

**Terms of Reference for Security Services in National Level Pallishree
Mela 2016 at Exhibition Ground, Near Bhanja Bhawan, Sec-5, Rourkela**

A. Exhibition Date & Venue:

Any place or period as proposed below may change/vary in course of action. Any programme listed below may be cancelled without assigning any reason thereof and no consideration will be entertained for the same.

Sl.	Name of the District	Place of Exhibition	Occasion	Tentative Date of the Exhibition	No. of Stalls	Type of Mela
1	Sundargarh	Exhibition Ground Near Bhanja Bhawan Sec-5, Rourkela	Durga Puja	29 th Sept.2016 to 7 th Oct.2016	200	Big

B. Quality requirements for Security Personnel

All Security Guards provided by the Agency should be 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

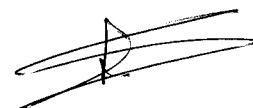
Each guard should be aware of their duties & responsibilities during the duty hours.

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, Latest Service Tax Deposit Challan, 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 for execution of similar nature of work should be enclosed
3. DSMS/DRDA, Sundargarh 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.

Accepted by the Bidder (Signature of bidder)



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 bidders are required to deposit an earnest money of Rs. 5000/- (Rupees Five Thousand only) in shape of demand draft/pay order in favour of DSMS, Sundargarh payable at Sundargarh. The E.M.D. amount of the successful bidder will be kept with DSMS till the completion of the Event i.e. for a period of one to two months (2016). 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. Full & Final payment will be made on completion of each event.
10. The rate offered by the firm should be valid till 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.
13. **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
 - c) Up to date EPF & ESI deposit of the employees.
 - d) **EMD of Rs. 5000/- (Rupees Five Thousand only) in favour of DSMS, Sundargarh 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 31st March of the previous financial year, should be at least Rs. 50,000/-. And audited financial statement to be attached.

Accepted by the Bidder (Signature of 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 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/DRDA. 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

Accepted by the Bidder (Signature of bidder)

A handwritten signature in black ink, consisting of a stylized 'S' or 'Z' shape with a horizontal line extending to the right.



Panchayati Raj Department
Government of Odisha

TENDER PAPER

(Security Services)

For

National Level

Pallishree Mela-2016

29th Sept.2016 to 7th Oct.2016

Exhibition Ground, Near Bhanja Bhawan, Sec-5, Rourkela

Organized by

**District Administration, Sundargarh in
association with ORMAS/OLM**

**District Supply & Marketing Society (DSMS),
Sundargarh**

District Supply and Marketing Society, Sundargarh

O/o DRDA, Sundargarh-770001

Phone No:-06622-275372

Accepted by the Bidder (Signature of bidder)

**Quotation for providing security service in National Level Pallishree
Mela 2016 at Exhibition Ground, Near Bhanja Bhawan, Sec-5, Rourkela**

(The date for submission of duly filled in tender document by 15/09/2016 (up to 11.00 AM and opening at 1.00 PM, DRDA, Sundargarh)

To

The CE, DSMS,
DRDA, Sundargarh

Sir,

I / We do hereby submit item wise quotation below for security service in National Level Pallishree Mela 2016 at Exhibition Ground, Bhanja Bhawan, Sec-5, Rourkela organized by DSMS/DRDA:

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			

Signature with seal of the Tenderer

Accepted by the Bidder (Signature of bidder)



**DETAILS ON TENDER PAPER, EMD, BIDDER FOR DEPLOYMENT OF SECURITY
PERSONNEL "NATIONAL LEVEL PALLISHREE MELA 2016".**

The Tender paper can be downloaded from the following websites:

A) E.M.D (Refundable) : **Rs. 5000/-** (Rupees Five thousand) only in shape of Demand Draft /Pay order in favour of DSMS payable at Sundargarh.

To be filled in by the bidder.

Demand Daft / Pay Order No. Dated/...../ 2016
(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

