

F. No. D 32011/01/2011-Admn. /NPPA
Govt. of India
Ministry of Chemicals & Fertilizers,
Department of Pharmaceuticals
National Pharmaceutical Pricing Authority
Website: www.nppaindia.nic.in
Ph.: 011-23345116/23746643/23345177,
Fax: 23345119 & 23746652

3rd/5th Floor,
YMCA Cultural Centre Building,
1, Jai Singh Road, New Delhi - 110 001.
Date: 21/02/2012

To,

Subject: Engagement of 7 No. of Security Guard for the period 01.04.2012 to 31.03.2013 for round the clock security at the premise of the NPPA as well as for regulating the entry of visitors.

Sir,

National Pharmaceutical Pricing Authority (NPPA) is an attached office of Dept. of Pharmaceuticals, Ministry of Chemicals & Fertilizers and is functioning at 3rd & 5th 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 7 P.M.) for the security purpose.

You are, therefore, requested to furnish the following and other terms and conditions for hiring the services of security guards round the clock from your organization.

- (i) Particulars of the Agency;
- (ii) No. of persons working in the Agency ;
- (iii) Name of Organizations where Security Guards are deployed and since when;
and
- (iv) Quote rate per person/security guard.

Terms and Conditions from the side of NPPA may please be kept in view, which are reproduced hereunder:-

- (i) All persons to be deployed must be physically strong, humble and law abiding in nature & also not less than 21 years.
- (ii) Security guard to be deployed must be strictly & sincerely attentive with duty hours during the day.
- (iii) In case of unsatisfactory service, the person deployed by your organization will be immediately replaced by another one.
- (iv) They must be always in proper and smart as well as uniform.

- (v) Agency must have atleast 3 years of experience in this field.
- (vi) Failure to comply with the terms of the agreement may result in deduction of upto 10% of the charges payable from the bill.
- (vii) Tenders must be accompanied by Rs. 10,000/- (Rupees Ten Thousand only) as Earnest Money Deposit in the form of Bank Draft only drawn in favour of PAO, Department of C&PC, New Delhi. Quotations without Earnest Money Deposit will be summarily rejected. No interest will be paid on Earnest Money Deposit. Earnest Money Deposit of unsuccessful tenders will be returned in due course of time. If the quotation is accepted and firm fails to undertake the material in maintenance contract with in the period as specified hereafter, EMD will be forfeited.

Your quotations must reach this office on or **before 20/03/2012** mentioning 'Quotations for Security Guards' on the envelope and shall be accompanied with a Security deposit of Rs.10,000/-.

The security deposit from all unsuccessful bidders will be refunded on finalization of the contract.

The undersigned reserves the right to accept or reject any of the quotations without assigning any reasons therefore.

Yours faithfully


(SHIV NARAIN)

Director (Admn.)

Tel No: 23345176 (O)

SHIV NARAIN

Director

National Pharmaceutical Pricing Authority
Department of Pharmaceuticals
Ministry of Chemicals & Fertilizers
New Delhi

Copy to:-

1. Shri A.K. Saha, Director and Chairman Local Purchase Committee
2. All Member Local Purchase Committee.
3. Under Secretary (Admn.)
4. Notice Board
5. Technical Director, NIC NPPA- with the request that this notice may please be uploaded in the NPPA website.


(SHIV NARAIN)

Director (Admn.)

Tel No: 23345176 (O)

SHIV NARAIN

Director

National Pharmaceutical Pricing Authority