



**REQUEST FOR PROPOSAL (RFP) FOR PURCHASE OF SILVER ARTICLES FOR DISTRIBUTION
AS PRIZES IN TOURNAMENT**

Request for Proposal (RFP) No. LS/01/2026 Dated 10 Feb 2026

1. Bids in sealed cover are invited for 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. Arun Kumar, Dy. Manager Purchase**
 - d. Telephone numbers of the contact personnel: **9873035574**
 - e. e-mail ids of contact personnel: **purchase@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:** 16 Feb 2026 at 12:00 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 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: 16 Feb 2026 at 14:00 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 3 (Three) days prior to the date of opening 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 and Conditional tenders will be rejected.
11. **Validity of Bids:** The Bids should remain valid till Finalization of the vendor by the DGC.
12. **Earnest Money Deposit:** – Not Applicable,

Part II – Essential Details of requirement

1. **INTRODUCTION:** The Delhi Golf Club (hereinafter referred to as “the Club”) invites sealed proposals from reputed and eligible jewellers/silversmiths for making/fabricating silver articles as prizes/trophies with the approximate quantity of silver being 2.5 KG.

The RFP aims to select a vendor offering competitive pricing, assured purity, quality workmanship, and timely delivery.

2. SCHEDULE OF REQUIREMENTS

Sr. No.	Description	Quantity	Remarks
1	Pure Silver	2.5 KG	Minimum purity 999/925 as specified by Club
2	Making of small prize articles	As per design	Designs/samples to be approved by the Club

Note:

- Final number, size, and design of prize articles will be finalized after award of work.
- Weight tolerance, if any, shall be mutually agreed in writing.

3. **SCOPE OF WORK:** The selected vendor shall be responsible for the following:

- a) Procurement of certified silver of approved purity.
- b) Designing and manufacturing of small prize articles as per approved samples/designs.
- c) Hallmarking/certification of silver articles, wherever applicable.
- d) Polishing, finishing, and proper packing of all items.
- e) Delivery of finished articles at the Club premises within the stipulated timeline.
- f) Replacement of defective or substandard items, if any, at no extra cost.
- g) A sample list of prizes/articles procured last year by the Club is attached herewith for reference.

4. **ELIGIBILITY CRITERIA:** The bidder must fulfil the following eligibility conditions:

- a) Must be a registered jeweller/silversmith or firm dealing in silver articles.
- b) Minimum **3 years of experience** in manufacturing/supplying silver items.
- c) Must have valid **GST registration**.
- d) Should not have been blacklisted by any Government / PSU / reputed private organization.
- e) Capability to provide purity certificate/hallmark for supplied silver, if required

Supporting documents must be submitted along with the proposal.

5. **EVALUATION CRITERIA:** Bids shall be evaluated on the following basis:

- a) **Technical Compliance** – Conformity to RFP requirements and specifications.
- b) **Experience & Credentials** – Past work, client references, and capability.
- c) **Commercial Evaluation** –
 - Rate per gram of silver (linked to prevailing market rate).
 - Making charges per gram/article.
- d) **Overall Value** – Competitive pricing, quality assurance, and delivery commitment.

6. **SUBMISSION GUIDELINES:** Bidders must submit their proposals in a sealed envelope marked **“BID FOR PURCHASE OF SILVER ARTICLES”**

- a) The complete bid should reach the Club on or before the stipulated date & time.
- b) Late submissions shall not be considered.
- c) Conditional or incomplete bids are liable to be rejected.

- d) The bidder must submit the Silver Rate as on the date of Bid in the commercial quotation however the silver rate for final order shall be considered as the actual prevailing market rate on the day of confirmation of order and booking.

7. **STANDARD CONDITIONS OF RFP**

- a) The Club reserves the right to accept or reject any or all bids without assigning any reason.
- b) Quantities may be increased or decreased as per requirement.
- c) Making charges quoted shall remain firm during the validity period of the RFP.
- d) Payment shall be made after satisfactory delivery and certification of items.
- e) Applicable taxes shall be quoted separately.
- f) Any dispute shall be subject to **New Delhi jurisdiction only**.
- g) The decision of the Club shall be final and binding in all matters relating to this RFP.

Part III – Contains Standard Conditions of RFP & Price Bid format

1. **PRICE BID FORMAT**

Sr. No.	Description	Unit	Rate (₹)	Amount (₹)
1	Silver Rate	Per Gram dtd. _____		
2	Making Charges	Per Gram / Per Article		
4	Taxes (GST etc.)	As applicable		
	Total Amount			

Note:

- Approximate no. of articles shall be 50.
- Silver rate shall be applicable as per the actual prevailing market rate on the day of order confirmation and booking, supported by documentary proof submitted by the selected vendor.
- Any additional charges must be clearly indicated.

2. **STANDARD CONDITIONS OF RFP:** Silver Rate Applicability Clause

The silver rate shall be considered as the actual prevailing market rate on the day of confirmation of order and booking. The selected vendor must submit documentary proof of the silver rate applicable on the booking day (such as bullion market rate / IBJA rate / authorized bullion dealer rate) along with the booking confirmation for verification by the Club.

3. **Delivery Period** – Delivery to be done within 30 days from the date of purchase order. Please note that Contract/Purchase order can be cancelled unilaterally by the DGC in case items are not received within the Purchase order delivery period. Extension of Purchase order delivery period will be at the sole discretion of the DGC, with applicability of LD clause.

4. **PAYMENT TERMS**

- a. An advance payment of approx 70% of the value of order assessed shall be made within 2 days of the date of order/booking based on the silver rate prevailing in the market as on the order date.
- b. Making Charges: Making charges shall be payable after successful delivery and acceptance of the finished prize articles.
- c. Timeline: Payment shall be made within 15–30 days from the date of submission of correct tax invoice and satisfactory delivery, subject to internal approval procedures.

d. Deductions: Applicable statutory deductions, if any, shall be made as per rules.

5. **Liquidated Damages:** In the event of the Seller's failure to deliver the goods by the date specified in the contract the Buyer may deduct from the Seller as liquidated damages the sum of 0.5 % of the contract price of the undelivered goods for delay of each week or part of week and the Seller shall submit the documents after deduction of the liquidated damages subject to a maximum of 10% of the contract price of the undelivered goods. But if the delay is on account of any cause, which the Seller promptly notifies to the Buyer and the Buyer admits as a reasonable ground for extending the time for delivery, no liquidated damages will be leviable during the additional time thus agreed to by the Buyer.

Lt. Col. Rohit Singh (Retd.)
Secretary
The Delhi Golf Club

The Delhi Golf Club				
LIST OF SILVER ARTICLES/PRIZES SAMPLE LIST FOR REFERENCE ONLY				
S.no.	Trophy Name	Trophy Design		Gramage (grms)
1	Genesta Salver Silver Division (Matchplay) Winner 2024-25	Napkin Stand		90
2	Genesta Salver Silver Division (Matchplay) Runner-up 2024-25	Napkin Stand		60
3	Jind Cup (Matchplay) Winner 2024-25	Bowl Mona Side Kali		80
4	Jind Cup (Matchplay) Runner-up 2024-25	Bowl Mona Side Kali		60
5	Lady Irwin Challenge Cup (Matchplay) Winner 2024-25	Napkin Stand		80
6	Lady Irwin Challenge Cup (Matchplay) Runner-up 2024-25	Napkin Stand		60
7	Jogi Rao Trophy (Stableford) Winner 2024-25	Dish Hexa Hammer		50
8	Lady Marjorie Tange Salver (Stableford) Winner 2024-25	Bowl Hammer PHL		50
9	Lady Marjorie Tange Salver (Stableford) Runner-up 2024-25	Bowl Hammer PHL		40

10	Malika Trophy (Eclectic Par Competition) Winner 2024-25	Bowl Pendi plain with beading + legs		60
11	Malika Trophy (Eclectic Par Competition) Runner-up 2024-25	Bowl Pendi plain with beading + legs		40
12	Eiko Fukumoto Cup (Eclectic Par Competition) Winner 2024-25	Bowl Pendi plain with beading + legs		60
13	Eiko Fukumoto Cup (Eclectic Par Competition) Runner-up 2024-25	Bowl Pendi plain with beading + legs		40
14	Chand Ujjal Singh Trophy (Foursome Stableford) Winner 2024-25	Tooth Pick holder (2 pcs)		40 40
15	Chand Ujjal Singh Trophy (Foursome Stableford) Runner-up 2024-25	Jali Candle Stand (2 pcs)		30 30
16	Naval Kishore Cup (Par Competition) Winner 2024-25	Apple Bowl Kali with legs		60
17	Naval Kishore Cup (Par Competition) Runner-up 2024-25	Apple Bowl Kali with legs		40
18	Oishi Cup (Open Strokeplay) Winner 2024-25	Picture Frame (3 x 5)		80
19	Oishi Cup (Open Strokeplay) Runner-up 2024-25	Picture Frame		60
20	Madho Pershad Challenge Cup (Nett Stroke play) Winner 2024-25	Picture Frame (3 x 5)		80

21	Madho Pershad Challenge Cup (Nett Stroke play) Runner-up 2024-25	Picture Frame		60
22	Lili Khanna Rose Bowl (Greensome Matchplay) Winner 2024-25	Dish Trikon 3 legs		60 + 60
23	Lili Khanna Rose Bowl (Greensome Matchplay) Runner-up 2024-25	Dish Trikon 3 legs		50 + 50
24	Ladder of Laurel Winner 2024-25	Dish PHL Hammer		50
25	Eclectic Gross Winner 2024-25	Dish PHL Hammer		50
26	Eclectic Nett Winner 2024-25	Dish PHL Hammer		50
27	Medal Round Winner 2024-25	Coasters		40 grm x 11 = 440
28	Medal Round Runner-up 2024-25	Coasters		30 grm x 9 = 270
29	Deep Singh Winner 2024-25	Deep Pooja Stand		60
30	Deep Singh Runner-up 2024-25	Deep Pooja Stand		40
		TOTAL		2470 grms