



**ORMAS**

ODISHA RURAL DEVELOPMENT & MARKETING SOCIETY  
OFFICE OF THE ZILLA PARISHAD KENDRAPARA

Letter No: 384 / Dt: 6/10/2023

**Quotation Call Notice**

Sealed quotations are invited from intending registered security firms/ agencies having GST, PAN & also up- to date deposit of GST for providing security services in the State Level State Level Pallishree Mela, Kendrapara on the occasion of Famous Gajalaxmi Puja to be held from **27<sup>th</sup> October to 2<sup>nd</sup> November 2023** at College Ground, Kendrapara.

Sl. No.	Category	Unit	Working Time	Rate Per Unit (In Rs.)
1	Guard with Lathi	1	8 hrs per day	
2	Guard with Gun	1	8 hrs per day	
3	Supervisor	1	8 hrs per day	

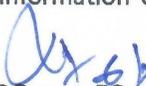
The quotation papers along with details specification of the works can be downloaded from Kendrapara District website i.e. [www.kendrapara.nic.in](http://www.kendrapara.nic.in) . The sealed Quotations should reach the **ORMAS, ZILLA PARISHAD Office, Po- Kajala, Kendrapara ,PIN - 754211** through Regd. Post/ Speed Post/ by Courier up to 5.00 PM by 16.10.2023, which will be opened on 17.10.2023 at 11.00 AM in the Office of CDO-cum-EO, Zilla Parishad, Kendrapara in presence of the quotationers or their authorized representatives. The incomplete quotation and the quotation received after the due date and time will be rejected. The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

  
CDO-cum-EO

Zilla Parishad, Kendrapara

Memo No 385 / Date 6/10/2023 /

Copy to the Addl. District Magistrate, Kendrapara with a request to affix the quotation call notice in the notice board of Collectorate, Kendrapara for wide publicity and information of the general public.

  
CDO-cum-EO

Zilla Parishad, Kendrapara

Memo No 386 / Date 6/10/2023 /

Copy to the D.I.O. NIC Kendrapara for information. He is requested to web-host the quotation call notice along with specifications /tender papers for wide publicity and information of the general public.

  
CDO-cum-EO

Zilla Parishad, Kendrapara

Memo No 387 / Date 6/10/2023 /

Copy to the Notice Board of Zilla Parishad, Kendrapara for wide publicity and information of the general public.

  
CDO-cum-EO

Zilla Parishad, Kendrapara

# **QUOTATION PAPER**

**OF**

## **Security Services**

**For**

**State Level Pallishree Mela -2023-24**

**At Kendrapara College Ground**

**Kendrapara**

**(From 27<sup>th</sup> October 2023 to 2nd November,2023)**

**Organized by**

**District Administration Kendrapara in association with**

**ORMAS**

**DETAILS ON QUOTATION PAPER, EMD, BIDDER FOR DEPLOYMENT OF SECURITY PERSONNEL IN STATE LEVEL PALLISHREE MELA - 2023-24 KENDRAPARA**

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

- A) E.M.D (Refundable) : **Rs. 2,000/-** (Rupees Two Thousand) in shape of Demand Draft /Pay order from any scheduled commercial bank in favour of DSMS Kendrapara payable at Kendrapara.
- B) Cost of Tender Paper(Non-Refundable): **Rs.500/- (Rupees Five hundred)** in shape of Demand Draft / Banker's Cheque in favour of DSMS , Kendrapara Payable at Kendrapara.

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

***Demand Daft / Pay Order No. .... Dated ...../...../ 2023***  
***(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 : **16<sup>th</sup> October 2023 latest by 05 PM.**

D) DATE & TIME OF OPENING OF TENDERS : **17<sup>th</sup> October 2023 latest at 11 AM**

E) ADDRESS FOR SUBMISSION OF TENDER PAPER: **Through Speed Post/registered Post/Courier only**  
**ORMAS , Kendrapara**  
**C/O Zilla Parishad, Kendrapara,**  
**Near Tahasil Office, Kendrapara, Odisha, Pin-754211**

**Exhibition Period:**

State Level Pallishree Mela -2023-24 at College Ground of Kendrapara Autonomous College, Kendrapara from 27.10.23 to 02.11.23

***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 Kendrapara 2023-24

Security Guard with Lathi	-	18
Supervisor	-	<u>2</u>
Total		<b>20</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. 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 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. 2,000/-** (Rupees Two Thousand) in shape of Demand Draft /Pay order from any scheduled commercial Bank in favour of 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. 2,000/- (Rupees Two Thousand)** in shape of Demand Draft /Pay order from any scheduled commercial bank in favour of 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.

## **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 providing Security Personnel in State Level Pallishree Mela Kendrapara 2023-24**

(Last date for submission of tender form is 16<sup>th</sup> October,2023 by 5.00 PM)

To

The Dy CEO,ORMAS  
C/o -Zilla Parishad , Kendrapara

Sir,

I / We do hereby submit item wise quotation below for Deployment of Security Personnel in State Level Pallishree Mela -2023-24 Kendrapara to be organized by District Administration Kendrapara in association with ORMAS from 27.10.23 to 02.11.23:

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

**Signature with seal of the Tenderer**