

भारत सरकार
वित्त मन्त्रालय, व्यय विभाग
केन्द्रीय पेंशन लेख कार्यालय
त्रिकूट-II भीकाजी कामा प्लेस
नई दिल्ली-110066
फोन : 26174596, 26174456, 26174438



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
CENTRAL PENSION ACCOUNTING OFFICE
TRIKOOT-II, BHIKAJI CAMA PLACE,
NEW DELHI-110066
PHONES : 26174596, 26174456, 26174438

क्रमांक/No..... NO: CPAO/ADMN./Quotation-Security/2011-2012/

दिनांक/Dated..... 12-05-2011.

To

(As per list attached)

Subject: - Notice inviting quotation for providing security services to CPAO, Min. of Finance, Deptt. of Expenditure, Trikoot -II, Bhikaji Cama Place, New Delhi.

Sir,

Sealed quotations are invited from the authorised /approved /eligible agencies for providing security services to CPAO, Min. of Finance, Deptt. of Expenditure, Trikoot -II, Bhikaji Cama Place, New Delhi, for the financial year 2011-12.

2. **The quotations would be accepted only from those agencies who posses valid licence granted under sub-section (5) of Section 7 of The Private Security Agencies (Regulation) Act, 2005.** Attested copy of the same should be submitted alongwith the quotation.
3. **The quotation in the pro forma prescribed by this office only will be accepted.** The quotations submitted in any other pro forma will be summarily rejected.
4. The quotation form along-with terms & conditions may be obtained from CPAO on written request in Security Agency's Office Letter Pad till **27th May, 2011 till 4 P.M.** or can be downloaded from the web cite of this office **www.cpao.nic.in**.
5. Quotations will be received at CPAO till 3 P.M. on or before **31st May, 2011** and opened at 3:30 P.M. on the same day. The sealed quotations are to be deposited in the 'Tender Box' placed in the Ground Floor.
6. Quotations should be submitted in sealed cover. Open quotation will not be accepted.
7. The contract will be valid for a period of one year. However the Competent Authority may terminate the contract at any time without assigning any reason

8. The selected party will be required to deposit a **Security Amount of Rs.10,000/- (Rupees ten thousand only)** by way of DD or Cheque in favour of PAO, CPAO, New Delhi before entering into contract. This deposit will be refunded without any interest after the satisfactory completion of the contract.

9. The bidder shall submit **EMD of Rs. 5000/- (Rupees Five Thousand Only)** by way of DD or pay order in favour of PAO, CPAO, New Delhi along with quotation. The EMD is refundable.

Yours faithfully,


(H. Atheli)

Dy. Controller of Accounts

ok J.V.

QUOTATION

Name of work: Providing security cover to Central Pension Accounting Office,
Min. of Finance, Deptt. of Expenditure, Trikot -II, Bhikaji
Cama Place, New Delhi-110066.

Sl N.	Item	Rate/ percentage	Amount for full one month	Amount for full one year
1.	6 Unskilled Guards			
2.	Provident Fund			
3.	E.S.I.			
4.	Bonus			
5.	Service Charges or % on item No 1			
6.	Service Tax + Educational cess %			
	GRAND TOTAL			

Terms and conditions

- 1 The entire area occupied by CPAO office shall be placed under watch and ward.
- 2 The Guards shall be provided continuously round the clock.
- 3 Nothing extra shall be paid for duty on closed holidays i.e. Sunday, Saturday and other holidays including National Holidays i.e. the rates should be quoted accordingly.
- 4 The guards should be capable of understanding Hindi and English.
- 5 The contractor shall recruit/deploy/depute trained, qualified and experienced personnel as Security Guards.
- 6 Recovery at double the rate of per day wage per guard shall be effected from the Agency if a Guard fails to attend duty.
- 7 The Agency shall change the guard, if his performance / duty is found unsatisfactory or on account of misbehaviour etc.
- 8 The guards shall be on duty in proper uniform.
- 9 The Agency shall be fully responsible for any loss or damage to the office property that may have occurred due to laxity or negligence of duty on the part of the security personnel.
- 10 The contract will be valid for a period of one year. However, CPAO may terminate the contract at any time without assigning any reason. .

- 11 The Agency approved for award of the contract shall be responsible for character and police verification of the Guards deployed on duty.
- 12 The awardee party will be required to deposit an amount of **Rs. 10,000/- (Rupees Ten Thousand Only)** on account of security deposit by way of DD or pay order in favour of PAO, CPAO, New Delhi before entering into contract. This deposit shall be refunded after the satisfactory completion of the contract.
- 13 CPAO reserves the rights to reject any or all the quotations received without assigning any reason.
- 14 CPAO shall reserves the right to forfeit the amount of Security Deposit, whose decision shall be final and binding in case any of the clause or the agreement is breached by the Awardee firm.
- 15 **Quotation(s) in which rates of wages and other items are quoted below MINIMUM WAGES /PERCENTAGES, shall not be considered for award of work.**
- 16 Rates towards, P.F., E.S.I. Bonus, Service tax & Edu. Cess. should be as per codal provisions laid down by the respective department of the Govt. Document proof in support should also be enclosed.

Date:

Signature of the Authorised
Person with Office Seal.