

DELHI DEVELOPMENT AUTHORITY

EXPRESSION OF INTEREST

Invitation for Expression of Interest (EOI) for empanelment of service provider i.e. electrician, plumber, lift operators, security guard, horticulture and conservancy staff etc. for maintenance of various colonies of DDA by RWA's. The main objective to empanel the service provider is to provide technical support to RWA's of DDA developed colonies (New & Old) in order to guide RWA's and wherever required to supplement their efforts in getting maintenance works executed under the supervision of RWA's in the form of providing a list of experienced agencies to look after the respective residential complexes with experience in the areas of housekeeping, operation and maintenance of their plant, equipment, installation, fitting & fixture in the technically sound manner.

A complete E.O.I. with all the details like funding of maintenance of colonies, method of participation and required documents etc. is available at www.dda.org.in. Interested agencies shall submit one hard and one soft copy at the address mentioned below before 18.00 Hours IST on 26.04.19. The DDA reserves the right to accept or reject any or all the proposals without assigning any reasons whatsoever.

(A.K.Suneja)
Secretary/CRB/DDA
1st Floor, Vikas Minar,
I.T.O., New Delhi-110002
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Sub:- Expression of interest (E.O.I.) for empanelment of service provider i.e.electrician, plumber, lift operators, security guard, horticulture, conservancy staff etc. for maintenance of various colonies of DDA by RWA's.

ANNEXURE-1 ; TERMS OF REFERENCE

1) BACK GROUND

During one of senior officers meetings, it has been discussed that there is need to provide technical support to RWA of DDA developed colonies (New and Old) in order to guide RWAs and wherever required, to supplement their efforts in getting maintenance works executed under the supervision of RWAs in the form of providing a list of experience agencies to look after the respective residential complexes with experience in the areas of Housekeeping, Operation and Maintenance of their plant, equipment, installation, fitting & fixtures in the technically sound manner. Accordingly DDA proposes to empanel the service provider's agencies for providing services of electrician, plumber, lift operators security guard, conservancy staff, Mali etc. The agencies so empanelled shall have initial validity of three years which may be reviewed after depending upon their performance by DDA. RWA can also verify the past performance of such service provider from independent sources. Within the period of 3 years validity of panel, review of individual cases shall also be undertaken depending on any adverse performance reported by R.W.A.

2) FUNDING OF MAINTENANCE OF COLONIES OF DDA.

Funding for maintenance of colonies of DDA New or Old will be done by RWA's as per their requirement through the funds generated by RWA themselves. The EOI does not entail any commitment on the part of DDA to award or bear the cost of documents and DDA is not responsible for rates, contract amount and other condition deemed fit, signed between service provider & RWA's and any mutual dispute, thereof for redressal.

3) HOW TO PARTICIPATE.

i) Interested service provider, all enlisted contractors of DDA, CPWD, MES in Civil Class-V (Civil), Class-IV(Electrical), Class-III (Hort.) and Composite category, Reputed service providing agencies, Companies working in CPWD/other Central Government Complexes, private flats and societies can also apply. However they must submit their experience of working for last 3 years in the field with certificate of satisfactory performance from their respective clients, RWAs, Builders, EEs in-charge of Govt. organization concerned etc.

ii) The proposal shall include, a letter of intent (as per Appendix-1) on the letterhead of the responding agency. The letter of intent shall be duly signed and forwarded by the respective service provider.

iii) Proposal received from service provider must be completed in all respect with form and annexure filled and duly signed. Incomplete proposal shall be liable to be rejected.

4) EVALUATION DOCUMENTS.

- i) Performance of work submitted by the service provider for last three years completed/ in progress in CPWD Colonies, Societies, DDA colonies (New or Old).
- ii) Balance sheet certified by CA, for past 2 years at least.
- iii) List of works in hand – Proforma.
- iv) Valid electric license in case of electrical work, registration of DJB for plumbing work, valid enlistment of DDA, CPWD & MES.
- v) The applicant should have sufficient T&P machinery, equipment and workshop as required for execution of work.
- vi) The applicant should have qualified technical staff for execution of work.
- vii) No fee will be charged from any of such provider for enlistment.

5) INSTRUCTION FOR APPLICATION.

Complete application form shall be submitted to the address below by Registered post.

Secretary(CRB), DDA, 1st Floor, Vikas Minar, New Delhi-110002.

6) SELECTION PROCESS.

- i) Applications received from service provider will be scrutinized by Contractor Registration Board.
- ii) If required, CRB can ask applicant to provide further documents, field visit as well as original versions of supporting documents included in the proposal for decision making purposes, which are to be made available within one week of such request being made.
- iii) Contractor Registration Board will upload the panel on ddawebsite.
- iv) No empanelled service provider has the right to claim being a Registered Contractor in DDA on the basis of such empanelment.

A) For new service provider application form.

- 1) Category _____
- 2) Name of applicant _____
- 3) Nationality Indian _____ Other _____
- 4) Address _____
- 5) Telephone Number _____
e-mail address _____
- 6) Partnership firm/Individual

7) Furnish names and paste photographs

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- 8) Name of Bankers with full address _____
- 9) Place of business preferably --- Delhi.
- 10) Full time technical staff employed
- 11) Does the applicant have sufficient T&P machinery, equipment and work shop as required.
- 12) **For Electrical work**
i) Does the applicant possess valid electrical license.
- 13) **For Civil work**
i) Does the applicant possess valid registration of DJB for plumbing work.
- 14) **For Horticulture work**
i) Does the applicant have experience, malis for maintaining trees garden & green field.
- 15) Detail of works completed/in progress during last three years in CPWD colonies societies DDA colonies new or old if any.
- 16) Certificate of Performance from client.
- B) All enlisted contractor of DDA, CPWD, MES in Civil Class-V, Elect Class-IV & Horticulture Class-III with valid date of registration can also apply with their details of registration, other documents as below:-**
- 1) Name of Department _____
- 2) Class and category _____
- 3) Enlistment authority and address _____
- 4) Enlistment No. and date _____
- 5) Date of validity _____
- 6) Entitlement of work amount _____
- 7) Detail of works completed/in progress _____
- 8) Certificate of Performance from client. _____

Appendix-1 : Letter of Intent

From

To

The Secretary(CRB),
DDA, 1st Floor, Vikas Minar,
New Delhi-110002

Sub:- Expression of interest (E.O.I.) for empanelment of service provider i.e. electrician, plumber, lift operators, security guard, horticulture, conservancy etc. for maintenance of various colonies of DDA by RWA's.

Dear Sir,

Having examined the details in the terms of reference for the above proposal, we hereby submit the letter of Intent (LoI) along with all relevant documents.

I/We hereby certify that all statements made and information supplied in the Proposal with respect to the Terms and Reference (ToR) and accompanying documents are accurate and true to best of our knowledge.

Name of State/Union Territory:_____

Enclosures:

1. _____
2. _____
3. _____

Date of submission_____

Signature of authorized signatory
(Seal)

