OFFICE OF THE DISTRICT AND SESSIONS JUDGE, SHAHEED BHAGAT SINGH NAGAR

TENDER NOTICE

Sealed separate tenders are invited from willing out-sourcing registered organizations/ agencies for allotment of contract of work of housekeeping, cleaning and sweeping (Sweepers) and greenery and plantation work (Malis) service in the premises of the Judicial Courts Complex, Shaheed Bhagat Singh Nagar having area of 2,25,020 Sq. feet of Covered area of Court Block, 3595.65 Sq. feet of Public Entry, 24816 Sq. feet of Roads/Foot Paths, 75011 Sq. feet of Parking Area, 81958 Sq. feet of Green Area and 48121.44 Sqm. of Boundary Area, as such, Total Area comes to 11.90 Acre for the period from 01.04.2026 to 31.03.2027 which can be extended further by the competent authority subject to satisfactory performance of services.

The agency/ organization shall deploy sweepers and Malis (at the approved rates of Deputy Commissioner, Shaheed Bhagat Singh Nagar) for managing the intended work. The agency has to engage suitable number of female workers for cleaning and sweeping of ladies washrooms. Said organization/ agency shall ensure proper and efficient cleaning of the premises twice a day on all the days of the week except Sundays of this complex which includes entrance lounges, corridors, rooms, officer's chambers, cleaning of windows, panes and room doors lavatories including all sanitary filling viz. Urinals, wash hand basins, glazed tiles, sinks, water coolers etc. and swabbing them with water mixed detergent and liquid phenyls etc. It shall also ensure proper maintenance and development of complete plantation work which includes watering plants, shrubs, saplings, trees daily (except on rainy days) preferably in the morning & evening, weeding and hoeing of the planted area, filling up the gaps / mortalities, pruning / trimming of plants, shrubs, herbs, hedges & beds etc. manuring of plants and trees as and when required, spraying of appropriate insecticides, pesticides, fungicide etc., removing the dead leaves, cleaning the area including disposal of waste, twigs, garbage on day to day basis, making bunds to the plants wherever required, adding fertile soil and manure to the roots of the plants necessary, and other maintenance work which may be essential.

The tender shall be accompanied by the necessary documents required under relevant law/ rules for said purpose and also for ascertaining the financial status of the tenderer. The agency/ firm specifically and separately mention details of GST in their tender and renders shall not be entertained without specific details of GST. Complete details/ terms and conditions can be downloaded from the website https://sbsnagar.dcourts.gov.in/ of this office from 03.03.2026 onwards. The agency may also visit the concerned venue to make assessment regarding the work to be allotted at own level. The last date for receipt of tenders will be 09.03.2026 and tenders will be opened in the presence of tenderers or their authorized representatives in the surveillance of District Level Building Maintenance Committee in the meeting room of New Judicial Courts Complex, who choose to attend the opening of tenders on 09.03.2026 at 3:00 PM. The form (s) must be accompanied by refundable earnest money of Rs.50,000/- in the shape of bank draft drawn on any schedule bank in favour of the **District**

and Sessions Judge, SBS Nagar. This office will not take any responsibility for any postal delay and tenders received after due date will not be accepted.

Sd/-	Sd/-	Sd/-
Komple Dhanjal	Baljinder Singh Maan	Harish Anand
Addl. Civil Judge (SD)	Principal Judge, Family Court	Addl. District & Sessions Judge,
SBS Nagar	SBS Nagar	SBS Nagar.

Endst. No. 182-185 dated, S.B.S. Nagar, the 02.03.2026

Copy forwarded to the followings:-

1. All the District and Sessions Judges in the State of Punjab, with a request to display the notice on the boards of their Courts;
2. All the Judicial Officers working in this Sessions Division, for displaying the notice on the notice boards of their respective Courts;
3. The Editor, _Daily Chardikala_ with a request to publish the above-said notice in minimum readable space block in English Script and to send the bill for payment.
4. Daftri of this Court to affix this tender notice on notice board of this Court.

Sd/-	Sd/-	Sd/-
Komple Dhanjal	Baljinder Singh Maan	Harish Anand
Addl. Civil Judge (SD)	Principal Judge, Family Court	Addl. District & Sessions Judge,
SBS Nagar	SBS Nagar	SBS Nagar.

TERMS AND CONDITIONS FOR INVITING TENDERS FOR THE WORK OF MAINTENANCE OF CLEANLINESS OF JUDICIAL COURTS COMPLEX, SHAHEED BHAGAT SINGH NAGAR.

1. The application must be accompanied by refundable earnest money of Rs.50,000/- (Rupees Fifty Thousand Only) in the shape of Bank Draft drawn upon any scheduled Bank in favour of the "District and Sessions Judge, SBS Nagar". The amount of earnest money shall not be accepted through cheque and cash. The earnest money of the successful agency shall be converted into performance security and shall be refunded without interest after due execution/ completion of the contract.

2. Application received through fax, email or without earnest money and not submitted on the prescribed Form B attached with the present terms & conditions shall not be entertained.

3. The agency applying shall also fill the attached Form “B”. Bid should be put in a sealed envelope and super scribed by the words **“BID FOR PROVIDING CLEANING SWEEPING SERVICES AND MAINTAINING GREENERY AND PLANTATION ”.** The agency submitting the bid should give maximum information regarding themselves and their capabilities, as they deem fit.

4. The agency must be a registered, licensed undertaking and must have sufficient experience in the field and preferably in institution of kind, size and repute where similar services have been provided by them.

5. Form should be signed by the authorized signatory along with the seal of the agency, company undertaking. The agency is free to quote rates. This rate shall be inclusive of all the applicable taxes, cess etc. including the Goods and Services Tax (GST) and it shall also include any taxes, cess etc. whether direct or indirect, to be levied or imposed in future by any Municipal Law, State Law, Central Law or any other Rules and Regulations. Correction or over-writing, if any, should be authenticated under the signatures of the authorized person.

6. The authorities may like to have live demonstration by the agency and shortlist the parties on the basis of the equipments, experience, manpower and quality of material to be used, capability and suitability.

7. The successful bidder shall also have to furnish the security in the shape of fixed deposit, equivalent to the amount of tender cost in favour of "District and Sessions Judge, SBS Nagar", which shall be refunded after the faithful execution/completion of the contract. It is also made clear that aforesaid condition may alter as per discretion of the District & Sessions Judge, SBS Nagar. The security shall be submitted within a period of 10 days from the date

of allotment of work. However, the period of submission may be further extended as per the discretion of the District & Sessions Judge, SBS Nagar.

8. The validity of the offer shall be for 15 days from the date of award and the finally approved and determined rates will remain in force initially for one year from the date of award of contract with a provision to extend further on a year to year basis on the same terms & conditions and rates or as may be negotiated mutually and approved by the office subject to the satisfactory performance and compliance of terms & conditions of contract. No request for increase of the rates will be entertained during the pendency of current contract. If the contract is extended after one year at the rates as determined as per the terms and conditions of the allotment, in such case the agency shall be bound to continue to provide the services and under no circumstances the agency will be allowed to exit/quit during the course of extended contract period. In case of failure to comply with these conditions, the earnest money and security amount shall stand forfeited automatically and shall also be liable to pay damages/compensation equal to the cost incurred by the office in making alternative arrangements besides the black listing of the agency.

9. Running payments will be made to the contractor on monthly basis. He will submits his bill on 1st day of every month. The payment will be made through cheque by the department only after satisfying itself regarding satisfactory cleaning of the building during the month as per terms & conditions.

10. The department shall deduct income tax at source (T.D.S) at the stipulated rate of the payment to be made to the contractor from time to time under relevant provisions of the Income Tax Act, 1961 and amended from time to time. In case contractor/firm do not have PAN/TAN Number, then he/it has to obtain the same and shall supply a copy of the same to the Nazir of this office.

11. Although allotment of contract will be made on the basis of lowest aggregated rates quoted by the agency, but for this purpose the past experience and availability of modern equipments to be used in execution of work would be an important factor to award contract. Thus, the agency at the time of submissions of bid/application shall mention the details of such equipment including the make, model, capacity etc. as well as experience of persons who may handle such equipment. After the contract is entered, agency shall maintain a permanent inventory of such articles and bring them to regular use and such inventory can be got checked by District & Sessions Judge, SBS Nagar or any authorized person on his behalf randomly. Further, the contract awarded shall be commercial agreement and not for creating any employment. The District & Sessions Judge, SBS Nagar reserves his right to negotiate the rates as well as the terms & conditions as it may deem necessary before allotting the contract.

12. The contractor will not sub-let the work.

13 **DESCRIPTION OF WORK:-** The agency will be required to clean Court Rooms, Retiring Rooms, Pantry, Record Rooms, Staff Rooms, Common area, Stairs, Balconies, Bathrooms on both the floors along-with roof, terrace and facade of the entire building, road/parking, area/open drains and surroundings at the prescribed intervals as well as any other item, equipments, fitting, furniture including carpets, mats etc. within the Complex. **The agency has to engage at least one Supervisor, male workers and female workers for the work of cleanliness in the Judicial Courts Complex.** Agency is required to clean all the area i.e. open area as well as covered area within the boundary wall of the Court Complex. This description of work will also include details of works as mentioned in the application for inviting tender in addition to the above mentioned works.

- The term 'Court Complex' wherever mentioned in this contract for purpose of cleanliness, shall include not only the constructed portion but the entire premises including the Gardens, Green Parks, Grassy Patches, Parking Areas, Stairs and all the Rooms; whether or not they are being used regularly or not.

- The Service Provider shall also be duty bound to maintain cleanliness of all the open space including footpaths, walking area not only within the premises but also on the outside perimeter of the same.

- Cleaning would include cleaning of curtains, carpets, buckets, wash-basin, toilet seats and other items in toilets, dry and wet scrubbing of floor area of the entire building, dusting /cleaning of windows, chandeliers, doors, almirahs, furniture, fans, tubes, electric fitting, sanitary fitting, glass panes, equipments, computers and all appliances, Fire extinguishers, subservient to the use of the premises etc. so as to stain free and removal of cobwebs.

- The cleaning Agent shall be non acidic and non corrosive. It should not damage or diminish shine of any of the fitting and fixtures.

- The Service Provider shall make use of all the modern equipments for cleaning the Floor, Window Panes etc. The Service Provider shall ensure that the Window Panes installed at a certain height on the outer walls of the buildings are also cleaned regularly from out side, using modern technology while ensuring the safety of all the employees.

- The rates of wages to the sweepers shall be determined as per the provisions of the Minimum Wages Act. It shall be responsibility of the Service Provider to ensure that there is no violation of any Labour Laws like the Minimum Wages Act, 1948, the Employees State Insurance Act, 1948 or other similar Acts or Rules applicable to such employees. The contractor will deposit the EPF and ESI from the wages of the Labourers so engaged as per provisions of Minimum Wages Act of Labour Department Punjab or relevant acts from time to time, if applicable and permissible as per Act/ Rules. Any violation thereof shall be the sole responsibility of the Service Provider and shall also be a ground for cancellation of the agreement with forfeiture of the security amount.

- The above said amount of Agreement is inclusive of all the applicable taxes, cess etc. including the Goods and Services Tax (GST) and it shall also include any taxes cess etc. whether direct or indirect to be levied or imposed in future by any Municipal Law, State Law, Central Law or any other Rules and Regulations.
- Without prejudice to the generality of the foregoing, the agency will be required to perform regular cleaning general duties.

14. <u>LIST OF MATERIALS AND ARTICLES:</u>

The following materials and articles will be supplied by the contractor himself and will be used by his staff:-

Sr. No.	Name of Material	Sr. No.	Name of Material
01	Soft Brooms Fine Fibered Jharu/Pocha	10	Toilet Air Freshener
2	Phenyl liquid	11	Room Air Freshener
03	Naphthalene Balls	12	Glass Cleaner
04	Harpic (Liquid toilet Cleaner)	13	Mosquito repellent
05	Detergent Powder	14	Hand towels
06	Surf	15	Paper Napkins
07	Wiper	16	Diffusers
08	Toilet Cleaning Brush	17	Sanitizers
09	Soap	18	Any other such similar items used for cleanliness purpose or keeping hygienic atmosphere and suitable ambience.

All the articles should be of Govt. approved brands. At the discretion of the District and Sessions Judge, SBS Nagar, the Service Provider shall ensure that all the equipments and materials to be used under this Agreement shall be of ISI brand and the same shall also be replaced regularly, as and when required.

15. It shall also ensure proper maintenance and development of complete plantation work which includes watering of plants, shrubs, saplings, trees daily (except on rainy days) preferably in the morning & evening, weeding and hoeing of the planted area, filling up the gaps / mortalities, pruning / trimming of plants, shrubs, herbs, hedges & beds etc. manuring of plants and trees as and when required, spraying of appropriate insecticides, pesticides, fungicide etc., removing the dead leaves, cleaning the area including disposal of waste, twigs, garbage on day to day basis, making bunds to the plants wherever required, adding fertile soil and manure to the roots of the plants necessary, and other maintenance work which may be essential.

16. **PERIOD OF CONTRACT:-** Initially the contract shall be from **01.04.2026 to 31.03.2027.** However, the contract may be extended further by the competent authority subject to satisfactory performance of the work/project.

17. REGULAR CLEANING-GENERAL DUTIES.

(i) Clean all Court Rooms, staff rooms including attached balconies twice a day and all common areas including litigants sitting area, stairs, bathrooms and corridors thrice a day before 9.30 AM, at 1.00 PM and after 4.30 PM (Timing may be changed as per requirements) and at more frequent intervals as may be directed by the office from time to time. The contractor will be bound to depute one person outside each public toilet from 9.00AM to 5.00 PM for the purpose of proper cleanliness of public toilets.

(ii) An extensive cleanliness drive would be undertaken at least once every month on any non-working day, where all the sweepers shall clean the entire Court Complex, its surroundings including Terraces, Window Panes, Ventilators, Window's Walk (i.e. the portion over which the compressors of Air Conditioners are installed). Blinds and Shades installed over windows etc. after removing all the furniture where the same is permanently stationed.

(iii) Within the constructed portion, the Service Provider shall also maintain the cleanliness of the entire furniture and fixtures including Fans, tube-lights, Air Conditioners, Exhaust Fans, Doors, Concrete or Iron Grills, Windows, Switch Boards, Sanitary Fittings, Tiles etc.

(iv) Clean all glass panes, China ware sanitary fitting etc. with standard cleaning agents periodically and dry thereafter so as to ensure that glass and shine do not fade or diminish.

(v) Clean spotlessly all the articles in the rooms, bathrooms-toilets and in common areas and arrange neatly thereafter.

(vi) Perform pest control operations in all the rooms, public area-open area/drains as frequently as required so that at no time rats, flies, lizards, mosquitoes, insects, pets etc. are seen.

(vii) Provide naphthalene balls, cakes or any other such kind of material in urinals daily.

(viii) Clear choked, floor traps, W.Cs etc.

(ix) Clear garbage, fallen leaves, dirt etc. in open areas such as parking lots, lawns, internal roads etc. and surroundings once daily.

(x) Clean the roofs/terraces of all the buildings atleast once in a week and as and when required to provide cleanliness and stain free appearance.

(xi) Dispose of solid waste outside the Court Complex in accordance with the applicable Municipal and other laws.

(xii) Cleaning would be done in case of open drains, rain water, duct Manholes, Septic Tanks, Water Tanks, daily in rainy, in the case of window glass panes from inside & cobwebs once in week and in case window glass panes from outside/electric fitting once in a fortnight.

(xiii) The designated official(s) will inspect at least once each day and usually at 9:35 AM, the cleaning operations performed by the Agency in external / internal areas. The Agency will be bound to rectify defects pointed out to him on the spot, failing which the office of Ld. District & Sessions Judge, SBS Nagar will be entitled to take action as per the penalty clause.

(xiv) Without prejudice to the generality of the above, the Agency shall carry out such other jobs relating to the contract as may be assigned to it by this office from time to time without any delay.

(xv) While floors are being cleaned, “Wet Floor” Sign should be displayed to avoid any inconvenience or mishap on account of slippery floor.

18. The Agency will be required to ensure best cleaning and Sweeping Services and must have the equipments in good working conditions with them to provide cleaning of Facade. Window panes, building Walls and floors as per requirement of the office. The Agency should have among others at least have Dry Vacuum, Cleaner.

19. The Agency will deploy such number of Supervisors for better coordination and best quality services cleaning and sweeping.

20. The office reserves the right to get the services done from other parties at the cost of the Agency, if the services provided by the Agency are not found as per the prescribed standard wholly or partly.

21. The Agency will engage its own workers and equipments to execute the alloted work satisfactorily. Such persons engaged by the Agency shall be its employees for all intents and purposes. None of the staff or his/her of the Agency shall have any right to lay a claim against this office for the death, injury, disability arising out of the work being carried out in pursuance of this contract or to employment, damages, dues or claims as of being workman of Agency working in the Judicial Complex. The workers of the Agency shall have to undergo Police Verification and the Verification report to this effect shall be submitted by the Agency to this office. The Service Provider shall ensure that none of the Sweepers or any staff members have any criminal background and/or having any criminal litigation/FIR pending against them.

22. **UNIFORM:** Wearing uniform and ID cards by the Sanitation Staff deployed for the duty in the Judicial Court Complex shall be compulsory. The uniform as approved (to be approved by the District & Sessions Judge, or Authorized Judicial Officer) and colors coding will be supplied to them by the contractor at his own cost. Any persons found without uniform can be penalized by amount of fine of Rs. 50/- or as may be considered just and proper which shall be recovered from the contractor from the monthly bill. The District & Sessions Judge /Authorized Judicial Officer may, however, increase the amount of penalty in case of repeated default.

23. This office shall not in any manner be concerned with the internal affairs of the Agency i.e. Dispute and dissolution etc. or affairs concerning any other affairs between Management/Agency and workers or any mishap during carrying on this job.

24. In case of non providing of services or providing of inferior quality services, the office reserves the right to levy penalty on the Agency on the following counts:

a) Breakdown of services for Rs.1000/- per day.

b) The penalty @ 10% of the monthly value of the contract shall be imposed for non commencement/non performance of the work. The District & Sessions Judge, SBS Nagar, shall have the power to condone the delay, reduce or remit the penalty so imposed to any extent, on written application of the contractor in case the authority competent to do so finds that the grounds given by the Contractor are reasonable and satisfactory.

c) The Agency shall be liable for any loss to this Office, caused due to theft /breakage attribute to its employees/workers and representatives or for any

acts of omission or commission of its staff. The Amount of penalty imposed will be recovered from the monthly bills of the Agency.

21. The Agency shall maintain record of the employees deputed for the above said work. The contractor/agency will not employ any person below the prescribed age .

22. The Agency shall be duty bound to render the cleaning services in respect of the area for which the contract has been allotted to the entire satisfaction of the District & Sessions Judge/Authorized Judicial Officer/Committee of Judicial Officer.

23. In case of failure to discharge the contractual obligations or in case of providing inferior quality of services continuously by the Agency, the office of Ld. District & Sessions Judge, SBS Nagar reserves the right to cancel the contract tender with stipulation of non-participation in tender process for the next five years and the security deposit shall be forfeited in whole.

24. The contract, if awarded for a specific period, can be terminated at any time without assigning any reason, including suppressions of material facts or false representation by the agency, whatsoever even before the expiry of the contract period.

25. The aforementioned terms and conditions, shall be binding and operative between the Agency and this office.

26. All disputes and differences between the parties arising out of this agreement including interpretation of any condition or covenant thereof shall be referred for arbitration. The Arbitrator shall be decided by the District & Sessions Judge, SBS Nagar and he shall be Sole Arbitrator. The language of the arbitration proceedings shall be in English. The arbitration award shall be final and mandatory for the parties. The venue of the Arbitration proceedings shall be SBS Nagar. Pending decision on dispute or till the arbitral award is published, the parties shall continue to perform their respective obligations under the agreement without prejudice. The contractor will not be entitled to raise any objection that the Arbitrator is Officer of the department with which contract has been made.

UNDERTAKING

I/We undertake to provide Cleaning & Sweeping Services of the Office strictly as per the specifications and schedule of frequency mentioned in the form. I/We will execute the contract truly and faithfully as set forth in the terms and conditions of contract letter. I/We shall be responsible for all the complaints as regard the quality of service etc.

SIGNATURE OF CONTRACTOR
WITH SEAL & DATE:

PARTICULARS OF THE AGENCY FOR PROVIDING MANUAL CLEANING AND SWEEPING SERVICES.

FORM-B

1. Name of agency

2. (a) Status of agency (individual, Partnership Firm/Pvt. Ltd. Company, Society
   (b) Registration No.
   (Please attach copy of registration Certificate)
   (c) Established in (year)

3. Permanent Address

4. Telephone/Mobile

5. Fax No. E-mail I.D.

6. Authorised Signatory

7. P.F. Regn. No. (Please attach copy)

8. ESI Regn. No. (Please attach copy)

9. Service Fax Regn. No. (Please attach copy)

10. PAN No. of agency (Please attach copy)

11. TAN No. of agency (Please attach copy)

12. Number of employees at present working with agency

13. Number of present clients with list

14. Turnover of Last three years

15. Performance Reports from clients for the last three years (to be attached preferably from any star Catering Hotels/Renowned Institution). _____

16. Details of Demand Draft No. _____

Amount Rs._____/-

Signature of contractor
With seal.