

**DELHI DEVELOPMENT AUTHORITY**  
**VASANT KUNJ SPORTS COMPLEX**  
**VASANT KUNJ, NEW DELHI**

**No. F2(111)VKSC/2009-10/DDA/Sports./1379**

**Date : 04/04/2013**

**Notice inviting quotation No - 3**

Sealed item rate quotations are invited on behalf of DDA by the Secretary, Vasant Kunj Sports Complex for the following works. The quotations should reach the office of the Secretary of Vasant Kunj Sports Complex by 3.00 P.M. on **11/04/2013**. The sealed quotations shall be opened on the same day at 3.30 P. M. in the office of the Secretary of the complex. The quotationers or their authorized representatives may be present at the time of the opening of the sealed quotations. Only those Agencies/Firms/Persons having undertaken similar works in Government Department's/ Public Sector Undertakings with annual turnover more than Rs. 10.00 lacs are entitled to apply. A proof in this regard is necessary to be enclosed with quotation. **The Earnest Money in the form of Pay Order/Demand Draft of any schedule bank approved by Reserve Bank of India drawn in favour of "Vasant Kunj Sports Complex, DDA" to be submitted with the Quotation. Any quotation which is not accompanied by the earnest money in the prescribed manner shall be rejected summarily and not accounted for at all.**

Estimated Cost:- Rs. 195614.00

Earnest Money : Rs. 5000.00

**Name of Work : M/o Vasant Kunj Sports Complex**  
**SH : Providing two Office Attendants/Peons at Vasant Kunj Sports Complex.**

Sl. No.	Description	Qty	Unit	Rate	Amount
1.	Providing 2 nos. Office Attendants/Peons at Vasant Kunj Sports Complex.	2 nos. for 12 months	Each		

**TERMS CONDITIONS :-**

1. THAT the agency shall provide the Office Attendants/Peons after receiving award letter. The final selection of the candidate for the post will be by the Secretary/VKSC. If suitable candidate of the satisfaction of Secretary is not deployed within 7 days after issue of work order, the work order will be cancelled.
2. The period of work shall be 12 months from the date of issue of the letter of acceptance.
3. The validity of the quotation is 60 days from the date of opening of the sealed quotations.
4. The peon should be provided for 6 days in a week.
5. That the agency shall provide peon who are polite and courteous to the members/participants in each discipline.
6. The peon shall be in attendance on the prescribed hours and if any peon is found absent from the Delhi Development Authority shall be entitled to make proportionate deductions out of the payments due to the agency.
7. That the peon provided by the agency shall carry out their work as per orders/ instructions of the secretary of the complex/ shift In-charge. All such instructions and orders issued be, for all purposes deemed to have been issue to the agency.
8. That any lapse on the part of the peon, or of the agency, the Commissioner ( Sports) can take such action as he deem appropriate and the decision of the Commissioner (Sports) in that behalf shall be final and binding upon the quotationers/ agency and shall not be called in questions before any forum.
9. The Agency shall provide Uniforms to the personnel deployed by the Agency, duly approved by the Secretary of the Complex and all personnel so deployed shall attend in uniform. Any personnel attending without uniform shall be deemed to be absent from duty.
10. That for all intents and purposed the peon and suchlike personnel provided by the agency shall be the employees of the agency. The agency shall be responsible to provide all admissible and /or fringe benefits to such personnel in the same manner as the agency does to its other employees. The Delhi Development Authority shall not be responsible in any respect whatsoever for payment of any claims of the personnel provided by the agency.
11. That the Agency shall furnish a Certificate that payment to the peon have been made in accordance with the rates circulated by the Government of the National Capital Territory of Delhi as applicable during the period of claim.
12. That any loss/damages/ theft caused during the period they are on job shall be the responsibility of the agency and the Delhi Development Authority shall be entitled to recover the amount from the agency. All payments to the agency shall be made through cheque only.
13. A Security deposit at a flat rate of 10% shall be deducted from each running bill and such deposit would be refunded after completion of the specified period. All payments shall be dame after effecting statutory deductions.
14. Any conditional quotations shall be summarily rejected.
15. Any debarred agency/ or individual shall not be permitted to participated in the tendering process.

16. Any Quotations received by post or through courier etc. shall be summarily rejected.
17. Any individual who has been debarred is not permitted to take part in any negotiations or represent an agency even if he holds a power of attorney on the agencies behalf. Any agency engaging debarred persons is also liable to debarring.
18. The experience of agencies should be taken into account rather than individuals incorporated with the agencies, which does not include proprietorship.
19. **The rates quoted should not be less than the estimated cost which is based on minimum wages of GNCTD or on the rates approved by the Competent Authority, DDA, as the case may be. In case the rates quoted are less the Estimated Cost then the quotation shall not be accounted for at all and action, as deemed fit, can be initiated by DDA against the Agency. The Agency can also be debarred from further tendering, etc., in Sports Wing of DDA.**
  - a) "The Quotationer hereby acknowledge having read and understand various statutory provisions as amended up-to date including but not limited to Minimum Wages Act, 1948, Contract Labour (Regulation and Abolition) Act, 1970, Employees' provident funds and Miscellaneous Provisions Act, 1952, along with EPF scheme, payment of Bonus Act 1965, Payment of Gratuity Act, 1972 etc and undertake to ensure compliance of all the statutory provisions of the aforesaid statutes and all other statutes for the time being in force governing the employer, employee relationship between the agencies on one hand and their employees on the other hand. The parties hereto have clearly understood and acknowledges that DDA shall not be liable in any manner under any circumstances for non-compliance of the aforesaid statutory provisions or otherwise and the agencies shall be exclusively responsible and liable for all the consequences for non-compliance of the aforesaid statutory provisions and other relevant provisions governing the agencies and his/ their employees and there shall be no obligation of DDA and DDA shall not have any privy with the employees of the agencies for endorsement of the aforesaid statutes or otherwise."
20. **If there are two or more agencies quoting the same rate preference would be given to the agency which is already working with satisfactory performance. If even then there is a tie between two or more such agencies then the work would be awarded to the agency which has the highest gross annual turnover for the last three consecutive financial years.**
21. No minor should be engaged at site.
22. Nothing extra shall be paid for the rate quoted.
23. Necessary statutory deduction shall be deducted from the bill.
24. The quotation submitted without required documents will not be entertained at all and summarily rejected.
25. The agency should be registered with the Service Tax Department, GNCT of Delhi & supposed to furnish a copy of Registration Certificate and attach the same along with the quotation otherwise the quotation may not be considered and liable to be rejected.
26. Quoted Rates should be inclusive of all taxes/levies including service tax payable under respective status.DDA will not entertain any claim, whatsoever, in the respect".
27. Commissioner (Sports) reserves the right to reject all or any offer without assigning any reason and the same shall not be questionable before any forum, court of law, etc.

**Secretary, VKSC**

**Copy to :-**

1. Commissioner (Sports), DDA – for information please.
2. Dir. System – through Email for DDA Website.
3. A.O.(Sports), DDA.
4. The Secretary, DDA Contractor Welfare Association, Vikas Kuteer, N.D.
5. The Secretary, DDA Builder, E-18, Vikas Minar, I.T.O., New Delhi.
6. The General Secretary, Delhi Contractor's Welfare Association (Regd.)-306, Masjid Moth, NDSE- Part-II, N.D.-49
7. All Secretaries of the DDA Sports Complexes.
8. A.A.O.( VKSC), DDA.
9. Manager, VKSC, DDA.
10. Notice Board.

**Secretary/VKSC**