

**TENDER DOCUMENT FOR APPOINTMENT OF AGENCY FOR PROVIDING
MANPOWER FOR OPERATION & REGULATION OF PARKING ZONES AT
JANAKPURI DILLI HAAT**

**INFORMATION AND INSTRUCTIONS FOR TENDERERS FOR e-TENDERING
(Application for inviting open tenders)**

NIT No. DHJP/DTTDC/166/03/2020

Delhi Tourism and Transportation Development Corporation Ltd. invites proposals through e-procurement solution **from eligible Tenderers for the following work:**

Name & Location of work	Earnest Money Deposit	Period during which EMD and other documents shall be submitted	Tender Due Date	Time & date of Opening of Tender
Selection of Operator for Operation and Regulation of Parking Zones (Site 1 & 2) at Dilli Haat Janakpuri	Rs. 2.50 Lakh	From 16.10.2020 to 04.11.2020	04.11.2020	4:00 PM 04.11.2020

Date of release of Tender Document through E-procurement solution: 16.10.2020

1. The intending Tenderer must read the terms and conditions the Tender Document carefully. He should only submit his tender if he considers himself eligible and he is in possession of all the required documents.
2. Information and instructions for Tenderers posted on website shall form part of Tender document.
3. The Tender Document consisting set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website <https://govtprocurement.delhi.gov.in>.
4. But the tender can only be submitted after uploading the mandatory scanned mentioned in the Sr. No. 10 below.
5. Tenderers not registered on the website mentioned above are required to get registered beforehand. For registration on e-procurement website, Tenderers may contact e-procurement help desk at 6th 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 tendering process as per details available on the website.

6. The Tenderer must have valid class-III digital signature to submit the tender. Such digital signature must be issued in the name of Tenderer or its authorized signatory.
7. On opening date, the Tenderer can login and see the tender opening process.
8. Tenderer can upload documents in the form of JPG format and PDF format.
9. The Tenderer 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) Tender Security in favour of Delhi Tourism and Transportation Development Corporation Ltd. in form of DD issued by nationalized/scheduled bank payable at New Delhi (Demand Draft issued by a cooperative bank will NOT BE ACCEPTED under any circumstances);
 - (ii) Power of Attorney for signing of Tender in the prescribed format (Annexure - 1);
 - (iii) PAN card;
 - (iv) Income Tax Returns for last 3 (three) years;
 - (v) Letter of Application in the prescribed format (Submittal - 1) along with Annexes and supporting Documents;
 - (vi) GST Registration Certificate; shop & establishment registration certificate, Profession Tax registration certificate, and any other registration certificate under any relevant act.
 - (vii) Other Applicable Certificates like Client Certificates, Work Completion/Satisfactory Certificates etc.;
 - (viii) Proof of operation of eligible projects being claimed by the Tenderer.

All the documents mentioned above shall have to be scanned and uploaded, and the original Physical copy of the same shall be sent, in a sealed envelope as mentioned in this tender document, 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 (A Box will be kept at the Reception of the DTTDC Head Office) so as to reach before the Tender Due Date.

Online tender documents submitted by intending Tenderers shall be opened only of those Tenderers, whose Earnest Money Deposit placed in the envelope are found in order.

The Tender Security shall be deposited in the form of Demand Draft in favour of DTTDC Ltd. The undersigned 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.**