

TENDER CALL NOTICE



SHORTLISTING OF FIRMS FOR SECURITY SERVICE FOR STATE LEVEL PALLISHREE MELA 2025-26

Office of the Chief Development Officer cum Executive Officer, Paralakhemundi, Gajapati
Address- Zilla Parishad, Near BSNL office, Paralakhemundi, Gajapati.

ORMAS

Panchayati Raj & Drinking Water Department

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Letter No. 1362 /ORMAS, Gjp/2025-26

Date: 31 / 12 / 2025

Section-01

Tender paper can be downloaded from the following websites: www.gajapati.odisha.gov.in can be obtained from the office of ORMAS, Gajapati at "Zilla Parishad, Gajapati" during office hours.

TENDER CALL NOTICE FOR DEPLOYMENT OF SECURITY PERSONNEL DURING STATE LEVEL PALLISHREE MELA-2025 & GAJAPATI UTSAV.

Sealed tender is to be invited from potential service provider to provide Security Services during State Level Pallishree Mela' 2025 at Gajapati Stadium Ground, Paralakhemundi, Gajapati, from 18th to 22nd January' 2026.

- 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.
- C) **LAST DATE & TIME FOR RECEIPT OF TENDER: Dt- 08/01/2026 latest by 01.00 PM.**
- D) **Date & Time of Opening of Tenders : Dt- 08/01/2026 at 05.00 PM**
at Zilla Parishad Conference Hall, Gajapati, Paralakhemundi.
- E) **ADDRESS FOR SUBMISSION OF TENDER PAPER (Registered Post/Speed Post/ Drop Box)**

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

Exhibition Period

State Level Pallishree Mela' 2025 at Gajapati Stadium Ground, Paralakhemundi Dist. – Gajapati for the period from 18th to 22nd January' 2026 during Gajapati Utsav-2025.

SECTION-02**INFORMATION TO THE BIDDER****Pre-qualification/Eligibility Criteria:**

Bidders should conform to the eligibility criteria given below and to this effect must produce the required supportive documents /information as indicated against each as part of their technical proposal:

Sl. No.	Eligibility Criteria	Documents required for Technical Qualification
01	The bidder should have been in the business of providing Security Services to the Central / State Government / Corporate Bodies / National & International Organizations for at least 3 years from the date of opening of the proposal.	1.Proof of Certificate of Incorporation /Valid Registration of the Firm/Agency 2.Copy of PAN 3.Copy of Goods and Services Tax Identification Number (GSTIN)& Last Deposit Challan 4. Copy of the PASARA License 5. Labour License
02	Experience of having successfully completed similar works during last three year ending last day of the month previous to the one in which application is in invited.	Work orders/ Contract Document /Completion of Work Certificates from the previous Clients to be submitted
03	The bidder must have turnover of more than Rs. 3.0 Lakh from event management business only from the financial year 2022-23 to till date of publish of Tender	Submit the IT returns / Report from CA Firm
04	The bidder should not have been black listed by the Central Government /any State Government or Their agencies in India.	Self-Declaration by the authorized representative on the bidder's letter head as Perform at enclosed at Tech-5.
05	EPF & ESI certification	Valid & up to date license copy/Registration copy

Documents to be submitted along with Technical Bid

- Incorporation Certificate
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN) & Last Deposit Challan (GSTR-3B).
- List of completed assignments of similar nature (Past Experience Details, along with copies of contracts / work orders / completion certificate from previous clients.
- Copy of the PASARA License.
- DD of Tender Paper Cost & EMD.
- Income Tax Return of Last three year i.e. 2022-23, 2023-24 & 2024-25.
- Last 3-year Experiences (Work Order to be attached).
- Affidavit of non-black listed. (As per TECH-05).
- Up to date EPF & ESI deposit of the employees/Certificate/Registration.
- Labour License

NB: Bidders should submit the supporting documents mentioned as above. Bids of agencies not conforming to the eligibility criteria listed above will be summarily rejected. Submission of forged documents will also result in rejection of the bid and will be blacklisted.

TERMS & CONDITIONS

The bid to be submitted by the Bidder shall consist of 2 (two) parts: -

Part - I: - "Technical Bid" (1st Envelope) shall contain: -

The Tenderer/Supplier participating in Tendering process should submit the details as per the format "Format of Technical Bid" in separate envelop and should write clearly on the top of envelop i.e., "TENDER FOR TECHNICAL BID FOR DEPLOYMENT OF SECURITY PERSONNEL DURING STATE LEVEL PALLISHREE MELA-2025".

Part – II: - "Financial Bid" (2nd Envelope) shall contain: -

The Tenderer/Supplier participating in Tendering process should submit the details as per the format "Format of Financial Bid" in separate envelop and should write clearly on the top of the envelop i.e., "TENDER FOR FINANCIAL BID FOR DEPLOYMENT OF SECURITY PERSONNEL DURING STATE LEVEL PALLISHREE MELA-2025" i.e., Schedule of Rates

The Tender should be submitted following the terms and conditions specified here under,

The bidder shall seal the two envelopes (both technical & financial bids in two separate envelopes) and put in one outer cover and submit.

The envelope containing the above mentioned two documents as mentioned in the Complete Bidding Document shall be opened in front of all intending bidders. The Technical Bid shall be opened and evaluated by the Tender Committee constituted for the purpose. The amount, form and validity of Bid Security/Earnest Money furnished will be read out. If Earnest Money not in conformity, the Technical Bid and sealed Financial Bid will be returned to the bidder.

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 Pallishree Mela-2024

Security Guard with Lathi	-	30
Supervisor	-	03
Total	-	33 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 and should as per the Labour Law. 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-2024. 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-2024.
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 amounts up to **Rs.70,000/- (Rupees Seven thousand) only.**
14. Authority reserves rights to accept/reject the assignment with any reason thereof.



**Chief Development Officer-cum-EO
Zilla Parishad, ORMAS, Gajapati**

**SECTION:03
TECHNICAL BID**

**TECH-1 COVERING LETTER
(ON BIDDERS LETTER HEAD)**

[Location, Date]

To

The CDO-cum-EO
Zilla Parishad, Gajapati

Subject: Shortlisting of firms for Deployment of Security Personnel During State Level Pallishree Mela-2025

Dear Sir,

I, the under signed, offer to participate in the selection process for in accordance with your Request for Tender No....., dated..... I, hereby submitting our proposal, which includes Technical Proposal and Financial Proposal, sealed in separate envelopes.

I, hereby declare that all the information and statements made in this Technical Proposal and Financial Proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 180 days from the last date of submission of the proposal and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the Tender document. In case any provision of this Tender document is found violated, then your Department shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation:

Address of the Bidder

TECH-2
Bidder's Organization (General Details)

Sl. No.	Particulars	Details
01	Name of the Agency	
02	Full Address of the Supplier	
03	PAN No.	
04	Proof of Certificate of Incorporation /Valid Registration of the Firm/Agency	
04	Income Tax Return Copy (last three year i.e. 2022-23, 2023-24 & 2024-25)	
05	GST Registration No.	
06	Total Years of Experience	
07	Experience Certificate (Please attach the experience certificate) for 3 Years	
08	Cost of Tender Papers <u>Rs.300/-</u> DD NO., Date & Name of the Bank	
09	EMD Details Amount: Rs. 5000/- DD NO., Date & Name of the Bank	
10	Copy of the PASARA License	
11	Copy of Labour License	
12	Copy of Valid ESI & EPF Certificate/License/Registration Number	

(Signature of the Proprietor)

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

**TECH-3
Bidder Organization (Financial Details)**

Financial Information in INR

Details	FY 2022-23	FY 2023-24	FY 2024-25	Total
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Supporting Documents:

Audited certified financial statements for the last three FYs (2022-23 to 2024-25) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)

Filled-in information in this format must have to be jointly certified and sealed by the Chartered Accountant and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.

Signature and Seal of the Company Auditor with Date in original

Authorized Signatory [In full initials with Date and Seal]:

Communication Address of the Bidder:

[NB: No Scanned Signature will be entertained]

**TECH-4
(BIDDER'S PAST EXPERIENCE DETAILS)**

Table-1 (Lists of completed/ongoing Assignments of similar nature during last 3years)

Sl. No .	Period	Assignment and Duration	Name of the Client	Date of Award / Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G

Note:

Bidders are requested to furnish the list of the assignments undertaken/ completed during the last 3 Financial Years (2022-23 to 2024-25) each as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.

Authorized Signatory [In full initials with Date and Seal]:

Communication Address of the Bidder:

TECH-5

FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED

Affidavit

I, M/s,, (the name of the Bidder and addresses of the registered office) on dated this..... Day of.....,2025, hereby certify and confirm that we or any of our promoter/s/Chief executive officer/ directors/managers are not barred or blacklisted by any Government or Government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting subsists as on the proposal due date.

We further confirm that we are aware our interest for **Participating for Providing Security Service for State Level Pallishree Mela 2025-26** would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this EOI at any stage of selection and/or thereafter during the term of the Contract.

Authorized Signatory [*In full initials with*

***Date and seal*]:**

Communication Address of the Bidder:

SECTION:04
FINANCIAL BID

**FIN-1 COVERING LETTER
(In Bidder's Letter Head)**

[Location, Date]

To
The Chief Development Officer Cum Executive Officer
Paralakhemundi, Gajapati

Sub: Short listing of firms for Security Service during State Level Pallishree Mela 2025-26.

Sir
I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal/ Bid No. _____, Dated. Our attached Financial Proposal/ bid is for the sum of Rs (Rupees). This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document. Items wise rate as perform at given in the tender document are given below.

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	
G. Total			

(Signature of the Proprietor with Seal)

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal

SECTION – 05
ANNEXURE-I
BID SUBMISSION CHECKLIST

Sl.No	Description	Submitted (Y/N)	Page no
TECHNICALPROPOSAL/BID			
PART-A (ORIGINAL)			
1	Filled in Bid Submission Checklist (ANNEXURE-1)		
2	Covering Letter (TECH-1)		
3	Tender Paper cost of Rs. 300/-Inform of DD		
4	EMD cost of Rs. 5000/-Inform of DD		
5	Copy of Certificate of Incorporation/ Registration of the Bidder		
6	Copy of PAN - PASARA license		
7	Copy of Goods and Services Tax Identification Number (GSTIN)© of GST clearance InGST3BForm		
8	Copies of IT Returns for the Last 3AYs (2022-23 to 2024-25)		
9	General Details of the Bidder (TECH-2)		
10	Financial details of the bidder (TECH-3) along with all the supportive documents such as Copies of Income –Expenditure Statement and Balance Sheet for the concerned period		
11	List of completed assignments of similar nature (Past Experience Details (TECH-4) along with the copies of work order/contract paper for the respective assignments		
12	Self-Declaration pertaining to an affirmative statement as to the existence of any potential conflict of interest on the part of the bidder due to prior, current, or proposed Agreements, engagements, or affiliations with the Client (In bidders letter head)		
13	Undertaking for not have been blacklisted by any Central/ State Govt./any Autonomous Bodies during its business career. (TECH-5)		
14	Labour License, EPF & ESI license/registration/up to date deposit slip of the Agency.		
FINANCIALPROPOSAL			
1	Covering Letter (FIN-1)		

Undertaking:

- 1) All the information has been submitted as per the prescribed format and procedure.
- 2) Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered, along with Index Page.
- 3) All pages of the proposal have been sealed and signed by the authorized representative of the bidder.

Authorized Signatory [In full and initials]:
Name and Designation with Date and Seal: