

For Specialized Work
INFORMATION AND INSTRUCTIONS FOR CONTRACTORS FOR
E- TENDRING FORMING PART OF NIT AND TO BE POSTED ON WEBSITE.

(Application for inviting open tenders)

The Executive Engineer, Electrical Division 12 on behalf of Delhi Development Authority invites online item rate tenders from approved & 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.	:	115 /EE/ED-12/DDA/2012-13
Name of Work SH:-	:	Maintenance of Pump Set & E.I at various places, Dwarka. Contingencies- Deployment of Computer Operator in the offices of Electrical Division No. -5, 10, 12 & Electrical Circle-I
Estimated Cost put to tender	:	Rs.4,86,528/-
Earnest Money	:	Rs.9,731/-
Period of Completion		12 months
Date of commencement of e- tender		31.10.2012
Last Date & time of requisition of application of e-tender		09.11.2012 3.00 pm
Last Date & time for submission of e-tender along with uploading of transaction reference of RTGS/NEFT for EMD and Cost of tender documents. E-Tender processing fee and eligibility documents.		09.11.2012 3.00 pm
Last Date & time of submission of scanned copies of documents uploaded to the Executive Engineer/ Eld.Div.-12 /DDA		12.11.2012 3.00 pm
Time & date of Opening of tender		09.11.2012 3.30 pm

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

The contractor who fulfills the following requirement shall be eligible to apply.

1. The annual financial turnover (gross) in the similar nature of work in one of the preceding three financial years shall not be less than 100% of the Estimated (gross) value of work (duly audited by chartered accountant) on annualized basis depending upon the time allowed for the completion i.e. total estimated value divided by time of completion.

The satisfactory completion of similar nature / class of at least.

- i) One work of 80 % of the estimated cost OR
 - ii) Two works of 60 % of the estimated cost OR
 - iii) Three works of 40 % of the estimated cost of the proposed work in the Central / state Govt. Public Sector undertaking / Govt. autonomous bodies during the last seven years.
2. The tender document consisting of plan s, 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.
 3. 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.
 4. 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.
 5. Earnest Money & cost of tender shall be deposited through RTGS/ NEFT in the A/c of Sr. A.O. of CAU Dwarka Zone having account number **1290300366 with Central Bank of India, Mangla Puri New Delhi. .branch (IFSC code CBINO283498)**. 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 (E)/Electrical Division-12 will get tender cost/ earnest money verified from CAU based on the unique transaction reference number against each RTGS/NEFT payment before the tenders are opened.

A part of earnest money is acceptable in the form of bank guarantee also. Earnest money up to Rs. 20 lacs, will have to be deposited through RTGS/ NEFT mode. If the amount of Earnest Money is more than Rs. 20 lacs then the amount of Earnest Money beyond Rs. 20 lacs can be deposited in the form of Bank Guarantee also. Such Bank Guarantee is to be scanned and uploaded to the E- Tendering web site within the period of tender submission.

6. Earnest Money and cost of tender have to be deposited through separate transactions.

- (i) Cost of Tender Document – Rs. 525/- (to be deposited through RTGS/NEFT in the account of Sr. A.O. (CAU) Dwarka Zone.)
- (ii) E-Tendering Processing Fee – Rs.562/- (to be deposited through E –Mode of ITI Ltd.) in favour of M/s ITI Ltd. payable at Delhi.)

7. 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 there on and will submit to tender opening Authority by 12.11.2012.

8. Copy of certificate of work experience, Audited Balance Sheet, Bank Solvency

Certificate and other documents mentioned above 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, "**Eligibility 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 thereon.

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

- i) The unique transaction reference of RTGS/NEFT against EMD, Cost of Tender Document.
- ii) Bank Guarantee
- iii) Electronic transfer to “ITI Ltd. towards cost of tender processing fee.
- iv) Certificate of work experience.
- v) Audited Balance sheet.
- vi) Bank Solvency certificate
- vii) Certificate of Registration for Sales Tax / VAT and Service Tax and acknowledgement of up to date filed return.

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

CORRECTION SLIP No.....

A sum of Rs..... deposited in the account of Sr. A.O.(CAU) is hereby forwarded in the 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 condition contained or referred to therein and to carry out such deviation 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.

CORRECTION SLIP No.-----

Criteria of eligibility for submission of tender documents.

The annual financial turnover (gross) in the similar nature of work in one of the preceding three financial years shall not be less than 100% of the Estimated (gross) value of work (duly audited by chartered accountant) on annualized basis

(depending upon the time allowed for the completion i.e. total estimated value divided by time of completion.)

The satisfactory completion of similar nature / class of at least.

- i) One work of 80 % of the estimated cost OR
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DELHI DEVELOPMENT AUTHORITY

Name of Work: - Maintenance of Pump Set & E.I at various places, Dwarka.
SH: Contingencies- Deployment of Computer Operator in the offices of Electrical Division No. -5, 10, 12 & Electrical Circle-I

SCHEDULE OF QUANTITIES
NIT No.:- 115/DDA/2012-13
Estimated Cost: Rs.4,86,528

S. No.	Description of Item	Qty	Unit	Rate	Rate in words	Amount
1	Hiring of computer operators 4 Nos. as per terms & conditions attached.	12.00	month			
	Total:-					

DELHI DEVELOPMENT AUTHORITY
ELECTRICAL DIVISION No.12

ADDITIONAL TERMS & CONDITIONS:-

1. The approval shall be accorded by the Engineer –in-charge only if he is completely satisfied about the professional qualification, working knowledge and operating ability of the incumbent.
2. The rate which the agency may quote should be inclusive of all overhead charges and nothing extra shall be payable to the agency.
3. The computer operator is required to work six days in a week and shall be entitled to holiday on Sunday and all Gazetted holidays.
4. Computer operator shall remain an employee of the agency only and in no case and circumstances the incumbent shall be considered as employee of the Delhi Development Authority.
5. Approved rates shall be paid by the Delhi Development Authority to the agency who shall be solely responsible for making the requisite payment to the computer operators. The agency shall be responsible for and ensure all admissible and /or fringe benefits accorded to its employee / Computer Operator and under no circumstances, shall the same be the responsibility of the Delhi Development Authority.
6. There would be no parity of contract of any nature what so ever between the Computer Operator and the Delhi Development Authority and the only parties bound by this agreement shall be agency and the Delhi Development Authority.
7. Any loss, damage /theft caused during the period the Computer operator are on job, shall be responsibility of the agency.
8. Except as laid down above the computer operator shall not absent himself from his duty. However, in case the computer operator is found absent from duty, the Delhi Development Authority shall be entitled to make proportionate deductions out of the money payable by Delhi Development Authority to the agency.
9. The Computer operator shall carry out work as per orders/ instructions of the Engineer –in-charge.
10. For any violation of the terms & conditions on the part of the agency The decision of Engineer –in-charge, DDA shall be final and
11. In case of any requirement of Delhi Development Authority about the professional deficiency of the computer operator, the agency shall be bound with the directions of the Engineer –in-charge.
12. The tenderers /contractors hereby acknowledge having read and understood various statutory provisions as amended up to date including but not limited to minimum wages Act 1948. Contract Labour(Regulation and Abolition) Act, 1970 Employee Provident Fund & Miscellaneous Provision Act, 1952 Along with EPF Scheme, Payment of Bonus Act, 1965, Payment of Gratuity Act, 1972 etc.

undertake to ensure compliance of all the statutory provision of the aforesaid statues and all other statues for the time being in force governing the employer, employee relationship between the tender / contractor on one hand and their employee on the other hand. The parties hereby to have clearly understood & acknowledge that DDA shall not be liable in any manner under any circumstances for non-compliances of the afore said statutory provisions or otherwise & the tenders/contractors shall be exclusively responsible & liable for all the consequences & for not compliances of the aforesaid statutory provision & other relevant provision governing the tender/ contractors & his/ their employee & there shall be no obligation of DDA & DDA shall not have any privy with employee of the tenderer/contractor for amendment of the aforesaid statues or otherwise.

13. Qualification & experience of Computer operator shall as under:-

- 1. Graduate with minimum one year diploma in computer application.**
- 2. Experience of minimum two years in operating computer with proficiency in computer application.**

**EXECUTIVE ENGINEER(E)
ELECT. DIV.12/D.D.A.**