

**DELHI DEVELOPMENT AUTHORITY
SIRI FORT SPORTS COMPLEX**

E-TENDER NOTICE NO. 12/SFSC/DDA/2013-14

On-line tenders are invited by the undersigned on behalf of Delhi Development Authority (Sports Wing) for the work: - Maintenance of Siri Fort Sports Complex. SH.: Providing 2 Nos. Diary cum Dispatch Clerk at SFSC, DDA without T & P articles for six days in a week at SFSC, 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 **06.07.13 last date of sale**). Earnest money amounting to **Rs. 3797/-** and cost of tender document of Rs. 525/- (Non-refundable) shall be deposited through RTGS/NEFT in the account of "Siri Fort Sports Complex , DDA". 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 | <div>Estimated Cost</div> <div>Cost of Tender</div> <div>Tender Processing Fee</div> <div>Earnest Money</div> | Period of Contract | <div>Last date and time of submission of tender</div> <div>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</div> | Date and time of opening of tender | Bank Detail |
|---------|---|---|---|--|--|------------------------------------|--|
| 1. | <u>NIT No. 12 /SFSC/DDA/2013-14</u> Maintenance of Siri Fort Sports Complex. SH.: Providing 2 Nos. diary cum dispatch clerk matriculate and above (not-graduate) at SFSC. | Siri Fort Sports Complex, August Kranti Marg , New Delhi-110049 | <u>Rs. 189830/-</u> <u>Rs. 525/-</u> <u>Rs. 562/-</u> <u>Rs. 3797/-</u> | 9 Months Or upto 31.03.2014 whichever is earlier | <div>06.07.13 At 3:00 PM</div> <hr/> <div>08.07.13 At 3:00 PM</div> | 09.07.13 At 3:30 PM | Bank A/c No: - <u>13940100000985</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 (SFSC), DDA.
8. Manager/SFSC, DDA.
9. Notice Board (SFSC)

Commissioner (Sports)
Delhi Development Authority

Terms & Conditions:

1. Earnest money amounting to Rs. 3797/- and cost of tender/quotation document of Rs. 525/- (Non-refundable) shall be deposited through RTGS/NEFT in the account of Siri Fort Sports Complex. 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 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. 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.
5. The validity of the Tender/Quotation is 60 days from the date of the opening of the sealed tender/quotation.
6. The Diary-cum-Dispatch Clerk (Matriculate but not graduate) should be provided for 6 days a week.
7. That the Agency shall provide Diary-cum-Dispatch Clerk (Matriculate but not graduate) who are polite and courteous to the members/ participants in each discipline.
8. That the Diary-cum-Dispatch Clerk (Matriculate but not graduate) provided by the Agency shall carry out their work as per orders/instructions of the Secretary / In-charge. All such instructions and orders issued shall be, for all purposes deemed to have been issued to the Agency.
9. That for all intents and purposes the Diary-cum-Dispatch Clerk (Matriculate but not graduate) and such like 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.
10. That the Agency shall furnish a Certificate that payment to the Diary-cum-Dispatch Clerk (Matriculate but not graduate) have been made in accordance with the rates circulated by the Government of the National Capital Territory of Delhi (GNCTD) as applicable during the period of the claim.
11. That any loss/damages/theft caused during the period the Diary-cum-Dispatch Clerk (Matriculate but not graduate) 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.
12. 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 made after effecting statutory deductions.
13. Any conditional tender/quotation shall be summarily rejected.
14. Any tender/quotation received through post / courier etc. shall be summarily rejected.
15. Debarred agency/or individual shall not be permitted to participate in the tender/quotation process.
16. 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.
17. The experience of agencies should be taken into account rather than individuals incorporated with the agencies, which does not include proprietorship.
18. **The rate quoted may not be less than the estimated cost which is based on minimum wages as notified for Matriculate but not graduate category circulated by Govt. of GNCTD of Delhi. 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.**

19. 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.
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/ having under experience in the specified area. 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.**
21. No minor should be engaged at site.
22. Nothing extra shall be paid expect for the rate quoted.
23. Necessary statutory deduction shall be deducted from the bill.
24. The tender/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. A proof in this regard is necessary to be enclosed with tender/quotation otherwise the tender/quotation shall not be entertained.
26. **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.**
27. The agency should provide Identity Card to each person and submit the copy of the same to the complex within a week of the employment.
28. 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.
29. **At no circumstances the agency shall give less than the GNCTD rate for Diary-cum-Dispatch Clerk (Matriculate but not graduate). The certificate to this effect be given at the time of claiming the bill stating that Diary-cum-Dispatch Clerk (Matriculate but not graduate) has been paid not less than the GNCTD rates for unskilled category alongwith the date of payment to the Diary-cum-Dispatch Clerk (Matriculate but not graduate).**
30. That any lapse on the part of the Diary-cum-Dispatch Clerk (Matriculate but not graduate) of the Agency, the Commissioner (Sports) can take such action as he may deem appropriate and the decision of the Commissioner (Sports) in that behalf shall be final and binding upon the tender /Agency and shall not be called in questions before any Forum.
31. The Diary-cum-Dispatch Clerk (Matriculate but not graduate) shall be in attendance on the prescribed hours and if any Diary-cum-Dispatch Clerk (Matriculate but not graduate) is found absent from duty the Delhi Development Authority shall be entitled to make proportionate deductions out of the payments due to the Agency.
32. **That the quoted rates should invariably be written both in figures and words, failing which the tender/quotation shall be liable to be rejected.**
33. **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).**

Commissioner (Sports)

Secretary / SFSC

Manager /SFSC