



Collectorate, Gajapati  
District Tourist Office, Gajapati  
2<sup>nd</sup> Floor, Room No.303, Collectorate, Dist-Gajapati, Paralakhemundi, Odisha-761200  
email: [oditourgajapati@gmail.com](mailto:oditourgajapati@gmail.com)



Letter No. 502 /Tourism/DTO

Date: 2 / 9 / 2025

Tender paper can be downloaded from the following website: [www.gajapati.odisha.gov.in](http://www.gajapati.odisha.gov.in), can be obtained from the office of Tourist, Gajapati at Collectorate, Gajapati during office hours.

**DETAILS ON TENDER PAPER, EMD, BIDDER FOR DEPLOYMENT OF SECURITY PERSONNEL AT B.N.PALACE, PARALAKHEMUNDI.**

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

To be filled in by the bidder.

Demand Draft / Pay Order No. .... Dated ...../...../ 2025  
(DD/PO to be attached with the Tender Paper)

Quotation papers without Tender Paper Cost summarily rejected.

NAME AND ADDRESS OF 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: 18-09-25 '2025 latest by 5:00 AM/PM.

D) Date & Time of Opening of Tenders : 20-09- '2025 at 10-30 AM/PM at Office Chamber of Additional District Magistrate, Gajapati, Paralakhemundi.

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

**District Tourist Officer, Gajapati**  
**At – Room No. 303, 2<sup>nd</sup> Floor, Collectorate**  
**Po - Paralakhemundi,**  
**Dist. - Gajapati, Odisha, Pin – 761200**

The Tenderer/Supplier/Agency participating in Tendering process should submit the details and should write clearly on the top of the envelop i.e., ***“Tender for Deployment of Security Personnel at B.N.Palace, Paralakhemundi”*** i.e., Schedule of Rates.

**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 Odia. 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 at B.N.Palace, Paralakhemundi**

Security Guard with Lathi	-	06
<b>Total</b>	-	<b>06 nos. (Per day)</b>

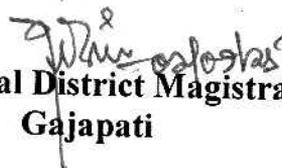
Security personnel will be deputed in the premises of B.N.Palace on shift basis.

**F. 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. The deployed security persons will be responsible for any occurrence like theft & missing of any articles while deployment at B.N.Palace.
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 in the premises.
7. The required no. of security personnel & the time period of deployment will be intimated separately.
8. 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 **District Tourist Officer, Gajapati payable at Paralakhemundi**. The E.M.D. amount of the successful bidder will be kept with District Tourist Officer, Gajapati. 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. Monthly payment will be made after claim with due procedure.
10. The rate offered by the firm should be valid till completion of one year from the agreement.
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. The Bidder has quoted their best price per person per month maximum total amount up to **Rs.17,018/- (Rupees Seventeen thousand eighteen) only**.
13. Authority reserves rights to accept/reject the assignment with any reason thereof.

14. 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 District Tourist Officer, 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' 2025 of the previous financial year, should be at least Rs. 5.00 Lakh. And audited financial statement to be attached.

  
Additional District Magistrate,  
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 District Tourist Officer, 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 B.N.PALACE, PARALAKHEMUNDI**

Sl. No.	Particulars	Details
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	Details of EPF & ESI deposit of the employees	
09	Experience Certificate (Please attach the experience certificate) for 3 Years	
10	Audit Statement of last Three Financial Years	
11	Cost of Tender Papers	
12	Cost of Security Deposit	

**Signature of the Tenderer with seal**

**Financial Bid**

**Quotation for providing Private Security Services at B.N.Palace, Paralakhemundi,  
Dist.-Gajapati.**

(Last date for Submission of Duly Filled in Tender Document is \_\_\_\_\_ ' 2025  
latest by \_\_\_\_\_ AM/ PM)

To

**The District Tourist Officer**  
Paralakhemundi, Dist. – Gajapati  
Odisha, Pin – 761200

Sir,

I / We do hereby submit item wise quotation below for Security Service for **B.N. Palace, Paralakhemundi** under the **Tourism Department** for one year from the Agreement.

Sl. No.	Category	No. of Guard	Rate per Month (in Rs.) (Inclusive of all Taxes)
1	Guard with Lathi	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