

**Annexure-II**

**INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR E-TENDERING FORMING PART OF BID DOCUMENT AND TO BE POSTED ON WEBSITE (Applicable for inviting open tenders)**

Executive Engineer (E), Electrical Division no.12 on behalf of Delhi Development Authority invites online bids from approved and eligible contractors of DDA & CPWD and those of enlisted contractors of appropriate class of MES, BSNL, Railway for the following work:

1.	NIT No.	:	18/EE/ELD-12/DDA/2021-22.
2.	Name of work	:	M/o Completed Scheme of Nazul A/c-II under SWZ.
3.	Sub Head	:	Annual Repairing and maintenance of Submersible pumpsets and Panel board accessories in parks/Greens of Hort. Division-3 under SWZ.
4.	Estimated Cost put to bid	:	Rs 2251595.00
5.	Earnest Money	:	To be filled as EMD declaration
6.	Period of completion	:	12Months
7.	Publish Date (uploading)	:	08.09.2021
8.	Document download / sale start date	:	08.09.2021
9.	Document download / sale end date	:	16.09.2021 upto 3.00PM
10.	Date & time of Pre-Bid (if applicable)	:	Not Applicable
11.	Clarification start date	:	08.09.2021
12.	Clarification end date	:	16.09.2021 upto 3.00PM
13.	Bid submission start date & time, scanning & uploading of EMD declaration form, proof of payment for processing fee & other documents	:	08.09.2021
14.	Bid submission end date & time, scanning & uploading of EMD declaration form, proof of payment for processing fee & other documents	:	16.09.2021 upto 3.00PM
15.	Bid opening date & time	:	17.09.2021 at 3.30PM
16.	Time & date of opening of price bid	:	To be notified after qualification of eligible agencies.

- The intending bidder must read the terms and conditions of CPWD-7 carefully, He should only submit his bid if he consider himself eligible and he is in possession of all the documents required.
- Information and instructions for bidders will form part of NIT & to be uploaded on website.
- The bid 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 can be seen from [www.dda.org.in](http://www.dda.org.in) or central public procurement portal <https://eprocure.gov.in/eprocure/app> free of cost.  
Those contracts not registered on the website mentioned above, are required to get registered beforehand. If needed they can be imparted training on online tendering process as per details available on the website. The intending bidder must have valid class – II digital signature to submit the bid.
- But the bid can only be submitted after depositing E – tendering processing fee, and uploading the mandatory scanned documents



**Note: Bidders registered in Contractor's Registration Board (CRB) of DDA are required to pay the e-tendering annual charges as under:**

S. No.	Class of Contractor	Amount to be paid per Annum
1.	Class-I	Rs. 20,000
2.	Class-II	Rs. 16,000
3.	Class-III	Rs. 14,000
4.	Class-IV	Rs. 10,000
5.	Class-V	Rs. 6,000

The bidders who are not registered in CRB of DDA and wish to bid in DDA tenders are required to pay annual charges of e-tendering as under:

Cost of Work	e-tendering fees
1. Up to Rs. 15.00 Lac	Rs. 6000/-
2. Above Rs. 15.00 Lac to 20.00 Crores	Rs. 20000/-
3. Above Rs. 20.00 Crores	Rs. 50000/-

**Note:- G.S.T @ 18% i.e. (CGST @ 9% & SGST @ 9%) is to be levied along with tendering /processing fee from all the registered /Non-registered/To be registered contractors.**

The bid submitted shall be opened at 03:30 pm on As per Annexure-II.

5. Those contractors not registered on the website mentioned above, are required to get registered beforehand. If needed they can be imparted training on online tendering process as per details available on the website.
6. The intending bidder must have valid class-II digital signature to submit the bid.
7. On opening date, the contractor can login and see the bid opening process. After opening of bids, he will receive the competitor bid sheets.  
The bid can only be submitted after uploading the mandatory scanned documents such as EMD declaration form and other documents as specified.
8. The physical EMD of the scanned copy of EMD uploaded shall be deposited by the lowest bidder within a week after opening of financial bid failing which the bid shall be rejected and enlistment of the agency shall be withdrawn by the enlisting authority / the agency shall be debarred from tendering in DDA.
9. Certified Copy of Enlistment Order and other documents as specified in the press notice shall be scanned and uploaded to the e-tendering website within the period of tender submission.
10. Contractor can upload documents in the form of JPG format and PDF format.
11. Contractor must ensure to quote **percentage above / below** on the total amount of the tender or any section / sub head in **percentage rate tender**. In addition to this while selecting any of cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate shall be treated as "0" (ZERO).  
However, if a tenderer quotes nil rates against each item in item rate tender or does not quote any **percentage above / below** on the total amount of the tender or any section / sub head in **percentage rate tender**, the tender shall be treated as invalid and will not be considered as lowest tenderer.
12. The eligibility and / or technical bid shall be opened first on due date and time as mentioned above. The time and date of opening of financial bid of contractors qualifying the technical bid shall be communicated to them at a later date.
13. ~~Pre Bid conference shall be held in the chamber of EE/ELD-12at \_\_\_\_\_\*\_\_\_\_\_ on \_\_\_\_\_\*\_\_\_\_\_ to clear the doubt of intending tenderers, if any.~~



14. The department reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many tenders are received satisfying the laid down criterion.
15. Online tender documents submitted by intending bidders shall be opened only of those bidders, whose proof of submission of Earnest Money Deposit declaration form, and other documents are found in order.

**16. Care in submission of Tenders:**

- i) Before submitting a tender, the tenderer will be deemed to have satisfied himself by actual inspection of the site and locality of the works, that all conditions liable to be encountered during the execution of the works are taken into account and that the rates he enters in the tender forms are adequate and all-inclusive to accord with the all the provisions of the standard / General conditions / clauses of contract / bid document for the completion of works to the entire satisfaction of the Engineer.
- ii) Tenderer will examine the various provisions of the central Goods and services tax Act, 2017 (CGST) / Integrated goods and services Tax Act, 2017(IGST) Union Territory Goods and services tax Act, 2017 (UTGST)/ respective states state goods and services tax act (SGST) also, as notified by central / state govt. & as amended from time to time and applicable taxes before bidding. Tenderers will ensure that full benefit of input Tax credit (ITC) likely to be availed by them is duly considered while quoting rates.
- iii) The successful tenderer who is liable to be registered under CGST / IGST/UTGST/SGST act shall submit GSTIN along with other details required under CGST / IGST/UTGST/SGST act to DDA immediately after the award of contract, without which no payment shall be released to the contractor. The contractor shall be responsible for deposition of applicable GST to the concerned authority.
- iv) Every tenderer / bidder is required to be registered compulsorily himself under CGST/IGST/UTGST/SGST Act.
- v) TDS under the provision GST law shall be deducted from the bills and / or payment of advances as and when made applicable under the Act.

Provisions of GST Act, 2017 shall have the superseding effect over the all earlier taxes like VAT/WCT/Service Tax/ other like taxes etc., as contemplated in the Act. Accordingly, the terms VAT / WCT/Service Tax / etc., appearing anywhere in the bid document may be read as the applicable tax under the GST Act-2017.

**17. List of self-attested documents to be scanned and uploaded within the period of tender submission, it mandatory to upload scanned copies of all the documents including GST, if documents are not uploaded than bid will become invalid & shall summarily be rejected.**

- i) Bidder should submit the EMD declaration Proforma on the company letter head given as under:

**Proforma for Earnest Money Deposit Declaration**

Whereas, I/we ..... (name of agency) ..... have submitted bids for ..... (name of work) .....

I/We hereby submit following declaration in lieu of submitting Earnest Money Deposit.

- (1) If after the opening of tender, I/we withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents.



Or

- (2) If, after award of work, I/we fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents,

I/we shall be suspended for one year and shall not be eligible to bid for DDA tenders from date of issue of suspension order.

**Signature of the contractor(s)**

- ii) Scanned copy of proof of payment made for processing fee charges as detailed in para 4 above.  
iii) Certificate of Registration for GST and acknowledgement of up to date filed return.  
iv) Registration of ESI & EPFO, If the firm has been exempted from EPFO&ESI, an undertaking shall be submitted given as below :-  
"It is certified that I/We have been exempted from EPFO &ESI" on the company letter head.  
v) Scanned copy of Tender Acceptance Letter, as per attached format.  
vi) Corrigendum to tender uploaded before opening of tender (if any).  
vii) Any other Documents as specified in the press notice.  
viii) Integrity pact  
ix) Electrical License  
x.) Enlistment order.  
xi) An undertaking that bidder has not been blacklisted from tendering process by any Govt. organization, PSU etc.  
xii) A mandatory undertaking shall be filled by all the vendors on the company letter head given as under:-  
"It is certified that I/We shall be bound with all labour laws including minimum wages & transfer all the wages through RTGS, EPF, ESI etc."  
If I/We fail or found not complying with the above during any stage of execution of work necessary legal action including terminations of contract, forfeiture of P.G etc. may be taken."

**Note:** It is mandatory to upload scanned copies of all the documents including GST registration if these documents are not uploaded, then bid will become invalid and shall summarily be rejected. Clarification of only those document having any ambiguity or as necessary in the interest of work as decided by Engineer-in-charge shall to only be taken. No new document shall be taken, original document can be checked at any stage during scrutiny of the tender as per direction of Engineer-in-charge.

  
Executive Engineer (E)  
Electrical Division-12/DDA


No. F.97(18)EE/ELD-12/DDA/2021-22/376

Dated-09/9/21

Copy to:-

1. Director(H)NW/West Zone /DDA, for kind information please.
2. SE/HCC-2/DDA, for kind information please.
3. EE(E)-1,2,3,4,5,6,7,8,9,10,11,&13/QAC/DDA,DD(Hort.)1,2,3,4,5,6,7,8,9,10 & Dwarka, DDA
4. All AE's/ELD-12/DDA. AE(P)/ELD-12/DDA.
5. The electrical engineers Contractor Association, 2362/1 Maharaja Complex, Mina Road, Patel nagar, New Delhi.
6. Notice Board, Electrical Division-12/DDA.
7. Dy. Director(System),DDA, Vikas Sadan, with request to check the E-mail at [ddatender@dda.org.in](mailto:ddatender@dda.org.in)
8. AAO/ELD-12 ensure to e-mail at [ddatender@dda.org.in](mailto:ddatender@dda.org.in)
9. M/s eprocure.gov.in/eprocure/app. Or [www.dda.org.in](http://www.dda.org.in) CGO complex Lodhi Road, New Delhi. For any assistance on e-tendering please contact concerned office or NIC on email [cphp-nic@nic.in](mailto:cphp-nic@nic.in) or 24 x 7 helpline no. 1800-233-7315.

  
Executive Engineer (E)  
Electrical Division-12/DDA

  
Mohit Bhawan  
AE(E) P