

**OFFICE OF THE DISTRICT & SESSIONS JUDGE,  
S.A.S NAGAR (MOHALI).**

**TENDER NOTICE**

Separate tenders are invited from reputed willing competent outsource organizations/agencies having sufficient experience in the field for allotment of contract of work of maintenance for cleanliness of Judicial Court Complex, Sahibzada Ajit Singh Nagar (Mohali), for the period of **01.04.2024 to 31.03.2025**. The covered area along with the open area of complex is given below:

<b>AREA - A</b>		
1.	Parking Area	65511.89 Sq. Feet
2.	Open Area in Building	79353.62 Sq. Feet
3.	Basement parking area	84212.37 Sq. Feet
<b>AREA - B</b>		
<b>Covered area in Building (Block - A, B &amp; C)</b>		
1.	Ground Floor	77112.21 sq. feet
2.	First Floor	48276.63 sq. feet
3.	Second Floor	47306.38 sq. feet
4.	Third Floor	46711.15 sq. feet
5.	Fourth Floor	45575.26 sq. feet.

Proper and efficient cleaning on thrice a day and all days of the week except Sundays on all the floors of Complex which includes entrance lounges, car walks/ramps, corridors, room toilets including all sanitary fittings. This includes cleaning of windows, dusting of Court Rooms, Door Window Panes, Grills, Terraces, Protections, removals of webs, sweeping of approaching passages, car garages and parks. The Tenders be submitted for employment of adequate number of sweepers and supervisors. The detailed terms and conditions along with application form can be obtained free of cost from the office of Civil Judge ( Senior Division), S.A.S. Nagar (Mohali) on any working day by hand/by post by sending a self address adequately stamped envelope. Last date for receipt of tenders will be **22.03.2024 till 4.00 PM**. Tender will be opened in the presence of contractors or their authorized Representatives on **28.3.2024 at 2.00 PM**. This office will not take any responsibility for any postal delay and tenders received after due date will not be accepted. Any other information be obtained from telephone Number 0172-2219286. The tenders for **AREA-A** and **AREA-B**, as described above, will be submitted separately. The complete details/terms & conditions can be viewed from the website <https://districts.ecourts.gov.in/india/punjab/sas-nagar/tender>.

SD/-

DISTRICT & SESSIONS JUDGE  
S.A.S. NAGAR MOHALI.

## **Annexure-A (Detailed Terms & Conditions)**

### **(A) Description of Work:**

Maintenance/Cleanliness of entire Judicial Court Complex, S.A.S. Nagar (Mohali) including surrounding area. Proper and efficient cleaning on all days of week except Sunday of these floors which includes entrance lounges, Cat Walks, Corridors, Rooms, Toilets ( Including all sanitary fitting i.e. Urinals, Wash Basins, glazed tiles, Sinks, Water Cooler etc. with brooms and swabbing them with water mixed with detergent and liquid phenyl etc. This also includes dusting in the Courts, Cleaning of Window Panes, Room Doors, Terrace, Projections, all approach roads, walls, removal of webs, cleaning of related parts/Parks and car garages etc.

<b>AREA - A</b>		
1.	Parking Area	65511.89 Sq. Feet
2.	Open Area in Building	79353.62 Sq. Feet
3.	Basement parking area	84212.37 Sq. Feet
<b>AREA - B</b>		
<b>Covered area in Building (Block - A, B &amp; C)</b>		
1.	Ground Floor	77112.21 sq. feet
2.	First Floor	48276.63 sq. feet
3.	Second Floor	47306.38 sq. feet
4.	Third Floor	46711.15 sq. feet
5.	Fourth Floor	45575.26 sq. feet.

### **(B) Period of contract:**

The contract will be for the period w.e.f. **01.04.2024 to 31.03.2025**. However, Contract can be extended further by the competent authority subject to satisfactory performance of the work/project.

### **(C) Regular Cleaning General Duties:**

In general, the following duties shall be performed by the sanitation staff of specific area of their deployment subject to further instructions of this department. All types of cleaning work at the Judicial Courts Complex, SAS Nagar, Mohali at places indicated above falling under the purview of this contract will be taken care of :

1. Phenyl Liquid
2. Detergent Washing Powder

3. Homocol Tablets
4. Acid (HCL)
5. Liquid soap
6. Colin
7. Glass Duster
8. Odonil
9. Foam
10. Toilet Brush
11. Coarse Fibred Jharu (Jharu Bans)
12. Fine Fibres Jharu
13. Floor Duster
14. Hession Cloth
15. Tissue Paper
16. Vacuum Cleaner
17. Cleaning Machine, wherever required.

**General Terms and Conditions:**

1. The rates of wages to the sweepers shall be determined as per the provisions of the Minimum Wages Act/D.C. Rates.
2. Contractor will deposit the Employees Provident Fund 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 permissionable as per Act/Rule.
3. The penalty @ 2 % of the monthly value of the contract shall be imposed for each day's delay in commencement/non-performance of the work. The District & Sessions Judge, S.A.S Nagar (Mohali) or the officer designated by him shall have the power to condone the delay, reduce or remit the penalty so imposed to any extent, on written application of contract, in case the authority competent to do so finds that the grounds given by the contract are reasonable and satisfactory.
4. The decision of the District & Sessions Judge, S.A.S Nagar (Mohali) or the officer designated by him with regard to the quality of work/service done by the contractor shall be final

and acceptable to the contractor. The contractor will, therefore, rectify the defect so pointed out without any extra payment.

5. For the purpose of proper identification of persons deployed at various points, contractor will himself issue them the identity cards/identification documents duly approved by the District & Sessions Judge, S.A.S Nagar (Mohali) or the officer designated by him and this shall be duly bound to display the identity cards at the time of duty Contractor will not employ any person below the age of 16 years or the persons involved in any crime or connected with any case pending in any Judicial Courts at S.A.S Nagar.
6. The wearing of uniforms by the Sanitation Staff deployed for the duty in the Judicial Courts Complex shall be compulsory. The uniform as approved (to be approved by the District & Sessions Judge, S.A.S Nagar (Mohali) or the officer designated by him) colour coding will be supplied to them by contractor at his own cost. Any person found without uniform shall be charged upto Rs.100/- per days as penalty for such lapse and penalty charges shall be recovered from the monthly bill of the contractor. The District & Sessions Judge, S.A.S Nagar (Mohali) may however increase the amount of penalty in the case (s) of repeated default as deemed fit.
7. The persons deployed by the contractor for the work shall be employees of the contractor for all intents and purposes and in no case, there shall be any relationship of employer and employee between the said persons and the Punjab Government/ the department, either implicitly or explicitly. Contractor will ensure that employees are medically fit and free from communicable disease(s). The antecedents of the person to be provided by contractor will be got verified from the appropriate authority by contractor at his own level.
8. Contractor will deposit the refundable security @ 10% of the tender cost, which can be forfeited in case of any default.

9. The daily operation of sweeping, swabbing and cleaning of all the area as mentioned above shall be finished between 7.00 AM to 8.30 AM, thereafter, the sweepers shall remain present on each floor from 9.30 AM to 5.00 PM for maintaining the level of cleanliness by repeatedly swabbing the floors and cleaning the Urinals & Toilets. An authorized representative/supervisor shall remain available at site from 8.15 AM to 5.00 PM for attending the complaints regarding sweeping, swabbing and cleaning of the building(s).
10. All the waste papers collected during cleaning operation shall be placed at the place provided by the department daily and its disposal shall be the sole duty of contractor.
11. Contractor will be responsible for any kind of damage to the furniture, electrical and sanitary fixtures etc, while doing day to day works of sweeping, swabbing and cleaning. Contractor will also be responsible for the theft of any item by his labour from the office room located on all the floors of the building(s).
12. Contractor will not sublet the work.
13. Contractor will maintain daily records of the names and the complete particulars of his workers which will be engaged by him for the cleaning operation and daily report shall be sent to the Chief Administrative Officer attached with the office of Learned District & Sessions Judge, S.A.S. Nagar ( Mohali).
14. Contractor will be responsible for the welfare of the sweepers and the employees so engaged by him for the payment of wages and time of accident/mishap etc. The department will have no concern with any problem of the sweepers and other employees so engaged by the contractor.
15. Inspection would be carried out on every Monday, Wednesday and Friday by the representative of the department. During such inspection the contractor or his authorized representative will accompany the official/officer of the department. In addition, the department may carry out,

surprise inspection at any time during the week. In case of improper cleaning on any day, penalty may be levied for occasion by the department upto an amount of Rs.1000/-. Decision of District & Sessions Judge, will be final in this regard.

16. Running payments will be made to the contractor on the monthly basis. He will submit his bills on the first day of every month. The payment will be made through ECS Mode by the department through District Treasury only after satisfying itself regarding satisfactory conditions.
17. The department shall deduct income tax at source [TDS] at the stipulated rate of payment to be made to the contractor from time to time under Section 194 [1] of the Income Tax Act, 1961 and GST as per rules. In case contractor / firm do not have PAN / TAN No. and GST No. then he / it has to obtain within one month from the date of contract and the copy of the same supply to District Nazir.
18. In case of unsatisfactory work, the department will also have the right to terminate the contract after giving a notice of one week.
19. Contractor will take all reasonable precautions to prevent any unlawful acts or disorderly conduct of his employees, so deployed and for the preservation of peace and protection of persons and property of the Judicial Courts Complex, S.A.S. Nagar (Mohali).
20. In case, any of the person so deployed by him / contractor do not come upto the mark or perform their duties properly or indulge in any unlawful act and disorderly conduct, contractor will take suitable action against such employees, on the report of this office, in this regard.
21. In case of any complaint / defect, pointed out by the authority concerned, contractor will immediately replace the particular person, so deployed without further arguments.
22. Contractor will keep this office indemnified against all the

loss caused to the Judicial Courts Complex, S.A.S. Nagar (Mohali). Claims whatsoever in respect of all the employees, deployed by contractor at various points, contractor will be responsible for the paying recovery of amount of any loss, caused to the sanitary and public health, fitting, electrical etc. of the Judicial Courts Complex, S.A.S. Nagar (Mohali), in case any employee so deployed by contractor enters into dispute of any nature, whatsoever, it will be contractor's responsibility to tackle the same.

23. Contractor shall be responsible for any profit or loss from the said work. No objection in this regard shall be heard by the department.

sd/-

DISTRICT & SESSIONS JUDGE,  
S.A.S. NAGAR (MOHALI)

**OFFICE OF THE DISTRICT & SESSIONS JUDGE,  
S.A.S NAGAR ( MOHALI).**

**TENDER NOTICE**

Separate tenders are invited from reputed willing competent outsource organizations/agencies having sufficient experience in the field for allotment of contract of work of maintenance for cleanliness of Judicial Court Complexes, Kharar and Dera Bassi for the period of **01.04.2024 to 31.03.2025**. The covered area along with the open area of complex Dera Bassi is given below:

1.	Parking Area	7500 Sq. Feet
2.	Open Area in Building	3260.94 Sq. Feet
3.	Covered Area (A & B Courts Ground Floor)	2742.25 Sq. Feet
4.	Covered Area Judicial Offices and Record Room	3101.63 Sq. Feet
5.	Covered Area (Judicial Court in DSP & SDM Residence) (Ground Floor & First Floor)	1887.19 Sq. Feet

Total area for cleanliness in Judicial Court Complex, Kharar is given below:-

1.	Parking Area	14120 Sq. Feet
2.	Open Area in Building	43794.73 Sq. Feet
<b>3.</b>	<b>Covered Area in Building</b>	
(i)	Ground Floor	16960.89 Sq. Feet
(ii)	First Floor	9680.25 Sq. Feet

Proper and efficient cleaning on thrice a day and all days of the week except Sundays on all the floors of Complex which includes entrance lounges, car walks/ramps, corridors, room toilets including all sanitary fittings. This includes cleaning of windows, dusting of Court Rooms, Door Window Panes, Grills, Terraces, Protections, removals of webs, sweeping of approaching passages, car garages and parks. The Tenders be submitted for employment of adequate number of sweepers and supervisors. The detailed terms and conditions along with application form can be obtained free of cost from the office of Civil Judge (Senior Division), S.A.S. Nagar (Mohali) on any working day by hand/by post by sending a self address adequately stamped envelope. Last date for receipt of tenders will be **22.03.2024 till 4.00 P.M.** Tender will be opened in the presence of contractors or their authorized Representatives on **28.03.2024 at 2.00 P.M.** This office will not take any responsibility for any postal delay and tenders

received after due date will not be accepted. Any other information be obtained from telephone Number 0172-2219286 on any working day. The tender for Judicial Courts Complex, Dera Bassi and Kharar be submitted separately. The complete details/terms & conditions can be viewed from the website <http://ecourts.gov.in/sas-nagar/history>.

sd/-

DISTRICT & SESSIONS JUDGE  
S.A.S. NAGAR MOHALI.

## **Annexure-A ( Detailed Terms & Conditions)**

### **(A) Description of Work:**

Maintenance/Cleanliness of entire Judicial Courts Complex, Dera Bassi & Kharar including surrounding area. Proper and efficient cleaning on all days of week except Sunday of these floors which includes entrance lounges, Car Walks, Corridors, Rooms, Toilets (Including all sanitary fitting i.e. Urinals, Wash Basins, glazed tiles, Sinks, Water Cooler etc. with brooms and swabbing them with water mixed with detergent and liquid phenyl etc. This also includes dusting in the Courts, Cleaning of Window Panes, Room Doors, Terrace, Projections, all approach roads, walls, removal of webs, cleaning of related parts/Parks and car garages etc.

The covered area alongwith the open area of Court Complex, Dera Bassi is given below:-

1.	Parking Area	7500 Sq. Feet
2.	Open Area in Building	3260.94 Sq. Feet
3.	Covered Area (A & B Courts Ground Floor)	2742.25 Sq. Feet
4.	Covered Area Judicial Offices and Record Room	3101.63 Sq. Feet
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(i)	Ground Floor	16960.89 Sq. Feet
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### **(B) Period of contract:**

The contract will be for the period w.e.f. **01.04.2024 to 31.03.2025**. However Contract can be extended further by the competent authority subject to satisfactory performance of the work/project.

### **(C) Regular Cleaning General Duties:**

In general, the following duties shall be performed by the sanitation staff of specific area of their deployment subject to further

instructions of this department. All types of cleaning work at the Judicial Courts Complex, Dera Bassi & Kharar at places indicated above falling under the purview of this contract will be taken care of :

1. Phenyl Liquid
2. Detergent Washing Powder
3. Homocol Tablets
4. Acid (HCL)
5. Liquid soap
6. Colin
7. Glass Duster
8. Odonil
9. Foam
10. Toilet Brush
11. Coarse Fibred Jharu (Jharu Bans)
12. Fine Fibres Jharu
13. Floor Duster
14. Hession Cloth
15. Tissue Paper
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17. Cleaning Machine, wherever required.

**General Terms and Conditions:**

1. The rates of wages to the sweepers shall be determined as per the provisions of the Minimum Wages Act/ D.C. Rates.
2. Contractor will deposit the Employees Provident Fund 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 permissionable as per Act/Rule.
3. The penalty @ 2 % of the monthly value of the contract shall be imposed for each day's delay in commencement/non-performance of the work. The District & Sessions Judge, S.A.S Nagar (Mohali) or the officer designated by him shall have the power to condone the delay, reduce or remit the penalty so

imposed to any extent, on written application of contract, in case the authority competent to do so finds that the grounds given by the contract are reasonable and satisfactory.

4. The decision of the District & Sessions Judge, S.A.S Nagar (Mohali), or the officer designated by him with regard to the quality of work/service done by the contractor shall be final and acceptable to the contractor. The contractor will, therefore, rectify the defect so pointed out without any extra payment.
5. For the purpose of proper identification of persons deployed at various points, contractor will himself issue them the identity cards/identification documents duly approved by the District & Sessions Judge, S.A.S Nagar (Mohali) or the officer designated by him and this shall be duly bound to display the identity cards at the time of duty Contractor will not employ any person below the age of 16 years or the persons involved in any crime or connected with any case pending in any Judicial Courts at S.A.S Nagar Sessions Division.
6. The wearing of uniforms by the Sanitation Staff deployed for the duty in the Judicial Courts Complex shall be compulsory. The uniform as approved (to be approved by the District & Sessions Judge, S.A.S Nagar (Mohali) or the officer designated by him) colour coding will be supplied to them by contractor at his own cost. Any person found without uniform shall be charged upto Rs.100/- per days as penalty for such lapse and penalty charges shall be recovered from the monthly bill of the contractor. The District & Sessions Judge, S.A.S Nagar (Mohali) may however increase the amount of penalty in the case(s) of repeated default as deemed fit.
7. The persons deployed by the contractor for the work shall be employees of the contractor for all intents and purposes and in no case, there shall be any relationship of employer and employee between the said persons and the Punjab Government/the department, either implicitly or explicitly. Contractor will ensure that employees are medically fit and free from communicable disease(s). The antecedents of the person

to the provided by contractor will be got verified from the appropriate authority by contractor at his own level.

8. Contractor will deposit the refundable security @ 10% of the tender cost, which can be forfeited in case of any default.
9. The daily operation of sweeping, swabbing and cleaning of all the area as mentioned above shall be finished between 7.00 AM to 8.30 AM, thereafter, the sweepers shall remain present on each floor from 9.30 AM to 5.00 PM for maintaining the level of cleanliness by repeatedly swabbing the floors and cleaning the Urinals & Toilets. An authorized representative/supervisor shall remain available at site from 8.15 AM to 5.00 PM for attending the complaints regarding sweeping, swabbing and cleaning of the building(s).
10. All the waste papers collected during cleaning operation shall be placed at the place provided by the department daily and its disposal shall be the sole duty of contractor.
11. Contractor will be responsible for any kind of damage to the furniture, electrical and sanitary fixtures etc, while doing day to day works of sweeping, swabbing and cleaning. Contractor will also be responsible for the theft of any item by his labour from the office room located on all the floors of the building(s).
12. Contractor will not sublet the work.
13. Contractor will maintain daily records of the names and the complete particulars of his workers which will be engaged by him for the cleaning operation and daily report shall be sent to the Naib Nazir attached with the Court of Addl. Civil Judge (Sr. Division), Kharar and Dera Bassi respectively.
14. Contractor will be responsible for the welfare of the sweepers and the employees so engaged by him for the payment of wages and time of accident/mishap etc. The department will have no concern with any problem of the sweepers and other employees so engaged by the contractor.
15. Inspection would be carried out on every Monday, Wednesday and Friday by the representative of the department. During such inspection the contractor or his authorized representative will

accompany the official/officer of the department. In addition, the department may carry out, surprise inspection at any time during the week. In case of improper cleaning on any day, penalty may be levied for occasion by the department upto an amount of Rs.1000/-. Decision of District & Sessions Judge, will be final in this regard.

16. Running payments will be made to the contractor on the monthly basis. He will submit his bills on the first day of every month. The payment will be made through ECS Mode by the department through District Treasury only after satisfying itself regarding satisfactory conditions.

17. The department shall deduct income tax at source [TDS] at the stipulated rate of payment to be made to the contractor from time to time under Section 194 [1] of the Income Tax Act, 1961 and GST as per rules. In case contractor / firm do not have PAN / TAN No. and GST No. then he / it has to obtain within one month from the date of contract and the copy of the same supply to District Nazir.

18. In case of unsatisfactory work, the department will also have the right to terminate the contract after giving a notice of one week.

19. Contractor will take all reasonable precautions to prevent any unlawful acts or disorderly conduct of his employees, so deployed and for the preservation of peace and protection of persons and property of the Judicial Courts Complex, Dera Bassi & Kharar.

20. In case, any of the person so deployed by him / contractor do not come upto the mark or perform their duties properly or indulge in any unlawful act and disorderly conduct, contractor will take suitable action against such employees, on the report of this office, in this regard.

21. In case of any complaint / defect, pointed out by the authority concerned, contractor will immediately replace the particular person, so deployed without further arguments.

22. Contractor will keep this office indemnified against all the loss caused to the Judicial Courts Complex, Dera Bassi & Kharar.

Claims whatsoever in respect of all the employees, deployed by contractor at various points, contractor will be responsible for the paying recovery of amount of any loss, caused to the sanitary and public health, fitting, electrical etc. of the Judicial Courts Complex, Dera Bassi & Kharar, in case any employee so deployed by contractor enters into dispute of any nature, whatsoever, it will be contractor's responsibility to tackle the same.

23. Contractor shall be responsible for any profit or loss from the said work. No objection in this regard shall be heard by the department.

sd/-

DISTRICT & SESSIONS JUDGE,  
SAS NAGAR (MOHALI).

## APPLICATION FORM

1. Name of Agency \_\_\_\_\_
2. a. Status of Agency (individual,  
Partnership Firm/Pvt. Ltd. Company  
Society) (Please Provide detail) \_\_\_\_\_
- b. Registration No. (Please attach copy  
of Registration Certificate) \_\_\_\_\_
- c. Established in (year) \_\_\_\_\_
3. Permanent Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Telephone/Mobile \_\_\_\_\_
5. Fax No./Email. ID \_\_\_\_\_
6. Authorized Signatory Name &  
Designation  
(copy of authorization) \_\_\_\_\_
7. P.F. Regn. No. (attach copy) \_\_\_\_\_
8. ESI Regn. No. (attach copy) \_\_\_\_\_
9. GST No. (attach copy) \_\_\_\_\_
10. PAN No. of Agency (attach copy) \_\_\_\_\_
11. TAN No. of Agency (attach copy) \_\_\_\_\_
12. Number of employees at present  
working with the agency \_\_\_\_\_
13. Number of present clients with list \_\_\_\_\_
14. Turnover of last three years \_\_\_\_\_
15. Performance Report from clients \_\_\_\_\_
16. Nature of Agency \_\_\_\_\_

**Signature of the Contractor  
with seal**