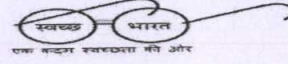


Tel. No. 011-2322 5710



SOUTH DELHI MUNICIPAL CORPORATION  
LAND & ESTATE DEPARTMENT  
7TH FLOOR, E-1 WING, Dr. SPM CIVIC CENTRE  
J.L. NEHRU MARG, NEW DELHI – 110 002  
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No. D/ADC(L&E)/2017-18/D- 529

Dated : 02/11/2017

Subject: Land Record Management of South Delhi Municipal Corporation.

Pre-bid meeting held on 17-10-2017 at 03.00 PM in which certain queries were raised by the participants in respect of NIT No. AO/L&E/SDMC/D-439 dated 10.10.2017. On the basis of queries/suggestion during pre-bid meeting, reply of the department is as under:-

1. Query- Does SDMC want the vendor to in house manage Records for them and held responsible.

Reply- No change/As per tender document.

2. Query –Why don't SDMC outsource the records management activity to vendor and let them keep the records at their specialized secured warehouses as other department have also done in the same facility where SDMC is located i.e. 'Civic Centre.

Reply- No change/As per tender document.

3. Query- What is the volume of record?

Reply- It has already been mentioned in the tender documents.

4. Query-Which all are the pickup locations?

Reply-As per tender documents.

5. Query-Does SDMC allow survey or records before going further?

Reply – As per tender document.

6. Query- Request you to make EMD as Rs. 50,000/- or Rs. 100,000/- ?

Reply-No Change /As per tender document.

7. Query-Scanning will be at concerned office or any central hub assigned by SDMC?

Reply-No Change/As per tender document

8. Query- Request you to please specify the number of record rooms available and their area?

Reply-A hall is selected for record room. Any participant can come and see it.

9. Query-Is there any provision to provide user with access to the online scanned images if yes then how many users will be defined?

Reply- Already mentioned in tender documents.

10. Query- As per payment terms 3<sup>rd</sup> payment is only 15% which does not seem justified as per the work nature. You are requested to increase this upto minimum 30% of project value.

Reply- Clause 4.18 is modified as under:-

The vendors can submit part bills duly verified and approved by respective SDMC Authority as per the actual progress.

- (i) 1<sup>st</sup> payment - After successful completion of Record Room Renovation and Establishment of Physical Storage Area. But not more than 15% of total project cost.
- (ii) 3<sup>rd</sup> payment - after completion of survey and MAP preparation but not more than 20% of total project cost.

11. Query- Nowhere you have mentioned the payment timelines, you are requested to make payments strictly on monthly basis as per work completion, it will help vendor to deliver ontime basis.

Reply- Payment as per tender document.

12. Query- Server, Desktop Computer, Scanner, LAN & Other Hardware/Software compliance should be as per Vendor's work related needs only (Standard) and should not be fixed as per tender document.

Reply- No change/As per tender document

13. Query- 3 year GST Returns requirement is not possible, Can I Submit Service Tax Returns copies?

Reply- Clause No. 2.1.6, is modified as under:-

**"GST registration certificate along with copy of the return of last 3 financial years of Service Tax"**

14. Query - EMD amount Rs. 5.5 Lakh is very high amount, please decrease this upto Rs. 2.0 Lakh amount as it will help to enable us/other firms for participation.

Reply- No change/As per tender document

15. Query - As mentioned in SL No. 2.2 (EMD) it is mentioned that "Successful Bidder's EMD shall be adjusted in Performance Guarantee". Now our suggestion is to cancel this additional 5% PBG amount and take only EMD amount as PBG or to reduce PBG amount to maximum 2%.

Reply- No change/As per tender document

16. Query- Project Completion time is mentioned 6 months in this clause but in SRN 7.3.4 it is 9 months, please clarify and we suggest to amend it to 10 Months.

Reply – As already mentioned in the tender document at clause No. 7.3.4, the Project Completion period will be 9 months.

17. Query- As per tender document F.Y. 2016-17 Audited Balance Sheet is required. Can we submit provisional Balance Sheet with turnover CA Certificate in case of Balance Sheet not finalized?

Reply - As per clause No. 2.1.2, the Audited Balance Sheet F.Y 2016-17 is to be required as per tender document. The provisional Balance Sheets can be accepted only after furnishing a certificate by the Chartered Accountant in this regard.

18. Query- Penalty of 20% is very high, please keep it maximum 5%. Also please amend in the SRN 7.1.4 that 24 Hours resolution time should be 24 working Hours excluding Public Holiday?

Reply- As advised by finance, clause 7.1.1 is modified as under:-

For any delay from vendor's part in completing the work shall attract a penalty at the rate of Rs.500/-per day or part thereof. The Competent Authority may recover from the contractor, as agreed, the LD a sum equivalent to 0.5 (Half) per cent of the prices of any portion of stores delivered late, for each week or part thereof of delay. The total damages shall not exceed 10 (Ten) per cent of the value of delayed goods. The LD cannot exceed the amount stipulated in the contract. However total project must be completed in the time specified. After completing penalty of 10% of project value, agreement will be terminated and performance security will be forfeited.

19. Query- On page financial Bid- As per GST Laws, GST rates are different for different items & for different services therefore please let us know the rates of GST you have considered for all the items you have mentioned in the RFP document?

Reply- Rates are to be quoted including all type of taxes (including GST ) and levies. Bidder should separately quote their rates for different components and specifically state in their offer, the duties and taxes as extra over and above prices being quoted as per modified financial bid. It is to be assumed that the total prices quoted includes all these elements and no claim for the taxes or duties or statutory variations thereon will be entertained after opening of tenders and during currency of contract.

20. Query-As per SRN 2.1.5 (Pre-qualification)- We suggest to accept the character certificate by SHO/Concerned Local Police officer other than DM/SSP/DC for pre-qualification Criteria.

Reply-Valid Character certificate from any Police authority be accepted.

**Other important clarification/modification/corrections is as follows:-**

(i) Clause no. 3.6.2:---

Old Clause "The financial Bid should contain the total price inclusive of all tax (except service tax) in the format given in "Annexure II: Format for Financial Bid".

New Clause "The financial Bid should contain the total price inclusive of all tax in the format given in "Annexure II: Format for Financial Bid"

