OFFICE OF THE PRINCIPAL DISTRICT & SESSION JUDGE, KATNI NOTICE INVITING TENDER

Sealed tenders are invited from reputed/authorized vendors/agencies for Mechanized Cleaning Services and Maintenance of Garden at the New District Court Building, Katni, Madhya Pradesh. The last date for submission of the tender is 23/11/2026 up to 02:00 P.M. The Pre-Bid Meeting shall be held on 16/11/2026 at 05:00 P.M. at District Court, Katni. The Technical Bids shall be opened on 25/11/2026 at 05:00 P.M. at District Court, Katni. The Financial Bids of only those bidders who qualify in the Technical Bid shall be opened on 30/11/2026 at 05:00 P.M. at District Court, Katni. The detailed Tender Document along with the terms and conditions is available on the official website of the High Court at www.mphc.gov.in and the Government Tender Portal at www.mptenders.gov.in.

Principal District and Session's Judge
KATNI (M.P.)

PRINCIPAL DISTRICT & SESSIONS JUDGE
KATNI (M.P.)

OFFICE OF THE PRINCIPAL DISTRICT & SESSION JUDGE, KATNI

TENDER DOCUMENT

Name of Work :

Tender for Mechanized/motorized Cleaning Services of the New District Court Building, Maintenance of Garden, in campus of New District Court Building Katni M.P.

Closing date and time of Tender	23/11/2026 at 2:00 P.M.
Opening Technical Bid	25/11/2026 at 05:00 P.M.
Who Qualified Techinacal Bid, Opening Their Financial Bid only	30/11/2026 at 05:00 P.M.
Tender Fee/cost (Non Refundable)	Rs. 25,00/-
Earnest Money	Rs. 60,000/-

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

(3)

CHECK LIST

Temdere 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 the 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/ banke's Cheque/unconditional Bank Guarantee of Rs. 60,000/- from Nationalized/ Scheduled bank in favour of District & Sessions Judge, Katni	
6	The 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.	

(4)

OFFICE OF THE PRINCIPAL DISTRICT & SESSION JUDGE, KATNI

Tender Form No. .....

To,

Photo

The Principal District & Sessions Judge,
Katni, Madhya Pradesh,

I /We ---------- have read the various conditions to the tendcr form attached hereto and here by agreed to abide by the said conditions. J/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. J/We also here by agree to abide by the condition of the contract and carry out the work according to the agreement attached.

l/We hereby tender to undertake the work detailed in the attached schedule at the rate mentioned for **Mechanized Cleaning service, Maintenance of Garden,** in the new District Court Building, Katni 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 here to and indicated in the letter of acceptance of my/our offer this work.

I/We hereby declare that the Tender Document downloaded from the websites **www.mphc.gov.in, www.mptenders.gov.in and www.dcourtkat-mp.nic.in** has been printed as published on the official website of the District Court, Katni. I/We have also verified the contents of the printed document against the document available on the website(s) and confirm that there is no addition, deletion, alteration or modification in the contents of the Tender Document. In case of any dispute, the Tender Document available on the official website shall be considered final. If the hard copy of the Tender Document submitted by me/us is found to be different from the original Tender Document available on the official website, my/our tender may be rejected by the Committee constituted by the **District & Sessions Judge, Katni, 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 of DD/Banker's cheque bearing the no. ..... date of issue ..... drawn on (Bank's name) ..... in favour of District & Sessions Judge Katni, Madhya Pradesh is enclosed here with this sealed tender in original.

Dated .....

Signature of Tenderer

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

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

(5)

OFFICE OF THE PRINCIPAL DISTRICT & SESSION JUDGE, KATNI

The District & Session Court, Katni invites sealed tender for Mechanized Cleaning Services and Maintenance of Garden in the New Court Building, Katni., M.P. from reputed, registered, bonafide, 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 :

1.1. The tender shall be invited through the online portal. The Technical Bid and Financial Bid shall be submitted online through the prescribed portal as per the terms and conditions of the tender. In addition, the hard copies of the Technical Bid and Financial Bid shall also be submitted in a single sealed outer envelope containing two separate sealed envelopes, one containing the Technical Bid and the other containing the Financial Bid. The two separate sealed envelopes shall be clearly superscribed as **"TECHNICAL BID" and "FINANCIAL BID"** respectively. The single sealed outer envelope shall be superscribed with the title "TENDER FOR Mechanized Cleaning Services of New District Court Building including some part of Service Building, Maintenance of Garden, in the New District Court Building, (Katni), M.P." and addressed to the Principal District & Sessions Judge, Katni, Madhya Pradesh.

The Bid shall be submitted to the Office of the Principal District & Sessions Judge, Katni, Madhya Pradesh, latest by **23-11-2026 at 02:00 P.M.** The Technical Bid shall be opened on **25-11-2026 at 05:00 P.M.** Only those bidders who qualify in the Technical Bid shall be eligible for the opening of their Financial Bids. The Financial Bids of only the technically qualified bidders shall be opened on **30-11-2026 at 05:00 P.M.** at the District Court, Katni.

Tender relates to "Mechanized Cleaning Services of Main Court Building, including some part of Service Building, Maintenance of Garden, in the New District Court Building, (Katni), M.P." The Tenderer shall clearly specify what items, manpower, machines and services will not be covered under the operation services. All the remaining items/services shall be treated as covered under the operation services.

1.2 The bidder shall mandatorily mention the total number of outsourced employees proposed to be deployed for the work at the time of submission of the Tender/Bid.

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 District Court Building, Katni and some part of its service building. Tender relates to Mechanized Cleaning Services, Maintenance of Garden, in the new court building, Katni.

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

3.3 The Mechanized Cleaning Services, ,Maintenance of Garden in the new court building, Katni shall include cleaning as per "List enclosed" in the Premises of New Court Building Katni.

3.4 At least the minimum number of cleaning machines, along with qualified operators, as specified in the Tender Document, shall be deployed for Mechanized Cleaning at places where Mechanized Cleaning is feasible. Similarly, at least the minimum number of service personnel/manpower, as specified in the Tender Document, shall be employed for cleaning at places where Mechanized Cleaning is not feasible or 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, maneuvers, 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/ mali 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, Katni 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, Katni will be binding on the Contractor.

3.8 The Vendor shall depute at least two sweeper/cleaner at each set of Gents' and Ladies' Public Toilets throughout the working hours on every working day, or more personnel as per requirement. These sweepers/cleaners shall ensure regular cleaning and sanitation of the Public Toilets at least two or three times a day.

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 in addition to the main Court Building.

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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 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.

4.4 Even the penalty up-to 75% of month may be imposed, if the contractor regularity in a particular month committed irregularity in maintaining the cleanliness in the court campus including the front side of all the main gates.

4.5 The Contractor shall immediately report to the Nazarat Section or Swachhta Samiti of the District Court, Katni, whenever called upon, on receiving a telephone message, to attend to complaints regarding the cleaning services/work covered under this contract.

4.6 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. 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.

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

4.8 Contract shall be granted for a period of one month which may be extended to 6 months if the performance is found satisfactory. and the future contracted formalities exceed to be conducted. It shall be terminable by the Principal District & Session's Judge, Katni at any time without notice and without assigning any

reason. Extension of contract shall be purely at the discretion of Principal District & Session's Judge, Katni.

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

4.10 The cleaning work shall be start by functioning within one week, after receiving of the work order.

4.11 The Contractor shall maintain a register mentioning the work and duties performed in the prescribed proforma which shall be verified by the Officer Incharge Nazarat or any other Officer/official deputed by Principal District Judge Katni in this behalf, at the end of every week.

4.12 The machines/instruments shall be operated only by the Operator(s), duly authorized by the Registrar District Court Katni to maintain the security of District Court Katni. All sweepers/Cleaners/Machine Operators shall wear the uniform provided by the Contractor and shall conspicuousley wear the identity Card signed by the District Registrar.

4.13 The tender will be opened in the office of thc Principal District & Session Judge, Katni at New Court Building, Katni One representative of the bidder may remain present. Tender will be finalized after considering the proposals. All tenderer or any of the tenderer may be called for further negotiations before considering his/their proposal.

4.14 The Principal District & Session Judge, Katni 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.

4.15 The applicant is required to submit all technical Brochure(s) of the machines(s) proposed to be installed at New Court Building Katni.

4,16 The Principal District & Session Judge, Katni has the right of accepting or rejecting any or all tenders without specifying any reason(s) therefor. The Principal District & Session Judge, Katni is under no obligation to accept the lowest tender.

4,17 There is no obligation on the part of the Principal District & Session Judge, Katni to inform the unsuccessful tenderer of the outcome of the tender process and reasons for rejection of tender.

4.18 The successful contractor shall forthwith engage/depute service persons/operators to operate the machines for cleaning in the Principal District & Session Judge, Katni.

4.19 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, Katni to the Office of Principal District & Session's Judge, Katni.

4.20 In case of pecuniary loss suffered due to improper service by any of the users/beneficiaries, Principal District & Session Judge, Katni 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.

4.21 A surprise inspection shall be conducted officer deputed by or the Principal District & Session Judge, Katni to ascertain the performance of the service persons/operators and the services provided by them.

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

4.23 The rates finally approved/accepted by the Principal District & Session Judge, Katni shall be valid for the whole of the contract tenure and no upward revision will be allowed under any circumstances whatsoever.

4.24 Under no circumstances, the successful firm appoint any sub-contractor or sub-lease of 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 & Session Judge, Katni who has approved the contract.

4.25 The successful tenderer will be required to furnish the security **deposit of 20% of 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 favour of the Principal District & Session Judge, Katni or unconditional hank 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 encashed ,as the case may be, if during the period of contract the services of the Contractor are found to be unsatisfactory in any respect.

4.26 The contract can be terminated by the Principal District & Session Judge, Katni ,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 & Session Judge, Katni will be final and binding on the contractors Principal District & Session Judge, Katni reserves all the right to accept or reject any bid in whole or in part without assigning any reasons thereof.

4.27 The bills in triplicate be prepared for the services on monthly basis of approved rates will have to be submitted in favour of the Principal District &. Sessions Judge, Katni for effecting payment. No advance payment shall be made for the services. The payment shall be made subject to availability of the funds no interest shall be payable for dealy in payments of bills for any reason, whatsoever.

4.28 The job carried out shall be to the satisfaction of Principal District & Session Judge, Katni after getting certification from the OlC Nazarat Section, Katni failing which deductions @ 10% of the total bill shall be made. depending upon the severity of negligence, The Principal District & Session Judge, Katni reserve of 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 & Session Judge, Katni The decision of the Principal District & Session judge, Katni shall be final and binding on the Contractor.

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

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

4.31 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, Katni.

4.32 A register of surprise/routine inspection shall be final maintained by the Contractor which shall also be inspected by OlC Nazarat Section or other officer deputed, in this behalf, by the Principal District Judge, Katni.

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

4.34 The Principal District & Session Judge, Katni 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.

4.35 The vendor shall depute atleast 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 Katni. These sweepers/ cleaners shall ensure regular c1eaning and sanitation two or three times of the day in public toilets.

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

4.37 The employees appointed by the contractor will be duly in uniform and at least 05 employees will be present for the whole day for execution of work0 and to follow the instructions given by OIC Nazarat and Principal District & Sessions Judge.

4.38 The Contractor shall provide, in advance, the names of the employees deputed for cleaning the campus. The employees shall be paid daily wages as per the rates prescribed by the Collector for non-technical personnel (Labour), in accordance with the **Letter of the Finance Department, Government of Madhya Pradesh, dated 31.03.2023.** A register of the employees shall be maintained both by the Contractor and the Nazarat Section. In case any employee leaves the campus before the time prescribed by the Nazarat Section, after marking his/her attendance, and without prior permission, a penalty of Rs. 200/- per employee shall be imposed. The aforesaid instructions shall be as per the directions of the District & Sessions Judge, Katni.

4.39 The respective employees to be deputed by the contractor shall remain during the court hours in the campus.

4.40 The concerned employees can also be deputed for other cleaning work at the campus and the contractor as well as its employees shall follow the direction of Nazarat as well as the Incharge of Nazarat.

4.41 Any other further conditions as well as instructions shall be leviable at the instance of Principal District & Sessions Judge, qua the campus maintenance and the said

instructions shall be applicable alongwith the conditions already drafted in the agreement from time to time during the course of the period of agreement.

4.42 The Contractor shall comply with all applicable EPF/PF laws and shall ensure timely deduction and deposit of employees' and employer's contributions with the concerned statutory authority.

4.43 The Contractor shall maintain all registers and records as required under the applicable laws and rules, including employee particulars, attendance records and wage records. The Contractor shall produce such registers and records before the Principal District & Sessions Judge, Katni, or any officer/committee authorized by him, as and when required.

4.44 The Contractor shall comply with all applicable Employees' Provident Fund (EPF) laws and regulations. Wherever applicable, the Contractor shall submit proof of EPF registration and deposit of contributions in respect of the personnel deployed for the work, as and when required by the competent authority.

4.45 The Contractor shall comply with all applicable Employees' State Insurance (ESI) laws and regulations. Wherever applicable, the Contractor shall submit proof of ESI registration and deposit of contributions in respect of the personnel deployed for the work, as and when required by the competent authority.

4.46 The Contractor shall pay wages to all personnel deployed for the work at rates not less than the minimum wages prescribed by the Government of Madhya Pradesh from time to time. The Contractor shall maintain proper wage records and submit proof of payment of wages to the competent authority whenever required.

4.47 The Contractor shall maintain all registers and records required under applicable labour laws, including attendance registers, wage registers and records relating to EPF and ESI, wherever applicable. Such registers and records shall be produced before the Principal District & Sessions Judge, Katni, or any officer/committee authorized by him, as and when required.

4.48 The Contractor shall comply with all applicable labour laws, rules, regulations and statutory requirements, including those relating to payment of wages, minimum wages, contract labour, employees' compensation and other applicable labour legislation and notifications, as amended or applicable from time to time.

4.49 The Contractor shall submit a copy of the valid licence, registration certificate and other statutory documents required under the applicable labour laws, wherever applicable.

4.50 The Contractor shall be registered with the Employees' Provident Fund Organisation (EPFO) and the Employees' State Insurance Corporation (ESIC), wherever applicable. Self-attested copies of the registration certificates indicating the respective registration codes allotted by these organisations shall be submitted along with the Technical Bid.

4.51 The rates of wages payable to the personnel deployed by the Contractor shall not be less than the minimum wage rates prescribed and notified by the Government of Madhya Pradesh for the appropriate category of workers, as revised from time to time. The Contractor shall be solely responsible for bearing any additional cost arising from an increase or revision in minimum wage rates during the currency of the contract.

4.52 If any employee of the Contractor is found to have committed any misconduct or misbehaved with the Hon'ble District Judge, any Judicial Officer, or any other officer or employee of the District Court, Katni, the Principal District & Sessions Judge, Katni, or any authorized officer, at their discretion, may direct the Contractor to remove such employee from the work. The Contractor shall comply with such direction without objection and shall arrange an immediate and suitable replacement. The Principal District & Sessions Judge, Katni, or the authorized officer shall also be entitled to prohibit such employee from entering the District Court premises.

4.53 The Contractor shall obtain and maintain all necessary insurance policies to cover the risks associated with the execution of the contract and shall keep such policies valid until the successful completion of the contract.

TWO MONTH PRIOR NOTICE BY CONTRACTOR

In the event that the Contractor intends to discontinue, withdraw from, or terminate the services during the contract period for any reason, the Contractor shall provide **at least two month's prior written notice** to the Principal District & Sessions Judge, Katni. The Contractor shall continue to provide the services satisfactorily during the notice period and shall not discontinue the work without obtaining prior written permission from the competent authority.

SAFETY OF CLEANING PERSONNEL

The Contractor shall be solely responsible for the safety and protection of all personnel engaged in cleaning, sanitation, mechanized cleaning and other related works. The Contractor shall provide all necessary Personal Protective Equipment (PPE), including protective gloves, masks, safety shoes, uniforms, helmets, goggles and other safety equipment, as required for the nature of the work. The Contractor shall ensure that all personnel use the prescribed safety equipment while performing their duties and shall take all necessary precautions while handling cleaning chemicals, machinery, electrical equipment and other hazardous materials. Any accident, injury or loss arising during the execution of the work shall be dealt with in accordance with the applicable laws and rules, and the Contractor shall be responsible for all obligations and liabilities arising therefrom.

AGE AND ELIGIBILITY OF PERSONNEL

1. All personnel engaged by the Contractor for cleaning, sanitation, mechanized cleaning, garden maintenance and other related works shall be **not less than 18 years and not more than 60 years of age**.

2. The Contractor shall ensure that all personnel engaged for the work are physically fit and capable of performing the duties assigned to them safely and efficiently.

3. The Contractor shall maintain proper records of the age, identity and details of all personnel deployed at the premises and shall produce such records/documents before the competent authority whenever required.

4. The Contractor shall be responsible for ensuring compliance with all applicable labour laws, rules and statutory requirements relating to the employment and deployment of personnel.

5. The Contractor shall immediately replace any person who is found unsuitable, unfit, or otherwise not meeting the requirements of this Contract, as directed by the competent authority.

6. The Contractor shall comply with and abide by all applicable labour laws, rules and statutory requirements.

MINIMUM WAGES COMPLIANCE

The Contractor shall ensure that all personnel engaged for the work are paid wages **not less than the minimum wages prescribed by the competent Government authority from time to time**, as applicable to the nature of work. The Contractor shall maintain proper wage records and shall produce **wage registers, salary sheets, bank payment records, wage slips and other relevant documents as proof of payment of minimum wages** to the deployed personnel, whenever required by the competent authority. Any liability arising due to non-payment or under-payment of prescribed wages shall be borne solely by the Contractor.

ISCONDUCT OR MISBEHAVIOUR BY CONTRACTOR'S EMPLOYEES.

If any employee of the Contractor is found to have committed any misconduct or misbehaved with the Hon'ble District Judge, any Judicial Officer, or any other officer or employee of the District Court, Katni, the Contractor shall take immediate appropriate action against such employee. The competent authority shall also have the right to direct the Contractor to remove such employee from the work with immediate effect.

ALLOTMENT OF WORK TO THE NEXT ELIGIBLE TENDERER

If, after execution of the contract, the Contractor fails to perform the work in accordance with the terms and conditions of the contract during the contract period, or if the contract is terminated by the Principal District & Sessions Judge, Katni, due to the Contractor's failure to comply with the contractual terms and conditions, the work may be offered to the next eligible tenderer in order of merit at the rate originally stipulated in the contract.

If such tenderer fails to appear at the specified date, time and place, or declines to undertake the work at the specified rate, the work may be offered to the next eligible tenderer in the order of merit, subject to the terms and conditions of the Tender Document. A separate contract shall be executed with the tenderer who accepts the offer.

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 three 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. (GST/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. 60,*000/-*
   /(Sixty thousands Only) through a Demand Draft/Pay Order/ unconditional Bank Guarantee.
9. Tender fees of *Rs2,5OO/- (Two Thousand Five Hundred Only)* through a Demand Draft/Pay Order in favour of Principal District & Sessions Judge, Katni

6. Evaluation of Bids :-

6.1 The Techno-Commercial Bid and price bid will he 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. 60,000/-(Sixty thousands Only) in the form of Account Payee Demand Draft *1* Fixed Deposit Receipt or unconditional Bank Guarantee from any of the nationalized/scheduled banks in an acceptable form drawn in favour of Principal District & Sessions Judge, Katni without which the tender will not be considered. The earnest money will be returned to all the unsuccessful Tenderer 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 to **10% of the contract value** in favour of the Principal District & Session Judge, Katni.

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 / 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, Katni that the contractor firm may invite upon themselves due to any of the reasons satisfied above.

2. **Arbitration** ;-

(A) Except where otherwise provided in the Contract, all questions and disputes relating to the instructions hereinbefore mentioned, the quality of workmanship or materials used in the work, or any other question, claim, right, matter or thing whatsoever 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 its completion or abandonment, shall be referred to the sole arbitrator appointed by the Principal District & Sessions Judge, Katni.

(B) There shall be no objection to the appointment of an employee of the District Court as the arbitrator, provided that such person has not dealt with the matter to which the Contract relates and has not, in the course of his/her official duties, expressed any views on any of the matters in dispute or difference.

(C) If the arbitrator to whom the matter is originally referred is transferred, vacates office, or becomes unable to act for any reason, the appointing authority 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/her predecessor.

(D) It is also a term of this Contract that no person other than a person appointed by the authority mentioned above shall act as arbitrator. If, for any reason, such appointment is not possible, the matter shall not be referred to arbitration.

8. Compliance with ROAMS Portal Requirements:

The successful bidder shall comply with all applicable rules, instructions and guidelines issued by the Government of Madhya Pradesh regarding the engagement and management of outsourced manpower through the ROAMS (Resource Outsourcing Agency Management System) portal. The bidder shall ensure registration on the said portal and fulfil all prescribed formalities, wherever applicable, throughout the contract period.

Annexure-A

TECHNO-COMMERCIAL BID

Tender Document for complete Mechanized Cleaning Services, in the new District Court Building Katni Madhya Pradesh

S.No.	Description	Indicate also 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 Income 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: 2023-24 ..... 2024-25 ..... 2025-26 ..... 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 a) Amount : b) Demand Draft/Pay order/ Banker Cheque No. c) Date of issue 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.	

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 :

(18)

Annexure-B

BIDDER'S ANNUAL TURNOVER

---------- (Location)
----------(Date)

From (Name & Address)

---------- **To,**
---------- **The District & Sessions Judge**
---------- **Katni (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-1	Year- 2	Year-3
		Amount	Amount	Amount
1				

Yours Sincerly,

(Signature of Statutory Auditor)
Name of the Satutory Auditor
Seal :

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Annexure-C

SIMILAR WORK EXPERIENCE

---------- **(Location)**

----------**(Date)**

From (Name & Address of the Bidder)

---------- **To,**

---------- **The Principal District & Sessions Judge**

---------- **Katni (M.P.)**

Subject : Mechanized cleaning work maintenance of garden in the new court building Katni in the New Court Building Katni.

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 Katni. 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

Yours Sincerly,

(Signature of Authorized Signatory)

Name and Designation of the Authorized Signatory :

Name and address of the Bidder Company:

Seal :

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PRICE SCHEDULE
(Financial Bid)

Rate Schedule for Mechanized Cleaning Services, maintenance of garden in the new Court Building, Katni 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 Services Maintenance of Garden in the new District court building, Katni 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, Katni before submitting the commercial offer.

N.B.4. Kindly submit the number of persons and machinery to be deployed at the New Court Building Katni Madhya Pradesh

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 varanda etc.	Sweeping, Dry & Wet moping, scrubbing, wet cleaning, Cleaning of stains of spit etc.
Surface area with asphalter/ Bituminous & Chequered tiles/ Bloks.	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	Dusting, cobweb cleaning Glass with cleaning agent, dusting as per requirement
Other Specific Area :-		
Stair case	Permises of the new Court Building	Dry mopping, pressure water cleaning, vacuuming
Toilets & Bathrooms	Permises of the New Court Building	Pressure water cleaning, Cleaning with acid, disinfecting agents etc.
Water Booths & Wash Basins	Permises of the New Court Building	Pressure water cleaning, cleaning with acid, disinfecting agents etc.
Garbage Disposal	All areas under contract	Collection of sweepings, Farbage & Muck in bins and disposal of same to the main bin provided for the purpose in the District Court Katni.
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 Katni
Cleaning of Electronic Display Boards and Panels	New Court Building 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 Katni 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	OTHER EQUIPMENTS/ 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.)	Compect 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.

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 /flykiller/disinfectants.	Corridors, Toilets and Varandas including newly constructed building where filing section and server room is in operation	Removal of pan stains/ other stains, scrubbing continually as and other required.
2	Cleaning, Sweeping of circulating area, concourse & cleaning of stair case.	Circulating area, Concourse, stair case	2 times in a day and 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 Katni	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. Naphhalene bail 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 7.00 A.M. to 4.00 P.M.

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LIST- 04

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

Chemicals and cleaning agents required to be used

S.No.	Description of material
1.	Castaic 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 freshener
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
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 to 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.

(ISO/BSI/ISI Certified)

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 premises neat and clean all the time and he may engage additional machines and manpower at his own cost.