

DETAILS ON TENDER PAPER, EMD, BIDDER FOR DEPLOYMENT OF SECURITY PERSONNEL & SWEEPER PERSON "STATE LEVEL PALLISHREE MELA 2025-26".

The Tender paper can be downloaded from the websites: <http://kendrapara.odisha.gov.in>

- A) E.M.D (Refundable) : **Rs. 2,000/-** (Rupees Two thousand) only in shape of Demand Draft /Pay order in favor of DSMS, payable at Kendrapara from any Commercial Bank.
- (i) Cost of Tender Paper : **Rs. 600/-** (Six Hundred) only in shape of DD in favor of DSMS, payable at Kendrapara.

To be filled in by the bidder.

Demand Daft / Pay Order No. Dated/...../ 2025-26
(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

Terms of Reference for Security Services & Sweeper Person in State Level
Pallishree Mela 2025-26

A. Exhibition Date & Venue:

Any place or period as proposed below may change/vary in course of action. Any programme listed below may be cancelled without assigning any reason thereof and no consideration will be entertained for the same.

Sl.	Name of the District	Place of Exhibition	Occasion	Tentative Date of the Exhibition	No. of Stalls	Type of Mela
1	Kendrapara	Kendrapara Autonomous College Ground, Kendrapara	Zilla Mahotsav	9 th to 15 th January 2026	150	Mini

B. (I) 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.

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

B (II) Sweeper Service

All Sweeper person provided by the Agency should be smart, trained and should have requisite skill in the following aspects:

1. Sincere, well behaved & disciplined.
2. Able to keep proper cleanliness & hygienic condition in the exhibition Ground and food court.
3. Preferable local sweepers should be engaged.
4. Sweepers should report on duty at 7.00 am to mela in charge or his representatives on the day of mela.
5. The Ground will be cleaned minimum of **two shifts per day (A & B Shift)** to maintain cleanliness at all times during the Pallishree Mela period.
6. Sweepers are required to dump the garbage of Mela Ground at specific place.

7. Minimum 20 Nos of Sweepers should be provided on daily basis with all equipments including gloves and masks for the sweepers.
8. Clean and sanitize food stall areas, including tables, counters, and surrounding areas. Dispose of food waste properly and ensure cleanliness around cooking and food preparation areas. Monitor and maintain cleanliness in dining areas, stall areas, control room and seating spaces.

C. Terms & Conditions:

1. The firm should submit the documents in duplicate like **Registration Certificate, Pasara License, labour license, GST registration certificate, up to date service tax deposit up to March 2025, 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 for Security Service and Cleaning & Sanitation.
3. ORMAS, Kendrapara 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 ground 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 of each exhibition day.
8. The bidders are required to deposit an earnest money of Rs. 2000/- (Rupees Two Thousand only) in shape of demand draft/pay order in favor of DSMS, Kendrapara payable at Kendrapara. The E.M.D. amount of the successful bidder will be kept with DSMS, Kendrapara till the completion of the Event i.e. for a period of one to two months (2026). 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. 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 till completion of the Event
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 should be **including of GST**.
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 with list of organizations (Security Services and Cleaning & Sanitation.

- b) Copy of the Registration Certificate.
- c) IT return copy for the assessment year 2024-25 & 2025-26 i.e. FY 2023-24 and 2024-25.
- d) Up to date EPF & ESI deposit of the employees.
- e) EMD of Rs. 2000/- (Rupees Two Thousand only) in favour of DSMS, Kendrapara in shape of Demand draft/pay order.**
- f) Valid service tax registration certificate number and copy of the return/amount deposited in the last year.
- g) Copy of the Pasara license.
- h) Average Annual Financial Turnover during the last three year, ending 31st March of the previous financial year, should be at least Rs. 200,000/- (Two Lakh only) and audited financial statement to be attached.
- i) Valid Labour 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 DSMS/ORMAS, Kendrapara. 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



Panchayati Raj & DW Department
Government of Odisha

TENDER PAPER

(Security Services & Sweeper Services)

For

State Level

Pallishree Mela-2025-26

Organized by

**District Administration, Kendrapara in
association with ORMAS, Kendrapara**

Zilla Parishad Campus,
Kendrapara, Odisha-754211

**Quotation for providing Security Service and Sweeper Service in State
Level Pallishree Mela 2025-26**

(The date for submission of duly filled in tender document is 31/12/2025 (up to 11.00 AM))

To

The CDO-cum-EO
ZP, Kendrapara

Sir,

I / We do hereby submit item wise quotation below for Security Service and Sweeper Service in Pallishree Mela 2025-26 organized by District Administration in association with ORMAS, Kendrapara:

Sr.	Category	No. of Guard/ Sweeper	Rate per shift i.e. 8 hours (in Rs.)
1	Guard with Lathi	1	
2	Supervisor	1	
3	Sweeper for cleaning of Mela Ground	1	
G. Total			

Signature with seal of the Tenderer