



NIT

NIT No	:	146 /EE/ED-12/DDA/2012-13
Name of Work	:	Maintenance of work pertaining to completed/closed scheme of Dwarka Zone.
SH	:	Running and Maintenance of E.I. and Fans at 104 MIG Staff Qtrs, Sector-23, Dwarka.
Estimated Cost	:	Rs.2,31,912/-
Earnest Money	:	Rs.4,638/-
Time Allowed	:	12 months
Cost of tender	:	Rs.525.00
Security Deposit	:	5% of tendered amount
Performance Guarantee	:	5% of tendered amount
Certified that this NIT contains pages 1 to (One to Only)		

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GENERAL GUIDELINES

1. This standard document is applicable to Item rate tenders.
2. NIT Form, Schedules A to F, special conditions/specifications and drawings only will be uploaded on website. The standard document will not be uploaded along with the Tender Documents but the same shall form part of the agreement to be drawn and signed by both parties after acceptance of tender.
3. All blanks are confined to Notice Inviting Tender (NIT) Form and Schedules A to F.
4. Authority approving the Notice Inviting Tenders (NIT) shall fill up all the blanks in NIT Form and in Schedules B to F before issue.
5. The intending bidders will quote their rates in Schedule A.
6. The proforma for registers and Schedules A to F are only for information and guidance. These are not to be filled in the Standard Form. The Schedules with all blanks, duly filled, shall be separately uploaded on website.
7. Base price of all materials covered under Clause 10 CA is to be mentioned at the time of approval of NIT.

Note: This page shall not form part of the tender document and not to be uploaded on website.

NOTICE INVITING TENDER

For General Work

(E – TENDERING MODE)

Item rate tenders are invited on behalf of Delhi Development Authority from approved and eligible contractors of DDA & CPWD and those of enlisted contractors of appropriate class of MES, BSNL, Railway (strike out as the case may be) dealing with E/M works for the following work :-

Name of Work	:	Maintenance of work pertaining to completed/closed scheme of Dwarka Zone.
SH	:	Running and Maintenance of E.I. and Fans at 104 MIG Staff Qtrs, Sector-23, Dwarka.

- 1 The enlistment of the contractors should be valid on the last date of submission of tenders. In case the last date of submission of tender is extended, the enlistment of contractor should be valid on the original date of submission of tenders.
- 2 The work is estimated to cost **Rs.2, 31,912/-** This estimate, however, is given merely as rough guide.
- 3 Intending tenderer is eligible to submit the bid provided he has definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority.
- 4 Agreement shall be drawn with successful tenderer on prescribed form attached. Tenderer shall quote his rates as per various terms and conditions of the said form which will form part of the agreement.
- 5 The time allowed for carrying out the work will be 12 **months** from the date of start as defined in Schedule F or from the first date of handing over the site, Which ever is later, in accordance with the phasing, if any, indicated in the tender documents.
- 6 The site for the work is available or as specified in the additional conditions attached.
- 7 The tender document consisting of 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 except standard general conditions of contract form can be seen from website www.tenderwizard.com/DDA or www.dda.org.in.

- 8 Earnest money and cost of tender shall be deposited through RTGS/NEFT in the account of Sr. A.O., CAU (Dwarka) DDA having account no. 1290300366 with Central Bank Of India, Manglapuri, New Delhi branch (IFSC code CBIN0283498). The unique transaction reference of RTGS/NEFT shall have to be uploaded by the tenderer in the e-tendering system by the prescribed date. The Executive Engineer concerned will get tender cost/earnest money verified from CAU based on the unique transaction reference number against from each RTGS/NEFT payment before the tenders are opened.

A Part of earnest money is acceptance in the form of bank guarantee also. Earnest Money up to Rs. 20.00 lacs will have to be deposited through RTGS/NEFT mode. If the amount of E.M. is more than Rs. 20.00 lacs then the amount of E.M. beyond Rs. 20.00 lacs can be deposited in the form of Bank Guarantee also. Such Bank guarantee is to be scanned and uploaded to the e-tendering website within the period of tender submission.

- Earnest money and cost of tender have to be deposited through separate transactions.
- (i) Cost of Tender Document: Rs.500.00 + DVAT @ 5% (to be deposited through RTGS/NEFT in the account of the Sr. A.O. (CAU) of Dwarka.
- (ii) E-Tendering Processing Fee: **Rs.562.00** (to be deposited through E-Mode of ITI Limited in favour of M/s ITI Limited payable at Delhi).

The unique transaction reference of RTGS/NEFT against EMD, Cost of Tender Document and Bank Guarantee shall be placed in single sealed envelope superscripted as “Earnest Money, Cost of Tender Documents” with name of work and due date of opening of the bid mentioned thereon and will submit to tender opening Authority by 23.01.2013.

- 9 Copy of Enlistment Order and other documents as specified in the press notice shall be scanned and uploaded to the e-tendering website within the period of tender submission and certified copy of each shall be deposited in a separate envelope marked as **"Other Documents"**.
- 10 Both the envelopes shall be placed in another envelope with due mention of Name of work, date & time of opening of tenders and to be submitted in the office of Executive Engineer during the period mentioned above.

- 11 Online tender documents submitted by intending bidders shall be opened only of those bidders, whose Earnest Money Deposit, Cost of Tender Document and e-Tender Processing Fee and other documents placed in the envelope are found in order.
The bid submitted shall be opened at 03:30 pm on 29.01.2013 .
- 12 The contractor, whose tender is accepted, will be required to furnish performance guarantee of 5 % (Five percent) of the tendered amount within the period specified in Schedule F. This guarantee shall be in the form of cash (in case guarantee amount is less than Rs 10,000/-) or Deposit at call receipt of any scheduled bank/Banker's Cheque of any scheduled bank/Demand draft of any scheduled bank/Pay order of any scheduled bank (in case guarantee amount is less than Rs. 1, 00,000) or Government securities or fixed Deposit Receipts or Guarantee Bonds of any Scheduled bank or the State Bank of India in accordance with the prescribed form.
- 13 Intending Tenderers are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A tenderer shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. The tenderer shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity, access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract document. Submission of a tender by tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant etc will be issued to him by the government and local conditions and other factors having a bearing on the execution of the work.
- 14 The competent authority on behalf of DDA does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without assigning any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected

- 15 Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.
- 16 The competent authority on behalf of DDA reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rate quoted.
- 17 The contractor shall not be permitted to tender for works in the DDA Circle (Division in case of contractors of Horticulture/Nursery category) responsible for award and execution of contracts in which his near relative is posted as Divisional Accountant or as an officer in any capacity between the grades of Superintending Engineer and Junior Engineer (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives of any Gazetted officer in DDA or in the Ministry of Urban development. Any breach of this condition by the contractor would render him liable to be removed from approved list of contractors of this department.
- 18 No Engineer of Gazetted rank or other Gazetted officer employed in engineering or Administrative duties in an Engineering department of the Government of India is allowed to work as a contractor for a period of one year after his retirement from the Government service, without the previous permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found anytime to be such a person who had not obtained the permission of the DDA as aforesaid before submission of the tender or engagement in the contractor's service.
- 19 The tender for the work shall remain open for acceptance for a period of ninety (90) days from the date of opening of tender/ninety days from the date of opening of financial bid(strike out as the case may be). If any tenderer withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of tender which are not acceptable to the department, then the DDA shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the tenderer shall not be allowed to participate in the re tendering process of the work.
- 20 This 'Notice Inviting Tender' shall form part of the contract document. The successful tenderer/contractor on acceptance of his tender by the Accepting Authority, shall,

within 15 days from the stipulated date of start of the work, sign the contract consisting of :-

- a) The Notice inviting tender, all the documents including additional conditions, specifications and drawings, if any, forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.
 - b) Standard NIT Form 8 or other Standard DDA Form as mentioned.
- 21 In case any discrepancy is noticed between the document as uploaded at the time of submission of the bid online and hard copies as submitted physically in the office of Executive Engineer, then the bid submitted shall become invalid and the Government shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the tenderer shall not be allowed to participate in the retendering process of the work.

EE (E)/ED-12

ITEM RATE TENDER AND CONTRACT FORM

(for general works)

Name of Work	:	Maintenance of work pertaining to completed/closed scheme of Dwarka Zone.
SH	:	Running and Maintenance of E.I. and Fans at 104 MIG Staff Qtrs, Sector-23, Dwarka.

- i) To be submitted through E-Tendering up to 3.00 pm on 22.01.2013 to Executive Engineer, Electrical Division No.-12
- ii) To be opened through E-Tendering at 3.30 pm on 29.01.2013 by the Executive Engineer, Electrical Division No.-12

T E N D E R

I/ We have read and examined the notice inviting tender, schedule, A, B, C, D, E & F. Specifications applicable, Drawings & Designs, General Rules and Directions, Conditions of Contract, clauses of contract, special condition, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified for the DDA within the time specified in Schedule 'F', viz., schedule of quantities and in accordance in all respects with the specifications, designs, drawings and instructions in writing referred to in Rule-1 of General Rules and Directions and in Clause 11 of the clauses of contract and with such materials as are provided for, by, and in respects in accordance with, such conditions so far as applicable.

We agree to keep the tender open for ninety (90) days from the date of opening of financial bid and not to make any modifications in its terms & conditions.

A sum of **Rs.4, 638/-** deposited in the account of Sr.A.O, CAU(Dwarka) DDA is hereby forwarded in form of UTR of RTGS / NEFT /Bank Guarantee beyond 20 Lacs issued by a scheduled bank as earnest money. If I/we, fail to furnish the prescribed performance guarantee within prescribed period, I/We agree that the said DDA or his successors in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I/we fail to commence work as specified, I/we agree that DDA or its successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and the performance guarantee absolutely, otherwise the said earnest money shall be retained by him towards security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered, up to maximum of the

percentage mentioned in Schedule 'F' and those in excess of that limit at the rates to be determined in accordance with the provision contained in Clause 12.2 and 12.3 of the tender form.

Further, I/We agree that in case of forfeiture of earnest money or both Earnest Money & Performance Guarantee as aforesaid, I/We shall be debarred for participation in the re tendering process of the work.

I/we hereby declare that I/we shall treat the tender documents drawings and other records connected with the work as secret/ confidential documents and shall not communicate information derived there from to any person other than a person to whom I/we am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Signature of witness

Signature of contactor

Name:

Name:

Address:

Address:

Occupation:

A C C E P T A N C E

The above tender (as modified by you as provided in the letters mentioned hereunder) is accepted by me for and on behalf of the DDA for a sum of Rs. _____ * _____
(Rupees _____ * _____
_____)

The letters referred to below shall form part of this contract Agreement:

- i)
- ii)
- iii)

For & on behalf of Delhi Development Authority

Signature _____

Designation: Executive Engineer

Electrical Division No.-12

GENERAL RULES AND DIRECTIONS

1. All work proposed for execution by contract will be notified in a form of invitation to tender pasted in public places & signed by the officer inviting tender or by publication in News paper as the case may be.

This form will state the work to be carried out, as well as the date for submitting and opening tenders and the time allowed for carrying out the work, also the amount of earnest money to be deposited along with tender, the Performance Guarantee to be deposited by the successful agency / contractor and the amount of security deposit to be deducted from bills. Copies of the specifications, designs and drawings and any other documents required in connection with the work signed for the purpose of identification by the officer inviting tender shall also be open for inspection by the contractor at the office of officer inviting tender during office hours.

2. In the event of the tender being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so, such power of attorney to be produced with the tender, and it must disclose that the firm is duly registered under the Indian Partnership Act, 1952.
3. Receipts for payment made on account of work, when executed by a firm, must also be signed by all the partners, except where contractors are described in their tender as a firm, in which case the receipts must be signed in the name of the firm by one of the partners, or by some other person having due authority to give effectual receipts for the firm.
4. Any person who submits a tender shall fill up the Schedule of Quantities, stating at what rate he is willing to undertake each item of the work. Tenders, which propose any alteration in the work specified in the said form of invitation to tender, or in the time allowed for carrying out the work, or which contain any other conditions of any sort, including conditional rebates, will be summarily rejected. No single tender shall include more than one work, but contractors who wish to tender for two or more

works shall submit separate tender for each. Tender shall have the name and number of the works which they refer, written on the envelopes.

5. The officer inviting tender or his duly authorized representatives will open tenders and will enter the amounts of the several tenders in a comparative statement in a suitable form. In the event of a tender being accepted, a receipt for the earnest money shall be thereupon be given to the contractor who shall thereupon for the purpose of identification of copies of the specifications and other documents mentioned in Rule-1 In the event of a tender being rejected, the earnest money shall thereupon be returned to the contractor remitting the same, without any interest.
6. The officer inviting tenders shall have the right of rejecting all or any of the tenders and will not be bound to accept the lowest or any other tender.
7. The receipt of an accountant or clerk for any money paid by the contractor will not be considered as any acknowledgement or payment to the officer inviting tender and the contractor shall be responsible for seeing that he procures a receipt signed by the officer inviting tender or a duly authorized Cashier.
8. The memorandum of work tendered for and the schedule of materials to be supplied by the department and their issue-rates, shall be filled and completed in the office of the officer inviting tender before the tender form is uploaded. If a form is uploaded on website without having been so filled in and incomplete, he shall request the officer to have this done before he completes his tender.
9. The tenderers shall sign a declaration under the officials Secret Act 1923, for maintaining secrecy of the tender documents, drawings or other records connected with the work given to them. The unsuccessful tenderer(s) shall return all the drawings given to them.
10. In the Item Rate Tenders only rates quoted shall be considered. Any tender containing percentage below/ above the rates quoted is liable to be rejected. Rates quoted by the contractor in item rate tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figures and words.

However, if a discrepancy is found, the rates which correspond with the amount worked out by the contractor shall unless otherwise proved be taken as correct. If the amount of an item is not worked out by the contractor or it does not correspond with the rates written either in figures or in words, then the rates quoted by the contractor in words shall be taken as correct. Where the rates quoted by the contractor in figures and in words tally but the amount is not worked out correctly, the rates quoted by the contractor will unless otherwise proved be taken as correct and not the amount. In event no rate has been quoted for any item(s), leaving space both in figure(s), word(s), and amount blank, it will be presumed that the contractor has included the cost of this/these item(s) in other items and rate for such item(s) will be considered as zero and work will be required to be executed accordingly.

11. In the case of any tender where unit rate of any item/ items appear unrealistic, such tender will be considered as unbalanced and in case the tenderer is unable to provide satisfactory explanation, such a tender is liable to be disqualified and rejected.
12. All rates shall be filled in tender form. The amount for each item should be worked out and requisite totals given. Special care should be taken to write the rates in figures as well as in words and the amount in figures only, in such a way that interpolation is not possible. The total amount should be written both in figures and in words. In case of figures, the word 'Rs.' should be written before the figure of rupees and word 'P' after the decimal figures, e.g. 'Rs.2.15 P' and in case of words, the word, 'Rupees' should precede and the word 'Paise' should be written at the end. Unless the rate is in whole rupees and followed by the word 'only' it should invariably be up to two decimal places. 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.

13(i) The contractor whose tender is accepted will be required to furnish performance guarantee of 5% (five percent) of the tendered amount within the period specified scheduled F. This guarantee shall be in the form of cash (in case guarantee amount is less than Rs 10,000/-) or deposit at call received of any scheduled bank/Banker's cheque of any scheduled bank/ Demand Draft of any scheduled bank/pay

order of any scheduled any bank (in case guarantee amount than Rs 1,00,000/-) or Govt. securities fixed deposit receipts or guarantee bonds of any scheduled bank or the state Bank of India in accordance with the prescribed form.

- (ii) The contractor whose tender is accepted, will also be required to furnish by way of security Deposit for the fulfillment of his contract, an amount equal to 5% of the tendered value of work. The security deposit will be collected by deductions from the running bills of the contractor at the rates mentioned above and the earnest money deposited at the time of the tenders , will be treated as part of the security deposit . The security deposit will also accepted in cash or in the shape of government securities. Fixed deposit receipt of a Scheduled bank or State Bank of India will also be accepted for this purpose provided conformity advice is enclosed.

14. On acceptance of the tender, the name of the accredited representative(s) of the contractor who would be responsible for taking instructions from the Engineer-in-Charge shall be communicated in writing to the Engineer-in-Charge.

15. Sales-Tax / VAT (Except Service Tax) Purchase Tax, Turnover Tax 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 respect of the same. However, in respect of service tax, same shall be paid by the contractor to the concerned department on demand and it will be reimbursed to him by the Engineer-in-Charge after satisfying that it has been actually and genuinely paid by the contractor.

16. The contractor shall give a list of both gazetted and non-gazetted DDA employees related to him.

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

18. The contractor shall comply with the provisions of the Apprentices Act 1961, and the rules and orders issued there under from time to time. If he fails to do so, his failure will be a breach of the contract and the DDA may in his discretion, without prejudice to any other right or remedy available in law, cancel the contract. The contractor shall also be liable for any pecuniary liability arising on account of any violation by him of the provisions of the said Act.

Important Instructions for Executive Engineers for E-Tendering

1. All the Executive Engineers in Divisions, AE (P) in Divisions and Divisional Accountant shall have to obtain digital signature from authorized certifying authorities viz. NIC, MTNL, e-Mudhra, TCS, Safescrypt, GNFC etc.
2. Any intending bidder has to get himself registered with the ITI Limited through their website www.tenderwizard.com/DDA before submission of bid.
3. All the documents such as NIT including Information and Instructions for contractors, all the conditions of NIT, Schedule of Quantities, Drawings and other documents shall be uploaded at onetime.
4. The Tender Document as uploaded can be viewed by intending bidder free of cost. But the bid can only be submitted after uploading the mandatory scanned documents such as Demand Draft/Pay order or Banker's Cheque /Bank Guarantee of any Scheduled Bank towards cost of tender document, and EMD in favour of **Sr. A.O.(CAU) Dwarka** and **Bank Guarantee in favour of Executive Engineer(E),Electrical Division-12**, if any, and Processing Fee in favour of ITI Limited.
5. NIT approving authority has to categorically specify the period during which EMD; cost of tender document, e-tender processing fee and other documents shall be submitted in the office of Executive Engineer by the intending bidder after submission of his/their bid. The documents mentioned above should be submitted up to the time and date as mentioned in the NIT for which time of 1 working day may be allowed after last time and date of submission of bid for the purpose of verification of documents and to determine eligibility of contractors before opening of bids. This period may be increased by NIT approving authority as per requirement.
6. NIT approving authority has also to specify the time and date of opening of tender. Generally a time of 3 working days after last date and time of submission of bid would be enough to receive and verify the documents submitted by the intending bidder. However NIT approving authority may vary this period of 3 days as per requirement.

7. The list of documents to be scanned and uploaded by the intending bidder shall be clearly mentioned under Information and Instructions for contractors.
8. The sample Press Notice to be published in newspapers and the Information and Instructions for contractors to be attached in NIT are annexed separately. The Information and Instructions for contractors to be attached in NIT may be modified suitably as per requirement if found necessary by the NIT approving authority.
9. Executive Engineer will send soft copy of the upcoming tender regularly on respective E-mail ID Zone-wise for processing as per details given below:

ddasouthzone@gmail.com

ddaeastzone@gmail.com

ddanorthzone@gmail.com

ddarohinizone@gmail.com

ddadwarkazone@gmail.com

ddahortzone@gmail.com

10. Time limit for publicity of tenders shall be as per the provisions of Para 17.5 of CPWD Works Manual 2010.
11. To draw agreement EE shall download the tender document as uploaded with duly filled schedule of quantities. Contractor's negotiation letter and other relevant letters written by the contractor such as extending the validity of tenders etc. and Standard GCC for DDA works - 2010 (Form 7 or Form 8) or other Standard GCC on Form 9,10,11,11A and 12 etc. as the case may be, shall form part of agreement.
12. Hard copies of documents as submitted physically by the contractor shall be compared with the documents uploaded at the time of submission of bid. In case of any discrepancy noticed, the tender shall become invalid and further necessary action to be taken as per the provisions contained in e-Tendering NIT.
13. NIT approving authority may issue any specific instructions to the Executive Engineer as per requirement.

Instructions to the Executive Engineer by NIT approving authority forming part of NIT & not to be posted on website

The Executive Engineer shall attend to the following points before uploading the tender document on website.

- (i) Any discrepancy in the approved NIT, if noticed, shall immediately be brought to the notice of the Officer preparing NIT for necessary decision of the officer approving the NIT.
- (ii) All blanks marked as ‘*’ shall be filled in by the Executive Engineer/Deputy Director (Horticulture) before uploading the tender on the website.
- (iii) The tender documents should properly be page numbered by the Executive Engineer/Deputy Director (Horticulture) before uploading the tender on website.
- (iv) The Executive Engineer/Deputy Director (Horticulture) to ensure that tender document is clearly readable.
- (v) The references to Standing Order numbers indicated in the correction slips and cross- references shall not appear in the tender uploaded on the website.
- (vi) The drawings relating to work shall be made available to the contractors for their study and understanding the scope of work covered by this tender.
- (vii) Executive Engineer/ Deputy Director (Horticulture) shall delete clause 31A regarding water supply, if so required.
- (viii) Requirement of registration and other eligibility criteria shall be suitably incorporated in the Press Notice by the Executive Engineer/Deputy Director (Horticulture) / NIT approving authority before issue.
- (ix) All codal provisions may be attended to before call of tenders.

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

1. In case of e-tendering the entire NIT along with all necessary documents is to be uploaded which can be viewed by the intending bidder free of cost. Therefore, the existing form of Press Notice has been modified **since it is no more to be published in news papers** and named as information and instructions for Contractors which will form part of NIT and to be uploaded on ITI website.
2. Draft information and instructions for Contractors for e-tendering inviting open tenders is enclosed as Annexure - I. (for general work)
3. The Draft information and instructions for Contractors for e-tendering where tenders are to be invited on two bid system are enclosed as Annexure - II.(for specialized work)
4. The Draft information and instructions to Contractors may be modified suitably by NIT approving authority as per requirement.

For General Works

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

(Applicable for inviting open tenders)

The Executive Engineer (E), Electrical Division No. 12 on behalf of Delhi Development Authority invites online Item rate tenders from approved and eligible contractors of DDA, CPWD and those of enlisted contractors of appropriate class of M.E.S., BSNL, Railway for the following work.

NIT No.	:	146 /EE/ED-12/DDA/2012-13
Name of Work	:	Maintenance of work pertaining to completed/closed scheme of Dwarka Zone.
Sub Head	:	Running and Maintenance of E.I. and Fans at 104 MIG Staff Qtrs, Sector-23, Dwarka.
Estimated Cost put to tender	:	Rs.2,31,912/-
Earnest Money	:	Rs.4,638/-
Period of Completion	:	12 months
Date of Commencement of e-tender	:	10.01.2013
Last date & time of requisition of application of e-tender	:	22.01.2013 3.00 PM
Last date of submission of cost of tender, EMD & e-tender processing fee	:	22.01.2013 3.00 PM
Date of Pre-Bid	:	17.01.2013
Last date of scanning & uploading UTR of RTGS / NEFT against cost of tender, EMD & other documents	:	22.01.2013 3.00 PM
Last date & time for submission of e-tender		22.01.2013 3.00 PM
Last date & time for submission of certified hard copies of EMD, Cost of Tender Document , E-	:	23.01.2013 3.00 PM

Tender processing Fee & other Documents to Executive Engineer		
Time & date of Opening of tender.	:	29.01.2013 3.30 pm

- 1 The tender 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 website www.tenderwizard.com/DDA or www.dda.org.in free of cost.
- 2 The enlistment of the contractors should be valid on the last date of submission of tenders. In case only the last date of submission of tender is extended, the enlistment of contractor should be valid on the original date of submission of tenders.
- 3 Those contractors not registered on the website mentioned above, are required to get registered beforehand. The intending bidder must have valid class-II digital signature to submit the bid.
- 4 Earnest money and cost of tender shall be deposited through RTGS/NEFT in the account of **Sr. A.O.,CAU(Dwarka)DDA having account no. 1290300366 with Central Bank Of India, Manglapuri, New Delhi branch (IFSC code CBIN0283498)**. The unique transaction reference of RTGS/NEFT shall have to be uploaded by the tenderer in the e-tendering system by the prescribed date. The Executive Engineer concerned will get tender cost/earnest money verified from CAU based on the unique transaction reference number against from each RTGS/NEFT payment before the tenders are opened.

A Part of earnest money is acceptance in the form of bank guarantee also. Earnest Money up to Rs. 20.00 lacs will have to be deposited through RTGS/NEFT mode. If the amount of E.M. is more than Rs. 20.00 lacs then the amount of E.M. beyond Rs. 20.00 lacs can be deposited in the form of Bank Guarantee also. Such Bank guarantee is to be scanned and uploaded to the e-tendering website within the period of tender submission.

- Earnest money and cost of tender have to be deposited through separate transactions.
 - i) Cost of Tender Document: **Rs.500.00 + DVAT @ 5%** (to be deposited through RTGS/NEFT in the account of the Sr. A.O. (CAU) of Dwarka..
 - ii) E-Tendering Processing Fee: **Rs.562.00** /- (to be deposited through E-Mode of ITI Limited in favour of M/s ITI Limited payable at Delhi).

The unique transaction reference of RTGS/NEFT against EMD, Cost of Tender Document and Bank Guarantee shall be placed in single sealed envelope superscripted as

“Earnest Money, Cost of Tender Documents” with name of work and due date of opening of the bid mentioned thereon and will submit to tender opening Authority by 23.01.2013.

5. Copy of Enlistment Order and other documents as specified in the press notice shall be scanned and uploaded to the e-tendering website within the period of tender submission and certified copy of each shall be deposited in a separate envelope marked as "**Other Documents**".

Both the envelopes shall be placed in another envelope with due mention of Name of work, date & time of opening of tenders and to be submitted in the office of Executive Engineer during the period mentioned above.

- 6 Online tender documents submitted by intending bidders shall be opened only of those bidders, whose proof of submission of Earnest Money Deposit, Cost of Tender Document and e-Tender Processing Fee and other documents placed in one envelope (containing envelopes of (**Earnest Money, Cost of Tender Document & Other Documents**) have been submitted to EE and are found in order.

- 7 **List of Documents to be “scanned and uploaded” within the period of tender submission:**

- i) Enlistment Order of the Contractor.
- ii) Certificate of Registration for Sales Tax / VAT and Service Tax and acknowledgement of up to date filed return.



DELHI DEVELOPMENT AUTHORITY

Name of Work: - Maintenance of work pertaining to completed/closed scheme of Dwarka Zone.
SH : - Running and Maintenance of E.I. and Fans at 104 MIG Staff Qtrs, Sector-23, Dwarka.

SCHEDULE OF QUANTITIES

S. No.	Description of Item	Qty	Unit	Rate	Rate in words	Amount
1	Providing Labour for running, maintenance and repairing of Electrical Installations works i/c light point / fan points / power point / SDB's etc. as per the terms & conditions attached.	12.00	month			
	Total:-					

Terms & Condition

1. The Work shall be carried out as per CPWD specifications Part-I(int.) 2005 and part-II (Ext.)1994 as amended upto date, as per Indian Electricity Rules-1956 and as per satisfaction of Engineer-in-Charge.
2. The work comprises of maintenance work (only labour) for electrical installation at staff quarters i.e. light point / fan points / power point / SDB etc. The contractor shall depute the following staff which are to be provided in the shift of 9:00 AM to 5:00 PM daily.
 - a) Wireman Gr-II - 1No.
 - b) Khallasi - 1 No.

The staff deputed by contractor shall be responsible for the day to day maintenance. Staff deputed at site shall also maintain the complaint register / maintenance registers upto date.

3. Maintenance and complaint register is to be maintained in proper proforma as agreed between Engineer-in-Charge and the contractor, and shall be kept upto date. These should be duly signed by the operational staff and same should be available at site of work. These can be checked by Engineer-in-charge or his representative any time.
4. The contractor shall employ the staff for the maintenance of E.I. / fans at staff quarter on all working days, Saturday, Sunday, Holidays and even on National holiday.
5. The wireman must have the license of Electrical Wireman Gr-II / should be qualified from ITI in electrical.
6. The contractor shall have to maintain an attendance register of staff at site of work and same shall be checked by the Engineer-in-Charge or his representative.
7. In case of emergency contractor have to provide the staff as and when required, No overtime shall be paid to the contractor by the department in any shape.
8. The payment to the contractor shall be made every month, after the verification of work and attendance of the staff of agency, by Engineer-in-Charge.

9. Tools and plants required for the maintenance staff deputed by the agency shall have to be arranged by the contractor and shall be available at site and nothing extra shall be paid on this account.
10. All instructions issued by the Engineer-in-Charge or his representative shall be followed strictly. In case of any disobedience or misbehavior by the staff of the agency, the Engineer-in-Charge may ask for removal of such person from the work, which the firm shall have to comply strictly and promptly.
11. In case any staff is found missing from their duties, a recovery of Rs. 200/- per day / shift for wireman and Rs. 100/- per day /shift for khallasi shall be made from the contractor bill.
12. The contract shall be for a period of 12 months and shall come into force from the date of start of work. The Engineer-in-Charge shall have the right to terminate the contract at any time without assigning any reason.
13. The petty material such as tape, switch, socket, wire etc. required for maintenance will be provided by the department.
14. All safety measures are to be taken by the agency during the execution of the work. If any accident / injury / loss occurs during the execution of work, the agency shall be held fully responsible.
15. The staff employed by the contractor shall wear proper uniform and wear badges displaying their name and designation. The staff shall also be given photo identity cards by the contractor displaying their name, father's name, address, date of birth, name of the agency with address and telephone no., site for which employed and period of validity. A copy of the identity cards shall be given to the Engineer-in-Charge within 15 days of award of work.

**EXECUTIVE ENGINEER
ELECT. DIV.12/D.D.A.**