

# **TENDER PAPER**

OF

## **Security Services**

For

### **National Level Pallishree Mela-2018**

**at**

**Bholanath Vidyapitha,Puri**

**(13<sup>th</sup> to 22<sup>nd</sup> July-2018)**

Organized by

**DSMS /DRDA,Puri/ORMAS, Bhubaneswar**

Office of DRDA, Harihar Chhak, Katcheri Road, Puri

Odisha, Pin- 752001

**Tender Paper for Security Services for National Level Pallishree Mela-2018**

Tender paper can be downloaded from the following websites: [www.ormas.org](http://www.ormas.org) or [www.puri.nic.in](http://www.puri.nic.in). can be obtained from the office of DSMS, Puri at "DRDA, Building Puri during office hours.

**DETAILS ON TENDER PAPER, EMD, BIDDER FOR DEPLOYMENT OF SECURITY PERSONNEL DURING NATIONAL LEVEL PALLISHREE MELA-2018**

- A) E.M.D (Refundable) : **Rs. 7500/-** (Rupees seven thousand five hundred) only in shape of Demand Draft /Pay order in favor of DSMS PURI payable at Puri.
- B) Tender Paper cost : **Rs. 500/-**(Rupees five hundred) only in shape of Demand Draft /Pay order in favors of DSMS PURI payable at PURI

**To be filled in by the bidder.**

**Demand Daft / Pay Order No. .... Dated ...../...../ 2018**  
(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

C) LAST DATE & TIME FOR RECEIPT OF TENDER : **31<sup>st</sup> May-2018 latest by 1.00 PM.**

D) Date & Time of Opening of Tenders : **31<sup>st</sup> May 2018 at 3.30 PM at DRDA, Puri Office.**

**E) ADDRESS FOR SUBMISSION OF TENDER PAPER By SPEED OR REGISTER POST**

**Office of the Project Director DRDA, Puri**

**C/o-District Rural Development Agency (DRDA), PURI,**

**Harihar Chhak, Katcheri Road, Puri, Odisha, Pin - 752001**

**Accepted by the Bidder (Signature of bidder)-2**

**Exhibition Period**

**National Level Pallishree Mela at Bholanath Vidyapitha, near Gundicha Temple, Puri from 13<sup>th</sup> to 22<sup>nd</sup> July-2018 during CAR Festival-18.**

**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, +2 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 National Level Pallshree Mela-2018**

Security Guard with Lathi	-	30
Arm Guard (with gun)	-	3
Supervisor	-	3
Total	-	<b>36</b>

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** & 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. DSMS PURI 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.

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8. The required no. of security personnel & the time period of deployment will be intimated separately, well in advance of each exhibition.
9. The tenderers are required to deposit an earnest money of Rs. 7500/- (Rupees seven thousand five hundred only) in shape of demand draft/pay order in favor of DSMS PURI payable at Puri. The E.M.D. amount of the successful bidder will be kept with DSMS PURI till the completion of the National Level PallishreeMela-2018. 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 National Level PallishreeMela-2018.
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. 1.50 (One Lakh fifty thousand)** only.
14. **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.
  - b) Copy of the Registration Certificate, GST Certificate & returns
  - c) Up to date EPF & ESI deposit of the employees.
  - d. EMD of Rs. 7500/- (Rupees Seven thousand Five hundred only) in favor of DSMS PURI in shape of Demand draft/pay order.**
  - 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 31<sup>st</sup> March of the previous financial year, should be at least Rs. 1.50 Lakhs. And audited financial statement to be attached.

**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 PURI. 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

**Quotation for providing security service in National Level**  
**PallishreeMela-2018**

(Last date for Submission of Duly Filled in Tender Document is 31<sup>st</sup> May-2018 latest by 1:00 PM)

To  
The Project Director  
DRDA, PURI

Sir,  
I / We do hereby submit item wise quotation below for Security Service for National Level PallishreeMela-2018 to be organized by DSMS/DRDA, PURI from 13<sup>th</sup> to 22<sup>nd</sup> July-2018.

Sr.	Category	No. of Guard	Rate per shift i.e. 8 hours (in Rs.)
1	Guard with Lathi	1	
2	Guard with Gun	1	
3	Supervisor	1	
G. Total			

Full Signature with Seal of the Tendere -----

Name of the Organization/agency-----

Address Details-----

Contact No-----



Accepted by the Bidder (Signature of bidder)-6