

BID IDENTIFICATION NO.:EOI-02/2021-22

**GOVERNMENT OF ODISHA
WORKS DEPARTMENT**

EXPRESSION OF INTEREST

**PROVIDING COMPREHENSIVE OPERATION &
MAINTENANCE SERVICES FOR NEW BUILDING OF
ORISSA HIGH COURT AT CUTTACK.**

**SUPERINTENDING ENGINEER
CUTTACK(R&B)DIVISION-I:CUTTACK**

INDEX

Sl. No.	CONTENTS	PAGES
1.	Tender Call notice	3-6
2.	EOI Schedule	7
3.	Eligibility Criteria	8-11
4.	Profile of Organization	12
5.	Technical Proposal Template Covering Letter	13
6.	Financial Proposal Template Covering Letter	14
7.	Annexure –A (Details of Building)	15-16
8.	Annexure –B (Scope of Work)	17-34
9.	Annexure –C (Terms & Conditions)	35-40
10.	Annexure –D (Man Power & Eligibility criteria)	41-42
11.	Appendix- D1	43-44
12.	Annexure – E (Price Break-up)	45-46



**OFFICE OF THE SUPERINTENDING ENGINEER
CUTTACK(R&B)DIVISION-I:CUTTACK**

**EXPRESSION OF INTEREST FOR MAINTENANCE OF NEW BUILDING OF ORISSA
HIGH COURT AT CUTTACK.**

No.2056/Dtd.28/03/2022

Offers are invited from specialized agencies to provide Comprehensive Operation & Maintenance Services for New Building of Orissa High Court at Cuttack. The Offers must reach the Superintending Engineer, Cuttack (R&B) Division -I, Cuttack on or before **18.04.2022** at **5.00PM** through Registered Post / Speed Post only and will be opened on **19.04.2022** at **11.00AM**. in the Office of the Superintending Engineer, Cuttack (R&B) Division - I, Cuttack . For further details please see our website www.tenders.gov.in or www.odisha.gov.in.

Sd/-Er.P.K.Majhi
Superintending Engineer,
Cuttack(R&B)Division-I

By Special Messenger

Memo No. **2057^{WE}**/Dtd. **28/03/2022**

Copy forwarded to the Manager (Publication), I & P.R. Deptt., Government of Odisha, Bhubaneswar with a request to get it published in **2(two) nos of leading Odiya dailies & 1(one) No. Local English daily** News paper at an early date for wide circulation. The complementary copy of the News papers connecting the Tender Call Notice may be sent to this office for reference and record.

Encl: -.
Sd/-Er.P.K.Majhi

Superintending Engineer,
Cuttack(R&B)Division-I



**OFFICE OF THE SUPERINTENDING ENGINEER
CUTTACK(R&B)DIVISION-I:CUTTACK**

**EXPRESSION OF INTEREST
FOR COMPREHENSIVE OPERATION & MAINTENANCE OF NEW BUILDING OF ORISSA
HIGH COURT AT CUTTACK**

No.2056/Dtd.28/03/2022

The Superintending Engineer, Cuttack (R&B) Division -I, Cuttack, Odisha, invites Expression of Interest for a period of 3(three) years subject to renewal in each year for Comprehensive Operation and Maintenance Services of **New Building of Orissa High Court** at Cuttack in sealed envelope containing two packets. The building is equipped with well furnished 22 nos. of Court Rooms besides Court Room for Hon'ble Chief Justice at 2nd floor, Chambers for Hon'ble Judges, Registrars, Conference Hall, Library, Rooms for Advocates, Senior Advocates and accommodation for Advocate General.

The Specialized agencies having experience in providing Comprehensive Operation & Maintenance Services & average turn over not less than Rs.50.00 Crores per year and having maintenance experience of minimum 5 years in Multi-facility Mechanised Services in Govt. sector High rise Buildings, IT sector, Business centres and Malls of not less than 2,50,000 Sqft. Built-up area, out of which a minimum of 2,00,000 Sqft Built-up area experience will be in Govt./ Govt. undertaking, and also having certification of ISO 9001-2015 (Provision of Facility Management Services Including Housekeeping, Engineering, Mechanical, Electrical and Civil Maintenance, Safety Management, Energy Management Services and Supporting Services) and 45000-2018 need only to apply for providing following Comprehensive Operation & Maintenance Services for the **New Building of Orissa High Court Cuttack**.

<u>A.Soft Services</u>	<u>B.Engineering Services</u>
i.Façade Cleaning	i.Standby Diesel Generator
ii.Collection and disposal of solid waste	ii. Pumps
iii.Land scaping	iii.Air Conditioning
iv.House Keeping	iv.Water Management, Plumbing and Sewerage System, STP (if installed).
v.Helpdesk (Management)	v.Fire Detection & Fighting system
	vi.Lifts (Vertical Movement)
	vii.Internal Electrical works
	viii.Internal Painting works
	ix.Carpentry works
	x. Wood polishing & touch-up work
	xi. EPABX System
	xii.CCTV

The New Building of Orissa High Court consists of G+7 storied building with a Basement Floor. Each Floor is of 12000 Sqft. approximately (Carpet area).

The Building is equipped with fire fighting system having hydrant tanks of capacity 2,00,000 Ltrs.(Two Lakh) & automatic D.G. power back up capacity 1.5 MVA in Two nos. of 750 K.V.A each. The premises is provided with a substation of 11/0.433KV and 1250 KVATwo nos. step down transformer. One nos. working transformer & one stand by. The other details are as per the detail handing over inventories. The detailed about buildings, Scope of work, terms & conditions are in Annexure – A, B & C of the schedule respectively. For any further details, please visit our website www.tenders.gov.in

The Firm has to make a provision to keep minimum 5% of each spare to repair & maintenance work but it is 10% for Electrical work of **New Building of Orissa High Court** at Cuttack.

The intended bidder may submit their **“Technical Offer” in Packet-I** containing the Earnest Money Deposit (EMD) of Rs.5.00 Lakhs in shape of financial instrument like Demand Drafts /Small Savings Certificate / Term Deposit duly pledged in favour of **Superintending Engineer, Cuttack (R&B) Division -I, Cuttack,payable at Cuttack**, and **Bid Cost of Rs.10,000/- (Non refundable)** in shape of separate Demand Drafts drawn in favour of the **Superintending Engineer, Cuttack (R&B) Division - I, Cuttack** from any Nationalised / Scheduled Bank and **payable at Cuttack**. and **“Financial Offer”**in **“Packet – II”** containing Operation & Maintenance Services charges for the scope of work as per Annexure A, B, C & D with the cost Break-upand both the packets to be put inside in one sealed enveloped superscribing on the top **“Expression of Interest for Comprehensive Operation and Maintenance Services of New Building of Orissa High Court, Cuttack”** so as to reach the Superintending Engineer, Cuttack (R&B) Division -I, Cuttack, Odisha on or before **18.04.2022** during office hours through **Registered Post / Speed Post** only. The **Technical Offer** of the firms will be opened on **19.04.2022** at **11.00AM** in the Office of Superintending Engineer, Cuttack (R&B) Division -I, Cuttack, Odisha in presence of bidders or their authorized representatives who ever intends to remain present during the opening. If the office happens to be closed on the date of receipt of the bids or opening of bids as specified, the bids will be received and opened on the next working day at the same time and venue. The **Financial Offer** will be opened only of technically qualified bidders on the day of opening of technical offer or any other day on intimation to the bidders. The undersigned will not be responsible for any loss, damage or delay, if any, in delivery of the documents or non-receipt of the same. A Pre-Bid meeting will be held on **11.04.2022** at **11.00AM** in the Office Chamber of Superintending Engineer, Cuttack (R&B) Division -I, Cuttack for further clarification.

Superintending Engineer, Cuttack (R&B) Division -I, Cuttack, Odisha reserves the right to cancel any or all the bids without assigning any reason thereof.

Sd/-Er.P.K.Majhi
Superintending Engineer
Cuttack(R&B)Division-I

BySpecialMessenger

MemoNo. **2057** /Dtd.**28/03/2022**

Copy forwarded to the Manager (Publication), I & P.R. Deptt., Government of Odisha, Bhubaneswar with a request to get it published in **2(two) nos of leading Odiya dailies &1(one) No. Local English daily** News paper at an early date for widecirculation.The complementary copy of the News papers connecting theTender CallNoticemay besent to this office for reference and record.

Encl:-CD-1no.

Sd/-Er.P.K.Majhi
Superintending Engineer,
Cuttack(R&B)Division-I

MemoNo. **2058** /Dtd.**28/03/2022**

CopysubmittedtotheD.G.M.andHead,StatePortalGroupI.T.Centre,StateSecretariat,Bhubaneswar-751001 for information and necessary action.

Sd/-Er.P.K.Majhi
Superintending Engineer,
Cuttack(R&B)Division-I

MemoNo. **2059** /Dtd.**28/03/2022**

CopytoDirector,PrintingStationary&Publication,Odisha,Madhupatna,Cuttackforinformationand necessaryaction.

Sd/-Er.P.K.Majhi
Superintending Engineer,
Cuttack(R&B)Division-I

MemoNo. **2060** /Dtd.**28/03/2022**

CopysubmittedtotheCommissioner-cum-Secretary,WorksDeptt.,Odisha/ChiefEngineer, D.P.I & Roads, Odisha, BBSR / Chief Engineer, Buildings, Odisha, BBSR/ Chief Engineer, OSD, Buildings, Odisha, BBSR / Chief Construction Engineer, Cuttack (R&B) Circle, Cuttack for favour of kind information.

Sd/-Er.P.K.Majhi
Superintending Engineer,
Cuttack(R&B)Division-I

MemoNo. **2061** /Dtd.**28/03/2022**

Copy to Collector, Cuttack / Commissioner, Cuttack Municipal Corporation, Cuttack/ Superintending Engineer(Irrgn.)Eastern Circle, Cuttack/ Executive Engineer, N.H. Division -I, Cuttack /Executive Engineer, G.E.D. NO.II, Cuttack / Executive Engineer, GPHD No.I, BBSR /Tahasildar, Cuttack for wide circulation.

Sd/-Er.P.K.Majhi
Superintending Engineer,
Cuttack(R&B)Division-I

MemoNo. **2062** /Dtd.**28/03/2022**

Copy to Deputy Commissioner of Police, Cuttack / Inspector-in-Charge, Cantonment Police Station, Cuttack for information and necessary action and to provide security during the period of opening of the tender at the office mentioned in List of works.

Sd/-Er.P.K.Majhi
Superintending Engineer,
Cuttack(R&B)Division-I

MemoNo. **2063** /Dtd.**28/03/2022**

CopytoallSub-DivisionalOfficers/Sr.Divnl.AccountsOfficer/A.EE.(Estr.)/ A.E. (Estr)/AllJr.Engineers/ Head Clerk / Budget Clerk / Divisional Cashier for information and necessary action.

Sd/-Er.P.K.Majhi
Superintending Engineer,
Cuttack(R&B)Division-I

MemoNo. **2064** /Dtd.**28/03/2022**

CopytoOfficeNoticeBoard/NoticeBoardofAll(R&B)Sub-Division-IunderthisDivision-I/Tender NoticeGuardfile.

Sd/-Er.P.K.Majhi
Superintending Engineer,
Cuttack(R&B)Division-I

Expression of Interest Schedule

Sl. No.	Items	Date & Time
1.	Availability of Bid documents in the website:- www.tenders.gov.in / www.odisha.gov.in	04.04.2022 to 18.04.2022
2.	Pre-Bid meeting	11.04.2022
3.	Last date of submission of bid	18.04.2022
4.	Opening of technical bid	19.04.2022
5.	Opening of financial bid	

Sd/-Er.P.K.Majhi
Superintending Engineer,
Cuttack(R&B)Division-I

Eligibility Criteria

The Bidders eligible to participate in this EOI should fulfill the following Criteria:

#	Criteria	Required Documents
1.	<u>Technical Criteria</u>	
1.1	<p>The Bidder must have experience of having successfully executed similar work during the last 5 (five) years, which shall be either of the following:</p> <p>i) Three similar completed Facility Management Services of annualized value not less than INR 4 crore each</p> <p style="text-align: center;">OR</p> <p>ii) Two similar completed Facility Management Services of annualized value not less than INR 5 crore each</p> <p style="text-align: center;">OR</p> <p>iii) Single similar completed Facility Management Service of annualized value not less than INR 8 crore</p> <p><u>Note:</u></p> <p>a. "Facility Management Services" shall mean services related to:</p> <p>1. Cleaning & sweeping/ garbage collection/ pest control, laundry;</p>	<p>Self-attested copies of</p> <p>a) Relevant contracts or Work Orders or Agreement containing the scope of services, the value of the contract or Work Order or Agreement; and</p> <p>b) Completion certificate from their clients/employers, regarding successful completion of the services.</p> <p>c) In case value of the contract is not mentioned in the contract or work order or agreement, then the value must be mentioned in the completion certificate issued by the client/employers</p> <p>d) In case, the bidder fails to avail the completion certificate from their client/employer, the proof of completion duly certified by its Statutory Auditor shall be submitted</p>

#	Criteria	Required Documents
	<p>2. Garden & Park Maintenance</p> <p>3. Electrical / mechanical /civil maintenance</p> <p>4. Any other combination of the activities listed down at # 1 to 3</p>	
1.2	<p>The Bidder shall have at least 5 (Five) years of experience in providing Facility Management Services in State or Central Government organizations/ PSUs / IT sector, Business centers and Malls not less than 2,50,000 Sqft.</p>	<p>Self-attested copies of</p> <p>a) Relevant contracts or Work Orders or Agreement containing the scope of services, the value of the contract or Work Order or Agreement; and</p> <p>b) Completion Certificate from their clients/ employers, regarding successful completion of the services.</p> <p>(In case of any on-going contract, if the bidder needs to quote such contract for claiming experience, the completion certificate shall clearly, and in no uncertain terms, mention the scope of work delivered, and the value of the work executed till that point in time)</p>
1.3	<p>The Bidder should have a minimum strength of 1,000 workers under its payroll.</p>	<p>*Copy of latest Electronic Challan Cum Return of EPF to be enclosed</p> <p>*Alternatively, a certificate from the Bidder's statutory auditor certifying the number of workers on the Bidders payroll (as on date of tender) shall also</p>

#	Criteria	Required Documents
		<p>be considered as valid supporting document.</p> <ul style="list-style-type: none"> ▪ However, the Bidder shall submit the summary sheet of ECR/ Payment confirmation receipt.
1.4	The Bidder must have minimum quality certification of ISO 9001: 2015, ISO 45001:2018/ OHSAS certification, Facility Management System ISO 41001: 2018	<ul style="list-style-type: none"> ▪ Certificate copies should be submitted, and it should be valid till the date of Publication of EOI.
2.	<p>Financial Criteria</p> <p>i) Average financial turnover of the Bidder during the last 3 (three) financial years should be at least INR 50 crore per year</p> <p>ii) Net worth of the Bidder in each of the last 3 (three) financial years should be positive as per audited balance sheet.</p> <p>Note:</p> <p>a. Applicable 3 (three) years – FY 2018-19, FY 2019-20 and FY 2020-21.</p>	<p>a) Copies of audited financial statements</p> <p>b) In case the audited financial statements of the last financial year are not yet ready, the Bidder shall submit unaudited financial statements, certified by its statutory auditor.</p>
3.	Other Criteria	
3.1	<p>3.1 The Bidder should be registered under appropriate authority:</p> <p>(i) Indian Companies Act 2013</p> <p>(ii) Indian Partnership Act 1932</p> <p>(iii) The Societies Registration Act 1860</p> <p>(iv) Limited Liability Partnership Act 2008</p> <p>Copy of certificates of incorporation/ Registration issued by the competent authority to be furnished.</p>	<p>Copies of</p> <ul style="list-style-type: none"> ▪ Certificate of Incorporation ▪ Memorandum of Association ▪ Articles of Association
3.2	The Bidder should have valid PAN and GSTIN registration	<ul style="list-style-type: none"> ▪ Copy of PAN ▪ Copy of GST registration certificate

#	Criteria	Required Documents
3.3.	The Bidder should not have been banned/blacklisted by Department of PWD Govt. of Odisha or any government agency or any PSU as on the date of submission of Bid	Declaration to this effect.
3.4	Tender Document Cost, EMD and Power of Attorney	a) Proof of payment of Tender Document Cost B) Power of Attorney in favour of the Authorized Signatory of the Bidder.
3.5	The Bidder should have an office in Odisha as on the date of submission of Bid	Relevant GST registration document
3.6	The Bidder ought to have been covered by the labour legislations, such as EPF, ESI and Contract Labour (R&A) Act	Copy of valid EPF & ESI registration certificate
3.7	The Bidder whose Contract/Agreement with Department of PWD Govt. of Odisha had been terminated /failed to perform will not be eligible to participate in the bidding. Decision of Department of PWD Govt. of Odisha in this regard is final & binding on all such entities.	Self- Declaration to be submitted.

Note

- a. The value of the contracts or Work Orders or Agreements to be considered shall be exclusive of all taxes and duties.
- b. The word delivered means that the Bidder ought to have completed the scope of services in the technical capacity above, even if the total contract or Work Order is not completed/ closed. However, Bidder ought to have completed the entire range of services as specified in the EOI, even if the total Contract is not completed/closed. The Bidder shall also be required to submit a part completion certificate, which should clearly indicate the value and the completed portion (physical progress) of the work (which should satisfy requirement of the EOI). The part completion certificate shall also highlight if the part performance/ progress of the work of the Bidder with respect to the services under consideration, was satisfactory or not.
- c. Bidding in the form of a consortium is not allowed.

PROFILE OF ORGANISATION

1. Name of the Firm/Organisation ➤
2. Status of the Firm/Organisation (support the documents) ➤ Proprietary/Partnership/Company/
Government / Joint Venture / Other
(Specify)
3. Registration/Licence No. of the Firm / or Organisation ➤
4. Postal Address ➤
5. Official Address with FAX & Email ID ➤
6. Year of Establishment ➤
7. Activities/Service Offered ➤
8. PAN ➤
9. GSTIN ➤
10. EPF Registration No. ➤
11. ESIC Registration No. ➤
12. Odisha Good and Service Tax Registration details ➤
13. Labour License No. ➤

Date :- Place :-

Signature of authorised signatory with seal

Note:- If the agency is not having details of any item mentioned above please quote reason for the same.

Technical Proposal Template Covering Letter

To

The Superintending Engineer, Cuttack(R&B)Division-I, Cuttack.
OfficePh/FaxNo.0671-2304128

Sub :- **Submission of technical bid for New Building of Orissa High Court, Cuttack.**

Dear Sir,

We the undersigned offer to providewith your Expression of Interest (EOI) dtd.< insert date >& our proposal. We are hereby submitting our proposal which includes this Technical bid & the Financial Bid in a separate envelope.

We hereby declare that all the information & statements made in this Technical Bid are true & accept that any misappropriation contained in it may lead to our disqualification.

We undertake if our proposal is accepted to initiate the implementation services related to the assignment not later than the date indicated in the schedule.

We agree to abide by all the terms & conditions of the EOI document. We would hold the terms of our bid valid for 180 days as stipulated in the EOI document.

We understand you are not bound to accept any proposal you receive. Yours sincerely,

Authorised Signature/in full & initial.....
Name & Title of Signatory.....
Name of firm & Address.....
Date :-

Financial Proposal Template Covering Letter

To:

The Superintending Engineer, Cuttack(R&B)Division-I, Cuttack.
Office Ph/Fax No.0671-2304128

Subject: Submission of the Financial bid for New Building of Orissa High Court, Cuttack.

Dear Sir,

We, the undersigned, offer to provide XXXXXXXXXXXX in accordance with your EOI dated <<Date >> and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of <<Amount in words and figures>>. This amount is inclusive of the local taxes but excluding GST.

1. PRICE AND VALIDITY

All the prices mentioned in our Tender are in accordance with the terms as specified in the EOI documents. All the prices and other terms and conditions of this Bid are valid for a period of 180 **calendar days** from the date of opening of the Bid.

We hereby confirm that our prices include all taxes (excluding service tax) However, all the taxes are quoted separately under relevant sections.

We understand that the actual payment would be made as per the existing tax rates during the time of payment.

2. UNIT RATES

We have indicated in the relevant forms enclosed, the unit rates for the purpose of on account of payment as well as for price adjustment in case of any increase to/decrease from the scope of work under the contract.

3. BID PRICE

- (i) We declare that our Bid Price is for the entire scope of the work as specified in the EOI document. These prices are indicated Commercial Bid attached with our Tender as part of the Tender.
- (ii) X X X X

Thanking you, Yours sincerely,

Authorized Signature:

Name and Title of Signatory: Name of Firm:

Address:

Form of Bid Security Declaration

Letter head of the Bid –

Date

Bid No.

To

(Insert complete name and address of the Authority/Employer/Tender Inviting Authority)

We, the undersigned declare that:

1. We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.
2. We accept that the Authority/Employer/Tender Inviting Authority shall cancel our empanelment and / or suspend/prohibit/debar/blacklist from participating in bidding in any contract of the State for a minimum period of 180 days, 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 (ii) after the expiry date of the Bid validity.

Name of the Bidder _____

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

Title of the person signing the Bid _____

Signature of the person named above _____

Date signed _____ day of _____

- In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder
- Person signing the Bid shall have the power of attorney given by the Bidder attached to the Bid.

[Note: In case of a Joint Venture, the Bid Security Declaration must be in the name of all members to the Joint Venture that submits the Bid]

Annexure-A

DetailsofNewBuildingof Orissa High Court

Annexure–A
DetailsofNewBuildingofOrissaHighCourt
TheDetailsofNewBuildingofOrissaHighCourtisasfollows:-

The details as follows:	
Total Superbuilt up Area	1,68,000Sft.
Total Carpet Area	1,08,000Sft.
Common Area	40,500Sft.
Basement Parking	19,237Sft.
Structural Glazing	70000 Sft.
Aluminum Composite Panel	
Aluminum Windows	
Drinking Water Sump	100000Ltrs.Capacity
Over Head Tank for drinking water	50000Ltrs.Capacity
Over Head Tank for fire fighting	20000Ltrs.Capacity
Fire Hydrant Sump	200000Ltrs.Capacity
<u>Number of Toilets:-</u> <ul style="list-style-type: none"> • Toilets 	75Nos.having Nonglazed ceramic tiles floor & Wall with P.H. fittings & fixtures.
<u>Type of Flooring</u> <ul style="list-style-type: none"> • Vitrified • Dado Vitrified • Wall cladding of Judges and Common Corridor Granite & wooden cladding • Conference Halls Having vitrified flooring & Aluminum Windows. • Portico Flooring Antiskid tiles • Pavement cement concrete & blocks 	
D.G. equipped with 02 Nos 750K.V.A. each D.G. & accessories	
Pump House with a Mazomanie floor equipped with 2 no centrifugal pumps 15 H.P.capacity each & 2 nos. of submersible pumps of 7.5 H.P each located outside & 1 nos. of Jockey pumps 15H.P & 01 nos. of hydrant pumps of capacity 100H.P. 125HP Diesel engine Coupled Pump with electrical panel and other accessories.	
Substation yard Area	1016Sft.
Front Lawn & Plantation	
Lawn Area with planter Boxes	
Signage Board	04 of GI Sheet Box with internal illumination with letter size 1200mm.
Centralized A/C Systems of capacity 255 TR 03 nos. A.C. plants & 16 nos. of AHU in different floors & 03 nos. of cooling towers (located Roof top) and 3.0 TR Split type Air-conditioner with Fan coil Unit 60 nos.	765 TRA/C plants with accessories.

**Note:(i) Area variation is ±10%.
(ii) Firms are requested for site visit before submitting the Offer.**

Annexure-B

Scope of work

Annexure - B Scope of Work

The detailed scope of services that the Firm would be contractually obliged to deliver has been detailed as per the following.

Area	Desired Output
A-SOFT SERVICE	
A)(i). Facade Cleaning (Inside & Outside)	<ul style="list-style-type: none"> • Spot cleaning and removing obvious marks. • Thoroughly cleaning both sides of internal glass in doors and partitions including frames and sills. • Spot cleaning of glass throughout the buildings. • Removal of grease marks or finger prints glass counters and partitions windows & structural glazing. • Thoroughly cleaning of external surfaces of structural glazing quarterly basis. • Dusting windowsills and blinds as and when required. • External Glass Facade/ Metal & Granite Cleaning – Minimum Once in a month Cleaning of the external glass façade, Metal & Granite cladding of the buildings as mentioned above will be carried out throughout the month with a dedicated set of workers and equipment. A minimum of one complete cleaning of the building per month shall be carried out. It shall be ensured that the external façade is in an immaculate condition at all times as can be expected in the best corporate houses. • Standard and best quality cleaning material will be used for cleaning. • Standard and certified access equipment with appropriate safety devices shall be used for External Glass Façade / Metal & Granite cleaning. • Safety measures for cleaning insurance will be taken by the firm, Helmets and Safety belts will be provided to execute the work. Only trained cleaning personnel are to be employed and work to be carried out under expert supervision. • Work shall be executed in such a manner as to cause no inconvenience to Clients and their regular operation.

	<ul style="list-style-type: none"> • The Firm will arrange to cover all workmen with accident insurance and all other rules as per the Workmen Compensation Act and other applicable Acts shall be strictly adhered to. • Care will be taken to ensure that absolutely no damage is done to glass or aluminum composite panel during cleaning operations, if any damage is done to glass, costs for replacement of the same including inconvenience costs shall be borne by the firm and deducted from bills payable.
(A)(ii). Garbage collection/Disposal.	<ul style="list-style-type: none"> • Empty all garbage containers, wipe clean and replace liners. • Collect the waste papers, empty the garbage drums, waste paper baskets and arrange to carry away from the premises to the common garbage dump.
(A)(iii). Garden & Lawn Maintenance	<p>Maintenance and Upkeep of lawns, plants, trees, creepers, indoor pots & plants by doing the following:</p> <ul style="list-style-type: none"> • Watering, pumping & mowing. • Trimming considering shape. • Trimming of unwanted branches. • Replacement of plants, if required. • Gap filling • Loosening of soil. • Staking if required. • Painting of pots. • Regular use of insecticides and Pesticides to control infection to plants. • Providing flower arrangements for special occasions.

<p>(A) (iv).Housekeeping. (a) Entrance & Corridors, external features, fire exits and stairwells, Basement, D.G.Room, Pump House, security Room, Parking Area, Cable trenches & Catchments drains, Pest Control etc.</p>	<ul style="list-style-type: none"> • Thoroughly cleaning of glass or other doors, surrounding areas, window ledges, partitions, visible glass and approaches. • Thoroughly cleaning of all landings, ramps, stairwells, fire exits, steps, entrances, porches, porticos, balconies, external light fittings etc. • Wiping of all ledges and surfaces with a natural detergent and cloth, spot clean and remove all obvious stains. All should be free from dust and stains. • Spot cleaning of glass.
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	<ul style="list-style-type: none"> • Cleaning of pavements entire premises maintain a dust free environment. • Sweeping clean of debris from walkways and drive ways & terrace&hosecleanthem duringappropriate climate condition. • This service is effective against cockroaches, silverfish, crickets, psocids, Rats etc. The treatment comprises of thorough monthly insecticide sprays of entire premises. The chemical in use will have knock down effect to kill pest instantly and residual action to take care of the premises during the intervening period. While spraying, our operator shallpayspecialattentioninallnooks and corners and other vulnerable places harboring insect pests. • All the staircases from the Ground floor to the terrace. • Theterracesat alllevels. • Entrancelobbyineachwing. • Parkingatgroundfloorlevel. • Compoundareaofthe building. • ServiceDucts&Commontoilets. • Elevators&Machinerooms. • Watchmen rooms, Meter rooms, Telephoneroms,Pumproomsandanyroomswhichmaynot have been mentioned here specifically but nevertheless is accessible in the building and isunder the control of the Owner. Inthe above description the term common area would necessarilymean any area in the building thathas not been leased out but excludes carpet area on all floors. • The house-keeping service to be provided in the building will include maintenance by keeping the entire areas mentioned above in totally clean, dust free and hygienic conditions. Particular care shall be taken to ensure that all the floor, walls, ceilings, windows, doors, and other areas are maintained inhygienic & immaculately clean condition.
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	<ul style="list-style-type: none"> • Cleaning Service areas (as required vacuum cleaning) of all floors, walls & ceilings minimum twice a day. • Scrubbing & wet mopping of hard finished floors & walls to remove dust, stains and any kind of dirt and to maintain these in highly polished condition as original. • Cleaning & scrubbing of all joints in flooring & walls (where applicable) to ensure that no dirt & dust deposit in the same. • To sweep all floors, terraces, walls & ceilings to remove all dust, garbage. • To dispose off the garbage collected to municipal garbage collection place within the complex (Once a day). • To clean lifts internal areas and common toilets daily. • To clean lifts and common toilet areas. • Sweeping all the floor areas, including damp mopping of areas such as tiles, staircases elevator floors, sidewalls & entrance areas. Floors shall be free of dirt, mud, footprints, liquid spills & other debris. During inclement weather conditions the frequency may be higher than once per day. When completed the floors shall have a uniform appearance with no streaks, smears, swirl marks, detergents, residues or any evidence of remaining dirt or standing water. After sweeping all the tiles floors, area must be scrubbed clean. • Through cleaning of toilets at scheduled intervals with suitable non-abrasive cleaners and disinfectants. All surfaces shall be free of grime, soap, mud and smudges. • Clearing of glasses at entrance doors and windows of common areas with window squeeze and applicators. • Removal of any grease marks or finger prints from the walls, doors, doorframes, windows and window frames and security booths, glass counters and partitions. The cleaning
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	<p>shall be done using approved all purpose cleaner and lint free cloth or paper towels.</p> <ul style="list-style-type: none">• Removal of Trash or Garbage to the designated areas in the complex. This shall further be moved to main dump pits in the complex, keep dump area reasonably in a clean condition.• Sweeping of debris from walkways and driveways and hose clean them during appropriate climatic and water use conditions.• All dustbins from the office areas must be scrub cleaned.• Dusting windowsills from common areas of the floor exits.• Mechanical sweeping equipments shall be used for sweeping of compounds daily.• Wet Floor scrubbing machine for granite / marble floors in the internal lobbies should be used weekly.• Jet pressure machine for cleaning of the compounds/car parks shall be used weekly.• Mechanical sweeping equipments shall be used for sweeping of compounds daily.
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<p>(A)(iv). (b) Toilets and bathroom fixtures(Both Lobby& Service Area)</p>	<ul style="list-style-type: none"> • Thoroughly cleaning of all basins, toilets, fittings and all vertical, horizontal surfaces with an approved detergent. • Cleaning thoroughly the inside of the toilet bowl. Clean the toilet seat, cistern and under the toilet bowl. • Periodical cleaning of drinking water sump & overhead tanks. • Mop floor with neutral detergent. • Clean and wash all mirrors. • Scrub toilet floor (Machine scrubber manually). • Washing of all tiled surfaces. • Wiping of surfaces with cloth having appropriate cleaning characteristics. • Thoroughly clean exhaust fans and vents. • Spot clean and hotrinse showers. • Thoroughly clean showers and bathroom fixture including commodes. • Replace naphthalene balls/urinal cubes.
	<ul style="list-style-type: none"> • Remove all wetness on floor and slabs. • Check for odour quality. • Preparation of inventory of fitting & fixtures. Ensuring availability of minor critical spares such as washer, connection pipe, waste pipe etc. for timely repair within cost of Rs.500/-. • Replacement of major fixtures & fittings such as WHB, Ceistern, CP, bib cock / stop cock should be made as per requirement on receipt from J.E. P.H. through proper acknowledgment. • Use air-fresheners and deodorizers. • Paper bins would be cleaned and sanitized. • All washroom dust bins would be thoroughly cleaned and sanitized. • Thorough washing of all walls and doors of all toilets with appropriate detergent and disinfect.
<p>(A)(iv). (c) Fixtures, fittings and furniture(all areas including offices)</p>	<ul style="list-style-type: none"> • Wiping with user friendly neutral detergent cloth and spot cleaning.

(A)(iv). (d)Lowlevelsurfaces	<ul style="list-style-type: none"> • Wipingall surfaces with userfriendly neutraldetergentcloth,spotcleanand removeanyobviousstains.
(A)(iv). (e)Highlevelsurfaces	<ul style="list-style-type: none"> • Wipingall surfaces with userfriendly neutraldetergentcloth,spotcleanand remove any obvious stains. • Removecobwebsastheyappear.
(A)(iv). (f)Ceiling	<ul style="list-style-type: none"> • Removecobwebsastheyappear.
(A)(iv). (g)Walls,skirting.	<ul style="list-style-type: none"> • Washing with auser friendly neutral detergent.
(A)(iv). (h)HardFloors.	<ul style="list-style-type: none"> • Thoroughlysweepwith a dust mop. • Wetmopwithaneutraldetergent, removing all marks, stains. • Buffwith a polisher. • Vacuum sliding door tracks. Thoroughly vacuum with a filtered machine, details corners, edges and sliding door tracks. • Spotvacuum,removestains,spillages etc. • Any chair, trash receptacles, and easily moveable items, shall bemovedtovacuumunderneath,and thenreplacedintheoriginalposition.
(A)(v). HelpDesk	<ul style="list-style-type: none"> • Helpdeskservicestobeprovided from morning 9.00 A.M to 6.00 P.M. • Help desk has to record the complaints raised by the occupants and closely monitor the solution ofthe complaints. • Providing information regarding the occupants to visitors and to perform public relation counter & close liasioningwithoccupants&Facility ManagementPersonnel.

<p>(B)(i) Standby DG, DG sets Associated panel boards & HSD Storage Facilities.</p>	<ul style="list-style-type: none"> • DG sets as mentioned above to start and stop as per the requirement or Schedules that will be given to the firm by the maintenance in charge of High Court Towers, HIGH COURT, Cuttack. • Unhealthy systems, abnormalities in performance or malfunctioning if any will be reported / rectified within a reasonable time period and help support OEM engineer for rectification work if required. • To coordinate with the external and internal customer to facilitate smooth functioning of the DG Sets. • To carry out day to day maintenance work as per activity chart that shall be formatted by the firm and got approved by the Maintenance in charge of High Court Towers, HIGH COURT, Cuttack, which shall cover the following: <ul style="list-style-type: none"> • Battery check for electrolyte level. • Specific gravity check. • Oil level and temperature check. • Fuel Leak. • Cooling Hose check. • Oil pressure check. • Voltage and current check in each phase. • Engine run hour and RPM. • KWH generated. • Checking general functioning of all gadgets observe noise and vibration levels. • Regular visual inspection of all mechanical drives. • Log all running parameters once every hour. If required for any interval as per direction of In-charge of High Court Towers, HIGH COURT, Cuttack. • Prepare log sheets for routine maintenance as per O&M manuals of all equipment and ensure that the instruction of O&M manual are strictly followed to ensure efficient and safe working of all equipment and to ensure
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	<p>that no equipment suffers from breakdown, loss of performance wear and tear or any other damage.</p> <ul style="list-style-type: none"> • Prepare inventory of spares and ensure that critical spares are always available. • To ensure that all meters are in working condition and all equipment is working according to the design parameters given in O&M Manual. • To ensure that all equipment / plants has sequential running and all equipment, pumps including the standby equipment work on operating time equalization basis. • To ensure that minimum one day fuel for continuous running of all DG's is always available and keep record of diesel/oil consumption and maintain the record. • To keep records of diesel receipts and consumption for future reference.
<p>(B)(ii). Water Pumps</p>	<ul style="list-style-type: none"> • Maintenance of the automatic panels of the system. • Regular routine maintenance of the pumps control panel board and associated equipment, pressure gauges etc. • Coordination with the OEM as and when required ensuring trouble free and smoothing operations and no disruption in water supply to the clients. • Logging of all maintenance data in the approved formats. • Follow-up for the AMC of DG equipments with appropriate agency appointed for High Court & coordination with AMC agency for trouble free operation. • Ensuring that the equipment is functioning as per the design parameters. • Prepare log sheets for routine maintenance as per O&M manuals of all equipment and ensure that the instruction of O&M manual are strictly followed to ensure efficient and safe working of all equipment and to ensure that no equipment suffers from breakdown, loss of performance wear and tear or any other damage. • Repair & rewinding of pump sets at the time of burnt out including lowering of stand by pumping sets without disruption of water supply.

	<ul style="list-style-type: none"> • Prepare inventory of spares and ensure that critical spares are always available. • To ensure that all meters are in working condition and all equipment is working according to the design parameters given in O&M Manual. • To ensure that all equipment / plants has sequential running and all equipment, pumps including the standby equipment work on operating time equalization basis.
<p>(B)(iii). HVAC, Air conditioning & its accessories & AHU'S.</p>	<ul style="list-style-type: none"> • Operation of 1350 TR A/C as per the schedule time. • Thoroughly wipe with an appropriate user friendly detergent and cloth and keep also free from dust, also wipe area surrounding the AHU vent. • Operation of all AHU & attending the complaint of AC. • Record of room temperature in every module in every day & maintaining the register on it. • Follow-up for the AMC of Air-conditioning equipments with appropriate agency appointed for High Court & coordination with AMC agency for trouble free operation. • Air conditioning system under O&M to start and stop as per requirement or schedules that will be given to you by the Maintenance In-charge of High Court Towers, HIGH COURT, Cuttack. • Unhealthy systems, abnormalities in performance or malfunctioning if any will be reported/rectified within a reasonable time period and help support OEM engineer for rectification work if required. • Facility Manager / Supervisor shall generate daily weekly and monthly reports covering the energy consumption, daily service requests, faults attended, routine and break down maintenance. • Regular visual inspection of all mechanical drives. • Log all air conditioning parameters every hour. • Check all the air-conditioning equipment for any sign of external leaks, check and prevent leaks from glands, valves and pipelines and stop

	<p>thesameimmediately.</p> <ul style="list-style-type: none"> • Check clean and maintain pumps including oiling greasing and gland packing as per requirement and clean all filters once in a week. • Check and record all electrical parameters viz voltage, current, frequency, power factor, KWH on all panels in your scope. • To keep record of energy consumption and prepare record of clients energy consumption. • Prepare log sheets for routine maintenance as per O&M manuals of all equipment and ensure that the instruction of O&M manual are strictly followed to ensure efficient and safe working of all equipmentand to ensure that no equipment suffers from breakdown, loss of performance wear and tear or any other damage. • Prepare inventory of spares and ensure that critical spares are always available. • To ensure that all meters are in workingconditionandallequipment is working according tothe design parameters given in O&M Manual. • To ensure that all equipment / plants has sequential running and all equipment, pumps including the standbyequipment work on operating timeequalizationbasis.
<p>(B)(iv). WaterManagement,Plumbing andSewerageSystem,STP(if installed)</p>	<ul style="list-style-type: none"> • Thoroughly clean all overhead and underground water storage tanks periodically. • Water management, operational records, inflow and outflow control. • Regular checking and repairs of all sanitary fixtures and supply lines. • Checkupofallvalves,taps,floatsand other plumbing and sanitary fittings free from leakage. • To operate & maintain the STP (if installed later) • Follow up for AMC of the STP orany other accessories.
<p>(B) (v). FireFighting.</p>	<p>Servicecoverbasissecuritytointelligence to I.R. information and crisis management including fire and life safety program.</p> <ul style="list-style-type: none"> • Any incident of a fire is to be recordedandreportedthroughthe Incidentreportforavailablefor

reporting any incidents.

- All fire-fighting equipments are regularly checked for functioning efficiently and such checks will be properly recorded. Whenever and whenever necessary arrangements will be made to refill the equipments.
- A close liaison with the local brigade is maintained.
- Conducting muck drills on regular interval. Follow-up for the AMC of the fire fighting equipments with the appropriate agency appointed for High Court & coordination with AMC agency for trouble free operation.

FIRE SERVICES

Monthly:-

- Testing of Pump set.
- Checking the system for any leakages.
- Checking for any missing equipment/ parts.
- Greasing, Oiling of hose reels as required.
- Opening and closing of lines valves for free movement as required.
- Checking hose reels for water flow.
- Checking of hydrant valve for opening / closing.
- Checking of automatic starting of pump sets.
- Tightening of gland nut of pumps.

Half Yearly:-

- Application of powder to rubber hoses of all hose reels.
- Cleaning of control panel.
- Resetting of pressure switches for automatic starting of pumps.
- Supplementing of gland packing.
- Checking of pump coupling rubber pads.
- Tightening of Foundation bolts of pump sets.

FIRE ALARM SYSTEM

Monthly:-

- Testing of control panel.
- Testing of Hooters.
- Testing of Fire Alarm System.
- Testing of Pull Boxes to raise Fire Alarm.
- Testing of Smoke Detectors by giving smoke.
- Testing of Detectors in lift machine room, meter room and other areas

	<p>wherever installed.</p> <p>Half Yearly:-</p> <ul style="list-style-type: none"> • Cleaning of control panel. • Cleaning of Detectors in lift machine room, meter room and other areas wherever installed. <p><u>SPRINKLER SYSTEM</u></p> <p>Monthly:-</p> <ul style="list-style-type: none"> • Testing of Pump sets. • Checking the system for any leakage. • Checking for any missing equipment or parts. • Opening and closing of line valves for free movement as required. • Testing of automatic starting of Pump sets. • Tightening of gland nut of pumps. <p>Half Yearly:-</p> <ul style="list-style-type: none"> • Cleaning of control panel. • Resetting of pressure switches for automatic starting of pumps. • Supplementing of gland packing. • Checking of pump coupling rubber pads. • Tightening of foundation bolts for pump sets. • Cleaning of Sprinkler head. <u>FIRE</u> <p><u>EXTINGUISHERS Monthly :-</u></p> <ul style="list-style-type: none"> • Checking pressure gauges of all Fire Extinguishers to ensure proper pressure. • Checking of the working mechanisms to ensure proper working during emergency conditions. • Checking quality of powder of the Extinguishers (if permitted to use the extinguishers for test by High Court Towers, HIGH COURT, Cuttack). • Maintaining a log record of all services. • The firm shall provide training to the Security Supervisors as the Client Supervisor of the building to ensure that they are well conversant and familiar with all operational aspects of the Fire fighting system to operate the system during emergencies. Conducting Fire Drill once in a month. • The firm will also manage operational preparedness for functioning of the system at all times via prescheduled checks. All replacement of spares will be recorded in a register to be presented for the signature of Maintenance-in-
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	<p>charge.</p> <p><u>FIRE ALARM, PUBLIC ADDRESS & SPRINKLER ANNUNCIATION SYSTEM</u></p> <ul style="list-style-type: none"> • Round the clock monitoring the FAS and logging any abnormality. On any eventuality i.e, in case of fire and to be required to vacate the premises, the operator should announce the same in PA system about the fire and request to evacuate as per fire warden instructions. Attending lift car calls & arranging to rescue the trapped passengers.
<p>(B)(vi). Lifts (Vertical Movement), Operation and Upkeep of Lifts.</p>	<ul style="list-style-type: none"> • Providing undisturbed services of 2 nos Judges lift & 8 nos Common lift. • Lift attendant shall look after operations of lifts without any interruption. • Follow up for the AMC of lift with appropriate agency (after maintenance warranty period & coordination with AMC agency for trouble free operation. • Thorough cleaning and upkeep of the lift on regular intervals in a day. • Cleaning of glass, sensors bottom channels for any trouble & lights, fans inside the lift car.

<p>(B)(vii). Electrical Works – Minor Repair & Checkup, Electrical Systems(HT&LT),Electrical fixtures and appliances</p>	<p>Daily operation of all electrical power system- incoming and outgoing and DG sets.</p> <ul style="list-style-type: none"> • Minor maintenance and replacing fuse, tube lights, bulbs, minor wiring etc. • Switching on pumps for filling water to tanks. • Attending to power breakdowns in case of internal faults. • Providing electricians for preventive maintenance of power panels, maintenance of all accessories, light fixtures,powerpoints,replacementof spares, attending DG periodic checking of electric fittings, replacement of batteries & coordinating with AMC for servicing of mechanical & electrical equipments. • Follow-up for the AMC of D.G. sets &Panelswithappropriateagency & coordinationwithAMCAgencyfor
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	<p>troublefree operation.</p> <ul style="list-style-type: none"> • All facilities/function to start or stop as per the requirements or as directed by the Engineer-in-charge of maintenance. • Unhealthy systems, abnormalities in performance or malfunctioning if any will be reported / rectified within a reasonable time period and help support OEM engineer for rectification work if required. • Regular checking of all the electrical panels and distribution boards. • Hourly logging of all parameters like meter readings, power factor, power consumption etc. and highlight discrepancies or variances. • Clean all panels, switchgears controls etc on regular basis. • Daily check of all light fixtures, points, bulbs and power sockets wiring and changing defective ones within the premises under maintenance. • Check earth pit resistance and watering earth pit. • Check and all the switches on standby equipment and ensure that all are in operating condition. • Inspect and clean contacts if necessary & check connections of Motors / switchboards / equipment etc. on routine basis. • Check correct operations of all safety circuits and equipment. • To attend all service calls and breakdowns within the minimum possible time period. • To carry out preventive maintenance to ensure minimum breakdowns. • Prepare log sheets for routine maintenance as per O&M manuals of all equipment and ensure that the instruction of O&M manual are strictly followed to ensure efficient and safe working of all equipment and to ensure that no equipment suffers from breakdown, loss of performance wear and tear or any other damage. • Prepare inventory of spares and ensure that critical spares are always available. • To ensure that all meters are in working condition and all equipment is working according to the design
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	<p>parameters given in O&M Manual.</p> <ul style="list-style-type: none"> • To ensure that all equipment / plants has sequential running and all equipment, pumps including the standby equipment work on operating time equalization basis. • To keep day to day reading of all meter readings including energy meter readings and prepare clientwise monthly report stating energy consumption. • Thoroughly clean all electrical fixtures and appliances including fountains and insect killing devices. • Periodically clean all motor vents, etc.
<p>(B) (viii) Internal painting works</p>	<ul style="list-style-type: none"> • Regular checking and minor paint touch up of all wall, ceiling, windows, grille etc.
<p>(B) (ix) Carpenter works</p>	<ul style="list-style-type: none"> • Regular checking and minor repairs of all carpentry fixtures. • Check up of all doors, windows, chairs, lock, door closer etc. on routine basis
<p>(B) (x). Wooden polish & touch up work</p>	<ul style="list-style-type: none"> • Regular checking and minor touch up of polish and paint to all wood works.
<p>(B) (Xi) EPABX system</p>	<ul style="list-style-type: none"> • Daily operation of EPABX system. • Checking and periodical preventing maintenance of intercom system.
<p>(B) (Xii) CCTV</p>	<ul style="list-style-type: none"> • Daily monitoring of CCTV system. • Checking and periodical preventing maintenance of CCTV cameras and cable connections & network.
<p>(B) (Xiii) Audio and video system</p>	<ul style="list-style-type: none"> • Daily checking and monitoring of AV system • Checking and periodical preventing maintenance of Audio & Video system and cable connections etc.

Annexure-C

Terms&Conditions

Annexure – C

Terms and Conditions

1. Nature of Services & Scope of Works

The Service Provider shall engage punctual, efficient and trust worthy personnel to render “Comprehensive operation and maintenance services of **New Building of Orissa High Court, Cuttack**” on day to day basis as described in Annexure- „A“ and „B“

2. Agreement Period

- 2.1 The Service Provider shall carry out the Scope of Work as per Annexure – B of Contract for a period of 3 (Three) years (“Contract Period”), on year-to-year basis at the sole discretion of Superintending Engineer, Cuttack (R&B) Division -I, Cuttack, subject to annual assessment of the performance. This may be extended by another (1 year + 1 Year) = 2 (two) years on the same terms as above.
- 2.2 The Contract Period shall commence from the date of signing of the Agreement (the “Commencement Date”).
- 2.3 Superintending Engineer, Cuttack (R&B) Division -I, Cuttack shall review the operational performance of the Service Provider after 10 months of each Contractual Year (which shall be 12 calendar months calculated from the Commencement Date). On satisfactory result of such review, Superintending Engineer, Cuttack (R&B) Division -I, Cuttack will issue a letter to the Service Provider for continuing the work for the subsequent Contractual Year. If the performance of the Service Provider is determined to be unsatisfactory by Superintending Engineer, Cuttack (R&B) Division -I, Cuttack, the Agreement may be terminated prematurely at the end of the Contractual Year for which performance of the Service Provider is reviewed.

3. Payment

- 3.1 Services Bills shall be prepared & submitted by the Contractor/ Service Provider in 1st week of subsequent month for the service rendered for the previous month quantity of works / service shall be taken continuously & need not be connected with billing stage. System of 3 copies of bill & signed by both Contractor & employer shall be followed. The bill will be submitted by the Contractor on periodical basis, as the case may be.
- 3.2 Items of the work for which no rate or price has been entered in bill not be paid for by the employer & shall be deemed covered by other rates & prices in the contract
- 3.3 The Service Provider will submit the invoice to Superintending Engineer, Cuttack (R&B) Division -I, Cuttack in every month. The submission of the invoices shall be along with the below mentioned documents duly stamped and signed by the authorized signatory of the Service Provider:
 - a. Attendance record of the employees for the relevant month
 - b. The wages sheet of the employees for the relevant month
 - c. Bank statement for crediting the net wages amount to the individual bank account of the employees
 - d. EPF Deposit Challan copy of the month preceding the relevant month.
 - e. ESI Deposit Challan copy of the month preceding the relevant month
 - f. GST deposit challan of the month preceding the relevant month

- g. Any other documents required by the statutory authorities (Welfare/ Personnel and Finance)
- h. In addition to the above, GST as applicable will be paid to the Service Provider on gross monthly invoice amount subject to submission of required proof as per rule. The Service Provider shall raise the invoice as per GST Act and Rules.
- i. TDS at applicable rate under GST Act shall be deducted at the time of release of payment.
- j. The Income-tax, GST and other statutory dues are required to be deducted at source from the invoice unless exempted by the concerned Department in favour of the Service Provider mentioning the documentary evidence of such exemption is to be submitted for availing the exemption.

4. Place of work & Deployment of Personnel:

- (a) The place of work would be New Building of Orissa High Court, Cuttack. The Firm shall deploy personnel for carrying out the services.
- (b) The personnel employed by the Firm shall be morally good, and physically healthy to carry out the assignments to the utmost satisfaction and shall not be suffering from any chronic and contagious diseases.
- (c) The Firm shall ensure the personnel engaged for different services would be polite to each tenants/occupants and on event of any on towards situation, the matter would be brought to the knowledge of Engineer-in-Charge.
- (d) The Firm shall provide the qualified uniformed staff to perform the services. The employees of the Firm entering the premises of New Building of Orissa High Court, Cuttack shall have proper uniform & badges for **Identification**.
- (e) The Firm shall conduct periodic general medical check-up of its employees at its cost. In the event that any of the staff is found to be suffering from any communicable diseases, The Firm shall replace such staff immediately. The Covid Protocols shall be followed strictly as issued by the Govt. time to time. All the staffs should be vaccinated.
- (f) The Firm shall deploy its authorized representatives and adequate supervisors to be present at the place of work during all working hours to ensure satisfactory rendering services under this scope of works. The Firm shall further exercise due and adequate controls over such personnel and ensure that appropriate instructions/ directions are issued to them in the course of the performance of the tasks under this Agreement.
- (g) The Firm shall ensure that its employees while carrying out their obligations under this agreement observe all required standards of cleanliness, decency and decorum, safety and general discipline.
- (h) "Right man to for right job" shall be followed to avoid accidents at work. It shall be the duty of the facility manager and supervisor of the Firm to get the critical job done by employees competent enough to perform the particular task.

5. Authorized Representatives:

- a) Any notice or intimation by either to the other pursuant to this agreement shall be signed by authorized representatives of the party giving such notice/ termination.

- b) The Firm shall carry out instructions and act upon any guidelines in pursuance of the Agreement. If and only if they are given/ signed by an Engineer-in-charge/ Authorized representative of HIGH COURT, whose names will be intimated from time to time.

6. Risk& Responsibility:

All risk or loss of or damage to physical property & of personal injury & death which arise during & in consequence of the performance of the contract other than the expected risk are the responsibility of the contractor. The contractor/ firm shall comply with all the provision of prevailing labour laws during execution of work.

7. Statutory Compliance:

- a) The Firm shall be responsible for compliance and coverage of its employees under all necessary statutory obligations under various statutes applicable such as Employees State Insurance (ESI), Provident Fund (PF) Workman compensation Act, Minimum Wages Act contract labour (Regulation & obligation) act and all other applicable to labour enactment the Firm shall produce them as and when required.
- b) The Firm shall alone be responsible for complying with statutory and prescribed rules and regulation to obtain license, permissions, certificates, registrations for maintenance services. The Firm shall furnish copies of all such license, certificates etc. as and when demanded.
- c) The Firm shall alone be responsible for the payments of wages and all other statutory payments / legal dues to its employees deployed under this Agreement. The Firm producing PF & ESI challan deposits of the payment receipt for the preceding month.
- d) In case of increase in minimum wages of labour by State Government during contract period, the basic differential cost of minimum wages for all categories skilled, unskilled, Semi-Skill and High Skill labour, employer part will be reimbursed to service provider by the authority on submission of categories labour deployment details and labour escalation financial break-up for the effective period to Superintending Engineer, Cuttack (R&B) Division -I, Cuttack.
- e) In the event of the Firm fails to comply with any of the provisions of the statutes applicable to them and happens to incur any expenditure including but not limited to deferred any litigation or in compounding the default or in the part of the Firm in complying with the said provisions, the Firm shall indemnify to the extent of such expenditure and all other damages, losses as may estimated by Engineer-in-Charge to the Firm or may take appropriate action to recover the same from the Firm such as expenditure / expenses / claims as assessed by Engineer-in-Charge will be realised from the bills payment to the contractor.
- f) The Firm shall provide First Aid facilities at the work place according to the contract labour (Regulation & Abolition) act 1970 and ESI Act 1948.

8. Confidentiality/Secrecy:

- a. The Firm, its supervisors, its employees and any one acting under it for the purpose of this agreement shall maintain strict confidentiality of the information's belonging to HIGH

COURT that may have come into its / their possession or knowledge because of the services rendered by them under this Agreement. Such information shall not be diverted or disclosed to any third party under any circumstances whatsoever without obtaining prior written permission from HIGH COURT .

- b. The Firm shall not hold it out as associated with HIGH COURT in any manner other than for the purpose of rendering the services under this agreement.

9. Liability and Indemnity:

The Firm shall be responsible & liable for any or all indemnity and safe and harmless at all times against.

- (a) Any and all claims, liabilities, damages, losses, costs, charges, Expenses, proceeding & actions of any nature whatsoever made or institute against or caused to suffered directly or indirectly by reasons of:
- (b) Any wrongful, incorrect, dishonest, criminals, fraudulent or negligent work default, failure, bad faith, disregard of its duties and obligation hereunder service act or omission by the Firm and / or its facility staff.
- (c) Any theft, robbery, fraud or other wrongful action or omission by the firm and / or any of its facility staff.

10. Sub Contracting:

The Firm shall itself perform its obligation under this agreement and shall not assign or transfer or sub-contract any of its rights and obligations under this agreement to any third party without the prior written permission from competent authority.

11. Loss/Theft/Damage

The Firm shall be responsible for any and all losses, theft, damages, caused to any equipment installation, in premises, fitting and fixtures, good there in and any other properties belonging to New Building of Orissa High Court because of any act of negligence, commission or omission of its employees while discharging their duties.

12. Breach of Agreement:

In case of breach of agreement by the Firm, authority shall have a right of lien over all the properties of the Firm lying in its premises in addition to other remedies like forfeiture of security deposit, legal action for recovery of money & authority shall be at liberty to terminate this Agreement.

13. Liquidated Damage:

- (a) That in case of mishap due to wrong operation or manual error, which results disruption of services, the total cost of down time along with equipment repair cost shall be borne by the Firm to maximum of 50% of the monthly bill against the services not provided by them.
- (b) A quality check procedure shall be developed by authority against each services and feedback from the Tenants / Occupants/ beneficiary shall be obtained for assessment of performance of the services rendered by the Firm at New Building High Court of Orissa.
- (c) Where there is non-performance of satisfactory performance of its obligation in the part of the Firm, authority shall give a written notice of the default and the Firm shall make rectify within 3 (three) days from the date of such notice.

- (d) For quality check and for Operation and Maintenance, the formats, Check list are to be maintained as prescribed by authority. In addition to it further formats shall be included against each service for improvement of Scope of work at any time.
- (e) It is agreed that authority shall have the right to deduct from the monthly bill of the Firm on non-performance of services an amount of 100% of individual services listed in Annexure, "E" for each instant of non performance without implementing corrective action even after intimation from authority subject to limiting to 50% of total monthly bill. Where in spite of these efforts there is continuance of non-performance or improper performance of obligation, authority shall have the right to terminate the contract henceforth without any notice to the Firm & Forfeiture of EMD.
- (f) Without prejudice to the above, authority shall at its sole and absolute discretion, be entitled to terminate this agreement by written notice and without any payment or compensation whatsoever if.

14. Security Deposit:

The selected firm will be required to deposit ISD in shape of financial instruments like Small Saving Certificate / Term Deposits duly pledged in favour of the Superintending Engineer, Cuttack (R&B) Division -I, Cuttack for an amount equal to the quoted price per month excluding Good and service tax for Comprehensive operation and maintenance services of New Building of Orissa High Court, Cuttack within 15 (Fifteen) days of issue of LOA. After deposit of ISD the EMD will be refunded. The ISD will be refunded after completion of the contract period.

15. Force Measure:

Authority shall not be responsible for any damage caused to the Firm by natural calamities like flood, earthquake, cyclone or any other Act of God, explosion, fire & riot etc.

16. Post Termination Responsibility of the Firm:

Upon termination of this agreement, the firm shall immediately deliver all the documents and any / all data, plant, machineries & equipment held by it and which are in possession / custody / control of its facility Staff, to the authority. The firm shall also forthwith remove all its facility Staff together with its machines / equipment whatsoever from the premises of the New Building of Orissa High Court, Cuttack.

17. Agreement Authority:

Agreement shall be drawn by the Superintending Engineer, Cuttack (R&B) Division-I, Cuttack.

18. Paying Officer :

Payment will be made by the Superintending Engineer, Cuttack (R&B) Division-I, Cuttack

19. Costs of bid document:

The cost of bid document is Rs.10,000/- per each Bid which is to be furnished along with the Bid document in shape of Demand Draft drawn in favour of the Superintending Engineer, Cuttack (R&B) Division-I, Cuttack from any Nationalized / Scheduled Bank and payable at Bhubaneswar.

20. Limitation of Liability: - In any case the liability of the Service provider shall not exceed Rs. 10 million per occurrence.

21. Exclusion of Consequential Loss:- Shall include the Loss of business, profit & Good will, either party will not be liable for any consequential loss that may arise out of the performance of this EOI.

22. Jurisdiction:

That the court situated at Cuttack shall have jurisdiction to decide any disputes or litigations between the parties hereto.

Annexure-D

DetailsofManpower Engagement

Annexure-D

MANPOWER TO BE ENGAGED FOR NEW BUILDING OF RISSA HIGH COURT, CUTTACK.					
Category of staff	Category	Morning 06.00 – 14.00	Afternoon 14.00- 22.00	Night 22.00-06.00	General 09-17.00
Managerial Staff	Not Applicable				
Supervisory Staff	High-Skilled				
Land Scaping	Un-Skilled				
House Keeping Staff	Un-Skilled				
Toilet Cleaning Staff	Un-Skilled				
Electrical / Mechanical operation & maintenance support for lifts, generators, air conditioning, pump sets, fire fighting systems, EPABX, CCTV, UPS & Audio & Video System etc.	Skilled				
Carpentry, painting & polishing etc.	Skilled				
Water Management, Plumbing & Sewerage system	Skilled				
Other (Please Specify)					
Sub-Total					

Appendix- D.1

Labour Commissioner, Odisha, Bhubaneswar Notification 5639, dtd. 02.11.2021 w.e.f Labour Rate 01.10.2021					
Sl. No	Wages	Un-Skilled	Semi-Skilled	Skilled	High-Skilled
1	Basic Wages per Day	315	355	405	465

Note:

- i. Basic wages indicated above are as per rates effective w.e.f. 01.10.2021 published by Office of the Labour Commissioner, Govt. of Odisha, vide Notification – **5639/ dt. 02.11.2021**
- ii. In addition to the above, GST will be charged on gross monthly billing as per the provisions applicable of GST Act.
- iii. The strength of services personnel may vary (i.e., increase/decrease) and subject to requirement of (R&B) Cuttack Division-I, Cuttack.
- iv. Applicable Income Tax and GST shall be deducted at source.
- v. Superintending Engineer, Cuttack (R&B) Division -I, Cuttack shall pay consolidated monthly payments. The Service Provider shall be responsible for compliance of all applicable statutory rules and regulations.

1.2 The Service Provider shall maintain proper records of his employees' attendance. EPF deposit proof, ESI deposit proof shall be submitted along with invoice.

1.3 The salary of all employees deployed at New Building of Orissa High Court, Cuttack shall be made through Bank credit by 7th of the succeeding month. The Bank Account particulars of all the Service Providers' employees shall be submitted to Superintending Engineer, Cuttack (R&B) Division -I, Cuttack. No cash payment is allowed.

1.4 The Service Provider will keep Superintending Engineer, Cuttack (R&B) Division -I, Cuttack

indemnified against any claims/disputes arising between the Service Provider and its employees deployed at various locations.

- 1.5 The Service Provider shall at its own cost extend workman insurance coverage compensation to all the employees as may be required under relevant Acts.
- 1.6 The Service Provider shall ensure that the Comprehensive Operation and Maintenance Services of New Building of Orissa High Court at Cuttack rendered uninterruptedly. The same shall not be affected by any kind of strike, rally, bandh or dharana or protest staged by any stakeholder during the contract period.
- 1.7 The Service Provider shall submit a detailed check list and certificate along with each invoice to the effect that payments have been made to the employees as per the approved wages, acquaintance roll and all Labour Laws / obligations have been complied. In order to confirm the correctness of payment, the Service Provider has to submit adequate documentary proof of payment of wages through Bank, depositing EPF, ESI contribution (wherever applicable) and GST of preceding month to the concerned authority along with invoices. Documentary proof of EPF, and ESI contribution (wherever applicable) should be in individual name of facility management personnel.
- 1.8 The Service Provider will submit an Undertaking that they have deposited the EPF and ESI Contribution (wherever applicable) of actual numbers of personnel (as mentioned in the invoice and the attendance sheet) with concerned authorities and all the personnel have been issued with Salary Slip with full details in all respect as specified for the month they claimed for the payment.
- 1.9 The Service Provider shall ensure full compliance with Tax laws of India with regard to the contract and shall be solely responsible for the same. The Service Provider shall submit the copies of acknowledgement as a proof of filing of returns every month/quarter/ year and shall keep the employer fully indemnified against liability of tax, interest, penalty etc. of the Service Provider in respect thereof, which may arise.
- 1.10 Any increase or decrease in Minimum wages (Basic wages + VDA), employer's contribution towards PF / ESI (wherever applicable), etc. Appendix-D.1(1) shall be to the account of Superintending Engineer, Cuttack (R&B) Division -I, Cuttack.

Annexure-E

PriceBreak-up

Financial Proposal

Sl. No.	Description of Item	Quantity	For Three Years		
			Unit Price (Per month) (INR)	Total Price (Per Year) (INR)	Total cost (INR) (for 3 years)
1.	Support Manpower Resources in different service areas				
(a)	Managerial Staff	2			
(b)	Supervisory Staff	14			
(c)	Land Scaping	2			
(d)	House Keeping Staff	30			
(e)	Toilet Cleaning Staff	6			
(f)	Electrical / Mechanical operation & maintenance support for lifts, generators, air conditioning, pump sets, fire fighting systems, EPABX, CCTV, UPS & Audio & Video System etc.	35			
(g)	Carpentry, painting & polishing etc.	2			
(h)	Water Management, Plumbing & Sewerage system	3			
2.	Facade Cleaning	L.S.			
3.	Soap / Detergents / Cleaning agents materials etc.	L.S.			
4.	Pesticides / Termites / Garden manures / Seeds / supplying plants etc.	L.S.			
5.	Pest Control	L.S.			
6.	Technical materials & consumable	L.S.			
7.	Diesel Cost (for trail test or power failure up to 8 hours/month)	L.S.			
8.	Cleaning Machineries Deployment Cost	L.S.			
9.	Service Charges (---%) sl.no # 1 to 8	(--%)			
10.	Others (Please Specify)				
Total Costs for 3 (Three Years)					
In Words :-					

1. The bidder is requested to quote any unforeseen item, which has not been included in the above list.
2. The rates quoted shall be inclusive of all taxes but excluding applicable GST.

Sd/-Er.P.K.Majhi
Superintending Engineer
Cuttack (R&B) Division-I

Sd/-
Chief Construction Engineer
Cuttack (R&B) Circle, Cuttack

APPROVED
Sd/-
Chief Engineer, OSD (Buildings),
Odisha