

# **TENDER PAPER**

**OF**

**Security Services**

**For**

**STATE LEVEL PALLISHREE MELA -**

**2018**

**KENDRAPARA**

**DETAILS ON TENDER PAPER, EMD, BIDDER FOR SECURITY WORKS OF THE PALLISHREE MELA-2018,Kendrapara**

The Tender paper can be downloaded from the following websites- [www.kendrapara.nic.in](http://www.kendrapara.nic.in) or can be obtained from the office of Project Director, DRDA, Kendrapara Pin 754211 during office hours.

A) E.M.D (Refundable) : **Rs.5,000/-** (Rupees five thousand) only in shape of Demand Draft in favour of Chief Executive ,DSMS ,Kendrapara payable at Kendrapara.

**To be filled in by the bidder.**

**Demand Daft No. .... Dated ...../...../ 2018**  
*(DD to be attached with the Tender Paper)*

B) NAME AND ADDRESS OR BIDDER:

**To be filled in by the bidder.**

*Bidder Name and Address:*

M/s .....

.....

Signature of the bidder

C) LAST DATE & TIME FOR RECEIPT OF TENDER :**12<sup>th</sup> December 2018 latest by 12 Noon.**

D) DATE & TIME OF OPENING OF TENDERS :**12<sup>th</sup> December 2018 at 01.30 PM at DRDA Office, Kendrapara.**

**E) ADDRESS FOR SUBMISSION OF TENDER PAPER**

**ORMAS (Odisha Rural Development & Marketing Society), Kendrapara  
Office of Project Director, DRDA, Kendrapara  
Pin – 754211.**

## **Terms of Reference for security of Pallishree Mela – 2018**

### **A) About the event – Pallishree Mela**

ORMAS, Bhubaneswar has sanctioned a **marketing event named as “Pallishree Mela” to be held from 20<sup>th</sup> – 26<sup>th</sup> December’2018 (7days)** at the College Ground, Kendrapara Autonomous College, Kendrapara. “STATE LEVEL PALLISHREE MELA-2018” is being organised by ORMAS (Odisha Rural Development & Marketing Society), an autonomous body under Panchayati Raj & Drinking Water Department, Govt. Of Odisha, in collaboration with Odisha Livelihoods Mission (OLM), DIC, Mission Shakti, NABARD, etc. with an objective to provide a platform to the rural producers for display, sales, interact and to know the taste & preferences of urban consumers. It also helps in establishing trade link and getting remunerative price for their produces.

### **B) Requirements for Security Personnel**

All Security Guards provided by the Agency should be smart, trained and should have requisite skill in the following aspects:

- To put on proper uniform
- Well behaved & disciplined
- Able to read, write & speak Oriya. Working knowledge of Hindi & English.
- Able to keep proper watch & ward
- Knowledge of fire extinguisher operation
- Able to ride motor bike
- Minimum Qualification: Matriculation, +2 will be added advantage

Each guard should be aware of their duties & responsibilities during the duty hours.

#### **Tentative Requirement of Security Personnel in Pallishree Mela**

Security Guard with Lathi	-	<b>24</b>
Supervisor	-	<b><u>2</u></b>
Total		<b>26</b>

Security personnel will be deputed at Mela ground and Accommodation places of Pallishree Mela participants on shift basis.

### **C) Terms & Conditions:**

1. The firm should submit the documents in duplicate like **Registration Certificate, Pasara License, Latest Service Tax deposit challan, up to date EPF & ESI deposit and present customer list** with the tender paper positively. In absence of the documents mentioned above, the tender will be rejected.
2. Experience certificate for execution of similar nature of work should be enclosed.
3. ORMAS will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the exhibition period.
4. In case of any occurrence of theft, the Security Agency will conduct proper inquiry.
5. During inquiry if it is found any fault or lapses on the part of security personnel for theft, the Security Agency will be responsible to pay the amount of loss towards theft of any article during the exhibition period from the premises.
6. Arrangement of lodging, boarding & logistics of the guards during the mela period will be the responsibility of the Security Agency.
7. The required no. of security personnel & the time period of deployment will be intimated separately, well in advance of each exhibition.
8. The tenderers are required to deposit an earnest money of Rs. 5,000/- (Rupees five thousand only) in shape of demand draft/pay order in favour of Chief Eutive,DSMS, Kendrapara payable at Kendrapara. The E.M.D. amount of the successful tenderer will be refunded within a month on award of contract subject to receipt of Performance Security. Tender papers without E.M.D shall not be accepted.
9. Sanctions of any advance will not be considered. Full & Final payment will be made on completion of event.
10. The rate offered by the firm should be valid for entire period of Paliishree Mela -2018.
11. The tenderers have to offer the price for all items together. Else the tender paper will not be considered for evaluation.
12. The rate offered by the firm shall be including of all taxes and duties including service tax, as applicable.
13. **While submitting the tender, the tenderers should submit the followings:**
  - a) Copy of work orders/ experience certificate for similar nature of works for last 3 years.
  - b) Copy of the Registration Certificate of the security firm.
  - c) Up to date EPF & ESI deposit of the employees.
  - d) EMD of Rs. 5,000/- (Rupees five thousand only) in favour of Chief Executive, DSMS,Kendrapar in shape of Demand draft/pay order.**
  - e) Copy of the PASARA license.
  - f) Copy of the registration certificate of the firm and valid number in favor of the firm from Commercial Tax (GST), Income Tax (PAN, TAN) and Service Tax (latest deposit Challan) for similar nature of work.

- g) Self attested photocopy of valid GSTIN registration certificate of similar nature of works and valid GST Clearance Certificate and return copies for the year 2017-18.
- h) Average Annual Financial Turnover during the last three year, ending 31st March of the previous financial year, should be at least Rs. 1.00 Lakhs.
- i) Audited financial statement for last three year duly certified by the Chartered Accountant to be attached.

## **DECLARATION**

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by ORMAS. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Signature of the Tenderer with seal

Place:

Date

**Quotation for security service for Pallishree Mela -2018**

***(Last date for submission of duly filled in tender document is 12.12.18)***

To

The Project Director ,  
DRDA,Kendrapara

Sir,

I / We do hereby submit item wise quotation below for security service for Pallishree Mela -2018, Kendrapara.

<b>Sr.</b>	<b>Category</b>	<b>No. of Guard</b>	<b>Rate per shift i.e. 8 hours (in Rs.)</b>
1	Guard with Lathi	1	
3	Supervisor	1	

**Signature with seal of the Tenderer**

**Bidder's Organization (General Details)**

1.	Name of the Bidder	
2.	Full Address of Bidder  Telephone No.  Fax No. E-Mail Address:	
3.	Name of the authorized person signing & submitting the bid on behalf of the Bidder  Mob. No.  E-mail Id:-	
4.	GST Registration no. with place (Copy to be attached)	
5.	PAN No. (with copy of certificate)	
6.	Up to date Tax Clearance Certificate (Copy to be attached)	
7.	Proof of PASARA license (Copy to be attached)	