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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.-1 on behalf of Delhi Development Authority invites online **Percentage Rate** bids from specialized agencies who fulfill the eligibility criteria in **Two Bid System** for the following work up to 3.00 P.M. on*.....

1.	NIT No.	:	06/ EE(E)/ELD-1/ DDA/ 2021-22
2.	Name of work	:	C/o C.S.C. at Block B-5 Yamuna Vihar.
3.	Sub Head	:	S.I.T.C. of 8 Passenger lift with comprehensive maintenance of three years
4.	Estimated Cost put to bid	:	Rs.22,60,389.00
5.	Earnest Money	:	Rs.45,208/-(As per Rule 170 of General Financial Rules (GFRs) 2017, Micro and Small Enterprises (MSEs) and the firms registered with concerned Ministry / Departments are exempted from submission of Bid Security)
6.	Period of completion	:	45 Days.
7.	Publish Date (uploading)	:	05.08.2021
8.	Document download / sale start date	:	05.08.2021
9.	Document download / sale end date	:	16.08.2021 Upto3.00 PM
10.	Date & time of Pre-Bid (if applicable)	:	In the chamber of EE(E)/ELD-1/DDA on dt.09.08.2021 at 12.00 PM
11.	Bid submission start date & time, scanning & uploading UTR of RTGS / NEFT against EMD, proof of payment for processing fee & other documents	:	10.08.2021
12.	Bid submission end date & time, scanning & uploading UTR of RTGS / NEFT against EMD, proof of payment for processing fee & other documents	:	16.08.2021 Upto3.00 PM
13.	Bid opening date & time	:	17.08.2021 at 3.30 PM
14.	Time & date of opening of price bid	:	To be notified after qualification of eligible agencies.
* : 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.			

1 Contractors who fulfill the following requirements shall be eligible to apply. **Joint ventures are not accepted.**

a) Should have satisfactorily completed the works as mentioned below during the last seven years ending previous day of last date of submission of bids.

a) **Experience certificate: -**

The bidder should have completed similar works during last 7 years ending last day of month previous to the one in which tenders are invited. Similar work shall be as per 1.2 (b).

Three Similar Works each of value not less than Rs. 904156.00 (40% of Rs. 22, 60,389.00)

OR

Two Similar Works each of value not less than Rs. 1356233.00 (60% of Rs. 22, 60,389.00)

OR

One Similar Work of value not less than Rs. . 1808311.00 (80% of Rs. 22, 60,389.00)

Definition of Similar Works:- "SITC of Lift".

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The value of executed works shall be brought to current costing level by enhancing the actual value of work at Simple Rate of 7% Per Annum calculated from the ending last day of month previous to the one in which tenders are invited..

b) Solvency Certificate or Net Worth Certificate: -

Solvency of the amount equal to 40% of the Estimated Cost put to the Tender (ECPT) Or Net Worth Certificate of Minimum 10% of the Estimated Cost put to Tender issued by certified Chartered Accountants (On the format prescribed in **Form B-1**).

c) Financial Information: -

The bidder should furnish the Annual Financial Statement for the Last Five Years in (**Form- 'A'**). Solvency Certificate in (**Form- 'B'**) or Net Worth Certificate in (**Form- 'B-1'**).

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.

The bidder should have had Average Annual Financial Statement for the Last Five Years in (**Form- 'A'**) (Gross) on Construction Works equal to 50% of the Estimated Cost of work put to tender.

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 will form part of NIT & to be uploaded on website.
4. Information and instructions for bidders posted on website shall form of bid document.
5. 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.
6. 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
2.	Class-II	Rs. 16,000
3.	Class-III	Rs. 14,000
4.	Class-IV	Rs. 10,000
5.	Class-V	Rs. 6,000

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 under:

S. No.	Cost of work	E-tendering fees
1.	Up to Rs. 15.00 lakh	Rs. 6,000/-
2.	Above Rs. 15.00 lakh to 20.00 crores	Rs. 20,000/-
3.	Above Rs. 20.00 Crore	Rs. 50,000/-

Note: GST shall have to be deposited @ 18% i.e. (CGST @ 9% & SGST @ 9%) along with tendering/processing fee to be deposited in the shape of DD/RTGS in favour of PAO(E/W)/DDA VikasMinar with GST no. for all the registered/non-registered/ to be registered contractors.

Documentary proof in support thereof shall have to be uploaded by the bidders.

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.

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The bid submitted shall be opened at 03:30 pm on ____*____. (As per Rule 170 of General Financial Rules (GFRs) 2017, Micro and Small Enterprises (MSEs) and the firms registered with concerned Ministry / Departments are exempted from submission of Bid Security).

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.”

7. 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.
8. The intending bidder must have valid class-II digital signature to submit the bid.
9. On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
10. Contractor can upload documents in the form of JPG format and PDF format.
11. 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.
12. Contractor must ensure to quote percentage rate. 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.
13. 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.
14. **Pre Bid conference shall be held in the chamber of EE (E)ELD-1, Seed Bed Park, School Block, DDA Complex, Shakarpur Delhi-110092 at 12.00 P.M on dt.09.08.2021 to clear the doubt of intending tenderers, if any.**

Earnest money shall be deposited through RTGS/NEFT in the account of **Senior A.O. CAU East Zone/DDA** having S.B. Account No. 01201110000010 with HDFC Bank Laxmi Deep building Laxmi Nagar Distt. Centre, Delhi – 110092 Branch (IFSC code HDFC0000120). The unique transaction reference of RTGS / NEFT shall have to be scanned & uploaded by the bidder in the e-tendering system within the period of bid Submission (The Executive Engineer 1 will get earnest money verified from CAU based On the unique transaction reference number against each RTGS / NEFT payment before the Bids are opened).

15. 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, it mandatory to upload scanned copies of all the documents including GST, if documents are not uploaded than bid will become invalid & shall summarily be rejected.
 - i) The unique transaction reference of RTGS / NEFT against EMD **OR Agency shall submit an Affidavit as per Annexure-C.**
 - ii) Scanned copy of proof of payment made for processing fee charges as detailed in para no. 6 above + GST @ 18%.
 - iii) Certificate of Registration for /under GST Act and acknowledgement of up to date filed return, / IGST / UTGST / SGST under GST Act 2017 & Tax Clearance certificate.
If the bidder has not obtained GST registration in the state in which the work is to be taken up, then in such a case the bidder shall upload following undertaking with the bid document “If work is awarded to me, I / we shall obtain GST registration certificate within one month from the date of receipt of award letter or before payment of 1st R.A. bill”.

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- iv) Bank Solvency Certificate or Net Worth Certificate as per attached format (Form 'B' or Form 'B-1').
- v) Scanned copy of Tender Acceptance Letter, as per attached format.
- vi) Corrigendum to tender uploaded before opening of tender (if any).
- vii) Certificates of Work Experience.
- viii) Certificate of Financial Information as per attached format (Form 'A') from CA.
- ix) Affidavit as per provisions of clause 1.3 of Form-6 (NIT).
- x) **An undertaking that "The Physical proof of RTGS / NEFT UTRs shall be deposited by me / us with the EE calling the bid in case I / we become the lowest bidder within a week of the opening of financial bid otherwise department may reject the bid and also take action to withdraw my / our enlistment / debar me / us from tendering in DDA.**
- xi) Integrity Pact
- xii) Letter of Transmittal.
- xiii) Documents as per criteria of eligibility for submission of bid documents of para no.-1.2 of Notice Inviting Bid (e-tendering mode).
- xiv) Any other Documents as specified in the press notice.

Executive Engineer (Elect.)
Electrical Division No.1/DDA

Date: 09/08/2021

No.F.13 (37)/EL.D-1/A/C's/DDA/ 310

Copy to:-

1. SE(E) East Zone/DDA.
2. FO to CE(EZ)/DDA.
3. EE/Elect.Divn.2 to 13/DDA.
4. Sr.AO(CAU)EZ,DDA.
5. All AE's & AE(Plg.)/Elect.Divn-1/DDA.
6. ASO/Electrical Division No.1/DDA.
7. AAO/Electrical Division No.1/DDA.
8. Notice Board/EL.D-1/DDA.
9. DDA website i.e.ddatender@dda.org.in
10. Agreement Copy.

EE(E)/EL.D-1/DDA