

**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 in **Two Bid System** for the following work:

1.	NIT No.	:	31/EE/ELD-13/DDA/2026-27
2.	Name of work	:	M/o Various parks (296.38) Acres under North Zone and East Zone.
3.	Sub Head	:	Maintenance and Upkeep of pump sets in various parks under HD-7/DDA.
4.	Estimated Cost put to bid	:	₹ 25,70,340.00
5.	Earnest Money	:	₹ 51,407.00 (Deposit through IFMIS as per Annexure attached)
6.	Period of completion	:	12 Months
7.	Publish Date (uploading)	:	16.09.2026
8.	Document download / sale start date	:	17.09.2026
9.	Document download / sale end date	:	23.09.2026
10.	Date & time of Pre-Bid (if applicable)	:	N/A
11.	Clarification start date	:	N/A
12.	Clarification end date	:	N/A
13.	Bid submission start date & time, scanning & uploading UTR of RTGS-/NEFT against EMD, proof of payment for processing fee & other documents	:	17.09.2026 At 3:00 P.M.
14.	Bid submission end date & time, scanning & uploading UTR of RTGS-/NEFT against EMD, proof of payment for processing fee & other documents	:	23.09.2026 At 3:00 P.M.
15.	Bid opening date & time	:	24.09.2026 At 3:30 P.M.
16.	Time & date of opening of price bid	:	Will be intimated separately
* :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.			

a) Note:- The tenders shall be issued to DDA enlisted contractors of appropriate class in Electrical category.

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.

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 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+ 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%

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 + GST@18%
2.	Above Rs. 15.00 Lac to 20.00 Crores	Rs. 20000 + GST@18%
3.	Above Rs. 20.00 Crores	Rs. 50000 + GST@18%

Earnest money shall be deposited through IFMIS as per Annexure attached.

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 deposited through IFMIS as per Annexure attached 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 24.09.2026.

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:- The E-tendering Fee deposited by the bidders in CRB/DDA shall remain valid up to the original last date of submission of bids for the tender.

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/HCC-1 at 19th Floor, Vikas Minar, ITO, New Delhi 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 against EMD deposited through IFMIS as per Annexure attached.
- 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 (Financial 2025-26 or latest).
- iv) Registration of ESI and EPFO. In case the same is not applicable, the bidder shall submit an undertaking on a Rs. 100/- non-judicial stamp paper as per attached Format. **The date of the stamp paper shall be on or after the publication of the current e-tender.** The L-1 tenderer shall submit the original copy of the undertaking in the office of EE/ELD-13/DDA with PG Letter.

- 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 in DDA.
- viii) Valid Electrical Contractor License.

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EXECUTIVE ENGINEER (E)
ELECTRICAL DIVISION-13/DDA

No. 97(31)/EE/ELD-13/DDA/2026-27/513

Dated: 16/09/2026

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.gov.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 or 24x7 helpline number 1800-233-7315
17. Email: ddatender@dda.org.in

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EXECUTIVE ENGINEER (E)
ELECTRICAL DIVISION-13/DDA

Shabaz Ali
16/09/26