

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

No. F7(58)VKSC/DDA/08-09/Admin./1366

Date : 23/03/2013

Notice inviting quotation No – 104.

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 on or before **02/04/2013** upto 3.00 P.M. The sealed quotations 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 similar works of **Providing Stenographer, Computer Operator or Receptionist** 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 "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. 224253.00

Earnest Money : Rs. 10000.00

Name of Work : M/O Vasant Kunj Sports Complex, DDA.
SH : Providing One Receptionist at Vasant Kunj Sports Complex.

Sl. No.	Description	Qualification & Experience	Period	Unit
1	Providing one no. Receptionist at Vasant Kunj Sports Complex.	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.	12 Months	Per Month

TERMS CONDITIONS:-

- The Agency shall provide complete profile of the Receptionist after receiving the award letter as per qualification mentioned above. The final selection of the candidate for the post will be by the Secretary of the Complex. 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.
- The work should be carried out as per specification of in-charge.
- T & P will be issued by the department to the contractor.
- Receptionist should be provided for 6 days in a week (except Sunday).
- For any lapse on the part of agency the decision of the Commissioner (Sports), DDA shall be final and the binding upon the quotationer.
- The agency will be responsible if any loss / damaged theft caused during the contract due to their negligence and necessary recovery shall be made from them.
- Proportionate deduction will be made if Receptionist is found absent.
- The Receptionist shall for all purpose be employee of the agency who shall be responsible to provide all admissible and / or fringe benefits to its employee and DDA shall not be responsible for any liability whatsoever in this respect.
- The work will start from the date mentioned in the work order.
- Any conditional quotations shall be summarily rejected.
- Any quotations received by post or through courier etc shall be summarily rejected.
- Debarred agency / or individual shall not be permitted to participate in the tendering/quotation process.
- The experience of the agencies should be taken into account rather than individuals incorporated with the agencies, which does not include proprietorship.
- In case the rates quoted are less than the estimated cost, the quotation shall not be accounted for at all action, as deemed fit, can be initiated by DDA against the agency. The agency cans also debarred from further tendering, etc., in Sports Wing of DDA.**
- "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.”.

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 except 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 rate 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.**
23. **The agency should provide Identity Card to Receptionist 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 rates of Rs. 16,632/- to the Receptionist. (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 has been paid not less than the approved rates. The certificate is to be sign by the Receptionist as well as by the agency.**

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