



Panchayati Raj & DW Department  
Government of Odisha

**TENDER PAPER**  
**OF**  
**Security services**  
**for**  
**PALLISHREE MELA ROURKELA - 2019**

**24<sup>th</sup> September, 2019 to 2<sup>nd</sup> October, 2019**  
**Exhibition Ground, Near Bhanja Bhawan, Sector-5, Rourkela**

**Organized by**  
**District Administration, Sundargarh in**  
**Association with ORMAS, Sundargarh/OLM, Sundargarh**

Odisha Rural Development & Marketing Society, Sundargarh  
C/O DRDA, Sundargarh-770001  
Phone No:-06622-275372

Accepted by the Bidder (Signature of Bidder)

*Tender paper for Security Deployment in PALLISHREE MELA, ROURKELA 2019*  
**DETAILS ON TENDER PAPER, EMD, BIDDER FOR SECURITY WORKS OF THE PALLISHREE MELA,ROURKELA-2019**

The Tender paper can be downloaded from the following websites- [www.ormas.org](http://www.ormas.org) , [www.olm.nic.in](http://www.olm.nic.in) or [www.sundargarh.nic.in](http://www.sundargarh.nic.in) or can be obtained from the office of DSMS at "DRDA Campus, Sundargarh, Pin 770001 during office hours

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

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

**Demand Daft / Pay Order No. .... Dated ...../...../ 2019**  
*(DD/PO 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 : 10<sup>th</sup> September' 2019 latest by 1.00 P.M.

D) DATE & TIME OF OPENING OF TENDERS : 10<sup>th</sup> September' 2019 at 3.00 PM at Office Chamber of PD,DRDA,Sundargarh

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

ORMAS (Odisha Rural Development & Marketing Society)  
C/O DRDA, Campus, Sundargarh, Odisha, Pin - 770001

*Accepted by the Bidder (Signature of bidder)*

**Terms of Reference for Security Service of PALLISHREE MELA,Rourkela – 2019**

**A) About PALLISHREE MELA,ROURKELA**

Ministry of Rural Development, Government of India has sanctioned a **National level marketing event** named as “**PALLISHREE MELA,Rourkela** ” to be held from **24<sup>th</sup> September’2019** to **2<sup>nd</sup> October 2019** at the Exhibition Ground, Near Bhanja Bhawan,Sector-5 Sundargarh. The “Pallishree mela ,Rourkela” is being organised by ORMAS (Odisha Rural Development & Marketing Society, Sundargarh) is an Organisation under Panchayati Raj& DW, Department in collaboration with Odisha Livelihoods Mission (OLM), and Dist. Administration, Sundargarh 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.

The exhibition will be designed to create the atmosphere of a village where there will be an indigenous and contextual setting for folk artisans and entrepreneurs to display, demonstrate and market their skills and products in an environment akin to their own habitat. The entire layout, design and landscaping will be vernacular in approach. It will be a congregation of stalls grouped as per their classification homogeneously. The whole set up would create awareness on rural ethnic products among the masses.

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.

**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 ,ROURKELA**

Security Guard with Lathi	-	25
Arm Guard (with gun)	-	2
Supervisor	-	<u>2</u>
Total		<b>29</b>

Security personnel will be deputed at Mela ground and Accommodation places of PALLISHREE MELA, Rourkela 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 DSMS payable at Sundargarh. 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. The successful bidder will submit the Performance Security which is 5 % of the contract value and that will be retained with ORMAS, Sundargarh till the completion for a period of one year. In case of any unsatisfactory work and delay in execution of work etc. the Performance Security amount will be forfeited as per the decision of the authority.
10. Sanctions of any advance will not be considered. Full & Final payment will be made on completion of each event.
11. The rate offered by the firm should be valid for entire period of PALLISHREE MELA, ROURKELA -2019
12. The tenderers have to offer the price for all items together. Else the tender paper will not be considered for evaluation.
13. The rate offered by the firm shall be including of all taxes and duties including service tax, as applicable.
14. **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.



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- d) **EMD of Rs. 5,000/- (Rupees five thousand only) in favour of DSMS,Sundargarh in shape of Demand draft/pay order.**
- e) Copy of the PASARA license.
- f) Copy of the registration certificate of the firm under Goods Service Tax(GST),Clearance certificate regarding GST ,Income Tax (PAN, TAN) and Service Tax (latest deposit Challan) for similar nature of work.
- g) Average Annual Financial Turnover during the last three year, ending 31st March of the previous financial year, should be at least Rs. 3.00 Lakhs.
- h) 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, Sundargarh. 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.

Place:  
Date

Signature of the Tenderer with seal



**Quotation for security service for " PALLISHREE MELA", Rourkela - 2019**

*(Last date for submission of duly filled in tender document 10<sup>th</sup> September' 2019, 1.00 PM)*

To

The Deputy CEO,  
ORMAS, Sundargarh

Sir,

I / We do hereby submit item wise quotation below for security service for PALLISHREE MELA, ROURKELA 2019.

Sr.	Category	No. of Guard	Rate per shift i.e. 8 hours (In Rs.) (Including All Taxes)
1	Guard with Lathi	1	
2	Guard with Gun	1	
3	Supervisor	1	

Signature with seal of the Tenderer

