

**OFFICE OF THE DISTRICT JUDGE,  
BALANGIR**

**REQUEST FOR PROPOSAL**

**“SELECTION OF AGENCY FOR PROVIDING COMPREHENSIVE  
FACILITY MANAGEMENT SERVICES FOR UP-KEEPING,  
CLEANING & MAINTENANCE AND ELECTRICAL SERVICES IN  
THE DISTRICT COURT COMPLEX, BALANGIR AND TALUK  
COURT COMPLEXES AT TITLAGARH, PATNAGARH,  
KANTABANJI, MURIBAHAL, SAINTALA, BANGOMUNDA,  
LOISINGHA, TUSURA & AGALPUR OF BALANGIR JUDGESHIP”**

**OFFICE OF THE DISTRICT JUDGE, BALANGIR**  
AT/PO/Dist-Balangir  
Odisha-767001

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## **Disclaimer and Confidentiality**

This Request for Proposal ("RFP") Document has been prepared by the District Judge, Balangir solely for the purpose of providing information to prospective bidders. It is intended to assist interested parties in preparing and submitting their proposals in response to this RFP. It is provided on a confidential basis and is not to be distributed or reproduced in whole or in part without the prior written consent.

The information contained in this RFP document or subsequently provided to the Bidder(s), whether verbally, in documentary form, or otherwise, by or on behalf of the Client or any of its employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor an invitation by the District Judge, Balangir (hereinafter referred to as the "CLIENT") to prospective Bidder(s). The purpose of this RFP is to provide interested bidders with information that may be useful to them in preparing their Eligibility Proposal, Technical Proposal, supporting documents, and Financial Proposal (collectively referred to as the "Bid") pursuant to this RFP.

This RFP includes statements, which reflect various assumptions and assessments arrived at by the CLIENT or its advisors in relation to the proposed project. Such assumptions, assessments, statements, and information do not purport to contain all the information that each Bidder may require. This RFP is intended to be used as a guide only and does not constitute professional, financial, legal, technical, or investment advice.

The assumptions, assessments, statements, and information contained in this RFP, including any annexures, attachments, amendments, or addenda, may not be complete, accurate, adequate, or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should independently verify the accuracy, adequacy, correctness, reliability, and completeness of the information contained herein and obtain independent advice from appropriate sources.

The CLIENT and its advisors assume that any person who reads or uses this document is capable of evaluating the merits and risks of any investment or other decision relating to a financial or property transaction, operation, or project, including its suitability and its financial, taxation, accounting, and legal implications, without reliance on this document.

Information provided in this RFP relates to a wide range of matters, some of which are subject to interpretation. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law.

This document may contain information prepared by third parties. Figures, calculations, and other information contained herein that have been provided to the CLIENT by third parties have not been independently verified by the CLIENT. Any projections or analyses represent best estimates only and may be based on assumptions which, while considered reasonable, may not be correct.

Past performance of any property, project, or market information, if any, described in this document is not a reliable indication of future performance. Bidders should not rely upon any information contained in this document as a statement or representation of fact and must make their own enquiries and satisfy themselves regarding all aspects of such information, including, without limitation, any income, fees, rentals, dimensions, areas, zoning regulations, approvals, and permits.

While the information contained in this document has been prepared in good faith and with due care, no representation or warranty, express or implied, is made as to the accuracy, currency, completeness, suitability, or reliability of such information. The CLIENT, its advisors, officers, employees, subcontractors and agents shall not be liable (except to the extent liability cannot be excluded by law) for any loss, liability, damage, cost, or expense arising directly or indirectly from the use of, or reliance upon, any information contained in this RFP.

The CLIENT accepts no responsibility for the accuracy or otherwise of any interpretation or opinion on law expressed herein. The CLIENT, its employees, and advisors make no representation or warranty and shall have no liability to any person, including any Bidder, under any law, statute, rule, regulation, tort, principle of restitution, unjust enrichment, or otherwise, for any loss, damage, cost, or expense arising from or incurred in connection with anything contained in this RFP, including the accuracy, adequacy, correctness, completeness, or reliability of the RFP and any assessment, assumption, statement, or information contained therein or deemed to form part thereof or arising in any way during the Bidding Process.

The CLIENT also accepts no liability of any nature, whether resulting from negligence or otherwise, arising from reliance by any Bidder upon the statements contained in this RFP. The CLIENT may, in its absolute discretion and without being under any obligation to do so, update, amend, modify, supplement, or withdraw this RFP at any time without assigning any reason whatsoever. The CLIENT reserves the right, without any obligation or liability, to accept or reject any or all applications at any stage of the selection process, to cancel or modify the process or any part thereof, or to vary any or all terms and conditions at any time without assigning any reason whatsoever.

The issue of this RFP does not imply that the CLIENT is bound to select a service provider or to appoint the successful Bidder. The CLIENT reserves the right to reject any or all Bids without assigning any reason whatsoever.

The Bidder shall bear all costs associated with or relating to the preparation and submission of its Bid, including but not limited to costs of preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations, which may be required by the CLIENT or any other expenses incurred in connection with or relating to the Bid. All such costs and expenses shall remain the sole responsibility of the Bidder, and the CLIENT shall not be liable in any manner whatsoever for the same, regardless of the conduct or outcome of the bidding process.

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE,  
BALANGIR**

Patnagarh Road, PO/Dist-Balangir  
Odisha, PIN - 767001  
e-mail I.D: [dj.balangir-od@od.gov.in](mailto:dj.balangir-od@od.gov.in)

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RFP Identification No.1 (RFP) of 2026-27 Dated 26.06.2026

**TENDER NOTICE**

The District Judge, Balangir invites sealed proposal from interested bidders under single stage two cover/envelope system (Technical bid & Financial bid) for **“SELECTION OF AGENCY FOR PROVIDING COMPREHENSIVE FACILITY MANAGEMENT SERVICES FOR UP-KEEPING, CLEANING & MAINTENANCE AND ELECTRICAL SERVICES IN THE DISTRICT COURT COMPLEX, BALANGIR AND TALUK COURT COMPLEXES AT TITLAGARH, PATNAGARH, KANTABANJI, MURIBAHAL, SAINTALA, BANGOMUNDA, LOISINGHA, TUSURA & AGALPUR OF BALANGIR JUDGESHIP”**. Duly completed bid along with other pre-requisite documents in support of eligibility criteria and the required information as per format must be submitted through registered post/speed post/courier latest by **13.07.2026, 5:00 P.M.**,

For details: The tender document can be downloaded from the website Link:

<https://balangir.dcourts.gov.in/notice-category/tenders/> & <https://balangir.odisha.gov.in/en>

Sd/-

**DISTRICT AND SESSIONS JUDGE,  
BALANGIR**

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE,  
BALANGIR**

Patnagarh Road, PO/Dist-Balangir  
Odisha, PIN - 767001  
e-mail I.D: [dj.balangir-od@od.gov.in](mailto:dj.balangir-od@od.gov.in)

**INVITATION FOR BIDS**

RFP Identification No.1 (RFP) of 2026-27, Dated 26.06.2026

**REQUEST FOR PROPOSAL (RFP)**

The District Judge, Balangir (“CLIENT”), invites sealed proposal from interested Bidders under Single Stage Two Cover/Envelope System (Technical Bid & Financial Bid) for “**SELECTION OF AGENCY FOR PROVIDING COMPREHENSIVE FACILITY MANAGEMENT SERVICES FOR UP-KEEPING, CLEANING & MAINTENANCE AND ELECTRICAL SERVICES IN THE DISTRICT COURT COMPLEX, BALANGIR AND TALUK COURT COMPLEXES AT TITLAGARH, PATNAGARH, KANTABANJI, MURIBAHAL, SAINTALA, BANGOMUNDA, LOISINGHA, TUSURA & AGALPUR OF BALANGIR JUDGESHIP**”.

**A. Indicative Scope:**

The Broad Scope of services required through this RFP, shall be inter alia as briefed below:-

1. Operation and Maintenance of all Electrical & Mechanical Equipment.
2. Housekeeping and Sanitation services.
3. Pest control.

**B. Contract Period : 02 years**

**C. Bid Processing Fee (INR) : ₹10,000/- (Non-refundable)**

**D. Earnest Money Deposit (INR) : Rs. 1.26 lakhs**

**E. The RFP document can be downloaded from our Website Link: <https://balangir.dcourts.gov.in/notice-category/tenders/> and <https://balangir.odisha.gov.in/en>.**

To address the queries of prospective Bidder(s), a Pre-Bid Meeting shall be held on the date and time specified in the **Critical Date Sheet** at the District Court Complex, Balangir. Duly completed proposal along with other pre-requisites documents in support of eligibility criteria and the required information as per formats must be submitted through Registered post/Speed Post/Courier latest by **13.07.2026 at 5:00 P.M.** as specified in the **Critical Date Sheet** below. For details, please refer the RFP Documents.

**F. Critical Date Sheet**

1	RFP Issue Date	26.06.2026
2	Last date and time for submission of Pre-Bid queries through e-mail: <a href="https://balangir.dcourts.gov.in">https://balangir.dcourts.gov.in</a>	02.07.2026 by 5.00 P.M

3	Pre-Bid Meeting date and time	04.07.2026 at 10.30 A.M
4	Upload of Pre-Bid clarification date <a href="https://balangir.dcourts.gov.in">https://balangir.dcourts.gov.in</a>	05.07.2026 by 5.00 PM
5	Bid due date and time	13.07.2026 by 05.00 PM
6	Technical Bid opening date and time	14.07.2026 at 04.30 PM
7	Financial Bid opening date and time	To be Informed only to Technical Qualified Bidder.

**G. Contact Person :**

Court Manager, District Court, Balangir  
Mobile No. 9438581664  
E-mail ID: dj.balangir-od@od.gov.in

**H. Complete Address for Submission of Bid**

The District Judge, Balangir  
Patnagarh Road, AT/PO/Dist-Balangir  
Odisha, PIN - 767001

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

Sd/-  
**District Judge,  
Balangir**

**By e-Mail**

**Memo No...../ Dated**

Copy forwarded to the Director, I & P.R Deptt., Balangir, Govt. of Odisha with a request to get it published in the two largely circulated Newspapers (one English daily (Time of India) and one Odia daily (The Samaj)) by **26.06.2026** in all Odisha editions for wide circulation. The complimentary copy of the News Papers connecting the Invitation for Bids may be sent to this office for reference and record.

**Encl.:** Soft copy of invitation for Bids. (Page No. 6 of the bid document)

Sd/-  
**Registrar, Civil Courts,  
Balangir**

**Memo No...../ Dated**

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

**Encl.:** RFP Document of Invitation for Bids

**Sd/-  
Registrar, Civil Courts,  
Balangir**

**Memo No...../ Dated**

Copy forwarded to the District Information Officer, NIC, Balangir with a request to upload in the District Office, NIC Website for wide circulation.

**Encl.:** RFP Document of Invitation for Bids

**Sd/-  
Registrar, Civil Courts,  
Balangir**

**Memo No...../ Dated**

Copy forwarded to the Registrars, Civil Courts of the State with a request to publish in their respective notice board for wide circulation.

**Encl.:** RFP Document of Invitation for Bids

**Sd/-  
Registrar, Civil Courts,  
Balangir**

**Memo No...../ Dated**

Copy forwarded to the District Magistrates & Collectors of the State with a request to publish in their respective notice board for wide circulation.

**Encl.:** RFP Document of Invitation for Bids

**Sd/-  
Registrar, Civil Courts,  
Balangir**

**Memo No...../ Dated**

Copy forwarded to the Superintendent of Police, Balangir for information with a request to provide security during the period of opening of the tender at the District Court Complex, Balangir.

**Encl.:** RFP Document of Invitation for Bids

**Sd/-  
Registrar, Civil Courts,  
Balangir**

**Memo No...../ Dated**

Copy forwarded to the Judge-in-Charge, Process Establishment Sections of Balngir Judgeship with a request to publish in their respective notice board for wide circulation and to accommodate prospective bidders during pre-bid visit to the respective sites from **26.06.2026 to 02.07.2026** for necessary assessment.

**Encl.:** RFP Document of Invitation for Bids

**Sd/-  
Registrar, Civil Courts,  
Balangir**

**Memo No...../ Dated**

Copy forwarded to the Superintendent Engineer, Balangir, (R & B) Division, Balangir for information.

**Encl.:** RFP Document of Invitation for Bids

**Sd/-  
Registrar, Civil Courts,  
Balangir**

**Memo No...../ Dated**

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

**Encl.:** RFP Document of Invitation for Bids

**Sd/-  
Registrar, Civil Courts,  
Balangir**

## Bidder Data Sheet

Sl. No.	DESCRIPTION	
1.	Title of RFP	<p><b>Selection of outsourcing of agency for Up-keeping, Cleaning &amp; Maintenance and Electrical services at:</b></p> <p>1. District Court Complex, Balangir at Headquarters Station includes: (Project-1)</p> <ul style="list-style-type: none"> <li>• District Court building (main).</li> <li>• Family Court building.</li> <li>• Building where court of SC/ST, POCSO, Commercial and Virtual High Court functioning.</li> <li>• Building where Court of the Civil Judge (Jr. Divn.), functioning.</li> <li>• Building where Court of the Sr. Civil Judge (LR&amp;LTV) functioning.</li> <li>• ADR Building</li> </ul> <p>2. Civil Court Complex, Titlagarh (Project-2)</p> <p>3. Civil Court Complex, Patnagarh. (Project-3)</p> <p>4. Civil Court Complex, Kantabanji (Project-4)</p> <p>5. Civil Court Complex, Muribahal. (Project-5)</p> <p>6. Civil Court Complex, Saintala. (Project-6)</p> <p>7. Civil Court Complex, Bangomunda. (Project-7)</p> <p>8. Civil Court Complex, Loisingha. (Project-8)</p> <p>9. Civil Court Complex, Tusura. (Project-9)</p> <p><b>10.</b> Civil Court Complex, Agalpur. (Project-10)</p> <p><b><i>N.B: - Each Court Complex shall be treated as separate project and bidders are to submit their bids treating them to be separate proposals but in one bid.</i></b></p>
2.	Broad scope of services	<p>The Broad Scope of services required through this RFP shall be inter alia as briefed below:</p> <ul style="list-style-type: none"> <li>• Housekeeping and Sanitation services.</li> <li>• Operation &amp; Maintenance of Electrical equipments.</li> <li>• Maintenance of Lawns &amp; Gardens</li> <li>• Pest Control</li> </ul>
3.	Contract Period	The Contract shall be for a period of <b>02 years</b> (24 Months).
4.	Method of Selection	<b>Least cost selection process (LCS)</b>
5.	Bid Processing Fee (Non-refundable)	<p><b>Rs.10,000/-</b>(Ten Thousand Only)</p> <p>[In shape of Demand Draft in favour of <b>Registrar, Civil Courts, Balangir</b> payable at <b>Balangir.</b>]</p>

6.	Submission of Proposal	<p>Bidder(s) shall submit their proposals through <b>Registered Post, Speed Post, or Courier</b> in accordance with the instructions contained in this RFP Document superscribing “<i>RFP for Selection of an Agency for Providing Comprehensive Facility Management Services, including Housekeeping, Cleaning, Maintenance, and Electrical Services, at the District Headquarters Station, Balangir and Taluk Court Complexes at Titlagarh, Patnagarh, Kantabanji, Muribahal, Saintala, Bangomunda, Loisingha, Tusura and Agalpur under Balangir Judgeship.</i>” The proposal must reach the following address on or before <b>13.07.2026 by 05:00 PM:</b>  <b>Office of the Process Establishment Section, District Court Complex, Balangir, Odisha – 767001</b>  <i>The Client shall not be responsible for any postal delay or any consequences in receiving of the proposal. Any bid received after the prescribed deadline shall not be considered and shall be rejected outrightly.</i></p>
7.	Issue of RFP	<b>26.06.2026</b>
8.	Downloading of RFP Documents	Bidders can download the complete RFP Document from the District Court website: <a href="https://balangir.dcourts.gov.in/notice-category/tenders/">https://balangir.dcourts.gov.in/notice-category/tenders/</a> & <a href="https://balangir.odisha.gov.in/en">https://balangir.odisha.gov.in/en</a>
9.	Last date and time of sending Queries	<b>Date: 02.07.2026</b> <b>Time: 05:00 PM</b>
10.	Pre-Bid Meeting	<b>Date &amp; Time:</b> 04.07.2026, 10:30 AM <b>Venue:</b> Video Conference Hall, District Court Complex, Balangir <b>Contact Person:</b> Registrar Civil Courts, Balangir (Mob- 9583314780)
11.	Last date & time of submission of Bid (Bid Due Date)	<b>Date &amp; Time:</b> 13.07.2026, 05:00 PM
12.	Date of opening of Technical Bid	<b>Date &amp; Time:</b> 14.07.2026, 04:30 PM <i>The Technical Bids shall be opened in presence of the authorized representatives of the bidder who wish to be present at the venue at that time.</i>
13.	Date of opening of Financial Proposal	To be informed only to Technical Qualified Bidder.
14.	Letter of Award (LoA) to Selected Bidder	<b><i>Within 7 days from the date of issue of award notice.</i></b>
15.	<b>Site Visit</b>	<b><i>IMPORTANT:</i></b> Bidders are advised to visit the project sites and satisfy themselves regarding the site conditions, scope of work, existing infrastructure, and other relevant factors before preparing and submitting their proposals. Submission of a bid shall be deemed to indicate that the Bidder has undertaken an independent assessment of all relevant conditions and information pertaining to the project.  <i>Prospective bidders may undertake site visits for the purpose of obtaining information necessary for preparation of their bids. The Client shall facilitate site visits during office hours from 26.06.2026 to 02.07.2026. The cost of the site visit shall be borne entirely by the</i>

		<p><i>Bidder. The Client shall not be liable for any expenditure incurred by the Bidder in connection with the site visit.</i></p> <p><i><b>The authorized person, who is to be contacted for facilitating for the purpose is given below:</b></i></p> <p><b>Shri Subrat Mishra, Deputy Administrator, Process Establishment Section, District Court Complex, Balangir, Mobile No. 7978651569</b></p>
16.	Scope of work, Obligations of Agency and Client, for the assignment:	As detailed in Schedule of Requirements <b>(Annexure-B)</b>
17.	Earnest Money Deposit (EMD)	<b>For all Bidders fixed amount of Rs. 1.26 lakhs in shape of TDR pledged in favour of Registrar, Civil Courts, Balangir. Copy of valid certificate for exemption in EMD &amp; performance security, if any.</b>
18.	Performance Security	<b>Selected bidder must submit Performance Security of the amount equivalent to 03% of the Annual Contract Value.</b>
19.	Validity of Proposal	The bid shall be valid for a period of 90 days from the date of opening of the bids and no request for any variation in quoted rates and / withdrawal of bids on any ground by the bidder shall be entertained. Validity of the bids can be extended on mutual consent.
20.	Language(s) of the submitted proposals:	<b>English</b>
21.	Bidder to state financial proposal in the national currency:	<b>Indian Rupees (INR)</b>
22.	Annual Comprehensive Facility Management Cost.	Lowest financial bid quoted by the bidder. Payments for the Annual Comprehensive Facility Management Cost shall be made by the Client on equal monthly installments basis during contract period.
23.	Signing of Service Agreement (SA)	Within 15 (Fifteen) days from the date of issue of LOA
24.	Mobilization Period and Commencement of Service:	10 days from the signing of Service Agreement (SA)

## 1. Eligibility Criteria

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

Criteria	Description	Required Supporting Document
<b>Technical Criteria</b>		
A.	The bidder should be registered under appropriate Client; <ul style="list-style-type: none"> <li>• Indian Companies Act 2013</li> <li>• Indian Partnership Act 1932</li> <li>• The Societies Registration Act 1860.</li> <li>• Limited Liability Partnership Act 2008.</li> <li>• Proprietorship Firms.</li> <li>• MSMEs registered as Service Provider under NSIC.</li> </ul>	Copy of Certificates of Incorporation / Registration issued by the competent Client
B.	The bidder must have at least <b>five years</b> in business (up to the last date of submission of bid) for providing similar type of services to Court Complexes/ Judicial Academy /Law Universities/Colleges/ Central/ State Government / Autonomous Bodies/ Agencies / Societies/Corporate Sectors) N.B.- <i>The previous satisfactory successful working experience of the intending bidder agencies in the Courts/ Law Universities/ Colleges/Judicial Academy shall be taken into consideration for evaluation of Technical Bid.</i>	Copies of the work order from the previous authorities and letters of appreciation in support of past experience.
C.	Bidder should be registered with the Income Tax, Goods and Services Tax and also registered under the labour laws, Employees Provident Fund Organization, Employees State Insurance Corporation.	Copies of PAN, GSTIN, IT Returns for the last 3 financial years, Labour Registration, EPF Registration Certificate, ESI Registration Certificate to be submitted along with the technical proposal.
D.	Bidder must not be under any declaration of Ineligibility by any Client and should not be blacklisted with any of the government project as on date of proposal.	Undertaking as per <b>Form- T5</b> on stamp paper of appropriate value in shape of affidavit from the Notary regarding his eligibility and non-blacklisting needs to be furnished
E.	The registered Office / branch office of the Service Provider must be located within the jurisdictional area of India/Odisha.	Valid address proof of the office (Copy of the Land Line Telephone Bill / Electricity Bill / GSTIN of the Office Premise)

<b>Financial Capability Criteria</b>		
F.	Bidder should have the average financial turnover of not less than <b>Rs. 5,00,00,000/- (Rupees Five Crores only)</b> and should have a positive net worth for last five financial years, ending 31 <sup>st</sup> March, 2026 for providing similar type of services as per the scope of the work.	Duly certified copy from the auditor /chartered accountant as to be provided certifying Organizations turnover during last Three financial years [2023-24, 2024-25, 2025-26] as per <b>Form – T3</b>
G.	Bidder must have its own bank account in any scheduled bank situated in India/Odisha.	Copy of the pass book/Cancelled Cheque along with self-attested updated as on date (RFP public date) Bank Account Statement needs to be furnished. (3 to 4 Pages)
I.	Bidder must not have any pending judicial proceedings for any criminal offence against the Proprietor / Director / Persons to be deployed by the Service Provider.	An undertaking to this effect must be submitted on the bidder letter head.

**Special 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 RFP, 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 RFP). 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.

## **2. Information to Bidder/ Preparation of Bids**

- i. Bidders should take into account all clarifications/corrigendum/ addendums to the RFP document published before preparation and submission of their proposals.
- ii. Bidders should go through the RFP Document carefully to understand the requirements to be submitted as part of the bid. Please note the **number of covers/packets in which the bids have to be submitted**, the number of documents-including the names and content of each of the document that need to be submitted. Any deviation from these may lead to rejection of the bid.

## **3. Submission of Bids**

The bids shall be submitted through **SPEED POST / REGISTERED POST / COURIER** under two stage bidding system i.e. Technical Bid submission in the first stage in an envelope mentioning “**Technical Bid for (CFMS)**” and those who qualify the Technical Bid will be eligible for open Financial Bid separately in the second stage in an envelope mentioning “**Financial Bid for (CFMS)**” by the stipulated date for evaluation two cover system i.e., viz., Technical Proposal (Cover-I) and Financial Proposal (Cover-II). All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before submission. The proposals submitted through Telegram/Fax/email/ any other mode shall not be considered and will be outrightly rejected. No correspondence will be entertained in this matter.

### **1) Cover–I Technical Proposal:**

- Bid Processing Fee and EMD as applicable.
- The documents as specified in clause 1 (Eligibility Criteria) of this RFP are to be self-attested and furnished by the Bidder.
- Signed copy of the RFP.
- All required Schedules and documents.

### **2) Cover–II Financial Bid:**

- The formats as specified of this RFP are to be self-attested and to be furnished by the Bidder.

## **4. Modifications/ Withdrawal of Proposals**

No proposal can be modified by the bidder subsequent to the closing date and time of proposal submission due date. In the event of withdrawal of the proposal by bidder, the EMD will be forfeited by “CLIENT”.

## **5. Opening of Proposal**

Client reserves the right to reject any Proposal not submitted on time and which does not contain the information/documents as set out in this RFP.

### **Stage-1: Opening of Cover 1 Technical Proposal**

The documents contained in Cover-I (Technical Bid) submitted by the respective bidders shall be opened on the date and time specified in the “Bidder Data Sheet”. The proposals shall thereafter be processed and scrutinized to identify non-responsive proposals. Prior to the detailed evaluation of proposals, the Client shall determine whether each proposal is responsive to the requirements of this RFP. A proposal shall be considered responsive only if it:

- is received on or before the Proposal Due Date and Time specified in the Bidder Data Sheet;
- is submitted in accordance with the provisions of this RFP;
- is accompanied by a valid Power of Attorney, wherever applicable, as specified in RFP;
- is accompanied by the prescribed Bid Processing Fee and Earnest Money Deposit (EMD), as applicable;
- contains all information and supporting documents as required under this RFP;
- is duly signed by the Authorized Signatory of the Bidder on all pages of the proposal;
- contains information in the formats prescribed under this RFP;
- satisfies all eligibility criteria and qualification requirements specified in this RFP;
- remains valid for the period prescribed in this RFP; and
- does not contain any financial information in the Technical Bid.

Any proposal that fails to meet any of the above requirements shall be treated as non-responsive and may be rejected by the Client without further evaluation. The Client reserves the right to reject any non-responsive proposal, and no request for alteration, modification, substitution, or withdrawal of such proposal shall be entertained after the Proposal Due Date. Thereafter, the Client shall examine and evaluate the responsive proposals in accordance with the evaluation methodology, selection process, and eligibility criteria specified in this RFP.

### **Stage 2: Opening of Cover 2 (Financial Proposal)**

After the technical evaluation, Client would prepare a list of technically qualified Bidders/ they would be asked to remain present to open Financial Proposals within the stipulated date. Client will not entertain any query or clarification from Bidders / who fail to qualify at any stage of Selection Process.

## 6. Evaluation of Proposal

### 6.1. Technical Evaluation

The Technical Proposal of bidders will be opened in presence of the authorised representative of the bidders and evaluated for compliance with the qualification criteria of the RFP. The technically qualified bidders would only be considered for open of Financial Proposal by the stipulated date to be considered for evaluation.

The eligible bidders would be further evaluated for short-listing based on following technical score weightage:

Sl. No.	Criteria	Weightage	
	Sub-Criteria	Sub-Criteria	Criteria Total
<b>1</b>	<b>Past experience of the Bidder</b>		<b>50</b>
1.1	Experience of Bidder (in number of years in business from the date of incorporation):	<b>20</b>	
		I. 5 to 7 years	10
		II. 7 to 9 years	15
		III. More than 10 years	20
1.2	Undertaken five projects having comprehensive facilities management services with minimum built up area of 1,50,000 sq. ft. each and having the contract value of 5 times the estimated cost of the project during the last Five financial years	<b>30</b>	
		i) Minimum of 5 projects of similar capacity and contract value of 5 times the estimated cost of the project during the last Five financial years	20
		ii) For each additional project of similar capacity and contract value 2 times the estimated cost of the project during the last Five financial years	5 (Maximum= 10 Mark)
2	<b>Financial strength of the bidder:</b> Average Annual financial turnover during the last five financial years, as on 31 <sup>st</sup> March. <i>[The financial strength should be ten times the estimated cost of the service]</i>	<b>Bidders having</b> 1. Prescribed financial turnover as per the RFP= 5 Marks 2. For each additional turnover of Rs.50 Lakh = 1 Mark	<b>10</b>
3	Proposed Manpower, Standard Operating Procedure, Quality Control Mechanism and Work plan to undertake the comprehensive facilities management at the location	<b>15</b>	
		Review of bidder's technical proposal with reference to Quality-of-Service Delivery, Equipment availability Automation.	<b>5</b>
		The bidder should have minimum strength of 1000 worker under its payroll. Copy of latest EPF & ESIC ECR and payment confirmation slip must be submitted.	<b>10</b>
4	<b>Technical Presentation</b>		<b>20</b>
5	<b>Quality Standards / Certifications for the Service</b>	ISO 9001: 2008 (relating to Facility Management services) & ISO14001: 2004 Certifications.	<b>5</b>

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

Further, a duly constituted Technical Evaluation Committee (TEC) will evaluate and shortlist the Technical Bids. Only those bidders whose quoted products are recommended by TEC as qualified in Technical Evaluation process; shall be eligible for opening of their financial bids.

**The bidders qualifying in the technical evaluation shall make a presentation before the Committee highlighting their past experience in similar assignments and their proposed approach, methodology, and execution plan for the successful implementation of the work.**

**6.2. Financial Evaluation and Selection of Bidder**

Only the Financial Proposals of technically qualified bidders shall be opened and evaluated. The bidder quoting the lowest financial bid (L1) for **Year-1**, as per the Bill of Quantities (BOQ), among the technically qualified bidders, shall be identified as the Selected Bidder.

**7. Award of Work**

Upon selection of the successful bidder, the Client shall issue a Letter of Award (LOA) in duplicate to the Selected Bidder. The Selected Bidder shall, within seven (7) days from the date of receipt of the LOA, sign and return the duplicate copy of the LOA as a token of acceptance. To avoid delay in communication, the LOA may also be communicated through e-mail in addition to its issuance in physical form. In the event that the duly signed duplicate copy of the LOA is not received within the stipulated period, the Client may, unless an extension of time has been granted in writing, reject the acceptance of the Selected Bidder and forfeit the Earnest Money Deposit (EMD). In such an event, the Client reserves the right to cancel the award and proceed to consider the next eligible bidder in accordance with the provisions of this RFP. The decision of the Client in this regard shall be final and binding on all bidders.

**8. Execution of Service Agreement**

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

**9. Contract Period**

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

**10. Payment Terms and Enhancement**

- iii.** The payment for the entire Annual Comprehensive Facility Management Cost will be done on equal monthly installment basis during contract period.
- iv.** **During the contract period, any change/increase in the minimum wages/statutory wages payable to workers, as notified by the competent authority from time to time, shall be**

**reimbursed by the Client, subject to submission of documentary evidence establishing payment of such enhanced wages to the concerned workers by the Service Provider.**

## **11. Performance Security**

**11.1** Selected bidder will have to deposit a performance security i.e 03% of the contract value within seven working days of the award of contract in the form of Bank Guarantee from any Scheduled Bank situated in Odisha in favour of “The Registrar, Civil Courts, Balangir” as per proforma (T-6) provided in the tender document for a period of Three months beyond the contract period (i.e. The performance bank guarantee must be valid from the date of effectiveness of the contract to a period of three months beyond the period of contract). **The authenticity of the PBG will be get properly verified by the Client from the local branch of the issuing bank prior to execution of the contract.**

**11.2** Failure to comply with the requirements shall constitute sufficient grounds for forfeiture of the performance bank guarantee.

**11.3** The performance bank guarantee shall be released immediately after three months of expiry of the contract provided that there is no breach of contract on the part of the qualified bidder. No interest shall be paid on the performance bank guarantee.

**11.4** In case the contract is further extended beyond the initial contract period, the bank guarantee will have to be renewed accordingly by the selected service provider as per the existing terms & conditions of the tender.

## **12. Power of Attorney**

The Bidder should submit a Power of Attorney in the format specified authorizing the signatory of the Proposal to commit the Bidder.

## Key clauses of Service Agreement

### **1. Standard of Performance**

The FMS shall perform the services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The FMS shall at all the times support and safeguard the Client's legitimate interest in any dealings with the other parties.

### **2. Liability of the FMS**

Subject to additional provisions, if any, set forth in the Contract, the entire and collective liability of the selected FMS arising out of or relating to this agreement will be to the extent of the agreed final total fee as quoted by the FMS. FMS's actions requiring Client's prior approval.

The FMS shall obtain Client's prior approval in writing before taking any of the following actions.

- a. Any change or addition to the Personnel listed as key professionals under the Scope of Work,
- b. Any change in equipment/material in respect of make, quality or other criteria, which the FMS furnished.

### **3. Obligation of the Client**

#### **3.1 Assistance and exemptions**

Client shall assist the FMS and his staff for getting necessary statutory permissions, approvals (if any) as may be required under the law for their stay at at the Project Facility and for providing the Services as per Scope of Work. Such assistance shall not be considered as Client's obligation.

#### **3.2 Access to Land**

Client warrants that the FMS shall have free and unimpeded access, without charge, to the Project Facility and all locations required for the performance of the Services. The Client will be responsible for any damage to such land or property thereon resulting from such access and will indemnify FMS and each Personnel in respect of liability for any such damage, unless such damage is caused by default or negligence of FMS or Personnel or any affiliate of them.

#### **3.3 Change in Applicable Law related to taxes and duties**

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost incurred by FMS in performing the Services, then the remuneration and reimbursable expenses as otherwise payable to the FMS under this Contract shall be increased or decreased accordingly by agreement between the parties hereto.

#### **3.4 Services, facilities and property of CLIENT**

Client shall make available to the FMS and the Personnel, for the purpose of the Services and free of any charge, the services, facilities and property described in the Scope of Work.

#### **3.5 Payment**

The certificate on the satisfactory performance of the service by FMS shall be issued by an Officer authorized by the Client and in consideration of the services performed by the FMS under this Contract. The Client shall make to the FMS such payments and in such a manner as is provided in the Agreement. The payment will be made by the Client directly to the Bank Account of the FMS

towards the service performed for the concerned period. The FMS shall pay the remuneration of its deployed manpower/personnel directly into their respective bank accounts and submit the duly certified transaction statement to the Client for necessary records.

### **3.6 Space**

Client will only provide the office space. However, furniture, hardware and software infrastructure and any other infrastructure required shall be arranged by FMS.

### **3.7 Miscellaneous Cost**

Miscellaneous Costs such as AMC of equipment, project-related insurance, utility bills, liaisoning fees, etc., shall be borne by the Client. FMS shall assist and facilitate in selection of vendors/suppliers for the rendering the services.

### **3.8 Basic Utilities**

Basic Utilities like Water and Power Supply will be provided by the Client to FMS, however the infrastructure required for use of water and power supply shall be the responsibility of FMS.

## **4. Extension/Renewal of Contract**

**4.1** The extension or renewal of the contract in terms of increase in duration of contract or addition/deletion in scope of work, if required by the Client may be considered taking into account the performance of the FMS. However, Client is not bound to consider any such extensions.

**4.2** The extension or renewal of the contract shall be as per the terms as approved by the Client.

**Form – T1: COVERING LETTER**

*(On the Bidder's Letter Head)*

[Location, Date]

**To**

**The District Judge,  
Balangir**

**Sub:** “Selection of Agency for Providing Comprehensive Facility Management Services (CFMS) For Up-Keeping, Cleaning & Maintenance and Electrical Services in the district court complex, Balangir and taluk court complexes at Titlagarh, Patnagarh, Kantabanji, Muribahal, Saintala, Bangomunda, Loisingha, Tusura & Agalpur of Balangir”.

**Dear Sir,**

With reference to your Request for Proposal \_\_\_\_\_ dated \_\_\_\_\_, I have examined all relevant documents and understood their contents; hereby submit our Technical and Financial Proposal for Providing **Comprehensive Facility Management Services (CFMS)**.

1. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of the respective originals. This statement is made for the express purpose of appointment as the Contractor for the aforesaid Assignment.
2. I shall make available to the Client any additional information it may deem necessary or require for supplementing, clarifying, or authenticating this Proposal.
3. I acknowledge the right of the Client to reject my Proposal without assigning any reason whatsoever and hereby waive my right to challenge the same on any account whatsoever.
4. I certify that during the last five years neither I nor any of my Associates have failed to perform any contract, as evidenced by the imposition of a penalty by any arbitral or judicial authority, nor have I been expelled from any project or contract by any public authority, nor has any contract been terminated by any public authority for breach on my part.
5. I declare that:
  - a. I have examined and have no reservations to the RFP Documents, including any Addendum issued by the Client;
  - c. I do not have any conflict of interest in accordance with the provisions of the RFP Document;
  - d. I have not, directly or indirectly, or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice, as defined in the RFP Document, in respect of any tender or request for proposal issued by, or any agreement entered into with, the Client or any other public sector enterprise or Government, whether Central or State; and
  - e. I hereby certify that I have taken steps to ensure that, in conformity with the provisions of the RFP, no person acting for me or on my behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice.

6. I agree and understand that this Proposal is subject to the provisions of the RFP Document. In no case shall I have any claim or right whatsoever if the Assignment is not awarded to me or if my Proposal is rejected.

7. I agree to keep this offer valid for 90 (Ninety) days from the Proposal Due Date specified in the RFP Document.

8. In the event of my firm being selected as the Service Provider, I agree to enter into a Service Agreement in the form prescribed by the Client. I further agree not to seek any modification thereto and to abide by all its terms and conditions.

9. I agree and undertake to abide by all the terms and conditions of the RFP Document. In witness whereof, I submit this Proposal under and in accordance with the terms and conditions of the RFP Document.

Yours sincerely,

**Authorized Signature**

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

**Name and Title of Signatory:**

**Name of Firm:**

**Address:**

**Form – T2: INFORMATION ABOUT THE BIDDER**

1	Name of the Firm / Organisation	<input type="checkbox"/>	
2.	Status of the Firm/ Organisation (supporting documents to be Enclosed)	<input type="checkbox"/>	Proprietary/Partnership/Company/ Government / Joint Venture / Other (Specify)
3.	Registration/Licence No. of the Firm / or Organisation	<input type="checkbox"/>	
4.	Postal Address	<input type="checkbox"/>	
5.	Official Address with FAX & Email ID	<input type="checkbox"/>	
6.	Year of Establishment	<input type="checkbox"/>	
7.	Activities/Service Offered	<input type="checkbox"/>	
8.	PAN / TAN	<input type="checkbox"/>	
9.	EPF Registration No.	<input type="checkbox"/>	
10	ESIC Registration No.	<input type="checkbox"/>	
11	Goods and Services Tax (GST) Registration Details	<input type="checkbox"/>	
12	Labour License Registration No.	<input type="checkbox"/>	

***Details of individual(s) who will serve as the point of contact/communication for CLIENT within the Company***

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

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

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

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

**Form – T3: FINANCIAL CAPACITY OF BIDDER**

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

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

***<Name of Bidder>***

**FINANCIAL CAPACITY OF BIDDER**

S. No.	Period (Last 5 FYs)	Financial Turnover from the similar service in INR	Average Turnover from the similar service in INR
1.			
2.			
3.			
4.			
5.			
<b>Certificate from the Statutory Auditor</b>			
This is to certify that [Insert name of the bidder with detail address] has the annual turnover against the respective FY on account of providing similar service.			
<b>Seal and Signature of the Auditor</b>			

**Authorized Signature**

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

**Name and Designation of Signatory:**

**Name of the Bidder:**

**Form- T4: POWER OF ATTORNEY**

*(On a Stamp Paper of relevant value)*

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

Know all men by these presents, we (name and address of the registered office) do hereby constitute, appoint and authorize Mr./Ms.(name and address of residence) who is presently employed with us and holding the position of \_\_\_\_\_, and as our Attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal.

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

**Executant**

**Signature of Attorney**

(Name, Title and Address of the Attorney) Attested

**Executant**

**Notes:**

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

**Form – T 5: UNDERTAKING**

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

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

Yours sincerely,

**Authorized Signature**

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

**Name and Designation of the Signatory:**

**Name of the Bidder and Address:**

**Form – T6: PERFORMANCE BANK GUARANTEE FORMAT**

**To,  
The District Judge,  
Balangir**

WHEREAS (Name and Address of the Service Provider) (hereinafter called “the Service Provider”) has undertaken, in pursuance of Contract No. \_\_\_\_\_ Dated \_\_\_\_\_. To undertake the service \_\_\_\_\_ (Description of services) (Hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by \_\_\_\_\_ (Name of the Authority) in the said contract that the service provider shall furnish you with a Bank Guarantee by a Scheduled Commercial Bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Service Provider such a Bank Guarantee; NOW THEREFORE we hereby affirm that we are Guarantors and responsible to you, on behalf of the service provider up to a total of \_\_\_\_\_ (amount of the Guarantee in words and figures), and we undertake to pay you, upon 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 you needing to prove or to show grounds or reasons for your demand-or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Service Provider before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the service provider shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. This performance Bank Guarantee shall be valid until the \_\_\_\_\_ day of \_\_\_\_\_ year. Our Branch at \_\_\_\_\_ (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our \_\_\_\_\_ Branch on or before Dated \_\_\_\_\_. Otherwise the Bank shall be discharged of all liabilities under this guaranty thereafter.

**(Signature of the Authorized Officer of the Bank)**

**Form – T 7: UNDERTAKING**

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

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

I / we further certify that Proprietor / Director / Persons to be deployed by our company has 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 8: Application of Technical Bid**

1.	Name of the Bidder	
2.	Details of Bid Processing Fee: (Demand Draft Details)	DD No.: Date: Amount: Drawn on Bank
3.	Earnest Money Deposit (Demand Draft Details)	TDR Details:
4.	Name of the Director/Proprietor	
5.	Full Address of Registered Office.	Postal Address: Telephone No.: FAX No.: E-mail Address:
6.	Name & telephone number of the authorized person signing the bid	Name and Designation: Mobile Number:
7.	Bank Name:	Account Number:
		Bank and Branch Name:
		IFSC Code
8.	PAN No. (Attach self attested copy)	
9.	GSTIN (Attach self attested copy.)	
10.	E.P.F Registration No. (Attach self attested copy)	
11.	ESI Registration No. (Attach self attested copy)	
12.	Labour Licence No. (Attach self attested copy)	
13.	Acceptance to all the terms & conditions of the tender (Yes/No).	
14.	Power of Attorney/Authorisation letter for signing the bid document	
15.	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid	
16.	Kindly mention the total number of pages in the tender document.	
17.	<b>Financial turnover of the Housekeeping Service Provider for the last 3 (three) Financial Year:</b>	
<b>Financial Year</b>	<b>Amount in Crore</b>	<b>Remarks, if any:</b>
<b>2023-24</b>		
<b>2024-25</b>		
<b>2025-26</b>		

18.	<b>Give details of the similar contracts handled by the tendering Housekeeping Service Provider during the last five years in the following format (if the space provided is insufficient, a separate sheet may be attached)</b>					
Sl. No.	Name of client, address, telephone & Fax. No.	Housekeeping services provided		Contract amount (in INR)	Duration of Contract	
		Type of Housekeeping Service provided	No.		From	To
19.	Additional information, if any (Attach separate sheet, if required)					

Yours sincerely,

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

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

**Annexure –‘A’**

**DETAILS OF JUDICIAL COURT COMPLEX,  
“BALANGIR AND TALUK COURT COMPLEXES - AT  
TITLAGARH, PATNAGARH, KANTABANJI,  
MURIBAHAL, SAINTALA, BANGOMUNDA,  
LOISINGHA, TUSURA & AGALPUR OF BALANGIR”**

**Annexure-‘A’**

**Location: District Headquarters Station, Balangir**

Description	Quantity (Unit)
Total Plot Area	126139 Sft
Total Super Built-up area	51591 Sft
Total Carpet area	74428 Sft
Common area	-
Basement parking	-
Drinking water sump (capacity)	10000 Litters
Number of Toilets:-	36 Nos. (Office chamber and court), public toilet block-3 Nos.
Signage Board	As per requirement at site.
Type of flooring [please provide detail information regarding flooring texture and coverage]	
Structural Glazing	As per requirement at site.
Aluminium Composite Panel	As per requirement at site.
Aluminium Windows	As per requirement at site.
Overhead Tank for Drinking water (Capacity)	As per requirement at site.
Type of flooring: Vitrified Tiles, anti-skid tiles, Aluminum (UPVC) Windows, Portico Flooring Anti-skid tiles, Pavement cement concrete & blocks etc.	Miscellaneous
Lawn Area & Plantation	As per requirement at site.
Planter Boxes	As per requirement at site.
Any other relevant information in respect of the project location	As per requirement at site.
AC System 1,1.5, 2 Tr Split type Air conditioner with fan coil unit	As per requirement at site.
Lift, DG	As per requirement at site.

**Location: Civil Court Complex, Titlagarh**

Description	Quantity (Unit)
Total Plot Area	41382 Sft
Total Super Built-up area	16553 Sft
Total Carpet area	7841 Sft
Common area	16989 Sft
Basement parking	-
Drinking water sump (capacity)	30000 Litters
Number of Toilets:-	7 Nos.
Signage Board	As per requirement at site.

<b>Type of flooring</b> [please provide detail information regarding flooring texture and coverage]	
Structural Glazing	As per requirement at site.
Aluminium Composite Panel	As per requirement at site.
Aluminium Windows	As per requirement at site.
Overhead Tank for Drinking water (Capacity)	As per requirement at site.
Type of flooring: Vitrified Tiles, anti-skid tiles, Aluminum (UPVC) Windows, Portico Flooring Anti-skid tiles, Pavement cement concrete & blocks etc.	Miscellaneous
Lawn Area & Plantation	As per requirement at site.
Planter Boxes	As per requirement at site.
Any other relevant information in respect of the project location	As per requirement at site.
AC System 1,1.5, 2 Tr Split type Air conditioner with fan coil unit	As per requirement at site.
Lift, DG	As per requirement at site.

**Location: Civil Court Complex, Patnagarh**

<b>Description</b>	<b>Quantity (Unit)</b>
Total Plot Area	Ac.0.436 Decimals
Total Super Built-up area	1764.43 Sqr. Mtrs.
Total Carpet area	-
Common area	-
Basement parking	-
Drinking water sump (capacity)	-
Number of Toilets:-	12 Nos.
Signage Board	As per requirement at site.
<b>Type of flooring</b> [please provide detail information regarding flooring texture and coverage]	
Structural Glazing	As per requirement at site.
Aluminium Composite Panel	As per requirement at site.
Aluminium Windows	As per requirement at site.
Overhead Tank for Drinking water (Capacity)	As per requirement at site.
Type of flooring: Vitrified Tiles, anti-skid tiles, Aluminum (UPVC) Windows, Portico Flooring Anti-skid tiles, Pavement cement concrete & blocks etc.	Miscellaneous
Lawn Area & Plantation	As per requirement at site.
Planter Boxes	As per requirement at site.
Any other relevant information in respect of the	As per requirement at site.

project location	
AC System 1,1.5, 2 Tr Split type Air conditioner with fan coil unit	As per requirement at site.
Lift, DG	As per requirement at site.

**Location: Civil Court Complex, Kantabanji**

<b>Description</b>	<b>Quantity (Unit)</b>
Total Plot Area	11000 Sft
Total Super Built-up area	6754 Sft
Total Carpet area	4247 Sft
Common area	2640 Sft
Basement parking	-
Drinking water sump (capacity)	-
Number of Toilets:-	10 Nos.
Signage Board	As per requirement at site.
<b><u>Type of flooring</u></b> [please provide detail information regarding flooring texture and coverage]	
Structural Glazing	As per requirement at site.
Aluminium Composite Panel	As per requirement at site.
Aluminium Windows	As per requirement at site.
Overhead Tank for Drinking water (Capacity)	As per requirement at site.
Type of flooring: Vitrified Tiles, anti-skid tiles, Aluminum (UPVC) Windows, Portico Flooring Anti-skid tiles, Pavement cement concrete & blocks etc.	Miscellaneous
Lawn Area & Plantation	As per requirement at site.
Planter Boxes	As per requirement at site.
Any other relevant information in respect of the project location	As per requirement at site.
AC System 1,1.5, 2 Tr Split type Air conditioner with fan coil unit	As per requirement at site.
Lift, DG	As per requirement at site.

**Location: Civil Court Complex, Muribahal**

<b>Description</b>	<b>Quantity (Unit)</b>
Total Plot Area	5800 Sft
Total Super Built-up area	3400 Sft
Total Carpet area	5800 Sft
Common area	2400 Sft
Basement parking	-
Drinking water sump (capacity)	04 Nos.
Number of Toilets:-	03 Nos.

Signage Board	As per requirement at site.
<b>Type of flooring</b> [please provide detail information regarding flooring texture and coverage]	
Structural Glazing	As per requirement at site.
Aluminium Composite Panel	As per requirement at site.
Aluminium Windows	As per requirement at site.
Overhead Tank for Drinking water (Capacity)	As per requirement at site.
Type of flooring: Vitrified Tiles, anti-skid tiles, Aluminum (UPVC) Windows, Portico Flooring Anti-skid tiles, Pavement cement concrete & blocks etc.	Miscellaneous
Lawn Area & Plantation	As per requirement at site.
Planter Boxes	As per requirement at site.
Any other relevant information in respect of the project location	As per requirement at site.
AC System 1,1.5, 2 Tr Split type Air conditioner with fan coil unit	As per requirement at site.
Lift, DG	As per requirement at site.

**Location: Civil Court Complex, Saintala**

<b>Description</b>	<b>Quantity (Unit)</b>
Total Plot Area	105851 Sft
Total Super Built-up area	-
Total Carpet area	-
Common area	-
Basement parking	-
Drinking water sump (capacity)	10 Nos.
Number of Toilets:-	08 Nos.
Signage Board	As per requirement at site.
<b>Type of flooring</b> [please provide detail information regarding flooring texture and coverage]	
Structural Glazing	As per requirement at site.
Aluminium Composite Panel	As per requirement at site.
Aluminium Windows	As per requirement at site.
Overhead Tank for Drinking water (Capacity)	As per requirement at site.
Type of flooring: Vitrified Tiles, anti-skid tiles, Aluminum (UPVC) Windows, Portico Flooring Anti-skid tiles, Pavement cement concrete & blocks etc.	Miscellaneous
Lawn Area & Plantation	As per requirement at site.
Planter Boxes	As per requirement at site.
Any other relevant information in respect of the	As per requirement at site.

project location	
AC System 1,1.5, 2 Tr Split type Air conditioner with fan coil unit	As per requirement at site.
Lift, DG	As per requirement at site.

**Location: Civil Court Complex, Bangomunda**

Description	Quantity (Unit)
Total Plot Area	8070 Sft
Total Super Built-up area	5552 Sft
Total Carpet area	2518 Sft
Common area	-
Basement parking	-
Drinking water sump (capacity)	-
Number of Toilets:-	2
Signage Board	As per requirement at site.
<b><u>Type of flooring</u></b> [please provide detail information regarding flooring texture and coverage]	
Structural Glazing	As per requirement at site.
Aluminium Composite Panel	As per requirement at site.
Aluminium Windows	As per requirement at site.
Overhead Tank for Drinking water (Capacity)	As per requirement at site.
Type of flooring: Vitrified Tiles, anti-skid tiles, Aluminum (UPVC) Windows, Portico Flooring Anti-skid tiles, Pavement cement concrete & blocks etc.	Miscellaneous
Lawn Area & Plantation	As per requirement at site.
Planter Boxes	As per requirement at site.
Any other relevant information in respect of the project location	As per requirement at site.
AC System 1,1.5, 2 Tr Split type Air conditioner with fan coil unit	As per requirement at site.
Lift, DG	As per requirement at site.

**Location: Civil Court Complex, Loisingha**

Description	Quantity (Unit)
Total Plot Area	60113 Sft
Total Super Built-up area	6346 Sft
Total Carpet area	5705 Sft
Common area	221 Sft
Basement parking	-
Drinking water sump (capacity)	-
Number of Toilets:-	13

Signage Board	As per requirement at site.
<b>Type of flooring</b> [please provide detail information regarding flooring texture and coverage]	
Structural Glazing	As per requirement at site.
Aluminium Composite Panel	As per requirement at site.
Aluminium Windows	As per requirement at site.
Overhead Tank for Drinking water (Capacity)	As per requirement at site.
Type of flooring: Vitrified Tiles, anti-skid tiles, Aluminum (UPVC) Windows, Portico Flooring Anti-skid tiles, Pavement cement concrete & blocks etc.	Miscellaneous
Lawn Area & Plantation	As per requirement at site.
Planter Boxes	As per requirement at site.
Any other relevant information in respect of the project location	As per requirement at site.
AC System 1,1.5, 2 Tr Split type Air conditioner with fan coil unit	As per requirement at site.
Lift, DG	As per requirement at site.

**Location: Civil Court Complex, Tusura**

<b>Description</b>	<b>Quantity (Unit)</b>
Total Plot Area	6500 Sft.
Total Super Built-up area	3200 Sft.
Total Carpet area	3000 Sft.
Common area	-
Basement parking	-
Drinking water sump (capacity)	-
Number of Toilets:-	8
Signage Board	As per requirement at site.
<b>Type of flooring</b> [please provide detail information regarding flooring texture and coverage]	
Structural Glazing	As per requirement at site.
Aluminium Composite Panel	As per requirement at site.
Aluminium Windows	As per requirement at site.
Overhead Tank for Drinking water (Capacity)	As per requirement at site.
Type of flooring: Vitrified Tiles, anti-skid tiles, Aluminum (UPVC) Windows, Portico Flooring Anti-skid tiles, Pavement cement concrete & blocks etc.	Miscellaneous
Lawn Area & Plantation	As per requirement at site.
Planter Boxes	As per requirement at site.
Any other relevant information in respect of the	As per requirement at site.

project location	
AC System 1,1.5, 2 Tr Split type Air conditioner with fan coil unit	As per requirement at site.
Lift, DG	As per requirement at site.

**Location: Civil Court Complex, Agalpur**

<b>Description</b>	<b>Quantity (Unit)</b>
Total Plot Area	2630 Sft.
Total Super Built-up area	2606 Sft.
Total Carpet area	2136 Sft.
Common area	
Basement parking	-
Drinking water sump (capacity)	1000 Ltrs.
Number of Toilets:-	3
Signage Board	As per requirement at site.
<b><u>Type of flooring</u></b> [please provide detail information regarding flooring texture and coverage]	
Structural Glazing	As per requirement at site.
Aluminium Composite Panel	As per requirement at site.
Aluminium Windows	As per requirement at site.
Overhead Tank for Drinking water (Capacity)	As per requirement at site.
Type of flooring: Vitrified Tiles, anti-skid tiles, Aluminum (UPVC) Windows, Portico Flooring Anti-skid tiles, Pavement cement concrete & blocks etc.	Miscellaneous
Lawn Area & Plantation	As per requirement at site.
Planter Boxes	As per requirement at site.
Any other relevant information in respect of the project location	As per requirement at site.
AC System 1,1.5, 2 Tr Split type Air conditioner with fan coil unit	As per requirement at site.
Lift, DG	As per requirement at site.

**Note:**

- (i) **Area variation is  $\pm 10\%$ .**
- (ii) **Bidders are requested for site visit before preparation and submission of their Bid.**

**Annexure – ‘B’**  
**Scope of work**

## SCOPE OF WORK FOR THE FACILITY

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

**A1.1.** This scope of work essentially indicates Operations & Maintenance services pertaining to upkeep and smooth functioning of the entire premises, including equipment, building services, infrastructure, fixtures, accessories, utilities, and furniture.

**A1.2.** Operation & Maintenance for the equipment, artifacts and other assets will be carried out as per bench-marked maintenance practices/OEM (Original Equipment Manufacturer) manuals/O & M Manuals of the equipment deployed/provided by the Contractor/Project Management Service Provider (PMSP).

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

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

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

- a. Operation and Maintenance of all Electrical & Mechanical Equipment
- b. Housekeeping services,
- c. Pest control,

### **A2. Facility Management Services**

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

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

- i. Day-to-day uninterrupted operation of the facility.
- ii. Preservation of machinery, building and services in good operating condition.
- iii. Daily/periodic maintenance (inspection, oiling and re-tightening, replenishments) to retain the healthy condition of equipment and prevent failure through the prevention of deterioration, periodic inspection or equipment condition diagnosis etc. as deemed fit by FMS.
- iv. Procure and store adequate stock of fuel, consumables, material, machinery and equipment's etc. for unhindered daily operations of the facility at Client cost.
- v. Day to day repairs required in the entire complex under the maintenance of FMS.

#### **b. Maintenance**

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

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

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

The planned maintenance which is performed while the equipment is still working so as to reduce unexpected breakdown. This maintenance is scheduled based on time (monthly, quarterly, annually) or usage triggers. Activities in Preventive Maintenance are usually performed based on

guidelines from equipment suppliers /manufactures and as per the O & M manuals provided by the Contractor as deemed fit by FMS.

**c. Management**

- i. Co-ordination with Contractors for rectification of defects falling under DLP.
- ii. Co-ordination with Vendors / Suppliers /Manufacturers for preventive maintenance.
- iii. Supervise, administer and certify works of Main Contractors/PMSP/ Vendors / Suppliers / Manufacturers / AMC agencies for rectification of breakdowns (covered under breakdown maintenance/AMC) and for operations.
- iv. Printed comprehensive logbook as per certified standards and procedures, containing tables for daily record of all critical schedules, temperatures, pressures, humidity, power consumption, starting, stopping times of various equipment's, daily record of unusual observations.

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

**A3. Scope of Work**

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

**I. Maintenance Services**

The FMS shall be responsible for Preventive and breakdown maintenance. The FMS for preventive maintenance shall coordinate, administer and certify works of Main Contractor, Interiors Contractor, Vendors, Suppliers and Manufacturers, AMC service providers for rendering the services as per the terms and conditions stipulated in this document. The FMS shall be liable to perform/undertake following services:

- i. Preserving the project, its equipment's and assets as per the satisfaction of the client
- v. Day to day repairs/service of the facilities
- vi. Keep the Inventory of all spares and consumables required for the unhindered operation and maintenance of the facility and update on weekly basis.
- vii. Prepare list of probable spare parts, Electrical and Mechanical items etc., coordinate and supervise for availability of these spares for items under AMC.
- viii. In project facility area, replacement of required (including fixtures), light fixtures, chokes, capacitor, switch, regulator starters, ballasts etc. for common area and service, service rooms, sub-station and external lights.
- ix. Daily operation of all electrical power system- incoming and outgoing and DG sets and minor maintenance and replacing fuse, tube lights, bulbs, minor wiring etc.
- x. Ensure availability of Specialized Tools/Tackles required for operation and maintenance.

**II. Housekeeping Services**

The FMS shall

- i. Perform routine cleaning of the internal and external areas to meet the required service standard.
- xi. Cleanliness of all common spaces and space inside the location within Project Facility.
- xii. Perform cleaning and upkeep of exhibits and artifacts, IT & AV equipment's in the project facility as per the directions in Manuals/as per directions of representative of Client.

- xiii. Perform periodic cleaning of glass facades, structure at entrance plaza, external claddings etc. at all heights (internally and externally)
- xiv. Additional housekeeping services as and when required by Client.
- xv. Deploy equipment's for cleaning and shall be responsible for maintaining the same at all times in good working condition. All costs for purchase/repair/spares/ maintenance etc. for these equipment's will be borne by FMS.
- xvi. Responsible for the safe keeping of these equipment's at the project facility and shall not take out these equipment's any time during the term of contract other than for repairs. In case such repairs take more than a week, FMS shall arrange to provide alternate equipment for the Project Facility.
- xvii. Adopt a proactive approach to the delivery of this Service. As such, they are required to report immediately any defects, deterioration, or damage to the property at Project Facility as soon as they become aware of such defects in the course of their duties under this Contract.
- xxviii. Dusting /cleaning of all furniture, sills, counters, screens, blinds & curtains, light fittings, signage, doors, door frames, fittings and glass panels etc. to remove debris, stains, cobweb sand marks.
- xix. Stairs including treads, risers, nosing, banisters, balustrades, handrails, ledges and protective wire guards where present must be free from dust, debris, stains and marks.
- xx. Polishing/vacuum cleaning/cleaning of floors, carpets, carpet tiles, mats and mat wells and ensure the same must be free from grit, dust and debris with no apparent stains. They must be clean and dry. All carpeted areas are to be cleaned by the manufactures recommended methods and recommended intervals.
- xxi. Clean all water tanks and disinfects specially before start of rainy season and as instructed by Client.
- xxii. Regular cleaning of storm water drain, manholes, sewage lines etc. for removal of any blockages.
- xxiii. Entrances, service areas, parking areas, paving, paths, roads, grounds grounds, amphi-theatres, courtyards, lawns, entrances and surrounding areas must be maintained so that no graffiti, debris, litter cigarette ends, dirt or spillages are apparent after cleaning.
- xxiv. Server Room, Control Room etc. must be free from dust, static electricity and be left maintained in a dust-free and clean condition. (to be done in presence of the officials concerned).
- xxv. Sticky substances like chewing gum shall be removed before any cleaning procedure is carried out using an appropriate cleaning technique and chewing gum remover.
- xxvi. Care is to be exercised when staff/visitors are still on the premises. Wet floors should be sign-posted. Trailing cables and open sockets should be made safe.
- xxvii. All cleaning methods used must be of a sufficient quality to meet these standards and to maintain any guarantees on the floor covering.
- xxviii. Stainless steel surfaces must be treated with an appropriate cleaning and polishing agent.

### **III. Cleaning of Toilets**

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

- xxxii. Dispensers must be clean, dry and free from dust, marks and smears with clean towels fitted. Hot air dryers must be clean, dry and free from dust, marks and smears.

#### **IV. Waste Collection and Disposal**

- i. Bins must be emptied, cleaned and dried inside and out, bin-liners replaced where necessary and placed in their original locations. Liners must be used at all times.
- ii. FMS shall Collect the garbage from the garbage collection point and segregate the waste in recyclable and non-recyclable type and shall ensure proper disposal of waste outside the premises as per the standards and directions provided by Competent Client.
- iii. FMS shall be responsible for arranging the transport and in consultation with Client, shall identify the area/ frequency for garbage disposal. Proper waste disposal system shall be adopted and collection points shall be defined.
- iv. Renovation Debris is to be stored at designated space at designated area.
- v. Cleaning of grease chambers of the kitchen/Pantry.

#### **V. Pest Control**

The FMS shall be responsible for ensuring the disinfectants, insecticides and pesticides used for rendering the services shall be safe, having low toxic levels, duly approved by WHO and Central Insecticide Board.

##### **i. Dis-infestations Treatment**

**Pest Covered: Ants, cockroaches, silverfish, spiders, ticks, bugs, crickets, termites etc.**

The FMS shall take the following control measures :

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

##### **ii. Rodent Control**

**Pest Covered: Domestic/Field Rodents**

The FMS shall take the following control measures

- a. Baiting with anti- coagulant rodenticide/asphyxiates type chemicals
- g. Trapping with lures
- h. Eliminating rats /mice with glue traps
- i. Frequency: Monthly as per client's schedule and need base.

##### **iii. Fly Control**

The FMS shall take the following control measures :

- a. Sanitation
- j. Chemical control
- k. Frequency: Monthly, as per client schedule and need basis.

##### **iv. Mosquito Control**

The treatment will be carried out all over the premises and surrounding areas inside and outside.

The FMS shall take the following control measures:

- a. Residual Spot Spraying
- l. Fogging Operations
- m. Mist Blowing
- n. Frequency: Fortnightly as per client schedule and need base

## **VI. Management Services**

The FMS shall be responsible for integrated facility management of the Facility Area and managing the following aspects for ensuring proper operation and maintenance of the facilities in the premises:

- i. Provide required assistance to the Client during transition period of handover–takeover of the Project Facility from the Main Contractor including but not limited to providing assistance in snagging, de-snagging, testing and commissioning of equipment's etc.
- ii. Take ownership of all the services as described in scope of work and will work as an independent Unit.
- iii. Co-ordination with all the stake holders of the Client, Contractors, Consultants and other agencies.
- iv. Maintain a record of all the Equipments/ assets at facility, keep record of the Vendors details, keep track of the dates of AMC/Warranty validity and inform the Client when the validity is within 2 months of completion and also co-ordinate with vendors for extension of services on behalf of Client.
- v. Maintenance of Reports, Log Books etc. for Operation & Maintenance of various Systems & Equipment's, Maintenance of Equipment History.
- vi. Co-ordinate with Main Contractor/PMSP/Interior Contractor for rectifying of defects under the DLP period.
- vii. Original Equipment Manufacturer (OEM) of Building Management System, CCTV, Access Controls, Lifts, Escalators, HVAC and other E & M systems, Plumbing Works (auto flush system, other sanitary fixtures) and related items covered under the scope of Main Contractor/Interior Contractor.
- viii. Co-ordinate administer and certify works of Vendors/ Manufacturers/ Suppliers for the purpose of preventive maintenance and upkeep of the equipment during AMC/Warranty period.
- ix. Prepare and maintain the records of routine services, visits provided by AMC providers and tracking to be done against actual visits.
- x. Keep the Inventory status of all spares and consumables required for the maintenance of the facility and update on weekly basis and maintain the records of consumption.
- xi. Prepare and follow Standard Operating procedures for smooth functioning of the maintenance services, within 30 days of commencement of agreement.
- xii. Brief the representative of the Client on maintenance and operational proceedings on day to day basis.
- xiii. Liaison with local, state authorities, and/or private agencies related to the Facility.
- xiv. Provide support and guidance to the Client in all matters as requested

## **VII. Complaint management**

FMS shall create complaint kiosk with designated senior official of FMS managing the same with adequate infrastructure for time bound complaint management. FMS shall develop and maintain a complaint management system enabling end-users to register complaints and allowing the Client to monitor complaint resolution status. Such facility shall be easily approachable and adequate signage should be provided to guide end-users to the complaint kiosk.

**Annexure – ‘C’**  
**Terms & Conditions**

**Annexure – ‘C’**  
**Terms and Conditions**

**1. Nature of Services & Scope of Works**

The Service Provider shall deploy competent, experienced, punctual, efficient, and trustworthy personnel for providing Comprehensive Facility Management Services (CFMS) for upkeep, housekeeping, cleaning, maintenance, and electrical services at the District Court Complex, Balangir, and the Taluk Court Complexes located at Titlagarh, Patnagarh, Kantabanji, Muribahal, Saintala, Bangomunda, Loisingha, Tusura, and Agalpur, Balangir. The services shall be rendered on a day-to-day basis in accordance with the Scope of Work and requirements specified in Annexure–A and Annexure–B of this Agreement.

**2. Agreement Period**

2.1 The Service Provider shall perform and carry out the Scope of Work as specified in Annexure–B of this Agreement for a period of two (02) years (“Contract Period”) from the Commencement Date. The Contract shall remain in force during the said period, subject to satisfactory performance and compliance with the terms and conditions of this Agreement.

2.2 The Contract Period shall commence from the date of execution/signing of the Agreement (hereinafter referred to as the “Commencement Date”).

2.3 The performance of the Service Provider shall be reviewed periodically by the District Court, Balangir, through the Officer-in-Charge or any authorized representative. In addition, a comprehensive performance review shall be conducted after completion of ten (10) months of each Contract Year (which shall be 12 calendar months calculated from the Commencement Date). Upon satisfactory performance and compliance with the contractual obligations, the District Court, Balangir may permit the Service Provider to continue the services for the remaining Contract Period. In the event the performance of the Service Provider is found to be unsatisfactory, the District Court, Balangir shall have the right to issue appropriate directions for corrective action and, if such deficiencies are not rectified within the stipulated period, terminate the Agreement in accordance with the provisions of this Agreement.

**3. Payment**

3.1 Services Bills shall be prepared & submitted by the Contractor/ Service Provider in 1<sup>st</sup> 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 District Court, Balangir authority 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
- o. The wages sheet of the employees for the relevant month
- p. Bank statement for crediting the net wages amount to the individual bank account of the employees

- q. EPF Deposit Challan copy of the month preceding the relevant month.
- r. ESI Deposit Challan copy of the month preceding the relevant month
- s. GST deposit challan of the month preceding the relevant month
- t. Any other documents required by the statutory authorities (Welfare/ Personnel and Finance)
- u. 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.
- v. TDS at applicable rate under GST Act shall be deducted at the time of release of payment.
- w. The Income-tax, GST and other statutory dues are required to be deducted 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 The District Court Complex, Balangir and Taluk Court Complexes - Titlagarh, Patnagarh, Kantabanji, Muribahal, Saintala, Bangomunda, Loisingha, Tusura & Agalpur". 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 occupants and on event of any on towards situation, the matter would be brought to the knowledge of Officer-in-Charge.
- (d) The Firm shall provide the qualified uniformed staff to perform the services. The employees of the Firm entering the premises of Judicial Court Complex, All Court Complexes i.e. Balangir, Titlagarh, Patnagarh, Kantabanji, Muribahal, Saintala, Bangomunda, Loisingha, Tusura & Agalpur 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.
- (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 Officer-in-Charge/ Authorized representative of District 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 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 with 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, the basic differential cost of minimum wages for all categories skilled, unskilled, Semi-Skill and High Skill labour with considering other implication like DA, EPF, ESI, Bonus, Gratuity and Leave etc. only employer part will be reimburse to service provider by the authority on submission of categories labour deployment details and labour escalation financial break-up for the effective period to District Court, Balangir.
- 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 Officer-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 Officer-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 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 Court.

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

**9. Liability and Indemnity:**

The Firm shall be solely responsible and liable for all acts, omissions, negligence, defaults, and misconduct of its employees, representatives, supervisors, agents, and personnel deployed under this Agreement. The Firm shall indemnify, defend, and keep indemnified and harmless the District Court, Balangir, its officers, employees, and representatives from and against any and all claims, demands, liabilities, losses, damages, costs, expenses, penalties, proceedings, actions, or judgments of whatsoever nature arising directly or indirectly out of or in connection with:

- (a) Any breach of the terms and conditions of this Agreement by the Firm or its personnel;
- (b) Any wrongful, negligent, fraudulent, dishonest, criminal, wilful, or unauthorized act, omission, default, misconduct, or failure in the performance of obligations by the Firm and/or its personnel;
- (c) Any theft, robbery, misappropriation, fraud, loss, damage, or destruction of property caused by the Firm and/or its personnel during the execution of the services;
- (d) Any violation of applicable laws, rules, regulations, statutory requirements, labour laws, or safety requirements by the Firm and/or its personnel;
- (e) Any claim arising out of injury, illness, disability, or death of any person, or damage to any property, attributable to the acts, omissions, negligence, or misconduct of the Firm and/or its personnel.

**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 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 Occupants/ beneficiary shall be obtained for assessment of performance of the services rendered by the Firm at Court.
- (c) Where there in 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 30% 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:**

- a) The selected firm will be required to deposit PBG Within 15 days of receipt of the Letter of Acceptance, the successful Bidder shall deliver to the Client a Performance Security [to cover the amount of liquidated damages and/or the compensation of the breach of contract] in any of the forms given below for an amount equivalent to 03% of the Annual Contract Value or monthly quoted value before GST as per the stipulation. Performance Security shall be submitted in the form of Bank Guarantee from any scheduled commercial bank in favour of “**The Registrar, Civil Courts, Balangir**”.
- b) The performance security submitted shall be valid for a period of 2 Years and 3 months from the date of effectiveness of the contract. **The authenticity of the PBG will be get properly verified by the Client from the local branch of the issuing bank prior to execution of the contract.**
- c) **Release of Performance Security**  
Performance Security submitted, will be returned to the Agency subject to the Client’s right to receive or recover amounts, if any, due without any interest within 30 days after completion of Contract.

#### **15. Force Majeure:**

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, machinery & 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 Judicial Court Complex,

Balangir and Taluk Court Complexes at Titlagarh, Patnagarh, Kantabanji, Muribahal, Saintala, Bangomunda, Loisingha, Tusura & Agalpur of Balangir.

**17. Agreement Authority:**

Agreement shall be drawn by the Authorised person of District Court, Balangir.

**18. Paying Officer:**

Payment will be made by the Authorised person of District Court, Balangir

**19. Limitation of Liability:** In any case the liability of the Service provider shall not exceed Rs.5 million or monthly billing value before GST per occurrence.

**20. Exclusion of Consequential Loss:-** Shall include the Loss of business, profit & Goodwill, either party will not be liable for any consequential loss that may arise out of the performance of this (CFMS).

**21. Jurisdiction:**

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

**Annexure – ‘D’**

**Details of Manpower Engagement**

**Annexure – ‘D’**

<b>MAN POWER TO BE ENGAGED FOR :- District Court Complex, Balangir and Taluk Court Complexes - Titlagarh, Patnagarh, Kantabanji, Muribahal, Saintala, Bangomunda, Loisingha, Tusura &amp; Agalpur</b>												
Sl No	Description	District Court, Balangir	Civil Court, Titlagarh	Civil Court, Patnagarh	Civil Court, Kantabanji	Civil Court, Loisingha	Civil Court, Sainatala	Civil Court, Bangomunda	Civil Court, Muribahal	Civil Court, Tusura	Civil Court, Agalpur	Total
1	FMS Manager	1	-	-	-	-	-	-	-	-	-	1
2	Supervisor	1	1	1	1	1	1	-	-	-	-	6
3	Toilet Sweeper	5	1	1	1	1	1	1	1	1	1	14
4	Floor Cleaner/sweeper	10	2	2	2	2	2	1	1	1	1	24
5	Sewer-man	2										2
6	Plumber/Fitter	2										2
Electrical Maintenance												
1	Electrician or Wireman	3										3
2	DG Technician	1										1
3	Helper/Khalasi	2	1	1	1	1	1	1	1	-	-	9
Total		19+8=27	5	5	5	5	5	3	3	2	2	62

Note:

- i. Basic wages indicated above are as per rates effective w.e.f. **01.04.2026** published by Office of the Labour Commissioner, Govt. of Odisha, vide **Notification – 3920 / dt.01.05.2026**.
- ii. In addition to the above, GST shall be payable on the gross monthly invoice value at the rates applicable under the Goods and Services Tax Act and Rules in force from time to time.
- iii. The number of service personnel may vary (increase or decrease) depending upon the operational requirements of the District Court Complex, Balangir and the Taluk Court Complexes at Titlagarh, Patnagarh, Kantabanji, Muribahal, Saintala, Bangomunda, Loisingha, Tusura and Agalpur.
- iv. Applicable deductions, including TDS under the Income Tax Act, 1961 and GST TDS, wherever applicable under the relevant statutory provisions, shall be made from the bills of the Service Provider.
- v. District Court, Balangir shall pay consolidated monthly payments. The Service Provider shall be responsible for compliance of all applicable statutory rules and regulations.
- vi. The Service Provider shall maintain proper records of his employees' attendance. EPF deposit proof, ESI deposit proof shall be submitted along with invoice.
- vii. The salary of all employees deployed in the Judgeship of Balangir shall be credited directly to the individual bank accounts of the deployed personnel on or before the 7th day of the succeeding month. The Bank Account particulars of all the Service Providers' employees shall be submitted to District Court, Balangir. No cash payment is allowed.
- viii. The Service Provider will keep District Court, Balangir keep the District Court, Balangir fully indemnified and harmless against any claim, dispute, demand, liability, loss, penalty, or litigation arising out of its employment relationship with the personnel deployed under the Contract.
- ix. The Service Provider shall at its own cost provide Workmen Compensation Insurance / Employees' Compensation coverage and any other insurance required under applicable laws for all personnel deployed under the Contract.
- x. The Service Provider shall ensure that the CFMS for the Judgeship of Balangir rendered uninterruptedly. The Service Provider shall ensure uninterrupted delivery of CFMS services throughout the Contract Period. The services shall not be adversely affected by any strike, lockout, rally, bandh, dharna, labour unrest, or any other internal dispute attributable to the Service Provider.
- xi. 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, acquittance 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.
- xii. 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.
- xiii. 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.

**xiv.** Any increase or decrease in statutory minimum wages (Basic Wages and VDA) and corresponding statutory employer contributions towards EPF, ESI (wherever applicable), Bonus, Gratuity, and Leave Liability, if mandated by law, shall be reimbursed or adjusted, as the case may be, upon submission of documentary proof and verification by the District Court, Balangir.

**Annexure – ‘E’**

**Financial Proposal Submission Form  
& Detail Break-Up**



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

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

Yours sincerely,

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

**Name and Designation of Signatory :**

**Name of Bidder :**

**Complete Address :**

## F-2: Detail Break Up for the Financial Offer

Sl. No.	Description of Item	Quantity	For One Year		
			Unit Price (Per month) (INR)	Total Price (Per Month) (INR)	Total Price (Per Year) (INR)
1	FMS Manager	1			
2	Supervisor	10			
3	Toilet Sweeper	14			
4	Floor Cleaner/sweeper	24			
5	Sewer-man	2			
6	Plumber/Fitter	3			
7	Supervisor	1			
8	Electrician or Wireman	3			
9	DG Technician	1			
10	Helper/Khalasi	9			
11	Façade Cleaning and Chemicals for treatment of influent water quality of STP (Chlorine Gas and DWPE – (Dewatering Poly Electrolyte)	Lump sum			
12	Housekeeping minor tools and consumables like Soap / Detergents / Cleaning agents materials etc.	Lump sum			
13	Pest Control	Lump sum			
14	Hiring Charges of Technical Tools	Lump sum			
15	Hiring Charges of Cleaning Machineries like floor Scrubbing machine, Vacuum Machine and water jet etc.	Lump sum			
16	Service Charges (----%) Sl. No. 1 to 15	(--%)			
17	Others(Please Specify)				
<b>Total Costs for 1 (One Year)</b>					
<b>In Words:-</b>					

1. **The Financial Offer shall be furnished separately for each Court Complex and shall be prepared on the basis of the minimum manpower deployment and service requirements specified in Annexure–D for the respective Court Complex.**
2. **The bidder is requested to quote any unforeseen item, which has not been included in the above list.**
3. **The rates quoted shall be inclusive of all taxes excluding GST as applicable.**

Yours sincerely,

**Name and Designation of Signatory :**

**Name of Bidder :**

**Complete Address :**

**Authorized Signature**

[In full and initials]

### **F-3: Financial Bid**

<b>Sl. No.</b>	<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Financial Bid (INR) for first year of the contract</b>
1.	Outsourcing Agency at [Insert Name of the Office / Location]	Services to be provided as per the defined scope and terms and conditions of the RFP	Lumpsum	
2.	<b>Goods &amp; Services Tax (GST) as applicable</b>			
<b>(Total (1+2))</b>				

**Note:**

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

Yours sincerely,

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

**Name and Designation of Signatory :**

**Name of Bidder :**

**Complete Address :**

## ANNEXURE – I:

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

#### 1. Technical Tools

Sl.No.	Name of Tools	Sl.No.	Name of Tools
1	Megger (0-500volts)	2	Gloves (Electrical) (HT/LT.)
3	Multi-Meter(digital)–Texas Instruments/Fluke	4	Grease gun (heavy Duty)
5	Tong tester/Clamp Meter (Digital)	6	Chisel Small & Big(heavy duty)
7	Thermometer Digital	8	Safety Goggles
9	Air Blower(Hot)	10	Nose Pliers9"
11	Punching Tools (set 3mm to 24 mm)	12	Tool Box metallic
13	Crimping Tools	14	Parrot Wrench10"
15	Crimping Tool for Electrical	16	Safety helmet
17	Electric Drill M/C	18	Safety belt (with complete specifications)
19	Torch with cells	20	Cartridge fuses puller (HT / LT.)
21	Pliers	22	Measuringtape-5mtrs
23	Screw Driver Set	24	Pipe wrench18"
25	Screw Driver Set	26	Bearing Puller
27	Screw Driver8"/12"	28	Box Spanner Set
29	Pipe Wrench12"/10"/8"(set 1 of each)	30	Bench Wise6"
31	Line Tester	32	Hacksaw Frame
33	D-Spanner Set	34	Tool Bag
35	Ring Spanner Set	36	Screw wrench
37	Hammer1/2lbs.,1 lbs,11/2lbs	38	All Electrical /Carpentry/ Plumbing works related Tools

#### 2. House Keeping Tools/Equipment

Sl.No.	Name of Tools
1	Commercial vacuum cleaner
2	High pressure water jet cleaning machine
3	Floor scrubber/polishing machine

*Note: The lists shown are not exhaustive lists and the bidder if required, may add based on their assessment of work.*

**ANNEXURE - II**  
**List of Consumables to be used**

**1. List of Consumables**

The tentative list of the consumables to be used at facility is as below. However, the exhaustive list of consumables is to be provided by the FMS in his proposal. The FMS shall use consumables of the reputed brands as per the requirement and direction of the Client. The tentative list of consumables is as follows:

SI No.	Name of the items	Brand No.	Approximate quantity
1	Cleaning powder	Vim ultra	
2	White phenyl	Cleanzo	
3	Liquid soap (hand wash)	Dettol	
4	Sanitary cube (400gm/packet	Homacol	
5	Naphthalene balls	Premium quality	
6	Floor duster	Premium quality	
7	White duster	Premium quality	
8	Yellow duster	Premium quality	
9	Phooljhadu	Sagar/ Premium quality	
10	Coconut jhadu	Premium quality	
11	Glass cleaner (500/bottle)	Colin	
12	Disinfectant toilet cleaner	Harpic/Domex	
13	Toilet roll	Wintex/ Premium quality	
14	Air freshener for toilet	Odonil	
15	Scotch brite	Premium quality	
16	Garbage bag-small	Premium quality	
17	Garbage bag-big	Premium quality	
18	Detergent powder	Fena	
19	Brasso (big bottle)	Premium quality	
20	Wiper	Premium quality	
21	Toilet brush	Premium quality	
22	Nylon hand brush	Premium quality	
23	Dust collecting pan	Premium quality	
24	Bleaching powder	-----	
25	Hand gloves	Premium quality	
26	Choke remover	-----	
27	Dry mop	Premium quality	
28	Fur brush	Premium quality	
29	Liquid soap (floor cleaner)	R-7	
30	Cockroach repellent	Baygon/Hit	

31	Room freshener	Air wick/ Premium quality	
32	Bucket (for use by staff for floor cleaning)	Premium quality	
33	Toilet soap (around 10 gm)	Medimix/mysore sandal/ Premium quality	
34	Floor Cleaner	Taski R7	
35	Fena	Detergent Powder	

*N.B. The materials on arrival at Court in each month must be presented before any authorised officer before those are stored by the sanitary supervisor/worker.*

**List of machines to be provided by the contractor round the clock.**

SI No.	Equipment	As per requirement
1	Single disc scrubbing machine with buffing pad	
2	Wet and dry vacuum cleaner	
3	Wet and cry garbage trolley with cover	
4	Floor polishing machine	
5	Ladder Small & Large	
6	Any other equipment necessary	

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

**Name and Designation of Signatory:**

**Name of the Bidder:**

**Address:**