

Can not be sublet to others



Tender Paper

Of

Security Services

For

National Level Pallishree Mela
at ITI Ground, Balasore
from 24th to 29th December 2019

Organized by
ORMAS, Balasore

O/o District Rural Development Agency, Balasore

DETAILS ON TENDER PAPER FOR DEPLOYMENT OF SECURITY PERSONNEL

A. COST OF TENDER PAPER : Rs. 1,000/- (Rupees one thousand only)- Non-refundable

B. AVAILABILITY OF TENDER PAPER: www.ormas.org or www.baleswar.nic.in

C. INSTRUMENT OF PURCHASE OF TENDER PAPER:

Demand Draft/Pay Order No..... Dated/..... /2019 (if the tender paper downloaded from website, DD / Pay Order in favour of ORMAS, Balasore payable at Balasore to be attached with tender paper)

To be filled in by the bidder.
(only in case of tender paper downloaded from website.)

Bidder Name and Address:

M/s
.....

Signature of the bidder

or

Money Receipt No..... Dated/..... /2019 (if the tender paper purchased from ORMAS office), (Original Money Receipt to be attached with tender paper)

To be filled in by the Account section of ORMAS, Balasore
(only in case of purchase of tender paper from ORMAS office)

ISSUED TO (Address in Detail):

M/s
.....

Signature of issuing officer

D. E.M.D (Refundable) : Rs. 5,000/- (Rupees five thousand only) in shape of Demand Draft /Pay order in favour of "ORMAS, Balasore (Prog.)" payable at Balasore.

Demand Draft/Pay Order No..... Dated/..... /2019

E. LAST DATE & TIME FOR RECEIPT OF TENDER: 10/12/2019 latest by 3.00 PM

F. DATE & TIME OF OPENING OF TENDER: 10/12/2019 at 5.00 PM at DRDA Office, Balasore

G. ADDRESS FOR SUBMISSION OF TENDER PAPER:

Deputy CEO
ORMAS (ODISHA RURAL DEVELOPMENT & MARKETING SOCIETY), Balasore
O/o DISTRICT RURAL DEVELOPMENT AGENCY, Balasore
Near Sahadevkhunta Police Station, Balasore-756001

Accepted by the Bidder (Signature of bidder)



Terms of Reference for Security Services in National Level Pallishree Mela 2019-20

A. Background:

Odisha Rural Development and Marketing Society (ORMAS) was constituted in the year 1992 under Societies Registration Act, 1860 as an autonomous body under Panchayati Raj Department, Government of Odisha. The district units of ORMAS 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 programmes in rural Odisha.

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 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. It also a good platform for transfer of technologies among the rural producers.

Exhibition Calendar:

The calendar of National Level Pallishree Mela to be organized by ORMAS, Balasore as per the details given below.

Sl.	Name of the District	Place of Exhibition	Occasion	Tentative Date of the Exhibition	Tentative No. of Stalls
1	Balasore	ITI Ground	Pallishree Mela & Expo - 2019	24 th to 29 th Dec. 2018	150

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.

Accepted by the Bidder (Signature of bidder)



Tentative Requirement of Security Personnel

Security Guard with Lathi per day (for 03 shift)	-	27
Supervisor per day (for 03 shift)	-	3

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

C. Terms & Conditions:

1. The firm should submit the copy of the following documents like **EPF & ESI Registration Certificate, Pasara License, Latest Service Tax Deposit Challan, 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, Balasore shall 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 exhibition.
8. The tenderer 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 "ORMAS, Balasore (Prog.)" payable at Balasore. The E.M.D. amount of the successful bidder will be kept with ORMAS 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. The EMD of unsuccessful bidder will be refunded as such soon after finalization of tender process.
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 for one year.
11. The tenderer 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 including GST.

Accepted by the Bidder (Signature of bidder)



13. While submitting the tender, the tenderer 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 EPF & ESI 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 "ORMAS, Balasore (Prog.)" in shape of Demand draft/pay order.
- e) Valid service tax registration certificate number and copy of the latest return/amount deposited.
- f) Copy of the valid Pasara license.
- g) Copy of the valid GSTIN Registration certificate



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. 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



Tender for providing Security Service for National Level Pallishree Mela – 2019-20

To

The Project Director
DRDA, Balasore

Sir,

I / We do hereby submit item wise tender below for security service for exhibition during 2019-20 organized by ORMAS, Balasore.

Sr.	Category	No. of Guard	Tentative requirement of Security per day	Offered Price Including all taxes	
				Quoted price per shift i.e. 8 hours (in Rs.)	Price for quantity as mentioned at Column No. 4 (in Rs.)
1	2	3	4	5	6
1	Guard with Lathi	1	27		
2	Supervisor	1	3		
G. Total					

Signature with seal of the Tenderer



Accepted by the Bidder (Signature of bidder)



Tender Paper
Of
Tentage & Allied works
For

National Level Pallishree Mela
at ITI Ground, Balasore
from 24th to 29th December 2019

Organized by
ORMAS, Balasore

O/o District Rural Development Agency, Balasore

**DETAILS OF TENDER PAPER FOR TENTAGE & ALLIED WORKS FOR NA
LEVEL PALLISHREE MELA 2019-20**

A. **COST OF TENDER PAPER :** Rs. 3,000/- (Rupees three thousand only)- Non-refundable

B. AVAILABILITY OF TENDER PAPER: www.ormas.org or www.baleswar.nic.in

C. INSTRUMENT OF PURCHASE OF TENDER PAPER:

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Bidder Name and Address:

M/s

.....

Signature of the bidder

or

Money Receipt No..... Dated/...../2019 (if the tender paper purchased from ORMAS office),
(Original Money Receipt to be attached with quotation paper)

To be filled in by the Account section of ORMAS, Balasore

(only in case of purchase of tender paper from ORMAS office)

ISSUED TO (Address in Detail):

M/s

.....

Signature of issuing officer

D. **E.M.D (Refundable) :** Rs. 50,000/- (Rupees fifty thousand only) in shape of Demand Draft
/Pay order in favour of "ORMAS, Balasore (Prog.)" payable at Balasore.

Demand Draft/Pay Order No..... Dated/...../2019

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F. **DATE & TIME OF OPENING OF TENDER:** 10/12/2019 at 5.00 PM at DRDA
Office, Balasore

G. ADDRESS FOR SUBMISSION OF TENDER PAPER:

Deputy CEO

ORMAS (ODISHA RURAL DEVELOPMENT & MARKETING SOCIETY), Balasore

O/o DISTRICT RURAL DEVELOPMENT AGENCY, Balasore

Near Sahadevkunta Police Station, Balasore-756001



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Terms of Reference to the tender paper for the tentage & allied works of National Level Pallishree Mela 2019-20 at Balasore

A.TERMS AND CONDITIONS OF TENDER FOR TENTAGE & ALLIED WORKS

1. The firm/agency should have executed similar nature works of at least Rs.20.00 lakhs per annum in the last three financial years. Out of that the firm/agency should have executed at least one single work order of more than Rs.8.00 lakhs of Government departments/agencies /corporations within last three financial year.
2. The bidders should have registered his firm/agency under GST (GSTIN) & Income Tax (PAN/TAN).
3. The rate offered by the firm shall be inclusive of all taxes and duties.
4. The duration of the exhibition will be for 06 days. In case of any extension of Mela period, no extra payment will be entertained for the additional days. The venue shall be made available to the contractor by ORMAS before 8 days of commencement of the exhibition. All the desired works should be completed at least one day before the scheduled date and time of the inauguration of exhibition and should be handed over all the works as per specification, to the in-charge of exhibition.
5. The bidder shall quote their price for all the items without leaving blank. If found so, the bid will be treated as non-responsive and to be rejected.
6. The bidder has to quote the rate as per the given format.
7. On completion of the exhibition, the contractor shall have to take away all the materials within seven days & vacate the place with the same condition while occupying the ground.
8. The contractor should be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the tender.
9. The final payment will be made on the basis of the actual work done. The contractor shall not use any additional materials other than the work specified in the work order without the prior permission. In case of any additional requirement, the contractor has to take the prior written permission from the authority.
10. Bidder will be responsible for upkeep and maintenance of the entire work done by him till the closing of the exhibition. ORMAS, Balasore will not be responsible for any breakage, damage, fire, theft etc. of his materials and insurance if any.
11. No part of the contract will be sub-let without the prior written permission of the authority.
12. For convenience and effective delivery, the tender is to be treated as a package of services. Evaluation of the competitive bidding price will be made taking into account the total amount calculated on the entire items.
13. It shall be the responsibility of the service provider/contractors to obtain requisite permission for electricity connection / fire safety certificate for the exhibition period from statutory bodies. The bidder has to supply the fire protection equipment like extinguisher as per the requirement of mela duly certified by the Asst. Fire Officer, Balasore and adhere to the fire safety norms.
14. The bidder has to treat the materials to be used in Tentage work (like - Cloths), with Fire Repellant Chemicals. This work has to be certified by the Asst. Fire Officer, Balasore.
15. In regard to electrical fittings etc. the contractor shall have to engage qualified licensed electrician/contractor entitled to erect, handle and maintain high tension supply line and its up keep and maintenance.

Accepted by the Bidder (Signature of bidder with seal)



16. The bidders are required to deposit an earnest money of Rs.50,000/- (Rupees Fifty Thousand only) in shape of demand draft/pay order issued by any nationalized bank in favour of "ORMAS, Balasore (Prog)" payable at Balasore. The E.M.D. amount of the successful bidder will be kept with ORMAS, Balasore till the completion of the exhibitions. 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. The EMD amount of unsuccessful bidder will be returned back as such soon after finalization of tender process.
17. The authority is not bound to accept the lowest tender and reserves the right to inspect / verify the stock of materials required for this work, in Go-down of bidders by nominating a Committee to ascertain the credibility of the firm. Further the undersigned reserves the right to reject any or all tenders without assigning any reasons thereof.
18. The bidder or the representative of the bidder should attend the opening event of the tender with all original documents /papers for verification, if required.
19. The rate offered by the firm shall be including of all taxes (like GST etc.) and duties as applicable. The price offered by the firm is valid for one year.
20. The bidder has to submit self attested photocopies of the required documents with duly filled in tender paper.

The documents to be submitted by the bidder are:

- i. Copy of the Money Receipt/Demand Draft towards Tender Paper Cost must be attached with Tender Documents.
- ii. EMD of Rs. 50,000/- (Rupees Fifty Five Thousand only) in shape of Demand Draft/Pay order issued by any nationalized bank in favour of "ORMAS, Balasore (Prog.)" payable at Balasore.
- iii. The firm/agency should have executed similar nature works of at least Rs.20.00 lakhs per annum in the last three financial years.
- iv. The firm should submit the copy of work order of one single work of more than Rs.8.00 lakhs within last three financial years along-with the copy of completion certificate and proof of payment details.
- v. Copy of the registration certificate/valid number in favour of the firm/proprietor Under GSTIN for similar nature of work, Income Tax (PAN, TAN).
- vi. Copy of the IT return of last three years and GST return of last two quarters
- vii. The bidder has to submit the Audited Financial Statement of last three years duly attested by the Chartered Accountant.
- viii. Self attested photocopy of valid electrical license from Competent Authority or authorization from any registered electrical contractor for execution of electrical work. In case of authorization from any registered electrical contractor, the self-attested copy of the valid electrical license of contractor has to be submitted.

ACCEPTED THE ABOVE TERMS AND CONDITIONS FROM PRE PAGE.



Signature with seal

Accepted by the Bidder (Signature of bidder with seal)

B.

SPECIFICATION FOR WORKS SPECIFICATION FOR WORKS

Detailed specification of above mentioned works are:

- a. Erection of Stalls
- b. Control Room
- c. Gate- Entry & Exit
- d. Side Walling with Flex
- e. Ground Carpeting
- f. Ground Electrification
- g. Generators- 80 KVA
- h. Miscellaneous items.

A. ERECTION OF STALL

Stalls will be erected as per the requirement. The tenderer will quote their lowest possible price separately for each category. The details of specifications are given below:

Sr.	Particulars	Stall specification
1	Structure	Bamboo & cloth structure, Size of each stall – 10' X 10' with tarpaulin water proof roofing.
2	Ceiling & Wall	Three sides including partition walls of stall will be covered with white cloth. Backside outer wall will be covered with tarpaulin and G.I. Sheets (22 Gage corrugated sheet). The GI Sheets shall be fixed horizontally supported with wooden bellies. (ALL NEW WHITE COTTON CLOTHES TO BE USED)
3	Racks	Three tire racks. The shelf of the racks will be of size 1'.6" X 10' with the first layer fixed at a height of 2'6" & covered with white cloth. The space below racks will be used for storage of goods.
4	Fascia	A wooden batten frame for Running Fascia will be erected. The frame will have 4' height. The fascia will be covered with flex (New design will be provided by the mela in charge). A running white cloth jhallar of 1' width will be put in the front side, below to the fascia frame.
5	Furniture	Front counter table in wooden batten and planks / steel table size 8' x 2' X 3' height and wrapped with new white cotton cloth. Plastic moulded Chair with handle – 2 nos.
6	Electric Fittings	T5 Light – 3 no. (2 number of light should be connected with generator) & a on/off switch for use in night time after closing, Ceiling Fan – 1 no. connected with an on/off switch in each stall. 1 no. of 5 Amp Plug Point with on/off switch.
7	Numbering of Stall	All stalls should be numbered with stencil and paint.
8	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.



Accepted by the Bidder (Signature of bidder with seal)

(I) CONTROL ROOM–CUM-VIP LOUNGE- EXHIBITION GROUND:

A Coordination Cell –cum- VIP Lounge will be erected- **ONLY NEW COTTON CLOTHES SHOULD BE USED.** The bidder has to quote as a **package** against the detail specifications given below:

Sr.	Particulars	Work Specifications
	Design	Yangyan House (Design to be provided during erection)
A	Structure	Bamboo <i>Balha</i> with tarpaulin covering. The design structure should be covered with batten framing & cloth of appropriate colour. Design of the structure should be Replica of yangyan house design. The structure should be treated with Anti fire chemical Treatment
B	Size	20 ft X 30 ft.
C	Ceiling & Wall	Ceiling of Coordination Cell shall be finished with white Cotton Cloth properly stretched on wooden batten frames. The control room will be separated in to 4 individual rooms of different sizes to be used as office, waiting space, VIP lounge and store with the cloth and wooden batten frame work walls/ partitions.
D	Counter	One long table covered with new cotton cloth will be fixed in the office room. One window of minimum size 5' X 4' will be on the wall of office room towards the counter.
E	Flooring	Wooden plank platform of 1' height & full Floor synthetic Matting.
F	Furniture	Front office counter table either in wooden batten frame and ply wood/steel tables with attractive shapes – 3 no., 10 no. of revolving cushion chairs, 2 sets of steel sofa set for VVIPs (for 12 persons), 4 no. of center table of low height, 10 no. of glasses with cover, 4 no. of waste bin basket, 20 no. of plastic moulded chairs, one steel almirah with key, two steel tables for pantry room & two standard table for computer operation.
G	Electric Fittings	Tube Light – 20 no. , Ceiling Fan – 8 no., 4 no of sound less pedestal fan, 1 white Mercury light (100 watt) (to be connected with a on/off switch in the each room, 6 no. of 5 Amp Plug, 2 no. 15 Amp. Plug provisions for computer, printer, scanner & LCD projector. Other decorative light like hanging chandelier (<i>jhaada</i>) etc.
H	Sound System	One audio DVD/CD player and one microphone with amplifier for public announcement. The speakers be fitted in such a manner that the announcement should cover to entire ground.
I	Closures	Two wooden frame ply fitted door shall be fitted in the main entrance of the Coordination Cell for night closing.
J	Flower Decoration	Flower Vase with Sufficient Live flower decoration at the entrance and exit and other places, Live flower pots at the four sides of the Coordination Cell with thermocol lettering and thermocol panels at the entrance (written in English & Odia).

C. GATES: ENTRY & EXIT

The tenderer shall submit the lowest possible rate for the gate with following specification.

Sl. No.	Particulars	Work Specifications
1	Structure	Bamboo Structure, Wooden Batten framing, box type structure.
2	Size	Pillars height will be of 16' to 20' with 20' cleared width between the pillars, length 25' and width of pillar will be 4' all around.
3	Covering	Gate should be erected with batten framing, flex/ cotton cloth mounting with design work as per approved design.
4	Lighting	Sufficient lighting arrangement with white metal light.
5	Flowering	Live flower chains will be put in the gates and the same should be changed every alternate day.



Accepted by the Bidder (Signature of bidder with seal)

D. LIVE DEMONSTRATION STALL

Live Demonstration Stall will be erected at the different places inside the exhibition ground. On the Stall some live demonstration activities will be performed by the artisan. The bidder has to quote his lowest possible price for erection each Stall (maximum – 04) as per the specifications mentioned below.

Structure:	Bamboo & Cloth Structure, four sides open (a model of Hindu marriage bedi)
Size:	10 'X 10'
Facia:	4' height, flex stretched tightly and fixed with a wooden batten frame on the four side top of the stall, running jhaller placed at the bottom of the fascia.
Flooring:	1 ft. wooden platform with Full floor Durry matting.
Ceiling:	Tarpaulin water proof roofing and white cloth ceiling properly stretched.
Barricading :	4' height bamboo barricade covered with cloth on all sides of the mandap.
Electric Fitting:	8 no. of tube light, 4 no. of campa light fitted with the four corner poles, one ceiling fan with on/off switch arrangement

E. GROUND ELECTRIFICATION

The below mentioned items are taken as a **PACKAGE** which shall be supplied by the bidder for National Level Pallishree Mela. The quantities of the items are statutory /fixed in the package. The Package includes the below mentioned items and concealed wiring to all lights and sound equipments.

- Main Switch Board/Panel Board up to 250 KW electric load with cabling & wiring.
- Adequate speakers shall be fitted in the exhibition premises for surround Sound
- 40 no. of Halogen Light (500 watt) along with wiring/ fitting poles
- 20 no. of Halogen Light (1000 watt) along with wiring/fitting poles
- 20 no. of white Halogen light along with wiring /fitting poles.
- 05 no of tower should be fitted to fix the light.
- 10 no. of flood lights shall be fitted in and around back side of the stalls for security purpose.
- 80.00 KVA Generator for uninterrupted power supply to Pallishree Mela Campus.

F. MISCELLANEOUS ITEMS:

Besides works from item No. A to No. E following items may be required as per need. Bidder is to quote their unit price in quotation part for supply of the same as per the indent.

S. N	Items	Tentative Qty. required
1	Net Carpeting	40000 sq. ft.
2	Dustbin- 3 ft height	20 pcs.
3	Flex printing with batten framing	4000 Sq. ft.
4	Fire Extinguisher	05 nos.



Accepted by the Bidder (Signature of bidder with seal)

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.

Place:

Signature of the Bidder with seal

Date :



Tender for different items for Tentage & Allied works for National Level Pallishree Mela 2019-20

To

**The Project Director
DRDA, Balasore**

Sir,

I / We do hereby submit item wise quotation below for tentage and allied works for National Level Pallishree Mela to be organized by ORMAS, Balasore for the year 2019-20.

Sr.	Item	Unit	Tentative requirement of quantity in units	Offered Price Including all taxes	
				Quoted price per unit (in Rs.)	Price for quantity as mentioned at Column No. 4 (in Rs.)
1	2	3	4	5	6
A	Erection of stall	Per Stall	150 Stall		
B	Coordination Cell-cum-VIP Lounge	Per package	1		
C	Gates	Per Gate	2 Nos.		
D	Live Demonstration Stall	Per Stall	4 Nos.		
E	Ground Electrification	Per package	1 Nos.		
F	Miscellaneous items:				
1	Net Carpeting	Per Sq. Ft.	40000 sq. ft.		
2	Dustbin- 3 ft height	Per Piece	20 pcs.		
3	Flex printing with batten framing	1 Sqft	4000 Sq. ft.		
4	Fire Extinguisher	1 Pc	5 Pcs.		
Total					

Signature of the Bidder with seal



Accepted by the Bidder (Signature of bidder with seal)