OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, MORENA

NOTICE INVITING TENDER

No. /Acc.Sec./2026 Morena, Date- /04/2026

The Tenders are invited through Government Online Tender portal https://mptenders.gov.in from the Reputed Authorized Vendors/Agencies Regarding the Mechanized Cleaning Services for District Court Building, Extended Court Building, Pocso Court Building and Special Court Building's 2 Courtrooms situated in the Premises of District Court Morena, Madhya Pradesh. The last date of tender submission is **09/05/2026 till 5:00 P.M.** whereas, the tender shall be opened on **11/05/2026 at 05:00 P.M.** before the concerned Committee of the District Court. The detailed tender document alongwith terms and conditions is available on the official website of the High Court i.e. https://mphc.gov.in, Government Tender portal https://mptenders.gov.in & official website of the District Court i.e. https://Morena.dcourts.gov.in. The Tender document can be downloaded from https://mptenders.gov.in by paying the tender cost. The interested applicants are required to apply for the tender through https://mptenders.gov.in portal.

Sangeeta

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

OFFICE OF THE PRINCIPAL DISTRICT & SESSION JUDGE, MORENA

TENDER DOCUMENT

Name of the Work : Tender for Mechanized Cleaning Services by way of outsourcing for District Court Building, Extended Court Building, Pocso Court Building and Special Court Building situated in the Premises of District Court, Morena (M.P.)

Closing date and time of Tender	09/05/2026 at 5:00 P.M.
Opening date and time of Tender	10/04/2026
Tender Fee/cost	Rs. 2500/-
Earnest Money	Rs. 25000/-

N.B. - Tender form is non-transferable and the cost of tender and earnest money amount shall be paid through mp tender portal only in online mode.

CHECK LIST

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

S.No.	Details	Mark (√)
1	The applicant must read each and every page/instruction of this tender document carefully and after being ensured, they shall submit the form.	
2	Before submitting the documents, they must filled the requisite details and enclosed the required documents. The applicant must signed each and every page of the tender document.	
3	The applicant must have clearly understand the technical aspect of the proposed work.	
4	The envelope shall contains the tender form and all required supportive documents as mentioned and the envelope should be clearly marked.	
5	The applicant must have enclosed the earnest money with the form of DD/FDR/ bank's Cheque/unconditional Bank Guarantee of Rs. 25,000/- from Nationalized/ Scheduled bank in favour of Principal District & Sessions Judge, Morena.	
6	The applicant must have enclosed documents in support of past experience and credentials of unblemished performances with reputed/major clients.	
7	The applicants must have adequate infrastructure and sufficient manpower to handle the desired work/contract.	

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, MORENA

PRICE SCHEDULE

Rate Schedule for Mechanized Cleaning Services, District Court Building, Extended Court Building, Pocso Court Building and Special Court Building's 2 Courtrooms situated in the Premises of District Court, Morena in the premises of District Court Morena (M.P.) Tender No. .....

Name of the Work	Offer Price for 01 year to be quoted by the Tenderer	
	In Figures (Rs.)	In words (Rs.)
Open tender for Mechanized Cleaning Services, District Court Building, Extended Court Building, Pocso Court Building and Special Court Building 2 Courtroom's situated in the Premises of District Court Morena (M.P.)	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 rate in figures as well as in the words.

N.B.3. Please visit the premises of the Court Building, Morena & inspect the proposed building before submitting the commercial offer.

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

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, MORENA

Tender Form No. .....

To,

Photo

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

I /We ---------- have read the all the conditions of the tender form attached hereto and here by agreed to abide by the said conditions. I/We also have agreed 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 agreed 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, District Court Building, Extended Court Building, Pocso Court Building and Special Court building's 2 Courtrooms situated in the Premises of District Court Morena(M.P.)** & adjoining areas 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 of the High Court i.e. https://mphc.gov.in & Government Tender portal https://mptenders.gov.in & official website of the District Court i.e. https://Morena.dcourts.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 **IF**, this being different from original Tender document my/our tender form may be rejected by the Committee constituted by the Principal District & Sessions Judge, Morena (M.P.).

The Earnest Money deposited by me/us of 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 Principal District & Sessions Judge, Morena, 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 .....
.....

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, MORENA

The Principal District & Session Court, Morena invites sealed tender for Mechanized Cleaning Services **District Court Building, Extended Court Building, Pocso Court Building and Special Court building's 2 Courtrooms situated in the Premises of District Court Morena(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, Private Companies, Registered Agencies and satisfying all other terms and conditions of this tender document.

1. Instructions to the Tenderers :

I. Tenders are invited Through Government Online Tender portal https://mptenders.gov.in **only** from the Reputed/Authorized Vendors/ Agencies for Mechanized Cleaning Services, **District Court Building, Extended Court Building, Pocso Court Building and Special Court building's 2 Courtrooms situated in the Premises of District Court Morena(M.P.)**. The last date of tender submission is **09/05/2026 till 5:00 P.M.** The tender shall be opened on **11/05/2026 at 05:00 P.M. Offline tender shall not be considered.**

II. Before filling the tender, the tenderer must observe the entire work area related to the tender work by obtaining written permission from the Office of the Principal District & Sessions Judge, Morena in coordination with District Nazir, otherwise it will be assumed that he has obtained proper information about the entire work areas concerned. Nevertheless, he will not be able to take any objection in this regard at the subsequent stage.

III. Tender relates to the "Mechanized Cleaning Services, **District Court Building, Extended Court Building, Pocso Court Building and Special Court building's 2 Courtrooms situated in the Premises of District Court Morena(M.P.)** The Tenderer is required to execute the Contract by accepting the conditions mentioned at List-1, List-2, List-3 and List-4 otherwise he shall clearly specify what items /Manpower/Machines/Services will not be covered under the 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 the Work :**

3.1 The place of performance will be the **District Court Building, Extended Court Building, Pocso Court Building and Special Court building's 2 Courtrooms situated in the Premises of District Court Morena(M.P.)** The tender relates to the Mechanized Cleaning Services for the premises District Court, Morena (M.P.)

3.2 It will be duty of the Contractor/Service Provider to have the credentials of the **12 Service Persons/Operator** duly verified & certified and the personnel engaged for services are required to properly dressed with photo ID's and the same to be provided by the Contractor/service provider.

3.3 The Mechanized Cleaning Services of the proposed areas shall include cleaning as per the **"LIST-1 (ANNEXURE-P1)"** in the Premises of **District Court Building, Extended Court Building, Pocso Court Building and Special Court's building 2 Courtrooms situated in the Premises of District Court Morena(M.P.)**

3.4 Adequate number of cleaning machines mentioned at **"LIST-2(ANNEXURE-P2)"** with qualified operators shall be deployed for Mechanized Cleaning for the places where Mechanized Cleaning is feasible and adequate number of service personnel/manpower shall be employed for cleaning of the places where Mechanized Cleaning is not feasible/possible.

3.5 The Mechanized Cleaning Services of the proposed areas shall includes the MACHINES as per **"LIST-2 (ANNEXURE-P2)"** and the schedule of work for mechanized cleaning of the proposed are has been mentioned at **"LIST-3 (ANNEXURE-P3)"** the Contractor is required to perform his daily routine work as per the List-3.

3.6 The Contractor shall arrange wet and dry cleaning of all the areas as per List enclosed" everyday. It shall be the 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 mentioned at **"LIST-4 (ANNEXURE-P4)"** . The instruction of the Office of the Principal District & Sessions Judge, Morena 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, Morena will be binding on the **Contractor**.

3.8 The vendor shall depute **one** sweeper/**cleaner** at every set of Gents and Ladies public Toilets throughout the working hours on every working day, These sweepers, cleaners shall ensure regular cleaning and sanitation **05 times** of the day of public toilets.

3.9 Place of performance for cleaning of areas includes every section, every Court Room & adjacent chambers with their toilets, both judicial lockups, corridors, common Toilets, dry moping of the entire premises, stairs of every building, water dispenser platforms, parking area, Chambers of the Court Manager, Administrative Officers/Deputy Administrative Officers, Cleaning of Dustbean and building's roof

top of the **District Court Building, Extended Court Building, Pocso Court Building and Special Court building's 2 Courtrooms situated in the Premises of District Court, Morena(M.P.)**

4. **Terms and conditions :**

4.1 Required number of Mechanized Cleaning machines shall be provided by the Contractor as per **"LIST-2 (ANNEXURE-P2)"** and Consumable items as per **"LIST-4 (ANNEXURE-P4)".**

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 am and throughout the day shall continued as required during the 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 leviable and the same shall be deducted from the amount payment to the contractor.

4.6 Even the penalty amount may be exceeded up-to 75% of the month payment, may be imposed, if the contractor is regularity committing the irregularity in maintaining the cleanliness in the proposed areas/court premises.

4.7 The Contractor shall report immediately whenever called by the Nazarat Section, of the District Court, Morena on receiving telephone or message to attend the complaints with regard to the cleaning works services in lieu of the contract provisions/clauses.

4.8 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.

4.9 No private work shall be performed by the cleaning persons/ machines during the subsistence of the contract and the Contractor/vendor shall not be permitted to take out the machines/equipments outside the premises of District Court.

4.10 The Contract may be extended for a period of one month, or which may be exceeded upto 6 months, if the performance has found satisfactory and the future contracted formalities exceed to be conducted. It shall be terminable by the Principal District & Session's Judge, Morena at any time without notice and mentioning the reason. Extension of contract shall be purely at the discretion of Principal District & Sessions Judge, Morena.

4.11 Space for keeping the machines and electric power and supply line shall be provided by the Principal District & Sessions Judge, Morena. The Contractor has to bear the cost of installation of additional plug points, if required.

4.12 The cleaning work shall be start functioning within a week, after receiving of the work order.

4.13 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 & Sessions Judge, Morena in this behalf, at the end of every week.

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

4.15 The tender will be opened in the office of the Principal District & Session Judge, Morena. 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 clarification before considering his/their proposal.

4.16 The Principal District & Session Judge, Morena 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.

4.17 The applicant is required to submit all technical Brochure(s) of the machines(s) proposed to be installed at District Court, Morena

4.18 The Principal District & Sessions Judge, Morena has holding the right of accepting or rejecting any and all tenders without specifying any reason(s) thereof. The Principal District & Sessions Judge, Morena, under no obligation has to accept the only lowest tender.

4.19 There are no obligations on the part of the Principal District & Sessions Judge, Morena to inform the unsuccessful tenderer of the outcome of the tender process and reasons for rejection of the tender.

4.20 The successful contractor shall forthwith engage/depute service persons/operators to operate the machines for cleaning in the District & Sessions Court, Morena.

4.21 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 monthly basis duly verified by the OIC Nazarat Section, Morena to the Office of Principal District & Sessions Judge, Morena.

4.22 In case of pecuniary loss suffered due to improper service by any of the users/beneficiaries, the Principal District & Sessions Judge, Morena 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 shall leads to the legal action, if required.

4.23 A surprise inspection shall be conducted by the officer's deputed by or the Principal District & Sessions Judge, Morena to ascertain the performance of the service persons/operators and in lieu to their work.

4.24 Rates offered in the tender will not be enhanced during the period of contract in any

condition.

4.25 The rates finally approved/accepted by the Principal District & Sessions Judge, Morena and it shall be valid for the specified contract tenure and there were no upward revision will be allowed under any circumstances/conditions whatsoever.

4.26 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 & Sessions Judge, Morena.

4.27 The successful tenderer will be required to furnish the security **deposit of 10% of the contract value within** 7 (Seven) days from the date of acceptance of the tender. The security deposit shall be in the form of **FDR** through any nationalized bank in favour of the Principal District & Sessions Judge, Morena or unconditional 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 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.

4.28 The contract can be terminated by the Principal District & Session Judge, Morena, 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, Morena will be final and binding upon the contractor. The Principal District & Session Judge, Morena has reserves all the right to accept or reject any bid in whole or in part without assigning any reasons thereof.

4.29 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, Morena for effecting payment. No advance payment shall be made against the monthly payment for the services. The payment shall be made subject to availability of the funds and no interest shall be payable for delay in payments of bills for any reason, whatsoever.

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

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

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

4.33 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, Morena.

4.34 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 & Sessions Judge, Morena.

4.35 The Principal District & Sessions Judge, Morena 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.

4.36 The Principal District & Session Judge, Morena 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.

4.37 The vendor shall depute one sweeper/cleaner at every unit of Gents and Ladies public Toilets through out the working hours on the every day and also on holiday, as and when, so required by the office of the Principal District & Sessions Judge Morena. These sweepers/cleaners shall ensure regular cleaning and sanitation 05 times per day of the public toilets.

4.38 The work includes cleaning of every section, every Court Room & adjacent chambers with their toilets, both judicial lockups, corridors, common Toilets, dry moping of the entire premises, stairs of every building, water dispenser platforms, parking area, Chambers of the Court Manager, Administrative Officers/Deputy Administrative Officers, Cleaning of Dustbean and building's roof top be the place of performance.

4.39 The employees appointed by the contractor will be duly in uniform and at least 08 employees will be present for the whole day for execution of work and to follow the instructions given by OIC Nazarat and Principal District & Sessions Judge, Morena .

4.40 **According to Letter of M.P. Finance Department No. F11-1/2023/rules/four Bhopal, Dated 31 March 2023** the contractor shall provide the names of the employees deputed for cleaning in the campus in advance and they should be provided daily wages as per the collector rates for non-technical person (Labour). The register of employees shall be maintained both by the contractor as well as the Nazarat, District Najir and in case the contractor's employees left the campus before finishing the work or specified timing the penalty shall be imposed at the rate of Rs. 200/- per head.

4.41 The respective **08** employees has to be deputed by the contractor for the cleaning work and they shall remain present during the court hours in the campus.

4.42 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.

4.43 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.

4.44 If the tenderer who is given the work order decides to leave the work in the middle of the contract period, he will have to give information in this regard two months in advance and will have to work smoothly as per the contract for a period of two

months. Otherwise, the entire amount deposited by him at the time of filling the tender will be confiscated.

4.45 The tenderer has to work as per he contract terms & condition during the contract period or if the tenderer is removed by the Honorable Principal District & Sessions Judge, Morena due to not working as per the contract, then that tenderer's subsequent in this order, upon agreeing to do the work on the amount payable related to the work mentioned in the contract and in case he is absent on the appointed date, time and place or does not agree to do the work on that amount, in the same continuity, the work order will be given to the next tenderer and a tender contract will be signed with him.

5. Eligibility Criteria :-

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

The Tenderer must have an average annual turnover of minimum Rs. 5 lakhs during the last 03 years in the same field. **Copies of the following documents should be submitted alongwith the Bid.**

1. Audited Profit & Loss Account of last three years i.e. 2022-23, 2023-24 and 2024-25
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. 2022-23, 2023-24 and 2024-25 and turnover certificate is to be submitted mandatorly.
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 a Demand Draft/Fixed Deposit Receipt(Pay Order)/ unconditional Bank Guarantee.
9. Tender fees of *Rs.2,5OO/- (Two Thousand Five Hundred Only)* through a Demand Draft/Pay Order in favour of Principal District & Sessions Judge, Morena
10. The tenderers are required to submitted the vailid certification releted to machines they are provided.

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.

6.3 Atleast three consultants are required to consider their bids for evaluation.

7. Earnest Money Deposit:-

The tender should be accompanied by Earnest Money Deposit (EMD) of Rs.25000/- (twenty-five thousands) in the form of Account Payee Demand Draft, 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, Morena without submission of this, 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. Earnest money amount shall be paid via mp tender portal only in online mode.

1-PERFORMANCE GUARANTEE (Security Deposit) :-

The successful bidder shall give the 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 & Sessions Judge, Morena. 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, Morena 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 shall be referred to the sole arbitrator as may be appointed by the authority of The Principal District & Sessions Judge, Morena. 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 a 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 of District Court Building, Extended Court Building, Pocso Court Building and Special Court building's 2 Courtrooms situated in the Premises of District Court Morena (M.P.)

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. 2022-23, 2023-24 and 2024-25	
6	Valid ISO Certificate in the field of Mechanized Cleaning Services (Please attach copy)	
7	Service Tax Registration No. (Please Attach)	
8	Latest Service Tax Return (Please attach)	
9	Annual Turnover during the last 3 years: 2022-23 ..... 2023-24 ..... 2024-25 ..... Please attach proof in the form of Profit & Loss Account)	
10	Experience Certificate for last 3 years for the Mechanized Cleaning Services.	
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 machines 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 all the terms/conditions and duties/ responsibilities of the Contractor and Staff to be deputed for the purpose of cleaning and 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 :

Annexure-B

BIDDER'S ANNUAL TURNOVER

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

From (Name & Address)

---------- **To,**
---------- **The Principal District & Sessions Judge**
---------- **Morena (M.P.)**

Ref. : ----------

Dear Sir/Madam,

I/We hereby certify that the average annual turnover of M/s. ---------- (name of the bidder) is not less than Rs. ---------- Lakhs 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**

---------- **Morena (M.P.)**

Subject : Mechanized cleaning work of the District Court Building, Extended Court Building, Pocso Court Building and Special Court's building 2 Courtrooms situated in the Premises of District Court Morena (M.P.)
Ref. : ----------

Dear Sir/Madam,

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 of **District Court Building, Extended Court Building, Pocso Court Building and Special Court's building 2 Courtrooms situated in the Premises of District Court Morena(M.P.)** I/ 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 Sincerely,

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

LIST-1

Annexure-P1

METHOD OF CLEANING

DESCRIPTION OF AREA	LOCATIONS	OPERATION REQUIRED
Surface area with Kota Stone, concrete tiles, vitrified tiles, concrete plaster surface etc.	Corridors areas, open areas concourse, toilets & chambers etc.	Sweeping, Dry & Wet moping, scrubbing, wet cleaning, Cleaning of stains of spit etc.
Surface area with asphalter/ Bituminous & Chequered 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, steel/iron railings & Doors/Lifts.	District Court Building, Extended Court Building, Pocso Court Building and Special Court building's 2 Courtrooms situated in the Premises of District Court Morena(M.P.)	Dusting, cobweb cleaning Glass with cleaning agent, dusting as per requirement
Other Specific Area :-		
Stair case	District Court Building, Extended Court Building, Pocso Court Building and Special Court building's 2 Courtrooms situated in the Premises of District Court Morena(M.P.)	Dry mopping, pressure water cleaning, vacuuming
Toilets & Bathrooms Pr	District Court Building, Extended Court Building, Pocso Court Building and Special Court building's 2 Courtrooms situated in the Premises of District Court Morena(M.P.)	Pressure water cleaning, Cleaning with acid, disinfecting agents etc.
Water Booths/Plateform & Wash Basins	District Court Building, Extended Court Building, Pocso Court Building and Special Court building's 2 Courtrooms situated in the Premises of District Court Morena (M.P.)	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, Morena.
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, Morena
Cleaning of Electronic Display Boards and Panels	District Court Building, Extended Court Building, Pocso Court Building and Special Court building's 2 Courtrooms situated in the Premises of District Court Morena(M.P.)	Cleaning with proper glass cleaners.

Note : The contractors before quoting the rates are requested to visit the campus and Premises of the District Court Building, Extended Court Building, Pocso Court Building and Special Court building's 2 Courtrooms situated in the Premises of District Court Morena (M.P.) in order to quote the proper amount for the execution of the contract.

LIST-2 **Annexure-P2**

MACHINES AND EQUIPMENTS USED FOR CLEANING

ACTIVITY	MACHINE FOR MECHANIZED CLEANING	OTHER EQUIPMENTS/ KIT ITEMS	MACHINE QUANTITY
Scrubbing	Industrial scrubber cum drier. compact scrubber with features of scrubbing, mopping and water retrieval	Squeegee, wipers, sanitary brushes	**01** Industrial Scrubber Drier
Sweeping, Dry & mopping	Walk behind sweeper	Brooms & Dry Mops	**01** Walk behind sweeper
Wet cleaning/ Wet mopping	High Pressure Jet Cleaning machine for Toilets etc.	Wipers, Wet Mops, Squeegee	**02** High Pressure Jet
Dusting & Cobweb Cleaning	Wet & Dry Vacuum Cleaner	Duster brush/ cobweb cleaner wall brush	**02** Wet & Dry Vacuum Cleaner
Removal of stains (hard water, pan spit etc.)	Compact scrubber (Corners & Areas where scrubber machine not reachable)	Sanitary brush, hand brush	**02** Compact scrubber
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.	As per Requirement

LIST-3 Annexure-P3

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.	District Court Building, Extended Court Building, Pocso Court Building and Special Court's building 2 Courtrooms situated in the Premises of District Court Morena(M.P.)	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.

LIST- 04 Annexure-P4

Daily require manpower- Adequate labour (Cleaning Personnel) and 01 Supervisor to be provided as per the requirement.

The following Chemicals and cleaning agents are 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

Consumables are required to be used for daily routine work

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 mopper

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 the Cleaning Personnel :
Uniforms, Spectacles, gloves, nose masks, caps, shoes etc. for the Cleaning Personnel.
(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 the responsibility of the Contractor to keep Court Building premises neat and clean and maintain cleanliness all the time and he may engage additional machines and manpower at his own cost against the requirement.