

DELHI DEVELOPMENT AUTHORITY
QUTAB GOLF COURSE
NIT NO. 14 /QGC/DDA/2023-24

**INFORMATION AND INSTRUCTIONS FOR CONTRACTORS FOR e-TENDERING FORMING PART OF NIT
AND TO BE POSTED ON WEBSITE
(Applicable for inviting open tenders)**

Online **Percentage rate tender** in two bid system are invited through e-tendering mode for the following works by the undersigned on behalf of Chairman, DDA, upto 3.00 PM on the date mentioned below from the approved and eligible contractors of DDA in the appropriate class with the condition mentioned below.

In case the last date of submission of bid is extended the enlistment of contractor should be valid on the original date of submission of bids.

- i. Bid documents consisting of plans, specifications, the schedule of quantities of the various types of work to be done and the set of terms and conditions of contract to be complied with the contractor whose bid may be accepted and other necessary documents can be seen in the office of the Secretary QGC, between hours of 11.00 am to 3.00 pm up to 13.11.2023 (3:00PM) every day except on Sunday and public holidays.
- ii. 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 bids are received satisfying the laid down criterion.

NIT No.14 /QGC/ DDA/ 2023-24	
Name of work	Maintenance of Qutab Golf Course
Sub Head	Glass Cleaning of Old club house & new club house at QGC, DDA.
Estimated cost	Rs.5,73,876/-
Earnest Money	Rs.11,478/-
Contract Period	One Year
Last date and time of submission of tender	13.11.23 .up to 3.00 pm
Date and time of opening of Technical Bid	15.11.23 at 11.00 am
Date and time of opening of Financial Bid	-
Bank Details	Account Name: CAU SPORTS DDA (EMD Account)
	Name of Bank: Kotak Mahindra Bank
	Branch Name: Gulmohar Park , New Delhi-110049
	IFSC Code: KKBK0000184
	Account No. 1614159849

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 been already deposited with CRB
- (3) **No Hard Copy** of any document will be required to be submitted by the tenderers till the opening of the tenders. Hard Copies of relevant documents will be required from the lowest tenderer only.
- (4) For terms and conditions, the manner in which Earnest Money, cost of tender etc. are 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 For any assistance on e-tendering please contact concerned **0120-4200462**, **0120-4001002**, **0120-4001005**, **0120-6277787** or send a mail over to – support-eproc@nic.in
- (5) The tender shall be submitted online in two parts viz technical bid and financial bid.

Important terms & conditions for tenderers: -

4/11/23

(E – TENDERING MODE)

Online **Percentage rate tender** in two bid system are invited through e-tendering mode for the following works on behalf of Chairman, DDA, upto 3.00 PM on the date mentioned below on behalf of Delhi Development Authority from the approved and eligible contractors of DDA in the appropriate class with the condition mentioned below.

Name of work	:	Maintenance of Qutab Golf Courses, DDA.
Sub Head	:	Glass Cleaning of Old club house & new club house at QGC, DDA.
Estimated Cost	:	Rs. 5,73,876/-
Availability of site	:	The site for the work is available.

Condition/Eligibility Criteria for submission of tender documents

1. The enlistment of the contractors should be valid on the last date of submission of bids. In case the last date of submission of bid is extended the enlistment of contractor should be valid on the original date of submission of bids.
2. Tender shall be issued to contractor registered with DDA only for Civil works (B & R) upto Rs. 60.00 lakh.
3. Earnest Money of tender shall be deposited through RTGS/NEFT in the account of CAU Sports, DDA (EMD Account) having account No. 1614159849 with Kotak Mahindra Bank, Gulmohar Park, New Delhi-110049 (IFSC Code No. KKBK0000184). The unique transaction reference of RTGS/NEFT shall have to be uploaded by the tenderer in the e-tendering system by the prescribed date. AAO, QGC/DDA will get tender earnest money verified from A.O/CAU (Sports) based on the unique transaction reference number against each RTGS/NEFT payment before the tenders are opened.
4. Earnest Money up to Rs.20 Lakh will have to be deposited through RTGS/NEFT mode. If the amount of E. M. is more than Rs.20 Lakh then the amount of E. M. beyond Rs. 20 Lakh can be deposited in the form of Bank Guarantee and to be scanned and uploaded to the e-tendering website within the period of tender submission.
5. Copy of Enlistment Order and certificate of work experience 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.
6. Online tender documents submitted by intending bidders shall be opened only of those bidders, whose Earnest Money Deposit and other documents placed in the envelope are found in order.
7. To become eligible for issue of tender, the tenderer to furnish undertaking (On Rs.100/- e-stamp paper sating as under):-
 - a. I/We undertake and confirm that all the documents submitted to DDA are genuine and in case, during verification, it is noticed that the information furnished by me/us is incorrect, false or forget, I/We shall be liable to be debarred for further tendering/taking works in DDA.
 - b. I/We undertake and confirm that I/we have not been blacklisted by any Central /State Govt./Municipal agency upto the date of submission of above mentioned tender. If such a violation comes to the notice of the department before the date of start of work the Engineer in charge shall be free to forfeit the entire amount of earnest money deposit/performance guarantee.
8. Bid documents consisting of plans, specifications, the schedule of quantities of the various types of work to be done and the set of terms and conditions of contract to be complied with the contractor whose bid may be accepted and other necessary documents can be seen in the office of the Secretary, Qutab Golf Course/DDA between hours of 11.00 am to 3.00 pm upto 13.11.23 (3:00 PM) every day except on Sunday and public holidays.
9. 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 bids are received satisfying the laid down criterion.
10. Agreement shall be drawn with successful tenderer on prescribed form attached. Tenderer shall quote his amount on percentage mentioning below or above the estimated cost in the said form which will form part of the agreement.

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

1. The unique transaction reference of RTGS/NEFT against EMD, Tender fee shall be deposited online at specified location for Electronic Time and Attendance Recording System for tender.
2. The Technical bid shall be opened online at 11.00 AM on date 15.11.2023 in the presence of bidders or their representatives authorized by bidders. The tenderers will be at liberty to be present either in person or through an authorized representative at the time of opening of the Bids with the Bid Acknowledgement Receipt or they can view the bid opening event online at their remote end.
3. The Tenderer should furnish **Rs.11,478/-** as Earnest Money in the form of RTGS/NEFT. The EMD amount will be retained by DDA as a part of security deposit, in case tender is accepted, otherwise it will be refunded by DDA after receipt of valid PG. However, no interest shall be payable on the earnest money.
4. The tender shall be submitted online in two parts, viz., technical bid and price bid.
5. 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	Rs. 20,000/- + GST as applicable
2.	Class-II	Rs. 16,000/-+ GST as applicable
3.	Class-III	Rs.14,000/-+ GST as applicable
4.	Class-IV	Rs. 10,000/-+ GST as applicable
5.	Class-V	Rs. 6,000/-+ GST as applicable


The scanned copies of following documents are required to be uploaded with tender.

- i. Scanned copy of Earnest Money deposited separately through RTGS/NEFT.
- ii. Proof of registration in Contractors Registration Board (CRB) of DDA (enlistment Order)
- iii. Permanent Account Number (PAN).
- iv. Scanned copy of Registration with EPFO, ESIC
- v. Cancelled cheque of Bank.
- vi. Certificate of Registration for GST and acknowledgement of up to date GST Tax filed return.
- vii. The receipt of requisite annual fee charges for e-tendering deposited with CRB cell of DDA.
- viii. Integrity Pact (To be given on Company Letter Head).
- ix. Tender Acceptance Letter (To be given on Company Letter Head).
- x. An undertaking (To be given on Company Letter Head) mentioning the NIT number/Name of work, and stating as under: -
 - a. "I/We undertake and confirm that eligible similar work/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 Department, then I/we shall be debarred for bidding in DDA in future forever. Also, if such a violation comes to the notice of department before date of start of work, Engineer in-charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee".
 - b. I/We undertake and confirm that I/we have not been blacklisted by any Central /State Govt. /Municipal agency.

Any tender found lacking with respect to the above-mentioned necessary information and / or documents and/or Earnest Money with the Technical bid will not be considered for participation in financial bids.

Financial Bid

1. **Schedule of price bid in the form of BoQ_XXXXX.xls**


Resident Engineer(Civil)
QGC,DDA