

**DELHI STATE CIVIL SUPPLIES CORPORATION LIMITED (DSCSC)**

*(An Undertaking of Government of NCT of Delhi)*

7-9, Aram Bagh, Paharganj, New Delhi – 110055

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**REQUEST FOR PROPOSAL (RFP)**

**Selection of Architect & Project Management Consultant (PMC) for Renovation/Modernisation of Liquor Vends of DSCSC**

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**RFP No.: DSCSC/LIQUOR/ARCH-PMC/2025-26/01**

**Date of Issue: 16.01.2026**

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**IMPORTANT DATES**

Event	Date & Time
Pre-Bid Meeting	<b>22.01.2026 at 11:00 Hrs at DSCSC Office</b>
Last date & time for submission of bids	<b>05.02.2026 up to 11:00 Hrs</b>
Opening of Technical Bids	<b>06.02.2026 at 11:00 Hrs</b>
Opening of Financial Bids	To be opened only for technically qualified bidders (date to be announced)

**For registration query bidder may contact at this address: -**

**HELP DESK (NIC)**

**E-TENDERING SYSTEM**

**6th FLOOR, C-WING, VIKAS BHAWAN-II**

**(NEAR METCALFE HOUSE), CIVIL LINES,**

**DELHI-110054**

**TOLL FREE NO. 011-23813523**

**(Monday-Friday, 09.30 AM to 06.00 PM)**

**Sd/-**

**GM, DSCSC Ltd.**



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## MODE OF BIDDING

This RFP shall be processed **only through the designated e-procurement portal** of GNCTD.

The RFP document can also be downloaded from DSCSC website at [dscsc.delhi.govt.in](http://dscsc.delhi.govt.in)

**No physical bids shall be accepted.**

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## SECTION I – INVITATION FOR BIDS

Delhi State Civil Supplies Corporation Limited (DSCSC) invites **online proposals** from eligible **Architectural/ Project Management Consultant firms** for providing **Architectural Design, Interior Design, and Project Management Consultancy services** for **renovation and modernisation of selected DSCSC liquor vends across Delhi** (List attached as Annexure – A & B), in accordance with the Delhi Excise Act, Rules, Policy, GFR 2017, and Manual for Procurement of Consultancy & Other Services.

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## SECTION II – BACKGROUND & OBJECTIVES

2.1 DSCSC operates liquor retail vends across Delhi and contributes significantly to excise revenue of GNCTD.

2.2 DSCSC proposes to modernise selected liquor vends to:

- Improve customer experience
- Enhance operational efficiency
- Ensure uniform, brand-neutral, policy-compliant retail formats.

2.3 The objective of this RFP is to select a **qualified, independent, and professionally competent Architect & PMC** to provide **end-to-end consultancy** for design and supervised execution of modernisation works for selected liquor vends of DSCSC.

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## SECTION III – SCOPE OF SERVICES

The Consultant shall provide services in **three distinct phases**:

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### Phase wise-Work:

PHASE – 1 (Design & Planning)	
S.No	Specifications
1.	Site surveys and assessment of selected vends
2.	Preparation of: <ul style="list-style-type: none"><li>• 2-D Concept Designs (minimum two alternatives) (List attached as Annexure – A)</li><li>• 3-D Walk-throughs/ Visualizations (List attached as Annexure – B)</li><li>• Layouts: civil, flooring, façade, electrical, drainage, AC, fire safety, CCTV, IT</li></ul>



3.	Interior design including: <ul style="list-style-type: none"> <li>• Racks and shelving (brand-neutral)</li> <li>• Counters for billing</li> <li>• Lighting, false ceiling, signage (uniform format)</li> </ul>
4.	<b>Cost estimates preparation</b> based on <b>CPWD Schedule of Rates</b> and justified market rates for non-schedule items.
5.	Compliance with <b>Unified Building Bye-Laws</b> for Delhi, 2016 (as amended) and fire safety norms.

PHASE – II (Tender Support & Approvals)	
S.No	Specifications
1.	Preparation of BOQs and tender drawings
2.	Assistance in preparation of tender documents for execution agencies
3.	Pre-bid clarifications and technical support during execution-agency tendering
4.	Assistance in obtaining statutory approvals, if required.

PHASE – III (Project Management & Supervision)	
S.No	Specifications
1.	Site supervision and quality control
2.	Monitoring timelines, workmanship, safety and compliance
3.	Certification of bills and milestones
4.	Defect-liability monitoring during DLP
5.	Final completion and handover documentation

<b>IMPORTANT SAFEGUARDS</b>	
	<ul style="list-style-type: none"> <li>• Designs shall be <b>brand-neutral</b> and shall not promote or privilege any liquor brand.</li> <li>• Consultant shall function in <b>advisory and supervisory capacity only</b> and shall not interact with liquor manufacturers or distributors.</li> <li>• All work shall strictly comply with Delhi Excise laws and GNCTD instructions.</li> </ul>



## SECTION IV – ELIGIBILITY CRITERIA FOR BIDDERS

### 4.1 Legal & Registration

- Firm registered in India
- Registration with **Council of Architecture (COA)**
- Valid PAN & GST registration

### 4.2 Experience

- Minimum **5 years'** experience in architectural / PMC services
- Completion, during last **5 years**, of

No. of similar interior/ modernization projects	Value of project (in ₹ Lakhs)
At least 1	Each of value ₹32 lakh or more
At least 2	Each of value ₹20 lakh or more
At least 3	Each of value ₹16 lakh or more

### 4.3 Turnover

- Average annual turnover of applicant/bidder amounting to **₹50 lakhs** in each of last **3 financial years**

### 4.4 Location

- Office in Delhi/NCR **or** undertaking to establish project office in Delhi upon award of work.

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## SECTION V – CONFLICT OF INTEREST & ELIGIBILITY DECLARATION

- Bidders shall disclose any past or present association with liquor manufacturers, distributors, brand owners or marketing agencies.
- Any conflict of interest may lead to rejection of bid at any stage.

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## SECTION VI – BID STRUCTURE

The RFP is based on Two-Bid System

1. **Technical Bid**
2. **Financial Bid**

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### 6.1 Technical Bid – Contents



- Covering letter
- Firm profile
- Eligibility documents
- Methodology & work plan
- Team composition & CVs
- Relevant experience (Annexure-I)
- Client references (Annexure-II)
- Undertakings & declarations(integrity Pact) (Annexure-C)

## 6.2 Financial Bid

- Quote **lump-sum consultancy fee** (inclusive of all costs and GST)
- Break-up by phases (Phase-I: Design, Phase-II: Tender Support, Phase-III: PMC)
- GST to be included in quoted prices

## SECTION VII – EVALUATION METHODOLOGY

S.No	Evaluation Type	Total Evaluation Marks	Marks	Criteria
1)	Technical <i>(Minimum qualifying marks: 50)</i>	70	25	Relevant Experience
			20	Team Strength & Qualifications
			15	Methodology & Work Plan
			10	Past Performance / Client Feedback
2)	Financial	30	30	Lowest quoted financial bid (L1) will get full marks. <i>(Other bids will be scored proportionately)</i>
<b>Final ranking shall be based on QCBS (70:30)</b>				

## SECTION VIII – CONTRACT TERMS

**8.1 Initial Contract Period:** The contract shall be valid for a period of twenty-four (24) months from the date of award of work.

**8.2 Extension Clause:** The contract may be extended for a further period of twelve (12) months, subject to satisfactory performance and approval of the Competent Authority.

### 8.3 Payment Milestones and Terms

Payments shall be made strictly on a milestone basis, commensurate with the progress and completion of work, and subject to certification by the Competent Authority. The payment schedule shall be as under:

Scope of Work	Payment (%)
Design Services	30%
Tender Support Services	20%
Project Management Consultancy (PMC) during execution	40%
Completion of Project, including Defect Liability Period (DLP)	10%

#### Terms & Conditions:

- Payments shall be released only upon successful completion and acceptance of the respective scope of work.
- No advance payment shall be admissible.
- The final payment shall be released after completion of the Defect Liability Period and submission of all deliverables to the satisfaction of the Competent Authority.
- All payments shall be subject to statutory deductions as applicable/as per prevailing rules.

#### 9 Performance Security

- The successful bidder shall furnish a Performance Security equivalent to five percent (5%) of the total contract value, in the form of a Bank Guarantee (BG), issued by a Scheduled Commercial Bank, within 14 calendar days of issue of work order.

The bank details are as follows:

NAME :- DELHI STATE CIVIL SUPPLIES CORPN LTD. LIQUOR	A/C NO. :- 510131000003017
IFSC :- UBIN0901415	ADD:- NEW DELHI CONNAUGHT CIRCUS BRANCH.

- The Performance Security shall remain valid for the entire contract period, including any extension thereof and the Defect Liability Period, if applicable, and shall be released in accordance with the terms and conditions of the contract after satisfactory/successful completion of all contractual obligations.

#### 10 Professional Indemnity



- Mandatory insurance covering design & supervision risks

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## SECTION IX – TERMINATION of CONTRACT

DSCSC reserves the right to terminate the contract, in whole or in part, under the following circumstances:

i. **Termination for Convenience:**

DSCSC may terminate the contract for convenience by giving thirty (30) days' prior written notice to the contractor, without assigning any reason.

ii. **Termination for Default:**

DSCSC may terminate the contract forthwith, without prejudice to any other rights or remedies available, in the event of breach of contract, conflict of interest, non-performance, or failure to comply with the terms and conditions of the tender/RFP.

Upon termination, the Performance Security shall be dealt with in accordance with the provisions of the contract and applicable rules. However, no performance security shall be deductible in event of termination for convenience.

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## SECTION X – GOVERNANCE, AUDIT & LAW

- Contract governed by **GFR 2017, Manual for Procurement of Consultancy Services**, and GNCTD rules
- Subject to audit by CAG / internal audit
- Jurisdiction: **Delhi Courts**

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## ANNEXURES (FORMATS)

### ANNEXURE-I: EXPERIENCE DETAILS

S. No.	Name of Project	Client	Nature of Work	Value (₹)	Year	Completion Certificate

### ANNEXURE-II: CLIENT REFERENCES

S. No.	Client Name	Organisation	Contact Person	Phone	Email


### ANNEXURE-III: TEAM DETAILS

Name	Qualification	Experience	Role

### ANNEXURE-IV: DECLARATION – CONFLICT OF INTEREST

*(Standard declaration format – to be signed digitally)*

### ANNEXURE-V: FINANCIAL BID FORMAT

Phase	Fee (₹)
Design & Planning	
Tender Support & Approval	
Project Management Consultancy	
<b>Total (Excl. GST)</b>	

### ANNEXURE-VI: BID SUBMISSION CHECKLIST

*(To be filled, signed and uploaded by the Bidder as part of the Technical Bid)*

Non-submission or incomplete submission of mandatory documents may lead to rejection of the bid at the technical stage. DSCSC alone reserves, where deemed necessary by it, the right to call for details on any missing documents.

### A. GENERAL DETAILS

S. No.	Particulars	Details / Reference
1	Name of Bidder / Firm	
2	Type of Entity (Individual / Partnership / LLP / Company)	
3	Registered Office Address	
4	Contact Person (Name & Designation)	





S. No.	Particulars	Details / Reference
5	Mobile Number	
6	Email ID	
7	Bid Reference No. and Title	
8	Portal on which bid submitted (e-Procurement)	

#### B. MANDATORY TECHNICAL DOCUMENTS

S. No.	Document	Uploaded (Yes/No)	Remarks
1	Signed Bid Submission Letter (as per Annexure-VI)		
2	Firm Profile and Constitution Details		
3	Registration with Council of Architecture (Valid)		
4	Proof of Office in Delhi/NCR or undertaking to establish project office		
5	Power of Attorney / Authorisation for Signatory		
6	PAN Card		
7	GST Registration Certificate		
8	Income Tax Returns for last <b>three (3)</b> financial years		
9	Audited Financial Statements / CA Certificate for last <b>three (3)</b> years		
10	Turnover Certificate (if prescribed in RFP)		
11	Details of Similar Works Completed (Annexure-I)		
12	Completion Certificates / Work Orders for Similar Works		
13	Client References (Annexure-II)		
14	Registration with Government / PSU (if applicable) –		
15	Declaration on Conflict of Interest (Annexure-IV and E & F)		
16	Undertaking on Brand Neutrality & Excise Compliance		
17	Integrity Pact / Ethical Conduct Declaration (if prescribed)		
18	Undertaking of Acceptance of RFP Terms & Conditions		

#### C. TECHNICAL PROPOSAL DOCUMENTS

S. No.	Document	Uploaded (Yes/No)	Remarks
1	Technical Proposal (Approach & Methodology)		
2	Understanding of Scope of Work		
3	Proposed Work Plan & Timelines		
4	Team Composition & Key Personnel CVs		
5	Experience of Key Personnel		
6	Quality Assurance & Supervision Methodology		
7	Compliance with Unified Building Bye Laws for Delhi, 2016		
8	Undertaking on Professional Indemnity Insurance		

#### D. FINANCIAL BID DOCUMENTS

*(To be uploaded **only in the Financial Bid envelope/section** as per portal instructions)*

S. No.	Document	Uploaded (Yes/No)
1	Financial Bid in prescribed format (Annexure-V)	
2	Price Schedule duly filled and signed	

**Note:** Uploading financial information in the Technical Bid shall result in rejection of the bid.

#### E. DECLARATIONS & UNDERTAKINGS

S. No.	Declaration	Uploaded (Yes/No)
1	Declaration of Non-Blacklisting	
2	Declaration of No Conflict of Interest	
3	Declaration of Non-Engagement with Liquor Brands / Distributors	
4	Undertaking on Confidentiality	
5	Undertaking on Compliance with GFR, CVC & Audit Requirements	

#### F. BIDDER'S CONFIRMATION

I/We hereby confirm that:

- All documents listed above have been uploaded on the e-procurement portal.
- The information furnished is true and correct.
- I/We understand that **any misrepresentation or omission may lead to rejection of the bid or termination of contract**, if awarded.

Signature of Authorised Signatory: \_\_\_\_\_

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

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

Firm Seal:

Date: \_\_\_\_\_

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**ANNEXURE-VII: Pre-Bid Query / Clarification Template**

(To be submitted by bidders through email: [mgrimfl.dscsc@gmail.com](mailto:mgrimfl.dscsc@gmail.com) on or before 10 am on 22.01.2026)

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**Request for Proposal (RFP) Title**

**Selection of Architect & Project Management Consultant for Renovation / Modernisation of Liquor Vends of DSCSC**

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RFP Reference No.:	
Name of Bidder / Firm	
Registered Address	
Contact Person (Authorized):	
Mobile No.:	
Email ID	

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**Pre-Bid Meeting Details**

- **Date:** 22.01.2026
  - **Time:** 11:00 Hrs
  - **Mode:** Physical / Online (as specified in RFP)
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**Format for Submission of Queries**

S. No.	RFP Section/ Clause No.	Page No.	Clause Description (as per RFP)	Query/ Clarification Sought	Bidder's Specific Suggestion (if any) (indicate alternative wording, if any, proposed)
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S. No.	RFP Section/ Clause No.	Page No.	Clause Description (as per RFP)	Query/ Clarification Sought	Bidder's Specific Suggestion (if any) (indicate alternative wording, if any, proposed)
1					
2					
3					
4					

### Important Instructions

1. Queries **must be specific**, clearly referencing the **exact clause and page number** of the RFP.
2. Queries submitted **after the stipulated deadline** may not be considered.
3. No queries will be entertained **outside this format**.
4. Responses to queries will be issued through **Corrigendum / Addendum** on the e-procurement portal only.
5. **Oral clarifications**, if any, during the pre-bid meeting shall **not be binding** unless confirmed in writing by DSCSC.

### Declaration by the Bidder

We hereby confirm that the above queries are submitted in good faith for clarification only and that we have carefully examined the RFP document.

Signature: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

Seal of the Firm: \_\_\_\_\_



## **Annexure - A**

**List of Vends for which 2-D concept design (minimum two) and otherservices like PMC are required**

S.NO	NAME OF VEND	ADDRESS OF VEND
1	DSCSC VEND 870 SQ FT	SHOP NO. 29, GROUND FLOOR, PANCHKUIAN ROAD, NEW DELHI
2	DSCSC VEND 1210 SQ FEET	SHOP NO. B-1 GROUND FLOOR, EAST BALDEV PARK, DELHI
3	DSCSC VEND 1798 SQ. FT.	SHOP NO. A1/50 & 51, KH. NO. 14/2 GROUND FLOOR, SEWAK PARK, UTTAM NAGAR, DELHI 110059
4	DSCSC VEND 750 SQ. FT	SHOP NO. G 5 AND G-18, WEST END MALL, DISTRICT CENTRE JANAKPURI DELHI 110058
5	DSCSC VEND 1430 SQ. FT	PLOT NO. 10, KHASRA NO. 8/18/3, JAWAHAR NAGAR, INDUSTRIAL AREA, MAIN LONI R OAD, DELHI

### **Existing L-6 Vends**

S.NO	NAME OF VEND	ADDRESS OF VEND
1	DSCSC VEND 900 SQ FEET	61/1, MANMOHAN BUILDING, YUSUF SARAI MARKET, DELHI
2	DSCSC VEND 444 SQ FEET	SHOP NO.11,21 & 22, VARDHMAN CROWN MALL, SECTOR-19, DWARKA, DELHI-110075
3	DSCSC VEND 920 SQ. FT.	SHOP NO.166/1, KH. NO.596, RAJU PARK, DEVL I ROAD, KHANPUR, DELHI-110062
4	DSCSC VEND 1100 SQ. FT	SHOP NO.21 & 24, INA, MOHAN SINGH MARKET, DELHI
5	DSCSC VEND 1150 SQ. FT	SHOP NO. H-16, GROUND FLOOR, BALI NAGAR, DELHI



**ANNEXURE-B**

**List of Vends for which 3-D walkthrough video is required**

S.No	Name of Vend	Address of vend
1	DSCSC vend 870 Sq Ft	Shop No. 29, Ground Floor, Panchkuian Road, New Delhi
2	DSCSC Vend 1210 Sq Ft	Shop No. B-1 Ground Floor, East Baldev Park, Delhi



## ANNEXURE – C

### INTEGRITY PACT

This Integrity Pact is made on this \_\_\_ day of \_\_\_\_\_ between **Delhi State Civil Supplies Corporation Ltd. (DSCSC Ltd.)** having its office at 7/9 Aram Bagh, Aapurti Bhawan, Paharganj, New Delhi -55, hereinafter referred to as "the Procuring Entity" **AND** \_\_\_\_\_, having its registered office at \_\_\_\_\_, hereinafter referred to as "the Bidder".

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#### 1. Purpose

This Integrity Pact is intended to ensure transparency, fairness, and integrity in public procurement and to prevent corruption, bribery, and unethical practices in the bidding and execution of the contract.

#### 2. Commitments of the Procuring Entity

The Procuring Entity (DSCSC Ltd.) undertakes that:

- No official involved in the procurement process shall demand or accept any bribe, gratification, or inducement.
- The procurement process shall be conducted in a transparent and fair manner in accordance with applicable government rules

#### 3. Commitments of the Bidder

The Bidder hereby declares and undertakes that:

- It has not offered, promised, or given any undue advantage to any official of the Procuring Entity.
- It has not entered into any collusive arrangement with any other bidder.
- All information and documents submitted in response to the RFP are true and correct.

#### 4. Prohibited Practices

The Bidder shall not engage in:



- Bribery or corruption
- Fraud or misrepresentation
- Collusive bidding or cartelization
- Coercion or undue influence
- Any practice contrary to applicable laws and government procurement guidelines

A handwritten signature in blue ink, consisting of a stylized 'S' followed by a vertical line and a small loop.



## **5.Sanctions for Violation**

Any violation of this Integrity Pact may result in:

- i. Rejection of the bid
- ii. Forfeiture of Bid Security / Performance Security
- iii. Cancellation or termination of the contract
- iv. Debarment / blacklisting for a specified period Legal action under applicable laws

## **6.Validity**

This Integrity Pact shall remain valid from the date of submission of the bid until completion of the contract, including warranty / defect liability period, or termination, whichever is later.

## **7.Acceptance**

This Integrity Pact shall be signed by the authorized signatory of the Bidder and submitted along with the Technical Bid. Non-submission shall render the bid non-responsive.

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### **SIGNATURES**

#### **For the Procuring Entity (DSCSC Ltd.)**

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

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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#### **For the Bidder**

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

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

Company Seal & Signature: \_\_\_\_\_

Date: \_\_\_\_\_

