

# **TENDER PAPER**

OF

## **Security Services**

For

**State Level Pallishree Mela & Cultural  
Festival-2022-23**

**At**

**Kendrapara**

**(From 16<sup>th</sup> January 2023 to 20<sup>th</sup>  
January, 2023)**

**Organized by**

**ORMAS Kendrapara**

Office of Zilla Parishad, Kendrapara  
Odisha, Pin-754211

**DETAILS ON TENDER PAPER, EMD, BIDDER FOR DEPLOYMENT OF SECURITY  
PERSONNEL IN STATE LEVEL PALLISHREE MELA & CULTURAL FESTIVAL 2022-23  
KENDRAPARA**

*Tender paper can be downloaded from the following websites -, [www.kendrapara.nic.in](http://www.kendrapara.nic.in)*

A) E.M.D (Refundable) : **Rs. 5,000/-** (Rupees Five Thousand) in shape of Demand Draft /Pay order from any nationalized bank in favour of Chief Executive, DSMS, Kendrapara payable at Kendrapara.

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

***Demand Daft / Pay Order No. .... Dated ...../...../ 2022  
(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 : **28<sup>th</sup> December 2022 latest by 05 PM.**

D) DATE & TIME OF OPENING OF TENDERS : **29<sup>th</sup> December 2022 latest by 11 AM**

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

**ORMAS / DSMS, Kendrapara  
C/O Zilla Parishad, Kendrapara,  
Near Tahasil Office, Kendrapara, Odisha, Pin-754211**

**Exhibition Period:**

State Level Pallishree Mela & Cultural Festival-2022-23 at Play ground of Kendrapara Autonomous College, Kendrapara from 16.01.2023 to 20.01.2023

*Accepted by the Bidder (Signature of bidder)*

## 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 in State Level Pallishree Mela & District level Cultural Festival, Kendrapara 2014 -15

Security Guard with Lathi	-	22
Supervisor	-	<u>2</u>
Total		<b>24</b>

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

## Terms & Conditions:

1. The firm should submit the documents in duplicate like **Registration Certificate, Pasara License** 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. DSMS 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 at exhibition 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.
8. The tenderers are required to deposit an earnest money of **Rs. 5,000/-** (Rupees Five Thousand) in shape of Demand Draft /Pay order from any nationalized Bank in favour of Chief Executive, DSMS, Kendrapara payable at Kendrapara. The E.M.D. amount of the successful bidder will be kept till the completion of the event. 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. Cost of Tender paper of Rs. 500/-INR (Non-Refundable) should be submitted in shape of Demand Draft / Banker's Cheque in favour of DSMS, Kendrapara Payable at Kendrapara**
10. Sanctions of any advance will not be considered. Full & Final payment will be made on completion of event.
11. The rate offered by the firm should be valid till completion of the Event.
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.
- 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 2 years with list of organizations.
  - b) Copy of the Registration Certificate
  - c) Up to date EPF & ESI deposit of the employees.
  - d) **Rs. 5,000/-** (Rupees Five Thousand) in shape of Demand Draft /Pay order from any nationalized bank in favour of Chief Executive, DSMS, Kendrapara payable at Kendrapara.
  - e) **Cost of Tender paper of Rs. 500/-INR (Non-Refundable) should be submitted in shape of Demand Draft / Banker's Cheque in favour of DSMS, Kendrapara Payable at Kendrapara.**
  - f) Valid GST registration certificate
  - g) Valid PAN Card.
  - h) Copy of the Pasara license.
  - i) Average Annual Financial Turnover during the last three year, ending 31<sup>st</sup> March 2022, should be at least Rs. 1.00 Lakh.

## **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 DMMU/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

**Quotation for providing Security Personnel in State Level Pallishree Mela & Cultural Festival, Kendrapara 2022-23**

(Last date for submission of tender form is 28<sup>th</sup> December, 5.00 PM)

To

**The Dy CEO,ORMAS  
C/o -Zlla Parishad , Kendrapara**

Sir,

I / We do hereby submit item wise quotation below for Deployment of Security Personnel in State Level Pallishree Mela & district Level Cultural Festival, 2022-23 to be organized by ORMAS , Kendrapara from 16.01.23 to 20.01.23:

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

**Signature with seal of the Tenderer**