

BIDDING DOCUMENT

**“TENDER FOR ENGAGEMENT OF OUTSOURCING AGENCY
FOR UP-KEEPING, CLEANING & MAINTENANCE AND
ELECTRICAL SERVICES IN DISTRICT COURT COMPLEX,
GANJAM AT BERHAMPUR & COURT COMPLEXES OF THE
OUTLYING STATIONS OF GANJAM JUDGESHIP**

INVITATION FOR BIDS

REQUEST FOR PROPOSAL (RFP)

Bids (Technical/ Financial) in sealed cover are invited from interested Bidder/s for the following work

“ENGAGEMENT OF OUTSOURCING AGENCY FOR UP-KEEPING, CLEANING & MAINTENANCE AND ELECTRICAL SERVICES IN THE FOLLOWING COURT COMPLEXES:

- a. **DISTRICT COURT COMPLEX, GANJAM AT BERHAMPUR**
- b. **CIVIL COURT COMPLEX, CHATRAPUR, GANJAM,**
- c. **CIVIL COURT COMPLEX, ASKA, GANJAM,**
- d. **CIVIL COURT COMPLEX, BHANJANAGAR, GANJAM,**
- e. **CIVIL COURT COMPLEX, PATRAPUR, GANJAM,**
- f. **CIVIL COURT COMPLEX, DIGAPAHANDI, GANJAM,**
- g. **CIVIL COURT COMPLEX, SANAKHEMUNDI, GANJAM,**
- h. **CIVIL COURT COMPLEX, KODALA, GANJAM,**
- i. **CIVIL COURT COMPLEX, KHALLIKOTE, GANJAM,**
- j. **CIVIL COURT COMPLEX, PURUSHOTTAMPUR, GANJAM,**
- k. **CIVIL COURT COMPLEX, BUGUDA, GANJAM,**
- l. **CIVIL COURT COMPLEX, POLASARA, GANJAM,**
- m. **CIVIL COURT COMPLEX, SURADA, GANJAM,**
- n. **CIVIL COURT COMPLEX, KABISURYANAGAR, GANJAM,**
- o. **CIVIL COURT COMPLEX, SERAGARA, GANJAM,**
- p. **CIVIL COURT COMPLEX, HINJILICUT, GANJAM,**

1. Scope :

The broad scope of services required through this RFP, shall be as follows for the aforementioned Court complexes:

1. Upkeeping, Cleaning, Maintenance services,
2. Electrical Services,

2. Contract Period :02 (Two) years

3. Bid Processing Fee: Rs. 10,000/- (Non-refundable)

4. The RFP document can be downloaded from the official website of District Court, Ganjam at Berhampur- <https://districts.ecourts.gov.in/india/odisha/ganjam/tender>
5. Technical and Financial bids (in separate sealed covers) complete in all aspects may be submitted either by Speed Post/ Registered post so as to reach at the following address on or before **01.06.2022 :- The Registrar, Civil Courts, Berhampur, Ganjam- 760004, Odisha.**

Bids may also be submitted by hand at the office of **The Registrar, Civil Courts, Berhampur, Ganjam** on or before **01.06.2022 by 5.00 P.M.** Technical and Financial

bids in separate sealed covers should be enclosed in one large sealed cover.

6. Any modification or corrigendum to this tender/RFP shall be published in the website of District Court, Ganjam. Bidders are requested to regularly check said website for the purpose.
7. The tender inviting authority may call for any document or clarification from any bidder during the course of evaluation of the tender for the purpose of decision making.
8. The tender inviting authority reserves the right to expand the scope of work within the contract period upon mutually agreeable terms and conditions.
9. Every bidder should provide an active official e-mail i.d. for all correspondence with regard to the present RFP.

Date Sheet:

1	RFP Issue Date	26.05.2022
2	Pre-Bid Meeting Date and Time (Interested bidders may participate through video conferencing by submitting a request in this regard at e-mail id: engsec.dcganjam@gmail.com)	28.05.2022 (11.00 A.M.) at Video Conferencing Hall, District Court Complex, Berhampur
3	Last Date for submission of bids	01.06.2022 (5.00 P.M.)
4	Technical Bid Opening Date and Time	02.06.2022(11.00 A.M.) Venue- Office Chamber of the District Judge, Ganjam, at Berhampur
5	Financial Bid Opening Date and Time	04.06.2022(11.00 A.M.)

All queries may be addressed only through e-mail at
engsec.dcganjam@gmail.com

10. The authority reserves the right to accept/reject any or all RFPs without assigning any reason thereof.

Sd/-
District Judge, Ganjam
Berhampur

General Terms and Conditions: -

1. The scope of work under this tender includes general upkeep, cleaning, maintenance and providing electrical services at the Court complexes mentioned above for a period of two years from the date fixed in this regard in the service agreement. Please refer to the terms under 'Scope of Work' as well as the enclosed document titled 'Scope of Work' for details.
2. Work order shall be placed on the successful bidder immediately after declaration of result of the tender. Work order shall mention the date on which the service agreement is to be executed between the Registrar, Civil Courts, Berhampur and the successful bidder.
3. Bidders should remain ready in all aspects to execute the service agreement on the aforementioned date fixed.
4. Successful bidder should submit performance security in the shape of Bank Guarantee in the manner prescribed in the work order.
5. The performance security shall be 10% of the work value and it should remain valid till expiry of three months after the conclusion of the agreement period. Failure to comply with the requirements of the service agreement shall constitute sufficient grounds for forfeiture of the performance bank guarantee. The performance bank guarantee will be released after expiry of three months of the agreement period provided that there is no breach of contract on the part of the successful bidder. No interest shall be paid on the performance bank guarantee. In case the contract is extended further, the bank guarantee will have to be renewed as per the applicable terms and conditions.

Notwithstanding anything mentioned in the document to the contrary, in the event of the successful bidder being unable to submit PBG within the stipulated time, extension of time in this regard may be granted without hampering the execution of service agreement and commencement of the work, provided that no extension in this regard may be granted more than on two occasions or thirty days whichever is earlier.

6. If the successful bidder fails to comply with the above, then the competent authority reserves the right to award the work to any other bidder as may be deemed fit and proper.
7. Bidders should submit duly filled up Annexures of this tender document.
8. Only those bidders whose Technical bids are found to be qualified shall be considered for opening of Financial bids.
9. Bidders who do not submit Technical and Financial bids in separate sealed covers shall not be considered for this tender. The bidders should superscribe the term "Technical Bid- (Name of the work for which tender is invited)" and "Financial Bid- (Name of the work for which tender is invited)" on the sealed envelopes containing Technical bid and Financial bid respectively. Both the aforementioned sealed envelopes should be kept in a third sealed envelope superscribed "Bid Document- (Name of the work for which tender is invited)".
10. The details of area and other aspects of the aforementioned Court complexes under the scope of this tender are mentioned in the enclosed document title "Scope of Work".
11. The successful bidder will provide comprehensive facility management services for the contract period.
12. The bidder should meet the following eligibility requirements to qualify for participation in the bidding process:-

Criteria	Description	Required Supporting Document
Technical Criteria		
A.	The bidder should be registered under appropriate Client; <ul style="list-style-type: none"> • Indian Companies Act 2013 • Indian Partnership Act 1932 • The Societies Registration Act 1860. • Limited Liability Partnership Act 2008. 	Copy of Certificates of Incorporation / Registration
B.	The bidder must have previous similar successful work experience in Court Complexes / Law Universities / Colleges / Judicial Academy and similar Central / State Govt. organizations in India.	Copies of supporting work order / work completion certificate issued by relevant authorities.
C.	Bidder should be registered with the Income Tax, Goods and Services Tax and also registered under the labour laws, Employees Provident Fund Organization, Employees State Insurance Corporation.	Copies of PAN, GSTIN, IT Returns for the last 3 financial years, Labour Registration, EPF Registration Certificate, ESI Registration Certificate and Valid License under PSARA (Private Security Agencies Regulation Act.2005) to be submitted alongwith the technical proposal.
D.	Bidder must not be under any declaration of Ineligibility by any Client and should not be blacklisted with any of the government project as on date of proposal.	Undertaking as per Annexure-1 on stamp paper of appropriate value in shape of affidavit from the Notary regarding his eligibility and non blacklisting needs to be furnished
E.	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 Land Line Telephone Bill / Electricity Bill / GSTIN of the Office Premise)
Financial Capability Criteria		
F.	Bidder should have average financial turnover of not less than Rs.5,00,00,000/- (Rupees five crores) as on 31.03.2022 for providing similar type of services as per the scope of the work.	Copies of audited income/expenditure statement and balance sheet for the concerned period from the Chartered Accountant.

G	Must have its own bank account in any scheduled bank situated in Odisha.	Copy of the pass book along with self-attested Bank Account Statement for the last six months period needs to be furnished.
H	The agency should not have been black listed 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 is to be furnished as per format prescribed in Annexure-2.
I	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 must be submitted on the bidder's letter head in the format prescribed in Annexure-3.
J	Other statutory documents:	Copies of : PAN GSTIN EPF and ESI registration certificate IT return for the last three assessment years

The Bid document submitted by the bidder should clearly specify the page number (s) where each of the aforementioned document (s) is/are placed.

The aforementioned documents have to be filled up (wherever applicable) in the prescribed formats mentioned in the Annexures to this RFP. Bidders should carefully comply with this.

13. An EMD of Rs.1,00,000/- (Rupees One lakh) in the shape of demand draft drawn in scheduled commercial bank in favour of Registrar, Civil Courts, Berhampur, Ganjam and payable at Berhampur should be submitted by every bidder.
14. EMD of unsuccessful bidders shall be returned without interest after execution of service agreement.
15. Every bidder should submit Bid Processing Fee of Rs.10,000/- (Rupees ten thousand) which shall be non-refundable. Bids submitted without Bid Processing Fee will not be considered for this tender.
16. Bids submitted without EMD shall not be considered unless the concerned bidder provides sufficient cause for exemption along with documentary proof.

17. 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) Demand Draft in support of EMD as applicable.
- 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 of valid license under PSARA Act, 2005(in case of Security Service)
- j) Copy Bank Account details
- k) Copies of the Income/Expenditure statements along with Balance Sheet for the last 3 years.
- l) Copies of work orders from the previous organizations for providing services during last 3years.
- m) Undertaking regarding non-blacklisting (On stamp paper)
- n) 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 the stipulated date 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 the stipulated date in presence of the authorized representatives.

The EMD shall be forfeited if the successful bidder fails to undertake the work or fails to comply with any of the terms and conditions of the bid.

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 fulfilment 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.

SCOPE OF WORK

SWEEPING AND CLEANING

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 so as to complete all the dusting/cleaning/mopping work before 9.00A.M
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) 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 .
7. Cleaning of chockage in sewer and pumping lines, drainage and manholes within the office premises as and when required.
8. Cleaning gulley trap and manholes within and surrounding of premises as and when required.
9. Cleaning/removal of any type of stains of ink etc. from the building premises and staircases.
10. Lifting, carrying and disposing the dead birds, animals, rats, insects etc. if found in and around the office building.
11. 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.
12. 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, Cockroach, crawling insects in rooms etc. The insecticide and pesticide sprayed should be of ISI mark and in case the pest control is ineffective the firm shall have to carry out operation more than once in a month.
13. Sweeping and wet mopping of the floors, corridors, staircases, platforms, chambers of the Officers, Office rooms, toilets, Sections of the Courts etc. within the Court Complexes thrice a day.

14. Sweeping of vacant area of the Court Complexes at least once a day.
15. Cleaning of Office furniture (like Tables, Chairs and Computers), Glass doors, glass windows of the Court premises once a day and structural glazing of the new District Court Complex once in a week.
16. Periodic cleaning of roofs of the Building at least once in a week and cleaning of ceiling at least once in three days to remove cobwebs.
17. Cleaning of fans, tube lights etc. as and when required.
18. Washing and cleaning of wash basins, mirrors, pans etc. installed of the wash rooms/toilets in the Courts Complexes with disinfectant periodically on each day.
19. To ensure cleaning of drains of the Court Complexes inside and outside on each day.
20. To ensure cutting of bushes on weekly basis to keep the Court environment clean.
21. Cleaning of overhead water tank at least once in a month.
22. Washing and cleaning and maintenance of Indoor and Outdoor decorative plants, flower pots, cleaning and maintenance of lawns.
23. Any other work as and when entrusted to the manpower by the superior Authority.
24. Maintenance of all electrical equipment fitted in the Court Complexes including lift and Air Conditioners on regular basis.
25. Maintenance of CC TV surveillance system and ancillary devices.
26. Emergency plumbing works pertaining to water supply such as leakages, replacement of leaking taps etc.
27. Sanitization of bathrooms and toilets.
28. Cleaning of computer equipment and accessories, furniture, signage boards, notice boards, switch boards, Air conditioners with appropriate cleaning mechanism.
29. Cleaning of all lighting, indoor as well as outdoor and electrical fixtures.
30. Cleaning of drinking water coolers, water filters etc.
31. Cleaning of lifts (all components).
32. The Service provider should possess or procure required safety gadgets and other material for smooth services.
33. The devices and gadgets used by the Service Provider shall be at its own cost.
34. Adequate manpower shall be provided by the service provider for effectively carrying out all the above works in regular and timely manner. The remuneration of said manpower and their service condition shall be the responsibility of the service provider in accordance with the applicable rules/guidelines/norms prescribed by the State Government.

IMPORTANT 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 of 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 organisation. Sub-contracting is not allowed under this agreement.
19. The Services Provider shall raise the bill, in triplicate, along with attendance record of the employees engaged for every relevant work, copy of EPF deposit challan of the relevant month, copy of ESI deposit challan of the relevant month, copy of GST deposit challan of the relevant month, Bank statement showing payment of remuneration/wages to the individual bank account of the employees by the first week of every month. The payment in favour of the Service Provider will be released by the second week of the succeeding month subject to satisfactory performance of the contractual obligations.

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 do 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 Court at Berhampur.
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.

SCOPE OF WORK

Location-BERHAMPUR-DISTRICT COURT COMPLEX, GANJAM, ODISHA	
Project Specification	
Description	Quantity (Unit)
Total Super built-up Area	Ac. 3.491 dec.
Total Carpet Area	Ac. 2.00 dec.
Common Area	Ac. 1.49 dec.
Parking & Paved area	Ac. 0.49 dec.
Structural Glazing	Nil.
Aluminium Composite Panel	In twenty different places.
Aluminium Windows	20 Nos.
Drinking Water Sump (Capacity)	01 No.
Over Head Tank for drinking water (Capacity)	20 Nos.
Over Head Tank for firefighting (Capacity)	Not Available
Fire Hydrant Sump (Capacity)	Not Available
<u>Number of Toilets:-</u> Toilets	36 Nos.
<u>Type of Flooring</u> [Please provide detail information regarding Flooring texture and coverage]	Glaze Plate.
Other Ancillary Building Areas if any	Rest shed & Malkhana.
D.G. Room with details of Machinerics	4 Nos. Of D.G Sets.
Pump House with details of Machinerics	One Pump with one Pump House.
Substation yard Area	02 decimals.
Front Lawn & Plantation	Ac. 0.49 dec.
Lawn Area with planter Boxes	Ac. 0.49 dec.
Signage Board	25 Nos.
A/C Systems with details specification	260 Nos. of split A.C installed in the Court hall, Office and chamber of P.O.s.
Any other relevant information in respect of the project location	Nil.

Location- HINJILICUT COURT COMPLEX	
Project Specification	
Description	Quantity (Unit)
Total Super built-up Area	21,490 Sq. ft.
Total Carpet Area	60,000 Sq. ft.
Common Area	35,604 Sq. ft.
Parking & Paved area	NOT AVAILABLE
Structural Glazing	NOT AVAILABLE
Aluminium Composite Panel	01 NO.
Aluminium Windows	2 Nos.
Drinking Water Sump (Capacity)	NOT AVAILABLE
Over Head Tank for drinking water (Capacity)	2000 LTR *10=20,000 Ltrs
Over Head Tank for firefighting (Capacity)	NOT AVAILABLE
Fire Hydrant Sump (Capacity)	NOT AVAILABLE
<u>Number of Toilets:-</u> Toilets	11 Nos.
<u>Type of Flooring</u> [Please provide detail information regarding Flooring texture and coverage]	All rooms including toilets are provided with ceramic floor and wall tiles.
Other Ancillary Building Areas if any	NOT AVAILABLE
D.G. Room with details of Machineries	D.G. Room not available. But a D.G. set of 10 KVA of KOEL is available,
Pump House with details of Machineries	Pump house is not available but a 2 HP of submersible pump is provided.
Substation yard Area	200 Sq ft.
Front Lawn & Plantation	40 Nos.
Lawn Area with planter Boxes	40 Nos.
Signage Board	2 Nos.
A/C Systems with details specification	36 Nos.
Any other relevant information in respect of the project location	Nuagada Shiv Temple is present near to this project location.

Location- BUGUDA, COURT COMPLEX, GANJAM, ODISHA	
Project Specification	
Description	Quantity (Unit)
Total Super built-up Area	20838 Sq ft.
Total Carpet Area	17000 Sq ft.
Common Area	28000 Sq ft.
Parking & Paved area	Not available
Structural Glazing	20300 Sqft.
Aluminium Composite Panel	Not available
Aluminium Windows	Not available
Drinking Water Sump (Capacity)	Not available
Over Head Tank for drinking water (Capacity)	2000 X 10nos. = 20000 ltr
Over Head Tank for firefighting (Capacity)	Not available
Fire Hydrant Sump (Capacity)	Not available
<u>Number of Toilets:-</u> Toilets	15 nos.
<u>Type of Flooring</u> [Please provide detail information regarding Flooring texture and coverage]	TILED Except Malkhana room & Hazat rooms
Other Ancillary Building Areas if any	-----
D.G. Room with details of Machineries	DG Room Not available (1 set KOEL DG Set only)
Pump House with details of Machineries	Pump House Not available (only 1set pump ground bored)
Substation yard Area	256 Sq ft.
Front Lawn & Plantation	3325 Sq ft.
Lawn Area with planter Boxes	Not available
Signage Board	Not available
A/C Systems with details specification	17 nos.
Any other relevant information in respect of the project location	-----

Location-DIGAPAHANDI, COURT COMPLEX, GANJAM, ODISHA	
Project Specification	
Description	Quantity (Unit)
Total Super built-up Area	2357.3 Sq ft.
Total Carpet Area	1991.32 Sq ft.
Common Area	538.196 Sq ft.
Parking & Paved area	-----
Structural Glazing	-----
Aluminium Composite Panel	5 Nos.
Aluminium Windows	8 Nos.
Drinking Water Sump (Capacity)	500 ltr.
Over Head Tank for drinking water (Capacity)	Nil
Over Head Tank for firefighting (Capacity)	Nil
Fire Hydrant Sump (Capacity)	Nil
<u>Number of Toilets:-</u> Toilets	03. Nos.
<u>Type of Flooring</u> [Please provide detail information regarding Flooring texture and coverage]	1. Vitrified tile flooring 2. Marble flooring
Other Ancillary Building Areas if any	1. E Sewa Kendra 2. Witness shed
D.G. Room with details of Machineries	Yes one DG shed 5 KVA diesel generator (Kirloskar oil engine ltd.)
Pump House with details of Machineries	Nil
Substation yard Area	30 ft.*10 ft.
Front Lawn & Plantation	---
Lawn Area with planter Boxes	---
Signage Board	07
A/C Systems with details specification	07 split A/C with 2 ton Each
Any other relevant information in respect of the project location	Rain water Harvesting

Location-SORADA, COURT COMPLEX, GANJAM, ODISHA	
Project Specification	
Description	Quantity (Unit)
Total Super built-up Area	5184 Sq ft.
Total Carpet Area	1800 Sq ft.
Common Area	7187 Sq ft.
Parking & Paved area	NA
Structural Glazing	NA
Aluminium Composite Panel	Nil
Aluminium Windows	13
Drinking Water Sump (Capacity)	NA
Over Head Tank for drinking water (Capacity)	2000L (2 Nos of water tank)
Over Head Tank for firefighting (Capacity)	NA
Fire Hydrant Sump (Capacity)	NA
<u>Number of Toilets:-</u> Toilets	6 Nos
<u>Type of Flooring</u> [Please provide detail information regarding Flooring texture and coverage]	All rooms including toilet are provided with ceramic floor & wall tiles.
Other Ancillary Building Areas if any	Not Available
D.G. Room with details of Machineries	DG room available. DG set up –(25 KVA) (Not functioning)
Pump House with details of Machineries	NA
Substation yard Area	100 sq ft.
Front Lawn & Plantation	10 Nos.
Lawn Area with planter Boxes	NIL
Signage Board	1 Nos.
A/C Systems with details specification	24 Nos
Any other relevant information in respect of the project location	Sorada Block Office is present near to this project.

Location-ASKA, COURT COMPLEX, GANJAM, ODISHA	
Project Specification	
Description	Quantity (Unit)
Total Super built-up Area	24,279 Sq ft.
Total Carpet Area	10,760 sq ft.
Common Area	NA
Parking & Paved area	44 Sq ft.
Structural Glazing	NO
Aluminium Composite Panel	04 Nos
Aluminium Windows	11 Nos
Drinking Water Sump (Capacity)	10,000 Ltr.
Over Head Tank for drinking water (Capacity)	2500 Ltr.
Over Head Tank for firefighting (Capacity)	Nil
Fire Hydrant Sump (Capacity)	Nil
<u>Number of Toilets:-</u> Toilets	09
<u>Type of Flooring</u> [Please provide detail information regarding Flooring texture and coverage]	ASF
Other Ancillary Building Areas if any	NA
D.G. Room with details of Machineries	03
Pump House with details of Machineries	No
Substation yard Area	No
Front Lawn & Plantation	No
Lawn Area with planter Boxes	No
Signage Board	No
A/C Systems with details specification	16
Any other relevant information in respect of the project location	NA

Location-CHATRAPUR, COURT COMPLEX, GANJAM, ODISHA	
Project Specification	
Description	Quantity (Unit)
Total Super built-up Area	8904.80 Sq ft.
Total Carpet Area	5381.51 sq ft.
Common Area	----
Parking & Paved area	969 + 1355 =2324 Sq Ft.
Structural Glazing	---
Aluminium Composite Panel	---
Aluminium Windows	---
Drinking Water Sump (Capacity)	1 Nos.
Over Head Tank for drinking water (Capacity)	3 Nos
Over Head Tank for firefighting (Capacity)	Not Available
Fire Hydrant Sump (Capacity)	Not Available
<u>Number of Toilets:-</u> Toilets	6 Nos.
<u>Type of Flooring</u> [Please provide detail information regarding Flooring texture and coverage]	All rooms including toilets are provided with ceramic floor and wall tiles.
Other Ancillary Building Areas if any	---
D.G. Room with details of Machineries	D.G. Room not available. But a D.G. set of 10 Kva of KOEL is available.
Pump House with details of Machineries	Pump house is not available but a 2 HP of submersible pump is provided.
Substation yard Area	---
Front Lawn & Plantation	---
Lawn Area with planter Boxes	---
Signage Board	2 Nos.
A/C Systems with details specification	18 Nos.
Any other relevant information in respect of the project location	---

Location-PURUSHOTTAMPUR, COURT COMPLEX, GANJAM, ODISHA	
Project Specification	
Description	Quantity (Unit)
Total Super built-up Area	6485 Sq. ft.
Total Carpet Area	12500 Sq. Ft.
Common Area	8515 Sq. ft.
Parking & Paved area	Not Available
Structural Glazing	Not Available
Aluminium Composite Panel	14 Nos.
Aluminium Windows	15 Nos.
Drinking Water Sump (Capacity)	Not Available
Over Head Tank for drinking water (Capacity)	2 Numbers (Each of 1000 Ltr.)
Over Head Tank for firefighting (Capacity)	Not Available
Fire Hydrant Sump (Capacity)	Not Available
Number of Toilets: - Toilets	6 (Ground Floor-3 and First Floor-3) (Including 2 chambers)
Type of Flooring [Please provide detail information regarding Flooring texture and coverage]	Ground floor except Corridors is provided with ceramic floor and corridors is provided with cement floor and First floor is provided with cement floor.
Other Ancillary Building Areas if any	E-Seva Kendra >252 Sq. ft.
D.G. Room with details of Machineries	120 sq. Ft. 5 KVA (Diesel Generator) (Kirloskar Oil Engines Ltd.)
Pump House with details of Machineries	Pump House is not available but a submersible pump is provided.
Substation yard Area	320 sq Ft.
Front Lawn & Plantation	4375 sq. ft.
Lawn Area with planter Boxes	Not Available
Signage Board	1 Nos.
A/C Systems with details specification	6 (1.5 Ton Split A.C)
Any other relevant information in respect of the project location	1. Hazat-2 (Separate for Male and Female) 2. Rain Water Harvesting Project

Location-SHERAGADA, COURT COMPLEX, GANJAM, ODISHA	
Project Specification	
Description	Quantity (Unit)
Total Super built-up Area	14000 Sq ft.
Total Carpet Area	7077.91 Sq ft.
Common Area	3636.26 Sq ft.
Parking & Paved area	662.73 Sq ft/10834.09 Sq ft.
Structural Glazing	799.75 Sq ft.
Aluminium Composite Panel	Nil
Aluminium Windows	UPVC Windows-1349.47 Sq. ft
Drinking Water Sump (Capacity)	Water is drawn from bore well with submersible pump to over head tank.
Over Head Tank for drinking water (Capacity)	2000 Lt* 8 Nos. =16000 Lt.
Over Head Tank for firefighting (Capacity)	A/A Not Received.
Fire Hydrant Sump (Capacity)	A/A Not Received.
Number of Toilets:- Toilets	15 Nos
Type of Flooring [Please provide detail information regarding Flooring texture and coverage]	A) Vitrified tile flooring in Rooms & Verandah wall-16341.66 Sq. ft. B) Ceramic Anti-skited floor tile in toilet-620 Sq ft. C) Ceramic wall tile in toilet =4352.60 Sq ft.
Other Ancillary Building Areas if any	Nil
D.G. Room with details of Machineries	A/A Not Received for D.G set & D.G room not provision.
Pump House with details of Machineries	8” Bore with chamber & 1.5 HP submersible pump is installed in deep bore well.
Substation yard Area	15ft*12ft
Front Lawn & Plantation	Nil
Lawn Area with planter Boxes	Nil
Signage Board	A/A Not Received.
A/C Systems with details specification	2.0 Tr. Split A.C-11 Nos., 1.5 Tr. Split A.C-19 Nos. 1.0 Tr. Split A.C -1 No.
Any other relevant information in respect of the project location	CC TV camera system with Audio & video. 2 MP bullet camera -3 Nos. 5 MP Camera-19 Nos. 43” Monitor-01 No. 5KVA online UPS –01 No. with required accessories.

Location-KABISURYANAGAR, COURT COMPLEX, GANJAM, ODISHA	
Project Specification	
Description	Quantity (Unit)
Total Super built-up Area	14000 Sq ft.
Total Carpet Area	7077.91 Sq ft.
Common Area	3636.26 Sq ft.
Parking & Paved area	662.73 Sq ft/10834.09 Sq ft.
Structural Glazing	799.75 Sq ft.
Aluminium Composite Panel	Nil
Aluminium Windows	UPVC Windows-1349.47 Sq. ft
Drinking Water Sump (Capacity)	Water is drawn from bore well with submersible pump to over head tank.
Over Head Tank for drinking water (Capacity)	2000 Lt* 8 Nos. =16000 Lt.
Over Head Tank for firefighting (Capacity)	A/A Not Received.
Fire Hydrant Sump (Capacity)	A/A Not Received.
Number of Toilets:- Toilets	15 Nos
Type of Flooring [Please provide detail information regarding Flooring texture and coverage]	D) Vitrified tile flooring in Rooms & Verandah wall-16341.66 Sq. ft. E) Ceramic Anti-skited floor tile in toilet-620 Sq ft. F) Ceramic wall tile in toilet =4352.60 Sq ft.
Other Ancillary Building Areas if any	Nil
D.G. Room with details of Machineries	A/A Not Received for D.G set & D.G room not provision.
Pump House with details of Machineries	8” Bore with chamber & 1.5 HP submersible pump is installed in deep bore well.
Substation yard Area	15ft*12ft
Front Lawn & Plantation	Nil
Lawn Area with planter Boxes	Nil
Signage Board	A/A Not Received.
A/C Systems with details specification	2.1 Tr. Split A.C-11 Nos., 1.5 Tr. Split A.C-19 Nos. 1.0 Tr. Split A.C -1 No.
Any other relevant information in respect of the project location	CC TV camera system with Audio & video. 2 MP bullet camera -3 Nos. 5 MP Camera-19 Nos. 43” Monitor-01 No. 5KVA online UPS –01 No. with required accessories.

Location-KHALLIKOTE, COURT COMPLEX, GANJAM, ODISHA	
Project Specification	
Description	Quantity (Unit)
Total Super built-up Area	Ground floor-13602 Sq ft. First floor-10445 Sq ft.
Total Carpet Area	Ground Floor-10882 Sq ft. First Floor-8356 Sq ft.
Common Area	7315 Sq ft.
Parking & Paved area	Parking Area-3600 Sq ft. Paved Area-16255 Sq ft.
Structural Glazing	100 Sq ft.
Aluminium Composite Panel	2 Nos.
Aluminium Windows	2 Nos.
Drinking Water Sump (Capacity)	1000 Ltr.
Over Head Tank for drinking water (Capacity)	2000 Ltr.
Over Head Tank for firefighting (Capacity)	Nil
Fire Hydrant Sump (Capacity)	Nil
<u>Number of Toilets:-</u> Toilets	10 Nos.
<u>Type of Flooring</u> [Please provide detail information regarding Flooring texture and coverage]	Ceramic tiles flooring
Other Ancillary Building Areas if any	E-seva Kendra (440 Sq ft.)
D.G. Room with details of Machineries	5 KVA (Mahindra) Generator having shade, 10 KVA (Kirloskar) generator having no shade.
Pump House with details of Machineries	Nil
Substation yard Area	120 Sq ft.
Front Lawn & Plantation	2756. Sq ft.
Lawn Area with planter Boxes	7315 Sq ft.
Signage Board	Nil
A/C Systems with details specification	1.5 ton Carrier A/C =7 Nos. 2 ton Carrier A/C 6 Nos.
Any other relevant information in respect of the project location	Nil

Location-KODALA, COURT COMPLEX, GANJAM, ODISHA	
Project Specification	
Description	Quantity (Unit)
Total Super built-up Area	7000 Sq ft.
Total Carpet Area	7000 Sq ft.
Common Area	3000 Sq ft.
Parking & Paved area	2000 Sq ft.
Structural Glazing	---
Aluminium Composite Panel	14 Nos.
Aluminium Windows	18 Nos.
Drinking Water Sump (Capacity)	2 Nos.
Over Head Tank for drinking water (Capacity)	3 Nos.
Over Head Tank for firefighting (Capacity)	---
Fire Hydrant Sump (Capacity)	---
<u>Number of Toilets:-</u> Toilets	05 Nos
<u>Type of Flooring</u> [Please provide detail information regarding Flooring texture and coverage]	Vitrified tile
Other Ancillary Building Areas if any	---
D.G. Room with details of Machineries	500 Sq ft. 10 KVA Kirloskar -01 5 KVA Mahindra -01
Pump House with details of Machineries	03
Substation yard Area	100 Sq ft.
Front Lawn & Plantation	5000 Sq ft.
Lawn Area with planter Boxes	500 Sq ft.
Signage Board	03 Nos.
A/C Systems with details specification	13 Nos
Any other relevant information in respect of the project location	---

Location-BHANJANAGAR, COURT COMPLEX, GANJAM, ODISHA	
Project Specification	
Description	Quantity (Unit)
Total Super built-up Area	7000 Sq ft.
Total Carpet Area	6000 Sq ft.
Common Area	2000 Sq. ft.
Parking & Paved area	1276 Sq ft.
Structural Glazing	Nil
Aluminium Composite Panel	Nil
Aluminium Windows	31 windows and 10 doors
Drinking Water Sump (Capacity)	35000 Lt.
Over Head Tank for drinking water (Capacity)	3 tank 1000 lt. Capacity and one 500 lt. Capacity.
Over Head Tank for firefighting (Capacity)	Nil
Fire Hydrant Sump (Capacity)	Nil
Number of Toilets: - Toilets	11 Nos.
Type of Flooring [Please provide detail information regarding Flooring texture and coverage]	Four court hall and four chambers are vitrified tiles common area are granites toilets are ceramic tiles
Other Ancillary Building Areas if any	Mediation center 1000 sq ft.
D.G. Room with details of Machineries	25 KVA Kirloskar and 5 KVA Mahindra
Pump House with details of Machineries	100 Sq. ft having 2 HP Pump
Substation yard Area	Nil
Front Lawn & Plantation	Nil
Lawn Area with planter Boxes	---
Signage Board	20
A/C Systems with details specification	18 Nos. A/C installed in the Court Hall, Office and Chamber of Judicial Officers. (8 Nos. of 2.0 ton A.C & 10 Nos.of 1.5 ton A.C.)
Any other relevant information in respect of the project location	---

Location-POLASARA, COURT COMPLEX, GANJAM, ODISHA	
Project Specification	
Description	Quantity (Unit)
Total Super built-up Area	4200 Sq ft.
Total Carpet Area	Nil
Common Area	4200 Sq ft.
Parking & Paved area	Nil
Structural Glazing	Nil
Aluminium Composite Panel	Nil
Aluminium Windows	Nil
Drinking Water Sump (Capacity)	Nil
Over Head Tank for drinking water (Capacity)	Nil
Over Head Tank for firefighting (Capacity)	Nil
Fire Hydrant Sump (Capacity)	Nil
<u>Number of Toilets:-</u> Toilets	One for P.O only
<u>Type of Flooring</u> [Please provide detail information regarding Flooring texture and coverage]	One ground floor made of white tiles
Other Ancillary Building Areas if any	Nil
D.G. Room with details of Machineries	Nil
Pump House with details of Machineries	Nil
Substation yard Area	Nil
Front Lawn & Plantation	Nil
Lawn Area with planter Boxes	Nil
Signage Board	Nil
A/C Systems with details specification	Two Nos. of A/C. One is in P.O. chamber another is in Court Hall.
Any other relevant information in respect of the project location	Nil

Location-NYAYADHIKARI, GARAMNYAYALAY, SANAKHEMUNDI COURT COMPLEX, GANJAM, ODISHA	
Project Specification	
Description	Quantity (Unit)
Total Super built-up Area	900 Sq. ft.
Total Carpet Area	5224 Sq ft.
Common Area	---
Parking & Paved area	---
Structural Glazing	---
Aluminium Composite Panel	---
Aluminium Windows	---
Drinking Water Sump (Capacity)	---
Over Head Tank for drinking water (Capacity)	01 Nos. (500 Litres)
Over Head Tank for firefighting (Capacity)	---
Fire Hydrant Sump (Capacity)	---
Number of Toilets:- Toilets	02 Nos.
Type of Flooring [Please provide detail information regarding Flooring texture and coverage]	Floor are covered by tiles and cement
Other Ancillary Building Areas if any	---
D.G. Room with details of Machineries	One DG set is installed which is 10 KVA of KOEL company (No room is allotted)
Pump House with details of Machineries	---
Substation yard Area	---
Front Lawn & Plantation	---
Lawn Area with planter Boxes	---
Signage Board	07 Nos.
A/C Systems with details specification	6 Nos. of A/C are installed of Carrier company each 1.5 ton.
Any other relevant information in respect of the project location	---

Location-PATRAPUR COURT COMPLEX, GANJAM, ODISHA	
Project Specification	
Description	Quantity (Unit)
Total Super built-up Area	4576 Sq ft.
Total Carpet Area	2878 Sq ft.
Common Area	13491 Sq ft.
Parking & Paved area	400 Sq ft.
Structural Glazing	Not Available
Aluminium Composite Panel	02 Nos of Doors
Aluminium Windows	03 Doors
Drinking Water Sump (Capacity)	Not Available
Over Head Tank for drinking water (Capacity)	Not Available
Over Head Tank for firefighting (Capacity)	Not Available
Fire Hydrant Sump (Capacity)	Not Available
<u>Number of Toilets:-</u> Toilets	03 Nos.
<u>Type of Flooring</u> [Please provide detail information regarding Flooring texture and coverage]	Granite and tiles except malkhana and hazat room.
Other Ancillary Building Areas if any	e-Seva Kendra- 184.96 Sq. ft. and rain water harvesting tank- 25 Sq. ft.
D.G. Room with details of Machineries	D.G Room not available but a D.G. Set 05 KVA of KOEL is available.
Pump House with details of Machineries	Not Available
Substation yard Area	Not Available
Front Lawn & Plantation	Not Available
Lawn Area with planter Boxes	Not Available
Signage Board	03 Nos
A/C Systems with details specification	10 Nos
Any other relevant information in respect of the project location	Required Ladies toilet.

FORMATS

TECHNICAL BID

COVERING LETTER
(BIDDER LETTER HEAD)

[Location, Date]

To

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

Sub : Tender for Outsourcing of [Insert Name of the Service] at [Insert Name of the Office / Location] [Technical Proposal]

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: _____

MANDATORY FORM TO BE FILLED UP BY EVERY BIDDER

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
8.	PAN No. (Attach self attested copy)	
9.	<u>GSTIN</u> Attach self attested copy.)	
10.	E.P.F. Registration No. (Attach self attested copy.)	
11.	E.S.I. Registration No. (Attach self attested copy.) Attach attested copy)	

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

17. Financial Turnover of the bidder for the last 5 financial years.

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

18. 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
1						
2						
3						
4						

19. 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 Authorised Representative with seal)

Place:

Date:

Enclosures:

1. Bid Processing Fee in the form of Demand Draft in original
2. EMD in the form of Demand Draft in original
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

ANNEXURE- 2

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 :

ANNEXURE- 3

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*.

FINANCIAL BID

COVERING LETTER ***(BIDDER LETTER HEAD)***

[Location, Date]

To

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

Sub : Tender for Outsourcing of [Insert Name of the Service] at [Insert Name of the Office / Location] [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 :

(Administrative Charge)

Manpower Details:					
Sl. No.	Category of Manpower	Requirement	Cost per Unit in INR(Inclusive of remuneration and all statutory dues)	GST as (applicable)	Total
1					
2					
3					
A. Sub Total (Manpower Cost) in INR					
Equipment Details					
Sl. No.	Description of Equipment	Requirement	Cost per Unit in INR	GST (as applicable)	Total in INR
1					
2					
3					
B. Sub Total (Equipment Cost) in INR					
Consumables / Recurring Material Details					
Sl. No.	Description	Requirement	Cost per Unit in INR	GST (as applicable)	Total in INR
1					
2					
3					
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)

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	EMD		
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 Licence (in case of Security Services)/Labour license		
10	TECHNICAL BID duly filled in		
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.		
15	Undertaking for not having any police case pending against the bidder		
FINANCIAL BID (ORIGINAL)			
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 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: _____