

REQUEST FOR PROPOSAL (RFP)

RFP Identification No. 01(RFP) OF 2022-23 / Dated 02.06.2022

REQUEST FOR PROPOSAL (RFP) FOR ENGAGEMENT OF OUTSOURCING AGENCY FOR UP-KEEPING, CLEANING & MAINTENANCE AND ELECTRICAL SERVICES IN THE DISTRICT AND TALUK COURT COMPLEXES, IN THE JUDGESHIP OF CUTTACK

- 1. District Court Complex at Cuttack Headquarters (PROJECT-1)**
- 2. Court Complex at Athagarh/(PROJECT-2)**
- 3. Court Complex at Banki/(PROJECT-3)**
- 4. Court Complex at Badamba/ (PROJECT-4)**
- 5. Court Complex at Tigiria/ (PROJECT-5)**
- 6. Court Complex at Narasinghpur/(PROJECT-6)**
- 7. Court Complex at Niali/(PROJECT-7)**
- 8. Court Complex at Salipur/(PROJECT-8)**

OFFICE OF DISTRICT JUDGE, CUTTACK
Chandini Chowk, Near Orissa High Court, Cuttack-753002

DISCLAIMER

The information contained in this Request for Proposal (RFP) document or subsequently provided to bidder(s), whether verbally or in documentary form by or on behalf of the Tender Inviting Authority (The District Judge, Cuttack) or any of his employees or advisors, is provided to bidder(s) on the terms and conditions set out in this RFP document and any other terms and conditions subject to which such information is provided. This RFP documents is not an agreement and is not an offer or invitation by the District Judge, Cuttack or its representatives to any other party. The purpose of this RFP document is to provide interested parties with information to assist the formulation of their proposal and detailed proposal. This RFP document does not purport to contain all the information each bidder may require. This RFP document may not be appropriate for all persons and it is not possible for the Department, their employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP document. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate sources. The District Judge, Cuttack, his employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules and regulations as to the accuracy, reliability or completeness of the RFP document. The District Judge, Cuttack shall be with absolute discretion but without being under any obligation to do so can update, amend or supplement the information in this RFP document.

OFFICE OF THE DISTRICT JUDGE, CUTTACK

Chandini Chowk, Near Orissa High Court, Cuttack-753002
e-Mail ID: dj.cuttack-od@gov.in Tel.Ph.06712368300

REQUEST FOR PROPOSAL (RFP)

RFP Identification No. 01(RFP) OF 2022-23 / Dated 02.06.2022

Bid in sealed cover from reputed and experienced manpower service provider are invited under two bid system for **UP-KEEPING, CLEANING & MAINTENANCE AND ELECTRICAL SERVICES** for the offices & Court complexes at **Cuttack/ Athagarh / Banki/ Badamba/ Narasinghpur/ Tigiria/ Salipur/ Niali.**

Contract Period : 02 years
Bid Processing Fees: Rs. 2000/-

SCHEDULE OF THE BIDDING PROCESS

Sl. No	Bidding Schedule	Deadline
1	Date of Issue	02.06.2022
2	Date and Time of Pre-Bid meeting (Interested bidders may participate in person or through video conferencing by submitting a request in this regard in the mail indicated above)	06.06.2022 at 12.30PM
3	Upload of Pre-Bid clarification Date and Time	06.06.2022 at 05. PM
4	Bid submission date and time	09.06.2022 at 05 PM
5	Opening of Technical Bid	10.06.2022 at 12.30PM
6	Opening of Financial Bid	10.06.2022 at 04.30 PM

The bidding document must reach the undersigned on or before 09.06.2022 by **Speed post/Registered post/ Courier/Drop Box** only. The bid document 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/cuttack>. The Court Manager, District Court, Cuttack may be contacted for all further correspondences.

The authority reserves the right to accept / reject any or all RFPS without assigning any reasons thereof.

Contact Person

Ashish Ghosh
Court Manager, District Court, Cuttack
Mob. 890888890

Complete address for submission of bid

The Registrar,
Civil Courts, Cuttack
Office of the District and Sessions Judge, Cuttack
Near Orissa High Court,
Chandinichowk, Cuttack, 753002

Sd/-
District Judge, Cuttack I/C

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SECTION-I**INSTRUCTIONS TO BIDDERS****A. General Information**

1. The District and Sessions Judge Court, Cuttack requires the service of reputed, well established, financially sound and registered Service Providers to provide up-keeping, cleaning and maintenance and electrical services by deploying trained and disciplined man power at stations Cuttack, Athgarh, Banki, Tigiria, Niali, Badamba, Salipur and Narasinghpur.

2. The period of contract for proving the aforesaid service will be ideally 2 years from the date of effectiveness of the contract. The contract may be extended further 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 Trusts Act 1882 • Registered under the Societies Registration Act 1860 • Registered under the Limited Liability Partnership Act 2008 	Certificate of Incorporation/Registration
2	The bidder must have at least five years in business 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
4	Must have average annual financial turnover twice the quoted bid price during the last five financial years.	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
6.	The agency should not have been blacklisted by any Central / State Government or any other public section undertaking or a corporation	An undertaking to this effect to be furnished by the bidder as per the prescribed format (Form-T4)
7	Must not have any pending judicial proceedings for any criminal offence against the proprietor /	An undertaking to this effect to be furnished by the bidder as per the

	Director / Persons to be deployed by the service provider	prescribed format. (Form-T5)
8	Other Statutory Documents (must have)	Copies of registration <ul style="list-style-type: none"> • PAN, GSTIN, EPF, ESI, and labour registration certificate • IT return for the last 3 assessment years

B. Submission of Bid

The proposal shall be submitted in two parts.

- 1) Part A (Technical Bid)- Bid security & Technical Proposal as per format set out in RFP.
 - 2) Part B (Financial Bid)- Financial Proposal as per the format set out in RFP.
- The bidders are advised to submit two separate envelopes super scribing “**Technical Bid**” and “**Financial Bid**”. Both sealed envelopes must be kept in a third sealed envelope super-scribing “**Bid for Outsourcing of Agency for up keeping, cleaning & maintenance and electrical services**”.
 - The proposal shall be typed or written legibly in indelible ink and shall be signed the authorized representative of the bidder.
 - Power of attorney for signing of bid: The bidder should submit a Power Of Attorney, authorizing the signatory of the bid to commit the bidder.
 - Any interlineations, erasures or overwriting shall be valid only if the person or persons signing the Proposal have put his/their initial prior to submission of the same.

C. Bid Document Cost

The bidders shall have to furnish a bid document cost and processing fees of **Rs. 2,000/- (non-refundable)** in shape of Demand Draft from any nationalized / scheduled bank payable at “**Cuttack**” in favour of “**The Registrar, Civil Courts, Cuttack**”. In absence of the bid document cost and processing fees, the technical proposal of the bidder shall be rejected.

The bid document cost should be put in the Technical Bid envelop.

D. Earnest Money Deposit (EMD)

The bidder along with the technical proposal shall have to furnish Earnest Money Deposit (EMD) amounting **2% of the quoted bid price (refundable)** in shape of Demand Draft from any nationalized / scheduled bank payable at “**Cuttack**” in favour of “**The Registrar, Civil Courts, Cuttack**”.

In the absence of the EMD, technical proposal of the bidder shall be rejected. However, as per the Finance Department, Govt of Odisha office memorandum no. 21926 dated 12.08.2015, the local MSEs registered with the respective DICs,

Khadi, Village, Cottage and Handicraft Industries., OSIC and NSIC are exempted from submission of EMD. It is further clarified that the above exemption is applicable to local MSEs registered in Odisha only. This exemption to the local MSEs shall be applicable if the kind of service as required under this tender enquiry is clearly specified against the details of the service to be provided in their DIC/NSIC registration certificate (to be furnished in the technical bid).

The EMD shall be returned without interest to unsuccessful bidders within a period of 14 days from the date of announcement of the successful bidder.

The EMD shall be forfeited if the bidder withdraws its proposal during the interval between the proposal due date and expiration of the proposal validity period or on in case of successful bidder, if does not execute the agreement.

E. Performance Security

The successful bidder shall have to deposit a **Performance Security (10% of the annual contract value)** in the form of Bank Guarantee from any nationalized / scheduled Bank situated within Odisha in favour of **“The Registrar, Civil Courts, Cuttack” for 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 the existing terms and conditions of the tender.

F. Number of Proposals

Interested bidders fulfilling the eligibility criteria are eligible to submit **only one proposal**. More than one proposal received from the same bidder shall be out rightly rejected.

G. Validity of Proposals

The proposal shall remain valid for **90 days** after the date of bid opening. Any proposal which is valid for a shorter period shall be rejected as non-responsive.

H. Cost of Proposal

The bidder shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the selection process. The District Judge, Cuttack will neither be responsible nor in any way liable for such costs, regardless of the conduct or outcome of the selection process.

I. Acknowledgement by the bidder

- (a) It shall be deemed that by submitting the proposal, the bidder has:-
- (i) Made a complete and careful examination of the RFP.
 - (ii) Received all relevant information requested from the concerned.
 - (iii) Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of the District Judge, Cuttack relating to any of the matters stated in the RFP document.
 - (iv) Satisfy itself about all matters, things and information, necessary and required for submitting an informed proposal and performance of all of its obligations there under
 - (v) Acknowledges that it does not have a conflict of interest and
 - (vi) Agreed to be bound by the undertaking provided by it under and in terms thereof.
- (b) The District Judge, Cuttack shall not be liable for any omission, mistake or error on the part of the bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the selection process, including any error or mistake therein or in any information or data given by the District Judge, Cuttack.

J. Acknowledgement by the bidder

The proposal with all accompanying documents and all communication in relation to or concerning the selection process shall be in English Language and strictly as per the forms provided in this RFP. No supporting document or printed literature shall be submitted with the proposal unless specifically asked for and in case any of these documents is in another language, it must be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the proposal, the translation in English shall prevail.

K. Acknowledgement by the bidder

- (a) The District Judge, Cuttack will open all proposals, in the presence of bidders or their authorized representatives who choose to attend at the stipulated location, date and time.
- (b) The bidder/their authorized representative who will be present shall sign a register evidencing their attendance.
- (c) In the event of the specified RFP opening date being declared a holiday, the RFPs shall be opened at the stipulated time and location on the next working day.

SECTION-II**SCOPE OF THE WORK****A. SWEEPING AND CLEANING**

- 1.** Cleaning, sweeping, mopping and wiping of floors, staircase with phenyl, on daily basis or as required by Officer-in-Charge. All Cleaning activities shall be done before or after the office hour. If instructed, it shall be carried out on immediate basis during the office hour.
- 2.** Thorough cleaning of all washrooms using required detergents by putting naphthalene balls and air purifier in all urinals, wash basins.
- 3.** Cleaning of general washrooms at least thrice daily with phenyl and detergent etc. and maintain the washroom 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.
- 4.** 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.
- 5.** Collection of waste paper from rooms, waste paper baskets, lobbies and putting in bags at the specified location daily before office hour.
- 6.** Cleaning of chockage in sewer and pumping lines, drainage and manholes within the office premises as and when required.
- 7.** Cleaning gulley trap and manholes within and surrounding of premises as and when required.
- 8.** Cleaning/removal of any type of stains of ink etc. from the building premises and staircases.
- 9.** Lifting, carrying and disposing the dead birds, animals, rats, insects etc. if found in and around the office building. Shifting of almirahs, racks, records and furniture etc within the office premises shall be carried out as and when instructed.
- 10.** Removal of beehives and cobwebs/honey webs from the office building and its premises and cleaning and sweeping of open area include balconies and roof tops.
- 11.** 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.

B. ELECTRICAL MAINTENANCE AND SERVICES

1. Daily operation of all electrical power system as and when required-incoming and outgoing
2. Minor maintenance and replacing fuse, tube lights, bulbs, minor wiring etc.
3. Attending to power breakdowns in case of internal faults.
4. Providing electricians rfor preventive maintenance of power panels, maintenance of all accessories including Fans, Light Fixtures, Power Points and replacement of spares, mechanical and electrical equipments.
5. Regular checking of all the electrical panels and distribution boards.
6. Clean all panels, switchgears controls etc on regular basis.
7. Daily check of all light fixtures, points, bulbs and power sockets wiring and changing defective ones within the premises under maintenance.
8. Check earth pit resistance and watering earth pit
9. Check and all the switches on standby equipment and ensure that all are in operating condition.
10. To attend all service calls and breakdowns within the minimum possible time period. To carry out preventive maintenance to ensure minimum breakdowns.

C. RESPONSIBILITIES OF IMPLEMENTING AGENCY

- 1) The agency shall provide service 24X7X365 days without any interruption.
- 2) All the personnel engaged by the agency to provide services have to be in proper uniform.
- 3) All the personnel shall bear photo identity cards during duty hour.
- 4) All the rules and regulation relating to labour laws including accident, workmen compensation and insurance, ESI, PF etc are to be complied.
- 5) Maintain station-wise log book to record all cleaning activities carried out for checking and reference.
- 6) To provide all necessary materials including tools, equipment, disinfectant, cleaning agents and consumables etc of required quality and quantity needed for proper execution of the cleaning service.
- 7) All standard safety norms are to be followed during execution of work by the agency to avoid accidents causing damages to personnel, machines, building etd.
- 8) In case of any accident / mishap of any nature occurred during performing the duty, the liability will be borne by the agency.

SECTION-III**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 labor 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 District Judge, Cuttack 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 at each station of the judgeship, 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.** The Service Provider shall maintain complete official records of disbursement of wages/ 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. 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 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, 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. The District Judge, Cuttack 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, The District Judge, Cuttack 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 unpleasant delay in providing service, 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 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 sheet duly verified by the officer concerned in respect of the persons deployed and submit the same to The District Judge, Cuttack 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 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 Department.
- 24.** The District Judge, Cuttack 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.** All disputes shall be under the jurisdiction of the court at CUTTACK.
- 26.** 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.
- 27.** 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 District Judge, Cuttack 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.

SECTION-IV**CRITERIA FOR EVALUATION****A) Evaluation of Technical Proposals**

The technical proposal will be evaluated on the basis of bidder's fulfillment of eligibility criteria. Only those bidders whose technical proposals becomes responsive based on the eligibility criteria, shall qualify for further detail technical evaluation for presentation and awards of marks based on the following criteria.

Sl. No.	Evaluation Parameters	Total Mark	Criteria for award of Mark
1	Years of Experience in Housekeeping, cleaning & sanitation Services in Public / Private Sector	15	0-3 years :5 marks 4-7 years :10 marks >7 years : 15 marks
2	Years of Experience in Housekeeping, cleaning & sanitation Services in Government Sector	15	0-2 years :5 marks 3-5 years :12 marks >5 years : 15 marks
3	Average no of manpower engaged in last 3 years	20	0-100 persons : 05 marks 100-300 persons : 10 marks 300-500 persons : 17 marks >500 persons : 20 marks
4	Performance Certificates of previous assignments	10	Satisfactory Work Performance submitted from clients during the last 5 years : 10 marks or otherwise 0 marks
5	Total Average Annual Turnover during the last 5 financial years	20	0-3 crores : 5 marks 3- 7 crores : 12 marks 7-10 crores : 18 marks >10 crores : 20 marks
6	Valid ISO Certification	5	ISO 9001 & OHSAS 18001 : 5 marks
7	Work Plan Presentation	15	Presentation of the work plan through PPT not more than 10-15 minutes

Financial proposal shall be opened after the technical evaluation is completed and only those bidders whose score at least 70 marks or more in technical evaluation shall qualify for financial bid opening.

A) Evaluation of Financial Proposals

The Total Price (exclusive of GST) as per format F1 shall be considered for price evaluation. However, in case two bidders quote the same lowest price, then the agency with the highest mark in the technical bid shall be awarded the contract. However, if two bidders quote the same lowest price and their technical mark also become equal, then in that case, the bidder having the higher annual average turnover shall be awarded the contract.

SECTION-V

(FORM – T1)
(to be furnished in the technical proposal)
Profile of the Agency

1.	Name of the Firm / Agency / Company		
2.	Details of Bid Document Cost and Processing Fee and Earnest Money Deposit (Demand Draft Details)	DD No.:	DD No.:
		Date:	Date:
		Amount (Rs.)	Amount (Rs.)
		Drawn on Bank:	Drawn on Bank:
3.	Name of the Director / Head		
4.	Full Address of Registered Office	Postal Address:	
		Telephone No.:	
		E-Mail Address:	
5.	Name and telephone number of the authorized person to make communication with	Name and Designation:	
		Mobile Number:	
6.	Bank Name (Copy to be enclosed)	Account Number:	
		Bank and Branch Name:	
		IFSC Code	
7.	PAN No. (Copy to be enclosed)		
8.	GSTIN No (Copy to be enclosed)		
9.	E.P.F. Registration No. (Copy to be enclosed)		
10.	E.S.I. Registration No. (Copy to be enclosed)		
11.	Labour Registration Certificate No (Copy to be enclosed)		
12.	ISO Certificate No (Copy to be enclosed)		
13.	IT return for the last three assessment years (Copy to be enclosed)		

Authorized Signature.....
Name and Title of Signatory.....
(Organization Seal)

(FORM – T2)
(to be furnished in the technical proposal)
Annual Average Turn Over Statement

The Annual turnover of M/s _____ for the last 5 financial years are given below and certified that the statement is true and correct.

Sl. No.	Financial Year	Turnover in Rs.
01	2021-2022	
02	2020-2021	
03	2019-2020	
04	2018-2019	
05	2017-2018	
Average Annual Turnover in Rs.		

Date: _____ Signature of Chartered Accountant

Place: _____ (Name in Capital)

Seal _____ Membership No

Note:

- 1) To be issued in the letter head of the chartered accountant with membership no.
- 2) Also attach photocopies of the audited P/L account of each year highlighting the turnover in support of that

(FORM – T3)
(to be furnished in the technical proposal)
Past Experience in Housekeeping and Cleaning Services

1. Financial Year (F.Y): mention it

Sl No	Name of the Organisation for which housekeeping and cleaning services assignment were undertaken	Type of Organization (Private / Government)	Date of Award of Contract	Date of Completion of Contract	Value of the Contract	No. of Personnel deployed	Performance Certificate enclosed (Yes / No)
1							
2							
3							

2. Financial Year (F.Y): mention it

Sl No	Name of the Organisation for which housekeeping and cleaning services assignment were undertaken	Type of Organization (Private / Government)	Date of Award of Contract	Date of Completion of Contract	Value of the Contract	No. of Personnel deployed	Performance Certificate enclosed (Yes / No)
1							
2							
3							

3. Financial Year (F.Y): mention it

Sl No	Name of the Organisation for which housekeeping and cleaning services assignment were undertaken	Type of Organization (Private / Government)	Date of Award of Contract	Date of Completion of Contract	Value of the Contract	No. of Personnel deployed	Performance Certificate enclosed (Yes / No)
1							
2							
3							

*

*

*

like wise

Authorized Signature.....
Name and Title of Signatory.....
(Organization Seal)

* Please furnish the **work order/contract copies** of the works executed in support of the information mentioned above along with **performance certificate** of the client, **serially** in the **same order** as mentioned in the above format for ease of scrutiny.

Out Sourcing for up-keeping, cleaning and maintenance and electrical services in Cuttack Judgeship

(FORM – T4)
(to be furnished in the technical proposal)

UNDERTAKING

***[On the Stamp Paper of appropriate value in shape of affidavit from the
Notary
regarding non-blacklisting]***

I, hereby undertake that, our agency, firm or company 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.....
Name and Title of Signatory.....
(Organization Seal)

(FORM – T5)
(to be furnished in the technical proposal)

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.....
Name and Title of Signatory.....
(Organization Seal)

SECTION-VI**FINANCIAL BID****COVERING LETTER**
*(BIDDER LETTER HEAD)***To****The District Judge, Cuttack**
Office of the District Judge Court, Cuttack
Chandinichowk, Cuttack-753002

Sub : Tender for Outsourcing of agency for up-keeping, cleaning and maintenance and electrical services for offices & court complexes at Cuttack/ Athagarh / Banki/ Badamba/ Narasinghpur/ Tigiria/ Salipur/ Niali.

Sir,

I, the undersigned, offer to provide the services for up-keeping, cleaning and maintenance and electrical services in accordance with your Tender No. _____, dated _____. Our attached annual financial price is **as per table below 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 Signature.....
Name and Title of Signatory.....
(Organization Seal)

Sl. No.	Name of the Station /Project	Our annual quoted bid price inclusive of all taxes
1	Project 1 (Cuttack Headquarter)	
2	Project 2 (Athgarh)	
3	Project 3 (Banki)	
4	Project 4 (Badamba)	
5	Project 5 (Tigiria)	
6	Project 6 (Narasinghpur)	
7	Project 7 (Niali)	
8	Project 8 (Salipur)	

(FORM – F1)
(to be furnished in the financial proposal)

(Administrative Charge)

1. Project 1 (District Court Complex at Cuttack Headquarters)

A. Manpower Details:					
Sl. No.	Category of Manpower	No. of manpower required	Cost per Unit in INR (Inclusive of remuneration and all statutory dues)	GST as applicable	Total in INR
1					
2					
3					
A. Total Monthly Manpower Cost in INR					
B. Consumables / Recurring Material Details					
Sl. No	Description	Requirement	Cost per Unit in INR	GST as applicable)	Total in INR
1					
2					
3					
B. Total Monthly Consumables / Recurring Material Details in INR					
C. Monthly Grand Total (A+B) in INR					
D. Annual Administrative Charges (C X 12) in INR					

2. Project 2 (Courts Complex at Athgarh)

A. Manpower Details:					
Sl. No.	Category of Manpower	No. of manpower required	Cost per Unit in INR (Inclusive of remuneration and all statutory dues)	GST as applicable	Total in INR
1					
2					
3					
E. Total Monthly Manpower Cost in INR					
B. Consumables / Recurring Material Details					
Sl. No	Description	Requirement	Cost per Unit in INR	GST as applicable)	Total in INR
1					
2					
3					
F. Total Monthly Consumables / Recurring Material Details in INR					
G. Monthly Grand Total (A+B) in INR					
H. Annual Administrative Charges (C X 12) in INR					

3. Project 3 (Courts Complex at Banki)

A. Manpower Details:					
Sl. No.	Category of Manpower	No. of manpower required	Cost per Unit in INR (Inclusive of remuneration and all statutory dues)	GST as applicable	Total in INR
1					
2					
3					
I. Total Monthly Manpower Cost in INR					
B. Consumables / Recurring Material Details					
Sl. No	Description	Requirement	Cost per Unit in INR	GST as applicable)	Total in INR
1					
2					
3					
J. Total Monthly Consumables / Recurring Material Details in INR					
K. Monthly Grand Total (A+B) in INR					
L. Annual Administrative Charges (C X 12) in INR					

4. Project 4 (Court Complex at Badamba)

A. Manpower Details:					
Sl. No.	Category of Manpower	No. of manpower required	Cost per Unit in INR (Inclusive of remuneration and all statutory dues)	GST as applicable	Total in INR
1					
2					
3					
M. Total Monthly Manpower Cost in INR					
B. Consumables / Recurring Material Details					
Sl. No	Description	Requirement	Cost per Unit in INR	GST as applicable)	Total in INR
1					
2					
3					
N. Total Monthly Consumables / Recurring Material Details in INR					
O. Monthly Grand Total (A+B) in INR					
P. Annual Administrative Charges (C X 12) in INR					

5. Project 5 (Court Complex at Tigriria)

A. Manpower Details:					
Sl. No.	Category of Manpower	No. of manpower required	Cost per Unit in INR (Inclusive of remuneration and all statutory dues)	GST as applicable	Total in INR
1					
2					
3					
Q. Total Monthly Manpower Cost in INR					
B. Consumables / Recurring Material Details					
Sl. No	Description	Requirement	Cost per Unit in INR	GST as applicable)	Total in INR
1					
2					
3					
R. Total Monthly Consumables / Recurring Material Details in INR					
S. Monthly Grand Total (A+B) in INR					
T. Annual Administrative Charges (C X 12) in INR					

6. Project 6 (Court Complex at Narasinghpur)

A. Manpower Details:					
Sl. No.	Category of Manpower	No. of manpower required	Cost per Unit in INR (Inclusive of remuneration and all statutory dues)	GST as applicable	Total in INR
1					
2					
3					
U. Total Monthly Manpower Cost in INR					
B. Consumables / Recurring Material Details					
Sl. No	Description	Requirement	Cost per Unit in INR	GST as applicable)	Total in INR
1					
2					
3					
V. Total Monthly Consumables / Recurring Material Details in INR					
W. Monthly Grand Total (A+B) in INR					
X. Annual Administrative Charges (C X 12) in INR					

7. Project 7 (Court Complex at Niali)

A. Manpower Details:					
Sl. No.	Category of Manpower	No. of manpower required	Cost per Unit in INR (Inclusive of remuneration and all statutory dues)	GST as applicable	Total in INR
1					
2					
3					
Y. Total Monthly Manpower Cost in INR					
B. Consumables / Recurring Material Details					
Sl. No	Description	Requirement	Cost per Unit in INR	GST as applicable)	Total in INR
1					
2					
3					
Z. Total Monthly Consumables / Recurring Material Details in INR					
AA. Monthly Grand Total (A+B) in INR					
BB. Annual Administrative Charges (C X 12) in INR					

8. Project 8 (Courts Complex at Salipur)

A. Manpower Details:					
Sl. No.	Category of Manpower	No. of manpower required	Cost per Unit in INR (Inclusive of remuneration and all statutory dues)	GST as applicable	Total in INR
1					
2					
3					
CC. Total Monthly Manpower Cost in INR					
B. Consumables / Recurring Material Details					
Sl. No	Description	Requirement	Cost per Unit in INR	GST as applicable)	Total in INR
1					
2					
3					
DD. Total Monthly Consumables / Recurring Material Details in INR					
EE. Monthly Grand Total (A+B) in INR					
FF. Annual Administrative Charges (C X 12) in INR					

SECTION – VII

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 the [*Insert the location*] 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

SECTION -VIII**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 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 Criminal 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 needed to be sealed and signed by the authorized representative

Memo No. 3183 / Dated 02.06.2022

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


Registrar
Civil Courts, Cuttack

Memo No. 3184 / Dated 02.06.2022

Copy forwarded to the District Informatics' Officer, Cuttack with a request to upload in the District Office NIC website for wide circulation.


Registrar
Civil Courts, Cuttack

Memo No. 3185 (30) / Dated 02.06.2022

Copy forwarded to the Registrar, Civil Courts, all judgeships of the State, with a request to publish in the respective Office Notice Board for wide circulation .


Registrar
Civil Courts, Cuttack

Memo No. 3186 / Dated 02.06.2022

Copy forwarded to the District Magistrate-cum-Collector, Cuttack for information with a request to publish in the District Office Notice Board for wide circulation.


Registrar
Civil Courts, Cuttack

Memo No. 3187 / Dated 02.06.2022

Copy forwarded to the DCP, Cuttack for information with a request to provide security during the period of opening of the Tender in the District Court Complex.


Registrar
Civil Courts, Cuttack

Memo No. 3188 (8) / Dated 02.06.2022

Copy forwarded to all the Judge-in-Charge, Nizarat of Cuttack judgeship for publication in their respective office Notice Board for wide circulation and to accommodate the prospective bidders during their pre-bid visit to the respective sites for necessary assessment.


Registrar
Civil Courts, Cuttack

Memo No. 3189 / Dated 02.06.2022

Copy forwarded to the Chief Engineer (Building), Odisha at Nirman Soudh, Unit-V, Bhubaneswar for information.


Registrar
Civil Courts, Cuttack

Memo No. 3190(3) / Dated 02.06.2022

Copy forwarded to the Superintending Engineer, R&B Division-I, Cuttack/ the Superintending Engineer, R&B Division-II, Cuttack/ the Superintending Engineer, Charbatia R&B Division, Choudwar for information with request to publish in their respective Notice Board for wide circulation.


Registrar
Civil Courts, Cuttack

Memo No. 3191 / Dated 02.06.2022

Copy forwarded to the Director, Printing Stationary and Publication, Odisha, Madhupatna, Cuttack-753010 with a request to publish the notice in the next issue of the Odisha Gazette.


Registrar
Civil Courts, Cuttack

Memo No. 3192 / 02.06.2022

Copy forwarded to the Head, State Portal Group. I.T. Centre of Information & Technology Department, Bhubaneswar for exhibiting the advertisement in the website of the Government.


Registrar
Civil Courts, Cuttack

Memo No. 3193 / Dated 02.06.2022

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


Registrar
Civil Courts, Cuttack