

**OFFICE OF THE DISTRICT JUDGE,  
KORAPUT-JEYPORE.**

**At/Po: JEYPORE, DIST. KORAPUT, ODISHA,  
PIN: 764001.**

Bid Identification No. 01/2022-2023.

Dated: the 21<sup>st</sup> day of May, 2022.

**TENDER DOCUMENT FOR ENGAGEMENT OF  
OUTSOURCING AGENCY FOR UP-KEEPING, CLEANING &  
MAINTENANCE AND ELECTRICAL SERVICES IN  
DISTRICT AND TALUK COURT COMPLEXES OF THE  
JUDGESHIP OF KORAPUT.**

OFFICE OF THE DISTRICT JDUGE,  
KORAPUT-JEYPORE.  
At/PO: JEYPORE, DIST: KORAPUT, ODISHA.  
PIN: 764001.

Invitation of Bids

Bid Identification No. 01/2022-23.

The District Judge, Koraput-Jeypore invites bids/offers from specialized agencies in double cover system for engagement of manpower in District and Taluk Court Complexes of the Judgeship of Koraput.	
1	Nature of work: Up-keeping, cleaning & maintenance and Electrical services.
2	Bid Cost: Rs. 10,000/- ( Non-refundable )
3	Availability of Bid in Website: From 24.05.2022 to 17.00 Hrs of dt. 07.06.2022.
4	Last date of seeking clarification: 04.06.2022 ( up to 13.00 Hrs )
5	Date of opening of Technical Bid: 08.06.2022
6	The bidders have to participate in OFFLINE mode only. Further details can be seen from the Website <a href="https://districts.ecourts.gov.in/india/odisha/koraput/tender">https://districts.ecourts.gov.in/india/odisha/koraput/tender</a> . Any addendum/corrigendum/cancellation of Tender can also be seen in the said Website only.

Sd/-  
District Judge,  
Koraput-Jeypore. I/c

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OFFICE OF THE DISTRICT JUDGE, KORAPUT-JEYPORE.  
At/Po: JEYPORE, DIST. KORAPUT, ODISHA, PIN: 764001.

TENDER CALL NOTICE.

Bid Identification No.01/2022-23.

Tender/ Bids in sealed cover are invited under double-cover system(Offline mode only) i.e. Technical Bid and Financial Bid from reputed and experienced Outsourcing agency for engagement of manpower for Up-keeping, Cleaning & Maintenance and Electrical services in District and Taluk Court Complexes of the Judgeship of Koraput.

The details of the bidding process are as follows:

Sl. No.	Bidding Schedule	Deadline
1	Date of Issue/Publication of Tender	24.05.2022
2	Document Download start date	24.05.2022
3	Document Download end date	07.06.2022( up to 5.00 P.M.)
4	Last date of seeking Clarification	04.06.2022(up to 1.00 P.M.)
5	Last Date and Time for submission of Bid	07.06.2022 by 5.00 P.M.
6	Opening of Technical Bid	08.06.2022 at 10.00 A.M
7	Opening of Financial Bid	08.06.2022 ( Only for those Bidders who are qualified in Technical Bid )
8	Venue for opening Technical Bid and Financial Bid	Office of the District Judge, Koraput at Jeypore.
9	Address for Correspondence	Registrar, Civil & Sessions Courts, Jeypore, At/Po: Jeypore, Dist. Koraput.

The tender papers will be received through Registered Post and Speed Post/Courier/ Special Messenger only. The bidders are to submit their tenders in separate sealed envelops for Technical Bid and Financial Bid by super scribing " Technical Bid for engagement of manpower for Up-keeping, Cleaning & Maintenance and Electrical services in District and Taluk Court Complexes of the Judgeship of Koraput( Cover-I) and " Financial Bid for engagement of manpower for Up-keeping, Cleaning & Maintenance and Electrical services in District and Taluk Court Complexes of the Judgeship of Koraput" ( Cover-II) Both sealed envelopes should be kept in third sealed envelope supr scribing " Tender for engagement of manpower for Up-keeping, Cleaning & Maintenance and Electrical services in District and Taluk Court Complexes of the Judgeship of Koraput".

The bid documents containing eligibility criteria, scope of the work, terms and conditions of the tender and draft agreement can be downloaded from the District Court, Koraput Website: <https://districts.ecourts.gov.in/india/odisha/koraput/tender> or obtain in person from the Office of the District Judge, Koraput-Jeypore on payment of Rs.10,000/- in shape of Bank Draft in favour of the Registrar, Civil & Sessions Courts, Jeypore on any working days from 24.05.2022 to 07.06.2022.

Complete Address for submission of bid: as mentioned above.

N.B.: The tender paper will be rejected if the bidder changes or omit any clause or annexure of the bid documents downloaded from the website or if the envelopes are not sealed and properly super scribed.

Sd/-

District Judge,  
Koraput-Jeypore. I/c

**SECTION-I**  
**Instruction to Bidders.**

**A. General Information:**

1. The District Judge, Koraput-Jeypore, requires the service of reputed, well established, financially sound and registered Service Providers to provide services for Up-keeping, Cleaning & Maintenance and Electrical services in District and Taluk Court Complexes of the Judgeship of Koraput by deploying adequately trained and disciplined man power . The Judgeship of Koraput consists of Court Complexes as follows;

- i. District Court Complex, Jeypore,
- ii. Civil Court Complex, Koraput,
- iii. Civil Court Complex, Kotpad,
- iv. Civil Court Complex, Laxmipur,
- v. Civil Court Complex, Dasamantpur,
- vi. J.M.F.C Court Complex, Semiliguda,
- vii. Gram Nyayalaya Court Complex, Semiliguda,
- viii. Civil Court Complex, Lamtaput at Koraput

2. The period of contract for providing the aforesaid service will be ideally ( 2 ( two) years) from the date of effectiveness of the contract. The contract may be extended for a period, not exceeding the original duration of the contract on mutual consent depending upon the performance of the Service Provider and at the discretion of the authority. The authority reserves the right to terminate the contract at any time after giving 30 days notice to the service Provider.

3. The interested bidders may visit the location on any working day between the office hours to have a thorough knowledge of the work to be performed and seek clarification, if any, before preparation and submission of the bid.

Sl. No.	Eligibility Criteria	Supporting documents to be furnished along with the Technical Bid.
1	The bidder should be registered under appropriate authority such as. (i) Registered under the Companies Act 2013. (ii) Registered under the Indian Partnership Act 1932. (iii)Registered under the Indian Trusts	Certificate of Incorporation /Registration

	Act 1882. (iv)Registered under the Societies. Registration Act 1860 (v)Registered under the Limited Liability Partnership Act 2008.	
2	The bidder must have at least five years in business (up to the last date of submission of bid) for providing similar type of services to Central/State Government/ Autonomous bodies/ Agencies/ societies/ corporate bodies, particularly in Courts, Law Universities/colleges, Judicial Academy. (Not less than 1 Lakh Sq. Ft. super built area)	Copies of the work order from the previous authorities. Satisfactory completion or satisfactory performance report.
3	The Registered Office/Branch Office of the Service Provider must located within the jurisdictional area of Odisha	Valid address proof of the office (Copy of the telephone / Electricity Bill).
4	Must have average annual financial turnover of Rs. 200,00,000/- during the last three financial years as on Dt.24.05.2022.	Copies of audited Income/ expenditure Statement and balance sheet for the concerned period from CA.
5	Must have its own bank account in any scheduled bank situated in Odisha.	Copies of the pass book and transaction statement for the last 6 month.
6	The agency should not have been blacklisted by any Central / State government or any other public sector undertaking or a corporation as on the date of issue of this Tender.	An undertaking to this effect to be furnished by the bidder as per the prescribed format [From-T2].
7	Must not have any pending judicial proceeding for any criminal offence against the proprietor / Director/Persons to be deployed by the Service Provider.	An undertaking to this effect to be furnished by the bidder as per the prescribed format [form- T3].
8	Other Statutory Documents.	Copies of: PAN GSTIN Copies of EPF & ESI Registration Certification IT return for the last 3 assessment year. Power of attorney in favour of Authorized signatory of Bidders ( if any)

**B. Submission of Bid:**

The proposal complete in all respect as specified must be accompanied with a nonrefundable amount of Rs.10000/- towards bid Processing fee in form of Demand draft in favour of " the Registrar-cum-D.D.O., Civil & Sessions Courts, Jeypore, Dist. Koraput ", drawn in any scheduled commercial bank and payable at Jeypore and Bid Security Declaration as per Format T-4 ( format attached ) failing which the bid will be out rightly rejected. The bid should be sent through Speed Post/Registered Post/ Courier/ By Special Messenger so as to reach the authority by 5.00 PM on 07.06.2022. The Authority will not be responsible for any postal/ other delay. Bids without bid processing fee and Bid Security Declaration shall be rejected. Bids submitted after due date will be summarily rejected. The bid has been invited under two bid systems i.e Technical Bid and Financial Bid. The bidders are advised to submit two separate envelopes super scribing "Technical Bid" for "Providing Man power Services for Up-keeping, Cleaning & Maintenance and Electrical services in District and Taluk Court Complexes of the Judgeship of Koraput" and "financial Bid" for "Providing Man power Services for Up-keeping, Cleaning & Maintenance and Electrical services in District and Taluk Court Complexes of the Judgeship of Koraput" and both sealed envelopes must be kept in a third sealed envelope super-scribing "Bid Document for providing Man power Services for Up-keeping, Cleaning & Maintenance and Electrical services in District and Taluk Court Complexes of the Judgeship of Koraput". **Selected bidder will have to deposit a Performance Security (3% of the annual contract value) in the form of TDR/ Bank Guarantee from any scheduled Bank situated within Odisha in favour of the Registrar, Civil & Sessions Courts, Jeypore, Dist. Koraput as per the prescribed format provided in the tender document at Section- IX for a period of three months beyond the contract period. (i.e. TDR/Performance Bank Guarantee must be valid from that date of effectiveness of the contract to a period of three months beyond the contract period) as its commitment to perform services under the contract. Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the Performance Bank Guarantee. The performance Bank guarantee/TDR shall be released immediately after three months of expiry of the contract provided that there is no breach of contract on the part of the qualified bidder. No**



Interest shall be paid on the Performance Bank Guarantee. In case, the contract is further extended beyond the initial contract period, the Bank Guarantee will have to be accordingly renewed by the deployed service, provider as per the existing terms and conditions of the tender.

### C. List of Documents for submission

Bidders are required to furnish the following documents along with the Technical Bid mentioned in Section-V and duly filled in Forms- T-1, T-2 , T-3 and T-4;

- a) Covering letter along with power attorney on the bidder's letter head
- b) Demand Draft in support of Bid processing fee as applicable
- c) Bid Security Declaration.
- d) Copy of Certificate of Incorporation of the firm / agency.
- e) Copy of valid GSTIN
- f) Copy of PAN
- g) Copies of IT return for the last three assessment years
- h) Copies of EPF&ESI Registration Number
- i) Copy of Bank Account details.
- j) Copies of work orders from the previous organizations for providing services during last 5 financial years . Satisfactory completion or performance reports from the organizations.
- K) Copies of Audited Income/Expenditure Statement and balance sheet for average minimum Financial turn over of Rs.2,00,00,000/- during last three years.
- l) Undertaking regarding non-blacklisting (On stamp paper)
- m) Undertaking regarding non-pending of any judicial proceedings (On bidder's letter head)

Bidder's are required to furnish the documents along with Financial Bid ( Section-VI and duly filled in Form-F-1)

Any deviations from the prescribed procedures / required information /formats/conditions shall result in out-right rejection of the bid. Any conditional bid shall be out rightly rejected. All entries along with the pages in the bid document should be legible, filled-in clearly and signed by the authorized representative. If the space for furnishing information is insufficient a separate sheet duly signed by the authorized signatory should be attached. The Technical Bid will be opened on 08.06.2022 at 10.00 A.M in presence of the authorized representatives of the bidder who wish to be present, on the spot at that time. Financial bid of the technically qualified bidders shall be opened on the same day in presence of the authorized representatives. The bid shall be valid for a period of 90 days from the date of opening of the bids and no request for any variation in quoted rates and/withdrawal of bids on any ground by the

bidder shall be entertained. Validity of the bills can be extended on mutual consent. To assist in the analysis, evaluation and computation of bids, the authority may ask the bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted. The bidder having the lowest evaluated financial bid (L-1) would be considered for award of the contract subject to fulfillment of the terms and conditions of the bid documents. In case, the lowest bidder (L-1) is disqualified after selection for any reason, then negotiations will be made with the second lowest (L-2) bidder for award of contract at (L-1) price. However, the decision of the authority shall be final during the overall selection process. The quoted rates shall not be less than the minimum wages fixed/notified by the Government of Odisha from time to time and shall include all statutory obligations. The service provider shall be liable for all kinds of dues payable in respect of manpower deployed / provided under the contract, and the authority shall not be liable for any dues for availing the services of the personnel. The authority reserves the right to reject any or all bids and terminate the tender process without assigning any reason thereof.

**SECTION-II**  
**SCOPE OF THE WORK**

**SWEEPING AND CLEANING**

1. Cleaning, sweeping, mopping and wiping of floors, staircase with phenyl, on daily basis or as required by Officer-in-Charge. Cleaning activity shall start well in advance so as to complete all the dusting/cleaning/mopping work before 9.00A.M. during regular Court and before 7.00 A.M. during morning Court.
2. Thorough cleaning of all toilets using required detergents (Floor cleaning materials i.e. Phenyl / Toilet Cleaner product like Harpic etc. to be used in cleaning of the toilets.) by putting naphthalene balls and air purifier in all urinals, wash basins.
3. Cleaning of general toilets daily with phenyl and detergent etc. and maintain the toilet floors dry during office hours. Cleaning of windows and window slits of all toilets to be done regularly. Wash basins, urinals are to be cleaned with suitable detergents. Flushing system of all toilets is to be checked at regular interval every day. Naphthalene balls, air purifier and liquid soap and paper rolls are to be provided by the Service provider regularly to ensure continuous availability of these materials in requisite containers. A duty chart must be maintained by the Service Provider which shall contain the regular attendance of the personnel engaged in cleaning works.
4. Cleaning of attached toilets with phenyl, removing all dust and unwanted materials, keeping dry, cleaning of window sills once in a day. Naphthalene balls is to be provided by the service provider regularly to ensure continuous availability of these materials in requisite containers.
5. Cleaning of office working areas, removing dust from floors, windows, doors, furniture, fixtures, telephones, cupboards, fan, air conditioners, filing Almirah, cabinets, glass panes, computers etc. with dry/wet duster and or with suitable cleaning equipment, mopping of floors with phenyl, wiping of the floors with Dettol/Lizol mixed water.
6. Collection of waste paper from rooms, waste paper baskets, lobbies and putting in bags at the specified location daily at 9 A.M. or 7 A.M. as the case may be.
7. Cleaning of chockage in sewer and pumping lines, drainage and manholes within the office premises as and when required.

8. Cleaning gulley trap and manholes within and surrounding of premises as and when required.
9. Cleaning/removal of any type of stains of ink etc. from the building premises and staircases.
10. Lifting, carrying and disposing the dead birds, animals, rats, insects etc. if found in and around the office building.
11. Removal of beehives and cobwebs/honey webs from the office building and its premises and cleaning and sweeping of open area including balconies and roof tops.
12. The Service provider shall also be responsible for pest control in the office and shall carry out the adequate measures minimum once in a month. The insecticides and pesticides should be sufficient enough to prevent the entry of Rats, Mosquitoes, Cockroach, crawling insects etc inside the rooms. The insecticide and pesticide sprayed should be of ISI mark and in case the pest control is ineffective the firm shall have to carry out operation more than once in a month.
13. The Service provider should possess or procure required safety gadgets and other material for smooth services.
14. The materials & instruments used for cleaning, sweeping shall be provided by the Service provider at his own cost.

**ADDITIONAL WORK TO BE UNDERTAKEN BY THE AGENCY AS PER THE RECOMMENDATION OF THE DISTRICT COURT BUILDING COMMITTEE, JEYPORE, DISTRICT, KORAPUT.**

1. Sweeping and wet mopping of the floors, corridors, staircases, platforms, chambers of the Officers, Office rooms, toilets, Sections of the Courts etc. within the Court Complexes thrice a day.
2. Sweeping of vacant area of the Court Complexes at least once a day.
3. Cleaning of Office furniture (like Tables, Chairs and Computers), Glass doors, glass windows of the Court premises once a day and structural glazing of the new District Court Complex once in a week.
4. Periodic cleaning of roofs of the Building at least once in a week and cleaning of ceiling at least once in three days to remove cobwebs.
5. Cleaning of fans, tube lights etc as and when required.

6. Washing and cleaning of wash basins, mirrors, pans etc installed of the wash rooms/toilets in the Courts Complexes with disinfectant periodically on each day.
7. To ensure cleaning of drains of the Court Complexes inside and outside on each day.
8. To ensure cutting of bushes on weekly basis to keep the Court environment clean.
9. Cleaning of over head water tank at least once in a month.
10. Washing and cleaning and maintenance of Indoor and Outdoor decorative plants, flower pots, cleaning and maintenance of lawns
10. Any other work as and when entrusted to the manpower by the superior Authority.

**For maintenance of Electrical and other associated works**

1. Maintenance of all electrical equipments fitted in the Court Complexes including Diesel Generator set and Lift on regular basis.
2. Emergency plumbing works pertaining to water supply, distribution and checking of leakages and replacement of leaking taps, etc.
3. Sanitation of bathrooms and toilets including supply of necessary items like liquid soap, naphthalene balls, room fresheners, etc. to maintain hygienic atmosphere.
4. Cleaning of all equipment available in the rooms including telephone sets and accessories, computers and accessories, furniture, signage boards, notice boards, switch boards, Air-conditioners, etc. with dusting or wet mopping or vacuum cleaning.
5. Cleaning of all lighting, indoor as well as outdoor, and electrical fixtures.
6. Cleaning of drinking water coolers, water filters, Desert coolers, etc.
7. Cleaning of lifts (all components).
8. Cleaning of fire-fighting equipment, CCTV and public address systems, etc.
9. Cleaning of all miscellaneous equipment as available or being provided from time to time.
10. Maintenance of lift/Diesel Generator Set/Electrical apparatus/ CCTV Cameras/Fire Services etc.

**SECTION-III****Schedule of Requirement;**

( To be filled up by the Tender Inviting Authority )

Tentative requirement of Manpower/Machinery to be deployed for the proposed services given here as under;

Sl. No.	Description	Requirement
Manpower		
Unskilled	up-keeping & cleaning of Court Complexes of the Judgeship of Koraput.	64 Nos.
Semi Skilled ( Supervisor)	To supervise the work of man powers engaged by the Agency.	03 Nos.
Skilled	Maintenance of lift/Diesel Generator/Electrical apparatus.	8 Nos. ( having previous experience and qualification in the relevant field.)
	Water Management, Plumbing and Sewerage System.	

The Government of Odisha in Labour and Employment Department, Odisha, Bhubaneswar have prescribed the wages for different class of engagement of labours with effect from 01.04.2022 as follows;

Class of Employment	Wages per Day
Unskilled	326.00
Semi Skilled	366.00
Skilled	416.00

The Bid price is to be submitted in accordance with the minimum labour rate prescribed by the State Government.

**SECTION - IV**  
**GENERAL TERMS AND CONDITIONS**

1. For all intents and purposes, the Service Provider shall be the "employer" within the meaning of different Rules & Acts in respect of persons deployed. The persons deployed by the service provider shall not have any claim whatsoever like employer and employee relationship against the Authority under this Agreement. The Service Provider shall make them know about their position in writing before deployment under the required service.
2. The Service Provider must employ adult labour only. Employment of child labour will lead to the termination of the contract. Persons to be deployed by the Service Provider should not below 20 years of age and not exceeding 40 years and physically sound to perform the duties.
3. The Service Provider will be overall responsible for the manpower deployed for performing the service. The Authority shall not be responsible for any financial loss or any injury to any person deployed by the Service Provider in the course of their performing the functions / duties, or for payment towards any compensation.
4. The Service Provider shall exercise adequate supervision to ensure performance of manpower deployed to provide the services in accordance with the requirements. The Service Provider shall depute one full time supervisor in concerned office of the authority, for overall management of the services to be rendered at the site.
5. The Service provider shall be solely responsible for compliance to the Provisions of various Labour and industrial laws, such as, wages, allowances, compensation, EPF & ESI, Bonus and Gratuity etc. relating to manpower to be deployed by it at the Authority's location.
6. Service Provider shall maintain complete official records of disbursement of wages/ salary showing details of all supporting documents such as EPF, EESI etc. in respect of manpower deployed for the purposes.
7. The Service Provider shall maintain personal file in respect of all the staff who are deployed in office of the authority. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (temporary/ permanent), Bank Account. EPF/ ESIC Details etc.



8. The manpower to be deployed by the Service Provider should not have any adverse Police records/criminal cases against them. The agency should make adequate enquiries about the character and antecedents of the persons whom they are recommending. An undertaking to this respect must be provided by the manpower service provider prior to signing of the agreement.
9. The Service Provider will also ensure that the manpower deployed are medically fit and will keep in record a certificate of their medical fitness. The Service Provider shall will draw such manpower who are not found suitable by this office for any reasons immediately on receipt of such a request.
10. The Service provider shall ensure that the manpower deployed by him are disciplined and do not participate in any activity detrimental to the interest of the Authority.
11. The Authority shall not be liable for any compensation in case of any fatal injury/death caused to any manpower while performing/discharging their duties/ for inspection or otherwise.
12. In case of any theft or pilferages, loss or other offences, the service provider will investigate and submit the report to the Authority and maintain liaison with the police. FIR will be lodged by the Authority wherever necessary. If need be, joint enquiry comprising of both the parties shall be conducted and responsibility will be fixed.
13. In case of any loss caused to the Authority due to lapse on the part of the personnel discharging duties, the same shall be borne by the Service Provider. Authority shall have the right to deduct appropriate amount from the bill of service provider. In case of frequent lapses on the part of the personnel deployed by the Service Provider, Authority shall be within It's right to terminate the contract or take any other action, without assigning any reason whatsoever.
14. In the event of any personal being on leave/absent, the service provider shall ensure suitable alternative arrangement to make up for such absence. If a person leaves the job for any reason, the Service provider is liable to provide the suitable replacement within 3 working days.
15. In case of delay in providing required replacement, the amount of penalty

calculated at the rate of 1% of the annual contract value per week on account of delay, shall be deducted from the monthly bills in the succeeding month.

16. There would be no increase in rates payable to the Service Provider during the Contract period. The service provider will be responsible for deposit of EPF, ESI, GST and other statutory dues as applicable from time to time and submit the proof of deposit to authority for records.

17. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this Agreement to any other agency or organization. Sub-contracting is not allowed under this agreement.

### **Payment**

18. The Services Provider shall raise the bill, in triplicate, along with the following documents;

- (i) Attendance record of the employees engaged for relevant work;
- (ii) EPF Deposit Challan copy of the month Preceding the relevant work.
- (iii) ESI Deposit Challan copy of the month preceding the relevant work.
- (iv) GST Deposit Challan of the month preceding the relevant month.
- (v) Bank statement for crediting the net wages amount to the individual Bank account of the employee.

19. The Service Provider will have to deposit the remuneration of the deployed manpower for the concerned billing period in their respective bank account through online transfer and submit the details to the authority for necessary records.

20. In case of dispute resolution relating to rights/liabilities arising out of the agreement, the same shall be disposed of by the District Judge.

21. In the event of failure of Service Provider to provide Services as per the terms and conditions of the agreement, the Performance Security shall be forfeited. Any violation of instructions/agreement or suppression of facts will attract termination of contract with 1 month prior notice to the Service Provider.

22. The Service provider should ensure that persons to be deployed are not alcoholic; drug addict and not indulge in any activity prejudicial to the interest of the Authority.

23. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.

24. In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the Dispersal be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.

25. All disputes shall be under the jurisdiction of the court at Jeypore.

26. The agreement can be terminated by either party by giving one month's notice in advance. If the agency fails to give one month's notice in writing for termination of the agreement then one month's wages, etc. and any amount due to the service provider will be recovered by forfeiture of performance security.

27. The contract is liable to be terminated because of non-performance, deviation of any terms and conditions of agreement, non-payment of remuneration of manpower deployed and non-payment of statutory dues. The Authority will have no liability towards non-payment of remuneration to the persons deployed by the Service Provider and the outstanding statutory dues of the service provider to concerned authorities.

28. The Manpower Service Provider will be bound by the details furnished to the authority while submitting the tender of at any subsequent stage. Misrepresentation of documents/ Information, leads to termination of agreement.

**SECTION – V**  
**TECHNICAL BID**

[Location, Date]

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

To

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

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

Dear Sir,

I, the undersigned offer to participate in the tender process to provide services for [Insert Name of the Service] in accordance with your Tender Notice No. \_\_\_\_\_, Dated \_\_\_\_\_. We are hereby submitting our proposal, which includes Technical Proposal sealed in separate envelopes.

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal our proposal will be valid for acceptance up to 90 days and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this tender are found violated then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely  
I remain,

Yours faithfully,

Authorized Signatory  
With Date and Seal

Name and Designation:  
Address of the Bidder:

**(FORM T-1)**

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

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

**16. Financial Turnover of the bidder for the last 3 financial years.**

Financial Year	Turnover Amount (in INR)	Average Turnover (in INR)
FY1 2021-22		
FY2 2020-21		
FY3 2019-20		

\*From the date of issue of Tender

**17. Details of the similar type service provided by the bidder in last 5 years**

Sl No.	Period	Name of Authority with Complete Address & Fax no.	Type of service provided with details of manpower/machinery deployed	Contract Amount (in INR)	Duration	
					From	To
1	2021-22					
2	2020-21					
3	2019-20					
4	2018-19					
5	2017-18					

**18. Declaration**

I, Sri Son/Daughter/Wife of Shri \_\_\_\_\_  
 Proprietor/Director/Authorized signatory of \_\_\_\_\_  
 (Name of the Service Provider), competent to sign this declaration and execute  
 this tender.

I have carefully read and understood all the terms and conditions of the  
 lender and undertake to abide by them.

The information and documents furnished along with the tender are true and  
 authentic to the best of my knowledge and belief . I am well aware of the fact  
 that, furnishing of any false information/fabricated document would lead to  
 rejection of all tender at any stage besides liabilities towards prosecution under  
 appropriate law.

**(Signature of Authorised Representative with seal)**

Place.....

Date.....

Enclosures:

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

**FORM-T2**  
**UNDERTAKING**

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

I hereby undertake that, our organization has not been blacklisted/ debarred by any of the Central / State Government Department Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorized Signature  
[In fill and initials]

Name and Designation of the Signatory:

Name of the Bidder and Address:



**FORM-T3**  
**UNDERTAKING**

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

I hereby undertake that there is no criminal case pending in any Court of Law against our company or against the Proprietor/Director/Persons to be deployed by our company.

I/we further certify that Proprietor/Director/Persons to be deployed by our company of my company have not been convicted of any offence in any Court in India during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely,

Authorized Signature  
[In full and initials]

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

## FORM- T-4

## FORM OF BID-SECURITY DECLARATION

Letter head of the Bidder:-

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 with the ITB/ Terms of the Bid Document/RFP, or

ii. Fail to agree to the decisions of the contract negotiation meeting or

iii. Failure refuses 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 )

### **TECHNICAL BID EVALUATION**

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

**SECTION – VI**  
**FINANCIAL BID**  
**COVERING LETTER**  
**(BIDDER LETTER HEAD)**

[Location, Date]

To

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

Sub: **Tender for Outsourcing of** (Insert Name of the Service) at (Insert  
Name of the Office / Location] [financial Proposal]

Sir,

I, the undersigned, offer to provide the services for [insert title of the  
Services] in accordance with your tender No. \_\_\_\_\_ Dated \_\_\_\_\_ Our  
attached financial price is **[Insert amount(s) in words and figures] for the  
proposed service.** This amount is inclusive of the taxes applicable as per GST  
Act. I do hereby undertake that, in the event of acceptance of our bid, the  
services shall be provided in respect to the terms and conditions as stipulated in  
the tender document.

Our financial proposal shall be binding upon us subject to the  
modifications resulting from contract, negotiations up to expiration of the  
validity period of the proposal of **90 days**. I have carefully read and understood  
the terms and conditions of the tender to  
provide the services accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

**Authorized Signatory [in full and initial)**

**Name and Designation of Signatory with Date and Seal:  
Address of the Bidder:**

## ( FORM F-1 )

## (Administrative Charge )

## Financial Proposal.

Sl. No.	Description of Item	Quantity	For Two years.		
			Unit Price ( Per month) (INR)	Total Price ( Per Year) (INR)	Total Cost ( INR) ( for 2 years )
1	Support Man Power Resources in different service areas				
(a)	Maintenance, Floor and Toilet cleaning and up-keeping	64			
(b)	Supervisory Staff	03			
(c)	Electrical/Mechanical operation & maintenance support for lifts, generators, air conditioning, pump sets, fire fighting systems, EPABX, CCTV, UPS & Audio & video System etc.	04			
(d)	Water Management, Plumbing & Sewerage System.	04			
2	Soap/Detergents/Cleaning agents materials/Phenyls etc.	L.S.			
3	Pesticides/Termite -sides/Garden - manures/seeds/supplying plants etc.	L.S.			
4	Pest Control	L.S.			
5	Technical material & Consumable	L.S.			
6	Cleaning Machineries Deployment Cost	L.S.			
7	Service Charges(     %) Sl. No. 1 to 6				
8	Others ( Please Specify)				
Total Costs for 2 ( Two 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.

**Signature of the Bidder/Authorized Representative**

Sd/-Registrar,  
Civil Courts, Koraput-Jeypore.

// APPROVED //

District Judge,  
Koraput-Jeypore.

**SECTION-VII**  
**BID SUBMISSION CHECK LIST**

Sl. No.	Description	Submitted (YES/No)	Page No.
<b>TECHNICAL BID (ORIGINAL)</b>			
1	Covering Letter in Bidders Letter Head		
2	Bid Processing Fee		
3	Bid Security Declaration( T-4 )		
4	Copy of Incorporation/ Registration Certificate of the Bidder		
5	Copy of PAN		
6	Copy of valid GSTIN		
7	Copies of Income Tax Clearance Certificate for the last (03) three Assessment years		
8	Copy of Valid EPF & ESI Certificate		
9	Copy of Valid PSARA Licence (in case of Security Service)/labour license		
10	TECHNICAL BID duly filled in (Covering Letter, FORM-T1,T2,T3)		
11	Power of Attorney in favour of the person signing the bid on behalf of the bidder		
12	List of completed/ongoing assignment of similar nature (past Experience Details) along with the copies of work orders for the respective assignments from the authorities during last five years.		
13	Undertaking for not have been black-listed by any Central/State Govt./any Autonomous bodies during the recent past (FORM-T2)		
14	Undertaking for not having any police case pending against the bidder (FROM-T3)		
15	Financial details of the Bidder along with all the supporting documents such as copies of Income/Expenditure statement and updated Balance sheet for last 3 years.		
<b>FINANCIAL BID (ORIGINAL)</b>			
1	Covering Letter in Bidders Letter Head		
2	Duly Filled in Financial Bid (FORM-F1)		

It is to be ensured that:

- All information has been submitted as per the prescribed format only.
- Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with Index Page.
- All pages of the proposal needs to be sealed and signed by the authorized representative.

Authorized Signatory [In full and initials]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

**SECTION - VIII**  
**SERVICE AGREEMENT**

**(To be made on Rs. 100.00 Non judicial Stamp Taper)**

This **SERVICE AGREEMENT** is made on \_\_\_\_\_ between, herein after called as the "Authority") of the 1st Part & \_\_\_\_\_ its principal place of business at \_\_\_\_\_ (hereinafter called the "Service Provider") of the 2nd Part.

**WHERRAS**

(a) the "Service Provider" having represented to the "Authority" that he has the required manpower and other resources, has offered to provide the service in response to the Tender Notice No \_\_\_\_\_. Date \_\_\_\_\_ issued by the Authority.

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

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

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

**Appendix A: General Terms and Conditions**

**Appendix B: Scope of Work**

**Appendix C: Contract Price and Payment Term;**

2. The mutual rights and obligations of the Authority and the Consultant shall be an set forth in the Contract, in particular

a) The Service Provides shall carry out the service in accordance with the provisions of the Agreement, and

b) The Certificate on the satisfactory performance of services by the Agency shall be issued by an Officer authorized by the Client and in consideration of the Certificate of Satisfactory Performance of Services Provider, the Authority shall make such payments and in such a manner as is provided in the Agreement.

3. **Mode of Payment**

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

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

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

a) That in consideration of the payment to be made by the "Authority" to the "Service Provider" the "Service Provider" hereby agrees with the "Authority" to provide manpower resources to be engaged in the [Insert the location]in conformity with the provisions of the terms and conditions of the contract.

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

For and behalf of [**Tender Inviting Authority**]

Witness 1:

Witness 2:

For and on behalf of [**SERVICE PROVIDER**]

**(Name and Designation of the Representative with seal]**

Witness 1:

Witness 2:



**PERFORMANCE BANK GUARANTEE FORMAT**

TO

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

**WHEREAS** \_\_\_\_\_ (Name and address of the Service Provider)(hereinafter called the Service Provider) has undertaken in pursuance of Contract No. \_\_\_\_\_ Dated \_\_\_\_\_ to undertake the service \_\_\_\_\_ (description of service)(here after called "the contract").

**AND WHERE AS** it has been stipulated by \_\_\_\_\_ (Name of the Authority) in the said contract that the Service Provider shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum Specified therein as security for compliance with its obligation in accordance with the contract.

**AND WHERE AS** we have agreed to give the Service Provider such a bank guarantee.

**NOW THEREFORE**, we hereby affirm that we are guarantors and responsible to you on behalf of the Service provider up to a total of \_\_\_\_\_ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Service. Provider to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

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

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

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

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

**Name and designation of the officer**

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