

## **DISTRICT ADMINISTRATION, PURI**

Office of Zilla Parishad, Harihar Chhak, Katcheri Road, Puri  
Odisha, Pin- 752001

No. 1252

Date: 08/05/23

### **TENDER CALL NOTICE**

#### **FOR SUPPLY OF SECURITY FOR NATIONAL LEVEL PALLISHREE MELA -2023**

Zilla Parishad invites sealed bids from reputed, registered / sole proprietor Suppliers/ Firms for Security Services for National Level Pallishree Mela-2023. Bidders fulfilling the prescribed eligibility criteria of the tender can access and download the complete Tender Document and other details from [www.puri.nic.in/](http://www.puri.nic.in/) [www.ormas.org.in](http://www.ormas.org.in)

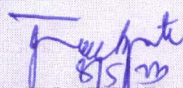
The bid calendars under the end to end process are:

Sl.	List of Key Events	Critical Dates
5.	Date of Issue of Tender Call Notice	08-05-2023
6.	Last Date for Submission of Bid	30-05-2023, 5.00 PM
7.	Date of Pre Bid Meeting	17-05-2023, 11.30 AM
8.	Date of Opening of Technical Bid & Financial Bid	31-05-2023, 11.30 AM

The bid complete in all respects must reach the undersigned by **Speed Post/ Registered Post/Drop in the Tender Box** only latest by **30-05-2023, 5.00 PM** in a sealed envelope clearly mentioning on the top of it **"Security Services for National Level Palishree Mela-2023"**

The Bid processing fee Rs. 500/- + GST 18% = Rs. 590/- in shape of Banker's Cheque / DD in favour of Chief Executive , DSMS, Puri drawn in any scheduled commercial; bank payable at Puri.

The proposals received beyond the last date and time will be rejected. The authority reserves the right to reject any/ all proposals without assigning any reason thereof.

  
CDO-cum-EO, ZP, Puri

CC: To the Notice Board of Zilla Parishad, Puri and webhosting of the same in district and ORMAS website for wide publicity.





# **TENDER DOCUMENT**

FOR

**Security Services**

For

**National Level Pallishree Mela 2023**

**At**

Bholanath Vidyapitha School Ground, PURI  
(From 19th to 28th June)

Organized by  
**ORMAS, Puri**

Office of the Zilla Parishad, Puri, Kacheri Road  
Odisha, Pin-752001

**DETAILS ON TENDER PAPER, EMD, BIDDER FOR DEPLOYMENT OF SECURITY  
PERSONNEL IN NATIONAL LEVEL PALLISHREE MELA 2023 AT PURI**

- A) TENDER PROCESSING COST : **Rs. 500/-** (Rupees Five Hundred) only in shape of Demand Draft /Pay order from any nationalized bank in favour of DSMS, Puri payable at Puri.

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

***Paper Cost Demand Daft / Pay Order No. .... Dated  
...../...../ 2023***

*(DD/PO to be attached with the Tender Paper)*

- B) AVAILABILITY OF TENDER PAPER: [www.puri.nic.in](http://www.puri.nic.in) & [www.ormas.org.in](http://www.ormas.org.in)

- C) E.M.D (Refundable) : **Rs. 5,000/-** (Rupees Five Thousand) only in shape of Demand Draft /Pay order from any nationalized bank in favour of DSMS, Puri payable at Puri.

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

***EMD Demand Daft / Pay Order No. .... Dated  
...../...../ 2023***

*(DD/PO to be attached with the Tender Paper)*

- D) NAME AND ADDRESS OR BIDDER:

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

*Bidder Name and Address:*

M/s

.....  
.....

Signature of the bidder

- E) LAST DATE & TIME FOR RECEIPT OF TENDER: **30/05/2023 latest by 5.00 PM.**

- F) DATE & TIME OF OPENING OF TENDERS : **31/05/2023 at 11.30 AM at ZILLA  
PARISHAD, Puri.**

**G) ADDRESS FOR SUBMISSION OF TENDER PAPER**

**Tender Box of ORMAS, Puri**  
**O/O ZILLA PARISHAD, Puri,**  
**Kacheri Road, Odisha, Pin-752001**

**H) Exhibition Period:**

The National Level Pallishree Mela at Bholanath School Ground, near- Gundicha Temple, Puri, Puri 19<sup>th</sup> to 28<sup>th</sup> June during Ratha Yatra.

**I) 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. Smart and Young
2. Dressed in proper neat and clean uniform
3. Sincere, well behaved & disciplined
4. Able to read, write & speak Oriya. Working knowledge of Hindi & English.
5. Able to keep proper watch & ward
6. Knowledge of fire extinguisher operation
7. Able to ride motor bike
8. Minimum Qualification: Matriculation, +2 will be an added advantage

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

**J) Tentative Requirement of Security Personnel in Mela per day**

Security Guard with Lathi -	45
Supervisor -	3

Security personnel will be deputed at Mela ground and Accommodation places of the participants on shift basis & any other place as per assign by the authority. The service will be for 24 X 7 hours.

**K) Terms & Conditions:**

1. The firm should submit the documents in duplicate like **Registration Certificate, Pasara License** 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. ORMAS, Puri 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 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.
8. The tenderers are required to deposit an earnest money deposit of **Rs. 5,000/-** (Rupees Five Thousand) only & tender processing cost of **Rs. 500/-** (Rupees Five Hundred) only in shape of Demand Draft /Pay order from any nationalized Bank in favour of DSMS, Puri payable at Puri. The E.M.D. amount of the successful bidder will be kept till the completion of the event. 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. The rate offered by the firm should be valid for 12 months w.e.f. finalization of the tender.
10. The tenderers have to offer the price for all items together. Else the tender paper will not be considered for evaluation.
11. Sanctions of any advance will not be allowed. The payment will be made on completion of the event successfully and submission of proper bills.
12. The gross approved price would be including GST. The TDS as per law will be deducted from the bill amount and deposited with the concerned authority.
13. The offered price by the firm shall be including of all taxes and duties. But, the bidder should submit the bill showing the net value (+) Add: the GST as applicable as on date.
14. Payment will be made on completion of the event and satisfactory performance of the vender.

15. The tenderer should not be black listed by any organization/ department/ office.
16. The parties/ tenderer who will qualify the technical bid, in those case only the Financial Bid will be opened. The lowest and responsive bid shall be determined from the total price togethering all the items.
17. The authority reserves the right to reject any or all tenders without assigning any reasons thereof.

**L) The Eligibility documents to be submitted by the bidder are:**

- a) Copy of work orders/ experience certificate for similar nature of works for last 2 years with list of organizations.
- b) Copy of the Registration Certificate
- c) Copy of the GST Registration No
- d) Up to date EPF & ESI deposit of the employees.
- e) **Rs. 5,000/-** (Rupees Five Thousand) in shape of Demand Draft /Pay order from any nationalized bank in favour of DSMS, Puri payable at Puri.
- f) **Rs. 500/-** (Rupees Five Hundred) in shape of Demand Draft /Pay order from any nationalized bank in favour of DSMS, Puri payable at Puri.
- g) Copy of the Pasara license.
- h) Copy of the PAN card of the organization.
- i) 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. 50,000/- and it should be certified by chartered firm.
- j) Self-declaration in letter head that, the tenderer have not been black listed by any organization/ department/ Agency/ office.
- k) Self-declaration in letter head to the effect that the tenderer is not related with any staff of this office/ organization in any way.

**M) Quotation for providing Security Personnel in National Level Pallishree Mela Puri 2023**

**(Last date for submission of tender form is 30/05/2023, 5.00 PM)**

**To**

**The CDO-cum-EO**

**ZILLA PARISHAD , Puri**

Sir,

I / We do hereby submit item wise quotation below for Deployment of Security Personnel & Secretarial Manpower in Pallishree Mela to be organized by ORMAS, Puri from 18<sup>th</sup> to 28<sup>th</sup> June 2023:

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

(Quoted Rates should be inclusive of all taxes & duties)

**Signature with seal of the Tenderer**



**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 ORMAS, 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

  
DEPUTY CEO  
ORMAS, PURI

  
Chief Development Officer  
-cum-  
Executive Officer, Zilla Parishad  
Puri