



Panchayati Raj & DW Department
Government of Odisha

TENDER PAPER
OF
Security services
for
PALLISHREE MELA NUAPADA- 2020

20TH to 24th February, 2020
Mini Stadium, National Highschool Nuapada

Organized by
District Administration, Nuapada in
Association with ORMAS, Nuapada

Odisha Rural Development & Marketing Society, Nuapada
O/O DRDA, Nuapada-766105
Phone No:-9438450418/8018469106

Accepted by the Bidder (Signature of Bidder)

Tender paper for Security Deployment in PALLISHREE MELA, Nuapada 2020

DETAILS ON TENDER PAPER, EMD, BIDDER FOR SECURITY WORKS OF THE PALLISHREE MELA, Nuapada-2020

The Tender paper can be downloaded from the following websites- www.nuapada.nic.in or can be obtained from the office of DSMS at "DRDA Campus, Nuapada, Pin 766105 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 CE, DSMS payable at Nuapada.

To be filled in by the bidder.

Demand Daft / Pay Order No. Dated/...../ 2020
(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 : 10th **February 2020 by 1.00 P.M.**

D) DATE & TIME OF OPENING OF TENDERS : 10th**February 2020 at 4.00 PM at Office Chamber of PD, DRDA, Nuapada**

E) ADDRESS FOR SUBMISSION OF TENDER PAPER

ORMAS (Odisha Rural Development & Marketing Society)
C/O DRDA, Campus, Nuapada, Odisha, Pin - 766105

Terms of Reference for security of PALLISHREE MELA, Nuapada – 2020

A) About PALLISHREE MELA, Nuapada

The “Pallishree mela ,2020” is being organised by ORMAS (Odisha Rural Development & Marketing Society, Nuapada) is an Organisation under Panchayati Raj & DW, Department in collaboration with Dist. Administration, Nuapada 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
- 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, 2019

Security Guard with Lathi	-	15
Supervisor	-	<u>2</u>
Total		17

Security personnel will be deputed at Mela ground and Accommodation places of PALLISHREE MELA, Nuapada participants on shift basis.

C) Terms & Conditions:

1. The firm should submit the documents like **Registration Certificate, Latest GST deposit challan, up to date EPF & ESI deposit(desirable) and present customer list** with the tender

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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 CE, DSMS payable at Nuapada. 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 each event.
10. The rate offered by the firm should be valid for entire period of PALLISHREE MELA, Nuapada -2020
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) **EMD of Rs. 5,000/- (Rupees five thousand only) in favour of CE, DSMS, Nuapada in shape of Demand draft/pay order.**
 - d) Copy of the registration certificate of the firm Under Goods Service Tax (GST), Clearance certificate regarding VAT/GST ,Income Tax (PAN, TAN) (latest deposit Challan) for similar nature of work. Agency should furnish all latest tax related certificates.
 - e) Self attested photocopy of valid TIN registration certificate of similar nature of works (in form VAT-103) and valid VAT Clearance Certificate (in VAT-612 form)/GST Clearance certificate and return copies (in form 201) for the year 2018-19.
 - f) The Agency should be upto date regarding tax matter relating to the agency.

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, Nuapada. 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”, Nuapada - 2020

(Last date for submission of duly filled in tender document 10th February' 2020, 1.00 PM)

To

The Deputy CEO,
ORMAS, Nuapada

Sir,

I / We do hereby submit item wise quotation below for security service for PALLISHREE MELA, Nuapada 2020.

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

Signature with seal of the Tenderer