



Government of Odisha  
Department of Panchayati Raj & Drinking Water  
District Rural Development Agency  
DRDA Office, Cuttack

Letter No. DS/412

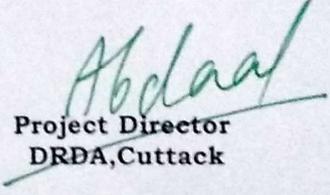
Dated. 21/9/2019

## TENDER NOTICE

Sealed tenders are invited from reputed Firms/Agencies/Organisations etc for different works like Security Services for the National Level Pallishreee Mela-2019 to be held at Cuttack. The engagement of Firms/Agencies/Organisations shall be made through two Bid Systems i.e. Technical & Financial Bid separately. The Technically qualified Firms/Agencies/ Organisations can only participate in the Financial Bid.

For details please visit our website in [www.ormas.org](http://www.ormas.org) & [www.cuttack.nic.in](http://www.cuttack.nic.in)

3. Last date of receipt of Sealed Bid is on 11.10.2019 up to 11 A.M in the Tender Box at ORMAS Office,DRDA,Cuttack.
4. Opening of Bid is on dt. 11.10.2019 at 12 P.M.

  
Project Director  
DRDA,Cuttack

# **Request for Proposal (RFP)**

**Selection of Agency**

**for**

**Security Services**

**for**

**National Level  
Pallishree Mela, Cuttack  
2019**

**Organized by**

**ORMAS, CUTTACK**

**O/o District Rural Development Agency, Cuttack**

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*Quotation Paper for Security Deployment in National Level Pallishree Mela, Cuttack -2019*

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**DISCLAIMER**

This Request for Proposal (**RFP**) is issued by the **Project Director, DRDA, Cuttack, Panchayati Raj & Drinking Water Department, Government of Odisha.**

The information contained in this Request for Proposal document (the **“RFP”**) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form, by or on behalf of the Department or any of its employees or advisors, is provided to bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their proposal for qualification and thus selection pursuant to this RFP (the **“Proposal”**). This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the work/s. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Client, its employees or advisors to consider the objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each bidder should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this document and obtain independent advice from appropriate sources.

Information provided in this RFP to the bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Authority, its employees and advisors make no representation or warranty and shall have no liability to any person including any bidder under any law, statute, rules or regulations, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assumptions, assessments, statements or information contained therein or deemed to form part of this RFP or arising in any way in the Selection process. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any bidder upon the statements contained in this RFP.

The issue of this RFP does not imply that the Project Director is bound to select and shortlist proposals and the Project Director reserves the right to reject all or any of the Proposals or Bids without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its proposal. All such costs and expenses will remain with the bidder and the Authority shall not be liable in any manner whatsoever for the same or for any

*Quotation Paper for Security Deployment in National Level Pallishree Mela, Cuttack -2019*

other costs or other expenses incurred by the bidder in preparation / submission of the proposal, regardless of the conduct or outcome of the Bidding Process.

The Project Director, DRDA, Panchayati Raj & Drinking Water Department, Government of Odisha shall be the sole and final authority with respect to selection of an agency through this RFP.

**BIDDERS' DATA SHEET**

Sl. No.	Particular	Details
1.	Name of the Client	Project Director, DRDA Panchayati Raj & Drinking Water Department, Government of Odisha
2.	Method of Selection	Least Cost Selection (LCS)
3.	Joint Venture/Consortium	Not Allowed
4.	Date of Issue of RFP	23.9.2019
5.	Last Date and Time for submission of Bid	11.10.2019 at 11 AM
6.	Date & Time for opening of Technical Proposal	11.10.2019 at 12 PM
7.	Date & time for opening of Financial Proposal	11.10.2019 at 12 PM
8.	Earnest Money Deposit (EMD) (Refundable)	INR 5,000/- (Rupees Five thousand only) in shape of Demand Draft /Pay order in favor of "DSMS, Cuttack" payable at Cuttack.
9.	Address for Submission of Proposal	Project Director, DRDA, Cuttack, Odisha-753002 Mode of Submission: <b>Dropped in the Tender Box at ORMAS office, DRDA, Cuttack</b> during the office hour only. Submission of bid through other mode and late bid will be out rightly rejected.
10.	Place of Opening of Technical & Financial Proposal:	<b>Conference Hall of DRDA, Cuttack</b> Pin-753002, Odisha,

For details, please visit: - [www.ormas.org](http://www.ormas.org) / [www.cuttack.nic.in](http://www.cuttack.nic.in)

**DETAILS ON QUOTATION PAPER FOR DEPLOYMENT OF SECURITY PERSONNEL**

The Quotation paper can be downloaded from the websites- [www.ormas.org](http://www.ormas.org) or [www.cuttack.nic.in](http://www.cuttack.nic.in)

A) E.M.D (Refundable) : **Rs. 5,000/-** (Rupees five thousand) only in shape of Demand Draft /Pay order in favour of DSMS, Cuttack payable at Cuttack.

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

**Demand Daft / Pay Order No. .... Dated ...../...../ 2019**  
*(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:*

M/s .....

.....

**Signature of the bidder**

**C. LAST DATE & TIME FOR RECEIPT OF TENDER: 11.10.2019 latest by 11.00 AM.**

**D. DATE & TIME OF OPENING OF TENDER: 11.10.2019 at 12.00 PM at DRDA Office, Cuttack**

**E) ADDRESS FOR SUBMISSION OF QUOTATION PAPER**

**Project Director  
DRDA, Cuttack**

Panchayati Raj & Drinking Water Department  
Near Collectorate, Chandni Chowk, Cuttack, ODISHA-753002

## **Terms of Reference for Security Services in National Level Pallishree Mela 2019**

### **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	12-11-2019 to 19-11-2019	408	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-	40
Arm Guard (with gun) -	2
Supervisor -	3
Total	<b>45</b>

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 like **Registration Certificate, Pasara License, Latest Service Tax Deposit Challan (Upto June, 2019), 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 payable at Cuttack. The E.M.D. amount of the successful bidder will be kept with DSMS 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.
11. The quotationer has 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 shall be including of all taxes and duties.

### **Technical Bid**

**While submitting the quotation, the quotationer should submit the followings:**

- a) Copy of work orders/ experience certificate for similar nature of works for last 3 years with list of organizations (2016-17, 2017-18 and 2018-19).
- 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) Valid service tax registration certificate number and copy of the return/amount deposited in the last year (Upto June 2019 quarter).
- f) Copy of the Pasara license.
- g) 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, Cuttack. 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

**Financial Bid**  
**For providing security service for National Level Pallishree Mela, 2019**

**To**

**Project Director  
DRDA, Cuttack  
Near Collectorate, Chandni Chowk, Cuttack, ODISHA-753002**

**Sir,**

I / We do hereby submit item wise quotation below for security service for national level Pallishree mela 2019 organised by ORMAS, Cuttack.

<b>Sr.</b>	<b>Category</b>	<b>No. of Guard</b>	<b>Rate per shift i.e. 8 hours (in Rs.)</b>	<b>Total No of Guards Required per day</b>	<b>Amount (In Rs.)</b>
1	Guard with Lathi	1		40	
2	Guard with Gun	1		2	
3	Supervisor	1		3	
<b>G. Total</b>				45	

*(Note: Authority reserves the right to place order as per the requirements)*

**Signature with seal of the Quotationer**