

**DELHI DEVELOPMENT AUTHORITY**  
**BHALSWA GOLF COURSE**  
**E-Tender Notice No. 4 / BGC/DDA/2013-14/ 4<sup>th</sup> Call**

On-line tenders are Re-invited by the undersigned on behalf of Delhi Development Authority (Sports Wing) for the work: - Providing of one office clerk & one computer operator at Bhalswa Golf Course/DDA. Only those Agencies/Firm/Person having undertaken three similar work during the last three years in Government Department of Public Sector undertaking with annual turnover more than 20 lacs in each year duly certified by Chartered Accountant are entitled to apply. A proof in this regard is necessary to be enclosed with Tender otherwise the Tender shall not be entertained.

Tender documents can be obtained/ downloaded on the e-tendering portal i.e. [www.tenderwizard.com/DDA](http://www.tenderwizard.com/DDA) or [www.dda.org.in](http://www.dda.org.in) up to \_\_\_\_\_ (last date of sale). Earnest money amounting to Rs. 6784/- and cost of tender document of Rs. 525/- (non- refundable) shall be deposited through RTGS/NEFT in the account of Bhalswa Golf Course. The unique transaction reference of RTGS/NEFT shall have to be uploaded by the tenderer in the E-Tendering system by the Prescribed Date. The DDOs concern will get tender cost /earnest money verified from their banks based on the unique transaction reference no. against each RTGS/NEFT payment before the tenders are opened.

The unique transaction reference of RTGS/NEFT against EMD, Cost of Tender Document shall be placed in single sealed envelope superscripted as “**Earnest money, cost of Tender Documents**” with name of work and due date of opening of the bid mentioned there on and will submit to tender opening Authority by prescribed Date.

SL	NIT No. Name of Work	Name and address of Sports Complex	Estimated cost	Period of Contract	Last date and time of submission of tender	Date and time of opening of tender	Bank Detail
			Cost of Tender		Period During which unique transaction reference of RTGS/NEFT against EMD, Cost of Tender document, E-tender processing fee and other document shall be submitted		
1	NIT No. 4 4th Call F3(136)Civil/BGC/DDA/12-13 M/o Bhalswa Golf Course Sh:- Providing of one office clerk & one computer operator at Bhalswa Golf Course/DDA	Bhalswa Golf Course/DDA Near Bhalswa lake, Outer Ring Road, Delhi-110042	Rs. 3,39,185/-	11 Months	05/07/2013 At 3:00 PM  06/07/2013 At 3:00 PM	08/07/2013 At 3:30PM	Bank A/c No. 154201000020239 Name of Bank Indian Overseas Bank Branch Name:- Prashant Vihar AFSC Code:- IOBA0001542
			Rs. 525/-				
			Rs. 562/-				
			Rs. 6784/-				

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Commissioner (Sports)  
Delhi Development Authority

**Note:-** For eligibility criteria, mode of payment of tender cost, processing fee, earnest money and other detailed of the tender visit the website [www.tenderwizard.com/DDA](http://www.tenderwizard.com/DDA) or [www.dda.org.in](http://www.dda.org.in). For any assistance on e-tendering please contact M/s. ITI Limited on 011-49424365, 8800991856, 8800991864, 8800991859, 9971662903, 8800991851, 8800991861 and Fax 011-25618721.

F3(136)Civil/BGC/DDA/2012-13/

Date :- 2013

Copy to:-

1. Director (System), DDA through e-mail.
2. Sr. A.O.(Sports),DDA.
3. Secretary (Coordn.), Sports Wing, DDA.
4. ALL Secretaries of the DDA Sports Complex.
5. The Secretary, DDA Contractor's Welfare Association, Vikas Kuteer, New Delhi.
6. The Secretary, DDA Contractor's Welfare's Welfare Association, F-18, Vikas Kuteer New Delhi.
7. AAO(BGC),DDA.
8. JE(Civil)BGC,DDA.
9. Notice Board.

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Commissioner (Sports)  
Delhi Development Authority

## **Terms & Conditions**

1. The agency shall provide complete profile of the Computer Operator & Office Clerk 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 and Office Clerk 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 and Office Clerk is found absent.
8. The Computer Operator and Office Clerk shall for all purpose be employee of the agency 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 form further tendering, etc. in Sports Wing of DDA.
15. "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 statues and all other statutes for the time being in force governing the employer, employee relationship between the quotationer on one hand and their employees 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."
16. **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.**

17. No minor should be engaged at site.
18. Nothing extra shall be paid expect for the rate quoted.
19. Necessary statutory deduction shall be deducted from the bill.
20. The quotation submitted without required documents will not be entertained at all and summarily rejected.
21. 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.
22. **Quoted rates should be inclusive of all taxes/levies including service tax payable under respective statutes. DDA will not entertain any claim, whatsoever, in this respect.**
23. The agency should provide Identity Card to Computer Operator and Officer Clerk and submit the copy of the same to the Complex within a week of the employment.
24. At no circumstances the agency shall give less than the approved rate of **Rs. 16819/-** to Computer Operator and **Rs. 14016/-** to Office Clerk. (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 and Office Clerk has been paid not less than the approved rates. The certificate is to be signed by the Computer Operator and Office Clerk as well as by the agency.

## **SCHEDULE**

N.O.W:- M/o Bhalswa Golf Course

SH:- Providing of one office clerk & one computer operator at Bhalswa Golf Course/DDA.

<b>S. No</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Rate</b>	<b>Amount</b>
1	Provision of one Computer Operator at BGC (Six days a week.)	11 Months	Per Month		
2	Providing one Office Clerk at BGC (Six days a week)	11 Months	Per Month		
				Total	

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Commissioner (Sports),DDA  
BGC/DDA

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Secretary/BGC

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Manager