



ORMAS

Creating competence and values in rural Odisha

Odisha Rural Development & Marketing Society
(Panchayati Raj & Drinking Water Deptt. Govt. of Odisha)



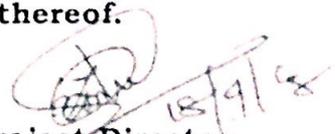
TENDER CALL NOTICE

No. DS/ 582

Dt. 18/09/2018

Sealed tenders are invited from reputed Firms/Agencies/Organisations etc. for different works like Tentage and allied works, Printing and Security ^{documentation} services which are required for the ensuing National Level Pallishree Mela to be held at Cuttack. The detail tender paper alongwith terms and condition may be downloaded from the following websites- www.ormas.org. from 22.09.2018 to 6.10.2018. The last date and time of receipt bids: 06.10.2018 upto 1.00 PM and tenders will be opened on 06.10.2018 at 3.30 PM in the Conference Hall of DRDA, Cuttack in the presence of tenderers or their authorised representatives. All the bidders are requested to specify the nature of work of mentioned above on the top of the envelope containing the bid documents.

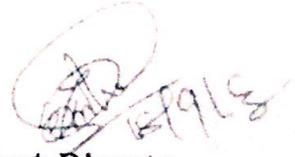
The Collector and District Magistrate, Cuttack reserves the right to reject any or all tenders without assigning any reason thereof.


Project Director
DRDA, Cuttack

Memo No. DS/ 583

Dt. 18/09/2018

Copy forwarded to the ORMAS website, Collectorate noticeboard, DIO NIC Cuttack (www.ori-dcuttack@nic.in) DRDA noticeboard, ORMAS and OLM Bhubaneswar noticeboard for wide circulation.:


Project Director
DRDA, Cuttack

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

- 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

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 “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 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

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

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.

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, Cuttack 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. 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.
9. Sanctions of any advance will not be considered. Full & Final payment will be made on completion of each event.
10. The rate offered by the firm should be valid for one year.

Quotation Paper for Security Deployment in National Level Pallishree Mela, Cuttack -2018

11. The quotationer has to offer the price for all items together or else the tender paper will not be considered for evaluation.
12. The rate offered by the firm shall be inclusive of all taxes and duties.
13. **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) EMD of Rs. 5,000/- (Rupees five thousand only) in favour of DSMS, CUTTACK in shape of Demand draft/pay order.**
 - e) Copy of the Pasara license.
 - f) 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