

**DELHI DEVELOPMENT AUTHORITY  
HARI NAGAR SPORTS COMPLEX  
BERI WALA BAGH, HARI NAGAR, NEW DELHI- 110064.**

No.F7 (251)2011/HNSC/DDA/583

Date: 28.12.2012

**NOTICE INVITING QUOTATION NO. 60 /HNSC/2012-13**

Sealed item rate quotations are invited on behalf of Delhi Development Authority by the Secretary, Hari Nagar Sports Complex for the following works. The quotation should reach the office of Secretary, Hari Nagar Sports Complex on or before **09.01.2013** upto 3:00 P.M. and will be opened on the same day at 3:30 P.M. in the presence of intending quotationers. Only those agencies/Firms/Persons having undertaken three similar works of providing Computer Operator during the last three years in Government Department's/Public Sector Undertakings with annual turnover more than Rs. 10.00 lacs in each year duly certified by Chartered Accountant 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 " Hari Nagar 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: ₹. 33,638/-.**

**Earnest Money: ₹. 5000/-.**

**Name of Work: Maintenance of Hari Nagar Sports Complex.**

**SH: Providing Computer Operator at Hari Nagar Sports Complex, DDA.**

S No.	Description of Items	Qualification & Experience	Period	Unit
1.	Providing One No. computer Operator at Hari Nagar Sports Complex, DDA	1. Graduate & Above 2. One year Diploma in Computer Application from the recognized Institute. 3. Knowledge of Word, Excel, Power Point, Internet/E-mail etc. 4. Having work experience of minimum three year preferably in Govt. Dept./ Public Sector and reputed organization. 5. Should have knowledge of local area network operation and system backup. 6. A Computer Operator must effectively interact and communicate with others 7. Be able to work on Billing Software.	2 Months	Per Month

**Terms & Conditions:**

1. The agency shall provide complete profile of the Computer Operator after receiving award letter as per qualification mentioned above. The final selection of the candidate for the post will be by the Secretary of the Complex/ Stadium. 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 work should be carried out as per specification and direction of in-charge.
3. T & P will be issued by the department to the contractor.
4. Computer Operator should be provided for 6 days in a week (except Sunday).
5. For any lapse on the part of agency the decision of Commissioner (Sports), DDA shall be final and the binding upon the quotationer.
6. The agency will be responsible if any loss/ damage theft caused during the contract due to their negligence and necessary recovery shall be made from them.
7. Proportionate deduction will be made if Computer Operator is found absent.
8. The Computer Operator shall for all purpose be employee of the agency who shall be responsible to provide all admissible and / or fringe benefits to its employees and DDA shall not be responsible for any liability whatsoever in this respect.
9. The work will start from the date mentioned in the work order.
10. Any conditional quotations shall be summarily rejected.
11. Any quotation received through post/ courier etc. shall be summarily rejected.
12. Debarred agency/ or individual shall not be permitted to participate in the tendering / quotation process.
13. The experience of agencies should be taken into account rather than individuals incorporated with the agencies, which does not include proprietorship.
14. **In case the rates quoted are less than the estimated cost, 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.**

15. **That the quoted rates should invariably be written both in figures and words, failing which the NIQ shall be liable to be rejected.**
16. "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, alongwith 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 statues and all other statutes for the time being in force governing the employer, employee relationship between the quotationer on one hand and their employee on the other hand. The parties hereto have clearly understood and acknowledge that DDA shall not be liable in any manner under any circumstances for non-compliance of the aforesaid statutory provisions or otherwise and the quotationer shall be exclusively responsible and liable for all the consequences for non-compliance of the aforesaid statutory provisions and other relevant provisions governing the quotationer and his/ their employee and there shall be no obligation of DDA and DDA shall not have any privy with the employees of the quotationer for endorsement of the aforesaid statues or otherwise."
17. **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 than the work would be awarded to the agency which has the highest gross annual turnover for the last three consecutive financial years.**
18. No minor should be engaged at site.
19. Nothing extra shall be paid except for the rate quoted.
20. Necessary statutory deduction shall be deducted from the bill.
21. The quotation submitted without required document will not be entertained at all and summarily rejected.
22. The agency should be registered with the Service Tax department. A proof in this regard is necessary to be enclosed with quotation otherwise, the quotation shall not be entertained.
23. Quoted rates should be inclusive of all taxes/ levies i.e. service tax payable under respective statutes. DDA will not entertain any claim, whatsoever, in this respect.
24. **The agency should provide the Identity Card to Computer Operator and submit the copy of the same to the complex within a week of the employment.**
25. **That during the contractual period, if the GNCTD rates are revised, the additional increased amount shall be payable to the agency for onward payment to the engaged labours subject to approval of Commissioner (Sports), DDA.**
26. At no circumstances, the agency shall give less than the approved rate of ₹. 14969/- to the Computer Operator. **The agency shall disburse the monthly salary through cheque or transfer the wages directly to the employee's personal bank account** by 7<sup>th</sup> of each month failing which action will be initiated by the Complex administration against the agency as deemed fit. The certificate to this effect be given at the time of claiming the bill stating that Computer Operator has been paid not less than the approved rates. The certificate is to be signed by the Computer Operator as well as by the agency.

Secretary (HNSC)

**Copy to:-**

1. Commissioner (Sports), DDA \_ for information please.
2. Director (System) with the request to bring the NIQ on DDA's Web-site through DDA through email [ddaquotation@dda.org.in](mailto:ddaquotation@dda.org.in)
3. A. O. (Sports), DDA
4. All Secretaries of all sports complexes – with request to place it on notice board.
5. The Secretary/DDA contractor's welfare association, E-18, Vikas Kuteer, New Delhi – 02.
6. The Secretary/DDA Builders Association, Vikas Kuteer, New Delhi – 02.
7. The Gen. Secretary, Delhi Contractor's Welfare Association (Regd.), 306 Masjid Moth, N.D.S.E- Part – II, N.D. 49.
8. All Secretaries of DDA Sports Complexes.
9. AAO, (HNSC), DDA
10. Manager, (HNSC), DDA
11. Notice Board.

Secretary (HNSC)