

भारत सरकार, रक्षा मंत्रालय
रक्षा अनुसंधान एवं विकास संगठन
संपदा प्रबंधन इकाई (अनुसंधान एवं विकास)
डीआरडीओ टाउनशिप, कंचनबाग पो.ओ.
हैदराबाद - 500 058
☎ दूरभाष: 040 – 2434 0655
040 – 2458 4923 / 25 / 26
☎ फैक्स: 040 – 2434 6246



Government of India, Ministry of Defence,
Defence R&D Organization (DRDO)
ESTATE MANAGEMENT UNIT (R&D)
DRDO Township, Kanchanbagh PO,
HYDERABAD - 500 058
☎ Tel: 040 – 2434 0655
040 – 2458 4923 / 25 / 26
☎ Fax: 040 – 2434 6246

No. EMU/HYD/E8/2800/AREA CLEAR

May 2026

To,

M/s. _____

INTIMATION REGARDING NOTICE INVITING TENDER

**PERIODICAL CLEARANCE OF BUSHES, WILD GROWTH AT DRDO TOWNSHIP,
KANCHANBAGH, HYDERABAD.**

Dear Sir (s),

1. On behalf of President of India, Tenders are invited for the subject work as per the scope of work given in the attached tender documents.
2. The tender conditions and execution of work shall be governed by the following:-
 - (a) RDCE Work Procedure – 2024 & General Conditions of Contracts (GCC-2023).
 - (b) All conditions/ Instructions as per tender documents.
3. The lowest tender in total amount (L-1) will be considered for acceptance keeping in view the overall reasonability of quoted rates. Acceptance of the L-1 tender is subject to fulfilling of all conditions listed in the tender documents including all the Statutory Regulations. Special attention is drawn to Para 2 (b) above and its contents therein.
4. **SITE VISIT :**

It is mandatory to make site visit to know the site conditions which will help in assessing the costing which in turn effect the quote of the tender.

Agency has to give prior intimation at least 10 days before the closing date of tender, so that required permissions can be arranged by this Unit.

After site visit, site-in-charge or his rep will issue site inspection certificate which shall be part of the tender documents. **Non-enclosure of the site visit certificate will result in rejection of the tender.**

5. This notice along with conditions/instructions to tenderers and other tender documents enclosed/ shall form part of the contract.

6. The bidders have to submit EMD @ 2% of the estimated cost of the work along with their Technical bid. Price bids of Tenders submitted with EMD will only be opened.

7. All the documents / Certificates as per the format enclosed duly signed by the accepting authority. If not, the tender will be liable for rejection.

8. At any stage, if it is noticed that the tender is not signed by the authorised signatory (legal entity), the tender is liable for rejection.

9. Please study the tender enquiry documents in detail and ensure that there is no ambiguity/ doubt. In case you have any query/ clarification, the same may please be got clarified well before quoting for the tender. Your presumption/ assumption/misinterpretation cannot be accepted if it is contrary to the tender condition. No representation/ explanation at a later date will be entertained in this regard. Tenderers are advised to seek clarifications if required, well before submission of the bid. Please refer Para 18 of NIT. Please note that the decision of the EMU (R&D), Hyderabad is final and binding in this regard.

10. All dates as given in this NIT may please be noted and timely action as deemed fit shall be taken by the tenderer to avoid rejection of tender at later date.

Yours Sincerely,

(P VINOD KUMAR)
Scientist 'F'
Estate Manager

Encl: NIT & Tender Documents

NOTICE INVITING TENDER (NIT)

1	Name of Work	:	PERIODICAL CLEARANCE OF BUSHES, WILD GROWTH AT DRDO TOWNSHIP, KANCHANBAGH, HYDERABAD.
2	Enquiry No.	:	EMU/HYD/ENQ/MISC/PERIODICAL CLEARANCE/RESI AREA /KB /02/ 2026-27 DATED 14 MAY 2026
3	Estimated cost of work	:	Rs. 14.06 Lakhs (Rupees Fourteen Lakhs Six Thousand Only)
4	Type of contract/ work order	:	Open Tender Enquiry (OTE) amongst the enlisted agencies with DCWE, New Delhi. (Percentage Tender).
5	Cost of tender documents	:	NIL
6	Amount of earnest money.	:	<p>Amount of Earnest Money : Rs. 28,200.00</p> <p>NOTE:-Tender submitted by agencies without EMD will be rejected (MSME exemption is not allowed for this tender).</p> <p>The Earnest Money shall not earn any interest. Copy of EMD in original to be submitted before closing date and time.</p> <p><i>The Earnest Money will be in favour of:-</i></p> <p>Estate Manager, EMU (R&D), DRDO Township, Kanchanbagh, Hyderabad - 500 058.</p>
7	Duration	:	06 (Six) Months
8	CRITICAL DATES		
	Publishing date and time of tender documents	:	14 May 2026 at 1800 hrs
	Starting date & time of tender documents	:	14 May 2026 at 1800 hrs
	Starting date and time of bid submission (Covers No 1 & 2)	:	14 May 2026 at 1800 hrs
	Closing date and time of bid submission (Covers No 1 & 2)	:	04 Jun 2026 at 1400 hrs
	Closing date of submission of hard Copies of Cover-1 (Technical bid) at EMU (R&D), DRDO Township, Kanchanbagh, Hyderabad (see Para 16 (a) below)	:	04 Jun 2026 at 1500 hrs
9	Date and time of technical bid (Cover-1) opening	:	<p>05 Jun 2026 at 1500 hrs</p> <p><u>In case the bidder has any queries regarding his eligibility or otherwise, the same should be got clarified before opening of price bid.</u></p>
10	Date and time of price bid opening (Cover-2)	:	After completion of evaluation of Technical Bid (Cover- 1).
11	Accepting Authority	:	EMU (R&D), Hyderabad
12	Next Higher Engineer Authority	:	CCE (R&D) Estates South, Hyderabad

13 Eligibility Criteria:

All agencies enlisted under EIM-IV and above Category of HQ, DCW&E to participate subject to submission of documents as per Para 16(b)(i):-

The bidder shall submit a Certificate for Acceptance of terms and conditions of tender. It shall be attached with Tender Documents (**As per Annexure-'I'**).

The bidder should also submit a declaration that no litigation is pending against them with any department/ organisation.

The works which are executed by the firm having poor performance / completed with levy of compensation for delay in completion shall not be qualified in the PQ Criteria.

List of mandatory enclosures to qualify for the technical Bid (Cover-I)

All the bidders Enlisted with DCWE HQ, who want to participate in the bid are required to submit hard copies of the following mandatory documents on or before the opening of the Technical Bid (Cover-I). **In case of Non receipt of the documents, the bidders will get disqualified in technical evaluation and will not considered for opening of price bid.**

Sl. No.	Description of Documents	Enclosures	
		Para 13	
1.	Copies of Enlistment letters with DCW&E, New Delhi in required category & class	√	Copies of Enlistment Letters
2.	Undertaking for Accepting terms & conditions of the Tender Enquiry	√	Annexure-I
3.	Original demand draft towards earnest money	√	Demand Draft
6.	BG Bond towards EMD	-	Annexure II
7.	Bidding capacity	√	Annexure III
8.	<p>The bidder should have successfully competed 'similar works' during last Seven (7) years ending last day of month previous to the one in which application are invited should be either of the following: -</p> <p>(i) Three similar completed works costing not less than the amount equal to 40% of estimated cost, i.e., Rs. 5.63 Lakhs of above.</p> <p>OR</p> <p>(ii) Two similar completed works costing not less than the amount equal to 50% of estimated cost, i.e., Rs. 7.03 Lakhs or above.</p> <p>OR</p> <p>(iii) One similar completed work costing not less than the amount equal to 80% of estimated cost, i.e., Rs. 11.25 Lakhs or above.</p> <p>The similar nature of work here implies "Conservancy Services/ Provision of Area clearance services</p>	√	Completion and / or Performance as per Annexure – IV issued by an officer not below the rank of Executive Engineer/ CCE or Equivalent to be submitted

14. Submission of Documents:-

(a) In order to consider bids for the subject work, hard copies of the following documents must be sent in a sealed cover by person/ post to EMU (R&D), DRDO Township, Kanchanbagh, Hyderabad – 500 058 **on or before 04 Jun 2026 at 1500 Hrs:-**

(b) Tenderers are advised to note the following:-

(i) Application not accompanied by any of the requisite documents given above is liable to be rejected. Also, conditional offers will be rejected.

(ii) The Firm should not have been blacklisted in any Govt. Organization/ PSU.

(iii) Hard copies of Technical bid documents received after due date will be rejected and agency will not be Considered for Price bid opening.

(iv) Hard copy of price bid shall not be submitted in any Case. If so tender will be rejected.

15. Earnest Money:

(a) 02 %(Two) of the estimated value of Tender specified shall be submitted as EMD in the form of Demand Draft / Bank Guarantee / Bankers Cheque / Insurance Surety Bond / FDR / TDR etc from the Schedule / Nationalized bank in favour of **“Accepting authority as defined and payable at his office location i.e. Estate Manager, EMU (R&D), Hyderabad as per Annexure- IV.**

(b) Forfeiture of Earnest Money: - If any Bidder withdraws his Tender before the expiry of the validity period of tender, or before the issue of letter of acceptance, whichever is earlier, or makes any modification in the terms and conditions of the Tender which are not acceptable to the department, then the Government shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the Earnest Money absolutely. If contractor fails to furnish the prescribed Security Deposit within the prescribed period, the earnest money is absolutely forfeited to the President automatically without any notice. In case of forfeiture of Earnest Money as prescribed above, the Bidder shall not be allowed to participate in the tendering process of the work. **Tender not accompanied with required Earnest Money shall be liable for rejection.**

(c) EMD Exemption: MSME exemption is not applicable for this tender.

16. GENERAL GUIDELINES:

Bids (Technical and Financial) should be submitted in hard copies on or before given due date. All revisions, clarifications, Corrigendum/addendum are the part of tender documents and bidders are supposed to add the same, duly signed by the legal owner of the Firm or the person authorised by him to do so as per the guidelines given in the tender enquiry.

(a) Bidders should quote as per the Price Bid format in excel sheet and in the allotted space only.

(b) Submission of Hard Copy Documents: -

- i) Hard copies of technical bid documents to be submitted before last date of submission of tenders on CPP Portal.
- ii) Undertaking (Annexure – I to NIT),
- iii) Copy of Enlistment letters with DCW&E under Enlistment Estate Management and Maintenance (DRDO-2024), in appropriate category & class.
- iv) Bidding Capacity to be submitted as per Form 'A' duly vetted by CA.
- v) The hard copy of eligibility criteria for technical bid shall be submitted in sealed envelope Cover – I. **Original EMD will not be accepted after receiving the prescribed time and date as set out in the Tender Notice or subsequent extensions, if any, notified by the office. The envelope and the covering letter accompanying the tender document (including all the documents), duly signed on each page with seal by the authorized representative of the bidder, should be enclosed in a bigger envelope, which shall be scribed the name of subject work as mentioned and should reach the following address on or before the expiry of the prescribed time limit.**

**EMU (R&D)
DRDO Township
Kanchanbagh
Hyderaabd – 500 058.**

- vi) **The office of Accepting Authority takes no responsibility for delay, loss or non-receipt of the bid / documents sent by post / courier. EMD sent through Fax or Email shall not be accepted.**

17. Bidding Capacity all agencies enlisted as per para 13 : -

Bidding Capacity (applicable to enlisted bidder in DCW&E). The bidder should possess the bidding capacity as calculated by the specified formula.

Available bid capacity = (A x N x 2) – B, where

A = Maximum value of Civil Works (including Civil & Maintenance works) as relevant to works being executed in any one year during the last Seven years (updated at the current price level), taking into account the completed as well as works in progress.

N = Number of years prescribed for completion of the work in question (N=1 in this case).

B = Value (updated at the current price level) of the existing commitments and ongoing works to be completed in the next 'N' years.

Note: -

- i. The bidding capacity of the bidder obtained from above formula should be equal to or more than the estimated cost of the work put to tender.
- ii. In case the tenderer is lowest, the tendered amount will be considered as his workload for the purpose of calculating the bidding capacity in subsequent tenders issued by CCE(R&D) / EMUs. The subsequent tenders will be considered if he meets the bidding capacity criteria.
- iii. The bidder shall submit the Bidding Capacity as per the formula above along with supporting documents i.e., copies of LOI / Work Order for all work specified as per formula for bidding capacity.
- iv. All bidders must follow the terms and conditions of the ORDER No. P-45021/2/2017-PP (BE-II) dated: 16 Sep 2020, issued by Ministry of Commerce and Industry, Department for Promotion of Industry and Internal trade for apply of bid. The bidder shall also submit the certificate as per the Clause No. 9 of the referred order.

The Bidder shall submit the calculation of bidding capacity and also submit the value of existing commitments and ongoing works to be completed during the period of completion of this work duly certified by the Chartered Account (Form-A).

Note : - Un-enlisted bidders will not be considered. Uploading of bid doesn't constitute any guarantee for the opening of the Technical / Financial Bid. The opening of bids will be decided by the competent authority based on the fulfilling of eligibility criteria. Accepting officer is the sole authority for the purpose of this tender.

Annexure-V (Form - 'A')

Calculation of Bidding Capacity Details of Existing Commitments and On-going works

Name of the Firm / Bidder : _____

Name of Work : _____

Bidding capacity of vendors will be calculated during the technical evaluation of each bid as per the given below formula / procedure.

The bidding capacity shall be worked out by the following formula :-

The bidder should possess the bidding capacity as calculated by the specified formula. Available bid capacity = $(A \times N \times 2) - B$, where

A = Maximum value of Civil Works (including Civil Maintenance and Estate Management & Maintenance works) as relevant to works being executed in any one year during the last Seven years (updated at the current price level), taking into account the completed as well as works in progress.

N = Number of years prescribed for completion of the work for which bid has been invited.

When the value of N is less than 0.50 years then for calculation purpose minimum value of N shall be taken as 0.50.

B = Value of existing commitments and ongoing works to be completed during the period of completion of work for which bid have been invited, the amount of works which are stuck up due to local body clearance, environmental clearance, court decisions etc., shall not be considered for calculation of B. NIT approving authority may take a final decision on other justified reasons.

Sl. No.	Name of work / Projects & Location	Owner or sponsoring organizations	Contract value in Crores of rupees	Date of commencement as per contract	Stipulated date of completion	Up to date percentage progress of work	Remaining work in percentage (100-column 7)	Existing commitment (column 4 x column 8 /100)	Name and address / telephone number of officer to whom reference may be made	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(10)

Total (B) = Rs. _____
 Maximum Turnover in last seven years = Rs. _____
 Updated value of turnover (A) = Rs. _____
 No. Of years (N) = Rs. _____

Bidding capacity = {[AxNx2] – B}

Certificate:- I certify that all the awarded and ongoing work have been included in the above list.

Signature (S) of BIDDER (S)
(WITH STAMP)

Net worth for the Financial Year 2024-2025 is (Rs. In Figure _____)

..... Signature, Name and designation of Authorised Signatory For and on behalf of (Name of the Applicant) Name of the Statuary Auditor's Firm/Chartered Account : _____ Signature :- _____ Seal of the Audit / Chartered Accountant Firm: Name of Signatory (in Capital): _____ Membership No. : _____ Firm Regn No. : _____
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Note:- All information sought w.r.t. firm / Chartered Accountant is mandatory.

18. Scope of work, Site visit and Seeking of clarifications/interpretations on tender:-

(a) The scope of the work includes "PERIODICAL CLEARANCE OF BUSHES, WILD GROWTH AT DRDO TOWNSHIP, KANCHANBAGH, HYDERABAD".

(b) **Agencies are advised to clearly understand the scope of work, location, and nature of duty, etc., before participating in the tender.** Site visit can be organized on tenderer's request with a minimum of two days notice (excluding holidays). Only two persons per firm will be allowed for the site visit. A request letter along with aadhar card copy shall be forwarded. The following are the contact details for site visit and clarifications:-

For Site Visit & Clarification regarding Tender
Name : G MADHAVI, TO 'C' for Estate Manager, EMU (R&D), Hyderabad Phone Office: 040 24340655/ 24584895/96 Email id - emurnd.hyd-drdo@gov.in

(c) Contractor shall carefully study the complete quotation/ tender documents and other connected documents including general and special conditions etc., as stated above and completely acquaint themselves with all documents and their contents therein. Clarifications required, if any shall be obtained from this department before submitting the quotation, so as to avoid misinterpretation of facts by the contractor. **Late enquiries with request for extension of time will not be entertained.**

19. Failure to execute/ perform the obligatory works on becoming L1 tenderer:-

(a) The L-1 tenderer is bound to accept the tender and execute/ perform the work as envisaged in the tender documents. In case of unwilling to perform/ execute the work or withdraw his L-1 offer due to any reason including incorrect/ wrong quoting, the firm will be debarred to participate in any future tender for a minimum duration of one year.

(b) Apart from the above, the complete EMD amount will be forfeited and the same will be deposited into Government treasury accordingly.

(c) No representation will be entertained in this regard. The decision of the accepting authority is final and binding.

20. Security Deposit:-

(a) **Successful bidder should submit the prescribed security deposit @ 2.5 % of contract amount within 21 days of placing the Letter of Acceptance as per Article 6 of GCC 2023 as amended.**

21. Special Conditions of Contract for Additional Performance Security:-

(i) **Where the bid price is below 10% but not below 20% of the Project cost put in Bid: The Additional Performance Guarantee / Security percentage shall be incremented by 0.1% for every percentage of bid price below 10% of the project cost put to bid starting at 11% with additional bid performance guarantee being 0.1% and this additional performance guarantee percentage shall be applied on the bid price.**

(ii) **Where the bid price is 20% or more below the project cost put to bid: The Additional Performance Guarantee percentage shall be incremented by 0.2% for every percentage of bid price below 20% of the project cost put to bid in addition to 1% of the bid price and this additional performance guarantee percentage shall be applied on the bid price.**

(iii) **The additional performance guarantee percentage shall be rounded off to the next lower percentage based on whether the decimal point of the percentage of bid price is below 0.5% or next higher percentage based on whether the decimal point of the percentage of bid price is 0.5% or more.**

(iv) **The additional performance security shall be treated as part of the performance security.**

(v) **The above said additional performance Guarantee / Security shall be deposited by the selected bidder in addition to the Initial Security Deposit (ISD) and Performance Guarantee Bond as mentioned in Article 6 of GCC 2023 as amended. The same shall be deposited as a prerequisite for issue of Letter of Acceptance (LOA) to the contractor before release of Earnest Money Deposit (EMD). The validity of the additional performance Guarantee / Security shall be 90 days beyond the completion of Defect Liability Period (DLP) of the contract in the instant case.**

22. The Tenders shall be valid for a period of **120 (One Hundred Twenty) days** from the date of submission of tender.

23. Estate Manager, EMU (R&D), Hyderabad reserves the right to:

(a) To postpone/ change/ cancel the above mentioned dates and modify the terms and conditions, including cancelling the tender without assigning any reasons.

(b) To ask for further clarifications, etc., any time, as and when required.

(c) In case any Firm is found to indulge in malpractice or furnish false information, the Firm will be debarred from the tendering process and also suitable action including imposing of Ban shall be initiated against the firm. No representation will be entertained.

(P VINOD KUMAR)
Scientist 'F'
Estate Manager

Encl: (a) Invitation of Tender
(b) General Conditions of Contract
(c) Scope of work & completion mile stones
(d) Preambles to Schedule of items & BOQ
(e) Special Conditions