

**DELHI DEVELOPMENT AUTHORITY**  
**SQUASH AND BADMINTON STADIUM**  
**SIRI FORT ROAD, NEW DELHI-110049**

No. F-2(1)SBS/DDA/2012/Pt. 1/ 148

Date: - 02 November 2012

**NOTICE INVITING QUOTATION NO. 24**

Sealed item rate quotations are invited on behalf of Delhi Development Authority by the Secretary (Squash & Badminton Stadium) for the following works. The quotation should reach the office of Secretary (Squash & Badminton Stadium) on or before **08.11.12** up to 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 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 "Siri Fort Sports Complex-II (Squash & Badminton), 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. 84095/-

Earnest Money: - Rs. 5000/-

**Name of Work: - Maintenance of Squash & Badminton Stadium.**

**SH: - Providing Receptionist at Squash & Badminton Stadium, DDA.**

SL	Description of Items	Qualification & Experience	Period	Unit
1.	Providing One No. Receptionist at DDA Squash & Badminton Stadium.	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.	4 ½ Months	Per Month

**Terms & Conditions:**

- Any quotation received through post / courier etc. shall be summarily rejected.
- Any conditional quotations shall be summarily rejected.
- Any quotation submitted without required documents will not be entertained at all and summarily rejected.
- Debarred agency/or individual shall not be permitted to participate in the tendering/quotation process.
- The experience of agencies will 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 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.
- The quotationer/agency will submit a certificate with the quotation stating "The quotationer hereby acknowledge, having read and understood 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."
- 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.
- 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.