

MAHARASHTRA JUDICIAL ACADEMY AND INDIAN MEDIATION CENTRE & TRAINING INSTITUTE, UTTAN – GORAI ROAD, BHAYANDER (WEST), THANE – 401 106.

Tender No.: MJA/HK/T/01/2026

Dated: 09/04/2026

The Maharashtra Judicial Academy and Indian Mediation Centre and Training Institute, Uttan invites online bids (Technical & Financial) from eligible bidders which are valid for a minimum period of 180 days from the date of opening of bids (i.e. 25.04.2026) for **“Mechanized and Manual house keeping services for Main Administrative Building, Guest House, Bungalows, Officers Quarters and Surrounding areas for two years.**

Scope of Work	Earnest Money Deposit to be submitted EMD
Mechanized and Manual house keeping services for Main Administrative Building, Guest House, Bungalows, Officers Quarters and Surrounding areas for two years.	Rs.4,00,000/- (Rupees Four Lakhs Only)

Prospective bidders desirous of participating in this tender may **submit their written queries to the undersigned on or before 20.04.2026 at 4.00 p.m., through email on mjauttsc@ajj.gov.in with subject line “Pre-bid queries in respect of Housekeeping”.** Based on queries received, the Maharashtra Judicial Academy, Uttan may amend the Tender/ issue Corrigendum, if required.

Interested parties may view and download the Tender document containing the detailed terms & conditions, from the Websites viz. <https://mahatenders.gov.in> and <http://mja.gov.in> .

Sd/-

**Joint Director,
Maharashtra Judicial Academy, Uttan.**

**MAHARASHTRA JUDICIAL ACADEMY AND INDIAN MEDIATION CENTRE AND
TRAINING INSTITUTE, UTTAN – GORAI ROAD, BHAYANDER (WEST), THANE –
401 106.**

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Tender Document for Mechanized and Manual house keeping services for Main Administrative Building, Guest House, Bungalows, Officers Quarters and Surrounding areas for two years.

Document Control Sheet

Tender Reference No.	MJA/HK/T/01/2026
Name of Organization	The Maharashtra Judicial Academy and Indian Mediation Centre and Training Institute, Uttan, Uttan-Gorai Road, Bhayander (W)-Thane-401 106.
Tender Type (Open/Limited/EOI/Auction/Single)	Open
Tender Category (Services/Goods/works)	Service
Type/Form of (Work/ Contract Supply/Auction /Service /Buy/Empanelment/Cell)	Service
Product Category	Service
Re-bid submission allowed (Yes/No)	Yes
Is Offline Submission Allowed (Yes/No)	No
General Technical Evaluation Allowed (Yes/No)	No
Withdrawal Allowed (Yes/No)	No (after Technical Bid Opening)
Is Multi Currency Allowed	No (Only INR)
Payment Mode (Online/Offline)	Online
Date of Issue/Publishing	09/04/2026 (10.00 a.m.)
Document Download (Start Date)	09/04/2026 (10.15 a.m.)
Document Download (End Date)	23/04/2026 (03.55 p.m.)
Clarification Start Date	09/04/2026 (11.00 a.m.)
Clarification End Date	20/04/2026 (04.00 p.m.)
Pre-bid Meeting	21/04/2026 (11.00 a.m.)
Last Date and Time for Uploading / Submission of Bids	23/04/2026 (04.00 p.m.)
Time and opening of Technical Bid (Cover-1)	25-04-2026 at 11.30 a.m.
Time and date of opening of Financial Bid (Cover-2)	Will be declared after opening of Technical Bid.
Contract Type (Empanelment/Maintenance Tender)	Tender

Tender Fee	Nil
Number of Covers / Packets (Technical and Financial)	2
Bid Validity days (180/120/90/60/30)	180 days
Location (Work/Services/Items/As per Tender document)	As per Tender document
Address for Communication	Joint Director, Maharashtra Judicial Academy, Uttan, Uttan-Gorai Road, Bhyander (W), Thane-401 106.
Place of pre-bid meeting	Conference Room Number-106, 1 st floor, Administrative Building, Maharashtra Judicial Academy, Uttan, Uttan- Gorai Road, Bhayander (W), Thane-401 106.

Note:-The successful Bidder should send his acceptance letter to the Joint Director within 10 days from the date of receipt of letter from the Maharashtra Judicial Academy about allotment of tender.

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INSTRUCTIONS FOR ONLINE BID SUBMISSION

The Joint Director, on behalf of The Maharashtra Judicial Academy and Indian Mediation Centre and Training Institute, Uttan invites Online bids for "Mechanized and Manual house keeping services for Main Administrative Building, Guest House, Bungalows, Officer's Quarters and Surrounding area, for two years.

The Tender document is published on the e-tendering System of Government of Maharashtra i.e. <http://mahatenders.gov.in>. The bidders are required to submit soft copies of their bids electronically on the e-tendering System of Government of Maharashtra, using valid Digital Signature.

Detailed information for submitting online bids may be obtained at <http://mahatenders.gov.in>.

PREPARATION OF BIDS

Bidders shall go through the 'Tender Advertisement' and the 'Tender Document' carefully to understand the documents required to be submitted as a part of the bid. Please note the number of covers in which the bid documents have to be submitted and the number of documents - including the names and content of each of the document that need to be submitted. Any deviations may lead to rejection of the bid.

Bidder should get ready the bid documents in advance, to be submitted as indicated in the Tender document/schedule and generally, they can be in PDF / RAR format. Scanned documents should be legible.

Before submitting the bids, the bidders should take into account corrigendum, if any, published.

ASSISTANCE TO BIDDERS

1. Any queries relating to the Tender document and the terms and conditions contained therein should be addressed to the Joint Director, Maharashtra Judicial Academy, Uttan by sending email at mjauttsc@aij.gov.in or calling on No.- 8433990101 as mentioned in the Tender document.

2. Any technical information relating to the process of online bid submission or queries relating to e-tendering System of Government of Maharashtra i.e. <http://mahatenders.gov.in>, in general may be available at 24x7 Help desk. The Contact No. is 1800 3070 2232 / Mobile : +91-7878107985, +91-7878107986 + 91-7878007972, +91-7878007973, 0120-4001 002, 0120-4200 462, 0120-4001 005 and 0120-6277 787. Email support.eproc@nic.in.

SECTION- I

1.1 SUBMISSION OF PROPOSAL:-

- 1.1.1** Bidder should log on the e-tendering system of Government of Maharashtra well in advance for bid submission, so that the bid is uploaded in time i.e. on or before the bid submission time. The Maharashtra Judicial Academy shall not be responsible for any delay or any issues in uploading the Bid or depositing online Fee/EMD, etc.

- 1.1.2** The bidder has to digitally sign and upload the required bid documents one by one as indicated in the Tender document.

- 1.1.3** **Only “Online” payments will be accepted.**

- 1.1.4** Bidders are requested to note that they should necessarily submit their Technical bids and Financial bids in the .pdf /.rar format and no other format is acceptable.

- 1.1.5** Technical and Financial bid shall be typewritten and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation and shall form a part of the proposal. The name and position of each person signing the authorization must be typed or printed below the signature. All pages of the proposal shall be signed or sealed by the person signing the proposal.

- 1.1.6** The time (which is displayed on the bidder’s dashboard) will be considered as the standard time for referring the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

- 1.1.7** Upon the successful and timely submission of bids, the ‘Portal’ will display a successful bid submission message and a bid summary will be displayed with the Bid No., the date and time of submission of the bid and all other relevant details.

- 1.1.8** The bid summary has to be printed and kept as an acknowledgment of the submission of the bid. This acknowledgment may be used as an entry pass for any bid opening Meetings.

- 1.1.9 Tender bid must contain the name, office and after office hours addresses including telephone number(s) including of the person(s) who are authorized to submit the bid with their signatures. A certificate from bidder's HR/Legal Department must be enclosed with the bid, certifying that the person(s) who signed the bid are the person(s) authorized to sign on behalf of the Company.
- 1.1.10 The Bids which are unsigned, unstamped and without certificate of authorized person from bidder's HR/Legal Department, shall not be accepted.
- 1.1.11 Bids which are NOT submitted as per the specified format and nomenclature shall be outrightly rejected.
- 1.2 **UNIFORMITY**:- To provide uniformity and to facilitate comparison of proposals, all information submitted must clearly refer to the page number, section, or other identifying reference in the tender document. All information submitted must be noted in the same sequence as they appear in this tender document. All pages of the proposal must be paginated.
- 1.3 **ONLY ONE PROPOSAL**:- Bidder may submit only one proposal. If a Bidder (including a partner in a Consortium or Joint Venture) submits or participates in more than one proposal, such proposals shall be rejected.
- 1.4 **COST OF BIDDING**:-The Bidder shall bear all costs associated with the preparation and submission of its Proposal. The Maharashtra Judicial Academy shall not be responsible or liable for these cost, regardless of the conduct or outcome of the bidding process.
- 1.5 **PROPOSAL MATERIAL**:- The proposal material submitted in response to the Tender becomes the property of the Maharashtra Judicial Academy and is to be appended to any formal document which would further define or expand the contractual relationship between the Maharashtra Judicial Academy and the Bidder. All the materials submitted will be considered as part of this Tender.
- 1.5.1 The Bids and all correspondence and documents relating to the bids, shall be in English.
- 1.5.2 Tender process will be over after the issuance of Letter of Award to the successful Bidder.
- 1.6 **SUBCONTRACTING**:-
- 1.6.1 The Bidder shall not assign or sub-contract any part of the contract to any individual, firm or entity, in any form without prior written permission of the Joint Director, Maharashtra Judicial Academy.
- 1.6.2 The successful bidder may outsource certain non-critical activities in the scope of work like installation of the equipment to a third party after prior

written consent from the The Maharashtra Judicial Academy. However, such consent shall not relieve the successful bidder from any liability or obligation under the contract.

1.6.3 Any breach of the restriction may result in termination of the contract, and forfeiture of the EMD/ Security Deposit, and encashment of the Performance Bank Guarantee.

1.7 NEGOTIATIONS:-

1.7.1 The successful Bidder will be informed in writing of the date, place and time for negotiations/clarifications, if any. Representatives conducting negotiations on behalf of the Bidder must have written authority to negotiate and conclude a Contract.

1.7.2 The successful Bidder will confirm in writing its participation in negotiations and ability to adhere to its Technical and Financial Proposals within five (5) days of receiving the notice in accordance with relevant Clauses.

1.7.3 Negotiations will include both technical and financial negotiations, depending on the requirements of the Maharashtra Judicial Academy.

1.8 ACCEPTANCE AND REJECTION OF PROPOSAL:-

1.8.1 The Joint Director, Maharashtra Judicial Academy reserves the right to accept or reject any Proposal, and to annul the bidding process and reject all Proposals at any time before issuance of a Letter of award, without assigning any reasons and without incurring any liability to the Bidders.

1.8.2 The Maharashtra Judicial Academy is not bound to accept the lowest tender.

1.8.3 Any conditional and/or incomplete bid shall be summarily rejected.

1.9 PRICE OFFER AND TAXES:-

1.9.1 Bidders shall quote rate for the complete work covering all materials, labour, carriage, machinery and equipment's royalty fees, rent, Excise duty, Customs duty, Goods and Services Tax (GST), etc. The GST on works contract (if any), Octroi, entry tax, wages, tools and plants transportation risks, overhead general and special liabilities/obligations and profits etc. The Successful Bidder shall pay necessary taxes, such as Central Excise Duty, Customs Duty, GST etc. to the concerned Authorities.

1.9.2 The Bidder may provide multiple solutions as a part of the technical bid but **ONLY ONE** financial bid. In case of more than one financial bid, the submission will be considered non-responsive. Prices quoted must be firm and exclusive of all taxes, rates, fees, surcharges, and duties. No changed, alternate/conditional price offers shall be allowed.

- 1.9.3** All rates and prices once agreed in the contract shall be fixed for the entire duration of the contract but in case of change in rate of Taxes / Levies, the same shall be passed to The Maharashtra Judicial Academy.
- 1.10** **ACCEPTABLE BANKS** :- All Bank related documents should be submitted only from the Nationalized / Scheduled Banks.
- 1.11** **BID SCOPE**:- The Bidder cannot bid for a specific portion of the tender and shall bid for the entire tender.
- 1.12** **BID VALIDITY**:- The bids shall remain valid for a period of 180 days from the date of opening of the bid. The validity period can be extended at the sole discretion of the Joint Director, Maharashtra Judicial Academy.
- 1.13** **BID PRICES**:-
- 1.13.1** The Bidder shall give the pricing as individual and as a total composite price inclusive of GST, packing, forwarding, freight and insurance etc. applicable to the Contract. The Tax components will be calculated separately.
- 1.13.2** The Maharashtra Judicial Academy will correct arithmetical errors during evaluation of Financial Proposals on the following basis:
- (i) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected and
- (ii) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.
- 1.13.3** If the Successful Bidder does not accept the correction of errors, its proposal shall be rejected and the next lowest Bidder shall be invited for negotiations and finalization of the Contract /Agreement.
- 1.14** **DISCOUNTS:-** The Bidders shall include discount, if any, in the total price.
- 1.15** **MODIFICATION AND WITHDRAWAL OF BIDS:-**
- 1.15.1** The Bidder is allowed to modify or withdraw its submitted bid any time prior to the last date prescribed for receipt of bids, by giving in writing, an intimation 7 days in advance.
- 1.15.2** Subsequent to the last date for receipt of bids, no modification/ withdrawal of bids shall be allowed.
- 1.15.3** The Bidders cannot withdraw the bid in the interval between the last date for receipt of bids and the expiry of the bid validity period specified in the Bid. Such withdrawal may result in the forfeiture of its EMD of the Bidder.

1.16 LOCAL CONDITIONS:-

1.16.1 Each Bidder is expected to fully get acquainted with the local conditions and factors, which would have any effect on the performance of the contract and /or the cost.

1.16.2 The Bidder is expected to know all conditions and factors, which may have an effect on the execution of the contract after issue of Letter of Award as described in the bidding documents. The Joint Director, Maharashtra Judicial Academy shall not entertain any request for clarification from the Bidder regarding such local conditions.

1.17 CONFLICT OF INTEREST

1.17.1 Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the Bidder or termination of its Contract.

1.17.2 In the event of a conflict of interest, the Bidder may seek no objection from the Maharashtra Judicial Academy in order to bid. Such request shall be considered on merits.

1.18 CONFIDENTIALITY:-

1.18.1 The term “Confidential Information” means any written information, including without intimation, information created by or for the other party, which relates to internal controls. It is the express intent of the parties that all the business process and methods used by the Bidder in rendering the services hereunder are the Confidential Information of the Bidder.

1.18.2 The information relating to the examination, evaluation, comparison, post-qualification of proposals and recommendation of Contract award, shall be confidential and shall not be disclosed to Bidders or any other persons not officially concerned with such processes.

1.18.3 The Bidder or Service Provider should not disclose to any other party and keep confidential the terms and conditions of this tender, any amendment hereof, and any Attachment hereof.

1.18.4 At all times during the performance of the Contract, the bidder or Service Provider shall abide by all applicable security rules, policies, standards, guidelines and procedures of the Maharashtra Judicial Academy. The bidder or Service Provider should note that before any of its employees or assignee is given access to the Confidential Information, each such employee and assignee shall agree to be bound by the terms of this tender and such rules, policies, standards, guidelines and procedures by its employees or agents.

1.19 CLARIFICATION OF PROPOSALS:-

1.19.1 To assist in the examination, evaluation, comparison and post qualification of proposals, the Maharashtra Judicial Academy may, at its discretion seek, clarification of its proposal from any bidder. The Bidder must furnish the required clarification in writing within the stipulated time.

- 1.19.2** Any clarification submitted by a Bidder that is not in response to a request by the Maharashtra Judicial Academy shall not be considered.
- 1.19.3** No change in the prices or substance of the proposal shall be sought, offered, or permitted, after the opening of Financial Proposals, except to confirm the correction of arithmetic errors identified by the Maharashtra Judicial Academy in the evaluation of the proposals.
- 1.19.4** No inquiry shall be made by the bidder(s) during the course of evaluation of the Tender, after opening of bid, till final decision is conveyed to the successful bidder(s). However, the Joint Director, Maharashtra Judicial Academy may seek clarifications from the bidders, which the bidders must furnish within the stipulated time else bid of such defaulting bidders will be rejected.
- 1.20** **NON- CONFORMITIES, ERRORS AND OMISSIONS:-**
- 1.20.1** The bidder is expected to comply with the true intent of this tender and shall not avail benefits of any errors or omissions to the detriment of the services. Should the bidder suspect any error, omission, or discrepancy in the specifications or instructions, the bidder shall immediately notify the Joint Director, Maharashtra Judicial Academy in writing, and the Joint Director, Maharashtra Judicial Academy shall issue instructions to be followed. The bidder is responsible for the contents of its proposal and for satisfying the requirements set forth in the tender document. The Maharashtra Judicial Academy may waive any non-conformity or omission in a technically qualifying proposal that does not constitute a material deviation.
- 1.21** **UNDUE INFLUENCE:-**Any attempt by a Bidder to influence the examination, evaluation, comparison, and post-qualification of the Proposals or Contract award decisions, in any manner, may be treated as sufficient ground for the rejection of its proposal.
- 1.22** **AMENDMENT OF BID DOCUMENTS:-**
- 1.22.1** At any time, prior to the date of submission of Bids, the Joint Director, Maharashtra Judicial Academy may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify bid documents by amendments. The modification shall be published only on the website of Maharashtra Judicial Academy and e-tendering website of Government of Maharashtra. The modifications shall not be communicated to any bidder in writing. Prospective Bidders are advised to periodically browse this website to find out any further Corrigendum / Addendum / Notice published with respect to this Tender.
- 1.22.2** **RIGHT TO ALTER ITEMS :-**The Maharashtra Judicial Academy reserves the right to include or exclude any tender item/s, and also to make change in specifications or quantity of any items, site.
- 1.22.3** **MODIFICATION AND WITHDRAWAL OF OFFERS:-**The bidder may modify its bid through e-tendering system at any time prior to submission of bids.

However, withdrawal of original offer will not be allowed. No offer can be modified by the Bidder, subsequent to the closing date and time for submission of offers. If date of submission is extended due to some reasons, modification in offer is possible till extended period provided bid has not been opened.

1.22.4 In the event the Bidder's or the division concerned amalgamated/merged or otherwise taken over/ by another entity or/is hired off to another entity all the obligations under the agreement with the Maharashtra Judicial Academy shall also be complied with by the new entity/resulting company.

1.22.5 The Bid of the bidders, quoting false information will be cancelled and EMD will be forfeited. Bidders, who do not provide this undertaking, shall not be considered.

1.23 **OBJECTIVE** :-Entrusting the works pertaining to Mechanized and Manual house keeping services for Main Administrative Building, Guest House, Bungalows, Officers Quarters and Surrounding areas of the Maharashtra Judicial Academy, for two years.

Sr. No.	Building/ premises	Layout	Nature of Service
1	Main Administrative Building	Consists of Basement (B-2) parking, B-1 Cafeteria and Kitchen. Ground floor – Auditorium, dressing rooms, VIP Lounge, etc. First Floor – 16 Rooms. Second Floor – 14 Rooms. Third Floor – 20 Rooms and Common Toilets and Urinals on each floor, excluding (B-2), common passages, lifts, entry lobbies, staircases, corridors, etc. (Area in Sq. mtr. 9523.06)	Mechanized and Manual Cleaning.
2	Guest House/ Hostel	Consists of 82 Rooms and 7 Suites, and common toilets, urinals, Kitchen, Gymnasium, Library-cum-Conference Room, Recreation Rooms and open spaces, common passages, lifts, entry lobbies, staircases, corridors, etc. (Area in Sq. mtr. 5754.85)	Mechanized and Manual Cleaning, Housekeeping and Laundry.
3	Bungalows and Quarters of Directors of the Academy.	Consists of Devghar, Dressing Room, Bed Rooms, Halls, Office Room, Store Rooms, Stair Cases, Passages, Surrounding Areas of Bungalows and Quarters, Washrooms, gardens and all area therein. (Area in Sq. Mtr. 2002.52)	Mechanized and Manual Cleaning, Housekeeping and Laundry.

4	Surrounding area	Roads, gardens and Open Spaces and officers quarters and 3 Bungalows.	Mechanized and Manual Cleaning.
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The Tender is invited for the scope and objectives of work as described.

1.24 GENERAL INSTRUCTIONS TO THE BIDDERS

- 1.24.1 The cost of preparing a proposal, cost involved for the technical presentation and of visits to the Maharashtra Judicial Academy is not reimbursable.
- 1.24.2 All alteration over-writings in the proposal should be authenticated by the initials of the authorized signatory.
- 1.24.3 Bidder must ensure his establishment in India and in Maharashtra and location mentioned in this tender document for services and support.
- 1.24.4 The bidder shall have complete technical knowledge of Mechanized cleaning systems, its operational procedures and work methods to get the required job done with minimum possible resources.
- 1.24.5 The decision of the Maharashtra Judicial Academy arrived during the various stages of the evaluation of the bids is final and binding on all bidders. Any representation towards these shall not be entertained by the Maharashtra Judicial Academy.
- 1.24.6 In case the successful bidder is found in breach of any condition(s), the legal action as per Rules/Laws will be taken.
- 1.24.7 Canvassing in any form will lead to disqualification of the bid. Any attempt by the bidder to bring pressure towards the Maharashtra Judicial Academy's decision making process, such bidders shall be disqualified for participation in the present Tender and that bidder may be liable to be debarred from bidding for the Maharashtra Judicial Academy's Tenders in future.
- 1.24.8 The information, site and dates mentioned in the tender documents are furnished for general information and guidance only. The Maharashtra Judicial Academy in no case shall be held responsible for the accuracy thereof or any interpretation or conclusion drawn thereof. The successful bidder shall verify such data to his entire satisfaction before quoting the rates.
- 1.24.9 The bidder shall acquaint himself/themselves with the proposed site of work, its approach roads, working space available before quoting his rates.

1.25 DEFINITIONS

- a) **“Applicable Law”** means the laws, enactments and any other instruments having force of law in India, as may be issued from time to time.
- b) **“Bank”** or **“Banks”** refers to all Nationalised and Scheduled Indian Banks as per the current list of Reserve Bank of India.
- c) **“Bidder”** means a Company, a firm or Joint Venture or Consortium which participates in the tender and submits its proposal.
- d) **“Contract”** means an agreement entered into between the Joint Director of Maharashtra Judicial Academy and the Service Provider / Bidder, as recorded in the Contract Form signed by the parties, including all attachments and all documents incorporated by reference therein.
- e) **“Contract Price”** means the price payable to the Successful Bidder under the ‘Letter of Award’ for the full and proper performance of its contractual obligations. The Contract Price shall be deemed as **“Contract Value”** appearing anywhere in the document.
- f) **“Corrupt Practice”** means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the award of the contract, procurement process or in contract execution.
- g) **“Maharashtra Judicial Academy”** means the Maharashtra Judicial Academy and Indian Mediation Centre and Training Institute, Uttan.
- h) **“in writing”** means communicated in written form with proof of receipt.
- i) **“Kick Off Meeting”** means a meeting convened by the Maharashtra Judicial Academy to discuss and finalize the work execution plan and procedures with the successful Bidder.
- i) **“Letter of Award”** means a signed letter by the Joint Director, Maharashtra Judicial Academy to award the work.
- j) **“NIT”** is the Notice Inviting Tender. It is essentially the Press Notification of the Tender.
- k) **“OEM”** means Original Equipment Manufacturer.
- l) **“Joint Director”** means the Joint Director, Maharashtra Judicial Academy and Indian Mediation Centre and Training Institute, Uttan.
- m) **“Service Provider”** means a Company, a firm or Joint Venture or Consortium which participates in the tender or supplying the Services and work under Contract.
- n) **“Site”** means the Main Administrative Building, Guest House, Bungalows, Officer’s Quarters, the premises and surrounding area of the Maharashtra Judicial Academy.
- o) **“Sub successful bidder”** means any person, private or government entity, or a combination of the above, including its legal successors or permitted assignee, to whom any part of the Goods to be supplied or execution of any part of the services is subcontracted by the bidder / Service Provider.

- p) “**Successful Bidder**” means the Bidder, who, after the complete evaluation process, gets the Letter of Award/Work Order.

1.26 FEES:- Nil.

1.27 EARNEST MONEY DEPOSIT (EMD):-

- 1.27.1** Bidders are required to submit refundable EMD as per Annexure -1 by online or by uploading Bank Guarantee as provided in clause 1.27.3.
- 1.27.2** It is mandatory to submit EMD by online. A Bank Guarantee will not be accepted where the amount of EMD is below Rs.1,00,000/- (Rupees One lakh).
- 1.27.3** Bidders shall upload a copy of a Bank Guarantee in the form of a Bank Guarantee in “Annexure – 10” in the Technical Cover. The Original Bank Guarantee be submitted to the Maharashtra Judicial Academy before the time of bid opening i.e. 24.02.2026 at 3.00 pm (as mentioned in the Clause 1.49).
- 1.27.4** A Bank Guarantee must be stamped as per Article 37 of Schedule 1 of the Maharashtra Stamp Act. Unstamped or improperly stamped Bank Guarantee will not be considered as valid Bank Guarantee.
- 1.27.5** In the absence of a valid certificate from the NSIC (National Small Industries Corporation), such Bids shall be rejected.
- 1.27.6** The EMD will be returned as per procedure of e-tendering.
- 1.27.7** The EMD of the successful Bidder will be returned when the Successful Bidder has signed the Contract Agreement and has furnished the required Performance Guarantee.
- 1.27.8** Exemption from paying Tender fee & EMD:
- a) Indian manufacturers/suppliers who are MSME (Micro Small Medium Enterprises) small scale units and registered with NSIC (National Small Industries Corporation) under single point registration scheme are exempted from payment of earnest money deposit provided they do furnish a photocopy of valid registration with NSIC under the single point registration scheme, for the quoted item/s in support of claim along with their request letter. Mere registration as a SSI Unit does not qualify the Bidder for exemption from furnishing the EMD.
 - b) The certificate with monetary limit indicated should be valid on the scheduled date/extended date of submission of tender. Certificates without monetary limit will not be considered.
 - c) The items of Product/Services mentioned under NSIC certificate should be the same or similar to the tendered item/s.
 - d) The monetary limit stipulated in the certificate of MSME should be equal or more than the value of work(s)/supply under MSME benefits during the financial year plus estimated cost of this tender for availing EMD exemptions. In case the NISC/MSME registration certificate is found invalid during evaluation, the bid of such bidder shall be rejected.

1.27.9 The EMD will be forfeited:

- (i) If a Bidder withdraws its bid during the period of bid validity, Or
- (ii) If the Bidder fails to accept corrections of arithmetic errors identified by the Maharashtra Judicial Academy in the Bidder's bid (if any), Or
- (iii) If the Successful Bidder fails to make arrangement for technical evaluation of the offered product within the stipulated time, Or
- (iv) If the Successful Bidder fails to accept the Letter of Award and /or execute an agreement within the stipulated time, Or
- (v) If the Successful Bidder fails to furnish the Performance Guarantee within the stipulated time.

1.28 ELIGIBLE BIDDER:-The eligible Bidder shall be shortlisted during the evaluation process for this tender at the Maharashtra Judicial Academy, Uttan.

1.29 TENDERING PROCEDURES: The tenderer shall be deemed to have studied all plans, specifications, terms and conditions of the tender and made himself / themselves acquainted with the site, site condition and availability of labourers required for execution of the work, basic materials, water, electricity etc. before submitting the tender. A declaration (as per Annexure - 4) to this effect should be signed by the tenderer on the form attached to the tender and upload scan copy thereof along with tender.

- (a) **Bid Submission:-** The interested parties/ bidders shall submit the bids online, completed in all respect on <http://mahatenders.gov.in> on or before 23.04.2026 (before 4.00 pm).
- (b) The tender shall be unconditional.
- (c) **The Tenderer shall submit the bids in two covers (envelopes) i.e. Technical & Financial Bid.**

Technical Bid (Cover No. 1) - shall contain the document about eligibility criteria and other supporting documents and the declaration (Annexure – 1 to 7, 9 & 12)

Financial Bid (Cover no.2) - shall contain the Financial bids. The tender shall quote for the work as per the details given in the main tender. Bidder shall upload a financial document in .xls/.pdf format as per instructions given on e-tendering site.

1.30 ELIGIBILITY CRITERIA:-

Bidders meeting the following criteria are eligible to submit their Bids along with supporting documents. If the Bid is not accompanied by all the required documents supporting eligibility criteria, the same would be rejected:

Sr. No.	Eligibility Criteria	Documents to be submitted
1	The bidder must be a Firm / Proprietary / Partnership / Company registered under Companies Act / Partnership Act with an experience of minimum 07 years in the field of Facility Management Services (Housekeeping, Maintenance, etc.) as on 31.3.2026.	-In case of Proprietorship concerns , copy of Shop License/Registration and the GST Registration certificate. -In case of firms , copy of the firm registration Certificate and GST Registration. -In case of Company , copy of certificate of incorporation issued by Registrar of Companies and full address of the registered office plus GST registration certificates.
2	Four similar completed works each one having "Annual Contract Value" not less than Rs. 50 Lacs to 1 Crore. OR Three similar completed works each one having "Annual Contract Value" not less than Rs. 1 Crore. OR Two similar completed works each one having "Annual Contract Value" not less than Rs. 2 Crores. OR One similar completed work having "Annual Contract Value" not less than Rs. 3 Crores.	Copy of the work order and work completion certificates issued by the Academy specifying following information relating to the works carried out during the period from 01/04/2019 to 31/03/2026: 1. Scope of work. 2. Contract value. 3. Area of the building. 4. No. of staff deployed by the contractor for the contract. 5. Period of the contract. 6. Date of commencement of the contract 7. Date of completion of the contract 8. Monthly payment 9. Satisfactory Report
	<u><i>Note: "Similar Completed Work" under this clause shall mean successful completion of Facility Management Services (e.g. Housekeeping, Maintenance, etc.) work for District Court, High Court, Govt. semi and PSUs</i></u>	
3	The bidder should have a minimum average annual turnover of Rs. 1 Crore for the last three years (as on 31-03-2025). Audited / Certified Balance Sheet (by Chartered Accountant) for the years	(i) Copies of the audited P&L Account and Balance Sheet duly Certified by the Chartered Accountant including 3CA/3CD and auditor notes and accounts. (ii) Copies of returns submitted to the Tax

	2022-2023, 2023-24 (Audited) and 2024-25 (Provisional balance sheet) establishing the turnover criteria should be submitted.	authorities such as IT & Service Tax etc. (iii) Copies of returns submitted to the Labour Commissioner.
4	The Bidder should not have incurred loss in last 3 years ending on 31 st March 2025.	
5	The Bidder should have a solvency of Rs. 1.5 Crores certified by a Scheduled Commercial Bank. The Solvency Certificate should not have been obtained earlier than 31 st March, 2026.	Original Solvency Certificate should be attached. (If the original certificate is obtained after 31.03.2026, a self-attested copy can be considered. However, the details of Tender/s for which the original had been submitted, to be furnished.)
6	The Bidder should have at least 500 manpower on payroll as on 31 st March 2026.	Certified copies of EPF and ESIC payment slip paid as on 31.03.2026.
7	The bidder must have positive net worth of minimum 1.5 Crore.	Certified copies of supporting documents to be attached.
8	The bidder must have minimum 5 years of combination of all certificates in organization of ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, SA 8000:2014	Certified copies of supporting documents to be attached.
9	The Bidder should have applicable and valid registrations with statutory authorities, viz. Income Tax, Goods & Service Tax, Labour License under section 12(1) of the Contract Labour regulation and Abolition) Act, 1970., Employees Provident Fund Organisation (EPF), Employees State Insurance (ESI) Corporation, PAN etc.	Certified copies of supporting documents to be attached.
10	The Bidder should have constituted a Sexual Harassment Committee under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.	Suitable declaration to this effect to be submitted on the Letter Head of the bidder duly signed by the Authorised Signatory only.
11	Bidder should have Office at Mumbai / Thane / Navi Mumbai or should be able to open office in Mumbai/Navi Mumbai within 15 days of receiving work order.	Address proof of the firm/company, etc. should be submitted.
12	Bidder should not have been disqualified / debarred / blacklisted from central government or in the state of Maharashtra.	Suitable declaration to this effect to be submitted on the Letter Head of the bidder duly signed by the Authorised Signatory only.

Copies of the Documentary evidences must be furnished against each of the above criteria along with an index. All documents must be signed by the authorized signatory of the bidder. Relevant portions, in the documents submitted in pursuance of eligibility criteria, should be highlighted.

1.31 TECHNICAL BID:-

- 1.31.1** Technical Bid shall contain the document about eligibility criteria and other supporting documents and the declaration (Annexure- 4) as called for.
- 1.31.2** Technical bid and list of enclosures must be properly numbered and indexed along with signatures of the authorized representative of quoting bidder(s).
- 1.31.3** No deviations in terms and conditions of the Tender document, technical specifications shall be accepted.
- 1.31.4** Bidders should upload the legible scan copies of the following documents in technical cover. The bidders not meeting the eligibility criteria will be summarily rejected.
- 1.31.5** Bidder must possess necessary Machinery and equipment for the work of Mechanized and Manual House keeping Services for the Maharashtra Judicial Academy, Uttan. (Details to be submitted as per Annexure-12).

Note- All technical documents mentioned in Technical Bid should in .rar format. All documents mentioned in Financial bid (Price Schedule) should be in .xls /.pdf format. (Annexure-8). All the documents submitted should be properly numbered and as per order.

1.32 FINANCIAL BID:-

- 1.32.1** Financial Bid shall quote the rates for the work in clear /visible figures as well as in words in Indian Rupees. In case of a mismatch, the rates written in words will prevail.
- 1.32.2** Bidders shall quote monthly rate for the purpose of payment.
- 1.32.3** GST and any other taxes as applicable should be quoted separately, failing which these are not payable extra.

1.33 OPENING OF PROPOSAL:-The Evaluation Committee or its authorized representative will open the tenders.

1.34 EVALUATION:-

1.34.1 The evaluation committee of the Maharashtra Judicial Academy would evaluate the bids based on the specifications and performance of the equipment.

1.34.2 The Joint Director of the Maharashtra Judicial Academy reserves the right to modify the Evaluation Process at any time during the Tender Process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidders of any such change.

1.34.3 Any time during the process of evaluation, the Joint Director, Maharashtra Judicial Academy may seek for clarifications from any or all Bidders.

1.35 TECHNICAL EVALUATION PROCESS:- A duly constituted Technical Evaluation Committee (TEC) (Members of Executive Committee of MJA) will shortlist Technical Bids on the basis of technical parameters, better quality and performance.

1.35.1 After opening of envelope No. 1 (Technical Bid) on the scheduled date, time and venue, the MJA committee shall examine the contents of the tenders received along with all prescribed mandatory documents.

1.35.2 The technical bids shall be evaluated based on the available documents submitted by the bidders. To assist in the examination, evaluation and comparison of the bids, and qualification of the bidders, the MJA may, at its discretion, ask any bidder for a clarification it bid, if the authorities deem necessary. Any clarification submitted by a bidder i.e. not in response to request by the MJA shall not be consider. The MJA's request for clarification and the response shall be in writing.

1.35.3 The tender evaluation shall be done on weightage with 60% to technical evaluation and 40% to financial evaluation.

1.35.4 The technical bid evaluation shall be done based on the following criteria :

During the technical evaluation stage, each bidder shall be assigned marks out of a total of 100 marks, as per the criteria specified below :-

Sr. No.	Criteria	Marks
1	Number of years in operations as a company registered under Companies Act, 1956 (a) 5-7 years (b) 7-10 years (c) 10-12 years (d) 12-15 years (e) Above 15 years	Max-5 marks 01 mark 02 marks 03 marks 04 marks 05 marks

Sr. No.	Criteria	Marks
2	Number of manpower on roll (a) 500 to 1000 (b) 1000 to 2500 (c) >2500 up to 5000 (d) > 5000	Max-10 marks 02 marks 05 marks 08 marks 10 marks
3	Relevant work experience <u>as per clause 1.30 (sr. no. 2)</u> of minium eligibility criteria having minimum number of services within single work order, with completed value of minimum Rs. 50 Lacs to Rs. 1 Crore of any organization. (a) Value of Single work Rs. 50 to Rs. 2 Cr. (b) Value of Single work Rs. 2 Cr. to Rs. 4 Cr. (c) Value of Single work > Rs. 4 Cr. upto Rs. 7Cr. (d) Value of Single work above Rs. 7 Cr.	Max-40 marks 10 marks 20 marks 30 marks 40 marks
4	Experience of providing services at residential complex/ building/bungalow necessarily providing housekeeping services in Govt./ Semi Govt./PSU sector only (a) Value of Single work Rs. 50 to Rs. 2 Cr. (b) Value of Single work Rs. 2 Cr. to Rs. 4 Cr. (c) Value of Single work > Rs. 4 Cr. upto Rs. 7Cr. (d) Value of Single work above Rs. 7 Cr.	Max-20 marks 10 marks 12 marks 18 marks 20 marks
5	Average turnover (Last 3 financial Years) (a) Rs. 1 Cr. upto Rs. 1.75 (b) Rs. 1.75 Cr. upto Rs. 2 Cr. (c) >Rs. 2 Cr. upto Rs. 5 Cr. (d) >Rs. 5 Cr.	Max-10 marks 03 Marks 05 marks 08 marks 10 marks
6	Net Worth (Solvency) of the company (a) Rs. 1.5 Cr. upto Rs. 2.5 Cr. (a) Rs. 2.5 Cr. upto Rs. 5 Cr. (b) > Rs. 5 Cr. upto Rs. 8 Cr. (c) > Rs. 8 Cr.	Max-10 marks 03 marks 05 marks 08 marks 10 marks
7	Quality related marks (a) ISO 9001 Certification (b) SA 8000 (More than 5 years) (c) OHSAS 18001 (More than 5 years)	Max- 05 marks 02 marks 01 marks 02 marks

1.35.5 The total marks obtained by a bidder in the technical bid (as per para 1.30.4(i)) shall be allocated 60% of technical weightage and the financial bids shall be allocated 40% of the financial weightage, and thereby making a total of 100% weightage for the complete bid evaluation. The bidder who will get highest score combined together will be considered as successful bidder.

Illustration 1 (for Technical weightage)

If a bidder has secured 80 marks out of the total 100 marks in technical evaluation after following para 1.30.4, his **Technical Evaluation Value (TEV)** shall be ; 48 i.e. {80 marks x 60% weightage}

1.35.6 The Bidder shall be required to produce attested copies of the relevant documents in support of 1.30.4 in addition to the documentary evidence os Clause 2 for being considered for technical evaluation.

1.35.7A substantially responsive bid shall be one that meets the requirements of the bidding document in totality i.e. by following the procedures of Clause 1.30. The technical bid not meeting the minimum requirements as per the tender documents shall be rejected.

(i) The responsiveness of the bid, i.e., receipts of duly filled, signed and accepted bid documents in complete form, including Authorization Letter.

(ii) Receipt of valid EMD & tender fees with requisite amount in acceptable format.

(iii) Documents in proof of meeting the minimum eligibility criteria.

(iv) Any other documents as required to support the responsiveness of the bidder, as per tender.

1.35.8The MJA committee shall also analyse that there is no collusive or fraudulent practice involved in the entire tendering process amongst all the tenders received.

1.35.9The technical scrutiny shall be on the basis of submitted substantiation documents.

1.35.10 Any tender during the evaluation process not meeting the tender conditions laid down in the tender document will be declared as not acceptable and such tenders shall not be considered for further evaluation.

1.35.11. Dismissal of workmen

The Contractor shall on the request of the MJA, immediately dismiss from the works, any person employed thereon by him who may, in the opinion of the employed thereon by him who may, in the opinion of the Employer, be

incompetent or misconduct himself and such persons shall not be again employed on the works, without the permission of the Employer.

1.36 EVALUATION OF FINANCIAL BIDS :-

- 1.36.1** The Financial Bids of only those Bidders shortlisted by Members of Executive Committee of MJA will be opened in the presence of their Representatives on a specified date and time to be intimated to the respective Bidders by Tender Process Section, and the same will be evaluated by a duly constituted Finance Evaluation Committee(FEC) (Members of Executive Committee of MJA).
- 1.36.2** The financial evaluation shall be carried out and financial bids of all the technically qualified bidders shall be given 40% weightage.
- 1.36.3** The Bidder with the lowest bid Price/s (L1) shall be assigned full 100 marks. His **Financial Evaluation Value (FEV)** shall be: 40 i.e. {100 marks x 40% weightage}, as per Illustration 2 below :

Illustration 2

If the Bidder at Illustration 1 is L -1 Bidder and quoted Rs. 100/- for being L-1, then his **Bid Evaluation Value (BEV)** shall be 86 i.e. (48 **TEV** + **FEV**)

The FEV of the other bidders (i.e. L -2, L-3 ... and so on) shall be computed as under and as explained at Illustration 3 below :

$FEV = 40 \times \text{Lowest value (i.e. L -1 price)} / \text{Quoted Value (i.e. L-2 OR L3.... prices)}$

Illustration 3

If the Bidder at Illustration is L -2 Bidder and he quoted Rs. 125 & if TEV=48, therefore 40% being the weighted value, the FEV for L-2 shall be computed as under.

$40 \times 100 \text{ (i.e. lowest price)} / 125 \text{ (i.e. quoted prices)} = 32 \text{ (i.e. FEV)}$

Therefore L-2 Bidder shall have BEV of 80 (48 TEV + 32 FEV)

- 1.36.4** The Bidders ranking shall be arranged depending on the BEV obtained by each of the bidder both in Technical Evaluation and Financial Evaluation.
- 1.36.5** The Bidder meeting the minimum eligibility criteria and with the highest BEV (i.e. the total of his respective TEV and FEV) shall be deemed as the successful Bidder and shall be considered for further process of award of work.

- 1.36.6** If there is a discrepancy between words and figures, the amount in words shall prevail.
- 1.36.7** If the Maharashtra Judicial Academy considers necessary, Revised Financial Bids may be called for from the technically short listed Bidders before opening the original financial bids for recommending the final selection.
- 1.36.8** If revised financial bids are called for, the revised bids should NOT be higher than the original bids except in case of change in Government levies, otherwise the bid shall be rejected. Lowest Bidder will be selected as per the “Award Criteria”.
- 1.36.9** Tender's Acceptance: Acceptance of Tender shall be solely at the discretion of the Tender Committee of the Maharashtra Judicial Academy who reserves the right to accept or reject any or all tenders without assigning any reason thereof. The Bidder, whose tender is accepted will have to enter into Agreement within 10 days of being notified to do so. In case of failure, the offer of such Bidder shall be considered as withdrawn by him and amount deposited towards the EMD will be forfeited to the Government Account without any reference to him. The date of Contract will be fixed by the Maharashtra Judicial Academy upon receipt of administrative approval from the Government and contract will be entered therefrom.

1.37 AWARD CRITERIA:-

- 1.37.1** Contract will be awarded to the successful bidder.
- 1.37.2** The Maharashtra Judicial Academy reserves the right to further negotiate the prices quoted by the L1 bidder.
- 1.37.3** If rates of two or more bidders happen to be equal in that case the contract shall be awarded to the party with more experience/ performance / goodwill of providing Mechanized and Manual house keeping services, at the discretion of the Joint Director.
- 1.37.4** The Contract shall initially be valid for a period of two years and may be extended for further period based on satisfactory performance and with mutual consent, as per the same rates or 5% increase in the total tender amount and on same terms and conditions.
- 1.37.5** **NO COMMITMENT TO ACCEPT LOWEST OR ANY TENDER:** The Maharashtra Judicial Academy shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers, including those received late, or incomplete, without assigning any reason therefore. Apart from the final bid, selection of the successful bidder shall also be made after considering all the factors, such as experience, capacity and past record. The Maharashtra Judicial Academy reserves the right to make changes in terms and conditions of the tender before issuing work order. The Maharashtra Judicial Academy will not be obliged to meet and have discussions with any of the Bidder and / or to give a hearing on their representations.

1.38 RIGHT TO INSPECT:-The Joint Director reserves the right to thoroughly inspect and investigate by himself or through his authorised representative, the establishment, facilities, equipment, firm reputation, and other qualifications of the Bidder and any of its consortium partners, during the evaluation period, as well as throughout the life of the Contract.

1.39 DECIDING AWARD OF CONTRACT:-

1.39.1 The Joint Director will notify the Successful Bidder his/her intention to award the work through “Letter of Award” mentioning the contract value. The timeline for rendering the services will start from the date of issue of Letter of Award.

1.39.2 The Joint Director will send the Successful Bidder a Form of Contract to be entered into between the parties.

1.40 AWARD OF CONTRACT NOTIFICATION:-

1.40.1 Prior to the expiration of the proposal validity period, the Joint Director shall notify the successful bidder, in writing, that his proposal / bid has been accepted. The successful Bidder shall send his acceptance letter to the Joint Director within 10 days of receiving the intimation of acceptance of his bid.

1.40.2 Until a formal contract is prepared and executed, the notification / letter of award shall constitute a binding contract.

1.41 SIGNING OF CONTRACT:-

1.41.1 The Joint Director shall be the authority for signing contract for and on behalf of the Maharashtra Judicial Academy.

1.41.2 Promptly after notification, the Maharashtra Judicial Academy shall send to the successful Bidder the Contract and the Special Conditions of the Contract.

1.41.3 Pursuant to negotiations, the authorized signatory of the successful Bidder shall sign and date the Contract and return it along with necessary supporting documents to the Maharashtra Judicial Academy within 15 days from the receipt of Letter of Award.

1.42 COMPLETENESS OF CONTRACT:- The contract will be deemed as incomplete if the successful bidder fails to complete the conditions/tender compliance.

1.43 RIGHT TO HAVE WORK EXECUTED:-If the successful bidder neglects to execute the work or any part or parts thereof diligently and properly or fails to perform any provision of the Contract, the Joint Director, Maharashtra Judicial Academy after 7

day's written notice to the bidder, may without prejudice to any other remedy, may have make good such deficiencies and may deduct the cost thereof from the payments due, if any to the successful Bidder, or seek reimbursement of such costs incurred.

1.44 CANCELLATION OF CONTRACT:-The Contract may be cancelled due to any of the reason mentioned here under:

1.44.1 : If the bidder:

- (a) submits incorrect / fake documents, or
- (b) is found wanting in commitment to work plans, adherence to the guidelines, while executing the job, or
- (c) On finding deviation in technical specification as given in the tender document for the supplied product, or
- (d) Violation of any condition of the tender/ contract or part of any condition of the tender document / contract, or
- (e) has directly, or indirectly engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question; and may be barred from any other bid in respect of work of the Maharashtra Judicial Academy, or
- (f) fails to make written disclosure as per the Disclosure Clauses of this Tender, either at the time of submitting the proposal or after the contract has been signed by the Bidder.

1.44.2 Any other reason as the Maharashtra Judicial Academy may deem fit for cancellation.

1.45 TERMINATION BASED ON FUNDING:-The Contract resulting from this Tender will be subject to availability of Funds with the Maharashtra Judicial Academy. In the event of paucity of such funds, the Maharashtra Judicial Academy reserves the right to terminate or suspend the contract for an agreed period of time, without any penal charges by giving a notice in writing not less than sixty (60) days prior to the effective date. In the event of termination, the Bidder shall be paid for services performed under this Contract up to the effective date of termination.

1.46 SCOPE OF WORK:

SPECIFICATION AND DETAILS OF WORK OF MAHARASHTRA JUDICIAL ACADEMY.

Note 1: The following list of work is indicative only. Any work which is/are not indicated in the following list, but forms part of the overall House Keeping Contract, shall be deemed to be included in the "Scope of Work". The Contractor should physically inspect the building / premises of the Maharashtra Judicial Academy, Uttan, thoroughly, before quoting rates for work.

Note 2 : Administrative Building – It consists of parking on the basement (B 2), Cafeteria and Kitchen (B 1), Auditorium on the Ground Floor and 16, 14 & 20 rooms on First, Second & Third Floor respectively. Normally, 15 rooms are in use at a time. Accordingly the specification of work has been given as under :

Third Floor of Administrative building

(Chambers, Library, Class room, Store Rooms, Medical Room, Common Washrooms, etc.)

Sr.No	Activity	Frequency	Method
1	Sweeping, Scrubbing & drying of floor.	Daily once	Scrubbing & Drying M/C
2	Telephone, computer & other equipment Cleaning	Daily once	Mechanized Cleaning & Wet & dry wiping
3	Dusting & wiping of Tables, Chairs, Shelves etc.	Daily once	Dusters, wet/dry cloth etc.
4	Common Wash Basins, Toilets Cleaning	Twice a day	Wet & dry wiping
5	Toilet Cleaning – Offices	Once a Day	H.P Jet, Mechanized Cleaning & manual
6	Dustbin movement	Once a Day	Dustbins
7	Glass Cleaning	Once in a week from inside	Glass cleaning kit
8	Spraying of room freshner	As per requirement	Spray bottle, Good scent
9	Partition Cleaning	Weekly Once	Wet & dry wiping, duster
10	All type of Furniture including sofas, chairs, tables etc., window channel etc. cleaning	Daily once	Mechanized Cleaning & wet & dry cloth
11	Electric Panel & Instruments Cleaning	Weekly Once	Mechanized Cleaning, duster, dry cloth.
12	Column, Side-Walls Cleaning	Weekly Once	Wet & dry wiping

Second Floor of Administrative building

(Chambers, Administrative Office, Class rooms, Computer Lab, Server Room, Refreshment room, etc.)

Sr.No	Activity	Frequency	Method
1	Sweeping, Scrubbing & drying of floor.	Daily once	Scrubbing & Drying M/C
2	Telephone, computer & other equipment Cleaning	Daily once	Mechanized Cleaning & Wet & dry wiping
3	Dusting & wiping of Tables, Chairs, Shelves etc.	Daily once	Dusters, wet/dry cloth etc.

4	Common Wash Basins, Toilets Cleaning	Twice a day	Wet & dry wiping
5	Toilet Cleaning – Offices	Once a Day	H.P Jet, Mechanized Cleaning & manual
6	Dustbin movement	Once a Day	Dustbins
7	Glass Cleaning	Once in a week from inside	Glass cleaning kit
8	Spraying of room freshner	As per requirement	Spray bottle, Good scent
9	Partition Cleaning	Weekly Once	Wet & dry wiping, duster
10	All type of Furniture including sofas, chairs, tables etc., window channel etc. cleaning	Daily once	Mechanized Cleaning & wet & dry cloth
11	Electric Panel & Instruments Cleaning	Weekly Once	Mechanized Cleaning, duster, dry cloth.
12	Column, Side-Walls Cleaning	Weekly Once	Wet & dry wiping

First Floor of the Administrative Building -

(Chambers, Mock-Trial Room/Class room, Main Porch, Entrance Lobby, etc.)

Sr.No	Activity	Frequency	Method
1	Sweeping, Scrubbing & drying of floor.	Once in a week	Scrubbing & Drying M/C
2	Telephone, computer & other equipment Cleaning	Once in a week	Mechanized Cleaning & Wet & dry wiping
3	Dusting & wiping of Tables, Chairs, Shelves etc.	Once in a week	Dusters, wet/dry cloth etc
4	Chambers and Common Wash Basins, Toilets Cleaning	Once in a week	Wet & dry wiping
5	One Toilet near security room and near Conference room Cleaning	Twice a Day	H.P Jet, Mechanized Cleaning & manual
6	Dustbin movement	Once a Day	Dustbins
7	Glass Cleaning	Once a week	Glass cleaning kit
8	Spraying of room freshner	As per requirement	Spray bottle, Good sense
9	Partition Cleaning	Once a week	Wet & dry wiping, duster
10	All type of Furniture including sofas, chairs, tables etc., Window channel etc. Cleaning	Once a Day	Mechanized Cleaning & wet & dry cloth
11	Electric Panel & Instruments Cleaning	Once a Day	Mechanized Cleaning, duster, dry cloth.
12	Column, Side-Walls Cleaning	Once in a week	Wet & dry wiping

**Ground Floor of the Administrative Building
(VIP Lounge, Auditorium, adjoining rooms & toilets)**

Sr.No	Activity	Frequency	Method
1	Sweeping, Scrubbing & drying of floor.	Once in a fortnight	Scrubbing & Drying M/C
2	Dusting & wiping of Tables, Chairs, Shelves etc.	Once in a fortnight	Dusters, wet/dry cloth etc
3	Common Wash Basins, Toilets Cleaning	Once in a fortnight	Wet & dry wiping
4	Glass Cleaning	Once in a fortnight	Glass cleaning kit
5	spraying of room freshner	Once in a fortnight	Spray bottle, Good scent
6	All type of Furniture including sofas, chairs, tables etc., Window channel etc. Cleaning	Once in a fortnight	Mechanized Cleaning & wet & dry cloth
7	Electric Panel & Instruments Cleaning	Once in a fortnight	Mechanized Cleaning, duster, dry cloth
8	Column, Side-Walls Cleaning	Once in a fortnight	Wet & dry wiping

Basement (B1) Cafeteria & Kitchen

Sr.No	Activity	Frequency	Method
1	Sweeping, Scrubbing & drying of floor	Thrice in a week	Scrubbing & Drying M/C
2	Dusting & wiping of Tables, Chairs, Shelves etc	Thrice in a week	Dusters, wet/dry cloth etc
3	Common Wash Basins, Toilets Cleaning	Daily once	Wet & dry wiping
4	All type of Furniture including sofas, chairs, tables etc., Window channel etc. Cleaning	Twice a week	Mechanized Cleaning & wet & dry cloth
5	Electric Panel & Instruments Cleaning	Once in a week	Mechanized Cleaning, duster, dry cloth, Manual
6	Column, Side-Walls Cleaning	Once in a week	Wet & dry wiping

Basement (B2) Parking

Sr.No	Activity	Frequency	Method
1	Sweeping, Scrubbing & drying of floor	Once in a week	Scrubbing & Drying M/C

Passages, Lifts, Entry lobbies, Staircases, Terrace, Corridors & Waiting area

Sr.No	Activity	Frequency	Method
1	Sweeping, Scrubbing & drying of floor.	Daily once	Scrubbing & Drying M/C
2	Mopping Of Floor	Once a Day	Mopping
3	Reception Area Cleaning	Once a Day	Mechanized Cleaning & Wet & dry wiping
4	Telephone, decorative items, common sitting furnitures, etc Cleaning	Once a Day	wiping
5	Cleaning of Tables, Chairs, Furniture items etc.	Once a Day	Mechanized Cleaning, Dusting & wiping
6	Common Toilet Cleaning	Once a Day	H.P Jet, Mechanized Cleaning & Wiping
7	Staircase cleaning	Once a Day	Mopping
8	Dustbin movement	Once a Day	Manual
9	Glass Cleaning (only Inside)	Once in a week	Glass cleaning kit
10	Partition Cleaning	Once in a week	Wiping &Mechanizeding
11	Furniture, Window channel etc. Cleaning	Once in a week	Mechanized Cleaning & dusting
12	Electric Panel & Instruments Cleaning	Once in a week	Mechanized Cleaning & manual
13	Column, Side-Walls Cleaning	Once in a week	Mechanized Cleaning & manual
14	Fans, Tubelights etc. Cleaning	Once in a week	Dusting &Wiping
15	Chairs cleaning in waiting area.	Daily once	Dry Mechanized Cleaning
16	Terrace Cleaning	As per requirement	Mechanized Cleaning & manual

Road / Outside Area

Sr.No	Activity	Frequency	Method
1	Sweeping of roads	Once a Day	Road Sweeper & manual
2	Roadside grass removal	As required	Manual
3	Scrap collection & disposal	As required	Manual
4	Garbage collection & disposal	As required	Manual
5	Kerb stone or divider cleaning (if any)	As required	Manual
6	Roadside railing cleaning (if any)	As required	Wet & dry Wiping
7	Parking area cleaning (B-2)	Once a Day	Road Sweeper & manual
8	Washing of roads	As required	High pressure water cleaning

Carpet Cleaning:

Sr.No	Activity	Frequency	Method
1	Carpet Mechanized Cleaning	Once in fortnight	Mechanized Cleaning & manual
2	Carpet Spotting	As required	Spotting Kit
3	Carpet and chairs in Auditorium Shampooing	Once in three month	Shampooing Machine

Glass Window Panes Cleaning:

Sr.No	Activity	Frequency	Method
1	Glass Window Panes Cleaning	Once in a fortnight from outside	Glass Cleaning kit with all safety measure

SPECIFICATION AND DETAILS OF WORK OF GUEST HOUSE

Note : Though it consists of 81 Rooms and 7 Executive Suits normally not more than 50-60 rooms are in use at a time. Accordingly the specification of work has been given as under :

For 30 Rooms & Executive Suits, Gymnasium, Library cum Conference Room, Terrace and Kitchen etc.

Sr.No	Activity	Frequency	Method
1	Sweeping, Scrubbing & drying of floor.	Daily once	Scrubbing & Drying M/C

2	T.V, Telephone, computer & other equipment Cleaning	Daily once	Mechanized Cleaning & Wet & dry wiping
3	Dusting & wiping of Tables, Chairs, Sofas, Shelves, Mirrors, decorative items, Gymnasium Tools, Sport Accessories etc.	Daily once	Mechanized Cleaning & Wet & dry wiping
4	Wash Basin Cleaning	Once a Day	Wet & dry wiping
5	Toilet Cleaning	Once a Day	H.P Jet, Mechanized Cleaning & manual
6	Dustbin movement	Once a Day	Dustbins
7	Glass Cleaning including the glass partition in the bathroom of Executive Suites	Daily once	Glass cleaning kit
8	Spraying of room freshner	Once a Day	Spray bottle, Good scent
9	Partition Cleaning	Weekly Once	Wet & dry wiping, duster
10	Furniture, Window channel etc. Cleaning	Weekly Once	Mechanized Cleaning & wet & dry cloth
11	Electric Panel & Instruments Cleaning	Weekly Once	Mechanized Cleaning, duster, dry cloth
12	Column, Side-Walls Cleaning	Weekly Once	Wet & dry wiping
13	To arrange Bed, bedding, and to upkeep the rooms in all respects	Once a Day	Manually
14	To change Bed sheets, Pillow Covers, Towels, Napkins of each room	Once a Week	Manually
15	To arrange for butler / helper for the services to Executive Suits	As and when required by the Academy	
16	Terrace Cleaning	As per requirement	Mechanized Cleaning & manual

For remaining rooms of the Guest House

Sr.No	Activity	Frequency	Method
1	Sweeping, Scrubbing & drying of floor.	Once a Week	Scrubbing & Drying M/C
2	T.V, Telephone, computer & other equipment Cleaning	Once a Week	Mechanized Cleaning & Wet & dry wiping

3	Dusting & wiping of Tables, Chairs, Sofas, Shelves, Mirrors, decorative items, Gymnasium Tools, Sport Accessories etc.	Once a Week	Mechanized Cleaning & Wet & dry wiping
4	Wash Basin Cleaning	Once a Week	Wet & dry wiping
5	Toilet Cleaning	Once a Week	H.P Jet, Mechanized Cleaning & manual
6	Dustbin movement	Once a Week	Dustbins
7	Glass Cleaning including the glass partition in the bathroom of Executive Suites	Once a Week	Glass cleaning kit
8	Spraying of room freshner	Once a Week	Spray bottle, Good scent
9	Partition Cleaning	Once a Week	Wet & dry wiping, duster
10	Furniture, Window channel etc. Cleaning	Once a Week	Mechanized Cleaning & wet & dry cloth
11	Electric Panel & Instruments Cleaning	Once a Week	Mechanized Cleaning, duster, dry cloth
12	Column, Side-Walls Cleaning	Once a Week	Wet & dry wiping
13	To arrange Bed, bedding, and to upkeep the rooms in all respects.	When the rooms are in use – as per requirement	Manually
14	To change Bed sheets, Pillow Covers, Towels, Napkins of each room	When the rooms are in use – as per requirement	Manually

Passages, Lift entry lobby, Staircase, Corridors & Waiting area

Sr.No	Activity	Frequency	Method
1	Sweeping, Scrubbing & drying of floor.	Daily once	Scrubbing & Drying M/C
2	Mopping Of Floor	Once a Day	Mopping
3	Reception Area Cleaning	Once a Day	Mechanized Cleaning & Wet & dry wiping
4	Telephone, decorative items, common sitting furnitures, etc Cleaning	Once a day	wiping
5	Cleaning of Tables, Chairs, Furniture items etc.	Once a day	Mechanized Cleaning, Dusting & wiping
6	Common Toilet Cleaning	Once a Day	H.P Jet, Mechanized

			Cleaning & Wiping
7	Staircase cleaning	Once a Day	Mopping
8	Dustbin movement	Once a Day	Manual
9	Glass Cleaning (only Inside)	Weekly Once	Glass cleaning kit
10	Partition Cleaning	Weekly Once	Wiping &Mechanized
11	Furniture, Window channel etc. Cleaning	Weekly Once	Mechanized Cleaning & dusting
12	Electric Panel & Instruments Cleaning	Weekly Once	Mechanized Cleaning & manual
13	Column, Side-Walls Cleaning	Weekly Once	Mechanized Cleaning & manual
14	Fans, Tubelights etc. Cleaning	Weekly Once	Dusting &Wiping
15	Chairs cleaning in waiting area.	Daily once	Dry Mechanized Cleaning

Laundry

Sr.No	Activity	Frequency	Method
1	Washing and ironing of Bedsheets, Pillow covers, Towels, Napkins	Twice a week	Mechanized and manual washing and ironing
2	Curtains	Once in a month	Mechanized and manual washing and ironing
3	Washing and ironing of Clothes of the participants staying in the Guest House	As per the requirement of the participants and at the cost of the participants/trainees.	Mechanized and manual washing and ironing
4	Blankets	Once in 3 months	Mechanized and manual washing

Glass Window Panes Cleaning:

Sr.No	Activity	Frequency	Method
1	Glass Window Panes Cleaning	Once in a fortnight from outside	Glass Cleaning kit with all safety measures

Note :- The successful bidder, apart from the above referred nature of work shall also do the mechanized and manual cleaning and housekeeping of the entire premises as and when required by the Academy on account of visit of dignitaries, holding of workshops, seminars, orientation courses, etc.

Three Bungalows and Quarters of The Directors of Maharashtra Judicial Academy

Sr. No.	Activity	Frequency	Method
1	Devghar	Daily once	Mechanized Cleaning & wet & dry cloth
2	Dressing Rooms	Daily once	Mechanized Cleaning & wet & dry cloth
3	Bed Rooms	Daily once	Mechanized Cleaning & wet & dry cloth
4	Hall	Daily once	Mechanized Cleaning & wet & dry cloth
5	Office Rooms	Daily once	Mechanized Cleaning & wet & dry cloth
6	Store Rooms	Daily once	Mechanized Cleaning & wet & dry cloth
7	Stair Cases	Daily once	Mopping / wiping
8	Passage	Daily once	Mopping
9	Surrounding Area of Bungalow	Daily once	swiping
10	Washrooms	Daily once	H.P Jet, Mechanized Cleaning & manual

1.47 PAYMENT PROCESS:-

1.47.1 Payment of Mechanized and Manual Cleaning and Housekeeping will be made on monthly basis at the end of succeeding month but subject to administrative approval and clearance from the Government of Maharashtra.

1.47.2 The monthly bill should be accompanied with Attendance-sheet of the Employees along with the proof of payment of wages as per Minimum Wages Act including D.A., overtime/bonus, etc., if any and deductions/remittances against Labour Welfare Fund, EPF/ESI contributions. The payment will not be cleared unless the Successful Bidder complies with all the required statutory compliance in respect of its contract labour(s) deployed at the premises of the Maharashtra Judicial Academy.

1.47.3 No payment will be made for incomplete, abandoned or part-done-work.

1.47.4 The Maharashtra Judicial Academy shall not be liable to pay any interest on the amount due in case of delay in payment.

1.47.5 Payment shall be made after deduction of liquidated damages, if any and/or taxes as may be applicable from time to time.

1.47.6 No claim for any price escalation during contract shall be entertained.

1.47.7 No payment shall be made for any damage caused by rains, flood or any other natural calamity, whatsoever during the execution of the work.

1.48 LIQUIDATED DAMAGES

1.48.1 Whenever it is found that the cleanliness is not up to the mark, it will be brought to the notice of the supervisory staff of the successful bidder by the staff of the Maharashtra Judicial Academy and if no action is taken within ONE hour, the liquidated damages @ Rs.100/-per complaint shall be imposed and recovered.

1.48.2 If the deputed workers are found less than the minimum required on any day, Liquidated Damages at the rate of Rs.100/-per worker per day will be imposed and recovered.

1.48.3 If damage is caused to the property of the Maharashtra Judicial Academy due to the negligence of the workers of the successful bidder, value of the property and 10% of the value of the property towards installation and for causing inconvenience shall be imposed and recovered.

1.48.4 The Liquidated Damages shall be recovered from the monthly bill of the successful bidder or from the Security Deposit.

1.49 SCHEDULE OF EVENTS:-The tentative dates for the schedule of key events of this tender are given as under:

Tender Reference	Maharashtra Judicial Academy:- MJA/HK/T/01/2026
Date of Publication	09-04-2026 (10.00 a.m.)
Site inspection	10-04-2026 to 22-04-2026 (from 09.30 a.m. to 04.30 p.m.)
Pre-Bid Meeting	21/04/26 (11.00 a.m.)
Last date and time for submission of Tender Offers.	23-04-2026 (04.00 p.m.)
Time and opening of Technical Bid (Cover-1)	25-04-2026 (11.30 a.m.)
Time and date of opening of Financial Bid (Cover-2)	Will be declared after opening of Technical Bid.
Place of Pre Bid Meeting	Conference Room No.- 106 1st floor, Administrative Building, Maharashtra Judicial Academy, Uttan.
Last date and time for submission of EMD in BG Form.	25/04/2026 before 11.00 a.m.

Address for communication	The Joint Director, Maharashtra Judicial Academy and Indian Mediation Centre and Training Institute, Uttan, Uttan-Gorai Road, Bhayander (W), District Thane, Pin-401 106.
Contact Telephone Numbers & email Id	8433990101 email id – mjauttsc@aij.gov.in
Tender Reference	Maharashtra Judicial Academy:- MJA/HK/T/01/2026

SECTION – II

2. GENERAL CONDITIONS OF THE CONTRACT (GCC) :-

- 2.1** The work in general shall be carried out in accordance with the requirement of the Maharashtra Judicial Academy.
- 2.2** The Successful Bidder shall give due notice to Municipality, Police and/or other Authorities that may be required under the law/rules in force and obtain all requisites licenses for temporary obstructions/enclosures and pay all charges which may be leviable on account of his / their execution of the work under the agreement. Nothing extra shall be paid on this account.
- 2.3** The Successful Bidder shall be responsible to arrange at their own cost all necessary tools, materials and machinery required for execution of work.
- 2.4** The Successful Bidder shall be responsible for the payment of salary, and all other statutory obligations for the workers employed on account of safety/wages, bonus, arrears, employment, termination benefit, compensation or other claim whatsoever and the Maharashtra Judicial Academy has no connection in relation to such matters.
- 2.5** In case of any mishap sustained by employees, workers, labourers, etc of the Successful Bidder, the Successful Bidder will be responsible to grant compensation, if any, to them.
- 2.6** The Successful Bidder shall execute the work in such a manner that no damage is caused to the existing structure and anybody else. The Successful Bidder shall take utmost care while executing the work.
- 2.7** The Successful Bidder shall conduct the work so as not to interfere with or hinder the progress or completion of the work being performed by other successful bidder(s) or by the other Government agencies and as far as possible shall arrange his work with that of the others in an acceptable and coordinate manner and shall perform it in proper sequence to the complete satisfaction of the Maharashtra Judicial Academy.

- 2.8** The Successful Bidder shall take all necessary precautions to prevent any nuisance or inconvenience to the owners, tenants of occupiers of adjacent properties and to the public in general.
- 2.9** The Successful Bidder shall take utmost care to keep the noise level to the barest minimum level so that no disturbance as far as possible is caused to the occupant user of the building.
- 2.10** The successful bidder shall deploy properly trained, experienced and skilled workers, labourers at the site.
- 2.11** The successful bidder shall follow the security requirements in his day-to-day work.
- 2.12** The successful bidder shall clean the area as per the minimum frequencies mentioned. However, the cleaning shall have to be done more frequently, if required for proper house keeping upon the instructions of any officials of the Maharashtra Judicial Academy for which no extra amount shall be paid.
- 2.13** The successful bidder shall submit a daily house keeping plan to enable the officials of the Maharashtra Judicial Academy to monitor and check whether the house keeping work is being done according to the schedule of frequencies mentioned.
- 2.14** The successful bidder shall work in close coordination with the officials of the Maharashtra Judicial Academy and modify working schedule if required as per the users convenience. No claim whatsoever on this account shall be entertained.
- 2.15** The Maharashtra Judicial Academy shall provide free space for storage of machines, material and chemicals as per the availability. The successful bidder shall not claim any right, title or interest in the space provided. No extra payment shall be admissible for carriage / shifting of machines, material,etc.
- 2.16** No tools and materials shall be supplied by the Maharashtra Judicial Academy. The successful bidder shall make his own arrangements at his own expenses for all machines, chemicals, materials, toiletries, consumables etc.
- 2.17** The successful bidder shall dispose of garbage, debris, rubbish and other unserviceable materials and waste at their own cost to the notified/ specified Mira Bhayander Municipal Corporation (MBMC) dumping ground and shall submit proof of such disposal to the Joint Director, Maharashtra Judicial Academy. Under no circumstances the same shall be stacked/ dumped even temporarily within the building or the surrounding premises of Main Administrative Building, Guest House, Bungalows, Officers Quarters and any other Surrounding area of the Maharashtra Judicial Academy.
- 2.18** The successful bidder shall bring the materials and chemicals required for day-to-day work in advance for every month at his own costs.
- 2.19** The standard of sanitation/ cleanliness shall always be to the satisfaction of the officer authorized by the Joint Director whose decisions in this regard shall be final and binding on the successful bidder. In case of default, the Maharashtra Judicial

Academy may get the improvement done at the cost of successful bidder without any notice.

- 2.20** The successful bidder shall appoint exclusively for this work at least one Manager/ Supervisor who shall coordinate with the officer authorized by the Joint Director as and when needed.
- 2.21** During the contract period, the successful bidder shall appoint not less than 25 workers at the site for execution of work and shall deploy additional workers if required depending upon the circumstances, at own costs.
- 2.22** The successful bidder with prior permission of the Maharashtra Judicial Academy shall arrange the necessary water supply fitting, flexible pipe etc. for taking water from the water taps provided in the building for the work of house keeping at his own costs.
- 2.23** The successful bidder shall provide adequate number of staff to fulfill the terms of contract. The staff of the successful bidder shall be in a proper uniform.
- 2.24** The successful bidder shall take at his own costs, if required, necessary insurance cover for the staff and other personnel to be employed or engaged by him in connection with the services to be rendered to the Maharashtra Judicial Academy and shall comply with all applicable laws during the contract period and shall indemnify the Maharashtra Judicial Academy against all acts or omissions, fault, breaches and /or any claim or demand, loss, injury and expenses to which the Maharashtra Judicial Academy may be party or involved as a result of the successful bidder's failure to comply and/or the obligation under the relevant Act/Laws which the successful bidder has to follow.
- 2.25** The successful bidder shall be responsible for the safe storage of the required materials, chemicals, etc and disposal of the wastes. He shall take necessary precaution for safe storage of all the materials/ chemicals/ consumables brought to the site. No compensation shall be paid for any damage caused to such materials, chemicals, etc. by rains, flood or any other natural calamity whatsoever during the execution of the work.
- 2.26** The successful bidder shall deploy adequate number of machines for proper compliance of contract. The machines brought onsite will not be allowed to be taken away till completion of work, without specific permission from the Joint Director in writing.
- 2.27** The successful bidder shall bear the expenses, costs, charges for maintenance, repairs of the Machines/ equipment deployed at the site during the period of the contract.
- 2.28** Whenever training, workshops, orientation courses, seminars, meetings etc. are organized at the Maharashtra Judicial Academy, the successful bidder has to ensure that sufficient workers and supervisory staff are present at the Maharashtra Judicial Academy Campus till such event is over for which nothing extra will be payable.
- 2.29** Existing drains, pipes, cables, overhead wires, sewer lines, water lines and other services encountered in the course of the work shall be protected against the

damages by the successful bidder at his/her/their own expenses. The Successful Bidder shall not store materials or otherwise occupy any part of the site in a manner likely to hinder the operation of such services.

2.30 The Successful Bidder shall ensure quality work in planned and time bound manner. Any sub-standard material/ work shall be summarily rejected and no payment shall be made therefor.

2.31 The Maharashtra Judicial Academy shall not be responsible for any loss of material used/ stored by the Successful Bidder at site.

2.32 In addition to the above terms & conditions, the Successful Bidder shall follow the instructions given by Maharashtra Judicial Academy from time to time and Government Resolutions dated 03rd September, 2015 and 27th January, 2015.

3. GENERAL SECURITY RESTRICTIONS:-

3.1 The movement of the bidders vehicles shall be regulated in accordance with the Rules and Regulations as approved by the Maharashtra Judicial Academy.

3.2 In the event of any restriction being imposed by the security agency, the Maharashtra Judicial Academy, Traffic Authority or any other Authority having jurisdiction in the area on the working or movement of labour/ material, the Successful Bidder shall strictly follow such restrictions and nothing extra shall be payable to the Successful Bidder on this account.

3.3 The Successful Bidder shall comply with the requirements of relevant bye-laws of the local body or directions of the Maharashtra Judicial Academy.

3.4 The Successful Bidder shall comply with proper and legal orders and directions of the Local or Public Authority or Municipality and abide by their Rules and Regulations and shall pay all the applicable fees and charges.

3.5 The successful bidder shall not store any inflammable, explosive or prohibited materials/chemicals at the site. However, reasonable quantity materials/chemicals required for the execution of the work may be permitted for storage subject to the compliance of all rules / instructions issued by the Competent Authorities and as per the direction of the Maharashtra Judicial Academy.

3.6 The Successful Bidder shall inform in advance the registration numbers, ownership of the vehicles, names and addresses of the drivers for necessary action by the security agency.

3.7 Labourer's huts / stay of workmen will not be allowed at any site of the Maharashtra Judicial Academy.

3.8 The labourer's names and addresses, who are working at the site shall be furnished for security verification.

3.9 After certification of antecedents, badges will be issued to them by the Successful Bidder under the seal of the Maharashtra Judicial Academy. The cost of badges would be borne by the Successful Bidder.

- 3.10** As and when there will be security requirements, certain additional restrictions can be imposed as per the requirement of the situation.
- 3.11** The Successful Bidder shall be responsible for behavior and conduct of his / their labourer / staff. No labourer with doubtful integrity of having any criminal or bad record shall be engaged by the Successful Bidder. The Successful Bidder shall replace any errant staff at the instance of the Maharashtra Judicial Academy, Uttan, if such occasion arises.
- 3.12** The Successful Bidder shall not employ children below the age of 14 years as labourers for and in connection with the execution of the work.
- 3.13** The staff of the successful bidder at the site shall work as per the calendar of the Maharashtra Judicial Academy and work schedule agreed with the Maharashtra Judicial Academy.

4. PERFORMANCE GUARANTEE:-

- 4.1** The Successful Bidder will be required to furnish performance guarantee in the form of unconditional Bank Guarantee issued by the Bank equivalent to 10% of the Contract Value within 15 days from the date of issuance of Purchase Order. To ensure due performance of the contract, the Successful Bidder shall furnish a Single unconditional and irrevocable Performance Bank Guarantee payable at Bhyander in the name of “The Joint Director, Maharashtra Judicial Academy and Indian Mediation Centre and Training Institute, Uttan” at his own cost within fifteen (15) working days from the date of Issuance of Work order / Notice of award of the Contract or prior to signing of the contract whichever is earlier of an amount equivalent to 10% of Contract value in Indian Rupees.
- 4.2** The Performance Guarantee shall be as per the format approved by the “Joint Director”.
- 4.3** The Bank Guarantee shall provide for payment upon first demand, without demur or protest.
- 4.4** The Performance Guarantee will remain valid for a period of sixty days beyond the date of completion of all contractual obligations by the successful bidder. The Maharashtra Judicial Academy will discharge the Performance Guarantee after completion of the Bidder’s performance obligations.
- 4.5** The Performance Guarantee will be invoked in case of non-compliance of maintenance schedule during warranty period or breach of the contract/ bidder's failure to complete its obligations under the contract.
- 4.6** In case the successful bidder is found in breach of any condition(s) of Tender or order, at any stage during the course of warranty period, the legal action as per Rules/Laws will be taken.

- 5. RIGHTS OF JOINT DIRECTOR:-**The Joint Director, Maharashtra Judicial Academy reserves the right to make changes in the scope of the work and to accept or reject

any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders.

6. FORCE MAJEURE:-

6.1 Neither party will be responsible to the other for any delay or failure in performance of its obligations due to any occurrence commonly known as force majeure which is beyond the control of any of the parties, including, but not limited to, fire, flood, explosion, act of God.

Provided that changes in tax laws will not be considered as force majeure.

6.2 If a force majeure arises, the bidder shall notify the Joint Director , in writing of such condition and the cause thereof within 72 hours. Unless otherwise directed by the Joint Director , the bidder shall continue to perform his obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event. The successful bidder shall be excused from performance of his obligations in whole or part as long as such causes, circumstances or events continue to prevent or delay such performance.

7. TERMINATION:-

7.1 Termination on expiry of the CONTRACT: The Contract shall be deemed to have been automatically terminated on the expiry of the Contract period unless the Joint Director, exercises his/her option to extend the Contract in accordance with the provisions, if any, of the Contract.

7.2 Termination on account of Force Majeure : Joint Director, shall have the right to terminate the Contract on account of force majeure and if force majeure conditions continue for more than 30 days.

7.3 Termination on account of insolvency: In case the successful bidder, at any time during the term of the Contract, becomes insolvent or makes a voluntary assignment of its assets for the benefit of creditors or is adjudged bankrupt, then the Joint Director, shall, by a notice in writing of 30 days or more, have the right to terminate the Contract and all the rights and privileges hereunder, shall stand terminated forthwith.

Provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Maharashtra Judicial Academy.

7.4 Termination for breach of contract: The Joint Director reserves the right to terminate the Contract by giving 15 days due notice in case of breach of any material obligations under the contract or unsatisfactory performance of the Successful Bidder during the contract period.

- 7.5 The Joint Director, Maharashtra Judicial Academy may at any time terminate the Contract by giving notice without assigning any reason. In case of such termination, the obligation of the Joint Director to pay consideration for performance of the contract shall be limited to the amount for work carried out till the date of termination. Notwithstanding the termination of the Agreement, the parties shall continue to be bound by the provisions of the Agreement that reasonably require some action or forbearance after such termination.
8. **ARBITRATION**: In the event of any dispute or difference arising out or touching upon any of the terms and conditions of this contract and / or in relation to the implementation or interpretation thereof, the same shall be resolved initially by mutual discussions and conciliation within 30 days of arising thereof as evidenced through the first written communication from any Party notifying the other regarding the dispute, but in the event of failure thereof, the same shall be referred to a sole arbitrator appointed by the consent of the parties. The arbitration shall be governed by provisions of The Arbitration and Conciliation Act, 1996. The decision of the arbitrator shall be the final and binding upon the parties. The place of arbitration shall be at Maharashtra Judicial Academy, Uttan, Bhayander (W), Thane.
9. **GOVERNING LAWS AND JURISDICTION**:- The Agreement shall be governed by the laws in force in India. Any dispute arising in relation to the Agreement shall be subject to the Jurisdiction of the Courts having jurisdiction over the Bhayander (W), Thane.

Sd/-

Joint Director,

Maharashtra Judicial Academy, Uttan.

Date:- 09/04/2026

ANNEXURE – 1

Earnest Money Deposit / Turnover / Value of Similar Completed Work Projects

Sr. No.	Component and Government Department/ PSU	EMD in Rs.	Turnover in Rs.	Value of three similar Project in Rs	Value of Two similar Project in Rs	Value of One similar Project in Rs
1.	House-keeping work in (Details of Government Department /PSU)					
2						

ANNEXURE -2
TENDER OFFER FORM (TOF)

Date _____ Tender Reference No. _____

To,
Joint Director, Maharashtra Judicial Academy and
Indian Mediation Centre and Training Institute, Uttan,
Uttan-Gorai Road, Bhayander (W), Thane, Pin-401106.

SUBJECT:TENDER DOCUMENT FOR PARTICIPATION IN THE TENDER PROCESS FOR MECHANIZED AND MANUAL HOUSEKEEPING SERVICES.

Sir,

Having examined the tender documents including all Annexure the receipt of which is hereby duly acknowledged, we, the undersigned, offer to work as a contractor as mentioned in the Scope of the work as required by the Joint Director, Maharashtra Judicial Academy, in conformity with the said tender documents.

I / We declare that we are an established service Provider in the related area under the name and style of.....

I/We declare that we are equipped with adequate machinery / technology for providing the services as per the parameters laid down in the Tender Document and we are prepared for live demonstration of our capability and preparedness before the representatives of the Maharashtra Judicial Academy.

I / We undertake that the Prices are in conformity with the specifications prescribed. The quote is inclusive of all costs likely to be incurred for executing this work.

I / we undertake, in the event of acceptance of our bid, the services shall be provided as stipulated in the schedule to the Bid Document and that we shall perform all the incidental services.

If our Bid is accepted we shall submit the Performance Guarantee of Nationalized bank equivalent to 10% of overall contract value for the period of two years, for the due performance of the Contract during the Contract period at the time of signing of Agreement in the Form prescribed by the Tendering Authority.

I / We agree to abide by this Bid for the period of 180 days after the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal contract is prepared and executed, this Bid offers, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.

I/We understand that you are not bound to accept the lowest or any offer you may receive.

I/We agree to the terms and conditions mentioned in the Tender Document.

Dated this day of

Signature: _____

(In the Capacity of:) _____

Duly authorized to sign the tender offer for and on behalf of

Encl.: - (A) Envelope-1 (Cover-1)

- Index
- Annexure –1
- Tender offer form duly filled in. (Annexure-2)
- Bidders Authorization Certificate. (Annexure-3)
- Self Declaration (Annexure –4)
- Details of Bidder (Annexure -5)
- Details of Manpower (Annexure -6)
- Performance statement along with necessary Documents (Annexure –7)
- Form of Performance Bank Guarantee (Annexure -9)
- Details of List of Machinery and Equipment available with the tenderer (Annexure -12)
- Tender Document duly signed.
- Copies of Goods & Service Tax (GST) Registration Certificate along with GST Clearance Certificate or GST payment Challan from concerned Government Department.
- Copies of the Certificate of incorporation of the firm (e.g. Registration, Partnership Firm, Proprietary concern, Company etc.)
- Copy of the PAN Card.
- Copy of the registration with Labour Commissioner’s Office and valid Labour Licence under the Contract Labour (Regulation & Abolition) Act, 1970.
- Copy of the ESI, EPF & WCT No.
- Proof in support of having prominent presence in Mumbai / Thane / Navi Mumbai
- Copies of its Audited Financial statements for past Three years (i.e. 2022-23, 2023-24, 2024-25).

Encl.: - (B) Envelope-2 (Cover-2) -Price Schedule (Annexure – 8)

ANNEXURE – 3

BIDDER'S AUTHORISATION CERTIFICATE

Date _____ Tender Reference No. _____

To,
Joint Director, Maharashtra Judicial Academy and
Indian Mediation Centre and Training Institute, Uttan,
Uttan-Gorai Road, Bhayander (W), Thane, Pin-401106.

< Bidder's Name>-----< Designation>-----

is hereby authorized to sign relevant documents on behalf of the Company in dealing with Tender of reference (Tender No..... and Date). He is also authorized to attend meetings and submit Technical and Commercial information as may be required by you in the course of processing above said tender.

Thanking you,

The specimen signature of the authorized person is as :-

Authorised Signatory

(Name)

Seal

.....

This Tender Document is not Transferable.

ANNEXURE – 4

SELF DECLARATION

(On Rs.500/- Non-judicial stamp paper)

I,.....S /o / W/o Shri..... and proprietor / director /partner of M/s. do hereby solemnly affirm and declare as under :

1. That I am the Sole Proprietor/ Partner/ Director of _____
2. That I state and declare that the above has never been debarred and/or blacklisted by any department of Central Govt./ State Govt./PSU/Public Bodies/Municipalities or Maharashtra Judicial Acadmey or any other authority.
3. That I state and declare that Bidder’s company or Director / Owner of the company have not been declared by any Court or Competent Authorities insolvent or involved in any fraudulent mean (Economical and Criminal) as on a 1st January, 2023.
4. I/ We hereby declare that I / We have made myself/ our selves thoroughly conversant with the local conditions regarding all materials and labour on which I/ We have based my /our rates for this tender. The specifications of site, “Main Administrative Building, Guest House, Bungalows, Officers Quarters and Surrounding area of The Maharashtra Judicial Academy and Indian Mediation Centre and Training Institute, Uttan, Uttan-Gorai Road, Bhyander (W), Thane-401 106” of this work have been carefully studied and understood by me/ us before submitting this tender. I / We undertake to use only the best quality materials, equipments etc.
5. I / We hereby further declare that my/our tender is unconditional in every manner of whatsoever nature.

In case the above declaration is found to be incorrect or wrong, the contract, if awarded to the firm may be terminated immediately and the firm/Company shall be liable to be blacklisted/debarred for future works/contract with the Maharashtra Judicial Academy. Any such action shall however, be without prejudice to the rights of Maharashtra Judicial Academy, under the Law.

Station/Place:
Date:

(Shri./Smt./Miss.)
Seal/Rubber Stamp

.....

ANNEXURE – 5
DETAILS OF BIDDER

Please ensure that your response clearly answers all the questions. If you use additional schedules or documentation to support your response, make sure that they are clearly cross-referenced to the relevant question.

1. General Profile of the Company / Firm:-

1	Name and Address of the Company / Firm With Telephone Nos., Fax, E-mail and Website	
2	Date of Incorporation	
3	Offices situated at different locations	
4	Infrastructure facilities	
5	Turnover for last three years (Audited Annual Accounts and Annual Reports) of three accounting years to be submitted.	
6	Turnover from Mechanized and Manual House keeping related business.	
7	Executive Profile	
8	Premises / space available in square feet	

2. Details of Registrations

Sr. No.	Authority	No.	Date
1	Registrar of Companies		
2	Registrar of Firms		
3	Registrar of Societies		
4	Labour Department		
5	Income Tax Department (PAN)		
6	Goods & Service Tax Department		
7	Licensing Authority for Mechanized and Manual Housekeeping Services		

3. Technical know-how with details:

- (3.1) Existing job experience
- (3.1.A) Department / Organization
- (3.1.B) Job profile
- (3.1.C) Area of the building where Mechanized and Manual House keeping services job is being undertaken:

Name of Site (s)	Carpet area in sq.ft.
1	2
Office Halls	
Office Rooms	
corridors	
Lobbies	
Stair Cases	
Bathrooms	
Car Parking	
Lawns	

(3.1.D) Date from which the above job (s) has been allotted

(3.1.E) Rate at which the job has been undertaken

(3.1.F) No. of workers engaged at the site(s)

(I) Managerial

(II) Supervisory

(III) Skilled Labour

(IV) Unskilled labour (Separate details to be given for each site)

(Please attach documentary proof in respect of above)

(G) Details of machines/equipment sanctioned at the above site.

(2) Details of machines / equipment proposed to be used for the purpose of Mechanized and Manual Housekeeping Services of Maharashtra Judicial Academy, Uttan premises and workers proposed to be engaged

(3.1.G) Managerial

(3.1.H) Supervisory

(3.1.I) Skilled Labour

(3.1.J) Unskilled labour

(3) Any other relevant information:

4.List of Clients (For a period of last Five years):

Sr. No.	Name & Addressed of the Client with Telephone/Mobile No.	Contact Person & Contact Number	Nature of Job	Total Value of the Contract(in Rs.)

(Separate pages may be taken to elaborate the projects undertaken).

4. Quality Certificate, if any:

Sr. No.	Name of Certificate	Certified by	Year of getting certificate	Whether Certificate is valid as on date

5. Awards for products / Services, if any:

Sr. No.	Name of Certificate	Certified by	Year of getting certificate	Filed of Award

6. Name, address and Telephone Number [Office, Residence, Mobile] of the Contact Person to whom all References shall be made regarding this tender:

Telephone: Office- Residence-

Mobile- Fax No.-

E-mail:

Place:

Date:

Signature:

Name:

Company Seal

Note :

[1] In-adequate information could lead to disqualification of the bid.

[1] All items should be supported by proper documents.

ANNEXURE – 6

DETAILS OF MANPOWER EXCLUSIVELY ASSOCIATED WITH THIS PROJECT

NAME OF THE FIRM:

Sr. No.	Name & Designation of Person	Qualification	Experience

Date:-----

Signature

Place:-----

Name of the Bidder

SEAL OF THE ORGANIZATION

**ANNEXURE – 7
PERFORMANCE STATEMENT**

Date :-

Tender Reference No.:

Name of the Firm :

**DETAILS OF PAST CONTRACT SIMILAR TO THIS CONTRACT
(FOR A PERIOD OF LAST FIVE YEARS)**

Sr. No.	Name & Address of the client with Tel No.	Contact Person & Contact Number	Nature of Job	Total Area Sq. ft.	Total Value of the Contract (in Rs.)	Date of completion of Contact		Penalty imposed by Clients if any.
						As per Contract	Actual	

(Separate pages may be taken to elaborate the projects undertaken).

Note: -Please enclose Work-orders along with Completion Certificates / Client's Testimonial given by concerned organizations or whom work is done.

Date:-----

Name of the Bidder :-

Place:-----

Signature :-

SEAL OF THE ORGANIZATION

ANNEXURE -8
PRICE SCHEDULE (PS)
[Financial Bid]

Date _____ Tender Reference No. _____

To,
Joint Director, Maharashtra Judicial Academy and
Indian Mediation Centre and Training Institute, Uttan,
Uttan-Gorai Road, Bhayander (W), Thane, Pin-401106.

Subject - TENDER DOCUMENT FOR PARTICIPATION IN THE TENDER PROCESS FOR MECHANIZED AND MANUAL HOUSEKEEPING SERVICES.

That we are sole owner / authorized agents/of that we / the undersigned agency is equipped with adequate hardware/software and other facilities required for providing services and our establishment is open for inspection by the representatives of the Joint Director, Maharashtra Judicial Academy, Uttan.

We hereby offer to provide Services at the prices and rates mentioned in the financial bid (as per financial template).

We do hereby undertake, that, In the event of acceptance of our bid, the Services shall be provided as stipulated in the work order and the tender terms and conditions to the Bid and that we shall perform the entire incidental services.

The prices quoted are inclusive of all charges inclusive of traveling, hardware/software/manpower etc. for providing the desired services.

We agree to abide by our offer a period of 180 days from the date fixed for opening of the tenders and what we shall remain bound by a communication within that time.

We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender and we do hereby undertake to provide the services as per these terms and condition.

WE DO HEREBY UNDERTAKE, THAT, UNTIL A FORMAL CONTRACT IS PREPARED AND EXECUTED, THIS BID, TOGETHER WITH YOUR WRITTEN ACCEPTANCE THEREOF, THE TENDER DOCUMENT AND PLACEMENT OF LETTER OF INTENT AWARDING THE CONTRACT, SHALL CONSTITUTE A BINDING CONTRACT BETWEEN US.

Sr. No.	Category	Minimum No. of workforce required	Price per worker/Supervisor per month in Rs.	Total amount without taxes in figure	Total amount in words
1	Housekeeping at the Academy (Administrative Building, Guest House, Bungalows, Officers Quarters, Surrounding areas)				
1.01	Housekeeper (Safaiwala)	23			
1.02	Team Leader	2			
1.03	Supervisor	1			
1.04	Electrician	3			
1.05	Plumber	1			
1.06	Carpenter	1			
1.07	Gardener	10			
1.08	Garden Supervisor	1			
1.09	Assistant Manager	1			
1.10	Gym Trainer	1			
1.11	Laundry Charges per month				
1.12	Fogging				
1.13	Cost of Machinery, Material and equipment, Technical and Garden tools, Service charges cost per month (lumpsum)				
Total in Figures					
Quoted Rate in Words					

Note :-

(1) The prices quoted shall be in Indian Currency inclusive of all taxes.

(2) For the purpose of Commercial Evaluation the Average of the prices quoted by the Bidder against Cost Item will be summed to arrive at lowest Bidder.

(3) The time frame will start from the date of issuance of Letter of Award. We, hereby, undertake that we shall not ask for any other charges other than the charges specified above. We also confirm that we will make our own arrangements at our own cost for travelling, boarding, lodging, communication etc. for successful implementation of the project at site and to the satisfaction of the Tendering Authority.

(4) The academy reserves the right to reduce the number of Gardner during negotiation with the successful bidder.

Dated:

Signature:

Name of Agency:

COMPANY SEAL

FULL ADDRESS:

ANNEXURE -9

(on stamp paper)

PERFORMANCE GUARANTEE FORM

Date : _____

Tender Reference No. _____

To,
Joint Director, Maharashtra Judicial Academy and
Indian Mediation Centre and Training Institute, Uttan,
Uttan-Gorai Road, Bhayander (W), Thane, Pin-401106.

WHEREAS ----- (Name of the Contractor) has undertaken a Contract, to xxxxxxxxxxxxxxxx Mechanized and Manual Housekeeping etc. as per Tender No. datedhereinafter called "the Contract".

AND WHEREAS the contract requires the Contractor furnish you with a Bank Guarantee for the sum specified therein as security for compliance with the Contractor's performance obligations under the Contract.

AND WHEREAS at the request of the Contractor we have agreed to provide you with this guarantee:-

THERE FORE, WE (NAME OF THE BANK) hereby unconditionally and irrevocably undertake to pay to you upon first demand, without demur or protest, without reference to the Vendor and notwithstanding any dispute(s) between the Contractor and you a sum of up to Rs./- (amount of the guarantee in Words and Figures).

Any claim hereunder should be accompanied by a demand letter from you stating that the Contractor has failed to perform his part of the contract and specifying the amount claimed hereunder.

This bond shall remain valid for multiple claims provided that the claims if any should be received at the bank before close of business hours on

Signature and Seal of Guarantors

Date:-

Address

Date:-

Address:

ANNEXURE -10

BANK GUARANTEE FORM [EMD]

[This form is to be used where the amount of EMD is

Rs.1,00,000/- (Rupees One lakh) or above]

Date : _____

Tender Reference No. _____

To,

Joint Director, Maharashtra Judicial Academy and
Indian Mediation Centre and Training Institute, Uttan,
Uttan-Gorai Road, Bhayander (W), Thane, Pin-401106.

Whereas (here in after referred to as “the Tenderer”) has submitted its Tender Offered dated2026 for the Mechanized and Manual House keeping Services.

AND WHEREAS to safeguard against Tenderer’s withdrawing or altering the bid during the bid validity period, he is required to furnish you with a Bank Guarantee for the sum of Rs.

AND WHEREAS at the request of the Tenderer, We have agreed to provide you with this guarantee:-

THEREFORE, WE (NAME OF THE BANK) hereby unconditionally and irrevocably undertake to pay to you upon first demand, without demur or protest, without reference to the Tenderer and not withstand- ing any dispute(s) between the Tenderer and you a sum of up to -----

Any claim hereunder should be accompanied by a demand letter from you stating that the Tenderer has failed to perform his part of the contract and specifying the amount claimed hereunder.

This bond shall remain valid for multiple claims provided that the claims if any should be received at the Bank before close of business hours on

(Signature & Seal of the Bank Authority)

(This guarantee is for the Bid validity period for 180 days.)

ANNEXURE – 11
DETAILS OF THE WORKS OF SIMILAR TYPE AND MAGNITUDE CARRIED OUT BY THE
SUCCESSFUL BIDDER

NAME OF THE SUCCESSFUL BIDDER :

Sr. No.	Name of Work	Name and address of the organization for whom the work was done	Agreement No. and other details in brief	Tender Cost (In lakhs)	Total Cost of the Work done (In lakhs)	Duratio n of Tender	Principl e features in brief

Note: This is only a standard form. Details are to be furnished in the Format in the form of type written statements which shall be enclosed in Envelope No.1.

(Seal & Sign)

ANNEXURE-12

DETAILS OF LIST OF MACHINERY AND EQUIPMENT AVAILABLE WITH THE TENDERER

List of Machinery and equipment immediately available with the Tenderer for the work of Mechanized and Manual Housekeeping Services for Maharashtra Judicial Academy's Main Administrative Building, Guest House, Bungalows, Officers Quarters and Surrounding area of the said buildings and offices.

Sr. No.	Name of Equipment	No. of Units	Kind and Year of Make	Capacity	Condition	Present Location	Remarks

Note: This is only a standard form. Details are to be furnished in the Format in the form of type written statements which shall be enclosed in Envelope (Cover) No.1.

(Seal & Sign)

ANNEXURE – 13

TENDER SPECIMEN

Name of the Office Inviting e-Tender	The Joint Director, Maharashtra Judicial Academy and Indian Mediation Centre and Training Institute, Uttan, Bhayander West, Thane, 401 106
Scope of work	Mechanized and Manual house keeping services for Main Administrative Building, Guest House, Bungalows, Officers Quarters and Surrounding area for two years.
E-Tender Reference	
Name of successful bidder	
Detail Address of the successful bidder	
Contact Number of the successful bidder	
Registration number of the successful bidder	
Registration number of Service Tax	

ANNEXURE-14

SPECIFICATION AND DETAILS OF WORK OF MAHARASHTRA JUDICIAL ACADEMY, UTTAN.

SCOPE OF WORK:

SPECIFICATION AND DETAILS OF WORK OF MAHARASHTRA JUDICIAL ACADEMY.

Note 1: The following list of work is indicative only. Any work which is/are not indicated in the following list, but forms part of the overall House Keeping Contract, shall be deemed to be included in the “Scope of Work”. The Contractor should physically inspect the building / premises of the Maharashtra Judicial Academy, Uttan, thoroughly, before quoting rates for work.

Note 2 : Administrative Building – It consists of parking on the basement (B2), Cafeteria and Kitchen (B1), Auditorium on the Ground Floor and 16, 14 & 20 rooms on First, Second & Third Floor respectively. Normally, 15 rooms are in use at a time. Accordingly the specification of work has been given as under :

Third Floor of Administrative building

(Chambers, Library, Class room, Store Rooms, Medical Room, Common Washrooms, etc.)

Sr.No	Activity	Frequency	Method
1	Sweeping, Scrubbing & drying of floor.	Daily once	Scrubbing & Drying M/C
2	Telephone, computer & other equipment Cleaning	Daily once	Mechanized Cleaning & Wet & dry wiping
3	Dusting & wiping of Tables, Chairs, Shelves etc.	Daily once	Dusters, wet/dry cloth etc.
4	Common Wash Basins, Toilets Cleaning	Twice a day	Wet & dry wiping
5	Toilet Cleaning – Offices	Once a Day	H.P Jet, Mechanized Cleaning & manual
6	Dustbin movement	Once a Day	Dustbins
7	Glass Cleaning	Once in a week from inside	Glass cleaning kit
8	Spraying of room freshner	As per requirement	Spray bottle, Good scent
9	Partition Cleaning	Weekly Once	Wet & dry wiping, duster
10	All type of Furniture including sofas, chairs, tables etc., window channel etc. cleaning	Daily once	Mechanized Cleaning & wet & dry cloth
11	Electric Panel & Instruments Cleaning	Weekly Once	Mechanized Cleaning, duster, dry cloth.
12	Column, Side-Walls Cleaning	Weekly Once	Wet & dry wiping

Second Floor of Administrative building

(Chambers, Administrative Office, Class rooms, Computer Lab, Server Room, Refreshment room, etc.)

Sr.No	Activity	Frequency	Method
1	Sweeping, Scrubbing & drying of floor.	Daily once	Scrubbing & Drying M/C
2	Telephone, computer & other equipment Cleaning	Daily once	Mechanized Cleaning & Wet & dry wiping
3	Dusting & wiping of Tables, Chairs, Shelves etc.	Daily once	Dusters, wet/dry cloth etc.
4	Common Wash Basins, Toilets Cleaning	Twice a day	Wet & dry wiping
5	Toilet Cleaning – Offices	Once a Day	H.P Jet, Mechanized Cleaning & manual
6	Dustbin movement	Once a Day	Dustbins
7	Glass Cleaning	Once in a week from inside	Glass cleaning kit
8	Spraying of room freshner	As per requirement	Spray bottle, Good scent
9	Partition Cleaning	Weekly Once	Wet & dry wiping, duster
10	All type of Furniture including sofas, chairs, tables etc., window channel etc. cleaning	Daily once	Mechanized Cleaning & wet & dry cloth
11	Electric Panel & Instruments Cleaning	Weekly Once	Mechanized Cleaning, duster, dry cloth.
12	Column, Side-Walls Cleaning	Weekly Once	Wet & dry wiping

First Floor of the Administrative Building -

(Chambers, Mock-Trial Room/Class room, Main Porch, Entrance Lobby, etc.)

Sr.No	Activity	Frequency	Method
1	Sweeping, Scrubbing & drying of floor.	Once in a week	Scrubbing & Drying M/C
2	Telephone, computer & other equipment Cleaning	Once in a week	Mechanized Cleaning & Wet & dry wiping
3	Dusting & wiping of Tables, Chairs, Shelves etc.	Once in a week	Dusters, wet/dry cloth etc
4	Chambers and Common Wash Basins, Toilets Cleaning	Once in a week	Wet & dry wiping
5	One Toilet near security room and near Conference room Cleaning	Twice a Day	H.P Jet, Mechanized Cleaning & manual
6	Dustbin movement	Once a Day	Dustbins

7	Glass Cleaning	Once a week	Glass cleaning kit
8	Spraying of room freshner	As per requirement	Spray bottle, Good sense
9	Partition Cleaning	Once a week	Wet & dry wiping, duster
10	All type of Furniture including sofas, chairs, tables etc., Window channel etc. Cleaning	Once a Day	Mechanized Cleaning & wet & dry cloth
11	Electric Panel & Instruments Cleaning	Once a Day	Mechanized Cleaning, duster, dry cloth.
12	Column, Side-Walls Cleaning	Once in a week	Wet & dry wiping

**Ground Floor of the Administrative Building
(VIP Lounge, Auditorium, adjoining rooms & toilets)**

Sr.No	Activity	Frequency	Method
1	Sweeping, Scrubbing & drying of floor.	Once in a fortnight	Scrubbing & Drying M/C
2	Dusting & wiping of Tables, Chairs, Shelves etc.	Once in a fortnight	Dusters, wet/dry cloth etc
3	Common Wash Basins, Toilets Cleaning	Once in a fortnight	Wet & dry wiping
4	Glass Cleaning	Once in a fortnight	Glass cleaning kit
5	spraying of room freshner	Once in a fortnight	Spray bottle, Good scent
6	All type of Furniture including sofas, chairs, tables etc., Window channel etc. Cleaning	Once in a fortnight	Mechanized Cleaning & wet & dry cloth
7	Electric Panel & Instruments Cleaning	Once in a fortnight	Mechanized Cleaning, duster, dry cloth
8	Column, Side-Walls Cleaning	Once in a fortnight	Wet & dry wiping

Basement (B1) Cafeteria & Kitchen

Sr.No	Activity	Frequency	Method
1	Sweeping, Scrubbing & drying of floor	Thrice in a week	Scrubbing & Drying M/C
2	Dusting & wiping of Tables, Chairs, Shelves etc	Thrice in a week	Dusters, wet/dry cloth etc
3	Common Wash Basins, Toilets Cleaning	Daily once	Wet & dry wiping
4	All type of Furniture including sofas, chairs, tables etc., Window channel etc. Cleaning	Twice a week	Mechanized Cleaning & wet & dry cloth
5	Electric Panel & Instruments Cleaning	Once in a week	Mechanized Cleaning, duster, dry cloth, Manual
6	Column, Side-Walls Cleaning	Once in a week	Wet & dry wiping

Basement (B2) Parking

Sr.No	Activity	Frequency	Method
1	Sweeping, Scrubbing & drying of floor	Once in a week	Scrubbing & Drying M/C

Passages, Lifts, Entry lobbies, Staircases, Terrace, Corridors & Waiting area

Sr.No	Activity	Frequency	Method
1	Sweeping, Scrubbing & drying of floor.	Daily once	Scrubbing & Drying M/C
2	Mopping Of Floor	Once a Day	Mopping
3	Reception Area Cleaning	Once a Day	Mechanized Cleaning & Wet & dry wiping
4	Telephone, decorative items, common sitting furnitures, etc Cleaning	Once a Day	wiping
5	Cleaning of Tables, Chairs, Furniture items etc.	Once a Day	Mechanized Cleaning, Dusting & wiping
6	Common Toilet Cleaning	Once a Day	H.P Jet, Mechanized Cleaning & Wiping
7	Staircase cleaning	Once a Day	Mopping
8	Dustbin movement	Once a Day	Manual
9	Glass Cleaning (only Inside)	Once in a week	Glass cleaning kit
10	Partition Cleaning	Once in a week	Wiping & Mechanized

11	Furniture, Window channel etc. Cleaning	Once in a week	Mechanized Cleaning & dusting
12	Electric Panel & Instruments Cleaning	Once in a week	Mechanized Cleaning & manual
13	Column, Side-Walls Cleaning	Once in a week	Mechanized Cleaning & manual
14	Fans, Tubelights etc. Cleaning	Once in a week	Dusting & Wiping
15	Chairs cleaning in waiting area.	Daily once	Dry Mechanized Cleaning
16	Terrace Cleaning	As per requirement	Mechanized Cleaning & manual

Road / Outside Area

Sr.No	Activity	Frequency	Method
1	Sweeping of roads	Once a Day	Road Sweeper & manual
2	Roadside grass removal	As required	Manual
3	Scrap collection & disposal	As required	Manual
4	Garbage collection & disposal	As required	Manual
5	Kerb stone or divider cleaning (if any)	As required	Manual
6	Roadside railing cleaning (if any)	As required	Wet & dry Wiping
7	Parking area cleaning (B-2)	Once a Day	Road Sweeper & manual
8	Washing of roads	As required	High pressure water cleaning

Carpet Cleaning:

Sr.No	Activity	Frequency	Method
1	Carpet Mechanized Cleaning	Once in fortnight	Mechanized Cleaning & manual
2	Carpet Spotting	As required	Spotting Kit
3	Carpet and chairs in Auditorium Shampooing	Once in three month	Shampooing Machine

Glass Window Panes Cleaning:

Sr.No	Activity	Frequency	Method
1	Glass Window Panes Cleaning	Once in a fortnight from outside	Glass Cleaning kit with all safety measure

SPECIFICATION AND DETAILS OF WORK OF GUEST HOUSE

Note : Though it consists of 81 Rooms and 7 Executive Suits normally not more than 50-60 rooms are in use at a time. Accordingly the specification of work has been given as under :

For 30 Rooms & Executive Suits, Gymnasium, Library cum Conference Room, Terrace and Kitchen etc.

Sr.No	Activity	Frequency	Method
1	Sweeping, Scrubbing & drying of floor.	Daily once	Scrubbing & Drying M/C
2	T.V., Telephone, computer & other equipment Cleaning	Daily once	Mechanized Cleaning & Wet & dry wiping
3	Dusting & wiping of Tables, Chairs, Sofas, Shelves, Mirrors, decorative items, Gymnasium Tools, Sport Accessories etc.	Daily once	Mechanized Cleaning & Wet & dry wiping
4	Wash Basin Cleaning	Once a Day	Wet & dry wiping
5	Toilet Cleaning	Once a Day	H.P Jet, Mechanized Cleaning & manual
6	Dustbin movement	Once a Day	Dustbins
7	Glass Cleaning including the glass partition in the bathroom of Executive Suites	Daily once	Glass cleaning kit
8	Spraying of room freshner	Once a Day	Spray bottle, Good scent
9	Partition Cleaning	Weekly Once	Wet & dry wiping, duster
10	Furniture, Window channel etc. Cleaning	Weekly Once	Mechanized Cleaning & wet & dry cloth
11	Electric Panel & Instruments Cleaning	Weekly Once	Mechanized Cleaning, duster, dry cloth
12	Column, Side-Walls Cleaning	Weekly Once	Wet & dry wiping
13	To arrange Bed, bedding, and to upkeep the rooms in all respects	Once a Day	Manually
14	To change Bed sheets, Pillow Covers, Towels, Napkins of each room	Once a Week	Manually
15	To arrange for butler / helper for the services to Executive Suits	As and when required by the Academy	
16	Terrace Cleaning	As per requirement	Mechanized Cleaning & manual

For remaining rooms of the Guest House

Sr.No	Activity	Frequency	Method
1	Sweeping, Scrubbing & drying of floor.	Once a Week	Scrubbing & Drying M/C
2	T.V, Telephone, computer & other equipment Cleaning	Once a Week	Mechanized Cleaning & Wet & dry wiping
3	Dusting & wiping of Tables, Chairs, Sofas, Shelves, Mirrors, decorative items, Gymnasium Tools, Sport Accessories etc.	Once a Week	Mechanized Cleaning & Wet & dry wiping
4	Wash Basin Cleaning	Once a Week	Wet & dry wiping
5	Toilet Cleaning	Once a Week	H.P Jet, Mechanized Cleaning & manual
6	Dustbin movement	Once a Week	Dustbins
7	Glass Cleaning including the glass partition in the bathroom of Executive Suites	Once a Week	Glass cleaning kit
8	Spraying of room freshner	Once a Week	Spray bottle, Good scent
9	Partition Cleaning	Once a Week	Wet & dry wiping, duster
10	Furniture, Window channel etc. Cleaning	Once a Week	Mechanized Cleaning & wet & dry cloth
11	Electric Panel & Instruments Cleaning	Once a Week	Mechanized Cleaning, duster, dry cloth
12	Column, Side-Walls Cleaning	Once a Week	Wet & dry wiping
13	To arrange Bed, bedding, and to upkeep the rooms in all respects.	When the rooms are in use – as per requirement	Manually
14	To change Bed sheets, Pillow Covers, Towels, Napkins of each room	When the rooms are in use – as per requirement	Manually

Passages, Lift entry lobby, Staircase, Corridors & Waiting area

Sr.No	Activity	Frequency	Method
1	Sweeping, Scrubbing & drying of floor.	Daily once	Scrubbing & Drying M/C
2	Mopping Of Floor	Once a Day	Mopping
3	Reception Area Cleaning	Once a Day	Mechanized Cleaning & Wet & dry wiping

4	Telephone, decorative items, common sitting furnitures, etc Cleaning	Once a day	wiping
5	Cleaning of Tables, Chairs, Furniture items etc.	Once a day	Mechanized Cleaning, Dusting & wiping
6	Common Toilet Cleaning	Once a Day	H.P Jet, Mechanized Cleaning & Wiping
7	Staircase cleaning	Once a Day	Mopping
8	Dustbin movement	Once a Day	Manual
9	Glass Cleaning (only Inside)	Weekly Once	Glass cleaning kit
10	Partition Cleaning	Weekly Once	Wiping &Mechanized
11	Furniture, Window channel etc. Cleaning	Weekly Once	Mechanized Cleaning & dusting
12	Electric Panel & Instruments Cleaning	Weekly Once	Mechanized Cleaning & manual
13	Column, Side-Walls Cleaning	Weekly Once	Mechanized Cleaning & manual
14	Fans, Tubelights etc. Cleaning	Weekly Once	Dusting &Wiping
15	Chairs cleaning in waiting area.	Daily once	Dry Mechanized Cleaning

Laundry

Sr.No	Activity	Frequency	Method
1	Washing and ironing of Bedsheets, Pillow covers, Towels, Napkins	Twice a week	Mechanized and manual washing and ironing
2	Curtains	Once in a month	Mechanized and manual washing and ironing
3	Washing and ironing of Clothes of the participants staying in the Guest House	As per the requirement of the participants and at the cost of the participants/trainees.	Mechanized and manual washing and ironing
4	Blankets	Once in 3 months	Mechanized and manual washing

Glass Window Panes Cleaning:

Sr.No	Activity	Frequency	Method
1	Glass Window Panes Cleaning	Once in a fortnight from outside	Glass Cleaning kit with all safety measures

Note :- The successful bidder, apart from the above referred nature of work shall also do the mechanized and manual cleaning and housekeeping of the entire premises as and when required by the Academy on account of visit of dignitaries, holding of workshops, seminars, orientation courses, etc.

Three Bungalows and Quarters of The Directors of Maharashtra Judicial Academy

Sr. No.	Activity	Frequency	Method
1	Devghar	Daily once	Mechanized Cleaning & wet & dry cloth
2	Dressing Rooms	Daily once	Mechanized Cleaning & wet & dry cloth
3	Bed Rooms	Daily once	Mechanized Cleaning & wet & dry cloth
4	Hall	Daily once	Mechanized Cleaning & wet & dry cloth
5	Office Rooms	Daily once	Mechanized Cleaning & wet & dry cloth
6	Store Rooms	Daily once	Mechanized Cleaning & wet & dry cloth
7	Stair Cases	Daily once	Mopping / wiping
8	Passage	Daily once	Mopping
9	Surrounding Area of Bungalow	Daily once	swiping
10	Washrooms	Daily once	H.P Jet, Mechanized Cleaning & manual

Three Bungalows, Quarters and entire premises of the Maharashtra Judicial Academy

Sr. No.	Activity	Frequency	Method
1	Fogging	Daily once	Fogging Machine using a fine pesticide spray (aerosol) with a blower
