



दिल्ली वकास प्रा धकरण  
उप-निदेशक कार्यालय, उद्यान खण्ड - तृतीय  
बी2बी, जनकपुरी, नई दिल्ली-110058



ई-नि वदा सूचना संख्या: 02/24-25/HD-III/DDA  
**E-TENDER NOTICE NO. 02/24-25/HD-III/DDA**

निम्नलिखित कार्यों के लिए उप-निदेशक उद्यान खंड-III, B2B, जनकपुरी, दिल्ली विकास प्राधिकरण की ओर से ई-टेंडरींग मोड के माध्यम से ऑनलाइन प्रतिशत दर निविदा के लिए 3:00 PM \_\_\_\_\_ तक केवल योग्य और अनुमोदित ठेकेदार जो बागवानी/उद्यान श्रेणी के तहत दि.वि.प्रा. और के.लो.नि.वि. से पंजीकृत हो और एमईएस, बीएसएनएल, रेलवे की उपयुक्त सूची में शामिल हो, को आमंत्रित किया जाता है।

Online **percentage rate** tenders are invited through E-Tendering mode for the following work by The Deputy Director Hort. Div. III, B2B, Janak Puri on behalf of Delhi Development Authority up to 3:00 P.M. \_\_\_\_\_ from approved and eligible registered under Horticulture category of DDA & CPWD and those of appropriate MES, BSNL, Railway through E-tendering mode for the following work.

S. No.	NIT No. & Description of work	Estt. Cost	Last Date and Time of Submission of EMD, Cost of Tender Document and Other Documents on CPP Portal	Time and Date of Opening Eligibility Document
		Earnest Money		
		Time Allowed		
1.	16/DD/(Hort.)-III/DDA/2024-25 <b>Name of work:</b> M/o complete scheme of N/A – II under SWZ. <b>M/o M.P.Green area Mango Orchard at Sayed Nangloi Ph-I, II &amp; III.</b> <b>Sub Head:</b> Complete maintenance of the entire garden, features, lawn, woodland & cleaning sweeping of path at site for 12 months.	Rs. 1,67,55,413/-	13.05.2024 at 3:00 PM	14.05.2024 at 3:30 PM
		Rs. 3,35,108/-		
		12 Months		
2.	17/DD/(Hort.)-III/DDA/2024-25 <b>Name of work:</b> M/o complete scheme of N/A – II under SWZ. <b>1. M/o DDA land as green surrendered by Swatantra Bharat Mill.</b> <b>2. M/o nursery at DDA land as green surrendered by Swatantra Bharat Mill.</b> <b>Sub Head:</b> Complete maintenance of lawn, play area, trees, Polythene bags pots and cleaning, sweeping of path etc. at site for 12 months.	Rs. 1,36,08,457/-	13.05.2024 at 3:00 PM	14.05.2024 at 3:30 PM
		Rs. 2,72,169/-		
		12 Months		

**NOTE:**

1. The bidder will use one UTR for one work only. In case, it is found that he has used one UTR number for different tenders, all the tenders submitted by him will be rejected and he will be debarred from further tendering in DDA in future.
2. The intending tenderer should ensure before tendering in DDA that the requisite fee has already been deposited with CRB.
3. For terms and conditions, eligibility criteria, the manner in which Earnest Money is to be deposited through RTGS mode and other information/instructions, please visit DDA's website <https://eprocure.gov.in/eprocure/app> or [www.dda.org.in](http://www.dda.org.in). for any assistance on e-tendering, please contact concerned Dy. Director (Hort.) or M/s. N.I.C. on email [cppp-nic@nic.in](mailto:cppp-nic@nic.in) or 24 x 7 helpline number 1800-30702232, Mob. No. 91-7878007972, 91-7878007973.

### IMPORTANT TERMS & CONDITIONS FOR TENDERERS

Tenderers are required to go through the same before participating in the tender.

1. The unique transaction reference on RTGS against EMD shall be placed online at specified location for Tender for Electronic Time and Attendance Recording System. The tender shall be submitted online.
2. The tenders shall be opened online at \_\_\_\_\_ dated \_\_\_\_\_ in the presence of a committee or their representatives by authorized tender openers. The tenderer will be at liberty to be present either in person or through an authorized representative at the time of opening of the tender or they can view the tender opening event online at their remote end.
3. The tenderer should furnish the above-mentioned Earnest Money in the form of RTGS. The amount will be retained by DDA as part of security deposit, in case tender is accepted, otherwise it will be refunded. However, no interest shall be payable on the earnest money.
4. The tender shall be submitted online.
5. **If the agency quotes rate below 10% of the estimated cost of the tender, his bid will not be considered and will be rejected and action as deemed fit can be initiated by DDA against the agency and it can also be debarred for tendering in Horticulture Wing of DDA.**
6. No hard copy of any document will be required to be submitted by the tenderer till the opening of the tenders. Hard copies of relevant documents will **be required from the lowest tenderer (L1) only.**

**The tenderers are required to furnish following documents: -**

- (i) Scanned copy of Certificate of Registration for GST and latest return filed.
- (ii) Scanned copy of Tender Acceptance Letter (to be given on Company's letter head).
- (iii) Scanned copy of e-Tendering Fee from CRB.
- (iv) Scanned copy of PAN Card.
- (v) Scanned copy of Enlistment order of the contractor.
- (vi) Provident Fund Account no. of Firm/Company-Scanned copy.
- (vii) ESI No. of Firm/Company.
- (viii) Scanned copy of EMD paid through RTGS/ NEFT **(Sr. Accounts Officer CAU (Horticulture) account no. 01201110000010 with branch of HDFC, GF 01, 02, 03, Laxmi Deep Building, Laxmi Nagar Distt. Centre Vikas Marg, Delhi-90 and IFSC code HDFC0000120).**
- (ix) Undertaking for minimum wages "that he will make payments to his staff as per minimum rates of wages as applicable in Delhi".
- (x) Scanned copy of cancel cheque (Optional).

Any tender found lacking with respect to the necessary information and/or documents and/or Earnest Money will not be considered.

Schedule of Quantity in the form of BoQ\_XXXXX.xls.

## **NOTICE INVITING TENDER**

**(E-TENDERING MODE)**

Online **percentage rate** tenders are invited through E-Tendering mode for the following work by the Dy. Director (Hort.), Hort. Div.-III on behalf of DDA up to **3.00 P.M. .05.2024** from approved and eligible contractors registered under Horticulture category of DDA as well as Non-DDA (meeting eligibility criteria) for the above mentioned work.

The enlistment of the contractors should be valid on the last date of submission of tenders. In case the last date of submission of tender is extended, the enlistment of contractor should be valid on the original date of submission of tenders.

The work is estimated to cost as mentioned above. This estimate however is given merely as rough Guide.

To become eligible for issue of tender, the tenderers to furnish an affidavit as under:

"I/we" undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of the Department, then I/we shall be debarred for tendering in DDA in future for ever. Also, if such a violation comes to the notice of the Department before the date of start of work the Officer In-Charge (Hort.) shall be free to forfeit the entire amount of earnest money deposit/performance guarantee.

Agreement shall be drawn with successful tenderer on prescribed form attached. Tenderer shall quote his rates as per various terms and conditions of the said form which will form part of the agreement.

The time allowed for carrying out the work as given above from the date of start as defined in Schedule F or from the first date of handing over the site, whichever is later, in accordance with the phasing, if any, indicated in the tender documents.

The site for the work is available.

The tender document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents except standard general conditions of contract form can be seen from website <https://eprocure.gov.in/eprocure/app> or [www.dda.org.in](http://www.dda.org.in).

- (i) Scanned copy of Earnest Money shall be deposited through RTGS/NEFT in the account of **Sr. Accounts Officer CAU (Horticulture) account no. 01201110000010 with branch of HDFC, GF 01, 02, 03, Laxmi Deep Building, Laxmi Nagar Distt. Centre Vikas Marg, Delhi-90 and IFSC code HDFC0000120**. The unique transaction reference of RTGS/NEFT shall have to be uploaded by the tenderer in the e-tendering system by the prescribed date. The Dy. Director (Hort.)-III will get earnest money verified from CAU based on the unique transaction reference number against each RTGS/NEFT payment before the tenders are opened.
- (ii) A part of earnest money is acceptable in the form of bank guarantee also. Earnest Money up to Rs.20.00 lacs will have to be deposited through RTGS/NEFT mode. If the amount of **E.M. is** more than Rs.20.00 lacs then the amount of E.M. beyond Rs. 20.00 lacs can be deposited in the form of Bank Guarantee also. Such Bank guarantee is to be scanned and uploaded to the e-tendering website within the period of tender submission.
- (iii) The bidder/tenderer will use one UTR for one work only. In case it is found that he has used one UTR Number for different tenders, all the tender submitted by him will be rejected and he will be barred from further tendering in DDA in future. **Point**

no. (i) to (iv) shall come into force w.e.f 01-01-2022.

- (iv) Bidder/tenderer registered in Contractor's Registration Board (CRB) of DDA are required to pay the e-tendering annual charge as under: -

S. No.	Class of Contractor	Amount to be paid P.A
1	Class-I	20,000.00 + GST as applicable
2	Class-II	16,000.00 + GST as applicable
3	Class-III	14,000.00 + GST as applicable
4	Class-IV	10,000.00 + GST as applicable
5	Class-V	6,000.00 + GST as applicable

The fee for the CRB registration is to be deposited in the account of CRB/DDA and not in the account of Sr. AO/DDA. The account details of CRB/DDA is as under:

PAO/EW/DDA, Central Bank of India, Vikas Minar, New Delhi; A/C No.: 1075843312; IFSC Code: CBIN0281467.

- (v) No hard copy of any document will be required to be submitted by the tenderer till the opening of the tenders. Hard copies of relevant documents will **be required from the lowest tenderer (L1)** only."
- (vi) Copy of Enlistment Order and other documents as specified in the press notice shall be scanned and uploaded to the **e-tendering website (CPP Portal)** within the period of tendersubmission.

Online tender documents, submitted by intending bidders, shall be opened only of those bidders, whose Earnest Money Deposit, Document and other **documents uploaded on web site (CPP Portal)** be found in order.

10. The contractor, whose tender is accepted, will be required to furnish performance guarantee of **5% (five percent)** of the tendered amount within the period specified in Schedule F. This guarantee shall be in the form of cash (in case guarantee amount is less than Rs. 10,000/-) or Deposit at call receipt of any scheduled bank/Banker's cheque of any scheduled bank/Demand draft of any scheduled bank/Pay order of any scheduled bank (in case guarantee amount is less than Rs. 1,00,000) or Government securities or fixed Deposit Receipts or Guarantee Bonds of any Scheduled bank or the State Bank of India in accordance with the prescribed form.
11. Intending Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges

consequent on any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity, access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract document. Submission of a tender by tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant etc. will be issued to him by the government and local conditions and other factors having a bearing on the execution of the work.

12. The competent authority on behalf of DDA does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without assigning any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.
13. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.
14. The competent authority on behalf of DDA reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
15. The contractor shall not be permitted to tender for works in the DDA Circle (Division in case of contractors of Horticulture/Nursery category) responsible for award and execution of contracts in which his near relative is posted as Divisional Accountant or as an officer in any capacity between the grades of Dy. Director (Hort.) and Sectional Officer (Hort.) (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives of any Gazetted officer in DDA or in the Ministry of Urban development. Any breach of this condition by the contractor would render him liable to be removed from approved list of contractors of this department
16. No Officer of gazetted rank or other Gazetted officer employed in Horticulture or Administrative duties in a Horticulture department of the Government of India is allowed to work as a contractor for a period of one year after his retirement from the Government service, without the previous permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found anytime to be such a person who had not obtained the permission of the DDA as aforesaid before submission of the tender or engagement in the contractor's service.
17. The tender shall remain valid for a period of 75 days from the end of the last date of receipt of technical Bid. If any tenderer withdraws his tender the following actions can be taken as per merit.

S.No.	Case of withdrawal of offer	Action to be taken
1.	If the tenderer withdraws his tender or make any modification which is not acceptable to the department within 7days after last date of submission of bids.	The DDA shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said Earnest money as aforesaid, irrespective of the letter of acceptance for the work is issued or not . Further the tenderer shall not be allowed to participate in the re tendering process of the work.
2.	If the contractor withdraws his offer or make any modification which is not acceptable to the department after expiry of 7 days after the last date of submission of tenders.	The DDA shall, without prejudice to any other right or remedy, be at liberty to forfeit 100% of the said Earnest money as aforesaid, irrespective of the letter of acceptance for the work is issued or not.
3.	If the contractor withdraws his offer immediately after the award of work and taking over possession of site.	It is deemed that the contractor has entered into Agreement and action to penalize the contractor, for not completing the work within the stipulated period under Clause-2 & 3 will be taken against the contractor, if he abandons the site after taking over the possession of the site from the Officer-in-charge. For taking action under Clause 2 & 3, the only documentary proof required will be the document showing signature of the contractor or his authorized representative for taking over the possession of site. It is further clarified that action under Clause 2 & 3 of the agreement attracted even though the Contractor fails to sign the agreement on Rs. 100/- non-judicial stamp paper but do not start work from the tenth day after date on which the order to commence the work is issued to the contractor. The date of start of the work will be considered as date of taking over the possession of site. In case of tender for supply of material the documentary proof for start of work will be submission of samples for approval to Officer-in-Charge i.e. in case the supply order is given to the contractor and he fails to supply the materials or submit the samples to Officer-in-Charge then the action to be taken against the contractor is only the forfeiture of earnest money and if he submits the samples for supply and there after abandons the work or fails to supply the materials then action under Clause- 2 & 3 is attracted.

The above condition shall come into force w.e.f. 01-01-2022.

18. This 'Notice Inviting Tender' shall form part of the contract document. The successful tenderer/contractor on acceptance of his tender by the Accepting Authority, shall, within 15 days from the stipulated date of start of the work, sign the contract consisting of: -
- (a) The Notice inviting tender, all the documents including additional conditions, specifications and drawings, if any, forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.
- (b) Standard NIT Form 8 or other Standard DDA Form as mentioned.
19. In case any discrepancy is noticed between the document as uploaded at the time of submission of the bid online and hard copies as submitted physically in the office of Dy. Director (Hort.), then the bid submitted shall become invalid and the Government shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the tenderer shall not be allowed to participate in the retendering process of the work.

20. a) If any information furnished by the applicant is found incorrect at a later stage, he shall be liable to be debarred from tendering and taking works in DDA. The department reserves the right to verify the particulars furnished by the applicant independently including carrying out inspection of works completed by them.  
b) The department reserves the right to reject any application without assigning any reason.
21. (a) It may please be carefully noted that no condition, whatsoever, shall be accepted by the department and the contractor is strictly prohibited from giving conditional tender and if any contractor is not prepared to execute the work at the terms and conditions contained in the tender documents, he is requested not to tender for this work. It may be noted that if any contractor chooses to submit conditional tender in spite of clear direction given above, his tender is liable to be summarily rejected and his full Earnest Money shall stand forfeited. He will also be liable for being debarred from tendering in DDA for a period of six months.

Dy. Director (Hort.)-III  
DDA

No. F10 (1) NIT/2024-25/Hort. III/DDA/417

Dated 24.05.2024.

Copy to:

1. निदेशक (उद्यान ) उत्तर-पश्चिमी, दि.वि.प्रा.
2. उप. निदेशक उद्यान खण्ड- II, V, VIII, X और द्वारका दि.वि.प्रा.
3. उप. निदेशक कोटि नियंत्रण, दि.वि.प्रा.
4. वरिष्ठ लेखाधिकारी के.ले.ई. (उद्यान), दि.वि.प्रा.
5. महासचिव उद्यान एसोसिएशन दि.वि.प्रा. B-1/122, अशोक विहार, Ph.- II, N.D.
6. सभी सह. निदेशक उद्यान खण्ड- 3 दि.वि.प्रा.
7. सूचना पट उद्यान खण्ड- 3, दि.वि.प्रा.
8. पोर्टल से संपर्क के लिए वेबसाइट <https://eprocure.gov.in/eprocure/app> or <https://dda.org.in>.
9. एन.आई.सी .नई दिल्ली.

Dy. Director (Hort.)-III  
DDA