

**DELHI DEVELOPMENT AUTHORITY  
AUTOMOBILE CELL**

2nd Floor, Press Building, Vikas Sadan,  
INA, New Delhi-110023 (Ph.-011-24661905, 1911)

Ref No. F1(32)/2017-18/Manager(Auto)/ 182

Date: 05.04.2021

**Notice Inviting Quotation (NIQ)**

Sealed Quotations on short notice are invited from eligible firms for providing and fixing various accessories in the existing old and newly purchased staff cars of DDA of different makes and models during next one year. The Quotation Documents can be downloaded from DDA's website ([www.dda.org.in](http://www.dda.org.in)) from 05.04.2021, 3:00 PM onwards.

Before filling the Quotations, bidder should carefully read all the Terms & Conditions. Only one quotation form should be used and submitted by a bidder for all of the car accessories. The duly filled Quotations along with other supporting documents attached, in sealed envelope can be dropped in the tender box kept in the Office of Manager(Auto), DDA, 2<sup>nd</sup> floor, Press Building, Vikas Sadan, INA, New Delhi-110023 latest by 09.04.2021 up to 3:00 PM, and the same shall be opened on the same day at 3:30 PM in the Office of Director (Nazarat), DDA, Ground floor, B-block, Vikas Sadan, INA, New Delhi-110023, in the presence of bidders who may wish to be present.

The envelope should be addressed to Manager(Auto), DDA, 2<sup>nd</sup> floor, Press Building, Vikas Sadan, INA, New Delhi-110023 and should be sealed, signed, stamped and superscripted with "Quotation for providing and fixing staff car accessories in DDA"

05/04/21  
Manager (Auto)

**Copy to:**

1. Director (Nazarat), DDA for kind information please
2. Director(System), DDA with a request to upload the NIQ on DDA's website
3. All Notice Boards of Vikas Sadan
- ✓ 4. Office-Copy

05/04/21  
Manager (Auto)

दिल्ली विकास प्राधिकरण

ऑटोमोबाइल कक्ष

दूसरी मंजिल, प्रेस बिल्डिंग, विकास सदन,

आई.एन.ए., नई दिल्ली-110023 (दूरभाष-011-24661905,1911)

संदर्भ सं. एफ1(32)/2017-18/मैनेजर(ऑटो)/ 182

दिनांक: 05/04/2021

निविदा आमंत्रण कोटेशन (एन.आई.क्यू.)

दि.वि.प्रा. द्वारा विभिन्न प्रकार और मॉडलों की विद्यमान पुरानी और खरीदी गई नई स्टाफ कारों के लिए विभिन्न असेसरी उपलब्ध कराने और कारों में लगाने के लिए पात्र फर्मों से आगामी एक वर्ष के लिए अल्प सूचना पर मुहरबंद कोटेशन आमंत्रित की जाती है। कोटेशन दस्तावेज दि.वि.प्रा. की वेबसाइट ([www.dda.org.in](http://www.dda.org.in)) से दिनांक 05.04.2021, अपराह्न 3.00 बजे से डाउनलोड किया जा सकते हैं।

कोटेशन उद्घृत करने से पूर्व, बोलीदाता ध्यानपूर्वक सभी निबंधन एवं शर्तों को पढ़ लें। कार की सभी असेसरीज के लिए एक बोलीदाता को केवल एक कोटेशन फॉर्म भरकर जमा करना होगा। विधिवत भरी कोटेशन को सभी सहायक दस्तावेजों के साथ संलग्न कर मुहरबंद लिफाफे में, प्रबंधक (ऑटो) कार्यालय, दि.वि.प्रा., दूसरी मंजिल, प्रेस बिल्डिंग, विकास सदन, आई.एन.ए., नई दिल्ली-110023 में रखे गए निविदा बॉक्स में दिनांक 09.04.2021 तक अपराह्न 3.00 बजे तक डाल सकते हैं और इन लिफाफों को इच्छुक बोलीदाताओं की उपस्थिति में उसी दिन निदेशक (नजारत) कार्यालय, दि.वि.प्रा., भूतल, बी-ब्लॉक, विकास सदन, आई.एन.ए., नई दिल्ली-110023, में अपराह्न 3:30 बजे खोला जाएगा।

लिफाफे पर प्रबंधक (ऑटो) कार्यालय, दि.वि.प्रा., दूसरी मंजिल, प्रेस बिल्डिंग, विकास सदन, आई.एन.ए., नई दिल्ली-110023 का पता लिखा होना चाहिए और यह मुहरबंद, हस्ताक्षरित और मोहर लगा होना चाहिए तथा लिफाफे पर "दि.वि.प्रा. की स्टाफ कारों के लिए असेसरी उपलब्ध कराने और कारों में लगाने हेतु कोटेशन" लिखा हो।

05/4/21

प्रबंधक (ऑटो)

प्रति प्रेषित:

1. निदेशक (नजारत), दि.वि.प्रा. को सूचनार्थ।
2. निदेशक(प्रणाली), दि.वि.प्रा. को दि.व.प्रा. की वेबसाइट पर एन.आई.क्यू. अपलोड करने के अनुरोध के साथ।
3. विकास सदन के सभी नोटिस बोर्ड।
4. कार्यालय-प्रति।

05/4/21

प्रबंधक (ऑटो)

**Eligibility Criteria:**

1. The agency should be Delhi based only.
2. The agency must have at least one year experience in providing and fixing car accessories.
3. The bidders should have adequate number of car accessories available to fulfill any requirements under this contract.

**General Terms and Conditions:**

1. The contract is liable to be terminated after seven days from the date of issue of such notice, if the service is not found satisfactory.
2. The successful bidder shall have to start the work immediately within 02 days after the issue of award letter, otherwise contract shall be deemed to be void.
3. No excuses for non-availability of accessories or manpower/machines etc. shall be acceptable and the full discretion shall lie with DDA to terminate the contract with immediate effect on such non-availability.
4. All pages of schedule of bid as well as Terms and Conditions should be submitted duly signed and stamped by the bidder, failing which the quotation will be assumed unresponsive and are liable to be rejected.
5. DDA reserves the right to reject any or all the quotations without assigning any reason thereof at any time. The DDA is not bound to accept the lowest quotation as well the conditional quotations.
6. The accessories shall be required to be provided in the existing staff vehicles or newly purchase staff vehicles during the next one year on the approved rates.
7. Quotations received after due date and time shall be summarily rejected.
8. The contract period of agency may be extended for further period, after the approval of Competent Authority, if the services are found satisfactory.
9. The rate of each accessory must be quoted without GST and should include the labor charge for fixing the accessory. Nothing extra shall be paid on account of labor charges.
10. GST as per extant rules shall be applicable and paid by DDA over & above the quoted rates.

Signature with seal

Name of the Bidder \_\_\_\_\_

11. All entries in the Scheduled of Bid should be neatly filled in legible handwriting. Illegibly filled tender forms are liable to be rejected.
12. The columns of bid amount in figure as well as in words should be crossed against the items for which the bidder does not intend to bid, as shown in example below:

Sr. no.	Description of Items	Bid Price per unit for Maruti Dzire		Bid Price per unit for Maruti Ciaz	
		(in figure) Rs.	(in words) Rs.	(in figure) Rs.	(in words) Rs.
1.	Arm Rest Extra	X	X	X	X

13. No overwriting/cutting in the quoted bid amounts will be considered. In case of any discrepancy between the amount in figures and words, the amount as reflected in words shall be considered.
14. The payment to agency will be made through e-payment mode only on submission of the detailed bills (in- duplicate) and account details along with GST no., PAN no. etc.
15. In case of the successful bidders, the rates quoted shall be valid for the whole period of contract. No escalation shall be payable due to any increase in the rates of materials/parts/consumables /labor wages (statutory or otherwise) etc.
16. Any dispute shall be subject to the jurisdiction of Courts at Delhi/New Delhi only.
17. The payment shall be made after deduction of TDS as per Income Tax norms and other Government liabilities.
18. The contractor must read all the Terms & Conditions carefully before quoting rates. It shall be deemed that the vendor has gone through the documents carefully and has understood its implications. Any lack of information shall not relieve the bidder of its responsibility to fulfill its obligations under the bid.
19. In case a bidder submits more than one tender form (even if for different accessories), all of the tender forms of that bidder shall be rejected summarily. No representations/queries in this regard shall be entertained later, whatsoever.
20. Furnishing of wrong/ambiguous information may lead to rejection of bid and further blacklisting of the bidder, if prima facie it appears that the information was given with malevolent/fraudulent intent.

(Accepted)

Signature with seal

Name of the Bidder \_\_\_\_\_

**Details of the Bidders:**

1. Registered Name of the Bidder: \_\_\_\_\_
2. Registered Address of the Bidder: \_\_\_\_\_  
\_\_\_\_\_
3. Name(s) of the Registered Owners/Proprietors \_\_\_\_\_

**Bank Details of the Bidder:**

1. Name of the Account Holder: \_\_\_\_\_
2. Account number: \_\_\_\_\_
3. Name of the Bank \_\_\_\_\_
4. IFSC Code: \_\_\_\_\_
5. Name of the Branch: \_\_\_\_\_
6. Address of the Branch: \_\_\_\_\_  
\_\_\_\_\_
7. PAN number of the firm: \_\_\_\_\_
8. GST number of the firm: \_\_\_\_\_

**Signature with seal:**

**Name of the Bidder** \_\_\_\_\_

DELHI DEVELOPMENT AUTHORITY  
AUTOMOBILE CELL  
Schedule of Bid

Sub: Providing and fixing accessories in DDA's staff cars

Sr. no.	Description of Items	Bid Price per unit for Maruti Dzire		Bid Price per unit for Maruti Ciaz	
		(in figure) Rs.	(in words) Rs.	(in figure) Rs.	(in words) Rs.
1.	Arm Rest Extra				
2.	Back Camera Set with Screen				
3.	Back Light Chrome				
4.	Back Rest				
5.	Bead Seat Set				
6.	Body Cover				
7.	Bumper Protector Set				
8.	Cabin Fan Assembly				
9.	Complete Chrome Set				
10.	Dickey Mat				

**Note:** Cutting/Overwriting is not allowed on this document. If there is a discrepancy between any figures and words of price bid, the amount as reflected in words shall be considered. If the bidder does not accept this decision of DDA, his bid will be rejected.

Signature with seal  
Name of the Bidder \_\_\_\_\_

11.	Door Beading Set					
12.	Door Garnish Chrome					
13.	Door Handle Chrome					
14.	Door Visor set					
15.	Door glass Film					
16.	Fire Bottle					
17.	Flag Rod with Flag & Cover					
18.	Fog Light Set					
19.	Folding Curtain Set					
20.	Foot Light Set					
21.	Foot Mat Set					
22.	Foot Rest					
23.	Front Chrome Grill					
24.	Gear Lock					

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 Name of the Bidder \_\_\_\_\_

25.	Govt. of India Sticker				
26.	Half Cover of Net				
27.	Head Light Chrome				
28.	Hydraulic Jack				
29.	Loose Seat Cover				
30.	Mirror Chrome				
31.	Mobile Charger				
32.	Navigator System				
33.	Neck Rest Set				
34.	Perfume				
35.	Reading Lamp				
36.	Rear Stainless Steel Safety Guard				
37.	Reflector Chrome				
38.	Reverse Sensor Assembly				

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Signature with seal  
Name of the Bidder \_\_\_\_\_



39.	Reverse Sensor with Camera Set					
40.	Roof Light Set					
41.	Seat Cushion Set					
42.	Side Guard					
43.	Siren					
44.	Steering Cover					
45.	Steering Knob					
46.	Steering Lock					
47.	Stereo Music System					
48.	Super DX Seat Cover Velvet					
49.	Tissue paper box					
50.	Towel Set Full Size					
51.	Wheel Cover					
52.	Woolen/Floor Carpet					

**Note:** Cutting/Overwriting is not allowed on this document. If there is a discrepancy between any figures and words of price bid, the amount as reflected in words shall be considered. If the bidder does not accept this decision of DDA, his bid will be rejected.

Signature with seal  
 Name of the Bidder \_\_\_\_\_