

DELHI DEVELOPMENT AUTHORITY
VASANT KUNJ SPORTS COMPLEX

VASANT KUNJ, NEW DELHI - 110070
TELEPHONE NO. 011-26136731

No. F-2(55)/VKSC/12-13/DDA/Sports/1332

Dated: 05/03/2013

NOTICE INVITING PROPOSAL

Sealed proposals are invited on behalf of Delhi Development Authority by the Secretary/VKSC for the following works. The Proposal should reach the office of Secretary/VKSC on or before 15.03.2013 upto 3.00 PM and will be opened on the same day at 3.30 PM in the presence of intending agency or their representative. **Only those Agencies/Firms/Coach having undertaken three similar works during the last three years in Govt. Deptt's/Public Sector are entitled to apply. A proof in this regard is necessary to be enclosed with proposal otherwise the proposal shall not be entertained.**

SI. NO.	DESCRIPTION OF ITEMS	QUANTITY	Revenue details
1	Swimming coach for conducting swimming coaching in VKSC on monthly share basis. (One ladies & one Gents) for each shift.	6 Months	Share basis between coach & DDA.

CONDITIONS:

1. THAT the Agency shall provide coach having specialized expertise in swimming & the coach should be fully aware of the type of activities to be carried out.
2. The period of work shall be 6 months w.e.f. 01.04.2013 or the date of actual handing over of the Pool to 30.09.2013.
3. The Validity of the Proposal is 60 days from the date of the opening of the sealed Proposals.
4. The coach should be provided for 6 days in a week.
5. Coach should have attended NIS/equivalent in the relevant sports/games. Testimonials will be attached with the application.
6. After having attended NIS or equivalent qualification for Coaching of the game, the Coaching experience should not be less than 3 yrs. Proof for having conducted coaching would be required duly signed by the Head of Institutions wherever coaching was conducted by the applicant
7. Coaching fee will be collected by the DDA as per prescribed rate for per hour per month. Coaching timings and duration will be as per DDA's Coaching Policy.
8. There will be one coach for every 10 trainees in one shift. In case the number of trainees increases, or for any other reason, if required by the Complex, the agency will provide additional coaches at short notice.
9. The applicant would be required to submit the following documents alongwith the application:
 - (i) Personal Bio-Data, Experience and Achievement Certificates and two copies of passport size photographs of the applicant and the coach deputed.
 - (ii) At least two references from two eminent sports personalities associated with the sports discipline for which application is being submitted.
10. THAT the Coach should be polite and courteous to the members/participants in each discipline.
11. The coach shall be in attendance on the prescribed hours and if coach is found absent from duty a fine of Rs. 1000/- will be levied on the Agency.
12. THAT the Coach/Agency shall carry out their work as per orders/instructions of the Secretary of the Complex. All such instructions and orders issued shall be, for all purposes deemed to have been issued to the Agency.
13. THAT any lapse on the part of the coach, or of the Agency, the orders of the Commissioner (Sports) in that behalf shall be final and binding upon the coach/Agency and shall not be called in questions before any Forum.
14. The Coach should wear uniform duly approved by the Secretary of Complex. Coach attending without uniform shall be deemed to be absent from duty.
15. THAT for all intents and purposes the coach or suchlike personnel provided by the Agency shall be the 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.
16. THAT the Agency shall furnish a Certificate that payment to the coach 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.
17. THAT any loss/damages/ theft caused during the period the coach/employee of the agency is on job shall be the responsibility of the Agency and the Delhi Development Authority shall be entitled to recover the amount from the Agency. All payments to the Agency/Coach shall be made through cheque only.
18. Any conditional Proposals shall be summarily rejected.
19. Any Proposal received through post/courier etc. shall be rejected.

20. Debarred agency/ or individual shall not be permitted to participate in the tendering process.
21. 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 coach is also liable to debarring.
22. The timing of coaching will be decided as per norms.
23. The experience of agencies should be taken into account rather than individuals incorporated with agencies, which does not include proprietorship.
- (a) "The proposer hereby acknowledge, having read and understood various statutory provisions as amended upto date including but not limited to Minimum Wages Act, 1948, Contract Labour (Regulation & Abolition) Act, 1970, Employee Provident Fund & Miscellaneous Provision 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 statutes and all other statutes for the time being in force governing the employer, employee relationship between tenderes/contractors 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 tenders/contractors shall be exclusively responsible and liable for all the consequences for non-compliance of aforesaid statutory provisions and other relevant provisions governing the tenders/contractors and his/their employee and there shall be no obligation of DDA and DDA shall not have privy with the employee of the tenderer/contractors for endorsement of the aforesaid statutes or otherwise."
- 24. During the Coaching period fee collected during a month will be shared between the agency and complex respectively. The agency share will be paid on monthly basis after the end of the month of the coaching.**
25. No minor should be engaged.
26. Noting extra shall be paid except for the share quoted.
27. Necessary statutory deduction shall be deducted from the share.
28. The Proposal submitted without required documents will not be entertained at all and summarily rejected.
29. The agency should be registered with the Service Tax Deptt. A proof in this regard is necessary to be enclosed with Proposal otherwise the Proposal shall not be entertained.
30. 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.
- 31. All staff shall be placed only after police verification and confirmation to the Secretary Complex. The agency awarded the work undertakes to ensure that its staff will maintain due courtesies to all users and decorum and not involve in activities detrimental to a conducive environment for operation at the Swimming Pool**

Secretary/VKSC

Copy to :-

1. Commissioner (Sports)/DDA - for information please.
2. Director (System)/DDA.
3. A.O. (Sports)/DDA.
4. Secretary (Coordn.), SFSC.
5. All Secretaries of the DDA Sports Complexes with the request to display this N.I.Q. at Notice Board of their respective Complexes.
6. The Secy. /DDA Contractor's Welfare Association, Barrack No.1, Block-A, Vikas Kuteer, New Delhi.
7. The Secy. /DDA Contractor Associations, E-18, Vikas Kuteer, New Delhi.
8. AAO/VKSC.
9. Manager/VKSC
10. Notice Board

Secretary/VKSC