

F.No. D.31016/16/2003-Genl.
Government of India
Ministry of Statistics & Programme Implementation
(General Section)

Sardar Patel Bhavan, Sansad Marg,
New Delhi-110001, dt. 24th May 2011

To

As per list attached.

Subject:- Providing of security guards.

Sir,

This Ministry requires the services of a firm to provide Eight security guards at 12, Mother Tressa Crecent Road New Delhi (Two guards) ,Jeevan Parkash Building 25 K.G. Marg. New Delhi office (8th and 9th floor,two guards each floor)and R.K.Puram,West block-8,wing-6 office (two guards) for the period from 01-7-2011 to 30-6-2013.

2. I am directed to invite sealed quotations in this regard on the terms and conditions specified in para 8 below. If you are interested in undertaking the work, please submit your quotations duly completed and signed in sealed cover.

3. The quotations must reach the undersigned by 3.00 p.m. on 15th June, 2011.

4. The words "quotation for providing of security guards" may be super scribed on the envelope.

5. The quotation will be opened at 3.30 p.m. on 15th June, 2011 in room No. 201, Sardar Patel Bhavan, New Delhi and your representative may be present at the occasion if so desired.

6. The bidder has to submit his Income Tax Certificate, Services Tax No etc. for confirming financial status. The bidder should also enclose the past experience and performance report in other deptts.

7. The duty and the timings of the security guards will be as follow :-

DUTY :-

(i) Gate Keeping (ii) Checking gate pass as per requirement (iii) Security of the assets of the office. Easting of Keys.

TIMINGS :-

7.30 a.m. to 8.30 p.m. (13 hours) and 8.30 p.m. to 7.30 a.m. (11 hours) (for 24 hours).

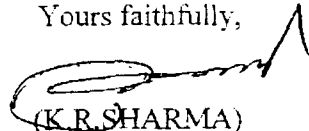
*Submit for
Tender's pass*

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8. The terms and conditions on which the work will be entrusted to the successful tender will be as follows:-

- i) The successful bidders will be required to provide the security guards for two year i.e. from 01-7-2011 to 30-6-2013. The contract can be terminated by the undersigned at any time without assigning any reason thereof. In this connection the decision of the undersigned shall be final and binding upon the contractor.
 - ii) The Ministry reserves the right to reject the lowest or any other tender without assigning any reasons thereof.
 - iii) An earnest money of Rs. 5000/- (Rs. Five thousand only) should be deposited in the form of demand draft in favour of Pay and Accounts Officer, Ministry of Statistics & P.I. the demand draft for earnest money should accompany the quotations. Any quotation not accompanied with the earnest money shall not be considered. The earnest money will be refunded to the unsuccessful tenderers. The earnest money will be forfeited, if the tenderers resile from the tenders.
 - iv) The successful tenderer will be required to furnish 'Security Deposit amounting to Rs. 10000/- (Rs. Ten thousand only) within seven days from the date of giving intimation to him to acceptance of his tender. The security deposit shall be in the form of demand draft Pay and Accounts Officer, Ministry of Statistics & Programme Implementation, New Delhi. The security deposit will be refundable after successful completion of the contract.
- V) It shall be the responsibility of the successful bidders to comply with the provisions of the Minimum Wages Act, of the NCT Govt. of Delhi and other statutory provisions of the applicable Rules/ Acts.

Yours faithfully,



(K.R. SHARMA)

UNDER SECY. TO THE GOVT. OF INDIA.

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Computer Centre R.K. Jhansi N.D