OFFICE OF THE CIVIL JUDGE (SENIOR DIVISION), SRI MUKTSAR SAHIB

TENDER NOTICE

Sealed separate tenders are invited from willing competent outsourced organizations/agencies for allotment of contract of work for maintenance of Gardening and Cleanliness of Ground floors, First floor as well as V.I.P. Entry side, Public Entry side and entrance lounge, corridors, stairs, rooms laboratories (including all sanitary fitting viz. Urinals wash hand basins, glazed tiles, sinks, water coolers, canteens with water mixed detergent and liquid phenyls etc. This is also includes the cleaning of the windows, panes and room doors. The tender be submitted for deployment of the sufficient staff i.e whole time sweepers and supervisor to check the sweepers and cleanliness at least a day, at the approved rates of the deputy commissioner for a period from 01.04.2026 to 31.03.2027 of judicial Court Complex, **Sri Muktsar Sahib**. The Complete details/terms and condition can be obtained from the website of this office i.e. https//muktsarsahib.dcourts.gov.in, under the head TENDERS. Total area is as under:-

Sr. No.	Judicial Court Complex, Sri Muktsar sahib	Area
1.	Block-A and Block-B	Covered 53419 Sq. Feet Outer 82,000 Sq Feet
2.	Block-C and Block-D	Covered 53,325 Sq. Feet Outer 62,000 Sq Feet
3.	Block-E	35,624 Sq. Feet

The tender be submitted for deployment of 20 (Twenty) sweepers to be paid wages at the rates approved by the Deputy Commissioner, Sri Mutksar Sahib for the current financial year 2026-27 and payment would be made at the disposal of office of district and Sessions Judge, Sri Muktsar Sahib for the above said period. Last date of receipt of tender will be 20.03.2026 till 4:00 pm. Tenders will be opened in the presence of contractor or their authorized representative 23.03.2026 at 12:00 noon by the committee. This Office will not take any responsibility for any postal delay and tenders received after due date will not be accepted.

Sd/-
Neeraj Kumar Singla,
Civil Judge (Senior Division),
Sri Muktsar Sahib

No. 183 Dated 05/03/26

Copy forwarded to the followings:-

1. Learned District & Sessions Judge, Sri Muktsar Sahib
2. Addl. District & Sessions Judge-1-cum-Chairman Cleanliness Committee, Sri Muktsar sahib.

3. The Editor, Daily Chardikala and Desh Sewak, with the request to publish the notice in the esteemed column of the paper Daily Chardikala, Patiala and Desh Sewak, Chandigarh and send a copy there of along with bill to this office.

4. Daftri of this court, with the direction to affix the notice on the notice boards of this complex as well as on the conspicuous places of the buildings.

5. Sheriff Petty Nazir of this court for publication of the same in Daily Chardikala, Patiala and Desh Sewak, Chandigarh.

6. The System Officer of this office, with the direction to upload the Tender Notice and term and conditions of auction on the official website of this Sessions Division.

Neeraj Kumar Singla,
Civil Judge (Senior Division),
Sri Muktsar Sahib

OFFICE OF THE CIVIL JUDGE (SENIOR DIVISION), SRI MUKTSAR SAHIB

TENDER NOTICE

Sealed separate tenders are invited from willing competent outsourced organizations/agencies for allotment of contract of work for maintenance of Gardening and Cleanliness of Ground floors, First floor as well as V.I.P. Entry side, Public Entry side and entrance lounge, corridors, stairs, rooms laboratories (including all sanitary fitting viz. Urinals wash hand basins, glazed tiles, sinks, water coolers, canteens with water mixed detergent and liquid phenyls etc. This is also includes the cleaning of the windows, panes and room doors. The tender be submitted for deployment of the sufficient staff i.e whole time sweepers and supervisor to check the sweepers and cleanliness at least a day, at the approved rates of the deputy commissioner for a period from 01.04.2026 to 31.03.2027 of judicial Court Complex, **Malout.** The Complete details/terms and condition can be obtained from the website of this office i.e. https//muktsarsahib.dcourts.gov.in, under the head TENDERS. Total area is as under:-

Sr. No.	Judicial Court Complex, Malout	Area	
1.	Ground Floor and Ist floor	Covered Total	31,125 Sq. Feet (Approx.) 3,01,870 Sq Feet

The tender be submitted for deployment of 06 (Six) 04 sweepers to be paid wages at the rates approved by the Deputy Commissioner, Sri Mutksar Sahib for the current financial year 2026-27 and payment would be made at the disposal of office of district and Sessions Judge, Sri Muktsar Sahib for the above said period. Last date of receipt of tender will be 20.03.2026 till 4:00 pm. Tenders will be opened in the presence of contractor or their authorized representative 23.03.2026 at 12:00 noon by the committee. This Office will not take any responsibility for any postal delay and tenders received after due date will not be accepted.

Neeraj Kumar Singla,
Civil Judge (Senior Division),
Sri Muktsar Sahib

No. 185 Dated 05/03/2026

Copy forwarded to the followings:-

1 Learned District & Sessions Judge, Sri Muktsar Sahib

2. The Principal Judge, Family court,-cum-Chairman Cleanliness Committee, Sri Muktsar sahib..

3. Additional Civil Judge (Sr. Divn.), -cum-Member Cleanliness Committee, Malout.

4. The Editor, Daily Chardikala and Desh Sewak, with the request to publish the notice in the esteemed column of the paper Daily Chardikala, Patiala and Desh Sewak, Chandigarh and send a copy there of along with bill to this office.

5. Daftri of this court, with the direction to affix the notice on the notice boards of this complex as well as on the conspicuous places of the buildings.

6. Sheriff Petty Nazir of this court for publication of the same in Daily Chardikala, Patiala and Desh Sewak, Chandigarh.

7. The System Officer of this office, with the direction to upload the Tender Notice and term and conditions of auction on the official website of this Sessions Division.

Neeraj Kumar Singla,
Civil Judge (Senior Division),
Sri Muktsar Sahib

OFFICE OF THE CIVIL JUDGE (SENIOR DIVISION), SRI MUKTSAR SAHIB

TENDER NOTICE

Sealed separate tenders are invited from willing competent outsourced organizations/agencies for allotment of contract of work for maintenance of Gardening and Cleanliness of Ground floors, First floor as well as V.I.P. Entry side, Public Entry side and entrance lounge, corridors, stairs, rooms laboratories (including all sanitary fitting viz. Urinals wash hand basins, glazed tiles, sinks, water coolers, canteens with water mixed detergent and liquid phenyls etc. This is also includes the cleaning of the windows, panes and room doors. The tender be submitted for deployment of the sufficient staff i.e whole time sweepers and supervisor to check the sweepers and cleanliness at least a day, at the approved rates of the deputy commissioner for a period from 01.04.2026 to 31.03.2027 of judicial Court Complex, **Gidderbaha.** The Complete details/terms and condition can be obtained from the website of this office i.e. https//muktsarsahib.dcourts.gov.in, under the head TENDERS. Total area is as under:-

Sr. No.	Judicial Court Complex, Gidderbaha	Area	
1.	Ground Floor and Ist floor	Covered Total	47100 Sq. Feet (Approx.) 1,52,100 Sq Feet

The tender be submitted for deployment of 05 (five) 04 sweepers and 01 Mali to be paid wages at the rates approved by the Deputy Commissioner, Sri Mutksar Sahib for the current financial year 2026-27 and payment would be made at the disposal of office of district and Sessions Judge, Sri Muktsar Sahib for the above said period. Last date of receipt of tender will be 20.03.2026 till 4:00 pm. Tenders will be opened in the presence of contractor or their authorized representative 23.03.2026 at 12:00 noon by the committee. This Office will not take any responsibility for any postal delay and tenders received after due date will not be accepted.

Sd/-
Neeraj Kumar Singla,
Civil Judge (Senior Division),
Sri Muktsar Sahib

No. 184 Dated 05/03/26

Copy forwarded to the followings:-

1. Learned District & Sessions Judge, Sri Muktsar Sahib
2. Additional District & Sessions Judge-1, Sri Muktsar Sahib
3. Additional Civil Judge (sr. Divn.),-cum-Member Cleanliness Committee, Gidderbaha.

4. The Editor, Daily Chardikala and Desh Sewak, with the request to publish the notice in the esteemed column of the paper Daily Chardikala, Patiala and Desh Sewak, Chandigarh and send a copy there of along with bill to this office.

5. Daftri of this court, with the direction to affix the notice on the notice boards of this complex as well as on the conspicuous places of the buildings.

6. Sheriff Petty Nazir of this court for publication of the same in Daily Chardikala, Patiala and Desh Sewak, Chandigarh.

7. The System Officer of this office, with the direction to upload the Tender Notice and term and conditions of auction on the official website of this Sessions Division.

Neeraj Kumar Singla,
Civil Judge (Senior Division),
Sri Muktsar Sahib

Term and Conditions for Housekeeping work contract

(A) Description of Work

Maintenance of cleanliness of the VIP gate, all floors of Judicial Court Complex, Sri Muktsar Sahib, Malout and Gidderbaha. Proper cleaning on all days of the week (Except Sunday) of these floors which includes: Entrance lounges, outer area of the Court Complex, corridor, room, toilets (including all sanitary fitting), Urinal, wash hand basins, glazed tiles, sinks, water coolers canteens etc. Brooms, swabbing them with water mixed detergent and liquid phenyl etc. Providing seasonal plants and proper maintenance of these plants along with horticulture equipment. Cleaning of window panes and room doors.

(B) Period of contract

The contract shall be from 01.04.2026 to 31.03.2027. However, the contract can be extended further subject to satisfactory performance of the work/project by the competent authority.

(C) Regular cleaning - General Duties

In general, the following duties shall be performed by the sanitation staff subject to further instructions of the Hon'ble Punjab and Haryana High Court, Chandigarh:

1. Toilets to be cleaned at least twice a day and also as and when required.
2. All doors to be cleaned with broom and wet mop daily.
3. Waste baskets to be emptied at least twice a day or as and when required.
4. Outdoor broom to be emitted at least a day or as and when required.
5. Fire extinguishers to be kept dust-free at all times.
6. Windows glasses/wire mesh to be cleaned weekly with Collin and detergent or as and when required.
7. Floor scrubbing to be done weekly; in addition, daily cleaning of rooms with black phenyl and detergent or as and when required.
8. Outdoor Pucca corridors are to be cleaned daily or as and when required with detergent and water.
9. Doors/water buckets in each room are to be cleaned daily as and when required.
10. All electrical fittings are to be cleaned weekly by dusting with cloth/brushing as and when required.
11. Chinaware/Sanitary fixtures like wash basins, glazed tiles, W.C. urinal flooring, sinks, waste baskets, mugs, water coolers etc. are to be cleaned with Acids/Vim once a week or as and when required.

General Terms and Conditions

1. The rate of the wages to the Sweepers and the Supervisors shall be determined as per the instructions in Wages Act of Labour Department.
2. The Penalty @ 2% of the monthly value of the contract shall be imposed for non-commencement of the work. The party of the first part shall have the power to condone the delay, reduce or remit the penalty on written application if grounds are reasonable and satisfactory.
3. The decision of the party of first part with regard to the quality of work/services shall be final and acceptable to the party of second part. The party of second part will rectify defects pointed out without extra payment.
4. For identification, the party of second part will issue identity cards/identification documents at their own level, and staff shall be duty-bound to display them at the time of duty.
5. The wearing of uniforms as per approved color coding is compulsory and shall be supplied by the party of second part at their own cost. Any person found without a uniform shall be charged Rs. 20/- per day as a penalty. The party of first part may increase this penalty for repeated defaults.
6. Persons deployed shall be employees of the contractor for all intents and purposes; there shall be no employer-employee relationship with the Judicial Department. The party of second part will ensure employees are medically fit, free from communicable diseases, and have their antecedents verified from the appropriate authority at their own level.
7. The party of second part will deposit a refundable security of Rs. 10,000 in the shape of a Demand Draft in the name of Civil Judge (Senior Division), Sri Muktsar Sahib. This can be forfeited in case of default.
8. Daily operation of sweeping and cleaning shall be finished between 8:00 a.m. to 9:25 a.m. Sweepers shall remain present on each floor from 10:00 a.m. to 5:00 p.m. for maintenance the level of the cleanliness by repeatedly swabbing the floors and cleaning the urinals and toilets.The supervisor shall so provided by party of the second part will remain present ill 5.00 pm everyday at the site.The authorized representative so provided by the party of second part shall remain available at site from 8.15 to 5.00 pm for attending the complaints regarding sweeping, swabbing and cleaning the buildings.
9. All waste papers collected shall be placed at the designated department area daily.
10. The second party is liable for any damage to furniture, electrical & sanitary fittings caused during daily sweeping, swabbing & cleaning. They're also responsible for theft of any items taken by workers from office rooms on all floors.
11. The second party shall not sublet the work.

12. The second party must manage the sweepers & cleaning staff for day-to-day operations. They'll keep daily records of workers' names & details engaged in cleaning and send a daily report to the Superintendent.

13. The second party handles wages & welfare of sweepers & employees, including payment & incident management. The department won't interfere with any problems of these workers.

14. The first party can inspect at any time. During inspection, the second party's representatives must accompany the officials. If cleaning is improper, a ₹1,000 penalty may be imposed; the first party's decision is final.

15. Payments to the second party are monthly. They'll submit a bill on the 1st of each month. Payment is released only after confirming satisfactory cleaning for that month as per contract terms

16. The department will deduct 2 % TDS from each payment to the second party under Section 194C(1) of the Income Tax Act, 1961. Therefore, party of Second part shall submit copy of PAN Card.

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

18. That party of second part will take all reasonable precautions to prevent any unlawful acts or disorderly conduct of the employees so deployed by second party and for the preservation of peace and protection of persons and property of this department.

19. In case any of the persons, so deployed by the party of second part, do not come upto the mark or perform their duties properly or indulge in any unlawful acts or disorderly conduct, the party of second part will take suitable action against such employees on the report of party of first part, in this respect.

20. In case of any complaint defect pointed out by the party of first part, party of second part will immediately replace the particular person so deployed without further arguments.

21.That party of second part will keep this department indemnify against all the losses caused to its property by way of theft, mishandling or otherwise and the claims whatsoever in respect of the employees deployed by the party of second part at various points. The party of second part will be responsible for paying the recovery of amount of any loss caused to the sanitary or public health fitting, electrical etc. of the court complex, Sri Muktsar Sahib.

22.That party of second part shall deduct the EPF from the salary of the workers under rules and comply with all the instructions/provisions related to social security coverage/ EPF coverage of outsourced staff, as implement/amended by Govt. of Punjab/ Punjab and Haryana High Court, Chandigarh from time to time.

23. The party of second part agency will, within 7 days of the close of every month, submit a statement showing the recoveries of then contribution of EPF (Employees Provident Fund) in respect of persons employed by said agency, as provided in Employees Provident Funds and Miscellaneous Provisions Act, 1952.

24.Before settlement of any bills for releasing the payment of contract by party of second part, CRN of Challans Should be submitted to this office.

25. That Party of second part shall file separate ECR for the persons employed, under this contract, for this office. The copy of the same will be pasted on the notice board so that staff so employed can check the details thereof.

UNDERTAKING

I/we undertake to provide Cleaning, Sweeping and horticultural 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 and shall be responsible for all complaints as regard the quality of service etc for the period from 01-04-2026 to 31.03.2027.

SIGNATURE OF CONTRACTOR
(WITH SEAL & DATE)