

# TENDER PAPER

OF

**Security Services**

For

**SISIR SARAS - 2016**

*(1<sup>st</sup> January -13<sup>th</sup> January 2016)*



SIRD Campus, Unit – 8, Bhubaneswar, Odisha, Pin - 751012  
Phone No. [0674] 2565871, Fax-2565872. [www.ormas.org](http://www.ormas.org).

**DETAILS ON TENDER PAPER, EMD, BIDDER FOR PROVIDING SECURITY SERVICES DURING SISIR SARAS-2016**

Tender paper can be downloaded from the following websites- [www.ormas.org](http://www.ormas.org) or [www.odishapanchayat.gov.in](http://www.odishapanchayat.gov.in). Or can be obtained from the office of ORMAS at "SIRD Campus, Unit – 8, Bhubaneswar, Pin 751012 during office hours.

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

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

***Demand Draft / Pay Order No. .... Dated ...../...../ 2015***  
***(DD/PO 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

C) Last Date & Time for Receipt of Tender : **17<sup>th</sup> December, 2015 latest by 3 PM.**

D) Date & Time of Opening of Tenders : **17<sup>th</sup> December, 2015 at 3.30 PM at ORMAS Office.**

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

**ORMAS** (Odisha Rural Development & Marketing Society)  
SIRD Campus, Unit – 8, Bhubaneswar, Odisha, Pin - 751012

## **TOR for Providing Security Services During SISIR SARAS – 2016**

### **A) About the Event SISIR SARAS:**

Ministry of Rural Development, Government of India has sanctioned a **national level marketing event named as “SISIR SARAS” to be held from 1<sup>st</sup> to 13<sup>th</sup> January 2016** at the Exhibition Ground, Unit- III, Bhubaneswar. “SISIR SARAS” is being organised by ORMAS (Odisha Rural Development & Marketing Society), an autonomous body under Panchayati Raj Department in collaboration with Odisha Livelihoods Mission (OLM), H & CI, MVSN and NABARD with an objective to provide a platform to the rural producers to showcase their products. This interaction will help them in knowing the taste, preferences of urban consumers and also beneficial in long-term sales tie up.

The exhibition will be designed to create an indigenous village atmosphere where the rural producers/artisans/ entrepreneurs will display, demonstrate and market their skills and products in an environment akin to their own habitat. The entire layout, design and landscaping will be vernacular in approach. It will be a congregation of stalls grouped as per their classification homogeneously. The whole set up would create awareness on rural ethnic products among the masses.

The overall objective of the mela is to popularize the ethnic and other rural products of Odisha and create opportunities for the artisans/producers to build up long term marketing tie-up with prospective buyers.

### **B) 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:

- To put on proper uniform
- Sincerity with good conduct
- Well behaved & disciplined
- Able to read, write & speak Oriya. Working knowledge of Hindi & English.
- Able to keep proper watch & ward
- Knowledge of fire extinguisher operation
- Able to ride motor bike
- Minimum Qualification: Matriculation, +2 will be added advantage

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

#### **Tentative Requirement of Security Personnel in SISIR SARAS**

Security Guard with Lathi	-	25
Arm Guard (with gun)	-	2
Supervisor	-	<u>2</u>
<b>Total</b>		<b>29</b>

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

**C) Terms & Conditions:**

1. The firm should submit the documents in duplicate like Registration Certificate, Pasara License, Latest Service Tax deposit Challan, 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 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 towns during the exhibition period will be the responsibility of the Security Agency.
7. The required numbers 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 an earnest money of Rs. 5,000/- (Rupees five thousand only) in shape of demand draft/pay order in favour of ORMAS payable at Bhubaneswar. The E.M.D. amount of the successful tenderer will be refunded within a month on award of contract subject to receipt of Performance Security. Tender papers without E.M.D shall not be accepted.
9. The successful bidder will submit the Performance Security which is 5 % of the contract value and that will be retained with ORMAS, Bhubaneswar till the completion for a period of one year. In case of any unsatisfactory work and delay in execution of work etc. the Performance Security amount will be forfeited as per the decision of the authority.
10. Sanctions of any advance will not be considered. Full & Final payment will be made on completion of each event.
11. The rate offered by the firm should be valid for entire period of SISIR SARAS -16
12. The tenderers have to offer the price for all items together. Else the tender paper will not be considered for evaluation.
13. The rate offered by the firm shall be including of all taxes and duties.

**14. While submitting the tender, the tenderers should submit the followings:**

- a) EMD of Rs. 5,000/- (Rupees five thousand only) in favour of ORMAS in shape of Demand draft/pay order.
- b) Copy of work orders/ experience certificate for similar nature of works for last 3 years.
- c) Up to date EPF & ESI deposit of the employees.
- d) Copy of the PASARA license.
- e) Copy of the registration certificate of the firm and valid number in favor of the firm from Commercial Tax (VAT), Income Tax (PAN, TAN) and Service Tax (latest deposit Challan) for similar nature of work.
- f) The bidder has to submit the Audited Financial Statement of last three years duly attested by the Chartered Accountant.
- g) Annual Financial Turnover during the last three year, ending 31<sup>st</sup> March of the previous financial year, should be at least Rs. 10.00 Lakhs.

**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:**

**Quotation for Providing Security Service during SISIR SARAS - 2016**

***(Last date for Submission of Duly Filled in Tender Document is 17<sup>th</sup> December, 2015; 3.00 PM)***

To

**The Executive Director**  
ORMAS, Bhubaneswar.

Sir,

I / We do hereby submit item wise quotation below for security service for SISIR SARAS 2015.

<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	Guard with Gun	1	
3	Supervisor	1	

**Signature of the Bidder (With Seal)**