

TENDER PAPER

(For Security Service)

For

Pallishree Mela, Bhadrak
31st January, 2018 – 6th February, 2018

To be organized by

District Administration/ORMAS (DSMS)
Bhadrak

TENDER PAPER FOR DEPLOYMENT OF PRIVATE SECURITY IN PALLISHREE MELA ,2018

COST OF TENDER PAPER: : Rs. 500.00 (Non-refundable) in shape of Demand Draft /
Pay order in favour Chief Executive, District Supply and Marketing Society
Bhadrak

DD No. _____ Date _____

Name of the Bank _____

DEPOSITED BY (Address in Detail):M/S _____

SECURITY DEPOSIT: : Rs. 5, 000/- (Refundable) only in shape of Demand Draft /
Pay order in favour of Chief Executive, District Supply and Marketing
Society Bhadrak

DD No. _____ Date _____

Name of the Bank _____

DEPOSITED BY (Address in Detail) :M/S _____

LAST DATE & TIME FOR RECEIPT OF TENDER : 18th January, 2018 *latest by 12.00 AM.*

OPENING OF TENDER PAPER OF TENDER : 18th January 2018 *by 3 .00 PM. at DRDA Bhadrak*

PLEASE DELIVER AT

O/o Project Director, DRDA Bhadrak
At- Charigharia, Po-Madhavnagar
Bhadrak

Quality of Security Personnel

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

- To put on proper uniform
- Sincerity with good conduct
- Well behaved & disciplined
- Able to read, write & speak Oriya. Working knowledge of Hindi & English.
- Able to keep proper watch & ward
- Knowledge of fire extinguisher operation
- Able to ride motor bike
- 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 Exhibition for the period (30st January,2018 (Evening) to 7th February, 2018 morning)

Security Guard with Lathi	-	15
Supervisor	-	<u>2</u>
Total		17

Terms & Conditions:

1. The firm should submit the documents in duplicate like **Registration Certificate, PASARA License, Income Tax Clearance as on 31.03.2017, Latest Service Tax return, 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 should be enclosed for execution of similar nature of work.
3. DRDA/DSMS 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 towns 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.
8. The tenderers are required to deposit an earnest money of Rs.5000/- (five thousand only) in shape of demand draft/pay order in favour of Chief Executive, District Supply and Marketing Society Bhadrak,.
9. The E.M.D. amount of the successful tenderer will be refunded on award of contract subject to receipt of Performance Security. 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 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 except service tax, as applicable. The service tax will be deposited by the firm with the concerned authority and the same will be reimbursed by the purchaser to the firm only after production of receipt.
13. The authority reserves the right to reject any or all tenders without assigning any reason thereof.
14. The rate offered by the firm shall be including of all taxes and duties except service tax, as applicable. The service tax will be deposited by the firm with the concerned authority and the same will be reimbursed by the purchaser to the firm only after production of receipt. TDS will be deducted by the organization from the final bill amount.

15. Bid Price : The transportation charges also to be included in the Bid Price and the prices should be quoted in Indian Rupees only.
16. Evaluation of quotation : The organization will evaluate and compare the quotations determined to be substantially responsive i. e. which are properly signed and confirm to the terms and conditions and specifications.
17. Any legal dispute arising out of this is subject to concerned district jurisdiction only.
18. Payment shall be made after completion of the programme through E-Transfer after submission of the bills.

While submitting the tender, the tenderers should submit the followings:

1. Copy of work orders/ experience certificate for similar nature of works for last 3 years with list of organizations.
2. Income Tax Clearance Certificate as on 31.03.2017
3. Copy of the Registration Certificate
4. Up to date EPF & ESI deposit of the employees.
5. EMD of Rs. **5,000.00** in shape of Demand Draft /Pay order in favour of Chief Executive , District Supply and Marketing Society Bhadrak.
6. Valid service tax registration certificate number and copy of the return/amount deposited in the last year.
7. Copy of the PASARA license.
8. Bio Data information of Security Personnel to be engaged.

ACCEPTED THE TERMS AND CONDITIONS

Signature with seal
(by the Bidder)

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 am/ we are willing to abide by the terms and conditions laid by the authority. 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 Bidder with seal

Pallisree Mela, Bhadrak

31st January, 2018 –6th February, 2018

TENDER APPLICATION FORM FOR DEPLOYMENT OF SECURITY GUARD
(Last date for submission of tender form on 18th January, 2018 latest by 12.00 Noon)

To

The Project Director
DRDA, Bhadrak

Sl. No	Category	No. of Guard	Rate per shift i.e. 8 hours (in Rs.)
1	Guard with Lathi	1	
2	Supervisor	1	

Signature with seal of the Bidder