



Panchayati Raj & DW Department  
Government of Odisha

# TENDER PAPER

(Deployment of Security Guard & Supervisor)

For

National Level

# Pallishree Mela-2025

In October 2025

Organized by

**ORMAS, Dhenkanal**

Office of Zilla Parisad, Dhenkanal, Mahinsapat  
Odisha, Pin-759001

**DETAILS ON TENDER PAPER, ISD, BIDDER FOR DEPLOYMENT OF SECURITY PERSONNEL  
IN PALLISHREE MELA 2025 DHENKANAL**

A. TENDER PROCESSING COST : Rs. 1,000/- (Rupees One Thousand only) in shape of Demand Draft /Pay order from any nationalized bank in favour of "DSMS, Dhenkanal" payable at Dhenkanal. (Non-refundable)

*To be filled in by the bidder.*

**TP Cost Demand Daft / Pay Order No. .... Dated ...../...../ 2025**  
(DD/PO to be attached with the Tender Paper)

B) AVAILABILITY OF TENDER PAPER : [www.dhenkanal.odisha.gov.in](http://www.dhenkanal.odisha.gov.in)

C) I.S.D (Refundable) : Rs. 5,000/- (Rupees Five Thousand) only in shape of Demand Draft /Pay order from any nationalized bank in favour of DSMS, Dhenkanal payable at Dhenkanal (Refundable)

*To be filled in by the bidder.*

**ISD Demand Daft / Pay Order No. .... Dated ...../...../ 2025**  
(DD/PO to be attached with the Tender Paper)

D) NAME AND ADDRESS OR BIDDER:

*To be filled in by the bidder.*

Bidder Name and Address:

M/s .....

Address.....

Contact No..... Whassaap No .....

e-Mail.....

Signature of the bidder

E. LAST DATE & TIME FOR RECEIPT OF TENDER: 16/09/2025 latest by 3.00 PM.

F. DATE & TIME OF OPENING OF TENDERS : 16/09/2025 at 03.30 PM at Zilla Parisad, Dhenkanal

G. ADDRESS FOR SUBMISSION OF TENDER PAPER:

**Tender Box of ORMAS, Dhenkanal  
ORMAS Building, Zilla Parishad, Mahisapat, Dhenkanal, Odisha, Pin-759001**

**Exhibition Period:**

Pallishree Mela-2025 will be organized at Mahishapat Ground, Dhenkanal for 7 days i.e. 08/10/2025 to 14/10/2025 during Laxmi Puja.

*Accepted by the Bidder (Signature of bidder)*

## **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 in between 25 to 40 years

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

## **Tentative Requirement of Security Personnel in Pallishree Mela Dhenkanal 2025 per day**

Security Guard with Lathi - 30 Supervisor - 3

Security personnel will be deputed at Mela ground and Accommodation places of the participants on shift basis & any other place as per assign by the authority. The service will be for 24 X 7 hours.

## **Terms & Conditions:**

1. The firm should submit the documents in duplicate like **Registration Certificate, Pasara License** 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, Dhenkanal 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 at exhibition 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.
8. The tenderers are required to deposit an earnest money deposit of **Rs. 5,000/-** (Rupees Five Thousand) only in shape of Demand Draft /Pay order from any nationalized Bank in favour of DSMS, Dhenkanal payable at Dhenkanal. The ISD amount of the successful bidder will be kept till the completion of the event. In case of any unsatisfactory work, delay in execution of work etc. the ISD amount will be forfeited as per the decision of the authority. Tender papers without ISD shall not be accepted.
9. The rate offered by the firm should be valid for 12 months w.e.f. finalization of the tender.
10. The tenderers have to offer the price for all items together. Else the tender paper will not be considered for evaluation.
11. Sanctions of any advance will not be allowed. The payment will be made on completion of the event and submission of proper bills.
12. The gross approved price would be including GST. The GST-TDS as per law will be deducted from the bill amount and deposited with the concerned authority.

*Accepted by the Bidder (Signature of bidder)*

13. The offered price by the firm shall be including of all taxes and duties. But, the bidder should submit the bill showing the net value (+) Add: the GST as applicable as on date.
14. Payment will be made on completion of the event and satisfactory performance of the vender.
15. The tenderer should not be black listed by any organization/ department/ office.
16. The parties/ tenderer who will qualify the technical bid, in those case only the Financial Bid will be opened.

**While submitting the tender, the tenderers should submit the followings:**

- a) Copy of work orders/ experience certificate for similar nature of works for last 2 financial years with list of organizations.
- b) Copy of the Registration Certificate
- c) Copy of the GST Registration No
- d) Up to date EPF & ESI deposit of the employees.
- e) **Rs. 5,000/-** (Rupees Five Thousand) only in shape of Demand Draft /Pay order from any nationalized bank in favour of DSMS, Dhenkanal payable at Dhenkanal towards ISD..
- f) **Rs. 1,000/-** (Rupees One Thousand) only in shape of Demand Draft /Pay order from any nationalized bank in favour of DSMS, Dhenkanal payable at Dhenkanal towards Tender Processing Cost.
- g) Copy of the Pasara license.
- h) Average Annual Financial Turnover during the last three year, ending 31<sup>st</sup> March 2025, should be at least Rs. 2.00 Lakhs. Audited statements to be submitted.
- i) IT return copy for the last three assessment years.
- j) Self-declaration in letter head that, the tenderer have not been black listed by any organization/ department/ Agency/ office.
- k) **The bidder has to submit technical and financial bids in separate envelops mentioning “Technical Bid” & “Financial Bid” on the top of the envelops and both of the Bids should be sealed in a another envelop.**

**Annexure – I**

**Technical Bid for providing Security Personnel in Pallishree Mela at Dhenkanal 2025, Dhenkanal**

To  
The CDO-cum-EO, Zilla Parishad, Dhenkanal

Sir,

I / We do hereby submit the detail documents as per the Tender Paper for providing Security Services for National Level Pallishree Mela 2025 for you kind reference & necessary action at your end.

Sl.	Documents	Submitted (Yes/No)	Remarks (if any)
1	ISD (refundable) of Rs. 5,000 /- (Rupees Five Thousand only) in shape of Bank Draft in favour of DSMS, Dhenkanal		
2	Tender Processing Cost (non-refundable) Rs. 1,000/- (Rupees One Thousand) only in shape of Bank Draft in favour of DSMS, Dhenkanal		
3	Document in support of Experience of executing the work of similar nature in last 2 financial years		
4	Registration certificate of Goods & Services Tax (GST).		
5	Registration certificate of the Firm.		
	Copy of Up to date EPF & ESI deposit of the employees		
	Copy of the Pasara license		
6	IT return copy for the last three assessment years.		
7	Audited Financial Statement of last three years duly attested by the Chartered Accountant having Average Annual Turnover of at least Rs. 2.00 Lakhs in last three year as on 31.03.2025.		
8	Self declaration that, the bidder has not black listed by Central/State Govt. Institutions for any means of non-obligation.		

Date:

Signature of the Bidder with seal

*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 ORMAS, Dhenkanal. 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 Tenderer with seal**

**Financial Bid for providing Security Personnel in Pallishree Mela at Dhenkanal 2025, Dhenkanal**

**To**  
**The CDO-cum-EO, Zilla Parishad, Dhenkanal**

Sir,

I / We do hereby submit item wise bid rates below for Deployment of Security Personnel in Pallishree Mela-2025 for your kind reference & necessary action at your end.

<b>Sr.</b>	<b>Category</b>	<b>No. of Guard</b>	<b>Rate per shift i.e. 8 hours (in Rs.)</b>
1	Guard with Lathi	1	
2	Supervisor	1	
<b>G. Total</b>			

(Rates are inclusive of all taxes)

**Date:**

**Signature of the Bidder with seal**

*Accepted by the Bidder (Signature of bidder)*