


10. 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.
11. The agency shall provide complete profile including educational credentials of the Receptionist after receiving award letter as per qualification mentioned above. The final selection of the candidate for the post will be by the Secretary (SBS). 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.
12. The work should be carried out as per specification and direction of Officer in-charge and will start from the date mentioned in the work order.
13. T & P will be issued by the department to the contractor.
14. Receptionist should be provided for 6 days in a week (except Sunday) for the full working day –eight hours.
15. For any lapse on the part of agency the decision of Commissioner (Sports), DDA shall be final and the binding upon the quotationer.
16. 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.
17. Proportionate deduction will be made if Receptionist is found absent.
18. 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 employees and DDA shall not be responsible for any liability whatsoever in this respect.
19. The Agency will be responsible for the discipline and performance of the Receptionist provided and will replace the Receptionist in case of non-performance, indiscipline, absenteeism without prior notice or any other action that is detrimental to the good name and reputation of the DDA. The decision of the Commissioner Sports DDA will be final and binding on the Agency.
20. No minor should be engaged at site.
21. Nothing extra shall be paid except for the rate quoted.
22. Necessary statutory deduction shall be deducted from the bill.
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. Under no circumstances, shall the agency pay less than the approved rate 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. A certificate to this effect be given at the time of submitting the bill stating that Receptionist has been paid not less than the approved rates. **The certificate is to be signed by the Receptionist as well as by the Agency.**

  
Secretary (SBS)  
02/xi/12

**Copy to:-**

1. Commissioner (Sports), DDA – for information please
2. Director (Systems), DDA – through e-mail for DDA Website.
3. A. O. (Sports), DDA
4. The Secretary, DDA Contractor Welfare Association, Vikas Kuteer, New Delhi-110002.
5. The Secretary, DDA Builders Association, E-18, Vikas Kuteer, New Delhi -110002.
6. The General Secretary, Delhi Contractor's Welfare Association (Regd.), 306, Masjid Moth, N. D. S. E., Part – II, New Delhi – 110 049.
7. All Secretaries of DDA Sports Complexes
8. AAO (Squash & Badminton Stadium / DDA)
9. Manager (Squash & Badminton Stadium/ DDA)
10. Notice Board

  
Secretary (SBS)

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