

**DELHI DEVELOPMENT AUTHORITY
QUTAB GOLF COURSE
PRESS ENCLAVE ROAD, NEW DELHI – 110017**

F2 (28)/QGC/DDA/Civil/2012-13/274

Dated: 05/03/2013

NOTICE INVITING QUOTATION NO. 140

The Delhi Development Authority invites sealed quotations from professional agencies having an experience of having executed atleast two similar types of works, mentioned herein below. The quotations should reach in the office of Secretary, Qutab Golf Course, DDA on or before ~~16-03-2013~~ upto 3.00 P.M. the sealed quotations shall be opened on the same day at 3.30 P.M. The quotationers or their representatives may be present at the time of opening of the sealed quotations.

Earnest money deposit @ Rs. 5000/- on the estimated cost upto Rs. 2 lacs and @ Rs. 10000/- on the estimated cost above Rs. 2 lacs to Rs. 5 lacs in the form of Pay Order/Demand Draft on any nationalized Bank approved by Reserve Bank of India drawn in favour of “**Qutab Golf Course, 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. 1,48,836/-

Earnest Money: - Rs. 5,000/-

Name of Work: - M/o Qutab Golf Course.

SH: - Providing 1 No. Dak Dispatcher with Motorcycle at Qutab Golf Course.

S. No.	Description of items	Qty./Period
1.	Providing 1 No. Dak Dispatcher with Motorcycle for day-to-day dak deliver for 6 days in a week through agency at Qutab Golf Course.	1 No. for 12 Months

Terms & Conditions:-

1. That the agency shall provide persons having specialized expertise for each of the playing field and personnel should be fully aware of the type of work to be carried out and maintenance of each of the ground according to the international standards.
2. The period of work shall be 12 months from the date of issuance of letter of acceptance.
3. The personnel should be provided for 6 days in a week.
4. The validity of the quotation is 60 days from the date of opening of the sealed quotations.
5. That the agency shall provide personnel who are polite and courteous to the members/participants in each discipline.
6. The personnel shall be in attendance on the prescribed hours and if personnel is found absent from duty the Delhi Development Authority shall be entitled to make proportionate deductions out of the payments due to the agency.
7. That the personnel provided by the agency shall carry out their work as per orders/instructions of the Secretary/In-charge. All such instructions/orders issued shall be, for all purposes deemed to have been issued to the agency.
8. That any lapse on the part of the personnel of the agency, the Commissioner (Sports) can take such action as he may deem appropriate and decision of the Commissioner (Sports) in that behalf shall be final and binding upon the quotationers/agency and shall not be called in questions before any forum.
9. The agency shall provide uniforms to the personnel deployed by the agency, duly approved by the Secretary of the complex and all personnel so deployed shall attend in uniform. Any personnel attending without uniform shall be deemed to be absent from duty.
10. That for all intents and purposes the personnel provided by the agency shall be 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.
11. That the agency shall furnish a certificate that payment to the personnel 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.
12. **The contractor is required to take all precaution so that no loss, injury or damage is caused to any person. The DDA and/or the Management of Qutab Golf Course shall not be responsible for any injury, loss or damage sustained or caused to any member, his/her dependants, any other person brought to the Qutab Golf Course or using any facilities of the golf course. The DDA and the Management shall not be responsible for any loss, injury or damage caused to any person on any account including the negligence or otherwise of other member or persons of the golf course or using the course and the DDA and its Management shall be kept indemnified and shall always be kept indemnified by anyone.**
13. **It would be the sole responsibility of the contractor to cover their workers under insurance cover/workman compensation etc. DDA will not bear any responsibility relating to any event on such account. For safety of the workers, agency is required to provide them with safety gears like helmets etc. DDA will not be responsible for any injuries cause during the execution of the work.**
14. **That the quoted rates should invariably be written both in figures and words, failing which the NIT/NIQ shall liable to be rejected.**
15. **That during the contractual period, if the GNCTD rate are revised, the additional increased amount shall be payable to the agency for onward payment to the engaged labours subject to approval of Commissioner (Sports).**

16. That any loss/damages/theft caused during the period the personnel are on job shall be responsibility of the agency and the Delhi Development Authority shall be entitled to recover the amount from the agency. All payments to the agency shall be made through cheque only.
17. 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.
18. Any conditional quotations shall be summarily rejected.
19. Any quotation received through post/courier etc. shall be summarily 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 persons is also liable to debarring.
22. The experiences should be taken into account rather than individuals incorporated with the agencies, which does not include proprietorship.
23. **The rate 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 plus Rs. 2500/- petrol charges per month, as the case may be. In case the rates quoted are less than 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.**
24. "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 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 from 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 privity with the employees of the quotationer for endorsement of the aforesaid statutes or otherwise".
25. **If there are two 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.**
26. No minor should be engaged at site.
27. Nothing extra shall be paid except for the rate quoted.
28. Necessary statutory deduction will be made as applicable.
29. The quotation submitted without required documents will not be entertained at all and summarily rejected.
30. 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.
31. **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.**
32. The agency should provide Identity Card to the person.

(Col H S Pathania, SM, SPC)
Secretary, QGC

Copy to:-

1. Commissioner, (Sports) for information please.
2. Director (System), DDA through email ddatender@dda.org.in
3. A. O. (Sports), DDA
4. Secretaries of all Sports Complexes – with request to place it on notice board.
5. Secretary/DDA Contractor's Welfare Association, E-18, Vikas Kutir, New Delhi – 02.
6. Secretary/DDA Builders Association, Vikas Kutir, New Delhi – 02.
7. Gen. Secretary, Delhi Contractor's Welfare Association (Regd.), 306 Masjid Moth, N.D.S.E- Part – II, N.D. 49
8. AAO, QGC
9. J. E. (Civil),
10. Notice Board, QGC

Secretary, QGC