



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Regional Centre, Koraput

District Agriculture Office Road, Behind Women's College,

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**NOTICE INVITING QUOTATION THROUGH GeM PORTAL**  
**BID No. GEM/2021/B/1775103.**

**Quotations in two bids system are invited from the Security Service Agencies (SSA) for providing of security services in accordance with the following terms and conditions of this Notice Inviting Quotation (NIQ) through GeM Portal on or before 06/01/2022 by 5.00 pm.**

- 1) Name of Work: Providing the Security Services for IGNOU, Regional Centre, Koraput (Odisha) **Under the STATE/LOCAL Body Minimum wage rates and its norms of state of Odisha.**
- 2) Scope of work: Providing the Security Services for IGNOU, Regional Centre, Koraput (Odisha) as per the terms and conditions of the NIQ.

(1) **Two BIDS SYSTEM**

The quotations shall be submitted in two separate containing "Technical Bid" and "Financial Bid" as per details given below.

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

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

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

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

**IMPORTANT NOTE:**

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

- 3) The Quotation will be opened on the specified date and time as given above, in the presence of those proprietor/Directors of sponsored agencies who wish to participate in the quotation opening.
- 4) The complete set of Quotation documents can either be obtained free of cost from the above office on the specified date & time mentioned above or it can be downloaded from the Website of IGNOU, New Delhi ([www.ignou.ac.in](http://www.ignou.ac.in)) or IGNO Regional Centre, Koraput ([www.rckoraput.ignou.ac.in](http://www.rckoraput.ignou.ac.in)) **and through GeM portal and submitted to the above office by the due date and time.**
- 5) The Bidders shall quote their **rate of service charge in the Schedule.** the rate/percentage for service charge quoted shall be write both in figures as well as in words in such a way that interpolation is not possible.
- 6) The bidders shall quote their rate/service charge percentage after analyzing cost involved. In case, it is noticed that the rates quoted by the security agencies are abnormally high IGNOU shall be at liberty to reject the quotations.
- 7) In case all the individual Proprietorship/Private Ltd/Corporate quotes the same rates in response to the Quotation, then the senior most sponsored Agency / Company will be selected for award of Contract.
- 8) The party shall place cellophane tape on the quoted rate wherein correction/overwriting made before submission of their offer in the prescribed format.
- 9) The Bidders are advised to satisfy himself / herself the nature of work and the terms & conditions before submitting of the quotation. He/she shall be deemed to have full knowledge of the work and not extra charges consequent upon any misunderstanding or otherwise shall be allowed.
- 10) Quotation shall be valid for a period of 90 days from the date of submission of the bid.
- 11) IGNOU reserves the right to (i) reject or accept any or all the quotations received without assigning any reasons thereof and will not be bound to accept the lowest quotation and (ii) call for any other documents or information from any Bidder after opening of Technical Bid.
- 12) IGNOU Regional Centre, Koraput will not be responsible for any delay, loss, non-receipt of quotations .
- 13) In case of any dispute, the decision of IGNOU shall be final and binding on both the parties.
- 14) Security agency shall sign and affix agency stamp at the left side bottom of all the NIQ pages as a token of acceptance of terms and conditions and all the pages must be submitted along with the quotation.
- 15) In case the successful Bidder withdraws his/her offer after opening of Financial Bid or award of work, he/she will be debarred from participating the Quotation for a period of one year.

Regional Director  
IGNOU, Regional Centre, Koraput.