



ରାଜଗଞ୍ଜପୁର ପୌରପାଳିକା କାର୍ଯ୍ୟାଳୟ, ରାଜଗଞ୍ଜପୁର
OFFICE OF THE RAJGANGPUR MUNICIPALITY, RAJGANGPUR

ପୌରପାଳିକା କାର୍ଯ୍ୟାଳୟ:
ରାଜଗଞ୍ଜପୁର-୭୭୦୦୧୭
Municipality Office
Rajgangpur-770017
Tel:-06624-220454



Rajgangpur Municipality



Rajgangpur_Mun



rajgangpurm.hud@nic.in

No. 5237

Date: 05/11/24,

QUOTATION CALL NOTICE

The Executive Officer, Rajgangpur Municipality, invites the sealed quotations from potential Security Services to deploy of 2 Nos. of Male unarmed Security Guard (age between 21 to 40) & 01 No. Female unarmed Security Guard (age between 21 to 30) for "Aahaar Kendra & Aahaar Kitchen" at C.H.C. Campus, Rajgangpur under Rajgangpur Municipality for 1(One) year i.e, from Dt.18.11.2024 to 17.11.2025. The evaluation forms & format of quotation complete in all respect should reach the undersigned on or before Dt: 16.11.2024 by 1.00P.M by mode of Regd. Post or Speed Post only to this office address **Executive Officer, Rajgangpur Municipality, Rajgangpur, Pin-770017** and shall be opened on the same day at 4.00 P.M. in presence of the bidders or their authorized representatives, for details please visit the district website <http://sundargarh.odisha.gov.in> and <http://www.rajgangpurmunicipality.in> download the bid document. The undersigned reserves the right to reject any or all quotations without assigning any reason thereof.

➤ 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

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



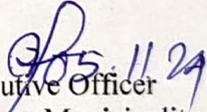
➤ **TERMS & CONDITIONS :-**

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. Rajgangpur Municipality 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 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, Rajgangpur.
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 super scribed as **Quotation for deployment of Security Manpower for Aahaar Kendra & Aahaar Kitchen of Rajgangpur Municipality.**
9. The evaluation forms & format of quotation completed in all respect should reach the undersigned on or before Dt.16.11.2024 by 11.00 A.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. Approved quotationer should deploy Security personnel to the "Aahaar Kendra & Aahaar Kitchen)" of Rajgangpur Municipality.
13. The rate offered by the firm shall be including of all taxes and duties including GST as applicable.
14. If the quotation of bidding is same then lottery system would be a fair and acceptable method.

➤ **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 31st 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 similar nature of work. Income Tax (PAN, TAN)/ GST for similar nature of work.


Executive Officer
Rajgangpur Municipality

EVALUATION FORM

01.	Name of the Agency with Regd. No.	
02.	Full Address of Security Agency Telephone No. Fax No. E-mail address.	
03.	PSARA License	
04.	Labour Regd. No.	
05.	PAN No.	
06.	G.S.T. No.	
07.	E.P.F.	
08.	E.S.I.	
09.	Income Tax Return	
10.	Work Experience	
11.	Contact Person & Contact No.	

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

Signature of the Bidder:

Date:

Seal:

DECLARATION BY THE BIDDER :

It is hereby declared that I the undersigned, 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
01	Unarmed Security Guard (Male)	02 (Two)		
02	Unarmed Security Guard (Female)	01 (One)		
	Total	03 (Three)		

Gross Total Cost: Rs. _____

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

_____ (in Words).

Signature of the Bidder

Name of the Firm/Agencies

Address

Date

Place

Seal

Memo No. 5238 /Dt. 05/11/24.

Copy submitted to the Collector & District Magistrate, Sundargarh for favour of kind information & necessary action.

05.11.24
Executive Officer
Rajgangpur Municipality.

Memo No. 5239 /Dt. 05/11/24

Copy submitted to Project Director, DUDA, Sundargarh for favour of kind information & necessary action.

05.11.24
Executive Officer
Rajgangpur Municipality.

Memo No. 5240 /Dt. 05/11/24

Copy forwarded to the Tahasildar, Rajgangpur/B.D.O., Rajgangpur/Asst. Manager, WATCO, Ranibandh Section Office, Rajgangpur/Asst. Executive Engineer, PWD, (R&B) Sub-Division, Rajgangpur for favour of information & necessary action. They are requested to display the office Notice for wide publication.

Copy to Office Notice Board for wide Publication.

05.11.24
Executive Officer
Rajgangpur Municipality.

Memo No. 5241 /Dt. 05/11/24

Copy forwarded to the DIO, MIC, Sundargarh for favour of information & necessary action. You are request to upload the Quotation Call Notice in the district website.

05.11.24
Executive Officer
Rajgangpur Municipality.