

**Quotation Paper**  
of  
**Security Services**  
for

**National Level Pallishree Mela,  
Cuttack  
2022**

**Organized by  
ORMAS, CUTTACK**

**O/o Zilla Parishad, Cuttack**

**DETAILS ON QUOTATION PAPER FOR DEPLOYMENT OF SECURITY PERSONNEL**

The Quotation paper can be downloaded from the websites- [www.ormas.org](http://www.ormas.org)

A) E.M.D (Refundable) : **Rs. 5,000/-** (Rupees five thousand) only in shape of Demand Draft /Pay order in favour of DSMS payable at Cuttack.

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

**Demand Daft / Pay Order No. .... Dated ...../...../ 2022**  
*(DD/PO to be attached with the Quotation Paper)*

B) NAME AND ADDRESS OR BIDDER:

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

*Bidder Name and Address:*

.....

.....

**Signature of the bidder**

**C. LAST DATE & TIME FOR RECEIPT OF TENDER:** 07/10/2022 at 11.30 AM .

**D. DATE & TIME OF OPENING OF TENDER:** 07/10/2022 at 3 PM followed by Technical Presentation and Financial Bid opening for technically qualified bidders.

**E) ADDRESS FOR SUBMISSION OF QUOTATION PAPER**

**CDO-Cum-EO  
Zilla Parishad, Cuttack  
Near Collectorate, Chandni chowk, Cuttack, ODISHA-753002**

## **SECURITY SERVICES**

### **A. Background:**

National Level Pallishree Mela, 2022 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, Cuttack under the Panchayati Raj and Drinking Water Department, Govt of Odisha for years. 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 taint 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.

### **B. Exhibition Calendar:**

The calendar of National Pallishree Mela to be organized by ORMAS, Cuttack 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 reason thereof and no consideration will be entertained for the same.

<b>Sl.</b>	<b>Name of the District</b>	<b>Place of Exhibition</b>	<b>Occasion</b>	<b>Tentative Date of the Exhibition</b>	<b>No. of Stalls</b>	<b>Type of Mela</b>
1	Cuttack	Bali Yatra Ground	Bali Yatra	08 <sup>th</sup> -16 <sup>th</sup> November 2022	420	Mega

### **C. 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.
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.

#### **Tentative Requirement of Security Personnel**

Security Guard with Lathi	-	45
Supervisor	-	5
Total		50

Security personnel will be deputed at exhibition ground and Accommodation places of the participants on shift basis.

**D. Terms & Conditions:**

1. The firm should submit the documents in duplicate such as **Registration Certificate, Private Security Regulation Authority (PSRA) Act of 2005 or subsequent amendments, GSTIN Registration copy, up to date EPF & ESI deposit (Till 31/03/2022) and present customer list** with the tender paper positively. In absence of the documents mentioned above, the tender will be rejected.
2. The bidder can be a Company/Partnership Firm registered under relevant Acts
3. Experience certificate for execution of similar nature of work should be enclosed
4. ORMAS, Cuttack will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the exhibition period.
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 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 quotationers 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, CUTTACK. The E.M.D. amount of the successful bidder will be kept with ORMAS, Cuttack 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.
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 for one year.
12. The quotationer has to offer the price for all items together or else the tender paper will not be considered for evaluation.
13. The rate offered by the firm shall be inclusive of all taxes and duties.
14. **While submitting the quotation, the quotationer should submit the following:**
  - a) Copy of work orders/ experience certificate of similar nature of works for last 3 years with list of organizations.
  - b) Copy of the Registration Certificate
  - c) Up to date EPF & ESI (till 31/03/2022) deposit of the employees.
  - d) **EMD of Rs. 5,000/- (Rupees five thousand only) in favour of DSMS, CUTTACK in shape of Demand draft/pay order.**

- e) Copy of the Pasara license.
  - f) GSTIN Registration certificate
15. Authority can cancel the tender at any point of time without assigning any reason.

### **E. Evaluation of bidder**

The technical proposals shall be evaluated in two phases.

In the first phase the Technical Proposals shall be evaluated on the basis of minimum eligibility criteria as mentioned in the tender.

In the second phase, the firms which satisfy the minimum eligibility criteria shall be given marks based on Table: 1. Accordingly, firms will be ranked based on the marks allotted to them.

**Table: 1**

Sl. No.	Evaluation Criteria	Maximum Score
1	Similar nature of work.	<ul style="list-style-type: none"><li>• 10 marks for 1 similar nature of work and</li><li>• 5 marks for every additional similar nature of work in the last 3 calendar years (2018, 2019, 2020)</li></ul> Subject to maximum marks of 25
2	Number of Enforcement Personnel on the pay roll of the Agency.	<ul style="list-style-type: none"><li>• 15 marks for having 100 nos. of Personnel on the payroll of the Agency and</li><li>• 5 marks for every additional 50 no. of such enforcement personnel</li></ul> Subject to maximum marks of 25
3	Minimum Average Turnover of the Agency	<ul style="list-style-type: none"><li>• 10 marks for having minimum average turnover of INR 1 Crore in the last 3 financial years (2018-19, 2019-20 &amp; 2020-21) and</li><li>• 5 marks for each additional INR 50 Lakhs turnover</li></ul> Subject to maximum marks of 20
4	Presentation	Maximum marks of 30
TOTAL		100

Note: Similar nature of works means providing security personnel.

In the third phase the top 3 ranked firms shall be short listed and will be invited for opening of financial bid. The presentation format is elaborated in Table No. 2

Table: 2

Sl. No.	Evaluation Criteria	Maximum Score
1	Agency profile, Experience of Similar nature of work in the past.	15
2	Service standard delivery	15
	TOTAL	30

**Technical Score (Ts):** The Technical marks of participants shall be as per the point scoring methodology. Authority may include a panel of experts to evaluate the technical presentation. The bidders shall be invited for a PowerPoint presentation in front of the committee.

#### **Opening of Financial Proposal**

The financial proposals of the technically qualified bidders shall be ranked after the presentation shall be opened.

**Financial Score (Fs):** The lowest financial proposal will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:

$$Fs = 100 \times FM1/F1$$

(F1 = amount of Financial Proposal as proposed by the bidder; FM1 = Lowest financial quote)

#### **Combined and Final Evaluation**

Proposals will finally be ranked according to their combined technical (Ts) and financial (Fs) scores as follows:

$$S = Ts \times Tw + Fs \times Fw$$

(Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.70 and 0.30 respectively).

The Selected Applicant shall be the one who scores highest mark cumulatively in Technical and Financial.

**F. Submission of Proposal - Packing, Sealing and Marking**

The proposal shall be submitted in two parts -

- Part A - Technical Proposal
- Part B - Financial Proposal

The proposal shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized. Any interlineations, erasures or overwriting shall be valid only if they are initialled by the person or persons signing the proposal prior to opening of the same. The medium of language to be used in the proposals is English.

The Technical proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with bidder's name and address on the envelope and clearly marked as follows

Part-A:  
Technical proposal for

“SELECTION OF AN AGENCY FOR DEPLOYMENT OF SECURITY PERSONNEL”.

Part-B:  
Financial Proposal for

“SELECTION OF AN AGENCY FOR DEPLOYMENT OF SECURITY PERSONNEL”.

Both the above envelopes i.e. envelope for Part-A and envelope for Part-B must be packed in a separate sealed outer cover and clearly marked with the following on the top of the envelope:

Proposal for

“SELECTION OF AN AGENCY FOR DEPLOYMENT OF SECURITY PERSONNEL”.

The inner and outer envelopes shall be addressed to the following address:

**CDO-Cum-EO  
Zilla Parishad, Cuttack  
Near Collectorate, Chandni chowk, Cuttack, ODISHA-753002**

If the outer envelope is not sealed and marked as mentioned above, then Authority will assume no responsibility for the proposal's misplacement or premature opening.

## **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 Quotation with seal**

**Place:**

**Date**



**Quotation for providing security service for National Level Pallishree Mela, 2022**

**To**

**CDO-Cum-EO  
Zilla Parishad  
Cuttack**

**Sir,**

I / We do hereby submit item wise quotation below for security service for exhibition National Level Pallishree Mela- 2022, organised by ORMAS, Cuttack.

<b>Sr.</b>	<b>Category</b>	<b>No. of Guard</b>	<b>Lumpsum Rate per person per day i.e. a shift of 8 hours per day per person (in Rs.)</b>	<b>Total No of Guards Required per day</b>	<b>Amount (In Rs.)</b>
1	Guard with Lathi	1		45	
3	Supervisor	1		5	
<b>G. Total</b>				50	

Note: G. Total amount should be inclusive of all overheads like remuneration, arrangement of lodging, boarding & logistics of the guards etc. and all statutory taxes including GST.

**Signature with seal of the Quotationer**