

Tender Paper
of
Security Services
for

**Lok- Mohotsav, National Level Pallishree
Mela & Atma Nirbhar Bharat Swadeshi
Mela**

Organized by
ORMAS & District Administration,
Sambalpur

DETAILS ON TENDER PAPER FOR DEPLOYMENT OF SECURITY PERSONNEL

The Tender paper can be downloaded from the website- [www. Sambalpur.odisha.gov.in](http://www.Sambalpur.odisha.gov.in), www.ormas.org, smcsambalpur.nic.in/

- A) Cost of Tender Paper (Non- Refundable) : - The Tender cost of Rs. 500/- (Rupees Five Hundred Only) is in shape of Money Receipt or DD/ Bankers cheque payable at Sambalpur shall be enclosed with the technical bid.

To be filled in by the bidder.

Money Receipt or DD/ Bankers cheque No. Dated .../.../2025 (Money Receipt or DD/ Bankers cheque to be attached with the Tender Paper)
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- B) E.M.D (Refundable) : **Rs. 5,000/-** (Rupees five thousand) only in shape of the form of FD duly pledged in favour of “**District Supply and Marketing Society, Sambalpur**”.

To be filled in by the bidder.

FD No. Dated .../.../2025 (FD to be attached with the Tender Paper)

- C) NAME AND ADDRESS OR BIDDER:

To be filled in by the bidder.

Bidder Name and Address: <p style="text-align: right;">Signature of the bidder</p>

C.LAST DATE & TIME FOR RECEIPT OF TENDER :23/12/2025 by 5.00 PM.

D. DATE & TIME OF OPENING OF TENDER: 24/12/2025 at 11.00 AM followed by Technical Presentation and Financial Bid opening for technically qualified bidders.

E) ADDRESS FOR SUBMISSION OF TENDER PAPER

O/o CDO-cum- EO, Zilla Parishad, Sambalpur
Kacheri Road, At/Po/ Dist- Sambalpur
Pin- 768001

Accepted by the Bidder (Signature of bidder)

SECURITY SERVICES

A. Background:

National Level Pallishree Mela has been organized every year in Sambalpur district to provide a direct selling platform to the rural producers to exhibit their products eliminating intermediaries. It is being organized by ORMAS, Sambalpur under the Panchayati Raj and Drinking Water Department, Govt of Odisha for years. It aims to strengthen the rural economy, thereby generating confidence and accelerating the development of rural crafts. The exposure to the urban market helps the rural artisans to taint their product portfolio to suit needs of urban customers. It creates ample space for cross-learning increases the bargaining power of the rural poor and enabling them to get better price realization for their products.

It is planned to organized the **Lok- Mohotsav, National Level Pallishree Mela & Atma Nirbhar Swadeshi Mela** by ORMAS, Sambalpur in coordination with District Administration as per the details given below. Any place or period as proposed below may change/vary in course of action. The programme may be cancelled without assigning any reason thereof and no consideration will be entertained for the same.

Sl.	Name of the District	Place of Exhibition	Occasion	Tentative Date of the Exhibition	No. of Stalls
1	Sambalpur	PHED Ground, Ainthapalli, Sambalpur	Lok Mahotsav	4 th to 11 th Jan'2026	200

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:

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

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

Tentative Requirement of Security Personnel

Security Guard with Lathi	-	27
Supervisor	-	3
Total		30

Security personnel will be deputed at exhibition ground and Accommodation places of the participants on shift basis.

C. Terms & Conditions:

1. The firm should submit the documents in duplicate such as **Registration Certificate, Private Security Regulation Authority (PSRA) Act of 2005 or subsequent amendments, GSTIN Registration copy, EPF & ESI deposit proof for last three months and present client list/ experience in undertaking of similar assignments during last 4 years ending F.Y 2024-25** with the tender paper positively. In absence of the documents mentioned above, the tender will be rejected.
2. The bidder can be a Company/Partnership Firm registered under relevant Acts
3. The bidder must have minimum average turnover of Rs 1.00 crore during last three financial years.
4. Experience certificate for execution of similar nature of work should be enclosed
5. ORMAS, Sambalpur will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the exhibition period.
6. In case of any occurrence of theft, the Security Agency will conduct proper inquiry.
7. 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.
8. Arrangement of lodging, boarding & logistics of the guards during the exhibition period will be the responsibility of the Security Agency.
9. The required no. of security personnel & the time period of deployment will be intimated separately, well in advance of each exhibition.
10. The bidder are required to deposit an earnest money of Rs. 5,000/- (Rupees five thousand only) in shape of the form of FD/NSC/KVP duly pledged in favour of **“DSMS-Sambalpur”**. The E.M.D. amount of the successful bidder will be kept with ORMAS, Sambalpur 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.
11. Sanctions of any advance will not be considered. Full & Final payment will be made on completion of the event.
12. The rate offered by the firm should be valid for one year.
13. The bidder has to offer the price for all items together or else the tender paper will not be considered for evaluation.
14. The rate offered by the firm shall be inclusive of all taxes and duties.
15. **While submitting the Tender, the Tenderer should submit the following:**
 - a) Copy of work orders/ experience certificate of similar nature of works for last 4 years with list of organizations.
 - b) Copy of the Registration Certificate
 - c) Proof of EPF & ESI deposit of the employees for last 3 months.
 - d) **EMD of Rs. 5,000/- (Rupees five thousand only) in shape of the form of FD duly pledged in favour of “DSMS-Sambalpur”**.
 - e) Copy of the Pasara license.
 - f) GSTIN Registration certificate

- g) Cost of Tender Paper of Rs 500/- (non refundable)
h) Copy of audit report for the year 2022-23,2023-24 and 2024-25
16. The EMD and Tender cost along with the documents mentioned in the point No 14 shall be in the envelop containing the Technical Bid.

D .Evaluation of bidder

The technical proposals shall be evaluated in two phases.

In the first phase the Technical Proposals shall be evaluated on the basis of minimum eligibility criteria as mentioned in the terms and conditions.

In the second phase, the firms which satisfy the minimum eligibility criteria shall be given marks based on Table: 1. Accordingly, firms will be ranked based on the marks allotted to them.

Table: 1

Sl. No.	Evaluation Criteria	Maximum Score
1	Similar nature of work.	<ul style="list-style-type: none"> • 10 marks for 1 similar nature of work and • 5 marks for every additional similar nature of work in the last 3 calendar years (2023, 2024, 2025) Subject to maximum marks of 25
2	Number of Enforcement Personnel on the pay roll of the Agency.	<ul style="list-style-type: none"> • 15 marks for having 100 nos. of Personnel on the payroll of the Agency and • 5 marks for every additional 50 no. of such enforcement personnel Subject to maximum marks of 25
3	Minimum Average Turnover of the Agency	<ul style="list-style-type: none"> • 10 marks for having minimum average turnover of INR 1 Crore in the last 3 financial years (2022-23, 2023-24& 2024-25) and • 5 marks for each additional INR 50 Lakhs turnover Subject to maximum marks of 20
4	Presentation	Maximum marks of 30
TOTAL		100

Note: Similar nature of works means providing security personnel.

In the third phase the top 3 ranked firms shall be short listed and will be invited for opening of financial bid. The presentation format is elaborated in Table No. 2

Table: 2

Sl. No.	Evaluation Criteria	Maximum Score
1	Agency profile, Experience of Similar nature of work in	15

	the past.	
2	Service standard delivery	15
	TOTAL	30

Technical Score (Ts): The Technical marks of participants shall be as per the point scoring methodology. Authority may include a panel of experts to evaluate the technical presentation. The bidders shall be invited for a PowerPoint presentation in front of the committee.

Opening of Financial Proposal

The financial proposals of the technically qualified bidders shall be ranked after the presentation shall be opened.

Financial Score (Fs): The lowest financial proposal will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:

$$Fs = 100 \times FM1/F1$$

(F1 = amount of Financial Proposal as proposed by the bidder; FM1 = Lowest financial quote)

Combined and Final Evaluation

Proposals will finally be ranked according to their combined technical (Ts) and financial (Fs) scores as follows:

$$S = Ts \times Tw + Fs \times Fw$$

(Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.70 and 0.30 respectively).

The Selected Applicant shall be the one who scores highest mark cumulatively in Technical and Financial.

F. Submission of Proposal - Packing, Sealing and Marking

The proposal shall be submitted in two parts -

- Part A - Technical Proposal
- Part B - Financial Proposal

The proposal shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized. Any interlineations, erasures or overwriting shall be valid only if they are initialled by the person or persons signing the proposal prior to opening of the same. The medium of language to be used in the proposals is English.

The Technical proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with bidder's name and address on the envelope and clearly marked as follows

Part-A:
Technical proposal for

"SELECTION OF AN AGENCY FOR DEPLOYMENT OF SECURITY PERSONNEL".

Part-B:
Financial Proposal for

"SELECTION OF AN AGENCY FOR DEPLOYMENT OF SECURITY PERSONNEL".

Both the above envelopes i.e. envelope for Part-A and envelope for Part-B must be packed in a separate sealed outer cover and clearly marked with the following on the top of the envelope:

Proposal for

"SELECTION OF AN AGENCY FOR DEPLOYMENT OF SECURITY PERSONNEL".

The inner and outer envelopes shall be addressed to the following address:

**O/o CDO-cum- EO, Zilla Parishad, Sambalpur
Kacheri Road, At/Po/ Dist- Sambalpur
Pin- 768001**

If the outer envelope is not sealed and marked as mentioned above, then Authority will assume no responsibility for the proposal's misplacement or premature opening.

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 and District Administration, Sambalpur. 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 bidder with seal

Place:

Date

Tender for providing Security Service for Lok- Mohotsav, National Level Pallishree Mela & Atma Nirbhar Swadeshi Mela

To

**CDO-Cum-EO
Zilla Parishad
Sambalpur**

Sir,

I / We do hereby submit item wise Tender below for security service for **Lok- Mohotsav, National Level Pallishree Mela & Atma Nirbhar Swadeshi Mela** organized by ORMAS and District Administration, Sambalpur.

Sr.	Category	No. of Guard	Lumpsum Rate per person per day i.e. a shift of 8 hours per day per person (in Rs.)	Total No of Guards Required per day	Amount (In Rs.)
1	Guard with Lathi	1		27	
3	Supervisor	1		3	
G. Total				30	

Note: G. Total amount should be inclusive of all overheads like remuneration, arrangement of lodging, boarding & logistics of the guards etc. and all statutory taxes including GST.

Signature with seal of the bidder