

DISTRICT SUPPLY AND MARKETING SOCIETY, KALAHANDI
(Under the aegis of ORMAS, Panchayati Raj Deptt. Govt. of Odisha, Bhubaneswar)
DRDA, KALAHANDI (BHAWANIPATNA), ODISHA-766001

Notice No: 329 Date: 18/12/2017

TENDER CALL NOTICE

FOR TENTAGE & ALLIED WORKS, SECURITY SERVICES WORK TO BE TAKEN UP FOR "STATE LEVEL PALLISHREE MELA-2018" FROM 14TH TO 18TH JANUARY 2018 AT LAL BAHADUR SHASTRI STADIUM, BHAWANIPATNA, KALAHANDI ON THE OCCASION OF 22ND KALAHANDI USTAV "GHUMURA 2018".

Sealed Tenders are invited from reputed tent houses/ firms / agencies of Odisha with certain terms and conditions for the tent & allied works & security services to be taken up for "State Level Pallishree Mela-2018" to be organized by ORMAS, PR & DW Dept. Govt. of Odisha from 14th to 18th January 2018 at Lal Bahadur Shastri Stadium, Bhawanipatna, Kalahandi.

The tender papers along with detail specifications and eligibility criteria of the above works will be available in DSMS Office at DRDA Building, Kalahandi from 19th December 2017 to 28th December '2017 up to 12.00 Noon during office hours or Tender paper can be downloaded from ORMAS / District website- www.ormas.org or www.kalahandi.nic.in respectively during the same period. The bidders who will download the Tender paper (only tentage work) are required to submit the cost of the Tender Paper i.e. Rs. 2,000/- (Rupees Two Thousand) only in shape of Demand Draft made in favour of "Chief Executive DSMS, Kalahandi" from any nationalized bank payable at Bhawanipatna along with the bid documents. The sealed tenders completed in all respect should reach the under signed by 28th December 2017 up to 12.00 Noon.. The outer envelope is to be superscripted with the tender work like **TENDER DOCUMENT FOR TENTAGE / SECURITY SERVICES WORK FOR "STATE LEVEL PALLISHREE MELA 2018 AT LAL BAHADUR SHASTRI STADIUM, BHAWANIPATNA, KALAHANDI"** along with the contact details of the bidder.

The Tenders will be opened on 28.12.2018 at 4.00 P.M in the office chamber of Project Director DRDA, Kalahandi. The details of Terms and conditions and EMD etc. can be viewed in ORMAS & District website i.e. www.ormas.org or www.kalahandi.nic.in.


Project Director
DRDA, Kalahandi

Memo No 330

Date 18/12/2017

Copy submitted to the Executive Director, ORMAS, Bhubaneswar/ for kind information with a request to webhost the tender call notice on the official website of ORMAS and Notice boards of ORMAS for wide publicity.


Project Director
DRDA, Kalahandi

DISTRICT SUPPLY AND MARKETING SOCIETY, KALAHANDI

(Under the aegis of ORMAS, Panchayati Raj Deptt. Govt. of Odisha, Bhubaneswar)
DRDA, KALAHANDI (BHAWANIPATNA), ODISHA-766001

Memo No: 331 Date: 18/12/2017

Copy forwarded to **DIO, NIC, Kalahandi** for information and necessary action. He is requested to webhost the tender call notice along with the tender documents on the District website for wide publication.


Project Director
DRDA, Kalahandi 18/12/2017



Panchayati Raj & Drinking Water Department
Government of Odisha

TENDER PAPER

(Tentage & Allied works)

For

State Level Pallishree Mela-2018

14th to 18nd January, 2018

Lal Bahadur Sashtri Stadium, Kalahandi

Organized by

ORMAS/OLM, PR & DW Deptt. Govt. of Odisha

In Association with

District Administration (DRDA), Kalahandi

District Supply and Marketing Society, Kalahandi

O/o DRDA, Kalahandi-766001

Phone No:-06670-231026

**DETAILS ON TENDER PAPER, EMD, BIDDER FOR TENTAGE & ALLIED WORK FOR
"PALLISHREE MELA-2018".**

The Tender paper can be downloaded from the websites: www.ormas.org/www.Kalahandi.nic.in

- A) Cost of Tender Paper : Rs. **2,000.00** (Rupees two thousand only) Non-Refundable
B) E.M.D (Refundable) : Rs. **25,000/-** (Rupees Twenty five thousand) only in shape of Demand Draft /Pay order in favour of DSMS, Kalahandi payable at Kalahandi.

To be filled in by the bidder.

Demand Daft / Pay Order No. Dated/...../ 201
(DD/PO to be attached with the Tender Paper)

NAME AND ADDRESS OR BIDDER:

To be filled in by the bidder.

Bidder Name and Address:

M/s
.....

Signature of the bidder

C) Closing Date & Time for Receipt of Tender Paper: 28th December 2017 latest by 12 noon.

D) Date & Time of Opening of Tenders: 28th December 2017 at 4.00 pm, DRDA, Kalahandi

E) ADDRESS FOR SUBMISSION OF TENDER PAPER:

District Supply and Marketing Society, Kalahandi
O/o-DRDA, Kalahandi-766001
Phone No:-06670-231026

**Terms of Reference to the tender paper for the Tentage & Allied works of
Pallishree Mela -2018 at Lal Bahadur Shatri Stadium, Bhawanipatna Kalahandi**

I. TERMS AND CONDITIONS OF TENDER FOR TENT & ALLIED WORKS

1. The bidders are required to deposit Rs. ,2000/- (Rupees two thousand only) towards cost of tender paper (non-refundable) in shape of Demand Draft / Pay Order in favour of "DSMS, Kalahandi" payable at Kalahandi to be attached, tender paper to be downloaded from the website.
2. The bidders are required to deposit the E.M.D of Rs.25, 000/- (Rupees Twenty five thousand only) in shape of Bank draft / Pay Order in favour of "DSMS, Kalahandi" from any Nationalized Bank. The E.M.D. of the successful bidder will be kept with DSMS till the completion of the exhibitions i.e. for a period of one – two months (2018). In case of any unsatisfactory work, delay in execution of work etc. the E.M.D will be forfeited as per the decisions of the authority. Tender papers without E.M.D shall not be accepted.
3. Experience of having successfully completed similar works during last three years ending last day of the month previous to the one in which application are in invited.
4. The bidders should have registered his firm under Goods & Services Tax (GST), Income Tax (PAN) & also deposited upto date service tax challan upto June 2017 (Migrated to GST from 01.07.2017)
5. All tenderers are required to quote their rate excluding GST as applicable. GST will be paid separately over and above the approved rate by the authority. Registered taxable persons shall raise GST compliant invoices by clearly mentioning their GST-IN and applicable GST rate to be charged upon the services on the approved rate.
6. TDS applicable will be deducted from the bill amount submitted and will be deposited under concerned head of account.
7. Average Annual Turnover should be at least Rs. 15 Lakhs in last three year i.e. for 2014-15, 2015-16 & 2016-17
8. The duration of the exhibition will be for 5 days. In case of any extension of Mela period, no extra payment will be entertained for the additional days. The venue shall be made available to the contractor by the District Administration / DSMS before 10 days of commencement of the exhibition. All the desired works should be completed at least one day before the scheduled date and time of the inauguration of exhibition and should be handed over all the works as per specification, to the in-charge of exhibition.
9. The bidder shall quote their price for all the items without leaving blank. If found so, the bid will be treated as non-responsive and rejected.
10. The bidder has to quote the rate as per the given format.
11. On completion of the exhibition, the contractor shall have to take away all the materials within five days & vacate the place with the same condition while occupying the ground.
12. The contractor should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.
13. The final payment will be made on the basis of the actual work done and Work Assessment Report in the specified format by the Mela-in-charge. The contractor shall not use any additional materials other than the work specified in the work order without the prior permission of the Mela-in-charge. In case of any additional requirement, the contractor has to take the prior written permission from the Mela-in-charge.
14. The bidder along with manpower and the committee formed by the mela-in-charge should do a proper assessment and the actual work done during the mela period.

15. Bidder will be responsible for up keep and maintenance of the entire work done by him till the closing of the exhibition. DSMS will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.
16. No part of the contract will be sub-let without the prior written permission of the Mela-in-Charge.
17. For convenience and effective delivery, the tender is to be treated as a package of services. Evaluation of the competitive bidding price will be made taking into account the total amount calculated on the entire items.
18. It shall be the responsibility of the service provider/contractors to obtain requisite permission for electricity connection / fire services for the exhibition period from statutory bodies. The bidder has to supply the fire protection equipment like extinguisher as per the requirement of each mela duly certified by the Fire Officer of the concerned area and adhere to the fire safety norms.
19. The bidder has to treat the materials to be used in Tentage work (like - Cloths), with Fire Repellant Chemicals. This work has to be certified by the concerned district fire officer/ Asst. Fire Officer, Kalahandi.
20. In regard to electrical fittings etc. the contractor shall have to engage qualified licensed electrician/contractor entitled to erect, handle and maintain high tension supply line and its up keep and maintenance.
21. The authority is not bound to accept the lowest tender and reserves the right to inspect / verify the stock of materials required for this work, in Go-down of bidders by nominating a Committee to ascertain the credibility of the firm. Further the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof.
22. The bidder or the representative of the bidder should attend the opening event of the tender with all original documents /papers for verification, if required.
23. The rate offered by the firm shall be including of all taxes and duties, as applicable.
24. The bidder is to submit self attested photocopies of the required documents with duly filled in tender paper. The documents to be submitted by the bidder are:
 - i. Tender paper collected from DSMS, Kalahandi or downloaded from the district website i.e. www.Kalahandi.nic.in ORMAS website i.e. www.ormas.org EMD of Rs. 25,000 /- (Rupees Twenty five thousand only) in shape of Bank Draft or Pay Order in favour of DSMS, Kalahandi.
 - ii. Document in support of Experience of having successfully completed similar works during last three years ending last day of the month previous to the one in which application are in invited.
 - iii. Copy of the GST registration certificate in favour of the firm from Commercial Tax under Goods and Services Tax (GST), Income Tax (PAN) & upto date Service Tax Deposited upto June 2017 (Since migrated to GST from 01.07.2017).
 - iv. The bidder has to submit the Audited Financial Statement of last three years i.e. for 2014-15, 2015-16 & 2016-17 duly attested by the Chartered Accountant and certified copy stating the turnover by Chartered accountant shall be submitted.
 - v. Average Annual Turnover should be at least Rs. 15.00 Lakhs in last three year as on 31.03.2017.
 - vi. Self attested photocopy of valid electrical license from Competent Authority or authorization from any registered electrical contractor for execution of electrical work. In case of authorization from any registered electrical contractor, the self-attested copy of the valid electrical license of contractor has to be submitted.

 **ACCEPTED THE ABOVE TERMS AND CONDITIONS FROM PRE PAGES.**

Signature with seal

II. SPECIFICATION FOR WORKS

Following works will be required to be taken

Detailed specification of above mentioned works are:

1. Erection of Stall
2. Coordination Cell -Cum-VIP Lounge
3. Gates
4. Ground Electrification with generator set
5. Temporary toilets for visitors
6. Accommodation

1. ERECTION OF STALL

The details of specifications are given below:

Sl.No	Particulars	Stall Category
1	Structure	Bamboo (3 to 6 inch) & cloth (with Anti fire chemical Treatment) structure, Size of each stall – 10' X 10' with tarpaulin water proof roofing.
2	Flooring	Full flooring Coir Matting. With the ground covering with synthetic matting in entire stall area.
3	Ceiling & Wall	Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin and G.I. Sheets (22 Gage corrugated sheet). The GI Sheets shall be fixed horizontally supported with wooden bellies. (ALL NEW WHITE COTTON CLOTHES TO BE USED)
4	Racks	Three tire racks. The shelf of the racks will be of size 1'.6" X 10' with the first layer fixed at a height of 2'6" & covered with white cloth. The space below racks will be used for storage of goods.
5	Facia	A wooden batten frame for Running Facia will be erected. The frame will have 2' front projection & 4' height. The facia will be covered with cloth. A running white cloth jhallar of 1' width will be put in the front side, below to the fascia frame.
6	Furniture	Front counter table in wooden batten and planks / steel table size 8' x 2' X 3' height and wrapped with new white cotton cloth. Plastic moulded Chair – 2 nos.
7	Electric Fittings	T5 Light – 3 no. (2 number of light should be connected with generator) & on/off switch for use in night time after closing, Ceiling Fan – 1 no. connected with an on/off switch in each stall. 1 no. of 5 Amp Plug Point, if required.
8	Numbering of Stall	All stalls should be numbered with vinyl with sun board. Vinyl name plate mentioning state's name should pasted on each stall.
9	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.

2. COORDINATION CELL -CUM-VIP LOUNGE:

One Coordination Cell –cum- VIP Lounge will be erected- **ONLY NEW COTTON CLOTHES SHOULD BE USED.**

The bidder has to be quoted as a **package** against the detail specifications given below:

Sr.	Particulars	Work Specifications
		Category
	Design	As per the design and specification to be given by Authority. (Size- Approx 40' x 40')
A	Structure	Bamboo Bala with tarpaulin covering. The design structure should be covered with batten framing & cloth of appropriate colour. Design of the structure will be informed by the authority
B	Size	40 ft X 40 ft.
C	Ceiling & Wall	Ceiling of Coordination Cell shall be finished with white Cotton Cloth properly stretched on wooden batten frames. The control room will be separated in to 4 individual rooms of different sizes to be used as office, waiting space, VIP lounge and store with the cloth and wooden batten frame work walls/partitions.
D	Counter	One long table covered with new cotton cloth will be fixed in the office room. One window of minimum size 5' X 4' will be on the wall of office room towards the counter.
E	Flooring	Wooden plank platform of 1' height & full Floor synthetic Matting.

F	Furniture	Front office counter table either in wooden batten frame and ply wood/steel tables with attractive shapes – 3 no., 10 no. of revolving cushion chairs, 3 sets of steel sofa set for VVIPs (for 16 persons), 4 no. of center table of low height, 10 no. of glasses with cover, 4 no. of waste bin basket, 20 no. of plastic moulded chairs, one steel almirah with key, one water filter and two steel tables for pantry room & two standard table for computer operation. The doors should be covered with sambalpuri cloth curtain.
G	Electric Fittings	Tube Light – 20 no. , Ceiling Fan – 8 no., 4 no of sound less pedestal fan, 1 white Mercury light (100 watt) (to be connected with a on/off switch in the each room, 6 no. of 5 Amp Plug, 2 no. 15 Amp. Plug provisions for computer, printer, scanner & LCD projector. Other decorative light like hanging chandelier (<i>jhaada</i>) etc.
H	Sound System	One audio DVD/CD player and one microphone with amplifier for public announcement. The speakers be fitted in such a manner that the announcement should cover to entire ground.
I	Closures	Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell for night closing.
J	Flower Decoration	Flower Vase with Sufficient Live flower decoration at the entrance and exit and other places, Live flower pots at the four sides of the Coordination Cell with thermocol lettering and thermocol panels at the entrance (written in English & Odia).
K	Barricading	Entire coordination centre should be barricaded with iron/Bamboo materials with electric doom light fittings.

3. GATES:

a. Main entrance Gate:-

Following are the specifications erection of gate in the mela ground:

Sr.	Particulars	Category
A	Structure	Bamboo Structure, Wooden Batten framing, box type structure.
B	Size	Pillars height will be of 12' to 14' with 16' cleared width between the pillars, length 25' and width of pillar will be 4' all around.
C	Covering	Gate should be erected with batten framing, flex/ cotton cloth mounting with design work as per approved design Colour & design for flex will be given 5 days before the mela. The Executing agency has to print & fixes it their own cost
D	Lighting	Sufficient lighting arrangement with metal light.
E	Flowering	Live flower chains will be put in the gates and the same should be changed every alternate day.

b. Road cross gate:-

Sr.	Particulars	Category
A	Structure	Bamboo Structure, Wooden Batten framing, box type structure.
B	Size	As per the convenient.
C	Covering	Gate should be erected with batten framing, flex/ cotton cloth mounting with design work as per approved design. Colour & design for flex will be given 5 days before the Mela. The Executing agency has to print & fixes it their own cost
D	Complete	The Gate must be completed by 10 th January-2018.

4. GROUND ELECTRIFICATION & GENERATORS:

Generator sets of 25 KVA with required fuel shall be provided by the bidder for the entire exhibition period. The bidder should always be prepared for uninterrupted power supply for the exhibition. The generator circuit should be connected with one tube light / LED bulb of each stall, Few ground light, Control Room & sound system. Sufficient Ground light / Metal light / LED light should be installed. All the electrical works should be perfectly installed & executed by competent personnel to avoid any electrical accident. Necessary fire proof measures to be taken for that purpose.

5. TEMPORARY TOILET FOR VISITORS:

Two numbers of (1 for male & 1 for female) Temporary urinals & toilets should be installed with all sanitary fittings in the mela ground along with water facilities & wash basin for the participant and visitors. The quality of these toilets should be good, as there is a huge turnover of visitors to this Pallishree Mela.

6. ACCOMODATION:

Besides works from item No.1 to No.5 following items may be required as per need. Bidder is to quote their unit price in quotation part for supply of the same as per the indent to the accommodation venue arrange by the authority.

S. N	Items	Qty. required
1	Bed Set (Bed & Pillow with Cover)	100 pcs.

TECHNICAL PROPOSAL SUBMISSION FORMS

TECH -1 **COVERING LETTER**

(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

The Chief Executive
DSMS, Kalahandi
O/o-DRDA, Kalahandi
Odisha-766001

Sub: Tentage & Allied Works for State Level Pallishree Mela, 2018. [TECHNICAL PROPOSAL]

Dear Sir,

I, the undersigned, offer to participate in the selection process for _____ in accordance with your Request for Proposal No.: _____, dated _____. We are 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. 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 document. In case any provision of this documents are 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.

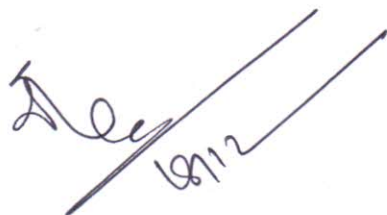
I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

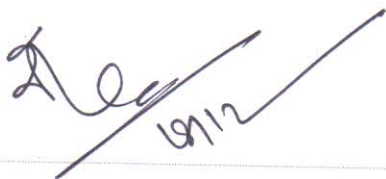


TECH-2
Bidder's Organisation
(General Details)

Sl No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id : Cash:-	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Tender Paper Fee Details Amount : BC/DD No. : Date: Name of the Bank: Cash:	
6	EMD Details Amount : BC/DD No.: Date: Name of the Bank:	
7	PAN Number	
8	Goods and Services Tax Identification Number (GSTIN)	

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____



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

Financial Information in INR			
Details	FY 2014-15	FY 2015-16	FY 2016-17
Turnover from tent & allied Works (in Lakh)			

Supporting Documents:

Audited certified financial statements for the last three FYs (2014-15, 2015-16 and 2016-17) (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 CA 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: _____

De
19/12

TECH - 4
(BIDDER'S PAST EXPERIENCE DETAILS)

Table -1 (List of completed assignments only of similar nature during last 3 years)

Sl. no.	Period	Name of the Assignment with details there of	Name of the Client	*Contract Value (In INR) and Duration in Month		Date of Award / Commencement of assignment	Date of Completion of Assignment		Remarks if any
A	B	C	D	E		F	G		H
1									
2									
3									

Note: Bidders are requested to furnish the list of the assignments undertaken during the last 3 Financial Years (14-15, 15-16 & 16-17) 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. Bidders are requested to attach at least 5 best photographs of their creative's from each assignment.

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

Communication Address of the Bidder: _____

Handwritten signature and date 18/12

FINANCIAL PROPOSAL SUBMISSION FORMS
COVERING LETTER (In Bidders Letter Head)

[Location, Date]

TO:

The Chief Executive
DSMS, Kalahandi
O/o-DRDA, Kalahandi
Odisha-766001

Sub: Submission of Financial Proposal for Tentage & Allied Works for State Level Pallishree Mela-2018

Sir

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal No. _____, Dated: _____. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures *]. 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 RFP document. Items wise rate as per format given in the RFP documents are given below:

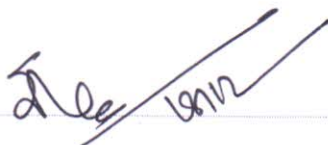
Sr.	Item	Unit	Required Qty. in units	Cost per unit	Total Amount [in Rs.]
1	Erection of stall	Per Stall	120 stall		
2	Coordination Cell -Cum-VIP Lounge	Per package	1		
3	Gates	Per Gate	1 Nos		
a	Main Entrance / Exit Gate	Per Gate	1 Nos		
b	Road Crossing Gate	Per Gate	2 Nos		
4	Ground Electrification & Generator	Per package	2 Nos		
5	Temporary Toilet for visitors	Per urinal	2 urinals		
6	Accommodation	Per package	100		
TOTAL					

I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly. I understand that you are not bound to accept any proposal you receive. Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:



ANNEXURE
BID SUBMISSION CHECK LIST

Annexure – I

S/no	Description	Submitted (Yes/No)	Page No.
TECHNICAL PROPOSAL			
(PART – A)(ORIGINAL)			
1	Filled in Bid Submission Check List (ANNEXURE-I)		
2	Covering Letter (TECH A-1)		
3	Tender paper cost of Rs. 2000/- in form to DD/ BC/Cash		
4	EMD of Rs. 25000/- in form of DD/BC		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number(GSTIN)		
8	Copies of IT Returns for the last 3 AYs (14-15, 15-16 & 16-17)		
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 orders for the respective assignments		
12	Undertaking for not have been black listed by any Central / State Government/any Autonomous bodies during its business career.		
13	Copy of the Electrical License / Contractor hired by the bidder		
FINANCIAL PROPOSAL			
1	Covering Letter (FIN-1)		

Undertaking:

- All the information have been submitted as per the prescribed format and procedure.
- 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.
- All pages of the proposal have been sealed and signed by the authorized representative.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____





Panchayati Raj & Drinking Water Department
Government of Odisha

TENDER PAPER

(Security Service)

For

State Level

Pallishree Mela-18

14th to 18th January, 2018

Lal Bahadur Shastri Stadium, Bhawanipartna, Kalahandi

Organized by

ORMAS/OLM, PR & DW Deptt. Govt. of Odisha

In Association with

District Administration (DRDA), Kalahandi

District Supply and Marketing Society, Kalahandi

O/o DRDA, Kalahandi-766001

Phone No:-06670-231026

**DETAILS ON TENDER PAPER, EMD, BIDDER FOR DEPLOYMENT OF SECURITY
PERSONNEL "PALLISHREE MELA 2018".**

The Tender paper can be downloaded from the following websites:

A) E.M.D (Refundable) : Rs. 4,000/- (Rupees Four thousand) only in shape of Demand Draft /Pay order in favour of DSMS payable at Kalahandi

To be filled in by the bidder.

***Demand Daft / Pay Order No. Dated/...../ 2017
(DD/PO to be attached with the Tender Paper)***

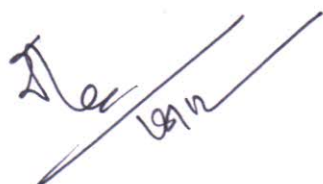
B) NAME AND ADDRESS OR BIDDER:

To be filled in by the bidder.

Bidder Name and Address:

M/s
.....

Signature of the Bidder



Terms of Reference for Security Services in State Level Pallishree Mela-2018 at Lal Bahadur Shastri Stadium, Bhawanipatna, Kalahandi

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	Kalahandi	Lal Bahadur Shastri Stadium, Bhawanipatna	22 nd Kalahandi Ustav "GHUMURA 2018"	14 th to 18 th January 2018	120	Mini

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.
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, GST registration certificate, up to date service tax deposit up to June 2017 (migrated to GST from 01.07.2017), 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, Kalahandi 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 exhibition. Minimum six nos. of security personnel & one supervisor will be engage.

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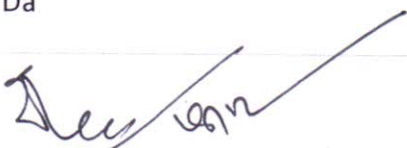
8. The bidders are required to deposit an earnest money of Rs. 4000/- (Rupees Four Thousand only) in shape of demand draft/pay order in favour of DSMS, Kalahandi payable at Kalahandi. The E.M.D. amount of the successful bidder will be kept with DSMS till the completion of the Event i.e. for a period of one to two months (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 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. 4000/- (Rupees Four Thousand only) in favour of DSMS, Kalahandi 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) 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 duly certified by Chartered Accountant Firm.

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.

Place:
Da

Signature of the Tenderer with seal



Quotation for providing security service in Pallishree Mela-18
at Lal Bahadur Shastri Stadium, Bhawanipatna, Kalahandi

(The last date for submission of duly filled in tender document by 26.12.2017 at 12.00 Noon and same shall be opened on same day at 4.00 PM, DRDA, Kalahandi)

To

The Project Director,
DRDA, Kalahandi

Sir,

I / We do hereby submit item wise quotation below for security service in Pallishree Mela 2018 at Lal

Bahadur Shastri Stadium, Bhawanipatna, Kalahandi 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 Tender

