



## Design Innovation Centre

(Cluster Innovation Centre, University of Delhi)

Rugby Sevens Building, University Stadium, G.C.Narang Road,  
University of Delhi, Delhi-110007, Ph. 27666702

**Dr. B. Biswal**  
Coordinator, DIC, DU

### EXPRESSION OF INTEREST

Expression of Interest for

“PROVIDING PORTABLE TOILETS AND SHOWER SYSTEM DURING DDIBC 2018 – 27-31 October 2018”

Eol Reference No. DIC/DDIBC/2018/001

Dated: 19/09/2018

Design Innovation Centre, CIC, University of Delhi is organizing Delhi Design Innovation Bootcamp 2018 at the DREAM Building, Gate No 4, Chhatra Marg, Delhi-110007 during 27-31, October 2018 and require to rent out Portable toilets and Shower units during the Bootcamp. Interested Vendors may visit e-Procurement Portal (<http://eprocure.gov.in/eprocure/app>) or University of Delhi website (<http://du.ac.in>) for downloading documents and participating in the Eol.

#### Important Dates:

Eol Publishing Date	19/09/2018 at 17:00 HRS.
Document Download Start Date	18/09/2018 at 17:00 HRS.
Pre Bid Meeting Date	27/09/2018 at 14:00 HRS.
Eol Submission Start Date	28/09/2018 at 17:00 HRS.
Eol Submission End Date	06/10/2018 at 17:00 HRS.
Eol Opening Date	08/10/2018 at 11:00 HRS.

Sd/-  
Coordinator, Design Innovation Centre (CIC)



**DESIGN INNOVATION CENTRE  
UNIVERSITY OF DELHI, DELHI – 110007**

**EoI Reference No. DIC/DDIBC/2018/001**

**Dated: 18/09/2018**

**INVITATION AND GENERAL TERMS FOR  
EXPRESSION OF INTEREST (EOI) FOR**

***“PROVIDING PORTABLE TOILETS AND SHOWER SYSTEM DURING  
DDIBC 2018 – 27-31 October 2018”***

**AT DESIGN INNOVATION CENTRE, UNIVERSITY OF DELHI**

## I. INTRODUCTION

The Design Innovation Centre is an academic centre of University of Delhi, a central university (autonomous body) funded by MHRD, Government of India.

Through this Expression of Interest (EoI), Design Innovation Centre, University of Delhi (DUDIC) intends to hire a service provider for “**PROVIDING PORTABLE TOILETS AND SHOWER SYSTEMS DURING DDIBC 2018 – 27-31 October 2018**” at the DREAM Building, Gate No. 4, Delhi University North Campus, Chhatra Marg, Delhi - 110007

**Reputed rental service providers of portable toilets and portable shower systems are invited to respond to this EoI. For technical details of the requirement please see Annexure I.**

Service providers are required to visit CPP Portal <http://eprocure.gov.in/eprocure/app> for participation in the EoI. The purpose of this EoI is to shortlist perspective bidders for issue of RFP and participation in the financial bid. Participation in the EoI is a necessary and mandatory condition to participate in the further tendering process.

### Terms of the Expression of Interest

**Providing 8 units of portable toilet (western) units with wash basin and 8 units of portable hot-water shower units from 27 October 2018 to 31<sup>st</sup> October 2018 at the Delhi Design Innovation Bootcamp 2018, to be held at the Design Innovation Centre, DREAM Building, Gate No. 4, Delhi University North Campus, Chhatra Marg, Delhi - 110007**

## II. EARNEST MONEY DEPOSIT (EMD)

**Each prospective vendor who wishes to participate in the bid need to submit an EMD of Rs.5000/-, in favor of “Registrar, University of Delhi”, payable at Delhi and valid for three months. The EMD needs to be submitted, on or before 27/09/2018, 11:00 Hours at Room No. 106, DIC, DREAM Building, Gate No. 4, Delhi University North Campus, Chhatra Marg, Delhi - 110007**

## III. QUALIFICATION CRITERIA

Prospective Vendors shall meet following criteria and submit corresponding documents to be eligible for participation in EoI:

1. Shall be in the business of providing portable toilet/showers rentals for a minimum of 2 years of experience and the company must be in profit during the last two financial years.
2. ITR of last two financial year.
3. Affidavit / Undertaking of not being blacklisted by any Government Agency / Department.
4. PAN Card and GST registration of the firm.
5. The OEMs/ Authorized Vendors must have an office in Delhi NCR. Certificate along with the address to be submitted.

#### IV. PRE-BID MEETING

Design Innovation Centre, Delhi University (DUDIC) will host a pre-bid meeting of prospective bidders on **27/09/2018, 14:00 Hours** at **Design Innovation Centre, DREAM Building, Gate No. 4, Delhi University North Campus, Chhatra Marg, Delhi - 110007**. The representatives of the interested organizations may attend the pre-bid meeting at their own cost. The purpose of the meeting is to provide bidders with information regarding the EoI document and the proposed requirements.

Any change in the Venue and Time for the pre-bid meeting will be displayed on University of Delhi website and e-Procurement Portal (<http://eprocure.gov.in/eprocure/app>) one day before the schedule of pre-bid meeting.

All clarifications requests that are received by email at [bibhucic@gmail.com](mailto:bibhucic@gmail.com) in the prescribed format (Annexure-IV) **on or before 27.09.2018, 17:00 Hours** will be addressed by DUDIC in the Pre-bid Meeting. DUDIC shall aggregate and respond to all such clarifications (if any) as per the schedule of EoI. This response to clarifications (if any) will be issued as a Corrigendum to the original EoI document on or before **28.09.2018, 17:00 Hours**.

During the course of Pre-Bid meeting, the Bidders will be free to seek clarifications and make suggestions for consideration. The DUDIC shall endeavour to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive bidding Process.

In respect of clarifications received, the following shall apply:

- A. DUDIC reserves the right not to consider any condition that in the sole discretion of DUDIC, is found unacceptable.
- B. If in DUDIC's opinion, certain suggested revisions/alterations conditions are acceptable, in whole or in part, the same shall be finalized by DUDIC and the accepted conditions will be made available on University of Delhi Website (<http://www.du.ac.in>) and e-Procurement Portal.
- C. If DUDIC deems it appropriate to revise any part of this EoI Document or to issue additional data to clarify an interpretation of the provisions of this EoI Document, it may issue supplements to this EoI Document. Such supplemental information, including but not limited to, any additional conditions, clarifications, minutes of meeting, official communication over email/ post, etc. will be communicated to all the bidders by putting up on University of Delhi Website (<http://www.du.ac.in>) and e-Procurement Portal. Any such supplement shall be deemed to be incorporated by this reference into this EoI document.
- D. In order to allow bidders a reasonable time to take the amendment(s) into account in preparing their EoIs, DUDIC, at its discretion, may extend the deadline for the submission of EoI, and the extended date will be displayed on the University of Delhi Website (<http://www.du.ac.in>) and e-Procurement Portal.

## V. MODE OF OPERATION OF TENDER

1. Based on the document proof furnished by the vendors as per the eligibility criteria mentioned in Section - III, the vendors will be shortlisted. **NO PRICE IS TO BE QUOTED NOW.**

2. Subsequent evaluation of the competency and other technical & financial capability of the shortlisted vendors will be done by a team of technical Evaluation committee of DUDIC by calling for technical presentation, model submission, site visit etc. if necessary.

There will be a pre-bid meeting for all vendors who qualify after step 1 mentioned above. This will be to ensure that the requirements of DUDIC are properly understood and that the offer is made compliant to DUDIC technical and commercial terms & conditions. The qualified vendors will be provided with Request for Proposal document (RFP) on Limited Tender Basis through e-Procurement Portal (<http://eprocure.gov.in/eprocure/app>) to enable them to submit Two Part Tender consisting of:

**Part-A:** Techno Commercial Bid containing technical specifications, deliverables, detailed description of systems, time schedule, commercial terms etc.

**Part-B:** Price bid containing price details.

Only Techno-commercial bid will be opened initially and the same shall be evaluated with reference to our technical requirements and vendors short-listed. Subsequently the price bids of the short-listed vendors will be opened and contract finalized.

This call for EoI does not carry with it any guarantee for allotment of contract.

## VI. TECHNICAL SCOPE OF THE EoI

Items & Technical Specifications	Quantity
Portable Western Toilet with Washbasin and water supply – five days	08
Portable hot-water Shower unit with Washbasin – five days	08
Cleaning staff – each day for five days	05
Water tanker for continuous supply of water to the toilets and showers	

## VII. INSTRUCTIONS TO THE BIDDERS

### Completeness of Response

- A. Bidders are advised to study all instructions, forms, requirements and other information in the EoI documents carefully. Submission of the EoI shall be deemed to have been done after careful study and examination of the EoI document with full understanding of its implications.
- B. The response to this EoI should be full and complete in all respects. Failure to furnish all information required by the EoI documents or submission of a proposal not

substantially responsive to this document will be at the Bidder's risk and may result in rejection of its Proposal.

- C. The EoI shall be accepted online through e-Procurement Portal only.

### **EoI Proposal Preparation Costs & related issues**

- A. EoI should not be treated as a commercial tender document and bidders are advised not to offer any price or include any financial aspect with their responses.
- B. The bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by DUDIC to facilitate the evaluation process.
- C. DUDIC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- D. This EoI does not commit DUDIC to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this EoI.
- E. All materials submitted by the bidder will become the property of DUDIC and may be returned completely to the bidder at its sole discretion.

### **Issue of Corrigendum**

- A. At any time prior to the last date for receipt of EoI, DUDIC may modify the EoI Document by a corrigendum.
- B. The Corrigendum (if any) will be posted on University of Delhi website and e-Procurement Portal (<http://eprocure.gov.in>)
- C. Any such corrigendum shall be deemed to be incorporated into this EoI.
- D. In order to provide reasonable time for taking the corrigendum into account, DUDIC may, at its discretion, extend the last date for the receipt of EoI Proposals.

### **Right to Terminate the Process**

- A. DUDIC may terminate the EoI process at any time and without assigning any reason. DUDIC makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- B. This EoI does not constitute and will not be deemed to constitute any commitment or confirmation or an offer by DUDIC. The bidder's participation in this process may result in short listing the bidders.

### **Submission of Responses**

- A. The EoIs shall be submitted online on the e-Procurement Portal of Government of India at <http://eprocure.gov.in/eprocure/app>. EoIs shall consist of supporting proofs and documents as defined in the eligibility criteria mentioned in Section - III. The EoIs submitted in any other mode than the online on the e-Procurement Portal of Govt. of India shall not be considered. No correspondence will be entertained on this matter.

- B. Bidder shall submit all the required supporting documents as mentioned in the Annexure-I, II, III online. It should be ensured that the formats mentioned in this EoI should be adhered to and no changes in the format should be done.
- C. EoI document submitted by the bidder should be concise and contain only relevant information as required.
- D. DUDIC reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.

## **VII. INSTRUCTIONS FOR ONLINE EoI SUBMISSION**

The EoI document shall be published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their EoIs electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their EoI in accordance with the requirements and submitting their EoIs online on the CPP Portal.

More information useful for submitting online EoIs on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

### **Registration**

- A. Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enroll” on the CPP Portal is free of charge.
- B. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- C. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- D. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- E. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- F. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **Searching for Tender Documents**

- A. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- B. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective

'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- C. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **Preparation of the EoI**

- A. Bidder should take into account any corrigendum published on the tender document before submitting their EoIs.
- B. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the EoI. Please note the number of covers in which the EoI documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the EoIs.
- C. Bidder, in advance, should get ready the EoI documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. EoI documents may be scanned with 100 dpi with black and white option.
- D. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every EoI, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting EoI, and need not be uploaded again and again. This will lead to a reduction in the time required for EoI submission process.

### **Submission of EoI**

- A. Bidder should log into the site well in advance for EoI submission so that he/she upload the EoI in time i.e. on or before the EoI submission time. Bidder will be responsible for any delay due to other issues.
- B. The bidder has to digitally sign and upload the required EoI documents one by one as indicated in the tender document.
- C. There is no EoI processing fee.
- D. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the EoIs by the bidders, opening of EoI etc. The bidders should follow this time during EoI submission.
- E. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of EoI opening. The confidentiality of the EoIs is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- F. The uploaded tender documents become readable only after the tender opening by the authorized EoI openers.
- G. Upon the successful and timely submission of EoIs, the portal will give a successful EoI submission message & EoI summary will be displayed with the EoI no. and the date & time of submission of the EoI with all other relevant details.



- H. The EoI summary has to be printed and kept as an acknowledgement of the submission of the EoI. This acknowledgement may be used as an entry pass for any EoI opening meetings.

**Assistance to the Bidders**

- A. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- B. Any queries relating to the process of online EoI submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232.

**ANNEXURE - I**

**COMPLIANCE SHEET**

**TECHNICAL SPECIFICATIONS OF REQUIRED SERVICE:**

<b>Technical Specifications</b>	<b>Days</b>	<b>Qty</b>	<b>YES / NO</b>
Portable Toilet with Washbasin and water supply • Fibre Glass Reinforced Plastic Walls Single Chamber Western Portable Toilet Block • Size - 3.6ft x 4ft x 7ft	05	08	
Portable hot-water Shower (bathing) unit with water supply • Fibre Glass Reinforced Plastic Walls Single Chamber Portable Bathroom Block • Size - 3.6ft x 4ft x 7ft	05	08	
Experienced cleaning staff for maintaining hygiene and cleanliness at all times	05	5	
Water tanker for continuous water supply	05		

Note: The toilet and showers will be used by 80 students every day.

**Signature of Bidder**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact No.: \_\_\_\_\_

## ANNEXURE – II

### << Organization Letter Head >>

### COVERING LETTER AND DETAILS

To,

**The Director,**

Cluster Innovation Centre

University of Delhi

Delhi – 110007

Subject: **Expression of Interest (EoI) *PROVIDING PORTABLE TOILETS AND SHOWER SYSTEMS DURING DDIBC 2018 – 27-31 October 2018*** at the DREAM Building, Gate No. 4, Delhi University North Campus, Chhatra Marg, Delhi - 110007

Dear Sir,

This is with reference to your advertisement inviting EoI for ***PROVIDING PORTABLE TOILETS AND SHOWER SYSTEMS DURING DDIBC 2018 – 27-31 October 2018*** at the DREAM Building, Gate No. 4, Delhi University North Campus, Chhatra Marg, Delhi - 110007 I/We, the undersigned, offer to provide the supply for the same, please find below the details of our agency for your consideration:

<b>S. No.</b>	<b>Information</b>	<b>Details</b>
1	Name of Organization	
2	Head of Organization with Designation and Contact Details	
3	Legal Status	
4	Address of the Head Office	
5	Details of Support / Service Centres in Delhi NCR	
6	Name, designation and contact address, mobile number, email id of the person to whom, all references shall be made regarding this EoI.	
7	Corporate website URL	
8	Annual Turnover	
9	Year of Operation	
10	PAN Number	
11	Sales Tax / VAT / GST	
12	OEM / Authorized Vendor	

(Signature of the Tenderer)

Name: \_\_\_\_\_

Seal of the Company

**ANNEXURE – III**

**<< Organization Letter Head / Affidavit >>**

No Blacklisting Undertaking

I/We declare that presently our Company/ firm \_\_\_\_\_ is not blacklisted and not declared ineligible for reasons of corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of EoI Submission.

**Signature of Bidder**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact No.: \_\_\_\_\_

**ANNEXURE – IV**

**<< Organization Letter Head >>**

**Pre-Bid Queries Format**

**Name of the Company/Firm:**

**Address of the Company/Firm:**

**Name of the person representing the Company/Firm:**

<b>Name</b>	<b>Designation</b>	<b>Email ID</b>	<b>Mobile No.</b>

**Query / Clarification Sought:**

<b>S.No.</b>	<b>EoI Page Number</b>	<b>Query / Suggestion Clarification</b>

**Note:**

*Queries must be filled strictly only in the above prescribed format and emailed to [bibhucic@gmail.com](mailto:bibhucic@gmail.com) latest by 27/09/2018, 5pm. Queries not submitted in the prescribed format will not be considered/ responded at all by the authority.*