

**SOUTH DELHI MUNICIPAL CORPORATION
OFFICE OF THE DEPUTY COMMISSIONER (Advtt.)**

Dr. Shyama Prasad Mukherjee Civic Centre (25thFloor),
Jawaharlal Nehru Marg, New Delhi-110002. Ph. No. 011-2322-7212

**OPEN TENDER FOR ALLOTMENT OF ADVERTISEMENT RIGHTS THROUGH
DESIGNATED CLUSTERS/INDIVIDUAL UNIPOLE SITES UNDER THE JURISDICTION
OF SDMC.**

TENDER NOTICE

No: CO/Tender-12/Advtt./SDMC/2017/NIT/D-1342

Dated: 06/11/2017

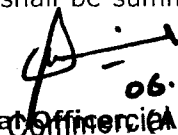
Bids are invited on behalf of Commissioner, SDMC from eligible bidders for allotment of advertisement rights through clusters containing existing Toilet Blocks (**Toilet Block shall be awarded with maintenance**), Individual Unipole site in South Zone and allotment of advertisement rights through unipole clusters in South Zone and Central Zone under the jurisdiction of SDMC on monthly license fee basis in two bid system (Technical and Financial), for a period of **three years** and further extendable to another period of two years subject to satisfactory performance of the firm and as decided by the Commissioner SDMC. **The bidder can bid for 1 or more or all clusters or Individual Unipole site or all as per his financial capabilities as mentioned in clause 3 of tender document.** The Advertisement cluster/s, site/s shall be awarded to the successful H-'1' bidder/bidders for display of advertisement through Unipole Sites within the respective Cluster, Toilet Blocks within the respective Cluster & individual Unipole at designated site as mentioned in **Annexure "1"** of the tender document.

The eligible bidder may submit their bid containing the tender documents duly signed on each page along with requisite Earnest Money Deposit and requisite tender fee for each cluster/clusters and other documents as mentioned in the tender document.

The tender documents may be downloaded through SDMC's website www.mcdonline.gov.in, and payment of requisite tender Fee of Rs. 40,000/- (Rupees Forty Thousand Only) for participation in tender, shall be deposited by way of demand draft/pay order payable at Delhi drawn in favour of Commissioner, SDMC along with submission of the bid. This Tender Document contains total no. of 60 pages from page 1 to 60. The tenders will be received and opened in the office of Commercial Officer (Advtt.) at the above mentioned address, as per following schedule:

Date of issue of Tender	31.10.2017
Pre Bid Meeting	09.11.2017 at 15.00 Hours at 25th Floor, Conference Hall, Civic Centre, New Delhi- 110002
Date of Placement of Tender Box at 25th Floor for submission of bids	17.11.2017, 11.00 AM onwards
Last Date Of Submission of Tender Documents	22.11.2017, Till 15.00 Hours
Date & Time of opening of Technical bid	22.11.2017, At 15.30 Hours

Prospective bidders are advised to regularly scan through SDMC website as corrigendum/amendments/clarification/reply to pre-bid query (if any), will be notified on the official website and no separate advertisement/communication in any other form will be made for this purpose. Any bid not accompanied with the tender fee and EMD shall be summarily rejected.


06.11.17
Commercial Officer
Advertisement Department / SDMC
22nd Floor, Civic Centre, Minto Road
New Delhi-110002

ELIGIBILITY CRITERIA, ESSENTIAL PRE-REQUISITES AND T&Cs

1. Criteria for participation:

Sole Proprietorship Firm, Partnership Firm, Registered Society/Registered Co-operative Society, Public Limited Company or a Private Limited Company, against whom no dues are pending either from erstwhile MCD or from SDMC as on date and has not been blacklisted either by erstwhile MCD or by SDMC/NDMC/EDMC, Central/State Govt. departments, Ministry, Autonomous body, PSUs as on bid submission date, subject to fulfilling the eligibility criteria given in the document elsewhere is eligible to submit bid for allotment of Advertisement rights through designated Clusters of Unipole site, Clusters of Existing Toilet Blocks (Toilet Blocks shall be awarded with maintenance) and individual Unipole sites in Central Zone, South Zone under the jurisdiction of SDMC as mentioned in **Annexure '1'**. The firm shall get itself registered with the Advertisement Department SDMC in appropriate category (if not registered already) within twelve working days after issuance of offer letter to the firm. **The bidder/s shall bid for any or all of the clusters/sites as per his Annual Average Financial Turnover and net worth as mentioned under Clause '3' of tender document.**

Note* :- The bidder must be eligible for registration on the last date and time of submission of tender.

2. Site Details:

Details of all advertisement Clusters/individual sites with Monthly MRP (**Minimum Reserve Price**) and **EMD** of each cluster within the jurisdiction of SDMC are specified in '**Annexure '1'**'.

Important Note:-

- A.** All the bidders are advised to visit all the locations/clusters and make assessments of revenue potential of these clusters before bidding. No claim shall be entertained after bid submission regarding feasibility of site/s in terms of single side display or double side display or any other claims. The details of all advertisement sites are mentioned in **Annexure "1"**.
- B.** The Allottee of the respective Clusters of Unipole sites shall be allowed to erect/install the Unipole site structures on the locations within the limit of respective cluster as per Outdoor Advertisement Policy, 2017 or Outdoor Advertisement Policy prevailing at that time, within the first 60 days from the allotment (excluding the date of issue of allotment letter). After installation of Unipole sites within the respective cluster, the allottee shall have to submit requisite affidavit (declaring the installation of Unipole sites as per Outdoor Advertisement Policy 2017 or Outdoor Advertisement Policy prevailing at that time) alongwith photographs of Unipole sites. After expiry of initial 60 days, if the firm/allottee requests to the department for shifting of the Unipole site/s as per the conditions mentioned in this Clause No. 2 below, the allottee will be allowed to install the Unipole after due permission by the Department. However, decision of the Competent Authority in this regard shall be final and binding on the allottee. For individual Unipole sites, the installation/erection shall be carried out by the allottee only on the earmarked sites (As per locations mentioned in respective clusters in **Annexure '1'**). No request for extension of incubation period shall be entertained in this regard. Further, it is to mention here that the Toilet Block locations already exist and shall not be shifted from their existing locations. The H-1 bidder will install Unipole sites awarded in the given cluster/individual basis as per the OAP 2017 or Outdoor Advertisement Policy prevailing at that time, DMC Act and bye laws made there under.

Only following reasons may be considered by the Advertisement Department SDMC for change of unipole site/s during the contract period:

- (i) Any underground services/ any other similar hindrance below the ground level duly confirmed by Advertisement Department of SDMC, which obstructs the construction of foundation for installation of Unipoles.
- (ii) Sudden change in status of site and site found in contravention with the OAP 2017 or the policy in force at that time due to new development/ improvement of road parameters such as widening of road, construction/improvement of footpath, construction of rotary, installation of traffic regulatory signs/lights and improvement of other road features etc.
- (iii) In case, the site becomes not feasible due to start of construction activity of road/Metro /railway and or any other reason which seriously affect the prospect of display of advertisement.

C. Following are the necessary conditions to be followed at the time of submitting request for change in site due to above mentioned reasons:

- (i) The changed location must be strictly as per provisions of OAP 2017 or the policy in force at that time. The advertiser must give an affidavit in this regard. However, the decision of the commissioner SDMC shall be final and binding in this regard.
- (ii) During the first 60 days of contract period (including incubation period), the allottee of the respective cluster shall be at liberty to install/erect the Unipole sites as per OAP 2017 or Policy enforce at that time within the limit of the respective Cluster. An intimation with latitude and longitude of Unipole sites, affidavit/declaration, is to be submitted by the Allottee of the respective cluster declaring that all the Unipole sites installed/erected by them are as per the provisions/guidelines contained in OAP 2017 or Outdoor Advertisement Policy enforced at that time alongwith photographs of the Unipole sites within 60 days from the date of allotment of contract (excluding the date of issuance of allotment letter) to the department. In case the Unipole sites within the clusters are found violating any of the provisions of OAP 2017 or Advertisement Policy enforce at that time, by the department, imposition of penalty as laid down in this tender document shall be imposed on the allottee/contractor of the respective cluster alongwith other consequential actions. Further, it shall be the sole responsibility of the allottee/contractor to safeguard all the aspects associated with the guidelines of Hon'ble Court, Rules-Regulations, terms and conditions of Tender, Public Safety all the time through out the contract period, any liability arise out from the same shall be the sole responsibility of allottee/contractor. The Changed location of advertisement sites if any, the same must be submitted to the advertisement Department of SDMC before the 60 days period from the date of allotment of contract (excluding date of issue of allotment letter) for the reason mentioned in para B(i) above only. For reasons mentioned above in Para B. (ii) and Para B. (iii), the advertiser is allowed to submit request for change in site during entire period of contract. However in no case, the department shall consider any request for fees remission for such altered sites due to above mentioned reasons. In case the contractor/ successful bidder refuse to accept alternate site and request for fee remission for that particular site/sites, the department shall not allow any fee remission in MLF and the contractor is liable to deposit the same MLF as awarded. However, the fees remission shall be considered only in the exceptional circumstances on case to case basis when alternative site shall not be available on the same cluster. The fees remission shall be restricted to the average MLF of a unipole site of that particular cluster keeping in view the single side display or double side display.
- (iii) Any violation of OAP 2017 or the policy in force at that time shall invite penalties which may include immediate cancellation of the contract with forfeiture of security deposit/Performance Guarantee including Advance MLF.

Note :- The limit for alteration of individual unipole site (i.e. Unipole site which are not falling in any cluster) shall be within 100 mtrs from the allotted site or as may be decided by the Advertisement Department, the request of alteration of unipole site shall be entertained only in case of reasons mentioned above in point (i) to (iii) of Clause 2 (B). Alteration of any individual unipole site shall not be considered in the limit of any Cluster, in any manner, whatsoever, the decision of Advertisement Department shall be final and binding on the advertising firm/company/bidder/Allottee of the contract.

- D.** The department shall not be responsible, in case the advertiser fails to install/ erect the unipole at designated site(s) within the prescribed period and no relaxation in the MLF shall be granted in these circumstances.
- E.** There will be 10% increase on awarded MLF from commencement of 3rd year of contract and also 10% increase on awarded MLF every year during the extended period, if extended by the Commissioner SDMC.
- F.** The successful bidder shall incur all expenses related to construction of foundation for Unipole, installation, erection, fabrication, electrical installation of the media and structural design of Unipole and also for shifting of Unipoles etc.
- G.** On completion of the contract period or its pre-determination for any reason whatsoever, including surrender by the advertiser, the structure of the pole/device(s) shall become the property of South DMC. The advertiser shall hand over all the Unipole/device structures to the department in good condition.
- H.** The Advertising Firm shall be at liberty to change the Fascia Display from single display to double display and vice versa on earmarked Unipole sites within the Cluster but not exceeding the total number of allotted displays within the respective cluster as per the design of unipole as mentioned in **Annexure 10** of Tender Document, by submitting prior written information to the department.

3. Eligibility Criteria

- a.** The bidder should be in Advertisement business at least for one year. The date of determination would be the last date of submission of bid. The work order/copy of agreement for advertisement work either executed or in progress should be submitted along with the bid.
- b.** The current no dues certificate/Performance report issued by the concerned organization who have issued the work order/award letter to the bidder should also be submitted.
- c.** Current No dues certificate issued under the signature of CO/AC, Advertisement Department, SDMC.
- d.** The bidder should not have made any losses in the last three financial years. **The net worth of the bidder during last financial year should be minimum 25% of the annual MRP (Minimum Reserve Price) of the cluster/clusters for which the bid is submitted by the bidder.** The minimum net worth and MRP for each cluster/individual sites are calculated as mentioned below in the tables. The net worth of the company should be duly certified by a Chartered Accountant. The last financial year net worth shall be considered i.e. net worth as on **31.03.2016**.
- e.** The Minimum annual average financial turnover of the bidder during the last three financial years must be as follows:

Cluster/individual site Wise Minimum Annual Average financial turnover of clusters containing Unipole sites (newly identified), existing toilet blocks and individual Unipole sites in Central Zone and South Zone of SDMC are mentioned below:-

TABLE-1 :-

S.No.	Cluster Number & Name	No. of Sites	MRP (Rs)	EMD (Rs)	Minimum Net Worth(Rs.)	Minimum Average Annual financial turnover(Rs.)
1.	Cluster No.4 AIIMS to DND Gantry (Ring Road) Central Zone	8	57,50,307/-	62,00,000/-	1,72,50,921/-	6,90,03,684/-
2.	CLUSTER No. 10, DELHI GATE TO RING ROAD RED & BACK i.e. BOTH SIDE (JAWAHAR LAL NEHRU MARG) AND TO MATKA PEER RED LIGHT AND BHAIRON MANDIR, CENTRAL ZONE	9	15,92,211/-	17,00,000/-	47,76,633/-	1,91,06,532/-
3.	CLUSTER NO. 2 FTC MUNIRKA TO VASANT KUNJ, NELSON MANDELA ROAD (SOUTH ZONE)	5	Rs.14,72,442/-	16,00,000/-	44,17,326/-	1,76,69,304/-
4.	CUSTER NO.7, RAJGHAT TO DND (RING ROAD) AND INCLUDING STRETCH RING ROAD TO AKSHAR DHAM & CWG VILLAGE BUS STOP TO RING ROAD (CENTRAL ZONE)	8	Rs.13,88,948/-	15,00,000/-	41,66,844/-	16,667,376/-
5.	CLUSTER NO.4, ARUNA ASAF ALI ROAD, MEHRAULI MAHIPALPUR ROAD (SOUTH ZONE)	4	7,28,944/-	8,00,000/-	21,86,832/-	87,47,328/-
TOTAL Rs.			1,09,32,852/-	1,18,00,000/-	3,27,98,556/-	13,11,94,224/-

CLUSTER NO. 4 ('A'), TOILET BLOCK SITES AT PUSHP VIHAR & AMBEDKAR NAGAR, SOUTH ZONE.

S. No.	Site/Locati on & Zone	Type of Media	No. of displays	MRP (INR)	EMD (INR)	Net Worth (INR)	Minimum Average Financial Turnover
1.	Pushp Vihar, SZ	Toilet Block	2	2,59,557/-	2,80,000/-	7,78,671/-	31,14,684/-
2.	Ambedkar Nagar, SZ	Toilet Block	2				
TOTAL Rs.				2,59,557/-	2,80,000/-	7,78,671/-	31,14,684/-

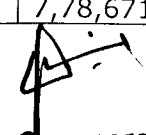

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TABLE-2 :- (OLD CLUSTERS OF UNIPOLE SITES IN SOUTH ZONE)**CLUSTER No. 11, SOUTH ZONE**

SL. No.	ROAD/STRETCH	No. OF SITES	TOTAL MRP (INR)	EMD (INR)	MINIMUM NET WORTH (INR)	MINIMUM AVERAGE ANNUAL FINANCIAL TURNOVER (INR)
1.	NELSON MANDELA ROAD FTC VASANT KUNJ TO MUNIRKA	02	6,23,460/-	6,70,000/-	18,70,380/-	74,81,520/-
Total Rs.			6,23,460/-	6,70,000/-	18,70,380/-	74,81,520/-

TABLE-3 :- INDIVIDUAL UNIPOLE SITES OF SOUTH ZONE UNDER THE JURISDICTION OF SDMC.

SL. NO.	UNIPOLE ID	LOCATION OF UNIPOLE	NAME OF ZONE	MRP (INR)	EMD (INR)	MINIMUM NET WORTH	MINIMUM AVERAGE ANNUAL FINANCIAL TURNOVER (INR)
1.	SZ	Near Indian Oil Petrol Pump, FTC- Khanpur to Moolchand, on J.B. Tito Marg (South Zone)	South Zone	3,08,428/-	3,33,000/-	9,25,284/-	37,01,136/-
TOTAL Rs.				3,08,428/-	3,33,000/-	9,25,284/-	37,01,136/-

Note:-1. If the bidder is applying for all the clusters including individual sites, then the minimum annual average turnover of the bidder during the last three financial year must be Rs.14,54,91,564/- or more and the average minimum net worth during the last three financial years must be Rs.3,63,72,891/- or more. In case, bidder is applying for more than one cluster or individual sites then minimum annual average financial turnover shall be summation of minimum annual average financial turnover for applied clusters/Individual sites i.e. if bidder has applied for cluster 4 and 10 of Central Zone as mentioned in table 1, then his minimum annual average financial turnover shall be Rs.8,81,10,216/- or above and the minimum net worth on 31.03.2016 must be summation of minimum net worth of applied clusters. i.e. if bidder has applied for cluster 4 and 10 of Central Zone as mentioned in table 1, then his minimum net worth as on 31.03.2016 shall be Rs. 45,96,006/- or more.

Note:-2. The Department shall consider the bids of bidders for Cluster/Clusters/individual site/s having different MRP upto his financial capacity and upto his minimum net worth in the order of preference as mentioned by the bidder in **Annexure 7** and once the bidders financial capacity exhaust, the Department shall not consider the remaining cluster/s, if applied by the bidder beyond his Minimum Average Annual financial turnover and net worth as on 31.03.2016.

The financial turnover of the bidder has to be from any legal business activity. The turnover of the bidder shall be ascertained from the following documents which the bidder is required to submit along with his bid:

- (i) Profit & Loss account statement of the bidder for the preceding three financial years showing the annual turnover duly certified by a Chartered Accountant; (FY **2013-14** onwards)
 - (ii) Audited Balance sheet of the bidder for the preceding three financial years showing the annual turnover duly certified by a Chartered Accountant; (FY **2013-14** onwards)
 - (iii) Complete copy of income Tax Returns, showing the bank account number of the bidder for the preceding three financial years; (FY **2013-14** onwards)
 - (iv) Details of bank account (as reflected in the I.T. Returns) with bank statement of the bidder for the last 12 months.
- f.** Any bidder or Director/Partner/proprietor of any firm who have been /is associated in any manner with a Firm/Company/Organization, who has not cleared past dues, if any, of SDMC/ erstwhile MCD and has been black-listed by either erstwhile MCD or SDMC / NDMC / EDMC, or any Govt. organization /Ministry /PSUs Autonomous Body shall not be eligible to participate in the tender and such participation will be rejected, summarily.

The bidder need to submit an Affidavit in this regard clearly mentioning that all the directors/partners or proprietor are /is/ were /was not associated to any firm/company/organization in any manner who have not cleared past dues of SDMC/Erstwhile MCD or also not associated in past and present to the firm/company/organization in any manner who has been black-listed by either erstwhile MCD or SDMC / NDMC / EDMC, or any Govt. organization /Ministry /PSUs Autonomous Body.

4. Documents to be submitted with tender form:

Part-I, Technical Bid:

The Bidder shall be required to submit following certificates/undertakings and documents in the technical bid. The Technical bid shall be kept in separate sealed cover superscribing '**Part I -Technical Bid**' - "**Tender for allotment of advertisement rights of designated cluster/s/individual site/s/Toilet Block in South Zone/Central Zone under the jurisdiction of SDMC**". This sealed cover shall contain:-

- a) Complete tender document, each page duly signed by the authorized signatory.
- b) Bid Application in Format given at '**Annexure-2**'.
- c) Power of Attorney in the name of the Authorized Signatory in Format given at '**Annexure-3**'.
- d) The tender documents may be downloaded through SDMC's website www.mcdonline.gov.in, and payment of requisite tender Fee of Rs.40,000/- (Rupees Forty Thousands Only) for participation in tender, shall be deposited by way of demand draft/pay order payable at Delhi drawn in favour of Commissioner, SDMC along with submission of the bid.
- e) No Dues Certificate issued by SDMC under the signature of CO/AC Advertisement, SDMC.
- f) Basic information of bidder as per '**Annexure-4**'.
- g) Requisite Earnest Money of each cluster separately in the form of Bank Draft/Demand Draft/Bankers Cheque in favour of Commissioner, SDMC shall be deposited along-with submission of the bid, as mentioned above.
- h) Document in favour of eligibility criteria mentioned at para No. 3 shall be the part of technical bid.
- i) The bidder/s shall mention his order of preference of clusters in **annexure '7'** which shall be considered for order of opening of his financial bid/s for cluster/s.
- j) Terms and conditions as per '**Annexure-9**' duly signed and under the seal of Sole Proprietorship firm, Partnership firm. Registered Society/Registered Co-operative Society, Public Limited Company or a Private Limited Company.

- k) Accepted design of Unipole as per '**Annexure-10**'. However, in case the bidder is willing to submit his design of Unipole Signs strictly as per the size mentioned in the annexure, the same may be submitted along-with the bid. The department shall reserve the right regarding the acceptance of new design of unipole submitted by any bidder. The decision of the department shall be final in this regard.
- l) The bidder should also submit the duly filled and signed Performa of eligibility criteria as per the annexed Performa at **annexure-'11'**.
- m) The bidder should submit an affidavit on non judicial stamp paper of Rs. 100/- duly notarized as per the clause 3 sub clause (f) of tender document as per the Performa annexed at **annexure-'12'**.
- n) The bidder should submit an index duly signed by the authorized signatory showing all the documents attached in the technical bid with their page numbers as per Performa annexed at **annexure-'13'**.

Note:- It is important to mention here that, the department shall not consider the cost of Unipole of any unique design submitted by the bidder and H-1 bidder(successful bidder for each cluster) shall be strictly decided on the basis of the highest quoted amount irrespective of cost of the unique design of Unipole.

Part-II, Financial Bid:

Bidder shall be required to submit the following certificates/undertakings and documents in the financial bid:

- 1) Financial Quote for each cluster shall be quoted separately as per Format given at '**ANNEXURE-8**'.

Note 1:- In case the bid /bids are made for selected site/Sites and not for the designated cluster/clusters of Central Zone/South Zone, as mentioned in the tender document, the same shall be summarily rejected (i.e. applicable only for clusters).

Note 2:- The tentative bidders are advised to submit the quoted rates for each cluster/individual site in a separate sealed cover. In case, the bidder quotes rates in a single format for more than one cluster/more than one individual Unipole site, the Department shall consider the bids of bidders for Cluster/Clusters/individual site(s) having different MRP upto his financial capacity and upto his minimum net worth in the order of preference as mentioned by the bidder in **Annexure 7** and once the bidders financial capacity exhaust, the Department shall not consider the remaining cluster/s/individual site/s, if applied by the bidder beyond his Minimum Average Annual financial turnover and average net worth

- 2) **The financial bid of each cluster/individual site shall be kept in separate sealed cover superscribing the "Financial bid for cluster/individual site No.____ & Name _____" and in case the bidder is bidding for more than 1 cluster/more than one individual sites, then all sealed cover envelope for each cluster/individual Unipole site shall be kept in a separate sealed cover envelope carrying all the sealed cover financial bid for each cluster/individual site super scribing 'Part II – Financial Bid - "Tender for allotment of advertisement rights through designated cluster/clusters/individual Unipole site(s) of Central Zone/South Zone under the jurisdiction of SDMC".**
- 3) The two envelopes as stated above i.e. Part-I and Part-II shall be further sealed and kept in an envelope super-scribing '**Bid - "Tender for allotment of advertisement rights through designated cluster/clusters/individual site(s) of Central Zone/South Zone under the jurisdiction of SDMC",**

clearly mentioning the name, address of the agency/contractor submitting the bid. Any tender not accompanied with any of the above mentioned documents/information/certificates/undertakings/earnest money/tender cost, is liable to be rejected, summarily. However, SDMC reserves the right to call for information/clarifications from the bidder. The bidder may apply for one or more cluster/clusters/individual site(s) or all clusters including individual unipole sites sites/Existing Toilet Block for advertisement rights in the Central Zone and South Zone under the jurisdiction of SDMC.

Note:

1. The bidder must mention his financial quote for the cluster/s/Individual Unipole Site/Toilet Block Cluster as per **Annexure 8** separately for each cluster/Site, otherwise bid shall be summarily rejected.
2. The Existing Toilet Block shall be awarded with maintenance & operations during the contract period.

5. Pre-Bid Meeting

- 1) SDMC shall hold a pre-bid meeting with the prospective bidders on date & time and at Address of the Venue mentioned in the NIT.
- 2) The Bidders will have to ensure that their queries for Pre-Bid meeting should reach at the address mentioned in the NIT by post, or e-mail on or before Date & time specified in the NIT.

6. Response to Pre-Bid Queries and Issue of Corrigendum

- 1) At any time prior to the last date for receipt of bids, SDMC may, for any reason, whether on its own volition or in response to a clarification requested by a prospective Bidder, modify the tender document by way of corrigendum.
- 2) Prospective bidders are advised to regularly visit SDMC website as corrigendum/amendments/clarification/reply to pre-bid query (if any), will be notified on the official website and no separate advertisement/communication in any other form will be made for this purpose.
- 3) Any such corrigendum shall be deemed to be incorporated into this tender document.
- 4) In order to afford prospective Bidders reasonable time in which to take the corrigendum into account in preparing their bids, SDMC may, at its discretion, extend the last date for the receipt of bids.
- 5) For any query from applicant, SDMC reserves the right not to offer clarification on any issue raised in a query. No extension of any dead line will be granted on this account that SDMC has not provided clarifications.

7. Bid Submission Instructions:

- a) The duly filled bid documents should be submitted on or before the due date and time. In case the due date is declared a holiday then due date will be next working day on same time.
- b) Tender form should be clearly filled up giving full name and address of the party and in English Language only. All correspondences and other documents pertaining to the contract, which are exchanged between the parties, shall be written in English.
- c) The bid document, including the documents/certificates/ undertakings etc. (all pages) must be signed and paged/page numbered by the authorized signatory of the bidder.
- d) The Bidder is expected to carefully examine all the instructions, guidelines, terms and conditions and formats of the tender in his own interest.

Failure to furnish all the necessary information as required or submission of a bid not substantially responsive to all the requirements of the tender shall be at Bidder's own risk and may be liable for rejection.

8. Rejection of Bids:

SDMC reserves the right to reject any/all bids without assigning any reason thereof and without incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision. The SDMC may at its sole discretion and at any time during the evaluation of Proposal, disqualify any Bidder on any of the following grounds:

- (i) If he has made misleading or false representations in the tender document submitted by him.
- (ii) If he has any pending dues with erstwhile MCD or SDMC.
- (iii) Any bidder who has been blacklisted by MCD or SDMC/NDMC/EDMC or any Govt. organization/Ministry/PSUs/Autonomous body due to any reason.
- (iv) Any bidder who is found to have any interest in the disqualified/blacklisted agency /person/company for which the decision of the SDMC shall be final and binding on all the parties.
- (v) Tries to influence the tender process through direct contact with any official involved in the tender process or through manipulative news reports against any competing bidder / complaints against competing bidders from known or unknown sources.
- (vi) Absence or omission of any document as required as per the tender documents, the concerned bidder shall be declared as not eligible and in that eventuality their financial bid shall not be considered.
- (vii) Fails to provide clarifications related there to within reasonable time, when sought by SDMC.
- (viii) Any delay in receipt of tender documents through registered post/Speed post / courier shall render the tender invalid. Telegraphic/fax/e-mail tender etc. shall be summarily rejected. Decision of SDMC in this regard shall be final and binding upon.
- (ix) Information relating to the examination, clarification and comparison of the Proposals shall not be disclosed to any bidder or any other persons not officially concerned with such process until the selection process is over. If any of bidder found indulged in such activity, then the bid of such bidder shall be summarily rejected and other legal actions shall be taken as per law.
- (x) The Technical Bid proposal should not include any financial bid information. A Technical Bid proposal containing any financial bid information shall be summarily rejected.
- (xi) Any superfluous document(s) not related to the mandatory criteria in company profile shall not be taken into account and no weight-age shall be given and shall result in summary rejection of bids. All participating bidders are clearly instructed to attach documents which are relevant to the scope of work / mandatory criteria as specified in the tender document and not any other document.
- (xii) Any bidder found indulging in malicious campaign or disinformation campaign or personal character assassination/vilification against any official of the SDMC or any other bidders either directly or through third parties, at any time after publication of the NIT, shall be liable for rejection of bids and other legal actions as per law. Such bidders may also be blacklisted by the Municipal Corporation.
- (xiii) Any interlineations, erasures, over-writing, additions, etc. will disqualify the Tender. Only cutting(s) will be allowed, subject to such cutting(s) are duly signed by the authorized signatory.

9. Opening of Tender :

Tender shall be opened at the date and time specified in this Tender Document.

10. Bid Evaluation:

a. Technical Bid Evaluation

Responsiveness of bids submitted by all the Bidders shall at first be examined with respect to Bid application, earnest money and tender fee, immediately after opening of the bids. Technical bids of all the responsive bidders shall be evaluated as per criteria given in Para 3 (Eligibility criteria) above. All the technically qualified bidders shall be intimated by the Advertisement department/SDMC for opening of financial bid.

b. Financial Bid Opening/Evaluation:

- (i) Financial bids of the technically qualified bidders shall be opened in order of preference as submitted by bidder in **Annexure 7**.
- (ii) Bidders shall be ranked H-1, H-2, H-3 etc. in decreasing order of their financial offers for respective clusters. The selection will be on the basis of the highest monthly License fee (H-1) quoted by the bidder for the advertisement cluster/clusters/individual Unipole sites/Toilet Block sites for designated sites of Central and South Zone as mentioned in the **Annexure '1'** under the jurisdiction of SDMC. However, in the event that two or more Bidders quoting exactly the same bid amount, the H-1 bidder shall be decided either by obtaining spontaneous bids in sealed cover from all the bidders who have quoted the same H1 rate, which of course must be higher than their original quoted MLF or H-1, will be decided by way of a draw amongst the said bidders then and there itself in the presence of authorised representatives of bidders/bidding firm and decision of SDMC in this regard shall be binding on the all the bidders.
- (iii) If there is a case of any discrepancy in quoted amount in words and figures, then the amount quoted by the bidder in words shall be considered. The decision of SDMC in this regard shall be binding and final on the all the party/bidders.

11. Acceptance of Tender/Bid:

- a. The validity of the offer given by the bidder shall be for 180 days from the date of submission of bid and the same cannot be withdrawn by the bidder before the expiry of validity period, otherwise EMD shall be forfeited and the bidder shall be blacklisted for future tenders for two consecutive years.
- b. The offer/bid made by the bidder shall be subject to acceptance by the competent authority, SDMC or any other officer authorized /designated by the competent authority.
- c. ADVERTISEMENT RIGHT may be given to the highest bidder for each cluster (at the discretion of the competent authority) only after acceptance of offer letter, completion of all the requisite formalities etc, even if there is valid single bidder for each cluster. The decision of SDMC in this regard shall be binding and final on the all the bidders.

12. Conflict of Interest

Applicants shall not have a conflict of interest (the "Conflict of Interest") that affects the tender process. Any Applicant found to have a Conflict of Interest will be disqualified. An Applicant may be considered having a Conflict of Interest that affects the tender Process, if:

- (a) Such Applicant (or any constituent thereof) and any other Applicant (or any constituent thereof) have common controlling shareholders or other ownership

interest, direct or indirect shareholding in an Applicant or a constituent thereof in the other Applicant(s) (or any of its constituents); or

- (b) A constituent of such Applicant is also a constituent of another Applicant; or
- (c) Such Applicant receives or has received any direct or indirect subsidy from any other Applicant, or has provided any such subsidy to any other Applicant; or
- (d) Such Applicant has the same authorized representative for purposes of this Proposal as any other Applicant; or
- (e) Such Applicant has a relationship with another Applicant, directly or through common third parties, that puts them in a position to have access to each other's information about, or to influence the Proposal of either or each of the other Applicant; or such Applicant has participated as a consultant to SDMC in the preparation of any documents, design or technical specifications of the Project.

13. Negotiations:

H-1 bidder of each cluster may be called for negotiations (if any) at the sole discretion of SDMC. The Quoted/negotiated rate of the bidder below the MRP of cluster/clusters of designated sites of Central Zone and South Zone under the jurisdiction of SDMC as mentioned in the **Annexure-1** of tender document shall not be accepted. In case of failed negotiation, being the quoted/ negotiated rate below the MRP, these cluster/clusters will be retendered and H1 bidder who has failed in negotiation will not be allowed in the retendering.

14. Offer letter:

The bid (including negotiations, if any) submitted by the H-1 bidder of each cluster shall be subject to acceptance by the Commissioner, SDMC or any other officer/authority, authorized by him and accordingly the department shall issue offer letter to the H-1 bidder for each cluster/individual Unipole site/Toilet Block site. The offer once accepted, shall be final and binding upon the firm. The agency shall be liable to complete all the requisite formalities (including but not limited to deposition of security deposit/performance guarantee, 3 months advance MLF). Undertaking by way of affidavit on a stamp paper of Rs 100/- duly notarized to the effect as per '**Annexure-5**' and the firm must get registered in the appropriate category in the advertisement department, SDMC (in case, the firm is not already registered in SDMC in appropriate class) as specified in offer letter, within **Twelve working days** of issue of the offer letter. Only in exceptional circumstances, the department may consider the request of the advertiser/H-1 bidder for increase in number of days for completion of all the requisite formalities subject to approval by Commissioner SDMC.

15. Agreement:

After successful completion of all the requisite formalities as mentioned in the offer letter, the 'H-1 bidder' (successful bidder of each cluster/individual Unipole site/Toilet Block site), shall be liable to enter into an agreement with SDMC prior to issuance of allotment letter and within next **two working days** i.e. fourteen working days after issue of offer letter, failing which the earnest money, Advance MLF, Security deposited shall be forfeited and offer so issued by the SDMC can be cancelled at the prerogative of SDMC. Further the 'H-1 bidder' (successful bidder of each cluster) shall liable to be blacklisted & in such an event the registration shall also be cancelled. The agreement is to be executed on a non-judicial stamp paper of Rs. 100/- duly attested by Notary which is to be purchased and provided by the bidder. Agreement format shall be provided by the department along with offer letter and the agreement shall be subject to the provisions contained in the NIT/Tender documents and Act/Rules/Regulations /Bye-laws, as in force from time to time. The decision of the competent authority in SDMC shall be final and

binding on any issue arising out of the Agreement. Any supplementary agreement may be entered on need or circumstantial basis as per the requirements of SDMC and as per the requirement of Tender Conditions. The decision to this effect to be taken by the Commissioner, SDMC shall be final and binding. The bid documents (bid application, technical bid, financial bid and negotiation letter, if any) submitted by the bidder, reply to pre-bid query, if any, addendum, etc. shall form part of the agreement.

The Stamp Duty, if levied by Govt. on such contracts, the same shall be required to be registered at nominated registrar's office and amount of Stamp Duty is to be paid/borne by the Contractor.

16. Allotment letter:

The SDMC shall issue an allotment letter to the successful bidder of each cluster/individual Unipole site/Toilet Block sites cluster separately after execution of agreement by the successful bidder of each cluster with the SDMC. Even if all the clusters/ individual Unipole site/Toilet Block sites cluster are awarded to one successful H1 bidder then also there would be separate allotment letters for each cluster.

17. Earnest Money Deposit / Security Deposit / Bank Guarantee/ Advance Monthly quarterly License Fee/Performance Guarantee

(i) Earnest Money Deposit:

The bidder shall have to deposit Earnest money deposit as mentioned in the clause No. 4 (g) in form of Bank Draft/Pay Order/Bankers Cheque for each cluster/clusters/individual site(s) of Central Zone and South Zone, the EMD (Earnest Money Deposit) for each cluster/clusters/individual sites shall be of amount as mentioned in **Annexure - '1'**, along with the bid. Bid submitted without the earnest money deposit shall be summarily rejected. The earnest money deposit of unsuccessful bidders found not qualified on technical ground shall be refunded on written request of the bidder and the earnest money of remaining unsuccessful bidders, who are technically qualified shall be refunded on written request of bidder after award of work or as the competent authority may deemed fit in this regard.

However, the Earnest Money Deposit can be forfeited on account of any of the following reasons:

- (a) If the successful bidder (H-1 Bidder) does not accept the offer of allotment within twelve working days of issue of **offer letter** or if the bidder withdraws the proposal during the validity period specified in tender.
- (b) If the bidder does not respond to the clarification sought by the Department in respect of the proposal,
- (c) If the bidder fails to provide required information during the evaluation process,
- (d) If the bidder resorts to malpractices with an ulterior motive to affect the chances of rival bidders which includes cartelization/sudden complaints/malicious newspaper reporting about competing bidders, when the tender has been published.
- (e) If he has made misleading or false representations in the tender document submitted by him in the tender.


Commercial Officer
Advertisement Department / SDMC
22nd Floor, Civic Centre, Minto Road
New Delhi-110002

(ii) **Security Deposit:**

A Bank Draft/Pay Order/Bankers Cheque/Bank Guarantee in favour of Commissioner, SDMC by a Scheduled/ Nationalized bank for an amount equivalent to the **3 (Three) times of the Monthly License Fee (MLF)** of the advertisement cluster/clusters (**as quoted by the advertiser /bidder or as negotiated**), has to be deposited within twelve working days after issue of offer letter to successful highest bidder for each cluster separately. However, in the event of deposition of security deposit by way of Bank Guarantee the period of the same shall be for the entire contract period plus 3 months i.e. for 39 months. The EMD may be adjustable in the Security deposit or in advance license fee. The security deposit will not be adjusted against M.L.F of the current contract but the same will be either adjusted against the dues liability of other sites of the same advertiser, with SDMC or will be refunded to the bidder after successful completion of contract period, **without any interest upon it** however, subject to deductions/ forfeiture which may be applicable on account of non-performance, as the case may be. The decision of the competent authority, in this regard shall be final and binding upon all.

(iii) **Performance Guarantee :**

A Bank Draft/Pay Order/Bankers Cheque/Bank Guarantee in favour of Commissioner, SDMC by a Scheduled/ Nationalized bank for an amount Rs. 50,000/- per toilet block in the cluster shall be deposited by the H-1 bidder within Twelve Working Days from issuance of Offer Letter. The performance guarantee shall be refunded only after successful completion of contract period. However, the same shall be forfeited in case of any default/breach of terms & conditions of contract.

(iv) **Advance Monthly Quarterly MLF Payment:**

Initially the three Month advance license fees (**Three times the MLF as quoted by the H-1 bidder for each cluster(successful bidder) or as negotiated**) shall be payable by the H-1 bidder (successful bidder of each cluster/individual Unipole site) within **Twelve working days** from the issuance of offer letter and the date of commencement of contract/date of start of MLF shall be the immediate next date after completion of incubation period or date of start of display of advertisement whichever is earlier for each cluster separately. The contractor shall deposit license fees of three months in advance through demand draft/pay order for the succeeding quarter, in the last day of the preceding quarter. i.e. after depositing advance MLF for the first quarter (for eg. If date of start of MLF shall be 10 Jan to 09 April, then the advertiser shall be liable to deposit advance MLF for the next quarter (April-July) latest by 09 April. In case the last day of the quarter being a holiday, the working day preceding the holiday(s) shall be treated as last day for deposition of the license fees.

18. Interest on delay payment:

In case of failure on part of contractor to deposit the three month advance license fee in time i.e.in the last day of the preceding quarter (due date), interest @ 24 % per annum will be levied from the due date of deposit for complete month. In case of delay for even one day, the interest shall be payable for complete month i.e. @ 2% per month. In case license fee is not paid **within seven days** after the due date, South DMC will be at liberty to take further action including proceeding for cancellation of contract/Black listing of firm/recovery of dues under the prevalent laws & DMC-Act and for forfeiture of security deposit, etc.

