



REQUEST FOR QUOTATION [RFQ]

FOR

**SUPPLY, INSTALLATION AND RETROFITTING OF ADDITIONAL LINEAR
WORKSTATIONS WITHIN THE EXISTING ARRANGEMENT AT 8TH FLOOR
OF DIMTS OFFICE AT DELHI TECHNOLOGY PARK, SHASTRI PARK,
DELHI**

APRIL' 2024

DELHI INTEGRATED MULTI-MODAL TRANSIT SYSTEM LTD (DIMTS)

A Joint Venture of The Government of National
Capital Territory of Delhi

An ISO Certified and CMMI appraised Company



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INVITATION FOR QUOTATION

“Delhi Integrated Multi Modal Transit System Limited [DIMTS]” is hereby inviting quotations from eligible bidder/agency for **“Supply, Installation and retrofitting of Additional Linear Workstations within the existing arrangement at 8th Floor of DIMTS office at Delhi Technology Park, Shastri Park, Delhi”**.

1. Tender related information are as under:-

S. No.	Parameters	Details
1	Tender No.	DIMTS/SP-OFFICE/ADD. WORKSTATION/2024/01
2	Name of Work	Supply, Installation and retrofitting of Additional Linear Workstations within the existing arrangement at 8 th Floor of DIMTS office at Delhi Technology Park, Shastri Park, Delhi
3	Tender release date & time	15.04.2024 at 10.00 AM
4	Last date & time of Bid/Quotation submission	23.04.2024 till 03.30 PM
5	Bid opening date & time	23.04.2024 at 04.00 PM
6	Physical submission of Bid/ Quotation	At DIMTS Office, 8 th Floor, Block-1, Delhi Technology Park, Shastri Park, Delhi-110053
7	Contact person details	General Manager [Projects], Engineering Department, DIMTS Ltd. 8 th Floor, Block-1, Delhi Technology Park, Shastri Park, Delhi-110053, Phone: direct:+91-11-45396332, epabx:+91-11-43090100, ext. 332 Electronic mail address: devendra.gautam@dimts.in

- This RFQ document can be seen & downloaded from DIMTS website <https://www.dimts.in> as well portal of Indiamart <https://my.indiamart.com> as per the schedule mentioned above.
- Eligibility of intending bidders shall be assessed by fulfilling the eligibility criteria as given in ITB of this RFQ document.
- The intending bidder must read Terms of Reference [TOR] of RFQ carefully. They will only submit their quotation/bid if they consider themselves eligible and are in possession of all the required documents.
- The bidder shall be selected as per the procedure described in RFQ document.
- DIMTS shall not be responsible for delay in submission of bid/quotation due to any reason.
- DIMTS reserves the right to accept or reject any Bid/ Quotation, and to annul the Bid process and reject all Bids/Quotations, at any time prior to award of Work, or to divide the Order between/amongst Bidders without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for the DIMTS' action.

**General Manager [Projects],
Engineering Department,
DIMTS Ltd.**

INSTRUCTIONS TO BIDDERS (ITB)

A. General:-

1. The intending bidder/agency has to submit the quotation/bid as per the details mentioned in this RFQ document.
2. The quotation/bid shall be opened on the scheduled date & time as mentioned in RFQ document.
3. The Purchase order shall be issued in favor of the successful bidder/agency whose proposal/ quotation shall be considered lowest & reasonable to the market.
4. All documentations are required to be in English. Requisite documents should be filled with neat legible and correct entries. Indistinct figures, erasures and alterations are not permitted in the tender. No overwriting or use of correction fluid shall be accepted. Any corrections shall be legible and signed by the authorized signatory.
5. The defective items shall be replaced by the bidder/agency without any additional charge during guarantee period / DLP. The replacement shall have to be carried out within 10-15 days from the date of intimation received from DIMTS to this aspect.
6. The bidder/agency must visit the site [DIMTS office] and make themselves conversant with site and site conditions, nature and requirement of the works, facilities of transport condition, effective labour and materials, access and storage for materials and removal of wastes. **For any query related to this work, the bidder may contact to Engineer [Project], Engineering Department, DIMTS on Ph. 9720520061, direct:+91-11-45396316.**
7. DIMTS reserves the right to change the quantity/ upgrade the criteria/ drop any item or part thereof/extension of delivery date at any time before placing the purchase order.

B. Submission of Bid/ Quotation:-

1. The intending bidder/agency must submit the required “Undertaking” as per the format placed at **Annexure-A**.
2. The intending bidder/agency must submit the required “General Information of their firm” as per the form placed at **Annexure-B**.
3. The intending bidder/agency must submit the GST registration Certificate along with a copy of PAN Card.
4. The intending bidder/agency must have to filled & submit the quotation/ proposal as per the form placed at **Annexure-C**, clearly indicating the **total cost in both figures and words**, in Indian Rupees, and signed & stamped by the applicant’s authorized representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.

5. The quotation/ proposal shall take into account all expenses associated with the assignment. Rates should include all cost, like conveyance of materials, loading and unloading charges, labour charge, hire charge of tools, arrangements of Workstation at places pointed out by the DIMTS Ltd., New Delhi, taxes etc., to complete the work in all respect. DIMTS will not accept any claim other than mentioned in Financial Bid/Quotation.
6. The total amount indicated in the quotation/ proposal shall be without any condition attached or subject to any assumption, and shall be final. In case any assumption or condition is indicated in the financial proposal, it shall be considered non-responsive and liable to be rejected.

The intending bidder/agency must submit their quotation/ bid/ proposal in a sealed envelope, having the name & address of the firm of intending bidder/agency and drop the envelope physically in a box placed at DIMTS Office, 8th Floor, Block-1, Delhi Technology Park, Shastri Park, Delhi-110053. The envelope of bid must be clearly marked:

Project Name

“Quotation/ Bid for Supply, Installation and retrofitting of Additional Linear Workstations within the existing arrangement at 8th Floor of DIMTS office at Delhi Technology Park, Shastri Park, Delhi”

C. Experience required for the work:-

The bidder/agency must have the experience of successful completion of **“Installation of Workstations and Interior decoration works for Govt. or Private office/ Commercial/ Hotel buildings etc.”** during the last 5 years (ending last day of the month previous to the one in which tenders are invited). The bidder/agency must have completed/executed a single work of **similar work of costing not less than INR 10.00 Lakhs**. The documentary evidence like copy of Work Order, Completion Certificate, Performance Certificate issued by Client and payment details etc. in support of the above experience need to be submitted by the bidder/agency.

The illustrative images of Workstation are placed at **Annexure-D** for ready reference of bidder/agency.

UNDERTAKING FROM THE BIDDER

(This form should be submitted by the bidding firm on their letterhead)

To
General Manager [Projects]
Engineering Department,
DIMTS Ltd.,
8th Floor, Block-1, Delhi IT Park,
Shastri Park, Delhi-110053

Sir,

I/We hereby unconditionally accept all terms of references and conditions mentioned in the "RFQ" for "**Supply, Installation and retrofitting of Additional Linear Workstations within the existing arrangement at 8th Floor of DIMTS office at Delhi Technology Park, Shastri Park, Delhi**".

I/We hereby undertake that the information provided above and elsewhere in the tender is true and the tender is liable to rejection, if the same is found to be false or the information is found to have been suppressed by me.

The warranty/ guarantee on the items supplied and fixed will be at least six months on all items, fittings and other accessories, after completion and acceptance by DIMTS. The warranty period shall liable to repair and replace the defected part in whole or part as decided by DIMTS.

I/We having our office at
declare that I/We have never been blacklisted by any State Government/ Central Government or any State/ Central PSU.

Regards,

(Signature & stamp)

Authorized person

Date:-

GENERAL INFORMATION OF THE BIDDER

All the Bidders are requested to complete the below mentioned information:-

1	Name of the bidder/ agency	
2	Address of the bidder/ agency	
3	Contact no.	
4	E-mail	
5	GST Number (Attached Copy of Registration Certificate)	
5	Permanent Account No. (Attached Copy of PAN card)	
6	Legal status of the Bidder, if any (Attached copies of original Document defining the legal status).	
7	What type of firm / company is of the Bidder? (Please Tick(✓) below)	
	An Individual	
	A proprietary firm	
	A firm in partnership	
	A limited company or Corporation	
8	Name and contact details of the person with designation to be concerned with this work.	
9	Name of partners with their respective shares in the firms (attested copy of partnership deed to be enclosed) and affidavit of sole proprietorship in case of individual Bidder.	

10	Has the Bidder or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project, year and reasons for abandonment.	
11	Has the Bidder or any of his constituent partners or shareholders has ever been black-listed, or demoted to a lower class or orders passed banning / suspending business with the applicant etc. by any Govt. Department/Public Sector Undertaking in the past. If so, give details including year.	
12	Number of years of company establishment.	
13	Any other information considered necessary but not included above.	

(Signature & stamp)

Authorized person

Date:-

FINANCIAL BID/QUOTATION

(This form should be submitted by the bidding firm on their letterhead)

Tender No.	DIMTS/SP-OFFICE/ADD. WORKSTATION/2024/01
Name of the Work	Supply, Installation and retrofitting of Additional Linear Workstations within the existing arrangement at 8 th Floor of DIMTS office at Delhi Technology Park, Shastri Park, Delhi
Name of the Bidder/ Bidding Firm / Company :	

S. No.	Description	Unit	Quantity	Quoted Rates per Unit [INR]	Total Quoted Amount [INR]
1	<p>Supply, Installation & Retro-fitment of Linear Workstation with 3 drawer boxes as per following details:-</p> <ul style="list-style-type: none"> • Length of table top (main frame):- 1200 mm • Width of table top:- 600 mm • Depth of table:- 750 mm • Overall height of Workstation partition:- 1200 mm • Frame material for Workstation (<u>Brand & Colour shall be approved by DIMTS</u>):- ISI Marked Pre Laminated practical board, 45mm Aluminium Structured Bottom Frame With Aluminium Extrusion • Material of table top:- 25mm thick Pre-Laminated particle board with high gloss mica and 2mm thick PVC Edge banding tape • Material of Gable:- 18mm thick Pre Laminated particle board to support work top • Material of backside partition:- aluminium front partition with pinup board (1200mm x 1200mm) • Material of Return/side partition:- 45mm thick return partition with pinup board • Material of screen:- Half pinup board in front partition over top • Material of Powder coating:- 50-60 Microns powder coating on Aluminium Section 	Nos.	40	(Rates to be quoted by Bidder/ Agency)	

S. No.	Description	Unit	Quantity	Quoted Rates per Unit [INR]	Total Quoted Amount [INR]
	<ul style="list-style-type: none"> • 10 mm thick glass partition (600mm x 200mm) with holding clips • Wire Manager:- On left side of each Workstation • Raceway in front partition for Data & Electric Provision • Electrical & Data plate cutting in front raceway • Electric board with 3 sockets & 3 switches in raceway • Telephone & data socket in raceway • Size of drawer unit (Width x Depth x Height):- 400 X 450 X 680 (mm) of 25 mm thick pre laminated board total 3 units with lock & handle including keyboard tray. As per material and brand & colour approved by DIMTS • Repair work after installation of Workstation at its location, if required 				
2	SITC for 2.5 Sqmm Wire for connections of Workstations, complete in all respect	Metre	200.00	(Rates to be quoted by Bidder/ Agency)	
3	SITC for Data Cable (CAT 6) for connections of Workstations, complete in all respect	Metre	300.00	(Rates to be quoted by Bidder/ Agency)	
4	Cost for removal & re-fixing of available board partitions/walls with their fixtures, doors & partitions of glass etc. from existing position to new position including cutting & providing electric switch board (including sockets & switches) and all repair works in the partitions/ walls/ panels to match the existing finish, as per the instructions of DIMTS	Sqm	150.00	(Rates to be quoted by Bidder/ Agency)	
Sub Total =					
GST applicable as per Govt. orders =					
Gross Total [Quoted Amount] (INR) =					
Rupees Only (Gross Total in Works)					

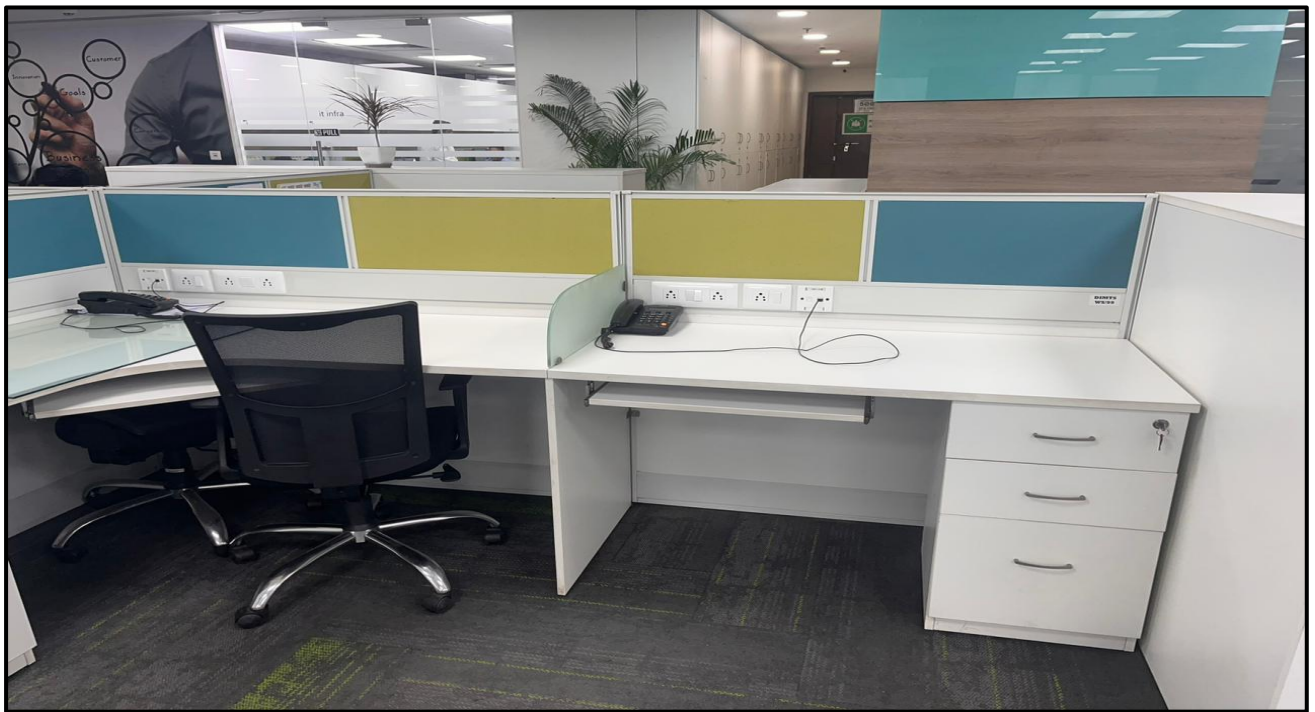
Note:- Rates quoted must be as per the specifications given. Rates should include all cost, like conveyance of materials, loading & unloading charges, labour charge, hire charge of tools & plants, arrangements/retro-fitment of Workstations in its position & places as decided by DIMTS Ltd., New Delhi, complete in all respect.

(Signature & stamp)

Authorized person

Date:-

ILLUSTRATIVE IMAGES OF WORKSTATION



TERMS OF REFERENCE (TOR)

1. Background:-

- 1.1 Delhi Integrated Multi-Modal Transit System Limited (DIMTS), a joint venture company of Government of National Capital Territory of Delhi (GNCTD), has been set up with an objective to augment public transport in Delhi-NCR through integrated multi-modal network of mass transit system/s. It aims to provide user friendly public transport services and to set up a mechanism for growth of public transport to keep pace with increase in demand.
- 1.2 DIMTS has its office at “8th Floor, Block-1, Delhi Technology Park, Shastri Park, Delhi” and desired to install/retro-fit additional Linear Workstations within the existing arrangement as marked on attached plan. DIMTS is desired to execute this work through a professional agency, hence this “Request for Quotation (RFQ)” has been prepared & Invited.

2. Validity of the offer/quotation:-

The offer/quotation should be valid for 60 days from the date of opening of Bid.

3. Time period for the assignment:-

The Linear Workstations and other items should be delivered, placed, installed and retrofit at 8th Floor of DIMTS office within a stipulated period of **15 days** from date of issue of Purchase Order/ Work Order. The Workstation & other requisite ancillaries shall be prepared/ made within bidder/agency’s workshop/ own place and the same shall be installed in DIMTS office only in Off office working hours, weekend (i.e., on Saturday & Sunday) and Holidays. DIMTS is not liable to provide any space to the bidder for storage, making & other activity to perform the aforesaid job. DIMTS is also not liable to allow the bidder/agency to place in position the workstations etc. or any related repair/ rectification work within the Week & Working days.

4. Defect Liability Period:-

The Defect Liability Period for the aforesaid work/assignment shall be 6 months from the date of completion of work.

5. Terms of payment:-

The Bidder/Agency will be payable their cost as per the rates quoted in bid/ quotation & as per the schedule given below:-

S. No.	Stages of Works	% of Total Quoted Amount
1	On procurement of raw material by the bidder & producing of documentary evidence acceptable to DIMTS	30%

S. No.	Stages of Works	% of Total Quoted Amount
2	On Installation of Workstation at DIMTS office, as per the satisfaction of DIMTS	50%
3	On Successful Completion of Defect Liability Period [DLP]	20%
	Total	100%

The above cost is exclusive of Goods and Service Tax (GST). The GST shall be paid extra as per the prevailing rate & applicable law (over & above the quoted amount).

6. Obligations of the Bidder/Agency:-

- 6.1 The Bidder/Agency must visit the DIMTS office in working hours/days from Monday to Friday from 10.00 hours to 17.30 hours, to understand the job before submission of its bid. Submission of bid without visualizing the actual site condition shall solely at the risk & cost of the prospective bidder.
- 6.2 TDS as per rule shall be deducted from the bills of the bidder. The bidder/agency must enclose the true copy of PAN Card of the company.
- 6.3 The Bidder/Agency must submit the samples of raw materials pertaining to Workstations for approval of DIMTS, well before procurement. The brand & color of material for Workstation must match to **the existing theme** and to be approved by DIMTS.
- 6.4 The Bidder/Agency shall be liable to rectify any damage / manufacturing defect in any of the supplied / installed item at its own risk & cost. The defective item in any or all Workstations shall be replaced by the agency at its own cost. Nothing extra shall be paid to the bidder by DIMTS on this account during guarantee/ defect liability period.
- 6.5 Responsibilities: The specified fixture, fittings and all other items supplied should be brand new furniture in accordance to the brand approved by Competent Authority, DIMTS and should be installed/ commissioned at the locations specified by DIMTS, New Delhi at no extra cost to DIMTS. DIMTS is not bound to provide any mode of transport in respect of men or material required for the assignment.

7 Obligations of DIMTS:-

DIMTS shall provide to the Bidder/Agency all requisite support to accomplish the assignment. DIMTS undertakes and agrees to furnish to the Bidder/Agency from time to time such other information in its possession and/or knowledge as it may consider relevant to perform the job, as & when such information is received by/ available with the DIMTS.

8 Right of Acceptance:-

Right of Final acceptance of the tender/Quotation is entirely vested with the DIMTS, New Delhi who reserves the right to accept or reject any, or all the tenders in full or in parts without assigning any reason whatsoever. Also, DIMTS has no obligation on its part to

communicate with the unsuccessful Bidders.

9 Confidentiality:-

- 9.1 All the work done by the bidder/agency in performing the services shall become and remain the property of DIMTS.
- 9.2 The services performed by bidder/agency for the assignment and its outcome shall be treated as confidential & for the agency's own information only and shall not publish or disclose the details of the output, deliverables submitted to DIMTS or the services in any professional or technical journal or paper or elsewhere in any manner whatsoever without the prior consent/ approval in writing of DIMTS.
- 9.3 The bidder/agency, their Sub vendor and the Personnel or either of them shall not, either during the term or within two (2) years after the expiration of this work, disclose any proprietary or confidential information in relation to the Project, the Services, this document or DIMTS's business or operations without the prior written consent of DIMTS.

10 Compliance with Laws:-

The Bidder/Agency shall take due care that all its documents comply with all relevant laws and statutory regulations & ordinances, guidelines in force which includes all laws in force & effect as of the date hereof and which may be promulgated or brought into force and effect hereinafter in India including judgements, decrees, injunctions, writs of or orders of any court of record, as may be in force and effect during the subsistence of the Purchase order/ Work Order applicable to the agency.

11 Settlement of Disputes:-

The parties shall use their best efforts to settle amicably all the disputes arising out of or in connection with the Purchase Order/ Work Order or its interpretation. If the parties cannot arrive at an amicable settlement, the matter shall be referred to a sole arbitrator to be appointed by CEO, DIMTS Ltd. Arbitration shall be conducted in accordance with the Arbitration & Conciliation Act, 1996 or any statutory amendment thereof.

12 Jurisdiction:-

The Courts at Delhi/ New Delhi shall have the exclusive jurisdiction.

13 Liability of the Bidder:-

The Bidder/Agency liability under the Purchase Order/ Work Order shall other than the Contract, be governed by the applicable Law. The risk & coverage shall be:

- (a) Employer's liability and Worker's compensation insurance in respect of the personnel of the agency and of any Sub-agency in accordance with the relevant provisions of the Applicable Law, as well as, with respect to such personnel, any life, accident, travel or other insurance as may be applicable and,
- (b) Insurance against loss of or damage to (i) equipment purchased in whole in part with

funds provided under the Purchase order/ Work Order, (ii) the agency' property used in the performance of the services, and (iii) any document prepared by the agency in the performance of the services.

14 Indemnification:-

14.1 The Bidder/Agency will indemnify DIMTS for any direct loss or damage that occurs due to deficiency in services in carrying out all services as per work and TOR.

14.2 **Escalation:** No escalation shall be payable for the services rendered or to be rendered under this assignment.

15 Award of Work:-

15.1 The Purchase Order/ Work Order shall be issued in favour of successful bidder after Negotiations. If negotiations fail with first successful bidder, DIMTS may call the 2nd higher scorer bidder for negotiations.

15.2 The Bidder selected shall have to start the work immediately after the receipt of Purchase Order/ Work Order. The date of issue of PO/WO shall be treated as date of commencement of this assignment, no separate letter/ order shall be issued in this regard by DIMTS, so far.

16 Termination of the Purchase Order:-

If at any time, for any reason whatsoever, DIMTS does not required the whole or any part of the work to be carried out, DIMTS shall give 5 days' notice in writing to the bidder/agency, who shall have no claim for payment of any compensation or otherwise because of any profit or advantage, which he might have desired from completion of the assignment in full but which he did not derive in consequences of the early closing of the work.

DIMTS may terminate the Purchase order/ Work Order, by giving not less than Five (5) calendar day's written notice of termination to the Bidder:

(a) If the Bidder does not remedy a failure in the performance of its obligations under the Purchase order/ Work Order within Fifteen (15) days period or within such further period as DIMTS may have subsequently approved in writing,

(b) If the Bidder/Agency becomes insolvent or bankrupt,

(c) If as the result of Force Majeure, the Bidder/Agency is unable to perform a material portion of the services for a period of not less than thirty (30) days,

(d) If, in the judgment of DIMTS, the Bidder/Agency has engaged in corrupt or fraudulent practices in completing for or in performing services for the Purchase order/ Work Order.

17 Delays:-

Any delays in the project implementation, due to bidder/agency having failed to fulfill his

obligations and delays in furnishing the aforesaid assignment, will attract Liquidated Damages.

18 Damages:-

The applicable rate shall be 1% of the Purchase order/ Work Order value, per week of delay, for any of the key deliverables specified in the TOR, subject to a maximum of 10% of the Purchase order/ Work Order value.

19 Others:-

19.1 DIMTS is an ISO certified company and all norms required under same shall be followed for which no extra cost shall be paid.

19.2 Joint Venture/ Consortium not permitted.

19.3 All arrangement to carry out the work shall be made by the bidder/agency including men, machine and material.

19.4 You shall not sub-contract or assign any part or whole of your obligations under the Purchase Order/ Work Order to any third party without the prior express written permission of DIMTS.

19.5 Responsibilities with respect to labour payments & payments to staff etc., shall vest with the bidder/agency and shall be obliged to make timely payment to its staff & labour.

19.6 In case of any damages to property, infrastructure and any other service line etc., the bidder/agency shall be obliged to make good the damages to its original condition. Also, the bidder/agency shall duly settle/bear any claims of compensation on those accounts.

19.7 All safety and security guidelines as in vogue shall be followed. Adequate measures shall be adopted to meet health and safety standards of the employees/workmen by providing safety gear as applicable and necessary for the purposes of the work.

19.8 The bidder/agency shall ensure that there shall be no violation of any statutory provisions on their part and that bidder/agency are legally compliant with all the provisions of labour and other laws and shall further ensure that the labour and other licenses are renewed and kept valid throughout the currency of the work. DIMTS shall not be responsible for any liability arising there from on any account whatsoever.

19.9 The bidder/agency shall get themselves registered with labour and other concerned department(s) as required under law. Any non-compliance in this regard shall be bidder/agency responsibility.

19.10 The bidder/agency shall indemnify DIMTS and shall at all times keep DIMTS indemnified against all the liabilities, claims, losses, thefts, accident claims, damages arising out of the acts of omission or commission of agency's employees/workmen

- etc. Any damage or loss etc. caused by agency's personnel/workmen in whatever form would be recovered from the agency.
- 19.11 The bidder/agency shall indemnify and hold harmless DIMTS for any loss whether of property, person or otherwise suffered by agency's staff/workmen or any accident, injury/death of agency's personnel or of any third person during the course of their duty. The bidder/agency shall further indemnify DIMTS against any accident, death, loss of property, damages suffered/caused, injury caused or suffered, or any other claim/s, suit/s or any legal proceedings initiated by any person arising out of or in relation to the works envisaged under the purchase order, howsoever remote, which shall be the bidder/agency sole and exclusive responsibility and, therefore, be borne/defended by agency.
- 19.12 In case of death of or injury to any of the agency's staff/workmen during the performance of duty or otherwise, the agency shall be solely responsible under Workmen Compensation Act and/or any other statute as may be applicable and shall continue to be solely responsible and liable there under. Any compensation under the Workmen Compensation Act or any amendment thereof or any liability arising under any other law, whether existing or future/subsequent legislation, shall be agency's sole responsibility and DIMTS shall not, in any manner, howsoever remote, have absolutely anything to do with any such statutory and/or other liability. However, under the extreme circumstance of any such claim resulting in money being paid by DIMTS, the same shall be recovered, either by deduction from the agency's due payment or recourse to any other remedy as may be available to DIMTS under law for such recovery.
- 19.13 All taxes and duties which may be levied on the purchase order/ Works Order shall be paid and borne by agency and the agency shall comply with all the prevailing labour laws, rules and regulations including PF, ESI, Insurance Policy as applicable and as may be specified by the Government of India.
- 19.14 The bidder/agency shall obtain all necessary insurance cover in respect of their employees/workmen, material and equipment, including the cover in relation to the accidents, personal injury, damages to third parties in case of accidental death/ bodily injury, loss or damage to property and maintain such insurance policies from time to time, which shall be kept valid throughout the work period and furnish copies thereof to DIMTS, as & when required.

