

OFFICE OF ZILLA PARISHAD, KEONJHAR
(ORMAS CELL)
KEONJHAR- 758001, ODISHA

Notice No : 482


Date: 07/12/2024

SHORT TENDER CALL NOTICE

Sealed Tenders are invited from the experienced Firm/Agencies having successful track record and experience on Security Services for organization of the **Regional SARAS-2024** which is going to be organized coinciding with the **Gonasika Kendujhar Mahotsav** (from 18th – 27th December'2024) at Kali Padia & Keonjhar Stadium, Keonjhar. The tender paper can be downloaded from <https://kendujhar.odisha.gov.in> and <https://www.ormas.org> . The schedule for detail activities is given below:

Activity	Last Date for Submission of Tender Paper	Mode for Submission	Address for Opening of Bid Paper	Date & Time for opening of Bid Paper
Security Services	13/12/2024 by 11:00 A.M. (Friday)	Through Speed post / Registered Post / Courier/ Drop in the tender box. The Authority shall not be responsible for postal delay.	ORMAS, Keonjhar, C/o- CDO-Cum-EO Zilla Parishad, Keonjhar, 1 st floor of Zilla Parishad Office, Near Collectorate Campus, Keonjhar, Odisha-758001	13/12/2024 at 11:30 A.M. (Friday)

The undersigned reserves the right to accept or reject any or all the tenders without assigning any reasons thereof.


CDO-cum-EO
Zilla Parishad, Keonjhar

Tender Paper
of
Security Services
for
Regional SARAS-2024

Organized by
ORMAS, KEONJHAR

O/o Zilla Parishad, Keonjhar

DETAILS ON TENDER PAPER FOR DEPLOYMENT OF SECURITY PERSONNEL

The tender paper can be downloaded from the websites- <https://kendujhar.odisha.gov.in> and <https://www.ormas.org>

- A. Tender Fee (**Non-Refundable**) : **Rs. 1,000/-** (Rupees One Thousand) only in shape of Demand Draft /Pay order in favour of DSMS payable at Keonjhar.
- B. E.M.D (**Refundable**) : **Rs. 5,000/-** (Rupees Five thousand) only in shape of Demand Draft /Pay order in favour of DSMS payable at Keonjhar.
- C. **C. LAST DATE & TIME FOR RECEIPT OF TENDER: 13/12/2024 at 11:00 A.M. (Friday)**
- D. **DATE & TIME OF OPENING OF TENDER: 13/12/2024 at 11:30 A.M.**
- E. **ADDRESS FOR SUBMISSION OF TENDER PAPER**

**ORMAS, Keonjhar,
C/o- CDO-Cum-EO
Zilla Parishad, Keonjhar,
1st floor of Zilla Parishad Office,
Near Collectorate Campus,
Keonjhar, Odisha-758001**

SECURITY SERVICES

1. Background:

Regional SARAS, 2024 is an initiative to provide a direct selling platform to the rural producers to exhibit their products eliminating intermediaries. It is being organized by ORMAS, Keonjhar under Panchayati Raj and Drinking Water Department, Govt of Odisha since long. It aims to strengthen the rural economy, thereby generating confidence and accelerating the development of rural crafts. The exposure to the urban market helps the rural artisans to sell their product portfolio to suit needs of urban customers. It creates ample space for cross-learning increases the bargaining power of the rural poor and enabling them to get better price realization for their products.

2. Exhibition Calendar:

The calendar of Regional SARAS to be organized by ORMAS, Keonjhar as per the details given below, is purely tentative. Any place or period as proposed below may change/vary in course of action. The programme given in the calendar may be cancelled without assigning any reasons 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 Tentative may vary	Type of Mela
1.	Keonjhar	Kali Padia & Keonjhar Stadium	Gonasika Kendujhar Mahotsav	18 th to 27 th December'2024	260	Regional SARAS

3. 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, sincere, well behaved & disciplined.
2. Able to read, write & speak Oriya. Working knowledge of Hindi & English.
3. Able to keep proper watch & ward.
4. Knowledge of fire extinguisher operation.
5. Able to ride motor bike.
6. Minimum Qualification: Matriculation, +2 will be an added advantage.
7. The Person engaged in the Security Guard with Lathi or the Supervisor **should not be repeated in another shift of a day and consecutive two shifts.**
8. Each guard should be aware of their duties & responsibilities during the duty hours.

4. Tentative Requirement of Security Personnel.

Security Guard with Lathi requirement				Supervisor requirement		
Dates	Morning (6 am - 2pm)	Peak Hour (2-10pm)	Night (10pm - 6am)	Morning (6 am - 2pm)	Peak Hour (2-10pm)	Night (10pm - 6am)
	Shift-A	Shift-B	Shift-C	Shift-A	Shift-B	Shift-C
17-12-2024	4	6	6	0	1	1
18-12-2024	7	14	14	0	2	2
19-12-2024	7	14	14	0	2	2
20-12-2024	7	14	14	0	2	2
21-12-2024	7	14	14	0	2	2
22-12-2024	7	14	14	0	2	2
23-12-2024	7	14	14	0	2	2
24-12-2024	7	14	14	0	2	2
25-12-2024	7	14	14	0	2	2
26-12-2024	7	14	14	0	2	2
27-12-2024	7	14	14	0	2	2
28-12-2024	6	Nil	Nil	0	Nil	Nils
Total	80	146	146	0	21	21
Grand Total Requirement for Security Guards with Lathi ----->			372	Grand Total Requirement for Supervisors ----->		42

Security personnel will be deputed at exhibition ground and Accommodation Places of the participants on shift basis as per the requirement of ORMAS, Keonjhar.

5. Terms & Conditions:

- i. The firm should submit the documents in duplicate such as **Registration Certificate, Pasara License, GSTIN Registration copy, up to date EPF & ESI deposit (Till 31/03/2024) and present customer list** with the tender paper positively. In absence of the documents mentioned above, the tender will be rejected.
- ii. The bidder can be a Company/ Partnership Firm Registered under relevant Acts.
- iii. **Last Three financial years Experience certificate (Work Order) for execution of Security work in ORMAS Mela or similar nature of work should be enclosed.**
- iv. ORMAS, Keonjhar will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the exhibition period.
- v. In case of any occurrence of theft, the Security Agency will conduct proper inquiry.
- vi. 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.
- vii. Arrangement of lodging, boarding & logistics of the guards during the exhibition period will be the responsibility of the Security Agency.

Tender Paper for Security Deployment in Regional SARAS, Keonjhar -2024

- viii. The required no. of security personnel & the time period of deployment will be intimated separately, well in advance of the exhibition.
- ix. The bidders are required to deposit the tender paper cost of **Rs.1,000/- (Rupees One Thousand only)** in shape of demand draft/pay order in favour of **DSMS, KEONJHAR** payable at Keonjhar. Tender papers without tender paper cost shall not be accepted/ considered.
- x. The bidders are required to deposit an earnest money of **Rs. 5,000/- (Rupees five thousand only)** in shape of demand draft/pay order in favour of **DSMS, KEONJHAR** payable at Keonjhar. The E.M.D. amount of the successful bidder will be kept with ORMAS, Keonjhar till the completion of the exhibition. 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.**
- xi. Sanctions of any advance will not be considered. Full & Final payment will be made on completion of the event.
- xii. The bidder has to offer the price for all items together or else the tender paper will not be considered for evaluation.
- xiii. **The bidder shall be selected whosoever quotes the lowest financial proposal (L1) and submitted all the required documents as mentioned in the tender paper.**
- xiv. **The rate offered by the firm shall be inclusive of all taxes and duties (GST Bill to be submitted).**
- xv. **While submitting the tender paper, the bidder should submit the following:**
- Copy of work orders/ experience certificate of similar nature of works for last 3 financial years with list of organizations.
 - Copy of the Registration Certificate
 - Up to date EPF & ESI (till 31/03/2024) deposit of the employees.
 - Tender Paper Cost of Rs.1,000/- (Rupees One thousand only) in favour of DSMS, KEONJHAR in shape of Demand draft/pay order payable at Keonjhar.**
 - EMD of Rs. 5,000/- (Rupees five thousand only) in favour of DSMS, KEONJHAR in shape of Demand draft/pay order payable at Keonjhar.**
 - Copy of the Pasara license.
 - The agency should have an average annual turnover of Rs. 3.00 lakhs (Rupees Three lakhs) from the Security Work during the last three financial years (2021-22, 2022-23, 2023-24).
 - GSTIN Registration certificate.
 - The bidder should not have been blacklisted by Central / State Govt. Institutions for any means of non-obligation. (Self-declaration format enclosed herewith).

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. 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 Bidder with seal

Place:

Date

FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED

I M/s. , (the name of the Bidder and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s/chief executive officer/ directors/managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting subsists as on the Proposal Due Date.

We further confirm that we are aware our interest for the work of ORMAS would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this tender at any stage of selection and/or thereafter during the term of the Contract.

Dated thisDay of, 2024

Signature of the Bidder with seal

Place:

Date

Price Bid for providing security service for Regional SARAS, 2024

To

**The CDO-Cum-EO
Zilla Parishad, Keonjhar**

Sir,

I / We do hereby submit item wise quotation below for security service for the exhibition, Regional SARAS- 2024, organized by ORMAS, Keonjhar.

Sl. No.	Category	Requirement (In Nos.)	Rate per shift i.e. 8 hours (in Rs.) (Rate quoted should be inclusive of all taxes and duties)	Amount (In Rs.) (Rate quoted should be inclusive of all taxes and duties)
1	Security Guard with Lathi	372		
2	Supervisor	42		
G. Total				

Signature of the Bidder with seal

Place:

Date