

Tel No.: 0172-2744915
0172-2743915

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

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

TENDER SCHEDULE FOR PROVIDING SECURITY SERVICES TO

NIOS REGIONAL CENTRE – CHANDIGARH at

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

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C O N T E N T S

1. Notice inviting Tenders
2. Declaration/Undertaking of the Firm/Agency.
3. Eligibility and selection criteria (Annexure-I)
4. Terms and conditions (Annexure-II)
5. Technical Bid (Schedule – A)
6. Financial Bid (Schedule – B)

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 22-09-2026 till 02:00pm and Technical Bids will be opened on 22-09-2026 at 03:00 pm.

NATURE OF WORK	SECURITY GUARDS (UNARMED)
EARNEST MONEY DEPOSIT	Rs. 40,500/-
CONTRACT VALUE	13,50,000/- approx.

Important Dates and Time	
Published Date	02-09-2026
Last Date for submission of Tenders	22-09-2026 till 02:00 p.m.
Technical Bids opening date and time	22-09-2026 at 03:00 p.m.
Financial Bids opening date and time	Eligible bidders will be informed through email or phone.
Tender Processing Fee	Rs. 500/- (Rs. Five Hundred Only) to be submitted in the form of Demand Draft in favour of Secretary, NIOS, Payable at Chandigarh
Earnest Money Deposit (EMD)	Rs. 40,500/- (Rs. Forty Thousand Five Hundred Fifty Only) to be submitted in the form of Demand Draft in favour of Secretary, NIOS, Payable at Chandigarh
Duration of Contract	Initially for the period of one year which will extendable for a period of two years on year to year basis subject to satisfactory performance for the services provided by the Agency/Firm.

MANPOWER DEPLOYMENT

Security personnel are required on all days including closed days, Gazetted Holidays/National Holidays/24 Hours a day/round the clock as per details given below:

Sr. No.	Location	Security Guard(s)
1.	NIOS Regional Centre, YMCA Complex, Sector-11C, Chandigarh	08 hours shift for round the clock duty (Timings: 6 am to 2 pm, 2 pm to 10 pm and 10 pm to 6 am)
2.	NIOS Spot Evaluation Centre	Seasonal requirement of 01 Security Guard (not more than 50 days) during April-May & October-November. (Timings : 10 am to 6 pm)

INSTRUCTIONS TO BIDDERS:

The Regional Director, NIOS Regional Centre, Chandigarh invites sealed tenders in a two bid (Technical and Financial) system from the experienced agencies providing Security services. The tenderer shall be required to follow the following instructions to participate in the tender process.

- (i) Tender documents can be downloaded from NIOS, Regional Centre, Chandigarh website (<https://rcchandigarh.nios.ac.in>) and a Tender Processing Fee (non-refundable) of Rs. 500/- should be paid in the shape of Demand Draft in favour of “Secretary NIOS” payable at Chandigarh
- (ii) Before submitting the complete tender document, the firms are advised to visit the site of work and drop the tender in the tender box placed at Main Gate on Ground Floor of National Institute of Open Schooling, Regional Centre, Chandigarh: YMCA Complex, Sector-11C, Chandigarh along with an Earnest Money Deposit of Rs. 40,500/- in the form of Demand Draft of any Nationalized Bank in favour of the Secretary, NIOS payable at Chandigarh on or before the date and time specified above.
- (iii) Technical and Financial Bids duly filled and signed by the authorized signatory of the tendering firm should be sealed in separate envelopes and superscribed as “Technical Bid” and “Financial Bid” for security service and should further be sealed in a bigger envelope duly superscribed as “Tender for security services” and dropped in Tender Box kept at NIOS Regional Centre, YMCA Complex, Sector-11C, Chandigarh
- (iv) MSME startups and micro enterprises recognized by Govt. of India shall be entitled to the benefits/concessions available to them under the prevailing GOI rules, as amended from time to time.

-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**ELIGIBILITY AND SELECTION CRITERIA**

1. The firm should be a registered Firm, Agency or Company.
2. Experience of at least 5 Years in providing the Security Services (security guards) in any Govt./Semi-Govt./Central Autonomous bodies/any other organization (enclose client list and work orders).
3. Average Annual Turnover of Rupees 30 Lakhs. only for **security services** during the last three financial years duly supported by annual accounts statement attested by CA.
4. The Tenderer should have registered License under contract labour (Regulations & Abolition) Act, 1970, should have PAN, GST, PF & ESI registration certificates as on date of applying Tender.
5. The Tenderer should have well established office in Tricity (Chandigarh, Mohali, Panchkula) since last 5 years and having client in Chandigarh (Enclose the Proof of establishment and client list).
6. The firm/agency blacklisted by any Govt./Semi-Govt./Central Autonomous bodies/any other organization will not be eligible for bidding. Every firm/agency would be required to submit an affidavit that the firm has not been blacklisted by any Govt. Department during the last five years.
7. The Tenderer must submit duly filled Tender form along with requisite documents.
8. Certificate of registration, MOU in case of partnership firm, article of association etc shall be attached.
9. The Tenderer should submit Work Done Certificate/ Work Order on letter head of client for last 3 Year for security services only.
10. The service charge should not be quoted below baseline minimum service charge to prevent zero-profit or unviable bids.
11. Each Tenderer will be treated as Fresh Tenderer and all firms will be treated as new whether existing or not.
12. The Tenderer without the qualifications as mentioned at Sl. No.1 to 11 above and Tender without all the required documents shall be rejected. Tenders incomplete in any form are liable to be rejected out rightly.
13. Canvassing in any form is prohibited and the tenders submitted by the contractor who resort to canvassing are liable for rejection.
14. In case any person sign the tender/agreement on behalf of a limited company or firm, letter of authority/resolution passed by the company /firm empowering him/her to sign the documents on behalf of company or firm shall be enclosed in the tender document.
15. NIOS Regional Centre, Chandigarh does not bind itself to accept the lowest tender and reserves the right to accept or reject, in part or full, any or all the tenders received without assigning any reasons.

Signatures

Contractor Office seal

Annexure-II (page-1/2)**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 services shall be provided continuously round the clock (8 hours duty per guard).
 - a. The qualification requirement of the guards are –
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 shall be able to read, speak and write either in all or in any out of Punjabi, 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.
 - e. The guards shall hold training certificate in security services from a Govt. recognized training institute.
3. The contractor/agency should depute trained, skilled, qualified and experienced personnel as Security Guard.
4. The guard shall be on duty in proper uniform.
5. 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.
6. 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.
7. 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. That no revision of the wages shall be entertained during the period of contract except where there would be any statutory revision of rate duly notified from time to time by the Deputy Commissioner's Office, Chandigarh (UT).
8. The contractor /agency shall be solely liable for any violation of the provision of the said acts or any other acts.
9. NIOS 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.
10. 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 Regional Director, NIOS Regional Centre, Chandigarh shall immediately withdraw such person/persons from the premises of this Office.

Annexure-II (page-2/2)

11. 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.
12. The contract will be valid for a period of one year from the date of execution (Refer Page no. 3). However, the Regional Director may terminate the contract at any time without assigning any reason.
13. On award of the contract, the successful contractor/agency will be required to execute an agreement and deposit an amount equivalent to 10% of the annual tender value in form of Bank Guarantee as Performance Security Deposit of Rs. 1,35,000/- (Rupees: One Lakh Thirty Five Thousand Only) against loss/damage to this office. The Bank Guarantee will be refunded 30 days after the expiry of the contract without any interest.
14. An earnest money deposit (EMD) of Rs. 40,500/- (Rupees: Forty Thousand Five Hundred Fifty 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.
15. Tender Processing Fee of Rs. 500/- (non-refundable) through Bank Draft in favour of Secretary, NIOS, payable at Chandigarh.

Signatures

Contractor Office seal

Technical Bid (Schedule-A)

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

Sr.No.	Particulars	To be filled by the Agency
1.	Name and address of the Firm/Agency	
2.	Type of agency/firm (proprietorship/partnership) and their contact details	
3.	Year of Registration of the Firm/Agency (Attested copy should be enclosed)	
4.	Is the agency/Firm Registered under the relevant Contract Labour Act and also holding valid license under Contract Labour (Regulation & Abolition) act 1970	
	Is the agency/firm holding valid PSARA license. (if yes, date of registration, validity and attach copy of certificate)	
5.	Is the Average Annual Turnover of the Firm/Agency is Rupees 30 Lakhs or more only for security service during the last three financial years. If yes, it should be duly supported by annual accounts statements attested by CA for the financial year 2022-2023, 2023-2024 and 2024-2025.	
6.	Is the Firm/Agency having well established office in Tricity since last five years and three years experience in providing security services (security guard) in any semi govt./ Central Government /Public Sector Undertaking/State Government or Autonomous/Local Bodies in Tricity. If yes, please attach copy of certificate/work order issued by client department for last three years.	
7.	Whether the Firm/Agency has ever been blacklisted by any Govt./Semi-Govt./Central Autonomous Bodies/any other organization.	
8.	PAN/TIN (copy attached)	
9.	Goods and Services Tax No. (copy attached)	
10.	Is the firm having sufficient manpower and resources for providing Security services. Please attach list of Permanent as well as temporary Security personnel	

	available on roll of the firm. (Attested copy should be enclosed)	
11.	Income tax returns for last three years i.e. 2022-23, 2023-24, 2024-25 (proof attached)	
12.	Whether the firm/agency registered under MSME startup or micro enterprise. (if yes, attach the registration certificate)	
13.	Details of EMD a) Amount b) Demand Draft No. & Date c) Issuing Bank	
14.	Details of Tender Processing Fee (non-refundable) a) Amount b) Demand Draft No. & Date c) Issuing Bank	
15.	Whether a copy of Eligibility & Selection Criteria, Terms & Conditions at Annexure-I and Annexure-II duly signed in token of acceptance and same is attached?	

Signatures of the Authorized person

Name: _____

Designation _____

Seal _____

Date: _____

Place: _____

Financial Bid (Schedule -B)**QUOTATION**

I/we quote the rate for providing the Security Services at NIOS Regional Centre, YMCA Complex, Sector-IIC, Chandigarh on monthly basis as under:

Sr.No.	Particulars	Wages Rate per guard	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 Sr. 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: _____