

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

No. F7 (163)09/HNSC/DDA/154

Dated: 16.05.2013

NOTICE INVITING QUOTATION NO. 01 /2013-14

Sealed item rate quotations are invited on behalf of Delhi Development Authority by the Secretary, HNSC for the following works. The quotation should reach the office of Secretary, HNSC, on or before **27.05.2013** 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 during the last three years in Government Department's/Public Sector Undertaking 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 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: - Rs.97807/-

Earnest Money: - Rs.5000/-

NAME OF WORK: - MAINTENANCE OF HARI NAGAR SPORTS COMPLEX, DDA.

SH: - PROVIDING ONE NO. OFFICE HELPER (UNSKILLED) AT HNSC.

S. No.	Description of Items	Qty.	Rate
1.	PROVIDING ONE NO. OFFICE HELPER (UNSKILLED) AT HARI NAGAR SPORTS COMPLEX, DDA(6 DAYS A WEEK).	12 months upto (31.03.2014)	Per person per month

TERMS & CONDITIONS:-

1. That the agency shall provide persons having specialized expertise for each of the playing field and Unskilled labour should be fully aware of the type of work to be carried out and maintenance of each of the ground according to the international standards.
2. The period of work shall be 12 months from the date of issuance of letter of acceptance.
3. The validity of the quotation is 60 days from the date of opening of the sealed quotations.
4. The Unskilled labour should be provided for Six days in a week.
5. That the agency shall provide Unskilled labour who are polite and courteous to the members/participants in each discipline.
6. The Unskilled labour shall be in attendance on the prescribed hours and if any Unskilled labour is found absent from duty the Delhi Development Authority shall be entitled to make proportionate deductions out of the payments due to the agency.
7. That the Unskilled labour provided by the agency shall carry out their work as per orders/instructions of the Secretary/In-charge. All such instructions/orders issued shall be, for all purposes deemed to have been issued to the agency.
8. That any lapse on the part of the Unskilled labour of the agency, the Commissioner (Sports) can take such action as he may deem appropriate and decision of the Commissioner (Sports) in that behalf shall be final and binding upon the quotationers/agency and shall not be called in questions before any forum.
9. The agency shall provide uniforms to the personnel deployed by the agency, duly approved by the Secretary of the complex and all personnel so deployed shall attend in uniform. Any Unskilled labour attending without uniform shall be deemed to be absent from duty.
10. That for all intents and purposes the Unskilled labour and such like personnel provided by the agency shall be 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.

11. That the agency shall furnish a certificate that payment to the Unskilled labour have been made in accordance with the rates circulated by the Government of the National Capital Territory of Delhi as applicable during the period of the claim.
12. That any loss/damages/theft caused during the period the Unskilled labour ore on job shall be 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.
13. 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.
14. Any conditional quotations shall be summarily rejected.
15. Any quotation received through post/courier etc. shall be summarily rejected.
16. Debarred agency/or individual shall not be permitted to participate in the tendering process.
17. 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.
18. The experiences should be taken into account rather than individuals incorporated with the agencies, which does not include proprietorship.
- 19. The rate quoted should not be less than the estimated cost which is based on minimum wages of GNCTD or on the rates approved by the Competent Authority, DDA, as the case may be. In case the rates quoted are less than the Estimated Cost then 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.**
20. 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 statues from 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.
- 21. If there are two 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.**
22. No minor should be engaged at site.
23. Nothing extra shall be paid except for the rate quoted.
24. Necessary statutory deduction will be made as applicable.
25. The quotation submitted without required documents will not be entertained at all and summarily rejected.
26. 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.
- 27. 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.**
28. The agency should provide Identity Card of each person.

29. Commissioner (Sports) reserve 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.
30. The rates quoted should be whole in rupees.
31. **That the quoted rates should invariably be written both in figures and words, failing which the NIT shall be liable to be rejected.**
32. **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.**
33. 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.
34. **At no circumstances, the agency shall give less than the approved rate of ₹.7254/- to the Office Helper. 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 Office Helper has been paid not less than the approved rates. The certificate is to be signed by the Office Helper as well as by the agency.**

-Sd/-
Secretary, (HNSC)

Copy to:-

1. Commissioner (Sports), DDA _ for information please.
2. Director (System), DDA through email ddatender@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 Kutir, New Delhi – 02.
6. The Secretary/DDA Builders Association, Vikas Kutir, 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. AAO, (HNSC), DDA.
9. Manager, (HNSC), DDA.
10. Notice Board, HNSC.

-Sd/-
Secretary, (HNSC)