



# **Tender Documents**

**SELECTION OF FIRMS/ AGENCIES FOR SECURITY SERVICES  
PALLISHREE MELA-2025**

**Habeli Padia Khordha  
From : 20th to 24<sup>th</sup> February, 2025**

**ORMAS**

**Odisha Rural Development and Marketing Society  
Panchayati Raj & Drinking Water Department, Government of Odisha**

**DETAILS ON TENDER PAPER, EMD, BIDDER FOR DEPLOYMENT OF SECURITY  
PERSONNEL "PALLISHREE MELA 2025".**

The Tender paper can be downloaded from the following websites:

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

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

**Demand Daft / Pay Order No. .... Dated ...../...../ 2025**  
*(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

## Terms of Reference for Security Services in Pallishree Mela 2025

### **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	Date of the Exhibition	No. of Stalls	Type of Mela
1	Khordha	Khordha	Pallishree Mela	20.2.2025 to 24.02.2025	210	Big

### **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:

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.

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

### **C. Terms & Conditions:**

1. The firm should submit the documents in duplicate like **Registration Certificate, Pasara License, GST registration certificate, 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/ZP, Khordha 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. The tender must be delivered at the specified address as per the Bidder Data Sheet by Speed post / Registered Post only. The Client shall not be responsible for postal delay or any consequence. Submission of proposal through any other mode will be rejected.
7. Bidders should submit the supporting documents as mentioned. Bids of agencies not conforming to the eligibility criteria listed in the tender document will be summarily rejected. Submission of forged documents will also result in rejection of the bid.
8. Arrangement of lodging, boarding & logistics of the guards at exhibition towns during the exhibition period will be the responsibility of the Security Agency.
9. The required no. of security personnel & the time period of deployment will be intimated separately, well in advance of each exhibition.
10. The bidders are required to deposit an earnest money of Rs. 4000/- (Rupees Four Thousand only) in shape of demand draft/pay order in favour of DSMS, Khordha payable at Khordha. The E.M.D. amount of the successful bidder will be kept with DSMS till the completion of the Event. 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.
11. Sanctions of any advance will not be considered. Full & Final payment will be made on completion of each event.
12. The rate offered by the firm should be valid till completion of the Event
13. The tenderers have to offer the price for all items together. Else the tender paper will not be considered for evaluation.
14. The rate offered by the firm shall be including of all taxes and duties.
15. The authority reserves the right to reject any or all tenders without assigning any reasons thereof.
16. **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.
  - i. **EMD of Rs. 4000/- (Rupees Four Thousand only) in favour of CDO-cum-EO, in shape of Bankers Cheque, Demand draft/pay order.**
  - ii. The firm should submit the copy of GST return/amount deposit in the last financial year and copy of last deposit challan
  - d) Copy of the Pasara license.
  - e) Copy of the PAN
  - f) Average Annual Financial Turnover during the last three year, ending 31<sup>st</sup> March of the previous financial year, should be at least Rs. 2,00,000/-. And audited financial statement to be attached duly certified by Chartered Accountant Firm.

- g) The bidder should submit the tender paper with two envelopes i.e. Technical Bid and Financial Bid separately and keep both envelope in another envelope super scribed with "Security Services" for Pallishree Mela .
- h) Income Tax returns for the last three years i.e. 2021-22, 2022-23 & 2023-24.

## **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 DSMS/ZP. 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

# **Quotation for providing security service in Pallishree Mela 2025 at Habeli Padia, Khordha**

***(The date for submission of duly filled in tender document by 07.02.2025 at 01.00 P.M and same shall be opened on same day at 3.00 PM, Zilla Parishad, Khordha)***

To

**The C.D.O-cum-E.O  
Zilla Parishad, Khordha,  
Khordha, Odisha-752056**

Sir,

I / We do hereby submit item wise quotation below for security service in Pallishree Mela 2025 at Habeli Padai Khordha organized by ORMAS/Zilla Parishad:

<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	
<b>G. Total</b>			

**Signature with seal of the Tenderer**