

**DELHI DEVELOPMENT AUTHORITY
SQUASH & BADMINTON STADIUM**

E-TENDER NOTICE NO. 06/SBS/DDA/2013-14

On-line tenders are re-invited by the undersigned on behalf of Delhi Development Authority (Sports Wing) for the work: - **Up gradation of DDA Squash & Badminton Stadium. SH.: Providing One No. Receptionist & One No. Computer Operator at DDA Squash & Badminton Stadium** without T & P articles for six days in a week at SBS, 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 30 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 or www.dda.org.in up to **09.07.13 (last date of sale)**. Earnest money amounting to **Rs. 6391/-** and cost of tender document of Rs. 525/- (Non-refundable) shall be deposited through RTGS/NEFT in the account of “DDA Squash & Badminton Stadium”. 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 prescribe Date.

SL .	<u>NIT No.</u> 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		
			Tender Processing Fee				
			Earnest Money				
1.	<u>NIT No. 06 /SBS/DDA/2013-14</u> Up gradation of DDA Squash & Badminton Stadium. SH.: Providing One No. Receptionist & One No. Computer Operator at DDA Squash & Badminton Stadium	DDA Squash & Badminton Stadium, Siri Fort Road, New Delhi-110049	<u>Rs. 319562.00</u> <u>Rs. 525/-</u> <u>Rs. 562/-</u> <u>Rs. 6391/-</u>	Nine Months Or upto 31.03.2014 Whichever is earlier	09.07.2013 At 3:00 PM <hr/> 10.07.2013 At 3:00 PM	12.07.2013 At 3:30 PM	Bank A/c No: - <u>13940110017487</u> Name of Bank: - <u>UCO Bank</u> Branch Name : - <u>Shahpurjat, New Delhi</u> IFSC Code: - <u>UCBA0001394</u>

**Commissioner (Sports)
Delhi Development Authority**

NOTE: - For eligibility criteria, mode of payment of tender cost, processing fee, earnest money and other details of the tender visit the website www.tenderwizard.com/DDA or 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.

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 Association, F-18, Vikas Kuteer, New Delhi.
7. AAO (SBS), DDA.
8. Manager/SBS, DDA.
9. Notice Board (SBS)

Commissioner (Sports)
Delhi Development Authority

Qualification & Experience required for Receptionist.

1. Graduate & Above.
2. Having work experience minimum 3 years , preferably in Govt. Department /Public Sector or reputed organization.
3. Able to communicate well in Hindi & English
4. Able to handle 3 to 4 lines telephone system.
5. Polite in conversation.
6. Able to work as PA as and when required.
7. Computer savvy is desirable.

Qualification & Experience required for Computer Operator

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 years 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.

Terms & Conditions:

1. Earnest money amounting to Rs. 6391/- and cost of tender/quotation document of Rs. 525/- (Non-refundable) shall be deposited through RTGS/NEFT in the account of “DDA Squash & Badminton Stadium”. The unique transaction reference of RTGS/NEFT shall have to be uploaded by the tenderer/quotationer in the E-Tendering system by the Prescribed Date.
2. The period of work shall be Nine months or upto 31.03.2014 whichever is earlier, from the date of issuance of letter of acceptance.
3. The validity of the tender/quotation is 60 days from the date of the opening of the sealed tender/quotation.
4. The agency shall provide complete profile of the Receptionist and 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 award letter, the award letter will be cancelled.
5. The work should be carried out as per specification and direction of in-charge.
6. T & P will be issued by the department to the contractor.
7. Receptionist and Computer Operator should be provided for 6 days in a week (except Sunday) & Gazetted Holidays.
8. 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.
9. The Receptionist and 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.
10. The work will start from the date mentioned in the award letter.
11. Any conditional tender/quotation shall be summarily rejected.
12. Any tender/quotation received through post / courier etc. shall be summarily rejected.
13. Debarred agency/or individual shall not be permitted to participate in the tendering/quotation process.
14. The experience of agencies should be taken into account rather than individuals incorporated with the agencies, which does not include proprietorship.

15. **In case the rates quoted are less than the estimated cost, the tender/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.**
16. The tenderer/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 statutes and all other statutes for the time being in force governing the employer, employee relationship between the tenderer/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 tenderer/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 tenderer/quotationer and his/ their employee and there shall be no obligation of DDA and DDA shall not have any privity with the employees of the tenderer/quotationer for endorsement of the aforesaid statutes 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 tender/quotation submitted without required documents 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 tender/quotation otherwise the tender/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 Identity Card to Receptionist, Computer Operator and submit the copy of the same to the Complex within a week of the employment.**
25. **At no circumstances the agency shall give less than the approved rate of Rs. 16,632/- to the Receptionist and Rs. 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 7th 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 Receptionist and Computer Operator has been paid not less than the approved rates. The certificate is to be signed by the Receptionist and Computer Operator as well as by the agency.**
26. For any lapse on the part of agency the decision of Commissioner (Sports), DDA shall be final and the binding upon the tenderer/quotationer.
27. Proportionate deduction will be made if Receptionist and Computer Operator is found absent.
28. That the quoted rates should invariably be written both in figures and words, failing which the tender/quotation shall be liable to be rejected.
29. **That during the contractual period, if the approved rates are revised, the additional increased amount shall be payable to the agency for onward payment to the Receptionist and Computer Operator subject to approval of Commissioner (Sports).**