

**OFFICE OF THE DISTRICT JUDGE, JAGATSINGHPUR**

**e-Tender Notice No. -01 Dated, 07.06.2022**

**SELECTION OF AGENCY FOR PROVIDING COMPREHENSIVE FACILITY MANAGEMENT SERVICES FOR UP KEEPING, CLEANING AND MAINTAINANCE AND ELECTRICAL SERVICES” IN DISTRICT COURT COMPLEX, JAGATSINGHPUR AND TALUK COURT COMPLEXES I.E. KUJANGA, TIRTOL, RAGHUNATHPUR & ERASAMA.**

**Document Control Sheet**

<b>Sl.No</b>	<b>Items</b>	<b>Details</b>
1	Tender Reference No.	RFP No.01 Dated.07.06.2022
2	Name of the Organization	Office of the District Judge, Jagatsinghpur
3	Tender Type (Open / Limited / EOI / Auction / Single)	Open
4	Tender Category (Services / Goods / Works)	Services
5	Type of Contract (Work / Supply / Auction / Service / Buy / Empanelment / Sell)	Service
6	Scope of Work	Selection of Agency for providing comprehensive facility management services for Up Keeping, Cleaning and Maintenance and Electrical services” at District Court Complex, Jagatsinghpur and Taluk Court Complexes, Kujanga, Tirtol, Raghunathpur & Ersama.
7	Location of Work	Court Complexes, Jagatsinghpur, Kujanga, Tirtol, Raghunathpur & Erasama.
8	Re-Bid submission allowed (Yes / No)	No
9	Is Offline submission of Bid allowed (Yes / No)	YES
10	Withdrawal Allowed	Yes
11	Is Multicurrency Allowed (Yes / No)	No (Only INR)
12	Payment Mode	Offline
13	No. of Covers / Packets (Technical and Financial)	2

14	Tender Fee	Rs. 10,000/- (Non-refundable) to be submitted in shape of Demand Draft drawn on Public Sector / Nationalized Bank or scheduled Bank empanelled by Government in Finance Department for taking up Government transactions in favour of "Registrar, Civil Courts, Jagatsinghpur."
15	Earnest Money Deposit	Bid Security Declaration as per the Format in Schedule K
16	Bid Validity Days (180/120/90/60/30)	120
17	Date of Issue / Publication of the Tender	07.06.2022
18	Document Download Start Date	<b>08.06.2022</b>
19	Document Download End Date	<b>24.06.2022 upto 1:00 PM</b>
20	Last Date / Time for Receipt of Bid through Registered Post/ Speed Post or By Hand to the Tender Box at District Court Complex	<b>24.06.2022 upto 3:00 PM</b>
22	Date and Time of opening of Technical Bid	<b>24.06.2022 at 4:00 PM</b>
23	Address for Communication	District Judge, Jagatsinghpur, District Court Complex, Charchika Bazar AT/PO/DIST- Jagatsinghpur Odisha-754103

## INDEX

<b>Sl No.</b>	<b>TABLE OF CONTENTS</b>	<b>Page No-</b>
1	Instruction to Bidders for Bid submission	6-7
2	Introduction	8
3	Nature of Work	8
4	Place of Work	8
5	Bidder/Bid Details vis-a-vis Eligibility Criteria	8
6	Tender Fee	11
7	Bid Security Declaration	11
8	Payment Terms	11
9	Technical Bid	12
10	Financial Bid	12
11	Technical Evaluation	12
12	Financial Evaluation	14
13	Award of Work	14
14	Execution of Service Agreement	15
15	Performance Security	15
16	Appropriation of Performance Security	15
17	Release of Performance Security	16
18	Conflict of Interest	16
19	Corrupt or Fraudulent Practices	17
20	Mobilization Period	17
21	Contract Period	17
22	Materials, Machinery & Equipment	18
23	Labour	18
24	General Terms & Conditions	19
25	Duties of House Keeping Personnel	22
26	Penalties	23

27	Termination on Insolvency and other Terms and Conditions	24
28	Force Majeure	24
29	Definition for Default	25
30	Arbitration and Conciliation	25
31	Schedule-A:- Covering Letter	26
31	Schedule -B:-Information about the Bidder	28
32	Schedule -C: - Power of Attorney	33
33	Schedule -D: - Experience of the Bidder	34
34	Schedule -E:- Undertaking	35
35	Schedule- F: Scope of Work for the facility	36
36	Schedule -G: Commitment for Proposed Equipment & Materials	58
37	Schedule -H; Proposed Technical Man Power Deployment Plan and Standard Operating Procedure for the required Service	59
38	Schedule -I: Quality Control Mechanism	60
39	Schedule -J: Anti collusion Certificate	61
40	Schedule -K: Form of Bid Security Declaration	63
41	Schedule -L: Financial Proposal submission Form	76
42	Schedule -M: Financial Bid	78
43	Schedule -N: Detail Breakup for the Financial Offer	79

## **INSTRUCTION TO BIDDERS FOR BID SUBMISSION**

District Judge, Jagatsinghpur sealed proposal from interested Bidders under Single Stage Two Cover System (Technical Bid & Financial Bid) for **“SELECTION OF AGENCY FOR PROVIDING COMPREHENSIVE FACILITY MANAGEMENT SERVICES FOR UP KEEPING, CLEANING AND MAINTAINANCE AND ELECTRICAL SERVICES”** at District Court Complex, Jagatsinghpur and Taluk Court Complexes, Kujanga, Tirtol, Raghunathpur & Ersama. The tender document has been published in the website <http://ecourts.gov.in/odisha/jagatsinghapur>. Bidders are required to go through the tender documents.

The detailed information useful for submitting the bids may be obtained at <http://ecourts.gov.in/odisha/jagatsinghapur>.

### **PREPARATION OF BIDS: -**

- 1) Please go through the Tender advertisement and the Tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 2) Bidder(s), in advance, should get ready with the bid documents to be submitted as indicated in the Tender document / schedule.
- 3) Bidders should take into account any corrigendum published on <http://ecourts.gov.in/odisha/jagatsinghapur> before submitting their bids.

### **SUBMISSION OF BIDS: -**

1. Bidder must submit their Bid by **Registered Post/ Speed Post/ Courier/Hand Delivery to Tender Box** only to the specified address on or before the last date and time for submission of proposals as mentioned in Bidder Data Sheet.
2. The Authority will not be responsible for postal delay/ any consequence in receiving of the bid. The bids must have to be submitted in two parts. Each part should be separately bound with no loose sheets. Each page of the two parts should be page numbered and in

conformation to the eligibility qualifications and clearly indicated using an index page. The Authority will not consider any Bid that arrives after the deadline as prescribed in the Bidder Data Sheet. Any Bid received after the deadline will be out rightly rejected by the Authority.

3. The Bidders are required to submit the Bids in two Cover System. The Cover-I should contain Technical Bid & the Cover- II should contain the Financial Bid. Both the Covers again should be enveloped with another big cover with superscription of Name of the work & Bid Identification Number.
4. The Financial Bid must be submitted as per the format in Annexure-X in Figure and Word without Taxes. Taxes & Duties should be mentioned in the taxes & duties column. Any deviation from the prescribed format shall result in out rightly rejection of the Bid.

**ASSISTANCE TO BIDDERS: -**

Any queries relating to the Tender document and the terms and conditions contained therein should be addressed to District Court, Jagatsinghpur, Charchika Bazar, Pin- 754103 on the email Id [courtmanager.jspur@gmail.com](mailto:courtmanager.jspur@gmail.com) and on Telephone No. 7978268878/7381403053 as mentioned in the Tender document.

## **1. Introduction**

District Judge, Jagatsinghpur invites bids in two covers bid format (Technical & Financial) from professionally competent service agencies who can provide sufficient number of trained housekeeping staff , Sanitation Staffs & Electrical maintainance staffs for District Court, Jagatsinghpur, Kujanga, Tirtol, Raghunathpur & Ersama. Bidders are required to go through the Tender Documents published at <http://ecourts.gov.in/odisha/jagatsinghapur>. The Bids are invited in double Cover System, where in Cover-I must contain Technical Bid & Cover-II must contain Financial Bid. The Last date of Submission of Bid through **Registered Post/ Speed Post/ Courier/Hand Delivery is upto 3.00 PM of 24.06.2022.**

The Authority reserves the right to reject or accept the bid wholly or in part without assigning any reason thereof.

## **2. Nature of Work**

- i. Operation & Maintenance of all Electrical & Mechanical Equipments**
- ii. Housekeeping & Sanitation Services**
- iii. Lawn & Gardening**
- iv. Pest Control**
- v. Reporting & Complaint Management**
- vi. Coordination with other service providers**

## **3. Place of Work**

The Tendered service for sufficient number of trained housekeeping staff are to be engaged at District Court, Jagatsinghpur, Kujanga, Tirtol, Raghunathpur & Ersama.

## **4. Bidder/Bid Details vis-a-vis Eligibility Criteria**

**The bidder should meet the following eligibility requirements to qualify for participation in the bidding process:**

Criteria	Description	Required Supporting Documents
<b>Technical Criteria</b>		
<b>A</b>	<p>The bidder should be registered under appropriate Client;</p> <ul style="list-style-type: none"> <li>• Indian Companies Act 2013</li> <li>• Indian Partnership Act 1932</li> <li>• The Societies Registration Act 1860.</li> </ul> <p><b>Limited Liability Partnership Act 2008.</b></p>	Copy of Certificates of Incorporation / Registration issued by the competent Client
<b>B</b>	<p>The bidder must have <b>executed</b> Comprehensive Facility Management Service in Court Complexes / Law Universities / Colleges / Judicial Academy and similar Central / State Govt./ IT / ITeS companies, High rise Buildings, Apartments, Business centres and Malls in India during last Five financial years as on <b>30.04.2022</b> of value specified herein in the relevant area as per the scope of the work: [One project with minimum 1,00,000 Sq. ft. Built-up areas and not less than the contract value of 70% of the Estimated Cost of the Project]</p>	Copies of supporting work order / work completion certificate issued by respective authorities as applicable along with duly filled information sheet as per Schedule D.
<b>C</b>	<p>The bidder should have engaged man power with Valid &amp; Proper License from Electricity License Board, Odisha, Bhubaneswar. For carrying out maintenance in LIFT, DG, CCTV, AC, Water Purifier, LAN, Biometric, EPBAX, Fire Fighting Equipment, etc., Bidder should have valid authorization certificate issued by Original Equipment Manufacturer (OEM).</p>	Copies of ELBO License and OEM Authorization Certificate.
<b>D</b>	<p>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.</p>	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.

<b>E</b>	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 Schedule E on stamp paper of appropriate value in shape of affidavit from the Notary regarding his eligibility and non blacklisting needs to be furnished
<b>F</b>	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)
<b>Financial Capability Criteria</b>		
<b>G</b>	Bidder should have the average financial turn over of not less than Rs. 2,00,00,000/- (Two Crores Rupees Only) and should have a positive net worth for last Five financial years, ending 31 <sup>st</sup> March, 2021, for providing similar type of services as per the scope of the work.	Duly certified copy from the auditor /chartered accountant has to be provided certifying Organizations turnover during last five financial years ending 31 <sup>st</sup> March, 2021, as per Schedule B
<b>H</b>	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.
<b>I</b>	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 letter head.

- a) If the bid is not accompanied by all the above-mentioned documents, the same would be summarily rejected.
- b) Undertaking for subsequent submission of any of the above document will not be entertained under any circumstances. However, the Authority reserves the right to seek fresh set of documents or seek clarifications on the already submitted documents.
- c) The Authority reserves the rights to seek from any bidder, submission of any additional documents / information to make assessment of the bidder's profile and/or to inquire the correctness of any statement made by any bidder in its bid.

**N.B:-**

**i. Similar works** means undertaken Comprehensive Facility Management Services including operation and maintenance services, cleaning & maintenance, housekeeping, lawn & gardening, waste management, electrical services etc.

**ii. Eligible Projects** for the purpose of evaluation shall mean following projects: Similar works executed for Court Complexes / Law Universities / Colleges / Judicial Academy, Central Government/State Government/PSUs/ Convention Centre/ Commercial Complexes/ Multiplexes /Luxury Hotels/ Resorts/Institutional Campus/Corporate House/Hospitals etc.

**5. Tender Fee**

The bidders submitting bids for providing housekeeping services are required to submit a non-refundable Tender Fee of Rs.10,000/-(Rupees Ten Thousand) only in the form of Demand Draft drawn on any Public Sector / Nationalized Bank or scheduled Bank empanelled by Government in Finance Department for taking up Government transitions located in India in favour of “**Registrar, Civil Courts, Jagatsinghpur**” payable at Jagatsinghpur.

**6. Bid Security Declaration:-**

Proposal should necessarily be accompanied by a Bid Security Declaration addressed to the **Registrar, Civil Courts, Jagatsinghpur** as per Government of Odisha in FDOM No. 8484 dated 05.04.2022.

a. Bidder should prepare the Bid Security Declaration in view of FDOM No. 8943 dated 18.03.2021.

b. Bid Security declaration should be enclosed along with Technical Bid. Tenders without Bid Security Declaration are liable to be rejected.

**7. Payment Terms**

The payment for the entire Annual Comprehensive Facility Management Cost will be done on equal monthly installments basis during contract period.

Overall cost enhancement of 3% per annum shall be applicable on last paid Annual Comprehensive Facility Management Cost. Following example is for clarity:

<b>1<sup>st</sup> Year</b>	No enhancement
<b>2<sup>nd</sup> Year</b>	3% enhancement on Annual Comprehensive Facility Management Cost paid in 1 <sup>st</sup> Year

However, if after taking in to account the changes/increase in minimum wages/statutory wages payables to workers, such increase may be considered (even if, with that increased contract value will escalate more than the overall limit of 3% per annum on the initial value of contract).

## 8. **Technical Bid**

Bidders are required to submit Technical Proposal as per the prescribed format as provided in Schedules of the Tender Document. Submission of wrong form of technical bid will result in the rejection of the bid. The Technical Proposal shall provide the information indicated in the following para using the attached Standard Forms attached in Schedules mentioned

The following Schedules need to be submitted along with the technical proposal:

<b>Forms no.</b>	<b>Format Details</b>
Schedule A	Covering Letter
Schedule B	A:Bidder's Organization
	B:Financial Capacity of the Bidder
Schedule C	Power of Attorney
Schedule D	Past Experience in Similar Sector
Schedule E	Undertaking
Schedule F	Scope of the Work
Schedule G	Commitment for proposed Equipment and Materials
Schedule H	Proposed manpower deployment plan and standard operating procedure
Schedule I	Quality control mechanism
Schedule J	Anti-Collusion Certificate
Schedule K	Bid Security Declaration

## 9. **Financial Bid**

The Financial Proposal shall be prepared using the attached Standard Schedule

<b>Forms No.</b>	<b>Enclosures to Financial Proposal</b>
Schedule L	Financial Proposal Submission Form
Schedule M	Financial Bid
Schedule N	Detail Break Up of Financial Offer (Location wise as well as consolidated)

The financial proposal shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

All information provided should be legible, and wherever the information is given in figures, the same should also be mentioned in words. In case of conflict between amounts stated in figures and words, the lower amount will be taken as correct, whether the same has been provided in figures or in words.

The financial proposal shall be in the form of lump-sum amount (in the form of Annual Comprehensive Facility Management Cost quoted in INR for First Year) and shall be exclusive of any taxes/GST that maybe applicable. Detail break-up of the lump-sum amount location wise & consolidated must also be worked out and to be submitted along with the financial proposal.

#### 10. **Technical Evaluation**

The Technical Bid will be evaluated for short-listing based on following technical score weight age:

Sl. No.	Criteria	Weight age	
	Sub-Criteria	Sub-Criteria	Criteria
<b>1</b>	<b>Past experience of the Bidder</b>		<b>50</b>
1.1	Experience of Bidder (in Number of years in business from the date of incorporation):	<b>20</b>	
		i) 5 to 7 years	10
		ii) 7 to 9 years	15
		iii) More than 10 years	20
1.2	Undertaken one project having comprehensive facilities management services with minimum built up area of 1,00,000 sq. ft. and having the contract value of 2 times the estimated cost of the project during the last Five financial years	<b>30</b>	
		i) Minimum of 1 project of similar capacity and contract value	20
		ii) For each additional project of similar capacity and contract value	5 (Maximum = 10 Mark)
2	<b>Financial strength of the bidder:</b> Average Annual financial turnover during the last Five financial years, as on 31 <sup>st</sup> March, 2021 <b>[The financial strength should be twice the estimated cost of the service]</b>	<b>Bidders having</b> <b>(i)</b> Prescribed financial turnover as per the RFP = 5 Marks <b>(ii)</b> For each additional turnover of Rs. 10 Lakh = 1 Mark	<b>10</b>

3	Proposed Manpower, Standard Operating Procedure, Quality Control Mechanism and Work plan to undertake the comprehensive facilities management at the location	Review of bidders technical proposal with reference to Quality of Service Delivery, Equipment availability, Automation and proposed technical manpower to be deployed for the purpose	15
4	<b>Technical Presentation</b>	The bidders should submit their presentation in hardcopy as well as soft copy for the proposed work.	20
5	<b>Quality Standards / Certifications for the Service</b>	ISO 9001 : 2008 (relating to Facility Management Services), ISO 14001 : 2004 & ISO 45001 : 2018 Certifications	5

Bidders who score more than 70% marks shall be considered for further evaluation.

#### **11. Financial Evaluation**

Financial Proposal of technically qualified bidders (based on technical proposal and technical evaluation as indicated above) will only be opened and evaluated.

Bidders quoting Lowest Bid Value i.e. L1 for first year of service among technically qualified bidders shall be selected as successful bidder.

#### **12. Award of Work**

After selection, a Letter of Award (the "LOA") shall be issued, induplicate, by the Authority to the Selected Bidder and the Selected Bidder shall, within 7(seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof, which may also be extended through email in addition to offline mode of acceptance of communication to avoid delay. In the event the duplicate copy of the LOA duly signed by the Selected Bidder is not received by the stipulated date, the authority may, unless it consents to extension of time for submission thereof, take appropriate action as per Bid Security Declaration for the pre-estimated loss and damage suffered by the authority on account of failure of the Selected Bidder to acknowledge the LOA, and the next eligible Bidder may be considered.

### **13. Execution of the Service Agreement**

After acknowledgement of the LOA as aforesaid by the Selected Bidder, it shall execute the Service Agreement (SA). The Selected Bidder shall not be entitled to seek any deviation in the Service Agreement. The Selected Bidder shall submit Performance Bank Guarantee before signing of Service Agreement

### **14. Performance Security**

Within 10 days of receipt of the Letter of Acceptance, the successful Bidder shall deliver to the Authority a Performance Security [to cover the amount of liquidated damages and or the compensation of the breach of contract] in any of the forms given below for an amount equivalent to 3% of the Contract Value as per the stipulation. Performance Security shall be submitted in the form of Bank Guarantee from any scheduled commercial bank in favour of the **Registrar, Civil Courts, Jagatsinghpur**. Failure of the successful Bidder to comply with the requirements of Performance Security shall constitute sufficient grounds for cancellation of the award and suspension for two years as per Government of Odisha in FDOM No. 8943 dtd. 18.03.2021.

The performance security submitted shall be valid for a period of 2 Years and 3 months from the date of effectiveness of the contract. The authenticity of the PBG will be properly verified by the Authority from the local branch of the issuing bank prior to execution of the contract.

It is expressly understood and agreed that the performance security is intended to secure the performance of entire Service Agreement. It is also expressly understood and agreed that the performance security is not to be construed to cover all the damages detailed/stipulated in various clauses in the Contract document.

Should the contract period, for whatever reason be extended, the Bidder, shall at his own cost, get the validity period of Bank Guarantee in respect to performance security furnished by him extended and shall furnish the extended / revised Bank Guarantee to the Client before the expiry date of the Bank Guarantee originally furnished.

### **15. Appropriation of Performance Security**

Performance Security submitted by the agency shall be forfeited if the agency fails to commence operations as per the requirements of the Terms & Conditions of this Tender Document. In the event the agency fails to perform any of its obligations under the Service Agreement and damages are imposed for such failure, the Authority shall have right to

appropriate such amount as damages from the Performance Security submitted by the agency. Upon occurrence of a agency Default or failure to meet any condition as per the Service Agreement, the authority shall, without prejudice to its other rights and remedies here under or in law, be titled to encase and appropriate the relevant amounts from the Performance Security as Damages for such agency's Default or failure to meet any Condition Precedent. Upon such appropriation from the Performance Security, the agency shall, within 30(thirty)days thereof, replenish, In case of partial appropriation, to its original value, and in case of appropriation of the entire Performance Security provide a fresh Performance Security, as the case may be, failing which the Client shall be entitled to terminate this Agreement.

Upon replenishment or furnishing of a fresh Performance Security as aforesaid, the agency shall be entitled to an additional Cure Period of 30(thirty) days for remedying the agency's Default or to meet any Condition Precedent, and in the even to the FMS not curing its defaultor meeting such Condition Precedent within such Cure Period, the Client shall be entitled to encash and appropriate such Performance Security as Damages, and to terminate this Agreement.

#### **16. Release of Performance Security**

Performance Security submitted, will be returned to the Agency subject to the Client's right to receive or recover amounts, if any, due without any interest within 90 days after completion of Contract.

#### **17. Conflict of Interest**

Bidders, and any of their affiliates, shall be considered to have a conflict of interest and shall not be eligible for selection as Facility agency under any of the circumstances set forth below:

- a. **Conflicting Assignment/job:** A bidder or any of its affiliates shall not be hired for any Assignment/job that, by its nature, may be in conflict with this Assignment/job of the bidder to be executed for the same Employer.
- b. **Conflicting Relationships:** A bidder that has a business or family relationship with a member of the authority's staff who is directly or indirectly involved in any part of
  - i. the preparation of the Terms of Reference of the Assignment/job,
  - ii. the selection process for such Assignment/job, or
  - iii. Supervision of the Contract may not be awarded a Contract, until and unless the conflict stemming from this relationship has been resolved in a manner acceptable to the authority.

Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the bidder or the termination of its Contract.

### **18. Corruptor Fraudulent Practices**

The Authority desires to observe a high standard of ethics during the procurement and execution of Draft Service Agreement. In pursuance of this Clause, the Authority:

- a) Will not accept a proposal for award if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt fraudulent practices on competing for the Tendering Process in question, and will declare a bidder ineligible.
- b) if it, at any time determines that the bidder has engaged in corrupt or fraudulent practices, for this Tender or in the past for the purpose of this provision, the Client defined the terms set forth as follows:

*"Corrupt Practices" means the offering, giving, receiving and soliciting of anything of value to influence the action of an official in the procurement process or in Service Agreement execution; and "Fraudulent Practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a Service Agreement and includes collusive practices among Bidders (prior to or after Proposal submission designed to establish Proposal prices at artificial, non-competitive levels and to deprive the Authority of the benefits of free and open competition*

### **19. Mobilization Period**

The Agency will be granted 15 calendar days from the date of signing the Service Agreement to mobilize the resources as per the requirements stated in this RFP. The date on which the mobilization period gets completed will be identified as the 'Effective Date';

The Client may request to mobilize part team on priority (if need be) during mobilization period, agency shall extend required assistance to the authority if such request is raised.

### **20. Contract Period**

The Contract Period shall start from the 'Effective Date' as defined above, and shall be valid for a period of 02 years (i.e., 24 Months). The agency shall provide a consolidated list of equipment's procured by the agency and update the Authority on annual basis for records

## **21. Materials, Machinery & Equipments**

The Agency shall arrange and supply at his own cost all material, machinery, equipment, plant, tools, appliances, implements, ladder, cordage, tackle, scaffoldings, water and power supply and temporary works requisite or proper for effective execution of the work, whether original, altered or substituted and whether included in the specification or other documents forming part of the Contract or referred to these conditions or not all which may be necessary for the purpose of satisfying or complying with the requirements of the authority as to any matter which under these conditions he is entitled to be satisfied or which he is entitled to require together with the carriage therefore to and from the work.

The agency shall bear all the costs including transportation, loading, unloading, stacking storage, safe custody against the damage due to sun, rain, dampness, fire, theft etc.

All the material brought to the site shall be duly accounted for by the contractor and got insured against loss due to any reason what so ever. Proof regarding this supported by the copies of the requisite document shall be regularly submitted to the Representative appointed by the agency. The agency may summon the complete record of the procurement of materials from the service provider at any time if needed. At site, the material shall be accounted in a manner prescribed by authority in writing.

The material procured by the service provider shall be strictly according to the specification of that material conforming to ISI standard/OEM manual or any other being approved by the authority as applicable.

Storage of the material should be as per approved norm with strict adherence to electrical and fire safety. No damaged or inferior material will be kept at site of work for more than seven days from the date of orders of the authority to remove the material.

## **22. Labour**

The agency shall, make his own arrangements for the engagement of all staff and labour, local or other, and for their payment, housing, feeding and transport. The Contractor shall provide adequately trained and experienced staff & Labours to ensure correct performance of the services in accordance with the prevailing requirements All staff and labours should have minimum two years of experience.

The Agency shall, if required by the authority, deliver to the authority a return in detail, in such form and at such intervals as the authorised officer of authority may prescribe, showing the staff and the number of the several classes of labour from time to time employed by the Contractor on the site and such other information as the authority may require.

The Authority shall have the right, within reason, to have any personnel removed who is considered to be undesirable or otherwise and similarly the agency has no right to remove any personnel without prior approval of the client, emergencies, exempted.

The agency shall be responsible for the efficient performance of the Contract and for the good conduct of his employees whenever they carry out cleaning works in the Building. The agency shall maintain a sufficient number of cleaners at all specific times to properly fulfill his obligations under the Contract. The agency's employees shall be properly supervised at all times by a supervisor employed for this purpose by the agency. The agency shall provide clean and tidy uniforms for all his employees. The uniform must be worn by all employees who are engaged to carry out the works under this Contract.

The agency shall not deploy any person below the age of 18 years old and more than 55 years old. Manpower engaged for the purpose shall be pre-trained and experienced in requisite field.

### **23. General Terms & Conditions**

- 1 The bidder shall invariably ensure the time bound movement related to manpower maintaining required confidentiality.
- 2 The bidder should take care that no column in the Technical as well as Financial Bid is left blank which would make the tender liable for rejection. In case any column has to be left blank, it should be filled as "NOT APPLICABLE".
- 3 Any act on the part of the bidder to influence anybody in the District Court, Jagatsinghpur will entail rejection of the tender.
- 4 The successful bidder shall not engage any sub-Contractor and shall not transfer the contract to any other person/firm/agency in any manner, whatsoever. The bidder shall not be permitted to transfer his rights and obligations under the contract to any other person/organization or otherwise.
- 5 Tenders not conforming to the requirements of the **District Judge, Jagatsinghpur** will be rejected and no correspondence thereof shall be entertained, whatsoever.

- 6 Any person who is in Govt. service or an employee of this Court should not be made partner to the contract by the Bidder directly or indirectly, in any manner whatsoever.
- 7 The Bidder shall indemnify the **District Court, Jagatsinghpur** against all other damages/charges and expenses for which the **District Court, Jagatsinghpur** may be held liable or may have to pay on account of the negligence of the Bidder or his staff or any person under his control whether in respect of accident, injury to the person or damage to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The **District Court, Jagatsinghpur** shall not be responsible financially or otherwise for any injury to the person deployed by the Bidder during the course of performing duties. The antecedents of the employees must be verified by the bidder.
- 8 The rate contract is for 2 years and the **District Court, Jagatsinghpur** reserves the right to extend the validity of contract on mutual consent on the same rates and terms & conditions for year to year upon the satisfactory functioning of the Bidder.
- 9 It should be ensured that the House-Keeping staff deployed in the campus of **District Court, Jagatsinghpur & Taluk Courts** possess good physique, vision, and are of good antecedents duly verified by the police.
- 10 All the House-keeping staff and Supervisor should carry/affix the badge, showing their photographs. The bidder shall not deploy/remove any personnel without informing the authorized person of the **District Court, Jagatsinghpur**.
- 11 The Bidder shall not employ any person who has not completed Eighteen years of age. The Bidder shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable by the Bidder, there will not be any liability on the **District Court, Jagatsinghpur**.
- 12 The **District Court, Jagatsinghpur** will be under no legal obligation to provide employment to any of the personnel of the Bidder during / after expiry of agreement period and the **District Court, Jagatsinghpur** recognizes no employer-employee relationship between the **District Court, Jagatsinghpur** and the personnel deployed

by the Bidder/agency.

- 13 The **District Court, Jagatsinghpur** shall have the right to ask for removal of any House-keeping personnel engaged by the agency, who is not found to be competent, disciplined and orderly in discharge of his duties.
- 14 Payment of salary to the staff by the agency should be made through Cheque/ECS and quarterly bank statement shall be furnished by the firm to the Authority .
- 15 The Agency/Firm shall submit the details of the House-keeping Personnel deployed in the campus of **District Court, Jagatsinghpur & Taluk Courts** such as Name, Address, and the police verification about their antecedents.
- 16 The **Registrar, Civil Courts, Jagatsinghpur** reserves the right to change any House-keeping personnel any time without assigning any reason and the agency is bound to provide the substitute within one hour.
- 17 The **Registrar, Civil Courts, Jagatsinghpur** reserves the right to terminate the contract without assigning any reason by giving a notice to the Bidder at any point of time during any of the years of the contract for express violation of the terms of the contract or for other illegal activities etc.
- 18 The Firm/agency shall be responsible for the payment /statutory obligations under labour laws such as EPF, ESI, Gratuity, Leave, Weekly off Days etc. to its personnel. The agency will produce before the Academy, documentary proof every month, of the accounts of contribution of G.S.T, ESI and EPF.
- 19 No person shall be absent from duty without prior intimation and permission of authorized officer of the **District Court, Jagatsinghpur** and no person shall be form double duty, failing which it shall invite a penalty of Rs. 1,000/- on each occasion and habitual offender in this regard shall be removed from the **District Court, Jagatsinghpur**. The penalty on this account shall be deducted from the agency's bill.
- 20 The staff engaged by the agency shall be available all the time as per their duty roaster and they shall not leave their place of duty without the prior permission of the authorized officer of the **District Court, Jagatsinghpur**. Adequate supervision will be provided to ensure correct performance of the House-keeping services in accordance with the prevailing assignment/instruction agreed between the two parties in order to exercise effective control and supervision over the staff deployed by the agency. The supervisory staff will move in their areas of

responsibilities.

- 21 All liabilities arising out of accident or death while on duty shall be borne by the agency.
- 22 After finalization /acceptance of the tender, an agreement will be signed between successful bidder/ House-keeping agencies & and the Odisha Judicial Academy's authorized person. The terms of the tender document as they appear, will prevail over any claim of the bidder and shall form part of the final agreement.
- 23 The **Registrar, Civil Courts, Jagatsinghpur** reserves the right to cancel or reject all or any of the tender without assigning any reason.
- 24 The successful bidder/ Service Provider Agency shall furnish the proof of payment of salary & ESI, EPF of the manpower engaged (copy of account transfer) and copy of Quarterly ESI & EPF deposit statement along with the monthly bill in compliance to the Labour Act. After submission of the relevant documents, payment will be released in favour of the successful bidder.
- 25 The bill/cost of i)materials used for housekeeping services ii) pest control services & iii) Outer wall, Glass and ACP cleaning for maintenance of the Academy has to be furnished as per actual consumption/services utilized .

#### **24. Duties of House-Keeping personnel**

1. The housekeeping services are to be provided every day during the period of contract at the District Court, Jagatsinghpur, Kujanga, Tirtol, Raghunathpur & Ersama.
2. Cleaning, Washing & Dustings etc. are to be carried out daily in mechanized way for which all the materials like brushes, pressure pipe, phenyl, naphthalin balls, dusters, wire buckets, brooms, swabs, flush clean soaps, chemicals etc. apart from Single Disk scrubbing machine, Vacuum cleaners, Auto scrubber, water Jet High pressure cleaner, Bag cleaner, Wet and Dry cleaning machine, Road Sweeping (Clean of Dust) will be provided by the bidder.
3. The use of acid(s) shall be avoided to the maximum.
4. Cleaning and Dusting of Furniture as per appropriate methods to be carried out periodically and also as and when required by the Authority and also to include facilitating basic carpentry and plumbing services in case of emergent situation.
5. The housekeeping work includes Pest Control, termite control, Mosquito Control ,

rodent control etc by following appropriate methods and by use of specialized machines, tools, and chemicals (suitable for Residential use).

6. The outer walls of the building including Glass and ACP fittings therein are to be Cleaned at least once in a month, also as and when required by the Authority.
7. Housekeeping services include cleaning of the outer premises of the Building, to be undertaken on routine basis and also as per instruction of the Authorities, as and when required.
8. The intending agencies are requested to visit the Buildings during any working day to ascertain the proposed work.
9. The agency/firm shall deposit the recurring consumables with District Court, Jagatsinghpur by 10<sup>th</sup> of every month & a joint stock of it shall be maintained.

## **25. Penalties:**

- a) In case any complaint is received attributable to misconduct /Misbehavior of agency's personnel, a penalty of Rs.1,000/ for each such incidents shall be levied and the same shall be deducted from the agency's bill. Further the concerned agency personnel shall be removed from the systems immediately. In case the agency fails to commence/execute the work stipulated in the agreement or there is un-satisfactory performance or does not meet the statutory requirements of the contract, the **District Court, Jagatsinghpur** reserves the right to impose the penalty as detailed below:-
- b) For not reporting to the duty or late reporting by the House-Keeping Personnel a minimum penalty of Rs. 1000/- will be imposed per default and maximum penalty as decided by the Competent Authority.
- c) For misbehavior of the **House-keeping Personnel** Rs.1000/- will be imposed per default and maximum penalty as decided by the Competent Authority. For not providing substitute **House-keeping Personnel**, Rs.2000/- will be imposed per default and maximum penalty as decided by the Competent Authority.
- d) For causing damage to the public property: Three times the market value of the damaged property or Rs. 5000/- whichever is higher, per default.
- e) For instances of mosquito bite; 5000/- per day till the control of the mosquitoes.
- f) For termite/ rodent infestation: Three times the market value of the damaged property or Rs. 5000/- whichever is higher.

- g) For breach of any of the conditions of the contract- Termination of contract and forfeiture of Performance Security or a minimum penalty of Rs. 5000/- per default as the case may be depending upon the grounds of violation.
- h) If House-keeping work/cleaning is not up to the satisfaction of the **Registrar, Civil Courts, Jagatsinghpur** a penalty of minor fine of Rs. 1000/- per incident or a major fine of Rs. 5,000/-per incident will be imposed on the agency.
- i) The House-keeping Personnel engaged by the agency shall be dressed in neat and clean uniform (including proper name badges), failing which it shall invite a penalty of Rs. 1000/- on each occasion and habitual offender in this regard shall be removed from the **District Court, Jagatsinghpur**. The penalty on this account shall be deducted from the agency's bill.
- j) For persistent breach or unsatisfactory services--termination of contract along with forfeiture of performance security and blacklisting.
- k) The firm shall engage efficient personnel to supervise the work of housekeeping on daily basis.

**26. Termination on Insolvency and other Terms and Conditions**

- a) The Authority may at any time terminate the Work Order by giving written notice of two weeks to the Agency, without any compensation to the Agency, if the Agency becomes bankrupt or otherwise insolvent or if is found to have indulged in any corrupt or fraudulent practice.
- b) The Authority will not be responsible for any misinterpretation or wrong assumption by the vendor, while responding to this tender.

**27. Force Majeure**

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics quarantine restrictions, strikes, lockouts or acts of God (hereinafter referred to as "events"), provided notice of happenings of any such event is duly endorsed by the Appropriate Authorities/ Chamber of Commerce in the country of the party giving notice, is given by party seeking concession to the other as soon as practicable, but within 21 days from the date of occurrence and termination thereof and satisfies the party adequately of the measures taken by it, neither party shall, by reason of

any such event, be entitled to terminate this contract, nor shall either party have any claim for damages against the other in respect of such non- performance or delay in performance, and deliveries/services under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist and the decision of the purchaser as to whether the deliveries/services have so resumed or not, shall be final and conclusive, provided further, that if the performance in whole or in part or any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, the purchaser/hiring organization may at his option, terminate the contract.

**28. Definition for Default**

Default is said to have occurred-

- a) If the Service Provider Agency fails to accept the Work Order.
- b) If the Service Provider Agency fails to deliver service as stipulated in this tender.
- c) If the Service Provider Agency fails to perform any other obligation(s) under the tender.
- d) If the Service Provider Agency defaults on the first point of above circumstances, its Bid Security (EMD) received will be forfeited.

29. If the Service Provider Agency defaults on 2<sup>nd</sup> and 3<sup>rd</sup> of above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from the Authority (or takes longer period in-spite of what the Authority may authorize in writing),the Academy may terminate the Work Order in whole or in part.

**30. Arbitration & Conciliation:**

If any dispute arises out of or in connection with this contract to be commenced in the tender, or in respect of any defined Legal relationship associated therewith or derived there from, the Parties agree to submit that dispute to Arbitration and Conciliation under the Arbitration and Conciliation Act, 1996.

## **Schedule A: COVERING LETTER**

*(On the Bidder's Letter Head)*

[Location,  
Date]

**To**

**The Registrar, Civil Courts,  
Jagatsinghpur, At/PO/PS/Dist.-  
Jagatsinghpur, Odisha-754103**

**Sub: Selection of Agency for Providing Comprehensive Facility Management Services at District Court Complex, Jagatsinghpur and Taluk Court Complexes- Kujanga, Tirtol, Raghunathpur & Ersama.**

Dear Sir,

With reference to your request for proposal dated \_\_\_\_\_, I have examined all relevant documents and understood their contents, hereby submit our technical and financial proposal for the '**Selection of Agency for Providing Comprehensive Facility Management Services**' at **District Court Complex, Jagatsinghpur and Taluk Court Complexes- Kujanga, Tirtol, Raghunathpur & Ersama.**

1. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals. This statement is made for the express purpose of appointment as the Contractor for the aforesaid Assignment.
2. I shall make available to the Client any additional information it may deem necessary or require for supplementing or authenticating of the Proposal.
3. I acknowledge the right of the Client to reject our proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
4. I certify that in the last five years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial Client or a judicial pronouncement or arbitration award against the Bidder nor been expelled from any project or contract by any public Client nor have had any contract terminated by any public Client for breach on our part.

5. I declare that:
- a) I have examined and have no reservations to the Tender Documents, including any Addendum issued by the Authority;
  - b) I do not have any conflict of interest in accordance with the prescriptions in the Tender Document;
  - c) I/have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Tender document, in respect of any tender or request for proposal issued by or any agreement entered into with the Client or any other public sector enterprise or any government, Central or State; and
  - d) I hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
6. I agree and understand that the proposal is subject to the provisions of the Tender document. In no case, shall I/we have any claim or right of whatsoever nature if the Assignment is not awarded to me/us or our proposal is not opened or rejected.
7. I agree to keep this offer valid for 120 (One hundred and Twenty Days) days from the Proposal Due Date specified in the Tender Document.
8. In the event of my firm being selected as the Service Provider, I agree to enter into an Agreement in accordance with the form which shall be provided by Client. We agree not to seek any changes in the aforesaid form and agree to abide by the same.
9. I agree and undertake to abide by all the terms and conditions of the Tender Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms and conditions of the Tender Document.

Yours sincerely,

**Authorized Signature**

**[In full and initials]:** \_\_\_\_\_

**Name and Title of Signatory:**

**Name of Firm: Address:**

## **Schedule B: INFORMATION ABOUT THE BIDDER**

### **A. BIDDER'S ORGANISATION**

**1. Title of Project:**

**2.** State the Status of the Bidder's Organization namely Public Limited Company/ Private Limited Company/ Partnership Firm/ Proprietary Firm, etc.

**3. State the following:**

- a) Name of Company or Firm :
- b) Country of incorporation :
- c) Registered address :
- d) Year of Incorporation :
- e) Year of commencement of business :
- f) Principal place of business :
- g) GSTIN :
- h) PAN :
- i) Brief description about the Organization including details of its main lines of business :

**4.** Details of authorized signatory of the Bidder:

- a) Name:
- b) Designation:
- c) Company:
- d) Address:
- e) Phone No.:
- f) Fax No. :
- g) E-mail address:

a) *Details of individual (s) who will serve as the point of contact / communication for authority within the Company*Name:

- b) Designation:
- c) Address:
- d) Telephone No.
- e) E-mail address:
- f) Fax No.

**5.** Bidders shall enclose copies of the valid EPF, ESI and Labour License & PSARA License;

## 6. Checklist of Eligibility

Criteria	Description	Required Supporting Document	Submitted (Yes/No)
<b>Technical Criteria</b>			
A.	Bidder shall necessarily be a legally valid entity registered under the Companies Act 1956/2013 or Proprietorship, Partnership Firm	Attested copy of Certificates of Incorporation issued by the respective registrar of firms/companies or applicable registration certificate in case of Proprietorship/ Partnership Firm.	
B.	Bidder should have undertaken similar work for minimum one year on at least one eligible project with minimum built up area of one lakh sq. feet in last 5 years.	Attach true copy of supporting work order, completion certificate as applicable along with duly filled Data Sheet as per Form t4 of Section 4 Certified from Statutory Auditor/Chartered Accountant.	
C.	The bidder should have engaged man power with Valid & Proper License from Electricity License Board, Odisha, Bhubaneswar. For carrying out maintenance in LIFT, DG, CCTV, AC, Water Purifier, LAN, Biometric, EPBAX, Fire Fighting Equipment, etc., Bidder should have valid authorization certificate issued by Original Equipment Manufacturer (OEM).	Copies of ELBO License and OEM Authorization Certificate.	
D.	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.	Attested copies of PAN, GSTIN, Labour Registration, EPFO Registration and ESIC Registration shall be acceptable.	

E.	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 Form T5 on stamp paper of appropriate value in shape of affidavit from the Notary regarding Ineligibility and non-blacklist	
<b>Financial Capability Criteria</b>			
F.	Bidder should have achieved Minimum Annual Average financial turnover of not less than Rs. 2,00,00,000/- (Two Crores) for last five financial years, as on 31.03.2021.	Duly attested copy from the statutory auditor/chartered accountant has to be provided certifying Organizations turnover during last five financial years.	
G.	Bidder, should have a positive net worth during the previous five financial years		

## 9. Checklist of Technical Forms

Forms no.	Title	Submitted (Yes/No)
Schedule A	COVERING LETTER	
Schedule B	INFORMATION ABOUT THE BIDDER	
	FINANCIAL CAPACITY OF THE BIDDER	
Schedule C	POWER OF ATTORNEY	
Schedule D	PAST EXPERIENCE OF THE BIDDER	
Schedule E	UNDERTAKING	
Schedule F	SCOPE OF WORK	
Schedule G	COMMITMENT FOR PROPOSED EQUIPMENT/S AND MATERIALS	
Schedule H	PROPOSED MANPOWER DEPLOYMENT PLAN AND STANDARD OPERATING PROCEDURE	
Schedule I	QUALITY CONTROL MECHANISM	
Schedule J	ANTI COLLUSION CERTIFICATE	
Schedule K	BID SECURITY DECLARATION	

I understand that in case we do not submit required information in given formats along with the supporting documents, Client may treat our proposal as non-responsive.

**Authorized Signature**

**[In full and initials]:** \_\_\_\_\_

**Name and Designation of Signatory:**

**Name of the Bidder:**

**B. FINANCIAL CAPACITY OF BIDDER**

*Bidders are required to provide the information about the annual turnover from the similar service during the last 5 years as per the following prescribed format:*

***[To be provided on the Bidder Letter Head]***

***<Name of Bidder>***

**FINANCIAL CAPACITY OF BIDDER**

<b>S. No.</b>	<b>Period (Last 5 FYs)</b>	<b>Financial Turnover from the similar service in INR</b>	<b>Average Turnover from the similar service in INR</b>
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			
<b>4.</b>			
<b>5.</b>			

**Certificate from the Statutory Auditor**

This is to certify that [Insert name of the bidder with detail address] has the annual turnover against the respective FY on account of providing similar service.

**Seal and Signature of the Auditor**

**Authorized Signature**

**[In full and initials]: \_\_\_\_\_**

**Name and Designation of Signatory:**

**Name of the Bidder:**

## **SCHEDULE C: POWER OF ATTORNEY**

*(On a Stamp Paper of relevant value)*

### ***POWER OF ATTORNEY FOR AUTHORISED SIGNATORY***

Know all men by these presents, we \_\_\_\_\_ (name and address of the registered office) do hereby constitute, appoint and authorize Mr. /Ms. (name and address of residence) who is presently employed with us and holding the position of \_\_\_\_\_ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for 'Selection Of Agency For Providing Comprehensive Facility Management Services' At District Court Complex, Jagatsinghpur and Taluk Court Complexes – Tirtol, Kujanga, Raghunathpur & Ersama.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

#### **Executants**

#### **Signature of Attorney**

(Name, Title and Address of the Attorney) Attested

#### **Executants**

#### **Notes:**

- 1. To be executed by the sole Bidder.*
- 2. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- 3. Also, where required, the executants(s) should submit for verification the extract of the charter documents and documents such as a resolution / power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*
- 4. In case the Proposal is signed by an authorized Director of the Bidder, a certified copy of the appropriate resolution / document conveying such Client may be enclosed in lieu of the Power of Attorney.*

**SCHEDULE D: PAST EXPERIENCE OF THE BIDDER**

***Name of Bidder***

Details of the similar assignments undertaken / completed during the last Five years:

S. No.	Name of Project	Name of Client with address and contact numbers	Date of Award of Contract	Date of completion of assignment (for both completed and ongoing projects)	Period of Service	Total area of the Location		Contract Value (in INR)	Description of services provided
						Super Built Up area in sq. ft.	Total Area (Sq ft)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)		(8)	(9)

***N.B. : Copies of the Work Orders/ Completion Certificates from the respective authorities needs to be furnished by the Bidder along with the technical proposal as proof of evidence.***

**Authorized Signature**

**[In full and initials]: \_\_\_\_\_**

**Name and Designation of Signatory:**

**Name of the Bidder:**

**SCHEDULE E: UNDERTAKING**

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

I/we, hereby undertake that, our company has not been blacklisted / debarred by any of the Central / State Government Ministry / Department/ Office or by any Public Sector Undertaking (PSUs) and I/we are 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:**

## **SCHEDULE F: SCOPE OF WORK FOR THE FACILITY**

### **A1 Broad Description of Facility Management**

**A1.1.** This scope of work essentially indicates maintenances services pertaining to upkeep & smooth working of the entire premises including equipment's, building services, infrastructure, fixtures, accessories, utilities, services, and furniture in the facility as per the satisfaction of client / end user.

**A1.2.** Operation & Maintenance for the equipment / artifacts etc. will be carried out as per benchmarked maintenance practices / OEM (Original Equipment Manufacturer) manuals / O&M Manuals provided by the OEMs).

**A1.3.** The scope of work broadly includes the maintenance and management of general building operations as described in this contract for the Project Facility. The FMS will be directly responsible for ensuring operational service levels and that the performance is met as per terms and conditions defined in this document. Facility Management Contractor (FMS) will be directly reporting to the officer authorized by the Client. The FMS shall deploy the adequately trained and experienced manpower and equipments as per the requirement

**A1.4.** This document describes the work to be carried out under the Facility Management Services for and draws attention to certain associated items that are to be completed. This document does not intend to limit or exclude any item in the scope of work that is to be covered for delivering the Facility Management Services timely and successfully.

**A1.5.** The Broad Scope of services required as below;

1. Operation and Maintenance of all Electrical & Mechanical Equipment,
2. Housekeeping and Sanitation services,
3. Lawn & Gardening,
4. Pest control,
5. Reporting and Complaint Management, and
6. Coordination with other service providers

please refers **Section-I** for details of various spaces.

### **A2 Facility Management Services**

A2.1. The scope of work for facility management services is broadly divided into following categories:

#### **a. Operation:**

- i. Day to day unhindered running of the entire facility as per the satisfaction of the

client / end user.

- ii. Preservation of building and services along with Lift, DG Sets, Air Conditioning Systems, firefighting, LAN, Biometric, EPABX, Audio Visual System, Video Conferencing System, Water Purifiers, CCTV, Online UPS etc. in good operating condition.
- iii. Daily / periodic maintenance (inspection, oiling and re-tightening, replenishments) to retain the healthy condition of equipment and prevent failure through the prevention of deterioration, periodic inspection or equipment condition diagnosis etc. as deemed fit by FMS after due consultation with OEM.
- iv. Procure and store adequate stock of consumables, material, machinery and equipment's etc. for unhindered daily operations of the facility at its own cost after due approval from Client in advance.
- v. Day to day repairs required in the entire complex under the maintenance of FMS.

## **b. Maintenance**

### **i. Breakdown Maintenance is defined as**

The maintenance performed on equipment that has broken down and is unusable. It is based on a breakdown maintenance trigger. If breakdown occurs due to defects including manufacturing defects or defect due to faulty erection or any defective work or material, it would be covered under defect liability period or equipment warranty period as may be applicable.

### **ii. Preventive Maintenance is defined as**

The planned maintenance which is performed while the equipment is still working so as to reduce unexpected breakdown. This maintenance is scheduled based on time (monthly, quarterly, annually) or usage triggers. Activities in Preventive Maintenance are usually performed based on guidelines from equipment suppliers / manufactures and as per the O& M manuals provided by the OEM at time of handover.

## **c. Management**

- i. Co-ordination with Contractors for rectification of defects falling under DLP.
- ii. Co-ordination with Vendors / Suppliers /Manufacturers for preventive maintenance.

- iii. Supervise, administer and certify works of Main Contractors/PMSP/ Vendors / Suppliers / Manufacturers / AMC agencies for rectification of breakdowns (covered under breakdown maintenance/AMC) and for operations.
- iv. Co-ordination for conducting drills (earthquake, fire etc.) as per the statutory requirements or as per law of land.

However, the services as defined above is not limited to or exclude any item in the scope of work that is to be covered for preserving the project and delivering the services as per the satisfaction of the client / end user. The FMS shall maintain the service levels and also maintain minimum manpower as per scope in Schedule H.

### **A3 Scope of Work**

Unless it is explicitly restricted, the scope of work under the Contract for Facility Management Contractor for providing facility management services including operation and maintenance of facilities constructed by the Client as implementation agency is as below:

#### **Maintenance Services.**

The FMS shall be responsible for breakdown maintenance as defined above at A2b(i). The FMS for preventive maintenance shall coordinate, administer and certify works of Main Contractor, Interiors Contractor, Vendors, Suppliers and Manufacturers, AMC service providers for rendering the services as per the terms and conditions stipulated in this document.

#### **i. The FMS shall be liable to perform / undertake following services:**

- a. Preserving the project, its equipment's and assets as per the satisfaction of the client
- b. Day to day repairs/service of the facilities
- c. AMC of all equipment's e procured by the Client from time to time.

For all other equipment's in the project for which AMC shall be required, as deemed necessary by the FMS, the same shall be procured by the FMS at their own cost for preservation of all project equipment's.

- d. Keep the Inventory of all spares and consumables required for the unhindered operation and maintenance of the facility and update on weekly basis.
- e. Prepare list of probable spare parts, Electrical and Mechanical items, plumbing, AC spares including split units etc. and DG spares and will coordinate and supervise for availability of these spares for items under AMC.

- f. Annual Building Survey and prepare program for Repairs and submit action plan.
- g. In project facility area, replacement of required plumbing and sanitary works (including fixtures), light fixtures, LED driver, starters, ballasts for common area and service, service rooms, sub-station and external lights including the landscaping,
- h. Operation of all equipments in the project facility, including their minor repairs and replenishment with due approval from the client.
- i. Ensure availability of Specialized Tools / Tackles such as Chain Pulleys, Telescopic Ladder, portable Hoists (Tractel Machine), Sludge Pumps, OTDR, Welding Generators etc., required for operation and maintenance.
- j. Operation and maintenance of Telephone /EPABX system of the buildings.
- k. Manually rescue of people trapped inside lift in event of failure of ARD. Solve minor problems in lift or DG in consultation with AMC Provider or OEM on phone or on site.

## **II.Operation Services**

The operation services under the scope of work are subdivided into following categories namely

- i.** Operation of Equipment and Fixtures.
- ii.** Housekeeping
- iii.** Gardening,
- iv.** Pest control

### **II. (1). Operation of Equipment and Fixtures**

- i. The Agency shall ensure day to day unhindered running of the entire facility as per the satisfaction of the client / end user.
- ii. The Agency shall ensure that all complains are attended and rectified within the time specified as per the service level as required in this RFP.
- iii. The Agency shall ensure operation and upkeep of all equipment's (Electrical, Mechanical, AC, AV etc.) in accordance with Operation and maintenance manuals provided by Contractor/PMSP / Supplier / Vendor / Manufacturers and ensuring safety of equipment and personal using it.
- iv. The Agency shall ensure that day to day basis works such as removing choke of drainage pipes, manholes, restoration of water supply, repairs to faulty electrical

installation in the scope of the FMS to resolve the complaint by the client, watering of plants, lawn mowing, hedge cutting, sweeping of leaf falls etc. are attended under day-to-day service facilities.

- v. The Agency shall operate all equipment's, fittings and fixtures (electrical / mechanical / plumbing etc.) as required by the Client on regular basis and ensure the smooth functioning of the area with strict adherence to energy conservation.
- vi. The Agency shall carry out daily, weekly, quarterly, half-yearly and yearly checks as per the O&M Manual provided by OEM at time of procurement with prior consultation with OEM for smooth operation and functioning of the area.
- vii. The Agency shall maintain the complete CCTV, Biometric, LAN, EPBAX, Fire Fighting System and any other system as installed in the said premises.
- viii. The Agency shall monitor and maintain the ambient room parameters (temperature, humidity, noise level, required light levels etc.) for different components like computer and audio-visual equipment /areas like Server Room, Virtual Court, VWDC, Record Room, Malkhana as specified in the O&M manual carefully, at all times throughout the Contract period. Any damage done to the exhibits/ artifact / equipment's due to non-maintenance of required ambient room parameters will be the responsibility of FMS and shall make good the damaged exhibit / artifacts / equipment's at his own cost.

## **II. (2). Housekeeping**

### **II (2.1) Cleaning Services**

The Agency shall

- i. Perform routine cleaning of the internal and external areas to meet the required service standard.
- ii. Cleanliness of all common spaces and space inside the location within Project Facility.
- iii. Perform cleaning and upkeep of exhibits and artifacts, IT & AV equipment's in the project facility as per the directions in Manuals / as per directions of representative of Client.
- iv. Perform periodic cleaning of glass facades, structure at entrance plaza, external claddings etc. at all heights (internally and externally)
- v. Additional housekeeping services as and when required by the Authority.

- vi. Deploy equipment's for cleaning and shall be responsible for maintaining these at all time. All costs for purchase/repair/spares/ maintenance etc. for these equipment's will be borne by Agency.
- vii. Responsible for the safekeeping of these equipment's at the project facility and shall not take out these equipment's any time during the term of contract other than for repairs. In case such repairs take more than a week, Agency shall arrange to provide alternate equipment for the Project Facility.
- viii. Adopt a proactive approach to the delivery of this Service. As such, they are required to report immediately any defects, deterioration, or damage to the property at Project Facility as soon as they become aware of such defects in the course of their duties under this Contract.
- ix. Dusting / cleaning of all furniture, sills, counters, screens, blinds & curtains, light fittings, signage, doors, door frames, fittings and glass pans etc. to remove debris, stains, cobwebs and marks.
- x. Stairs including treads, risers, nosing, banisters, balustrades, handrails, ledges and protective wire guards where present must be free from dust, debris, stains and marks.
- xi. Polishing / vacuum cleaning / cleaning of floors, carpets, carpet tiles, mats and mat wells and ensure the same must be free from grit, dust and debris with no apparent stains. They must be clean and dry. All carpeted areas are to be cleaned by the manufactures recommended methods and recommended intervals.
- xii. Clean all water tanks and disinfects specially before start of rainy season and as instructed by Client.
- xiii. Regular cleaning of storm water drain, manholes, sewage lines etc. for removal of any blockages.
- xiv. Entrances, service areas, parking areas, paving, paths, roads, grounds, courtyard sand, lawns at the entrance, outside premises must be maintained so that no graffiti, debris, litter cigarette ends, dirt or spillages are apparent after cleaning.
- xv. Server Room, Control Room etc. must be free from dust, static electricity and be left clinically clean.
- xvi. Sticky substances like chewing gum shall be removed before any cleaning procedure is carried out using an appropriate cleaning technique and chewing gum

remover.

- xvii. Care is to be exercised when staff/visitors are still on the premises. Wet floors should be sign- posted. Trailing cables and open sockets should be made safe.
- xviii. All cleaning methods used must be of a sufficient quality to meet these standards and to maintain any guarantees on the floor covering.
- xix. Stainless steel surfaces must be treated with an appropriate cleaning and polishing agent.
- xx. The Service provider shall manage collection, screening/ segregation of dry and wet garbage in the earmarked area and efficient transport and disposal of the garbage in the disposal area. The work should be carried out in an eco-friendly manner. The service provider shall arrange for required resources, including manpower, machinery, disposal bags, bins, etc. And shall also ensure that the garbage collection and disposal work do not adversely affect surroundings or personnel deputed for the work.

## **II. (2.2) Cleaning of Toilets**

- i. All sanitary ware including sinks, wash hand basins, WC bowls, seats, covers, hinges, tops, undersides, rims, taps, overflows, outlets, chains, plugs, urinals, brushes, toilet roll holders, tiled surfaces, splash backs, and vanity units must be free from scum, grease, hair, scale, dust, soil, spillages and removable stains. In addition, the surfaces should be disinfected.
- ii. Floors should be cleaned to the same standard as other building floors. In addition, there should be no evidence of scum, grease, hair, and scale and the floors must be disinfected.
- iii. Soap dispensers must be filled, operating correctly with clean nozzles, the external surfaces must be clean dry and free from smears.
- iv. All toilets should be kept fully stocked with supplies and should be made available at all times.
- v. Dispensers must be clean, dry and free from dust, marks and smears with clean towels fitted.

## **II. (2.4) Pest Control**

The Agency shall be responsible for ensuring the disinfectants, insecticides and pesticides used for rendering the services shall be safe, having low toxic levels, duly

approved by WHO and Central Insecticide Board.

### **i. Disinfestations Treatment**

**Pest Covered:** Ants, cockroaches, silverfish, spiders, ticks, bugs, crickets, termites etc. The Agency shall take the following control measures:

- a. Intensive / extensive spray with oil / water-based chemicals. Frequency: Fortnightly as per client schedule and need base

### **ii. Rodent Control**

**Pest Covered: Domestic/Field Rodents.**

The Agency shall take the following control measures

- a. Baiting with anti – coagulant rodenticide / asphyxiates type chemicals
- b. Trapping with lures
- c. Eliminating rats / mice with glue traps
- d. Frequency: Monthly as per client’s schedule and need base.

### **iii. Fly Control**

The Agency shall take the following control measures:

- a. Sanitation
- b. Chemical control
- c. Frequency: Monthly as per client schedule and need base
- d. Sanitation
- e. Chemical control
- f. Frequency: Monthly as per client schedule and need base

### **iv. Mosquito Control**

The treatment will be carried out all over the premises and surrounding areas inside and outside. The FMS shall take the following control measures:

- a. Residual Spot Spraying
- b. Fogging Operations
- c. Mist Blowing
- d. Frequency: Fortnightly as per client schedule and need base

## **II. (2.5) Lawn & Gardening**

The Agency shall be responsible for ensuring proper maintenance and upkeep of all Gardens works. Adequate equipment shall be procured by FMS including grass cutting machine and other tools required for maintenance of garden areas. FMS shall provide seasonal plants and seasonal flowers as deemed fit by the FMS to maintain the landscape as per the satisfaction of client/ end user. FMS shall make required arrangements and proper use of required insecticides, Pesticides, Fertilizers, Manures etc.

## **III. Management Services**

The Agency shall be responsible for integrated facility management of the Facility Area

and managing the following aspects for ensuring proper operation and maintenance of the facilities in the premises:

- i. Provide required assistance to the Client during transition period of handover – takeover of the Project Facility from the Main Contractor including but not limited to providing assistance in snagging, de-snagging, testing and commissioning of equipment's etc.
- ii. Take ownership of all the services as described in scope of work and will work as an independent Unit.
- iii. Co-ordination with all the stakeholders of the Client, Contractors, Consultants and other agencies.
- iv. Maintain a record of all the Equipments/ assets at facility, keep record of the Vendors details, keep track of the dates of AMC/Warranty validity and inform the Client when the validity is within 2 months of completion and also co-ordinate with vendors for extension of services on behalf of Client.
- v. Submission of Daily Position Reports, Failure Investigation Reports, Operation & Maintenance Reports,
- vi. Maintenance of Reports, Log Books etc. for Operation & Maintenance of various Systems & Equipment's, Maintenance of Equipment History,
- vii. Co-ordinate with Main Contractor/PMSP/ Interior Contractor for rectifying of defects under the DLP period.
- viii. Prepare a preventive maintenance plan for all equipment/fittings & fixtures, ensuring 100% compliance. FMS shall co-ordinate for:
  - Repair technician for doors, blinds and floor springs etc.
  - Original Equipment Manufacturer (OEM) of CCTV, Lifts, AC and other E&M systems, Plumbing Works (auto flush system, other sanitary fixtures), AV Installations and related items covered under the scope of Main Contractor / Interior Contractor.
- ix. Co-ordinate administer and certify works of Vendors/Manufacturers /Suppliers for the purpose of preventive maintenance and upkeep of the equipment during AMC/Warranty period.
- x. Prepare and maintain the records of routine services, visits provided by AMC providers and tracking to be done against actual visits.

- xi. Keep the Inventory status of all spares and consumables required for the maintenance of the facility and update on weekly basis and maintain the records of consumption.
- xii. Conduct quarterly systems & equipment health audits with and through the AMC Service provider and submit a health status report to the Officer authorized by Client.
- xiii. Coordinate with third party for conducting equipment audit, fire audit as and when required by Client.
- xiv. It is the responsibility of the Agency to ensure highest level of uptime and reliability of all equipment is maintained at site.
- xv. Prepare and follow Standard Operating procedures for smooth functioning of the maintenance services, within 30 days of commencement of agreement.
- xvi. Brief the representative on maintenance and operational proceedings on day-to-day basis.
- xvii. Liaison with local, state authorities, and/or private agencies related to the Facility.
- xviii. Control and report any violation in sound emanating from the Facility is within the noise pollution norms prescribed by the Central Pollution Control Board and any notification issued by the Ministry of Environment and Forests, Government of India.
- xix. Provide support and guidance to the Client in all matters as requested.

The FMS shall report to a Nodal Officer appointed by Client for the management services as and when required.

### **III. (1). Complaint management**

Agency shall create complaint kiosk with designated senior official of FMS managing the same with adequate infrastructure for time bound complaint management. Agency shall develop an online software-based application for facilitating complaint raising by end-users where an acknowledgement number shall be issued automatically to the complainant and enabling easy monitoring by the Client. Such facility shall be easily approachable and adequate signage should be provided to guide end-users to the complaint kiosk.

The following are defined SLA times for responding and closure of complaints by Agency

and based on standards these present guidelines and may be changed by Client from time to time.

Description of Complaints	Service required	Report	Complaint Closure time
For Minor Defects	Replacement without any replacement by Agency	Immediately	2 hrs
For Major Defects			
Item available locally	Rectification / Replacement by external agencies (Main Contractor / Interior Contractor / Vendors / Manufacturer / Supplier	Immediately	1 week
Item available domestically		24hrs	2 weeks

To the extent possible, Agency shall make ensure that Vendor/ Manufacturer perform their obligations as per Contract. Even after making all the efforts, Vendor / manufacturer fails to perform its obligations, the Agency shall notify the Client and ask for necessary action

**Table: Service Level Agreement (Operations)**

**A. Daily services:**

*(First shift should be completed before 8:30 AM every day)*

Sl. No	Service Level Requirement	Min Requirement	Non Compliance Limit	Penalty Rate (INR)
1	Routine housekeeping (inc. cleaning services as per the scope of work) of all the premises in the project facility (excluding licensed spaces).	2 Times/Day	1 Day	500/ Day
2	During any special events/exhibitions in the project facility the housekeeping (sweeping, wet mopping, dusting etc.) of all the premises in connected amenities where the event/exhibition is organized.	4 Times/Day	1 Day	500/ Day

3	Cleaning of Public Toilets as per defined scope of work	4 Times/Day	1 Day	500/ Day
	Cleaning of Chamber Toilets as per defined scope of work <b>Should be completed before 10 AM during Day Court and before 7 AM during Morning Court</b>	1 Time/ Day	1 Day	500/Day
4	Cleaning of dustbins / waste bins and disposing the same up to the main container or garbage Collection point.	2 Times / Day	Compulsory	1000 / Day
5	Collecting of garbage from the garbage collection point. Thereafter, segregation of waste & disposing off the same outside the premises as per applicable guidelines/rules of the local Client and Local Bodies.	Once / Day	Compulsory	1000 / Day
	<b>Should be completed before 8:30 Am every day.</b>			
6	Dusting / cleaning in the project facility of all furniture, sills, counters, screens, blinds & curtains, light fittings, signage, doors, door frames, fittings and glass pans, AV equipment, workstations along with computers and their accessories like printers, monitors, keyboards, fax machine and photocopiers etc, telephone instrument etc.	2 Times/Day	1 Day	500/ Day
7	Cleaning of windows from inside & outside in office, passages and corridors and all glass facade outside all around the building on ground floor.	Once / Day	Compulsory	1000 / Day
8	Sweeping, wet mopping, dusting of stairs (including terrace & ground to basements), External Stairs, Exhibits & Artifacts, Drive way and compound area.	Once / Day	Compulsory	1000 / Day
9	Cleaning and upkeep of all parking, service, basement and maintenance area	Once / Day	1 day	1000 / Day

## B. Regular Maintenance Services

Sl. No.	Service Level Requirement	Minimum Requirement	Non-Compliance Limit	Penalty Rate (INR)
1	Cleaning of external surface Including glass façade, external building surface, structure at entrance plaza at all heights.	Once a month	1 Day	500/Day
2	Shampoo Cleaning of all carpets, sofas, chairs.	As per Manufacturer recommended methods and intervals	Compulsory	500/Day
3	Cleaning and disinfection of all water tanks.	Once a month	1 Day	10,000/Day
<b>UG TANKS &amp; WATER SUPPLY (As per scope of work)</b>				
1	Cleaning of walls, slab, raft from inside and removal of algae, waste particles.	Once a Month	2 Day	1000/Day
2	Maintenance of submersible pumps.	Once /15 Days	3 Day	20000/15 Days
3	Painting and erection of MS Ladder or replacement if required and if found theft or damaged.	Once a Month	Compulsory	As per twice the market rate of damaged / Theft fixture or 2000/ Day whichever is higher.
4	Chemical treatment of water for purification.	In Alternate Days	4 Days	500/Day
5	Maintenance of manhole cover including replacement if found damaged of theft	Once/15 Days	Compulsory	As per twice the market rate of damaged / Theft fixture or 2000/ Day whichever is higher.
<b>SW DRAIN AND SEWAGE SYSTEM</b>				
1	Cleaning of bed properly including removing of mud, soil etc.	1 Time /Week	1 Day	10,000 / Day
2	Regular maintenance of drain covers including replacement if found damaged.	1 Time / Week	1 Day	10,000/ Day

<b>PEST CONTROL</b>				
1	Disinfestations treatment	1 Time / Fortnightly	1 Day	10,000/ Day
2	Rodent Control	1 Time / Monthly	1 Day	10,000 /on repeated non- compliance
3	Fly Control	1 Time/ Monthly	1 Day	10,000 /on repeated noncompliance
4	Mosquito	1 Time / Fortnightly	1 Day	10,000 /on repeated non- compliance
<b>D- OTHERS</b>				
1	Repair and maintenance of sanitary fixtures, lavatories	On alternate days	Compulsory	300 / Day
2	Removal and replacement of damaged sanitary fixtures and lavatories if required.	immediate	Compulsory	As per twice the market rate of damaged / Theft fixture or 2000/ Day which ever is higher.
3	Electric fixtures maintenance or replacement if found damaged as per direction of Client.	immediate	Compulsory	As per twice the market rate of damaged / Theft fixture o r 2 0 0 0 / Day whichever is higher.
4	Cleaning of all fans, tube lights, Ceiling Lights, Panel Lights, Tightening of terminal connection at sockets, DB, Sub-Panel, Emergency Panel, Main Panel, AMF Panel of DG, Panel of Lifts, CFL's etc.	Alternate Days	4 Days	300 / Day
5	Removal of damaged CFL's and fixtures if required.	immediate	Compulsory	As per twice the market rate of damaged / Theft fixture or 2000/ Day whichever is higher.

6	Replacement of switch boards, sockets, plug points as and when required by the client.	Once a month	1 week	300 / Day
7	Regular maintenance of plumbing fixtures.	On alternate days	1 week	700 / Day
<b>PUMP ROOM</b>				
1	Regular Checking of pumps with all connections and attachments, damaged part should be repaired or replace at that time immediately.	In alternate days	1 Day	As per twice the market rate of damaged / Theft fixture or 15000/ Day whichever is higher.
<b>DRINKING WATER FOUNTAIN</b>				
1	Regular cleaning, maintenance of water cooler and purifier. Repairing work if not in working condition.	1 Time / Day	1 Day	40000 / Day
<b>LAWN &amp; GARDENING WORK</b>				
1	De-weeding work for lawn areas with required equipment including all cutting, trimming, making good in levels.	Daily	Compulsory	2000 / Day
2	Making kyaries, mulching for trees, shrubs & ground covers at kyaries, mixing of manure for trees and required.	Daily or Twice Daily	Compulsory	50000 /Day
3	Manual watering	Whenever Required	Compulsory	1000 / Day
4	Replacement of damaged grass, trees and shrubs.	Whenever Required (to be done immediately)	Compulsory	1000 / Day
5	Anti-termite treatment for damages leaves and branches.	Whenever Required (to be done immediately)	Compulsory	1000 / Day

### III. (2.) Reporting

The Agency shall establish a system for reporting. The Agency shall submit the following reports within the stipulated time to the Authorized Officer of the Authority:

- a. Initial Review Report;
- b. Monthly Reports;
- c. Deployment Report; and
- d. Attendance Reports
- e. Statutory compliance intimation report

The report shall cover the following aspects:

- a. Consumption and stock of consumables
- b. Compliance of preventive maintenance plan
- c. Resource deployment report (manpower, equipment)
- d. Expense report (committed and invoiced amounts)
- e. Energy consumption – by utility, by premise
- f. Status of periodic activities as described under scope of work for Operation, Maintenance.
- g. Facility Inspection: The FMS shall conduct regular comprehensive facility inspection and perform any additional ones that will maintain/enhance the appearance, operation, and safety aspects of all the facility as approved by Client. The FMS shall indicate frequency of inspection covering all premises.
- h. Highlight Critical Issues/Problems with recommended solutions which should contain the technical recommendations / alternatives, cost, time schedules, etc.
- i. Prepare a foot fall report for the visitors.
- j. Customer Feedback Analysis
- k. Report on Audits/ drills etc.
- l. Complaint Management reporting.
- m. Report on procurement, statutory payments & on any other invoices processed by Client.
- n. Any other reports as needed from time to time.
- o. IT assets, stationeries and operating cost required to prepare report is in the scope of FMS
- p. The agency has the option to use /implement any software for managing the Facility.
- q. Agency shall submit the Performa and format and the same shall be approved by Authorized Officer.
- r. **Statutory compliance intimation report:** Agency shall maintain a log/ tracking sheet of all statutory or regulatory compliances such as

environment clearances, all NOC's, etc including their renewal dates. FMS shall monitor and intimate the Client minimum 30 days in advance before expiry of any such statutory or regulatory compliances.

- s. Any other reports / compliance certificates as needed from time to time.
- t. Coordination with local bodies whenever required,

#### **A4 MANPOWER**

**A4.1** The FMS shall have the following minimum manpower to efficiently and effectively manage at the project location:

<b><u>OPERATION AND MAINTENANCE</u></b>							
<b><u>A) HOUSEKEEPING SERVICE</u></b>							
Sl. No.	Description	District Court, Jagatsinghpur	Kujanga	Tirtol	Raghunathpur	Ersama	Total Qty
1	FMS Manager	1	-	-	-	-	1
2	Supervisor	1	1	-	-	-	2
3	Toilet sweeper	3	1	1	1	1	7
4	Floor Cleaner/sweeper	5	3	1	1	1	11
5	Sewer-man	1	-	-	-	-	1
6	Plumber/Fitter	2	1	-	-	-	3
<b><u>B) PEST CONTROL SERVICE</u></b>							
1)	Pest Control technician	2	1	-	-	-	3
2)	Helper	-	-	-	-	-	0
<b><u>C) GARDENING WORKS</u></b>							
1)	Gardeners/Mali	2	-	-	-	-	2
<b><u>D) ELECTRICAL MAINTENANCE</u></b>							
1)	Electrician or Wireman	2	1	1	1	1	6

2)	DG Technician	1	1	-	-	-	2
3)	Lift Technician	2	-	-	-	-	2
<b><u>E. SECURITY GUARD PERSONNEL</u></b>							
1)	Security Guard	4	2	1	1	1	9

**A4.2 Above is the minimum manpower requirement by the Client:**

- i. Agency shall provide the above minimum manpower to efficiently and effectively manage the facility However, Agency shall be responsible to maintain the service levels as required and shall be liable to deploy additional manpower as per the requirement to fulfil the scope of work for the Agency services at it’s own cost.
- ii. Manpower related to following services are also required to be deployed for 24X7 shift.
  - a. Technical Services requiring following technician: Electrician, Plumber and any other personnel required for smooth functioning of the project.
  - b. Housekeeping manpower
- iii. The impact of additional requirement of manpower for reliever, leaves and off days shall be taken into account by the bidder in financial bid.
- iv. During day shift the total no. of manpower deployed should not be less than the minimum manpower specified in the table, at all times.
- v. The tentative duration of working hours/operational hours of Agency Manpower will be 8 hours, subject to finalization of timings by the client to be conveyed at the time of signing of agreement.
- vi. Police verification of the manpower deployed by the Agency contractor should be complete and client can ask to share the information with them any time, if required.
- v. State minimum wages will be applicable for manpower deployment.
- vi. ***Disbursing Client will verify a specific percent (at least 2%) about the status of deposit of EPF and ESI information of the deployed manpower every month on random basis.***

**A5 D e d u c t i o n for Non-Performance**

Subject to the terms and conditions mentioned in the Contract, any deficiency by the Agency in the performance of its delivery obligations, shall render him liable to any

or all of the following penalties

Description	Expected for upkeep	Minimum Obligation	Deduction recovery to be affected in the monthly bill
Power – Substation / DG set	100 (Ability to be online in case of power failure to be not less than 20 second.)	98%	1% of the monthly bill
UPS	100%	99.95%	0.5% of the monthly bill
HVAC systems for entire complex	100%	99.5%	2% of the monthly bill
Elevators	100%	98%(each lift shall not have more than 2 times Break Down a year)	0.5% of the monthly bill
ACBs / Panels/ Cables	100%	Critical ACBs: 100% Non critical: 99.5%	1% of the monthly bill
Fire Hydrant system & Sprinkler system	100%	100%	2% of the monthly bill
Control Room / BMS	100%	98%	2% of the monthly bill
CCTV	100%	98%	1% of the monthly bill

<b>Description</b>	<b>Expected for upkeep</b>	<b>Minimum Obligation</b>	<b>Deduction recovery to be affected in the monthly bill</b>
Shortfall in deployment of minimum manpower described in the agreement	100%	100%	3% of the monthly bill
Shortfall in deployment of minimum machinery / tools described in the agreement	100%	100%	3% of the monthly bill
Minor Defects as per the prescribed standard	100%	98%	1% of the monthly bill
Major defects as per the prescribed standard	100%	95%	2% of the monthly bill
Housekeeping works as per Agreement	100%	95%	1% of the monthly bill

In case of repetitive instances of non-performance regularly, the Client may take necessary action for termination of Contract and forfeiture of Performance Bank Guarantee after issuing a maximum of 2 months' notice.

**SCHEDULE G: COMMITMENT FOR PROPOSED EQUIPMENTS AND MATERIALS**

**1. List of Proposed Equipments:**

SL. No.	Equipment	Requirement	Specification	Capacity	Present Condition	Remarks
1	2	3	4	5	6	7

**2. Proposed list of Materials / Consumables to be used**

SL. No.	Name of consumable proposed (with details and make)		Utilization		
	Consumable	Make / Brand	Per day	Per week	Per month

**Note:**

- All the equipments and consumables are considered in costing for financial bid needs to be reported here.*
- The bidder shall procure Diesel / Lubricants / Oils to be used in for any kind of machinery installed at the facility like in substation, DG set and other equipment and the same shall be paid as per actuals on production of bills / consumption details etc. by the Bidder to the Client.*
- The Bidder shall procure all related consumables like toiletries, spares, fasteners / fixtures required (if any), housekeeping consumables etc. and the cost of the same shall be borne by the Bidder.*

Yours sincerely,

**Authorized Signature  
[In full and initials]**

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

**SCHEDULE H: PROPOSED TECHNICAL MANPOWER DEPLOYMENT PLAN  
AND STANDARD OPERATING PROCEDURE FOR THE  
REQUIRED SERVICE**

*[In this format the bidder shall submit their proposed work plan and standard operating procedure for the required services within 3 -4 pages]*

Yours sincerely,

**Authorized Signature**  
**[In full and initials]**

**Name and Designation of the Signatory:**

**Name of the Bidder and Address:**

## **SCHEDULE I: QUALITY CONTROL MECHANISM**

*[In this format, the bidder shall provide a brief write up on the proposed quality control mechanism for the required services within 1-2 pages]*

**Authorized Signature**

**[In full and initials]**

**Name and Designation of the Signatory:**

**Name of the Bidder and Address :**

## **SCHEDULE J: ANTI COLLUSION CERTIFICATE**

*(on letterhead of Bidder)*

1. We certify that this Proposal is made in good faith and that we have not fixed or adjusted the amount of the Proposal by, or under, or in accordance with any agreement or arrangement with any other person. We also certify that we have not and we undertake that we will not, before the award of any contract for the work:

(i) (a) Communicate to any person other than the Client /or person duly authorized by it in that behalf the amount or approximate amount of the Proposal, or Proposed Proposal, except where the disclosure, in confidence, of the approximate amount of the Proposal was necessary to obtain premium quotations required for the preparation of the Proposal

(b) Enter into any agreement or arrangement with any person that they shall refrain from bidding, they shall withdraw any Proposal once offered or vary the amount of any Proposal to be submitted.

(ii) Pay, give or offer to pay or give any sum of money or other valuable Considerations directly or indirectly to any person for doing or having done or having caused to be done in relation to any other Proposal or proposed Proposal for the work, any act or thing of the sort described at (i) (a) or (i) (b) above.

2. We further certify that the principles described in paragraphs 1 (i) and (ii) above have been or will be, brought to the attention of all sub-contractors, suppliers and associated companies providing services or material connected with the Proposal and any contract entered into with such sub-contractors, suppliers, or associated companies will be made on the basis of compliance with the above principles by all parties.

3. We are not part of any "Anti-competitive practice" such as collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of The Competition Act, 2002 as amended from time to time, between two or more bidders, with or without the knowledge of the Procuring Entity (Client), that may impair the transparency, fairness and the progress of the procurement process or to establish bid prices at artificial, non-competitive levels,

4. In this certificate, the word "person" includes any persons or any body or association, corporate or unincorporated; "any agreement or arrangement" includes any transaction, formal or informal and whether legally binding or not; and "the work" means the work in relation to which this Proposal is made.

Dated this..... Days of..... 2018

Name of the Bidder .....

Signature of the designated person.....

Name of the designated person.....

Date of receipt of Tender .....

## **SCHEDULE K Form of Bid Security Declaration**

Name of the Work:-

Date:-

Bid Identification No-

To

**The Registrar, Civil Courts,  
Jagatsinghpur, District Court  
Complex, AT/PO/PS/Dist.-  
Jagatsinghpur Odisha-754103**

We, the undersigned declare that:

1. We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.
  
2. We accept that the Authority/ Employer/ Tender inviting Authority shall cancel our empanelment and / or suspend/prohibit/debar/blacklist/ from participating in bidding in any contract of the state for a minimum period of 2 years, if we are in breach of our obligation(s) under the bid conditions because we:
  - a) Have withdrawn out Bid prior to the expiry date of the bid validity specified in the letter of Bid or any extended date provided by us; or
  
  - b) Having been notified of the acceptance of our Bid by the employer prior to the expiry date the Bid validity in the letter of Bid or any extended date provided by us.
  
- i) Failure of use to furnish the performance Security and Additional Performance Security, if required in accordance ITB/ Terms of the Bid Document, or
  
- ii) Fail to agree to the decisions of the contract negotiation meeting or

iii) Failure refuse to execute the contract.

3. We understand this Bid Security Declaration shall expire, if we are not the successful Bidder, upon the earlier of your notification of the name of the successful Bidder through award of contract; or after the expiry date of the Bid validity.

Name of the Bidder\_\_\_\_\_

Name of the person duly authorized to sign the Bid on behalf of the Bidder  
\_\_\_\_\_

Title of the person signing the Bid \_\_\_\_\_

Signature of the person named above \_\_\_\_\_

Date signed \_\_\_\_\_day of \_\_\_\_\_

• Person signing the Bid shall have the power of attorney given by the Bidder to the Bid.

Authorised Signatory

Name & Designation of Signatory

Name of the Firm:\_\_\_\_\_.

## Annexure I: Indicative list of Key Plant & Equipment to be deployed by the FMS

### 1. Engineering Tools

Sl. No.	Name of Tools
1	Megger (0-500volts)
2	Multi-Meter (digital) - Texas Instruments/Fluke
3	Tong tester/Clamp Meter ( Digital)
4	Thermometer Digital
5	Air Blower (Hot)
6	Punching Tools (set 3mm to 24 mm)
7	Crimping Tools
8	Crimping Tool for Electrical
9	Electric Drill M/C
10	Torch with cells
11	Pliers
12	Screw Driver Set
13	Screw Driver Set
14	Screw Driver 8"/12"
15	Pipe Wrench 12"/10"/8" (set 1 of each)
16	Line Tester
17	D-Spanner Set
18	Ring Spanner Set
19	Screw wrench
20	Box Spanner Set
21	Bench Wise 6"
22	Hacksaw Frame
23	Tool Bag

24	Gloves (Electrical) (HT/ LT.)
25	Grease gun (heavy Duty)
26	Chisel Small & Big (heavy duty)
27	Safety Goggles
28	Nose Pliers 9"
29	Tool Box metallic
30	Parrot Wrench 10"
31	Safety helmet
32	Safety belt ( with complete specifications)
33	Cartridge fuses puller (HT / LT.)
34	Measuring tape - 5 mtrs
35	Pipe wrench 18"
36	Bearing Puller
37	Digital Anemometer
38	Water Testing Kit
39	Digital LUX Meter
40	Db meter for noise level monitoring
41	IR GUN
42	Torque spanner
43	Ear Muffler
44	SAW
45	All Electrical /Carpentry / Plumbing works related Tools
46	Hammer 1/2 lbs., 1 lbs, 11/2 lbs

## 2. House Keeping Tools / Equipment

Sr. No.	Name of Tools
1	Commercial vacuum cleaner
2	High pressure jet cleaning machine
3	Puzzy machine to clean chairs and sofas
4	Floor scrubber / polishing machine
5	Wringer Mop Trolley
6	Motorized Grass cutter
7	Road sweeping machine
8	Telescoping ladder
9	Fork Lift
10	Equipment for cleaning facades of high rise buildings

## 3. LAWN & GARDENING

Sl. No.	Name of Tools
1	Grass Cutting Machine
2	Secateurs
3	Spade
4	Fork
5	Shovel
6	Watering Can
7	Lawn Mower
8	Weeder
9	Shaw

## 4. PEST CONTROL

Pest Control Tools and equipments as required.

## **Annexure II: List of Consumables to be used**

### **1. List of Consumables**

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

#### **House Keeping Services**

1. Dry Mop Set
2. Dry Mop Refill
3. Wet Mop Set
4. Wet Mop Refill
5. Floor Squeegee-35 cm
6. Floor Squeegee-55 cm
7. Extn. Pole: Tele Plus system 11 Mtrs. - JD
8. Window Cleaning kit
9. TASKI R1 Super
10. TASKI R2
11. TASKI GREEN APPLE
12. TASKI R6
13. TASKI R20 STRIP
14. TASKI R3
15. TASKI SPIRAL
16. ROZALEX
17. Web Brush Round - for Fans, Cobwebs
18. Web Brush Curved
19. Dust Pan with Broom
20. Clip & Fit Mop Set
21. Window washer- 35cm
22. Window squeege-35cm
23. Red Pad Floor scrubbing
24. Street PVC Broom
25. Hand Brush with aluminium handle
26. Scotch Bright
27. Toilet brush with holder
28. Choke Pump
29. Hard Broom
30. Soft Broom
31. Mug
32. Bucket
33. Personal protection equipment
34. Dettol Hand Wash
35. Garbage Bag (Big)

36. Garbage Bag (Small)
37. Hit Spray
38. Hand Gloves
39. Naphthalene ball
40. Odonil - 75 gm.
41. Room Freshner
42. Scotch Brite with Handle
43. Scrapper Pati
44. Scrubbing Brush with Handle
45. Fouada (TATA)
46. Stationeries
47. Sodium Hypochlorite
48. Furniture Cleaner
49. D-7 (Stainless Steel Polish)
50. Bleaching Powder
53. Garbage Bag
54. Biodegradable Plastic Refuse Bags
55. Toilet Roll Paper
56. Dettol Antiseptic

**Electrical Consumables**

- 1 Capacitor (2.5 mfd)
- 2 Capacitor (3.5 mfd)
- 3 9 W LED BULB
- 4 15W LED Bulb
- 5 Tube Light
- 6 Fuse Wire 100 gm
- 7 Fan Regulator
- 8 5A Switch plane
- 9 15A switch plane
- 10 5 Amp. Socket plane
- 11 15A socket Plane
- 12 Modular roma 6A Switch
- 13 Modular Roma 6A socket
- 14 Modular Roma 15A switch
- 15 Modular Roma 15A socket
- 16 GI Bracket for street light fitting
- 17 Ceiling Rose
- 18 Holder
- 19 Flexible Wire
- 20 1.5 mm<sup>2</sup> copper wire
- 21 2.5 mm<sup>2</sup> copper wire
- 22 4.0 mm<sup>2</sup> copper wire
- 23 6.0 mm<sup>2</sup> copper wire
- 24 6A SP MCB
- 25 16A SP MCB
- 26 32A DP MCB
- 27 63A DP MCB
- 28 32A TPN MCB

- 29 40A TPN MCB
- 30 63A TPN MCB
- 31 100A TPN MCCB
- 32 125A TPN MCCB
- 33 PVC Tape
- 34 20W tube cool day
- 35 Iron Pin (1 ½".2",3/4")
- 36 40A DP MCB
- 37 White Cement
- 38 Teflon Tape
- 39 36W LED Driver
- 40 36W LED recessed fitting
- 41 90W street light
- 42 90W street light driver
- 43 Wall putty
- 44 1.5 Copper LUX PIN Type
- 45 1.5 copper LUX ring type
- 46 2.5 Copper LUX PIN Type
- 47 2.5 copper LUX ring type
- 48 4.0 Copper LUX PIN Type
- 49 4.0 copper LUX ring type
- 50 6Amp 3 PIN TOP
- 51 6 Amp 5 PIN Socket
- 52 Cable tie (50mm)
- 53 Flexible Pipe ½"
- 54 Plastic Switch Board
- 55 6MM 1.5 INCH COPPER FLAT FOR BUSBAR
- 56 BATTERY(AA)
- 57 BATTERY (7.5 Ah)
- 58 BELL PUSH
- 59 FAN REGULATOR SOCKET TYPE
- 60 CAPACITOR STAND/HOLDER

**Authorized Signature**

**[In full and initials]**

**Name and Designation of Signatory:**

**Name of the Bidder:**

**Address:**

**Annexure III: Details of Availability of the Assets at the Location**

Sl. No.	Description	District Court, Jagatsinghpur	Kujang	Tirtol	Raghunathpur	Ersama	Total
1	<b><u>VRF (Central A.C) Outdoor Units</u></b> 10 HP Cooling Only Inverter Scroll	2	-	-	-	-	
	14 HP Cooling Only Inverter Scroll	1	-	-	-	-	
	18 HP Cooling Only Inverter Scroll	1	-	-	-	-	
	20 HP Cooling Only Inverter Scroll	14	-	-	-	-	
	<b><u>VRF (Central A.C) Indoor Units</u></b> 1.00 TR Four Way Cassette type	32	-	-	-	-	
	1.28 TR Four Way Cassette type	2	-	-	-	-	
	2.00 TR Four Way Cassette type	2	-	-	-	-	
	2.55 TR Four Way Cassette type	18	-	-	-	-	
	3.20 TR Four Way Cassette type	59	-	-	-	-	
	4.00 TR Four Way Cassette type	11	-	-	-	-	

2	Air Conditioner (Split Type) 1.5Ton (Make: Carrier/Voltas/Hitachi/Blue star (Nos)	65	18	6	4	7	
3	4 KVA Stabilizer	65	18	6	4	7	
4	8 Passenger Lift (Make: Johnson) (Nos)	4	-	-	-	-	
5	380 KVA DG Set Mahindra	1	-	-	-	-	
6	250 KVA DG Set Mahindra	1					
7	10 KVA DG Set Kirloskar	1	1	-	-	-	
8	5 KVA DG Set Mahindra	2	1	-	-	-	
<b>9</b>	<b>Fire Fighting System (Locations)</b>						
i)	IP Based Wireless Addressable Fire Detection & Alarm Panel, (A) AC 220 V Input Connectivity LCD Display with Programming Keys Addressable 01 Loop	Yes					
ii)	Wireless Addressable Manual Call Point	Yes					
iii)	Hooter cum Strobe Light	Yes					
iv)	Signal Booster	Yes					
v)	Wireless Addressable Smoke Sensor / Heat Sensor	Yes					
vi)	Signage for Fire EXIT, emergency EXIT	Yes					
vii)	(ABC dry chemical powder& CO2) type FE of capacity 4 KG	Yes					
viii)	Hydrant System on M.S. pipe	Yes					

ix)	Single headed SSI landing valve	Yes					
x)	swinging type first aid fire hose reel	Yes					
xi)	15m long Rubber lined fabric lined hose including SS male and female instantaneous type coupling	Yes					
xii)	standard short size SS branch pipe with SS nozzle outlet	Yes					
xiii)	Air release valve	Yes					
xiv)	Fire Brigade 4 way	Yes					
xv)	Dual plate (Wafer type) check valve (non return valve)	Yes					
xvi)	Electrically driven horizontal centrifugal split casing type Main pump, diesel engine driven horizontal centrifugal split case type Common Standby pump set electrically driven horizontal centrifugal, End suction type / vertical multistage Common Jockey pump set (SET)	Yes					
xvii)	automated control panel for Electrical motor driven pumps	Yes					

10	CCTV System (Locations)						
i	IR HD Camera	Night Vision Camera, <b>Professional range, Bullet / Dome , 20 mtr,</b> (High Resolution, Auto Tracking White Balance, Backlight Compensation, High Light Compensation, Adaptive Tone Reproduction, IP-66, <b>Wide ~ Zoom lens as per requirement with Surge protection. )</b>	78	20	-	-	-
ii	Hybrid SA DVR	<b>16 Channel VigIL Professional Hybrid</b> Stand Alone Real Time Digital Video Recorder <i>without hard disk</i> for monitoring and recording with date and time details for 16 numbers of cameras ( <b>Support HD/Analog hybrid</b> Video input, H.264 dual-stream video compression, HDMI/VGA simultaneous video output, Support 1 SATA HDD up to 4TB, 2 USB2.0, Multiple network monitoring, <b>individual input protection )</b>	5	2	-	-	-
iii	Power Supply	<b>VigIL</b> Regulated Power Supply, <b>8</b> cameras ( wide operating range of AC Main supply,	7	2			

		<b>individual output terminals for each CCTV camera, resettable fuse for each individual terminal and individual power indicator)</b>					
iv	HDD	2 TB, <b>Surveillance Hard disk</b> ( Heavy Duty, Designed for 24 hours running )	5	2			
v	Computer	Core i3 , 4 GB RAM, 1TB Hard Disk with <b>UPS</b>	1				
iv	Monitor	32" LG LED TV	2	1			
<b>11</b>	<b>Audio Visual System for Virtual Court (Locations)</b>						
i)	Sound Card	1					
	HP All In One	8					
	Micro Phone	6					
	Polycom Camera Wide	1					
ii)	Pepole Link Camera	1					
iii)	TV BPL 43 inch	1					
iv)	TV BPL 42 inch	1					
v)	Sound Mixer (12 Channel)	1					
vi)	Ahuja Amplifier	1					
vii)	JBL Wall Speaker	4					
viii)	HDMI Splitter	1					
ix)	Canon Image Class MF 3010	1					
x)	Online UPS 6 KVA	1					
xi)	Document Visualizer	1					
xii)	LAN Switch 16 POT	1					
12	Video Conference System (Locations)	2	-	-	-	-	
13	Water Purifiers and Coolers (Make- Usha and Aquaguard)	5	3	1	1	1	

<b>14</b>	<b>LAN System (Location)</b>						
i	Supply & fixing of cat-6 UTP cable for LAN wiring with supply and fixing of PVC Casing and capping/ PVC pipe on surface of wall, roof and inside ceiling as per requirement as per the instruction of Electrical Engineer-In- Charge and consultant . MAKE- D-LINK	8500mtr					
ii	Cat 6 24 Port loaded , Modular Jack Panel	8					
iii	Supply & fixing of following 6U rack with ports distribution data switch suitable for rack mounting as per the instruction of Electrical Engineer-In-Charge and consultant.	8					
iv	Supply of 10/100/1000 gigabyte smart managed switch with 4 SFP port, 24 ports (Make-D-Link)	4					
v	Power Distribution Box MAKE- NET RACK/VAL RACK	4					
vi	Supply of 6U Wall Mounted Rack with Accessories	4					
vii	<b>Supply &amp; fixing of 2 mtr / 1 mtr long patch cord MAKE-D-LINK</b>						
a	For 1 mtr long	140					
b	For 2 mtr long	140					
viii	Supply & fixing of Information Outlet with SMB I/O MAKE-D-LINK	140					
<b>15</b>	<b>EPABX System (Make-Matrix/Crystal)</b>						
i	Supply of 96 KX microprocessor based EPABX system with CPU Card, Cabinet, and SMPS without batteries.	1					

ii	Supply of 206 subscriber Card	2					
iii	Supply of 008 subscriber Card	9					
iv	Supply of Lightening Protector for each P & T line	2					
v	Supply of BEETEL Electronics push button telephone type : M-51	77					
vi	Supply of 100 port junction box with strip connectors	1					
vii	Supply of Constant Voltage transformer	1					
viii	Supply and installation of 4 core cable in PVC Pipe / Casing capping per mtr. Of Cable used.	6500mtr					
<b>16</b>	<b>Music/Paging System</b>						
i	Supply of 6 Wtts wall Mount Speaker	4					
ii	Supply of 400 Watts Amplifier wit USB Port.	2					
iii	Supply of Goose Neck Microphone Table Top	9					
iv	Supply of 8 GB USB Pen Drive	2					
v	Supply of EPABX & PA system paging interface card	77					
vi	Supply and installtion of 2 core cable in PVC pipe / Casing caping per mtr. Of Cable used	3500mtr					
17	Furniture and Fixtures and other assets	As is where is basis.					
18	PH/Sanitary Fittings	As is where is basis.					

# Financial Proposal

## 1. House Keeping Services

S.N	Description of items	Quantity	Unit price per month (INR)	Total Price (per Year) INR
1	Plumber/ Fitter			
2	Toilet Sweeper			
3	Floor Cleaner/ Sweeper			
4	Sewer Man			
5	Tools (Detailed list)			
6	Consumables (Detailed list)			

## 2. Pest Control

S.N	Description of items	Quantity	Unit price per month (INR)	Total Price (per Year) INR
1	Pest Control Technician			
2	Helper			
3	Tools (Detailed list)			
4	Consumables (Detailed list)			

## 3. Lawn & Gardening

S.N	Description of items	Quantity	Unit price per month (INR)	Total Price (per Year) INR
1	Gardener/Mali			
2	Tools (Detailed list)			
3	Consumables (Detailed list)			

## 4. Electrical Services

S.N	Description of items	Quantity	Unit price per month (INR)	Total Price (per Year) INR
1	Supervisor (Electrical Maintenance)			
2	DG Technician			
3	Lift Technician			
4	Electrician or wireman			
5	Helper or Khalasi			
6	Tools (Detailed list)			
7	Consumables (Detailed list)			

**Schedule L: Financial Proposal Submission Form**

*(On the letterhead of the Bidder)*

[Location,  
Date]

**The District Judge,  
District Court Complex, Charchika Bazar , Jagatsinghpur,  
At/PO/PS/Dist.- Jagatsinghpur, Odisha-754103**

***Sub: Selection of Agency for Providing Comprehensive Facility Management Service at District Court Complex, Jagatsinghpur and Taluk Court Complexes- Tirtol, Kujanga, Raghunathpur & Ersama.***

Dear Sir,

I/We, the undersigned, is pleased to provide our financial offer for **Comprehensive Facility Management Services at District Court Complex, Jagatsinghpur and Taluk Court Complexes- Tirtol, Kujanga, Raghunathpur & Ersama**, in accordance to your

Request for Proposal No. \_\_\_\_\_ Dated \_\_\_\_\_ and our Technical Proposal.

Having gone through the Tender and having fully understood the scope of work for the captioned assignment as set out in the Tender; we are pleased to quote the following lump sum fees (exclusive of applicable taxes) for the proposed service for the 1<sup>st</sup> year as:

<b>In Figures</b>	
<b>In Words</b>	

**Note:**

- 1. Tax will be paid as per prevailing applicable rates.*
- 2. All payments to the service provider will be subjected to deduction of taxes at source as per applicable laws.*

Our Financial Bid shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Bid.

I/ We understand you are not bound to accept any Bid you receive.

Yours sincerely,

**Authorized Signature**

[In full and initials]

**Name and Designation of Signatory:**

**Name of Bidder:**

**Complete Address:**

## Schedule M: Financial Bid

Sl. No.	Item	Description	Unit	Financial Bid (INR) for first year of the contract
1	Comprehensive Facility Management Services at District Court Complex, Jagatsinghpur and Taluk Court Complexes- Kujanga, Tirtol, Raghunathpur & Ersama	Services to be provided as per the defined scope and terms and conditions of the Tender	Lump sum	
2	<b>Goods &amp; Services Tax (GST) as applicable</b>			
<b>TOTAL (1 +2)</b>				

- Note:**
1. *Financial bid would mean Annual Comprehensive Facility Management Cost for 1st year (as provided by the bidder in S.No: 1 in the above table) payable to Agency. Conditional price bid will be outrightly rejected.*
  2. *Escalation on Annual Comprehensive Facility Management Cost would be applicable as per clauses in the Tender Document*
  3. *FMS would not be paid any other costs apart from above service.*
  4. *This RFP is for providing comprehensive facility management services as per the Service Level Requirements. The manpower indicated by the Client in this RFP is minimum required manpower, however the bidder is expected to evaluate cost of all services, manpower, overheads, equipment and consumables (except fuel) etc. required for providing the services as per the scope of work defined in the Tender and provide a lump-sum quote in the financial bid.*
  5. *Bidder will be shortlisted as per criteria mentioned in the Tender. Bidder shall read the conditions very carefully. The financial bids would be ranked/ compared as per the quoted amount exclusive of GST.*

**Authorize Signature**  
**[In full and initials]**

**Name and Designation of**

**Signatory: Name of the Bidder:**

**Address:**

**Schedule N: Detail Break Up for the Financial Offer (Location wise as well as consolidated)**

Sl. No.	Description of Item	Qty. (No. )	For 1 Year		
			Unit Price (per month inclusive of all statutory dues) (IN INR)	Total Price (per year) (in INR)	Total cost (in INR) (for 1 years)
<b>1.</b>	<b>Remuneration of Manpower</b>				
a.	Supervisory Staff				
b.	Staff for Façade and Floor Cleaning				
c.	Garbage Collection & Disposal Staff				
d..	Garden & Lawn Maintenance Staff				
e.	House Keeping Staff				
f.	Toilet Cleaning Staff				
g.	Electrical/ Mechanical operation & maintenance support Staff for lifts, generators, air conditioning, pump sets, firefighting systems etc.				
h.	Any other staff (please specify)				
<b>2.</b>	<b>Charges towards hiring of Equipments and Consumables</b>	Lump sum			
<b>3.</b>	<b>Other Expenses (Pl. Specify)</b>				
<b>Total Cost (Rs.)</b>					
<b>In Words</b>					

**Authorized Signature**  
[In full and initials]

**Name and Designation of Signatory:**

**Name of the Bidder:**

**Address:**