

**INDIRA GANDHI NATIONAL OPEN UNIVERSIITY
REGIONAL CENTRE – BHUBANESWAR
C-1, INSTITUTIONAL AREA, BHUBANESWAR - 751013**

TENDER NOTICE

Sealed tenders are invited from the registered firms for deployment of six numbers of security guards at the IGNOU Regional Centre, Bhubaneswar. Interested parties are requested to obtain the prescribed tender papers by paying a sum of Rs.500/- (Rupees five hundred only) in cash or in the form of Demand Draft of Rs.550/- (Rupees five hundred and fifty only) in the name of IGNOU, payable at Bhubaneswar(if interested for getting the tender paper by post) during the working days from 10 AM to 5 PM on or before the 29th August,2010. The last date of submission of tender document with all enclosers is 30th August,2010 by 4.30PM. The tender papers shall be opened at 5 PM on the same day in the presence of the bidders. The Regional Centre has the right to reject or accept one or all tenders as per the rule. The tender form is also available in the IGNOU website www.ignoubbsr.org which can be downloaded and may be submitted alongwith the cost of the tender form in shape of a demand draft in favour of IGNOU payable on Bhubaneswar.

The following documents need to be submitted alongwith the tender.

- (a) Valid Registration Certificate
- (b) PAN/TAN No.....
- (c) TIN No.....
- (d) Clearance of Income Tax/Service Tax, etc for the year 2009-10
- (e) Provident Fund Clearance certificate
- (f) ESI clearance certificate

ASSISTANT REGISTRAR

Copy to the Notice Board

To

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**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE, BHUBANESWAR
C-1, INSTITUTIONAL AREA, BHUBANESWAR – 751013**

TENDER FORM FOR PROVIDING SECURITY SERVICES

1. Cost of Tender Rs.500/-

2. Due Date for the Tender :

3. Opening Time and date of the Tender:

4. DGR/Local Sramic Board Regd.NO:

5. Provident Fund A/c.No.:

6. ESIC Registration No.

7. PAN.No. of Income Tax Deptt.

8. Service Tax Registration No:

9. Name and address of the firm with Telephone No:
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10. Please specify whether the firm is sole proprietor or partnership firm name , Address and telephone numbers of director/partner should be specified:.....
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11. Details of Earnest Money Deposit: (Rs. 5000/-)
 - a) Amount Rs.....
(Rupees.....)

 - b) Bank Draft/Pay order No.....date.....

 - c) Date of Issue

 - d) Name of the Bank

12. Quotation / Rates (Minimum wages/ DGR guidelines to be kept in mind)

Sl.No.	Description	Security Guard Civilian Trained/ Experienced	security Guard (Ex-Man)	Head guard Armed Man (Ex-Man)	Security Supervisor
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1. Basic Minimum Wages

2. EPF

3. E.S.I.

4. Leave Salary

5. Minimum Bonus

6. Uniform allowance

7. Gratuity

8. Administrative Charges

9. Service Tax

GRAND TOTAL

10. Declaration by the Contractor

It is to certify that I/We before signing this tender document have read and fully understand all the terms and conditions contained in the Annexure-1 and 11 and undertake myself/ourselves to abide by them.

Date :

Signature of the Tenderer

Place:

Name :

Designation

Address:

Phone No: Office

Residence:

Mobile No: