

दिल्ली विकास प्राधिकरण,
(कार्यालय अधिशासी अभियंता) सिविल,
द्वारका रख-रखाव खण्ड-5 (पश्चिमी खण्ड-7),
पश्चिम विहार, डबल टंकी,
नई दिल्ली - 110063.
E-mail ID: eedmd5dda@gmail.com

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

Online Percentage rate tender is invited through e-tendering mode for following work by the Executive Engineer /DMD-5 (WD-7), Dwarka, New Delhi up to 3.00 PM on date mentioned below on behalf of DDA from the approved and eligible contractors of DDA in the appropriate class, which shall be opened on the date mentioned as under at office of Executive Engineer DMD-5 (WD-7), Dwarka. For eligibility criteria, mode of payment of Earnest Money through RTGS/ NEFT mode and other details of the tender, visit the website www.dda.org.in or <https://eprocure.gov.in/eprocure/app> assistance on e-tendering please contact concerned EE or M/s NIC on email cpnp-nic@nic.in or 24x7 helpline number 1800-3070-2232

S.No.1	NIT No.	08/EE/DMD-5/DDA/2023-24.
	Name of work/ Sub Head:	M/o works pertaining to completed/closed Scheme(MIG/LIG/JANTA/EWS/SFS). Repair and maintenance of DDA staff quarter at C4H & B2B, Janakpuri under jurisdiction of DMD-5.
	Estimated cost	Rs. 15,98,752/-
	Earnest Money	Rs. 31,975/-
	Time Allowed	365 Days.
	Last date of sale of tender	31.07.2023 up to 3.00 PM.
	Last date of opening of tender (Technical Bid)	01.08.2023 at 03:30 PM.

Instructions For Online Bid Submission

Instructions to the bidders to submit the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>.

- 1). Possession of valid digital signature certificate (DSC) and enrolment/registration of the contractors/bidders on the e-procurement/e-tender portal is a prerequisite for e-tendering.
- 2). Bidder should do the enrolment in the e-procurement site using the "Online bidder enrolment" option available on the home page. Portal enrolment is generally free of charge. During enrolment/registration the bidders should provide the correct/true information including valid e-mail id. All the correspondence shall be made directly with the contractors/bidders through email id provided.
- 3). Bidder need to login to the site through their user ID/Password chosen during enrolment/registration.
- 4). Then the Digital signature certificate (Class II or class III certificates with signing key usage) issued by SIFY/TCS/n code/e Mudra or any certifying Authority recognized by CCA India on e-token/smart card, should be registered.
- 5). The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- 6). Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 7). After downloading/getting the tender documents/schedules, the bidder should go through them carefully and then submit the documents as asked. Otherwise bid will be rejected.

- 8). Bidder 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 p.a.
1	Class-I	Rs. 20,000 + 18% GST
2	Class-II	Rs. 16,000+ 18% GST
3	Class-III	Rs. 14,000+ 18% GST
4	Class-IV	Rs. 10,000+ 18% GST
5	Class-V	Rs. 6,000+ 18% GST

The other Contractors not listed with DDA will deposit Rs. 20,000/- + 18% GST per year in CRB to upload their tender on-line.

Requisite e-tendering fee as applicable payable to the CRB, DDA shall be in form of Pay order/Bank demand draft payable in Delhi in the name of "PAO, Engineering Wing, DDA, Vikas Minar, New Delhi". A letter on firm's letter head enclosing the demand/pay order and addressed to "The Secretary CRB, Ist Floor, Vikas Minar, DDA, New Delhi shall be submitted to contractor's Registration Board. Ist Floor, Vikas Minar, I.P. estate New Delhi-1100001 in duplicate and acknowledge stamped copy of the letter shall be uploaded in the tender as a proof of registration with the CRB, DDA.

In case any contractor fails to make payment by the stipulated date, the concerned contractor will not be eligible for tendering.

- 9). If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 10). Bidder then should logs-into the site through the secured log in by giving the user id/password chosen during enrolment/registration and then by giving the password of the e-token/smartcard to access DSC.
- 11). Bidder should select the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.
- 12). From my tender folder, bidder will select the tender to view all the details indicated.
- 13). It will be construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked: otherwise, the bid will be rejected.
- 14). Bidder, in advance should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders and should be less than 2 MB. If any document is more than 2 MB, it can be reduced through 'RAR' and the same can be uploaded if permitted however of the file size less than 1 MB transaction uploading time will be very fast.
- 15). If there are any clarifications, this may be obtained through the site or through contracts or during the pre-bid meeting if any. Bidder should take into account the corrigendum published before submitting the bids online if any.
- 16). The Bidders can update well in advance, the documents such as certificates, annual report details etc under My space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- 17). Bidder should submit the tender fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the tender or as indicated in the tender. Scanned copy of the submission should be uploaded as part of the offer.
- 18). While submitting the bids online, the bidder should read the terms & conditions and aspects the same to proceed further to submit the bid packets.
- 19). The bidder has to select the payment option as offline to pay the EMD as applicable and entered details of instrument.

- 20). The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
- 21). The bidder has to upload digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
- 22). The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 23). The bidders are requested to submit the bids through online e-tendering system to the tender inviting Authority (TIA) well before the bid submission end date & time (as per server system clock). The TIA will not held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
- 24). After the bid submission (i.e. after clicking "Freezing Bid submission" in the portal), the acknowledge No., given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender will also act as an entry pass to participate in the bid opening date.
- 25). The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submissions, bid opening etc, in the e-tender system. The bidders should follow this time during bid submission.
- 26). All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- 27). Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 28). The confidentiality of the bids is maintained since the secured socket layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
- 29). The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.

30) Care in Submission a 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 tenders form are adequate and all inclusive to accord with the all the provisions of the standard / general conditions / clauses of contract/ bid documents 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 service Tax Act., 2017(UTGST) /respective state's state goods and Services Tax Act (SGST) also as notified by central / state Govt. and 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 advance as and when made applicable under 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 documents may be read as the applicable tax under the GST Act, 2017.

- 31). For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Parallel for any further queries, the bidders are asked to contact over phone: 1-800-3070-2232 or send a mail over to – cphp-nic@nic.in.

Eligibility:-

- 1) The tenders shall be issued to DDA enlisted contractors as per their enlistment..
- 2) For terms and conditions, eligibility criteria, the manner in which Earnest Money etc. are to be deposited through RTGS mode and other information/instructions, please visit DDA's website www.dda.org.in or <https://eprocure.gov.in/eprocure/app>. For any assistance on e-tendering please contact concerned EE or M/s N.I.C. on email cphp-nic@nic.in or 24 x 7 helpline 1800-3070-2232.

Important terms & conditions for tenderers. Tenderers are required to go through the same before participating in the tender.

1. The unique transaction reference of RTGS/NEFT against EMD etc, shall be deposited online at specified location for Electronic Time and Attendance Recording System for tender.
2. The Tenderer technically qualified will be at liberty to be present either in person or through an authorized representative at the time of opening of the Price 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. 31,975/-** as Earnest Money in the form of RTGS/NEFT. The Earnest Money will be returned to unsuccessful bidder. Earnest Money of successful Bidder will be returned only after receiving the performance Guarantee, however no interest shall be payable on the earnest money.
4. 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.

The Tender shall be submitted online in two part, viz, technical and Price bid:-

Technical Bid

The tenders are required to furnish following documents in technical bid.

1. Scanned copy of Earnest Money deposited through RTGS/NEFT in the account of Sr.AO/CAU/DZ having account No. **01321110000036 with HDFC Bank, D-5, Mahavir Enclave, Palam Dabri Road, Palam New Delhi Branch (IFSC Code HDFC0000132)**
2. Scanned copy of Unique transaction reference of RTGS/NEFT.
3. Scanned copy of Proof of Payment of E-tendering fee in CRB of DDA.
4. Scanned copy of Enlistment Order of the Contractor.
5. Scanned copy of certificate of Registration for/under GST acknowledgement of up to date filed return, if required.
6. Scanned copy of Tender Acceptance Letter (It is mandatory to be given on Company Letter Head).

Any Tender found lacking with respect to the necessary information and/ or documents and/or Earnest Money with the bid will not be considered and summarily rejected.

Price Bid:-

1. Schedule of Price bid in the form of BOQ.xls.
2. The Earnest Money will be received by the Sr.AO (CAU) DWK/DDA.
3. The bidder will use on UTR for one work only. In case it is found that he has used on UTR Number for different tenders, all the tenders submitted by him will be rejected and he debarred from further tendering in DDA in future.

For eligibility criteria mode of payment of processing fee, Earnest money and other details of the tender visit the website www.tenderwizard.com DDA or www.dda.org.in For any assistance on e-tendering please contact M/s National Informatics Centre on 18002337315 or send a mail over to CPPP.nic@nic.in

अधिशसी अभियंता
द्वारका रख-रखाव खण्ड-5
दिल्ली विकास प्राधिकरण

F.55(02)/DMD-5(WD-7)/DDA/2023-24/ 463

Dated:- 24.07.2023

Copy to:-

1. CE(DWK),DDA.
2. CE(QC)DDA.
3. SE/DCC-3 (CC-17),DDA.
4. All EEs, DDA/Dwarka.
5. A.O.(CAU)DWK,DDA.
6. AE(P)/DMD-5(WD-7)/DDA.
7. Commissioner Works, Contractor, Contract Cell, Sales Tax Building, ITO, New Delhi.
8. Delhi Contractor Association, 306, Masjid Moth, South Extn. Part II New Delhi-110049.
9. Notice Board, DMD-5 (WD-7)/DDA.
10. DDA Website ddatender@dda.org.in

अधिशसी अभियंता
द्वारका रख-रखाव खण्ड-5
दिल्ली विकास प्राधिकरण