

F.No. D-32011/01/2010-Admn. (NPPA)  
Government of India  
Ministry of Chemicals & Fertilizers  
Department of Pharmaceuticals  
National Pharmaceutical Pricing Authority

3<sup>rd</sup> & 5<sup>th</sup> Floor,  
YMCA Cultural Centre Building,  
1, Jai Singh Road, New Delhi-110001  
Date: 7<sup>th</sup>.02.2013

To,  
As per the list

Subject: Quotation for engagement of 7 No. of Security Guard for the period 01.04.2013 to 31.03.2014 round the clock security at the premise of the NPPA.

Sir,

National Pharmaceutical Pricing Authority (NPPA) an attached office of Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers and is functioning at 3<sup>rd</sup> & 5<sup>th</sup> floor of YMCA Cultural Centre Building, 1, Jai Singh Road, New Delhi-110001. NPPA requires Seven Security Guards (Six for round the clock and one for 9.30 A.M. to 6 P.M.) for security purpose from 01.04.2013 to 31.03.2014.

2. You are, therefore, requested to furnish the following details of your organization:

1. Particulars of the Agency;
2. No. of persons working in the Agency;
3. Name of Organizations where Security Guards are deployed and since when; and
4. Quote rate per person/security guard.

3. Tenders must be accompanied by ₹10,000/- (Rupees Ten Thousand only) as Earnest Money Deposit in the form of Bank Draft only drawn in favour of PAO, Department of Pharmaceuticals, New Delhi. The quotations must be submitted for Seven Security Guards (Six for round the clock and one for 9.30 A.M. to 6 P.M.) on per month basis in the enclosed format. The quotations must be submitted keeping in view the latest orders of the Government of India/NCT Delhi relating to minimum wages, EPF, ESI, service tax, service charge, etc. Quotations without Earnest Money Deposit will be summarily rejected. No interest will be paid on Earnest Money Deposit. Earnest Money Deposit of unsuccessful bidders will be returned after finalization of the tender. If the quotation is accepted and firm fails to undertake the contract, EMD will be forfeited. The successful bidder will have to deposit 10% of the annual contract amount as bank guarantee in favour of PAO, Department of Pharmaceuticals which should be valid upto 2 months after the completion of the contract.

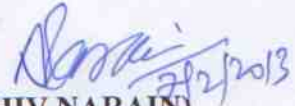
4. The period of contract would be one year subject to satisfactory performance. In case of unsatisfactory performance the contract will be terminated by giving one month notice. Quotation rate quoted by the agency would be fixed for a period of one year inclusive of all statutory liabilities, taxes, service charge, etc. No additional change will be payable over and above the rate quoted.

5. Terms and Conditions of engagement of security guards will be as follows:-

1. All persons to be deployed must be physically strong, humble and law abiding in nature & also not less than 21 years.
2. Security guard to be deployed must be strictly & sincerely attentive with duty hours during the day.
3. In case of unsatisfactory service, the person deployed by your organization will be immediately replaced by another one.
4. They must be always in proper and smart as well as uniform.
5. Agency must have at least three years of experience in the field.
6. Any lapse in the security of the NPPA office by the security guards shall be viewed seriously and the agency/firm shall be penalised for the lapses, as deemed fit.

6. Sealed quotations superscribed as "Quotations for Security Guards" on the envelope and addressed to 3<sup>rd</sup> & 5<sup>th</sup> Floor, YMCA Cultural Centre Building, 1, Jai Singh Road, New Delhi-110001 must reach this office by 3 PM on 01.03.2013. The quotations will be opened on the same day, i.e, 01.03.2012 at 3:30 PM in the office in the presence of the bidders or their representation who may wish to attend.

7. NPPA reserves the right to accept or reject any of the quotations without assigning any reasons therefore.

  
(SHIV NARAIN)  
Director (Admn.)

Copy to:-

1. Notice Board, NPPA
2. Technical Director, NIC NPPA- with the request that this notice may be please be uploaded in the NPPA website.
3. DIA (VKT), Department of Pharmaceuticals with request to upload the tender notice on the website of Department of Pharmaceuticals.
4. US (SRM), Department of Pharmaceuticals with the request to upload the tender notice on central e-portal (e-procurement).

(SANJAY CHHABRA)  
Under Secretary (Admn.)  
Ph. (O) 011-23345176

**PROFORMA FOR SUBMITTING THE BID**

Composite Rate (including all statutory payments and agency's service charge) for Seven Security Guards (Six for round the clock and one for 9.30 A.M. to 6 P.M.) on per month basis. Item wise break up as given under should be shown:

Sl. No.	Item	Amount (₹)
1.	Remuneration/ Basic	
2.	E.S.I	
3.	E.P.F	
4.	EDLI	
5.	Service Charge/ Agency Charge	
6.	Service Tax	
7.	Others, if any	
8.	Total (all inclusive) *	

\*The amount should be quoted keeping in view the latest orders of the Government of India/NCT Delhi relating to minimum wages, EPF, ESI, EDLI, service tax, service charge, etc. No additional charge would be payable over and above the amount quoted.