



Indira Gandhi National Open University

Regional Centre Saharsa

Ph. 06478-219015, Fax: 06478-219018

Email: rcsaharsa@ignou.ac.in Website: rcsaharsa.ignou.ac.in

F.NO.: IG/RC-86/Security Agency/16/.....

Date:/...../2016

NOTICE INVITING TENDER

ANNUAL CONTRACT FOR SECURITY SERVICE

Sealed tenders are invited under two Bid system (as enclosed **Part-I**: Technical Bid and **Part-II**, Financial Bid) **Annexure-I** (General Rules & Guidelines) & **Annexure II** (Agreement) from security agencies with annual turnover of Rs. 25 lakhs and more for security service, holding and license under Contract Labour (Regulation & Abolition) Act. 1970, registered with EPFO, ESIC, having Service TAX registration and successfully carried security contracts of 150 or more security guards: consisting of ex-servicemen/properly trained civilian security personnel and security supervisors during the last 3 years in Govt./Semi Govt./Central Autonomous bodies and institutes. we have called tender for providing three security guards for round the clock security.

Detailed Tender document can be obtained against a written request quoting Advt. No. accompanied by a crossed demand draft for Rs. 500/- from any scheduled bank drawn in favour of IGNOU, payable at Saharsa.

1. Sale of tender document 22/06/2016 to 15/07/2016 (02:00 PM)
2. Cost of Tender document Rs. 500/- to be paid by D.D. only (No cash will be accepted)
3. Last date and time for submission of Tenders, Up to 15/07/2016 3:00 PM
4. Date and time of Tender opening (Only technical Bid), 15/07/2016 03:30 PM
5. Date and time of Tender opening (Only Financial Bid), 16/07/2016 11:00 AM.
6. Earnest Money Deposit (EMD) to be submitted along with the Technical Bid Rs. 10000/- (2% to 5% of total payment bill value as per GFR-157(i)& University Finance Code)
7. Offer by Fax/E-mail will be summarily ignored/rejected. This advertisement and detailed tender documents are also available on IGNOU website: www.rcsaharsa.ignou.ac.in/www.ignou.ac.in. If the tender document is downloaded from the website, please enclosed the cost of the Tender document (Rs. 500/-) in the form of a Demand Draft in addition to EMD.

The IGNOU reserves the right to accept/reject any or all the tenders without assigning any reasons what so ever.

Regional Director

Indira Gandhi National Open University Regional Centre Saharsa

M/s

.....

.....

Subject: Calling of quotation for Security Services and General Guidelines to the tenderer.

Sealed tenders are invited under two Bid system (as enclosed **Part-I**: Technical Bid and **Part-II**, Financial Bid) **Annexure-I** (General Rules & Guidelines) & **Annexure II** (Agreement) from security agencies with annual turnover of Rs. 25 lakhs and more for security service, holding and license under Contract Labour (Regulation & Abolition) Act. 1970, registered with EPFO, ESIC, having Service TAX registration and successfully carried security contracts of 150 or more security guards: consisting of ex-servicemen/properly trained civilian security personnel and security supervisors during the last 3 years in Govt./Semi Govt./Central Autonomous bodies and institutes.

The general instructions are as under:-

1. Sealed tenders in prescribed form (Part-I & Part-II) duly filled in shall be accepted through Tender Box placed in the office of the Regional Director, IGNOU Regional Centre Saharsa up to **15/07/2016 03:00 PM**.
2. Tenders will be opened at **03:30 AM** on **15/07/2016** in the RC by a Tender Opening and Evaluation committee constituted for this purpose in the presence of tenderers and/or their representative who may like to be present on given date and time.
3. The tender form must be clearly filled in ink legible or typed. The tenderer should quote the rates and amount tendered by him/them in the figures and as well as in words. In case, there is a difference of amount in words and in figures, amount mentioned in words shall be treated correct and final. Alternations unless legibly attested by the Tenderer shall be disqualified and rejected. Tender document, must be duly signed by the Tenderer himself, or his authorized signatory. The forwarding letter and attested copies of the following documents are required to be submitted along with the tender:
 - a) DGR Registration No. or copy of Communication i.e. sponsorship letter issued by DGR as a proof.
 - b) Service Tax No. with copy of service tax registration.
 - c) EPF Number with copy of EPF registration.
 - d) ESIC Registration No. with copy of ESIC Registration.
 - e) PAN allotted by the Income Tax Department with copy of the latest income Tax Return indicating turnover of the company for previous financial year.
 - f) EMD Rs. 10000/- by way of Demand Draft of any Nationalized Bank in favour of IGNOU payable at Saharsa (Refundable till the finalization and award of tender to one of the Tenderer).

The tender will not be entertained in the absence of any of these documents.
4. List of clients with Satisfactory Performance Certificate issued by various organizations where such type of work/jobs are being executed presently/have been performed by the contractor earlier, must be enclosed in support of credibility of the company.
5. The rate quoted should be inclusive of and in accordance with the provisions of Minimum Wages, Act. DGR guidelines on the subject, Contract Labour Act, and other statutory provisions

like Provident Fund Act, ESIC, Bonus, HRA, Gratuity (as applicable), Leave, Uniform Allowance etc.

(Quoting less, violation of Minimum Wages Act, DGR guidelines, Contract Labour Act, Govt. of India, Ministry of Labour and Employment Order and other statutory provisions shall be liable for disqualification and such tenders shall not be considered and rejected summarily without assigning any reasons. No communication will be entertained in this regard)

6. Payment of salary and arrears etc to the staff hired by the agency to perform the duties at IGNOU shall be done by the agency through Account Payee cheque/Electronic Transfer only details having of contribution/deduction regarding ESI, EPF etc.
7. Every paper of the tender should be signed by the Tenderer with seal of Agency/Firm.
8. The following information must be accompanied with the envelope:
 - a) Tender Notification No.
 - b) Tender for security services
 - c) Name of the firm
 - d) Last date of the tender
 - e) Forwarding letter indicating clearly the list of enclosures as given in Para 3 above.
9. The tenderer should take care that the rates be written in such a way that interpolation is not possible. No blanks should be left which would otherwise make the tender liable for rejection.
10. **The agency shall have to deposit Rs. 10000/-** as earnest money deposit (EMD) (2% to 5% of total payment bill value as per GFR-15(i) & University Finance Code) by way of Bank Draft of a Nationalized Bank in favour of IGNOU. No cash will be accepted. The amount of EMD should not bear any interest whatsoever, which will be refunded (Original Draft) to the unsuccessful Tenders after award of the work.
11. **The successful tenderer shall have to deposit (5% to 10%)** security deposit in the form of Bank Draft/Bank Guarantee of a Nationalized Bank in favour of IGNOU within 30 days after the offer letter is received by the successful bidder/Agency otherwise the award letter will be treated as cancelled. The amount of security deposit will not bear any interest what so ever.
12. The agency must have Labour Department Registration/License issued by the office of Central Labour Commissioner (Central) Curzon Road, New Delhi or the agency will have to obtain the license Registration with above mentioned office under the University, Registration number, within stipulated time for the compliance of relevant labour law.
13. The University shall deduct Income Tax, surcharges and Education cess if any at source under section 194-C of Income Tax Act. 1961 from the contractor at the prevalent rates of such sum as income tax on the income comprised there as per instructions issued by Govt. of India from time to time.
14. The Service Tax as imposed by the Govt or as levied form time to time will not be reimbursed as it is not applicable to IGNOU as per circular No. IV (16)HQ/Tech/208/ST/2013/9226 dated 08/05/2014.
15. Term and conditions given in Annexure-II as agreement will govern the entire security operations, which the successful tender shall have to abide by during the period of contract.
16. The University reserves the right to have a panel made out of the tenders submitted and in case the agency selected fails to do the job successfully or leaves the job in middle of the contract period, or decline to accept the award due to some reason the next agency will be offered the job. However the validity of the panel will be for the period of the award of contract to the first panellist and in case the second in the panel is offered the job the time-span for this will be the remaining period of the first awardee of the contract. In case the successful bidder declines to accept the award or to provide the security services the EMD made by him shall be forfeited and may also be black listed.
17. The University reserves the right to cancel/reject full or any part of the tender which tenderers do not fulfil the condition stipulated in the matter.

18. Tender once submitted, it would be presumed to have understood and accepted all the terms and conditions given in Annexure I & II No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.
19. Any Act on the part of the tenderer to influence anybody in the University is liable for rejection of his tender.
20. The tenderer shall abide by the provisions of the Ministry of Labour and Employment, Govt. of India order No. 1/7(6)/2008-LSII dated 27.10.2008, Minimum wages Act 1948/DGR guidelines on the subject, the contract Labour (R&A) Act 1970. Security Guards Regulation Act 1981 and other Labour laws applicable to him from time to time.
21. Quotation must be unconditional. An alternation or changes in rates in tender document shall be considered as invalid and liable to be rejected.
22. The contractor shall not engage any sub-contractor or transfer the contract to any other person or agency in any manner.
23. Tenders not conforming to these requirements shall be rejected outright and no correspondence thereof be entertained what so ever.
24. Performance Evaluation:
 - a) The quality assurance of the security services would be ensured regularly (daily, Weekly, fortnightly or monthly depending upon the discretion of the University of the basis of the periodical reports furnished by the officials assigned for this task by the University.
 - b) The Contractor and all his staff deployed for security work will work under the supervision of the officials assigned for this task by the University.
25. University reserves the right to accept or reject any bid irrespective of its being lowest by taking into account the interest of the University. In awarding that contract, interest of University will be paramount and in this regard the decision of the University shall be final.
26. The selected party (Security services agency) shall have to provide the proof of deposit of ESIC, EPF to the individual account of the staff deployed each month and also to submit copy of annual return giving complete list with all the details of individual EPF contribution with their EPF number.
27. Contract will be valid for a period of two years, which may be extended for further period up to a maximum of two years on satisfactory performance report as per terms given in Annexure-II (Agreement).

Regional Director

PART-I TECHNICAL BID

(Quotation Tender Form)

(Cost of tender document of Rs. 500/- to be paid in the form of DD in favour of IGNOU)

INFORMATION OF TENDERER FOR PROVIDING SECURITY SERVICE

1. Brief Bio data with check list of the Tender (Please enclosed separately as per part 1A &1B)
2. Name, Address with Telephone Number of the Firm/agency

3. DGR Registration Reference

4. Name, Designation, Address and Telephone Number of Authorized person of the Firm/agency

5. Please specify as to whether Tenderer is sole proprietor/Partnership firm.

6. PAN number & Income TAX return of 2013-14 showing more than 25 Lakh turnover

7. Service Tax Registration No. _____
8. Provident Fund Account Number _____
9. ESI Registration Number _____
10. Licence Number under Contract Labour (R&A) act _____
11. Details of earnest money deposited
 - a) Amount Rs. _____
Rs. (in word) _____
 - b) Bank Draft/Pay order _____
 - c) Date of issue of BD/PO _____
 - d) Name of Issuing Authority _____
12. Details of experience in the relevant field. (With full details of the organization where such services was performed along with copies of the satisfactory report

13. Any other information
14. Declaration by the Contractor

This is to certify that I/We being signed this tender have read and fully understood all the terms and conditions herein and undertake myself/ourselves abide by them.

Date:

Place:

(Signature of Tenderer)

Name:

Designation:

Address:

Phone (O):

Phone (R):

INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre Saharsa

TENDER FORM FOR PROVIDING SECURITY SERVICES

Affix duly
Attested PP Size
Photograph of
the Tenderer

1. Brief Bio data of the Tenderer (Please enclose separately) _____
2. Name, Address with Telephone Number of the Firm/Agency _____

3. Name, Designation, Address and Telephone Number of Authorized person of the Firm/agency

4. DGR Registration Reference (Please Enclose the copy)

5. Please specify as to whether firm is sole proprietor/partnership firm.
 - a) _____
 - b) _____
 - c) _____
6. PAN Number & Income TAX Return of current financial Year 2013-14 showing more than 25 Lakh turnover _____
7. Provident fund account number _____
(Please enclose the copy)
8. ESI registration number _____
(Please enclose the copy)
9. Service Tax Number (please enclose the copy) _____
10. License Number under Contract Labour (R&A) Act, (please enclose the copy)

11. Details of earnest money deposited
 - a) Amount Rs. _____
Rs. (in word) _____
 - b) Bank Draft/Pay order _____
 - c) Date of issue of BD/PO _____
 - d) Name of Issuing Authority _____
12. Details of experience in the relevant field

13. Any other information
14. Declaration by the Contractor

This is to certify that I/We being signed this tender have read and fully understood all the terms and conditions herein and undertake myself/ourselves abide by them.

Date:

Place:

(Signature of Tenderer)

Name:

Designation:

Address:

Phone (O):

Phone (R):

PART-II FINANCIAL BID

(Quotation Tender Form)

To be filled in properly, legibly and submitted in a separate sealed envelope marked as Financial Bid.

1. Quotation/Rates (Minimum wages/DGR/Govt. guidelines to be kept in mind)

| S No. | Description | Security Guard (Civilian trained/ Experience) | Security Guard (Ex-Man) | Head Guard Armed Guard (Ex-Man) | Security Supervisor (Ex-Man) |
|--------------|---|--|--------------------------------|--|-------------------------------------|
| 1. | Basis Minimum wages indicating VDA | | | | |
| 2 | ESI | | | | |
| 3 | EPF | | | | |
| 4 | Bonus | | | | |
| 5 | Gratuity/Terminal/Benefits | | | | |
| 6 | HRA | | | | |
| 7 | Uniform & Washing Allowance | | | | |
| 8 | Total | | | | |
| 9 | 1/6 Reliving Charge (Weekly off national Holidays other Holidays) | | | | |
| 10 | Cost per head | | | | |
| 11 | Service Charge | | | | |
| 12 | Grand Total | | | | |
| 13 | Service TAX | | | | |
| 14 | Any other charges | | | | |

2. Any other information _____
3. Name and Designing of the Authorized Signatory.
4. Telephone Nos. of the office/Mobile No./Fax No./E-mail
5. Declaration by the Contractor

It is to certify that I/we before filling & signing this PART-II tender document have read and fully understood in the Annexure-I (General Guidelines, Annexure-II (Agreement and terms & condition) of the Contract and undertake myself/ourselves to abide by them.

Date:

Place:

Signature of the Tenderer with Seal

Name

Designation

Address

Phone No. Office

Residence

Phone No.

Mobile No.

Email No.

Fax No.