



DEBTS RECOVERY TRIBUNAL, DEHRADUN

Government of India, Ministry of Finance,

(Department of Financial Services)

2nd Floor, Paras Tower, Mazra, Saharanpur Road, Dehradun, UK. 248171

Phone No. 0135-2720854, (M) 87559-10856, E-mail: drtdehradun-dfs@india.com, s.ptiyagi@yahoo.co.in

F.No.035/DRT-DDN/2017/OS-SG/01

Dated: 18.01.2017

TENDER NOTICE

Sealed quotations are invited on the prescribed quotation format from the reputed registered outsourcing Firms/Agencies/Service Providers for providing services of Security Guards with baton for round the clock security of Debts Recovery Tribunal, 2nd Floor, Paras Tower, Majra, Saharanpur Road, Dehradun, UK-248171". The relevant documents of quotations should be submitted to "Asstt. Registrar, Debts Recovery Tribunal, 2nd.Floor, Paras Tower, Mazra, Saharanpur Road, Dehradun, UK- 248171".

Last date for Submission of quotations	Date 27.01.2017 till 16.30 Hrs
Date of Opening quotations	Date 30.01.2017 at 11.30 Hrs
Collection Tender Documents	Between (10.30AM to 16.30PM) upto 25.01.2017 at 16.30 hrs

IMPORTANT:

1. Sealed quotations should be dropped in the Tender Box or sent by Registered Post marked so as to reach by the due date and time.
2. All the relevant documents as per requirement of the quotations Format should be submitted in sealed cover on or before the due date and time as mentioned above.
3. The Security Guard should have minimum qualification of Class VIII. They should be polite, firm in nature, disciplined, physically fit and alert, smartly dressed in uniform with a baton while on duty.
4. Their duty hours would be round the clock on rotation on every day including Saturday & Sunday.
5. No. of Security Gourd to be deployed: 3 which may increase at the sole discretion of DRT.
6. Duties & Responsibility of Security Guards are watch & ward to secure the entire premises of DRT, to open & close all rooms of DRT, to maintain record of visitors enter the premises of DRT or any other work assigned by DRT related to Security Work.
7. Agency will be finalized on the basis of their services (Administration Charges and their experience)
8. Agency must be registered with Government Authorities.
9. Agency selected will submit proof of payment of ESIC/EPF/Service Tax to DRT -Dehradun on monthly basis.
10. The successful Tenderer will be required to furnish Security Deposit by way of Bank Guarantee from Scheduled / Nationalized Bank or Fixed Deposit Receipt (FDR) in favour of DRT which shall remain valid for a contract period. In violation of any of the terms of contract, the contract will be terminated by giving one month notice and the Agency will be blacklisted, barred and declared ineligible for any future quotations.
11. The decision of DRT in finalisation of quotation will be final and the process can be cancelled without any further notice.
12. For the absence of any day by the, outsourced employee, salary for the day/days will be deducted.
13. Integrity of the person concern will be the responsibility of the concerned outsourcing agency.
14. The contract shall be for the period of one year from the date of execution of contract/agreement. The period of contract / agreement may be further considered for extension subject to satisfactory performance of service provided by the contractor and on request of contractor on the same terms and conditions by the Competent Authority.

15. In case any agency is interested to participate in the process of opening of quotations, they may come before 15 minutes from opening of the quotations. No arguments / objection will be entertained thereafter.
16. Detailed prescribed quotation format may be collected by the interested Tenderers/Firms from the Office of Debts Recovery Tribunal, 2nd Floor, Paras Tower, Mazra, Saharanpur Road, Dehradun(UK)-248171 during office hours (10.30AM to 16.30PM) **upto 25.01.2017 at 16.30 hrs.**

Date: 18.01.2017

Place: Dehradun.



(S.P. Tyagi)

Assistant Registrar

PRESCRIBED PERFORMA OF QUOTATIONS:

1	Name of Firm			
2	Address of Firm			
3	Registration No.			
4	Name of Authorized Signatory with Telephone Numbers			
5	Details of the Government Departments / Ministries etc. in which the firm is engaged in similar services during the last 3 years	YEAR	YEAR	YEAR
		2013-14	2014-15	2015-16
6	Copies of Work Order/Experience			
7	Minimum wages of one Security Guard with baton approved by Central Labour Commissioner applicable in Dehradun, Uttarakhand			
8	ESIC			
9	EPF			
10	Service Tax			
11	Service Charges			
12	Total amount per Security Guard			

Signature of authorised Representative

Firm/Agency's Seal

Date :

Place :