

DELHI DEVELOPMENT AUTHORITY
PASCHIM VIHAR SPORTS COMPLEX

E-TENDER NOTICE NO. -- 01/PVSC/DDA/2012-13

On-line tenders are invited by the undersigned on behalf of Delhi Development Authority (Sports Wing) for the work: - Providing of One Computer Operator, One Office Clerk and One Receptionist at Reception Counter at Paschim Vihar Sports Complex, New Delhi-110063. Only those agencies/ Firm/ Person having undertaken three similar work during the last three years in Government Department or Public Sector undertaking with annual turnover more than 20 lacs in each year duly certified by Chartered Accountant are entitled to apply. **A proof in this regard is necessary to be enclosed with Tender otherwise the Tender shall not be entertained.**

Tender documents can be obtained / downloaded on the e-tendering portal i.e. www.tenderwizard.com/DDA or www.dda.org.in up to **17-09-2012 (last date of sale)**. Earnest money amounting to Rs.10000/- and cost of tender document of Rs. 525/- (Non-refundable) shall be deposited through RTGS/NEFT in the account of **“DDA Sports Complex Paschim Vihar”**. The unique transaction reference of RTGS/NEFT shall have to be uploaded by the tenderer in the E-Tendering system by the Prescribed Date. The DDOs concern will get tender cost/ earnest money verified from their banks based on the unique transaction reference no. against each RTGS/NEFT payment before the tenders are opened.

The unique transaction reference of RTGS/NEFT against EMD, Cost of Tender Document shall be placed in single sealed envelope superscripted as **“Earnest money, cost of Tender Documents”** with name of work and due date of opening of the bid mentioned there on and will submit to tender opening Authority by prescribe Date.

SL .	<u>NIT No.</u> Name of work	Name and Address of Sports Complex	<div>Estimated Cost</div> <div>Cost of Tender</div> <div>Tender Processing Fee</div> <div>Earnest Money</div>	Period of Contract	<div>Last date and time of submission of tender</div> <div>Period During which unique transaction Reference of RTGS/NEFT against EMD, Cost of Tender document, E-tender processing fee and other document shall be submitted</div>	Date and time of opening of tender	Bank Detail
1.	<u>NIT No</u> <u>01/PVSC/DDA/</u> <u>2012-13</u> Providing of One Computer Operator & One Office Clerk at PVSC. <u>Qualification & Experience</u> 1. Graduate 2. One year Diploma in Computer Application. 3. Should have command over English Language. 4. Knowledge of Internet/E-mail etc. 5. Having work experience of minimum two year in Govt. Department.	Paschim Vihar Sports Complex , A-6, Paschim Vihar, New Delhi-110063	<u>Rs.2,15,886/-</u> <u>Rs. 525/-</u> <u>Rs. 562/-</u> <u>Rs. 10000/-</u>	Six Months	<div>17-09-2012 At 3:00 PM</div> <hr/> <div>18-09-2012 At 3:00 PM</div>	<div>20-09-2012 At 3:30 PM</div> <div>Sifi Fort Sports Complex, August Krinti Marg., New Delhi</div>	Bank A/c No: - <u>0193104000108164</u> Name of Bank: - <u>IDBI Bank</u> Branch Name : - <u>Paschim Vihar, New Delhi</u> IFSC Code: - <u>IBKL0000193</u>

2.	Providing of One Receptionist having the qualification – Graduate, One year Diploma in Computer Application, Command over English Language, Knowledge of Internet/E-mail, Having work experience of minimum two year in Govt. Department etc. at Reception Counter at PVSC						
----	--	--	--	--	--	--	--

Commissioner (Sports)
Delhi Development Authority

NOTE: - For eligibility criteria, mode of payment of tender cost, processing fee, earnest money and other details of the tender visit the website www.tenderwizard.com/DDA or www.dda.org.in. For any assistance on e-tendering please contact M/s ITI Limited on 011-49424365, 8800991856, 8800991864, 8800991859, 9971662903, 8800991851, 8800991861 and Fax 011-25618721.

No. F2 (63) Misc./PVSC/DDA/2012

Date:

Copy to:-

1. Director (System), DDA through e-mail
2. Sr. A. O. (Sports), DDA.
3. Secretary (Coordn.), Sports Wing, DDA
4. All Secretaries of the DDA Sports Complex
5. The Secretary, DDA Contractors Welfare Association, Vikas Kuteer, New Delhi.
6. The Secretary, DDA Builders, E-18, Vikas Kutir, New Delhi.
7. The General Secretary, Delhi Contractor's Welfare Association (Regd.), 306 Masjid Moth, N.D.S.E., part-II, New Delhi-110049.
8. AAO (PVSC), DDA.
9. Manager/PVSC, DDA.
10. Notice Board (PVSC)

Commissioner (Sports)
Delhi Development Authority

DELHI DEVELOPMENT AUTHORITY
PASCHIM VIHAR SPORTS COMPLEX

PROVIDING OF ONE COMPUTER OPERATOR, ONE OFFICE CLERK AND ONE RECEPTIONIST AT PASCHIM VIHAR SPORTS COMPLEX, DELHI

1. The agency shall provide complete profile of the Computer Operator, Office Clerk and Receptionist with the quotation as per detail mentioned above. Only the person selected by the PVSC Administration will be deployed.
2. That the job of the Computer Operator, Office Clerk and Receptionist are professional nature and only those agencies who have already executed and completed similar type of work in Govt. Department / Public Sector, are eligible to apply.
3. The placement of the Computer Operator, Office Clerk and Receptionist could be in the PVSC.
4. The rate which the agency may quote should be inclusive of all overhead charges and nothing extra shall be payable to the agency.
5. The Computer Operator, Office Clerk and Receptionist are required to work 6 days in a week and shall be entitled to weekly holiday on Sunday and all National holidays.
6. That the Computer Operator, Office Clerk and Receptionist shall be an employee of the agency only and in no case and circumstances the incumbent shall be considered an employee of the DDA.
7. 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 Computer Operators/Receptionist. **The agency shall disburse the monthly salary through cheque or transfer the wages directly to the employee's personal account.** The Agency shall be responsible and ensure all admissible and / or fringe benefits accorded to its employees and under no circumstances shall be the responsibility of the Delhi Development Authority.
8. That there would be no privity of contract of any nature whatsoever between the Computer Operator, Office Clerk and Receptionist and the Delhi Development Authority and the only parties bound by this agreement shall be the Agency and the Delhi Development Authority.
9. That any loss/damages/theft caused during the period shall be the responsibility of the Agency.
10. In case the Computer Operator, Office Clerk and Receptionist are 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.
11. That the Computer Operator, Office Clerk and Receptionist shall carry out work as per orders / instructions of the Secretary/AAO/Manager of the Complex.
12. The validity of the tender is 60 days from the date of the opening of the sealed envelopes.
13. Any conditional tender shall be summarily rejected.
14. Any tender received through post / courier etc. shall be summarily rejected.
15. That for any violation of the terms and conditions on the part of the Agency the decisions of the Commissioner (Sports) Delhi Development Authority shall be final and binding on the Agency.

16. That in case of any requirement of the Delhi Development Authority about the professional deficiency of the above staff, the Agency shall be bound the direction of the DDA.
17. Necessary statutory deductions will be made as applicable.
18. **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.**
19. Debarred agency / or individual shall not be permitted to participate in the tendering process.
20. 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.
21. The experience of agencies should be taken into account rather than individuals incorporated with the agencies which does not include proprietorship.
22. **The rates quoted should not be less than the estimated cost which is based 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 tender 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 agency has to comply with all statutory obligation as details given below: -**
 - (a) "The tenderer 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 statutes for the time being in force governing the employer, employee relationship between the tenderer 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 tenderer shall be exclusively responsible and liable for all the consequences for non-compliance of the aforesaid statutory provisions and other relevant provisions governing the tenderer and his/ their employee and there shall be no obligation of DDA and DDA shall not have any privy with the employees of the tenderer for endorsement of the aforesaid statues or otherwise."
23. **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.**
24. No minor should be engaged at site.
25. Nothing extra shall be paid expect for the rate quoted.
26. Necessary statutory deduction shall be deducted from the bill.
27. The tender submitted without required documents will not be entertained at all and summarily rejected.
28. 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.

29. **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.**
30. 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.
31. **The agency should provide Identity Card to Computer Operator, Office Clerk and Receptionist and submit the copy of the same to the Complex within a week of the employment.**

**Commissioner (Sports)
Delhi Development Authority**

I have read and understood the above conditions and the same are acceptable to me/us.

Signature of Tenderer/Applicant

Commissioner (Sports), DDA

Secretary (PVSC)

Manager (PVSC)