

## ଖଣ୍ଡପଡ଼ା ବିଜ୍ଞାପିତ ଅଞ୍ଚଳ ପରିଷଦ, ଖଣ୍ଡପଡ଼ା

### OFFICE OF THE NOTIFIED AREA COUNCIL : KHANDAPADA

E-Mail Id-nackpg89@gmail.com

Letter No - 1607

Date. 26/07/24

#### Quotation Call Notice

The Executive Officer, NAC, Khandapada, invites the sealed quotations from potential Security Services to deploy of 1No. Watch Man & 2No. Security Personnel for “Wealth Centre (MCC & MRF)” of NAC, Khandapada for 1(One) year. The evaluation forms & format of quotation completed in all respect should reach the undersigned on or before Dt.16/08/2024 by 1.00P.M by mode of Regd. Post or Speed Post only and shall be opened on the same day at 4.00P.M in presence of the bidders or their authorized representatives, for details please visit the district website <http://nayagarh.odisha.gov.in> and in office website <http://www.khandapadanac.in> downloaded the bid document.

The undersigned reserves the right to reject any or all quotations without assigning any reason thereof.

#### A. 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;

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

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

#### TERMS & CONDITIONS

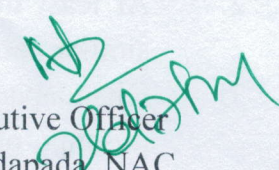
1. The firm should submit the documents in duplicate like Registration Certificate of firm, PAN, GST, PSARA License, Latest GST deposit challan with the tender paper positively. In absence of the documents mentioned above, the tender will be rejected.
2. At least three Experience certificates during last three year for execution of similar nature of work shall be enclosed.
3. Khandapada NAC will not be responsible for any occurrence like theft & missing of any articles of security personnel while deployment of guards during the exhibition period.



4. In case of any occurrence of theft in the Exhibition ground, the Security Agency will conduct proper inquiry.
5. 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.
6. In case of any misconduct reported, immediate action should be taken by the Security Agency which will be settled as per Indian law under local court jurisdiction, Khandapada.
7. Arrangement of lodging, boarding & logistics of the guards during the exhibition period will be the responsibility of the Security Agency.
8. The envelope containing quotation document must be superscribed as “**Quotation for deployment of Watch Man & private security for “Wealth Centre (MCC and MRF)” of Khandapada NAC.**”
9. The evaluation forms & format of quotation completed in all respect should reach the undersigned on or before **Dt.16/08/2024 by 1.00P.M** by mode of Regd. Post or Speed Post only and shall be opened on the same day at **4.00P.M** in presence of the bidders or their authorized representatives. Quotation received after due date will not be considered.
10. Sanctions of any advance will not be considered. The payment will be made on completion of each event.
11. The bill should accompany with the challan of receipt. The offer price should include all taxes, as applicable.
12. The bidder has to offer the price for all items or else the quotation paper will not be considered.
13. Approved quotationer should deploy Watch Man & Security personnel to the “Wealth Centre (MCC and MRF)” of Khandapada NAC.
14. The rate offered by the firm shall be including of all taxes and duties including GST as applicable.

**While submitting the bid, the bidder should submit the following documents:**

1. Copy of work orders / experience certificate for similar nature of works for last 3years.
2. Annual Financial Turnover during the last three year, ending 31<sup>st</sup> March of the previous financial year, should be at least Rs.2.00Lakhs.
3. Copy of the registration certificate of the firm or valid number in favour of the firm.
4. Copy of registration certificate of firm in Income Tax (PAN, TAN)/ GST for similar nature of work.

  
Executive Officer  
Khandapada, NAC



## EVALUATION FORM

1	Name of the Agency with Regd. No.	
2	Full address of Security agency Telephone No. Fax No. E-mail address:	
3	PSARA License	
4	Labour Regd. No.	
5	PAN No.	
6	GST No.	
7	Income Tax Return	
8	E.P.F	
9	E.S.I	
10	Work Experience	
11	Contact Person & Telephone No.	

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

Full Signature of the Bidder:

Date :

Seal

### **DECLARATION BY THE BIDDER :**

It is hereby declared that I the undersigned, I have read and examined all the terms and conditions etc. of the quotation for which I have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the quotation are fully acceptable, to me and I will abide by the conditions of the terms and conditions.

Signature

Date :

Name & Address

Designation :



FORMAT OF QUOTATION

Sl. No.	Security Personnel	Quantity	Rate per day	Amount INR
1	Watch Man	1(One)		
2	Security Guard	2(Two)		
	<b>Total</b>			

Gross Total Cost : Rs. ....

Total bid price (including Taxes and Other) in Rs...../- (in numbers)

.....(In Words)

Signature of the Bidder

**Name of the Firm / Agencies**

Address

Date

Place

Seal




Memo No. 1608 / Dt. 26/07/24

Copy submitted to the Director Municipal Administration & Ex-Officio Additional Secretary to Govt. in Housing & Urban Development Department, Odisha, Bhubaneswar for favour of kind information and necessary action.

  
Executive Officer,  
Khandapada NAC

Memo No. 1609 / Dt. 26/07/24

Copy submitted to the Collector & District Magistrate, Nayagarh for favour of kind information .

  
Executive Officer,  
Khandapada NAC


Memo No. 1610 / Dt. 26/07/24

Copy submitted to the Project Director, DUDA, Nayagarh for favour of kind information .

  
Executive Officer,  
Khandapada NAC

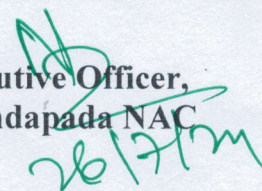
Memo No. 1611 (5) / Dt. 26/07/24

Copy to Asst. Engineer, M.I. Khandapada/Asst. Engineer (R&B) Khandapada /Asst. Engineer R.D.Khandapada / Tahasildar, Khandapada/ B.D.O, Khandapada for favour of kind information with a request to display a copy of this Notice on your notice board for wide publication.

  
Executive Officer,  
Khandapada NAC

Memo No. 1612 / Dt. 26/07/24

Copy submitted to the District e-Governance Manager Collectorate, Nayagarh for favour of kind information with a request to upload the advertisement in District website at the earliest.

  
Executive Officer,  
Khandapada NAC



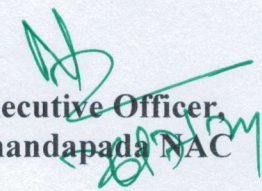
Memo No. 1613 / Dt. 26/07/24

Copy submitted to the I & PR Department, Odisha, Bhubaneswar for kind information and request to publish the notice in one Odia daily news paper for one day within minimum space for wide publication & submit the bill for payment.

  
Executive Officer,  
Khandapada NAC

Memo No. 161A / Dt. 26/07/24

Copy to the office notice board and in office website i.e. <http://www.khandapadanac.in> for wide circulation and information of all concerned.

  
Executive Officer,  
Khandapada NAC