

Details of Tender Paper, EMD, Bidder for Deployment of Security Personnel for “Observation of Entrepreneurs’ Week 2023”.

The Tender paper can be downloaded from the website: www.angul.nic.in or Collected from DIC, Angul during office hours.

A) E.M.D (Refundable) : **Rs. 2,000/-** (Rupees Two Thousand) only in shape of Demand Draft /Pay order in favour of “General Manager, DIC, Angul payable at Angul”.

To be filled in by the bidder.

Demand Daft / Pay Order No. Dated/...../ 2023
(DD/PO to be attached with the Tender Paper)

B) NAME AND ADDRESS OF BIDDER:

To be filled in by the bidder.

Bidder Name and Address:

M/s

.....
.....

Signature of the bidder

Terms of Reference for Security Service in Entrepreneurs' Week-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. No.	Name of the District	Place of Exhibition	Occasion	Date of the Exhibition	No. of Stalls	Type of Exhibition
1	Angul	Angul Govt. High School Ground, Angul	Entrepreneurs' Week-2023	05 th -09 th March, 2023	100	Medium

B. Quality requirements for Security Personnel:-

All Security Guards provided by the Agency should be smart, trained and 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 well aware of his duties & responsibilities during the duty hours. Security Personnel will be deputed at exhibition ground and Accommodation places of the participants on shift basis.

C. Terms & Conditions:

1. The bidder should submit the requisite documents like **Registration Certificate, PSARA License, GST registration certificate, up to date tax deposit till December 2022, up to date EPF & ESI deposit and present customer list** in duplicate along with the tender paper. Tenders submitted without these documents would be liable for rejection.
2. **Experience certificate** for execution of similar nature of work in the last 3 years should be enclosed.
3. Average Annual Turnover should be at least **Rs. 50 Thousand** in last three year as on 31.03.2022.
4. DIC, Angul 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. Any fault or lapses on the part of security personnel, if found during inquiry for theft, the Security Agency will be responsible for payment of the amount of loss incurred due to the theft of any article during the exhibition period from the premises.
7. Arrangement of lodging, boarding & logistics of the guards at exhibition ground during the exhibition period will be the sole 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 day.

9. 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 General Manger, DIC, Angul payable at Angul. The E.M.D. amount of the successful bidder will be kept with DIC, Angul for a period of two months from the date of 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.
10. Sanction of advance of any kind will not be considered. Full & Final payment will be made on the completion of the event.
11. The rate offered by the bidder should be valid till the completion of the Event
12. The bidders 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 should be **inclusive of GST**.
14. While submitting the tender, the bidder should submit the followings:-
 - a) Copy of work orders/ experience certificate for execution of similar nature of works during the last 3 years along with the list of present customers.
 - b) Copy of the Registration Certificate.
 - c) Copy of IT return 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. 2,000/- (Rupees Two Thousand only) in favour of General Manger, DIC, Angul in shape of Demand draft/pay order.
 - f) Valid GST registration certificate and copy of the return/amount deposited till Dec.-2022.
 - g) Copy of the PSARA license.
 - h) Audited Financial Statement (if available) of the last three years/ Supporting documents for average annual turnover during the last three year, ending 31st March of the previous financial year should be at least Rs. 50,000/-.

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, my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by DIC, 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 Bidder with seal

Place:

Date:



**Micro, Small & Medium Enterprise Department
Government of Odisha**

**TENDER PAPER
(Security Services)
for**

Entrepreneurs' Week-2023

Organized by

**District Industries Centre, Angul
DIC Chhak,
Angul, Odisha-759122**

Quotation for providing Security Service for observation of Entrepreneurs' Week 2023 from 05th to 09th March 2023

To

The General Manager,
DIC, Angul

Sir,

I / We do hereby submit item wise quotation below for providing security service for the observation of Entrepreneurs' Week-2023 organized by DIC, Angul from 05th to 09th march, 2023 :-

Sl. No.	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	
Total			

Signature with seal of the Bidder