

**DETAILS ON TENDER PAPER, EMD, BIDDER FOR DEPLOYMENT OF SECURITY  
PERSONNEL "NATIONAL LEVEL PALLISHREE MELA 2023".**

The Tender paper can be downloaded from the websites:

- A) E.M.D (Refundable) : Rs. 2000/- (Rupees two thousand) only in shape of Demand Draft /Pay order in favour of DSMS, Angul payable at Angul.

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

Demand Daft / Pay Order No. .... Dated ...../...../ 20  
(DD/PO to be attached with the Tender Paper)

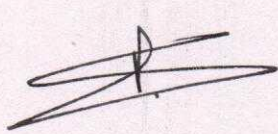
- B) NAME AND ADDRESS OR BIDDER:

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

Bidder Name and Address:

M/s .....  
.....  
.....

Signature of the bidder



## Terms of Reference for Security Services in National Level Pallishree Mela 2023

### 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             | Tentative Date of the Exhibition                  | No. of Stalls | Type of Mela |
|-----|----------------------|---------------------------------------|----------------------|---|---------------|--------------|
| 1   | Angul                | Angul Govt. High School Ground, Angul | Zilla Mahotsav- 2023 | 18 <sup>th</sup> to 22 <sup>nd</sup> January 2023 | 200           | 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:

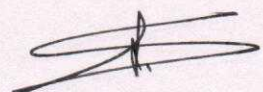
1. The firm should submit the documents in duplicate like **Registration Certificate, Pasara License, GST registration certificate, up to date service tax deposit up to November 2022 (migrated to GST from 01.11.2022), up to date EPF & ESI deposit and present customer list** with the tender paper positively. 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, Angul 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.

Accepted by the Bidder (Signature of bidder)



6. Arrangement of lodging, boarding & logistics of the guards at exhibition ground 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 day.
8. The bidders are required to deposit an earnest money of Rs. 2000/- (Rupees Two Thousand only) in shape of demand draft/pay order in favour of DSMS, Angul payable at Angul. The E.M.D. amount of the successful bidder will be kept with DSMS, Angul till the completion of the Event i.e. for a period of one to two months (2023). 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.
9. Sanctions of any advance will not be considered. Full & Final payment will be made on completion of event.
10. The rate offered by the firm should be valid till completion of the Event
11. The tenderers have to offer the price for all items together. Else the tender paper will not be considered for evaluation.
12. The rate offered by the firm should be including of GST.
13. **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) IT return copy for the assessment year 2021-22 & 2022-23 i.e. FY 2020-21 and 2021-22.
  - d) Up to date EPF & ESI deposit of the employees.
  - e) **EMD of Rs. 2000/- (Rupees Two Thousand only) in favour of DSMS, Angul in shape of Demand draft/pay order.**
  - f) Valid service tax registration certificate number and copy of the return/amount deposited in the last year.
  - g) Copy of the Pasara license.
  - h) 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. 50,000/- and audited financial statement to be attached.

Accepted by the Bidder (Signature of bidder)



## 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, Angul. 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:

Place:

Date:

*Accepted by the Bidder (Signature of bidder)*





Panchayati Raj & DW Department  
Government of Odisha

# TENDER PAPER

(Security Services)

For

National Level

## Pallishree Mela-2023

January 2023

Organized by

District Administration, Angul in association  
with ORMAS, Angul

Collectorate Campus,  
Angul, Odisha-759122  
Tel. Phone No. 9583126056

*Accepted by the Bidder (Signature of bidder)*

**Quotation for providing security service in National Level Pallishree  
Mela 2023**

To  
Deputy CEO,  
ORMAS, Angul

Sir,

I / We do hereby submit item wise quotation below for security service in Pallishree Mela 2023 organized by District Administration in association with ORMAS, Angul:

| Sr.             | Category         | No. of Guard | Rate per shift i.e. 8 hours (in Rs.) |
|-----------------|------------------|--------------|--------------------------------------|
| 1               | Guard with Lathi | 1            |                                      |
| 2               | Guard with Gun   | 1            |                                      |
| 3               | Supervisor       | 1            |                                      |
| <b>G. Total</b> |                  |              |                                      |

Sir,

Signature with seal of the Tenderer

Accepted by the Bidder (Signature of bidder)

