**Quotation Paper**

**of**

**Security Services**

**for**

**National Level Pallishree Mela, Cuttack**

**2018**

**Organized by**

**ORMAS, CUTTACK**

**O/o District Rural Development Agency, 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 …………./…………./ 2018***  *(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**: **06*.10.2018 latest by 1.00 PM.***

***D.* DATE & TIME OF OPENING OF TENDER**: **06*.10.2018 at 3.30 PM at DRDA Conference Hall, Cuttack***

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

O/o **Deputy Director**, **ORMAS, CUTTACK**

O/o District Rural Development Agency,

Near Collectorate,Chandnichowk, Cuttack, ODISHA-753002

**SECURITY SERVICES**

1. **Background:**

Odisha Rural Development and Marketing Society (ORMAS) was constituted in the year 1991 under Societies Registration Act, 1860 as an autonomous body under Panchayati Raj Department, Government of Odisha. ORMAS at District level known as “District Supply and Marketing Society” (DSMS). These units are functioning with the basic objective to help rural poor to make a better living by enabling them to improve their production, processing and marketing. DSMSs/ORMAS also act as a facilitating agency for implementation & monitoring of rural livelihoods programmes in rural Odisha.

An Exhibition in the most general sense is an organized presentation and display of selection of items. Exhibition/Mela has been part and parcel of entertainment and relaxation activity of our culture; ORMAS has used this medium as a channel to promote rural products made by the Institutions of poor.

ORMAS organises exhibition in collaboration with Odisha Livelihoods Mission (OLM), DC (Handicraft), KVIC, KVIB Department of H & CI and NABARD with an objective to provide a platform to the rural producers to showcase their products for direct sale, interact and get taste, choice & preferences of urban consumers. It also helps the rural entrepreneurs identify livelihood opportunities and establish links with the markets in urban and semi-urban areas.

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.

1. **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 | 23.11.2018-30.11.2018 | 350 | Mega |

1. **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

Arm Guard (with gun) - 2

Supervisor - 3

Total 50

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

1. **Terms & Conditions:**
2. The firm should submit the documents in duplicate such as**Registration Certificate, Pasara License, GSTIN Registration copy, 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.
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 each 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:**
15. Copy of work orders/ experience certificate of similar nature of works for last 3 years with list of organizations.
16. Copy of the Registration Certificate
17. Up to date EPF & ESI deposit of the employees.
18. **EMD of Rs. 5,000/- (Rupees five thousand only) in favour of DSMS, CUTTACKin shape of Demand draft/pay order.**
19. Copy of the Pasara license.
20. GSTIN Registration certificate

## 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, 2018**

**To**

**The Deputy Director**

**ORMAS, Cuttack**

**Sir,**

I / We do hereby submit item wise quotation below for security service for exhibition during 2018-19 organised by ORMAS, Cuttack.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr.** | **Category** | **No. of Guard** | **Rate per shift i.e. 8 hours (in Rs.)** | **Total No of Guards Required per day** | **Amount (In Rs.)** |
| 1 | Guard with Lathi | 1 |  | 45 |  |
| 2 | Guard with Gun | 1 |  | 2 |  |
| 3 | Supervisor | 1 |  | 3 |  |
| **G. Total** | | |  | 50 |  |

**Signature with seal of the Quotationer**

**Quotation Paper**

**of**

**Printing Work**

**for**

**National Level Pallishree Mela Cuttack**

**2018**

**Organized by**

**ORMAS, CUTTACK**

**O/o District Rural Development Agency, Cuttack**

**DETAILS ON QUOTATION PAPER FOR PRINTING WORKS:**

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

A) E.M.D (Refundable) : **Rs. 2, 000/-** (Rupees two thousand) only in shape of Demand Draft /Pay order in favour of DSMS CUTTACK.

|  |
| --- |
| ***To be filled in by the bidder.*** |
| ***Demand Daft / Pay Order No. …………………………… Dated …………./…………./ 2018***  *(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:*  ………………………………………………………………………………………………………………………………………… ……………………………………………………………………………………………………………  **Signature of the bidder** |

**C.LAST DATE & TIME FOR RECEIPT OF TENDER**: **06*.10.2018 latest by 1.00 PM.***

***D.* DATE & TIME OF OPENING OF TENDER**:**06*.10.2018 at 3.30 PM at DRDA Conference Hall, Cuttack***

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

**O/o Deputy Director, ORMAS, Cuttack**

O/o District Rural Development Agency,

Near Collectorate, Chandni chowk, Cuttack, ODISHA-753002

**Printing works**

1. **Background:**

Odisha Rural Development and Marketing Society (ORMAS) was constituted in the year 1991 under Societies Registration Act, 1860 as an autonomous body under Panchayati Raj Department, Government of Odisha. ORMAS at District level known as “District Supply and Marketing Society” (DSMS). These units are functioning with the basic objective to help rural poor to make a better living by enabling them to improve their production, processing and marketing. DSMSs/ORMAS also act as a facilitating agency for implementation & monitoring of rural livelihoods programmes in rural Odisha.

An Exhibition in the most general sense, is an organized presentation and display of selection of items. Exhibition/Mela has been part and parcel of entertainment and relaxation activity of our culture; ORMAS has used this medium as a channel to promote rural products made by the Institutions of poor.

ORMAS organises exhibition in collaboration with Odisha Livelihoods Mission (OLM), DC (Handicraft), KVIC, KVIB Department of H & CI and NABARD with an objective to provide a platform to the rural producers to showcase their products for direct sale, interact and get taste, choice & preferences of urban consumers. It also helps the rural entrepreneurs identify livelihood opportunities and establish links with the markets in urban and semi-urban areas.

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. Exhibition Calendar:**

The calendar of National Pallishree mela to be organized by DSMS, 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 | 23.11.2018-30.11.2018 | 350 | Mega |

1. **TERMS & CONDITIONS**
2. The text of the materials will be provided by ORMAS, Cuttack well in advance of the exhibition. It is the responsibility of the firm that the print materials without any mistake should be provided in time as per the specification.
3. Sanctions of any advance will not be considered. The payment will be made on completion of each event.
4. The bill should accompany with the challan of receipt. The offer price should include all taxes & duties.
5. The bidders are required to deposit an earnest money of Rs. 2,000/- (rupees two thousand only) in shape of demand draft/pay order in favour of DSMS 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.
6. The rate offered by the firm should be valid for one year.
7. The Quotationers have to offer the price for all items or else the tender paper will not be considered.
8. The firm should have valid GSTIN no.
9. **While submitting the quotation, the quotationer should submit the followings documents :**
10. Copy of work orders/ experience certificate for similar nature of works for last 2 years.
11. The firm should be registered under DIC.
12. EMD of Rs. 2,000/- in favour of DSMS, Cuttack in shape of Demand draft/pay order.
13. Valid GSTIN registration certificate.
14. **Details specification:**
15. **Identity Card with cover and neck cord (500 – 1000 pcs. )**
16. Size : 5.5 CM X 9 CM
17. Printing : Offset Printing, Both Side
18. Colour : ***Multi colour***
19. Paper : Art Paper Board, 220 GSM
20. Accessories : Plastic pouch and Clip type Neck Cord
21. **Invitation Card (200-500 pcs.)**
22. Size : 35 CM X 27 CM (Double-folded)
23. Printing : Offset Printing
24. Colour : ***Multi colour***
25. Paper : 220 GSM Glossy sheet (Imported)
26. Envelop : Fit to card, **Bi colour** printing
27. **Brochures : (500- 2000 pcs.)**
28. Size : 42 CM X 27 CM (Double folded)
29. Printing : Offset, Both side Printing
30. Colour : ***Multi Colour Printing***
31. Paper : 220 GSM Glossy sheet (Imported)
32. **Posters: (1000-2000 pcs.)**
33. Size : 44 CM X 56 CM
34. Printing : Offset Printing
35. Colour *:* ***Multi Colour***
36. Paper : 130 GSM Glossy
37. **Certificate (300-1000 pcs.)**
38. Size : A4
39. Printing : Offset Printing
40. Colour *:* ***Multi Colour***
41. Paper : 300 GSM Art Paper Board
42. **Leaflets (500-2000 pcs.)**
43. Size : A 4
44. Printing : Both side
45. Colour : Multi Colour
46. Paper : 130 GSM

## 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, Cuttack. 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 Printing works of National Level Pallishree Mela 2018**

**To**

**The Deputy Director,**

**ORMAS, Cuttack**

**Sir,**

I / We do hereby submit item wise quotation below for printing works of National Level Pallishree Mela organized by ORMAS for the year 2018.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. N** | **Particulars** | **Quoted Rate (In Rs.) for** | | | | **Total** |
| **300 Pcs.** | **500 Pcs.** | **1000 Pcs.** | **2000 Pcs.** |
| 1 | Identity Card with cover and neck cord |  |  |  |  |  |
| 2 | Invitation Card |  |  |  |  |  |
| 3 | Brochure |  |  |  |  |  |
| 4 | Posters |  |  |  |  |  |
| 5 | Certificate |  |  |  |  |  |
| 6 | Leaflets |  |  |  |  |  |
| **Total** | |  |  |  |  |  |

**Signature with seal of the Quotationer**

**Quotation Paper**

**of**

**Still Photography & Videography**

**for**

**National Level Pallishree Mela, Cuttack**

**2018**

**Organized by**

**ORMAS,CUTTACK**

**O/o District Rural Development Agency, Cuttack**

**DETAILS ON QUOTATION FOR VIDEOGRAPHY & STILL PHOTOGRAPHY WORK**

*Tender paper can be downloaded from the following websites-*[www.ormas.org](http://www.ormas.org) or [www.ori-dcuttack@nic.in](http://www.ori-dcuttack@nic.in)

A) E.M.D (Refundable) : **Rs. 1,000/-** (Rupees one thousand only) in shape of Demand Draft /Pay order in favour of DSMS,Cuttack payable at Cuttack.

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

**O/o Deputy Director, ORMAS**

O/o District Rural Development Agency,

Near Collectorate,Chandnichowk, Cuttack, ODISHA-753002

**Terms of Reference for documentation work**

1. **Background:**

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| --- | --- | --- | --- | --- | --- | --- |
| **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 | 23rd to 30th Nov, 2018 | 350 | Mega |

1. **Scope of Work**
2. **Videography:**

* The entire event will be video documented in *Digital High Definition Video (HDV) Camera.*
* A small documentary film/movie of the Mela with minimum 10 minutes duration should be made. The documentation to cover; like: Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, Interaction with customers/sellers/ officials, Cultural Programmes, live demonstration, Success Stories, etc. This should be done with video editing, applying special effects, music, voice over and necessary sound editing. The time of the movie may be more depending the days of the mela & decision of the organizer.
* *Edited Version of Video Display at the Mela Ground:* In an ongoing Mela, Every 3rd day of mela edited version of previous 2 days of mela’s videos should be played in the mela ground in the LCD Projector. For Example, In a 7 day mela, videography has to be done in the following manner:

|  |  |  |  |
| --- | --- | --- | --- |
| *SL No.* | *Video Display.* | *Particulars* | *Remarks* |
| 1 | 3 rd day of the Mela | Edited Videos of 1st & 2nd Day Mela & cultural activity to be played in the LCD | Inaugural function, Gates, Hoardings, Design of the exhibition, Workshops, seminars, views of public, views of participants, cultural programmes , live demonstration, Success Stories, Interaction with visitors, sellers, etc. |
| 2 | 5th Day of the Mela | Edited Videos from 1st to 4th Day Mela & cultural activity to be played in the LCD |
| 3 | 7th & 8 th Day of the Mela | Edited Videos from 1st to 7th Day programme to be played in the LCD |

* Videography along with success stories, interaction with visitors/sellers etc.
* Necessary actions should be taken during final post production and final preview of the documentary in consultation with ORMAS, Cuttack.
* The documentary film of each mela should be submitted in ORMAS, Cuttack office within 10 days of the completion of the event on proper receipt in 3 copies DVD format.

1. **Still Photography:**

* The still photographs (maximum of 100 Pcs.) as required by the mela authority. The still photographs should cover all aspects of Inaugural & Validation function, Gate & Stage, Mela Advertising & Publicity Workshops, Interaction with customers/sellers/ officials, Product Photographs, Cultural Programmes, live demonstration, Success Stories, etc 3 sets of still photos in mat paper of 4” X 6” size in an album with digital copy should be submitted in DSMS office within 10 days of the completion of the event.
* Photography along with success stories, interaction with visitors/sellers etc.

1. **LCD Display:** FourLCD display has to be setup in four locations in the mela ground. More numbers may be put in the Mela ground with the approval of the concerned mela authority.
2. **CCTV:** Ten (15) numbers of CCTV to be installed in the complete mela ground to keep a watch on the visitors & the participants. The numbers may vary depending on the requirement and decision of the mela authority.
3. **Terms and Conditions**
4. The work assigned to the firm should be done as per the above specification and should cover all aspects of the exhibition.
5. The period of exhibition will be 8-9 days.
6. The work should be completed within the time frame.
7. Sanctions of any advance will not be considered. The payment will be made on completion of each event.
8. The price offered by the firm should include all taxes. However the TDS will be deducted from the bill amount and deposited with the concerned authority.
9. The rate offered by the firm shall be including of all taxes and duties.
10. The above documented works should be submitted within 10 days of the completion of the exhibition.
11. The Quotationers are required to deposit an earnest money of Rs.1,000/- (Rupees one 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. Quotation papers without E.M.D shall not be accepted.
12. The Quotationers have to offer the price for all items else the Quotation paper will not be considered.
13. The rate offered by the firm should be valid for 1 year.
14. The firms should have experience to prepare product-wise profile based on the market trend of individual products displayed in the exhibition.
15. **While submitting the Quotation, the Quotationers should submit the followings:**
    1. EMD of Rs. 1,000/- (Rupees one thousand) only in favor of DSMS, Cuttack in shape of Demand draft/pay order.
    2. Authentic proof of the work done of similar nature i.e. on documentation and still photography in last 3 financial years.
    3. Valid GSTIN Registration number.

## 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 Quotationer with seal**

Place:

Date:

**Quotation for Documentation work of National Level Pallishree Mela 2018**

**To**

**The Deputy Director,**

**ORMAS, Cuttack**

**Sir**,

I / We do hereby submit item wise quotation below for Videography & Still Photography of National Level Pallishree Mela to be organized by ORMAS,Cuttack for 2018:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Particulars** | **Units** | **Rates (In Rs.)** |
| 1. | Video Documentation  (3 copies of CD to be submitted) | For the entire event |  |
| 2. | One Video Camera (HDV) with Camera Man for live telecast of stage programme in the mela ground | For the entire event |  |
| 3. | Still Photography of 4” X 6’ size @ 2 Pcs. of each snap | Per snap |  |
| 4. | L.C.D Projector | For the entire event with four (4) LCD at four location |  |
| 5. | C.C. Camera / TV | For the entire event with twelve (15) CC camera |  |
| Total | | |  |

**Signature with Seal of the Quotationer**