

SPEED POST

No. 34011/6/2008-Admn.
Government of India
Ministry of Chemicals & Fertilizers
Department of Pharmaceuticals
(Administration Section)

.....
218,A-Wing, Shastri Bhawan,
New Delhi, Dated 17.3.2011

To

1. As per list
2. NIC to put on the Website

Subject:- Engagement of 2 No. of Security Guards at 3rd Floor, B-Wing, Janpath Bhawan, New Delhi – Office of Deputy Director General, Dept. of Pharmaceuticals.

Sir,

Office of Deputy Director General, Department of Pharmaceuticals under the Ministry of Chemicals & Fertilizers is functioning at 3rd floor of 'B' of Janpath Bhawan, New Delhi requires 2 No. of Security Guards for security purpose.

You are, therefore, requested to furnish inter-alia the following terms and conditions for hiring the services of security guards 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) Rate per security guard as per instant instruction of the Government of India on the subject.

Terms and Conditions from the side of Department of Pharmaceuticals may please be kept in view, which are given here as under:-

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

- (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 upto 10% of the charges payable from the bill.
- (vii) Security Guard expected to be available till the Senior Officers leaves the office. Security Guard deployed from 9.00 A.M. to 6.00 P.M.

Your quotation must reach the undersigned at Department of Pharmaceuticals, Room No. 218, A-Wing, 2rd Floor, Shastri Bhawan, New Delhi on or before 25.3.2011 by 3.00 P.M. mentioning "Quotations for Security Guards" on the envelope and shall be accompanied with a Security Deposit of Rs. 2,000/-. The quotations shall be opened on the date at 3.30 P.M. You or your authorized representative may like to be present at the time of opening of the quotations.

The Security Deposit from all unsuccessful bidders will be refunded on finalization of the contract.

The Dept. of Pharmaceuticals reserves the right to accept or reject any of the quotation without assigning any reasons therefor.

Yours faithfully,

(M.R. Sankla)
Section Officer
Ph: 23387202