

कार्यालय प्रधान जिला एवं सत्र न्यायाधीश दतिया म.प्र.

website- <https://datia.dcourts.gov.in/> E-mail ID dcourtdat-mp@nic.in

पता- जिला एवं सत्र न्यायालय, कलापुरम जिला दतिया मप्र

क्रमांक :- 1408/वार-3-2/2024

दतिया दिनांक 12.05/05/2026

निविदा आमंत्रण सूचना

नवीन जिला न्यायालय भवन, दतिया हेतु एक साल की अवधि के लिए मशीनीकृत एवं फिजीकली साफ-सफाई, बगीचे का रख-रखाव संबंधी कार्य आउटसोर्स के माध्यम से कराए जाने बावत् ऑनलाईन निविदा के माध्यम से अनुबंध किया जाना है। इस हेतु उक्त व्यवसाय में लगे प्रतिष्ठित एवं अनुभवी रजिस्टर्ड संस्था/कंपनी/व्यक्ति से ऑनलाईन निविदा आमंत्रित की जाती है। निविदा प्रपत्र (टेंडर डॉक्यूमेंट) एवं समस्त विवरण प्रकाशन दिनांक से राज्य शासन की अधिकृत ई-टेंडरिंग वेबसाइट <https://mptenders.gov.in> पर डाउनलोड कर देखी जा सकती हैं एवं ऑनलाईन निविदा के प्रपत्र का मूल्य जीएसटी सहित जमा कर कय की जा सकेगी। साथ ही प्रोसेसिंग शुल्क देय होगा।

S.n.	Tender Description	Tender Dated
01.	Online Tender No.	1408/09.05.2026
02.	Online Tender Fees (Non refundable)	5000+नियमानुसार जीएसटी
03.	EMD Fees	1,00,000/-
04.	Publising Start Date	12-05-2026 02:00 PM
05.	Document Download Date	13-05-2026 02:00 PM
06.	Pre Bid Meeting Date	14-05-2026 02:00 PM
07.	Bid Submission Start Date	15-05-2026 02:00 PM
08.	Bid Submit Closing Date	13-06-2026 02:00 PM
09.	Technical Bid Date	15-06-2026 02:00 PM
10.	Financial Bid Date and Bid Open Date	16-06-2026 02:00 PM
11.	Date and time of opening of the financial Bid and Bid Open Date at District Court Datia M.P.	Date and time of opening of financial bids will be intimated to qualified bidders via e-mail/letter/telephone.

नोट :-

01. निविदा में किसी भी प्रकार का संशोधन आवश्यक होने पर www.mphc.gov.in, www.mptenders.gov.in एवं <https://datia.dcourts.gov.in> पर अपलोड किया जावेगा पृथक से कोई सूचना नहीं दी जावेगी।
02. इच्छुक रजिस्टर्ड कंपनी/संस्था/व्यक्ति द्वारा प्रस्तावित स्थल न्यायालय परिसर एवं बगीचे का निरीक्षण न्यायालयीन कार्य दिवस में 10:30 बजे से 05:00 बजे तक किया जा सकेगा। इस हेतु जिला नाजिर श्री श्रीराम कुशवाह, मोबाईल नंबर 9098258516 से संपर्क कर सकते हैं।

प्रधान जिला एवं सत्र न्यायाधीश
जिला दतिया म.प्र.

CHECK LIST

TENDERER MUST ENSURE EACH ITEM WHILE FILING THE TENDER AND PUT A MARK (✓)

S. NO.	DETAILS	MARK
1	THEY 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. THEY HAVE SIGNED EACH AND EVERY PAGE OF THE TENDER DOCUMENT.	
3	THEY HAVE CLEARLY UNDERSTOOD THE TECHNICAL ASPECT OF THE PROPOSED WORK.	
4	THE ENVELOPE SHALL CONTAIN THE ENTIRE TENDER FORM AND ALL REQUIRED SUPPORTIVE DOCUMENTS TO BE ENCLOSED AS MENTIONED AND THIS ENVELOPE SHOULD BE CLEARLY MARKED.	
5	THEY HAVE ENCLOSED EARNEST MONEY IN THE FORM OF DD/FDR/EMD OF RS 1,00,000/- FROM NATIONALIZED/ SCHEDULED BANK IN FAVOUR OF PRINCIPAL DISTRICT AND SESSIONS JUDGE, VIDISHA HAVING VALIDITY OF NOT LESS THAN 6 MONTHS FROM THE DATE OF SUBMISSION WITH THE TENDER DOCUMENT.	
6	THEY HAVE ENCLOSED DOCUMENT IN SUPPORT OF PAST EXPERIENCE AND CREDENTIALS OF UNBLEMISHED PERFORMANCES WITH REPUTED/MAJOR CLIENTS.	
7	THEY ARE HAVING ADEQUATE INFRASTRUCTURE AND MANPOWER TO HANDLE SUCH A CONTRACT.	

PRINCIPAL DISTRICT & SESSIONS COURT, DATIA

TENDER FORM

PHOTO

TO,

THE PRINCIPAL DISTRICT & SESSIONS JUDGE,
DATIA, MADHYA PRADESH

I/WE-----HAVE READ THE
VARIOUS CONDITIONS TO THE TENDER FORM ATTACHED HERETO AND
HEREBY AGREE TO ABIDE BY THE SAID TERMS AND CONDITIONS. I/WE ALSO
AGREE TO KEEP THE TENDER OPEN FOR ACCEPTANCE FOR A PERIOD OF
----- 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 HEREBY AGREE TO ABIDE BY THE
TERMS AND CONDITIONS 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, MAINTENANCE OF GARDEN** FOR THE NEW COURT
BUILDING OF DATIA (M.P.) & ADJOINING AREA 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 HERETO AND INDICATED IN
THE LETTER OF ACCEPTANCE OF MY/OUR OFFER FOR THIS WORK.

I/WE HEREBY DECLARE THAT THE TENDER DOCUMENT AS DOWNLOADED FROM THE WEBSITE WWW.MPHC.GOV.IN IS PRINTED AS IT IS. I/WE HAVE ALSO VERIFIED THE CONTENTS OF THE PRINTED DOCUMENT FROM THE WEBSITE 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 COMMITTEE CONSTITUTED BY THE DISTRICT & SESSIONS JUDGE, DATIA, MADHYA PRADESH.

THE EARNEST MONEY DEPOSITED BY ME/US FOR RS. 1,00,000 /- (ONE LAKH RUPEES) AS SPECIFIED IN THE TENDER NOTIFICATION UNDER FDR/DEMAND DRAFT/BANKER'S CHEQUE NO./UNCONDITIONAL BANK GUARANTEE DATE IS ATTACHED HERE WITH THIS SEALED TENDER IN ORIGINAL.

THE TENDER FORM COST RS. 5,000 /- IN FAVOUR OF PRINCIPAL DISTRICT & SESSIONS JUDGE, DATIA, MADHYA PRADESH IS ENCLOSED HERE WITH THIS SEALED TENDER IN ORIGINAL.

DATED.....

SIGNATURE OF TENDERER

WITNESS TO TENDERER

SIGNATURE

NAME.....

WITH NAME & ADDRESS (1) & (2)

ADDRESS OF THE TENDERER

PRINCIPAL DISTRICT & SESSIONS JUDGE, DATIA

PRICE SCHEDULE

RATE SCHEDULE FOR MECHANIZED CLEANING SERVICES AND MAINTENANCE OF GARDEN FOR THE NEW COURT BUILDING OF DATIA (M.P.)

NAME OF WORK	MONTHLY OFFER PRICE TO BE QUOTED BY THE SERVICE PROVIDER	
OPEN TENDER FOR MECHANIZED CLEANING SERVICES, MAINTENANCE OF GARDEN FOR THE NEW COURT BUILDING OF DATIA (M.P.) [HEREINAFTER REFERRED TO AS "DISTRICT COURT PREMISES"]		(WITH TAXES)
		(WITHOUT TAXES)

NOTE: - PLEASE MENTION THE AMOUNT WITH TAXES AND WITHOUT TAXES AND THE TAKE HOME REMUNERATION INCLUDES ALL TAXES/DUES LIKE EPF/ESI /OTHER STATUTORY DUES, IF ANY.

SIGNATURE OF TENDERER

NAME.....

ADDRESS OF THE BIDDER.....

.....

NOTE:

- 1. CONDITIONAL AND AMBIGUOUS OFFERS ARE LIABLE TO BE REJECTED.**
- 2. TENDERER SHALL QUOTE HIS/ THEIR OFFER IN FIGURES AS WELL AS IN WORDS.**
- 3. PLEASE VISIT THE PREMISES OF THE NEW COURT BUILDING, DATIA BEFORE SUBMITTING THE COMMERCIAL OFFER.**
- 4. KINDLY SUBMIT THE NUMBER OF PERSONS AND MACHINERY TO BE DEPLOYED AT THE NEW DISTRICT COURT PREMISES, DATIA, MADHYA PRADESH.**

OFFICE OF THE PRINCIPAL DISTRICT & SESSION JUDGE,
DATIA (M.P.)

The Principal District & Session court, Datia invites sealed tender for Mechanized Cleaning Services, Maintenance of Garden in the New court, Building, Datia. MP from reputed, registered bonafide, reputed, experienced and eligible Firms/contractors, who have executed similar nature of work in Government Ministries/Departments, Semi-government organization including public sector undertakings and satisfying all other terms and conditions of this tender document.

01- Instructions to the Tenderers:-

Tender will be invited in sealed envelope consisting of techno-commercial & price Bid. The bid will be made and put in the sealed single envelope containing the title "TENDER FOR Mechanize Cleaning Services of New District Court Building including some part of Service building. Maintenance of Garden, in the New District Court Building, Datia M.P. and addressed to the Principal District & Session judge, Datia and the bid will be submitted to the office of the Principal District & Session judge, Datia M.P.

Tender relates to "Mechanized Cleaing Services of New Court Building and adjoining area including, Legal ad building, Judicial lockup, Coridor, Employee Common room and other adjoining area in edition to the main court building. (enclusing room engaged for Bar), Maintenance of Garden in the new District Court building, Datia. The Tenderer shall clerly specify what items/ manpower /machines/services will not he covered under the operation service. all the remaining items/services shall be treated ascovered under the operation service.

02- Period of Contract :-

The contract shall be initially for the period of one year form the date of aggrement which can be extend further on mutual agreement subject in 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.

03- Terms and conditions:

- 3.1 The Place of performance will be the New District Court Building Datia, Its Whole premises to all structur, either of temperary or permanent nature situated in court premise & some part of its service building. contract related to "Machanized Cleaning Services, Maintenance of Garden in the new court building, datia.
- 3.2 It will be mandatroy for Contractor/Service provider to dipute number of person for daily work and it is also abligatory for service provider to make arrangement of substitute person/persons when any engage person fails to be present.

- 3.3 The Mechanized Cleaning Services, Maintenance of Garden in the new Court building, Datia (M.P.) shall include cleaning as per "List enclosed" in the Premises of New Court Building, Datia (M.P.).
- 3.4 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.
- 3.5 The maintenance of garden shall include maintenance of flowerbed, small and bigger plant and the flower pots already in existence in New District Court Campus. The Contractor shall arrange plants, fertilizers, manure, seeds, grass pots, utensils, instruments and machines required for maintenance and beautification of the garden. The contractor/vendor shall depute sufficient/adequate number of gardener/mail for garden maintenance and required machines, instruments etc for maintenance of garden as mentioned above, shall be provided by the contractor.
- 3.6 The Contractor shall arrange wet and dry cleaning of all the areas as per list enclosed" 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 instruction of the Office of the Principal District & Sessions Judge, Datia (M.P.) in this regard shall be final and binding on the contractor.
- 3.7 The Contractor shall depute one sweeper/cleaner at every set of gents and ladies Public Toilets throughout the working hours on the any working day. These sweeper/cleaner shall ensure regular cleaning and sanitisation two or three times of the day in public toilets.
- 3.8 Any other work of similar nature assigned by the Principal District & Session Judge, Datia will be binding on the Contractor. Place of performance for cleanliness shall include the suitors shed, both judicial lockup, corridors, employee's common rooms, petition writer room, common Toilets, Bar rooms and Bar Toilets in service of building in addition to the main court Building.
- 3.9 Required number of machines for Mechanized Cleaning shall be provided by the Contractor.
- 3.10 The machines shall be owned, maintained and operated by the Contractor. Details of the Machines which are mentioned in the quotation shall be deployed.
- 3.11 Cost of cleaning material and other consumables like soap, phenyl, room freshner, brush utensils, floor wiper, etc. shall be borne by the contractor. Cleaning material of reputed company shall only be used. The machines shall be kept in serviceable condition by the contractor.
- 3.12 The initially cleaning work of any particular day shall, under all circumstances, be finished by the Contractor on the same day or before 10:00 a.m. & shall continued as required during working hours. If the work is not finished on the same day, a penalty of Rs. 2500/- per day shall be livable 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 of the operator/ service person of the Contractor remains absent for three days continuously, an

amount of Rs. 2500/- per day per machines/per person shall be deducted from the amount payment to the contractor. The Contractor/vendor shall be liable for Penalty of Rs. 250/- per if due to negligence or fault of his own or his employee delay or loss is done in maintaining the garden.

- 3.13 The Contractor shall report immediately whenever called by the Nazarat Section, of District Court Datia (M.P.) on receiving telephone message to attend the complaints with regard to the cleaning works, services under this contract.
- 3.14 Sufficient stock of consumables like soap, phenyl, room freshner, brush, utensils, floor wiper, etc. for a month should be maintained and shown to **the incharge Nazarat Section or Official deputed** for the purpose in the first week of every month or whenever asked.
- 3.15 The Contractor shall provide decorative plants, grass, seeds, fertilizers, clay & cemented post and garden equipments, The beautification and maintenance of garden as per the instruction of the OIC Nazarat section shall be undertaken by the Contractor.
- 3.16 No Private work shall be performed by the cleaning persons machines during the subsistence of the contract.
- 3.17 Contract shall be granted for a period of one year which may be extended if the performance is found satisfactory. It shall be terminable by the Principal District & Sessions Judge, Datia (M.P.) at any time without notice and without assigning any reason. Extension of Contract shall be purely at the discretion of Principal District & Session Judge, Datia (M.P.).
- 3.18 Space for keeping the machines and electric power and supply line shall be provided by the District Court. Contractor will bear the cost of installation of additional plug points, if required.
- 3.19 The cleaning work shall be start functioning within one week(07 days), after receiving of the work order.
- 3.20 The Contractor shall maintain a register mentioning the work and duties performed in the prescribed proforma which shall be verified by the Officer in Charge Nazarat or any other Officer/official deputed by District Judge in this behalf, at the end of every week.
- 3.21 The machines/instruments shall be operated only by the Operator(s), duly authorized by the Registrar District Court, Datia (M.P.) to maintain the security of District Court. All sweeper/Cleaners/Machine Operators shall wear the uniform provided by the Contractor and shall conspicuously wear the identity card signed by the District Registrar.
- 3.22 It shall be mandatory for the Contractor to conduct routine inspection to maintain the cleanliness in perfect sanitized condition and to submit the routine inspection reports on quarterly basis duly verified by OIC Nazarat Section, Datia to the Office of Principal District & Session's Judge, Datia.
- 3.23 It shall be duty of the Vender/Spervisor/authorised sweeper/cleaner to ensure safely of all the equipments, sanitary to ensure safely of all the equipments, sanitary fittings, pipes, post exhaust fan etc. installed in the publice toilets, The supervisor/authorised sweeper/cleaner shall lock and Handover the keys to District Nazir after the working hours on every day when court in open any loss for whatsoever reason shall immediately be when court in open any loss for

Judge, Datia. The decision of the Principal District & Session's judge, Datia Shall be final and binding on the Contractor.

3.33 Premature withdrawal of the tender/contract by the bidder shall make him liable for forfeiture of the earnest money/security-deposit.

3.34 The Contractor shall, during the validity of the contract, engage/depute minimum one dedicated operator for each machine to operate the machines at locations specified by OIC Nazarat Section, Datia.

3.35 A register of surprise/routine inspection shall be final maintained by the Contractor which shall also be inspected by OIC Nazarat Section or other officer deputed, in this behalf, by the Principal District & Session's Judge, Datia.

3.36 The Principal District & Session Judge, Datia reserves the right to review the performance whenever so desires, and also to terminate the contract at any point of time during the tenure of the contract in case the performance and the service rendered by the Contract firm is found to be unsatisfactory. The decision of the Principal District & Session's Judge, Datia shall be binding on the Contractor. Contract can also be terminated at any point of without notice time, if the work is no more required.

3.37 The Principal District & Session Judge, Datia reserves the right to vary, amend or alter any terms and conditions of the tender document at the time of execution of the Annual Cleaning Contract.

3.38 The Contractor shall depute one sweeper/cleaner at every set of Gents and Ladies Public Toilets through out the working hours on the any working day, and also on holiday, as and when, so required by the office of the Principal District Judge, Datia. These sweepers/cheaners shall ensure regular cleaning and sanitation two or three times of the day in public toilets.

3.39 The Suiter shed, men and women judicial lockup, corridors, employee common room, petitions writer room, common Toilets Bar rooms and Bar Toilets in Services building of New Court Building will also be the place of performance.

3.40 No man or woman below the age of 18 years shall be included among the persons employed by the Contractor. If such a thing is found, action as per rules will be taken against him and the tender will be cancelled.

Phase-1 :- Online Application Fee & Online EMD : First, the envelope contraining online Application fee and online Earnest Money Deposit will be opened and if both are found furinshed by the Bidders in the prescribed manner, then the second envelop contraining Pre-Qualification & Technical Proposal documents shall be opened. At any stage during the evaluation, if the EMD is found invalid, the respective Bidder's bid will be summarily rejected.

Phase-2 :- Pre-Qualification and Technical Proposal Evaluation : The Bidder shall have to fulfill all the Pre-qualification criteria. These documents will be scrutinized along with The technical Proposal in this phase of evaluation. Those bidders who do not fulfill the terms and conditions of Pre-qualification criteria as specified in this tender or conditions of Pre-qualification Criteria as specified in this tender or conditions of Pre-qualification criteria as specified in this tender

or whose Technical Proposal is non-responsive will not be eligible for further communication. Technical Proposals of the Bidders would be evaluated for the clause-by-clause compliance of the technical specifications as mentioned in the bid documents. Evaluation of Prequalification and Technical Proposal by Principal District & Session Judge, Datia Shall not be questioned by any of the bidder. The Purchased reserves the right to ask for a technical elaboration/clarification in the form of a technical presentation form the bidder on the already submitted technical proposal at any point of time during evaluation process. The Proposals shall be opened in presence of their representatives who wish to attend.

Phase-3:- Online Financial proposal of only qualified bidders will be opende for further evaluation.

PERFORMANCE GUARANTEE (Security Deposit):-

Contractor shall give performance security in the form of Account payee Demand Draft or uncondinional Bank Guarantee form a Nationalized Bank amounting to 10% of the contract value in favour of the Principal District & Session's judge, Datia. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the Contractor including warranty obligations. The Security Deposit will be refunded only after the expiry of the contract. This deposit is liable to be forfeited, if during the period of contract the services of the contract are found to be unsatisfactory in any respect, and/or if any of the conditions of the contract in contravened/breached and/or towards any damage caused due to negligence of the Contractor or his employees. This forfeiture will be in addition to any action by the Principal District & Session's Judge, Datia that the Contractor may invite upon themselves due to any of the reasons specified above.

ARBITRATION CLAUSE :-

Except where otherwise provided for in the contract all questions and disputes realting to the instructions herein before mentioned and as to the quality of workmanship or materials used on the work or as to any other question. claim right, matter or thing whatsoever in any way arising out of or relating to the contract, estimates, instructions, orders or these sonditions or otherwise concerning the work or the execution or failure to execute the same whether arising during the progress of the work or after the complietion or abandonment there of shall be referred to the sole arbitrator as may be appointed by the authority of The Principal District & Session's Judge, Datia. These will be no objection if the arbitrator so appointed is an employee of district court and that he had no deal with the matter to which the contract relates and that in the course of his duties as such he had expressed views on all or any of the matters of disputes or difference.

The arbitrator to whom the matter is originally referred being transferred or vacated his office or being to act for any reason, the appointing authority for arbitrator as aforesaid at the time of such an office or inability to act, shall appoint another person to act as arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It is also term of this contract that no person, other than a person appointed by the such authority mentioned above shall act as arbitrator and if for any reason that is not possible, the matter is not to be referred to arbitration at all.

ANNEXURE-A

TECHNO-COMMERCIAL BID

**TENDER DOCUMENT FOR COMPLETE MECHANIZED CLEANING SERVICES
AND MAINTENANCE OF GARDEN IN NEW DISTRICT COURT PREMISES, DATIA
(M.P.)**

S.NO.	DESCRIPTION	INDICATE PAGE NUMBER WHERE ATTACHED
1	NAME, ADDRESS & TELEPHONE NUMBER OF THE FIRM	
2	NAME, DESIGNATION, ADDRESS & TELEPHONE NUMBER OF AUTHORIZED PERSON	
3	PLEASE SPECIFY AS TO WHETHER TENDERER IS SOLE PROPRIETOR/PARTNERSHIP FIRM/PRIVATE OR LIMITED COMPANY	
4	NAME, ADDRESS & TELEPHONE NUMBER OF DIRECTORS/PARTNERS, FAX NO., EMAIL ADDRESS	
5	COPY OF PAN CARD ISSUED BY INCOME TAX DEPARTMENT AND COPY OF PREVIOUS 3 FINANCIAL YEAR'S INCOME TAX RETURN I.E, 2022-23, 2023-24, 2024-25	
6	VALID ISO CERTIFICATE IN THE FIELD OF MECHANIZED CLEANING 9001:2015, 14001:2015, 45001:2018	
7	GST REGISTRATION NO.	
8	ANNUAL TURNOVER DURING LAST 3 YEARS: 2022-23 2023-24 2024-25 (PLEASE ATTACH PROOF IN THE FORM OF PROFIT & LOSS ACCOUNT)	
9	EXPERIENCE CERTIFICATE FOR LAST RUNNING 3 YEARS IN THE FIELD OF MECHANIZED CLEANING	

	SERVICES AND MAINTENANCE OF GARDEN	
10	DETAILS OF BID SECURITY/EARNEST MONEY DEPOSIT: a) AMOUNT b) DEMAND DRAFT/PAY ORDER TENDER FORM COST c) DATE OF ISSUE d) NAME OF ISSUING BANK	
11	COPY OF THE EPF AND ESIC CERTIFICATES	
12	TENDER DOCUMENT WITH EACH PAGE DULY SIGNED AND SEALED BY THE AUTHORIZED SIGNATORY	
13	COPY OF THE LABOR LICENSE/ REGISTRATION UNDER THE CONTRACT LABOR (REGULATIONS & CONTROL) ACT, 1970	
14	FURNISH THE LIST OF SERVICE PERSON AND OPERATOR TO BE DEPUTED IN MECHANIZED CLEANING SERVICES	
15	FURNISH THE LIST OF MACHINES TO BE DEPUTED FOR THE ASSIGNED WORK	

DECLARATION BY THE BIDDER

THIS IS TO CERTIFY THAT I/WE BEFORE SIGNING THIS TENDER HAVE READ AND FULLY UNDERSTOOD ALL THE TERMS AND CONDITIONS CONTAINED IN THE TENDER DOCUMENT AND UNDERTAKE MYSELF/OURSELVES TO STRICTLY ABIDE BY THEM.

IT IS CERTIFIED THAT THE PARTICULARS GIVEN ABOVE ARE TRUE TO THE BEST OF MY/OUR KNOWLEDGE AND I/WE HAVE READ TERMS & CONDITIONS AND DUTIES/ RESPONSIBILITIES OF THE STAFF TO BE DEPUTED FOR THE PURPOSE AND HAVE ALSO UNDERSTOOD THE SAME AND TO HEREBY UNDERTAKE TO ABIDE BY THE SAME WITHOUT ANY

RESERVATIONS ON ANY GROUNDS, WHATSOEVER. IN CASE OF ANY BREACH OF THE SAID CONDITIONS, I/WE SHALL BE RESPONSIBLE FOR THE CONSEQUENCES ARISING OUT OF SUCH SITUATION.

**NAME & SIGNATURE OF THE AUTHORIZED
SIGNATORY OF THE AGENCY (WITH SEAL OF THE
AGENCY AFFIXED)**

DATE:

PLACE:

**NOTE: PLEASE INDICATE THE PAGE NUMBERS WHERE
DOCUMENTS ARE ATTACHED. THE ENTIRE TENDER DOCUMENTS
SHOULD BE SERIALY PAGE NUMBERED INCLUDING
ENCLOSURES.**

ANNEXURE-B

BIDDER'S ANNUAL TURNOVER

(LOCATION)

(DATE)

FROM (NAME & ADDRESS)

TO,

THE PRINCIPAL DISTRICT & SESSIONS JUDGE,
DATIA (M.P.)

REF.: _____

DEAR SIR/MADAM,

WE HEREBY CERTIFY THAT THE AVERAGE ANNUAL TURNOVER OF
M/S..... (NAME OF THE BIDDER) IS NOT LESS THAN
RS 50,00,000/- (FIFTY LACS) DURING THE LAST THREE FINANCIAL YEARS.

S. NO.	FIRM	YEAR-1	YEAR-2	YEAR-3
		AMOUNT	AMOUNT	AMOUNT
1				

YOURS SINCERELY,

(SIGNATURE OF STATUTORY AUDITOR)

NAME OF THE STATUTORY AUDITOR

SEAL:

ANNEXURE-C
SIMILAR WORK EXPERIENCE

(LOCATION)

(DATE)

FROM (NAME & ADDRESS OF THE BIDDER)

TO,

THE PRINCIPAL DISTRICT & SESSIONS JUDGE

DATIA (M.P.)

**SUBJECT: MECHANIZED CLEANING WORK AND MAINTENANCE OF GARDEN
IN THE NEW DISTRICT COURT PREMISES, DATIA (M.P.).**

REF. _____

I/WE HEREBY DECLARE AND CONFIRM THAT I/WE (NAME OF THE BIDDER), HAVING REGISTERED OFFICE AT (ADDRESS) HAVE SUCCESSFULLY EXECUTED FOLLOWING **MECHANIZED CLEANING WORK AND MAINTENANCE OF GARDEN.**

WE ARE PROVIDING THE DETAILS BELOW: (NOTE: ADD ROWS AS REQUIRED).

S. NO.	NAME OF THE CLIENT/ ORGANIZATION	WORK ORDER	PROJECT VALUE	BRIEF SCOPE OF WORK	WHETHER THE COPIES OF THE CONTRACTS FROM THE CLIENT AS REQUIRED, IS ATTACHED?	
					YES/NO	PG. NO. ON THE PROPOSAL

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YOURS SINCERELY,

(SIGNATURE OF AUTHORIZED SIGNATORY)

NAME AND DESIGNATION OF THE AUTHORIZED SIGNATORY:

ANNEXURE-D

CHEMICALS AND CLEANING AGENTS REQUIRED TO BE USED.

1. CAUSTIC SODA
2. BLEACHING POWDER
3. SODA ASH
4. HCL ACID
5. NAPHTHALENE BALLS
6. ODONIL
7. GLASS CLEANER
8. AIR FRESHENER
9. ALKALINE CONCENTRATE (STAIN REMOVER)
10. PHENYL
11. ISOPROPYL ALCOHOL
12. FLY KILLER/MOSQUITO KILLER

CONSUMABLES REQUIRED TO BE USED AS PER NEED: -

1. BROOM GOA
2. IRON PANJA
3. GHAMELA
4. PHAWDA
5. LONG HANDLE COBWEB REMOVER
6. SPONGE FOR CLEANING WALL/TILES
7. DUSTING CLOTHS
8. WET MOPPER
9. DRY MOOPER
10. STAIN REMOVER
11. BIG PLASTIC DRUM/BUCKET
12. POLYTHENE BAGS
13. ELECTROSTATIC CLOTH
14. COTTON CLOTHS
15. DUSTBINS WITH PROPER POLYTHENE BAGS TO KEEP GARBAGE/DISPOSAL ITEMS

EQUIPMENT REQUIRED FOR GARDENING:

1. AXE
2. LAWN MOWER
3. WATERING CANS
4. SEEDS, FERTILIZER, PESTICIDES
5. LONG HOSE/PIPES
6. BOOTS, GARDENING GLOVES
7. SICKLES (HANSIYA)
8. SHOVELS (KARCHHA)
9. HEDGE SHEARS
10. WHEELBARROW

UNIFORMS AND OTHER ACCESSORIES FOR LABOUR:

UNIFORMS, SPECTACLES, GLOVES, NOSE MASKS, CAPS, SHOES, ETC. FOR THE WORKERS (ISO/BSI/ISI CERTIFIED)

NOTE: -

1. GOOD QUALITY SANITARY MATERIALS SHOULD BE USED. MINIMUM QUANTITY OF SANITARY MATERIALS AS PER SCHEDULE OF WORK IS GIVEN IN THE PROPOSAL. IT IS THE RESPONSIBILITY OF CONTRACTOR TO KEEP THE DISTRICT COURT OF DATIA PREMISES NEAT AND CLEAN ALL THE TIME AND HE MAY ENGAGE ADDITIONAL MACHINES AT HIS OWN COST.
2. ALL THE PROSPECTIVE BIDDERS ARE REQUESTED TO VISIT THE PREMISES OF THE DISTRICT COURT DATIA BEFORE QUOTING THIS TENDER.

LIST-1**METHOD OF CLEANING**

DESCRIPTION OF AREA	LOCATIONS	OPERATION REQUIRED
SURFACE AREA WITH KOTA STONE, MARBLE, CONCRETE TILES, VITRIFIED TILES, ETC.	CORRIDORS, CLOSED AREAS, OPEN AREAS, CONCOURSE, TOILETS, VERANDAH, ETC.	SWEEPING, DRY & WET MOPPING, SCRUBBING, WET CLEANING, CLEANING OF STAINS OF SPIT, ETC.
SURFACE AREA WITH ASPHALTED / BITUMINOUS & CHEQUERED TILES	ENTRANCE, APPROACH ROAD, ETC.	SWEEPING, DRY MOPPING, WET CLEANING
OTHER ROUGH SURFACES	CIRCULATING/MOVING AREA	SWEEPING, RAG PICKING, MUCK CLEANING, ETC.
CEILING, WALLS, WINDOWS & DOORS	DISTRICT COURT PREMISES	DUSTING, COBWEB CLEANING, GLASS CLEANING WITH CLEANING AGENT, DUSTING AS PER REQUIREMENT
<u>OTHER SPECIFIC AREA: -</u>		
STAIR CASE	DISTRICT COURT PREMISES	DRY MOPPING, PRESSURE WATER CLEANING, VACUUMING
TOILETS & BATHROOMS	DISTRICT COURT PREMISES	PRESSURE WATER CLEANING, MOPPING, COBWEB CLEANING, CLEANING WITH ACID AND DISINFECTING AGENTS, ETC.
WATER BOOTHS & WASH BASINS	DISTRICT COURT PREMISES	PRESSURE WATER CLEANING, MOPPING, CLEANING WITH ACID AND DISINFECTING AGENT, ETC.
GARBAGE DISPOSAL	DISTRICT COURT PREMISES	COLLECTION OF SWEEPINGS, GARBAGE & MUCK IN BINS AND DISPOSAL OF SAME TO THE MAIN BIN PROVIDED FOR THE PURPOSE IN THE DISTRICT

		COURT OF DATIA.
AIR FRESHENING MEASURES	TOILETS AND BATH ROOMS	USE OF CLEANING AGENTS WITH FRAGRANCE WHILE SCRUBBING AND WET MOPPING, PROVISION OF ODONIL AND NAPHTHALENE BALLS IN TOILETS, USE OF ROOM FRESHENERS IN THE DISTRICT COURT.
CLEANING OF ELECTRONIC DISPLAY BOARDS AND PANELS	DISTRICT COURT PREMISES	CLEANING WITH PROPER GLASS CLEANERS

NOTE: - THE CONTRACTORS BEFORE QUOTING THE RATES ARE REQUESTED TO VISIT THE CAMPUS AND PREMISES OF THE DISTRICT COURT OF DATIA IN ORDER TO QUOTE THE PROPER AMOUNT FOR THE EXECUTION OF THE CONTRACT.

LIST-2**MACHINES AND EQUIPMENTS USED FOR CLEANING**

ACTIVITY	MACHINE FOR MECHANIZED CLEANING	MINIMUM NO. OF MACHINES REQUIRED	OTHER EQUIPMENT /KIT ITEMS
SCRUBBING	INDUSTRIAL SCRUBBER CUM DRIER COMPACT SCRUBBER WITH FEATURES OF SCRUBBING, MOPPING AND WATER RETRIEVAL	03	SQUEEGEE, WIPERS, SANITARY BRUSHES
SWEEPING, DRY & MOPPING	WALK BEHIND SWEEPER	03	BROOMS & DRY MOPS
WET CLEANING / WET MOPPING	HIGH PRESSURE JET CLEANING MACHINE	03	WIPERS, WET MOPS, SQUEEGEE
DUSTING & COBWEB CLEANING	WET & DRY VACUUM CLEANER	02	DUSTER BRUSH / COBWEB CLEANER, WALL BRUSH
REMOVAL OF STAINS (HARD WATER, PAN SPIT, ETC.)	COMPACT SCRUBBER (CORNERS & AREAS WHERE SCRUBBER MACHINE NOT REACHABLE)	AS PER REQUIREMENT OF THE DISTRICT COURT	SANITARY BRUSH, HAND BRUSH
PICKING UP OF RAGS FROM THE PREMISES OF THE DISTRICT COURT AND CLEANING	WET & DRY VACUUM CLEANER AND MANUAL PROCESS	03	HAND PICKERS, SANITARY BRUSH, POLE, ETC.
COLLECTION AND DISPOSAL OF GARBAGE, DUST, MUCK, ETC.	TROLLEYS & WHEEL BARROWS WITH RUBBERIZED WHEEL	AS PER REQUIREMENT OF THE DISTRICT COURT	BINS FOR COLLECTION, RAG AND MUCK PICKING TOOLS

LIST-3

**SCHEDULE OF WORK FOR MECHANIZED CLEANING FOR THE
DISTRICT COURT PREMISES**

S. NO.	DESCRIPTION OF WORK	AREA	DAILY SCHEDULE OF WORKING
1	CLEANING OF THE PREMISES, WASHING BY HIGH PRESSURE JET, SCRUBBING WITH AUTOMATIC SCRUBBER CUM DRIER, REMOVAL OF STAINS OF PREMISES SURFACE AT CORNERS & ON WALLS, BY USING ADEQUATE SANITARY MATERIAL, SPRAYING OF MOSQUITO / FLY KILLER / DISINFECTANTS.	CORRIDORS, TOILETS AND VERANDAHS OF THE DISTRICT COURT PREMISES INCLUDING NEWLY CONSTRUCTED BUILDING WHERE FILING SECTION AND SERVER ROOM IS IN OPERATION.	REMOVAL OF PAN STAINS / OTHER STAINS, SCRUBBING CONTINUALLY AS AND WHEN REQUIRED.
2	CLEANING, SWEEPING OF CIRCULATING AREA, CONCOURSE & CLEANING OF STAIR CASE AND RAMP.	CIRCULATING AREA, CONCOURSE, STAIR CASE, RAMP.	TWO TIMES IN A DAY AND AS & WHEN REQUIRED - CIRCULATING AREA AND ONE TIME A DAY -OTHER THAN CIRCULATING AREA.
3	REMOVAL OF COBWEBS, CLEANING, WASHING, WET MOPPING, DUSTING OF WALLS, CLEANING OF WINDOW GLASSES, DOORS, REMOVAL OF DUST/DIRT FROM WALLS & URINALS, TOILETS ROOMS & DISPOSING OF GARBAGE.	DISTRICT COURT PREMISES.	CLEANING OF URINALS, TOILETS OF THE <u>DISTRICT COURT SIX TIMES IN A DAY.</u> INCLUDING CLEANING OF TOILETS OF THE JUDGES' CHAMBERS, REMOVAL OF COBWEBS ONCE IN A WEEK, MOPING OF THE ROOMS TWO TIMES IN A DAY AND AS & WHEN REQUIRED. NAPHTHALENE BALLS OF

			SUFFICIENT NUMBERS ARE TO BE PLACED IN URINAL POTS & WASH BASIN AFTER EXHAUST. ODONIL IS TO BE PROVIDED IN BATH ROOMS & TOILETS AFTER EXHAUST. CLEANING OF WATER STAND POSTS DAILY.
4	CLEANING OF DUSTBINS, CLEANING OF ENTIRE WATER STANDS, BASINS OF WATER COOLERS, COVERING POLYTHENE BAGS FOR DUSTBINS.	CLEANING OF ALL WATER STANDS.	CLEANING OF ALL DUSTBINS TWICE IN A DAY WORK AND TO COVER THEM WITH THE POLYTHENE BAGS.
5	MONITORING BY SUPERVISORS.	CLOSE MONITORING OF ALL CLEANLINESS ACTIVITIES.	FROM 8:00 A.M. TO 5:00 P.M.