

**ଜିଲ୍ଲା ଶିଳ୍ପ କେନ୍ଦ୍ର, ମୟୂରଭଞ୍ଜ, ବାରିପଦା, ଡକଡପୁର**  
**District Industries Centre, Mayurbhanj**  
**Baripada, Takatpur**

**ଅଣୁ, କ୍ଷୁଦ୍ର ଓ ମଧ୍ୟମ ଉଦ୍ୟୋଗ ପ୍ରଦର୍ଶନୀ – ୨୦୨୩**  
**ଅନ୍ତର୍ଭୁକ୍ତ ସର୍ତ୍ତ କୋଟେସନ ନୋଟିସ**  
**Short quotation call notice under**  
**MSME Exhibition – 2023**

**On the occasion of**  
**“Celebration of Entrepreneurs’ Week**  
**2023**

# **TENDER PAPER**

(For Security Service)

**OF**

## **MSME Exhibition**

**On the occasion of “Celebration of Entrepreneurs Week” 2023**

*Organised by*

**DIC, Mayurbhanj**

## District Industries Centre, Mayurbhanj

### **TENDER PAPER FOR DEPLOYMENT OF SECURITY IN EXHIBITIONS TO BE ORGANISED BY DIC MAYURBHANJ FROM 05.03.23 TO 09.03.2023**

E.M.D (Refundable)	Rs.1, 000/- in shape of Demand Draft/Pay order in favor of General Manager DIC Mayurbhanj payable at Baripada
LAST DATE & TIME FOR RECEIPT OF TENDER	20 <sup>th</sup> February 2023 latest by 2.00 PM
DATE & TIME OF OPENING OF TENDER	20 <sup>th</sup> February 2023 at 4.00 PM at Collectorate , Mayurbhanj

## District Industries Centre, Mayurbhanj

### Quality of 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
- 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

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

### Tentative Requirement of Security Personnel in each shift (12 hours) during Exhibition period

Security Guard with Lathi - 06

Supervisor - 01

### 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 work.
- DIC, Mayurbhanj will not be responsible for any occurrence like theft & missing of any articles 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.
- The tenderers are required to deposit an earnest money of Rs.1, 000/- in shape of demand draft/ Pay order in favor of **General Manager DIC, Mayurbhanj** payable at Baripada. The E.M.D amount of the successful tenderer will be kept with DIC Mayurbhanj till final Settlement of bill. 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.
- Sanctions of any advance will not be considered. Full & Final payment will be made on completion of each event.
- 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.
- Authority reserves the right to reject any or all tenders without assigning any reason thereof.

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

- 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.
- Latest Income Tax Clearance Certificate.
- Copy of the Registration Certificate, up to date EPF & ESI deposit and present customer list
- EMD of Rs.1, 000.00 in favor of **General Manager DIC, Mayurbhanj** in shape of Demand draft.
- 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 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 DIC Mayurbhanj. 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 :**

# District Industries Centre, Mayurbhanj, Baripada

## TENDER APPLICATION FORM FOR THE EXHIBITION

(Last date for submission of tender form on 20<sup>th</sup> February 2023 latest by 2.00 PM)

To

The General Manager DIC  
Mayurbhanj

Sl. No	Category	No. of Guard	Rate per shift i.e. 12 hours (in Rs.)
1	Guard with Lathi	1	
2	Supervisor	1	

Signature with seal of the Tenderer