date of the project.</b>
6	<b>Cement used will be OPC 43 Grade, and first-class grade bricks will be utilized.</b>
7	<b>The mortar ratio for the brick wall and tip plaster will be 1:4.</b>

<b>Total Amount</b>	
<b>Taxes/GST</b>	

<b>Total Amount</b>	
<b>Completion of work</b>	
<b>Payment Terms</b>	
<b>Warranty for full Insulation</b>	
<b>Any Other Charges</b>	

Secretary  
The Delhi Golf Club