



Panchayati Raj & DW Department
Government of Odisha

TENDER PAPER
OF
Security services
for
PALLISHREE MELA DEOGARH- 2026

18th January.2026 to 22nd January, 2026
Near Badabagicha, Deogarh

Organised by
District Administration,Deogarh in
Association with ORMAS,Deogarh

Odisha Rural Development & Marketing Society, Deogarh
O/O Z.P, Deogarh-768119
Phone No:-8458002559/9438606426

Accepted by the Bidder (Signature of Bidder)

DETAILS ON TENDER PAPER, EMD, BIDDER FOR SECURITY WORKS OF THE PALLISHREE MELA,Deogarh-2026

The Tender paper can be downloaded from the following websites-www.deogarh.odisha.gov.in or can be obtained from the office of ORMAS at "Z.P Campus, Deogarh, Pin 768119 during office hours

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

To be filled in by the bidder.

Demand Daft / Pay Order No. Dated/...../ 2025-26
(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:

M/s

.....

Signature of the bidder

C) LAST DATE & TIME FOR RECEIPT OF TENDER : **06 th January 2026 by 1.00 P.M.**

D) DATE & TIME OF OPENING OF TENDERS : **06th January 2026 at 4.00 PM at Bikash Bhavan,Collectorate, Deogarh**

E) ADDRESS FOR SUBMISSION OF TENDER PAPER

ORMAS (Odisha Rural Development & Marketing Society)
C/O Z.P, Campus, Deogarh,Odisha, Pin - 768119

Terms of Reference for security of PALLISHREE MELA, Deogarh – 2026

A) About PALLISHREE MELA, Deogarh

The “Pallishree mela ,2026” is being organised by ORMAS (Odisha Rural Development & Marketing Society, Deogarh) is an Organisation under Panchayati Raj & DW, Department in collaboration with Dist. Administration, Deogarh with an objective to provide a platform to the rural producers for display, sales, interact and to know the taste & preferences of urban consumers. It also helps in establishing trade link and getting remunerative price for their produces.

The exhibition will be designed to create the atmosphere of a village where there will be an indigenous and contextual setting for folk artisans and entrepreneurs to display, demonstrate and market their skills and products in an environment akin to their own habitat. The entire layout, design and landscaping will be vernacular in approach. It will be a congregation of stalls grouped as per their classification homogeneously. The whole set up would create awareness on rural ethnic products among the masses.

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) Requirements for Security Personnel

All Security Guards provided by the Agency should be smart, trained and should have requisite skill in the following aspects:

- To put on proper uniform
- Well behaved & discipline
- Able to read, write & speak Oriya. Working knowledge of Hindi & English.
- Able to keep proper watch & ward
- Knowledge of fire extinguisher operation
- Minimum Qualification: Matriculation, +2 will be added advantage

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

Tentative Requirement of Security Personnel in Pallishree Mela, 2026

Security Guard with Lathi	-	15
Supervisor	-	<u>2</u>
Total		17

Security personnel will be deputed at Mela ground and Accommodation places of PALLISHREE MELA, Deogarh participants on shift basis.

C) Terms & Conditions:

1. The firm should submit the documents like **Registration Certificate, Latest GST deposit challan, up to date EPF & ESI deposit(desirable) 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 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 mela 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 tenderers 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 payable at Deogarh. The E.M.D. amount of the successful tenderer will be refunded within a month on award of contract subject to receipt of Performance Security. 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 entire period of PALLISHREE MELA, Deogarh -2026
11. Approximate value of Quotation call/Tender call is **Rs.70,000.00**(Rupees Seventy thousand) only
12. The tenderers have to offer the price for all items together. Else the tender paper will not be considered for evaluation.
13. The rate offered by the firm shall be including of all taxes and duties including service tax, as applicable.
14. Agency should furnish all latest tax related certificates/ Forms
15. **While submitting the tender, the tenderers should submit the followings:**
 - 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) **EMD of Rs. 5,000/- (Rupees five thousand only) in favour of DSMS, Deogarh in shape of Demand draft/pay order.**
 - d) Copy of the registration certificate of the firm Under Goods Service Tax (GST) Act 2017. The bidder must submit the latest GST return as on date and IT return filed for AY 2024-2025.
 - e) **The bidders should submit two envelopes one is financial and another is technical. In (Technical bid)envelope page no 1 to 5 of tender paper along with other documents mentioned in page no 3.In (financial bid) envelope only page no 6 should be submitted with proper filling.**

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, Deogarh. 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

**APPLICATION FORM FOR BIDDING/
EVALUATION FORM
{Details of the Applicant /Bidder}**

1. Name of the Registered bidder:-
2. Name of the authorized person:-
3. Address:-
4. Contact number:-
6. Email id:-
5. PAN Number (copy enclosed):-
6. GST Number (copy enclosed):-
7. GST Clearance certificate no with date:-
- 9 EMD Details: -Cheque/DD No- / date _____

Bank _____/amount Rs. 5,000/- (Rupees five thousand) only

10 Enclosed: -

- i) Xerox copy of PAN Card
- ii) Xerox copy of GST Registration certificate with number
- iii) Cheque /DD for cost of EMD
- iv) Declaration
- v) Copy of Experience certificate
- vi) Copy of up-to-date GST Return and IT Return

I hereby declare that the above statements are true and correct to the best of my knowledge and belief

Place

Date

Seal & signature of the Bidder

Quotation for security service for “ PALLISHREE MELA”, Deogarh - 2026

(Last date for submission of duly filled in tender document 06th January 2026 by 1.00 P.M)

(APPROXIMATE QUOTATION/ TENDER VALUE Rs. 70,000.00

To

The Deputy CEO,
ORMAS, Deogarh

Sir,

I / We do hereby submit item wise quotation below for security service for PALLISHREE MELA, Deogarh 2026.

Sr.	Category	No. of Guard	Rate per shift i.e. 8 hours (in Rs.) (Including All Taxes)
1	Guard with Lathi	1	
3	Supervisor	1	

Signature with seal of the Tenderer