

**DELHI DEVELOPMENT AUTHORITY  
SOUTH EASTERN DIVISION NO. XI**

**NOTICE INVITING TENDER**

Sealed item rate tender are invited for the following works by the Executive Engineer/ SED- XI, Vikas Sadan, INA upto 3.00 PM on behalf of DDA from the approved contractors of appropriate class of DDA, CPWD, MES, P&T & Railway on the dates mentioned below which shall be opened on the same day at 3.30 P.M. at Vikas Sadan (Press Building) near INA Market, New Delhi in the presence of intending purchase of their authorised representatives.

The tender documents can be obtained on any working day from the CAU (SEZ) sale counter, press Building, Vikas Sadan between 11.00 AM to 3.00 PM on payment of cost of tenders (non- refundable) as well as amount of Earnest Money mentioned against each work on production of valid Enlistment Certificate and valid certificate of Registration with work contract cell of Sale Tax Deptt of GNCTD & Tax clearance certificate issued by the work Contract cell. Sale of tender forms will be stopped four days (including the date of opening) before the date fixed for the opening of tender documents.

The earnest money should accompany the tender application in the form of a call deposit receipt or demand draft of a schedule Bank guaranteed by the Reserve Bank of India in favour of A.O (CAU) SEZ/ DDA.

S.No. NIT No. Name of work	<u>Estt. cost</u>	<u>Last date of sale</u>
	<u>Earnest Money</u> Cost of tender	<u>Date of Opening</u> Time allowed

**(Specialised Work)**

1. NIT No. 36/EE/SED-XI/DDA/08-09

M/o Completed Scheme Finishing & Furnishing i/c T.C. etc. complete at Vikas Sadan. SH: Maintenance & Upkeep of 'B' Block, Cleaning & Mopping of G.F. to VIIth floor, F&E Ground Floor and cleaning of toilets of All floors.

Rs. 8,83,458/-

Rs. 17,669/-

Rs. 500/-

6 months

**Specialised Work**

Tender will be issued from Division Office i.e EE/SED-11/DDA to these specialized agencies who have executed at least two works of similar nature in Govt.

Organization/Multinational Organization during the last five year costing not less than 50% of the estimated cost upto tenders & are fully equipped with special mechanical equipped such as : a) Multipurpose wet & dry vacuum cleaner b) Mechanical scrubber c) Manual scrubber d) Glass washer e) Spray of room freshener as per direction of Engineer-in-Charge. The firm shall be registered with R.P.F.C. & ESI. The firm shall be certified to ISO:9001-2000 standard in corporate or Industrial or Health Care.

Executive Engineer / SED-XI  
South Eastern Division-XI  
D.D.A. Vikas Sadan, N.Delhi

Copy to:

1. CE (SEZ) DDA 2. SE, CC-16 3. Director (System) DDA for placing it in web site of DDA 4. FO To CE (SEZ) 5. PAO (EW) DDA 6. AO (W) 7. DDA Contr. Association (Regd.) 40-A Vikas Minar 8. In. Tax Officer Cont. Circle ITO 9. Contr. Association, CPWD Y-Shape Bldg. 10. Contr. Welfare Association (Regd) 12. A Barrack No. 1 Blk A Vikas Kuteer 11. Labour Commissioner, Rajpura Road 12. All EES/DDA. 13. EE/WD-12 14. All AEs/SED-XI 15. Chief Security Officer / DDA 16. HC/SED-XI 17. Tender clerk, Centralised Tender Office, Dharamshala Wali, Kali Masjid, Rurkman Gate. 19. AO CAU (SEZ), Shahpurjat, 20 Delhi Contr. & Builder Association, H.No. 5508, Ch. Prem Singh Bhawan, New Chandrawal, Ch. Bhim Singh Road 21. Trans Yamuna DDA Contr. Association (Regd) Gandhi Nagar. 22. Dy. Commissioner (Work Contract) Bikri Kar Bhawan I.P. Estate 23. Notice Board of SED-XI 23. Cashier/SED-XI/DDA 25. Delhi Govt. ontractors Welfare Assn (Regd) 174, Trivent Apptt near Police Stn. Vivek Vihar Delhi-110095. 26. DDA web site [ddatender@dda.org.in](mailto:ddatender@dda.org.in) & [dirstystem@dda.org.in](mailto:dirstystem@dda.org.in).

Executive Engineer / SED-XI

## Schedule of Quantities

**NAME OF WORK :** M/o Completed Scheme Finishing & Furnishing i/c T.C. etc. complete at Vikas Sadan.

**SubHead :** Maintenance & Upkeep of 'B' Block, Cleaning & Mopping of G.F. to VIIth floor, F&E Ground Floor and cleaning of toilets of All floors.

Sl. No.	Description of item	Quantity	Unit	Rate (Rs.)	Amount (Rs.)
1.	Cleaning and mopping up of floors, toilets, pantries, shutters, venetian blinds, tiles, name plates, furnitures, compactors, stair cases, railing, planters & all fittings and fixture of toilets, spittors, removing of web etc. with broom, mops, clothes, dusters, detergent, phynle, cleanzo or other chemicals and keeping homocol cubes and nepthelene balls in urinals, spraying perfume and removing all dust and garbage and disposing out to the dustbin at Vikas Sadan C-Block parking i/c regular cleaning and disinfecting of shafts all complete as per direction of Engineer-in-Charge.	156 days	Per day		

Executive Engineer  
South Eastern Division XI  
D.D.A. Vikas Sadan, N. Delhi

**PWD-6**

**DELHI DEVELOPMENT AUTHORITY  
NOTICE INVITING TENDERS**

Division SED 11

Sub Division I

Tenders in the prescribed form are hereby invited on behalf of the Delhi Development authority for M/o Completed scheme Finishing & Furnishing i/c T.C. etc. complete at Vikas Sadan. SH: Maintenance & Upkeep of 'B' Block, Cleaning & Mopping of G.F. to VIIth floor, F&E Ground Floor and cleaning of toilets of All floors.

1. Estimated cost Rs. 8,83,458=00.

2. Contract document consisting of the details plans, complete specification, the Schedules of quantities of the various item of work to be done and a set of conditions of the contract can be seen/purchased at the C.A.U./SEZ office of EE/SED-11, Vikas Sadan between 10 a.m. to 3 p.m. every day, except on Sundays and Public holidays.

(a) The site of the work is available.

3(a) The tenders shall be placed in sealed covers to be issued by the Division Officer duly superscribed the name of work, estimated amount date and date of opening and name of contractor to whom the tender document are sold. These tender will be submitted by the contractor at following location.

i) At Vikas Sadan For South East Zone  
(ground floor)

Separate boxes are available for submission of tenders for each day of the opening . The contractor should ensure that tenders are placed in the proper boxes fixed and provided for the particular day upto 7 (Seven) days in advance (including date of opening during 10.00 a.m to 5 p.m. except the date of opening when it will be up to 3 p.m.) only.

(b) Offer can also be sent by the contractor through Registered Post to the Executive Engineer concerned but such offers must reach atleast one day before the date of opening of tenders.

(c) The tenders should be opened by the concerned Ex. Engineers on the date fixed at 3.30 p.m. at Vikas Sadan. Only registered contractor or one of their authorised representative (having proper authority on letter head of the contractor) will be allowed to enter into the premise where tenders will be opened.

4. Tender documents consisting of plans, specifications, the schedules of quantities of various clauses of work to be done and the set of terms and conditions of necessary documents can be seen in the office of EE/SED-11 between hours 11.00 am to 03.00 pm from .....to .....on any working day. Tender document will be issued during the above mentioned hours on any working day from office of the CAU/ South East Zone /Divisional Office/ Sale counter of Vikas Sadan on payment of the following amount

i) Rs. 500=00 in case as cost of tender (non refundable).

ii) Earnest money of Rs. 17,669=00 in cash /receipt Treasury Challan / Deposit at Call receipt of a scheduled Bank/Fixed Deposit receipt the scheduled bank / Demand draft of

the scheduled bank issued in favour of AO/CAU/ South East ZONE/DDA. When amount of earnest money is more than Rs 5 lac part of earnest money is acceptable in the form of bank guarantee also in such cases minimum 50 % of earnest money (but not less than 5 lac) shall be deposited in the shape as described above and for balance amount of earnest money bank guarantee will be also be acceptable in the favour of AO/CAU/ South East Zone, DDA.

5. The contractor should quote in figures as well as in word the rate and amount tendered by them. The amount of each items should be worked out and the requisite totals given.

6. When the contractor signs a tender in an Indian language the percentage above or below and the tendered amount in the case of PWD form no. 7 and the total amount tendered in the case of PWD forms Nos. 8 and 12 should also be written in the same language. In the case of illiterate contractor the rate /amount tendered should be attested by the witness.

8. Earnest money amounting to Rs. 17,669=00 in Currency Receipt Challan/ Deposit receipt /Demand Draft of a Scheduled Bank Guaranteed By the Reserve Bank of India must accompany with each tender and each tender is taken sealed cover tender for above and address to EE.

(A) The Contractor whose tender is accepted shall execute an agreement on Rs. 50/- stamps paper retreating his acceptance of the execution of work on the rate and condition as set in the contract document. The issue of tender from will be stopped is (four) days before the date fixed for opening of tender.

9. The person/ persons, whose tender (s) may be accepted (herein after called the contractor) shall permit DDA at the time of making any payment to him for work done under the contractor to deduct a sum at the rate of 10% of the gross amount of each running bill till the sum along with the sum already deposit earnest money, will amount to security Deposit of 5% of the tendered value of the work. Such dedicated will be made and held By DDA by way of security Deposit unless he/ they has/have deposit the amount of Security at the rate mentioned above in cash or in the form of Government Security at the rate mentioned above in cash or in the form of Government Security or fixed deposit receipts. In case a fixed deposit receipt of any bank is furnished by the contractor to the DDA as Part of the security deposits and the bank is unable to make payment against the said fixed deposit receipt, the loss caused thereby shall fall on the contractor and the contractor shall forthwith on demand furnish additional Security to the DDA to make good the deficit.

All compensations or the other sums of money payable by the contractor under the terms of this contract may be deducted from, or paid by the sale of a sufficient part of his security deposit or from the interest arising there from, or any sums which may be due to or may become due to the contractor by DDA on any accounts whatsoever and in the event of his security deposit being reeducated by reason of any such deductions or sale as aforesaid, the contractor shall within 10 days make good on cash or fixed deposit receipt tendered by the State Bank of India or by Scheduled Banks or Government Securities (if deposited for more than 12 months) endorsed in favor of the Engineer in-charge, any sum or sum which may have been deducted from, or raised by sale of his security deposit or any part thereof, the security deposit shall be collected from the running bills of the contractor at the rates mentioned above

and the earnest Money if deposited in cash at the time of the tenders will be treated a part of the Security Deposits.

(a) Government papers tendered as Security will be taken @5% (five Percent) below its face value whichever is less. The market price of Government paper would be as ascertained by Divisional officer at the time of collection of interest and the amount to interest of the extent of deficiency in value of the Government paper will be with-held if necessary.

(B) Government securities will include all forms of security mentioned in rule 274 of the G.F.R except fidelity Bonds. This will be subject to the observance of the conditions mentioned under this rule against each of the security.

10. The acceptance of the tender will rest with the complete authority who does not bind himself to accept the lowest tender and reserve himself the authority to reject any or all the tenders without assignment any reason all the tenders which does not Full fill the prescribed condition or in any respect are liable to rejected.

11. Canvassing in connection with tenders is strictly prohibited and the tender submitted by the contractor who resort to canvassing shall be liable to rejection.

12. All rates shall be quoted on the proper form of the tender in figure as in words.

13. Item rate tender containing percentage below /Above will be summarily rejected.

13. (a) It may Please be carefully noted that no condition whatsoever shall be accepted by the department and the contractor is not prepared to execute the work at the terms and condition in the tender documents, he is requested not to tender for this work. It may be noted that if any contractor choose to submit conditionals tender in spite of clear direction given above, his tender shall be liable to rejected summarily and his full earnest money shall stand forfeited. We will also be liable for being debarred from tendering in DDA for a period of six months.

13. (b) Monthly payment to the contractor will be made when the gross amount of the work done during the privies months is not less than indicated below:

<i>amount of contact</i>	<i>Gross Value of works since Previous bill should exceed</i>
Over Rs. 10 lacs value	Rs. 25,000/-
Over Rs. 2 lacs upto Rs. 10 lacs	Rs. 10,000/-
Over Rs. 50,000 upto Rs. 2 lacs	Rs. 5000/-
Over Rs. 50,000/-	Rs. 2,500/-

14. On accepted of the tender the name of the accelerated representative of the contractor who would be responsible for taking instructions from the Engineer in-charge shall be communicated to the Engineer-in-charge.

15. Special care should be taken to write the rates in figures as well as in words and the amount in figures only in such way that interpolation is not possible. The total amount should be written both in figures and in words.

In case of figure the word Rs. Should be written before the figure of and 'P' after the decimal figure e.g. Rs. 2.15p. and in case of words the words Rupees should be precede and the word paise should be written at the end. Unless the rate in whole Rupees and followed by the word only it should in variable be in two decimal places.



16. Delhi Development Authority does not bind itself to accept the lowest or only tenders and reserves to itself of accepting the whole or any part of the tenderer shall be bound to perform the same at same at the rate quoted.

17. Sales tax less tax, if any or any other tax on material in respect of this contract shall be payable by the contractor and DDA will not entertain any claim whatsoever in this respect.

18. A contractor must provide produce valid certificate of Registration with work contracts cell of sales tax department of GNCTD & the tax clearance certificate in from XI (under rule-8(2) of Delhi sales tax of works contract rule (latest) issued by the said cell before the tender papers can be sold to him.

19. A contractor shall not be permitted to tender for works in the DDA Zone responsible for award and execution of contracts) in which any of this near relative is posted as Divisional Account or as an officer in any capacity between the grades of CE and JE (both inclusive) in the DDA. He shall intimate the name of his near relations, if any, who are working as Gr. A, B or C officers in DDA. He shall also intimate the name of the persons who are working with him in any capacity or who are subsequently employed by him and who are near relatives of any Groups A, B or C officers in the DDA. Any breach of this condition by the contractor would render him liable to action under clause 3 of the agreement. In addition, he would also be liable to be debarred from tendering in future.

20. The contractor shall give a list of non gazetted DDA employees related to him.

21. No Engineer or Gazetted officer employed in Engineering of Administrative duties in an Engineer Deptt. of the Govt. Service /Delhi Development Authority is allowed to work as a contractor for a period of two years of this retirement Govt. Service/Delhi Development Authority. This contract liable to be cancelled if either the contractor are any of this employees are found at any time to be such a person who had not obtained the permission of the Govt. of India/Delhi Development Authority as aforesaid before submission of the tender or engagement in the contractor's Service. The Engineering Deptt. Of Govt. of India includes the Engineering Deptt. Of DDA CPWD, MES, P&T.

22. The Tender for works shall remain open for a period of Sixty days from the date of opening of tenders. If any tender withdraws his tender before the said period or makes any modification in the terms and conditions of the tender which are not acceptable to the deptt. Then DDA shall without prejudice to other right or remedy be at liberty to forfeit the entire amount of the earnest money absolutely.

23. The tender for the work shall not be witnessed by a contractor or contractors who himself/themselves has/have tendered for the same work. Failure to observe this condition would render the tender of the contractor tendering as well as witnessing the tender liable to summary rejection.

24. Approved and eligible contractors of CPWD and those of appropriate class of DDA, P&T and MES are also eligible to tender.

25. The facility of exemption from depositing the money by virtue of executing the bond was withdrawn w.e.f. 20-12-89 and all the bond stands cancelled from this date. Each intending tenderer has to deposit the required earnest money with individual tenders as mentioned in para-8.

26. While quoting the rate in schedule of quantities the word only should be written closely, following the amount and it should not be written in the next line.

27. The tender for the composite work includes the building portion, sanitary, water supply and drainage work.

28. The tender apart from being a class | B&R contractor, must associate himself with agencies of the appropriate class which are eligible to tender for Sanitary and water supply installation.

29. The contractor shall submit the list of work which are in hand (progress).

PERFORMA FOR CLAUSE 29

Name of work	Name of particulars of Division where the work is being executed	Amount Position of work	Remarks Work in Progress
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30. The tenderer shall inspect and study the drawings referred to in the tender document in the office of the Executive Engineer before and for the purpose of submitting the tender.

30. A. In the case of items rate tender invited on from PWD8 the contractor should quote his rates only in one language, i.e, either in Hindi or English. Rates should be quoted in figures as well as in word. In case a contractor has quoted rates in both the languages and the rates so quoted differ or the rate quoted in word and figure differ, then the lowest rates quoted by contractor shall be treated as the rate quoted by the contractor.

31. That only sealed tenders in the envelop dully described name of worked, date of opening and the name of division shall only considered and accepted. Envelop shall be given along with the tender by the tender clerk at selling counter.

32. It has further been observed by CTE that in particulars tender the contractor did not quote rate for a particulars items. However, as per tender condition, tender in which any of the prescribed conditions are not fulfilled or incomplete in any respect, such tender are liable to be rejected. Instead of rejecting such incomplete tender or adopting "Nil" rate where contractor did not quote, justified rate observed to have been paid to the contractor, thus extending undue benefit to the contractor.

Therefore , it is enjoined upon all concerned that the tender in which any of the prescribed conditions are not fulfilled and /or the tender which is incomplete in any respect, shall be rejected. Wherever the contractor has not mentioned any rate against any item(s), the rates against such item(s) shall be treated as "Nil" for evaluation/execution purpose.

ADDITIONAL CLAUSE

1	Case of withdrawal of offer	Case of withdrawal of offer
(i)	If the contractor modifies /withdraw their offer within 60 days of quoting the rates	The earnest money deposited by the contractor shall be forfeited absolutely.
(ii)	If the contractor /draw his offer immediately after the award of work	The earnest money deposited by the contractor shall be forfeited absolutely



(iii)	If the contractor /agency with draw his after award of the work after taking over	It is deemed that the contractor has entered into contract and the action under clause 2 & 3 of the agreement i.e. taking up work at the risk and the cost of the Contractor and to penalise the contractor for not completing the work within the stipulated period will be taken against the contractor if he abandons the site after taking over the possession of site from the engineer in charge. For taking action under clause 2 & 3 the only documentary proof required will be the document showing signature of the contractor or his aurtherised representative for taking over the possession of site. It is further clarified that action under clause 2 & 3 of the agreement is attached even though the contractor fails to sign the agreement of Rs. 50/- non-judicial stamp paper but do not start the work from the tenth day after the date on which the order to commence the work is issued to contractor. The date of start of the work will be considered as date of taking over the possession of site.
(ii)	Work/ supply shall remain open for a period of 60 days from the date of opening of quotation. The DDA shall without prejudice to any other right or remedy be at liberty to forfeit 50% of the earnest money if any quotationer withdraws this quotation before the said period or makes any modification in the terms & condition of the offer which are not acceptable to the department and to forfeit the whole of the earnest money if the quotationer whose quotation is accepted fails to commence the work /supply specify in the NIT along with changes in the scope if any) in the prescribed time or abandons the work/ supply before its completion.	<p>Signature of ..... Divisional Officer For and behalf of ..... D.D.A. Dt. New Delhi. ..... 200 .....</p> <p>Copy Forwarded to:</p> <ol style="list-style-type: none"> <li>1. The Secretary, Contractor's Association, Vikas Kuteer, DDA &amp; Central P.W.D. 'Y' Shape Building, I.P. Estate, New-Delhi. The receipt of this notice may please be acknowledged under seal of Association's Office.</li> <li>2. The all SES Circle No. 16 D.D.A., New Delhi.</li> <li>3. The all EEs, Division No. SED-11, D.D.A.</li> <li>4. Notice Board, Chief Engineer's New Delhi.</li> <li>5. Divisional Accountant, Division No. SED-11, D.D.A., New Delhi.</li> <li>6. Asstt. Engineer, Sub-Divn. No. I, Division No. SED-11 D.D.A. New Delhi.</li> <li>7. Head clerk for recording a copy in the work file.</li> <li>8. Director (System), DDA for displaying the NIT on DDA website.</li> </ol> <p style="text-align: right;">Executive Engineer S.E.D.-II, D.D.A. Vikas Sadan, New Delhi.</p>