

## **Expression of Interest**

“Expression of Interest” in sealed cover is hereby invited from interested and experienced security agencies/ firm to provide Security Service for up-coming **15th Toshali National Crafts Mela** from **21st January 2021 to 4th February 2021** at **Janata Maidan, Bhubaneswar**.

For details of EOI, TOR etc please visit the website: [www.sidacodisha.org.in](http://www.sidacodisha.org.in) .The last date for submission of EOI in the office of SIDAC, Handicrafts Complex, Gandamunda, Khandagiri, Bhubaneswar. Ph: 0674-2350318 is upto 5:00 pm. on 13.01.2021 . The details of EOI will be available in the website w.e.f. 05.01.2021.

**Member Secretary**



### **State Institute for Development of Arts & Crafts**

*Handlooms, Textiles & Handicrafts Department, Govt. of Odisha*

Handicrafts Complex, Gandamunda, Bhubaneswar-750030

**SIDAC** Tel. No. +91 (0) 674 2350318, E-mail: [sidacorissa@gmail.com](mailto:sidacorissa@gmail.com), [www.sidacodisha.org.in](http://www.sidacodisha.org.in)

**EXPRESSION OF INTEREST FOR SELECTION OF  
SECURITY AGENCY FOR  
15<sup>th</sup> TOSHALI NATIONAL CRAFTS MELA**

***Organized By:***

**Handlooms, Textiles & Handicrafts Department  
Govt. of Odisha**

***Implemented By:***

**State Institute for Development of Arts & Crafts (SIDAC)**

Handicrafts Complex, Gandamunda,  
Bhubaneswar-30 Tel: (0674) 2350318

E-mail: [toshalifair@gmail.com](mailto:toshalifair@gmail.com)

**Event Period:** 21.01.2021 to 04.02.2021

**Location:** Janata Maidan, Bhubaneswar

**STATE INSTITUTE FOR DEVELOPMENT OF ARTS & CRAFTS (SIDAC)  
HANDLOOMS, TEXTILES & HANDICRAFTS DEPARTMENT, GOVT. OF ODISHA**

**EXPRESSION OF INTEREST CALL NOTICE FOR SELECTION OF SECURITY  
AGENCY FOR 15<sup>th</sup> TOSHALI NATIONAL CRAFTS MELA**

**No. 45**

**Date. 04.01.2021**

State Institute for Development of Arts & Crafts (SIDAC) on behalf of Handlooms, Textiles & Handicrafts Department, Govt. of Odisha is going to organize 15th **Toshali National Crafts Mela** with the *COVID 19 Guidelines* scheduled to be held **21.01.2021 to 04.02.2021** at **Janata Maidan, Bhubaneswar**.

Expression of Interest (EOI) in sealed cover are invited from interested Security Agencies/ firms having required eligibility and past experience in providing security services. The EOI should be submitted in the prescribed format in two separate bids i.e. "Technical Bid" with requisite documents & "Financial Bid" towards financial quote for engagement of security persons & hiring charges of security equipments. The interested agencies are to inspect the ground "Janata Maidan" and collect required information regarding its location, size and available amenities to cater the requirement of the event. The **EMD of Rs.5,000/-** is to be deposited in shape of DD in favour of **Member Secretary, SIDAC**, payable at Bhubaneswar. The Bid Document can be downloaded from the website: [www.sidacodisha.org.in](http://www.sidacodisha.org.in). The bidder has to submit the cost of bid document i.e. Rs. 500/- in shape of DD in favour of **Member Secretary, SIDAC**, payable at Bhubaneswar with the Technical Bid. The last date of receipt of the sealed offer in the office at SIDAC is up to **5.00 P.M. on dt 13.01.2021**. The "Technical Bids" will be opened at **11.30AM On dt 15.01.2021** in presence of the bidders or their authorized representatives. The "Financial Bids" of only qualified firms will be opened on suitable date and time with intimation to the selected bidders.

**The authority reserves the right to reject any or all the offers without assigning any reason thereof.**

- Sd-

**Member Secretary, SIDAC**

## DATA SHEET

SI No	Particulars	Details
1	Name of the Client	State Institute for Development of Arts & Crafts (SIDAC) Handlooms, Textiles & Handicrafts Deptt. Govt of Odisha
2	Method of Selection & Proposal validity	Least Cost Selection Process 60 days
3	Date of Issue of EOI	04.01.2021
4	Pre proposal Meeting	07.01.2021 (11.30 AM)
5	Deadline for receipt of EOI Proposal	13.01.2021 (up-to 5.00PM)
6	Date of opening of Technical Proposal	15.01.2021 (12.30 PM)
7	Date of opening of Financial Proposal	Will be intimated later
8	Expected date of commencement of Assignment	18.01.2021
9	Pre Proposal Meeting	A pre proposal meeting will be held on 07.01.2021 at 11.30 AM in the conference hall of SIDAC, Bhubaneswar. <b><i>The Nodal Officer for the purpose.</i></b>  Name: Sri B.K.Pradhan Designation: Executive Engineer, SERIFED Ph: 9438016792
10	Bid document Fee (Non Refundable)	Rs 500/- (Rupees Five Hundred only) in shape of DD favouring Member Secretary, SIDAC drawn in any scheduled commercial bank payable at Bhubaneswar.
11	Earnest Money Deposit (EMD) Refundable	Rs. 5000/- (Rupees Five Thousand only) in shape of DD favouring Member Secretary, SIDAC drawn in any scheduled commercial bank payable at Bhubaneswar
12	Contact Person	i. Sri Kailsh Ch. Sahoo, OAS (SAG) Member Secretary, SIDAC Ph: 9337111783  ii. Sri B.K.Pradhan Executive Engineer, SERIFED Mob: 9438016792

13	Postal Address for submission of proposal	Member Secretary, State Institute for Development of Arts & Crafts Handicrafts Complex, Gandamunda Khandagiri, Bhubaneswar Odisha, 751030 Ph: 0674 2350318 E mail: <a href="mailto:sidacorissa@gmail.com">sidacorissa@gmail.com</a>
14	Mode of Submission of proposal	Speed Post/ Registered Post/ Courier only to the address as specified at Sl. No 13 during the office hour only. Submission of bid through any other mode and late bid will be rejected.
15	Place of opening of proposal	Conference hall, SIDAC, Bhubaneswar.
16	Website to visit for download of bid document.	<a href="http://www.sidacodisha.org.in">www.sidacodisha.org.in</a>

## **Terms of Reference (ToR)**

### **1. Introduction:**

“State Institute for Development of Arts & Crafts” (SIDAC) is an organization under Handloom, Textiles & Handicrafts Department Government of Odisha, registered under society’s registration Act XXI of 1860 bearing no 21959/137 of 2004-05 dated 15.10.2004 with its registered office at Handicrafts Complex, Gandamunda, Bhubaneswar. It has been created to function as an autonomous agency for all round development of Handicraft sector of the state such as :Survey and diagnostic study of crafts and craft clusters, Capacity building of artisans/Entrepreneurs, Cluster development programmes, Skill up gradation training, Organizing Design development programme, Facilitation for Export marketing, Participation in International Level Trade Fairs, Organization of National Level Exhibitions, Enterprise Development, Revival of languishing craft, Craft Documentation, Establishing Common facility centre, GI and IPR registration of crafts & Artisan Welfare.

### **2. Objective:**

Selection of an experienced Security agency to provide security service and security equipment for 15<sup>th</sup> Toshali National Crafts Mela from 21.01.2021 to 04.02.2021 at Janata Maidan, Chandrasekharpur, Bhubaneswar.

### **3. General Terms & Conditions:**

- i. This Bid document will be received in sealed cover super scribed **"EOI for Selection of Security Agency for 15<sup>th</sup> Toshali National Crafts Mela"** (containing sealed technical bid and financial bid in separate sealed covers) by the fair office at State Institute for Development of Arts & Crafts, (SIDAC), Gandamunda, Khandagiri, Bhubaneswar **up to 5.00 PM on dt 13.01.2021.**
- ii. *The event will be organised as per the guidelines of COVID 19 specified by BMC/ Govt of Odisha/ Govt of India. All the security personnel should be well trained regarding the guideline of COVID 19. The security personnel will have to use mask and gloves at all time of their duty along with sanitizer from time to time.*
- iii. The bidder must submit their proposal by **Speed Post/ Registered Post/ Courier only** to the address as specified at **Sl.No 13 of the DATA SHEET** during the office hour only on or before the last date and time for submission of proposal as specified at **Sl.No 5 of the DATA SHEET**. Submission of proposal through any other mode and late bid will be rejected. The client will not be responsible for postal delay/ any consequence in receiving of the proposals.
- iv. The Agency shall deposit earnest money as prescribed in the EOI call Notice as a guarantee in good faith. The amount will be counted towards security for due performance of the contract. In the event of refusal to

execute the agreement in schedule time, the same will be forfeited. If the offer of the bidder is not accepted the earnest money will be refunded without any interest.

- v. The above deposit of the Security Agencies/ Firms shall remain as security for the due rendering of services for the event and on successful completion of the event, the same will be refunded as per agreement.
- vi. The successful bidder has to submit a performance security deposit of Rs.50,000/- (Rupees Fifty thousand) in the form of fixed deposit/bank guarantee & receipt made in the name of agency but hypothecated to Member Secretary, SIDAC, Gandamunda, Bhubaneswar till completion of the contract period. The performance security will be refunded after successful completion of the Event.
- vii. The Security Agency must obtain for himself on his own responsibility and at his own expense all the information after visiting the site "Janata Maidan" and ascertaining for themselves the site condition, location surroundings, climate, access to site, applicable laws and regulations or any other matter considered relevant for submission of the offer.
- viii. The Security Agency has to provide the security services only for the period from **18.01.2021 to 05.02.2021 (19 days, each day three shifts) OR as per requirement.**
- ix. No modification to the bid documents shall be allowed once it is received by the authority.

x. **Contract Negotiation:**

Contract Negotiation, if required will be held at a date, time and address as intimated to the selected bidder. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract. Negotiation will be performed covering technical and financial aspect, if any and availability of proposed professionals etc.

xi. **Governing Law and Penalty Clause**

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in deliver shall render the bidder liable for liquidate damages and thereafter the client holds the opinion for cancellation of the contract for pending activities and complete the same from any other agency. The client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract prevailing laws of Government of India/ Government of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty @ 1% per week subject to maximum of 10% of the total contract value. The decision of the authority placing the contract, whether the delay in development has taken place on account of reasons attributed to the bidder shall be final.

- xii. All the pages of the bid document including the tender paper have to be serially numbered, sealed and duly signed by the authorized representative.

#### 4. SCOPE OF SERVICES:

The selected Agency/ firm would be required to provide end to end services for all security related issues for successful organization of the event. The detailed scope of services, which inter alia includes but not limited to are as follows.

- i. Provide trained security guards to be placed in each entry and exit gate for proper security check as per the COVID 19 guideline issued by Govt of India/Govt of Odisha/ BMC or as directed by Mela Authority. They should be well equipped and trained about the use of thermal scanner and sanitizer etc.
- ii. Provide Security Guards for other important area of the fairgrounds i.e parking area, stage, food court area, entrance area.
- iii. Checking of unauthorized entry of vehicle inside the mela ground other than earmarked parking space.
- iv. Provide security supervisor round the clock to coordinate the activities of all the security guards.
- v. Maintenance of law and order situation in coordination with the security personnel deployed by the Commissionerate Police.
- vi. To keep a watch on the CCTV footage to trace out any un-wanted situation.
- vii. Crowd/ Traffic Management inside and outside the mela ground.
- viii. To keep vigilant eye on theft/ pick pocket/ snatching etc.
- ix. To keep proper coordination with other service provider of the event.
- x. Will have to carry out the instruction of the competent authority to provide urgent security services on the spot rather in addition to the actual work order.
- xi. **Security Arrangement:** Approximate security persons required.

A shift ( 6.00 AM to 2 PM) - 15 guards.

B shift (2.00 PM to 10.00 PM) -50 guards.

C shift (10.00 PM to 6.00 AM) - 20 guards & 4 gunman.

One Supervisor for each shift

- ***The Requirement may vary as per the ground condition to manage the crowd as per the COVID 19 guidelines.***



## **5. Eligibility Criteria**

The Security Agency should have the following minimum requisite qualifications and experience and will have to submit the required documents in the Technical Bid along with the firm profile.

### **A. Technical Criteria**

- i. Registration certificate of the Agency/Firm under Private Security Agencies Registration Act 2005.
- ii. Security Certificate from competent authority/ Home Deptt.
- iii. Agency must have adequate number of trained and experienced people for providing the services required. (Attach the staff structure)
- iv. The agency should have minimum five years of Experience in providing security services. (Attach experience Certificate).
- v. The average annual turnover of the firm must be Rs 30.00 Lakhs and above for the last three financial years. (2016-17, 2017-18, 2018-19)
- vi. GST registration certificate.
- vii. PAN / TAN.
- viii. Registration under Labour Deptt.
- ix. Registration under Odisha Private Security Agencies rule from Home Deptt.
- x. EPF & ESI registrations certificate.

### **B. Documents Required to submit with the Technical Bid**

- i. EMD of Rs 5000/- in shape of DD in favour of Member Secretary, SIDAC payable at Bhubaneswar.
- ii. Demand Draft of Rs. 500/- in favour of Member Secretary, SIDAC payable at Bhubaneswar towards bid document cost.
- iii. Profile copy of the Security Agency along with copy of the valid registration of its constitution/Firm & staff structure.
- iv. Copy of the GST Registration
- v. Copy of PAN Card and up to date return copy of Income Tax for last three years. (2016-17, 2017-18, 2018-19).
- vi. Work order/ completion Certificate in support of five years of Experience in providing security services.
- vi. Copy of at least two nos of experience certificate in support of providing Security Services to Govt/ Govt aided organizations during last five years.
- viii. Copy of the valid Labour license.

- ix. Copy of the valid License/ permission/ registration under Odisha Private Security Agencies rule from Home Department.
- x. Copy of the valid EPF and ESI registration certificate.
- xi. Audited balance sheet/ Profit & loss A/c of the firm showing turnover not less than Rs. 30.00 Lakhs for the last 3 years (2016-17, 2017-18, 2018-19).
- xii. Undertaking that no criminal case is pending with the police at the time of submission of bid. (Annexure-I)
- xiii. Undertaking in shape of affidavit for not have been blacklisted by any Central/ State Govt/ any autonomous bodies during the recent past (Annexure-II)
- xiv. Undertaking regarding truthfulness and correctness of the information submitted by the firm (Annexure-III)

#### **6. Technical Bid**

The agency have to submit the Technical Bid in the prescribed format i.e. Covering letter and other information as per the "Annexure-IV" along with the required documents as specified in the clause 5 (B) along with profile of the Agency/Firm.

#### **7. The Financial Bid**

The Financial Bids shall be the financial quote towards engagement of security persons & hiring charges of security equipments for TNCM-2020(excluding GST) which is to be submitted vide the prescribed covering letter as at "Annexure-V" along with the format as per the "annexure-VI".

#### **8. Selection of the Security Agencies/ Firms for the event**

***The Security Agencies/ Firms for the event will be selected on the basis of Technical Criteria and lowest financial quote.***

- 9. The selected agency will abide by the rules and regulations of the organization and execute an agreement as per the Finance Deptt. , Govt of Odisha circular within five days from the date of engagement.
- 10. All the security personnel should be well dressed and trained enough to handle security issues in such type of mega events. The age limit of the security personnel should be between 20-40 years.
- 11. The agency will nominate a coordinator who shall be responsible for immediate interaction with the Fair Office as and when required.
- 12. The agreement is liable to be terminated in case of non-performance, deviation of terms & conditions of contracts. If any loss or damage is caused by the person deployed, the same shall be recovered from the unpaid bills or adjusted from the performance security deposit.
- 13. In case of breach of any terms & conditions, the performance security deposit of the Security Agency shall be liable to be forfeited besides annulment of the agreement.

14. Income tax, if applicable, shall be deducted at source from all accepted payments, in accordance with the provisions of Income Tax Act, 1961 as amended from time to time.
15. The agency shall not sublet the work to any other agency under any circumstances.
16. No advance will be paid to be agency till completion of the event. Payment will be released after submission of bills along with attendance sheet of the security guards/ personnel etc. duly certified by the Head of the Infrastructure Committee, 15<sup>th</sup> Toshali National Crafts Mela.
17. **The authority reserves the right to reject any or all the offers without assigning any reason thereof.**
18. **Any dispute arising out of the EOI, the decision of the Commissioner- cum- Secretary to Government, Handlooms, Textiles and Handicrafts Department, Government of Odisha shall be final& binding.**
19. **The Mela Authority shall mean and include the "Commissioner- cum- Secretary to Government, Handlooms, Textiles and Handicrafts Department, Government of Odisha and Chairperson, Toshali National Crafts Mela-2020".**

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## **UNDERTAKING**

*(On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offence)*

I, hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company.

I/we further certify that Proprietor/Director/Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Authorised Signature  
( in full and initials)

Name and Designation of the Signatory  
Name of the Bidder and Address:

**UNDERTAKING**

*(on the Stamp Paper of appropriate value in shape of affidavit from the Notary regarding non-blacklisting)*

I, hereby undertake that, our organisation has not been blacklisted/debarred by any of the Central/State Government Department/Office or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorised Signature

(in full and initials)

Name and Designation of the Signatory

Name of the Bidder and Address:

**UNDERTAKING**

*(On the Bidder's Letter Head regarding trueness of the submitted information)*

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal.

Authorised Signature  
( in full and initials)

Name and Designation of the Signatory  
Name of the Bidder and Address:

**TECHNICAL BID COVERING LETTER**  
(ON BIDDER LETTER HEAD)

[Location Date]

To

[Name and Designation of  
Tender Inviting Authority]  
[Office Address and Location]

Sub:- EOI for Selection of Security Agency for 15<sup>th</sup> Toshali National Crafts Mela to be organised from 21.01.2021 to 04.02.2021 at Janata Maidan, Bhubaneswar (Technical Proposal)

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for (***Selection of Security Agency***) in accordance with your EOI Notice No. **45 dated 04.01.2021**, we are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I, hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. Our proposal will be valid for acceptance up to 60 days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the EOI document. In case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorised Signatory

with Date and Seal

Name and Designation: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_

1	Name of the Bidder	
2	Details of Bid Processing Cost (Demand Draft Details)	DD No: Date: Amount(Rs.) Drawn on Bank.
3	Details of EMD: (Demand Draft Details)	DD No: Date: Amount(Rs.) Drawn on Bank.
4	Name of the Director/Proprietor	
5	Full Address of Registered Office	Postal Address:  Telephone No. FAX No. E-Mail Address
6	Name & telephone number of the authorised person signing the bid	
7	Bank Name	Account Number: Bank and Branch Name: IFSC Code
8	PAN No. (Attach self attested copy )	
9	GSTIN (Attach self attested copy)	
10	Acceptance to all the terms & conditions of the tender(Yes/No)	
11	Power of Attorney/authorisation letter for signing of the bid documents (submitted/ not submitted)	
12	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid. (submitted/ not submitted)	
13	Kindly mention the total number of pages in the tender document.	

**14. Financial Turnover of the bidder for the last 3 financial years.**

Financial Year	Turn over Amount( in INR)	Average Turnover ( in INR)
FY1		
FY2		
FY3		



15. Details of the similar type service provided by the bidder in last 5 years:

Sl. No	Period	Name of Authority with complete address & Phone No.	Type of services	Contract Amount ( in INR)	Duration	
					From	To

**16. Declaration**

I, Shri .....Son/Daughter/Wife of Shri \_\_\_\_\_  
Proprietor/Director/Authorised signatory of \_\_\_\_\_(Name of the Service Provider), competent to sign this declaration and execute this tender.

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

The information and documents furnished along with the tender are true and authentic to the best of my knowledge and belief. I am well aware of the fact that, furnishing of any false information/fabricated document would lead to rejection of our tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of Authorised Representative with seal)

Place: \_\_\_\_\_  
Date \_\_\_\_\_

**Enclosures:**

- i. Bid document Fee in the form of Demand Draft in original.
- ii. EMD in the form of Demand Draft in original.
- iii. Copy of tender document (each page must be signed and sealed)
- iv. Duly filled Technical Bid and Financial Bid
- v. List of Documents as applicable.

**FINANCIAL BID COVERING LETTER**

*(ON BIDDER LETTER HEAD)*

[Location Date]

To

[Name and Designation of  
Tender Inviting Authority]  
(Office Address and Location]

Sub:- EOI for Selection of Security Agency for 15<sup>th</sup> Toshali National Crafts Mela to be organised from 21.01.2021 to 04.02.2021 at Janata Maidan, Bhubaneswar [Financial Proposal]

Sir,

I, the undersigned, offer to provide the services for ***(Selection of Security Agency)*** in accordance with your EOI No.: **45 dated 04.02.2021**, our attached financial price is ***{insert amount(s) in words and figures} for the proposed service}***. This amount is Exclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 60 days I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

Authorised Signatory  
(in full and initials)

Name and Designation of Signatory with Date and Seal:\_\_\_\_\_

Address of the Bidder:\_\_\_\_\_

**FORMAT FOR FINANCIAL PROPOSAL**

<b>S.N.</b>	<b>Service</b>	<b>Financial Quote (Excluding GST)</b>
1.	i) Security Guard (Per Shift) Each shift 8 hours ii) Security Gunman (per shift) Each shift 8 hours iii) Security Supervisor (per shift) Each shift 8 hours	
2	<b>Security Equipments</b>  <i>(Per Piece hiring charges for entire event)</i>  i) DFMD fixed type  ii) DFMD foldable type  iii) HHMD  iv) UVSM  v) Walky Talky  vi) Thermal Scanner	

Authorised Signatory  
(in full and initials)

Name and Designation of Signatory with Date and Seal:\_\_\_\_\_

Address of the Bidder:\_\_\_\_\_

**BID SUBMISSION CHECK LIST**

SL.NO	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL BID (ORIGINAL)</b>			
1	Covering letter along with information in Bidders Letter Head.		
2	Bid Document Fee (Demand Draft)		
3	EMD (Demand Draft)		
4	Profile copy of the Security Agency along with copy of the valid registration of its constitution/ Firm along with staff structure.		
5	Copy of the GST Registration		
6	Copy of PAN Card and up to date return copy of Income Tax (2016-17, 2017-18, 2018-19)		
7	Work order/ completion Certificate in support of five years of Experience in providing security services		
8	Copy of at least two nos of experience certificate in support of providing Security Services to Govt/ Govt aided organizations during last five years.		
9	Copy of the valid Labour license		
10	Copy of the valid License/ permission/ registration under Odisha Private Security Agencies rule from Home Department		
11	Copy of the valid EPF and ESI registration certificate		
12	Audited balance sheet/ Profit & loss A/c of the firm showing turnovers not less than Rs. 30.00 Lakhs for the last 3years (2016-17, 2017-18, 2018-19).		
13	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
14	Undertaking for not have been black-listed by any Central/State Govt/any Autonomous bodies during the recent past		
15	Undertaking for not having any police case pending against the bidder.		
16	Undertaking regarding trueness of information submitted.		
<b>FINANCIAL BID (ORIGINAL)</b>			
1	Covering Letter in Bidders Letter Head		
2	Duly filled in Financial Bid		

***It is to be ensured that:***

All information has been submitted as per the prescribed format only.

Each part has been separately bound with no loose sheets and each page are page numbered along with Index Page.

All pages of the proposal needs to be sealed and signed by the authorised representative.

Authorised Signatory ( in full and initials):\_\_\_\_\_

Name and Designation with Date and Seal:\_\_\_\_\_