

OFFICE OF DISTRICT AND SESSIONS JUDGE, GURUGRAM

RE-SCHEDULED E-TENDER NOTICE

Sealed tenders are invited from willing outsourcing organization/agencies on letter head for allotment of contract work of cleanliness of new building of Judicial Courts Complex (Tower of Justice), Gurugram, which is seven storied building alongwith 2 basements having covered area of 635062 SFT. Further the area of multilevel parking is 196542 SFT. The New Judicial Court Complex (Tower of Justice) building is constructed over 7 acre land. The Tower of Justice building is having a provision of 56 Court rooms, Staff rooms, Corridors, Ramps, Stairs, Basement, Offices, conference Hall and Library etc. Proper and efficient cleaning on all days of the week on all floors, which includes entrance lounges, corridors, rooms, lavatories including all sanitary fitting viz. Urinal, wash and basin, glazed tiles, sinks, water coolers, etc. and rooms and swabbing with water mixed detergent and liquid Phenyl etc. This also includes cleaning of windows, panes and rooms doors. The contract shall be initially for one year from the date of agreement. The last date for receipt of tenders will be 21.10.2026 upto 05:00 PM. Complete detail/terms and conditions can be obtained from the office of undersigned or any working day from 09:30 AM to 04:00 PM before 20.10.2026 or can be viewed on the official website of District Courts, Gurugram. The tenders will be opened in the presence of tenderer or their authorized representatives who may choose to attend the opening of tenders on 28.10.2026 at 04:00 PM.


District and Sessions Judge,
Gurugram.

19.9.26

OFFICE OF THE DISTRICT & SESSIONS JUDGE, GURUGRAM

TERMS & CONDITIONS

**For the Work of Cleanliness of the New Building of the Judicial Courts Complex
(Tower of Justice), Gurugram**

(With reference to the Re-scheduled Tender Notice dated 19.09.2026)

Contract Period: One year from the date of agreement (extendable)

PART A — KEY PARTICULARS

Sr.	Particular	Details
1.	Name of work	Cleaning and sweeping services of the new building of the Judicial Courts Complex (Tower of Justice), Gurugram
2.	Premises	Seven-storeyed building with two basements, covered area 6,35,062 sq. ft.; multi-level parking 1,96,542 sq. ft.; 56 court rooms with staff rooms, offices, conference hall, library, corridors, ramps and stairs; campus of about 7 acres
3.	Earnest Money Deposit (EMD)	Rs.1,00,000/- (Rupees one lakh only) by Demand Draft in favour of "District & Sessions Judge, Gurugram"
4.	Performance Security	5% of the annual contract value, within 10 days of the award (Clause 8)
5.	Manpower to be deployed	At least 5 Supervisors and 96 Workers, including sufficient female workers
6.	Tender document available	From the office of the District & Sessions Judge, Gurugram on any working day from 09:30 AM to 04:00 PM before 20.10.2026, or on the official website of the District Courts, Gurugram
7.	Site inspection	Bidders may inspect the premises on any working day during office hours before 20.10.2026.
8.	Last date and time for receipt of tenders	21.10.2026 up to 05:00 PM

Sr.	Particular	Details
9.	Place of submission	Office of the District & Sessions Judge, Gurugram
10.	Date and time of opening of tenders	28.10.2026 at 04:00 PM , in the presence of tenderers or their authorised representatives who choose to attend
11.	Mode of tender	Single composite sealed tender on the letter head of the bidder (Clause 3)
12.	Bid validity	90 days from the date of opening of tenders
13.	Price bid	Per-person monthly manpower rate for each category and a consolidated monthly charge (Form-C); L-1 on the total

PART B — ELIGIBILITY CRITERIA

Only those bidders who satisfy **all** the following conditions on the last date for receipt of tenders shall be eligible. Documentary proof of each must be enclosed with the tender.

- (a) The bidder shall be a proprietorship concern, partnership firm, limited liability partnership, company or registered society legally competent to undertake the work. The bidder shall furnish documents establishing its constitution and identity, including its registration or incorporation certificate, wherever applicable. A proprietorship concern shall furnish the proprietor's particulars and documentary proof establishing the business and its ownership.
- (b) The bidder has at least 3 years of experience in providing mechanised housekeeping or cleaning services.
- (c) During the last three financial years, the bidder has satisfactorily executed at least one similar work for a Government department, court, PSU, university, hospital or other reputed institution, deploying not less than 50 workers under a single contract.
- (d) The bidder shall hold valid PAN, GST, EPF and ESI registrations, as applicable, and shall have the contractor's licence required under the applicable Laws & Rules. A copy of the licence, if already held, shall accompany the bid. The successful bidder may be issued a conditional letter of award to enable completion of the licensing formalities. No personnel shall be

deployed, and no work shall commence, until a valid licence covering the work and the requisite manpower has been produced.

- (e) The bidder has not been blacklisted or debarred by any Government department, court or PSU on the date of submission of bid, and furnishes an affidavit to that effect.
- (f) The bidder shall furnish documentary proof of ownership, lease or an enforceable arrangement ensuring availability of the equipment specified in Schedule III throughout the contract period. Mechanised sewer, septic-tank and manhole cleaning equipment may be arranged through an authorised specialist agency. The proposed arrangement and particulars of the agency shall be disclosed with the bid.

PART C — TERMS AND CONDITIONS

1. **Earnest Money:** The bid must be accompanied by a refundable earnest money deposit of Rs.1,00,000/- (Rupees One Lakh only) in the form of a Demand Draft drawn on any scheduled bank in favour of the "District & Sessions Judge, Gurugram". EMD shall not be accepted by cheque or in cash. The EMD of unsuccessful bidders shall be returned, without interest, after finalisation of the tender. The EMD of the successful bidder shall be returned, without interest, on receipt of the Performance Security, or, at the option of the successful bidder, adjusted towards it. The EMD shall be forfeited if a bidder withdraws or modifies its bid during the validity period, or if the successful bidder fails to furnish the Performance Security or execute the agreement within the stipulated time. Exemption from payment of EMD shall be available only to bidders entitled to such exemption under Government or High Court instructions, if any, applicable to this procurement. A bidder claiming exemption shall furnish the supporting certificate and particulars of the applicable instruction with its bid, together with any declaration prescribed thereunder. Udyam or NSIC registration shall not, by itself, confer an exemption beyond that permitted by the applicable instructions. Any action for breach of a Bid Security Declaration shall be taken in accordance with those instructions and, where debarment is proposed, the procedure prescribed in Clause 30.
2. **Mode of submission:** Bids received by fax or e-mail, bids not accompanied by the prescribed EMD or documents establishing a valid exemption under Clause 1, and bids not submitted in the prescribed Forms shall not be entertained. Any correction or over-writing shall be authenticated under the signature of the authorised signatory.

3. **Composite sealed tender:** The tender shall be submitted in **one sealed cover**, on the letter head of the bidder, super-scribed "**TENDER FOR CLEANLINESS OF TOWER OF JUSTICE, JUDICIAL COURTS COMPLEX, GURUGRAM — NOT TO BE OPENED BEFORE 28.10.2026, 04:00 PM**" and bearing the name and address of the bidder. The cover shall contain, in the following order, with all pages serially numbered and signed:

- (a) the EMD;
- (b) Form-B (particulars of the bidder), with all documents in support of the eligibility criteria and the list of equipment (make, model, capacity and quantity);
- (c) the signed copy of this tender document and the Undertaking, by way of acceptance; and
- (d) Form-C (Price Bid), placed at the end of the tender.

Tenders received after 05:00 PM on 21.10.2026, whether by post or otherwise, shall not be considered. The office shall not be responsible for any postal delay.

4. **Opening and evaluation:** All tenders shall be opened on 28.10.2026 at 04:00 PM in the presence of the bidders or their authorised representatives who choose to attend. The names of the bidders and their Total Evaluated Monthly Price quoted in Form-C shall be read out. The committee constituted by the District & Sessions Judge, Gurugram shall scrutinise each bid for EMD or valid exemption, eligibility, completeness and compliance with the prescribed requirements. Only responsive bids of eligible bidders shall be considered for financial evaluation. The office may inspect the equipment or require a demonstration to verify compliance with the specifications disclosed in the tender, on a qualified/not-qualified basis. L-1 shall be the eligible bidder quoting the lowest Total Evaluated Monthly Price (Part A + Part B of Form-C, excluding GST). All bids shall be evaluated for the same scope, deployment and service requirements. A tender in which the manpower rate for either category is below the minimum wages and statutory contributions in force on the last date for receipt of tenders shall be rejected. A nil or negative amount in Part B of Form-C shall not be accepted. Where a quoted amount appears insufficient to meet the contractual obligations, the bidder may be required to furnish a written explanation and supporting cost calculations. The bid may be rejected, for reasons recorded, if the explanation does not establish its viability. In the event of an exact tie between otherwise responsive bids, selection shall be made by draw of lots or as decided by the authorities. The award shall be subject to approval by the competent authority. If the selected bidder fails to furnish the Performance Security, execute the agreement or commence work

within the stipulated period, action shall be taken under the applicable tender provisions after notice and consideration of its explanation. Any proposal to approach another bidder shall be governed by the applicable procurement instructions and recorded approval of the competent authority; otherwise, fresh tenders shall be invited.

5. Manpower rates and consolidated monthly charge.

- (a) The contractor shall pay to every person deployed wages not less than the minimum rates of wages notified by the Government of Haryana under the applicable law, as revised from time to time, for the category of employment concerned, namely Unskilled for Workers and Skilled for Supervisors, together with the employer's contributions (EPF, ESI and other statutory dues) under the applicable law.
- (b) The bidder shall quote in Part A of Form-C a rate per person per month for each category. The rate shall include wages, the employer's EPF (including EDLI and administrative charges) and ESI contributions, statutory bonus, all other statutory dues, and the cost of arranging substitutes for weekly rest and leave so that the prescribed number is on duty every day. The rate for either category shall not be less than the minimum wages and statutory contributions in force on the last date for receipt of tenders; a tender quoting a lower rate shall be rejected.
- (c) The bidder shall quote in Part B of Form-C a single consolidated monthly charge covering all other costs of performing the contract, including materials and consumables (Schedule II), equipment and its maintenance (Schedule III), uniforms, identity cards, protective equipment, specialist services, insurance, supervision, administrative expenses and the contractor's margin.
- (d) A nil or negative amount in Part B shall not be accepted. Where any amount quoted appears abnormally low, the bidder shall be required to justify it in writing with supporting calculations, and the tender may be rejected, for reasons recorded, if the justification is unsatisfactory.

- 6. Revision of manpower rates.** Where the minimum rates of wages or the rates of statutory contributions are revised by the competent Government during the contract period, the manpower rates accepted in Part A of Form-C shall be revised only to the extent of the change in wages and the consequent statutory contributions, with effect from the date of such revision. The consolidated monthly charge in Part B of Form-C shall remain constant for the entire contract period, including any extension, unless revised by mutual agreement in writing. No other request for increase of rates shall be entertained.

7. **Taxes.** Goods and Services Tax shall be payable at the rate applicable on the date of the invoice. All other taxes, duties, cess and levies applicable to the contractor shall be borne by the contractor. Income tax, and GST where applicable, shall be deducted at source at the prescribed rates. The contractor shall furnish copies of its PAN and TAN to the Nazir of this office.
8. **Performance Security.** The successful bidder shall furnish a Performance Security equal to 5% of the annual contract value, in the form of an FDR or a Bank Guarantee from a scheduled bank in favour of the "District & Sessions Judge, Gurugram", within 10 days of the letter of award. The District & Sessions Judge, Gurugram may, for reasons to be recorded, extend this period. The Performance Security shall remain valid for 60 days beyond the contract period, including any extension. It shall be refunded without interest after satisfactory completion of the contract, subject to adjustment of any dues recoverable from the contractor. For the purposes of this contract, "annual contract value" means twelve times the Total Evaluated Monthly Price accepted in the letter of award, exclusive of GST.
9. **Agreement.** The successful bidder shall execute an agreement on non-judicial stamp paper of the requisite value within 10 days of the letter of award, incorporating these terms and conditions.
10. **Period of contract and extension.** The contract shall initially be for a period of **one year from the date of the agreement**. The contractor shall be ready to commence the work on the date fixed in the letter of award. The date of commencement of the work shall be the date specified in the agreement. It may be extended on a year-to-year basis by the competent authority, subject to satisfactory performance, on the same terms and conditions and rates (read with Clause 6), or on such rates as may be mutually agreed. The contractor shall inform the office in writing, at least 60 days before the expiry of the current term, if it is not willing to continue. Once an extension has been accepted, the contractor shall not discontinue the services during the extended period, except in accordance with Clause 29.
11. **Scope of work.** The contractor shall perform the work described in Schedule I, with the frequency specified there, using the materials in Schedule II and the equipment in Schedule III. The term "Court Complex" means the entire premises of the new building of the Judicial Courts Complex (Tower of Justice), Gurugram, within its boundary wall, including the seven-storeyed building, both basements, the multi-level parking, ramps, floors, roofs, terraces, façades, gardens, lawns, parking areas, internal roads, footpaths and drains, whether or not in regular use, and the footpaths and walking area on the outer perimeter of the premises.

12. **Manpower.** The contractor shall deploy at least **five Supervisors and ninety-six Workers**, including a sufficient number of female workers, in such shifts and at such locations as may be directed by the office. Cleaning shall be carried out on **all days of the week**; on holidays and non-working days, a reduced roster approved by the office shall be deployed. The contractor may deploy additional Supervisors for better coordination at its own cost. The contractor shall not deploy any person below 18 years of age.
13. **Attendance.** Attendance of all personnel shall be recorded daily through a biometric or other attendance system approved by the office. A copy of the attendance record shall be submitted with the monthly bill. A worker or supervisor who is absent shall be replaced on the same day. The contractor shall arrange its staff so that weekly rest days and leave do not reduce the number of personnel on duty on any day below that prescribed in Clause 12. Where the worker is not replaced, the deduction under Schedule IV shall apply.
14. **Verification of personnel.** Before deployment, the contractor shall get every worker and supervisor verified by the police and submit the verification reports to this office. The contractor shall not deploy any person with a criminal antecedent that makes him or her unsuitable for work in a court complex. The office may require the contractor to withdraw any person whose conduct or work is found unsatisfactory, and the contractor shall provide a suitable replacement within 24 hours.
15. **Payment of wages and statutory compliance.** The contractor shall disburse wages to its personnel by the 7th day of the following month, only by transfer to their bank accounts. It shall deposit the EPF, ESI and other statutory contributions within the prescribed time. The contractor alone shall be responsible for compliance with the Code on Wages, 2019, the Code on Social Security, 2020, the Occupational Safety, Health and Working Conditions Code, 2020, the Industrial Relations Code, 2020, the rules made thereunder, and every other law applicable to its personnel. Any violation shall be a ground for termination of the contract with forfeiture of the Performance Security, in accordance with Clause 28. Any amount that this office is required to pay on account of default by the contractor shall be recovered from the contractor's bills or Performance Security.
16. **Monthly bills and payment.** The contractor shall submit its bill for the preceding month by the 5th day of every month, supported by:
- (a) the attendance record;
 - (b) the wage register, wage slips acknowledged by the workers, and the bank statement showing transfer of wages to each worker for the preceding month;

- (c) the EPF ECR/challan and ESI challan for the preceding month; and
- (d) the GST invoice.

The monthly bill shall comprise: (i) the manpower rates accepted in Part A of Form-C (as revised under Clause 6) for the deployment prescribed in Clause 12; (ii) the consolidated monthly charge in Part B of Form-C; and (iii) GST at the applicable rate. Deductions for personnel not deployed and penalties under Schedule IV shall be made from the bill.

Payment shall be released by electronic transfer (RTGS/NEFT/PFMS) within 30 days of receipt of a complete bill, after the office is satisfied that the work was performed as per these terms, and after deduction of taxes at source and any penalties or recoveries.

17. **Uniform and identity cards.** All personnel shall wear the uniform, with colour coding approved by the District & Sessions Judge or the Authorised Judicial Officer, and shall display photo identity cards while on duty. These shall be supplied by the contractor at its own cost.
18. **Safety.** The contractor shall provide its personnel with personal protective equipment appropriate to the work, including gloves, masks, gumboots and safety harnesses for work at height. It shall ensure that work on façades, external window panes and other heights is done only with proper safety equipment, by trained personnel.
19. **Prohibition of hazardous manual cleaning.** No person shall be made to enter any sewer, septic tank or manhole, or to clean it manually, in contravention of the Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013 and the rules made thereunder. Cleaning of sewers, septic tanks and manholes shall be done only by mechanised means, through the contractor's own equipment or an authorised agency engaged by it at its own cost. The contractor shall be solely liable for any contravention.
20. **Safety of judicial records and property.** The personnel of the contractor shall not open, read, handle, shift or remove any judicial record, file, register, case property or document. Record rooms, malkhanas, and chambers shall be cleaned only in the presence of, and as permitted by, the official in charge. No waste of any kind shall be burnt within the Court Complex. Smoking is strictly prohibited. The personnel shall not tamper with any electrical installation, fire-fighting equipment or computer system.
21. **Protection of women workers.** The contractor shall comply with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act,

2013 in respect of its personnel, and shall ensure that female workers are not deployed in a manner, or at hours, that compromises their safety.

22. **Insurance.** The contractor shall ensure that all its personnel are covered under the ESI scheme. Personnel not so covered shall be insured for employees' compensation under the Code on Social Security, 2020. The contractor shall be solely liable for any death, injury or disability suffered by its personnel in the course of the work.
23. **No employer-employee relationship.** The contract is a contract for services and not for creating any employment. The personnel engaged by the contractor shall be its employees for all 'intents and purposes'. They shall have no claim to employment or absorption against this office. The office shall not be concerned with any dispute between the contractor and its personnel, or with the internal affairs of the contractor.
24. **No sub-letting.** The contractor shall not sub-let or assign the work or any part of it, save as permitted by Clause 19 for mechanised cleaning.
25. **Inspection and rectification.** The officials designated by the office shall inspect the work at least once daily, ordinarily at 9:35 AM, and at any other time. Defects pointed out shall be rectified on the spot. If the services are not performed, wholly or partly, as per the prescribed standard, the office may get them done through another agency at the risk and cost of the contractor, in addition to levying penalties.
26. **Penalties.** Penalties for deficiency in service shall be levied as per Schedule IV and recovered from the monthly bill. The total penalty in any month shall not exceed 10% of that month's bill. Penalties exceeding this limit in two consecutive months shall be a ground for termination under Clause 28. The District & Sessions Judge, Gurugram may, on a written application of the contractor, condone the delay or reduce or remit a penalty if the grounds are found reasonable. The contractor shall also make good any loss to this office caused by theft, breakage or any act or omission of its personnel.
27. **Termination for convenience.** The office may terminate the contract at any time, without assigning any reason, by giving 30 days' notice in writing. In that event, the contractor shall be paid for the services rendered up to the date of termination and the Performance Security shall be refunded subject to Clause 8.
28. **Termination for default.** If the contractor fails to discharge its obligations, provides services of inferior quality persistently, violates any labour law, or is found to have suppressed any material fact or made any false representation, the office may, after issuing a show-cause notice and considering any reply received within 7

days, terminate the contract by a written order. The Performance Security shall then be forfeited, and any additional cost incurred in making alternative arrangements for the remainder of the contract period shall be recovered from the contractor.

29. **Discontinuance by contractor.** If the contractor discontinues the services during the contract period, including any accepted extension, without 90 days' written notice, its Performance Security shall be forfeited. It shall also be liable for the additional cost incurred by the office in making alternative arrangements.
30. **Debarment.** In cases of serious default, such as abandonment of work, false representation or repeated violation of labour laws, the office may debar the contractor from participating in tenders of this office for a period not exceeding three years. No such order shall be passed without a show-cause notice that specifically states the proposed debarment and its period, an opportunity of being heard, and a reasoned order.
31. **Force majeure.** Neither party shall be liable for failure to perform its obligations caused by events beyond its reasonable control, such as natural calamity and epidemic, provided the affected party notifies the other in writing within 7 days of the event. Payment shall be made only for the services actually rendered.
32. **Right to accept or reject.** The District & Sessions Judge, Gurugram reserves the right to accept or reject any or all bids, or to cancel the tender process, without assigning any reason and without incurring any liability. Negotiation of rates, if considered necessary, shall be held only with the L-1 bidder.
33. **Dispute resolution.** Any dispute or difference arising out of or in relation to this contract, including the interpretation of any of its terms, shall first be resolved by mutual discussion. This contract shall be governed by the laws of India. The courts at **Gurugram, Haryana** alone shall have jurisdiction to entertain and decide any suit or proceeding arising out of or relating to this contract. No court at any other place shall have jurisdiction. Pending resolution of any dispute, the contractor shall continue to perform the services and the office shall continue to pay for the services rendered, in accordance with this contract.
34. **Binding effect.** These terms and conditions, together with the Schedules and Forms, shall form part of the agreement and shall be binding on the contractor and this office.

SCHEDULE I
SCOPE OF WORK AND FREQUENCY OF CLEANING

A. General scope

The contractor shall clean and keep clean the entire Court Complex. This includes court rooms, chambers and retiring rooms, staff rooms, record rooms (subject to Clause 20), the pantry, common areas, litigants' waiting areas, corridors, lobbies, stairs, lifts and elevators, balconies, toilets and bathrooms (including urinals, wash-basins, sinks, glazed tiles and water coolers) on **all seven floors and both basements**, the multi-level parking, ramps, entrance lounges, the conference hall, the library, roofs, terraces, the façade, gardens, lawns, green patches, internal roads, parking areas, open drains and the surroundings. Cleaning includes all furniture, fixtures, fittings and equipment, including carpets, mats, curtains, blinds, fans, tube-lights, exhaust fans, doors, grills, windows, switch boards, sanitary fittings, tiles, glass panes, almirahs, computers and appliances, and fire extinguishers. Cleaning agents shall not damage or diminish the shine of any fitting or fixture, and all surfaces shall be kept stain-free and free of cobwebs.

B. Regular cleaning — frequency

Sr.	Activity	Frequency
1.	Court rooms, chambers, staff rooms	Twice daily
2.	Common areas, litigants' waiting areas, stairs, corridors, toilets and bathrooms	Thrice daily: before 9:30 AM, at 1:00 PM and after 4:30 PM, and more frequently as directed (timings may be changed by the office)
3.	Attendant stationed outside each public toilet	9:00 AM to 5:00 PM on all working days
4.	Garbage, twigs and dirt in parking lots, lawns, internal path, footpaths and surroundings	Daily
5.	Placing of urinal deodorant cakes/screens	Daily
6.	Clearing of choked floor traps, drains and W.C.s	Immediately as and when required
7.	Window glass panes (inside) and removal of cobwebs	Weekly
8.	Roofs and terraces	Weekly, and as and when required
9.	Window glass panes (outside)	Once in a year

Sr.	Activity	Frequency
10.	Open drains, rain-water drains and ducts	Daily during the rainy season; otherwise fortnightly
11.	Septic tanks, manholes and water tanks (mechanised means only; Clause 19)	As required, and at least once a quarter for water tanks
12.	Extensive cleanliness drive of the entire Court Complex	At least once a month, on a non-working day (4 th Saturday)
13.	Pest control (rats, flies, lizards, mosquitoes, insects and other pests) in rooms, open areas and drains, through a licensed pest-control operator using approved chemicals, outside court hours	Monthly, and as often as required

C. Other conditions

- (a) A "Wet Floor" sign shall be displayed while floors are being cleaned.
- (b) Waste shall be segregated at source and disposed of outside the Court Complex in accordance with the applicable solid waste management rules and municipal bye-laws.
- (c) All articles in rooms, toilets and common areas shall be cleaned and neatly re-arranged after cleaning.
- (d) Morning cleaning of court rooms and chambers shall be completed well before the court assemblies.
- (e) The contractor shall keep a complaint register (and a WhatsApp or telephone contact of the duty Supervisor) at the main entrance. Every complaint shall be attended to immediately. The register shall be reviewed weekly by the officer in charge.
- (f) Without prejudice to the generality of the above, the contractor shall carry out such other work relating to cleanliness as may be assigned by the office from time to time, without delay.

SCHEDULE II
MATERIALS AND CONSUMABLES

The following materials shall be supplied by the contractor at its own cost, of standard quality (conforming to BIS specifications where available). They shall be kept in adequate stock at all times and replaced regularly, as and when required, if not found to be up to the mark. Brands shall be subject to approval by the office.

Sr.	Material	Sr.	Material
1.	Soft fine-fibre brooms, mops (jharu/pocha)	10.	Toilet air fresheners
2.	Phenyl / disinfectant liquid	11.	Room air fresheners
3.	Urinal deodorant cakes / screens (non-naphthalene)	12.	Glass cleaner
4.	Liquid toilet cleaner	13.	Mosquito repellent / larvicide
5.	Detergent powder	14.	Hand towels
6.	Floor-cleaning liquid	15.	Toilet rolls
7.	Wipers	16.	Diffusers
8.	Toilet cleaning brushes	17.	Hand sanitisers
9.	Liquid hand-wash soap	18.	Garbage bags (colour-coded for segregation), and any other item required for cleanliness, hygiene and a suitable ambience

SCHEDULE III
MINIMUM EQUIPMENT TO BE MAINTAINED AT SITE

The contractor shall keep the following equipment in good working condition at the Court Complex throughout the contract period. The contractor shall maintain an inventory of the equipment, which may be checked at random by the District & Sessions Judge, Gurugram or any person authorised by him.

Sr.	Equipment
1.	Vacuum cleaner
2.	Floor scrubbing / polishing machine
3.	Walk-behind scrubber-drier
4.	High-pressure jet cleaner
5.	Window / façade cleaning kit, with ladders and safety harnesses
6.	Garbage trolleys and waste-collection bins (colour-coded)
7.	Mechanised drain / sewer cleaning equipment (own, or by tie-up with an authorised agency)
8.	"Wet Floor" caution signs

SCHEDULE IV
PENALTIES AND DEDUCTIONS

Sr.	Deficiency	Penalty / Deduction
1.	Complete breakdown of services on any day	Rs. 2,000/- per day, plus cost of alternative arrangement
2.	Worker absent and not replaced on the same day	Per-day wage of the worker plus Rs. 200/- per worker per day
3.	Supervisor absent and not replaced on the same day	Per-day wage plus Rs. 500/- per day
4.	Defect pointed out at inspection not rectified on the spot	Rs.500/- per instance
5.	Worker found without uniform or identity card	Rs. 50/- per instance (may be increased for repeated default)
6.	Non-commencement or non-performance of the work	10% of the monthly bill
7.	Non-availability of the prescribed materials or equipment	Rs. 500/- per day

The total penalty in a month shall not exceed 10% of the monthly bill (Clause 26). Deductions for absent personnel (items 2 and 3) are adjustments for services not rendered and are in addition to this limit.

FORM-B**(To be enclosed with the tender)****PARTICULARS OF THE BIDDER**

Sr.	Particulars	Details
1.	Name of the bidder	
2.	Status (proprietorship / partnership / LLP / company / society)	
3.	Registration No. and year of establishment (attach copy of certificate)	
4.	Registered and local office address	
5.	Telephone / mobile / e-mail	
6.	Name and designation of authorised signatory (attach authorisation)	
7.	PAN (attach copy)	
8.	TAN (attach copy)	
9.	GST Registration No. (attach copy)	
10.	EPF Registration No. (attach copy)	
11.	ESI Registration No. (attach copy)	
12.	Contractor licence / registration under the OSH Code, 2020 / CLRA, 1970, if held (attach copy); otherwise, undertaking to produce it before commencement of work (Part B(d))	
13.	Number of employees at present	
14.	Details of similar work executed in the last three years: client, period, number of workers deployed, contract value (attach work orders)	
15.	List of present clients	
16.	List of equipment owned or leased: make, model, capacity, quantity (Schedule III)	
17.	Affidavit that the bidder is not blacklisted or debarred (attach)	
18.	Details of EMD: DD/FDR No., date, bank, amount	

Signature of authorised signatory with seal: _____ Date: _____

FORM-C
PRICE BID

1. Part A — Manpower rate (per person per month, excluding GST)

Category	Rate per person per month (Rs.)	Number	Monthly amount (Rs.)
Supervisor (Skilled)		5	
Worker (Unskilled)		96	
Total A			

The rate shall include wages at not less than the minimum rates notified by the Government of Haryana, the employer's EPF (including EDLI and administrative charges) and ESI contributions, statutory bonus, all other statutory dues, and the cost of arranging substitutes for weekly rest and leave so that the prescribed number is on duty every day.

2. Part B — Consolidated monthly charge (excluding GST)

For materials, consumables, equipment and its maintenance, uniforms, identity cards, protective equipment, specialist services (such as pest control and mechanised cleaning of sewers, septic tanks and water tanks), administrative expenses, the contractor's margin and all other contractual costs.

Total B: Rs. _____

(in words: _____)

3. Total Evaluated Monthly Price (A + B), excluding GST: Rs. _____

(in words: _____)

4. I/We understand and accept that:

- (i) L-1 shall be the eligible bidder quoting the lowest Total Evaluated Monthly Price. In case of a tie, L-1 shall be selected by draw of lots or as decided by the authorities (Clause 4).
- (ii) A tender in which the rate for either category is less than the minimum wages and statutory contributions in force on the last date for receipt of tenders shall be rejected.
- (iii) A nil or negative amount in Part B shall not be accepted. Where any amount appears abnormally low, the bidder shall be required to justify it in writing, and the tender may be rejected, for reasons recorded, if the justification is unsatisfactory.

- (iv) If the Government of Haryana revises the minimum wages during the contract, the rates in Part A shall be revised only to the extent of the change in wages and the consequent statutory contributions, from the date of revision. Part B shall remain constant.
- (v) GST shall be payable as per applicable law.

Signature of authorised signatory with seal: _____

Name and designation: _____ Date: _____

UNDERTAKING

I/We have read and understood the terms and conditions, Schedules and Forms of this tender document, and accept them unconditionally. I/We undertake to provide the cleaning and sweeping services of the new building of the Judicial Courts Complex (Tower of Justice), Gurugram strictly as per the specifications and the schedule of frequency set out above, and to execute the contract truly and faithfully. I/We shall be responsible for all complaints regarding the quality of service and for compliance with all applicable laws in respect of the personnel deployed. I/We declare that the information furnished in the bid is true and correct, and that any false information shall entitle the office to reject the bid or terminate the contract.

SIGNATURE OF THE BIDDER WITH SEAL

Name: _____

Date: _____

(Narender Suro)
District and Sessions Judge
Gurugram 19/9/24.