

OFFICE OF THE DISTRICT & SESSIONS JUDGE, HOSHIARPUR


TENDER NOTICE

Separate tenders are invited from reputed, competent and responsible outsource companies/organizations/agencies having sufficient experience in the maintenance and cleanliness of complexes for allotment of work contract for maintenance and cleanliness of respective Judicial Courts Complexes at Hoshiarpur, Dasuya and Garhshankar for period from 01.04.2024 to 31.03.2025 and for subdivision Mukerian Judicial Court Complex for the period from 01.04.2024 till the shifting in the new Judicial Court Complex, Mukerian. The covered area and the open area for the purpose of maintenance and cleanliness of above said Judicial Complexes is given below:-

Sr. No.	Name of the Judicial Court Complex	Covered Area of Complex (including entrance lounges, Staircases/ramps, corridors, rooms, toilets etc. which is required to be cleaned by Sweepers)	Open Area (Required to be cleaned by Sweepers including internal Roads of the Complex etc.)
1.	New District and Sessions Court Complex, Hoshiarpur	306089 Sq.ft. 83631 Sq.ft. (Basement area)	135000 Sq.ft. (Parking Open Area) 20085 Sq.ft. (Open Area Inside of Building)
2.	Judicial Courts Complex, Dasuya	101073 Sq. ft	160625 Sq Ft
3.	Judicial Courts Complex, Mukerian	7677.82 Sq. ft	34971.86 Sq Ft
4	Judicial Courts Complex, Garhshankar.	944.23 Sq.ft.	857.24 Sq.ft

Proper and efficient cleaning of the premises have to be done thrice a day and on all days of the week except Sundays, on all the floors of the Complexes including entrance lounges, Staircases/ramps, corridors, rooms, toilets etc. and all sanitary fittings therein, cleaning of windows, dusting of Court Rooms, Retiring rooms, staff rooms, record rooms, Doors, Windows, Panes, Grills, Terraces, Protections, removal of webs, sweeping of approaching passages, car garages and parks, urinals, wash basins, glazed tiles, sinks, water coolers, suitable machines/equipments and swabbing them with appropriate cleaning agents, bathrooms along-with Canteen and surroundings. The agency has to engage suitable number of female workers for cleaning and sweeping of ladies washrooms. The detailed terms and conditions along with application form can be obtained free of cost from the office of undersigned on any working day by hand/by post by sending self addressed adequately stamped envelope. The terms and conditions are available on the official website of this office. Last date for receipt of tenders will be 20.03.2024. The form (s) must be accompanied by refundable earnest money of Rs. 10,000/- in the shape of

bank draft drawn on any scheduled bank in favour of the **Civil Judge (Sr. Divn.), Hoshiarpur**. The amount of earnest money shall not be accepted through cheque and cash. The earnest money of successful agency shall be converted into performance security and shall be refunded without interest after the complete execution of the contract strictly as per its terms and conditions. Tenders will be opened in the presence of contractors or their authorized representatives on 27.03.2024 at 3:00 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 this Office during working hours.


(Dilbagh Singh Johal)
District & Sessions Judge,
Hoshiarpur

Endst. No. S345-48 Date: 2.3.24

Nazir, Concerned Official/s to note

Copy is forwarded to the following:

1. All the District & Sessions Judges in the State of Punjab, with a request to display the notice on the notice boards of their Courts,
2. All the Judicial Officers working in this Sessions Division, for displaying the notice on the notice board of their respective Courts
3. The Editor, Chardi Kala with a request to publish the above-said notice in minimum readable space block in English Script and to send the bill for payment along-with copy of Newspaper.
4. Daftri of this Court to affix this tender notice on the notice board of this Court.

-Sel-
(Dilbagh Singh Johal)
District & Sessions Judge,
Hoshiarpur


2/3/24

Amit Ram
2/3/24

FORM TO BE FILLED BY THE AGENCY FOR PROVIDING CLEANING AND SWEEPING SERVICES

PART - A

SR.	Description	Particulars to be filled
1.	Name of agency	
2.	(a) Status of Agency (individual, partnership firm/ Pvt. Ltd. Company, Society)	
(b)	Registration No. (Please attach photo copy of Registration Certificate)	
(C)	Establishment (Year)	
3.	Permanent address	
4.	Telephone/Mobiles Number	
5.	Fax No. E-mail I.D.	
6.	Authorized Signatory	
7.	PI Regn. No. (Please attach copy)	
8.	I/SI Regn. No. (Please attach copy)	
9.	Service Tax Regn. No. (Please attach copy)	
10.	PAN Number of Agency (Please attach copy)	
11.	TAN Number of Agency (Please attach copy)	
12.	Number of Employees at present working with Agency	
13.	Number of present Clients with list	
14.	Turnover of Last Three Years.	
15.	Performance Report from Clients (to be attached preferably from any star catering Hotels/ Renowned institution)	
16.	Detail of Demand Draft	

PART-B

Sr. No.	Name of the Judicial Court Complex	Covered Area of Complex (including entrance lounges, Staircases/ramps, corridors, rooms, toilets etc. which is required to be cleaned by Sweepers)	Open Area (Required to be cleaned by Sweepers including internal Roads of the Complex etc.)
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SIGNATURE OF CONTRACTOR
WITH SEAL