

## For Specialized Work

### **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)**

Executive Engineer (E), Electrical Division no. 13 on behalf of Delhi Development Authority invites online **percentage** rate bids from Specialized agencies in two bid system for the following work upto 3:00 PM on 28.10.2025.

|                                                                                                                                                                                                                  |                                                                                                                                                        |                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| 1                                                                                                                                                                                                                | NIT No.                                                                                                                                                | : 29/EE/ELD-13/DDA/2025-26<br>(Specialized)                                                        |
| 2                                                                                                                                                                                                                | Name of Work & location                                                                                                                                | : M/o Completed Scheme under NA-II<br>(Hort. Zone)                                                 |
| 3                                                                                                                                                                                                                | Sub Head                                                                                                                                               | : Comprehensive maintenance of<br>'OTIS' Make lift installed at<br>Millennium park under HD-1/DDA. |
| 4                                                                                                                                                                                                                | Estimated Cost put to bid                                                                                                                              | : Rs.1,74,168.00                                                                                   |
| 5                                                                                                                                                                                                                | Earnest Money                                                                                                                                          | : Rs. 3,483.00                                                                                     |
| 6                                                                                                                                                                                                                | Period of Completion                                                                                                                                   | : 24 Months                                                                                        |
| 7.                                                                                                                                                                                                               | Publish Date (uploading)                                                                                                                               | : 18.10.2025                                                                                       |
| 8.                                                                                                                                                                                                               | Document Download / sale start date                                                                                                                    | : 18.10.2025                                                                                       |
| 9.                                                                                                                                                                                                               | Document Download / sale end date                                                                                                                      | : 28.10.2025                                                                                       |
| 10.                                                                                                                                                                                                              | Date and 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,<br>scanning & uploading UTR of RTGS /<br>NEFT against EMD, proof of payment<br>for processing fee & other documents. | 18.10.2025                                                                                         |
| 14.                                                                                                                                                                                                              | Bid submission end date & time,<br>scanning & uploading UTR of RTGS /<br>NEFT against EMD, proof of payment<br>for processing fee & other documents.   | 28.10.2025                                                                                         |
| 15.                                                                                                                                                                                                              | Bid Opening date & time                                                                                                                                | 29.10.2025                                                                                         |
| 16.                                                                                                                                                                                                              | Time & date of opening of price bid                                                                                                                    | Will be intimated separately                                                                       |
| 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. |                                                                                                                                                        |                                                                                                    |

#### **a) Eligibility Criteria**

1. The firms /Contractors who fulfill the following eligibility criteria shall be eligible to apply. Joint ventures will not be accepted.
  - 1.1 The bidder should have satisfactorily completed the following works in last 7 (seven) years ending previous day of last date of submission of bid. For this purpose, cost of work shall mean gross value of the completed work including cost of material supplied by the Government /Private client but excluding those supplied free of cost. This should be certified by an officer not below the rank of Executive Engineer / Project Manager or equivalent.



Three similar completed works each of value not less than 40% of the estimated cost put to tender.

Or

Two similar completed works each of value not less than 60% of the estimated cost put to tender.

Or

One similar completed works each of value not less than 80% of the estimated cost put to tender.

**a) DEFINITION OF SIMILAR WORK:**

**Definitions of Similar work means "SITC/Comprehensive maintenance of 'OTIS' Make lift.**

**Completed works** shall mean the works which have been completed in all respect.

i) Authorization Certificate.

ii) If authorization certificate provided by OEM to Agency, the OEM shall unconditionally support the lowest tenderer technically throughout Comprehensive maintenance contract (extended if any) for the useful life of the system for atleast seven years from the date of supply of equipment.

iii) The OEM shall provide all the spares required for healthy functioning of the equipment for atleast seven years from the date of supply of equipment.

**(Note :- If lowest agency does not provide authorization certificate of OEM with PG, the tender will be rejected and strict action against agency may be taken by Engineer-in-charge. The EMD shall be forfeited and shall not be allowed for re-tendering of this work.)**

**1.2 NETWORTH CERTIFICATE.**

The bidder should submit Networth Certificate of minimum 15% of estimated cost put to tender issued by the certified Chartered Accountant (on the format prescribed in form C). The same should not be more than 12 months old.

**1.3 TURNOVER**

Average annual financial turnover( gross) should be at least 50% of the estimated cost put to tender during the immediate last 3 consecutive financial years. Financial statement duly signed by registered chartered accountant shall be submitted as a proof. Year in which no turnover is shown would also be considered for working out average.

**1.4 PROFIT / LOSS**

The bidder should not have incurred any loss (profit after tax should be positive) in more than two years during available last five consecutive balance sheets, duly certified and audited by the Chartered Accountant. (The balance sheet in case of Pvt./ Public Ltd. Company means its standalone finance statement both).

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

5. 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 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 29.10.2025.**

**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.”**

6. 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.
7. The intending bidder must have valid class-II digital signature to submit the bid.
8. On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
9. Contractor can upload documents in the form of JPG format and PDF format.
10. Certificate of financial turn over: At the time of submission of bid contractor may upload affidavit / certificate from CA mentioning financial turnover of last 3 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.
11. 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.



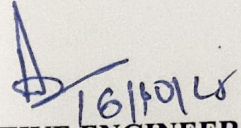
12. The eligibility and / or technical bid shall be opened first on due date and time as mentioned above. The time and date of opening of financial bid of contractors qualifying the technical bid shall be communicated to them at a later date.
13. ~~Pre Bid conference shall be held in the chamber of \_\_\_\_\_\*\_\_\_\_\_ at \_\_\_\_\_\*\_\_\_\_\_ 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. 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:**

- i) Scanned copy of proof of unique transaction reference of RTGS / NEFT of Earnest Money
  - ii) Certificates of Work Experience. (Also to be filled in prescribed 'Form D') for OEM not required.
  - iii) Registration of ESI/EPFO (as per govt. rules)
  - iv) Certificate of financial turnover from CA including profit/ loss statement as required. (Also to be filled in prescribed 'Form B')
  - v) Networth Certificate. (As per prescribed 'Form-C' till March 2024 or latest as available)
- Or
- vi) Bank Solvency Certificate, not more than 06months old
  - vii) Scanned copy of payment of e-registration fee paid in CRB of DDA.
  - viii) Certificate of Registration for GST and acknowledgement of up to date filed return (Financial 2023- 24 or latest ) if required.



- viii) An undertaking on Rs 100- non-judicial stamp paper that bidder has not been blacklisted from tendering process by any Govt. organization, PSU etc.( As per prescribed 'Form-F')
- ix) Letter of transmittal on letter head of bidder (As per prescribed 'Form A')
- x) TDS certificates along with VAT / GST and Service Tax return in case work experience is with private client.
- xi) Corrigendum(s) to the tender uploaded before last date of submission of bid (if any).

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

No. 97(29)/EE/ELD-13/DDA/2025-26 (Specialized) /393

Dated: 18/10/25

Copy to:

1. SE(HCC-3)/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: [cxxx-nic@nic.in](mailto:cxxx-nic@nic.in) or 24x7 helpline number 1800-233-7315.
17. Email: [ddatender@dda.org.in](mailto:ddatender@dda.org.in)

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