

Ph.No-(06654)220865

ଜିଲ୍ଲା ଶିଳ୍ପ କେନ୍ଦ୍ର, ସୁବର୍ଣ୍ଣପୁର

E-Mail : dicsubarnapur@nic.in



**OFFICE OF THE GENERAL MANAGER
DISTRICT INDUSTRIES CENTRE, SUBARNAPUR**

At-Thanapatipada,Near Sureswari Temple,Sonepur,Dist-Subarnapur,Odisha,Pin-767017

Letter No. 236 /

Date: 23 / 02 / 2023 /

SHORT TENDER CALL NOTICE

Sealed Tenders are invited in the prescribed format from experienced Private Security Service Agencies/Firms for the Entrepreneurs Week-2023 to be held at Royal Field Sonepur from dt **05.03.2023 to 09.03.2023** as per the specification provided below. The detailed Tender Paper along with terms & conditions for Private Security Services can be obtained from the office of the General Manager,DIC, Subarnapur on payment of Rs.1,000.00 (Rupees one thousand) only which is Non-refundable. The tender paper can be downloaded from www.subarnapur.nic.in,in that case a demand draft of Rs. 1,000.00 (Rupees One thousand) only in favour of the **General Manager,DIC,Subarnapur** payable at Sonepur, must be enclosed with the tender papers.

The Technical & Financial Bid must be submitted in sealed covered separately mentioning

- **Technical bid** for Private Security Service and **Financial bid** for Private Security Service.

The Tender documents should reach to the address of the General Manager,DIC,Subarnapur near Sureswari Temple, Thanapatipada Sonepur on or before 1.00 PM of **28.02.2023** by General post/Registered or Speed post/Courier

The tender paper received after due date and time will not be entertained and will be opened on the same day at 4.00 PM in the office chamber of the General Manager,DIC , Subarnapur in presence of Bidder or authorized representative of Bidder with proper acknowledgement. The Technical Bid will be opened first and the eligible bidder in technical bid can only be considered for financial bid.

SPECIFICATION:-

SI No	Particulars	Details
01	Security Services	Document required for Technical Bid in Annexure I
		Financial Bid Format in Annexure-II
		Term & Condition and Specification of works in Annexure - III

The undersigned reserve the right to reject/modify fully or partially the tender without assigning any reason thereof.


General Manager
DIC,Subarnapur

Memo No 237 Date 23/2/2023

✓ Copy to DIO, NIC, Subarnapur to web hoist the short tender call notice in the District website.


General Manager
DIC,Subarnapur

TENDER PAPER FOR PRIVATE SECURITY SERVICES OF EXHIBITIONS (Entrepreneurs Week 2023)
TO BE ORGANISED FROM 5th TO 9th March 2023 BY DIC , SUBARNAPUR

COST OF TENDER PAPER : Rs. 1,000.00 (Rupees one thousand) only.
(Non Refundable)

ISSUED TO (Address in Detail) : M/S. _____

Against Money Receipt No. _____ Dated _____

Signature of Accountant

LAST DATE & TIME FOR RECEIPT : 28.02.2023 latest by 1.00 PM
OF TENDER PAPER

DATE & TIME OF OPENING OF : 28.02.2023 at 4.00 PM at Office Chamber of the General
TENDER PAPER Manager,DIC,Subarnapur

PLEASE DELIVER AT

OFFICE OF THE GENERAL MANAGER,DIC,SUBARNAPUR

Annexure I

TECHNICAL BID **for security services for Entrepreneurs Week – 2023, Subarnapur**

(Last date for submission of duly filled in Quotation Paper – 28.02.2022 at 1.00 PM.

(To be filled by the Bidder)

Name of the Agency	
Registration No.	
Address	
Contact Person with Mobile No.	
Tender Paper Cost.	
GSTIN No.	
PAN No.	
Valid Labour License No.	
Tax Clearance Certificate	Yes/ No.
Working experience related to Service	Yes/ No.

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 notice, my bid is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid in the document. 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 Bidder with seal

Annexure II

Financial Bid Format to be submitted in a separate sealed cover –

*(Last date for submission of duly filled in quotation form is 28th February '2023 at 1.00 PM)
(to be filled in by the bidder without any overwriting)*

I / We do hereby submit herewith item wise quotation below to provide security services for Entrepreneurs Week 2023 inclusive of all Taxes.

Sl.	Category	No. of Guard	Rate per shift i.e. 8 hours (in Rs., in figure)	Rate per shift i.e. 8 hours (in Rs., in words)
1	Guard with Lathi	1		
2	Supervisor	1		

Signature of the Bidder With seal

Annexure I

TECHNICAL BID **for security services for Entrepreneurs Week – 2023, Subarnapur**

(Last date for submission of duly filled in Quotation Paper – 28.02.2022 at 1.00 PM.)

(To be filled by the Bidder)

Name of the Agency	
Registration No.	
Address	
Contact Person with Mobile No.	
Tender Paper Cost.	
GSTIN No.	
PAN No.	
Valid Labour License No.	
Tax Clearance Certificate	Yes/ No.
Working experience related to Service	Yes/ No.

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 notice, my bid is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid in the document. 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 Bidder with seal

Annexure III

Terms of Reference for deployment of security in Entrepreneurs Week 2023, Sonepur

A. ABOUT ENTREPRENEUR WEEK, SONEPUR – 2023:

Entrepreneurs Week 2023 is scheduled to be organized at Royal Field, Sonepur from 5th to 9th March '2023 to provide a suitable platform to the Entrepreneurs/Rural Producers/Artisans to showcase their products for direct sale, interact with consumers with their choices and preferences and also find out trade link with market, exchange of Technology which will certainly help them in getting remunerative price for their produce.

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:

- Security personnel must be male and female both
- Sufficient no's of security personnel may be deployed
- To put on proper uniform
- Sincerity with good moral conduct, Well behaved & disciplined
- Able to read, write & speak Oriya and speaking knowledge of Hindi
- Able to keep proper watch & ward
- Knowledge of fire extinguisher operation
- Able to ride motor bike

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

C. Terms & Conditions:

1. The firm should submit the documents in duplicate like **PAN, Registration Certificate, Latest GSTIN deposit chalan** with the tender paper positively. In absence of the documents mentioned above, the tender will be rejected.
2. The firm shall submit the basic documents like **Registration Certificate, Latest Tax deposit chalan** in duplicate with the bidding document. In absence of the documents mentioned above, the bid may be rejected.
3. Experience certificate for execution of similar nature of work shall be enclosed.
4. GM DIC Subarnapur, will not be responsible for any occurrence like theft & missing of any articles of security personnel while deployment of guards during the exhibition period.
5. In case of any occurrence of theft in the Exhibition ground, the Security Agency will conduct proper inquiry.
6. 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.
7. In case of any misconduct reported, immediate action should be taken by the Security Agency which will be settled as per Indian law under local court jurisdiction, Sonepur.
8. Arrangement of lodging, boarding & logistics of the guards during the exhibition period will be the responsibility of the Security Agency.
9. Sanctions of any advance will not be considered. Full & Final payment will be made on completion of event against submission of bill. The Bill shall be prepared against the certified attendance sheet on deployment of security personnel in the event.
10. The Bidder has to offer the price for all items together. Else the bid may not be considered for evaluation.
11. The rate offered by the firm shall be inclusive of all Taxes, as applicable.

12. While submitting the Quotation, the following document shall be enclosed:

- a) Copy of work orders/ experience certificate for similar nature of works for last 3 years.
- b) Copy of the Registration Certificate of the security firm.
- c) Copy of PAN Card.
- d) Valid Labour License copy
- e) Copy of Goods & Services Identification Number (GSTIN) & latest deposit Challan.
- f) Cost of Tender paper Money Receipt/DD

**General Manager
DIC, Subarnapur**