

Tender Paper
of
Security Services
for

**National Level Pallishree Mela
at ITI Ground, Balasore
from 31st January to 4th February 2018**

**Organized by
ORMAS, BALASORE**

O/o District Rural Development Agency, Balasore

DETAILS ON TENDER PAPER FOR DEPLOYMENT OF SECURITY PERSONNEL

A. COST OF TENDER PAPER : Rs. 1,000 (Rupees one thousand only)- Non-refundable

B. AVAILABILITY OF TENDER PAPER: www.ormas.org or www.baleswar.nic.in

C. INSTRUMENT OF PURCHASE OF TENDER PAPER:

Demand Draft/Pay Order No..... Dated/..... /2018 (if the tender paper downloaded from website, DD / Pay Order in favour of ORMAS, Balasore payable at Balasore to be attached with tender paper)

<i>To be filled in by the bidder. (only in case of tender paper downloaded from website.)</i>
Bidder Name and Address: M/s
Signature of the bidder

or

Money Receipt No..... Dated/..... /2018 (if the tender paper purchased from ORMAS office), (Original Money Receipt to be attached with tender paper)

<i>To be filled in by the Account section of ORMAS, Balasore (only in case of purchase of tender paper from ORMAS office)</i>
ISSUED TO (Address in Detail): M/s
Signature of issuing officer

D. E.M.D (Refundable) : Rs. 5,000/- (Rupees five thousand only) in shape of Demand Draft /Pay order in favour of "ORMAS, Balasore (Prog.)" payable at Balasore.

Demand Draft/Pay Order No..... Dated/..... /2018

E. LAST DATE & TIME FOR RECEIPT OF TENDER: 17.01.2018 latest by 1.00 PM

F. DATE & TIME OF OPENING OF TENDER: 17.01.2018 at 3.30 PM at DRDA Office, Balasore

G. ADDRESS FOR SUBMISSION OF TENDER PAPER:

Assistant Director
ORMAS (ODISHA RURAL DEVELOPMENT & MARKETING SOCIETY), Balasore
O/o DISTRICT RURAL DEVELOPMENT AGENCY, Balasore
Near Sahadevkhunta Police Station, Balasore-756001

Accepted by the Bidder (Signature of bidder)

Terms of Reference for Security Services in National Level Pallishree Mela 2018

A. Background:

Odisha Rural Development and Marketing Society (ORMAS) was constituted in the year 1992 under Societies Registration Act, 1860 as an autonomous body under Panchayati Raj Department, Government of Odisha. The district units of ORMAS are functioning with the basic objective to help rural poor to make a better living by enabling them to improve their production, processing and marketing. ORMAS also act as a facilitating agency for implementation & monitoring of rural livelihoods programmes in rural Odisha.

An Exhibition in the most general sense is an organized presentation and display of selection of items. Exhibition/Mela has been part and parcel of entertainment and relaxation activity of our culture; ORMAS has used this medium as a channel to promote rural products made by the Institutions of poor.

ORMAS organises exhibition with an objective to provide a platform to the rural producers to showcase their products for direct sale, interact and get taste, choice & preferences of urban consumers. It also helps the rural entrepreneurs identify livelihood opportunities and establish links with the markets in urban and semi-urban areas.

The overall objective of the mela is to popularize the ethnic and other rural products of Odisha and create opportunities for the artisans/producers to build up long term marketing tie-up with prospective buyers.

Exhibition Calendar:

The calendar of National Level Pallishree Mela to be organized by ORMAS, Balasore as per the details given below.

Sl.	Name of the District	Place of Exhibition	Occasion	Tentative Date of the Exhibition	Tentative No. of Stalls
1	Balasore	ITI Ground	Balasore Mahotsav & Expo	31 st Jan. to 4 th Feb, 2018	120

B. Quality requirements for Security Personnel

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

1. Dressed in proper uniform
2. Sincere, well behaved & disciplined
3. Able to read, write & speak Oriya. Working knowledge of Hindi & English.
4. Able to keep proper watch & ward
5. Knowledge of fire extinguisher operation
6. Able to ride motor bike
7. Minimum Qualification: Matriculation, +2 will be an added advantage

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

Tentative Requirement of Security Personnel

Security Guard with Lathi per day (for 03 shift)	-	27
Supervisor per day (for 03 shift)	-	3

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

C. Terms & Conditions:

1. The firm should submit the documents in duplicate like **EPF & ESI Registration Certificate, Pasara License, Latest Service Tax Deposit Challan, GSTIN Registration copy, 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, Balasore shall 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 exhibition 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 exhibition.
8. The tenderer 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 ORMAS, Balasore payable at Balasore. The E.M.D. amount of the successful bidder will be kept with ORMAS till the completion of the exhibition. In case of any unsatisfactory work, delay in execution of work etc. the E.M.D amount will be forfeited as per the decision of the authority. 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 one year.
11. The tenderer has 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.

13. While submitting the tender, the tenderer should submit the followings:

- a) Copy of work orders/ experience certificate for similar nature of works for last 3 years with list of organizations.
- b) Copy of the EPF & ESI Registration Certificate
- c) Up to date EPF & ESI deposit of the employees.
- d) **EMD of Rs. 5,000/- (Rupees five thousand only) in favour of ORMAS, Balasore in shape of Demand draft/pay order.**
- e) Valid service tax registration certificate number and copy of the latest return/amount deposited.
- f) Copy of the Pasara license.
- g) GSTIN Registration certificate

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 DSMS. 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

Accepted by the Bidder (Signature of bidder)

Tender for providing security service for National Level Pallishree Mela,
2018

To

**The Assistant Director
ORMAS, Balasore**

Sir,

I / We do hereby submit item wise tender below for security service for exhibition during 2018 organised by ORMAS, Balasore.

Sr.	Category	No. of Guard	Rate per shift i.e. 8 hours (in Rs.)	Tentative requirement of Security per day	Amount (In Rs.)
1	Guard with Lathi	1		27	
2	Supervisor	1		3	
G. Total					

Signature with seal of the Tenderer

Accepted by the Bidder (Signature of bidder)