

**SECTION I – INFORMATION TO BIDDERS  
NOTICE INVITING E-TENDER**

**INFORMATION AND INSTRUCTIONS TO BIDDERS FOR E-Tendering  
(Application for inviting open bids)**

Delhi Tourism and Transportation Development Corporation Limited (“DTTDC”) invite BIDS through e-procurement solution from eligible bidders for the following work:

Name & Location of work	Bid Security	Period during which Bid Security and other documents shall be submitted	Bid Due Date (“BDD”)	Time & date of Opening of Bid
Award of Contract for renting out two plots (Plot A & Plot B) separately at CBD Shahadra Grounds for socio cultural functions on annual Basis	Rs. 2,00,000/-	15-09-2020 TO 09-10-2020	09-10-2020 AT 3:00 PM	09-10-2020 AT 3:30 PM

**Date of release of Tender Document through E-procurement solution: 15-09-2020**

1. The intending bidder must read the terms and conditions mentioned in the Tender carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the required documents.
2. Information and instructions for bidders posted on website shall form part of bid document.
3. The terms and conditions stipulated in the Tender and other necessary documents required in the Tender can be seen and downloaded from website <https://govtprocurement.delhi.gov.in>. However, the bid can only be submitted after uploading the mandatory scanned documents mentioned in the Sr. No. 10 below.
4. The Bid Security is acceptable in the form of Demand Draft only.
5. Bidders not already registered on the website mentioned above must get themselves registered beforehand. For registration on e-procurement website, bidders may contact e-procurement help desk at 6<sup>th</sup> Floor, C-Wing, Vikas Bhavan – II, (Near Metcalfe House), Civil Lines, Delhi – 110054. Phone: 011 – 23813523 (Monday to Friday, 9.30 AM to 06.00 PM). If needed they can be imparted training on online bidding process as per details available on the website.
6. The bidder must have valid class-III digital signature to submit the bid. Such digital signature must be issued in the name of bidder or its authorized signatory.
7. On opening date, the Bidder can login and see the bid opening process.

8. Bidder can upload documents in the form of JPG format and PDF format.
9. The bidder should quote his offer in the column meant for quoting rate in figures.
10. **List of Documents to be scanned and uploaded within the period of tender submission:**
  - (i) Bid Security in favour of Delhi Tourism and Transportation Development Corporation Ltd. in form of Demand Draft issued by nationalized/scheduled bank payable at New Delhi (Demand Draft issued by a cooperative bank will NOT BE ACCEPTED under any circumstances);
    - a) Complete Tender Document with Annexures duly signed and stamped.
    - b) Letter comprising the Bid in the prescribed format (Annexure-I) along with supporting documents.
    - c) Certified copy of Memorandum and Articles of Association, if the Bidder is a body corporate, and if a partnership then a copy of its partnership deed;
    - d) Certified copies of Bidder's duly audited Financial Statements for the preceding three years (2016-17, 2017-18 & 2018-19); and
    - e) An undertaking on the letter head that the Bidder has read the tender documents carefully and undertakes to accept the terms and conditions of the Tender document and the draft agreement.
    - f) PAN Card & Income Tax Return for last three (3) years
    - g) Residential proof, registration certificate, Goods and Services Tax Registration Number Certificate and other permissions to erect tent and for doing social cultural functions.
    - h) Certificate of net worth and turnover (minimum turnover Rs. 1.00 crore) in each year) certified by Chartered Accountant.
    - i) No dues certificate from the concerned local body / organization, in case bidder is running any other site on contract at present.

**Note – Certificates issued by Chartered Accountant must have the Unique Document Identification Number (UDIN).**

All the documents mentioned above shall be scanned and uploaded, and the original Physical copy of the same shall be sent, in a sealed envelope as mentioned in the Tender documents, to the office of The General Manager, Delhi Tourism and Transportation Development Corporation Ltd., 18-A, DDA – SCO Shopping Complex, Defence Colony, New Delhi - 110024 so as to reach before the Bid Due Date. Only those online tender documents, whose Bid Security placed in the envelope are found in order, shall be opened.

The Bid Security shall be deposited in the form of Demand Draft in favour of DTTDC Ltd. The General Manager, DTTDC reserves the right to reject any or all the tenders without assigning any reason.

**Further details can be seen at <https://govtprocurement.delhi.gov.in>**

**The General Manager  
DTTDC LTD.**