

# DISTRICT SUPPLY & MARKETING SOCIETY (DSMS), KENDRAPARA

(O/o. DRDA Building, In front of Tahasil Office, Kendrapara, Pin-754211, Odisha)

Ph No. 06727-220064 E-Mail:- [dsmskendrapada@gmail.com](mailto:dsmskendrapada@gmail.com)

Notice No. 314 /2019-\_\_\_\_\_ /DSMS

Date 18/11/19

## Tender Call Notice

Sealed tenders are invited from the experienced Firm/Agencies/Event Management Firms having successful track record on Security Services for organization of the **State Level Pallishree Mela-2019** from **20<sup>th</sup> - 26<sup>th</sup> December'2019** at Kendrapara Autonomous College Ground, Kendrapara. The Request for Proposal (RFP) along with the detail specifications and Eligibility Criteria of the said event can be downloaded from the website [www.kendrapara.nic.in](http://www.kendrapara.nic.in) and [www.ormas.org](http://www.ormas.org) from **18<sup>th</sup> November'2019 to 02<sup>nd</sup> December'2019**.

The tender paper along with all relevant documents must be submitted **on or before 02/12/2019 by 12 Noon** and shall be opened on the same day in presence of the bidders or their authorized representatives at 1:30 P.M.

**The undersigned reserves the right to accept or reject any or all tenders without assigning any reason thereon.**



**Project Director, DRDA-cum-  
Vice Chairman, DSMS, Kendrapara**

By E-Mail

Memo No. 315 / DRDA

Dt. 18/11/19

Copy to DIO, NIC, Kendrapara for information and he is requested to web host the tender call notice in the District website.

Copy to ORMAS, Bhubaneswar for information and requested to web host the tender call notice in the ORMAS website.



**Project Director, DRDA-cum-  
Vice Chairman, DSMS, Kendrapara**

Dt. 18/11/19

Memo No. 316 / DRDA

Copy to the Notice Board of DRDA, Kendrapara.



**Project Director, DRDA-cum-  
Vice Chairman, DSMS, Kendrapara**



# TENDER PAPER

OF

**Security Services**

For

**STATE LEVEL PALLISHREE MELA -  
2019  
KENDRAPARA**

**ORMAS**

(O/o. DRDA Building, In front of Tahasil Office, Kendrapara, Pin-754211, Odisha)  
Ph No. 06727-220064 E-Mail:- [dsmskendrapada@gmail.com](mailto:dsmskendrapada@gmail.com)/ [ori-dkendrapada@nic.in](mailto:ori-dkendrapada@nic.in)

**DETAILS ON TENDER PAPER, EMD, BIDDER FOR SECURITY WORKS OF THE PALLISHREE MELA-2019, 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. COST OF TENDER PAPER : **Rs. 200/- (Rupees two hundred only)** (Non-refundable) #

B. INSTRUMENT OF PURCHASE OF TENDER PAPER:

Demand Draft/Pay Order No..... Dated ...../..... /2019 (DD / Pay Order to be attached with tender paper)

*To be filled in by the bidder.*

*Bidder Name and Address:*

M/s .....

.....

Signature of the bidder

B) 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 ...../...../ 2019**

*(DD to be attached with the Tender Paper)*

C) 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 : **2<sup>nd</sup> December 2019 latest by 12 Noon.**

D) DATE & TIME OF OPENING OF TENDERS : **2<sup>nd</sup> December 2019 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.

**The mode of submission-** speed post/registered post/dropped in the tender box at DSMS, Kendrapara, C/o. District Rural Development Agency (DRDA), Kendrapara. Submission of tender document through other mode and late submission will be out rightly rejected.

*Accepted by the Bidder (Signature of bidder)*

## Terms of Reference for security of Pallishree Mela – 2019

### 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’2019 (7days) at the College Ground, Kendrapara Autonomous College, Kendrapara. “STATE LEVEL PALLISHREE MELA-2019” 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	-	24
Supervisor	-	<u>2</u>
Total		26

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 GST 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 bidders 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 Executive, DSMS, Kendrapara" payable at Kendrapara. The EMD of unsuccessful bidder shall be refunded after finalization of selection process & award of contract. The EMD of successful bidder will be released only after successful completion of work. In case of any unsatisfactory work, delay in execution of work etc., the EMD amount will be forfeited as per the decision of the authority. Tender paper without EMD shall be rejected.
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 -2019.
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 GST, 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, GSTN, Income Tax (PAN, TAN).

- g) Self-attested photocopy of valid GSTIN registration certificate and valid GST Clearance Certificate and return copies for the year 2018-19.
- 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 -2019**  
*(Last date for submission of duly filled in tender document is 02.12.18)*

To

The Project Director ,  
DRDA, Kendrapara

Sir,

I / We do hereby submit item wise quotation below for security service for Pallishree Mela -2019, Kendrapara.

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

**Signature with seal of the Tenderer**

***Accepted by the Bidder (Signature of bidder)***

**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)	