

F. No. D-32011/01/2016-Admn. (NPPA)
Government of India
Ministry of Chemicals & Fertilizers
Department of Pharmaceuticals
National Pharmaceutical Pricing Authority

3rd & 5th Floor,
YMCA Cultural Centre Building,
1, Jai Singh Road, New Delhi-110001
Date: 15 .06.2016

To,

As per the list

Subject: Tender for providing 07 security guards in the office of NPPA.

Sir,

National Pharmaceutical Pricing Authority (NPPA) invites sealed tenders from private security agencies for providing 07 security guards (06 for round the clock and 01 for 9.30 AM to 6.00 PM duty) at the office of NPPA housed in 3rd & 5th floor YMCA Cultural Centre Building, New Delhi initially for a period of one year on monthly payment basis which may be extended further depending on the performance of the agency.

2. The tenders should be submitted in two sealed covers:

(A) The first sealed cover should be superscribed "Technical Bid" and should contain:-

- i. The proforma at Annexure- II duly filled in along with all supporting documents.
- ii. Agency profile, including previous experience of providing services of security guards to Government Departments etc.
- iii. Acceptance of terms and conditions of the tender given in Annexure- I.
- iv. An earnest money deposit of 10,000/- (Ten Thousand only) in the form of Demand Draft drawn in favour of PAO, Department of Pharmaceuticals payable at New Delhi, must be submitted along with the technical bid, failing which the bid shall not be considered valid.
- v. All other required documents as stipulated in the terms and conditions (Annexure- I).

(B) The second sealed envelope superscribed 'Financial Bid' should contain only rates in the format given at Annexure- III.

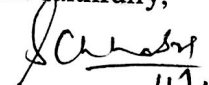
(C) Both the sealed covers should be placed in the main sealed envelope superscribed "Quotation for Engagement of Private Security Guards" addressed to the Under Secretary (Admn.), National Pharmaceutical Pricing Authority (NPPA), 5th floor of YMCA Cultural Centre Building, 1, Jai Singh Road, New Delhi- 110001.

3. Interested firms may send their sealed quotations as explained above to the Under Secretary (Admn.), National Pharmaceutical Pricing Authority, 5th floor, YMCA Cultural Centre Building, 1, Jai Singh Road, New Delhi- 110001, latest by 6:00 PM on 07.07.2016.



4. The technical bid will be opened on 08.07.2016 at 3:00 PM on the 5th Floor, YMCA Cultural Centre Building, 1, Jai Singh Road, New Delhi- 110001 where you or your representative may be present.
5. Financial bids of only those bidders who qualify the technical bid stage will be opened subsequently at a pre-fixed date, which will be intimated to bidders whose technical bids are found in order.
6. The other terms and conditions of the tender are given in Annexure- I.

Yours faithfully,


(Sanjay Chhabra) 15/7/16

Under Secretary (Admn.)
Tel: 23746643

Copy to:

- (i) US (SRM), Department of Pharmaceuticals, Shastri Bhawan, New Delhi : With the request to upload the same on the e-procurement portal.
- (ii) Consultant (VKT), Department of Pharmaceuticals : With the request to upload the same on the website of the Department of Pharmaceuticals

SANJAY CHHABRA
Under Secretary
National Pharmaceutical Pricing Authority
Deptt. of Pharmaceutical
Ministry of Chemicals & Fertilizers
New Delhi-110001

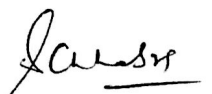
Terms and Conditions regarding tender for providing 07 security guards in the office of NPPA.

1. The agency should have necessary licence for carrying or commencing the business of private security agency as per Private Security Agencies Regulation Act (PSARA) 2005 and Delhi Private Security Agencies (Regulation) Rules, 2009. A copy of the same should be enclosed with the Technical bid.
2. The agency should have a minimum experience of two years of providing security guards to the offices of Central / State Govt. offices or Central/ State PSUs.
3. The agency should enclose copies of similar work order and satisfactory performance certificates from minimum two offices of Central / State Govt. offices or Central/ State PSUs.
4. The firm/agency should neither be blacklisted by any Government Department nor any criminal case should be registered/pending against the firm/agency or its partners/owners. An undertaking in this regard should be submitted by the firm/agency.
5. The contract shall remain in force for one year unless terminated earlier by either party by giving the other party three month's notice in writing.
6. NPPA reserves the right to terminate the contract at any time without assigning any reason and without giving any notice. The decision of the NPPA in this regard shall be final and binding on the contractor.
7. NPPA will make the statutory deductions as per income Tax Act and any other Act/ Rules prevalent at a particular point of time and as amended from time to time or as directed by Central/ State Government, from the monthly bill of the firm.
8. The firm shall ensure that security staff provided to the NPPA are educated and bear good moral character, have never been convicted in any criminal offence by any court of law, are physically fit without any permanent physical or mental disability.
9. The security staff provided by the firm to NPPA will be on the pay roll of the agency and shall not be treated as NPPA's employees for any purpose whatsoever.
10. The firm shall provide each employee with an identity card with Photograph.
11. Security guards shall be deployed at 3rd & 5th floors, YMCA Cultural Central Building, New Delhi.
12. All the security personnel while on duty will be in their proper prescribed uniform to be provided by the company. No uniform or washing allowance will be payable by the NPPA. They will extend all courtesies to the employees of the NPPA and its visitors. They will maintain integrity, orderliness and discipline in the premises of the office.
13. The security personnel would be in charge of overall security of men, material, office files, records documents, premises and building as per the norms laid down by Director General Resettlement Ministry of Defence, Government of India as amended from time to time. The




cases of theft damage, accident should be reported to the designated officer within the shortest possible time.

14. If the wage rates submitted by any Agency are found to be less than the minimum wages notified by the Labour Department, Government of NCT of Delhi, the bids of such Agency will not be considered.
15. If a firm/agency quotes 'Nil' Agency charges/consideration, the bid shall be treated as unresponsive and will not be considered.
16. The rates quoted by the firm, if accepted, will remain valid for a period of one year and no increase in the rates will be allowed except in the case of increase in minimum wages and other statutory payments/taxes by the Government.
17. The firm will be liable for all types of statutory deduction viz EPF, ESI, Service Tax etc. and deposition thereof with the appropriate authority. The firm will also be liable for compliance of Labour Laws/ EPF Act and all other statutory laws applicable for the said work.
18. The firm shall furnish monthly bills to NPPA by 1st of the following month in triplicate with details of duties performed by their employees for payment.
19. The successful firm shall deposit Rs. 1,00,000/- (One Lac only) as security money in the form of Bank Guarantee/ Fixed Deposit (valid for a period of 15 months) of a nationalized bank drawn in favour of Pay and Accounts Officer, Department of Pharmaceuticals, New Delhi which will be refunded to firm on successful completion of contract, after meeting the liability, if any, due to NPPA.
20. All matters/disputers pertaining to the tender and the resultant contract shall be settled by the Chairman, NPPA whose decision shall be final and binding on all parties.
21. In case one or more security guard(s) remain(s) absent on a particular days(s), a penalty of Rs. 500 per security guard per day will be levied on the firm besides deduction of proportionate amount for the day(s) of absence of security guard(s) from the monthly bill of the firm.
22. In case any loss or damage is sustained by the NPPA due to negligence of any security guard(s) deployed by firm or due to absence of security guards from duty, such loss or damage shall be compensated by the firm. The loss or damage sustained shall be computed by an officer appointed by Competent Authority in the NPPA, whose finding shall be final and binding on the firm. The loss or damage sustained shall be liable to be deducted from the monthly bill/ bills of the firm and/ or from the security deposit.
23. The firm shall not supply or show the copy of contract/ documents to any other organization or any of its clients under any circumstances. The firm shall comply with all instructions, verbal or in writing, given to it by the authorized representative of the NPPA from time to time as per the terms and conditions of the contract. The firm will take all required actions immediately after getting such instructions and will attend or report to the authorized representatives as and when directed.



24. The firm shall abide by all terms and conditions of the contract. In case of breach of any of the terms and conditions, the NPPA shall be at liberty to terminate the contract without any notice and the firm shall have no claim for compensation of any loss it may suffer in this regard.
25. In case, the firm fails to execute the work assigned to it or breaches any of the terms and conditions of the tender, agreement etc., NPPA may not only forfeit part or whole of the security deposit but shall also have the option to get the work done from another source at the risk and cost of the original firm and recover the cost thereof from it.
26. The firm shall not assign to any other person(s)/ firms/ agency the work which it is expected to be performed under the contract. The firm itself is responsible for performance of the work.
27. The firm shall also submit an undertaking that none of the near relatives of the owners/partners of the firm are working in NPPA on a permanent/ temporary basis.



(Sanjay Chhabra) 15/6/16

Under Secretary to the Govt. of India
Telephone No. 011-23746794

SANJAY CHHABRA
Under Secretary
National Pharmaceutical Pricing Authority
Deptt. of Pharmaceutical
Ministry of Chemicals & Fertilizers
New Delhi-110001

Technical Bid**Annexure-II**

Sl. No.	Particulars	To be filled by the tenderer
1.	Name of the Firm/Agency	
2.	Details of EMD	
	Amount	
	Draft No.	
	Date	
	Issuing Bank	
3.	Date of establishment of the agency/firm	
4.	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person.	
5.	Whether the firm has necessary licence for carrying or commencing the business of private security agency as per Private Security Agencies Regulation Act (PSARA) 2005 and Delhi Private Security Agencies (Regulation) Rules, 2009. If yes, a copy of the same should be enclosed.	
6.	Whether registered with all concerned Government Authorities like EPF, ESI, EDLI, etc. If yes, please enclose necessary documentary proof)	
7.	PAN, TIN and VAT Number (copy to be enclosed)	
8.	Service Tax Registration Number (copy to be enclosed)	
9.	Whether the firm is blacklisted by any Government Department or any criminal case is registered/pending against the firm or its owner/ partner anywhere in India. If no, please enclose an undertaking in this regard.	
10.	Length of experience of providing security guards to the offices of Central / State Govt. offices or Central/ State PSUs. (please enclose documentary proof)	
11.	Whether copies of similar work order and satisfactory performance certificates from minimum two offices of Central / State Govt. offices or Central/ State PSUs have been enclosed.	
12.	Whether a copy of the terms and conditions (Annexure-I), duly signed, in token of acceptance of the same, is attached.	
13.	Whether the firm has submitted an undertaking that none of the near relatives of the owners/partners of the firm are working in NPPA on a permanent/ temporary basis.	
14.	Whether agency profile is attached	
15.	List of other clients	

Signature of the authorized person of the firm/agency with date and stamp

PROFORMA FOR FINANCIAL BID

Composite Rate (including all statutory payments and agency's service charge) per person/month. Item wise break up as given under should be shown:

S.No	Item	Rate per security guard (Amount in Rs)	Remarks
1.	Wages		Amount/rate should be rounded off to nearest rupee.
2.	E.S.I.		
3.	E.P.F.		
4.	EDLI		
5.	Agency Service Charge		
6.	Service Tax		
7.	Others, if any		
8.	Total (for 01 security guard)		
9.	Total for 7 security guards)		

Signature of the authorized person of the agency with date and stamp