

**Quotation Paper**  
of  
**Security Services**  
for

**Pallishree Mela,2018**

**Venue: Baliyatra Ground, Paradeep**

**Organized by**  
**ORMAS,JAGATSINGHPUR**

**C/o-District Rural Development Agency, Jagatsinghpur**

**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) and [www.jagtsinghpur.nic.in](http://www.jagtsinghpur.nic.in)

A. COST OF TENDER PAPER: : Rs. 400/- (Rupees Four Hundred only) (Non-refundable)

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

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

<p><b>Demand Daft / Pay Order No. .... Dated ...../...../ 2018</b> (DD/PO to be attached with the Quotation Paper)</p>
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B) NAME AND ADDRESS OR BIDDER:

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

<p>Bidder Name and Address:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p style="text-align: right;"><b>Signature of the bidder</b></p>
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C. LAST DATE & TIME FOR RECEIPT OF TENDER : **31.10.2018 latest by 2.00 PM.**

D. DATE & TIME OF OPENING OF TENDER : **31.10.2018 at 3.30 PM at office chamber of  
Project Director, DRDA,Jagtsinghpur**

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

**Asst. Director, ORMAS, JAGTSINGHPUR**  
C/o District Rural Development Agency,  
Sanara, Jagtsinghpur, ODISHA-754104

*Accepted by the Bidder (Signature of bidder)*

## **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 Pallishree Mela to be organized by ORMAS, Jagtsinghpur 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.

<b>District</b>	<b>Place of Exhibition</b>	<b>Occasion</b>	<b>Period of Exhibition</b>	<b>Nos. of Stall</b>
Jagatsinghpur	Baliyatra Ground Paradeep	Kalinga Baliyatra	<b>22<sup>nd</sup> to 28<sup>th</sup> Nov, 2018</b> <b>(7 days)</b>	<b>120</b>

### **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.

**Tentative Requirement of Security Personnel per shift during Mela.**

Security Guard with Lathi per shift	-	07
Supervisor	-	01
<b>Total-</b>	-	<b>08</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 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, Jagtsinghpur 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 CE, DSMS, JAGTSINGHPUR. The E.M.D. amount of the successful bidder will be kept with ORMAS, Jagtsinghpur 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 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 including service Tax.
13. Age group should be 18-45 of all the security Personal.

**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) EMD of Rs. 5,000/- (Rupees five thousand only) in favour of DSMS, JAGTSINGHPUR 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

*Accepted by the Bidder (Signature of bidder)*

**Quotation for providing security service for Pallishree Mela, 2018 at Paradeep.**

To

The Asst. Director  
ORMAS, Jagtsinghpur

Sir,

I / We do hereby submit item wise quotation below for security service for exhibition during 2018-19 organized by ORMAS, Jagtsinghpur.

Sr.No	Category	Security Personal	Rate per shift i.e. 8 hours (in Rs.)	Tentative total Nos. of Guard Required per day per shift.	For 3 shift Per day.	Amount (In Rs.)
1	Guard with Lathi	1		07	21	
3	Supervisor	1		01	03	
<b>G. Total-</b>				<b>08</b>	<b>24</b>	

**Signature with seal of the Quotationer**

# **Quotation Paper**

**of**

## **Printing Work**

**for**

**Pallishree Mela ,2018.**

**Organized by**

**ORMAS, JAGTSINGHPUR**

**C/o District Rural Development Agency, Jagtsinghpur**

**DETAILS ON QUOTATION PAPER FOR PRINTING WORKS:**

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

- A. COST OF TENDER PAPER: : Rs. 400/- (Rupees Four Hundred only) (Non-refundable)
- B) E.M.D (Refundable) : Rs. 2,000/- (Rupees Two thousand) only in shape of Demand Draft /Pay order in favour of CE,DSMS, JAGTSINGHPUR.

*To be filled in by the bidder.*

Demand Daft / Pay Order No. .... Dated ...../...../ 2018  
(DD/PO to be attached with the Tender 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: **31.10.2018 latest by 2.0 PM.**

D. DATE & TIME OF OPENING OF TENDER: **31.10.2018 at 3.30 PM at Office Chamber of PD,DRDA,Jagtsinghpur**

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

O/o Asst. Director, ORMAS, Jagtsinghpur  
C/o- District Rural Development Agency, Jagatsinghpur

*Accepted by the Bidder (Signature of bidder)*

## **Printing works**

### **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.

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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 DSMS, Jagtsinghpur 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.

<b>District</b>	<b>Place of Exhibition</b>	<b>Occasion</b>	<b>Period of Exhibition</b>	<b>Nos. of Stall</b>
Jagtsinghpur	Baliyatra Ground Paradeep	Kalinga Baliyatra	<b>22<sup>nd</sup> to 28<sup>th</sup> Nov, 2018</b>	<b>120</b>

### **3. TERMS & CONDITIONS**

1. The text of the materials will be provided by ORMAS, Jagtsinghpur well in advance of the exhibition. It is the responsibility of the firm that the print materials without any mistake should be provided in time as per the specification.
2. Sanctions of any advance will not be considered. The payment will be made on completion of each event.
3. The bill should accompany with the challan of receipt. The offer price should include all taxes & duties.
4. 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 CE, DSMS, Jagtsinghpur payable at Jagtsinghpur. The E.M.D. amount of the successful bidder will be kept with ORMAS, Jagtsinghpur 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.

5. The rate offered by the firm should be valid for one year.
6. The Quotationers have to offer the price for all items or else the tender paper will not be considered.
7. The firm should have valid GSTIN no.
8. **While submitting the quotation, the quotationer should submit the followings documents :**
  - a) Copy of work orders/ experience certificate for similar nature of works for last 2 years.
  - b. EMD of Rs. 2,000/- in favour of CE,DSMS,Jagtsinghpur in shape of Demand draft/pay order.
  - c. Valid GSTIN registration certificate.

**D. Details specification:**

1. **Identity Card with cover and neck cord (200 – 300 pcs. )**
  - a) Size : 5.5 CM X 9 CM
  - b) Printing : Offset Printing, Both Side
  - c) Colour : **Multi colour**
  - d) Paper : Art Paper Board, 220 GSM
  - e) Accessories : Plastic pouch and Clip type Neck Cord
2. **Certificate (150-200 pcs.)**
  - a) Size : A4
  - b) Printing : Offset Printing
  - c) Colour : **Multi Colour**
  - d) Paper : 300 GSM Art Paper Board
3. **Printing of Hording with installation (10-20 pcs.)**
  - a) Size : 8/10
  - b) Printing : one side
  - c) Colour : Multi Colour

**Hording will be installed on the way to Jagatsinghpur town to Paradeep municipality area.**

**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, Jagtsinghpur. 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 Printing works of National Level Pallishree Mela 2018**

To

The Asst. Director,  
ORMAS, Jagtsinghpur

Sir,

I / We do hereby submit item wise quotation below for printing works of State Level Pallishree Mela organized by ORMAS, Jagtsinghpur for the year 2018.

<b>S. N</b>	<b>Particulars</b>	<b>Unit</b>	<b>Per Unit Rate</b>	<b>Total amount</b>
1	Identity Card with cover and neck cord	250		
2	Certificate	200		
3	Hording with installation	20		
	<b>Total-</b>			

**Signature with seal of the Quotationer**

