

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. -1 Ph No. 9891417723 email id: eeeld01dda@gmail.com on behalf of Delhi Development Authority invites online percentage rate bids from specialized Agencies who fulfill the eligibility criteria in two bid system for the following work upto 3:00 PM on*.....

1	NIT No.	:	<u>01/SE(E)/East & Sports/DDA/2026-27 09/EE/ELD-1/DDA/NIT/2026-27</u>
2	Name of Work & location	:	Electrical work maintenance of 320 DDA HIG flats Pocket 9A, Jasola, HS-2010
3	Sub Head	:	Annual Comprehensive maintenance of 16 nos. 8 passengers capacity Lift at category - III multistoried HIG houses at Pocket -9 A Jasola.
4	Estimated Cost put to bid	:	Rs. 42,64,224/-
5	Earnest Money	:	Rs. 85,284/-
6	Period of Completion	:	12 Months
7.	Publish Date (uploading)	:	11.05.2026
8.	Document Download / sale start date	:	11.05.2026
9.	Document Download / sale end date	:	
10.	Date and time of Pre –Bid (if applicable)	:	In the chamber of SE(E)East & Sports/DDA office on dt.14.05.2026 at 3.00 PM
11.	Clarification Start date	:	
12.	Clarification end date	:	
13.	Bid submission start date & time, scanning & uploading UTR of RTGS / NEFT against EMD, proof of payment for processing fee & other documents.		15.05.2026
14.	Bid submission end date & time, scanning & uploading UTR of RTGS / NEFT against EMD, proof of payment for processing fee & other documents.		21.05.2026 upto 3.00 PM
15.	Bid Opening date & time		22.05.2026 at 3.30 PM
16.	Time & date of opening of price bid		

The work is estimated to cost **Rs. 42,64,224/-** this 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. Joint ventures will not be accepted.

1.1 Criteria of eligibility for submission of bid documents.

- (a) 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.

Three similar works each of value not less than **Rs. 17.06 Lac.(40% of estimated cost)**

OR

Two similar works each of value not less than **Rs. 25.59 Lac. (60 % of estimated cost)**

OR

One similar work of value not less than **Rs. 34.11 Lac. (80 % of estimated cost)**

All amounts rounded off to a nearest convenient full figure.

Completion certificate of the work mentioned above comprising of ***Comprehensive maintenance of 8 passengers lifts or higher capacity***, shall be considered for pre-qualification. If it is not clear in completion certificate then schedule of work shall be enclosed.

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.

Note:

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

OR

- b)** OEM (M/s Kone Elevator India Pvt Ltd.) is not required to fulfill eligibility criteria.

Authorized Service Agents of OEM can also be eligible to tender, However they have to satisfied eligibility criteria as per above Clause 1.1(a).

“Similar work” shall mean “Comprehensive maintenance of 8 passengers lifts or higher Capacity”.

Completed works shall mean 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.

1.2 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.

1.3 TURNOVER

Average annual financial turnover(gross) should be at least 30% of the estimated cost put to tender during the immediate last 3 consecutive financial year ending 31.03.2025. The value of annual turnover figures shall be brought to current value by enhancing the actual turnover figures at simple rate of 7% per annum. 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.

1.4 PROFIT / LOSS

The bidder should not have incurred any loss (profit after tax should be positive) in more than two years during available last five consecutive balance sheets (standalone financial statement), duly certified and audited by the Chartered Accountant.

1.5 The tenderer shall submit an undertaking from the OEM (M/s Kone Elevators India Pvt. Ltd.) on issue of acceptance letter regarding

- i) Authorization Certificate.
- ii) The OEM is unconditionally support the lowest tenderer technically i/c providing all spares for healthy functioning of the equipments throughout maintenance Contract (extended if any) for the useful life of the system.

2. 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.

3. Information and instructions for bidders posted on website shall form of bid document.

4. 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. The intending bidder must have valid class – II digital signature to submit the bid.

5. 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(**Email-ID - naresh.godlaw22@dda.gov.in**) in prescribed form as under :

Sl. No.	Cost of work	E-tendering fees
1.	Up to Rs. 15.00 Lakh	Rs. 6,000 + GST @18%
2.	Above Rs 15.00 Lakh 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 unique transaction reference of RTGS / NEFT against EMD shall be submitted to tender opening Authority by the lowest bidder within one week of demand.

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

Earnest money shall be deposited through RTGS/NEFT in the account of ACCOUNT OFFICER CAU EAST ZONE EMD, DDA having account No.13940110040416 with UCO Bank Shahpur Jat New Delhi DDA Shopping Centre Branch New Delhi-110016 (IFSC code UCBA0001394).

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 01 will get earnest money verified from CAU based on the unique transaction reference number against each RTGS / NEFT payment before the Bids are opened)

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.”

6. 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.
7. The intending bidder must have valid class-II digital signature to submit the bid.
8. On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
9. Contractor can upload documents in the form of JPG format and PDF format.
10. Certificate of financial turn over: At the time of submission of bid contractor may upload affidavit / certificate from CA mentioning financial turnover of last 3 years or for the period as specified in the bid documents and further details if required may be asked from the contractor after opening of technical bids. There is no need to upload entire voluminous balance sheet.
11. 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.
12. 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.
13. Pre Bid conference shall be held in the chamber of ____*____ at ____*____ on ____*____ to clear the doubt of intending tenderers, if any.
14. 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.
15. 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.

List of documents to be scanned and uploaded within the period of tender submission:

A. List of Eligibility documents

- i. The unique transaction reference of RTGS / NEFT against EMD and Bank Guarantee.
 - ii. Work experience certificate as applicable.
 - 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 Division Office.)
 - iv. Scanned copy of proof of payment made for processing fee charges as detailed in para 5 above.
 - v. Certificate of financial turnover from CA including profit/ loss statement as required. (As per prescribed 'Form-B')
 - vi. Bank Solvency Certificate.
- OR**
- Net worth Certificate.(As per prescribed 'Form-C')
- vii. Certificate of Registration for / under GST act and acknowledgement of up to date filed return, if required/ IGST/UGST/SGST under GST act 2017.
 - viii. Scanned copy of Tender Acceptance Letter, as per attached format.(Form-'E')
 - ix. Affidavit (Rs. 100/-) as per provisions of NIT (form D) and affidavit should not be older than 6 months.
 - x. Letter of transmittal on letter head of bidder (As per prescribed Form 'A')
 - xi. TDS certificates along with VAT and service tax /GST return in case work experience is with private client
 - xii. An undertaking on Rs.100- non-judicial stamp paper under Article-4 affidavit mentioning NIT No. & name of work that bidder has not been blacklisted from tendering process by any Govt. organization, PSU etc. (As per prescribed Form- F) (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 Division office/DDA.
 - xiii. Undertaking regarding uploading of all required documents and technical scrutiny will be done solely on the basis of uploaded documents as per Form-I.
 - xiv. Valid Electrical license.
 - xv. Corrigendum to the tender uploaded before last date of submission of bid(if any)

B. Financial BID

- 1. (BOQ)

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Note : Additional performance guarantee

- a. A bid will be treated as abnormally low if the quoted bid amount is lesser than 80% of the estimated cost put to tender.
- b. Requirement of Additional Performance Guarantee (APG): In case of abnormally low bids as defined above, the bidder shall be required to submit Additional Performance Guarantee (APG) in addition to the Standard Performance Guarantee (PG). The amount of Additional Performance Guarantee (APG) shall be equivalent to the difference between the 80% amount of ECPT and quoted amount. (e.g. if ECPT is A and quoted amount is 0.7A then the amount of APG shall be 0.8A-0.7A).

The Additional Performance Guarantee (APG) shall be in the prescribed format of Performance Guarantee and has to be submitted within prescribed the time frame for submission of Performance Guarantee. The other terms and conditions of release etc. of APG shall be same as that of PG.


08/05/26
Electrical Division No.1/DDA

No.F.13 (37)/EL.D-1/A/C's/DDA/70

Date: 08/05/2026

Copy to:-

1. CE(E) East Zone/DDA
2. SE(E) East & Sports Zone/DDA.
3. FO to CE(EZ)/DDA.
4. EE/QAC/DDA
5. EE/Elect.Divn.2 to 13/DDA.
6. Sr.AO(CAU)EZ.,DDA.
7. All AE's & AE(Plg.)/Elect.Divn-1/DDA.
8. AAO/Electrical Division No.1/DDA
9. SSA/Electrical Division No.1/DDA.
10. Agreement Copy.


08/05/26
EE(E)/EL.D-1/DDA