



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE, KALOOR,
KOCHI-682017**

Adv Dated 05.09.2016

(F.No. IG/RC-CHN/F&A/Security/1.25/16)

**NOTICE INVITING TENDER
ANNUAL CONTRACT FOR SECURITY SERVICES**

Sealed quotations are invited under two bid system (as enclosed **Part-IA& IB: Technical Bid and Part-II: Financial Bid) Annexure-I (General Rules & Guidelines), Annexure-II (Sample Agreement)** from Security Agencies with **annual turnover of Rs.50 lakh or more** for security services, holding valid license under Contract Labour (Regulation & Abolition) Act, 1970, registered with DGR, EPFO, ESI having service Tax registration and successfully carried security contracts of employing 50 or more security guards, consisting of ex-servicemen/ properly trained civilian security personnel during the last 5 years in Govt/Semi.Govt/Central Autonomous bodies and Institutes.

Detailed tender documents can be obtained by paying Rs. 500/- by a crossed Demand Draft from any scheduled bank drawn in favour of IGNOU payable at ERNAKULAM.

1. Sale of Tender Documents : Between 07.09.2016 to 27.09.2016
2. Cost of Tender Document : Rs. 500/- (to be paid by DD only)
3. Last date and time for submission of quotation: 28. 09.2016, 02.00 pm
4. Date and time of Tender opening : **28-09-2016 (03.00 pm)**
5. Earnest Money Deposit (EMD): To be submitted along with Technical bid Rs.10000/- (2.5 to 5% of total payment of bill value as per GFR & University Finance Code).
6. Offer by Fax/E-mail and unsealed quotation will be ignored / rejected.
7. Sealed quotations duly filled and completed in all respects to be addressed to:

**REGIONAL DIRECTOR
IGNOU REGIONAL CENTRE
KALOOR P.O.
COCHIN-682017
PH: 0484-2340203, 2337077**

Tender documents can also be downloaded from IGNOU website www.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 DD for Rs. 500/-drawn in favour of IGNOU payable at Ernakulam towards application cost in addition to the EMD.

Note: The IGNOU reserves the right to accept/reject any or all the tender without assigning any reason whatsoever.

**(Dr. M.RAJESH)
Regional Director**



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE,
KALOOR P.O, COCHIN-682017**

**F.No. IG/RC/CHN / F&A/Security/1.25/16/
Dated : 07.09.2016**

M/s.....

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Sub: Inviting quotation for Security Services and General Guidelines to the tenderers.

Sir/Madam,

Sealed quotations are hereby invited from Private Security Agencies registered with DGR, Ministry of Defence, for providing security services at IGNOU Regional Centre, Kaloor, Cochin.

Requirement of IGNOU Regional Centre, Cochin:

At present, the IGNOU Regional Centre, Cochin requires 4 (four) Numbers of Civilian/ex-servicemen/Trained Security guards without Arms. However, during special events and programmes, actual requirement may increase and the same also need to be arranged by the security agency.

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 Finance and Administration Section** of Regional Centre, Cochin at the above address by **28.09.2016 upto 14.00 hours.** Filled in tender forms can also be submitted through speed post addressed to
**Regional Director,
IGNOU Regional Centre
Kaloor P.O., Cochin-682017**
2. Tender will be opened in the Regional Director Chamber by a Tender Opening and Evaluation Committee constituted for this purpose in the presence of tenderers and/or their representative whom may like to present on given date and time. No separate communication in this regard shall be made to the tenderers. However, if any change in the tender opening date and time will be informed through telephone to the participants if telephone number is mentioned on the envelopes.
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, the amount mentioned in words shall be treated as correct and final. Alterations unless legible attested by the Tenders 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 in the same order as below.

- a. DGR Registration No. with a copy of registration certificate
- 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 a copy of PAN
- f. The latest Income Tax return (for Assessment year 2015-16) indicating turnover of the company/firm for previous financial year (Financial year 2014-15) duly certified by a Chartered Accountant.
- g. EMD of Rs. 10000/- by way of Demand Draft of any Nationalized Bank drawn in favour of IGNOU, payable at Ernakulam. (***Refundable after the finalization and award of tender to one of the tenderer without any interest thereon.***)
- h. List of present clients.

Note: The tender will not be entertained in the absence of any of the above mentioned documents

4. List of client with Satisfactory Performance Certificate issued by various organizations where such type of works/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 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, Contract Labour Act, Govt. of India, Ministry of Labour and Employment Orders and other statutory provisions shall be liable for disqualification and such tender 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.10000/-** of specific estimated value as earnest money deposit (EMD) (2.5% to 5% as per University finance code) by way of Bank Draft of Nationalized Bank in favour of IGNOU payable at Ernakulam. No cash will be accepted. The amount of EMD should not bear any interest whatsoever, which will be refunded (Original Draft) to the unsuccessful tenderers after award of the work.
11. **The successful tender shall have to deposit Rs. 20000/- (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 department Registration/ License issued by the office of Labour Commissioner.
13. The University shall deduct Income Tax, surcharge 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 India from time to time.
14. The Service Tax as imposed by the Govt. and 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.
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 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 tenderers do not fulfill the condition stipulated in this 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 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, 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 Service 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 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 **Annexure-II** (Sample Agreement).

(Dr. M.Rajesh)
Regional Director

INFORMATION OF TENDERER FOR PROVIDING SECURITY SERVICE

Sl No	Details	Details
1.	Brief Bio data with Check list of the Tender	
2.	Name. Address with Telephone Number of the Firm/agency	
3.	DGR Registration Reference No.	
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	
7.	Annual Turnover of the firm/ Agency/Company during the financial year 2014-15. Copy of Income Tax return for the assessment year 2015-16 shall be enclosed	
8.	Service Tax Regd. No	
9.	Provident Fund Account Number	
10.	ESI Registration Number	
11.	License Number under Contract Labour (R&A) Act	
12.	Details of the earnest money deposited (EMD):	

	a): Amount	Rs_____ (In words) Rs_____
	b) Bank Draft No	
	c) Date of Issue	
	d) Name of the bank & branch issued	
13.	Details of experience in the relevant Field, (with full details of the organization where such services were performed along with copies of the satisfactory report.	
14.	Any other information	

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:

Place:

(Signature of Tenderer with office seal)

Name:

Designation:

Address:

Phone (O)

Phone ®

PART-IB (TECHNICAL BID)

TENDER FORM FOR PROVIDING SECURITY SERVICES

SI No	Description	Details
1.	Brief Bio data of the Tenderer (Please enclose separately)	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;"> Affix duly attested PP size color photograph of the tenderer </div>
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.	
6.	PAN number & Income Tax Return of financial Year 2015-16 showing more than Rs. 50.00 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 a copy)	
10.	License Number under Contract Labour (R&A) Act	

11.	Details of the earnest money deposited (EMD): Enclose the DD.	
	a): Amount	Rs. _____ (in words Rs. _____
	b) Bank Draft No	
	c) Date of Issue	
	d) Name of the bank & branch issued	
12.	Details of experience in the relevant Field, (with full details of the organization where such services were performed along with copies of the satisfactory report.	
13.	Any other information	

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:

Place:

(Signature of Tenderer with office seal)

Name:

Designation:

Address:

Phone (O)

Phone ®

PART-II-FINANCIAL BID

(to be kept in separate envelope)

(Quotation Tender Form)

- Note: i. To be filled in properly, legible and submit in a separate envelop marked as Financial Bid
 ii. Quotation/ Rates (Minimum wages/DGR/Govt guidelines to be kept in mind.

Amount in Rs.

SI No	Description	Amount quoted for Security Guard (Civilian Trained/Experienced and without Arms)
1.	Basic Minimum wages including VDA	
2.	Variable DA element in the basic minimum wage	
3.	E.S.I	Rs. _____ & % _____
4.	E.P.F	Rs. _____ & % _____
5.	Bonus	
6.	Gratuity	
7.	HRA	Rs. _____ & % _____
8.	Uniform Allowance	Rs. _____ & % _____
	TOTAL	
9.	1/6 Relieving charges (Weekly off National Holidays/ other Holidays	
10.	Cost per head	
11	Service Charges	Rs. _____ & % _____
12.	Grand Total	
13.	Service Tax	Rs. _____ & % _____

14.	Any other charges	
15.	Any other information	
16.	Name and designation of the authorized Signatory	
17	Telephone Nos of the office / mobile no/ Fax No. Email	

Declaration by the tenderer:

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

Dated:

Place:

(Signature of Tenderer with office seal)

Name:

Designation:

Address:

Phone No: (O)

Phone No. (Res)

Mobile No:

Tenderers please note: Send only duly filled **PART-IA & IB (Technical Bid) and PART-II (Financial Bid)** in separate sealed envelopes with supporting documents if any you wish to enclose. You may retain Annexure-I & II with you for your record and reference.

**CHECK LIST FOR SUBMISSION OF TENDER FOR PROVIDING SECURITY
 SERVICES TO IGNOU RC COCHIN**

SI No	Description	Complied: Yes / No
1.	DGR Registration copy enclosed	
2.	Provident Fund Account Number copy enclosed	
3.	ESI Registration Number copy enclosed	
4.	Service Tax Number copy enclosed.	
5.	PAN number & Income Tax Return of financial Year 2015-16 showing more than Rs. 50.00 lakh turnover p.a is enclosed.	
6.	License Number under Contract Labour (R&A) Act and copy is enclosed.	
7.	Earnest Money Deposit is enclosed with technical bid.	
8.	List of clients is enclosed	
9.	DD towards cost of application is enclosed, if the tender document is downloaded from IGNOU website	
10.	Declaration is signed by the tenderer in all the bids.	
11.	Technical Bids and Financial bid are put in separate envelops clearly mentioning the "TECHNICAL BID FOR SECURITY SERVICE" & "FINANCIAL BID FOR SECURITY SERVICES". Both the envelops duly sealed separately to be kept in a big/main envelop and submitted.	
12.	Main envelop is super scribed correctly by mentioning: 1. "TENDER FOR SECURITY SERVICES TO IGNOU RC COCHIN" 2. Details of the tenderer i.e Name and address with cell phone number is mentioned. 3. Last date is mentioned.	

Dated:

Place:

Signature of Tenderer with office seal)

Name:

Designation: