# PRINCIPAL DISTRICT & SESSIONS COURT, RAJGARH (M.P.)

## NOTICE INVITING TENDER

e-tenders are invited from Reputed/Authorized Vendors/ Agencies for Mechanized Cleaning Services, Development and Maintenance of Garden, in New Civil Court Building, Tehsil Jeerapur, Rajgarh, Madhya Pradesh. The last date of tender submission is **21/08/2026** at 5:00 P.M. The tender shall be opened on **25/08/2026** at 02:00 P.M. The Pre-Bid meeting of the tender shall be held on **10/08/2026** at 2:00 P.M. at District Court, Rajgarh. The detailed tender document along with terms and conditions is available on the official website of the High Court i.e. *www.mphc.gov.in & Government Tender portal www.mptenders.gov.in. & District Court website https;//rajgarh.dcourts.gov.in*

**PRINCIPAL DISTRICT & SESSIONS JUDGE**
**RAJGARH (BIAORA) M.P.**

Seal and Signature of Bidder

# PRINCIPAL DISTRICT & SESSIONS COURT, RAJGARH (M.P.)

## TENDER DOCUMENT

Name of Work:

**Tender for Mechanized/Motorized Cleaning Services of the New Civil Court Building, Tehsil Jeerapur, and Development and Maintenance of Garden, in the campus of New Civil Court Building, Tehsil Jeerapur, Rajgarh (M.P.).**

| | |
|---|---|
| Closing date and time of Tender | **21/08/2026** at 5:00 P.M. |
| Opening date and time of Tender | **25/08/2026** at 02:00 P.M. |
| Tender Fee/cost | Rs. 2500/- |
| Earnest Money | Rs. 25000/- |

N.B.- Tender form is non-transferable.

Seal and Signature of Bidder

## CHECK LIST

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

| S.No. | Details | Mark(✓) |
|---|---|---|
| 1 | They have read each and every page/instruction of this 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 Deposit (EMD) of Rs. 25000/- (twenty-five thousands) in the form of online mode through e-procurement tender portal www.mptenders.gov.in valid for the period of one year in favour of Principal District & Sessions Judge, Rajgarh (M.P.) | |
| 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. | |

Seal and Signature of Bidder

# PRINCIPAL DISTRICT & SESSIONS COURT, RAJGARH (M.P.)

## PRICE SCHEDULE

Rate Schedule for Mechanized Cleaning Services, development and maintenance of garden in the New Tehsil Court Building, Tehsil Jeerapur, Rajgarh, Madhya Pradesh 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 and Development and Maintenance of Garden in New Civil Court Building, Tehsil Jeerapur, Rajgarh Madhya Pradesh. | With taxes | |
| | Without taxes | |

**Note:-** Please Clearly mention the amount with taxes and without taxes.

Signature of Tenderer

Name.....

Address of the bidder.....

.....

**N.B.1. Conditional and ambiguous offers are liable to be rejected.**

**N.B.2. Tenderers shall Quote his/their offer in figures as well as in words.**

**N.B.3. Please visit the premises of the New Court building, Tehsil Jeerapur, Rajgarh (M.P.) before submitting the commercial offer.**

**N.B.4. Kindly submit the number of persons and machinery to be deployed at the New Court building, Tehsil Jeerapur, Rajgarh, Madhya Pradesh.**

Seal and Signature of Bidder

# PRINCIPAL DISTRICT & SESSIONS COURT, RAJGARH (M.P.)

Tender Form No.....

To,

Photo

**The Principal District & Sessions Judge,**
**Rajgarh, Madhya Pradesh,**

I/We..... have read the various conditions to the tender form attached hereto and hereby agreed to abide by the said conditions. I/we also agree to keep the tender open for acceptance for a period ..... 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 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 and Development and Maintenance of Garden, in the New Civil Court Building, Tehsil Jeerapur, Rajgarh, Madhya Pradesh** & 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 this work.

I/We hereby declare that the tender document as downloaded from the website www.mphc.gov.in and www.tender.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 Committee constituted by the District & Sessions Judge, Rajgarh, Madhya Pradesh.

The Earnest Money deposited by me/us for Rs..... (Rupees.....) as specified in the tender notification under FDR/Demand Draft/Banker's Cheque No./Unconditional Bank Guarantee.....date..... is attached herewith this sealed tender in original.

The tender form cost Rs...../- in from the DD/Banker's cheque bearing teh No..... date of issue..... drawn on (Bank's name)..... in favour of District & Sessions Judge, Rajgarh, Madhya Pradesh is enclosed herewith this sealed tender in original.

Dated.....

Signature of Tenderer

Witness to Tenderer Signature
With Name & Address (1) &(2)

Name.....
Address of the Tenderer.....

Seal and Signature of Bidder

# PRINCIPAL DISTRICT & SESSIONS COURT, RAJGARH (M.P.)

The Principal District & Session Court, Rajgarh(M.P.) invites sealed Tender for Mechanized Cleaning Service and Development and Maintenance of Garden in the New Court building, Tehsil Jeerapur, Rajgarh, M.P. from reputed, registered, bona-fide, reputed, 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 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 tile **"TENDER FOR Mechanized Cleaning Services of New Civil Court Building, Tehsil Jeerapur, including some part of service building, Tehsil Jeerapur, and Development and Maintenance of Garden, in the new Civil Court Building, Tehsil Jeerapur, (Rajgarh) M.P.**. and addressed to the Principal District & Sessions Judge, Rajgarh (M.P.). The bid will be submitted to the Office of The Principal District & Sessions Judge, Rajgarh, Madhya Pradesh latest by **21/08/2026 at 5:00 P.M.** The Tender, will be opened on **25/08/2026 at 2:00 P.M**. District Court, Rajgarh, M.P.

Tender relates to **'Mechanized Cleaning Services of main Court building, Tehsil Jeerapur, including some part of service building, Tehsil Jeerapur, and Development and Maintenance of Garden, in the new Civil Court Building, Tehsil Jeerapur, Rajgarh, 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 New Civil Court Building, Tehsil Jeerapur, tender relates to Mechanized Cleaning Services and Development and Maintenance of Garden, in the new court building, Tehsil Jeerapur,.

3.2 It will be duty of the Contractor/Service provider to have the credentials of the Service Persons/Operator duly verified and certified. The person engaged for services for cleanling and maintenance of Garden, shall bear clean and proper dress and photo ID to be provided by the Contractor/service provicer.

3.3 The Mechanized Cleaning Service and maintenance of Garden, in the new Court building, Tehsil Jeerapur, Rajgarh (M.P.) shall include cleaning as per " List enclosed" in the Premises of New Civil Court building, Tehsil Jeerapur, Rajgarh (M.P.)

3.4 **02 number of the cleaning machines** with qualified operators shall be deployed for Mechanized Cleaning for the places where Mechanized Cleaning is feasible and **06**

Seal and Signature of Bidder

**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 vendor/contractor shall arrange **02 number of qualified gardeners** along with plants, fertilizers, maneuvers, seeds grass pots utensils, instruments and machines required for maintenance and beautification of the garden.

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, Rajgarh (M.P.) in this regard shall be final and binding on the contractor.

3.7 Any other work of similar nature assigned by the Principal District & Sessions Judge, Rajgarh (M.P.) will be binding on the Contractor.

3.8 The vendor shall depute **one sweeper/cleaner at ever set of Gents and Ladies public 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.

3.9 Place of performance for cleanliness shall include the Suitors shed, both judicial lockups, corridors, employee's common room, petition writer room, common Toilets in service building, Tehsil Jeerapur, in additional to the main court building, Tehsil Jeerapur,.

4. **Terms and conditions:**

4.1 Required number of Mechanized Cleaning machines shall be provided by the Contractor. The contractor/vendor shall depute sufficient/adequate number of gardener/ Mali for garden maintenance and required machines, instruments etc for maintenance of Garden as mentioned above, shall be provided by the contractor.

4.2 Cost of cleaning material and other consumables like soap, phenyl, room freshener, 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.

4.3 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 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 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.

4.6 The Contractor shall report immediately whenever called by the Nazarat Section, Tehsil Court, Rajgarh (M.P.) on receiving telephone message to attend the complaints with regard to the cleaning work and services under this tender/contract.

4.7 Sufficient stock of consumables like soap, phenyl, room fresher, 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.

4.8 No private work shall be performed by the cleaning persons/machines during the subsistence of the contract.

4.9 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, Rajgarh (M.P.) at any time without notice and without assigning any reason. Extension of contract shall be purely at the discretion of Principal District & Sessions Judge, Rajgarh (M.P.).

4.10 Space for keeping the machines and electric power and supply line shall be provided by the Principal District & Session Judge, Rajgarh. Contractor will bear the cost of installation of additional plug points, if required.

4.11 The cleaning work shall start within one week, after receiving of the work order.

4.12 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.

4.13. The machines/instruments shall be operated only by the Operator(s), duly authorized by the Registrar District Court, Rajgarh (M.P.) to maintain the security of the Court.

4.14 The tender will be opened in the Office of The Principal District & Sessions Judge, Rajgarh (M.P.) at New Court building, Tehsil Jeerapur,. One representative of the bidder may remain present. Tender will be finalized after considering the proposals. All tenderers or any of the tenderer may be called for further negotiations before considering his/their proposal.

4.15 The Principal District & Sessions Judge, shall have absolute right to select/reject any quotation/quotationer for Mechanized Cleaning services on the basis of rate, quality services proposed in the tender and working experience of the bidder.

4.16 The applicant is required to submit all technical Brochure(S) of the machines (s) proposed to be installed at New Court building, Tehsil Jeerapur,.

4.17 The Principal District & Sessions Judge, Rajgarh (M.P.) has the right of accepting or rejecting any or all tenders without specifying any reason(s) therefore. Principal District & Sessions Judge, Rajgarh (M.P.) is under no obligation to accept the lowest tender.

4.18 There is no obligation on the part of the Principal District & Sessions Judge, Rajgarh (M.P.) to inform the unsuccessful tenderer of the outcome of the tender process and reasons for rejection of tender.

4.19 The successful contractor shall forthwith engage/depute service persons and operators to operate the machines for cleaning in the New Civil Court Building, Tehsil Jeerapur, Rajgarh (M.P.).

4.20 It shall be mandatory for the Contractor to conduct routine inspection, maintain the cleanliness in perfect sanitized condition and to submit the routine inspection reports on quarterly basis to the Principal District & Sessions Judge.

4.21 In case of pecuniary loss suffered due to improper service by any of the users/beneficiaries, Principal District & Sessions Judge, Rajgarh (M.P.) will have the right to forfeit the security deposit and in case of security deposit falls short to match the pecuniary loss being insufficient such balance will be recovered from the payments due to the Contractor and also legal action may be taken.

4.22 A surprise inspection shall be conducted officer deputed by or the Principal District & Sessions Judge, Rajgarh (M.P.) to ascertain the performance of the service persons/ operators and the services provided by them.

4.23 Rates offered in the tender will not be enhanced during the period of contract.

Seal and Signature of Bidder

4.24 The rates finally approved/accepted by the Principal District & Sessions Judge, Rajgarh (M.P.) shall be valid for the whole of the contract tenure and no upward revision will be allowed under any circumstances whatsoever.

4.25 Under no circumstance, the successful firm may appoint any sub-contractor or sub-lease the contract. If it is found that the Contractor has violated any conditions, the contract will be terminated forthwith, without any notice, by Principal District & Sessions Judge, Rajgarh (M.P.).

4.26 The successful tenderer will required to furnish the security deposit of **10% the contract value within 7 (Seven) days from the date of acceptance the tender.** The **security deposit shall be in the form of FDR through any nationalized bank in favor of the Principal District & Sessions Judge, Rajgarh (M.P.)** or conditional bank guarantee of any nationalized bank of equal amount. The security deposit money will be refundable only after the expiry of the contract period. The security deposit will be forfeited or bank guarantee will be en-cashed, as the case may be, if during the period of contract the services of the Contractor are found to be unsatisfactory in any aspect.

4.27 The contract can be terminated by the Principal District & Sessions Judge, Rajgarh (M.P.), at any time without assigning any reason, if the work of the contractor is found unsatisfactory. In this respect, the decision of the Principal District & Sessions Judge, Rajgarh (M.P.) will be final and binding on the contractor. Principal District & Sessions Judge, Rajgarh (M.P.) reserves all the right to accept or reject any bid in whole or in part without assigning any reasons thereof.

4.28 The bills in triplicate be prepared for the services, on monthly basis, of approved rates will have to be submitted in favor of the Principal District & Sessions Judge, Rajgarh (M.P.) for effecting payment. No advance payment shall be made for the services.

4.29 The job carried out shall be to the satisfaction of Principal District & Sessions Judge, Rajgarh (M.P.) after getting certification from the OIC Nazarat Section, Tehsil Jeerapur, District Rajgarh failing which deduction of upto 10% of the total bill shall be made, depending upon the severity of negligence. The Principal District & Sessions Judge, Rajgarh reserves the right to blacklist the agency for a suitable period or from further participation in any of the jobs to be done for the Principal District & Sessions Judge, Rajgarh (M.P.). The decision of the Principal District & Sessions Judge, Rajgarh (M.P.) shall be final and binding on the Contractor.

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

4.31 All the pages of the tender document shall be serially numbered and duly stamped and signed by the bidder.

4.32 The successful 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.

4.33 A register of surprise/routine inspection shall be maintained by the Contractor which shall also be inspected by OIC Nazarat Section or other officer deputed, in this behalf, by the Principal District Judge, Rajgarh (M.P.).

4.34 The Principal District & Sessions Judge, Rajgarh (M.P.) reserves the right to review the performance wherever 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 & Sessions Judge, Rajgarh (M.P.) 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.

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

4.36 The Vendor 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, Rajgarh (M.P.). These sweepers/cleaners shall ensure regular cleaning and sanitation two or three times of the day in public toilets.

4.37 The suitor shed, men and women judicial lockup, corridors, employee common room, petitions writer room, common Toilets in Service building, Tehsil Jeerapur, of New court building, Tehsil Jeerapur, will also be the place of performance.

**Eligibility Criteria:-**

The Agency/Firm applying should possess valid Income Tax PAN No. and Service Tax Account No. The Agency should have a minimum experience of 03 years providing cleaning services.

The tenderer must have an average annual turnover of minimum Rs. 05 lakes during the last 3 years in the same field. Copies of the following documents should be submitted along with the Bid.

1. Audited Profit & Loss Account of last three years i.e. 2023-24, 2024-25, 2025-26
2. Service Tax Registration Certificate.
3. Income Tax PAN No. and TIN No. (VAT Registration details).
4. Income Tax Return for the last three financial years i.e. 2023-24, 2024-25, 2025-26
5. ISO Certification for mechanized cleaning services.
6. Latest Service Tax Return.
7. Documents regarding Experience of 3 years in providing similar services.
8. The Earnest **Money Deposit (EMD) of Rs. 25000/-** (Twenty-five thousands Only) **through online mode i.e. www.mptenders.gov.in.**
9. **Tender fees of Rs.2,500/-** (Two thousand Five Hundred Only) through a Demand Draft/Pay Order in favor of Principal District & Sessions Judge, Rajgarh (M.P.).

6. **Evaluation of Bids:-**

6.1 The Techno- Commercial Bid and price bid will be evaluated as a package simultaneously. It must satisfy all the terms and conditions mentioned in this document and must be accompanied by all the requisite documents.

6.2 Filling up of all the columns in Techno- Commercial Bid and Price Bid is compulsory.

7. **Earnest Money Deposit:**

The tender should be accompanied by **Earnest Money Deposit (EMD) of Rs. 25000/-** (twenty-five thousands) in the form of online mode through e-procurement tender portal **www.mptenders.gov.in valid for the period of one year** in **favour of Principal District & Sessions Judge, Rajgarh (M.P.)** without which the tender will not be considered. The earnest money will be returned to all the unsuccessful tenderers after finalization of the Tender. No interest shall be paid on the Earnest Money Deposit for delay in return for any reason, whatsoever may be.

1. **PERFORMANCE GUARANTEE (Security Deposit):-**

The successful bidder shall give Performance Guarantee in the form of Account Payee Demand Draft or unconditional Bank Guarantee from a Nationalized Bank amounting

Seal and Signature of Bidder

to **10% of the contract value** in favor of the Principal District & Sessions Judge, Rajgarh (M.P.). Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor firm including warranty obligation. The security deposit will be refunded only after the expiry of the contract. The 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 is contravened/ or found unsatisfactory in any respect, and/or if any of the condition of the contract is 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 & Sessions Judge, Rajgarh (M.P.) that the contractor firm may invite upon themselves due to any of the reasons satisfied above.

2. **Arbitration**:-

Except where otherwise provided for in the contract all questions and disputes relating 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 conditions 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 completion or abandonment there of shall be referred to the sole arbitrator as may be appointed by the authority of the Principal District Judge, Rajgarh (M.P.). There 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.

Seal and Signature of Bidder

**Annexure -A**

**TECHNO-COMMERCIAL BID**

**Tender Document for complete Mechanized Cleaning Services, in the New Civil Court Building, Tehsil Jeerapur, Rajgarh, Madhya Pradesh**

| S.No. | Description | Indicate the 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., e-mail address | |
| 5. | Copy of PAN Card issued by Income Tax Department and Copy of previous 3 Financial Year's Inccme Tax Return i.e. 2023-24, 2024-25, 2025-26 | |
| 6. | Valid ISO Certificate in the field of Security/Traffic Guards if any (Please attach copy) | |
| 7. | Service Tax Registration No. (Please Attach) | |
| 8. | Latest Service Tax Return (Please Attach) | |
| 9. | Annual Turnover during last 3 years:<br>2023-24.....<br>2024-25.....<br>2025-26.....<br>(Please attach proof in the form of Profit & Loss Account) | |
| 10. | Experience Certificate for last 3 years for the Mechanized Cleaning Services, and maintenance of garden. | |
| 11. | Details of Bid Security/Earnest Money Deposit<br>a) Amount:<br>b) Demand Draft/Pay order/Banker Cheque No.<br>c) Date of issue<br>d) Name of issuing Bank | |
| 12. | Furnish the list of Service Person and Operator to be deputed in Mechanized Cleaning Services. | |
| 13. | Furnish the list of machine to be deputed for the cleaning work. | |

Seal and Signature of Bidder

**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.

**Note**: **Please indicate the page numbers where documents are attached. The entire Tender documents should be serially page numbered including enclosures.**

It is certified that the particulars given above are true to the best of my/our/knowledge/behalf 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 reservation 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(s).

Name & Signature of the Authorized Signatory of the Agency (With seal of the agency affixed)

Date:

Place:

Seal and Signature of Bidder

**Annexure -B**

**BIDDER'S ANNUAL TURNOVER**

.....(Location)
.....(Date)

From (Name & Address)

.....To,

.....The Principal District & Session Judge,

.....Rajgarh, (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..... Lacs during the last three financial years.

| S.No. | Firm | Year-I | Year-2 | Year-3 |
|---|---|---|---|---|
| 1 | | | | |

Yours Sincerely,

(Signature of Statutory Auditor)

Name of the Statutory Auditor

Seal:

Seal and Signature of Bidder

**Annexure -C**

**SIMILAR WORK EXPERIENCE**

**.....(Location)**

**.....(Date)**

From (Name & Address of the Bidder)

.....To,

.....The Principal District & Sessions Judge,

.....Rajgarh (M.P.)

Subject: Mechanized cleaning work maintenance of garden in the new district court building, Tehsil Jeerapur, Rajgarh M.P.

Ref:.....

Dear Sir/Madam,

We hereby declare and confirm that we,.....(name of the Bidder) having registered office at ..... (address) have successfully executed following Mechanized cleaning work maintenance of garden in the new court building, Tehsil Jeerapur, Rajgarh(M.P.) 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 contracts from required is attached? | |
|---|---|---|---|---|---|---|
| | | | | | Yes/No | Pg. No. on the proposal |
| | | | | | | |
| | | | | | | |
| | | | | | | |

**Yours Sincerely,**

**(Signature of Authorized Signatory)**
**Name and Designation of the Authorized Signatory**
**Name and address of the Bidder Company.**
**Seal**

Seal and Signature of Bidder

## LIST -1

## METHOD OF CLEANING

| DESCRIPTION OF AREA | LOCATIONS | OPERATION REQUIRED |
|---|---|---|
| Surface area with Kota Stone, Marble, Concrete tiles, vitrified tiles etc. | Corridors areas, open areas concourse, toilets, veranda etc. | Sweeping, Dry & Wet moping, scrubbing, wet cleaning, cleaning of stains of spit etc. |
| Surface area with asphalt /Bituminous & Checkered tiles/Blocks. | entrance, approach Road etc. | Sweeping dry mopping wet cleaning |
| Other rough surfaces | Circulating/moving area | Sweeping, Rag picking, muck etc. |
| Ceiling, walls, windows & Doors/Lifts | New Court building, Tehsil Jeerapur, | Dusting, cobweb removal, cleaning Glass with cleaning agent, dusting as per requirement |
| **Other specific Area:-** | | |
| Stair case | Premises of the New Court building, Tehsil Jeerapur, | Dry mopping, pressure water cleaning, vacuuming |
| Toilets & Bathrooms | Premises of the New Court building, Tehsil Jeerapur, | Pressure water cleaning, Cleaning with acid, disinfecting agents etc. |
| Water Booths & Was Basins | Premises of the New Court building, Tehsil Jeerapur, | Pressure water cleaning, cleaning with acid, disinfecting agents etc. |
| Garbage Disposal | All areas under contract | Collection of sweepings, garbage & Muck in bins and disposal of same to the main bin provided for the purpose in the District Court. |
| 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 and use of room fresheners in the District Court |
| Cleaning of Electronic Display Boards and Panels | New Court building, Tehsil Jeerapur, premises | Cleaning with proper glass cleaners. |

**Note: The contractors before quoting the rates are requested to visit the campus and premises of the New Court building, Tehsil Jeerapur, Rajgarh (M.P.) in order to quote the proper amount for the execution of the contract.**

Seal and Signature of Bidder

## LIST-2

## MACHINES AND EQUIPMENT USED FOR CLEANING

| ACTIVITY | MACHINE FOR MECHANIZED CLEANING | OTHER EQUIPMENT/KIT ITEMS |
|---|---|---|
| Scrubbing | Industrial scrubber cum drier. compact scrubber with features of scrubbing, mopping and water retrieval | Squeegee, wipers, sanitary brushes |
| Sweeping, Dry & mopping | Walk behind Sweeper | Brooms & Dry Mops |
| Wet cleaning/Wet mopping | High Pressure Jet Cleaning machine | Wipers, Wet Mops, Squeegee |
| Dusting & Cobweb Cleaning | Wet & Dry vacuum Cleaner | Duster brush/cobweb cleaner wall brush |
| Removal of stains (hard water, pan spit etc.) | Compact Scrubber (Corners & Areas where scrubber machine not reachable) | Sanitary brush, hand brush |
| Picking up of rags from the premises of the District Court and cleaning | Wet & Dry Vacuum Cleaner and manual process. | Hand pickers, sanitary brush, pole etc. |
| Collection and disposal of garbage dust, muck etc. | Trolleys & Wheel barrows with rubberized wheel | Bins for collection, rag and muck picking tools. |

Seal and Signature of Bidder

## LIST -3

## Schedule of work for mechanized cleaning for area including

| 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 Verandas including newly constructed building, Tehsil Jeerapur, 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 | Circulating area, concourse, stair case | 2 times in a day as & when required-circulating area and 1 time a day-other than circulating area. |
| 3 | Removal of cobwebs cleaning, washing, wet mopping dusting of walls cleaning of window glasses | Premises of the New Court building, Tehsil Jeerapur, | Cleaning of urinals, toilets of the District Court and public toilets two or three times in a day. Removal of cobwebs once in a week, moping of the rooms two time in a day and a & when require. Naphthalene ball are of sufficient number are to be place in urinal pots & wash basin after exhaust. Odonil is to be provided in bath rooms & toilet 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 & day work and to cover them with the polythene bags. |
| 5 | Monitoring by supervisors | Closely monitoring of all cleanliness activities | From 07.00 A.M. to 4.00 P.M. |

Seal and Signature of Bidder

**LIST-04**

**Daily require man power-Adequate labour and supervisor to be provided as directed per the requirement.**

**Chemicals and cleaning agents required to be used**

| S.No. | Description of material |
|---|---|
| 1 | Casuistic Soda |
| 2 | Bleaching Powder |
| 3 | Soda ash |
| 4 | HCL acid |
| 5 | Fly killer/Mosquito killer |
| 6 | Naphthalene balls |
| 7 | Odonil |
| 8 | Glass cleaner |
| 9 | Air Fresheners |
| 10 | Alkaline Concentrate (stain remover) |
| 11 | Phenyl |
| 12 | Isopropyl Alcohol |

**Consumable required to be used as per need**

| S.No. | Description of material |
|---|---|
| 1 | Broom Goa |
| 2 | Iron Panja |
| 3 | Big Plastic drum/bucket |
| 4 | Gharmela |
| 5 | Phawda |
| 6 | Long handle cobweb remover |
| 7 | Sponge for cleaning wall/tiles |

Seal and Signature of Bidder

| | |
|---|---|
| 8 | Dusting cloths |
| 9 | Wet mopper |
| 10 | Dry mooper |
| 11 | Stain Remover |
| 12 | Polythene bags |
| 13 | Electrostatic cloth |
| 14 | Cotton Cloths |
| 15 | Large Buckets with proper polythene bags tc keep garbage/disposal items. |
| 16 | Other instruments as per requirement for the works. |

**Uniform and other accessories for labour:**

Uniforms, Spectacles, goves, nose masks, caps, shoes etc. for the workers.

Note:-

Good quality sanitary materials should be used minimum quantity of sanitary materials and manpower as per schedule of work is given in proposal, however it is responsibility of contractor to keep New Court building, Tehsil Jeerapur, premises neat and clean all the time and he may engage additional machines and manpower at his own cost.

Seal and Signature of Bidder