

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)/32

Date: 08.05.2019

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) from 08.05.2019 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, 2nd floor, Press Building, Vikas Sadan, INA, New Delhi-110023 latest by 16.05.2019 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, 2nd 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"

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

Manager (Auto)

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 agency shall be providing accessories 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 rejected out rightly.
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 bid.

Signature

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 the duly submitting the detailed bills (in- duplicate) and account details along with GST no., PAN no., Service tax 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).
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 out rightly. 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:

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:

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
Name of the Bidder_____

11.	Door Beading Set				
12.	Door Garnish Chrome				
13.	Door Handle Chrome				
14.	Door Visor set				
15.	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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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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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				

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Signature
Name of the Bidder_____