

OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS

JUDGE, VIDISHA (M.P.) 464001

NOTICE INVITING TENDER

THE OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE, VIDISHA(M.P.) INVITES SEALED TENDERS/OFFERS FROM REPUTED AND EXPERIENCED VENDORS/AGENCIES ENGAGED IN THE BUSINESS OF PROVIDING "MECHANIZED CLEANING SERVICE AND MAINTENANCE OF GARDEN, LIFTMEN SERVICES" FOR CIVIL COURT BUILDING AND PUBLIC UTILITY CENTRE OF THE NEW CIVIL COURT BUILDING OF TEHSIL GANJ BASODA, DISTRICT VIDISHA (M.P.) FOR A PERIOD OF THREE YEARS. THE LAST DATE FOR RECEIPT OF OFFER/TENDER IS 22-03-2024 AT 12:00P.M. THE TENDER SHALL BE OPENED ON 22-03-2024 AT 03:00 P.M. THE PRE-BID MEETING FOR THE TENDER SHALL BE HELD ON DATE 22-03-2024 AT 05:00 PM AT THE OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE, VIDISHA. THE DETAILED TENDER DOCUMENTS ALONG WITH THE TERMS AND CONDITIONS ARE AVAILABLE ON THE OFFICIAL WEBSITE OF THE HIGH COURT OF MADHYA PRADESH WWW.MPHC.GOV.IN AND GOVERNMENT TENDER PORTAL WWW.TENDERS.GOV.IN.

*J. N.
29/7/2024*

**PRINCIPAL DISTRICT & SESSIONS JUDGE
VIDISHA (M.P.)**

**OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE, VIDISHA
(M.P.)**

TENDER DOCUMENT

NAME OF WORK: - TENDER FOR PROVIDING MECHANIZED CLEANING SERVICE AND MAINTENANCE OF GARDEN, LIFT MEN SERVICES FOR CIVIL COURT BUILDING AND PUBLIC UTILITY CENTRE OF THE NEW CIVIL COURT BUILDING OF TEHSIL GANJ BASODA, DISTRICT VIDISHA (M.P.)

CLOSING DATE AND TIME FOR SUBMISSION OF TENDER	22-03-2024 AT 12:00 PM
OPENING DATE AND TIME FOR SUBMISSION OF TENDER	22-03-2024 AT 03:00 PM
TENDER FEES COST	RS. 5,000/-
EARNEST MONEY	RS. 1,00,000/-

SEALED QUOTATIONS ARE INVITED FOR MOTORISED CLEANING SERVICES AND "MECHANIZED CLEANING SERVICE AND MAINTENANCE OF GARDEN, INDOOR PLANTS, PATHWAYS, PARKING AREAS AND LIFTMEN SERVICES FOR CIVIL COURT BUILDING AND PUBLIC UTILITY CENTRE OF THE NEW CIVIL COURT BUILDING OF TEHSIL GANJ BAOSDA, DISTRICT VIDISHA (M.P.) FROM REGISTERED, REPUTED AND EXPERIENCED COMPANIES WHO HAVE EXECUTED SIMILAR NATURE OF WORK IN GOVERNMENT MINISTRIES/ DEPARTMENTS, SEMI-GOVERNMENT ORGANIZATIONS, UNDERTAKINGS AND SATISFY ALL OTHER TERMS AND CONDITIONS IN THIS TENDER DOCUMENT.

1. INSTRUCTIONS TO THE TENDERERS:

TENDER WILL BE INVITED IN SEALED ENVELOPE CONSISTING OF TECHNICAL-COMMERCIAL & PRICE BID. THE BID WILL BE MADE AND PUT IN THE SEALED SINGLE ENVELOPE CONTAINING THE TITLE "MECHANIZED CLEANING SERVICE AND MAINTENANCE

OF GARDEN, INDOOR PLANTS, PATHWAYS, PARKING AREAS AND LIFTMEN FOR THE NEW CIVIL COURT BUILDING OF TEHSIL GANJ BASODA, DISTRICT VIDISHA (M.P.)” AND ADDRESSED TO PRINCIPAL DISTRICT JUDGE VIDISHA AND THE BID WILL BE SUBMITTED TO PRINCIPAL DISTRICT JUDGE, DISTRICT COURT, VIDISHA LATEST BY 12.00 PM ON **22-03-2024** THE TENDER-BIDS WILL BE OPENED ON THE SAME DAY AT 3:00 PM. TENDER RELATES TO MECHANIZED CLEANING SERVICE AND MAINTENANCE OF GARDEN, INDOOR PLANTS, PATHWAYS, PARKING AREAS AND LIFTMEN FOR CIVIL COURT BUILDING AND PUBLIC UTILITY CENTRE OF THE NEW CIVIL COURT BUILDING OF TEHSIL GANJ BAOSDA, DISTRICT VIDISHA (M.P.).

2. PERIOD OF CONTRACT:

THE CONTRACT WILL BE INITIALLY FOR A PERIOD OF 3 YEARS FROM THE DATE OF AGREEMENT, WHICH CAN BE FURTHER EXTENDED ON THE BASIS OF MUTUAL AGREEMENT SUBJECT TO THE SATISFACTORY PERFORMANCE OF THE DUTIES BY THE CONTRACTOR AND THE PRICE TREND OF THE SERVICES/ PRODUCTS PREVAILING IN THE MARKET ON THE DATE OF EXTENSION. THE AGREEMENT SHALL BE SUBJECT TO SCRUTINY BY THE FIRST PARTY FROM TIME TO TIME AND IF THE SERVICES RENDERED BY THE SECOND PARTY IS NOT FOUND SATISFACTORY, THE FIRST PARTY SHALL BE AT LIBERTY TO PENALISE THE SECOND PARTY AS PER TERMS OF THE AGREEMENT AND / OR TO TERMINATE THE AGREEMENT AT HIS WILL.

3. SCOPE OF WORK:

1. THE PLACE OF PERFORMANCE WILL BE THE CIVIL COURT PREMISES, GANJ BASODA, VIDISHA(M.P.). THE TENDER RELATES TO THE MECHANIZED CLEANING SERVICE AND MAINTENANCE OF GARDEN, INDOOR PLANTS, PATHWAYS, PARKING AREAS AND LIFTMEN SERVICES FOR CIVIL COURT BUILDING AND PUBLIC UTILITY CENTRE OF THE NEW CIVIL COURT BUILDING OF TEHSIL GANJ BASODA, DISTRICT VIDISHA (M.P.).
2. IT SHALL BE THE DUTY OF THE CONTRACTOR / SERVICE PROVIDER TO HAVE THE CREDENTIALS OF THE SERVICE PERSONS/OPERATORS DULY VERIFIED AND CERTIFIED. THE PERSON ENGAGED MECHANIZED CLEANING SERVICE AND MAINTENANCE OF GARDEN, INDOOR PLANTS, PATHWAYS, PARKING AREAS AND LIFTMEN SERVICES SHALL WEAR CLEAN AND PROPER DRESS AND PHOTO ID WHICH SHALL BE PROVIDED BY THE CONTRACTOR /SERVICE PROVIDER.

3. ADEQUATE NUMBER OF MACHINES WITH QUALIFIED OPERATORS SHALL BE DEPLOYED FOR MOTORISED CLEANING. FOR THE PLACES WHERE MOTORISED CLEANING IS NOT FEASIBLE ADEQUATE NUMBER OF CLEANER AND SERVICE STAFF SHALL BE DEPLOYED BY THE CONTRACTOR/SERVICE PROVIDER FOR MAINTENANCE, BEAUTIFICATION OF PREMISES. ALONG WITH THE TENDER, THE BIDDER SHALL ALSO SUBMIT THE LIST OF SERVICE PERSONS WHO WILL BE ENGAGED FOR MECHANIZED CLEANING SERVICE AND MAINTENANCE OF GARDEN, INDOOR PLANTS, PATHWAYS, PARKING AREAS AND LIFTMEN SERVICES. TO ENSURE THEIR PRESENCE AT WORK PLACE, THE CONTRACTOR SHALL MAINTAIN A REGISTER THAT WILL BE KEPT IN THE OFFICE OF THE FIRST PARTY OR WITH THE PERSON AUTHORIZED BY HIM FOR PROPER SCRUTINY.
4. THE VENDOR SHALL PROVIDE ADEQUATELY TRAINED SUPERVISOR/SUPERVISORS TO ENSURE PROPER MAINTENANCE AND MANAGEMENT OF THE MANPOWER AND MACHINES.
5. THE VENDOR SHALL ARRANGE WET AND DRY CLEANING OF ALL THE CORRIDORS, PUBLIC TOILETS, URINALS, PORCH, BASEMENT, AND OPEN AREAS TWICE A DAY AND PRIVATE TOILETS ONCE EVERYDAY.
6. THE MAINTENANCE OF GARDEN SHALL INCLUDE MAINTENANCE OF FLOWER BEDS, GRASS, PLANTS AND FLOWER POTS ALREADY EXISTING IN THE CIVIL COURT PREMISES, GANJ BASODA. IT SHALL ALSO INCLUDE MAINTENANCE OF ALL THE INDOOR AND OUTDOOR PLANTS WITHIN THE PREMISES. THE VENDOR SHALL ENSURE PROPER WATERING OF PLANTS ON A DAILY BASIS AND SHALL ALSO ENSURE PROPER AVAILABILITY OF THE SEASONAL FLOWERING PLANTS, MANURE, PESTICIDES, AND FERTILIZERS. IT SHALL ALSO INCLUDE MAINTENANCE OF WATER FOUNTAIN.
7. THE MAINTENANCE OF PUBLIC UTILITY CENTER SHALL INCLUDE CLEANING OF ALL THE TOILETS AND ENSURING THE AVAILABILITY OF HAND WASH LIQUIDS, AIR FRESHENERS AND DISINFECTANTS ON REGULAR INTERVALS THROUGHOUT ALL THE WORKING DAYS. THE PUBLIC UTILITY CENTER SHALL ALSO INCLUDE THE STORAGE ROOMS.

WHEN DIRECTED. THESE SWEEPERS/ CLEANERS SHALL ENSURE REGULAR CLEANING AND SANITISATION OF PUBLIC TOILETS.

9. THE VENDOR SHALL ALSO ENSURE PROPER AVAILABILITY OF HAND WASH LIQUID SOAPS AND DISINFECTANT MATS/BALLS OF GOOD QUALITY THROUGHOUT THE TOILETS IN THE BUILDING.
10. ANY OTHER WORK OF SIMILAR NATURE AS AND WHEN ASSIGNED BY THE PRINCIPAL DISTRICT AND SESSIONS JUDGE, VIDISHA OR ANY OTHER AUTHORISED PERSON SHALL BE CARRIED OUT BY THE CONTRACTOR.

4. TERMS AND CONDITIONS:

1. THE REQUIRED NUMBER OF MOTORISED CLEANING MACHINES, NECESSARY EQUIPMENTS AND MANPOWER SHALL BE PROVIDED BY THE VENDOR.
2. THE MACHINES SHALL BE OWNED, MAINTAINED AND OPERATED BY THE CONTRACTOR. THE DETAILS OF THE MACHINES, WHICH WILL BE INSTALLED SHOULD BE MENTIONED IN THE TENDER.
3. COST OF CLEANING MATERIAL AND OTHER CONSUMABLES LIKE SOAP, PHENYL, TOILET CLEANERS, BRUSH, UTENSILS, FLOOR WIPER, MUTATIS MUTANDIS SHALL BE BORNE BY THE CONTRACTOR. CLEANING MATERIAL OF REPUTED BRAND ONLY SHALL BE USED AT ALL TIMES AND IF ANY OF THE MATERIAL IS NOT FOUND OF APPROPRIATE QUALITY, THE FIRST PARTY MAY CHOOSE THE PRODUCT OF PROPER QUALITY AND THE SECOND PARTY SHALL SUPPLY ONLY THOSE ITEMS.
4. THE MACHINES SHALL BE KEPT IN SERVICEABLE CONDITION BY THE CONTRACTOR AND ITS QUALITY SHALL BE MAINTAINED.
5. THE CLEANING WORK OF ANY PARTICULAR DAY SHALL, UNDER ALL CIRCUMSTANCES, BE FINISHED BY THE CONTRACTOR ON THE SAME DAY. IF THE WORK IS NOT FINISHED ON THE SAME DAY, A PENALTY OF RS. 5000/- PER DAY SHALL

BE LEVIABLE AND SHALL BE DEDUCTED FROM THE AMOUNT PAYABLE TO THE CONTRACTOR.

6. THE CONTRACTOR OR AUTHORIZED PERSON SHALL REPORT IMMEDIATELY WHENEVER CALLED BY THE PRINCIPAL DISTRICT JUDGE OR ANY PERSON AUTHORIZED BY HIM ON RECEIVING ANY MESSAGE TO ATTEND THE COMPLAINTS WITH REGARD TO THE CLEANING WORK/ SERVICES UNDER THE TENDER.
7. SUFFICIENT STOCK OF CONSUMABLES LIKE PHEYNYL, BRUSH, UTENSILS, FLOOR WIPER, ETC. FOR A MONTH IN ADVANCE SHOULD BE MAINTAINED IN THE ASSIGNED STORE ROOM OF THE CIVIL COURT BUILDING. THE SECURITY AND SAFETY OF THE MACHINES AND CONSUMEABLES SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR. HE SHALL BE RESPONSIBLE FOR IMMEDIATE ALTERNATE ARRANGEMENT, IF ANY MACHINE OR EQUIPMENT IS FOUND UNSERVICEABLE DUE TO ANY REASON.
8. CONTRACT SHALL BE VALID FOR A PERIOD OF 3 YEARS FROM THE DATE OF AGREEMENT WHICH CAN BE EXTENDED IF THE PERFORMANCE IS FOUND SATISFACTORY.
9. THE VENDOR SHALL ENSURE THAT THE ASSIGNED WORK SHALL START WITHIN 15 DAYS OF THE RECEIPT OF WORK ORDER.
10. THE MACHINE SHALL BE OPERATED ONLY BY THE OPERATOR(S) IN PROPER UNIFCRM HAVING PROPER IDENTITY CARDS WHICH SHALL BE PROVIDED BY THE VENDOR TO MAN POWER.
11. THE QUOTATION WILL BE OPENED IN THE OFFICE OF THE PRINCIPAL DISTRICT JUDGE, DISTRICT COURT, VIDISHA AT 03:00 PM ON SAME DAY TENDER IS SUBMITTED. ONE REPRESENTATIVE OF THE BIDDER MAY REMAIN PRESENT AT THE TIME OF OPENING OF THE BID. TENDER WILL BE FINALISED AFTER CONSIDERING ALL THE PROPOSALS. ALL TENDERERS OR ANY OF THE TENDERER MAY BE CALLED FOR FURTHER NEGOTIATIONS BEFORE CONSIDERING HIS/THEIR PROPOSAL.

12. THE APPLICANT IS REQUIRED TO SUBMIT BROCHURE(S) OF THE MACHINE(S) AND LIST OF MACHINES PROPOSED TO BE INSTALLED FOR MECHANIZED CLEANING SERVICES.
13. THE PRINCIPAL DISTRICT JUDGE, VIDISHA HAS THE RIGHT OF ACCEPTING OR REJECTING ANY OR ALL TENDERS WITHOUT SPECIFYING ANY REASON(S) THEREOF. THE PRINCIPAL DISTRICT JUDGE, VIDISHA IS UNDER NO OBLIGATION TO ACCEPT THE LOWEST TENDER.
14. THERE IS NO OBLIGATION ON THE PART OF THE PRINCIPAL DISTRICT JUDGE, VIDISHA TO INFORM THE UNSUCCESSFUL TENDERER OF THE OUTCOME OF THE TENDER PROCESS AND REASONS FOR REJECTION OF THE TENDER.
15. THE SUCCESSFUL CONTRACTOR SHALL FORTHWITH ENGAGE/DEPUTE SERVICE PERSONS/OPERATORS, MACHINES AND REQUISITE MATERIALS TO PROVIDE THE DESIRED SERVICES IN THE CIVIL COURT PREMISES, GANJ BASODA, VIDISHA.
16. UNDER NO CIRCUMSTANCES, SHALL THE SUCCESSFUL FIRM APPOINT ANY SUB-CONTRACTOR OR SUB-LEASE THE CONTRACT. IF IT IS FOUND THAT THE CONTRACTOR HAS VIOLATED THESE CONDITIONS, THE CONTRACT WILL BE TERMINATED FORTHWITH WITHOUT ANY NOTICE, BY THE AUTHORITY WHO HAS APPROVED THE AWARD OF THE CONTRACT.
17. THE SUCCESSFUL TENDERER WILL BE REQUIRED TO FURNISH SECURITY DEPOSIT AMOUNTING TO RS. 5,00,000/- WITHIN 10 (TEN) DAYS FROM THE DATE OF ACCEPTANCE OF TENDER. THE SECURITY DEPOSIT SHALL BE IN THE FORM OF FDR THROUGH ANY NATIONALIZED BANK IN FAVOUR OF THE PRINCIPAL DISTRICT JUDGE, VIDISHA OR UNCONDITIONAL BANK GUARANTEE OF ANY NATIONALIZED BANK OF EQUAL AMOUNT. THE SECURITY DEPOSIT MONEY WILL BE REFUNDABLE ONLY AFTER THE EXPIRY/TERMINATION OF THE CONTRACT.
18. THE BILLS IN TRIPLICATE FOR THE SERVICES SHALL BE PREPARED ON THE BASIS OF APPROVED RATES AND WILL HAVE TO BE SUBMITTED IN FAVOUR OF THE PRINCIPAL DISTRICT JUDGE, VIDISHA FOR EFFECTING PAYMENT. NO ADVANCE PAYMENT SHALL BE MADE FOR THE SERVICES. THE PAYMENT SHALL BE MADE SUBJECT TO

AVAILABILITY OF THE FUNDS AND NO INTEREST SHALL BE PAYABLE FOR DELAY IN PAYMENT OF BILLS FOR ANY REASON, WHATSOEVER.

19. PREMATURE WITHDRAWAL OF THE TENDER BY THE TENDERER SHALL MAKE HIM LIABLE FOR FORFEITURE OF THE EARNEST MONEY AND THE SECURITY DEPOSIT.
20. ALL THE PAGES OF THE TENDER DOCUMENT SHOULD BE SERIALLY NUMBERED AND DULY STAMPED AND SIGNED BY THE BIDDER.
21. THE PRINCIPAL DISTRICT JUDGE, VIDISHA RESERVES THE RIGHT TO REVIEW THE PERFORMANCE WHENEVER HE SO DESIRES, AND HE CAN ALSO GIVE NOTICE AT ANY POINT OF TIME DURING THE TENURE OF THE CONTRACT IN CASE THE PERFORMANCE AND THE SERVICES RENDERED BY THE CONTRACT FIRM IS FOUND TO BE UNSATISFACTORY.
22. THE CONTRACTOR SHOULD BE REGISTERED WITH GST, ESIC, EPF. CERTIFIED COPY OF REGISTRATION CERTIFICATES SHOWING THE CODE ALLOTTED FROM THESE ORGANIZATIONS SHOULD BE SUBMITTED ALONG WITH THE TECHNICAL BID
23. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR SAFETY OF HIS WORKMAN WHILE ON THE JOB. THE DISTRICT COURT SHALL NOT BE RESPONSIBLE FOR PAYMENT OF COMPENSATION FOR ANY ACCIDENT OCCURRING DURING THE WORK. THE CONTRACTOR IS REQUIRED TO EQUIP HIS LABOURERS/ SUPERVISOR WITH ALL REQUIRED SAFETY EQUIPMENTS, ETC.
24. IF ANY EMPLOYEE OF THE CONTRACTOR IS FOUND COMMITTING ANY MISCONDUCT OR MISBEHAVING, THE PRINCIPAL DISTRICT JUDGE OR AUTHORIZED OFFICER AT ITS DISCRETION MAY ASK THE CONTRACTOR TO REMOVE SUCH EMPLOYEE AND THE CONTRACTOR SHALL REMOVE SUCH EMPLOYEE WITHOUT QUESTIONING THE DECISION OF THE PRINCIPAL DISTRICT JUDGE OR THE AUTHORIZED OFFICER, AND SHALL ALSO ARRANGE FOR SUITABLE REPLACEMENT IMMEDIATELY. THE PRINCIPAL DISTRICT JUDGE WILL BE ENTITLED TO RESTRICT SUCH EMPLOYEE FROM ENTERING THE COURT PREMISES.

25. THE CONTRACTOR SHALL EMPLOY ONLY ADULT WORKERS WITH AGE BETWEEN 18 YEARS TO 50 YEARS AND SHALL ALSO COMPLY WITH ALL THE APPLICABLE LABOUR LAWS PREVALANT DURING THE SERVICE PERIOD. THE CONTRACTOR SHALL ALSO BE SOLELY RESPONSIBLE FOR THE INFRINGEMENT OF ANY SUCH LAWS AND ANY PENAL ACTION AND LIABILITY ARISING THEREOF. THE CONTRACTOR SHALL ALSO FURNISH THE CERTIFICATE OF COMPLIANCE OF THE CONCERNED LABOUR LAWS ON A HALF YEARLY BASIS.
26. THE TENDER SHALL FURTHER CLEARLY SPECIFY THE NUMBER OF MACHINE OPERATORS, SWEEPERS, CLEANERS, GARDENERS, AND SUPERVISORS PROPOSED TO BE DEPUTED UNDER THE CONTRACT.
27. DURING THE PERIOD WHEN THE AGREEMENT SHALL REMAIN IN FORCE, NO CHANGE SHALL TAKE PLACE IN THE TERMS AND CONDITIONS OF THE AGREEMENT REGARDING TAX RATES EVEN IF ANY INCREASED TAX RATE IS IMPOSED BY CENTRAL GOVERNMENT/STATE GOVERNMENT/LOCAL BODY. THE SECOND PARTY SHALL BE SOLELY RESPONSIBLE FOR THE PAYMENT OF INCREASED RATE OF TAX/FUTURE CHARGE/FUTURE SURCHARGE AND THE FIRST PARTY SHALL NOT BE RESPONSIBLE IN ANY MANNER.

5 **ELIGIBILITY CRITERIA: -**

THE AGENCY APPLYING SHOULD POSSESS VALID INCOME TAX PAN NO. AND SERVICE TAX ACCOUNT NO. THE AGENCY SHOULD HAVE A MINIMUM EXPERIENCE OF 03 YEARS OF CONTINUOUS RUNNING FOR PROVIDING THE MECHANIZED CLEANING, GARDENING, LIFT MEN SERVICES FOR CIVIL COURT BUILDING AND PUBLIC UTILITY CENTRE OF THE NEW CIVIL COURT BUILDING OF TEHSIL GANJ BASODA, DISTRICT VIDISHA (M.P.). THE TENDERER MUST HAVE AN AVERAGE ANNUAL TURNOVER OF RS. 50.00 LAKHS DURING THE LAST THREE 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 2021-22, 2022-23, 2023-24.
2. SERVICE TAX REGISTRATION, GST REGISTRATION
3. INCOME TAX PAN NO.
4. COPIES OF EPF, ESIC REGISTRATION

5. COPY OF THE LABOUR LICENSE /REGISTRATION UNDER CONTRACT LABOUR (REGULATION & CONTROL) ACT,1970
6. INCOME TAX RETURN FOR THE LAST THREE YEARS 2021-22, 2022-23, 2023-24.
7. AUDITED ISO CERTIFICATION FOR MECHANIZED CLEANING FOR RUNNING 3 YEARS.
8. DOCUMENTS REGARDING EXPERIENCE OF 3 YEARS OR ABOVE IN PROVIDING SIMILAR SERVICES OF MECHANIZED CLEANING SERVICE AND MAINTENANCE OF GARDEN, LIFTMEN SERVICES.
9. TENDER FORM FEE OF RS. 5000/- (RUPEES FIVE THOUSAND ONLY) THROUGH A DEMAND DRAFT/ PAY ORDER /RECEIPT/ UNCONDITIONAL BANK GUARANTEE IN FAVOUR OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE VIDISHA.
10. EARNST MONEY DEPOSIT OF RS. 1,00,000/- (ONE LAKH ONLY) THROUGH A DEMAND DRAFT IN FAVOUR OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE, VIDISHA.
11. TENDER DOCUMENT WITH EACH PAGE DULY SIGNED AND SEALED BY THE AUTHORIZED PERSON.

6. EVALUATION OF BIDS:

1. THE TECHNO-COMMERCIAL BID AND PRICE BID WILL BE EVALUATED AS A PACKAGE SIMULTANEOUSLY. IT MUST SATISFY ALL THE TERMS AND CONDITIONS MENTICNED IN THIS DOCUMENT AND MUST BE ACCOMPAINED BY ALL THE REQUISITE DOCUMENTS.
2. FILLING UP OF ALL THE COLUMNS IN TECHNO-COMMERCIAL BID AND PRICE BID IS COMPULSORY.

7. EARNEST MONEY DEPOSIT:

THE QUOTATIONS SHOULD BE ACCOMPAINED BY **EARNEST MONEY DEPOSIT (EMD) OF RS.1,00,000/- (RUPEES ONE LAKH ONLY)** 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 FAVCUR OF **"PRINCIPAL DISTRICT AND SESSIONS JUDGE VIDISHA"** WITHOUT WHICH THE TENDER WILL NOT BE CONSIDERED. THE EARNEST MONEY WILL BE RETRUNED TO ALL THE UNSUCCESSFUL TENDERERS AFTER FINALIZATION OF THE CONTRACT. NO INTEREST SHALL BE PAID ON THE EARNEST MONEY DEPOSIT FOR DELAY IN RETURN FOR ANY REASON, WHATSOEVER MAY BE.

8. PERFORMANCE GUARANTEE (SECURITY DEPOSIT):

THE SUCCESSFUL BIDDER SHALL GIVE PERFORMANCE SECURITY IN THE FORM OF ACCOUNT PAYEE DEMAND DRAFT OR FDR, UNCONDITIONAL BANK GUARANTEE FROM A NATIONALIZED BANK AMOUNTING TO RS. 5,00,000/- (RUPEES FIVE LAKHS ONLY) IN FAVOUR OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE, VIDISHA. THE SECURITY DEPOSIT WILL BE REFUNDED ONLY AFTER THE EXPIRY OF THE CONTRACT. THIS DEPOSIT IS LIABLE TO BE FORFEITED, IF DURING THE PERIOD OF CONTRACT, THE SERVICES OF THE CONTRACT ARE FOUND TO BE UNSATISFACTORY IN ANY RESPECT, AND/OR IF ANY OF THE CONDITIONS OF THE CONTRACT 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 JUDGE, VIDISHA THAT THE CONTRACTOR FIRM MAY INVITE UPON THEMSELVES DUE TO ANY OF THE REASONS SPECIFIED ABOVE.

CHECK LIST

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

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

PRINCIPAL DISTRICT & SESSIONS COURT,

VIDISHA

TENDER FORM

PHOTO

TO,

THE PRINCIPAL DISTRICT & SESSIONS JUDGE,
VIDISHA, MADHYA PRADESH

I/WE-----HAVE READ THE VARIOUS CONDITIONS TO THE TENDER FORM ATTACHED HERETO AND HEREBY AGREE TO ABIDE BY THE SAID TERMS AND CONDITIONS. I/WE ALSO AGREE TO KEEP THE TENDER OPEN FOR ACCEPTANCE FOR A PERIOD OF ----- FROM THE DATE FIXED FOR OPENING THE SAME AND EXTEND THE SAME FOR ANOTHER IN CASE SPECIFICALLY ASKED UPON TO DO SO IN WRITING AND IN DEFAULT THEREOF, I/WE WILL BE LIABLE FOR FORFEITURE OF MY/OUR EARNEST MONEY. I/WE ALSO HEREBY AGREE TO ABIDE BY THE TERMS AND CONDITIONS OF THE CONTRACT AND CARRY OUT THE WORK ACCORDING TO THE AGREEMENT ATTACHED.

I/WE HEREBY TENDER TO UNDERTAKE THE WORK DETAILED IN THE ATTACHED SCHEDULE AT THE RATE MENTIONED FOR **MECHANIZED CLEANING SERVICE, MAINTENANCE OF GARDEN, LIFT MEN SERVICES AND MAN POWER SERVICE** FOR CIVIL COURT BUILDING AND PUBLIC UTILITY CENTRE OF THE NEW CIVIL COURT BUILDING OF TEHSIL GANJ BAOSDA, DISTRICT VIDISHA (M.P.) & ADJOINING AREA AS PER RATE SCHEDULE. UNTIL A FORMAL AGREEMENT IS PREPARED AND EXECUTED, ACCEPTANCE TO THIS TENDER SHALL CONSTITUTE A BINDING CONTRACT BETWEEN US, SUBJECT TO MODIFICATIONS, AS MAY BE MUTUALLY AGREED TO BETWEEN US IN TERMS OF THE FORM OF AGREEMENT ATTACHED HERETO AND INDICATED IN THE LETTER OF ACCEPTANCE OF MY/OUR OFFER FOR THIS WORK.

I/WE HEREBY DECLARE THAT THE TENDER DOCUMENT AS DOWNLOADED FROM THE WEBSITE WWW.MPHC.GOV.IN IS PRINTED AS IT IS. I/WE HAVE ALSO VERIFIED THE CONTENTS OF THE PRINTED DOCUMENT FROM THE WEBSITE AND THERE IS NO ADDITION, DELETION OR ANY ALTERATION TO THE CONTACT OF THE TENDER DOCUMENT. IN CASE OF ANY DISPUTE, THE HARD COPY OF TENDER DOCUMENT SHALL BE CONSIDERED AS FINAL AND THIS BEING DIFFERENT FROM ORIGINAL TENDER DOCUMENT, MY/OUR TENDER FORM MAY BE REJECTED BY THE COMMITTEE CONSTITUTED BY THE DISTRICT & SESSIONS JUDGE, VIDISHA, MADHYA PRADESH,

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

THE TENDER FORM COST RS. 5,000 /- IN THE FORM OF DD/BANKER'S CHEQUE BEARING THE NUMBER AND DATE OF ISSUE DRAWN ON (BANK'S NAME) IN FAVOUR OF PRINCIPAL DISTRICT & SESSIONS JUDGE, VIDHISHA, MADHYA PRADESH IS ENCLOSED HERE WITH THIS SEALED TENDER IN ORIGINAL.

DATED.....

SIGNATURE OF TENDERER

WITNESS TO TENDERER

SIGNATURE

NAME.....

WITH NAME & ADDRESS (1) & (2)

ADDRESS OF THE TENDERER

**PRINCIPAL DISTRICT & SESSIONS JUDGE,
VIDISHA**

PRICE SCHEDULE

RATE SCHEDULE FOR MECHANIZED CLEANING SERVICES, LIFTMEN SERVICE
AND MAINTENANCE OF GARDEN FOR BLOCK A, B, C AND PUBLIC UTILITY CENTRE
OF THE NEW CIVIL COURT BUILDING OF TEHSIL GANJ BAOSDA, DISTRICT VIDISHA
(M.P.)

NAME OF WORK	MONTHLY OFFER PRICE TO BE QUOTED BY THE SERVICE PROVIDER	
OPEN TENDER FOR MECHANIZED CLEANING SERVICES, MAINTENANCE OF GARDEN, LIFTMEN SERVICE, MANPOWER SERVICE FOR CIVIL COURT BUILDING AND PUBLIC UTILITY CENTRE OF THE NEW CIVIL COURT BUILDING OF TEHSIL GANJ BAOSDA, DISTRICT VIDISHA (M.P.) [HEREINAFTER REFERRED TO AS		(WITH TAXES)
		(WITHOUT TAXES)

"CIVIL COURT PREMISES, GANJ BASODA"]		
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NOTE: - PLEASE MENTION THE AMOUNT WITH TAXES AND WITHOUT TAXES AND THE TAKE HOME REMUNERATION INCLUDES ALL TAXES/DUES LIKE EPF/ESI /OTHER STATUTORY DUES, IF ANY.

SIGNATURE OF TENDERER

NAME.....

ADDRESS OF THE BIDDER.....

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NOTE:

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

ANNEXURE-A

TECHNO-COMMERCIAL BID

**TENDER DOCUMENT FOR COMPLETE MECHANIZED CLEANING SERVICES,
LIFT MEN SERVICE AND MAINTENANCE OF GARDEN IN NEW CIVIL COURT
PREMISES, GANJ BASODA, VIDISHA (M.P.)**

S.NO.	DESCRIPTION	INDICATE PAGE NUMBER WHERE ATTACHED
1	NAME, ADDRESS & TELEPHONE NUMBER OF THE FIRM	
2	NAME, DESIGNATION, ADDRESS & TELEPHONE NUMBER OF AUTHORIZED PERSON	
3	PLEASE SPECIFY AS TO WHETHER TENDERER IS SOLE PROPRIETOR/PARTNERSHIP FIRM/PRIVATE OR LIMITED COMPANY	
4	NAME, ADDRESS & TELEPHONE NUMBER OF DIRECTORS/PARTNERS, FAX NO., EMAIL ADDRESS	
5	COPY OF PAN CARD ISSUED BY INCOME TAX DEPARTMENT AND COPY OF PREVIOUS 3 FINANCIAL YEAR'S INCOME TAX RETURN I.E, 2021-22, 2022-23, 2023-24	
6	VALID ISO CERTIFICATE IN THE FIELD OF MECHANIZED CLEANING 9001:2015, 14001:2015, 45001:2018	
7	GST REGISTRATION NO.	

8	<p>ANNUAL TURNOVER DURING LAST 3 YEARS:</p> <p>2021-22</p> <p>2022-23</p> <p>2023-24</p> <p>(PLEASE ATTACH PROOF IN THE FORM OF PROFIT & LOSS ACCOUNT)</p>	
9	<p>EXPERIENCE CERTIFICATE FOR LAST RUNNING 3 YEARS IN THE FIELD OF MECHANIZED CLEANING SERVICES, LIFTMEN SERVICE AND MAINTENANCE OF GARDEN</p>	
10	<p>DETAILS OF BID SECURITY/EARNEST MONEY DEPOSIT:</p> <p>a) AMOUNT</p> <p>b) DEMAND DRAFT/PAY ORDER TENDER FORM COST</p> <p>c) DATE OF ISSUE</p> <p>d) NAME OF ISSUING BANK</p>	
11	<p>COPY OF THE EPF AND ESIC CERTIFICATES</p>	
12	<p>TENDER DOCUMENT WITH EACH PAGE DULY SIGNED AND SEALED BY THE AUTHORIZED SIGNATORY</p>	
13	<p>COPY OF THE LABOR LICENSE/ REGISTRATION UNDER THE CONTRACT LABOR (REGULATIONS & CONTROL) ACT, 1970</p>	
14	<p>FURNISH THE LIST OF SERVICE PERSON AND OPERATOR TO BE DEPUTED IN MECHANIZED CLEANING SERVICES</p>	
15	<p>FURNISH THE LIST OF MACHINES TO BE DEPUTED FOR THE ASSIGNED WORK</p>	

DECLARATION BY THE BIDDER

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

IT IS CERTIFIED THAT THE PARTICULARS GIVEN ABOVE ARE TRUE TO THE BEST OF MY/OUR KNOWLEDGE AND I/WE HAVE READ TERMS & CONDITIONS AND DUTIES/ RESPONSIBILITIES OF THE STAFF TO BE DEPUTED FOR THE PURPOSE AND HAVE ALSO UNDERSTOOD THE SAME AND TO HEREBY UNDERTAKE TO ABIDE BY THE SAME WITHOUT ANY RESERVATIONS ON ANY GROUNDS, WHATSOEVER. IN CASE OF ANY BREACH OF THE SAID CONDITIONS, I/WE SHALL BE RESPONSIBLE FOR THE CONSEQUENCES ARISING OUT OF SUCH SITUATION.

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

DATE:

PLACE:

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

ANNEXURE-B

BIDDER'S ANNUAL TURNOVER

(LOCATION)

(DATE)

FROM (NAME & ADDRESS)

TO,

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

REF.:

DEAR SIR/MADAM,

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

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

YOURS SINCERELY,

(SIGNATURE OF STATUTORY AUDITOR)

NAME OF THE STATUTORY AUDITOR

SEAL:

ANNEXURE-C

SIMILAR WORK EXPERIENCE

(LOCATION)

(DATE)

FROM (NAME & ADDRESS OF THE BIDDER)

TO,

THE PRINCIPAL DISTRICT & SESSIONS JUDGE

VIDISHA (M.P.)

SUBJECT: MECHANIZED CLEANING WORK. LIFT MEN SERVICE AND MAINTENANCE OF GARDEN IN THE NEW CIVIL COURT PREMISES, GANJ BASODA, VIDISHA (M.P.).

REF. _____.

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

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

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

YOURS SINCERELY,

(SIGNATURE OF AUTHORIZED SIGNATORY)

NAME AND DESIGNATION OF THE AUTHORIZED SIGNATORY:

ANNEXURE-D

CHEMICALS AND CLEANING AGENTS REQUIRED TO BE USED.

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

CONSUMABLES REQUIRED TO BE USED AS PER NEED: -

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

14. COTTON CLOTHS

15. DUSTBINS WITH PROPER POLYTHENE BAGS TO KEEP GARBAGE/DISPOSAL ITEMS

EQUIPMENT REQUIRED FOR GARDENING: -

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

UNIFORMS AND OTHER ACCESSORIES FOR LABOUR:

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

NOTE: -

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

LIST-1

METHOD OF CLEANING

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

		THE MAIN BIN PROVIDED FOR THE PURPOSE IN THE DISTRICT COURT OF VIDISHA.
AIR FRESHENING MEASURES	TOILETS AND BATH ROOMS	USE OF CLEANING AGENTS WITH FRAGRANCE WHILE SCRUBBING AND WET MOPPING, PROVISION OF ODONIL AND NAPHTHALENE BALLS IN TOILETS, USE OF ROOM FRESHENERS IN THE DISTRICT COURT.
CLEANING OF ELECTRONIC DISPLAY BOARDS AND PANELS	CIVIL COURT PREMISES, GANJ BASODA	CLEANING WITH PROPER GLASS CLEANERS

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

LIST- 2

MACHINES AND EQUIPMENTS USED FOR CLEANING

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

LIST-3

**SCHEDULE OF WORK FOR MECHANIZED CLEANING FOR THE
CIVIL COURT PREMISES, GANJ BASODA**

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

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

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