

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

Assistant Engineer (E), Qutab Golf Course on behalf of Delhi Development Authority invites online Percentage rate bids from approved & eligible contractors of DDA/ CPWD/ BSNL/ Railways/MES/ State Govt dealing with Building & Roads in appropriate category / OEM/Authorized Service Agent of Golf Cart fulfilling the eligibility criteria in open bid system for the following work upto 03:00 PM on.....*.....

1	NIT No.	:	10/AE/QGC/DDA/2025-26
2	Name of Work & location	:	Maintenance of Qutab Golf Course.
3	Sub Head	:	Supply, Installation, Testing and Commissioning of Golf Carts (6 Seaters), Battery and Battery Charger at Qutab Golf Course.
4	Estimated Cost put to bid	:	Rs. 60,73,890/-
5	Earnest Money	:	Rs. 1,21,478/-
6	Period of Completion	:	3 Months
7.	Publish Date (uploading)	:	31.01.2026
8.	Document Download / sale start date	:	31.01.2026
9.	Document Download / sale end date	:	
10.	Date and time of Pre –Bid (if applicable)	:	#Pre-bid to be scheduled for this work
11.	Clarification Start date	:	
12.	Clarification end date	:	
13.	Bid submission start date & time, scanning & uploading UTR of RTGS / NEFT against EMD, proof of payment for processing fee & other documents.		31.01.2026
14.	Bid submission end date & time, scanning & uploading UTR of RTGS / NEFT against EMD, proof of payment for processing fee & other documents.		06.02.2026 at 3.00 PM
15.	Bid Opening date & time		07.02.2026 at 3.30 PM
16.	Time & date of opening of price bid		
Time gap of minimum 3 (three) working days after last date & time of submission of bid shall be kept for opening of bid. However, NIT approving authority may vary this period of three days as per requirement.			

1. The enlistment of the contractor 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 tender.
2. The work is estimated to cost **Rs. 60,73,890/-**. This estimate, however, is given merely as rough guide.
3. Intending tenderer is eligible to submit the bid provided he has definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority.
4. 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.

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- 5 The time allowed for carrying out the work will be **3 Months** from the date of start as defined in Schedule F or from the first date handing over the site, whichever is later, in accordance with the phasing, if any, indicated in the tender documents.
- 6 The site for the work is available or as specified in the additional conditions attached.
- 7 The tender document consisting of 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 <http://eprocure.gov.in/eprocure/app>. or www.dda.org.in.
9. The intending bidder must read the terms and conditions of CPWD-6 carefully, He should only submit his bid if he consider himself eligible and he is in possession of all the documents required.
10. Information and instructions for bidders posted on website shall form of bid document.
11. 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 or central public procurement portal <http://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.

12. 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:

Sl. No..	Class of Contractor	Amount to be paid per Annum
1.	Class-I	Rs. 20,000 + GST @18%
2.	Class-II	Rs. 16,000 + GST @18%
3.	Class-III	Rs. 14,000 + GST @18%
4.	Class-IV	Rs. 10,000 + GST @18%
5.	Class-V	Rs. 6,000 + GST @18%

The bidders who are not registered in DDA and wish to bid in DDA tenders are required to pay annual charge of e-tendering to PAO/EW, DDA Vikas Minar New Delhi(**Email-ID - naresh.godlaw22@dda.gov.in**) in prescribed form as under :

Sl. No.	Cost of work	E-tendering fees
1.	Up to Rs. 15.00 Lacs	Rs. 6,000 + GST @18%
2.	Above Rs 15.00 Lacs to 20 Crore	Rs. 20,000 + GST @18%
3.	Above Rs. 20.00 Crore	Rs. 50,000 + GST @18%

Proof of registration (if applicable) and the proof of payment and its scanned copy are to be uploaded.

Earnest money has to be deposited through separate transaction.

Interested contractor who wish to participate in the bid has also to make following payments.

The unique transaction reference of RTGS / NEFT against EMD shall be submitted to tender opening Authority by the lowest bidder within one week of demand.

The bid submitted shall be opened at 03:30 pm on ____* ____.

Note:-“The bidder will use one UTR for one work only. In case it is found that he has used one UTR number for different bids, the entire bid submitted by him will be rejected and he will be debarred from further bidding in DDA in future.”

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13. 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.
14. The intending bidder must have valid class-II digital signature to submit the bid.
15. On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
16. Contractor can upload documents in the form of JPG format and PDF format.
17. ~~Certificate of financial turn over: At the time of submission of bid contractor may upload affidavit / certificate from CA mentioning financial turnover of last 5 years or for the period as specified in the bid documents and further details if required may be asked from the contractor after opening of technical bids. There is no need to upload entire voluminous balance sheet.~~
18. However, if a tenderer 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.
19. 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.
20. Pre Bid conference shall be held in the chamber of ____ * ____ at ____ * ____ on ____ * ____ to clear the doubt of intending tenderers, if any.
21. 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.
22. 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.

List of documents to be scanned and uploaded within the period of tender submission:

A. List of Eligibility documents

- i. The unique transaction reference of RTGS / NEFT against EMD and Bank Guarantee.
- ii. Valid Enlistment certificate in appropriate category/OEM Certificate for Golf Cart from OEM or Authorized Service Agent.
- iii. Scanned copy of proof of payment made for processing fee charges as detailed in para 12 above.
- iv. Certificate of Registration for / under GST act and acknowledgement of up to date filed return, if required/ IGST/UGST/SGST under GST act 2017.
- v. Scanned copy of Tender Acceptance Letter, as per attached format.(Form-‘E’)
- vi. Letter of transmittal on letter head of bidder (As per prescribed Form ‘A’)
- vii. An undertaking on Rs.100- non-judicial stamp paper under Article-4 affidavit mentioning NIT No. & name of work that bidder has not been blacklisted from tendering process by any Govt. organization, PSU etc. (As per prescribed Form- F) (Note:- One undertaking stamp paper will be used for one work. Same stamp paper not to be used in multiple NIT’s. If found in multiple NIT the tender shall be summarily rejected). L-1 tenderer will submit original copy in Division office/DDA.
- viii. Undertaking regarding uploading of all required documents and technical scrutiny will be done solely on the basis of uploaded documents as per Form-I.
- ix. Valid Electrical license/ OEM Certificate for Golf Cart from OEM or Authorized Service Agent.
- x. Corrigendum to the tender uploaded before last date of submission of bid(if any)
- xi. ~~Certificate of financial turn over: At the time of submission of bid contractor may upload affidavit / certificate from CA mentioning financial turnover of last 5 years or for the period as specified in the bid documents and further details if required may be asked from the contractor after opening of technical bids. There is no need to upload entire voluminous balance sheet.~~

B. Financial BID

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