



MUNICIPAL CORPORATION OF DELHI  
HORTICULTURE DEPARTMENT(HQ)  
E-1 BLOCK, 16<sup>TH</sup> FLOOR, DR. S.P.M. CIVIC CENTRE  
J.L. NEHRU MARG, NEW DELHI-110002  
E-mail [ddhhq.sdmc@gmail.com](mailto:ddhhq.sdmc@gmail.com)



No. DDH/(HQ)II/MCD/2023-24/D-1496/NIT No.35

Dated 11.12.2023

Online Tender No.	2023 MCD 177385_1
Publish Date	11.12.2023
Submission & Document Download/ Sale Start Date Bid	12.12.2023 from 11.00 A.M.
Last Submission & Document Download / Sale Date	20.12.2023 upto 06.00P.M.
Opening of Technical Bids	21.12.2023 at 11.00 AM
Opening of Financial Bid	21.12.2023 at 4.00 P.M. (tentative)

### NOTICE INVITING TENDER

1. Online Open Tenders are invited on Percentage Rates under two bid system (Technical & Financial) from reputed, experienced and financially sound Manpower Companies / Agencies / Firms for "Hiring of agency for supply of unskilled labour to work as Mali in Horticulture Department in Municipal Corporation of Delhi" through Horticulture Department(HQ)-II, at E-1 Block, 16th Floor, Dr. S.P. M. Civic Centre, J.L. Nehru Marg, New Delhi-110002.
2. Bidding Documents can be downloaded from the website <https://etenders.gov.in/eprocure/app> OR visit MCD website [www.mcdonline.nic.in](http://www.mcdonline.nic.in).
3. The registered contractors of MCD are also eligible to tender for the amount they are registered subject to the condition that they fulfil eligibility requirement in Technical Bid submission. For other contractor (s)/New bidders for tendering/bidding in MCD. The Helpdesk for Online tender contact Nos. are 011-23227413 & 011-23227414 or mail to : MCD-ITHELPDESK@mcd.nic.in
4. The bidder should not have been blacklisted / debarred in India from any Government Department / Undertaking and submit its undertaking.
5. The Tenderer/Bidder should have valid Income Tax PAN No. & CGST/GST Registration.
6. **SELECTION PROCESS** A single stage, two-bid system (Technical & Financial Bid) will be followed for selection of a suitable contractor for this work. All interested firms that qualify each of the following eligibility criteria may apply. Based on the Technical compliance of each proposal as submitted by the Applicant, MCD shall shortlist bidders for opening of financial proposal. Financial proposal of the firm/s that qualify the said eligibility criteria shall be opened. The firm having overall lowest financial bid of the tender may be considered for award of work for a period of One Month as per existing terms and conditions of the Contract / Tender Document.
7. **ELIGIBILITY CRITERIA FOR TECHNICAL COMPLIANCE OF THE APPLICANT** To be eligible for evaluation of its proposal, the applicants have to fulfil the minimum following conditions.
  - 7.1 **Legal Valid Entity:** The Bidder shall necessarily be a legally valid entity either in the form of a Limited Company or a Private Limited Company registered under the Companies Act, 1956. Bidder in the form of JV/consortium, Proprietorship, Partnership is not permitted. A proof for supporting the legal validity of the Bidder shall be submitted.
  - 7.2 **Registration** The Tenderer/Bidder should have valid Income Tax PAN No. & GST registration certificate. The Bidder should be registered with Employees Provident Fund Organisation, Employees State Insurance Corporation etc.
  - 7.3 **Experience:** The Bidder should have experience in providing Mali / development and maintenance of parks / Horticultural Services in the Government Departments / Public Sector Undertaking (Central or State). In case no bidder has provided government experience / public sector experience, then the bidders with experience in reputed organizations may be considered by the competent authority of the MCD. Bidder should have minimum experience of successfully executing similar nature of works during the last seven years costing above Rs.2.00 Crore (minimum three works) OR work above Rs.3.00 Crore (minimum two works) OR work above Rs.4.00 Crore (minimum one work) AND One completed work of any nature costing not less than the amount equal to Rs.2.00 Crores with some Central Government Department/ State Government Department/ Central Autonomous Body/Central Public Sector Undertaking/State Public Sector Undertaking/ City Development Authority/ Municipal Corporation of City formed under any act by work of "Supply / providing Mali / Horticulture Manpower / Development and Maintenance of Parks / Horticultural Services"
  - 7.4 **FINANCIAL CAPABILITY:** The Bidder should have adequate financial capacity to meet the financial obligations pursuant to scope of works. Average annual financial turnover on work should be at least Rs.1.50 Crores during the immediate last 3 consecutive financial years. Audited report/audited balance sheet for the preceding three (3) financial years should be submitted along-with a summarized sheet verified by a registered CA.

PK Banejee

Deputy Director (HQ) Hort-II  
Municipal Corporation of Delhi

- 7.5 BANKERS' / NETWORTH CERTIFICATE:** Bidders are required to submit Banker's Certificate for an amount equal to Rs.2.00 Crores or more of estimated cost from a Nationalised / Scheduled bank in India in the prescribed format OR the Bidder should have Net worth Certificate equal to Rs.50.00 Lacs or more of estimated cost, duly certified & issued by Registered C.A. in the prescribed format.
8. Tender Cost Non-Refundable is Rs.2,360/- (Non-refundable). And EMD Rs.996000/- should be paid online mandule only in favour of Commissioner, MCD payable at New Delhi and attach the receipt sheet in Technical bid documents. The bids received without Tender Cost and EMD will be rejected straightway.
  9. **BID SUBMISSION:** The Technical Bids and Financial Bids should be submitted online. Original Banker's Certificate must be submitted before technical bid opening date and time. Copy of documents submitted online for technical bids may also be made available in the office of Dy. Director before technical bid opening date & time for its proper timely evaluation. After evaluation of Technical bids by Evaluation Committee constituted by MCD the financial bid of only technically qualifying firms shall be opened thereof.
  10. The quoted rates will hold good for 05 months for acceptance by MCD. The date & time of different activities of tendering process may be checked on the MCD website <https://mcdonline.nic.in> from time to time. In case of holiday / holiday declared on the scheduled dates of closing/opening the same will be done on the next working day.
  11. **PERFORMANCE SECURITY** The successful L-1 contractor / bidder shall submit Performance security equal to an amount of 5% of the amount of Contract in the form of Bank Draft / Pay Order / Bank Guarantee / FDR in favour of Commissioner, MCD payable at New Delhi. The said performance security shall be deposited within 7 days of issue of Letter of Intent /Acceptance from MCD.
  12. Submission of a tender by a bidder implies that he has read this notice and all other relevant contract documents and has made himself aware of the scope and specifications of the work to be done and other factors having a bearing on the execution / performance of the work.
  13. The competent authority on behalf of the MCD does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed conditions is not fulfilled or any condition or any condition including that of conditional rebate is put forth by the bidder shall be summarily rejected.
  14. MCD may disqualify any Applicant/Bidder without notice who submits an incomplete/non-eligible bid. MCD reserves the right, without any obligation or liability, to accept or reject any or all the proposals at any stage of the process, to cancel or modify the process or any part thereof or to vary any of the terms and conditions at any time, without assigning any reason whatsoever. All interested participants/Bidders/stake-holders are requested to visit/follow the MCD website [www.mcdonline.gov.in](http://www.mcdonline.gov.in) / Municipal Corporation of Delhi /Tenders/e-tendering for regular update and details thereof.

S. No.	Name of Work	Estimated amount	Earnest Money	Head of Account	Period of contract	Tender Cost	Tender No.
1.	Hiring of agency for supply of Manpower in Horticulture Department in Municipal Corporation of Delhi FTC-23/HQ/I-130/1240/DDH (HQ)II MCD	Rs.4.98 Crores	Rs.10 Lacs	I-130-1240	One Month	Rs.2360/-	2023_MCD_177385_1

*PK Bamejee*

Dy. Director(Hort.)/HQ-II/MCD

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Deputy Director (HQ) Hort-II

Municipal Corporation of Delhi

Distribution: -

1. Addl. Commissioner (Hort.)
2. D.O.V./MCD
3. Director-in-Chief(Horticulture)
4. Director (Hort.)I
5. Director (Hort.)II
6. D.C.A. HQ
7. Accounts Officer(HQ) MCD
8. Director(IT) with the request to upload on MCD Website for wide publicity please.
9. A.O.(IT) with the request to upload on MCD Website for wide publicity please.
10. A.A.O.(Hort.) MCD
11. Caretaker /MCD , 2 Copies, one for caretaker & other for placing it on MCD Notice Board.
12. A.D.H.(HQ)II
13. S.O.(Hort.)HQ-II to submit JOR before opening of bids.