

DETAILS ON TENDER PAPER, EMD, BIDDER FOR DEPLOYMENT OF SECURITY PERSONNEL AND SANITATION WORKERS IN "REGIONAL SARAS FAIR 2018".

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

A) E.M.D (Refundable) : **Rs. 4000/-** (Rupees Four thousand) only in shape of Demand Draft /Pay order in **favour of DSMS, Angul payable at Angul.**

To be filled in by the bidder.

Demand Daft / Pay Order No. Dated/...../ 2018
(Demand Draft 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 and Sanitation works in Regional SARAS Fair 2018 at NALCO Nagar, Angul

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	Angul	Nalco Township Near Madhusudan Park	Biswakarma Puja	12 th – 23 rd Sept. 2018	300	Mega

B. (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. Dressed in proper uniform
2. Sincere, well behaved & disciplined
3. Able to read, write & speak Oriya. Working knowledge of Hindi & English required.
4. Able to keep proper watch & ward.
5. Knowledge of fire extinguisher operation
6. Minimum Qualification: Matriculation, +2 will be an added advantage.
7. Each guard should be aware of their duties & responsibilities during the duty hours.
8. Security personnel will be deputed at Mela ground and Accommodation places of the participants on shift basis.

B (II) Sweepers

1. Sincere, well behaved & disciplined
2. Able to keep proper hygienic condition of Mela Ground.
3. Preferable local sweepers should be engaged.
4. Sweepers should report on duty at 7.00 am at Mela Ground.
5. The Ground will be cleaned minimum once at Morning and once at Afternoon, if required multiple time cleaning will be made for which no additional cost will be paid.
6. Sweepers are required to dump the garbage of Mela Ground at specific place identified by NALCO Authority.
7. Minimum six Nos of Sweepers should be provided on daily basis with all equipments including gloves and masks for the sweepers.

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 2018 (migrated to GST from 01.07.2018), 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. ORMAS/DRDA, Angul 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 ground 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 the exhibition.*
8. *The tenderers are required to deposit tender paper cost worth **Rs. 1,000/- (Rupees One Thousand) only** & an earnest money E.M.D of **Rs.4, 000/- (Rupees Four thousand only)** in shape of demand draft/pay order in favour of **DSMS, Angul payable at Angul**. The E.M.D. amount of the successful bidder will be kept with ORMAS, Angul till the completion of the exhibitions i.e. for a period of One month (2018-19). In case of any unsatisfactory work, delay in execution of works etc. the E.M.D amount will be forfeited as per the decision of the authority. Tender papers without E.M.D will be rejected.*
9. *Sanctions of any advance will not be considered. Full & Final payment will be made on completion of event.*
10. *The rate offered by the firm should be valid for Regional Saras-2018.*
11. *The tenderers have to offer the price for all items together. Else the tender paper will not be considered for evaluation.*
12. *The price offered by the firm should be **excluding of GST**.*
13. *Any dispute in this matter is subject to Angul Jurisdiction only.*
14. *The authority reserves the right to reject any or all tenders without assigning any reasons thereof.*
15. **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, Angul 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) *Copy of the Pasara license.*
 - g) *Average Annual Financial Turnover during the last three year, ending 31st March of the previous financial year, should be at least Rs. 2, 00,000/-(Rupees Two Lakh) only. 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 ORMAS/DRDA, Angul. 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*

Accepted by the Bidder (Signature of bidder)



*Panchayati Raj & Drinking Water Department
Government of Odisha*

TENDER PAPER

(Security & Sanitation WORKS)

for

Regional SARAS Fair-2018

(12th to 23rd September, 2018)

NALCO Nagar, Angul

Organized by

District Administration, Angul

In Association with



***Collectorate Campus,
Angul, Odisha-759122***

Quotation for providing security service and Sanitation works in Regional SARAS Fair 2018 at Nalco Nagar, Angul

(The last date for submission of duly filled in tender document is 23/08/2018 (Up to 5.00 PM)

To

**The CE, DSMS,
DRDA, Angul**

Sir,

I / We do hereby submit item wise quotation below for security service in Regional SARAS Fair 2018 at Nalco Nagar, Angul organized by ORMAS/DRDA, Angul:

Sr.	Category	No. of Guard	Rate per shift i.e. 8 hours (in Rs.)
1	<i>Guard with Lathi</i>	1	
2	<i>Guard with Gun</i>	1	
3	<i>Supervisor</i>	1	
4	<i>Sweeper for cleaning of Mela Ground</i>	1	
G. Total			

Signature with seal of the Tenderer

Accepted by the Bidder (Signature of bidder)