

**DELHI METRO RAIL CORPORATION LIMITED**

**EXPRESSION OF INTEREST (EOI) FOR PROVIDING LIFTS AND  
ESCALATORS ON LEASE BASIS FOR PHASE-IV OF DELHI METRO  
RAIL CORPORATION LTD.**

**EOI 'L&E'**

- **NOTICE OF INVITATION FOR EXPRESSION OF INTEREST**
- **INSTRUCTIONS TO APPLICANTS**

**DELHI METRO RAIL CORPORATION LIMITED**

**EXPRESSION OF INTEREST (EOI) FOR PROVIDING LIFTS AND  
ESCALATORS ON LEASE BASIS FOR PHASE-IV OF DELHI METRO  
RAIL CORPORATION LTD.**

**EOI 'L&E'**

**NOTICE OF INVITATION FOR  
EXPRESSION OF INTEREST**

**DELHI METRO RAIL CORPORATION LIMITED**

Our Ref: DMRC / MB / 16 / Elect. / Plg. / Lifts & Escalators / Lease Basis      Date:

**TO**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FROM**

Managing Director,  
Delhi Metro Rail Corporation Ltd,  
Metro Bhawan,  
Fire Brigade Lane,  
Barakhamba Road,  
New Delhi - 110001

**DELHI METRO RAIL CORPORATION LIMITED**

**EXPRESSION OF INTEREST (EOI) FOR PROVIDING LIFTS & ESCALATORS ON LEASE BASIS FOR PHASE – IV OF DELHI METRO RAIL CORPORATION LTD.**

**EOI 'L&E'**

**NOTICE OF INVITATION**

Delhi Metro Rail Corporation Ltd. (DMRC) invites Expressions of Interest (EOI) for providing 288 Lifts & 344 Escalators on lease basis for the DMRC Phase – IV Network and maintaining these Lifts & Escalators during their life cycle against payment of lease/rental charges by DMRC on the basis of Reliability, Availability, Maintainability and Safety of Lifts & escalators.

This document is an Expression of Interest (EOI) published by Delhi Metro Rail Corporation Ltd. to solicit and examine the response of the firms/companies/entities that are supplying or capable of supplying the Lifts & Escalators and their maintenance as per the details mentioned in this document.

The current document is therefore to explore the response from the bidders. The timelines and the quantity of units mentioned in this document are subject to change and shall be firmed up while the Technical and Commercial Bids i.e. Request for Proposal (RFP) are called for by DMRC at a later date.

Some of the conditions are briefly mentioned in this document. These are subject to change based on the review of the response received.

The Documents describing the Scope of Work and the Terms and Conditions for the EOI are enclosed with this Notice of Invitation.

EOI Documents comprise of:

- Notice of Invitation
- Instructions to Applicants

The Evaluation and Determination of Responsiveness of EOI and subsequently RFP submission shall solely be carried out by DMRC.

The EOIs for this Contract will be considered only from those companies, corporation, partnerships, consortia and joint ventures who shall pass the Initial Eligibility based on submissions with the EOI. Only such eligible applicants will be allowed to participate in the next stage of the project, i.e. RFP.

**Key details:**

Expected Completion period of the Work	33 years considering the 3 years initial installation period including commissioning of lifts & escalators works and considering the life cycle of each Lift & Escalator as 30 years
EOI documents release date	12.02.2018 For further information on this regard bidders are advised to contact DMRC on 011-23417923
Cost of EOI documents	NIL (All documents uploaded on DMRC website- <a href="http://www.delhimetrorail.com">www.delhimetrorail.com</a> )
Last date of Seeking Clarification	12.03.2018 (Queries from applicants after due date shall not be acknowledged)
Pre-EOI Meeting	15.03.2018 at 15:00 hrs
Last date of issuing DMRC's response to queries	22.03.2018
Date & time of Submission of EOIs	23.04.2018 up to 11:00 hrs
Date & time of opening of EOIs	23.04.2018 @ 11:15 hrs
Authority and place for submission of EOIs and seeking clarifications	Chief Electrical Engineer / Planning Delhi Metro Rail Corporation Ltd., 7 <sup>th</sup> Floor, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi - 110001

<p>Place, date and time of Introductory meeting before Pre-EOI Meeting</p>	<ul style="list-style-type: none"><li>• <b>Place:</b> Delhi Metro Rail Corporation, Conference Hall, 7<sup>th</sup> Floor, Metro Bhawan, Fire Brigade Lane, Barakhamba Road, New Delhi-110001</li><li>• <b>Date and Time:</b> 15.03.2018 at 15:00 hrs</li></ul>
--	---

Please note carefully the requirements for submitting EOIs, and the date and time for submittal. Late or delayed EOIs will not be accepted.

**DELHI METRO RAIL CORPORATION LIMITED**

**EXPRESSION OF INTEREST (EOI) FOR PROVIDING LIFTS AND  
ESCALATORS ON LEASE BASIS FOR PHASE-IV OF DELHI METRO  
RAIL CORPORATION LTD.**

**EOI 'L&E'**

**INSTRUCTIONS TO APPLICANTS (INCLUDING ANNEXURES)**

**DELHI METRO RAIL CORPORATION LIMITED**

**EXPRESSION OF INTEREST (EOI) FOR PROVIDING LIFTS AND  
ESCALATORS ON LEASE BASIS FOR PHASE-IV OF DELHI METRO  
RAIL CORPORATION LTD.**

**EOI 'L&E'**

**INSTRUCTIONS TO APPLICANTS (INCLUDING ANNEXURES)**

**LIST OF CONTENTS**

**Description**

**INSTRUCTIONS TO APPLICANTS**

**ANNEXURES TO INSTRUCTIONS TO APPLICANTS**

**Annexure I: EOI Pro-Formas**

**Annexure II: Form of Certificate confirming careful examination of all the contents of EOI documents and signing of all pages of Applicant's proposal**

**DELHI METRO RAIL CORPORATION LIMITED**

**EXPRESSION OF INTEREST (EOI) FOR PROVIDING LIFTS AND  
ESCALATORS ON LEASE BASIS FOR PHASE-IV OF DELHI METRO  
RAIL CORPORATION LTD.**

**EOI 'L&E'**

**INSTRUCTIONS TO APPLICANTS**



## Table of Contents

<b>A.</b>	<b>Introduction.....</b>	<b>2</b>
	A1. Definitions .....	2
	A2. General Description of the Work .....	2
	A2.1 General Information .....	2
	A2.2 Lift & Escalator Supply.....	3
	A2.3 Functional and Performance based specifications .....	3
	A2.4 Indigenization Requirements .....	4
	A2.5 Contract Period.....	4
	A2.6 Management of Depots .....	4
	A2.7 Depot / Station Operating Expenses.....	5
	A2.8 Maintenance of Lift & Escalator at Stations and M&P .....	5
	A2.9 Performance Criteria.....	5
	A2.10 Handback and/or termination.....	5
	A3. Eligible Applicants .....	5
	A3.1 Initial Eligibility Criteria .....	6
	A3.2 One EOI per Applicant .....	8
	A4. Payments to the Lessor.....	8
	A5. Site Visits .....	8
<b>B.</b>	<b>EOI Documents.....</b>	<b>9</b>
	B1. Content of EOI Documents .....	9
	B2. Clarification of EOI Documents .....	9
	B3. Amendment of EOI Documents.....	9
<b>C.</b>	<b>Preparation of EOI .....</b>	<b>10</b>
	C1. EOI Bid Submission Documents .....	10
	C1.1 EOI Pro-forma.....	10
	C1.2 Applicant Details .....	10
	C1.3 Leader of JV/Consortium .....	10
	C1.4 MoU for JV/Consortium.....	10
	C1.5 Power of Attorney for each member and for leader .....	11
	C1.6 Documents supporting Initial Eligibility Criteria .....	11

---

C1.7 Financing Structure .....	11
C1.8 Guarantees and Warranties .....	11
C1.9 Currencies of Bid & Payment.....	11
C1.10 EOI Documents duly signed by each member.....	11
C2. Pre EOI Meeting .....	11
<b>D. Submission of EOIs.....</b>	<b>12</b>
D1. Submission Address and Date .....	12
D2. Sealing and Marking of EOI .....	12
D3. Late or Delayed EOIs.....	12
<b>E. EOI Opening and Evaluation.....</b>	<b>12</b>
E1. EOI Opening .....	12
E2. Clarification of EOIs from applicants.....	13
E3. Determination of Responsiveness .....	13
E4. Intimation of Evaluation of EOI .....	13
<b>F. Claims, Disputes, Conciliation and Arbitration.....</b>	<b>13</b>

## INSTRUCTIONS TO APPLICANTS

### A. Introduction

#### A1 Definitions

In this Request for Expression of Interest, the words and expressions shall have the meanings assigned to them, except where the context requires otherwise. Words indicating persons or parties include corporations and other legal entities except where the context requires otherwise.

- (i) **“Applicant”** means the single entity/consortium/joint venture/Special Purpose Vehicle (SPV) submitting the EOI.
- (ii) **“Contract Period”** means the total contract duration in years during which the Lessor shall be responsible for the supply, and maintenance of the supplied Lifts & Escalators.
- (iii) **“Commencement Date”** means the date of lease agreement.
- (iv) **“Engineer”** means any person nominated or appointed from time to time by the Lessee to act as the Engineer for purposes of the contract and notified as such in writing to the Lessor.
- (v) **“Lessee”** means DELHI METRO RAIL CORPORATION LIMITED (DMRC), its legal successors and assignees.
- (vi) **“Lessor”** means the applicant whose proposal has been finally accepted by the Lessee and the legal successors in title to such person, but not (except with the consent of the Lessee) any assignee of such person.
- (vii) **“Phase – IV”** means the new metro line & any extension in existing DMRC network.
- (viii) **“L&E System”** means Lifts & Escalators System.
- (ix) **“Operator”** means the lessee.
- (x) **“Project”** means “Leasing and maintenance of Lift & Escalator for DMRC Phase – IV”.
- (xi) **“RFP”** means Request For Proposal.
- (xii) **“LEM”** means Lift & Escalator Manufacturer.
- (xiii) **The “Bid” throughout this document shall mean the “EOI submission”**

#### A2 General Description of the Work

##### A2.1 General Information

The proposed model envisages to seek offers from applicants for availability of committed number of Lifts & Escalators for use in DMRC Phase – IV network for the contract period. The criteria for availability of Lifts & Escalators shall be detailed in the RFP document. The lessor shall be responsible for Supply, Installation, Testing and Commissioning and there after maintenance of Lifts & Escalators for the contract period.

**A2.2 Lift & Escalator Supply**

The Table – A below shows likely quantity of Lifts & Escalators in the respective corridors of Phase – IV Network.

**(TABLE-A)**

Height of Travel (in Meter)	No. of Lifts						No. of Escalators						
	Tughlakabad – Terminal 1, IGI Airport	Lajpat Nagar – Saket G Block	Rithala – Bawana - Narela	Janakpuri – R K Ashram	Majlis Park - Maujpur	Inderlok - Indraprastha	Tughlakabad – Terminal 1, IGI Airport	Lajpat Nagar – Saket G Block	Rithala – Bawana - Narela	Janakpuri – R K Ashram	Majlis Park - Maujpur	Inderlok - Indraprastha	
4													
5			<b>To Be Provided in RFP</b>										
6													
7													
8													
9													
10													
11													
12													
13													
13-22													

Proposed corridors are having tentatively 288 Lifts & 344 Escalators.

Note:- The above details are broadly indicative and may undergo some change in RFP.

The Lifts & Escalators may be provided during the period of Phase – IV Project and are acquired on lease. It is estimated that approximately 288 Lifts & 344 Escalators will be required to be provided as per Key Dates from the date of lease agreement.

The Lessee at his discretion may advise the Lessor in writing about increased requirement of Lift & Escalator in DMRC Phase – IV. For any increase in quantity, Lessee may exercise the option on any date within five years of the Revenue Operation Date of last Corridor / Section. Lessor shall be required to supply increased ordered quantities at the contracted terms & conditions and determined prices and no additional amounts on account of quantity variation or any other account whatsoever shall be payable to the Lessor.

**Details about the requirements of Lifts & Escalators corridor wise would be furnished along with Key Dates for delivery & commissioning in the RFP document.**

---

**A2.3 Functional and Performance based specifications**

The work comprises supply of adequate number of Lifts & Escalators conforming to detailed performance and functional requirements which shall be advised in the RFP document. The scope of work would also include maintenance of the Lifts & Escalators for whole life cycle and maintenance of the relevant storage facilities handed over to the Lessor during the Contract Period including the supply of requisite spares, tools & tackles, test benches and Machinery & Plant as required to undertake maintenance during the Contract Period.

The lessor shall ensure that the Lifts & Escalators shall comply with design, performance and functional parameters as specified for the Lifts & Escalators in RFP.

**A2.4 Indigenization requirements**

Procurement shall be governed in compliance to Public Procurement (preference to make in India) order 2017 issued by Department of Industrial Policy and Promotion dated: 15.06.2017 and circulated by Ministry of Housing and Urban Affairs vide letter no. k – 14011 / 09 / 2014 / UT – 11 / MRTS – Coord dated: 12<sup>th</sup> July, 2017.

**A2.5 Contract Period**

The contract period shall be 33 years (considering 3 years initial installation including commissioning of lifts & escalators works and considering life cycle of each Lift & Escalator as 30 years). This means that contract shall be operative at least till completion of life cycle, i.e. 30 years from the date of Completion of Last Lifts & Escalators.

The lessor will be responsible for design, manufacturing, delivering, testing and commissioning of the Lifts & Escalators and maintain it for the 30 years life cycle period. The Lessor shall also be responsible for maintenance of all Storage infrastructure and facilities including all M & P.

The lessor will be required to meet the specified performance criteria in the RFP for the Lift & Escalator.

**A2.6 Management of Stores**

Stores facilities at Stations / Depots under Phase-IV of DMRC shall be created by Lessee and shall be handed over to the lessor for the purpose of maintenance of Lifts & Escalators.

Initially the lessor shall be handed over the Lift & Escalator shaft at each station. The lessor shall be responsible for complete management of the handed over Lift & Escalator shaft.

The Lift & Escalator shafts at Stations may be handed over to the Lessor by Lessee in phased manner.

**A2.7 Depot / Station Operating Expenses**

The cost of maintenance of Stations facilities such as civil, E&M infrastructure, shall be borne by the lessee.

**A2.8 Maintenance of Lift & Escalator at Stations and M&P**

The maintenance and upkeep of the Lifts & Escalators and all other Store facilities, over the entire contract period shall be the responsibility of the lessor. It is expected that the lessor shall assess the requirement of the store for maintenance at the time of submission of RFP.

**A2.9 Performance Criteria**

The Lessor shall implement a formal Reliability, Availability and Maintainability (RAM) plan in accordance with EN 50126 (Railway Applications – The specification and demonstration of dependability, reliability, availability, maintainability and Safety (RAMS). The system offered shall be designed for highest value of RAMS which is defined as under:-

- a) The Reliability shall be measured in terms of “Mean Time Between Maintenance Action (MTBMA) & shall not be less than 7 days. The reliability of equipment should be of level that it does not result in trappings of Lift User & harm / Injury to escalator User.
- b) The availability shall be measured in terms of following formula:-

$$\text{Availability} = \frac{\{(365 \times 20 \text{ hrs.}) \times \text{No of lift / escalator population in section}\} - \{\text{Total Unavailability hrs. in one year}\}}{\{(365 \times 20 \text{ hrs.}) \times \text{No of lift / escalator population in section}\}}$$

& shall not be less than 99.9% assuming service operating hours are 20 hours per day (4:00 hrs to 00:00 hrs mid night). For 365 days a year for the life cycle period.

- c) Call Out ratio i.e. engineer visits to the site for non schedule maintenance for the failures attributable to design defect, equipment failure / replacement, manufacturing defect, wrong erection, maintenance lapse (during DLP & AMC by the contractor) & “Mantrap” / “Accident” resulted from that. The call out ratio should not exceed 2 on any of the lift or escalator in a year. The average call out ratio should not exceed 1.5 for No. of lifts or escalators provided by firm / SPV.

Lessee can impose a penalty@ Rs. 20,000/- (Rupees Twenty Thousand only) per case due to non – achievement of requirements as per para a), b) & c).

The Lessor would be solely responsible for meeting the laid down Performance Criteria, which shall be detailed in RFP.

The Lessor shall carry out Integrated Testing and Commissioning of Lifts & Escalators on the section in co-ordination with the Engineer. He shall also carry out all statutory tests and obtaining sanction of Competent / Statutory Authorities. The Lessee shall extend assistance to obtain the statutory approvals.

The Scope of Work for the Lessor shall be detailed in the RFP document.

**A2.10 Handback and/or termination**

There shall be provision for the hand back of Lifts & Escalators or for the early termination of the lease, or both. For example, in the case of a lease containing an early termination provision, the value to the lessee of the early termination provision will be reflected in the lease terms.

The details shall be provided in RFP document.

**A3 Eligible Applicants**

The EOIs for this Contract will be considered only from those companies, corporation, partnerships, consortia and joint ventures who pass the Initial Eligibility based on submissions with the EOI. Only such eligible applicants will be allowed to participate in the next stage of the project, i.e. RFP.

Each Applicant (each member in the case of a partnership, joint venture or consortium) or any associate is required to confirm and declare with his EOI that no agent, middleman or any intermediary has been, or will be, engaged to provide any services, or any other item

or work related to the award and performance of this Contract. They will have to further confirm and declare in the submittal that no agency commission or any payment which may be construed as an agency commission has been, or will be, paid and that the quoted prices will not include any such amount. If the Lessee subsequently finds to the contrary, the Lessee reserves the right to declare the Applicant as non-compliant, and declare any Contract if already awarded to the Applicant to be null and void.

Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of an EOI will be an offence under laws of India. Such action will result in the rejection of the EOI, in addition to other punitive measures.

The Applicant (including all members of a joint venture) shall not be one of the following:

- (i) A firm or an organization which has been engaged by the Lessee to provide consulting services for the preparation related to procurement for or implementation of this project;
- (ii) Any association/affiliates (inclusive of parent firm) of a firm or an organization mentioned in subparagraph (i) above.
- (iii) A firm or an organization who lends or temporarily seconds its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project, if the personnel would be involved in any capacity on the same project.

There are no restrictions on the country of origin of Plant, equipment, materials, and services to be provided under the Contract. However, all Plant, equipment, materials and services shall be to the satisfaction of the Lessee and Engineer. The information regarding all Plant, equipment, materials and services included in the Applicant's Proposals and incorporated into the Contract Document shall not, in any event, be construed as a submission to the Engineer under the Contract. However the applicant should note the requirements for indigenisation.

#### A3.1 Eligibility of Applicants – Check List

S. No	Criteria	Yes	No
1	Has the Applicant abandoned any work in the last ten (10) years?		
2	Has the Applicant suffered bankruptcy / insolvency in the last ten (10) years?		
3	Has the Applicant been debarred by Government of India/any State Government in India/Central or State Government undertaking as on the due date of submission of bid? (Bidder to furnish a specific undertaking to this effect)		
4	Has the Applicant certified that no agent / middleman has been or will be engaged or any agency commission been or will be paid?		
5	Average Annual financial turnover during the last 3 financial years (as applicable in the country of origin), should be at least INR 1300 million.		
6	Experience of having either successfully financed Project(s) works during last 10 years ending last day of month previous to the one in which applications are invited should be either of the following: - a. Three completed project finance / works having costing not less than the amount equal to INR 1564 million. or b. Two completed project finance / works having costing not less than the amount equal to INR 1955 million. or		

	c. One completed project finance/work costing not less than the amount equal to INR 3128 million.		
7	<p><u>Delivery Record for Heavy Duty Lifts &amp; Escalators</u></p> <p>Has the Applicant/Consortium/JV or its member(s), individually or jointly as a member of other Consortia/JV have completed work(s) during last 10 years as on date of submission as given below:</p> <p>“Experience of Supply, Installation, Testing and commissioning of 240 nos. Heavy Duty Lifts &amp; Escalators should be in MRTS / Railways / Airport. The Tenderer shall provide a customer reference letter from one of these installations.”</p>		
8	<p><u>Operation performance for Heavy Duty Lifts &amp; Escalators</u></p> <p>Out of S.No.7 above, at least 1 project completed satisfactory revenue operation for more than 2 years any where.</p>		

**Note:**

1. 'Ten (10) years'/'Last ten (10) years' means the period of last ten (10) years counted from the twenty eight days prior to 'date for EOI submission'. E.g. say, if date for EOI submission is 20.10.2017, then 'twenty eight days prior to date for EOI submission' will be 22.09.2017 and last ten (10) years would mean from 23.09.2007 to 22.09.2017.  
In case of postponement(s) in 'date for EOI submission', if any, last ten (10) years would mean from 23.09.2007 to twenty eight days prior to postponed 'date for EOI submission'.
2. A "YES" answer to any question 1, 2 or 3 will disqualify the Applicant.
3. A "NO" answer to any question 4, 5, 6, 7 or 8 will disqualify the Applicant.
4. In the case of a Joint Venture/Consortium each Individual member must qualify individually in the 'Eligibility of Applicants – Check List', except for Criteria at serial number 5 to 8.
  - 4.1 The criteria at s. no. 5 & 6 are applicable for the member providing finance (herein after referred as "Financial Institution" (FI) who shall be a part of the Individual/JV/Consortium/SPV).  
Financial data for latest last three financial years has to be submitted by the bidder in along with audited financial statements. The financial data in the prescribed format shall be certified by the Chartered Accountant / C.F.A. with his stamp and signature in original.
  - 4.2 The criteria at s. no. 7, 8 are applicable for Lifts & Escalators manufacturer (LEM) who can participate either as member of the Individual/JV/Consortium/SPV or as a sub-contractor.  
The bidder shall submit details of works executed by them for qualification of work experience criteria. Documentary proof such as completion certificates from client clearly indicating the nature / scope of work, actual completion cost and actual date of completion for such work should be submitted. In case the work is executed for private client, copy of work order, bill of quantities, bill wise details of payment received certified by C.A., T.D.S. Certificates for all payments received and copy of final / last bill paid by client shall also be submitted.
5. In the case of a Joint Venture/Consortium, the evaluation for the criteria at S. No. 5 & 6 will be done in totality (algebraic aggregate of the evaluation of each member) and not as individual member.
6. The applicant shall declare the lead member of the consortium/JV at EOI stage.
7. Change in the composition of EOI qualified applicant before RFP may be permitted by DMRC at its sole discretion on receipt of specific written request from the qualified Applicant subject to the following conditions:
  - a. The new Applicant must qualify the initial eligibility criteria of the EOI, and
  - b. There shall be no change in "Lead Member".



- 
8. After completion of 7 (seven) years from the receipt of last Lifts & Escalators, change in composition of the Consortium/JV may be permitted by DMRC at its sole discretion on receipt of specific written request from the Lessor during the Contract period.

### **A3.2 One EOI per Applicant**

Each Applicant shall submit only one EOI. If an Applicant submits an EOI in his own name and at the same time participates and submits an EOI as a member of a consortium/joint venture, both applicants will be disqualified. However, a Lifts & Escalators manufacturers can participate either as a member of any JV/Consortium bidding for this EOI or as a sub vendor to other Applicant (s).

### **A5 Payments to the Lessor**

The payment terms shall be detailed in the RFP Document and shall be based on RAMS of Lifts & Escalators as provided in Clause A2.9 of this document. Minimum guaranteed demand shall also be included in the RFP document.

### **A6 Site Visits**

The Applicant is advised to visit existing and DMRC Stations & Depots and examine the facilities available, site and surroundings and obtain for himself on his own responsibility all information that may be necessary for preparing the EOI for the proposed Works. The costs of visiting the Site shall be borne by the Applicant. It shall be deemed that the Applicant has undertaken a visit to the site of Works and is aware of the site conditions prior to the submission of the EOI.

The Applicant and any of his personnel will be granted permission by the Lessee to enter upon his premises and lands for the purpose of such inspection, but only upon the express condition that the Applicant, and his personnel, will release and indemnify the Lessee and his personnel from and against all liability in respect thereof and will be responsible for death or personal injury, loss of or damage to property and any other loss, damage, costs and expenses incurred as a result of the inspection.

## **B. EOI Documents**

### **B1 Content of EOI Documents**

The EOI Documents, as listed below, have been prepared for the purpose of inviting EOIs for providing Lift & Escalator on lease basis in the DMRC network of Phase – IV and as more particularly described in these documents.

B1.1 Notice of Invitation to EOI (NIE);

B1.2 Instructions to Applicants (ITA);

The Applicant is expected to examine carefully the contents of all the above documents. Failure to comply with the requirements of the EOI Submittal will be at the Applicant's own risk. EOIs that are not substantially responsive to the requirements of the EOI Documents will be rejected.

The Applicant shall not make or cause to be made any alteration, erasure or obliteration

---

---

to the text of the EOI Documents.

**B2 Clarification of EOI Documents**

B2.1 The Applicant shall check the pages of all documents against page numbers given in indexes and summaries and, in the event of discovery of any discrepancy, the Applicant shall inform Chief Electrical Engineer / Planning (CEE / Planning) forthwith for clarification.

B2.2 Should the Applicant for any reason whatsoever, be in doubt about the meaning of anything contained in the Invitation to EOI or EOI Documents, the Applicant shall seek clarification from The Engineer, not later than the "last date of seeking clarification" given in the NIE.

DMRC will respond in writing, to any request for clarification received in writing from Applicants prior to deadline for such clarification or modification in the NIE.

Written copies of the response to the queries will be sent to all prospective applicants. All communications between the Applicant and DMRC shall be in writing.

No further clarification questions will be accepted after the "last date of seeking clarifications".

B2.3 Except for any such written clarification by Chief Electrical Engineer / Planning (CEE / Planning) which is expressly stated to be by way of an addendum to the documents referred to in paragraph B1 above and/or for any other document issued by the Lessee which is similarly described, no written or verbal communication, representation or explanation by any employee of the Lessee or the Engineer shall be taken to bind or fetter the Lessee or the Engineer under the Contract.

**B3. Amendment of EOI Documents**

B3.1 Applicants are advised that further instructions to Applicants and addenda to the EOI Documents may be issued during the EOI period. The provisions in any such addenda shall take priority over the Invitation to EOI and EOI Documents previously issued. Applicants shall confirm receipt of such documents and list them in the EOI Submittal.

**C. Preparation of EOI****C1 EOI Bid Submission Documents****C1.1 EOI Pro-forma**

The Applicant shall submit the specified EOI Pro-forma, duly filled in along with Checksheet enclosed.

The Applicant shall provide EOI Index in his EOI. The EOI Index should indicate where within the EOI, the Applicant has included his responses/comments to the EOI requirements and conditions elaborated in these EOI documents. (Refer EOI Pro-forma in 'Annexure-I')

EOIs and all accompanying documents shall be in English. In case any accompanying printed literature is in other languages, it shall be accompanied by an English translation duly certified by a registered translator. The English version shall prevail in matters of interpretation.

**C1.2 Applicant Details**

State the structure of the applicant's organization, i.e.

Individual company or firm, Joint Venture or Consortium with their company profile with registration details such as registration certificate etc.

---

---

**C1.3 Leader of JV/Consortium (if applicable)****C1.4 MoU for JV/Consortium (if applicable)**

Where the Applicant comprises of a consortium or joint venture, the Applicant shall submit the following additional information to meet the initial eligibility criteria:

- a. A Memorandum of Understanding/Consortium Agreement, comprising of all the members, shall be provided.
- b. Nomination of one of the members of the consortium or joint venture to be in-charge (Leader); and this authorisation shall be covered in the Power of Attorney signed by the legally authorised signatories of all members of consortium or joint venture;
- c. Details of the intended percentage participation given by each member shall be provided and reconfirmed and expanded with complete details of the proposed division of responsibilities and corporate relationships among the individual members.
- d. The partner in charge (Leader) shall be authorized to incur liabilities, receive payments (if provided for in MoU/Consortium Agreement) and receive instructions for and on behalf of any or all partners of the joint venture/consortium;
- e. All partners of the joint venture/consortium shall be jointly and severally responsible for the execution of the Contract in accordance with the Contract terms.

The Applicant shall submit with his EOI full details of his ownership and control or, if the Applicant is a partnership, joint venture or consortium, full details of ownership and control of each member thereof.

Indian Applicants, or Indian members of a partnership, joint venture or consortium shall submit, a certified copy of the last 3 years (including the latest Financial Year) income tax return, duly acknowledged by Income Tax department. In case the Indian member of a partnership, joint venture or consortium is a wholly owned 100% subsidiary of their foreign partner in the said joint venture or consortium and this Indian company has been formed less than 3 years ago, the certified copy of the latest Financial Year income tax return (applicable only if company was formed more than a year ago), duly acknowledged by Income Tax department shall be submitted.

**C1.5 Power of Attorney for each member and for leader, as applicable**

The Applicants to qualify for award of Contract shall submit a written power of attorney bearing specimen signatures of the authorised signatories of the EOI to commit each member of the partnership, consortium or joint venture. In case of Foreign Partners, Power of Attorney(s) and Board Resolution/Commercial Register confirming authority on the persons issuing the Power of Attorney for such actions, shall be submitted duly notarized by the notary public of country of origin and should be stamped by Embassy/High Commission. Applicants from Member Countries of Hague convention may submit all these documents with "Apostille" stamp instead of Embassy.

**C1.6 Documents supporting Initial Eligibility Criteria**

Documents in support of checklist provided in Initial Eligibility Criteria, Clauses A3 and A3.1 of this ITA.

**C1.7 Financing structure**

- 
- In order to have a sustainable and technically & financially sound proposal, the lessee shall propose a suitable financial structure for the Applicant.
- C1.8 Guarantees and Warranties
- The Applicant shall submit full details of the identity of the proposed parties who would respectively provide or issue:
- (a) The Performance Guarantee;
  - (b) Parent company Undertakings;
  - (c) Parent company Guarantees
- If the Applicant comprises a consortium or joint venture, a parent company of each member or participant will be required to execute the Undertakings and Guarantees referred to in sub-paragraphs (b) and (c) above.
- C1.9 Currencies of Bid & Payment:
- The Prices shall be quoted by the Bidder in Indian Rupees (INR) only.
- C1.10 EOI documents (including amendments) duly signed by each member
- A form of certificate confirming careful examination of all the contents of EOI documents including EOI addenda and signing of all pages of the Applicant's proposal shall be furnished along with the EOI proposal. It should be submitted by each constituent member in case of a Joint Venture or Consortium, as per 'Annexure-II'.

## **C2 Pre-EOI Meeting**

- C2.1 The prospective Applicants or their official representatives are invited to attend a pre-EOI meeting, which will be held on the date, time and location indicated in NIE.
- C2.2 The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised with respect to this EOI at that stage.
- C2.3 The Applicants are requested to submit any questions in writing or by email, to reach the Lessee **before or during** the meeting.
- C2.4 Minutes of the meeting, including the text of the questions raised and the responses given, will be transmitted without delay to by mail to all such Applicants, who either attend the Pre-EOI meeting or intimate in writing that they would like to receive the clarifications. Any modification of the EOI documents listed in paragraph B3 which may become necessary as a result of the pre-EOI meeting shall be made by the Lessee exclusively through the issue of an Addendum pursuant to paragraph B4 and not through the minutes of the pre-EOI meeting.
- C2.5 Non-attendance at the Pre-EOI meeting will not be a cause for disqualification of an Applicant.

## **D. Submission of EOIs**

### **D1 Submission Address and Date**

All documents corresponding to "Initial Eligibility" shall be annexed in a separate folder along with Check Sheet, which shall be a part of the EOI. All the envelopes shall be addressed to the Lessee at the following address:

To,  
The Managing Director,  
Delhi Metro Rail Corporation,  
Office of CEE / Plg.

---

---

7th Floor B Wing,  
Metro Bhawan, Fire Brigade Lane,  
Barakhamba Road,  
New Delhi-110001

EOIs must be received at the address specified above, not later than the date and time noted in NIE.

**D2 Sealing and Marking of EOI**

- D2.1 The Applicant shall submit the EOI Guarantee in a separate envelope. The Applicant shall seal the Original and each copy of the EOI in separate envelopes, duly marking the envelopes as "Original", "Copy 1" and "Copy 2".
- D2.2 If the envelope is not sealed and marked as above the Lessee will assume no responsibility for the misplacement or premature opening of the EOI.

**D3 Late or Delayed EOIs**

- D3.1 EOIs must be received by the Chief Electrical Engineer/Planning, at the address specified above, not later than the date and time noted in NIE. If the due date is declared to be a public holiday due to unforeseen reasons, the EOIs shall be submitted and opened at the same time on the next working day. The Lessee may, at his discretion, extend the deadline for submission of EOIs by issuing an amendment in accordance with paragraph B3, in which case all rights and obligations of the Lessee and the Applicant previously subject to the original deadline will thereafter be subject to the deadline as extended.
- D3.2 Any EOI received by the Engineer after the deadline for submission of EOIs stipulated above will be returned unopened to the Applicant.

**E. EOI Opening and Evaluation****E1 EOI Opening**

- E1.1 The EOI will be opened at time and date as specified in NIE in the Office of CEE / Plg., Metro Bhawan, New Delhi. The Applicants are allowed to be present at the time of opening.

The Lessee shall prepare a record of the opening that shall include, as a minimum: the name of the Applicant. The Applicants' representatives who are present shall be requested to sign the record. The omission of an Applicant's signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be distributed to all Applicants.

**E2 Clarification of EOIs from Applicants**

To assist in the examination, evaluation and comparison of EOIs, the Lessee may, at his discretion, ask any Applicant for clarification of his EOI. The request for clarification and the response shall be in writing or by facsimile, but no change in the substance of the EOI shall be sought, offered or permitted. The Lessee may call for a meeting with the Applicants in this regard. The minutes of the meeting, if held, with any applicant shall be recorded and acknowledgement obtained from the concerned applicant.

**E3 Determination of Responsiveness**

- E3.1 The Lessee will determine whether each EOI:
- (i) Has been properly signed; and
  - (ii) Meets the Initial Eligibility Criteria – The Lessee will evaluate the eligibility and

---

acceptability based on Initial Eligibility criteria indicated in these documents.

A 'NO' answer to any of the above item will disqualify the EOI.

**E4 Intimation of Evaluation of EOI**

E4.1 RFP document shall be issued to only such applicants, who qualify based on E3.1 above.

E4.2 Applicants may note that pursuant to their qualification in the 'Initial Eligibility Criteria', in case the Applicant (applies to each individual member in case of a Joint Venture/Consortium) is debarred/blacklisted by Government of India/State Government/Government undertaking after the due date of submission of EOI but before the evaluation of RFP document to be issued separately. They shall inform the same to DMRC in writing within 5 working days of issue of such debarment, failing which it will be considered that the applicant has willfully concealed the information and the applicant shall be solely responsible for all implications that may arise in accordance with the conditions of this EOI. Any such debarment will result in disqualification of the Applicant and the RFP document of such Applicant shall be returned unopened.

**F. Claims, Disputes, Conciliation and Arbitration**

If the Lessor / Supplier / Manufacturer intends to claim any additional payment under any clause of these Conditions or otherwise, the Lessor / Supplier / Manufacturer shall give notice to the Lessee as soon as possible and in any event within 28 Days of the start of the event giving rise to the claim.

If the Lessor / Supplier / Manufacturer fails to comply with the above para, he shall not be entitled to claim any additional payment.

All the disputes shall be settled through two stage dispute resolution under "The Arbitration and Conciliation Act – 1996" and amended by the Arbitration & Conciliation (Amendment) Act, 2015.

Further, where recourse to a Court is to be made in respect of any matter, the Lessor / Supplier / Manufacturer agree to the sole jurisdiction of courts in Delhi / New Delhi.

**CHECK SHEET FOR EXPRESSION OF INTEREST FOR LIFTS & ESCALATORS OF  
PHASE – IV SUBMISSION**

S. No.	Annexure	Description	Submitted		Submitted on Page No.
			Yes	No	
1	Annexure – I	Application for Initial Eligibility			
2	Annexure – I	Letter of Participation & General Information from each member of a Joint Venture / Consortium			
3	Annexure – II	Certificate confirming careful examination of all the contents of EOI documents and signing of all pages of Applicant's proposal			
4	--	Memorandum of Understanding Or JV / Consortium Agreement			
5	--	Power of Attorney			
6	--	Certified copy of the last 3 years Income Tax Return, duly acknowledged by Income Tax Department Or Certified copy of latest Financial year Income Tax Return (only in case company was formed more than a year ago) duly acknowledged by Income Tax Department			
7	--	Undertaking from Applicant regarding non – abandonment in the last ten (10) years			
8	--	Undertaking from Applicant to confirm bankruptcy / insolvency in last ten (10) years			
9	--	Undertaking from Applicant to confirm non – debarment by Government of India / any state Government in India / Central / State undertaking as on the due date of submission of bid			
10	--	Documents to ascertain Average Annual Financial Turnover during the last 3 financial years			
11	--	Documents to ascertain Experience of financed project(s) works during last 10 years ending last day of month previous to the one in which applications are invited			
12	--	Documents to ascertain delivery record for Heavy duty Lift & Escalators			
13	--	Documents to ascertain operation performance for Heavy duty Lifts & Escalators			
14	--	Guarantees and Warranties as per Clause C1.8 of ITA			

SIGNATURE OF APPLICANT

\*In case of a joint venture or consortium, to be submitted by each constituent member.

**EXPRESSION OF INTEREST (EOI) FOR PROVIDING LIFTS AND  
ESCALATORS ON LEASE BASIS FOR PHASE-IV OF DELHI METRO  
RAIL CORPORATION LTD.**

**Annexure-I**

**EOI 'L&E'**

**EOI Pro-Forma**



**PRO-FORMA LETTER OF APPLICATION (on Firm's Letter Head)**

The Managing Director,  
Delhi Metro Rail Corporation Ltd.,  
Metro Bhawan,  
Fire Brigade Lane,  
Barakhamba Road,  
New Delhi 110001,  
India.

(Applicant to provide date and reference)

**APPLICATION FOR INITIAL ELIGIBILITY  
EOI 'L&E'**

Dear Sir,

We hereby make application for Initial Eligibility as an applicant for providing 288 Lifts & 344 Escalators on lease basis for the DMRC Phase – IV Network and maintaining these Lifts & Escalators during their life cycle against payment of lease / rental charges by DMRC on the basis of hourly availability of Lifts & escalators.

In support of the application we submit herewith one original and two copies of the required documents.

(In the case of other than a sole proprietorship firm add the following paragraph)

A Power of Attorney to sign and submit this letter is attached.

(In the case of a joint venture/consortium add the following paragraph)

This application is submitted on behalf of a joint venture/consortium (applicant to delete as appropriate) comprising ..... (Applicant to state the names of each member) ..... and of which ..... (Applicant to insert name of leading member of joint venture/consortium) has agreed to act as leader. Each member has prepared a statement of participation in relation to this application and these are enclosed herewith.

Yours faithfully,

..... (signature)

Name of signatory: .....

Capacity of signatory: .....

Name and address of applicant (or of leader if applicant is a Joint Venture/Consortium)

**PRO-FORMA LETTER OF PARTICIPATION & GENERAL INFORMATION FROM  
EACH MEMBER OF A Joint Venture/Consortium  
(On Letter Head of each Firm)**

The Managing Director,  
Delhi Metro Rail Corporation Ltd.,  
Metro Bhawan,  
Fire Brigade Lane,  
Barakhamba Road,  
New Delhi 110001,  
India.

(Applicant to provide date and reference)

**APPLICATION FOR INITIAL ELIGIBILITY  
EOI 'L&E'**

Dear Sir,

We wish to confirm that our company/firm (delete as appropriate) has formed/intends (delete as appropriate) to form a Joint Venture/Consortium with ..... (Member to insert names of all other members of the group) for purposes associated with EOI 'L&E'.

(Members who are not the lead member of the Joint Venture/Consortium should add the following paragraph).

The Joint Venture/Consortium is led by (member to insert name of lead member) whom we hereby authorise to act on our behalf for the purposes of applying for Initial Eligibility.

(The lead member of the Joint Venture/Consortium should add the following paragraph)

In this Joint Venture/Consortium we act as leader and, for the purposes of applying for Initial Eligibility, represent the group.

In the event of our Joint Venture/Consortium being invited to tender for EOI'L&E', we agree to be jointly (with other members of our Joint Venture/Consortium) and severally liable to the Delhi Metro Rail Corporation Ltd. (DMRC), its successors and assigns for all obligations, duties and responsibilities arising from or imposed by any contract subsequently entered into between the DMRC and our Joint Venture/Consortium.

Yours faithfully,

(Signature) .....

(Name of Signatory) .....

(Capacity of Signatory).....

**GENERAL INFORMATION & JOINT VENTURE DATA**

Notes:

1. Each page of the Questionnaire and contents of Sections shall be signed by the Applicant
2. This entire Questionnaire pro-forma, shall be completed in all respect
3. Questionnaire pro-forma relating to the various sections shall be incorporated in the respective sections.
4. In the box 

Y	N
---	---

 'Y' denotes Yes and 'N' denote No. Please tick mark ✓  
Whichever is applicable or write Yes or No explicitly, as the case may be.

**PRO-FORMA SECTION 1- GENERAL**

1.	Name of the EOI: L&E																				
2.	Title of EOI: <b>Lifts &amp; Escalators of Phase – IV of DMRC</b>																				
3.	State the structure of the applicant's organisation (applicants to complete/delete as appropriate) Individual company or firm Joint venture Partnership Consortium Other (please specify).....																				
4.	For applicants who are individual companies or firms, state the following: Name of Company or firm: ..... Legal status: (e.g. incorporated private company, unincorporated business, etc.) ..... Registered address: ..... Principal place of business: ..... Country of incorporation or domicile: ..... Contact person: ..... Contact person's title: ..... Address, telephone and facsimile number of contact person: ..... .....																				
5.	For applicants who are in joint venture, partnership, consortium or other association. State the following:																				
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Names of members (lead member first):</th> <th style="width: 20%;">Legal status:</th> <th style="width: 20%;">Registered address &amp; principal place of business:</th> <th style="width: 25%;">Country of Incorporation or Domicile.</th> </tr> </thead> <tbody> <tr> <td>(1) .....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>(2) .....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>(3) .....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>(etc)</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Names of members (lead member first):	Legal status:	Registered address & principal place of business:	Country of Incorporation or Domicile.	(1) .....	.....	.....	.....	(2) .....	.....	.....	.....	(3) .....	.....	.....	.....	(etc)	.....	.....	.....
Names of members (lead member first):	Legal status:	Registered address & principal place of business:	Country of Incorporation or Domicile.																		
(1) .....	.....	.....	.....																		
(2) .....	.....	.....	.....																		
(3) .....	.....	.....	.....																		
(etc)	.....	.....	.....																		

	Contact person (from lead member)..... Contact person's title: ..... Address, telephone, and facsimile number of contact person: .....
6.	For the applicant, (in case of group, for each constituent member), state the following information: <ul style="list-style-type: none"> <li>• Date of incorporation of organisation.</li> <li>• Names and Titles of Directors or partners. <input type="checkbox"/> Y <input type="checkbox"/> N</li> <li>• Does the company or firm have an office or branch office in India? If so, provide address(es)</li> <li>• (Applicants are to present this information on sheets which are to be clearly referenced as being in response to this Question 6.)</li> </ul>
7.	Does your company (in case of a group, each constituent member) combine the functions of a designer with those of manufacturer? Please elaborate. <input type="checkbox"/> Y <input type="checkbox"/> N .....
8.	In case of International applicants, is an Indian partner experienced in an appropriate discipline, a member of the Group? If Yes, provide list of disciplines / products. <input type="checkbox"/> Y <input type="checkbox"/> N .....

**PRO-FORMA SECTION 2**

9.	Does Section 2 contain Power of Attorney which empowers the person or persons to sign and submit the letter of application on behalf of the applicant and, if applicable, the statements of participation on behalf of all Constituent members of the group? <input type="checkbox"/> Y <input type="checkbox"/> N
10.	In the case of an incorporated applicant (or constituent members who are incorporated) does Section 2 contain copies, in English, of the Memorandum and Articles of Association or equivalent expression of corporate capacity? <input type="checkbox"/> Y <input type="checkbox"/> N
11.	In the case of applications from groups, does Section 2 contain statements of participation in the form appearing in the Appendix-3 to the Form Of tender for each member? <input type="checkbox"/> Y <input type="checkbox"/> N <ul style="list-style-type: none"> <li>• In the case of groups have you enclosed a MOU signed by each member that they will be jointly and severally responsible for the entire work? <input type="checkbox"/> Y <input type="checkbox"/> N</li> </ul>
12.	In the case of applications from groups, does Section 2 contain copies of the MOU, group agreements or other documents establishing or intending to establish the formation of such a group? <input type="checkbox"/> Y <input type="checkbox"/> N
13.	In the case of applications from groups, does Section 2 contain details of: <input type="checkbox"/> Y <input type="checkbox"/> N <ul style="list-style-type: none"> <li>• Proposed equity participation by each constituent member for the</li> </ul>

	proposed work? <ul style="list-style-type: none"> <li>• Areas of specialization / responsibility of each member for the proposed work?</li> <li>• Extent of participation (including deployment of major plant items and key personnel) by each member for the proposed work?</li> </ul>	<table border="1"> <tr> <td data-bbox="1291 119 1347 220">Y</td> <td data-bbox="1347 119 1421 220">N</td> </tr> <tr> <td data-bbox="1291 220 1347 308">Y</td> <td data-bbox="1347 220 1421 308">N</td> </tr> </table>	Y	N	Y	N
Y	N					
Y	N					

Name of Financial Institution – \_\_\_\_\_ (Member providing Finance)

Name of Lifts & Escalators Manufacturer – \_\_\_\_\_ (Member manufacturing Lifts & Escalators)

Yours faithfully,

(Signature) .....

(Name of Signatory) .....

(Capacity of Signatory).....

**EXPRESSION OF INTEREST (EOI) FOR PROVIDING LIFTS AND  
ESCALATORS ON LEASE BASIS FOR PHASE-IV OF DELHI METRO RAIL  
CORPORATION LTD.**

**Annexure-II  
EOI 'L&E'**

**FORM OF CERTIFICATE CONFIRMING CAREFUL EXAMINATION OF ALL THE  
CONTENTS OF EOI DOCUMENTS, SUGGESTIONS AND SIGNING OF ALL  
PAGES OF APPLICANT'S PROPOSAL**

**FORM OF EOI**

**FORM OF CERTIFICATE CONFIRMING CAREFUL EXAMINATION OF ALL THE  
CONTENTS OF EOI DOCUMENTS AND SIGNING OF ALL PAGES OF  
APPLICANT'S PROPOSAL**

This is to certify that we, M/s. [Name of the company]  
have carefully examined all the contents of the EOI documents including EOI Addenda (if any) and all  
the pages of our proposal have been signed and stamped (by each constituent member in case of a  
Joint Venture or Consortium).

SIGNATURE OF APPLICANT

\*In case of a joint venture or consortium, to be submitted by each constituent member.

**FORM OF EOI**  
**FORM FOR SUGGESTIONS TO BE COVERED IN RFP DOCUMENT**

<b>Item</b>	<b>Suggestion including Qualification, Deviation, etc. to be considered by DMRC while preparing RFP for the work</b>	<b>Remarks</b>

SIGNATURE OF APPLICANT

\*In case of a joint venture or consortium, to be submitted by each constituent member.