

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

Percentage rate tenders are invited through e-tendering mode for following works by the Executive Engineer, NPD-6/DDA, MunimJiKaBagh, Narela, Delhi-110040 upto 3.00 P.M. on date mentioned below on behalf of DDA from the approved and eligible contractors of DDA, CPWD as per their enlistment. The tenders shall also be open to non-DDA, non-CPWD contractors i.e., those of appropriate list of MES, BSNL Railway and State P.W.D with the condition mentioned as **Note 2** which shall be opened on the date mentioned as under at office of Executive Engineer, NPD-6/DDA.

S. No.	NIT No.	Name of Work & Location	Estimated Cost put to tender	Earnest Money	Stipulated Period of Completion of work	Date of uploading of tender at NIC portal.	Early Date & time of Submission of tender	Last Date & time of submission of e-tender, online EMD along with uploading of RTGS / NEFT receipt for EMD & other eligibility documents	Date & time of opening of document related to eligibility criteria/technical bid (Envelope A)	Date & time of Opening of Financial bid (Envelope B)
1	2	3	4	5	6	7	8	9	10	11
1	03/EE (P)/NCC-2/DDA/2026-27 04/EE/NPD-6/DDA/2026-27	N.O.W:General Maintenance of watch and ward of DDA unallotted flats at Sector - G2/G6, Narela. (A/R&M/o estimate for the year 2026-27) SH:Repair maintenance of DDA vacant flats including miscellaneous civil works like P/F wall tiles, floor tiles ,door shutter, glazing in windows, flushing cistern, kitchen sink, P/L PPR pipe,P/F Water Closet ,P/F aluminium work in window, P/L granite stone etc in pkt-4,5&6 Sector G-2/G-6, Narela.	Rs. 1, 87, 47,597/-	Rs. 3,74,952/-	365 Days	(*) at 03:00 PM(*)	(*) Up to 03.00 PM on 13.05.2026	On 14.05.2026 at 03.30 PM(*)	To be notified later

To be filled by the EE (*)

Note (1): -The bidder will use one UTR for one work only. In case, it is found that he has used one UTR number for different tenders, all the tenders submitted by him will be rejected and he will be debarred from further tendering in DDA in future."

Note (2):-The Tenders shall be open to DDA & CPWD enlisted contractors as per their enlistment. The tenders shall also be open to non-DDA, non-CPWD contractors i.e., those of appropriate list of MES, BSNL Railway and State P.W.D provided they have satisfactorily completed similar nature

of work as mentioned below during last 7 years ending last day of month previous to the one in which the tenders are invited: -

- i) Three similar nature of works, each of value not less than 40% of the estimated cost.
or
- ii) Two similar nature of works, each of value not less than 60% of the estimated cost
or
- iii) One similar nature of work value not less than 80% of the estimated cost

For this purpose, cost of work shall mean gross value of the completed work including cost of materials supplied by the government/client but excluding those supplies free of cost. This should be certified by an officer not below the rank of Executive Engineer/Project Manager or equivalent.

The value of executed similar 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 date of completion to the last date of submission of bid-

Similar work shall mean "maintenance of vacant flats including miscellaneous civil works like P/F wall tiles, floor tiles ,door shutter, glazing in windows, flushing cistern, kitchen sink, P/L PPR pipe,P/F Water Closet ,P/F aluminium work in window, P/L granite stone"tenderer should ensure before tendering in DDA that the requisite fee has been already deposited with CRB.

Note (4):- For terms and conditions, eligibility criteria of specialized work, the manner in which Earnest Money, cost of tender etc. are to be deposited through RTGS mode and other information/instructions, please visit the given DDA's website www.dda.gov.in. or the website <https://eprocure.gov.in/eprocure/app> or For any assistance on e-tendering please contact concerned EE or M/s N.I.C. on email cphp-nic@nic.in or 24 x 7 helpline number 0120-4001002,0120-4001005.

Similar work shall mean "maintenance of vacant flats including miscellaneous civil works like P/F wall tiles, floor tiles ,door shutter, glazing in windows, flushing cistern, kitchen sink, P/L PPR pipe,P/F Water Closet ,P/F aluminium work in window, P/L granite stone"

Important terms & conditions for tenderers. Tenderers are required to go through the same before participating in the tender.

1. The unique transaction reference on RTGS against EMD shall be placed online at specified location for Tender for Electronic Time and Attendance Recording System. First cover containing "Technical Bid" as well as "reference of EMD.
2. The technical Bids shall be opened online at _____PM on **14.05.2026** in the presence of a committee or their representatives by authorized bid openers. Price Bids of only those tenderers shall be opened whose technical bids qualify, at a time and place of which notice will be given. The Tenderer technically qualified will be at liberty to be present either in person or through an authorized representative at the time of opening of the Price Bids with the Bid Acknowledgement Receipt or they can view the bid opening event online at their remote end.
3. The tenderer should furnish Rs. 3,74,952/-as Earnest Money in the form of RTGS/NEFT.
4. The tender shall be submitted online in two parts, viz., technical bid and price bid.
5. Before submission a tender, the tenderer will be deemed to have satisfied himself by actual inspection of the site and locality of the work, that all condition liable to be encountered during the execution of the works are taken into account and that the rates he enters in the tender forms are adequate and all-inclusive to accord with the all the provision of the standard/ General Condition/Clause of contract of /bid document for the completion of works to the entire satisfaction of the engineers.
6. Tenderer will examine the various provisions of the central goods and services tax Act, 2017(CGST) /integrated goods and service Tax Act, (IGST)/Union Territory goods and services tax

act(UTGST)/respectively states goods and service tax act 2017(SGST) also as notified by Central/State Govt. and as amended from time to time and applicable taxes before bidding. Tendered will ensure that full benefit of input tax credit (ITC) likely to be availed by them is duly considered while quoting rates.

7. It is mandatory for every tenderer/bidder to be registered under the CGST/IGST/UTGST/SGST Act prior to participating in the tendering process.
8. TDS under the provision GST law shall be deducted from the bills and or/payment of.
9. Provision of GST Act. 2017 shall have the superseding effect over the all earlier taxes like VAT/WCT/Service Tax/etc. as contemplated in the Act. Accordingly, the terms VAT/WCT/Service Tax/etc. appearing anywhere in the bid document may be read as the applicable tax under the GST Act. 2017.
10. Implementation of Goods and service tax (GST) in DDA will be as per the F & E circular No.11/2017 issued by Chief Accounts Officers on dated 20.07.2017.

a) Technical Bid

The Tenderers are required to furnish following documents in technical bid: -

- i) Scanned copy of Proof of registration in Contractors Registration Board (CRB) of DDA/Valid enlistment order from concerned department.
- ii) Scanned copy of proof of depositing E-Tender processing fee to CRB/DDA.
- iii) Scanned copy of Certificate of Work Experience (for Non DDA, Non-CPWD registered contractors).
- iv) Scanned copy of Pan Card.
- v) Scanned copy of Tender Acceptance Letter (Mandatory to be given on company's letter head).
- vi) Scanned copy of the GST Registration Certificate and acknowledgment of the latest filed GSTR-3B return for the preceding month or preceding quarter. If the bidder has not obtained GST registration of Delhi State, then in such a case the bidder shall scan and upload following undertaking along with other bid documents as below:-
" If the work is awarded to him, I/We shall obtain GST registration certificate of Delhi State within one month from the date of receipt of award letter or before release of any payment by DDA, whichever is earlier, failing which I/We shall be responsible for any delay in payments which will be due towards me/us on account of the work executed and/or for any action taken by DDA or GST Department in this regard."
- vii) Copy of certificate of registration with EPFO and ESIC.
- viii) Scanned copy of unique transaction reference of RTGS/NEFT of Earnest Money Rs. 3,74,952/-
- ix) Scanned copy of undertaking on duly notarized stamp paper of duty Rs.10/- (Not older than 30 days from the last date of bid submission) having declaration without prejudice to action under any other clause/condition of the NIT, DDA shall be at liberty to debar my/our agency for one (01) year from participating in tenders of DDA from the date of issue of debarment order, if any forged document(s) is/are found uploaded/submitted for tendering process even after completion of tendering process". This affidavit must be specifically executed for this NIT only and must mention the NIT number, name of the work, and subhead on the face of the stamp paper. If it is found that the same affidavit has been used for any other NIT, the bid will be summarily rejected, and the bidder may lead to blacklisting.

- x) In case of Partnership firm, General Power of Attorney in favour of person who is authorized to sign the documents along with partnership deed shall be uploaded.
- xi) Scanned copy of an undertaking on a non-judicial stamp paper of ₹100/- stating that the agency is not blacklisted or debarred by any Government Department or PSU. This affidavit must be specifically executed for this NIT only and must mention the NIT number, name of the work, and subhead on the face of the stamp paper. If it is found that the same affidavit has been used for any other NIT, the bid will be summarily rejected, and the bidder may lead to blacklisting.
- xii) Copy of cancelled Cheque / bank Account Details for refund of Earnest Money Deposit.

Note:-1. The affidavit/undertaking on a non-judicial stamp paper must be executed on or after the date of uploading of this NIT.

Note :-2 The affidavit/undertaking shall clearly state the Delhi Development Authority (DDA) as the second party on the non-judicial stamp paper.

Note:-3 The affidavit, executed on a non-judicial stamp paper, must be duly notarized by a registered notary public.

Any tender found lacking with respect to the necessary information and /or documents and/or Earnest Money Deposit Declaration Performa /Tender Cost with the Technical bid will not be considered. Above-mentioned conditions and documents are mandatory and supersede irrespective of other conditions mentioned in complete NIT.

b) Price Bid

Schedule of price bid in the form of BoQ_XXXXX.xls

All intending bidders are required to get registered with CRB/DDA by depositing e-tendering annual charges as detailed below:-

S.No.	Class of Contractor	Amount to be paid
1	Class-I.	Rs.20,000.00 + 18% GST
2	Class-II.	Rs.16,000.00 + 18% GST
3	Class-III.	Rs.14,000.00 + 18% GST
4	Class-IV.	Rs.10,000.00 + 18% GST
5	Class-V	Rs.6,000.00 + 18% GST

The e-tendering fees for contractors/consultants who are not registered with DDA, the fees structure for one year will be as under (vide letter no. F4. (8)/72 / Misc./Secy./CRB/2017/284 dated 06-06-2017 issued by Secretary (CRB) DDA

Sr. No.	Cost of Work	E-tendering fees
1.	up to Rs.15.00Lacs	Rs.6000/- + 18%GST
2.	Above Rs.15.00 Lacs to 20.00Crores	Rs. 20,000/-+ 18% GST
3.	Above Rs.20.00Crores	Rs. 50,000/-+18%

The fee for the CRB registration is to be deposited in the account of CRB/DDA and not in the account of Sr. AO/DDA. The account details of CRB/DDA is as under:

PAO/EW/DDA, Central Bank of India, VikasMinar, New Delhi; A/C No.: 1075843312; IFSC Code:CBIN0281467.

Delhadi
05/05/26
Executive Engineer
NPD-6/DDA

Lelli
05/05/26

No. F50(04)/EE/NPD-6/DDA/A/c/2026-27/ 287

Dated: 5/5/26

Copy to: -

1. CE(Narela)/DDA /DDA
2. SE/NCC-1 & NCC-2, DDA
3. Dir. (system), DDA Vikas Sadan, (along with information that the email is being sent to new address i.e. ddatender@dda.org.in in the notice of the website of DDA).
4. SE(HQ) to CE(N), DDA
5. Dy. CAO/CAU(N), DDA.
6. EE/QAC-V/DDA
7. Labour commissioner, 15 Rajpur Road, Delhi
8. Income Tax Officer, ITO, New Delhi
9. AO(W)-III, DDA
10. Secy. CRB, DDA, Vikas Minar, New Delhi
11. AAO/NPD-6/DDA
12. AE-I, AE(P)/NPD-6/DDA
13. Secy. Contractor Association, DDA, Vikas Kuteer, New Delhi
14. DDA Contractor Welfare Association (Regd.), Vikas Kuteer, New Delhi
15. Head Clerk/ NPD-6/ DDA
16. All Executive Engineer, Narela Zone/DDA.
17. NIC, New Delhi for information please.

Executive Engineer
NPD-6/DDA