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**NATIONAL INSTITUTE OF OPEN SCHOOLING
REGIONAL CENTRE - CHANDIGARH**

YMCA COMPLEX, SECTOR-11C, CHANDIGARH-160 011

TENDER SCHEDULE FOR PROVIDING SECURITY SERVICES IN

NIOS REGIONAL CENTRE – CHANDIGARH at

YMCA COMPLEX, SECTOR-11C, CHANDIGARH-160 011

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1. Notice inviting Tenders
2. Declaration/Undertaking of the Firm/Agency.
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Last Date for submission of Tenders	12-03-2020 till 02:00 p.m.
Opening of Tenders	12-03-2020 at 03:00 p.m.
Amount of Earnest Money Deposit (EMD)	Rs.10, 000/- (Rs. Ten Thousand only) to be submitted in the form of Demand Draft in favour of Secretary, NIOS, Payable at Chandigarh

NOTE: The sealed tenders along with required EMD super scribed as “**TENDER FOR SECURITY SERVICES**” should be dropped in the Tender box kept in Reception Counter of NIOS Regional Centre, YMCA Complex, Sector-11C, Chandigarh

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TENDER NOTICE

Sealed quotations in the prescribed schedules are invited from the registered Security contractors/firms for the works given below to be taken up at NIOS Regional Centre, Chandigarh. The last date and closing time for receipt of Tender is 02.00 pm. on 12-03-2020 and opening of the Tenders is at 03:00 pm on 12-03-2020.

Name of the work	E.M.D.
SECURITY SERVICES	Rs.10, 000/-

Eligibility of the Firms:

1. Registered firms providing security services with license in the area of Security services contract from the appropriate authorities and having successfully completed at least five tenures/years in similar Security arrangements in reputed establishments / Government organizations and having latest Security contract license, PF / ESI, Service Tax registrations, Income Tax clearance certificate are only eligible for tendering.

2. The tender schedules should be fully completed and signed by the contractor. Incomplete tenders, unsigned tenders or tenders without the E.M.D. will be rejected outright. The E.M.D. shall be in the form of demand draft from any nationalized / scheduled bank drawn in favour of the Secretary, NIOS payable at Chandigarh. The name of work shall be mentioned on the top of the sealed tender cover. The Regional Director, NIOS Regional Centre, Chandigarh reserves the right to accept / reject / recall all or any part of the tenders without assigning any reasons.

-sd/-

REGIONAL DIRECTOR

DECLARATION/UNDERTAKING OF THE FIRM/AGENCY

I/We _____ do hereby distinctly and expressly declare and acknowledge that before submission of my /our tender, I/ We carefully followed the instructions in the tender notice and have read the conditions, specifications and the relevant clauses of all the labour statutes.

I/We have made such examinations in the tender documents and specifications etc., and the locations where the said work is to be done and such investigations of the work required to be done and in regard to the guards required to be furnished as to enable me /us thoroughly to understand the intention of same and the requirements, agreements, stipulations, restrictions containing in the contract and in the said specifications and distinctly agree that I/ We shall not hereafter make any claim for payment upon the Centre based upon or arising out of alleged misunderstandings and misconceptions on my/our part of the said requirements, agreements, stipulations restrictions and conditions. I/We_____ enclose/ have already enclosed an income tax clearance certificate, license and registration certificates of P.F., E.S.I. and other required certificates under various labour statutes for appraisal to the Centre. I/We enclose authority letter given by my/our Company in my favour the offer for which I am delegated with full powers. I/We also certify that we are engaged in security services and are registered under Security services with license for Security contracts.

Signatures

Name of the signatory:

Designation :

Contractor Office seal

Place:

Dated :

Annexure-I

Terms & Conditions

1. The scope of work of security guards covers the entire area occupied by the NIOS Regional Centre, YMCA Complex, Sector-11C, Chandigarh and its surrounding area.
2. The guard shall be provided continuously round the clock.
3. The qualification requirement of the guards are –
 - a) Essential qualification : 10th pass
 - b) Age – The age of the persons put on duty for security arrangement shall not be less than 18 years and not more than 50 years.
 - c) The guard be able to read, speak and write in Hindi & English languages.
 - d) The Security guard should be well conversant with firefighting equipment and their operation. They will also be responsible for firefighting operations during and after office hours on working days as well as on holidays.
4. The contractor/agency should depute trained, skilled, qualified and experienced personnel as Security Guard.
5. The guard shall be on duty in proper uniform.
6. The manpower so deployed by the contractor /agency shall remain under the control and supervision of the agency. The agency shall be liable for payment of their wages, ESI, EPF and other dues payable under various labour laws, regulations and other statutory provisions.
7. The agency shall be responsible for fulfilling all its obligations under Law & Acts i.e. Minimum Wages Act, EPF Act, ESI Act and other statutory requirements as applicable to the Chandigarh (UT)/Govt. of India, and the rules and regulations as amended from time to time.
8. The rates quoted should be in lump sum calculated on notified Security Guard wages as approved by Deputy Commissioner's Office, Chandigarh (UT) and computed on monthly basis per employee inclusive of all allowances and any statutory obligations and should not be less than that accruing on the basis of the statutory wages. No revision of the wages shall be entertained during the period of contract except when there would be any statutory revision of rate duly notified from time to time by the Competent Authority.
9. The contractor /agency shall be solely liable for any violation of the provision of the said acts or any other acts.
10. This Regional Centre will not be responsible for any injury or loss of life of personnel deployed by the contractor which may take place in the course of their deployment.
11. In case of any of the personnel so deployed by the contractor /agency does not come up to the mark in terms of general discipline or does not perform his duty properly or indulges in any unlawful activity or disorderly conduct, the agency on the order of this Regional Centre shall immediately withdraw such person/persons from the premises of this Regional Centre.
12. The agency shall be fully responsible for any loss or damage to the office property and personnel that may have occurred due to laxity or negligence of duty on the part of the security personnel.

13. The contract will be valid for a period of two years from the date of execution. However, the Regional Director may terminate the contract at any time without assigning any reason.
14. On award of the contract, the successful contractor/agency will be required to execute an agreement and to deposit an amount of equivalent to 10% of the annual tender value in form of Bank Guarantee as security deposit against loss/damage to this office.
15. Those Firms/Agencies who have downloaded the Tender Documents from the NIOS Website should pay the Tender processing cost of Rs. 500/- (non-refundable) in cash or through Bank Draft in favour of Secretary, NIOS, payable at Chandigarh separately.
16. An earnest money of Rs. 10,000/- (Rs. Ten thousand only) should be paid along with the quotation in the form of demand draft in favour of Secretary, NIOS, payable at Chandigarh. Earnest money of the unsuccessful bidders will be refunded after award of contract to successful bidder.

Signatures

Contractor Office seal

Technical Bid (Schedule-A)

The details in respect of the Agency are as given under;

S. N.	Particulars	To be filled by the Agency
1.	Name & Address of the Agency with office telephone number, fax no. mobile no. and name /designation of the contact persons	
2.	Whether registered with all concern government authorities (Society/Company, ESIC, EPF & labour commissioner etc.) Copy of Registration Certificate as Security Service Provider should be attached.	
3.	PAN/TIN (Copy attached)	
4.	Goods and Services Tax No. (Copy attached)	
5.	Length of experience in the field. Mention the experience with reputed firm/Govt. Deptt. During the last two years.	
6.	Income tax clearance certificate (proof to be attached)	
7.	Details of EMD a) Amount b) Demand Draft No. & Date c) Issuing Bank	
8.	Whether a copy of terms & conditions at Annexure-I duly signed in token of acceptance of the same is attached?	

Signatures of the Authorized person

Name: _____

Designation _____

Seal _____

Date: _____

Financial Bid (Schedule -B)

QUOTATION

With reference to your letter dated _____ on the subject noted, I/we quote the rate for providing the Security Services at NIOS Regional Centre, YMCA Complex, Sector-IIC, Chandigarh on monthly basis as under:

S.N.	Particulars	Rate	Amount for one month
1.	3 Nos. Civilian Guards (One Guard round the Clock)		
2.	EPF Contribution		
3.	E.S.I. Contribution		
4.	Service Charges or %age on Item no. 1		
5.	Good and Services Tax		
6.	Any other Statutory Charges		
7.	Grand Total (in figures and words)		

Signatures of the Authorized persons

Name: _____

Designation _____

Seal _____

Date: _____

Place: _____

