

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

No. F7(51)VKSC/DDA/12-13/Admin./1201

Date : 11/10/2012

Notice inviting quotation No - 39

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 by 3.00 P.M. on **18/10/2012**. The sealed quotations shall be opened on the same day at 3.30 P. M. in the office of the Secretary of the complex. The quotationers or their authorized representatives may be present at the time of the opening of the sealed quotations. Only those Agencies/Firms/Persons having undertaken similar works in Government Department's/ Public Sector Undertakings with annual turnover more than Rs. 10.00 lacs 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. 52146.00

Earnest Money : Rs. 5000.00

Name of Work : M/o Vasant Kunj Sports Complex
SH : Engagement of One Clerk at Vasant Kunj Sports Complex.

Sl. No.	Description	Qty	Unit	Rate	Amount
1	Providing one Clerk with minimum qualification of Graduate.	1 no. for 5 Months	Each		

TERMS CONDITIONS :-

1. The Agency shall provide complete profile of the Clerk within three days of the issue of the work order. The approval shall be accorded by the Secretary of the Complex only if he is completely satisfied about the professional qualifications, working knowledge, and operating ability of the incumbent.
2. That the job of the Clerk is professional in nature and only those agencies who have already executed and completed at least two similar types of work are eligible to apply.
3. The placement of the Clerk could be in the office of Vasant Kunj Sports Complex.
4. The Clerk is required to work six days in a week and shall be entitled to an holiday as per rules applicable to DDA.
5. That the Clerk shall be an employee of the Agency only and in no case and circumstances the incumbent shall be considered an employee of the Delhi Development Authority
6. That the approved rates shall be paid by the Delhi Development Authority to the Agency who shall be solely responsible for making the requisite payment to the Clerk. The agency shall be responsible for and ensure all admissible and /or fringe benefits accorded to its employees to the Clerk and under no circumstances shall the same be the responsibility of the Delhi Development Authority.
7. That there would be no privity of contract of any nature whatsoever between the Clerk and the Delhi Development Authority and the only parties bound by this agreement shall be the Agency and the Delhi Development Authority.
8. That any loss damage / theft caused to the Delhi Development Authority due to the negligence of the Clerk shall be the sole responsibility of the Agency and any damages caused shall not be the responsibility of the Delhi Development Authority.
9. That except as laid down above the Clerk shall not absent himself from his duty. However, in case the Clerk is found absent from duty, the Delhi Development Authority shall be entitled to make proportionate deductions out of the money payable by Delhi Development Authority to the Agency.
10. That the Clerk shall carry out work as per orders/ instructions of the Secretary of the Complex, or in case of his absence the shift In-charge.
11. That the validity of the quotations shall be 60 days from the date of opening of the sealed envelopes. Besides the Secretary / In-charge of the Agency shall make the requisite payments to the Agency only after such satisfaction is recorded by the Secretary/ In-charge of the complex.
12. That for any violation of the terms and conditions on the part of the Agency the decisions of the Commissioner (Sports), DDA shall be final and binding on not only on Agency but the quotationer also.
13. That the agency shall be liable to pay to the Clerk all governmental charges prescribed by law and incase of non-payment by the Agency to the contractor, the liability shall be that of the Agency and Delhi Development Authority shall not be responsible for the same in any manner whatsoever.

14. That the period of appointment is five months from the date the Agency puts the Clerk on the actual job.
15. That in case of any requirement of the Delhi Development Authority about the professional deficiency of the Clerk, the Agency shall be bound by the directions of the Delhi Development Authority and neither the Agency, nor any representative of their shall be responsible for the same.
16. Necessary statutory deductions will be made as applicable.
17. Debarred agency / or individual shall not be permitted to participate in the tendering process.
18. 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.
19. The experience of agencies should be taken into account rather than individuals incorporated with the agencies which do not include proprietorship. **The rates 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 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.**
 - a) "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 privity with the employees of the agencies 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. If even then there is a tie between two or more such agencies then the work would be awarded to the agency which has the highest gross annual turnover for the last three consecutive financial years.**
21. The agency should be registered with the Service Tax Department, GNCT of Delhi & supposed to furnish a copy of Registration Certificate and attach the same along with the quotation otherwise the quotation may not be considered and liable to be rejected.
22. Quoted Rates should be inclusive of all taxes/levies including service tax payable under respective status. DDA will not entertain any claim, whatsoever, in the respect".
23. 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.
24. Quotations received by post or through courier etc shall not be entertained/accepted.

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