

ZILLA PARISHAD, KEONJHAR
ORMAS Cell

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Notice No : 479

Date: 28/11/2025

SHORT TENDER CALL NOTICE FOR SECURITY & CCTV WORKS OF NATIONAL LEVEL
PALLISHREE MELA, KEONIHAR-2025

Sealed Tenders are invited from intending the experienced Firm/Agencies having successful track record and experience on Security Services for organization having GST, PAN & also up-to date deposit of GST with latest Deposit Challan (June- 2025 & September-2025 Quarter) for Security & CCTV of the Pallishree Mela, Keonjhar-2025 to be organized at the Keonjhar Stadium near Kali Padia from 26.12.2025 to 01.01.2026. The sealed tender papers should reach the Zilla Parishad Office, Keonjhar through Regd. Post/ Speed Post/ courier/ drop box up (at Office of ORMAS, Keonjhar) by 11.30 A.M on 12.12.2025. The tender documents will be opened on 12.12.2025 at 3.00 P.M in the Office of CDO-cum-E.O, Zilla Parishad, Keonjhar in presence of the bidder or their authorized representatives. The Envelop of the quotation should super scribe "TENDER DOCUMENT FOR SECURITY & CCTV WORKS OF NATIONAL LEVEL PALLISHREE MELA, KEONJHAR-2025". The details nature of works and speciation are mentioned below. For convenience and effective delivery, the tender is to be treated as a composite package of services. Evaluation of the competitive bidding price will be made taking into account the sum total amount quoted on the entire items. The undersigned reserves the right to accept or reject any or all the quotations without assigning any reason thereof.

CDO-cum-E.O 28.11.25

Zilla Parishad, Keonjhar

Memo No. 480 Date: 28-11-2025

Copy to the Addl. District Magistrate, Keonjhar with a request to affix the tender call notice in the notice board of Collectorate, Keonjhar for wide publication and information of the general public.

CDO-cum-E.O 28.11.25

Zilla Parishad, Keonjhar

Memo No. 481 Date: 28-11-2025

Copy to the District e-governance Manager, Keonjhar for information. She is requested to web-hoist the tender call notice along with tender paper in the district web portal for wide publication and information of the general public.

CDO-cum-E.O 28.11.25

Zilla Parishad, Keonjhar

Memo No. 482 Date: 28-11-2025

Copy to the Notice Board of Zilla Parishad, Keonjhar & all district level offices for wide publicity and information of the general public.

CDO-cum-E.O 28.11.25

Zilla Parishad, Keonjhar

Tender Paper for Security Services in National Level Pallishree Mela, Keonjhar -2025
DETAILS OF TENDER PAPER FOR DEPLOYMENT OF SECURITY PERSONNEL

Sl. No	Particulars	Details
1.	Name of the Client	CDO-cum-EO, ZP, Keonjhar PR & DW Department, Government of Odisha
2.	Method of Selection	Lowest bidder (L1)
3.	Joint Venture/Consortium	NOT ALLOWED
4.	Date of Issue of Quotation Call Notice	28.11.2025
5	Last Date & Time for receipt Quotation documents	12.12.2025 at 11.30 A.M.
6	Date & Time for opening of Quotation documents	12.12.2025 at 3.00 P.M.
7	Mode of submission of Quotation	Regd. Post/ Speed Post/ courier/ drop box up at office of ORMAS, Keonjhar
8	Address of Submission of Quotation	ORMAS, Keonjhar, C/o-CDO-Cum-EO Zilla Parishad, Keonjhar 1st Floor of Zilla Parishad Office, Near Collectorate Campus, Keonjhar, ODISHA-758001
9	Quotation paper available on	District web Portal i.e. www.kendujhar.odisha.gov.in
10	Documents required	As per point XV of the terms & condition
11	Bid processing Fee (Non-refundable)	Rs.1,000/- (Rupees One Thousand only) remitted through Banker's Cheque/Demand Draft in favour of "Chief Development Officer-cum-Executive Officer, Zilla Parishad, Keonjhar" drawn in any scheduled commercial bank payable at "Keonjhar"
12	EMD (Refundable)	Rs.5,000/- (Rupees Five Thousand only) in shape of Banker's Cheque/Demand Draft (DD) in favour of "Chief Development Officer-cum-Executive Officer, Zilla Parishad, Keonjhar" drawn in any scheduled commercial bank payable at "Keonjhar".

SECURITY SERVICES

1. Background:

National Level Pallishree Mela, Keonjhar 2025 is an initiative to provide a direct selling platform to the rural producers to exhibit their products eliminating intermediaries. It is being organized by ORMAS, Keonjhar under Panchayati Raj and Drinking Water Department, Govt of Odisha since long. 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 sell 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.

2. Exhibition detail:

Sl.	Name of the District	Place of Exhibition	Occasion	Tentative Date of the Exhibition	No. of Stalls Tentative may vary	Type of Mela
1.	Keonjhar	Keonjhar Stadium near Kali Padia	Gonasika Mahotsav, Keonjhar	25.12.2025 to 01.01.2026	200	National Level Pallishree Mela, 2025

3. 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, sincere, well behaved & disciplined.
2. Able to read, write & speak Oriya. Working knowledge of Hindi & English.
3. Able to keep proper watch & ward.
4. Knowledge of fire extinguisher operation.
5. Able to ride motor bike.
6. The Person engaged in the Security Guard with Lathi or the Supervisor should not be repeated in another shift of a day and consecutive two shifts.
7. Each guard should be aware of their duties & responsibilities during the duty hours.

vi) 4. **Scope of Work (Tentative Requirement of Security Personnel).**

Security Guard with Lathi requirement				Supervisor requirement		
Dates	Morning (6 am - 2pm)	Peak Hour (2- 10pm)	Night (10pm - 6am)	Morning (6 am - 2pm)	Peak Hour (2-10pm)	Night (10pm - 6am)
	Shift-A	Shift-B	Shift-C	Shift-A	Shift-B	Shift-C
25.12.2025	2	4	4	0	1	1
26.12.2025	4	6	6	0	1	1
27.12.2025	4	6	6	0	1	1
28.12.2025	4	6	6	0	1	1
29.12.2025	4	6	6	0	1	1
30.12.2025	4	6	6	0	1	1
31.12.2025	4	6	6	0	1	1
01.01.2025	4	6	6	0	1	1
02.01.2025	4	4	0	0	0	0
Total	34	50	46	0	8	8
Grand Total Requirement for Security Guards with Lathi ----->			130	Grand Total Requirement for Supervisors ----->		16

5. **CCTV:**

CCTV cameras are to be installed at different locations at Pallishree Mela ground to watch the theft and any un lawful activities. 10 nos. of CCTV cameras are to be installed in the mela ground. The monitor(screen) of the CCTV need to be placed in the control room in the mela ground. The DVR need to be installed for back up the data. For smooth monitoring of the CCTV one person need to be deployed through out the mela period.

Terms & Conditions:

- i. The firm should submit the documents in duplicate such as **Registration Certificate, Pasara License, GSTIN Registration copy, up to date EPF & ESI deposit (Till 31/03/2025) and present customer list with the tender paper positively.** In absence of the documents mentioned above, the tender will be rejected.
- ii. The bidder can be a Company/ Partnership Firm Registered under relevant Acts.
- iii. **Last Three financial years Experience certificate (Work Order) for execution of Security work in ORMAS Mela or similar nature of work should be enclosed.**
- iv. ORMAS, Keonjhar will not be responsible for any occurrence like theft & missing of any articles while deployment of guards during the exhibition period.
- v. In case of any occurrence of theft, the Security Agency will conduct proper inquiry.
- vi. 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.

- vii. **Arrangement of lodging, boarding & logistics of the guards during the exhibition period will be the responsibility of the Security Agency.**
- viii. The period of exhibition will be 9 days and may increase as per the order of District Administration, Keonjhar.
- ix. The required no. of security personnel & the time period of deployment will be intimated separately, well in advance of the exhibition.
- x. The bidders are required to deposit the tender paper cost of **Rs.1,000/- (Rupees One Thousand only)** in shape of demand draft/pay order in "Chief Development Officer-cum-Executive Officer, Zilla Parishad, Keonjhar" drawn in any scheduled commercial bank payable at "Keonjhar. Tender papers without tender paper cost shall not be accepted/ considered.
- xi. The bidders 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 "Chief Development Officer-cum-Executive Officer, Zilla Parishad, Keonjhar" drawn in any scheduled commercial bank payable at "Keonjhar. The E.M.D. amount of the successful bidder will be kept with ORMAS, Keonjhar 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.**
- xii. Sanctions of any advance will not be considered. Full & Final payment will be made on completion of the event.
- xiii. The bidder has to offer the price for all items together or else the tender paper will not be considered for evaluation.
- xiv. **The bidder shall be selected whosoever quotes the lowest financial proposal (L1) and submitted all the required documents as mentioned in the tender paper. The Security & CCTV will be treated as package of work. Evaluation of the competitive bidding price will be made taking into account the sum total amount quoted on the entire items.**
- xv. **The rate offered by the firm shall be inclusive of all taxes and duties (GST Bill to be submitted).**
- xvi. **While submitting the tender paper, the bidder should submit the following:**
- Copy of work orders/ experience certificate of similar nature of works for last 3 financial years with list of organizations.
 - Copy of the Registration Certificate
 - Up to date EPF & ESI (till 31/03/2025) deposit of the employees.
 - Tender Paper Cost of Rs.1,000/- (Rupees One thousand only)** in favour of Chief Development Officer-cum-Executive Officer, Zilla Parishad, Keonjhar" drawn in any scheduled commercial bank payable at "Keonjhar in shape of Demand draft/pay order payable at Keonjhar.
 - EMD of Rs. 5,000/- (Rupees five thousand only)** in favour of Chief Development Officer-cum-Executive Officer, Zilla Parishad, Keonjhar" drawn in any scheduled

Tender Paper for Security Services in National Level Pallishree Mela, Keonjhar -2025
commercial bank payable at "Keonjhar_in shape of Demand draft/pay order payable at Keonjhar.

- f) Copy of the Pasara license.
- g) The agency should have an average annual turnover of Rs. 3.00 lakhs (Rupees Three lakhs) from the Security Work during the last three financial years (2021-22, 2022-23 & 2023-24).
- h) GSTIN Registration certificate.
- i) Copy of Income Tax return for the F.Y. 2023-24.
- j) Copy of GST return for last quarter i.e. June-2025 to September-2025 quarter.
- k) The bidder should not have been blacklisted by Central / State Govt. Institutions for any means of non-obligation. (Self-declaration format enclosed herewith).

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 in this tender call notice. 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

Accepted by the Bidder (Signature of bidder)

FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED

I M/s. , (the name of the Bidder and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s/ chief executive officer/ directors/managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting subsists as on the Proposal Due Date.

We further confirm that we are aware our interest for the work of ORMAS would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this tender at any stage of selection and/or thereafter during the term of the Contract.

Dated thisDay of....., 2025

Signature of the Bidder with seal

Place:

Date

Technical Bid

BIDDER'S INFORMATION

1	Name of the Bidder / Firm / Company / Agency	
2	Full address of Bidder Telephone no. Fax no. E-mail address :	
3	Copy of the Registration Certificate	
4	Up to date EPF & ESI (till 31/03/2025) deposit of the employees	
5	Copy of the Pasara license	
6	Particulars of E.M.D of ₹ 10,000/- (Rupees Ten Thousand)	Bank & Branch - DD No. - Date -
7	Particulars of Tender Paper Cost of ₹ 1,000/- (Rupees One Thousand) only	Bank & Branch - DD No. - Date -
8	GSTIN No. (copy of certificate to be attached)	
9	PAN No. (Copy to be attached)	
10	Copy of Income Tax return for the F.Y. 2023-24.	
11	Copy of GST return for last quarter i.e. June-2025 to September-2025 quarter	
12	Average annual turnover of Rs. 3.00 lakhs (Rupees Three lakhs) from the Security Work during the last three financial years (2021-22, 2022-23 & 2023-24). Copy of audited Financial Statement duly signed by a Chartered Accountant in practice.	
13	Copy of work orders/ experience certificate of similar nature of works for last 3 financial years with list of organizations	
14	Self-declaration format (not have been blacklisted by Central)	

I do hereby certify that the above mentioned particulars are true and correct.

Full Signature of the Bidder:

Date:

Seal

Accepted by the Bidder (Signature of bidder)

Financial Bid
Price Bid for providing security service for Nation Level Pallishree Mela, Keonjhar, 2025

To

The CDO-Cum-EO
Zilla Parishad, Keonjhar

Sir,

I / We do hereby submit item wise quotation below for security service for the exhibition, National Level Pallishree Mela, 2025, organized by ORMAS and District Administration, Keonjhar.

Sl. No.	Category	Requirement (In Nos.)	Rate per shift i.e. 8 hours (in Rs.) (Rate quoted should be inclusive of all taxes and duties)	Total Amount (In Rs.) (Rate quoted should be inclusive of all taxes and duties)
1	Security Guard with Lathi	130		
2	Supervisor	16		
3	CC TV (Camera, monitor & DVR)	10 CCTV, 1 monitor screen & DVR	-NA-	
Grand. Total amount				

Signature of the Bidder with seal

Place:

Date

Accepted by the Bidder (Signature of bidder)