

## OFFICE OF DISTRICT AND SESSIONS JUDGE, NUH


### TENDER NOTICE

Sealed tenders are invited for maintaining cleanliness of Judicial Court Complexes at District Headquarter Nuh and Sub Division Ferozpur Jhirka comprising area as defined below from the experienced and competent outsourcing organizations/agencies. The contract shall be initially upto 31.03.2025 w.e.f. date of agreement i.e. 01.04.2024. However, the contract can be extended further by the District and Sessions Judge, Nuh subject to satisfactory performance of work. Proper and efficient cleaning on all days of the week except Sunday, which includes entrance, lounges, corridors, rooms, stairs, ramps, lavatories including all sanitary fitting viz. Urinals, wash basins, glazed tiles, sinks, water coolers etc. with brooms and swabbing them with water mixed detergent and liquid phenyl etc. is mandatory to be maintained to the satisfaction level. This also includes cleaning of windows, panes and room doors.

<b>Total Area of Judicial Courts Complexes (Covered Area and Outer Area)</b>			
<b>Sr. No.</b>	<b>Station</b>	<b>Total plot area</b>	<b>Covered area of Judicial Complex</b>
1	Nuh Headquarter	150150.00 Sft. or 13948.94 Sqm.	170642 Sft.
2	Sub Division, Ferozpur Jhirka	87120 Sft. or 8093 Sqm.	31765 Sft.


Interested Contract Agencies, which should be licence holder under the Contract Labour (Regulation and Abolition) Act, 1970, may submit their tenders giving their complete bio-data including past experience/contract, if any, to this office on or before **29.02.2024 by 5:00 p.m.** The tenders will be opened by the Cleanliness Committee in the presence of tenderer or their authorized representatives who may choose to attend the opening of tenders on **01.03.2024 at 4:00 p.m.** The contract agency/employer shall comply with the provisions of wage rates as contained in letter No.16/71/2021-3GS-II dated 19.01.2022 of Haryana Government on the subject – “Haryana Kaushal Rozgar Nigam;

prescription of Nigam Wage Rates for supply of manpower – thereof” as well as provisions of Labour Laws, B.S.I. (Basic Substance Isolation), P.F., maturity benefits etc. and ensure the compliance thereof. The Agency shall also send the details/bifurcations of quoted amount in the tender. For further details regarding nature of the services to be undertaken, Office of undersigned may be contacted between 10:00 a.m. to 5:00 p.m. on any working day. Details are also available on the official website of District Courts, Nuh i.e. <http://districts.ecourts.gov.in/mewat>.

  
(Sushil Kumar)  
District and Sessions Judge,  
Nuh

### CONDITIONS

1. Conditional and telegraphic tenders shall not be accepted.
2. The District and Sessions Judge, Nuh/Cleanliness Committee, Nuh, reserves the right to accept or reject any or all the tenders without assigning any reason.
3. Registration number is necessary.
4. This office will not take any responsibility for any postal delay and the tenders received after due date will not be entertained.
5. **15 Sweepers** for District Headquarter, Nuh and **03 Sweepers** for Sub Division, Ferozepur Jhirka are required to be deployed by the Contractor for work of Cleanliness. Payment of Supervisor, if any, will be made by the contractor and nothing will be paid by this office.

  
(Sushil Kumar)  
District and Sessions Judge,  
Nuh

**GENERAL TERMS AND CONDITIONS FOR OUTSOURCING THE  
WORK OF CLEANLINESS OF JUDICIAL COURTS COMPLEXES,  
NUH AND FERROZEPUR JHIRKA**

1.	The Agency will be required to clean the common areas, stairs, ramps and washrooms etc. of Court premises.
2.	The Agency will have to submit the police verification certificate of its staff to be deputed to work in Judicial Courts Complexes at Nuh and Ferozepur Jhirka, as and when required.
3.	The Agency shall be duty bound to render the cleaning services in respect of amount for which the contract shall be allotted to the entire satisfaction of this office.
4.	If any complaint regarding non-working of any worker is found, the agency will replace that worker with a suitable trained worker immediately.
5.	The Agency will provide and make available adequate quantity of cleaning material and consumables required for the purpose of cleanliness of floor, sanitary fitting to their Safai Sewaks to perform their duties satisfactorily.
6.	The Agency will also provide suitable number of female workers for cleaning and sweeping. The Agency should ensure that the personnels deployed at site are properly groomed and trained to carry out their duties effectively and efficiently.
7.	The Agency will engage its own labour and manpower to execute the work satisfactorily as per the terms of allotment/agreement. Such persons engaged by the Agency shall be its employees/representatives for all intents and purposes. None of the staff, employees and representatives engaged by the Agency or his heirs shall have any right to lay and claim against this office, for death, injury, disability arising out of the work carried in pursuance of contract nor any right for employment, damages, dues or claims, will accrue claiming to be workmen of this office.
8.	The Agency will provide a suitable substitute who shall be equally skilled/trained in his trade in the event of any worker is on leave or leaves job. It shall be liability of the Agency to provide such suitable substitute so that assigned work will not be affected.
9.	For proper identification of the employees of the Agency to be deployed in Judicial Courts Complexes, Nuh and Ferozepur Jhirka, the agency shall issue them Identity Cards at its own cost and its employee would be duty bound to display the Identity Cards during duty hours and their attendance shall be duly entered and marked in a Register.
10.	The list of workers deputed by the Agency including the name of the worker with complete particulars including father name, age, home address, qualification including one photograph alongwith the copies of their Identity Cards and a certificate regarding medical fitness and having no criminal police record, as referred in the clauses, above would be submitted by the Agency within 15 days of allotment of the work and would also intimate this office of any subsequent changes in this regard, immediately.

11.	The wearing of uniform during duty hours will be mandatory for the workers to be deputed by the Agency in the Judicial Courts Complexes at Nuh and Ferozpur Jhirka, which shall be of reasonable quality and provided by the Agency to its workers.
12.	The Agency will ensure that persons engaged shall not be below the age of 18 years and the persons so engaged shall be sound in health and capable of performing their work as per instructions.
13.	The Agency shall ensure proper conduct of its personnel in office premises and enforce prohibition of consumption of alcoholic drinks, chewing of pan, smoking, loitering without work and would not cause any hindrance in the working of this office & Courts. The staff deployed should always be well disciplined, properly dressed and be presentable all the time during duty.
14.	The Agency will ensure that all the personnel appointed by it are physically fit, free from disease and are otherwise capable to discharge their duties. Agency staff will not entertain their visitors in the Court premises.
15.	The Agency will pay the wages to their employees as per provisions of wage rates as contained in letter No.16/71/2021-3GS-II dated 19.01.2022 of Haryana Government on the subject – “Haryana Kaushal Rozgar Nigam; prescription of Nigam Wage Rates for supply of manpower – thereof”. The agency shall be alone responsible for compliance of all applicable labour legislations. It shall be the sole responsibility and liability of the Agency to defend any action or infringement of any statutory provision and to bear the cost of defending such actions.
16.	The Agency shall also be required to comply with the safety requirements and provide his workmen safety equipments where necessary.
17.	It shall be the responsibility of the Agency to deposit all taxes, including the ESI, EPF and Service Tax/GST or any other cess in respect of personnel employed by it regularly with respective departments, if any leviable.
18.	The Agency will deposit the refundable security i.e. 10 percent of the tender cost, which can be forfeited in case of any default.
19.	The daily operation of sweeping, swabbing and cleaning of all the area as mentioned above shall be finished between 7:00 a.m. to 9:00 a.m.
20.	Thereafter, the Sweepers shall remain present in both Complexes upto 5:00 p.m. for maintaining the level of cleanliness by repeatedly swabbing the floor and cleaning the urinals and toilets. Your Supervisor shall remain present till 5:00 p.m. everyday at the site.
21.	All the waste papers collected during cleaning operation shall be placed at the place provided by the department, daily.
22.	The Agency will be responsible for any kind of damage to the electrical and sanitary fixtures etc. while doing day to day work of cleanliness. You will also be responsible for theft of any item by your labour from the office rooms.

23.	Inspection would be carried out by the representatives of the department. During such inspections, the Agency or its authorized representatives will accompany the official(s)/officers of the department. In addition, 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 the occasion by the department upto an amount of Rs. 1,000/-. The decision of the department will be final in this regard.
24.	The authority of this office may however, increase the amount of penalty in case of repeated default as deemed fit.
25.	In case of unsatisfactory work the department will also have the right to terminate the contract after giving a notice of one week.
26.	The Agency will take all reasonable precautions to prevent any unlawful act or disorderly conduct of your employees so deployed and for the preservation of peace and protections of persons and property of this office.
27.	In case of any complaint/defect pointed out in this behalf, the Agency will immediately replace the particular person(s) so deployed without further comments/arguments.
28.	Mode of Payment
(i)	This office shall make payment subject to the satisfactory performance of the services as well as compliance of all the terms and conditions of the agreement by the Agency.
(ii)	The payment will be processed on monthly basis after due verification. Payment of each month will be released within 15 days of submission of the bill. However, there may be some delay in making of payment due to non-availability of funds.
(iii)	The Agency should be registered under GST and it will submit the GST Challan alongwith the monthly bill.
(iv)	The Agency should comply with the statutory obligations like EPF/ESI, Service Tax, GST
(v)	The Agency will maintain its Current Bank Account with any nationalized bank in Nuh, so that payment of bills may be made by this office in the said bank account.
(vi)	The department shall deduct income tax at source (TDS) as per income tax rules.
(vii)	The Agency will make all the payments to the employees through account payee cheque or direct bank transfer.

## CONDITIONS

1. Service provider should be a licence holder under the Contract Labour (Regulation and Abolition) Act, 1970 and will comply with the provisions of all the labour laws vis. ESI, PF, Maternity benefits etc. and the provisions of wage rates as contained in letter No.16/71/2021-3GS-II dated 19.01.2022 of Haryana Government on the subject – “Haryana Kaushal Rozgar Nigam; prescription of Nigam Wage Rates for supply of manpower – thereof” and ensure the compliance of the same.
2. Conditional and telegraphic tenders shall not be accepted.
3. The District and Sessions Judge, Nuh/Cleanliness Committee, Nuh, reserves the right to reject/accept any or all the tenders without assigning any reasons.

### (A) Description of work

Maintenance and efficient cleaning of total areas as detailed below (covered area and open area of Judicial Court Complexes at Nuh as well as Sub Division Ferozpur Jhirka) on all days of the week except Sunday of Judicial Courts Complex, Nuh and Sub Division Ferozpur Jhirka, which includes entrance lounges, Corridors, Rooms, Stairs, Ramps, Toilets including all Sanitary fittings, W.C., Urinals, wash basins, tiles, Sinks, Water Coolers etc. with brooms and swabbing them with water mixed detergent and liquid phenyl etc. This also includes cleaning of windows, panes, room doors etc.

<b>Total Area of Judicial Courts Complexes (Covered Area and Outer Area)</b>			
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### (B) Period of Contract

The Contract shall be initially up to 31.03.2025 w.e.f. the date of agreement i.e. 01.04.2024. However, 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 higher authority.

1. Toilets to be cleaned at least twice a day and also as and when required.
2. All rooms to be cleaned with broom and wet mop daily.
3. Waste baskets to be emptied at least once a day or as and when required.
4. Daily outdoors broom sweeping and garbage disposal.
5. Fire Extinguishers to be kept dust free at all times.
6. Window glasses to be cleaned weekly with colin/detergent/water or as and when required.
7. Floor scrubbing is to be done weekly in addition to daily cleaning of rooms with black phenyl and detergent or as and when required.
8. Doors of each room are to be cleaned weekly with water/detergent or as and when required.
9. All electrical fittings are to be cleaned fortnightly by dusting with cloth, collin brushing as the case may be, as and when required.
10. Sanitary fixtures like Wash basins, glazed tiles, W.C., Urinal, flooring, Sinks, Waste baskets, Mugs, Water Coolers etc. are to be cleaned with Acid/Vim once a week or as and when required.

  
(Sushil Kumar)  
District and Sessions Judge,  
Nuh 