Office of Principal District & Sessions Judge, Gwalior (M.P.)

Tender Inviting Notice

Online tender are invited from reputed/ authorized vendors and agencies for Mechanised cleaning service/Liftmen services/Maintenance of garden in compelete building premises and Service Block in District Court Building Gwalior, M.P. The last date of tender submission is 24.07.2026 upto 02:00 PM at Office District & Sessions court Gwalior. The tender shall be open on date 25.07.2026 at 02:00 Pm. the pre bid meeting of the tender shall be held on 11.07.2026. Tender Fees 2000/- (Rupees Two Thousand only) not refundable, shall be deposited in Online till 24.07.2026 at 2.00 PM. The detailed tender document alongwith terms & condition is available on official website of High court, **www.mphc.gov.in** & **www.mptenders.gov.in,** https://gwalior.dcourts.gov.in

Principal District & Sessions Judge
Gwalior (M.P.)
12 JUN 2026

PRINCIPAL DISTRICT & SESSIONS COURT, GWALIOR (M.P.)

The District & Sessions Court, Gwalior invites online tender for Mechanised cleaning service/ Liftmen services/ Maintenance of garden in compelete court building premises and service block in the court Building, Gwalior (M.P.) from reputed, registered, bonafide, experienced and eligible firms/contractors, who have executed similar nature of work in Government Ministries/Departments, Semi-government organizations including Public Sector Undertakings and satisfying all other terms and conditions of this tender document.

1. Instructions to the Tenderers:

Tender relates to 'Mechanised cleaning service, Liftmen services, Maintenance of garden in compelete building premises and Service Block' in the District Court Building Gwalior (M.P.). The Tenderer shall clearly specify what items/Manpower/Machines/Services will not be covered under the operation services. All the remaining items/services shall be treated as covered under the operation services.

2. Period of Contract:

The contract shall be initially for the period of **one year** from the date of agreement which can be extended further on mutual agreement subject to satisfactory performance of the contractor and will also depend upon the price trend for the services/products in the market on the date of extension.

3. Scope of Work :

3.1 The place of performance will be the District Court Building, Gwalior and Whole Campus. Tender relates to Mechanised cleaning service, Liftmen services, Maintenance of garden in the Court Building, Gwalior.

3.2 It will be duty of the Contractor/Service Provider to have the credentials of the Service Persons/Operator duly verified certified and person engaged for services for cleanliness, Liftmen services, Maintenance of garden in shall bear clean and proper dress and photo ID to be provided by the contractor/service provider. The contractor will have to abid with Labour Laws including Payment of Wages/Minimum Wages Act, Contract Regulation Act, Factories Act and other laws notification made applicable time to time.

3.3 Adequate number of the cleaning machines with qualified operators shall be deployed for Mechanized Cleaning for the places where Mechanized Cleaning is feasible and adequate number of service persons/manpower shall be employed for cleaning of the places where Mechanized Cleaning is not feasible/possible.

3.4 The Contractor shall provide trained supervisor/supervisors to ensure proper maintenance and management of persons/manpower and the machines etc. With tender, the bidder shall also submit a list of persons, Instruments and Machines, who/which shall be engaged/used for carrying out works under this tender timely and upto the mark.

3.5 The Contractor shall arrange wet and dry cleaning of all the areas of complete Court Building and Service Building everyday. It shall be duty of the Contractor to dispose the garbage as per the rules. The wet cleaning shall include the cleaning by use of proper soap, phenyl and other cleaning chemicals of standard and reputed make. The instructions of the Principal District & Sessions Judge, Gwalior in this regard shall be final and binding on the contractor.

3.6 The Mechanized Cleaning Services shall include cleaning of all the court rooms, chambers, officers rooms, barandas, adjoining places, toilets, urinals, porch, water coolers, garages and the campus of District Court, Gwalior including of Service Building.

3.7 The vendor shall depute one sweeper/cleaner at every set of Gents and Ladies Toilets through out the working hours on the any working day, These sweepers/cleaners shall ensure regular cleaning and sanitation two or three times of the day in public toilets.

3.8 Place of performance for cleanliness shall include the judicial, lockups, corridors, employee's common room, petition writer room, common toilets in Campus and service building in addition to the Main Court Building.

3.9 First shift cleaning shall be compeleted till or before 9.00 AM and thereafter cleaning shall done within every 3-4 hour on as per Direction of authorities.

3.10 The cleaning work of any particular day shall, under all circumstances, be finished by the Contractor on the same day. If the work is not finished on the same day, a penalty of Rs. 1000/- per day shall be leviable from the amount payable to the Contractor. If any machine remains out of order for a continuous period of more than three days without replacement/repair or the contracted Number of the Operator/Services Persons/sweepers/gardner of the vendor remains absent for three days continuously, an amount of Rs. 500/- per day per machine/per person shall be deducted from the amount payable to the Contractor.

3.11 It shall be duty of the Contractor/Supervisor/Authorised sweeper/ cleaners to ensure safety of all the equipments, sanitary, fittings, pipes, pots exhaust fan etc. installed in the public toilets. The Supervisor/authorised sweeper/cleaner shall lock and handover the keys to District Nazir after the working hours on every working day when court is open. Any loss, for whatever reason, shall immediately be reported to the District Nazir failing which, the loss shall be attributable to the negligence of employees of the Contractor.

3.12 Sufficient stock of consumables like soap, phenyl, room freshner, brush, utensils, floor wiper, etc. for a month should be maintained.

3.13 The work order for the said work will become effective after the present contract expires on 13.09.2026.

3.14 The work must be started from the date given in the work order.

3.15 The maintenance of Garden shall include maintenance of grass carpets, flower-bed, small and bigger plant and the flower pots already in existence in District Court Campus. It shall also include maintenance of water-fountain. The vendor/contractor shall arrange plants, fertilizers, seeds, clay grass,

pots, utensils, instruments and machines required for maintenance and beautification of the garden.

3.16 Adequate number of trained Lift-men shall be provided by the contractor/service provider for five floors & eight lifts for proper operation of lift. Lift man remain present at all time during 10:00 am to 07:00 pm. On all working days to operate each Lift installed in Main Court Building & Service block also whenever required even in non-working days. Liftman will ensure cleanliness of lift and keep the whole functioning of lift as per technical specification.

3.17 A Suprise check shall be conducted by the authorities nominated by the Principal District Judge to ascertain the performance of the service persons/operators/ cleaners/ sweepers/ gardners and services provided by them. In case of absence, misconduct, misbehaviour and irregularities found action shall be taken.

3.18 The agency applying should possess valid income tax PAN no., GST no., Labour license no. The agency should have minimum experience of three years providing cleaning Services.

3.19 The successful Tenderer will be required to furnish Earnest Money Deposit amounting to Rs. 500000/- within 10(ten) days from the date of acceptance of tender. The Earnest Money shall be in the form of FDR through any nationalized bank in favour of the Principal District Judge, Gwalior or unconditional Bank Guarantee of any Nationalized Bank of equal amount. The Earnest Money Deposit/Security deposit Money will be refundable only after the expiry of the contract period. The Earnest Money Deposit will be forfeited if during the period of contract the services are found to be unsatisfactory in any respect. Premature withdrawal of the Tender by the Tenderer shall make him liable for forfeiture of the earnest money/ Security Deposit. It is clarified that the EMD amount deposited online by the successful tenderer at https://mptenders.gov.in will be exempted from AOC proceedings after depositing the said FDR.

3.20 Principal District Judge, Gwalior reserves the right to blacklist/Termination of contract on unsatisfactory services/breach of any condition of contract/Corruption/Fraud/Criminal Record. The decision of the Principal District Judge, Gwalior shall be final and binding on the firm/agency.

3.21 Any other work of similar nature assigned by the Principal District & Sessions Judge, Gwalior will be binding on the Contractor.

3.22 For necessary information regarding the tender, District Nazir, District Court Gwalior can be contacted on his Mobile number 9826586446.

Name & Singnature of Tenderer

Principal District & Sessions Judge

Gwalior (M.P.)

12 JUN 2026

Office of Principal District & Sessions Judge, Gwalior

Tender Form no._____

To,

The Principal District & Sessions Judge,
Gwalior (M.P.)

I /We----------have read the various conditions to the tender form attached hereto and here by agreed to abide by the said conditions. I/We also agree to keep the tender open for acceptance for a period of ..... days (..... days) from the date fixed for opening the same and extend the same for another ..... in case specifically asked upon to do so in writing and in default thereof. I/We will be liable for forfeiture of my/our earnest money. I/We also here by agree to abide by the condition of the contract and carry out the work according to the agreement attached. I/We hereby tender to undertake the work detailed in the attached schedule at the rate mentioned for **Mechanized Cleaning service, Liftmen Services, Maintenance of Garden Services** in the District Court Building, Gwalior (M.P.) & Service Block as per rate schedule. Until a formal agreement is prepared and executed, acceptance to this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed to between us in terms of the form of agreement attached here to and indicated in the letter of acceptance of my/our offer this work.

I/We hereby declare that the tender document as downloaded from the website www.mphc.gov.in, www.mptenders.gov.in and https://gwalior.dcourts.gov.in is printed as it is. I/We have also verified the contents of the printed document from the web site and there is no addition, deletion or any alteration to the contact of the tender document. In case of any dispute the hard copy of tender document shall be considered as final and this being different from original Tender document my/our tender form may be rejected by **the Principal District & Sessions Judge, Gwalior (M.P.).**

Tenderers are required to deposit EMD amount of Rs. 5,00,000/- online as security deposit.

The form for depositing the prescribed EMD amount and tender fee is enclosed.

Dated.....

Witness to Tenderer Signature

Signature of Tenderer

Name.....

CHECK LIST

Tenderer must ensure each item while filing the tender and put a mark ( ).

S.No.	Details	Mark ( )
1	I/We have read each and every page/instruction of this tender document carefully and only after understanding it they are submitting it.	
2	Before submitting the document they have filled the requisite details and enclosed the required documents. We have duly stamped, signed each and every page of the tender document.	
3	I/We have clearly understood the technical aspect of the proposed work.	
4	I/We have deposited EMD amount of Rs 500000 online.	
5	I/We have enclosed document in support of past three years experience and credentials of unblemished performance with reputed/major clients.	
6	I/We are having adequate infrastructure and manpower to handle such a contract.	

Principal District & Sessions Judge, Gwalior

PRICE SCHEDULE

Rate schedule for Mechanized Cleaning Service, Lift-men Services, Maintenance of Garden Service of compelete building premises and Service Block in District Court Building Gwalior.

Tender No. .....

Name of Work	Offer price for one year to be quoted by the Tenderer	
	In Figures (Rs.)	In words (Rs.)
Open tender for Mechanized Cleaning Service,Lift-men Service and Maintenance of Garden, Service in the District Court Building and Service Block Gwalior (M.P.)	With taxes	
	Without taxes	

Note : 1. Conditional and ambiguous offers are liable to be rejected.
2. The offer price should be submitted in the online financial bid only.
3. Please clearly mention the amount with taxes and without taxes.
4. Please visit the premises of the District court Building and Service Block before submitting the commercial offer.
5. Kindly submit the number of persons and machinery to be deployed at the Court Building, Gwalior (M.P.)

Signature of Tenderer
Name .....
Address of the Bidder .....
.....

Office of Principal District & Sessions Judge, Gwalior

TECHNO-COMMERCIAL BID

TENDER FOR MOTORISED CLEANING SERVICE, LIFT-MEN SERVICES, MAINTENANCE OF GARDEN IN NEW DISTRICT COURT GWALIOR, M.P.

S.NO.	Description	Indicate also page number where attached
1.	Name, Address & telephone number of the agency/firm	
2.	Name, designation, address & telephone number of authorized person.	
3.	Please specify as to whether Tender is sole Proprietor/Partnership Firm/Private or Limited Company.	
4.	Name, address & telephone number of Director/ Partners, Fax No., e-mail address.	
5.	Copy of PAN Card issued by Income Tax Department and Copy of previous 3 Financial Year's Income Tax Return.	
6.	Valid ISO Certificate in the field of provided related services if any (Please attach copy)	
7.	Labour license No. (Please attach)	
8.	GST Registration certificate	
9.	Latest GST Return statement (Please attach)	
10.	ESIC and EPFO registration certificate	
11.	Shop act registration certificate	
12.	Annual Turnover during last 3 years 2023-24_____ 2024-25_____ 2025-26_____ (Please attach proof in the form of profit & Loss Account)	
13.	Experience Certificate of 3 Years in providing services	
14.	Earnest Money deposit Amount 500000/- Online Recipt	
15.	Tender Fees of Rs. 2000/- Online Recipt	
16.	Proposed No. of man power to be deputed	
17.	List of machine to deputed	
18.	All the pages of the tender document should be serially numbered and duly stamped and signed by the bidder.	
19.	Declaration of NOT BALCKLISTED BY ANY DEPARTMENT/INSTITUTS PREVIOUSLY.	