



ଜିଲ୍ଲା ପରିଷଦ, କଟକ
ZILLA PARISHAD, CUTTACK

(ORMAS Section)
Po-Chandinichowk, Cuttack-753002,
e-mail- ori-dcuttack@nic.in

Notice No. 810 /ORMAS-DS/480/2024-25

Date 01/10/2024

TENDER CALL NOTICE

Sealed Tenders are invited from the experienced Firm/Agencies having successful track record on Security Services and Hoardings work for organization of the National Level Pallishree Mela coinciding with the famous **Cuttack Baliyatra Festival** (from 15th – 22nd November'2024) at Lower Baliyatra Ground, Cuttack. The tender paper can be downloaded from 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	21.10.2024 by 12'0 Noon	Through Speed post / Registered Post / Courier/ Drop in the tender box. The Authority shall not be responsible for postal delay or any consequence.	The CDO-cum-EO, Zilla Parishad, Near Collectorate, P.O.- Chandini chowk Cuttack-753002	21.10.2024 at 03:00 P.M.
Hoarding	21.10.2024 by 12'0 Noon			21.10.2024 at 03:00 P.M.


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


CDO-cum-EO
Zilla Parishad, Cuttack

Memo No. 811

Date 01/10/2024

Copy to the Notice Board of Zilla Parishad, Cuttack and ORMAS, Bhubaneswar for web hosting of the same in the ORMAS website for wide publicity.


Joint CEO, ORMAS

Tender Paper
of
Security Services
for

**National Level Pallishree Mela,
Cuttack
2024**

**Organized by
ORMAS, CUTTACK**

O/o Zilla Parishad, Cuttack

DETAILS ON TENDER PAPER FOR DEPLOYMENT OF SECURITY PERSONNEL

The Quotation paper can be downloaded from the websites- www.ormas.org

- A. Bid Processing Fee (Non-Refundable) : **Rs. 600/-** (Rupees Six Hundred) only in shape of Demand Draft /Pay order in favour of DSMS payable at Cuttack.
- 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 Cuttack.

To be filled in by the bidder.

Demand Daft / Pay Order No. Dated/...../ 2024
(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: 21/10/2024 at 12 Noon .

D. DATE & TIME OF OPENING OF TENDER: 21/10/2024 at 3 PM

E) ADDRESS FOR SUBMISSION OF TENDER PAPER

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

SECURITY SERVICES

A. Background:

National Level Pallishree Mela, 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, 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.

Sl.	Name of the District	Place of Exhibition	Occasion	Tentative Date of the Exhibition	No. of Stalls	Type of Mela
1	Cuttack	Bali Yatra Ground	Bali Yatra	15 th November to 22 nd November 2024	475	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.
8. The Person engaged in the Security Guard with Lathi or the Supervisor should not be repeated in another shift of a day.
9. Each guard should be aware of their duties & responsibilities during the duty hours.

Tentative Requirement of Security Personnel

Security Guard with Lathi	-	50
Supervisor	-	5
Total		55

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, 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.
2. Last Three financial years Experience certificate (Work Order) for execution of Security work in ORMAS Mela or similar nature of work should be enclosed.
3. ORMAS, Cuttack 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 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 each exhibition.
8. The bidders are required to deposit the tender paper cost of Rs.600/- (Rupees six hundred only) in shape of demand draft/pay order in favour of DSMS, CUTTACK payable at Cuttack. Tender papers without tender paper cost shall not be accepted.
9. 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, CUTTACK payable at 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 each event.
11. The bidder has to offer the price for all items together or else the tender paper will not be considered for evaluation.
12. **The bidder shall be selected whosoever quotes the lowest financial proposal (L1) and submitted all the required documents as mentioned in the tender paper.**
13. **The rate offered by the firm shall be inclusive of all taxes and duties.**
14. **While submitting the tender paper, the bidder should submit the following:**
 - a) Copy of work orders/ experience certificate of similar nature of works for last 3 financial years with list of organizations.
 - b) Copy of the Registration Certificate
 - c) Up to date EPF & ESI (till 31/03/2024) deposit of the employees.
 - d) **Tender Paper Cost of Rs.600/- (Rupees six hundred only) in favour of DSMS, CUTTACK in shape of Demand draft/pay order payable at Cuttack.**
 - e) **EMD of Rs. 5,000/- (Rupees five thousand only) in favour of DSMS, CUTTACK in shape of Demand draft/pay order payable at Cuttack.**
 - f) Copy of the Pasara license.

Tender Paper for Security Deployment in National Level Pallishree Mela, Cuttack -2024

- g) The agency should have an average annual turnover of Rs. 4.00 lakhs (Rupees Four lakhs) from the Security Work during the last three financial years (2020-21, 2021-22, 2022-23).
- h) GSTIN Registration certificate.
- i) 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 National Level Pallishree Mela, 2024

To

**The 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- 2024, organised by ORMAS, Cuttack.

Sr.	Category	No. of Guard	Rate per shift i.e. 8 hours (in Rs.) (Rate quoted should be inclusive of all taxes and duties)	Total No of Guards/ Supervisor Required per day	Amount (In Rs.) (Rate quoted should be inclusive of all taxes and duties)
1	Guard with Lathi	1		50	
3	Supervisor	1		5	
G. Total				55	

*** Total Shifts in a day – 3 shifts**

Signature of the Bidder with seal

Place:

Date