



ODISHA RURAL DEVELOPMENT & MARKETING SOCIETY
Panchayati Raj & Drinking Water Department, Govt. of Odisha
Zilla Parishad Campus, Nabarangpur, Odisha-764059.
E.mail: dsmsnabarangpur@gmail.com

Letter No: 493/ORMAS

Date: 13/11/2025

PRIVATE SECURITY SERVICE.

**QUOTATION CALL NOTICE WITH NORMS & CONDITION for
DEPLOYMENT OF PRIVATE SECURITY**

Sealed quotations are invited from potential **registered private security service agency** for Pallishree mela-2025 which will be held at New Mondei Ground, Hirli , Nabarangpur, from 12th to 16th December, 2025

Tender Value

Estimated Tender Value

Rs 85,000/- (Eighty Five thousand) only

The bid to be submitted by the Bidder shall consist of 2 (two) parts :-

Part - I :- "Technical Bid" (1st Envelope) shall contain:-

The Tenderar/Supplier participating in Tendering process should submit the details as per the format "Format of Technical Bid". in separate envelop and should write clearly on the top of the envelop i.e., "Quotation for Technical Bid for Deployment of Private Security"

Part – II :- "Financial Bid " (2nd Envelope) shall contain:-

The Tenderer/Supplier participating in Tendering process should submit the details as per the format "Format of Financial Bid" in separate envelop and should write clearly on the top of the envelop i.e., "Quotation for Financial Bid for Deployment of Private Security for Pallishree Mela" i.e., Schedule of Rates

The Tender should be submitted following the terms and conditions specified here under,

The bidder shall seal the two envelopes (both technical & financial bids in two separate envelopes) and put in one outer cover and submit before the date and time.

The envelope containing the above mentioned two documents as mentioned in the Complete Bidding Document shall be opened in front of all intending bidders. The Technical Bid shall be opened and evaluated by the Tender Committee constituted for the purpose. The amount, form and validity of Bid Security/Earnest Money furnished will be read out. If Earnest Money not in conformity, the Technical Bid and sealed Financial Bid will be returned to the bidder.

The Tender should be submitted following the terms and conditions specified here under,

Handwritten signature and date: 12/11/25

- I. The envelope Main containing the Tenders should be duly superscripted as “**Quotation for Private Security Service for Pallishree Mela-2025**”.
- II. The sealed quotations shall be accepted as per the prescribed Performa only, Otherwise the quotation shall be rejected automatically.
- III. **Place, date and time of receiving Tender** -The sealed tender papers should reach the Dy. CEO,ORMAS, Zilla Parishad Campus, Nabarangpur - 764059 through **Registered post / Speed Post only** during official hours on or before **20/11/2025 time 3:00 PM** . The authority will not be responsible for any postal delay. (Other means of receipt of quotation will be rejected). Quotations received after the stipulated date and time shall be liable for rejection.
- IV. **Place date and time of opening of Tender**- The quotation shall be opened on i.e. on **20/11/2025 at 04:30 P.M** in presence of the Bidders or their authorized representatives at ZP Mini Conference Hall, Nabarangpur.
- V. **Certificates and related documents to be attached**

01	PAN No.
02	GST Registration No.
03	Company Registration No.
04	Labour License No. & Validity
05	Service Tax registration No
06	EPF certificate
07	ESIC registration certificate No
08	Total Years of Experience

- VI. EMD- The Bidders are required to deposit Rs.1,000/-(**One thousand**) only as an EMD in shape of Demand Draft in favour of M/S Pallishree Mela, Nabarangpur drawn on any bank payable at Nabarangpur. Bidders may not require to deposit EMD who comes under exempted category.
- VII. Cost of Tender Papers- **A non-fundable amount of Rs.400/- (Four hundred) only** is to be deposited along with the tender in shape of Demand Draft in favour of **M/S Pallishree Mela, Nabarangpur** drawn on any bank payable at Nabarangpur towards the cost of tender paper. The authority will not be responsible if any portion of downloaded Tender paper differ from the approved Tender paper available in the office of the Dy. CEO ,ORMAS, Nabarangpur.
- VIII. For ensuring quality of the work, any bid below **19.99%** less than the tender value will be rejected. All financial bid up to 2(Two) decimal points without rounding off will only be considered. All bidders should quote their financial bid in both numerical and Alphabetical. In case of any confusion alphabetical bid will be prevailed. In case of the quoted price of different bidders are same then lottery system will be followed.


12/11/25

- IX. **Security Deposit**-The successful bidder has required to deposit **5% of the total value as Security Deposit** (refundable without interest) in shape of Cheque or Demand Draft or Online transfer in favour of **Pallishree Mela, Nabarangpur**, drawn on any nationalized/scheduled bank payable at Nabarangpur at the time of execution of agreement before issuing work order. The Security Deposit shall be forfeited in case any terms and conditions of the contract are infringed or the bidder fails to make complete supply satisfactorily or complete the work in time.
- VII. The company should provide the security personnel's from 11th December -2025 Evening to 17th December, 2025 morning.
- X. The Price offered by the firm should include all eligible taxes.
- IX. The rates offered by the firms should be valid till completion of the Pallishree Mela-2025.
- X. Payment will be made only after successful completion of the work and submission of related bills and vouchers within 45 days.

The Collector-cum-Chairperson, Pallishree Mela Committee, Nabarangpur reserves the right to accept or reject any or all Tenders, full or part of the Tenders without assigning any reasons what-so-ever and no intimation will be given to the bidders. In this account no disputes will be entertained. Any dispute arises subject to Nabarangpur Jurisdiction only.


CDO-cum-EO
Zilla Parishad, Nabarangpur

FORMAT FOR TECHNICAL BID FOR DEPLOYMENT OF PRIVATE SECURITY FOR PALLISHREE MELA-2025, NABARANGPUR

Sl.No.	Name of the Item	Details
01	Name of the Supplier	
02	Full Address of the Supplier	
03	PAN No.	
04	GST Registration No.	
05	Company Registration No.	
06	Labour License No. & Validity	
07	Service Tax registration No	
08	EPF certificate	
09	ESIC registration certificate No	
10	Total Years of Experience	
11	Experience Certificate (Please attach the experience certificate)	
12	No. of Security Supervisors (with Gun)	
13	No. of Security Supervisors(with out Gun)	
14	No. of Guards with Lathi	
15	EMD Rs 1,000/-	
(DD No..... Date..... Name of the Bank.....)		
16	Cost of Tender Papers	Rs.400/-
(DD No..... Date..... Name of the Bank.....)		

Signature of the Proprietor
Name:
Address:
Contact Number:

Handwritten signature and date: 17/1/24

**FORMAT FOR FINANCIAL BID FOR DEPLOYMENT OF PRIVATE
SECURITY FOR PALLISHREE MELA-2025**

Name of the Firm:.....

Address:.....

Sl.No.	Persons	SHIFT	Requirement	Total Rate for 7 Days including all taxes (In Rupees)
01	Security Supervisor	8 Hrs (Shift)	28 Man Shifts	
02	Guard with Lathi	8 Hrs (Shift)	140 Man Shift	

(Quoted price in words:.....)

Signature of the Proprietor
Name:
Address:
Contact Number:


17/1/25