

# **TENDER PAPER**

**PRIVATE SECURITY SERVICES -  
FOR STATE LEVEL PALLISHREE MELA-2023  
AT  
GAJAPATI STADIUM, PARALAKHEMUNDI,  
DIST.-GAJAPATI  
FROM 19<sup>th</sup> to 23<sup>rd</sup> December' -2023**

**Organized by  
ORMAS, Gajapati**  
O/o-Zilla Parishad, Gajapati,  
Paralakhemundi, Dist.- Gajapati  
Odisha, Pin- 761200



# ORMAS

## Odisha Rural Development & Marketing Society, Gajapati Panchayati Raj & Drinking Water Department, Govt. of Odisha

O/o – Zilla Parishad, Dist-Gajapati, Paralakhemundi, Odisha-761200  
Ph: 06815 – 223596 email: ormasgajapati@gmail.com

Letter No. 314 /ORMAS, Gjp/2023-24

Date: 7/11/2023

Tender paper can be downloaded from the following websites: [www.gajapati.nic.in](http://www.gajapati.nic.in) can be obtained from the office of ORMAS, Gajapati at "Zilla Parishad, Gajapati during office hours.

### DETAILS ON TENDER PAPER, EMD, BIDDER FOR DEPLOYMENT OF SECURITY PERSONNEL DURING STATE LEVEL PALLISHREE MELA-2023 & GAJAPATI UTSAV.

- A) E.M.D (Refundable): Rs.5,000/- (Rupees five thousand) only in shape of Demand Draft /Pay order in favour of ORMAS, Gajapati payable at Paralakhemundi.
- B) Tender Paper Cost: Rs. 300/- (Rupees three hundred) only in shape of Demand Draft /Pay order in favour of ORMAS, Gajapati payable at Paralakhemundi.

*To be filled in by the bidder.*

Demand Draft / Pay Order No. .... Dated ...../...../ 2022  
(DD/PO to be attached with the Tender Paper)

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: 1st Dec. '2023 latest by 5.00 AM/PM.

D) Date & Time of Opening of Tenders

: 2nd Dec '2023 at 10.30 AM/PM at  
Zilla Parishad Conference Hall, Gajapati,  
Paralakhemundi.

**E) ADDRESS FOR SUBMISSION OF TENDER PAPER (Registered Post/SpeedPost)**

Dy. CEO, ORMAS, Gajapati  
O/o – Zilla Parishad, Gajapati  
At/Po - Paralakhemundi,  
Dist. – Gajapati, Odisha, Pin - 761200

**Exhibition Period**

State Level Pallishree Mela' 2023 at Gajapati Stadium Ground, Paralakhemundi Dist. – Gajapati for the period from 19<sup>th</sup> to 23<sup>rd</sup> December' 2023 during Gajapati Utsav-2023.

**Quality requirements for Security Personnel**

All Security Guards provided by the Agency should be young, 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, will be an added advantage

Each guard should be aware of their duties & responsibilities during the duty hours.

**Per Day Tentative Requirement of Security Personnel in State Level Pallshree Mela-2023**

Security Guard with Lathi	-	25
Supervisor	-	03
Total	-	28 nos. (Per day)

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

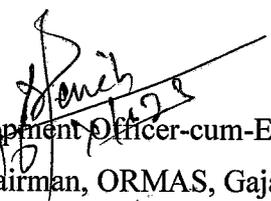
**C. Terms & Conditions:**

1. The firm should submit the documents in duplicate like **Registration Certificate, Pasara License and Latest Service Tax Deposit Challan, up to date EPF & ESI deposit and present customer list, PAN & GST Registration Certificate** along with returns 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, Gajapati will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the exhibition period.
4. The price offered by the firm should include all taxes. However the GST will be deducted from the bill amount and deposited with the concerned authority.
5. In case of any occurrence of theft, the Security Agency will conduct proper inquiry.
6. 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.
7. Arrangement of lodging, boarding & logistics of the guards during exhibition towns during the exhibition period will be the responsibility of the Security Agency.
8. The required no. of security personnel & the time period of deployment will be intimated separately, well in advance of exhibition.
9. 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 ORMAS, Gajapati payable at Paralakhemundi. The E.M.D. amount of the successful bidder will be kept with ORMAS, Gajapati till the completion of the State Level Pallishree Mela-2023. 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.
10. Sanctions of any advance will not be considered. Full & Final payment will be made on completion of the event.
11. The rate offered by the firm should be valid till completion of the State Level Pallishree Mela-2023.
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. The Bidder has quoted their best price for all items maximum total amount up to **Rs.70,000/- (Rupees Seven thousand) only**.
14. Authority reserves rights to accept/reject the assignment with any reason thereof.
15. **While submitting the tender, the bidders should submit the following documents:**
  - a) Copy of work orders/ experience certificate for similar nature of works for last 3 years with list of organizations.
  - b) Copy of the Registration Certificate, PAN, GST Certificate & returns
  - c) Up to date EPF & ESI deposit of the employees.



- d) EMD of Rs. 5,000/- (Rupees Five thousand) only in favour of ORMAS, Gajapati in shape of Demand Draft/Pay Order along with DD / receipt of the tender paper cost.
- e) Valid service tax registration certificate number and copy of the return/amount deposited in the last year.
- f) Copy of the Pasara license.
- g) Average Annual Financial Turnover during the last three year, ending March' 2023 of the previous financial year, should be at least Rs. 3.00 Lakhs. And audited financial statement to be attached.

  
Chief Development Officer-cum-EO  
ZP-cum-vice Chairman, ORMAS, Gajapati

**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, Gajapati. 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.

Place:

Date

Signature of the Tenderer with seal

**TECHNICAL BID**

**DEPLOYMENT OF PRIVATE SECURITY SERVICES FOR STATE LEVEL  
PALLISHREE MELA -2023 ON OCCASION OF "GAJAPATI UTSAV".**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
01	Name of the Firm/Agency	
02	Full Address of the Firm/Agency	
03	PAN No.	
04	Income Tax Return Copy (Upto date)	
05	GST Registration No.	
06	GST Deposit Challan	
07	Pasara License Certificate	
08	Experience Certificate (Please attach the experience certificate) for 3 Years	
09	Audit Statement of last Three Financial Years	
10	Cost of Tender Papers	
11	Cost of Security Deposit	

Signature of the Tenderer with seal



**Quotation for providing Private Security Services in State Level Pallishree Mela-2023 at Gajapati Stadium, Paralakhemundi, Dist.-Gajapati.**

(Last date for Submission of Duly Filled in Tender Document is 1st December 2023 latest by 5.00 AM/ PM)

To

The Chief Development Officer-cum-EO  
O/o-Zilla Parishad, Gajapati  
Paralakhemundi, Dist. – Gajapati  
Odisha, Pin – 761200

Sir,

I / We do hereby submit item wise quotation below for Security Service for State Level Pallishree Mela' 2023 to be organized by ORMAS, Gajapati from 19<sup>th</sup> to 23<sup>rd</sup> December' 2023.

Sl. No.	Category	No. of Guard	Rate per shift i.e. 8 hours (in Rs.) (Inclusive of all Taxes)
1	Guard with Lathi	1	
2	Supervisor	1	
<b>G. Total</b>			

Full Signature with Seal of the Tender -----

Name of the Organization/agency-----

Address Details-----

Contact No-----

Signature of the Tenderer with seal

