

# TENDER PAPER

(For Security Service)

OF

**Zilla Mahotsav & Pallishree Mela Nayagarh  
24<sup>th</sup> -28<sup>th</sup> December 2025**

*Organised by*

**ORMAS, Nayagarh**

**FOR THE YEAR 2025**

**District Supply & Marketing Society, Nayagarh**

(A district unit of ORMAS)

Zilla Parisad, Nayagarh, Odisha-752070

Email: [dsmsnayagarh@gmail.com](mailto:dsmsnayagarh@gmail.com), Website: [www.ormas.org](http://www.ormas.org)

**TENDER PAPER FOR DEPLOYMENT OF SECURITY IN EXHIBITIONS TO  
BE ORGANISED BY ORMAS FOR THE YEAR 2024**

Sl.No.	Particulars	Details
1	Name of the Client	CDO-cum-EO, Zilla parishad , Nayagarh
2	Date of issue of Tender Call Notice	29.11.2025 ( <a href="http://nayagarh.odisha.gov.in/">http://nayagarh.odisha.gov.in/</a> )
3	Last date and time for submission of Bid	08.12.2025 up to 2 P.M. by Speed post / Registered post / Courier only.
5	Date, Time and Place for opening of Technical Bid and Presentation	08.12.2025 at 4.00 P.M., CDO-cum-EO, Zilla Parisad, Nayagarh, Dist.- Nayagarh
6	Cost of tender Paper (Non-Refundable)	Rs. 600 + 18% = 708.00 GST in shape of Demand Draft / Banker's Cheque in favour of CE, DSMS, Nayagarh
7	Earnest Money Deposit (EMD) (Refundable)	Rs. 10,000/- in shape of Demand Draft / Banker's Cheque in favour of CE, DSMS, Nayagarh
8	Address for Submission of Bid	Deputy CEO, ORMAS, Zilla Parisad, Nayagarh, At/Po- Nabaghanapur, Dist.- Nayagarh, Pin-752070 Mode of submission: Speed post / Registered post only. Submission of Tender Paper through other mode and late bid will be out rightly rejected.

L & S

PLEASE DELIVER AT

## District Supply & Marketing Society, Nayagarh

### Quality of Security Personnel

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

- To put on proper uniform
- Sincerity with good conduct
- Well behaved & disciplined
- Able to read, write & speak Oriya. Working knowledge of Hindi & English.
- Able to keep proper watch & ward
- Knowledge of fire extinguisher operation
- Able to ride motor bike

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

### Tentative Requirement of Security Personnel in each Exhibition

Security Guard with Lathi	-	15nos	- Per Shift
Supervisor	-	01 no.	- Per Shift

L2R

**Terms & Conditions:**

- The firm should submit the documents in photocopy like **Registration Certificate, Current year Income Tax Clearance, Latest Service Tax return, up to date EPF & ESI deposit challan, labour license, and present customer list** with the tender paper positively. In absence of the documents mentioned above, the tender will be rejected.
- Experience certificate should be enclosed for execution of similar nature of workp.
- DSMS, Nayagarh will not be responsible for any occurrence like theft & missing of any articles within the premises while deployment of guards during the exhibition period.
- In case of any occurrence of theft, the Security Agency will conduct proper inquiry.
- 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.
- Arrangement of lodging, boarding & logistics of the guards at exhibition towns during the exhibition period will be the responsibility of the Security Agency.
- The required no. of security personnel & the time period of deployment will be intimated separately, well in advance of each exhibition.
- The tenderers are required to deposit an earnest money of in shape of Demand Draft / Banker's Cheque in favour of CE, DSMS, Nayagarh and payable at Nayagarh. The E.M.D amount of the successful tenderer will be kept with DSMS for one year. 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. Tenders without E.M.D shall be rejected.
- Cost of Tender paper (Non-Refundable) of Rs. 600/- in shape of Demand Draft / Banker's Cheque in favour of CE, DSMS, Nayagarh Payable at Nayagarh.
- Sanctions of any advance will not they considered. Full & Final payment will be made on completion of each event.
- The rate offered by the firm should valid for one year
- The tenderers have to offer the price for all items or else the tender paper will not be considered.
- The rate offered by the firm shall be including of all taxes and duties except service tax, as applicable. However, the service tax will be deposited by the firm with the concerned authority and the same will be reimbursed to the firm only after production of receipt.

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

- Registration Certificate, latest updated copy of Income Tax, Service Tax No.,
- EPF/ESI No.,
- Present customer list, work experience etc.
- Authentic proof of the work done of similar nature with list of organizations.
- Proof of financial status and credit worthiness of the firms from any scheduled bank indicating the financial capacity of the party.
- Cost of tender Paper of Rs.708/-.
- EMD of Rs.5, 000.00 in favour of DSMS,Nayagarh in shape of Demand draft/pay order.
- Valid service tax registration certificate number and copy of the return/amount deposited in the last year.
- Copy of the Pasara license.

**ACCEPTED THE TERMS AND CONDITIONS****Signature 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 any information being found false or incorrect or any other figure inflated or misleading at any stage my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by ORMAS Nayagarh. . 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 :**

LS

# District Supply & Marketing Society, Nayagarh

## TENDER APPLICATION FORM FOR THE EXHIBITIONS

(Last date for submission of tender form on 2<sup>th</sup> December 2024 latest by 4.00 PM)

To

The CDO-cum-EO,  
Zilla Parishad, Nayagarh

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

Signature with seal of the Tenderer

LS