

TENDER PAPER

OF

Security Services

For

PALLISHREE MELA-2017 AT PARADEEP

From: 03.11.2017 to 09.11.2017

Organized by

DSMS, JAGATSINGHPUR

DETAILS ON TENDER PAPER, EMD, BIDDER FOR DEPLOYMENT OF SECURITY PERSONNEL DURING PALLISHREE MELA-2017 AT PARADEEP.

- A) E.M.D (Refundable) : Rs. 4,000/- (Rupees Four thousand) only in shape of Demand Draft /Pay order in favor of CE,DSMS,JAGATSINGHPUR payable at Jagatsinghpur.
- B). COST OF TENDER PAPER: Rs. 500/- (Rupees Five Hundred only) (Non-refundable)

To be filled in by the bidder.

Demand Daft / Pay Order No. Dated/...../ 2017
(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 : 17.10.2017 BY 2:30 PM.

D) DATE & TIME OF OPENING OF TENDERS : 17.10.2017 BY 4:00 PM in the office of PD,DRDA,Jagatsinghpur.

E) ADDRESS FOR SUBMISSION OF TENDER PAPER

DSMS,Jagatsinghpur
C/o DRDA,Jagatsinghpur
Sanara,Jagatsinghpur
Pin-754104
ODISHA

Terms of Reference for Security Services in Pallishree Mela-2017 at Paradeep.

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

Per Shift Tentative Requirement of Security Personne during Pallishree Mela-2017

Security Guard with Lathi per Shift-	08
Arm Guard (with gun)	- 00
Supervisor	- 01
Total	- 09 per shift.

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 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 during 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. 4,000/- (Rupees Four thousand only) in shape of demand draft/pay order in favour of DSMS JAGATSINGHPUR payable at Jagatsinghpur. The E.M.D. amount of the successful bidder will be kept with DSMS, Jagatsinghpur till the completion of the PALLISHREE MELA-2017. 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 the event.
10. The rate offered by the firm should be valid till completion of the PALLISHREE MELA-2017
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. 4,000/- (Rupees four thousand only) in favour of DSMS JAGATSINGHPUR in shape of Demand draft/pay order.**
 - e. Valid service tax and GST 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 2017 of the previous financial year, should be at least Rs. 1.50 Lakhs. And audited financial statement to be attached.

Project Director, DRDA
Jagatsinghpur

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,JAGATSINGHPUR. 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 PALLISHREE MELA- 2017 AT PARADEEP.

(Last date for submission of duly filled in tender document is _____)

To

Chief Executive
DSMS,Jagatsinghpur.,
C/O DRDA,Jagatsinghpur.

Sir,

I / We do hereby submit item wise quotation below for Security Service for Pallishree Mela, 2017 at Paradeep organized by DSMS,Jagatsinghpur.

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