

**DELHI DEVELOPMENT AUTHORITY  
NOTICE INVITING TENDER  
(E – TENDER NOTICE)**

Executive Engineer (E), Electrical Division No.-11 on behalf of Delhi Development Authority invites online **percentage rate** bids from eligible contractors OR **Specialized agency** who fulfill the eligibility criteria in **two bid system** for the following work up to 3:00P.M. on as per tender notice. **Joint ventures will not be accepted.**

1.	<b>NIT No.</b>	:	<b>06 /EE/ELD-11/DDA/2026-27</b>
2.	<b>Name of work</b>	:	M/O Scheme under N/A-II South Zone— Contingency of work.
3.	<b>Sub Head</b>	:	Hiring of Office Assistant.
4.	<b>Estimated Cost put to bid</b>	:	Rs.14,75,264/-
5.	<b>Earnest Money</b>	:	Rs. 29,505/-
6.	<b>Period of completion</b>	:	12 Months
7.	<b>Publish Date (uploading)</b>	:	12.05.2026
8.	<b>Document download / sale start date</b>	:	12.05.2026
9.	<b>Document download / sale end date</b>	:	19.05.2026 up to 3:00 PM
10.	<b>Date &amp; time of Pre-Bid</b>	:	....NA.....
11.	<b>Bid submission start date &amp; time, scanning &amp; uploading Performa for declaration of Earnest Money, proof of payment for processing fee &amp; other documents</b>	:	12.05.2026
12.	<b>Bid submission end date &amp; time, scanning &amp; uploading Performa for declaration of Earnest Money, proof of payment for processing fee &amp; other documents</b>	:	19.05.2026 up to 3:00 PM
13.	<b>Bid opening date &amp; time</b>	:	20.05.2026
14.	<b>Time &amp; date of opening of price bid</b>	:	Price bid to be opened after verification of document submitted by agencies.

**1. Eligibility Criteria:** -The Specialized contractor/agencies who fulfill the following eligibility criteria shall be eligible to apply. Joint ventures will not be accepted.

- a) **Experience Certificate**-The specialized firms/agencies shall submit the experience certificate of specialized works satisfactorily completed during the last 7 (seven) years ending last date of the month previous to the one in which tenders are invited.

Three Similar completed works each of value not less than 40% of the estimated cost put up to tender. OR
Two Similar completed works each of value not less than 60% of the estimated cost put up to tender. OR
One Similar completed work of value not less than 80% of the estimated cost put up to tender.

NOTE: All amounts rounded off to a nearest convenient full figure.

- i. 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 last date of receipt of submission for bid.
- ii. Completion certificates should be issued by the officer not below the rank of Executive Engineer or equivalent will have to be furnished along with the application. The completion certificate must clearly indicate: -
  - a. Estimated cost of work.
  - b. Date of start of work.
  - c. Date of actual completion of work.
  - d. Nature and scope of work with item description.
  - e. That the work has been completed satisfactorily without levy.
  - f. Total Cost of work done.

**Note:-** In case of works 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.

**Similar Work shall mean "Hiring of Computer Operators/Operations of data entry system."**  
Completed work shall mean the works which have been completed in all respect.  
Completed work shall mean the works which have been completed in all respect.

- iii. **Solvency Certificate or Net Worth Certificate: -**  
The bidder should have a Bank Solvency of the amount equal to 40% of the Estimated Cost put to the Tender (ECPT) issued by the Scheduled Bank. This solvency certificate should not be more than Six months old. Or Net Worth Certificate of minimum 10% of the Estimated Cost put to Tender (ECPT) issued by certified Chartered Accountant (On the format prescribed in Form B or B-1).
- iv. **Financial Information: -**  
The bidder should have average **annual financial turnover** of work equal to at least 50% estimated cost put to the tender (ECPT) during last Five consecutive financial years ending 31st March 2025 (Duly audited by chartered accountant) (in Form- "A"). Year in which no turnover is shown would also be considered for working out the average.  
The bidder should not have incurred any loss (Profit after tax should be Positive) in more than Two Years during available last Five consecutive years ending 31<sup>st</sup> march 2025.

2 To become eligible for issue of bid, the bidders shall have to furnish an affidavit on Rs. 100/- Non judicial Stamp paper 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 forever. 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).

3. Agreement shall be drawn with successful bidder on prescribed Form No. CPWD-7 which is available on Govt. of India Publication and also available on website [www.cpwd.gov.in](http://www.cpwd.gov.in). Bidder shall quote his rates as per various terms and conditions of the said form which will form part of the agreement.
4. The time allowed for carrying out the work will be **12 Months** from the date of start as defined in Schedule "F" or from the first date of handing over the site, whichever is later, in accordance with the phasing, if any, indicated in the bid documents.
5. The site for the work is available.
6. 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 on website [www.dda.org.in](http://www.dda.org.in) or central public procurement portal <https://eprocure.gov.in/eprocure/app> free of cost.

**Note: -** 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. The intending bidder must have valid class-II digital signature to submit the bid.

7. After submission of the bid the contractor can re-submit revised bid any number of times but before last time and date of submission of bid as notified.
8. i) Earnest money shall be deposited through RTGS/NEFT in the account of Senior A.O. CAU(South Zone), DDA having **Account No. 16651110000012 with HDFC Bank, G-8, Hauz Khas, New Delhi-110018 (IFSC Code HDFC 0000467)**. 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 concerned will get earnest money verified from CAU based on the unique transaction reference number against each RTGS / NEFT payment before the bids are opened).
- ii) A part of earnest money is acceptable in the form of bank guarantee also. In such case, minimum 50% of earnest money or **Rs.20 Lac**, whichever is less, shall have to be deposited through RTGS / NEFT mode. If the amount of E.M is more than Rs.20.00 Lac, then the amount of E.M. beyond Rs.20.00 Lac can be deposited in the form of Bank Guarantee of any scheduled bank having validity for six months or more from the last date of receipt of bids which is to be scanned and uploaded by the intending bidders to the e- tending bidding website within the period of bid submission.

**Note: -**

1. Bidders 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 per Annum
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

2. 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 **Secretary CRB, DDA** in prescribed form as under:

S. No.	Cost of work	E-tendering fees
1.	Up to Rs.15.00 lakh	Rs.6,000/- + 18%GST
2.	Above Rs.15.00 lakh to 20.00 Crores	Rs.20,000/-+ 18%GST
3.	Above Rs.20.00 Crore	Rs.50,000/- + 18%GST

**Proof of payment of tendered fee to CRB/DDA through RTGS / NEFT /DD to be uploaded.**

**Note: -**

“The bidder will use one UTR for one work only for EMD/Tender fee. 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.”

9. 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.
10. The intending bidder must have valid class-II digital signature to submit the bid.
11. On opening date, the contractor can login and see the bid opening process. After opening of bids, he will receive the competitor bid sheets.
12. Contractor can upload documents in the form of JPG format and PDF format.
13. Certificate of financial turnover: 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.
14. Contractor must ensure to quote percentage rate. 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 shall be treated as invalid and will not be considered as lowest tenderer.
15. 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.
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.

➤ **List of self-attested documents for tenderer/agency to be scanned and uploaded within the period of tender submission: -**

It is mandatory to upload scanned copies of all the documents including GST Registration, if documents are not uploaded than bid will become invalid & shall summarily be rejected.

- i) The unique transaction reference No. of RTGS/NEFT against EMD.
- ii) Work experience(s) certificates as applicable.
- iii) Scanned copy of payment of e- registration fee paid in CRB of DDA i.e. tender fee.
- iv) Certificate of Registration for GST and acknowledgement of upto date filled return, if required.
- v) Letter of transmittal on letter head of bidder (As per prescribed format).
- vi) An undertaking on Rs. 100/- Non- judicial stamp paper that bidder has not been blacklisted from tendering process by any Govt. organization, PSU etc. (Form attached E).
- vii) Net worth Certificate or Solvency Certificate (form attached B, B-1). It should not be more than six months old as per format given.
- viii) Certificate of financial turnover issued from CA for immediate last 5 consecutive financial years including profit/ loss statement for last 5 years (Form attached A).
- ix) Affidavit on Rs. 100/- Non- judicial stamp paper regarding similar nature of work (as per prescribed format).
- x) TDS certificate along with VAT/GST and Service Tax return in case the work experience is with private firm/client.
- xi) Scanned copy of Tender Acceptance Letter, as per attached format.
- xii) Corrigendum to tender uploaded before opening of tender (if any).

**17. Financial Bid: -**

i). Schedule of financial bid in the form of BOQ.xls.

**18. 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 documents 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)/Integral Goods and Services Tax Act, 2017 (IGST)/Union Territory Goods and Services Tax Act, 2017 (UTGST)/respective state's 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 be concerned authority.
- iv) Every tenderer/bidder is required to be registered compulsory 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
- vi) 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.

**Executive Engineer (E)  
Electrical Division No.11/DDA**

F5 (Misc.) EE/Eld.Divn.No.11/DDA/2026-27/ 222

Dated: 12/5/26

**Copy to:-**

1. SE(Elect.) South Zone ([seesz@dda.org.in](mailto:seesz@dda.org.in))
2. EE (Elect.) QAC/DDA. ([eeeqacdda@gmail.com](mailto:eeeqacdda@gmail.com))
3. Finance Officer to Chief Engineer (SZ), DDA ([cesz.dda@gmail.com](mailto:cesz.dda@gmail.com)).
4. Sr. Accounts Officer, CAU/South Zone /DDA.
5. Asstt. Engineer (Elect.) Div. No. 1,2,3,4, & AE(P) Div. No.-11/DDA.
6. Head Clerk Elect. Div. No.11/DDA.
7. E-Mail address: [ddatender@dda.org.in](mailto:ddatender@dda.org.in).

**Executive Engineer (E)  
Electrical Division No.11/DDA**

*Mantel*  
12/5/26