

File No. 04/ 01/ 2016 -17 - Admn./Stores

भारत सरकार GOVERNMENT OF INDIA

भारत के समाचारपत्रों के पंजीयक का कार्यालय OFFICE OF THE REGISTRAR OF NEWSPAPERS FOR INDIA

(सूचना और प्रसारण मंत्रालय) (MINISTRY OF INFORMATION & BROADCASTING)

पश्चिमी खंड 8, स्कंध 2, रामकृष्णपुरम, नई दिल्ली 66 West Block 8, Wing 2, R.K. Puram, New Delhi-66

New Delhi Dated : 08.04.2016

र

To,

11 APR 2016

Subject : Sealed quotations for outsourcing of the services of Security Guards for office premises of the Office of RNI, R.K. Puram, New Delhi- 110066

Sir,

Sealed quotations are invited from experienced and reputed agencies for outsourcing of the services of Security Guards for office premises of the office of RNI, R.K. Puram, New Delhi, as detailed below :

(i) We need four (04) well trained, experienced and disciplined security personnel for round the clock duty to take care of security and other contingencies, which may arise in any security arrangement for our office premises.

(ii) The initial period of contract would be one year; extendable by another one year on satisfactory performance with such amendments as may be mutually agreed to and also subject to the necessary approval of the competent authority.

(iii) Terms and Conditions : As per the Annexure - I.

(iv) Only those who fulfill the following minimum criteria need submit their quotation :

(a) The firm should have at least five years experience in the field. They should have undertaken similar works in Govt. Departments/PSUs. The firm should also be registered with the concerned authorities in respect of ESI, PF, Service Tax, Labour Licenses, PAN etc.

(b) It should not have been blacklisted by any organization.

(c) It should be willing to take up the contract on the terms and conditions as per the Annexure - I.

(v) A performance security to be deposit of Rs.20,000/- (Rupees twenty thousand only) in the form of demand draft drawn in favour of the "DDO, RNI, Min. of I&B, New Delhi" will be submitted by the successful bidder within 15 days from the date of work order.

2. You are requested to quote your most competitive charges along with details of your agency (as per the Annexure - II) in a sealed cover addressed to the undersigned latest by 03.00 P.M. of 27th April, 2016.

(S.D. SARKAR)

Assistant Press Registrar (Admn.)

शिव दास सरकार / SHIB DAS SARKAR
सहायक प्रेस पंजीयक / Assistant Press Registrar
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West Block-8, Wing-2, R.K. Puram, New Delhi-66

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Annexure - II

S. No.	Particulars	To be filled in by the Agency
1.	Name of the Agency.	
2.	Date of establishment of the agency.	
3.	Detailed office address of the Agency with office Telephone Number, Fax Number and Mobile Number and name of the contact person.	
4.	Whether registered with all concerned Government Authorities. (Copies of all certificates of registration to be enclosed).	
5.	PAN/TAN Number (copy to be enclosed).	
6.	E.P.F. No. (enclosed a copy of registration number).	
7.	E.S.I. (enclosed a copy of registration number).	
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 against the firm or its owner/partners anywhere in India. (If no, a certificate is to attached in this regard).	
10.	Length of experience in the field.	
11.	Experience in dealing with Govt. Departments (Indicate the names of the Departments and attach copies of contracts orders placed on the agency).	
12.	Whether a copy of the terms and conditions (Annexure-I), duly signed, in token of acceptance of the same, is attached.	
13.	Whether agency profile is attached?	
14.	List of other clients.	
15.	R.T.G.S. / Bank Details	



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 Block-8, Wing-2, R.K. Puram, New Delhi-110028

PROFORMA FOR FURNISHING COMMERCIAL BID

1. Name, Address and Telephone Number of the Organization:
2. Name of the C.E.O. / Proprietor :
3. Rates offered :

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Sl. No.	Description	Rates per month (Rs.)
1	Minimum Wages as per Delhi Govt. minimum wages Act.	
2	ESIC @ 4.17%	
3	EPF @ 13.61%	
4	Other Charges if any	
5	Total of (1+2+3+4)	
6	Service Charges @ %	
7	Dress Charges if any	
8	Total of (5+6+7)	
9	Service Tax 14.5%	
10	Grand Total (8+9)	

DECLARATION:

1. We understand that:

- (i) The rates are to be quoted against all columns. If no other tax / levy is applicable, a NIL entry must be made against the relevant column.



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- (ii) The payment to the employees will be made as per rates prescribed by Govt. of NCT of Delhi from time to time under Minimum Wages Act and applicable statutory payments on account of Provident Fund, Gratuity, ESI, leave salary and Bonus.
 - (iii) Office of RNI reserves the right to cancel this Tender in case no satisfactory bid is received. In that case, it can re-tender the requirement.
 - (iv) Office of RNI can accept or reject any offer without assigning any reason whatsoever.
 - (v) The vendor awarded the contract shall not be allowed to withdraw or transfer the contract in the name of some other company or its principal. In case, it withdraws its offer, the E.M.D. will stand forfeited.
2. It is certified that the information furnished above is correct.
3. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. A copy of the Tender Document with its each page signed, in token of acceptance of the terms and conditions, is enclosed.
4. It is confirmed that the signatory to this document is authorized to sign the contracts on behalf of the applicant organization and the commitments made herein are binding on them.

Signature_____


Name_____

Designation_____

Seal of the Company_____

Place:_____

Date:_____


SHIBU DAS SARKAR / SHIBU DAS SARKAR
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