

दिल्ली विकास प्राधिकरण,  
(कार्यालय अधिशासी अभियंता) सिविल,  
द्वारका रख-रखाव खण्ड-5 (पश्चिमी खण्ड-7),  
पश्चिम विहार, डबल टंकी, नई दिल्ली - 110063.

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

Online Percentage rate tender is invited through e-tendering mode for following work by the Executive Engineer /DMD-5 (WD-7), Dwarka, New Delhi up to 3.00 PM on date mentioned below on behalf of DDA from the approved and eligible contractors registered with DDA & CPWD in the appropriate class and those of appropriate list of MES, BSNL, Railway and State P.W.D. with the condition mentioned below which shall be opened on the date mentioned as under at office of Executive Engineer DMD-5 (WD-7), Dwarka. For eligibility criteria, mode of payment of Earnest Money through RTGS/ NEFT mode and other details of the tender, visit the website [www.dda.org.in](http://www.dda.org.in) or <https://eprocure.gov.in/eprocure/app> assistance on e-tendering please contact concerned EE or M/s NIC on email [cppp-nic@nic.in](mailto:cppp-nic@nic.in) or 24x7 helpline number 1800-3070-2232.

S.No.1	NIT No.	04/EE/DMD-5/DDA/2026-27.
	Name of work/ Sub Head:	M/o Various colonies under Nazul Account-II, Dwarka Zone. SH: Improvement of 6 m, 9 m & 13.5 m RoW roads of all blocks of Keshopur Industrial Area including S.W. drain of Tanner's colony.
	Estimated cost	Rs. 3,41,38,118/-
	Earnest Money	Rs. 6,82,762/-
	Time Allowed	90 Days
	Last date of sale of tender	18.05.2026 up to 3.00 PM.
	Last date of opening of tender (Technical Bid)	19.05.2026 at 03:30 PM.
	Last date of opening of tender (Financial Bid)	To be intimated later

**Instructions For Online Bid Submission**

Instructions to the bidders to submit the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>

- 1). Possession of valid digital signature certificate (DSC) and enrolment/registration of the contractors/bidders on the e-procurement/e-tender portal is a prerequisite for e-tendering.
- 2). Bidder should do the enrolment in the e-procurement site using the "Online bidder enrolment" option available on the home page. Portal enrolment is generally free of charge. During enrolment/registration the bidders should provide the correct/true information including valid e-mail id. All the correspondence shall be made directly with the contractors/bidders through email id provided.
- 3). Bidder need to login to the site through their user ID/Password chosen during enrolment/registration.
- 4). Then the Digital signature certificate (Class II or class III certificates with signing key usage) issued by SIFY/TCS/n code/e Mudra or any certifying Authority recognized by CCA India on e-token/smart card, should be registered.
- 5). The DSC that is registered only should be used by the bidder and should ensure safety of the same.
- 6). Contractor/Bidder may go through the tenders published on the site and download the required tender documents/schedules for the tenders he/she is interested.
- 7). After downloading/getting the tender documents/schedules, the bidder should go through them carefully and then submit the documents as asked. Otherwise bid will be rejected.

- 8). Bidder registered in Contractor's Registration Board (CRB) of DDA are required to pay the e-tendering annual charges as under:-

S.No	Class of Contractor	Amount to be paid p.a.
1	Class-I	Rs. 20,000 + 18% GST
2	Class-II	Rs. 16,000+ 18% GST
3	Class-III	Rs. 14,000+ 18% GST
4	Class-IV	Rs. 10,000+ 18% GST
5	Class-V	Rs. 6,000+ 18% GST

For non-DDA Registered Contractors and specialized works (Valid for one year from the date of deposit)

S.No.	Work Costing	e-tendering fee
1.	Up to Rs. 15.00 Lakh	6,000 + GST@18%
2.	Above Rs. 15.00 Lakh to Rs. 20.00 Crores.	20,000 + GST@18%
3.	Above Rs. 20.00 Crores	50,000 + GST@18%

**In case any contractor fails to make payment by the stipulated date, the concerned contractor will not be eligible for tendering.**

- 9). If there are any clarifications, this may be obtained online through the tender site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.
- 10). Bidder then should logs-into the site through the secured log in by giving the user id/password chosen during enrolment/registration and then by giving the password of the e-token/smartcard to access DSC.
- 11). Bidder should select the tender which he/she is interested in by using the search option & then moves it to the 'my tenders' folder.
- 12). From my tender folder, bidder will select the tender to view all the details indicated.
- 13). It will be construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked: otherwise, the bid will be rejected.
- 14). Bidder, in advance should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, they can be clubbed together and can be provided in the requested format. Bidders bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders and should be less than 2 MB. If any document is more than 2 MB, it can be reduced through 'RAR' and the same can be uploaded if permitted however of the file size less than 1 MB transaction uploading time will be very fast.
- 15). If there are any clarifications, this may be obtained through the site or through contracts or during the pre-bid meeting if any. Bidder should take into account the corrigendum published before submitting the bids online if any.
- 16). The Bidders can update well in advance, the documents such as certificates, annual report details etc under My space option and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- 17). Bidder should submit the tender fee/EMD as specified in the tender. The original should be posted/couriered/given in person to the tender or as indicated in the tender. Scanned copy of the submission should be uploaded as part of the offer.
- 18). While submitting the bids online, the bidder should read the terms & conditions and aspects the same to proceed further to submit the bid packets.

- e-tender
- 19). The bidder has to select the payment option as offline to pay the EMD as applicable and entered details of instrument.
  - 20). The details of the payments made through RTGS/NEFT should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise submitted bid will not be acceptable or liable for rejection.
  - 21). The bidder has to upload digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.
  - 22). The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
  - 23). If the price bid format is provided in a spread sheet file like BoQ\_xxxx.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid/BOQ template must not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for this tender.
  - 24). The bidders are requested to submit the bids through online e-tendering system to the tender inviting Authority (TIA) well before the bid submission end date & time (as per server system clock). The TIA will not held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.
  - 25). After the bid submission (i.e. after clicking "Freezing Bid submission" in the portal), the acknowledge No., given by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender will also act as an entry pass to participate in the bid opening date.
  - 26). The time settings fixed in the server side & displayed at the top of the tender site, will be valid for all actions of requesting, bid submissions, bid opening etc, in the e-tender system. The bidders should follow this time during bid submission.  
All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
  - 27). Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
  - 28). The confidentiality of the bids is maintained since the secured socket layer 128 bit encryption technology is used. Data storage encryption of sensitive fields is done.
  - 29). The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
  - 30). For any queries regarding e-tendering process, the bidders are requested to contact as provided in the tender document. Paralley for any further queries, the bidders are asked to contact over phone: 0120-4001002, 0120-4001005, 0120-4200462 and 0120-6277787 or send email for technical support to [support-eprocure@nic.in](mailto:support-eprocure@nic.in) and for policy related to - [cphp-doe@nic.in](mailto:cphp-doe@nic.in).

#### **Important terms & conditions for tenderers.**

##### **Tenderers are required to go through the same before participating in the tender.**

- 1 The unique transaction reference of RTGS/NEFT against EMD, shall be placed online at specified location for tender for Electronic Time and Attendance Recording System. First over containing "Technical Bid" as well as "Reference of EMD".
- 2 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.6,82,762/-** as Earnest Money Deposit. The amount will be refunded by DDA, after submitting performance guarantee, in case tender is accepted. However no interest shall be payable on the earnest money.

- 4 The bidder will use one UTR for one work only. In case it is found that he has used one 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.

**Technical Bid:-**

The tenderers are required to furnish following documents in technical bid.

- 1) Scanned copy of Reference of RTGS/NEFT/IMPS for EMD deposited in the account of Sr. AO/CAU/DZ having account No. 01321110000036 with HDFC Bank, D-5 Mahavir Enclave, Palam Dabri Road, Palam, New Delhi Branch (IFSC Code- HDFC0000132).
- 2) Scanned copy of valid Enlistment order of contractors registered under requisite Department.
- 3) Scanned copy of Tender Acceptance Letter (To be given on Company's Letter Head).
- 4) Scanned copy of PAN NO.
- 5) Scanned copy of GST Registration.
- 6) Scanned copy of ESI, EPF Registration.
- 7) Scanned copy of Proof of requisite E-tendering fee deposited with Contractors Registration Board of DDA.
- 8) Scanned copy of Turnover Certificate in each year duly certified by Chartered Accountant (non-DDA & non-CPWD registered contractors) (Average annual financial turnover on works should be atleast 30% of the estimated cost put to tender during the last three consecutive financial years ending 31<sup>st</sup> March 2025).
- 9) Scanned copy of Banker's Certificate or Net Worth Certificate of a minimum 10% of the estimated cost put to tender issued by a certified Chartered Accountant or Solvency certificate of the amount equal to the 40% of the estimated cost put to tender (non DDA & non-CPWD registered contractors).
- 10) Scanned copy profit/loss account of the agency during the last five years (non DDA & non-CPWD registered contractors). [Agency should not have incurred any loss(profit after tax should be positive) in more than 2 years during the last 5 years ending 31<sup>st</sup> March 2025].
- 11) Scanned copy of Certificate of Work Experience as required under Note no. 1(Page no. 4)
- 12) Cancelled Banker's cheque.
- 13) The agency must submit an undertaking on a non-judicial stamp paper that the agency has not been blacklisted by any government organization anywhere in India. **Note:-** Affidavit/Undertaking on a non-judicial stamp paper should not be older than one month from the last date of submission of the bid.

**Any Tender found lacking with respect to the necessary information and/or documents and/or Earnest Money with the Technical bid will not be considered.**

Schedule of Price bid in the form of BOQ. XIs

अधिशायी अभियंता  
द्वारका रख-रखाव खण्ड-5  
दिल्ली विकास प्राधिकरण

F.55(02)/DMD-5(WD-7)/DDA/2026-27/ 235

Dated:- 08/5/26

Copy to:-

1. CE(DWK),DDA.
2. CE(QC)DDA.
3. SE/DCC-3 (CC-17),DDA.
4. All EEs, DDA/Dwarka.
5. A.O.(CAU)DWK,DDA.
6. AE(P)/DMD-5(WD-7)/DDA.
7. Commissioner Works, Contractor, Contract Cell, Sales Tax Building, ITO, New Delhi.
8. Delhi Contractor Association, 306, Masjid Moth, South Extn. Part II New Delhi-110049.
9. Notice Board, DMD-5 (WD-7)/DDA.
10. DDA Website [ddatender@dda.org.in](mailto:ddatender@dda.org.in)

*Signature*  
08/05/26

अधिकासी अभियंता  
द्वाराका रख-रखाव खण्ड-5  
दिल्ली विकास प्राधिकरण