

BIDDING DOCUMENT

“TENDER FOR ENGAGEMENT OF OUTSOURCING AGENCY FOR HOUSEKEEPING AND SANITATION SERVICES INCLUDING COLLECTION AND DISPOSAL OF WASTE ARTICLES/GARBAGE, LAWN & GARDENING, OPERATION AND MAINTENANCE SERVICES OF ALL ELECTRICAL & MECHANICAL EQUIPMENT IN TALUK COURT COMPLEXES AT ODAGAON, KHANDAPARA, RANPUR, DASPALLA & BHAPUR OF NAYAGARH JUDGESHIP.”

**OFFICE OF THE DISTRICT JUDGE, NAYAGARH
AT/P.O./DIST.-NAYAGARH, ODISHA - 752069**

TENDER NOTICE

IFB NO. 01

Dated 27.05.2022

Bids in sealed cover are invited under two-bid system from reputed and experienced manpower service provider for providing **Housekeeping and Sanitation Services Including Collection and Disposal of Waste Articles/Garbage, Lawn & Gardening, Operation And Maintenance Services of All Electrical & Mechanical Equipment in Taluk Court Complexes at Odagaon, Khandapara, Ranpur, Daspalla & Bhapur Of Nayagarh Judgeship.**

The details of the bidding process are as follows:

Bidding Schedule		Deadline
1	Date of Issue	27.05.2022
2	Bid Due Date/Last date for submission of Bid	07.06.2022 (17 00 Hours)
3	Opening of Technical Bid	08.06.2022 (16 00 Hours)
4	Opening of Financial Bid	10.06.2022 (16 00 Hours)

Bidders are required to submit the technical and financial bids separately. The bids in sealed Cover-I containing “**Technical Bid**” and sealed Cover-II containing “**Financial Bid**” should be placed in a third sealed cover super- scribed “**Bid for engagement of Outsourcing agency for up-keeping, cleaning and maintenance & electrical services**” must reach the undersigned on or before Dt. 07.06.2022 by *Speed Post/Registered Post/ Courier* only.

The bid documents containing eligibility criteria, scope of the work, terms and conditions of the tender and draft agreement can be downloaded from the website <https://districts.ecourts.gov.in/india/odisha/Nayagarh/tender>.

Complete address for submission of bid:-

The District Judge, Nayagarh
District Court Complex,
At/P.O/Dist: Nayagarh


District Judge
Nayagarh

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SECTION-I

Instruction to Bidders

A. General Information:

1. The District Judge, Nayagarh requires the service of reputed, well established, financially sound and registered Service Providers to provide **Housekeeping and Sanitation Services Including Collection and Disposal of Waste Articles/Garbage, Lawn & Gardening, Operation And Maintenance Services of All Electrical & Mechanical Equipment in Taluk Court Complexes at Odagaon, Khandapara, Ranpur, Daspalla & Bhapur Of Nayagarh Judgeship** by deploying adequately trained and disciplined man power at Civil Court Complexes of Odagaon, Khandapara, Ranpur, Daspalla and Bhapur as per the requirement.
2. The period of contract for providing the aforesaid service will be for two years from the date of effectiveness of the contract. The contract may be extended on a yearly basis on mutual consent depending upon the performance of the Service Provider and at the discretion of the authority. The authority reserves the right to terminate the contract at any time after giving 30 days' notice to the service Provider.
3. The interested bidders may visit the location on any working day between the office hours to have a thorough knowledge of the work to be performed before preparation and submission of the bid.

Eligibility criteria:

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
1	The bidder should be registered under appropriate authority, such as <ul style="list-style-type: none">• Registered under the Companies Act, 2013• Registered under the Indian Partnership Act, 1932• Registered under the Indian	Certificate of Incorporation / Registration

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
	Trusts Act 1882 <ul style="list-style-type: none"> • Registered under the Societies Registration Act 1860. • Registered under the Limited Liability Partnership Act 2008. 	
2	The bidder must have at least five years in business (up to the last date of submission of bid) for providing similar type of services to Central/ State Government/ Autonomous bodies/ agencies / societies / corporate bodies.	Copies of the work order from the previous authorities.
3	The Registered Office / Branch Office of the Service Provider must be located within the jurisdictional area of Odisha.	Valid address proof of the office (Copy of the Telephone / Electricity Bill)
4	Must have average annual financial turnover of Rs. 60,00,000.00 /- during the last five financial years as on Dt.31.03.21.	Copies of audited Income/ Expenditure Statement and Balance sheet for the concerned period.
5	Must have its own bank account in any scheduled bank situated in Odisha.	Copies of the pass book and transaction statement for the last 6 month.

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid
6	The agency should not have been blacklisted by any Central / State government, or any other public sector undertaking or a corporation as on the date of this RFP	An undertaking to this effect to be furnished by the bidder as per the prescribed format [Form – T2]
7	Must not have any pending judicial proceedings for any criminal offence against the proprietor /Director/Persons to be deployed by the Service Provider	An undertaking to this effect to be furnished by the bidder as per the prescribed format. [Form – T3]
8	Other Statutory Documents:	Copies of : <ul style="list-style-type: none"> • PAN, • GSTIN, • Copies of EPF & ESI Registration Certificate • IT return for the last 3 assessment year

NB:- Previous satisfactory/successful working experience of the intending bidder agencies in Courts, Law Universities/ Colleges, Judicial Academy and similar other Govt. Offices/ Establishments shall be taken into consideration for evaluation of technical bid.

B. Submission of Bid:

The proposal complete in all respect as specified must be accompanied with a Non-refundable amount of *Rs. 10,000.00/-* towards **Bid Processing Fee** in form of Demand Draft in favour of **“The Registrar, Civil Courts, Nayagarh”**, drawn in any scheduled commercial bank and payable at Nayagarh failing which the bid will be out rightly rejected. The proposal should also be accompanied by a **“Bid Security Declaration”** in accordance with the FDOM Nos. 8943/F/ dtd. 18.03.2021 read with 8484/F/dtd.05.04.2022, in lieu of EMD. The bid should be sent through Speed Post/Registered Post/ Courier so as to reach the authority by **07.06.2022**.

The authority will not be responsible for any postal delay. Bids without bid processing fee and ‘Bid Security Declaration’ as aforesaid shall be rejected. Bids submitted after due date will be summarily rejected.

The bid has been invited under two bid systems i.e., Technical Bid and Financial Bid. The bidders are advised to submit two separate envelopes super scribing **“Technical Bid” (Selection of Agency for Housekeeping and Sanitation Services Including Collection and Disposal of Waste Articles/Garbage, Lawn & Gardening, Operation and Maintenance Services of All Electrical & Mechanical Equipment in Taluk Court Complexes at Odagaon, Khandapara, Ranpur, Daspalla & Bhapur of Nayagarh Judgeship)** and **“Financial Bid” (Selection of Agency for Housekeeping and Sanitation Services Including Collection and Disposal of Waste Articles/Garbage, Lawn & Gardening, Operation and Maintenance Services of All Electrical & Mechanical Equipment in Taluk Court Complexes at Odagaon, Khandapara, Ranpur, Daspalla & Bhapur of Nayagarh Judgeship)**. Both sealed envelopes must be kept in a third sealed envelope super-scribing **“Bid Document- (Selection of Agency for Housekeeping and Sanitation Services Including Collection and Disposal of Waste Articles/Garbage, Lawn & Gardening, Operation and Maintenance Services of All Electrical & Mechanical Equipment in Taluk Court Complexes at Odagaon, Khandapara, Ranpur, Daspalla & Bhapur of Nayagarh Judgeship)”**.

Selected bidder will have to deposit a Performance Security (3% of the annual contract value) in the form of Bank Guarantee from any scheduled Bank situated within Odisha in favour of *Registrar, Civil Courts, Nayagarh* as per the prescribed format provided in the tender document at Section - IX for a period of three months beyond the contract period (i.e. Performance Bank Guarantee must be valid from the date of effectiveness of the contract to a period of three months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the Performance Bank Guarantee. The Performance Bank Guarantee shall be released immediately after three months of expiry of the contract provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the Performance Bank Guarantee. In case, the contract is further extended beyond the initial contract period, the Bank Guarantee will have to be accordingly renewed by the deployed service provider as per the existing terms and conditions of the tender.

C. List of Documents for submission

Bidders are required to furnish the following documents along with the Technical Bid:

- a) Covering letter along with power of attorney on the bidder's letter head.
- b) Demand Draft in support of Bid processing fee as applicable.
- c) 'Bid Security Declaration' in accordance with the FDOM Nos. 8943/ dtd. 18.03.2021 read with 8484/dtd.05.04.2022.
- d) Copy of Certificate of Incorporation of the firm / agency
- e) Copy of GSTIN
- f) Copy of PAN
- g) Copies of IT returns for the last three assessment years
- h) Copies of EPF & ESI Registration Number
- i) Copy Bank Account details
- j) Copies of the Income/Expenditure statements along with Balance Sheet for the last 3 years.
- k) Copies of work orders from the previous organizations for providing similar services during last 3years.
- l) Undertaking regarding non-blacklisting (On stamp paper)
- m) Undertaking regarding non-pending of any judicial proceedings (On bidder's letter head)

Any deviation from the prescribed procedures / required information / formats/ conditions shall result in out-right rejection of the bid. Any conditional bid shall be out-rightly rejected.

All entries along with the pages in the bid document should be legible, filled-in clearly and signed by the authorized representative. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory should be attached.

The technical Bid will be opened on **08.06.2022 at 04.00 P.M** in presence of the authorized representatives of the bidder who wish to be present on the spot at that time. Financial bid of the technically qualified bidders shall be opened on **10.06.2022 at 04.00 P.M** in presence of the authorized representatives.

The bid shall be valid for a period of **90 days** from the date of opening of the bids and no request for any variation in quoted rates and/withdrawal of bids on any ground by the bidder shall be entertained. Validity of the bids can be extended on mutual consent.

To assist in the analysis, evaluation and computation of bids, the authority may ask the bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

The bidder having the lowest evaluated financial bid (L-1) would be considered for award of the contract subject to fulfillment of the terms and conditions of the bid documents. In case, the lowest bidder (L-1) is disqualified after selection for any reason, then negotiations will be made with the second lowest (L-2) bidder for award of contract at L-1 price. However, the decision of the authority shall be final during the overall selection process.

The quoted rates shall not be less than the minimum wages fixed/notified by the Government of Odisha from time to time and shall include all statutory obligations.

The service provider shall be liable for all kinds of dues payable in respect of manpower deployed / provided under the contract and the authority shall not be liable for any dues for availing the services of the personnel.

The authority reserves the right to reject any or all bids and terminate the tender process without assigning any reason thereof.

SECTION-II

SCOPE OF THE WORK

A. HOUSE KEEPING SERVICES (Up-keeping, Cleaning and Maintenance)

1. The broad scope of the work includes:
 - To ensure keeping up of interior furnishing of rooms and ancillary rooms.
 - To ensure cleaning of rooms and toilets of the premises.
 - To ensure cleaning of towels and napkins once in every week.
2. Proper registers/records for the jobs carried out daily, weekly, fortnightly and monthly basis will be maintained by the Supervisor of the Service Provider and will be counter-signed by the Officer-in-Charge at regular intervals and finally at the end of each month.
3. The required consumables used for the purposes should be provided by the Service Provider and must be of good quality.
4. To ensure maintenance of office interiors and furniture, fixtures and other decorative items.

Detail Scope of Cleaning Services:

The Service Provider (Selected Bidder) shall;

- i. perform routine cleaning of the internal and external areas to meet the required service standard;
- ii. ensure cleanliness of all common spaces and space inside the location within Project Facility;
- iii. perform cleaning and upkeep of exhibits and artifacts, IT & AV equipment's in the project facility as per the directions in Manuals / as per directions of representative of Client;
- iv. perform periodic cleaning of glass facades, structure at entrance plaza, external claddings etc. at all heights (internally and externally). While doing such façade cleaning;
 - a) standard and certified access equipment with appropriate safety devices shall be used;
 - b) safety measures shall be taken, and helmets and safety belts will be provided to execute the work. Only trained personnel shall be engaged and work shall be carried out under expert supervision;
 - c) work shall be executed in such a manner as to cause no inconvenience to the Clients and their regular operation.
- v. provide additional housekeeping services as and when required by Client;
- vi. deploy equipment for cleaning and shall be responsible for maintaining these at all time. All costs for purchase/repair/spares/ maintenance etc. for these equipment's will be borne by the Service Provider;
- vii. be responsible for the safekeeping of these equipment at the project facility and shall not take out these equipment any time during the term of contract other than for repairs. In case such repairs take more than a week, Service Provider shall arrange to provide alternate equipment for the Project Facility;

- viii. adopt a proactive approach to the delivery of this Service. As such, they are required to report immediately any defects, deterioration, or damage to the property at Project Facility as soon as they become aware of such defects in the course of their duties under this Contract;
- ix. ensure dusting / cleaning of all furniture, sills, counters, screens, blinds & curtains, light fittings, signage, doors, door frames, fittings and glass pans etc. to remove debris, stains, cobwebs and marks;
- x. ensure thorough cleaning of both sides of internal glass in doors and partitions including frames and sills, and spot cleaning of glass throughout the buildings. Shall also ensure removal of grease marks or finger prints glass counters and partitions windows & structural glazing.
- xi. ensure that stairs including treads, risers, nosing, banisters, balustrades, handrails, ledges and protective wire guards where present must be free from dust, debris, stains and marks;
- xii. ensure thorough cleaning of all landings, ramps, stairwells, fire exits, steps, entrances, porches, porticos, balconies, external light fittings etc;
- xiii. ensure polishing / vacuum cleaning / cleaning of floors, mats and mat wells and ensure the same must be free from grit, dust and debris with no apparent stains. They must be clean and dry;
- xiv. clean all water tanks and disinfects specially before start of rainy season and as instructed by Client;
- xv. periodically clean drinking water sump & overhead tanks;
- xvi. ensure regular cleaning of storm water drain, manholes, sewage lines etc. for removal of any blockages;
- xvii. ensure cleaning and maintenance of entrances, entrance lobbies, service areas, parking areas, paving, paths, walkways, driveways, roads, terrace, grounds courtyard sand, outside premises, so that no graffiti, debris, litter cigarette ends, dirt or spillages are apparent after cleaning;
- xviii. ensure that the Server Room, Control Room etc. are free from dust, static electricity and are left clinically clean;
- xix. see that sticky substances like chewing gum shall be removed before any cleaning procedure is carried out using an appropriate cleaning technique and chewing gum remover;
- xx. ensure scrubbing & wet mopping of hard finished floors & walls to remove dust, stains and any kind of dirt and to maintain these in highly polished condition as original;
- xxi. exercise due and reasonable care when staff/visitors are still on the premises. Wet floors should be sign- posted. Trailing cables and open sockets should be made safe;
- xxii. use jet pressure machine and mechanical sweeping equipment for cleaning of the compounds/ car parks on weekly basis,
- xxiii. shall see that all cleaning methods used must be of a sufficient quality to meet these standards and to maintain any guarantees on the floor covering;
- xxiv. ensure that stainless steel surfaces must be treated with an appropriate cleaning and polishing agent; and

The house-keeping service to be provided in the building will include maintenance by keeping the entire areas mentioned herein before in totally clean, dust free and hygienic conditions. Any

rooms which may not have been mentioned specifically but nevertheless is accessible in the building and is under the control of the Client shall be included. Care shall be taken to ensure that all the floor, walls, ceilings, windows, doors, and other areas are maintained in hygienic & immaculately clean condition.

Detail Scope of Toilets Cleaning Services:

i. All sanitary ware including sinks, wash hand basins, WC bowls, seats, cistern, covers, hinges, tops, undersides, rims, taps, showers, overflows, outlets, chains, plugs, urinals, brushes, toilet roll holders, tiled surfaces, splash backs, and vanity units must be properly cleaned so as to ensure that those are free from scum, grease, hair, scale, dust, soil, spillages and removable stains. In addition, the surfaces should be disinfected.

ii. All mirrors shall be cleaned and washed, and all exhaust fans and vents shall be thoroughly cleaned.

iii. Floors should be cleaned to the same standard as other building floors. In addition there should be no evidence of scum, mud, grease, grime, hair, soap, smudges and scale and the floors must be disinfected.

iv. Paper bins would be cleaned and sanitized. All wash room dustbins would be thoroughly cleaned and sanitized. Thorough washing of all walls and doors of all toilets with appropriate detergent and disinfect shall be ensured.

v. Soap dispensers must be filled, operating correctly with clean nozzles, the external surfaces must be clean dry and free from smears. Naphthalene balls/ urinal cubes should be replaced regularly as per requirement.

vi. Odour quality shall be checked and air-fresheners and deodorizers shall be used.

vii. Shall make regular checking of all sanitary fixtures, supply lines, valves, taps, floats of cleaning of toilet and in case of any leakage or malfunctioning thereof to report about it to the Judge-in-Charge, Nizarat, for rectification of the same.

viii. All toilets should be kept fully stocked with supplies and should be made available at all times.

ix. Dispensers must be clean, dry and free from dust, marks and smears with clean towels fitted. Hot air dryers must be clean, dry and free from dust, marks and smears.

List of Consumables to be used by the selected bidder/ Service Provider:

The tentative list of the consumables to be used at facility is as below. However, the exhaustive list of consumables is to be provided by the Service Provider in his proposal. The Service Provider shall use consumables of the reputed brands as per the requirement and direction of the Client. Moreover, the Contractor shall provide and use environmentally friendly cleaning products/agents/materials as required by the Client. The tentative list of consumables are as follows:

House Keeping Services

1. Dry Mop Set
2. Dry Mop Refill
3. Wet Mop Set
4. Wet Mop Refill
5. Floor Squeegee-35 cm
6. Floor Squeegee-55 cm
7. Extn. Pole: Tele Plus system 11 Mtrs. - JD
8. Window Cleaning kit
9. TASKI R1 Super
10. TASKI R2
11. TASKI GREEN APPLE
12. TASKI R6
13. TASKI R20 STRIP
14. TASKI R3
15. TASKI SPIRAL
16. ROZALEX
17. Web Brush Round - for Fans, Cobwebs
18. Web Brush Curved
19. Dust Pan with Broom
20. Clip & Fit Mop Set
21. Window washer- 35cm
22. Window squeegee-35cm
23. Red Pad Floor scrubbing
24. Street PVC Broom
25. Hand Brush with aluminium handle
26. Scotch Bright
27. Toilet brush with holder
28. Choke Pump
29. Hard Broom
30. Soft Broom
31. Mug
32. Bucket
33. Personal protection equipment
34. Dettol Hand Wash
35. Garbage Bag (Big)
36. Garbage Bag (Small)
37. Hit Spray
38. Hand Gloves
39. Naphthalene ball
40. Odonil - 75 grm.
41. Room Freshner
42. Sani Cub – SUNNY
43. Scotch Brite with Handle
44. Scraper Pati
45. Scrubbing Brush with Handle
46. Fouada (TATA)
47. Stationeries
48. Sodium Hypochlorite
49. Furniture Cleaner
50. D-7 (Stainless Steel Polish)

51. Bleaching Powder

53. Garbage Bag

54. Biodegradable Plastic Refuse Bags

55. Toilet Roll Paper

56. Dettol Antiseptic

Electrical Consumables

1	Capacitor (2.5 mfd)
2	Capacitor (3.5 mfd)
3	9 W LED BULB
4	15W LED Bulb
5	Tube Light
6	Fuse Wire 100 gm
7	Fan Regulator
8	5A Switch plane
9	15A switch plane
10	5 Amp. Socket plane
11	15A socket Plane
12	Modular roma 6A Switch
13	Modular Roma 6A socket
14	Modular Roma 15A switch
15	Modular Roma 15A socket
16	GI Bracket for street light fitting
17	Ceiling Rose
18	Holder
19	Flexible Wire
20	1.5 mm ² copper wire
21	2.5 mm ² copper wire
22	4.0 mm ² copper wire
23	6.0 mm ² copper wire
24	6A SP MCB
25	16A SP MCB
26	32A DP MCB
27	63A DP MCB
28	32A TPN MCB
29	40A TPN MCB
30	63A TPN MCB
31	100A TPN MCCB
32	125A TPN MCCB
33	PVC Tape
34	20W tube cool day
35	Iron Pin (1 ½".2", 3/4")
36	40A DP MCB
37	White Cement
38	Teflon Tape
39	36W LED Driver
40	36W LED recessed fitting
41	90W street light
42	90W street light driver
43	Wall putty
44	1.5 Copper LUX PIN Type

45	1.5 copper LUX ring type
46	2.5 Copper LUX PIN Type
47	2.5 copper LUX ring type
48	4.0 Copper LUX PIN Type
49	4.0 copper LUX ring type
50	6Amp 3 PIN TOP
51	6 Amp 5 PIN Socket
52	Cable tie (50mm)
53	Flexible Pipe ½"
54	Plastic Switch Board
55	6MM 1.5 INCH COPPER FLAT FOR BUSBAR
56	BATTERY(AA)
57	BATTERY (7.5 Ah)
58	BELL PUSH
59	FAN REGULATOR SOCKET TYPE
60	CAPACITOR STAND/HOLDER

Other Guidelines For House Keeping and Cleaning Services

1. Cleaning, sweeping, mopping and wiping of floors, staircase with phenyl, on daily basis or as required by Officer-in-Charge. Cleaning activity shall start in the morning at 7.00 A.M (5.30 AM during morning sitting of the Courts) so as to complete all the dusting/cleaning/mopping work before 9.00A.M (6.45 AM during morning sitting of the Courts).
2. Thorough cleaning of all toilets using required detergents by putting naphthalene balls and air purifier in all urinals, wash basins.
3. Cleaning of general toilets at least thrice daily (at 8.30 AM, 12.00 Noon and 3.30 P.M during day sitting of the Courts AND at 5.30 AM, 9.00 AM and 11.30 AM during morning sitting of the Courts) with phenyl and detergent etc. and maintain the toilet floors dry during office hours. Cleaning of windows and window slits of all toilets to be done regularly. Wash basins, urinals are to be cleaned with suitable detergents. Flushing system of all toilets is to be checked at regular interval every day. Naphthalene balls, air purifier and liquid soap and paper rolls are to be provided by the Service provider regularly to ensure continuous availability of these materials in requisite containers. A duty chart must be maintained by the Service Provider which shall contain the regular attendance of the personnel engaged in cleaning works.
4. Cleaning of attached toilets with phenyl, removing all dust and unwanted materials, keeping dry, cleaning of window sills once in a day. Naphthalene balls air purifier; toilet rolls/paper rolls and liquid soap are to be provided by the service provider regularly to ensure continuous availability of these materials in requisite containers.
5. Cleaning of office working areas, removing dust from floors, windows, doors, furniture, fixtures, telephones, cupboards, air conditioners, filing Almirah, cabinets, glass panes, computers etc. with

- dry/wet duster and or with suitable cleaning equipment, mopping of floors with phenyl.
6. Collection of waste paper from rooms, waste paper baskets, lobbies and putting in bags at the specified location daily at 9 A.M (6.30 AM during morning sitting of the Courts).
 7. Any chair, trash receptacles, and easily moveable items, shall be moved to vacuum underneath, and then the same be replaced in the original position.
 8. Cleaning gulley trap and manholes within and surrounding of premises as and when required.
 9. Lifting, carrying and disposing the dead birds, animals, rats, insects etc. if found in and around the office building.
 10. Removal of beehives and cobwebs/honey webs from the office building and its premises and cleaning and sweeping of open area including balconies and roof tops.
 11. Garbage Containers/ Bins must be emptied, cleaned and dried inside and out, bin-liners replaced where necessary and placed in their original locations. Liners must be used at all times.
 12. Service provider shall collect the waste papers, empty the garbage drums, waste paper baskets and arrange to carry away from the premises to the common garbage dump.
 13. Service Provider shall be responsible for arranging the transport and in consultation with Client, shall identify the area / frequency for garbage disposal. Proper waste disposal system shall be adopted and collection points shall be defined.
 14. Renovation Debris is to be stored at designated space at designated area.
 15. The Service provider shall also be responsible for pest control in the office and shall carry out the adequate measures minimum once in a month. The insecticides and pesticides should be sufficient enough to take care of Rats, Mosquitoes, Fly, Cockroaches, Ants, Silverfish, Spiders, ticks, termites, crickets, other crawling insects in rooms etc. The Service Provider shall be responsible for ensuring that the disinfectants, insecticides and pesticides used for rendering the services shall be of ISI mark, and safe, having low toxic levels, duly approved by WHO and Central Insecticide Board. In case the pest control is ineffective the firm shall have to carry out operation more than once in a month.
 16. The Service provider should possess or procure required safety gadgets and other material for smooth services.

B. MAINTENANCE OF LAWN AND GARDEN

1. The broad scope of the work includes:
 - a) Maintenance and cleaning of lawns which includes applying manure and pesticides and using appropriate machines and tools etc.
 - b) Routine growing and nurturing of new plants (indoors and outdoors)
 - c) Growing and nurturing of seasonal flowers, plants, putting seeds and looking after the same.
2. Bidders having own nursery and at least five years of past experience in the similar service delivery field will be preferred.
3. The service provider will provide sufficient number of skilled man power.
4. The Service Provider shall provide and ensure sufficient protection gears like safety shoes, hand gloves, ladders, etc. being used by its workers while carrying out works.
5. Copies of the routine maintenance work have to be submitted along with the invoice for the concerned period. There would be no increase in rates payable to service provider during the contract period.

6. The authority shall reserve the right to deduct the prorata charges for absence of any man power of the service provider.
7. Priority will be given to the service provider having the appropriate manpower and undergone such type of skill based training from any recognised vocational Institute.
8. The service provider has to perform the following activities:
 - a) Daily watering
 - b) Weed removing
 - c) Trimming and pruning
 - d) Soil mulching
 - e) Lawn mowing
 - f) Hedges and Shrubs cutting etc.
 - g) Cleaning Garden areas
 - h) Applying fertiliser or compost manure/vermi culture manure alternate month or as and when required.
 - i) Applying pesticides and fungicide alternate month or as and when required.
 - j) Maintenance of vermi compost pits
 - k) Disposal of dry/fallen leaves.
 - l) Seed collection and sowing.
 - m) Rising of Nursery.
 - n) Preparation and maintenance of Planting Materials.
 - o) Operation of Tools, Machinery as required for the Garden.
 - p) General maintenance of existing plants, Tools implements etc.

REPLACEMENT GUARANTEE:

Any plant or shrubs or ground cover which die due to any reason, will be replaced with the items with same species immediately (size of the plant may vary as per availability), failing which the cost of the same will be recovered from the payment of the agency.

LAWNS:

Forking the ground, cutting the grass, top dressing, flooding with water, de-weeding, light rolling, moving with lawn movers, manuring compost, chemical fertilisers including renovating barren patches, applying fertile chemicals, pesticides, etc.

GREEN, SEASONAL FLOWER BEDS AND NURSERY:

Forking the ground, rotation of soil, removing and disposal of weeds, wild growth, top dressing, watering, cutting, pruning old leaves and unwanted growth, seed sowing of appropriate quality and species, growing seedling, transplantation of seedling to various beds, nurturing and growing flowers and leaves, grafting, manuring, compost, chemical fertilisers, applying anti termite chemicals, insecticides, supporting the growing plants with soil bamboo supports, providing temporary sheds over the growing seedlings, all as per samples, dosage and quality .

SHRUBS, TREES, GROUND, COVER, SHADE LOVING, FOLIAGES AND CREEPERS:

Hoeing the ground, removing and disposal of weed/wild growth from the surroundings, watering, cutting, pruning, removing old leaves and unwanted growth measuring, applying anti termite chemicals and insecticides, fumigating as and when required, replacing worn-out creeper support, renovating barren strips of hedges, shrubbery, etc.

MATERIAL AT SITE:

The service provider must ensure that all garden machineries, tools, hose pipe, sprinklers, manures, etc. are available at the site for operation as and when required and safely stored.

GENERAL MAINTENANCE:

Clipping and trimming of hedges and edges, trimming of shrub plants, trees, creepers, bougainvillea's, etc. at regular intervals, stacking and disposing & removing the trimmed branches, and other related waste of the plants immediately from the site by making own arrangements at its own cost.

PRUNNING:

Clipping and trimming of hedges and edges, trimming of shrub plants, trees, creepers and bougainvillea's etc. at regular intervals, stacking of plants as and when required/and as instructed by Officer-in-charge.

PLANT PROTECTION:

Periodic check to be carried out for pests and diseases, in the event of infestation prompt spraying of appropriate pesticides, insecticides and fungicides will be required for eradication of the same. The Service Provider will supply pesticides, insecticides and fungicides as directed by the Officer-in-charge. Water charges, electrification and any other charges if any, chargeable will have to be borne by the Service Provider.

LAWN MOWING:

Lawn mowing at regular interval of 7-10 days as per the direction of the authority.

FERTILISER:

Manure and fertiliser specified shall be supplied by the contractor as required and under the direction of the authority at its own cost.

POTTED PLANTS:

The existing potted plant beds to be maintained with minor alteration, if required by planting summer and winter seasonal plants. Seed/seedlings should be provided by the service provider. Preparation of seasonal flower beds plants, seeds etc. as directed by the authority.

RAISING AND MAINTENANCE OF PLANTING MATERIALS:

Collect seeds, Raise seedlings, prepare Cuttings, Budding, Grafting etc as required from time to time.

OPERATION OF TOOLS AND IMPLEMENTS:

The normal tools and implements like Sprayers, Weeders, Mow, etc. may be operated at the time of requirements.

C. ELECTRICAL SERVICES

The service provider shall;

1) provide necessary support with regard to the DG sets installed at the project sites, as detailed herein below;

a. operation. Start and stop their functioning as per the requirement, or as per the schedule that will be given to it by the client;

b. checking of general functioning and observe noise and vibration levels;

c. shall carry out day to day minor maintenance work, which includes;

i) battery check,

ii) specific gravity check,

iii) oil level and temperature check,

iv) fuel leakage check,

v) oil pressure check,

vi) voltage and current check,

vii) monitoring of cable terminal and AMF panel, and

vii) routine preventive maintenance.

d. rectify minor defects which does not involve replacement of major and expensive parts, or a complicated engineering expertise; and

e. promptly report about major defects/abnormalities in performance, or malfunctioning of such DG sets.

2) provide annual maintenance of air conditioners installed in the project site, which includes foam washing, tube gas charging and servicing of AC stabilizer as well as servicing of ACs not less than twice in a year. It shall also ensure that the ACs installed in different offices, chambers and halls are kept clean and dust free. Shall make regular visual inspection of all such ACs so as to rectify minor defects, and to report about unhealthy systems, abnormalities in performance or malfunctioning, if any, requiring change of major/valuable parts shall be reported to the Judge-in-Charge, Nizarat, of the Court without any delay, for taking of necessary action by him;

3) ensure;

i) daily operation of all electrical power system,

ii) minor maintenance and replacement of fuse, tube lights, bulbs, minor wirings, etc,

iii) switching on pumps for filling water in tank,

- iv) attending to power breakdowns in case of internal faults,
- v) attending to complaints regarding non-functioning of the ACs and to report/rectify the defects in order to make the air conditioners functional at the earliest possible,
- vi) preventive maintenance of power panels, maintenance of all accessories, light fixtures, power points, replacement of spares (minor), and periodic checking of electrical fittings,
- vii) cleaning of all panels, switch gears controls on regular basis,
- viii) daily checking of all light fixtures, points, bulbs and power sockets, wiring, and changing the defective ones,
- ix) checking of all the switches of standby equipment and ensure that all are in operating condition,
- x) regular checking of all electrical panel, distribution boards and other electrical fixtures, and to report/rectify any such abnormalities in performance or malfunctioning, if noticed, within a reasonable period,
- xi) to inspect and clean contacts, if necessary, and check connection of motors, switch boards, equipment, etc. on routine basis,
- xii) to check and correct operations of all safety circuits and equipment,
- xiii) to carry out preventive maintenance to ensure minimum breakdown,
- xiv) to prepare inventory of spares (minor/routine) and ensure that critical spares are always available,
- xv) to prepare log sheets for routine maintenance as per O&M manuals of different electrical equipment, and ensure that the instruction of such manuals are strictly followed for efficient and safe working of all such equipment,
- xvi) to thoroughly clean all electrical fixture and appliances, including insect killing device, if any, and
- xvii) to attend all service calls and breakdown within the minimum possible time period.

SECTION - III

Schedule of Requirement:

Tentative requirement of Manpower / Machinery to be deployed for the proposed services (Project/ Court Complex Wise) given here as under:

I. Project-I Civil Court Complex, Odagaon

1.1.2 Location- Civil Court Complex, Odagaon	
Project Specification	
Description	Quantity (Unit)
Total Plot Area	Ac. 4.56 Dec.
Total Super built-up Area	21508.00 sqft
Total Carpet Area	9509.00 sqft
Common Area	10363.32 sqft
Basement Parking	800 sqft
UPVC Door	1 Nos. (Main Door)
UPVC Windows	41 Nos.
Over Head Tank for drinking water (Capacity)	20000 litres
Number of Toilets : Toilets	23 Nos. having Non-glazed ceramic tiles floor & Wall with P.H. fittings & fixtures. (Toilet Area: 1450.00 sqft)
Type of Flooring <i>[Please provide detail information regarding flooring texture and coverage]</i>	Vitrified Tile flooring
Other Ancillary Building Areas if any	4197.00 sqft
D.G.Room with details of Machineries	
Pump House with details of Machineries	
Front Lawn & Gardening with Planter Boxes	14532 sqft
Signage Board	1 Nos.

MANPOWER REQUIREMENT:

A) Electrical Maintenance		Qty
1	Supervisor	0
2	Electrician/Wireman (Semi skilled)	1
3	Helper/Khallasi	1
B) HOUSEKEEPING SERVICE AND GENERAL		
1	Manager- cum-Supervisor (Semi Skilled)	1
2	Housekeepers (Unskilled)	3
3	Gardener / Mali	1
4	Plumber/ fitter	1
5	Sewer Man	1

II. Project-II Civil Court Complex, Khandapara:

1.1.4 Location- Civil Court Complex, Khandapara	
Project Specification	
Description	Quantity (Unit)
Total Plot Area	Ac. 0.15 Dec.
Total Super built-up Area	8268 sqft
Total Carpet Area	7368 sqft
Common Area	1632 sqft
Aluminum Composite Panel	4 Nos.
Aluminum Windows	10 Nos.
Drinking Water Sump (Capacity)	1000 litres
Over Head Tank for drinking water (Capacity)	2000 litres
Number of Toilets :- Toilets	05 Nos. having Non-glazed ceramic tiles floor & Wall with P.H. fittings & fixtures. (Toilet Area: 341.00 sqft)
Type of Flooring <i>[Please provide detail information regarding flooring texture and coverage]</i>	

MANPOWER REQUIREMENT:

A) Electrical Maintenance		Qty
1	Supervisor	0
2	Electrician/Wireman (Semi skilled)	0
3	Helper/Khalasi	1
B) HOUSEKEEPING SERVICE AND GENERAL		
1	Manager- cum-Supervisor (Semi Skilled)	0
2	Housekeepers (Unskilled)	2

III. Project-III Civil Court Complex, Ranpur:

Court
Ranpur:

1.1.5 Location- Civil Court Complex, Ranpur	
Project Specification	
Description	Quantity (Unit)
Total Plot Area	Ac. 0.44 Dec.
Total Super built-up Area	8461.29 sqft
Total Carpet Area	3984.26 sqft
Common Area	1762.38 sqft
Aluminum Composite Panel	10 Nos.
Aluminum Windows	10 Nos.
Over Head Tank for drinking water (Capacity)	4000 Litres
Number of Toilets : - Toilets	4 Nos. having Non-glazed ceramic tiles floor & Wall with P.H. fittings & fixtures. (Toilet Area: 291.00 sqft)
Type of Flooring <i>[Please provide detail information regarding flooring texture and coverage]</i>	A.S Flooring
Signage Board	Yes

Civil
Complex,

MANPOWER REQUIREMENT:

<u>A) Electrical Maintenance</u>		Qty
1	Supervisor	0
2	Electrician/Wireman (Semi skilled)	0
3	Helper/Khalasi	1
B) HOUSEKEEPING SERVICE AND GENERAL		
1	Manager- cum-Supervisor (Semi Skilled)	0
2	Housekeepers (Unskilled)	2

IV. **Project-IV Civil Court Complex, Daspalla:**

1.1.3 Location- Civil Court Complex, Daspalla	
Project Specification	
Description	Quantity (Unit)
Total Plot Area	Ac. 1.83 Dec.
Total Super built-up Area	22432.00 sqft
Total Carpet Area	9555.00 sqft
Common Area	4253.00 sqft
Over Head Tank for drinking water (Capacity)	8000 litres
Number of Toilets : - Toilets	10 Nos. having Non-glazed ceramic tiles floor & Wall with P.H. fittings & fixtures. (Toilet Area: 721.00 sqft)
Type of Flooring <i>[Please provide detail information regarding flooring texture and coverage]</i>	

MANPOWER REQUIREMENT:

A) Electrical Maintenance		Qty
1	Supervisor	0
2	Electrician/Wireman (Semi skilled)	0
3	Helper/Khallasi	1
B) HOUSEKEEPING SERVICE AND GENERAL		
1	Manager- cum-Supervisor (Semi Skilled)	0
2	Housekeepers (Unskilled)	2

V. **Project-V Civil Court Complex, Bhapur:**

1.1.3 Location- Civil Court Complex, Bhapur	
Project Specification	
Description	Quantity (Unit)
Total Plot Area	Ac. 0.20 Dec.
Total Super built-up Area	3000 Sq. Ft.
Total Carpet Area	1800 Sq. Ft.
Common Area	1000 Sq. Ft.
Over Head Tank for drinking water (Capacity)	2000 litres
Number of Toilets :- Toilets	3 Nos. having Non-glazed ceramic tiles floor & Wall with P.H. fittings & fixtures. (Toilet Area: 160.00 sqft)
Type of Flooring <i>[Please provide detail information regarding flooring texture and coverage]</i>	A.S Flooring

MANPOWER REQUIREMENT:

A) Electrical Maintenance		Qty
1	Supervisor	0
2	Electrician/Wireman (Semi skilled)	0
3	Helper/Khallasi	1
B) HOUSEKEEPING SERVICE AND GENERAL		
1	Manager- cum-Supervisor (Semi Skilled)	0
2	Housekeepers (Unskilled)	2

Note:

- (i) Area variation is ± 10 %.
- (ii) Bidders are requested for site visit before preparation and submission of their Bid.

[NB: All the scopes are tentative & can be modified as per the requirement of the tender inviting authority. Strike out the service which is not required for the purpose]

SECTION – IV

GENERAL TERMS AND CONDITIONS

1. For all intents and purposes, the Service Provider shall be the “Employer” within the meaning of different Rules & Acts in respect of persons deployed. The persons deployed by the service provider shall not have any claim whatsoever like employer and employee relationship against the Authority under this agreement. The Service Provider shall make them known about their position in writing before deployment under the required service.
2. The Service Provider must employ adult labour only. Employment of child labour will lead to the termination of the contract. Persons to be deployed by the Service Provider should be above 18 years of age and not exceeding 40 years and physically sound to perform the duties.
3. The Service Provider will be overall responsible for the manpower deployed for performing the service. The Authority shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions/ duties, or for payment towards any compensation.
4. The Service Provider shall exercise adequate supervision to ensure performance of manpower deployed to provide the services in accordance with the requirements. The Service Provider shall depute one full time supervisor in concerned office of the authority, for overall management of the services to be rendered at the site.
5. The Service provider shall be solely responsible for compliance to the provisions of various Labour and industrial laws, such as, wages, allowances, compensation, EPF & ESI, Bonus and Gratuity etc. relating to manpower to be deployed by it at the Authority’s location.
6. Service Provider shall maintain complete official records of disbursement of wage s/ salary showing details of all supporting documents such as ESI, EPF etc. in respect of manpower deployed for the purpose.
7. The Service Provider shall maintain personal file in respect of all the staff who are deployed in office of the authority. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (temporary/permanent), Bank Account, EPF/ESIC Details etc.
8. The manpower to be deployed by the Service Provider should not have any adverse Police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. An undertaking to this respect must be provided by the manpower service provider prior to signing of the agreement.
9. The Service Provider will also ensure that the manpower deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall withdraw such manpower who are not found suitable by this office for any reasons immediately on receipt of such a request.
10. The Service provider shall ensure that the manpower deployed by it are disciplined and do not participate in any activity detrimental to the interest of the Authority.
11. The Service Provider shall provide uniform along with Photo ID Card to its personnel deployed at site at its own cost.
12. The Authority shall not be liable for any compensation in case of any fatal injury/death caused to any man power while performing/discharging their duties/ for inspection or otherwise.
13. In case of any theft or pilferages, loss or other offences, the service provider will investigate and submit the report to the Authority and maintain liaison with the police. FIR will be lodged by the Authority, wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed.
14. In case of any loss caused to the Authority due to lapse on the part of the personnel discharging duties, the same shall be borne by the Service Provider. Authority shall have the right to deduct appropriate amount from the bill of service provider. In case of frequent lapses on the part of the personnel deployed by the service provider, Authority shall be within its right to

- terminate the contract or take any other action without assigning any reason whatsoever.
15. In the event of any personnel being on leave/absent, the service provider shall ensure suitable alternative arrangements to make up for such absence. If a person leaves the job for any reason, the Service provider is liable to provide the suitable replacement within 3 working days.
 16. In case of delay in providing required replacement, the amount of penalty calculated at the rate of 1% of the annual contract value per week on account of delay, shall be deducted from the monthly bills in the succeeding month.
 17. There would be no increase in rates payable to the Service Provider during the Contract period. The service provider will be responsible for deposit of EPF, ESI, GST and other statutory dues as applicable from time to time and submit the proof of deposit to authority for records.
 18. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization. Sub-contracting is not allowed under this agreement.
 19. The Services Provider shall raise the bill, in triplicate, along with attendance sheet duly verified by the officer concerned in respect of the persons deployed and submit the same to the prescribed authority in the first week of the succeeding month. The payment will be released by the second week of the succeeding month.
 20. The Service Provider will have to deposit the remuneration of the deployed manpower for the concerned billing period in their respective bank account through online transfer and submit the details to the authority for necessary records.
 21. In case of dispute resolution relating to rights/liabilities arising out of the agreement, the same shall be disposed off at the level of Administrative Departments.
 22. In the event of failure of Service Provider to provide Services as per the terms and conditions of the agreement, the Performance Security shall be forfeited. Any violation of instructions/agreement or suppression of facts will attract termination of contract with 1 month prior notice to the Service Provider.
 23. The Service provider should ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Authority.
 24. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
 25. In the event of any dispute arising in respect of the clauses of the agreement, the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
 26. All disputes shall be under the jurisdiction of the courts at *Nayagarh*.
 27. The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement then one month's wages, etc. and any amount due to the service provider will be recovered by forfeiture of performance security.
 28. The contract is liable to be terminated because of non-performance, deviation of any terms and conditions of agreement, non-payment of remuneration of manpower deployed and non-payment of statutory dues. The Authority will have no liability towards non-payment of remuneration to the persons deployed by the Service Provider and the outstanding statutory dues of the service provider to concerned authorities.
 29. The Manpower Service Provider will be bound by the details furnished to the authority while submitting the tender or at any subsequent stage. Misrepresentation of documents/ information, leads to termination of agreement.

SECTION – V

TECHNICAL BID
COVERING LETTER
(BIDDER LETTER HEAD)

[Location, Date]

To

The District Judge, Nayagarh

Sub : Tender for Engagement of Outsourcing Agency for Housekeeping and Sanitation Services Including Collection and Disposal of Waste Articles/Garbage, Lawn & Gardening, Operation and Maintenance Services of All Electrical & Mechanical Equipment in Taluk Court Complexes at Odagaon, Khandapara, Ranpur, Daspalla & Bhapur Of Nayagarh Judgeship.

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for [Insert Name of the Service] in accordance with your Tender Notice No.:____, Dated____. 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 **90 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 RFP 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,

Authorized Signatory with

Date and Seal

Name and Designation: _____

Address of the Bidder: _____

(FORM – T1)

1	Name of the Bidder	
2.	Details of Bid Processing Fee and Earnest Money Deposit: (Demand Draft Details)	DD No.:
		Date:
		Amount (Rs.)
		Drawn on Bank:
3.	Name of the Director /	
4.	Full Address of Registered Office	Postal Address:
		Telephone No.:
		FAX No.:
		E-Mail Address:
5.	Name & telephone number of the authorized person signing the bid	Name and Designation:
		Mobile Number:
6.	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code
7.	PAN No. (Attach self attested copy)	
8.	GSTIN (Attach self attested copy.)	
9.	E.P.F. Registration No. (Attach self attested copy.)	
10.	E.S.I. Registration No. (Attach self attested copy.)	

11.	Acceptance to all the terms & conditions of the tender (Yes/No).	
12.	Power of Attorney / authorization letter for signing the of the bid documents	
13.	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid.	
14.	Kindly mention the total number of pages in the tender document.	

15. Financial Turnover of the bidder for the last 5 financial years.(*)

Financial Year *	Turn Over Amount (In INR)	Average Turno ver (in INR)
FY1		
FY2		
FY3		
FY4		
FY5		

**from the date of issue of tender*

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

Sl. No.	Period	Name of Authority with Complete Address & Fax no	Type of services provided with details of manpower /machinery deployed	Contract Amount (in INR)	Duration	
					From	To

17. Declaration

I Shri _____ Son/Daughter/Wife of Shri _____, Proprietor/ Director/ Authorized 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 Authorized Representative with seal)

Place:

Date:

Enclosures:

1. Bid Processing Fee in the form of Demand Draft in original
2. Bid Security Declaration
3. Copy of tender document (each page must be signed and sealed)
4. Duly filled Technical Bid and Financial Bid
5. List of Documents as applicable

FORM-T2

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,

*Authorized Signature
[In full and initials]*

Name and Designation of the Signatory:

Name of the Bidder and Address :

FORM-T3

UNDERTAKING

[On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offences]

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.

Yours sincerely,

Authorized Signature

[In full and initials]

Name and Designation of the Signatory:

Name of the Bidder and Address:

TECHNICAL BID EVALUATION

Technical evaluation of the bids will be done to determine whether the bids complied to the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Bids qualified the technical evaluation stage, will be considered for opening of the financial bids. The financial bids shall be opened in the presence of the tender committee and bidders' representatives who choose to attend. **Least Cost Selection Method** will be followed during the tender process to determine the selected bidder. The tender inviting authority will award the contract to the bidder whose bid has been determined as the *lowest and competitive evaluated bid price*.

SECTION – VI

FINANCIAL BID

COVERING LETTER
(BIDDER LETTER HEAD)

[Location, Date]

To

The District Judge, Nayagarh

Sub : Tender for Outsourcing of Agency for Housekeeping and Sanitation Services Including Collection and Disposal of Waste Articles/Garbage, Lawn & Gardening, Operation and Maintenance Services of All Electrical & Mechanical Equipment in Taluk Court Complexes at Odagaon, Khandapara, Ranpur, Daspalla & Bhapur Of Nayagarh Judgeship. [Financial Proposal]

Sir,

I, the undersigned, offer to provide the services for *[Insert title of the Service]* in accordance with your Tender No.____, Dated:____. Our attached financial price is *[Insert amount(s) in words and figures]* for the proposed service. This amount is inclusive 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 **90 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,

Authorized Signatory *[In full and initials]*

Name and Designation of Signatory with Date and Seal :

Address of the Bidder :

NB: In addition to their consolidated bid amount, the bidders are also requested to mention the project wise calculations (in a separate sheet) for convenience of the client in maintaining accounts and records in future.

(FORM –F1)
(Administrative Charge)

Manpower Details:					
	Category of Manpower	Requirement	Cost per Unit in INR(Inclusive of remuneration and all statutory dues)	GST as (applicable)	Total
A. Sub Total (Manpower Cost) in INR					
Equipment Details					
	Description of Equipment	Requirement	Cost per Unit in INR	GST (as applicable)	Total in INR
B. Sub Total (Equipment Cost) in INR					
Consumables / Recurring Material Details					
	Description	Requirement	Cost per Unit in INR	GST (as applicable)	Total in INR
C. Sub Total (Consumable Cost) in INR					
D. Total in INR (A+B+C)					
E. Service Charges @					
F. Total Administrative Charges (D+E)					

- Bidder with lowest evaluated competitive administrative charges for the required service will be awarded with contract.
- The bids with "Nil" or very abnormally low quoted service charges will be treated as "Non responsive" and will be rejected during the financial evaluation stage.

Place:
Date:

(Sign and Seal of Authorised Representative)

NB:- Bidders are requested to quote other details, if any, which has not been included in the above list, and which they think to be necessary, keeping in view the nature and scope of the services.

SECTION – VII

BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head		
2	Bid Processing Fee		
3	Bid Security Declaration		
4	Copy of Incorporation / Registration Certificate of the Bidder		
5	Copy of PAN		
6	Copy of GSTIN		
7	Copies of Income Tax Clearance Certificate for the last three Assessment years		
8	Copy of Valid EPF & ESI Certificate		
9	Copy of valid PSARA License (in case of Security Services)/Labour license		
10	TECHNICAL BID duly filled in (Covering Letter, FORM- T1, T2 and T3)		
11	Financial details of the bidder along with all the supportive documents such as copies of Income / Expenditure Statement and Balance Sheet for the last 5 years		
12	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
13	List of completed / on-going assignments of similar nature (Past Experience Details) along with the copies of work orders for the respective assignments from the authorities		
14	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during the recent past.(FORM- T2)		
15	Undertaking for not having any police case pending against the bidder (FORM- T3)		
FINANCIAL BID (ORIGINAL)			
1	Covering Letter in Bidders Letter Head		
2	Duly Filled in Financial Bid (FORM- F1)		

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 of all the three parts are page numbered along with Index Page.
- All pages of the proposal needs to be sealed and signed by the authorized representative.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

SECTION – VIII
SERVICE AGREEMENT

(To be made on Rs. 100.00 Non Judicial Stamp Paper)

This **SERVICE AGREEMENT** is made on _____ between,
_____ (hereinafter called as the “**Authority**”) of
the 1st Part and _____ its
principal place of business at _____
(hereinafter called the “**Service Provider**”) of the 2nd Part.

WHEREAS

(a) the “**Service Provider**”, having represented to the “**Authority**” that he has the required manpower and other resources, has offered to provide the service in response to the Tender Notice No: _____, Dated: _____ issued by the Authority;

(b) the “**Authority**” has accepted the offer of the Service Provider to provide the required services as per the terms and conditions as set forth in this Service Agreement.

NOW, THEREFORE, IT IS HEREBY AGREED between the two parties as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

Appendix A: The General Conditions of Contract;

Appendix B: The Scope of Work;

Appendix C: Contract Price and Payment Term;

2. The mutual rights and obligations of the Authority and the Consultant shall be as set forth in the Contract, in particular :
 - (a) The Service Provider shall carry out the service in accordance with the provisions of the Agreement; and
 - (b) The Certificate on the satisfactory performance of services by the Agency shall be issued by an Officer authorized by the Client and in consideration of the Certificate of Satisfactory Performance of Services Provider, the Authority shall make such payments and in such a manner as is provided in the Agreement.

3. **Mode of Payment**

The Service Provider will open a specific Bank Account for payment by the Authority in the beneficiary account towards the Service performed by the service provider. The Service Provider will furnish the details of the Bank Account to the Authority within 7days of the signing of the contract.

This Contract constitutes the agreement between two parties in respect to obligations and supersedes all previous communications between the Parties.

4. **Now this agreement witnesses as below:-**

- a) That in consideration of the payment to be made by the “**Authority**” to the “**Service Provider**”, the “**Service Provider**” hereby agrees with the “**Authority**” to provide

manpower resources to be engaged in in Taluk Court Complexes at Odagaon, Khandapara, Ranpur, Daspalla & Bhapur of Nayagarh Judgeship in conformity with the provisions of the terms and conditions of the contract.

- b) That the "Authority" hereby further agrees to pay the "Service Provider" the contract price at the time and in the manner prescribed in the said terms and conditions.
- c) Financial limit under this Contract varies with changes in statutory dues and government taxes as applicable from time to time.
- d) That in the event of any dispute that may arise it shall be settled as per the terms and conditions of the contract.
- e) That this agreement is valid up to_____.

For and on behalf of [Tender Inviting Authority]

Witness 1:

Witness 2:

For and on behalf of [SERVICE PROVIDER]

[Name and Designation of the Representative with seal]

Witness 1:

Witness 2:

PERFORMANCE BANK GUARANTEE FORMAT

To

**NAME & ADDRESS OF THE TENDER
INVITING AUTHORITY**

WHEREAS _____ (Name and

address of the Service Provider) (hereinafter called "the Service Provider) has undertaken, in pursuance of Contract No. _____ dated _____ to undertake the service (description of services) (herein after called "the contract").

AND WHEREAS it has been stipulated by _____ (Name of the Authority) in the said contract that the Service Provider shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the Service Provider such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Service Provider up to a total of

_____ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Service Provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Service Provider shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the _____ day of _____ year. Our branch at _____ (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our _____ branch a written claim or demand and received by us at our _____ branch on or before Dt _____ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)

.....
.... Name and designation of the officer

.....
.... Seal, name & address of the Bank & Branch

Form of Bid-Security Declaration

<Letter head of the bidder>

<Date>

Bid No.:

To

[Insert complete name and address of the Authority/ Employer/ Tender Inviting Authority]

We, the undersigned, declare that:

1. We understand that, according to your conditions, bids must be supported by a Bid-Security Declaration.
2. We accept that the Authority/ Employer/ Tender Inviting Authority shall cancel our empanelment and / or suspend/prohibit/debar/blacklist from participating in bidding in any contract of the State for a minimum period of 2 years, if we are in breach of our obligation(s) under the bid conditions, because we:
 - a) Have withdrawn our Bid prior to the expiry date of the bid validity specified in the Letter of Bid or any extended date provided by us; or
 - b) having been notified of the acceptance of our Bid by the Employer prior to the expiry date the bid validity in the Letter of Bid or any extended date provided by us,
 - i. Failure of use to furnish the Performance Security and, Additional Performance Security, if required in accordance with the ITB/ Terms of the Bid Document/RFP, or
 - ii. Fail to agree to the decisions of the contract negotiation meeting or
 - iii. Failure refuse to execute the Contract.
3. We understand this Bid-Security Declaration shall expire if we are not the successful Bidder, upon the earlier of your notification of the name of the successful Bidder through award of contract; or (ii) after the expiry date of the Bid validity.

Name of the Bidder* _____

Name of the person duly authorized to sign the Bid on behalf of the Bidder** _____ Title of the
person signing the Bid _____ Signature
of the person named above _____


Date signed _____ day of _____,

By e-Mail

Memo No. 1829 Dt. 27.05.2022

Copy forwarded to the Deputy Director, I&PR Department, Government of Odisha, Bhubaneswar with a request to get it published in Odia Daily 'The Samaj' and English Daily 'The Times of India' News Papers at an early date in Odisha editions for wide circulation. The complimentary copy of the News Papers connecting the Invitation for Bids may be sent to this office for reference and record.


Encl.: Soft copy of Invitation for Bids


Registrar, Civil Courts,
Nayagarh (1/c)

Memo No. 1830 Dt. 27.05.2022

Copy forwarded to the System Officer, Nayagarh to upload in the District Court, Nayagarh website for wide circulation.


Encl.: Tender Document of Invitation for Bids


Registrar, Civil Courts,
Nayagarh (1/c)

Memo No. 1831 Dt. 27.05.2022

Copy forwarded to the District Informatic Officer, NIC, Nayagarh with a request to to upload in the District Office, NIC website for wide circulation.


Encl.: Tender Document of Invitation for Bids


Registrar, Civil Courts,
Nayagarh (1/c)

Memo No. 1832 Dt. 27.05.2022

Copy forwarded to the Registrar, Civil Courts of the State with a request to publish in their respective notice board for wide circulation.


Encl.: Copy of Invitation for Bids


Registrar, Civil Courts,
Nayagarh (1/c)

Memo No. 1833 Dt. 27.05.2022

Copy forwarded to District Magistrates & Collectors of the State with a request to publish in their respective notice board for wide circulation.

Encl.: Copy of Invitation for Bids


Registrar, Civil Courts,
Nayagarh (1/c)

Memo No. 1834 Dt. 27.05.2022

Copy forwarded to S.P., Nayagarh for information and to provide security during the period of opening of the tender at the District Court Complex.

Encl.: Copy of Invitation for Bids

27/05/2022
Registrar, Civil Courts,
Nayagarh (1/c)

Memo No. 1835 Dt. 27.05.2022

Copy forwarded to the Judge-in-Charge, Nizarats of Nayagarh Judgeship to publish in their respective notice board for wide circulation.

Encl.: Copy of Invitation for Bids

27/05/2022
Registrar, Civil Courts,
Nayagarh (1/c)

Memo No. 1836 Dt. 27.05.2022

Copy forwarded to the Chief Engineer (Buildings), Odisha at Nirmansoudh, Unit-V, Bhubaneswar for information.

Encl.: Tender Document of Invitation for Bids

27/05/2022
Registrar, Civil Courts,
Nayagarh (1/c)

Memo No. 1837 Dt. 27.05.2022

Copy forwarded to the Superintending Engineer, Nayagarh, R & B Division, Nayagarh to publish in their respective notice board for wide circulation.

Encl.: Tender Document of Invitation for Bids

27/05/2022
Registrar, Civil Courts,
Nayagarh (1/c)

Memo No. 1838 Dt. 27.05.2022

Copy forwarded to the Chief Accounts Officer, Hon'ble High Court of Orissa, Cuttack for information.

Encl.: TENDER Document of Invitation for Bids

27/05/2022
Registrar, Civil Courts,
Nayagarh (1/c)

