

OFFICE OF DISTRICT AND SESSIONS JUDGE, SONIPAT
TENDER NOTICE

Sealed Tenders for the descriptive work from the experienced and competent organizations/agencies on the company letter head are invited on or before 26.05.2026 till 4:00 p.m. Tender will be opened at 3:30 p.m. on 27.05.2026 by the Committee at the place decided by the Chairman of the Committee (by way of notice duly affixed on the notice board of the office) in the presence of the tenderers/representative who may like to be present. In case of holiday, tenders will be received and opened on the next working day. Specifications of the work and other terms and conditions will be as per the directions mentioned in letter Nos. 40819 EII/V.B.4(Pb.) dated 24.12.2009, 1190 SPL.EII/VII.B.4(Pb.) dated 26.10.2021 and memo No. HKRNL/Finance/1683 dated 12.09.2025 received vide letter No. 40 SPL.EII/VII.B.4/3-E dated 14.01.2026 of Hon'ble High Court. *(subject to permissible revisions as per rules)*

(A) DESCRIPTION OF WORK

Maintenance and efficient cleaning of total covered and open area of Judicial Courts Complexes at Sonipat, Gohana, Ganaur and Kharkhoda on all the days of the week (except Sunday), which includes entrance lounge, Corridors, Rooms, Toilets including all Sanitary fittings, w.e Urinals, wash hand basins, tiles, Sinks, Water Coolers etc. with brooms and swabbing them with water-mixed detergent and liquid phenyl etc. This also includes cleaning of window panes, room doors, grills etc. The details of total area of the Judicial Courts Complexes at Sonipat, Gohana, Ganaur and Kharkhoda, is as under in the tabulated form:-

Total Areas of Judicial Courts Complexes (Covered Area & Outer Area)			
Sr. No.	Station	Total plot area	Judicial Complex covered area
1	Sonipat	2,37,650 square feet or 22078.40 square meters.	168491.90 square feet or 15653.41 square meters.
2	Gohana	78892.00 square yards or 65963.76 square meters.	51900 square feet or 4821.67 square meters.
3	Ganaur	13763.75 square yards or 11508.24 square meters.	41647.00 square feet or 3869.13 square meters.
4	Kharkhoda	462171.64 square feet or 42937.15 square meters.	46698.47 square feet or 4338.43 square meters.

& Including all floors area and roofs thereof.

CONDITIONS

1. Conditional and telegraphic tenders shall not be accepted.
2. Registration number is necessary.
3. The District and Sessions Judge, Sonipat reserves the right to reject/accept any or all the tenders without assigning any reasons.
4. This office will not take any responsibility for any postal delay and the tenders received after due date will not be entertained.

(B) PERIOD OF CONTRACT

The Contract shall be initially up to 31.03.2027 w.e.f. the date of agreement. However, contract can be extended further if the performance of the work/project performed by the Agency found to be satisfactory by this office subject to approval by the Hon'ble High Court.

(C) REGULAR CLEANING-GENERAL DUTIES

In General, the following duties shall be performed by the sanitation staff subject to further instructions of the higher authorities.

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 cleared weekly with Collin/detergent or as and when required.
7. Floor scrubbing is to be cleaned weekly in addition to daily cleaning of rooms with black phenyl and detergent or as and when required.
8. Outside catwalks are to be cleaned/weekly with water or as and when required.
9. Doors of each room are to be cleaned daily and weekly with water/detergent or as and when required.
10. All electrical fittings are to be cleaned fortnightly by dusting with cloth, Collin/brushing as the case may be as and when required.
11. 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.

..... Contd.

(D) LIST OF MATERIAL TO BE USED IN CONNECTION WITH CLEANLINESS shall be provided by the agency ensuring good quality and brand of articles viz. Phenyl Liquid, Detergent Washing Powder, Phenolphthalein Balls (Wash Basins), Acid (HCL), Liquid Soap, Collin, Glass Duster, Odonil, Foam, Toilet Brushes, Coarse Fibred Jharu (Jharu *Bans*), Fine Fibred Jharu, Floor Duster, Hession Cloth And Tissue Papers.

GENERAL TERMS AND CONDITIONS

1. The rates of the wages shall be strictly as per the memo of the Haryana Kaushal Rojgar Nigam Limited bearing No. HKRNL/Finance/1683 dated 12.09.2025, *(to be revised from time to time)*.
2. The agency will deposit ESI/EPF as per settled norms/instructions.
3. The agency shall be responsible for the welfare of the Sweepers with regard to payment of wages etc. This department will not be concerned with any problem of the Sweepers/employees so engaged by the agency.
4. The outsourcing work shall be subject to inspections from time to time and at the time such inspections, the representative of the agency will accompany the official/Officer of the department and in case of improper cleaning/non wearing of uniform by the Sweepers noticed by the department on any day, the department reserves right to deduct amount as per calculations from the bill of the agency.
5. The running payments will be made to the agency on the submission of the bill on first day of every month which shall be released by the department after satisfying itself regarding satisfactory cleaning of the building during the month as per the terms and conditions.
6. The department shall deduct income tax at source (TDS) as per income tax rules.
7. In case of unsatisfactory work, the department reserves its right to terminate the contract after giving a notice of one week.
8. The agency will take all reasonable precautions to prevent any unlawful acts of disorderly conduct of its employees so deployed and for the preservations of the peace and protection of persons and property of this office.
9. In case of any complaint/defect pointed out by this office, the agency will immediately replace the particular person so deployed without further arguments.
10. The agency will be responsible for any loss/theft caused to any property of this office by any of the Sweepers to this office.
11. The daily operation of sweeping, swabbing and cleaning of all the areas as mentioned above shall be finished between 7:00 a.m. to 9:00 a.m. and thereafter the Sweepers shall remain present on their respective places from 9:00 a.m. to 4:00 p.m. (excluding lunch hours from 1:00 p.m. to 1:30 p.m.) for maintaining the level of cleanliness by repeatedly swabbing the floor and cleaning the urinals and toilets. The Supervisor/authorized representative of the contractor/agency shall remain present every day (except Sunday) at the site for attending the complaints regarding cleanliness of the building.
12. All the waste papers collected during cleaning operation shall be kept daily at the place provided by the department.
13. The agency will not sublet the work.
14. The agency will deposit the refundable security i.e. 10% of the tender cost which can be forfeited in case of any default.
15. Minimum 25 Sweepers at Sonipat Headquarter and 3 Sweepers each for Sub Divisions Ganaur and Kharkhoda and 5 Sweepers at Sub Division Gohana are required to be deployed by the Contractor for the work of cleanliness.
16. Payment of Supervisor, if any, will be made by the contractor and nothing will be paid by this office in this regard.

-Sd-

District and Sessions Judge
District Courts, Sonipat.