

For Specialized Work

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. 2 on behalf of Delhi Development Authority invites online **percentage rate** bids from manufacturer /authorized agencies / Specialized agencies who fulfill eligibility criteria in two bid system for following work upto 3:00 PM on*

| | | | |
|--|---|---|---|
| 1 | NIT No. | : | 09/EE(E)/ELD-2/DDA/2026-27 |
| 2 | Name of Work & location | : | M/o various Sports Complex, DDA. |
| 3 | Sub Head | : | Comprehensive annual Repair & maintenance contract of VRF System at MDCSC, RSC, RSKP & PDKP DDA. |
| 4 | Estimated Cost put to bid | : | Rs.2459060.00 |
| 5 | Earnest Money | : | Rs.49,181.00 |
| 6 | Period of Completion | : | 24 Months |
| 7 | Publish Date (uploading) | : | 06.05.2026, 3.00 PM |
| 8 | Document Download / sale start date | : | 06.05.2026, 3.00 PM |
| 9 | Document Download / sale end date | : | 13.05.2026, 3.30 PM |
| 10 | Date and time of Pre -Bid (if applicable) | : | 08.05.2026 at 12.30 PM (In the office of Executive Engineer (E)/ELD-2, DDA, 19th Floor, Vikas Minar). |
| 11 | Clarification Start date | : | N/A |
| 12 | Clarification end date | : | N/A |
| 13 | Bid submission start date & time, scanning & uploading UTR of RTGS / NEFT against EMD, proof of payment for processing fee & other documents. | : | 08.05.2026, 3.00 PM |
| 14 | Bid submission end date & time, scanning & uploading UTR of RTGS / NEFT against EMD, proof of payment for processing fee & other documents. | : | 13.05.2026, 3.00 PM |
| 15 | Bid Opening date & time | : | 14.05.2026, 3.30 PM |
| 16 | Time & date of opening of price bid | : | |
| Time gap of minimum 3 (three) working days after last date & time of submission of bid shall be kept for opening of bid. However, NIT approving authority may vary this period of three days as per requirement. | | | |

The work is estimated to cost **Rs. 24,59,060.00** estimate, however, is given merely as rough guide.

1. Eligibility Criteria

The firms /Contractors who fulfill the following eligibility criteria shall be eligible to apply.

The firm should have satisfactorily completed the works as mentioned below during the last seven years ending last date of the; month previous to the one in which tenders are invited.

Three similar works each of value not less than **40% of estimated cost.**

OR

Two similar works each of value not less than **60% of estimated cost.**

OR

One similar work of value not less than **80% of estimated cost.**

DEFINITION OF SIMILAR WORK

Similar work shall mean "*SITC/Repair/Comprehensive Maintenance of VRV/VRF Air Conditioning System*"

Note : Completed work shall means the works which have been completed satisfactorily in all respect. Work in which compensation is levied shall not be treated as satisfactorily completed. If scope of work is not clear from Completion certificate then schedule of work shall be enclosed.

The bidder should have satisfactorily completed the following works in last 7 (seven) years ending last date of the month previous to the one in which tenders are invited. For this purpose, cost of work shall mean gross value of the completed work including cost of material supplied by the Government /Private client but excluding those supplied 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 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 previous day of last date of submission of bid.

The Works should have been executed in the same name in which present bid is made or Work experience gained from the works executed by the bidder in consortium/joint venture shall be considered in the same proportion (financial value) of share of the applicant in that consortium/ joint venture firm.

As regards evaluation of experience certificate, for similar works executed & completed, issued by an officer not below the rank of executive Engineer or equivalent rank in Government/ Semi Government, 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 date of completion to previous day of last date of submission of bid. Should have had average annual financial turnover of 30% of the estimated cost during the last 3 years ending 31st March 2025 (Scanned copy of certificate from C.A. to be uploaded).

Note:- In case of work executed for the private clients, cost of such works shall be supported by TDS certificates along with VAT / GST and service Tax return. Self certification of experience shall not be considered.

- Should not have incurred any loss in more than two years during the last five years ending 31st March 2025.
- The bidder should have a Networth certificate of minimum 10% of the estimated cost put to tender issued by certified Chartered Accountants as per format given below.

FORM "B-1"

FORM FOR CERTIFICATE OF NET WORTH FROM CHARTERED ACCOUNTANT

" It is to certify that as per the audited balance sheet (as applicable) and profit and loss account during the financial year, the Net worth of M/S(Name & Registered Address of individual / firm/ company), as on(the relevant date) is Rs. after considering all liabilities. It is further certified that the Net Worth of the company has not eroded by more than 30% in the last three years ending on (the relevant date – 31.03.2025)."

Signature of Chartered Accountant

.....

Name of Chartered Accountant

.....

Membership No. of ICAI

Date and Seal

2. SOLVENCY CERTIFICATE OR NETWORTH CERTIFICATE

- Solvency of the amount equal to 40 % of the estimated cost. Same should not be more than 12 months old.

or

The bidder should submit Net-worth Certificate of minimum 10 % of estimated cost put to tender issued by the certified Chartered Accountant (on the format prescribed in form C). The financial year 2024-25 must also cover in this.

Solvency certificate

- "This is to certify that to the best of our knowledge and information that M/s. Sh.....having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of Rs..... (Rupees.....)

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature)
For the Bank

c) TURNOVER

Average annual financial turnover (gross) should be at least 30% of the estimated cost during the immediate last 3 consecutive financial year ending 31.03.2025. Financial statement duly signed by registered chartered accountant with UDIN No. shall be submitted as a proof. Year in which no turnover is shown would also be considered for working out average.

Note:-

- Bankers certificate should be on letter head of the Bank, sealed in cover addressed to tendering authority.
- In case of partnership firm, certificate should include names of all partners as recorded with the Bank.
- The same should not be more than 12 Months old.
- The bidder should have sufficient number of Technical and Administrative employees for the proper execution of the contract.
- 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.
- Information and instructions for bidders posted on website shall form of bid document.
- 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> 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. 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:

| Sl. No. | Class of Contractor | Amount to be paid per Annum |
|---------|---------------------|-----------------------------|
| 1. | Class-I | Rs. 20,000 + GST @18% |
| 2. | Class-II | Rs. 16,000 + GST @18% |

| | | |
|----|-----------|-----------------------|
| 3. | Class-III | Rs. 14,000 + GST @18% |
| 4. | Class-IV | Rs. 10,000 + GST @18% |
| 5. | Class-V | Rs. 6,000 + GST @18% |

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 PAO/EW, DDA Vikas Minar New Delhi (E-mail:-naresh.godlaw22@dda.gov.in) in prescribed form as under :

| Sl. No. | Cost of work | E-tendering fees |
|---------|---------------------------------|-----------------------|
| 1. | Up to Rs. 15.00 Lacs | Rs. 6,000 + GST @18% |
| 2. | Above Rs 15.00 Lacs to 20 Crore | Rs. 20,000 + GST @18% |
| 3. | Above Rs. 20.00 Crore | Rs. 50,000 + GST @18% |

Proof of registration (if applicable) and the proof of payment and its scanned copy are to be uploaded.

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 bid submitted shall be opened at 03:30 pm on _____ *

Interested contractor who wish to participate in the bid has also to make following payments.

Earnest money shall be deposited through RTGS/NEFT in the account of Senior A.O. CAU (SPORTS), DDA having SB account no. 1614159849 with Kotak Mahindra Bank, Gulmohar Park, New Delhi - 49 (IFSC code KKBK0000184). 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, -----will get earnest money verified from CAU based on the unique transaction reference number against each RTGS / NEFT payment before the bids are opened).

The bid submitted shall be opened at 03:30 pm on _____ *

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."


8. 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.
9. The intending bidder must have valid class-III digital signature to submit the bid.
10. On opening date, the contractor can login and see the bid opening process. After opening Of bids he will receive the competitor bid sheets.
11. Contractor can upload documents in the form of JPG format and PDF format.
12. Certificate of financial turn over: At the time of submission of bid contractor may upload affidavit / certificate from CA mentioning financial turnover of last 5 years or for the period as specified in the bid documents.
13. However, 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.
14. 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.
15. Pre Bid conference shall be held in the chamber of _____ * _____ at _____ * _____ on _____ * _____ to clear the doubt of intending tenderers, if any.
16. 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.
17. Care in submission of Tenders:
 - i) Before submitting a tender, the tenderer will be deemed to have satisfied himself by actual inspection of the site and locality of the works, that all conditions 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 provisions of the standard / General conditions / clauses of contract / bid document for the completion of works to the entire satisfaction of the Engineer.
 - ii) Tenderer will examine the various provisions of the central Goods and services tax Act, 2017 (CGST) / Integrated goods and services Tax Act, 2017(IGST) Union Territory Goods and services tax Act, 2017 (UTGST) / respective states state goods and services tax act (SGST) also, as notified by central / state govt. & as amended from time to time and applicable taxes before bidding. Tenderers will ensure that full benefit of input Tax credit (ITC) likely to be availed by them is duly considered while quoting rates.
 - iii) The successful tenderer who is liable to be registered under CGST / IGST/UTGST/SGST act shall submit GSTIN along with other details required under CGST / IGST/UTGST/SGST act to DDA immediately after the award of contract, without which no payment shall be released to the contractor. The contractor shall be responsible for deposition of applicable GST to the concerned authority.
 - iv) Every tenderer / bidder is required to be registered compulsorily himself under CGST/IGST/UTGST/SGST Act.
 - v) TDS under the provision GST law shall be deducted from the bills and / or payment of advances as and when made applicable under the Act.
Provisions of GST Act, 2017 shall have the superseding effect over the all earlier taxes like VAT/WCT/Service Tax/ other like taxes 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.
The contractor, whose bid is accepted, will be required to furnish performance guarantee according to Circular 03/2026 issued from DDA Engineer Member secretariat vide no. EM1(10)2024/Circular/DDA/200 dated 02.03.2026 as applicable (Copy attached).

18. List of Documents to be scanned and uploaded within the period of tender submission:

- i) The unique transaction reference of RTGS / NEFT against EMD and Bank Guarantee.
- ii) Certificates of Work Experience.
- iii) ESIC and EPF registration copy. (Note: An undertaking on Rs.50/- non-judicial stamp paper in case not applicable as per prescribed format H & L-1 tenderer will submit original copy in ELD-2/DDA.)
- iv) Certificate of financial turnover from CA including profit/ loss for last 5 years.
- v) Certificate of Solvency/ Net Worth from Chartered Accountant as per FORM "B-1" detailed in para 1 above.
- vi) Scanned copy of proof of payment made for processing fee charges as detailed in para 7 above.
- vii) Certificate of Registration for / under GST act and acknowledgement of up to date filed return, if required/ IGST/UGSI/SGST under GST act 2017.
- viii) Scanned copy of Tender Acceptance Letter, as per attached format.
- ix) Affidavit (Rs. 100/-) as per provisions of clause 1.2.2 of form 6 (NIT) and affidavit mentioning NIT No. & name of work (Affidavit should be notarized). As under:
"I/we undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of the Department, then I/we shall be debarred for bidding in DDA in future for ever. Also, if such a violation comes to the notice of the Department before date of start of work, the Engineer-in-charge shall be free to forfeit the entire amount of earnest money deposit / performance guarantee." (scanned copy to be uploaded at the time of submission of bid).
- x) An undertaking on Rs.100- non-judicial stamp paper under Article-4 affidavit mentioning NIT No. & name of work (Affidavit should be notarized) that bidder has not been blacklisted from tendering process by any Govt. organization, PSU etc. (As per prescribed format G) (Note:- One undertaking stamp paper will be used for one work. Same stamp paper not to be used in multiple NIT's. If found in multiple NIT the tender shall be summarily rejected). L-1 tenderer will submit original copy in ELD-2/DDA.
- xi) Undertaking regarding uploading of all required documents and technical scrutiny will be done solely on the basis of uploaded documents as per format I.
- xii) Corrigendum(s), issued by the department. (if any).
- xiii) Bank details have to be submitted by the tenderer for refund of EMD.
- xiv) Letter of transmittal on letter head of bidder (As per prescribed Form 'A')
- xv) Valid Electrical license.
- xvi) An undertaking on letter head shall be submitted as follows:-
L-1 bidder shall provide following details at the time of submission of PG.
 - a) Authorization certificate.
 - b) The OEM is unconditionally support the lowest tender technically throughout the execution of contract as well as for maintenance / comprehensive maintenance contract for the useful life of the system.

Note:- (1). Stamp paper to be used by intending bidders for the purpose of submission of any affidavit, undertaking etc., it should be notarized & issue date of stamp paper must not be older than 6 Months from the date of publish of tender and name of work i/c NIT no. for undertaking/ affidavit should be mentioned on the stamp paper.

(2) The contractor, whose bid is accepted, will be required to furnish performance guarantee according to Circular 03/2026 issued from DDA Engineer Member secretariat vide no. EM1(10)2024/Circular/DDA/200 dated 02.03.2026 as applicable (Copy attached).


Executive Engineer (E)
Electrical Division-2/DDA

एफ.3(09)अधि.अभि./वि.मं.-2/डीडीए/2026-27/ 468

दिनांक: 5/5/26

प्रतिलिपिप्रेषित:-

1. अधीक्षण अभियंता (विद्युत), डीडीए।
2. अधिशासी अभियंता / विद्युत खंड 1, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 एवं 13 दि. वि. प्रा.।
3. अधिशासी अभियंता / विद्युत (कोटि आशवासन कक्ष/ दि. वि. प्रा.।
4. वरिष्ठ लेखाधिकारी/ केन्द्रीय लेखाइकाई/ खेल।
5. सहायक अभियंता- I, II, III एवं सहायक अभियंता) यो/ (विद्युत खंड / 2- दि. वि. प्रा.
6. सहायक लेखाधिकारी/ विद्युत खंड- 2 दि. वि. प्रा.
7. सूचनापट्ट/ विद्युत खंड/ 2- डीडीए
8. ईमेल (ddatender@ddaa.org.in)

अधिशासी अभियंता (वि)
विद्युत खंड-2/ दि. वि. प्रा.