

Letter No- 517

Date-15-12-2022

Quotation Paper

Of

Security Services

For

Pallishree Mela-2023

Venue: Lal Bahadur Shastri Stadium, Bhawanipatna

From 14th to 18th January 2023

Organized by
ORMAS & District Administration Kalahandi

O/o-ZP, Kalahandi.

DETAILS ON QUOTATION PAPER FOR DEPLOYMENT OF SECURITY PERSONNEL

The Quotation paper can be downloaded from the websites- www.ormas.org and www.kalahandi.nic.in

A. COST OF TENDER PAPER: Rs. 500/- (Rupees Five Hundred) only (Non-refundable)

B) NAME AND ADDRESS OR BIDDER:

(To be filled in by the bidder)

..... <i>Signature of Bidder</i>
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C. LAST DATE & TIME FOR RECEIPT OF TENDER : 22.12.2022 latest by 12.30 PM.

D. DATE & TIME OF OPENING OF TENDER: 22.12.2022 by 5.30 PM at the Conference Hall,
ZP, Kalahandi

E) ADDRESS FOR SUBMISSION OF QUOTATION PAPER.

Dy. CEO, ORMAS, Kalahandi

O/o ZP, Kalahandi

SECURITY SERVICES**A. 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 ORMAS, Kalahandi. 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. ORMAS also act as a facilitating agency for implementation & monitoring of rural livelihoods programme 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 organizes exhibition in collaboration with Odisha Livelihoods Mission (OLM), Mission Shakti, 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 Pallishree Mela to be organized by ORMAS, Kalahandi 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.

District	Place of Exhibition	Period of Exhibition	Nos. of Stall
Kalahandi	Lal Bahadur Shastri Stadium, Bhawanipatna	14 th to 18 th January 2023 (5 Days)	120

C. 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 .
8. Age group should be 18-45.

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

**ODISHA RURAL DEVELOPMENT AND MARKETING SOCIETY, KALAHANDI
Panchayati Raj & Drinking Water Department, Govt. of Odisha**

Tentative Requirement of Security Personnel per shift during Mela.

Security Guard with Lathi per shift	-	07
Supervisor per Shift.	-	01
Total-	-	<u>08</u>

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

D. Terms & Conditions:

1. 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.
2. Experience certificate for execution of similar nature of work should be enclosed
3. ORMAS, Kalahandi 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 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.
8. Sanctions of any advance will not be considered. Full & Final payment will be made on completion of event.
9. The rate offered by the firm should be valid for one year.
10. The Quotationer has to offer the price for all items together or else the tender paper will not be considered for evaluation.
11. The rate offered by the firm shall be inclusive of all taxes and duties including GST Tax.
12. Age group should be 18-45 of all the security Personal.
13. Accommodation for security personal will be arranged by the L-1, bidders during Mela.
14. **While submitting the quotation, the quotationer should submit the following:**
 - a) Copy of work orders/ experience certificate of 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.
 - d) Copy of the Pasara license.
 - e) GSTIN Registration certificate

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14/11/14
s/d

CDO-cum-EO, ZP, Kalahandi

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, Kalahandi. 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.

Place:
Date

Signature of the
Quotation with seal

Quotation for providing security service for Pallishree Mela- 2023 at Lal Bahadur Shastri Stadium, Bhawanipatna**To****The Dy. CEO,
ORMAS, Kalahandi****Sir,**

I / We do hereby submit item wise quotation below for security service for exhibition during 2022-23 organized by ORMAS, Kalahandi.

Sr.No	Category	Security Personal	Rate per shift i.e. 8 hours (in Rs.)	Tentative total Nos. of Guard Required per (1) day per shift.	For 3 shift Per day.	Amount (In Rs.)
1	Guard with Lathi	1		07	105	
3	Supervisor	1		01	15	
G. Total-				08	120	

Signature with seal of the Quotationer