

TENDER PAPER

OF Security Services For

State Level Pallishree Mela-2020

at

Near Badabagicha, Deogarh

(10th To 14th Feb-2020)

Organized by
DSMS /DRDA, Deogarh/ORMAS, Bhubaneswar
Office of DRDA, Purunagarh, Deogarh
Odisha, Pin- 768119

Tender paper can be downloaded from the following websites: www.ormas.org or www.deogarh.nic.in. can be obtained from the office of DSMS, Deogarh at "DRDA, Building Deogarh during office hours.

Accepted by the Bidder (Signature of bidder)-1

DETAILS ON TENDER PAPER, EMD, BIDDER FOR DEPLOYMENT OF SECURITY PERSONNEL DURING STATE LEVEL PALLISHREE MELA-2020

- A) E.M.D (Refundable) : Rs.5000/- (Rupees five thousand five hundred) only in shape of Demand Draft /Pay order in favor of DSMS DEOGARH payable at Deogarh.
- B) Tender Paper cost : Rs. 300/- (Rupees three hundred) only in shape of Demand Draft /Pay order in favors of DSMS DEOGARH payable at DEOGARH.

To be filled in by the bidder.

Demand Daft / Pay Order No. Dated/...../ 2020
(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 : 17th Jan-2020 latest by 3.00 PM.

D) Date & Time of Opening of Tenders: 17th Jan – 2020 at 3.30 PM at DRDA Conference hall, Deogarh Office.

E) ADDRESS FOR SUBMISSION OF TENDER PAPER drop at tender Box available with DRDA, Deogarh Office/Registered post /Speed Post

**Office of the Project Director DRDA, Deogarh
C/o-District Rural Development Agency (DRDA), DEOGARH,
Purunagarh, Deogarh, Odisha, Pin - 768119**

Exhibition Period

State Level Pallishree Mela at Near Badabagicha Deogarh from 10th to 14th Feb-2020 during Utsav Pradhanpat-2020.

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.

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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, 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 State Level Pallshree Mela-2020

Security Guard with Lathi	-	18
Arm Guard (with gun)	-	01
Supervisor	-	03
Total	-	22 nos. (per day)

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 DEOGARH 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.
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. 5000/- (Rupees five thousand only)** in shape of demand draft/pay order in favor of DSMS DEOGARH payable at Deogarh. The E.M.D. amount of the successful bidder will be kept with DSMS DEOGARH till the completion of the State Level Pallishree Mela-2020. 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.



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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 State Level Pallishree Mela-2020.
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. **60,000.00(Rupees Sixty thousand) only.**
14. **While submitting the tender, the bidders 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. 5000/- (Rupees five thousand only) in favor of DSMS DEOGARH in shape of Demand draft/pay order along with DD/ receipt of the tender paper cost.**
 - 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 2019 March of the previous financial year, should be at least Rs. 4.00 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 DEOGARH. 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 Tenderer with seal



Accepted by the Bidder (Signature of bidder)-4

**Quotation for providing security service in State Level PallishreeMela-
2020 at Deogarh.**

(Last date for Submission of Duly Filled in Tender Document is 17th Jan – 2020 latest by 3:00 PM)

To

The Project Director
DRDA, DEOGARH.

Sir,

I / We do hereby submit item wise quotation below for Security Service for State Level PallishreeMela-2020 to be organized by ORMAS/DRDA,DEOGARH from 10th to 14th Feb-2020.

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 Tender -----

Name of the Organization/agency-----

Address Details-----

Contact No-----



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