DELHI POLICE HOUSING CORPORATION LIMITED

दिल्ली पुलिस हाउसिंग कॉर्पोरेशन लिमिटेड

(A Government of India Undertaking under Ministry of Home Affairs)

NOTICE INVITING TENDER (NIT)

FOR

PRE-QUALIFICATION CUM EMPANELMENT OF CONTRACTORS FOR REPAIR, RENOVATION AND MAINTENANCE WORKS — COMPOSITE (CIVIL + ELECTRICAL) — OF DELHI POLICE BUILDINGS, OFFICES, RESIDENTIAL QUARTERS AND OTHER STRUCTURES IN NCT OF DELHI

NIT No.	**DPHCL/EMPL/R&M/2026-27/02**
Categories	**Class-V:** works up to Rs. 40.00 Lakh **Class-IV:** works up to Rs. 1.30 Crore **Class-III:** works up to Rs. 4.00 Crore **Class-II:** works up to Rs. 15.00 Crore Class: Specialised works & services
Mode	Online, single-cover pre-qualification cum empanelment through CPP Portal (https://eprocure.gov.in) — no financial bid at this stage
Panel validity	Two (02) years from the date of approval of the panel
Last date of online submission	**05.11.2026 up to 16:00 hrs**
Empanelment processing fee	Rs. 10,000/-+GST (non-refundable) for each application; MSEs exempted

Issued by

DELHI POLICE HOUSING CORPORATION LIMITED

13th Floor, Tower-1, New Police Headquarters, Jai Singh Road, New Delhi-110001

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NOTICE INVITING TENDER (NIT) No. DPHCL/EMPL/R&M/2026-27/02

Pre-qualification cum Empanelment of Contractors for Composite (Civil + Electrical) Repair, Renovation and Maintenance Works of Delhi Police Buildings, Offices, Residential Quarters and Other Structures

SECTION 1 — INVITATION FOR PRE-QUALIFICATION CUM EMPANELMENT

1.1 The Managing Director, Delhi Police Housing Corporation Limited (DPHCL), for and on behalf of the Corporation, invites online applications from reputed, experienced and financially sound contractors / firms for **Pre-qualification cum Empanelment of Contractors for Composite (Civil + Electrical) Repair, Renovation and Maintenance Works** of police stations, police posts, office buildings, residential quarters and colonies, training institutions, battalion lines and other buildings and structures of Delhi Police.

1.2 This is a single-cover, online pre-qualification cum empanelment process through the Central Public Procurement Portal (CPPP), https://eprocure.gov.in. No financial bid is invited at this stage. Qualification of applicants shall be established once, at this stage, class-wise, and only the contractors empanelled in the relevant class shall be invited to quote for individual works as provided in Section 12.

1.3 Duly completed applications, with all documents prescribed in Section 7, shall be submitted online only, on or before the date and time stated in the Critical Date Sheet (Section 3). Physical, e-mailed or offline applications shall not be entertained.

SECTION 2 — NATURE, SCOPE AND CATEGORIES OF EMPANELMENT

2.1 **Categories:** Empanelment shall be made in the following four classes:

Class	Value of individual work (estimated cost put to tender)	Reference Value for eligibility	Eligible to bid for
Class-V	Estimated cost up to Rs. 40.00 Lakh	**Rs. 40.00 Lakh**	Class-V works
Class-IV	Estimated cost above Rs. 40.00 Lakh and up to Rs. 1.30 Crore	**Rs. 1.30 Crore**	Class-IV and Class-V works
Class-III	Estimated cost above Rs. 1.30 Crore and up to Rs. 4.00 Crore	**Rs. 4.00 Crore**	Class-III, Class-IV and Class-V works
Class-II	Estimated cost above Rs. 4.00 Crore and up to Rs. 15.00 Crore	**Rs. 15.00 Crore**	Class-II, Class-III, Class-IV and Class-V works
Spl. Works & services	See categories from (e) to (i) in 5.2.2		

2.2 **One class per applicant:** An applicant may apply for **only one class**. An application for more than one class, or more than one application by the same applicant, shall be rejected. A contractor empanelled in a higher class shall be eligible to bid for works of that class and of **all lower classes**, as shown in Clause 2.1, without any further qualification; a contractor shall not bid for works of a class higher than the class in which it is empanelled.

2.3 **Works envisaged:** Repair, renovation, special repair and maintenance works (Civil with Electrical component) of Delhi Police buildings, offices, residential quarters, colonies and other structures located across the Police Districts, Units, Specialised Units and Battalions listed at **Appendix-I**. The nature of works is indicated at **Appendix-II**. Both lists are indicative; DPHCL may add, delete or modify premises and works without any claim from the empanelled contractors.

2.4 Scope of a typical work: depending on the requirement of each work, the scope may include:

(a) Civil works — dismantling, masonry, plastering, flooring and tiling, doors / windows / grills, false ceiling, partitions, kitchen and toilet renovation, painting and finishing, waterproofing and roof treatment, structural repairs and retrofitting (including polymer-modified mortar, micro-concreting, jacketing), and repair of internal roads, pavements, drains and boundary walls;

(b) Water supply, sanitary installations and drainage — internal and external pipelines, fittings and fixtures, overhead / underground tanks, pumps, sewer lines, manholes and storm-water drains within the premises;

(c) Electrical component — internal wiring, switchgear, DBs, fans, light fittings, compound / street lighting, earthing and minor LT works, executed through a licensed electrical contractor in accordance with the Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations in force; and

(d) Allied works such as portacabins, barricading, horticulture and minor landscaping, where included in a work.

2.5 Validity of the panel: Two (02) years from the date of approval of the panel by the Competent Authority, subject to annual performance review under Section 13. DPHCL may, at its discretion, invite fresh applications annually to add eligible contractors to the panel; contractors already on the panel need not re-apply during its validity, but shall keep their documents (licences, registrations, enlistment etc.) current.

2.6 No guarantee of work: Empanelment only creates a panel of pre-qualified contractors. It does not confer any right to, or guarantee of, the award of any work or any minimum volume of work.

2.7 Empanelment valid for DPHCL only: The empanelment under this NIT, and every benefit arising from it, shall be applicable to the works of DPHCL only. It shall not constitute an enlistment, registration, approval or certificate of any kind for any other purpose. No empanelled contractor shall quote, cite, claim or use the empanelment, or any benefit of it, before any other department, organisation, client or authority, anywhere, whether for enlistment, registration, pre-qualification, eligibility in any tender or any other purpose. Any such quotation, claim or use shall be treated as misrepresentation, and shall attract action under Clause 13.5 and Section 15. This shall not prevent a contractor from relying on a completion/performance certificate issued by DPHCL for a work actually executed by it.

SECTION 3 — CRITICAL DATE SHEET

S. No.	Activity	Date	Time (hrs)
1	Date of publishing on CPPP / DPHCL website	05.10.2026 (Mon)	17:00
2	Document download start date	06.10.2026 (Tue)	11:00
3	Clarification start date (queries by e-mail)	08.10.2026 (Thu)	11:00
4	Pre-bid meeting (Conference Hall, 13th Floor, DPHCL and online)	16.10.2026 (Fri)	11:30
5	Clarification end date	19.10.2026 (Mon)	17:00
6	Last date for issue of replies/corrigendum, if any	23.10.2026 (Fri)	17:00
7	Bid submission start date	29.10.2026 (Thu)	10:00
8	Bid submission end date	05.11.2026 (Thu)	16:00
9	Opening of technical bids (online, CPPP)	06.11.2026 (Fri)	16:00

S. No.	Activity	Date	Time (hrs)
10	Validity of applications	120 days from the bid submission end date	—

SECTION 4 — DEFINITIONS

4.1 **"DPHCL" / "Corporation"** means Delhi Police Housing Corporation Limited, New Delhi.

4.2 **"Competent Authority"** means the Director (Ops), DPHCL, or an officer to whom powers are delegated.

4.3 **"Applicant"** means a sole proprietorship firm, partnership firm, LLP or company registered in India that submits an application under this NIT. Joint Ventures and consortia are not permitted.

4.4 **"Engineer-in-Charge"** means the Superintending Engineer /Executive Engineer, DPHCL, in charge of the work concerned, or such other officer as may be designated.

4.5 **"Reference Value"** means the upper value limit of the class applied for (Rs. 40.00 Lakh for Class-V, Rs. 1.30 Crore for Class-IV, Rs. 4.00 Crore for Class-III and Rs. 15.00 Crore for Class-II), on which the eligibility thresholds in Section 5 are computed.

4.6 **"Similar Work"** has the meaning assigned in Clause 5.2.2.

4.7 **"Client"** means a Ministry / Department of the Central or a State Government / UT Administration, a Central or State Autonomous Body, a statutory body, a Central or State Public Sector Undertaking (including public sector banks), or a Metro Rail Corporation / SPV/Private firms.

4.8 **"CPPP"** means the Central Public Procurement Portal, https://eprocure.gov.in.

SECTION 5 — ELIGIBILITY CRITERIA (CLASS-WISE)

The criteria below are minimum requirements for the class applied for. An applicant must satisfy every one of them; failure in any single criterion shall render the application non-responsive.

5.1 Basic Requirements

5.1.1 The applicant shall be a legal entity registered in India (proprietorship / partnership / LLP / company) with a valid PAN and GST registration (GSTIN) in the name of the applicant.

5.1.2 The applicant shall have valid EPF and ESIC registrations.

5.1.3 The applicant/firm shall have an office preferably in Delhi/NCR.

5.2 Work Experience

5.2.1 The applicant shall have satisfactorily completed/substantially completed ongoing similar works certified by client/ similar works for a Client during the last **seven (07) years** ending on the last day of the month previous to the month in which applications are invited (i.e., the period 01.09.2019 to 30.09.2026), as under (any one option):

Class applied for	Option (a) — Three works, each not less than 40% of Reference Value	Option (b) — Two works, each not less than 50% of Reference Value	Option (c) — One work not less than 80% of Reference Value
Class-V	Rs. 16.00 Lakh each	Rs. 20.00 Lakh each	Rs. 32.00 Lakh
Class-IV	Rs. 52.00 Lakh each	Rs. 65.00 Lakh each	Rs. 1.04 Crore
Class-III	Rs. 1.60 Crore each	Rs. 2.00 Crore each	Rs. 3.20 Crore
Class-II	Rs. 6.00 Crore each	Rs. 7.50 Crore each	Rs. 12.00 Crore

Class applied for	Option (a) — Three works, each not less than 40% of Reference Value	Option (b) — Two works, each not less than 50% of Reference Value	Option (c) — One work not less than 80% of Reference Value
Specialised works and services	See categories from (e) to (i) in 5.2.2		

5.2.2 Similar Work: *"**Similar Work**" means a work executed by the applicant for a Client, falling under any one or more of the following categories. Works under categories (a) to (d) shall be individual civil/electrical or composite building works having both Civil and Electrical components. This requirement shall not apply to works under categories (e) to (i)i.e., specialised works and services.*

(a) **Repair and renovation —** repair, renovation, refurbishment, upgradation or improvement of existing buildings and their services, such as flooring, plastering, painting, waterproofing, doors and windows, false ceiling, partitions, toilets and kitchens, internal and external electrical installations, water supply, sanitary and drainage works;

(b) **Special repair, retrofitting and addition / alteration —** special and structural repairs, rehabilitation and retrofitting of buildings (including micro-concreting, jacketing and polymer-modified mortar treatment), and addition / alteration works to existing buildings;

(c) **Maintenance —** day-to-day, periodic or annual maintenance (including comprehensive AMC) of the civil works and internal / external electrical installations of residential colonies, office complexes, campuses or institutional buildings;

(d) **New construction —** original construction of residential, office, institutional, police / security, educational, hospital or other public buildings, including their internal electrical installations, internal water supply and sanitary installations, and allied development works executed under the same contract;

Specialised works and services

(e) **Barricading and ceremonial event works —** barricading, temporary enclosures, stages / platforms, seating and other temporary structures, together with the allied temporary electrical arrangements (lighting, power supply and public address wiring), for the Independence Day (15th August) and Republic Day (26th January) celebrations and other ceremonial, VVIP or security events;

(f) **Horticulture works —** development and maintenance of lawns, gardens, parks and landscaped areas, plantation, and horticulture maintenance of campuses, colonies and public buildings;

(g) **Structural stability testing —** structural stability / safety assessment and condition survey of buildings, including non-destructive and partially destructive testing (rebound hammer, ultrasonic pulse velocity, core extraction, carbonation, half-cell potential and similar tests) and issue of structural stability reports / certificates;

(h) **Survey and inspection works —** topographical and contour surveys, total station / DGPS surveys, and measurement and condition-inspection surveys of buildings and campuses; and

(i) **Architectural and MEP consultancy —** architectural, structural, MEP (mechanical, electrical and plumbing) and other building-services consultancy for buildings, including planning, design, drawings, estimates and supervision.

For this purpose, "building" includes residential quarters and colonies, office, institutional, police / security, educational, hospital and other public buildings, together with the development works within their campus (internal roads and pavements, drains, sewer and water supply lines, boundary walls and external electrification) executed under the same contract.

Separate Civil and Electrical contracts executed by the applicant may be clubbed and treated as one composite Similar Work.

For the specialised works and services from (e) to (i) above, bidders are requested to submit their relevant specialised experience, Professional qualification/registration/Relevant licences/accreditation, past performance, Work completion certificates, and no adverse performance/debarment.

5.2.3 A multi-year maintenance contract shall be considered only for the value of work actually executed and certified for completed period(s). For ongoing works, only work executed/completed and certified by the Client shall be counted towards eligibility.

5.2.4 For arriving at the value of a Similar Work, the gross value of work executed (inclusive of GST, if any, as certified by the Client) shall be brought to the current costing level by enhancing it at a simple rate of 7% (seven percent) per annum, computed from the date of completion up to the last date of submission of applications.

5.2.5 Each Similar Work claimed shall be supported by the work order / agreement and a completion / performance certificate issued by the Client (by an officer not below the rank of Executive Engineer or equivalent), stating the name of work, agreement number, value of work executed (with Civil and Electrical break-up for categories (a) to (d) of Clause 5.2.2), stipulated and actual dates of start and completion, and the quality of performance. Self-certification by the applicant shall not be accepted.

5.2.7 Basis of work experience: Work experience shall be considered only on the basis of the work completion certificate issued by the Client. A work order / letter of award / agreement alone, without the corresponding completion certificate, shall not be considered for eligibility.

5.3 Financial Capability

Class applied for	Average annual turnover (last 3 audited years) — not less than 30% of Reference Value	Net worth Certificate/Bank credit line - not less than 15% of Reference Value
Class-V	Rs. 12.00 Lakh	Rs. 6.00 Lakh
Class-IV	Rs. 39.00 Lakh	Rs. 19.50 Lakh
Class-III	Rs. 1.20 Crore	Rs. 60 lakh
Class-II	Rs. 4.50 Crore	Rs. 2.25 Crore
Specialised works and services	See categories from (e) to (i) in 5.2.2 and Refer 5.3.5	

5.3.1 Turnover: The average annual financial turnover shall be computed over FY 2023-24, 2024-25 and 2025-26 and certified by a Chartered Accountant in Form-5. FY 2022-23 can also be considered, if FY 2025-26 is not available.

5.3.2 Profit / Loss: The applicant shall not have incurred a loss (profit after tax negative) in more than two years during the last five consecutive financial years, namely FY 2021-22 to 2025-26, certified by a Chartered Accountant in Form-5.

5.3.3 Net Worth Certificate or Bank Credit Line: A Net worth Certificate for the amount shown above, certified by a CA bearing UDIN or a bank credit line issued by the bank on its letterhead not earlier than six (06) months before the last date of submission. The original shall be produced for verification when called for.

5.3.4 All Chartered Accountant certificates shall bear the Unique Document Identification Number (UDIN) generated on the ICAI portal. A certificate without a valid, verifiable UDIN shall not be considered.

5.3.5 For Specialised Works and Services Categories (e) to (i):- No financial eligibility criterion, such as minimum annual turnover, net worth, bank credit line or minimum financial capacity, shall be prescribed for qualification/empanelment under the Specialised Works and Services Categories (e) to (i) as it is technical empanelment/technical qualification for specialised categories.

The bidder shall, however, furnish the financial information/documents specifically required in the Financial Bid/Financial stage submission, in the format prescribed in the respective tender document.

The eligibility/empanelment decision for these specialised categories shall principally be based on the bidder's relevant specialised experience, technical competence, professional qualifications, applicable statutory licences/registrations/accreditations and satisfactory past performance.

5.4 Registration and Licences

5.4.1 Enlistment: Valid enlistment in the Civil / Building / Composite category with CPWD, MES, a State PWD / Delhi PWD, or a Central / State PSU or Government Department having a formal system of enlistment, in the class shown below or an equivalent / higher class:

Class applied for	Enlistment
Class-V	Class-V or above
Class-IV	Class-IV or above
Class-III	Class-III or above
Class-II	Class-II or above

A bidder who is duly enlisted/registered with CPWD or any other Government Department/PSU may participate, subject to fulfilment of the technical, financial and other eligibility conditions prescribed in this NIT. Such enlistment/registration may be considered as supporting evidence of the bidder's credentials, subject to the specific requirements of this NIT.

A bidder who is not enlisted/registered with CPWD or with any other Government Department/PSU shall also be eligible to participate, provided that the bidder independently fulfils the technical experience, financial capacity, turnover, net-worth/liquidity, statutory registrations and other eligibility requirements prescribed in this NIT and submits the documentary evidence specified therein.

5.4.2 Electrical licence: A valid Electrical Contractor's Licence issued by the Electrical Licensing Board / Electrical Inspectorate, Govt. of NCT of Delhi, held either (a) by the applicant itself, or (b) by an associate licensed electrical contractor with whom the applicant has a registered agreement / MoU, valid for the full period of the panel, for execution of the electrical component of the works awarded. In case (b), the associate's licence, the agreement, and the associate's undertaking shall be uploaded; any change of associate during the panel period requires the prior written approval of DPHCL.

5.4.3 Where a licence, registration or enlistment expires during the validity of the panel, the empanelled contractor shall submit the renewed document before expiry; failing which the contractor shall not be invited for tenders until renewal.

5.5 Grounds of Ineligibility

5.5.1 An applicant (including its proprietor / any partner/director) shall be ineligible if it:

(a) is under a subsisting order of debarment/suspension of business dealings issued by any Ministry / Department of the Central or a State Government, or any PSU, on or before 31st Mar 2026;

(b) has been debarred, or has had a contract rescinded/terminated for poor or unsatisfactory performance, by any Client during the last three (03) years before the date of publication of this NIT;

(c) is under liquidation, insolvency resolution, court receivership or similar proceedings, or its business activities are suspended;

(d) is from a country sharing a land border with India, unless registered with the Competent Authority in terms of the Department of Expenditure Order No. 6/18/2019-PPD dated 23.07.2020 (as amended);

(e) has submitted, in any procurement of DPHCL, false or forged documents.

5.5.2 A proprietor/partner / director of an applicant shall not be a proprietor/partner / director of any other applicant under this NIT, in any class. In such a case, all related applications shall be rejected.

SECTION 6 — EMPANELMENT PROCESSING FEE

6.1 **Amount:** Each applicant shall pay a non-refundable Empanelment Processing Fee of **Rs. 10,000/- + GST/-** , irrespective of the class applied for. The fee is towards processing, scrutiny and evaluation of the application, shall not confer any right upon the applicant for award of any work, and shall not be refunded whether or not the applicant is empanelled. No Earnest Money Deposit is required at this empanelment stage; Bid Security / Bid Security Declaration shall be governed by the individual tenders.

6.2 **Mode:** Demand Draft / Banker's Cheque drawn on a Scheduled Bank in favour of "**MD, Delhi Police Housing Corporation Limited"**, payable at **New Delhi.** The scanned copy shall be uploaded as Enclosure E-1, and the original instrument, with the name of the applicant and the NIT number written on its reverse, shall be delivered to the Office of the Superintending Engineer, DPHCL, before the time of opening of technical bids. An application whose fee instrument is not received shall be rejected.

6.3 **Exemption:** Micro and Small Enterprises (MSEs) as defined in the Public Procurement Policy for MSEs Order, 2012 (as amended) and holding a valid Udyam Registration Certificate for the relevant works/services activity, and Start-ups recognised by DPIIT, are exempted from payment of the processing fee on uploading the certificate as Enclosure E-1.

SECTION 7 — DOCUMENTS TO BE UPLOADED (TECHNICAL BID)

The applicant shall upload legible scanned copies of the following, each signed and stamped by the authorised signatory, in the order below and named as indicated. Missing, illegible or partly filled documents shall render the application liable to summary rejection, subject to Clause 10.4.

Encl.	Document	NIT Clause
E-1	Proof of payment of processing fee, or Udyam / DPIIT certificate for exemption	6
E-2	Form-1: Application Form, fully filled, indicating the class applied for	Form-1
E-3	Form-2: Declaration cum Undertaking on applicant's letterhead	Form-2
E-4	Constitution documents — Partnership Deed / Certificate of Incorporation with MoA & AoA / LLP Agreement/proprietorship declaration	5.1.1
E-5	Authority of the signatory — Board Resolution / Power of Attorney / Partnership authority	5.1.1
E-6	PAN card and GST Registration Certificate	5.1.1
E-7	GST returns (GSTR-3B) for the last six (06) months	5.1.1
E-8	EPF and ESIC registration certificates	5.1.2
E-9	Annexure-1 with work orders and completion/performance certificates of each Similar Work	5.2
E-10	Annexure-2: works in hand, with work orders	5.2.3
E-11	Form-5: CA certificate (turnover and profit/loss) with UDIN, and audited Balance Sheets & Profit and Loss Accounts for FY 2021-22 to 2025-26	5.3

Encl.	Document	NIT Clause
E-12	Income Tax Returns (ITR-V acknowledgement) for AY 2024-25, 2025-26 and 2026-27	5.3
E-13	Net worth Certificate	5.3.3
E-14	Enlistment/registration certificate in the required class	5.4.1
E-15	Electrical Contractor's Licence (own, or associate's with registered agreement / MoU and associate's undertaking)	5.4.2
E-16	Form-3: Affidavit-cum-Undertaking as an Eligible Applicant on Rs. 100 non-judicial stamp paper, notarised	5.2, 5.5, 15
E-17	Form-4: Undertaking on Subletting and Own Resources on Rs. 100 non-judicial stamp paper, notarised	14.5
E-18	Annexure-3 (litigation) and Annexure-4 (relatives / conflict of interest) — signed, even if NIL	16.4
E-19	Company / firm profile with office address, contact numbers and e-mail	5.1.3
E-20	Appendix-III: Check List, duly filled	—
E-21	Form-6: Affidavit-cum-Undertaking for Authorised Representative — format uploaded unfilled, signed and stamped (filled affidavit to be submitted before agreement of each work)	14.10

SECTION 8 — INSTRUCTIONS TO APPLICANTS FOR ONLINE SUBMISSION

8.1 The NIT may be downloaded from https://eprocure.gov.in (CPPP) and the DPHCL website from the date and time in Section 3.

8.2 Applicants shall enrol on the CPPP and possess a valid Digital Signature Certificate (DSC) (signing) issued by a licensed Certifying Authority, in the name of the authorised signatory. DPHCL shall not be responsible for any failure arising from the applicant's DSC, internet connectivity or system.

8.3 Applications shall be submitted online only, before the bid submission end date and time. Applicants are advised not to wait until the last hour. The server time on the CPPP shall be final.

8.4 The class applied for shall be clearly stated in Form-1 and in the covering letter. Where the CPPP provides separate items/lots for each class, the application shall be submitted only against the item / lot of the class applied for.

8.5 Documents shall be uploaded in PDF format (and in the formats prescribed for the Forms), clearly scanned and named in the sequence of Section 7. Password-protected or corrupted files shall be treated as not submitted.

8.6 Every page of the application and its enclosures shall be signed and stamped by the authorised signatory.

8.7 All formats (Forms and Annexures) shall be filled in completely. Where a field is not applicable, “NIL” or “Not Applicable” shall be written. Formats may be reproduced on the applicant's letterhead but shall not be altered.

8.8 An applicant may modify or withdraw its application online before the bid submission end date and time. No modification is permitted thereafter.

SECTION 9 — CLARIFICATIONS, PRE-BID MEETING AND CORRIGENDA

9.1 Queries, if any, shall be sent by e-mail to **vk57dphcl@gmail.com** with a copy to **dphcltd@yahoo.com**, quoting the NIT number, during the clarification window **(08.10.2026, 11:00 hrs to 19.10.2026, 17:00 hrs).** No queries shall be entertained thereafter.

9.2 A **pre-bid meeting** shall be held on **16.10.2026 at 11:30 hrs** in the Conference Hall, 13th Floor, Tower-1, New Police Headquarters, Jai Singh Road, New Delhi-110001, and simultaneously through video conferencing. Applicants wishing to join online shall intimate by e-mail at least one working day in advance; the joining link (Zoom / Webex / MS Teams or other platform) shall be shared on the registered e-mail ID.

9.3 Participation in the pre-bid meeting is optional. No clarification, interpretation or assurance given orally at the meeting shall bind DPHCL.

9.4 Replies to queries and any amendment, addition, deletion or modification of this NIT shall be issued only by way of an addendum / corrigendum published on the CPPP and the DPHCL website, and shall form part of this NIT. No individual intimation shall be sent. Applicants shall monitor the portals until the bid submission end date.

9.5 DPHCL may, at its discretion, extend the bid submission end date by corrigendum.

SECTION 10 — EVALUATION AND EMPANELMENT PROCEDURE

10.1 Applications shall be opened online on the date and time in Section 3. Applicants may view the opening online.

10.2 Applications shall be evaluated class-wise by a duly constituted Evaluation Committee on a pass / fail basis against the criteria in Section 5 for the class applied for. No marks, grading or ranking shall be assigned. Every applicant that meets all the criteria, and whose credentials are verified under Clause 10.5, shall be recommended for empanelment in that class, subject to Clause 10.7.

10.3 Evaluation shall be based on the documents uploaded. DPHCL shall not be obliged to seek any information not furnished. An applicant that does not qualify for the class applied for shall not be considered for, or placed in, any lower class.

10.4 DPHCL may, in its discretion, seek clarification or shortfall documents in writing (by e-mail / CPPP), limited to documents that establish a fact existing on or before the bid submission end date. Non-submission of Form-3, the processing fee/exemption, or evidence of Similar Work is not a curable shortfall.

10.5 DPHCL may verify any credential by physical inspection of the works cited, by reference to the Client / issuing authority, by verification of UDIN and GST / ITR data, and by obtaining confidential reports from Clients and credit opinions from bankers. The applicant shall be deemed to have authorised such verification. An applicant whose credentials are not confirmed shall not be empanelled.

10.6 Merely meeting the minimum criteria shall not entitle an applicant to empanelment if verification or Client feedback discloses adverse facts; reasons shall be recorded by the Committee.

10.7 The recommendations of the Committee shall be placed before the Competent Authority, whose decision shall be final. The class-wise list of empanelled contractors shall be published on the CPPP (Result of Tender) and on the DPHCL website and communicated by e-mail to the empanelled contractors.

SECTION 11 — VALIDITY OF APPLICATION

11.1 Applications shall remain valid for 120 (one hundred and twenty) days from the bid submission end date. DPHCL may request an extension of validity; an applicant may refuse such request, in which case its application shall not be considered further.

SECTION 12 — ALLOTMENT OF WORKS TO EMPANELLED CONTRACTORS

12.1 Individual works shall be allotted through online tenders on the CPPP, invited from all contractors empanelled in the class corresponding to the estimated cost of the work and in every higher class, as provided in Clause 2.1, at the time of issue of each tender.

12.2 Each such tender shall follow the two-cover system. As qualification stands established through this empanelment, the technical cover shall be limited to responsiveness (acceptance of terms, Bid Security / Bid Security Declaration, site-visit declaration, updated validity of licences, registrations and enlistment, etc.). The financial cover of technically responsive bidders shall be opened and the work awarded to the lowest (L-1) bidder.

12.3 The estimated cost, schedule of quantities, time of completion, and special conditions of each work shall be notified in the respective tender.

SECTION 13 — PERFORMANCE REVIEW, UPGRADATION, SUSPENSION AND REMOVAL FROM PANEL

13.1 The performance of every empanelled contractor shall be reviewed at least once a year by the Engineer-in-Charge on the basis of timely completion, quality of work, statutory compliance, safety record and conduct.

13.2 An empanelled contractor may apply for upgradation to a higher class during an annual addition cycle, on meeting all the criteria of that class; such application shall be evaluated afresh.

13.3 An empanelled contractor shall be liable to suspension or removal from the panel, after issue of a show cause notice and consideration of its reply, on any of the following grounds:

(a) unsatisfactory performance in any DPHCL work, including rescission of a contract;

(b) refusal to accept or failure to commence a work after award, or failure to submit the Performance Guarantee;

(c) non-payment of minimum wages or statutory dues to workers, or serious breach of safety norms;

(d) furnishing false information or forged documents at any stage;

(e) cartelisation, bid-rigging, canvassing, or any other act under Section 15;

(f) debarment by any Client, insolvency, or loss of an essential licence / registration / enlistment;

(g) any change in constitution of the firm without prior intimation to DPHCL within thirty (30) days.

13.4 Depending on the gravity of the default, DPHCL may also downgrade the contractor to a lower class. A contractor removed from the panel shall not be eligible for fresh empanelment for the period specified in the removal order, and may additionally be debarred in accordance with the debarment policy of DPHCL / CPWD.

13.5 **Action for non-compliance:** In case of non-compliance by an empanelled contractor with any clause of this NIT, of the individual tender or contract, or of the applicable CPWD norms, the Engineer-in-Charge may take the necessary action against the contractor, as suitable and in accordance with the applicable norms, depending on the gravity of the default, including:

(a) termination / cancellation of the Letter of Acceptance (LOA) or Work Order of the work concerned, in whole or in part, with the consequences stated in Clause 16.11;

(b) suspension of the firm from the panel for a period of three (03) to six (06) months, during which the firm shall not be invited for, or permitted to bid in, any tender of DPHCL;

(c) termination of the empanelment of the firm; and / or

(d) debarment of the firm, together with its proprietor / partners / directors, from DPHCL works for a period of up to two (02) years.

Such action shall be taken after issue of a show cause notice and consideration of the reply, if any, and shall be without prejudice to any other action under the contract, Section 15, or Clauses 16.10 and 16.11. The suspension, termination of empanelment or debarment, as the case may be, shall also apply to any other firm in which the proprietor / partners / directors hold an interest.

SECTION 14 — STIPULATIONS FOR WORKS AWARDED

The following stipulations shall form part of every work awarded to an empanelled contractor, in addition to the conditions of the individual tender:

14.1 **Governing conditions:** CPWD General Conditions of Contract 2023, with amendments and correction slips up to the date of the individual tender, read with the Delhi Schedule of Rates (DSR) and CPWD Specifications as specified in that tender.

14.2 **Price variation:** Clause 10CA (variation in prices of materials incorporated in the works) and Clause 10CC (payment due to variation in prices) of GCC-2023 shall not be applicable to any work awarded under this panel. The rates quoted shall remain firm and fixed for the entire contract period, including any extension of time granted for any reason, and no claim for price variation or escalation on account of any increase in the cost of materials, labour, fuel or any other input shall be entertained.

14.3 **Defect Liability Period:** as specified in the individual tender.

14.4 **Security and Performance Guarantee:** as specified in the individual tender.

14.5 **Subletting:** Subletting or assignment of the contract, in whole or in part, is strictly prohibited without the prior written permission of the Engineer-in-Charge. Execution of the electrical component through the approved associate licensed contractor under Clause 5.4.2(b) shall not be treated as subletting.

14.6 **Working in occupied police premises:** The contractor shall plan and execute works with minimum disruption to police functioning and to residents, shall comply with the security instructions of Delhi Police for the premises, shall obtain police verification of all workers before deployment, and shall not collect any money from residents or occupants.

14.7 **Integrity Pact:** An Integrity Pact in the standard format shall be executed where the individual tender so provides, in accordance with CVC guidelines.

14.8 **Non-compliance with NIT conditions:** Failure of the successful bidder to comply with any condition of this NIT, of the individual tender or of the contract, whether before or after the issue of the work order, shall be dealt with under Clauses 16.10 and 16.11.

14.9 **Payment:** Payment for works executed shall be subject to the availability of funds with DPHCL. No interest, compensation or claim of any kind shall be payable to the contractor on account of any delay in payment due to non-availability of funds.

14.10 **Execution through Authorised Representative:** Where the Proprietor / Partners / Directors of the contractor do not remain personally present at the site at all times, the work shall be executed through an Authorised Representative who is a Partner / Director, or a whole-time salaried employee of the contractor covered under EPF and ESIC. Before signing the agreement for each work awarded, the contractor shall submit an Affidavit-cum-Undertaking in Form-6, on non-judicial stamp paper of Rs. 100/-, duly notarised, in respect of the Authorised Representative, together with the documents listed in that Form. The authorisation shall be of agency only. The contractor shall remain solely and fully responsible for the work, and the arrangement shall not be treated as subletting under Clause 14.5. The Engineer-in-Charge may direct the removal of the Authorised Representative at any time, and no change shall be made without his prior written approval. At the empanelment stage, the Form-6 format shall be uploaded unfilled, signed and stamped, as Enclosure E-21, in token of its acceptance.

SECTION 15 — CODE OF INTEGRITY, FRAUD AND CONSEQUENCES

15.1 Applicants shall observe the Code of Integrity under Rule 175 of GFR 2017 and shall not indulge in any corrupt, fraudulent, collusive, coercive or obstructive practice, including canvassing, cartelisation, pooling or bid-rigging, in connection with this NIT or any work awarded under it.

15.2 Canvassing in any form, directly or indirectly, shall lead to rejection of the application.

15.3 If any information furnished or document uploaded by an applicant is found to be false, fabricated or forged, at any stage (including after empanelment or award):

(a) the application shall be rejected, or the empanelment cancelled, and any work awarded may be rescinded under GCC-2023;

(b) the processing fee shall stand forfeited;

(c) the applicant, its proprietor / partners / directors, may be debarred from DPHCL works in accordance with the applicable debarment policy; and

(d) DPHCL shall lodge an FIR against the applicant and all persons responsible, for offences including those under Sections 318(4) (cheating), 336 (forgery), 340(2) (using a forged document as genuine) and 61(2) (criminal conspiracy) of the Bharatiya Nyaya Sanhita, 2023 (corresponding to Sections 420, 463/465, 471 and 120-B of the erstwhile Indian Penal Code), and the Prevention of Corruption Act, 1988, as applicable.

SECTION 16 — GENERAL TERMS AND CONDITIONS

16.1 DPHCL reserves the right to empanel contractors as per its requirements in any class, and to accept or reject any or all applications, or to annul the process at any stage, without assigning any reason and without incurring any liability. No correspondence shall be entertained in this regard.

16.2 The applicant should be resourceful and experienced. It is desirable (though not an eligibility condition) that the applicant has experience of works in occupied police / security establishments and of HT / LT electrical maintenance works for Government Clients.

16.3 Applications of debarred or ineligible applicants shall be rejected summarily. If such facts come to notice at a later stage, the empanelment shall be cancelled, and further action under Section 15 may be taken.

16.4 Any litigation / arbitration with Clients during the last seven years, and any near relative working in DPHCL, shall be disclosed in Annexure-3 and Annexure-4 respectively. Non-disclosure shall be treated as suppression of material facts.

16.5 The empanelled contractor shall intimate DPHCL, within thirty (30) days, of any change in its constitution, address, authorised signatory, licences, registrations, enlistment, or of any debarment / suspension by any other organisation.

16.6 The empanelled contractor shall comply with all applicable labour, tax, environmental and safety laws. DPHCL may inspect the contractor's office and sites at any time.

16.7 Empanelment is not transferable. Any merger, acquisition or change in constitution shall require fresh evaluation by DPHCL before the contractor is invited for further tenders.

16.8 Conditional applications, or applications with any deviation from the NIT, shall be rejected.

16.9 The decision of the Competent Authority on any matter relating to this empanelment shall be final and binding.

16.10 Non-compliance by the successful bidder — cancellation of the work: Notwithstanding anything contained elsewhere in this NIT, if the successful bidder fails to comply with any condition of this NIT, of the individual tender for the work concerned, or of the contract, at any time, whether before or after the issue of the work order / Letter of Acceptance, DPHCL shall have the full right to withdraw the acceptance of its bid and to cancel, reject or rescind the said work, in whole or in part, at any time, without giving any further notice to the bidder / vendor and without assigning any further reason. Without limiting the generality of the foregoing, such non-compliance shall include:

(a) failure to furnish, within the period stipulated, the Performance Guarantee, Additional Performance Guarantee, security deposit, insurance, labour licence, police verification of workers (Clause 14.6), the Affidavit-cum-Undertaking in Form-6, or any other document, affidavit or undertaking required under this NIT or the individual tender;

(b) failure to execute the contract agreement, to take over the site, or to commence or proceed with the work within the time allowed;

(c) breach of, or a variance found in, any declaration, affidavit or undertaking furnished by the bidder, including those in Form-2, Form-3, Form-4 and Form-6, or the discovery at any stage that any document or information submitted was false, fabricated or suppressed;

(d) loss, expiry, suspension or downgrading of any enlistment, registration or licence on which its empanelment was founded, or any change in the constitution of the firm not intimated under Clause 16.5; and

(e) debarment or suspension of business dealings imposed on the bidder, or on its proprietor / partners / directors, by DPHCL, any Ministry / Department of the Central or a State Government, or any PSU.

16.11 Consequences of cancellation: On such cancellation, DPHCL shall be entitled to forfeit the Bid Security (or enforce the Bid Security Declaration, as applicable), Performance Guarantee, Additional Performance Guarantee and security deposit, in whole or in part; to get the work executed through any other agency at the risk and cost of the bidder and recover the excess cost, together with all losses, costs and damages, from any sum due or becoming due to the bidder under this or any other contract, or otherwise as arrears; and to suspend or remove the bidder from the panel under Section 13. The bidder shall have no claim whatsoever against DPHCL for compensation, damages, loss of profit, costs or interest on account of such cancellation, and no correspondence in this regard shall be entertained. Debarment, where proposed, shall be dealt with under Section 13 or Section 15, as applicable.

SECTION 17 — JURISDICTION

17.1 Any dispute arising out of this empanelment process shall be subject to the exclusive jurisdiction of the competent courts at New Delhi. Disputes arising under an individual work shall be governed by the dispute-resolution provisions of that contract.

Sd/-
Superintending Engineer/DPHCL
For and on behalf of Managing Director, DPHCL
Delhi Police Housing Corporation Limited, New Delhi

FORM-1

APPLICATION FORM

[To be filled in completely, signed, stamped and uploaded as Enclosure E-2]

S. No.	Particulars	Details
1	Class applied for (tick one only)	☐ Class-V ☐ Class-IV ☐ Class-III ☐ Class-II
2	Name of the applicant firm	
3	Registered office address	
4	Office address in Delhi / NCR (if different)	
5	Telephone / Mobile No. / E-mail ID (for all official communication)	
6	Constitution (Proprietorship / Partnership / LLP / Private Ltd. / Public Ltd.) — Encl. E-4	
7	Year of establishment and number of years in repair / maintenance works	
8	Names of proprietor / partners / directors (with DIN, where applicable)	
9	Name, designation, mobile no. and e-mail of the authorised signatory; mode of authorisation — Encl. E-5	
10	PAN / GSTIN	
11	EPF Code No. / ESIC Code No.	
12	Average annual turnover FY 2023-24 to 2025-26 (Rs. Lakh) — as per Form-5 (FY 2022-23 can also be used if FY-2025-26 not available)	FY 2023-24: FY 2024-25: FY 2025-26: Average:
13	Number of years of loss (PAT negative) in FY 2021-22 to 2025-26 — as per Form-5	
14	Net worth certificate/Bank Credit line amount, issuing bank and date — Encl. E-13	
15	Enlistment details: department, category, class, registration no., validity — Encl. E-14	
16	Electrical Contractor's Licence: own / associate (name of licensee, licence no., validity) — Encl. E-15	
17	Option under Clause 5.2.1 under which the applicant qualifies: (a) / (b) / (c) — details in Annexure-1	
18	Udyam Registration No. / DPIIT recognition (if fee exemption claimed) — Encl. E-1	
19	Banker's details: name and address of bank, account no., type of account, IFSC	

I / We certify that the information furnished above is true and correct to the best of my / our knowledge and belief.

Place: _____ Date: _____	Signature of Authorised Signatory: _____ Name & Designation: _____ Seal of the Applicant Firm

FORM-2

DECLARATION CUM UNDERTAKING

[On the applicant's letterhead — upload as Enclosure E-3]

To,
The Superintending / Executive Engineer,
Delhi Police Housing Corporation Limited,
13th Floor, Tower-1, New Police Headquarters,
Jai Singh Road, New Delhi-110001

Subject: Application for Pre-qualification cum Empanelment in Class-____ for Composite (Civil + Electrical) Repair, Renovation and Maintenance works against NIT No. DPHCL/EMPL/R&M/2026-27/02 – reg.

Sir,

I / We have read and understood the NIT, including all corrigenda, and hereby apply for empanelment in Class-____ only. I / We declare and undertake that:

1. The undersigned is authorised to sign this application on behalf of the applicant; the authority is enclosed.
2. We accept all the terms and conditions of the NIT unconditionally, and have not altered its contents or formats.
3. We have applied for one class only, and no other application has been submitted by us or by any firm having a common proprietor / partner / director.
4. All information, certificates and documents submitted are true, correct and genuine. If any of them is found to be incorrect or forged at any stage, DPHCL may reject our application, cancel our empanelment, rescind any contract awarded, debar us, and initiate criminal proceedings under Section 15 of the NIT.
5. Our firm is not under liquidation, insolvency resolution, court receivership or similar proceedings.
6. We are not under any subsisting debarment, and have not been debarred, nor had any contract rescinded for poor performance, by any Client during the last three years.
7. We are not from a country sharing a land border with India, or, if so, we are registered with the Competent Authority (copy enclosed).
8. Details of litigation / arbitration and of near relatives in DPHCL are fully disclosed in Annexure-3 and Annexure-4.
9. We shall comply with all labour laws, pay not less than the notified minimum wages through bank transfer, and deposit EPF / ESI contributions for all workers deployed.
10. We shall abide by the Code of Integrity (Rule 175, GFR 2017) and shall not indulge in canvassing, cartelisation or any other prohibited practice.
11. We have no objection to DPHCL making enquiries about the works listed by us, verifying our documents, and obtaining reports from our Clients and bankers.
12. We understand that DPHCL is not bound to empanel us, that empanelment does not guarantee any work, and that the decision of DPHCL shall be final and binding.
13. We understand and accept that the empanelment, and every benefit arising from it, is applicable to the works of DPHCL only, and we shall not quote, cite or claim the empanelment, or any benefit of it, before any other department, organisation, client or authority, anywhere (Clause 2.7 of the NIT).

Yours faithfully,

Place: _____ Date: _____	Signature of Authorised Signatory: _____ Name & Designation: _____ Seal of the Applicant Firm

FORM-3

AFFIDAVIT-CUM-UNDERTAKING AS AN ELIGIBLE APPLICANT

(Declaration of Authenticity, Statutory Compliance, Non-Debarment, Performance Record and Integrity)

[On non-judicial stamp paper of Rs. 100/-, duly attested by a Notary Public / Oath Commissioner — upload as Enclosure E-16; refer Clauses 5.2, 5.5 and Section 15]

NIT No.: DPHCL/EMPL/R&M/2026-27/02 **Class applied for:** Class-_____

To,
The Superintending Engineer,
Delhi Police Housing Corporation Limited (DPHCL),
13th Floor, Tower-1, New Police Headquarters,
Jai Singh Road, New Delhi-110001.

I, _____ (name), aged ____ years, S/o / D/o / W/o _____, resident of _____, being the Proprietor / Partner / Director / duly Authorised Signatory of M/s _____ (hereinafter referred to as "the Applicant"), a Proprietorship / Partnership Firm / LLP / Company having its registered office at _____, PAN _____, GSTIN _____, do hereby solemnly affirm and declare on oath as under:

A. COMPETENCE, AUTHENTICITY AND GENUINENESS OF DOCUMENTS

1. That I am competent and duly authorised to swear and make this affidavit on behalf of the Applicant, and the facts stated herein are within my personal knowledge and borne out by the records of the Applicant maintained under my control and supervision.
2. That all documents, certificates and information submitted and uploaded by the Applicant against the above-mentioned NIT of DPHCL for empanelment in the class stated above are true, authentic and genuine, and that no document has been fabricated, forged, altered or tampered with in any manner.
3. That the completion / performance certificates, work orders, agreements, Chartered Accountant's certificates bearing UDIN, bank solvency certificate, enlistment / registration certificates and electrical licence submitted by the Applicant have each been issued by the respective competent authority and have not been obtained by any unlawful, irregular or fraudulent means.
4. That every work claimed by the Applicant in Annexure-1 towards eligibility has been awarded by, executed for and certified by a Government Client falling within the definition of "Client" in Clause 4.7 of the NIT; that no private or non-Government work, and no work executed as a sub-contractor or sub-agency of a private main contractor, has been claimed towards eligibility; and that each such work is a completed work supported by a completion / performance certificate, a work order by itself not being claimed as proof of experience.

B. STATUTORY AND TAX COMPLIANCE

5. That the Applicant has not been declared a defaulter, and no default, assessment order, demand, recovery certificate or attachment is pending or has been issued against it, during the last five years preceding the last date of submission of applications, by any authority under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952; the Employees' State Insurance Act, 1948; Chapter V of the Finance Act, 1994 (Service Tax); the Central / State / Integrated Goods and Services Tax Acts, 2017; the Income-tax Act; the Building and Other Construction Workers (RE&CS) Act, 1996 and Cess Act; the Contract Labour (R&A) Act, 1970; the Minimum Wages Act, 1948 / Code on Wages, 2019; or any other labour law or Labour Department, and that the GST registration of the Applicant has never been suspended or cancelled.

C. CHARACTER, LEGAL STANDING AND SOLVENCY

6. That neither the Applicant nor its proprietor / partners / directors / authorised signatory is or has been involved in any illegal activity, and that during the last five years no FIR has been registered, no charge-sheet has been filed, and no conviction has been recorded against any of them for any offence under the Indian Penal Code, 1860 / Bharatiya Nyaya Sanhita, 2023, the Prevention of Corruption Act, 1988, the Prevention of Money Laundering Act, 2002, or any other law, in connection with any public procurement, contract, fraud, forgery, cheating or economic offence.

7. That the Applicant is not insolvent, in receivership, bankrupt or being wound up; its affairs are not being administered by a court or judicial officer; its business activities have not been suspended; and no proceedings under the Insolvency and Bankruptcy Code, 2016 are pending against it or any of its proprietor / partners / directors.

D. NON-DEBARMENT AND PERFORMANCE RECORD

8. That, as on the date of submission of this application, the Applicant and each of its proprietor / partners / directors / authorised signatory are not debarred, banned, suspended, delisted, or declared ineligible from business dealings by DPHCL, the Ministry of Home Affairs or any Government Entity, whether in their own name or in the name of any other concern, and no order of debarment passed against them has been stayed only on an interim basis pending litigation.

9. That during the last five years, no contract / work order / LOA awarded to the Applicant has been rescinded, terminated, foreclosed or short-closed by DPHCL or any Government Entity on account of the Applicant's non-performance, default or breach (including under Clause 3 of the CPWD GCC or any analogous clause), and no work of the Applicant has been got executed at its risk and cost.

10. That during the last five years, no compensation for delay, liquidated damages or penalty of 10% (ten per cent) or more of the contract value (including under Clause 2 of the CPWD GCC or any analogous clause) has been levied on the Applicant in any contract by any Government Entity or other agency / organisation, whether or not such levy is under dispute.

11. That the Applicant is not a successor, benami, front, alter ego or re-constituted form of any firm or person debarred or disqualified by DPHCL or any Government Entity; that no debarred person holds any interest in or controls the Applicant; and that the Applicant has not lent, and shall not lend, its name, registration or credentials to any other person for the purpose of this empanelment or any contract arising therefrom.

E. AUTHENTICITY AND DISCLOSURE

12. That all information, statements, certificates and documents submitted with the application are true, correct, complete and genuine, and the scanned copies uploaded are exact copies of the originals, which shall be produced whenever called for. Nothing material has been concealed or suppressed.

13. That the Applicant irrevocably authorises DPHCL and its officers to verify any statement or document from the issuing authority, bank, client department, GST / EPFO / ESIC portal or any other source, and waives any objection thereto.

14. That the Applicant shall, during the evaluation of the application, throughout the validity of the panel and throughout the currency of any contract awarded, intimate DPHCL in writing within seven (7) days of any event which renders any of the above declarations untrue.

F. CONSEQUENCES OF FALSE DECLARATION

15. That the Applicant expressly agrees that, if any declaration in this affidavit or any particular furnished in the application is found to be false, incorrect, misleading or suppressed at any stage, whether before or after empanelment or award, without prejudice to any other right or remedy of DPHCL:

    (a) the application shall be summarily rejected, or the empanelment cancelled, and the LOA / contract, if awarded, shall be liable to be cancelled / rescinded forthwith;

(b) the processing fee shall stand forfeited, and the Earnest Money / Bid Security, Performance Guarantee, Additional Performance Guarantee and Security Deposit of any work awarded shall be forfeited in full, and the balance work may be got executed at the Applicant's risk and cost;

(c) the Applicant, together with its proprietor / partners / directors and any other concern in which any of them holds an interest, shall be liable to be debarred from participating in present and future tenders of DPHCL for such period as may be decided by the Competent Authority of DPHCL, after affording an opportunity of being heard, and such debarment may be communicated to other Government Entities;

(d) DPHCL shall be entitled to recover all losses, costs and damages suffered by it, from any sum due or becoming due to the Applicant under this or any other contract, or otherwise as arrears; and

(e) DPHCL shall be at liberty to initiate criminal proceedings against the deponent and the persons responsible, inter alia, for making a false statement in a declaration receivable as evidence, fabricating false evidence, cheating, forgery and use of forged documents, and criminal conspiracy under the Bharatiya Nyaya Sanhita, 2023 and other applicable laws.

16. That the Applicant shall have no claim whatsoever against DPHCL for any compensation, damages, loss of profit, costs or interest arising out of any action taken under Para 15, and that this affidavit shall form an integral part of the application and of any contract awarded under the empanelment. Courts at New Delhi alone shall have jurisdiction in any matter arising hereunder.

DEPONENT
(Signature with Seal of the Applicant)
Name: _____
Designation: _____

VERIFICATION

Verified at _____ on this ____ day of _____, 20___, that the contents of Paras 1 to 16 of the above affidavit are true and correct to the best of my knowledge and belief and as per the records of the Applicant, that no part of it is false, and that nothing material has been concealed therefrom. I am aware that making a false statement in this affidavit is a punishable offence.

DEPONENT

Attested / Identified before me

(Signature and Seal of Notary Public)

FORM-4

UNDERTAKING ON SUBLETTING AND OWN RESOURCES

[On non-judicial stamp paper of Rs. 100/-, duly notarised — upload as Enclosure E-17]

I, _____, Proprietor / Partner / Director / Authorised Signatory of M/s _____, do hereby solemnly affirm and undertake that:

1. Any work awarded to us by DPHCL shall be executed with our own resources, manpower, supervisory staff, tools and plant.
2. We shall not sublet, assign or transfer any work, in whole or in part, on a back-to-back basis or otherwise, without the prior written permission of the Engineer-in-Charge.
3. The electrical component shall be executed by us under our own licence / through our approved associate licensed electrical contractor M/s _____ (Licence No. _____, valid up to _____), and we shall remain solely responsible to DPHCL for its execution.
4. Any breach of this undertaking shall entitle DPHCL to rescind the contract, forfeit the Performance Guarantee and security deposit, remove us from the panel and take further action as per the NIT.

DEPONENT

VERIFICATION

Verified at _____ on this ____ day of _____ 2026 that the contents of the above undertaking are true and correct to the best of my knowledge and belief.

DEPONENT

FORM-5

CHARTERED ACCOUNTANT'S CERTIFICATE — TURNOVER AND PROFIT / LOSS

[On the letterhead of the Chartered Accountant, with UDIN — upload as Enclosure E-11]

This is to certify that the financial turnover and profit after tax of M/s _____ (PAN _____), as per their audited accounts, are as under:

Financial Year	Turnover (Rs. in Lakh)	Profit / (Loss) after Tax (Rs. in Lakh)
2021-22		
2022-23		
2023-24		
2024-25		
2025-26		
Average annual turnover, FY 2023-24 to 2025-26		—

Number of years with loss (profit after tax negative) during FY 2021-22 to 2025-26: _____

Place: _____	Signature & Seal of Chartered Accountant
Date: _____	Name: _____ Membership No.: _____
	Firm Regn. No.: _____
	UDIN: _____

FORM-6

AFFIDAVIT-CUM-UNDERTAKING FOR AUTHORISED REPRESENTATIVE AND ACCEPTANCE OF FULL CONTRACTUAL RESPONSIBILITY BY THE BIDDER

[On non-judicial stamp paper of Rs. 100/-, duly attested by a Notary Public / First Class Magistrate, in original, by the Proprietor / Managing Partner / Authorised Director of the bidding firm — refer Clause 14.10. To be submitted, duly filled, before signing the agreement for each work awarded; to be uploaded unfilled, signed and stamped, as Enclosure E-21 at the empanelment stage]

BEFORE THE NOTARY PUBLIC / FIRST CLASS MAGISTRATE, _____

Name of Work: _____

Tender No. (individual work): _____ Dated: _____

Empanelment NIT No.: DPHCL/EMPL/R&M/2026-27/02

Name of Bidder / Contractor (the "Firm"): _____

PAN of Firm: _____ GSTIN: _____

Constitution: Proprietorship / Partnership / LLP / Company

I, Shri / Smt. _____, aged about _____ years, son / daughter / wife of Shri _____, resident of _____, holding PAN _____ and Mobile No. _____, being the sole Proprietor / Managing Partner / Authorised Director of M/s _____ (hereinafter referred to as the "Firm"), the bidder in respect of the above-mentioned work, do hereby solemnly affirm and declare on oath as under:—

1. That I am the Proprietor / Managing Partner / Authorised Director of the Firm, am fully conversant with the facts stated herein from the records of the Firm maintained under my control and supervision, and am duly competent and authorised to swear and depose this affidavit on behalf of the Firm.

2. That the Firm is empanelled with DPHCL under the above-mentioned Empanelment NIT, has submitted its bid against the above-mentioned tender issued by the Delhi Police Housing Corporation Limited (DPHCL), and has read, understood and unconditionally accepted all terms and conditions of the Empanelment NIT and of the tender, including the General Conditions of Contract and the Special Conditions of Contract forming part thereof.

3. That in the event of the work being awarded to the Firm, the Firm shall execute the work through its own establishment. Since the Proprietor / Partners / Directors of the Firm shall not remain personally present at the site of work at all times, the Firm hereby nominates and authorises the person whose particulars are given below (hereinafter referred to as the "Authorised Representative") to remain in charge of the work at site and to act for and on behalf of the Firm in connection with the execution of the said work:

Particulars of the Authorised Representative	Details
Full name (in block letters)	
Father's / Husband's name	
Age and date of birth	
Permanent and present address	
PAN	
Aadhaar No. (last four digits only)	
Mobile No. / E-mail ID	
Designation in the Firm	
Date of joining the Firm	

Particulars of the Authorised Representative	Details
Employee code / EPF UAN	
Educational / technical qualification	
Relationship with Proprietor / Partner / Director, if any	

4. That the Authorised Representative named above is a Partner / Director of the Firm / a whole-time salaried employee of the Firm drawing regular salary from the Firm, in respect of whom the Firm has been depositing statutory contributions under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 and the Employees' State Insurance Act, 1948, and the documentary proof whereof (appointment letter, salary record and EPF Electronic Challan-cum-Return for the last six months) is annexed to this affidavit.

5. That the Authorised Representative is not a proprietor, partner or director of, and holds no interest, direct or indirect, in any other firm which is participating in the same tender or which stands debarred / banned by DPHCL, Delhi Police, the Ministry of Home Affairs, CPWD, or any other Central or State Government department, autonomous body or Public Sector Undertaking.

6. That the Authorised Representative is authorised, on behalf of the Firm, only to:

   (a) supervise and carry out the execution of the work at site in accordance with the contract, drawings, specifications and the directions of the Engineer-in-Charge;

   (b) receive instructions, site orders, notices, letters and communications from the Engineer-in-Charge and his subordinate officers;

   (c) sign the Site Order Book, the Hindrance Register, the Measurement Book at the time of recording of measurements, and the day-to-day site correspondence;

   (d) attend site meetings, inspections and joint measurements; and

   (e) arrange and supervise the deployment of labour, material, plant and machinery of the Firm at site.

7. That the Authorised Representative is expressly NOT authorised to, and shall not:

   (a) sign the contract agreement, which shall be signed by the Proprietor / Partner / Director of the Firm in person;

   (b) sublet, assign or transfer the whole or any part of the work to any other person or firm;

   (c) receive any payment in his own name or in any account other than the bank account declared by the Firm;

   (d) vary, waive, compromise or settle any term or condition of the contract, or any claim thereunder; or

   (e) hold or use the Digital Signature Certificate of the Firm, or submit or modify any bid on the Central Public Procurement Portal on behalf of the Firm, otherwise than as its duly registered Authorised Signatory.

8. That the authorisation granted hereby is an authorisation of agency only and does not, and shall not be construed to, transfer, assign, sublet or in any manner divest the Firm of the contract or of any of its obligations or liabilities thereunder. Every act, omission, default, negligence, misconduct or breach of the Authorised Representative in connection with the work shall be deemed to be the act, omission, default, negligence, misconduct or breach of the Firm itself, and the Firm shall be bound thereby in all respects.

9. That the Firm shall remain solely, wholly and exclusively responsible for the due and proper execution of the work in accordance with the contract, including the quality of workmanship and materials, adherence to the time schedule and milestones, safety at site, compliance with all labour and statutory

enactments, payment of wages and statutory dues, and rectification of defects during the Defect Liability Period, irrespective of the presence, absence, conduct, competence or continuance of the Authorised Representative.

10. That in the event the performance of the Firm is found unsatisfactory by the Engineer-in-Charge at any stage, or the Firm commits any default or breach of contract, the Firm unconditionally accepts that DPHCL shall be entitled to take any or all of the following actions against the Firm, and the Firm shall not raise any plea or defence founded on the acts or omissions of the Authorised Representative:
    (a) levy of compensation / liquidated damages for delay as provided in the contract;
    (b) getting the work, or any part thereof, executed through any other agency at the risk and cost of the Firm, and recovery of the excess cost so incurred;
    (c) rescission / termination of the contract in whole or in part;
    (d) forfeiture of the Bid Security (or enforcement of the Bid Security Declaration, as applicable), Performance Guarantee, Additional Performance Guarantee and Security Deposit, in whole or in part;
    (e) withholding and recovery of the dues of DPHCL from any bill, security or amount payable to the Firm under this or any other contract with DPHCL;
    (f) removal of the Authorised Representative from the work forthwith on the written direction of the Engineer-in-Charge, which direction the Firm shall comply with without demur and without any claim for extension of time or compensation;
    (g) suspension or removal of the Firm from the DPHCL panel under Section 13 of the Empanelment NIT; and
    (h) debarment of the Firm, and of its Proprietor / Partners / Directors by name, and of any other firm in which any of them is or may hereafter become a proprietor, partner or director or hold substantial interest, directly or through a relative, in accordance with the debarment provisions of the Empanelment NIT and Rule 151 of the General Financial Rules, 2017.
11. That the arrangement declared herein is not a case of subletting of the work, nor a benami or name-lending arrangement. The Firm declares that it has not lent, and shall not lend, its name, registration, enlistment, PAN, GSTIN, Digital Signature Certificate or bank account to the Authorised Representative or to any other person for the purpose of participating in this tender or executing this work; that the Authorised Representative has no profit-sharing, financing or beneficial interest in this contract; and that all bank accounts operated in connection with this work shall be in the name of the Firm alone.
12. That the Firm shall not replace or change the Authorised Representative without the prior written approval of the Engineer-in-Charge, and any proposal for such change shall be accompanied by a fresh affidavit in this format in respect of the proposed representative. Until such approval is granted in writing, the Authorised Representative named herein shall continue to be treated as the representative of the Firm for all purposes of the contract.
13. That any notice, direction, instruction or communication served upon or delivered to the Authorised Representative at site, or sent to his mobile number or e-mail address declared above, shall constitute valid and sufficient service upon the Firm, and the Firm shall not dispute the same on the ground of non-receipt.
14. That the specimen signature of the Authorised Representative, duly attested by me, is appended at the foot of this affidavit, and the Authorised Representative has signed this affidavit in token of his acceptance of the responsibilities and limitations stated herein.
15. That the Firm is aware that if any statement made in this affidavit is found to be false, incorrect, misleading or suppressed at any stage, the bid of the Firm shall be summarily rejected, or if the contract has already been awarded, the same shall be liable to be rescinded at the risk and cost of the Firm, with forfeiture of all deposits and guarantees and debarment as aforesaid, besides lodging of an FIR

for the offences punishable under Sections 61(2), 318, 336 and 340(2) of the Bharatiya Nyaya Sanhita, 2023 and under the relevant provisions of the Prevention of Corruption Act, 1988, and prosecution for perjury under the law.

16. That the contents of this affidavit are true and correct to the best of my knowledge and belief, no part thereof is false and nothing material has been concealed therefrom.

DEPONENT

VERIFICATION

Verified at _____ on this _____ day of _____, 20____, that the contents of the above affidavit are true and correct to the best of my knowledge and belief, that no part of it is false and that nothing material has been concealed therefrom.

Signature of Deponent: _____
Name: _____
Designation: Proprietor / Partner / Director
Seal of the Firm: _____

ACCEPTANCE BY THE AUTHORISED REPRESENTATIVE

I, Shri / Smt. _____, the Authorised Representative named at Para 3 above, have read and understood the contents of this affidavit. I accept the authorisation conferred upon me and the limitations placed thereon, and I undertake to act strictly within the scope of the authority so conferred and in accordance with the terms of the contract. I am aware that I acquire no right, title or interest in the contract by virtue of this authorisation.

Specimen signature of Authorised Representative:	Attested by (Proprietor / Partner / Director of the Firm):
_____	
Name: _____	_____
	Name & Seal: _____

ATTESTATION BY NOTARY PUBLIC / FIRST CLASS MAGISTRATE

Solemnly affirmed and declared before me by the deponent, who is identified to my satisfaction, at _____ on this _____ day of _____, 20____.

Signature & Seal of Notary Public
Regn. No.: _____
Notarial Register Sl. No.: _____

DOCUMENTS TO BE ENCLOSED WITH THIS AFFIDAVIT

1. Copy of PAN and Aadhaar (with first eight digits masked) of the Authorised Representative, self-attested.
2. Appointment letter / partnership deed / Board resolution, as applicable, in favour of the Authorised Representative.
3. EPF Electronic Challan-cum-Return (ECR) of the Firm for the last six months showing the name / UAN of the Authorised Representative (not required where the representative is a Partner or Director).
4. Salary record / Form-16 or salary slips for the last three months, as applicable.
5. Two recent passport-size photographs of the Authorised Representative, attested by the Proprietor / Partner / Director.
6. Copy of educational / technical qualification certificate of the Authorised Representative.

ANNEXURE-1

SIMILAR WORKS COMPLETED DURING THE LAST SEVEN YEARS (01.09.2019 TO 30.09.2026)

[Enclose work order and completion / performance certificate for each work (Government Clients only, as defined in Clause 4.7) — Enclosure E-9]

S. No.	Client name, address, contact of certifying officer	Name of work & Agreement No.	Value executed – Civil (Rs.)	Value executed – Elect. (Rs.)	Total value (Rs.)	Stipulated / actual period (From–To)	Updated value @7% p.a. (Rs.)	Delay / LD / termination, if any
1								
2								
3								
4								

Notes: (1) Civil and Electrical break-up is mandatory for works under categories (a) to (d) of Clause 5.2.2; indicate the category of each work. (2) Updated value is to be computed as per Clause 5.2.4. (3) Where separate Civil and Electrical contracts are clubbed under Clause 5.2.2, list them against the same S. No. and enclose both sets of documents.

Place: _____ Date: _____	Signature of Authorised Signatory: _____ Name & Designation: _____ Seal of the Applicant Firm

ANNEXURE-2

WORKS IN HAND

[Enclose copies of work orders — Enclosure E-10]

S. No.	Client name & address	Name of work	Contract value (Rs.)	Period (From–To)	Value executed so far (Rs.)
1					
2					
3					
4					

Place: _____ Date: _____	Signature of Authorised Signatory: _____ Name & Designation: _____ Seal of the Applicant Firm

ANNEXURE-3

DETAILS OF LITIGATION / ARBITRATION CASES (LAST SEVEN YEARS AND PENDING)

[If NIL, write "NIL", sign and upload — Enclosure E-18]

Year	For / against applicant	Name of Client	Cause of litigation / dispute	Disputed amount (Rs.)	Awarded amount / status

Place: _____ Date: _____	Signature of Authorised Signatory: _____ Name & Designation: _____ Seal of the Applicant Firm

ANNEXURE-4

DECLARATION REGARDING NEAR RELATIVES / CONFLICT OF INTEREST

[If NIL, write "NIL", sign and upload — Enclosure E-18]

I / We declare that the following near relatives of the proprietor / partners / directors of the applicant are employed in DPHCL / Delhi Police (Engineering or allied wings), and that there is no other conflict of interest:

Name of relative	Designation and place of posting	Relationship

"Near relative" includes spouse, parents, children, siblings, and their spouses, and the parents and siblings of the spouse.

Place: _____ Date: _____	Signature of Authorised Signatory: _____ Name & Designation: _____ Seal of the Applicant Firm

APPENDIX-I

DELHI POLICE DISTRICTS / UNITS / PREMISES COVERED

[Indicative — police stations, posts, offices, residential colonies, lines and other structures under these districts / units — refer Clause 2.3]

S. No.	District / Unit	S. No.	District / Unit
A	**Police Districts (15)**		
1	Central District	2	New Delhi District
3	North District	4	North East District
5	Shahdara District	6	East District
7	South East District	8	South District
9	South West District	10	Dwarka District
11	West District	12	Outer District
13	Outer North District	14	North West District
15	Rohini District		
B	**Other Units (10)**		
16	DPA Abhanpur	17	DPA Dwarka
18	DPA Jharoda	19	DPA Wazirabad
20	IGI Mehram Nagar	21	PTS Malviya Nagar
22	OPL (Old Police Lines)	23	NPL (New Police Lines)
24	Model Town-I	25	Model Town-II
C	**Specialised Units (18)**		
26	New PHQ	27	Cyber Units
28	IGI Airport District	29	Metro District
30	Railways District	31	Crime Branch
32	Special Cell	33	Economic Offences Wing (EOW)
34	Vigilance	35	SPUWAC
36	IFSO	37	Special Branch
38	CCTNS	39	Traffic Unit
40	PCR Unit	41	Communication Unit
42	Security Unit	43	Licensing Unit
D	**Battalions (10)**		
44	1st Bn DAP	45	2nd Bn DAP
46	3rd Bn DAP	47	4th Bn DAP
48	5th Bn DAP	49	6th Bn DAP
50	7th Bn DAP	51	8th Bn DAP
52	9th Bn DAP	53	12th Bn IR

Abbreviations: DPA – Delhi Police Academy; PTS – Police Training School; PHQ – Police Headquarters; DAP – Delhi Armed Police; IR – India Reserve; SPUWAC – Special Police Unit for Women & Children; IFSO – Intelligence Fusion & Strategic Operations; CCTNS – Crime & Criminal Tracking Network and Systems.

APPENDIX-II

NATURE OF WORKS COVERED UNDER THE EMPANELMENT

[Indicative — refer Clause 2.3]

S. No.	Category	Illustrative works
1	Repair & Renovation — Residential	Quarter works; building exterior / block works in police colonies; roads and pavements; sewer and drains; water supply and sanitation; waterproofing; portacabins
2	Repair & Renovation — Non-Residential	Police stations, posts and chowkis; office buildings, premises and campuses; malkhanas and stores; roads and pavements; sewer and drains; water supply and sanitation; waterproofing; portacabins
3	Special / Extraordinary Repair	Retrofitting; waterproofing; major structural repairs
4	Maintenance (Civil + Electrical)	Day-to-day and periodic maintenance of police colonies and police stations
5	Allied works/Specialised works & services	Horticulture and landscaping; temporary and event works (barricading, parade arrangements, portacabins); miscellaneous minor works

APPENDIX-III

CHECK LIST OF DOCUMENTS

[To be filled and uploaded as Enclosure E-20]

Class applied for: ☐ Class-V ☐ Class-IV ☐ Class-III ☐ Class-II

Encl.	Document	Uploaded (Y/N)	Page No.
E-1	Proof of payment of processing fee, or Udyam / DPIIT certificate for exemption		
E-2	Form-1: Application Form, fully filled, indicating the class applied for		
E-3	Form-2: Declaration cum Undertaking on applicant's letterhead		
E-4	Constitution documents — Partnership Deed / Certificate of Incorporation with MoA & AoA / LLP Agreement / proprietorship declaration		
E-5	Authority of the signatory — Board Resolution / Power of Attorney / Partnership authority		
E-6	PAN card and GST Registration Certificate		
E-7	GST returns (GSTR-3B) for the last six (06) months		
E-8	EPF and ESIC registration certificates		
E-9	Annexure-1 with work orders and completion / performance certificates of each Similar Work		
E-10	Annexure-2: works in hand, with work orders		
E-11	Form-5: CA certificate (turnover and profit/loss) with UDIN, and audited Balance Sheets & Profit and Loss Accounts for FY 2021-22 to 2025-26		
E-12	Income Tax Returns (ITR-V acknowledgement) for AY 2024-25, 2025-26 and 2026-27		
E-13	Net worth certificate/Bank Credit Line (not older than 6 months)		
E-14	Enlistment/registration certificate in the required class		
E-15	Electrical Contractor's Licence (own, or associate's with registered agreement / MoU and associate's undertaking)		
E-16	Form-3: Affidavit-cum-Undertaking as an Eligible Applicant on Rs. 100 non-judicial stamp paper, notarised		
E-17	Form-4: Undertaking on Subletting and Own Resources on Rs. 100 non-judicial stamp paper, notarised		
E-18	Annexure-3 (litigation) and Annexure-4 (relatives/conflict of interest) — signed, even if NIL		
E-19	Company / firm profile with office address, contact numbers and e-mail		
E-20	Appendix-III: Check List, duly filled		
E-21	Form-6: Affidavit-cum-Undertaking for Authorised Representative — format uploaded unfilled, signed and stamped (filled affidavit to be submitted before agreement of each work)		

Place: _____ Date: _____	Signature of Authorised Signatory: _____ Name & Designation: _____ Seal of the Applicant Firm