

## Annexure-II

### INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR E-TENDERING FORMING PART OF BID DOCUMENT AND TO BE POSTED ON WEBSITE (Applicable for inviting open tenders)

Executive Engineer (E), Electrical Division no.12 on behalf of Delhi Development Authority invites online **Percentage rate** bids from approved and eligible contractors of DDA & CPWD and those of enlisted contractors of appropriate class of MES, BSNL, Railway for the following work:

1.	NIT No.	:	91/EE/ELD-12/DDA/2018-19.
2.	Name of work	:	M/o Completed Scheme of Nazul A/c-II under SWZ.
3.	Sub Head	:	Supplying and installation of 4 meter & 6 mtr. high poles for adequate lighting at Block Z Shyam Vihar PH-I and Ajay Park Nazafgarh.
4.	Estimated Cost put to bid	:	Rs 948211.00
5.	Earnest Money	:	Rs 18964.00
6.	Period of completion	:	03 Months
7.	Publish Date (uploading)	:	08.04.2019
8.	Document download / sale start date	:	08.04.2019
9.	Document download / sale end date	:	16.04.2019 upto 3.00PM
10.	Date & time of Pre-Bid (if applicable)	:	N/A
11.	Clarification start date	:	08.04.2019
12.	Clarification end date	:	16.04.2019 upto 3.00PM
13.	Bid submission start date & time, scanning & uploading UTR of RTGS / NEFT against EMD, proof of payment for processing fee & other documents	:	08.04.2019
14.	Bid submission end date & time, scanning & uploading UTR of RTGS / NEFT against EMD, proof of payment for processing fee & other documents	:	16.04.2019 upto 3.00PM
15.	Bid opening date & time	:	18.04.2019 at 3.30PM
16.	Time & date of opening of price bid	:	To be notified after qualification of eligible agencies.

- The intending bidder must read the terms and conditions of CPWD-7 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 will form part of NIT & to be uploaded on website.
- 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](http://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.
- 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:

S. No.	Class of Contractor	Amount to be paid per Annum
1.	Class-I	Rs. 20,000
2.	Class-II	Rs. 16,000
3.	Class-III	Rs. 14,000
4.	Class-IV	Rs. 10,000
5.	Class-V	Rs. 6,000

The bidders who are not registered in CRB of DDA and wish to bid in DDA tenders are required to pay annual charges of e-tendering as under:

Cost of Work	e-tendering fees
1. Up to Rs. 15.00 Lac	Rs. 6000/-
2. Above Rs. 15.00 Lac to 20.00 Crores	Rs. 20000/-
3. Above Rs. 20.00 Crores	Rs. 50000/-

**Note:- G.S.T @ 18% i.e. (CGST @ 9% & SGST @ 9%) is to be levied along with tendering /processing fee from all the registered /Non-registered/To be registered contractors.**

**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 as per annexure-II.

**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."**

5. 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.
6. The intending bidder must have valid class-II digital signature to submit the bid.
7. On opening date, the contractor can login and see the bid opening process. After opening of bids, he will receive the competitor bid sheets.
8. i) Earnest money shall be deposited through RTGS/NEFT in the account of **Senior A.O. CAU (Dwarka), DDA having SB account No 01321110000036 with HDFC Bank Palam Branch (IFSC code -HDFC0000132)**. 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).
- 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 lacs, whichever is less, shall have to be deposited in shape of prescribed above, and balance may be deposited in shape of Bank Guarantee of any scheduled bank having validity for six months or more from the last date of receipt of bids which is also to be scanned and uploaded by the intending bidders.  
But the bid can only be submitted after uploading the mandatory scanned documents such as receipt for deposition of EMD and other documents as specified.
9. The physical EMD of the scanned copy of EMD uploaded shall be deposited by the lowest bidder within a week after opening of financial bid failing which the bid shall be rejected and enlistment of the agency shall be withdrawn by the enlisting authority / the agency shall be debarred from tendering in DDA.
10. The enlistment of the contractors should be valid on the last date of submission of tenders. In case only the last date of submission of tender is extended, the enlistment of contractor should be valid on the original date of submission of tenders.



11. Certified Copy of Enlistment Order and other documents as specified in the press notice shall be scanned and uploaded to the e-tendering website within the period of tender submission.
12. Contractor can upload documents in the form of JPG format and PDF format.
13. Contractor must ensure to quote percentage above / below on the total amount of the tender or any section / sub head in percentage rate tender. In addition to this while selecting any of cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate shall be treated as "0" (ZERO). However, if a tenderer quotes nil rates against each item in item rate tender or 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 EE/ELD-12 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. Online tender documents submitted by intending bidders shall be opened only of those bidders, whose proof of submission of Earnest Money Deposit, and other documents are found in order.

The bidders will use one UTR for one work only, in case it is found that he has use one UTR 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.

**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 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.

**19. List of self-attested documents to be scanned and uploaded within the period of tender submission:**

- i) The Unique transaction reference of RTGS/NEFT against EMD, other document and Bank Guarantee and print out of payment made for e-tendering annual charges.
- ii) Enlistment Order of the Contractor and electrical contractor license.
- iii) **Certificate of Registration for/under GST, acknowledgement of up to date filed return if required.**
- iv) An under taking that "The physical proof of RTGS/NEFT UTRs shall be deposited by me/us with EE calling bid in case I/We become the lowest bidder within a week of the opening of financial bid otherwise department may reject the bid and also the take action to withdraw my/our enlistment/debar me/us from tendering in DDA.
- v) Document if any specified in the tender elsewhere.
- vi) Scanned copy of Tender Acceptance Letter, as per attached format.
- vii) Corrigendum to tender uploaded before opening of tender (if any).

No. F.97(91)EE/ELD-12/DDA/2018-19/41  
Copy to:-

1. Director(H)N/W,15<sup>th</sup> floor Vikas Minar, for kind information please.
2. SE(E)Rohini/DDA, for kind information please.
3. EE(E)-1,2,3,4,5,6,7,8,9,10,11,&13/QAC/DDA,DD(Hort.)1,2,3,4,5,6,7,8,9,10& Dwarka, DDA.
4. All AE's/ELD-12/DDA, AE(P)/ELD-12/DDA.
5. The electrical engineers Contractor Association, 2362/1 Maharaja Complex, Mina Road, Patel nagar, New Delhi.
6. Notice Board, Electrical Division-12/DDA.
7. Dy. Director(System),DDA, Vikas Sadan, with request to check the E-mail at [ddatender@dda.org.in](mailto:ddatender@dda.org.in)
8. AAO/ELD-12 ensure to e-mail at [ddatender@dda.org.in](mailto:ddatender@dda.org.in)
9. M/s eprocure.gov.in/eprocure/app. Or [www.dda.org.in](http://www.dda.org.in) CGO complex Lodhi Road, New Delhi. For any assistance on e-tendering please contact concerned office or NIC on email [cppp-nic@nic.in](mailto:cppp-nic@nic.in) or 24 x 7 helpline no. 1800-233-7315.

Executive Engineer (E)  
Electrical Division-12/DDA  
Dated 2-4-19

Executive Engineer (E)  
Electrical Division-12/DDA