

INDIRA GANDHI NATIONAL OPEN UNIVERSITY MAIDAN GARHI
NEW DELHI-110068

Dated: 16.07.2018.

NOTICE INVITING QUOTATION

Sealed quotations in two bids/envelopes system are invited from the DGR Sponsored Security Agencies (SSA) for providing of security services in accordance with the following terms and conditions of this Notice Inviting Quotation (NIQ).

- 1) Name of Work: Providing the Security Services for RC ...Siliguri..... Under the DGR rates and its norms.
- 2) Scope of work: Providing the Security Services for RC ...Siliguri..... as per the terms and conditions of the NIQ.

(1) Two BIDS (ENVELOPS) SYSTEM

The quotations shall be submitted in two separate sealed envelopes containing “Technical Bid” and “Financial Bid” as per details given below.

(a) Following documents shall be submitted along with Technical Bid (Envelope-A):

- 1) NIQ duly signed and stamped on all the pages.
- 2) The agency shall submit the profile as per the Annexure-C along with the supporting documents (self attested) as demanded therein.

(b) Following documents shall be submitted along with Financial Bid (Envelope-D):

The duly filled in the rates in the specified space of the format of Financial Bid, signed, stamped by the Agency in Annexure-C.

IMPORTANT NOTE:

- (i) If the documents submitted under Technical Bid in Envelope-A is not satisfactory or incomplete, quotation will be rejected and Financial Bid will not be opened/considered.
- (ii) Offers not adhering to two bids/envelopes system or unsigned offer shall be rejected outright.
- (iii) The Financial Bid (Envelope-B) shall be opened after evaluation of basis documents submitted under Technical Bid in Envelope-A and the technically qualified bidders shall be intimated accordingly about the date & time of opening of Financial Bid (Envelope-B).

Both the bids (envelopes) subscribing Technical Bid (Envelope-A) & Financial Bid (Envelope-B) shall be separately sealed and placed in a master envelope. The master envelope shall also be sealed and subscribing the name of the works (Providing of Security Services for RC Siliguri.. under the DGR rates) and submitted at the following address within due date and time.

“Regional Director, IGNOU Regional Centre Siliguri
...17/12, J. C. Bose Road, Subhas Pally, Siliguri – 734 001..
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Annexure-D

FINANCIAL BID

(To be submitted in Envelop-B)

Sl. No.	Particulars	Service charges quoted by the DGR sponsored agency (in %)
01.	Providing the Security Services for IGNOU Regional Centre Siliguri under the DGR rates and its norms. (%) (.....(in words)

Note:

1. The rate quoted shall be between _____ and _____ and all other payments / wage structure etc. shall be as per the standing rules and DGR guidelines respectively.
2. In case all the participating security agencies quote the same rates, then the senior most DGR agency will be selected for award of Contract.
3. The wage structure equivalent to that of Security Guard (without arms) – Area A/B/C per the latest DGR Notification will be applicable as per norms.

Signature of Bidder.....

Date.....

Name.....

Address of Security Agency.....

Office Seal / Rubber Stamp

