

**INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR E-TENDERING  
FORMING PART OF BID DOCUMENT AND TO BE POSTED ON WEBSITE**

**General Work**

**(Applicable for inviting two bid systems)**

Executive Engineer (E), Electrical Division no. 13 on behalf of Delhi Development Authority Re-invites online percentage rate bids from approved & eligible contractors of DDA, CPWD, BSNL, Railways & those of appropriate list of MES and P&T in **Two Bid System** for the following work:

1.	NIT No.	:	17/EE/ELD-13/DDA/2025-26
2.	Name of work	:	M/o Completed schemes under NA-II (Hort. Zone)
3.	Sub Head	:	Maintenance and Upkeep of pump sets in various parks under HD-6/DDA.
4.	Estimated Cost put to bid	:	Rs.17,13,265/-
5.	Earnest Money	:	Rs.34,265/-
6.	Period of completion	:	12 Months.
7.	Publish Date (uploading)	:	28.07.2025
8.	Document download / sale start date	:	28.07.2025
9.	Document download / sale end date	:	05.08.2025
10.	Date & time of Pre-Bid (if applicable)	:	NA
11.	Clarification start date	:	NA
12.	Clarification end date	:	NA
13.	Bid submission start date & time, scanning & uploading UTR of RTGS / NEFT against EMD, proof of payment for processing fee & other documents	:	28.07.2025
14.	Bid submission end date & time, scanning & uploading UTR of RTGS / NEFT against EMD, proof of payment for processing fee & other documents	:	05.08.2025 Upto 3:00 PM
15.	Bid opening date & time	:	06.08.2025 At 3:30 PM (Technical)
16.	Time & date of opening of price bid	:	Price bid to be opened after verification of documents submitted by agencies.
* : To be filled in approved NIT by NIT approving authority.			
** : Pre bid shall be held only for specialized works			
# : To be filled in by tender inviting authority while uploading tender.			

**Note:-** a) The tenders shall be issued to DDA enlisted contractors of appropriate class in Electrical category. The tender shall also be issued to non-DDA, contractors (those of appropriate list of CPWD, MES, BSNL, Railway provided they have satisfactorily completed three similar nature of works each of value not less than 40% of the estimated cost, two similar nature of works each of value not less than 60% of the estimated cost, one similar nature of work of value not less than 80% of the estimated cost in last seven years.

b) Similar class of work means “General Electrical work i.e. Original/Project or maintenance works”. The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to the last date of submission of bid.

1. 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.
2. Information and instructions for bidders posted on website shall form of bid document.
3. 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](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.
4. 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

**Note:-** 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 Secretary CRB, DDA in prescribed form as are under:-

S. No	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/-



Earnest money shall be deposited through RTGS/NEFT in the account of Sr. Account Officer CAU (Horticulture) DDA having Account no. 01201110000010 with HDFC Bank GF- 01,02,03 Laxmi Deep Building Laxmi Nagar Distt Centre Vikas Marg , Delhi 110090 (IFSC code HDFC0000120). The unique transaction reference of RTGS / NEFT shall have to be scanned & uploaded by the bidder in the e-tendering system within the period of bid submission. (The Executive Engineer, ELD-13 will get earnest money verified from CAU based on the unique transaction reference number against each RTGS / NEFT payment before the bids are opened).

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 06.08.2025.

**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.”

**Note:-** GST@18% (CGST@9% & SGST@9%) is to be levied alongwith tendering/processing fee from all the registered/not registered/ to be registered contractors.

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

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.
8. Contractor can upload documents in the form of JPG format and PDF format.
9. Contractor must ensure to quote rate of each item. 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 of such item 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.
10. ~~Pre Bid conference shall be held in the chamber of SE (E) at \_\_\_\_\_\*\_\_\_\_\_ on \_\_\_\_\_\*\_\_\_\_\_ to clear the doubt of intending tenderers, if any.~~

11. 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.

**List of self-attested documents to be scanned and uploaded within the period of tender submission:-**

- i) The unique transaction reference of RTGS / NEFT.
- ii) Scanned copy of proof of payment made for processing fee charges as detailed in para 4 above (Note:- The E-tendering Fee submitted in other category i.e. building and road or Hort. is not applicable and tender will be rejected in case of such fees).
- iii) Certificate of Registration for GST and acknowledgement of up to date filed return
- iv) Registration of ESI and EPFO (Note:- An undertaking on Rs.50/- Non Judicial Stamp paper in case not applicable as per prescribed format H and L-1 tenderer bill submit original copy in ELD-13/DDA).
- v) Scanned copy of Tender Acceptance Letter, as per attached format.
- vi) Corrigendum to tender uploaded before opening of tender (if any).
- vii) Proof of enlistment /registration (if not registered in DDA, Agency must provide experience certificate as per note a &b)
- viii) Electrical Contractor License.

  
**EXECUTIVE ENGINEER (E)**  
**ELECTRICAL DIVISION-13/DDA**

No. 97(17)/EE/ELD-13/DDA/2025-26. / 261

Dated: 28/07/25

Copy to:

1. SE/HCC-1)/DDA.
2. FO to Director (Hort.) South East Zone/DDA
3. The EE(E)/QAC/DDA
4. Sr. AO (CAU)/Horticulture/DDA
5. EE/ELD-1,2,3,4,5,6,7,8,9,10,11,12/DDA
6. DD(Hort.)-1,2,3,4,5,6,7,8,9,10 & Dwarka/DDA
7. All AE's/Electrical Division-13/DDA
8. AE(P)/ELD-13/DDA
9. The Electrical Engineers Contractor Association, 2362/1, Maharaja Complex, Main Road, Patel Nagar, New Delhi
10. CPWD Contractor Association (Regd.), IP Estate, New Delhi
11. DDA Contractor Association (Regd.), Vikas Kuteer, New Delhi
12. Notice Board, Electrical Division-13/DDA
13. Dy. Director (System), DDA, Vikas Sadan, New Delhi
14. AAO/ELD-13/DDA
15. Head Clerk/ELD-13/DDA
16. 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 e-mail: [cppp-nic@nic.in](mailto:cppp-nic@nic.in) or 24x7 helpline number 1800-233-7315
17. Email: [ddatender@dda.org.in](mailto:ddatender@dda.org.in)

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