



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

REGIONAL CENTRE, NAGPUR
'GYANVATIKA', 14, HINDUSTAN COLONY,
AMRAVATI ROAD, NAGPUR 440033.

Phone : 0712 – 2536999,2022000 E_mail : rcnagpur@ignou.ac.in

Summary of Tender Document:

- 1) Cost of Tender documents: Rs.500/- to be paid by Demand Draft only.
(No cash will be accepted)
- 2) Sale of tender documents: On all working days from 07/07/2014 to 28/07/2014
- 3) Last date for submission of Tenders: 28/07/2014 at 5.00p.m.
- 4) Date & Time of Tender opening: It will be informed by post/telephonically to those
5) who have submitted Tender.
(Only technical Bid)
- 6) Financial Bid: It will be opened on _____ at _____ of the
technically qualified tenders
- 7) Earnest Money Deposit (EMD): Rs. 10,000/- To be submitted along
with the
Technical Bid

Summary of Content:

- a. Notice inviting Tender
- b. Annexure-I: General Rules & Guidelines
- c. Annexure-II: Agreement
- d. Technical Bid Proforma: Part-I (A) & (B)
- e. Financial Bid Proforma: Part-II



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NOTICE INVITING TENDER

(Advt. No. No.IG/NRC/36/Security/ Dated 6/07/2014)

ANNUAL CONTRACT FOR SECURITY SERVICES

Sealed tender 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.10 lakh 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 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. Detailed Tender documents can be obtained against a written request accompanied by a crossed **Demand Draft for Rs. 500/-** from any scheduled bank **drawn in favour of IGNOU, payable at Nagpur.**

Sale of tender documents: Cost of

From 07/07/2014 (9.30AM) to 28/07/2014
(05.00 PM)

Tender documents:

Rs. 500/- to be paid by Demand Draft
only. (No cash will be accepted)

Last date for submission of Tenders: Date

28//07/2014 (Up to 5:00 PM)

& Time of Tender opening:

It will be informed telephonically those who
have submitted Tender.

Earnest Money Deposit (EMD) to be Rs.10,000/- (2% to 5% of total payment bill) to be
submitted along with the Technical Bid: paid by Demand Draft in favour of IGNOU payable
at Nagpur

Offer by Fax / e-mail will be summarily ignored / rejected.

This advertisement and detailed tender documents are also available on both the IGNOU HQ website: www.ignou.ac.in and at IGNOU RC, Nagpur website rcnagpur.ignou.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. P.Sivaswaroop
Regional Director



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AMRAVATI ROAD, NAGPUR 440033.

Phone : 0712 – 2536999,2022000 E_mail : rcnagpur@ignou.ac.in

No.IG/NRC/36/Security/

Date 04/07/2014

M/s _____

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

Sir/Madam,

Sealed tender is invited under two Bid systems (as enclosed **Part-I:** Technical Bid and **Part-II:** Financial Bid with **Annexure-I** (General Rules & Guidelines) & **Annexure II** (Agreement)). From security agencies with annual turnover of Rs. 10 Lakh 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 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.

The general instructions are as under:-

- 1) Sealed tenders in prescribed form (**Part-I& Part-II**) duly filled in shall be accepted by hand/by post in the office of the Regional Director, IGNOU Regional Centre, Nagpur up to **28/07/2014 at 5:00 PM.**
- 2) Tenders will be opened by 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. Date will be informed by telephonically who submitted the tender.
- 3) The tenders 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 are differences 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./State Govt. Registration No. and 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 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 of Demand Draft of any Nationalized Bank in favour of IGNOU payable at Jabalpur (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 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 regards).

- 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% as per University finance code) by way of Bank Draft of a National Bank in favour of IGNOU payable at Jabalpur. No cash will be accepted. The amount of EMD should not bear any interest what so ever, which will be retinded (Original Draft) to the unsuccessful tenders after award of the work to the successful Bidder.
- 11) **The successful tenderer shall have to deposit (5% to 10%)** of specific amount as security deposit in the form of Bank Draft/Band Guarantee of a Nationalized Bank in favour of IGNOU payable at Jabalpur 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 whatsoever.
- 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, with in stipulated time for the compliance of relevant labour law.
- 13) The University shall deduct income tax, surcharges and Education Cass 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 India from time to time.
- 14) **As per the circular No.172/7/2013-ST Dated 19/09/2013 issued by Ministry of Finance Department of Revenue, Central Board of Excise & Customs Tax, Research Unit, Govt. of India, the Service Tax are exempted to Indira Gandhi National Open University.**
- 15) Term and conditions given in **Annexure-II 4** 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 awardees 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 tenderers do not fulfill the condition stipulated in the matter.**
- 18) Tender once submitted, it will 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 anybody 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/DGR guide lines 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) on the basis of the periodical reports furnished by the official 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.**
- 26) **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).**
- 27) The Security agencies interested in applying for security contract should provide their commission /service charges only in terms of **percentage.**

Regional Director

PART-IA

TECHNICAL BID (Quotation Tender Form)

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

INFORMATION OF TENDERER FOR PROVIDING SECURITY SERVICE

1. Brief Bio data with check list of the Tender (Please enclose separately as per part 1A & 1B)

2. Name, Address with Telephone

number of the Firm/agency

3. DGR Registration Reference

4. Name, Designation, Address &

5. Telephone Number of authorized

person of the Firm/agency

6. Please specify as to whether

tenderer is sole proprietor/

partnership firm.

7. PAN number & income tax

return of A.Y. 2013-14 showing _____

more than Ten Lakh turnover _____

8. Service Tax Regd. No. _____

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

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 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 (0):
(R):

TENDER FORM FOR PROVIDING SECURITY SERVICES

1. Brief Bio Data of the Tender _____
(Please Enclose Separately) _____

2. Name, Address with Telephone _____
Number of the Firm/Agency _____

3. Name, Designation, Address _____
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/ a _____
Partnership firm _____
6. PAN Number & Income Tax _____
return of current financial _____
year 2013-2014 showing _____
more than Three 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/ _____
Number of Nationalized Bank _____
- c) Date of issue of BD/P0 _____
- d) Name of issuing Bank _____

12. Details of experience in _____
the relevant Field _____

13. Any other information _____

14. Declaration by the Contractor:

This is to certify that I/we have read and fully understood all the terms and conditions herein and undertakes myself/ourselves to abide by them.

Dated:

(Signature of Tenderer)

Name:

Designation

: Address:

Phone (0):

Phone (R):

Affix duly attested PP Size Photograph of the Tenderer

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/DGR/Govt. guidelines to be kept mind)

| S. No. | | Security Guard (Civilian Trained/ Experienced) | Security Guard (Ex- Man) | Armed Guard (Ex-Man) | Security Supervisor (Ex-serviceman) ill |
|-----------|--|---|-----------------------------|-------------------------|--|
| 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 | Total | | | | |
| 9 | 1/6 Relieving Charge (Weekly off National Holidays or Other Holidays) | | | | |
| 10 | Cost per head | | | | |
| 11 | Service Charges | | | | |
| 12 | Grand Total | | | | |
| 13 | Service Tax | Exempted | | | |
| <u>14</u> | 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 PARTII tender document have read and fully understood in the AnnexureI (General Guidelines) & AnnexureII (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 PART1 (Technical Bid) and PartII (Financial Bid) in separate sealed envelopes with supporting document if any you wish to enclosed. Retained ANNEXUREI & II with you for records and reference.

4
Annexure-IIA

| SI. No. | Description | Security Guard (Without Arms) |
|----------------|--|--|
| a. | Basic Minimum Wages including Variable Dearness Allowance (VDA) | |
| b. | Employees State Insurance (ESI) | |
| c. | Employees Provident Fund (EPF) | |
| d. | Employees Deposit Linked Insurance (EDLI) | |
| e. | Administrative charges | |
| f. | House Rent Allowance (HRA) | |
| g. | ESI on HRA | |
| h. | Bonus | |
| i. | Uniform Outfit allowance | |
| j. | Uniform washing allowance | |
| k. | Total | |
| l. | Reliving Charges 1/6th of Total of Si. (k) | |
| m. | Total Cost per head | |
| n. | Service Charges | |
| o. | Sum Total | |
| p. | Service Tax | Exempted |

Service charge @ _____% on the bill for wages will be charges and Service tax as applicable on total bill, which may change from time to time as per directions of the Govt. of India.

It is to certify that I/we before filling & signing this **PARTII** tender document have read and fully understood in the **AnnexureI (General Guidelines) & AnnexureII (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 **PART1 (Technical Bid) and PartII (Financial Bid)** in separate sealed envelopes with supporting document if any you wish to enclosed. Retained **ANNEXUREI & II** with you for records and reference.