



## **INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

REGIONAL CENTRE KORAPUT  
DISTRICT AGRICULTURE OFFICE ROAD, KORAPUT  
(ODISHA)-764020

Ph.No.06852-251535, ,Fax-06852-252503  
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# **TENDER FORM**

## **FOR ENGAGEMENT OF SECURITY SERVICES**

Sale of Tender Documents: **From 01.06.2014 to 21.06.2014**

Last date for submission of Tenders: **21.06.2014 until 06.00 PM.**

Date of Opening of Tenders: **23.06.2014 at 3.00 PM**

Venue : **IGNOU REGIONAL CENTRE KORAPUT, DISTRICT AGRICULTURE OFFICE  
ROAD KORAPUT- (ODISHA)**

Cost of the Tender Form: **Rs.500/-**



## **INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

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PH.No 06852-251535, ,Fax-06852-252503

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### **Advt. No. IG/RC-KPT/Tender/Security/2014**

#### **NOTICE INVITING TENDER FOR ANNUAL CONTRACT FOR SECURITY SERVICE**

Sealed Tenders are invited under Two Bid system on the prescribed formats 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 valid license under Contract Labour (Regulation & Abolition) Act, 1970, registered with EPFO, ESIC, having Service Tax registration and successfully carried security contracts of 50 or more security guards, consisting of civilian security personnel and security supervisors during the last 5 years in Govt./Semi Govt./Central Autonomous bodies and Institutes.

Detailed Tender documents 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 **KORAPUT**.

- (1) Sale of tender documents: Between 01.06.2014 to 21.06.2014
- (2) Cost of Tender document: Rs. 500/- to be paid by DD only.  
(No cash will be accepted)
- (3) Last date and time for submission of Tenders: 21.06.2014 until 06:00 PM
- (4) Date and time of Tender opening: 23.06.2014 at 3.00 PM
- (5) Earnest Money Deposit (EMD) to be submitted along with the Technical Bid: Rs.10,000/- (2% to 5% of total payment bill value as per GFR & University Finance Code).
- (6) Offer by Fax/e-mail will be summarily ignored/rejected.

This advertisement and detailed tender documents are also available on IGNOU website: [www.ignoukoraput.ac.in](http://www.ignoukoraput.ac.in). If the tender document is downloaded from the website, please enclose 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 tender without assigning any reason what so ever.

**(Dr. Abhilash Nayak)**  
**Regional Director**



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
REGIONAL CENTRE KORAPUT  
DISTRICT AGRICULTURE OFFICE ROAD, KORAPUT-764020

**Annexure-I**

File No. IG/RC-KPT/Tender/Security/14

Dated the ..... \_\_\_\_\_, 2014

M/s \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

Sir,

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.25lakh and more for security service, holding license under Contract Labour ( Regulation & Abolition ) Act, 1970, registered with EPFO, ESIC having Service Tax registration and successfully carried security contracts of 50 or more security guards consisting of ex-servicemen/properly trained civilian security personnel and security supervisors during the last 5 years in Govt./ Semi Govt./ Central Autonomous bodies and institutes for engagement of 08(Eight) number of security guard in IGNOU Regional Centre and Material Distribution Division, Koraput, Odisha-764020.

**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, Koraput office up to 21.06.2014 (until 06:00 PM)
2. The tenders will be opened at 3.00 PM on 23.06.2014 in the Regional Center by a Tender Opening and Evaluation Committee constituted for this purpose in the presence of tenderers and / or their representatives (WITH PROPER AUTHORIZATION LETTERS) 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 tender 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. Alterations unless legibly attested by the Tenderer shall be disqualified and rejected. Tender document, must be duly signed by the tenderer himself, or his authorised signatory.

(a) DGR Registration No./State Govt. Registration No. or copy of communication of such registration i.e Registration Certificate copy to be attached as a proof.

(b) Service Tax No. with copy of Service Tax registration.

(c)EPF Number with a 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. 10,000/- by way Demand Draft of any Nationalized Bank in favour of IGNOU payable at KORAPUT (Refundable after the finalization and award of tender to one of the tenderer).

**Note: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 or 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 guideline/State Govt. Guideline, 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 only giving details 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 tender 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. 10,000/- of specific estimated value as earnest money deposit (EMD) (2% to 5% of total payment bill value as per GFR & University Finance Code).

by way of bank Draft of a Nationalized Bank in favour of IGNOU payable at Koraput. No cash will be accepted. The amount of EMD should not bear any interest what so ever, which will be refunded to the unsuccessful tenderers after award of the work.

11. The successful tender shall have to deposit (5% to 10%) of specific amount as 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 deptt. 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 number, with in 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 the Income Tax Act 1961 from the contractor at the prevalent rates of such sum as income tax on the income comprised their as per instructions issued by Govt. of Indian from time to time.

14. The Service Tax as imposed by the Govt. @ 12.36% or as levied from time to time will be reimbursed to the Security Agency in the subsequent month on production of the receipt/challan in support or the deposit of the service tax to the concerned department. The company will have to produce copy of half yearly/annual service tax return to the University on its occurrence periodically.

15. Terms 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 panelist 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 decline 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 tenderer do not fulfill the condition stipulated in the matter.

18. Tender once submitted, it will be 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 tender to influence any body in the University is liable for rejection of his tender.

20. The tender 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 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. Any 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) on 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 or 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 Annexure-II (Agreement).

**(Dr. Abhilash Nayak)**  
**Regional Director**

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

**PART-I - TECHNICAL BID**  
**(Quotation Tender Form)**

**INFORMATION OF TENDERER FOR PROVIDING SECURITY SERVICE**

Affix duly attested  
pp size  
photograph of the  
tenderer

1. Brief Bio Data of the Tender

(Please enclose separately)

Affix duly attested PP size photograph of  
the tenderer

2. Name, Address with Telephone	
Number of the Firm/agency	
3. DGR/State Govt.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	
(last two years)	
7.Service Tax Regd. No.	
8.Provident Fund Account Number	
9.ESI Registration Number	
10.License Number under Contract	
Labour (R & A) Act.	

11. Details of earnest money deposited:

a) Amount Rs. -----(Rupees -----	
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.

Dated:

(Signature of Tenderer)  
Name:  
Designation:  
Address:  
Phone (O):  
(R)

**PART-II - FINANCIAL****BID**

(Quotation Tender Form)

**To be filled in properly, legibly and submit in a separate sealed envelope marked as Financial bid.**

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

S. No.		Security Guard (Civilian Trained/ Experienced)	Security Guard (Ex- Man)	Armed Guard (Ex-Man)	Security Supervisor (Ex-serviceman)
1	1.Basic Minimum Wages indicating VDA				
2	E.S.I.				
3	E.P.F.				
4	Bonus				
5	Gratuity/Terminal / Benefits				
6	H.R.A.				
7	Uniform & Washing Allowance				
8	<b>Total</b>				
9	1/6 Reliving Charge (Weekly off National Holidays or Other Holidays)				
10	Cost per head				
11	Service Charges				
12	<b>Grand Total</b>				
13	Service Tax				
14	Any other charges				

2. Any other information

3. Name and Designation 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 & Conditions)** 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.

E-mail

Fax

No.

**Tenderer please note:** Send only duly filled **PART-1 (Technical Bid) and Part-II (Financial Bid)** in separate sealed envelopes with supporting document if any you wish to enclosed. Retained **ANNEXURE-I & II** with you for records and reference.