OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, AGAR-MALWA (M.P.)

NOTICE INVITING TENDER

Sealed tenders are invited from Reputed/Authorized Vendors/Agencies for Mechanized Cleaning Services of Court Building and its Premises, Maintenance of Garden of New District Court Building Agar-Malwa (M.P.). The last date of tender submission is 09/05/2026 upto 5:00 P.M. The tender shall be opened on 11/05/2026 at 05:00 P.M. The detailed tender documents along with terms and conditions is available on the official website of the High Court i.e. **www.mphc.gov.in,** District Court Agar-Malwa **https://agar.dcourts.gov.in/** & Government e-Tender portal **www.mptenders.gov.in**

PRINCIPAL DISTRICT &SESSIONS JUDGE
AGAR-MALWA (M.P)

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE AGAR-MALWA

TENDER DOCUMENT

Name of Work

Tender for Mechanized/motorised Cleaning Services of the Court Building and its Premises, Maintenance of Garden of New District Court Building Agar-Malwa (M.P.)

Closing date and time of Tender	09/05/2026 at 5:00 P.M.
Opening date and time of Tender	11/05/2026 at 5:00 P.M.
Tender Fee/Cost	Rs. 3500/-
Earnest Money	Rs. 50,000/-

N.B.- Tender form is non-transferable

Principal District & Sessions Judge,
Agar-Malwa (M.P.)

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/Banker's Cheque/Unconditional Bank Guarantee of Rs. 50,000/- from Nationalized Scheduled bank in favour of Principal District & Sessions Judge, Agar-Malwa	
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 Judge,
Agar-Malwa (M.P.)

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE AGAR-MALWA

PRICE SCHEDULE

Rate Schedule for Mechanized Cleaning Services of the Court Building and its Premises, Maintenance of Garden of New District Court Agar-Malwa, 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 of the Court Building and its Premises, Maintenance of Garden of New District Court Agar-Malwa,	**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 District Court Building Agar-Malwa, before submitting the commercial offer.
N.B.4. Kindly submit the number of persons and machinery to be deployed at the New District Court Building Agar-Malwa, M.P.

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE AGAR-MALWA

Tender Form No.....

To,

The Principal District & Session Judge,
Agar-Malwa (M.P.)

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

I/We hereby tender to undertake the work detailed in the attached schedule at the rate mentioned for Mechanized Cleaning Service and Maintenance of Garden in the District Court, Agar-Malwa, 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 as downloaded from the website www.mphc.gov.in and www.tenders.gov.in is printed as it is I/We have also verified the contents of the printed document from the web site and there is no addition, deletion or any alteration to the contract 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 from may be rejected by the Committee constituted by the Principal District & Sessions Judge Agar-Malwa, 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 Gurantee----------date ----------is attached herewith this sealed tender in original.

The tender form cost Rs.----------/-in form of DD/Banker's cheque bearing the no----------date of issue----------drawn on (Bank's Name)----------in favour of Principal District & Sessions Judge, Agar Malwa, M.P. is enclosed here with this sealed tender in original.

Dated----------

Signature of Tenderer

Name----------

Witnesses to Tenderer Signature
With name & Address (1) & (2)

Address of Tenderer----------

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE AGAR-MALWA

The District & Sessions Court, Agar-Malwa invites sealed tender for Mechanized Cleaning Services, Maintenance of Garden in the New District Court Building, Agar-Malwa, M.P. from reputed, registered bonafide, experienced and eligible Firms/Contractors, who have executed similar nature of work in Government Ministries/Departments, Semi-government organizations including Public Sector Undertakings and satisfying all other terms and conditions of this tender document.

1. Instructions to the Tenderers:

Tender will be invited in sealed envelope consisting of Techno-commercial & Price Bid. The bid will be made and put in the sealed single envelope containing the title **"TENDER"** for Mechanized Cleaning Services of Court Building including its Premises and Maintenance of Garden of New District Court and addressed to the Principal District & Sessions Judge, Agar-Malwa. The bid will be submitted to the office of The Principal District & Sessions Judge, Agar-Malwa, Madhya Pradesh latest by 09/05/2026 at 5.00 P.M. The Tender will be opened on 11/05/2026 at 5:00 PM, in Conference Hall, situated at first floor in New District Court Building Agar-Malwa M.P.

Tender relates to Mechanized Cleaning Services of New Court Building including its premises and maintenance of Garden in the District Court, Agar-Malwa. The Tenderer shall clearly specify what items/Manpower/Machines/Services will not be covered under the operation services. All the remaining items/services shall be treated as covered under the operation services.

2. Period of Contract

The Contract shall be initially for the period of one year from the date of agreement, which can be extended further on mutual agreement subjected to satisfactory performance of the contractor and will also depend upon the price trend for the services/products in the marked on the date of extension.

3. Scope of Work :

3.1 The place of performance will be the New District Court Building, Agar-Malwa and its premises. Tender relates to Mechanized cleaning service and maintenance of Garden.

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 cleanliness and maintenance of garden, shall bear clean and proper dress, photo ID is to be provided by the Contractor/service provider.

3.3 The Mechanized cleaning services, maintenance of garden, in the new court building Agar-Malwa shall include cleaning as per "List enclosed".

3.4 Adequate number of the cleaning machines with qualified operator shall be deployed for mechanized cleaning of the places where it is feasible to do so. Adequate number of service persons/manpower shall be employed for cleaning of the places where Mechanized cleaning is not feasible/possible.

3.5 The maintenance of garden shall include maintenance of grass carpets, flowerbed, small and bigger plant and the flower pots already in existence in New District Court Campus.

3.6 The Contractor shall arrange for 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 gardeners/mali's for garden maintenance.

3.7 The contractor/vendor shall provide trained supervisors to ensure proper maintenance and management of person/manpower and machines etc. With tender the bidder/tenderer shall also submit a list of persons, instruments and machines who/which shall be engaged/used for carrying out works .

3.8 The Contractor shall arrange wet and dry cleaning of all 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 instructions of the Office of the Principal District & Sessions Judge, Agar-Malwa in this regard shall be final and binding on the contractor.

3.9 Any other work of similar nature assigned by the District & Sessions Judge, Agar-Malwa will be binding on the Contractor.

3.10 The vendor shall depute one cleaner at every set of gents and ladies Public toilets through out the working hours on the any working day. These cleaners shall ensure cleaning and sanitation of the day in public toilets.

3.11 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 New Court Building.

3.12 The Vendor shall engage adequate number of **Workers/Supervisor/ Liftman/Gardner** for this work, as follows :-

Sn	Work	Number of Workers (Atleast)
1	Service Person For Cleanliner Work	12 (Atleast)
2	Liftman	1 (Atleast)
3	Gardener/ Mali's	2 (Atleast)
4	Supervisor	1 (Atleast)

Terms and conditions:

4.1 Required number of mechanized cleaning machines shall be provided by the Contractor. The contractor shall depute sufficient/adequate number of service person as follows.

Sn	Work	Number of Workers (Atleast)
1	Service Person For Cleanliner Work	12 (Atleast)
2	Liftman	1 (Atleast)
3	Gardener/ Mali's	2 (Atleast)
4	Supervisor	1 (Atleast)

4.2 Cost of cleaning material and other consumable like soap, phenyl, room freshener, brush utensils floor, wiper etc shall be borne by the contractor and Cleaning material of reputed company shall only be used. The machines shall be kept in serviceable condition round the clock by the contractor.

4.3 The initial cleaning work of any particular day shall, under all circumstances be finished by the Contractor on the same day on or before 10:00 a.m. & shall be continued as required during the working hours. If the work is not finished on the same day, a penalty of Rs. 2,500/- per day shall be leviable from the amount payable to the Contractor.

4.4 If any machine remains out of order for a continuous period of more than three days without replacement/repair or the operator/service person of the Contractor remains absent for three days continuously, an amount of Rs. 2,500/- per day per machines/per person shall be deducted from the amount payable to the contractor.

4.5 The Contractor/vendor in addition to other legal actions shall be liable for penalty of Rs. 250/- per day if due to negligence or fault of his own or his employee delay or loss is suffered in maintaining the garden or cleanliness of the building and premises.

4.6 The Contractor shall on receiving telephonic message from Nazarat section, report immediately to attend the complaint with regard to the cleaning work/service under this tender/contract.

4.7 Sufficient stock of consumables like soap, phenyl, room freshner, brush, utensils, floor wiper, etc for a month should be maintained and shown to the District Registrar or incharge Nazarat Section or Official deputed in this regard in the first week of every month or whenever asked. The Contractor shall provide fertilizers, clay and garden equipments, The beautification and maintenance of garden as per the instruction of the OIC Nazarat Section shall be undertaken by the Contractor.

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

4.9 Contract shall be granted for a period of one year which may extended if the performance is found satisfactory. It shall be terminable by the Principal District & Sessions Judge, Agar-Malwa at any time without notice and without assigning any reason. Extension of contract shall be purely at the discretion of Principal District & Sessions Judge, Agar-Malwa.

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

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

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

4.13 The machines/instruments shall be operated only by the Operator(s),duly authorized by the Registrar District Court Agar-Malwa so as to maintain the security of District Court Agar-Malwa. All Cleaners/Machine Operators shall wear the uniform provided by the Contractor and shall conspicuously wear the identity Card signed by the District Registrar.

4.14 The tender will be opened in the conference hall of the New Court Building Agar-Malwa. One representative of the bidder may remain present at that time. 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.

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

4.16 The applicant is required to submit all Brochure(s) of the machines(s) proposed to be installed at New District Court Building, Agar-Malwa.

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

4.18 There is no obligation on the part of the Principal District & Sessions Judge, Agar- Malwa to inform the unsuccessful tenderer of the outcome of the tender process and reasons for rejection of tender.

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 which will be verified by OIC Nazarat Section/Office of the Principal District & Sessions Judge, Agar-Malwa.

4.20 In case of pecuniary loss suffered due to improper service by any of the user/beneficiaries, the Principal District & Sessions Judge, Agar-Malwa will have the right to forfeit the security deposit and in case of security deposit falls short to match the pecuniary loss, such balance will be recovered form the payments due to the Contractor and legal action may also be taken.

4.21 A surprise inspection shall be conducted by the Officer deputed or by the Principal District & Sessions Judge, Agar-Malwa to ascertain the performance of the Service persons/operators and the service 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 & Sessions Judge, Agar-Malwa shall be valid for the whole of the contract tenure and no upward revision will be allowed under any circumstance whatsoever.

4.24 Under no circumstance the successful firm appoint any sub-contractor or sub-lease of the contract. If it is found that the Contractor has violated any of the conditions, the contract will be terminated forthwith without any notice by the Principal District & Sessions Judge, Agar-Malwa.

4.25 The successful tenderer will be required to furnish the security deposit 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, Agar-Malwa 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 money 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 & Sessions Judge, Agar-Malwa 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, Agar-Malwa will be final and binding on the contractors.

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, Agar-Malwa 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 payments of bills for any reason, whatsoever.

4.28 The job carried out shall be to the satisfaction of the Principal District & Sessions Judge Agar-Malwa, after getting certification from the OIC Nazarat Section, Agar failing which deductions @10% of the total bill shall be made, depending upon the severity of negligence. The Principal District & Sessions Judge, Agar-Malwa reserves the right to blacklist the agency for a suitable period or from further participation in any of the jobs to be done for the Principal District & Sessions Judge, Agar-Malwa. The decision of the Principal District & Sessions Judge, Agar-Malwa shall be final and binding on the Contractor.

4.29 Premature withdrawal of the tender/contract by the tenderer 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/experienced operator for each machine to operate the machines at locations specified by OIC Nazarat Section, Agar-Malwa.

4.32 A register of surprise/routine inspection shall be maintained by the Contractor which shall also be inspected by OIC Nazarat Section or other officer deputed, in this behalf by The Principal District & Sessions Judge, Agar-Malwa.

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

4.34 The Principal District & Sessions Judge, Agar-Malwa 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 one cleaner at every set of Gents and Ladies Toilets through out the working hours on any working day, and also on holiday, as and when, so required by the office of the Principal District Judge Agar-Malwa. These cleaners shall ensure cleaning of toilets two to three times a day.

4.36 The Suiter shed for men and women judicial lock up, corridors, employees common room, petition writers room, common Toilets in Service building of New court building will also be the place of performance.

4.37 The employee appointed by the contractor will be in uniform and 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.

4.38 The Contractor shall provide the name of the employees deputed for cleaning 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 on the behest of contractor and in case the employees left the campus after making their attendance before time to be fixed by the Nazarat as per the instructions of the District & Sessions Judge, Agar-Malwa the penalty shall be imposed at the rate of Rs. 200/- per head.

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 in the campus and the contractor as well as its employees shall follow the directions of Nazarat incharge.

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.10 lakhs 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. 2022-23, 2023-24, 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, 2024-25.
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. 50,000/- (Fifty Thousand only) through a Demand Draft /Pay Order/Unconditional Bank Guarantee.
9. Tender fees of Rs. 3,500/- through Demand Draft/Pay Order in favour of Principal District & Sessions Judge Agar-Malwa.

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.

Earnest Money Deposit:- The tender should be accompanied by **Earnest Money Deposit (EMD) of Rs.50,000/-(Fifty Thousand)** 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 Agar-Malwa** 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 favor of the District Judge. Agar-Malwa. 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 condition of the contract is contravened/breached and/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the Principal District & Sessions Judge, Agar-Malwa that the contractor firm may invite upon themselves do, to any of the reasons specified above.

2 **Arbitration :-**

Except where otherwise provided for in the contract all question, 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 thereof shall be referred to the sole arbitrator as may be appointed by the authority of the Principal District & Sessions Judge, Agar-Malwa. There will be no objection if the arbitrator so appointed is an employee of district court and that he had no dealing 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 has vacated his office or unable 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 the 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, Maintenance of garden in the new District Court Building, Agar-Malwa, Madhya Pradesh.

S.No.	Description	Indicated also page number where attached
1	Name, address & telephone number of the firm	
2	Name, designation, address & telephone number	
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, 2024-25	
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 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 Liftmen 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 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 document should be serially paged and 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 condition. 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 District & Sessions Judge

_____ Agar-Malwa (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
1		Amount	Amount	Amount

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 District & Sessions Judge

_____ Agar-Malwa (M.P.)

Subject: Mechanized cleaning work and maintenance of garden in the New Court Building, Agar- Malwa

Ref: _____

Dear Sir/Madam,

We hereby declare and confirm that we ---------- (Name of the Bidder) having registered office at ----------(address) have successfully executed following work. We are providing the details below:(Note: add rows are required)

S.No.	Name of Client/organization	Work Order	Project Value	Brief Scope of work	whether the copies of the/contracts form 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-I

METHOD OF CLEANING

DESCRIPTION OF AREA	LOCATIONS	OPERATION OF REQUIRED
Surface area with Kota Stone, Marble, concrete, tiles, vitrified tiles etc.	Corridors areas, open areas concourse, toilets, veranda etc.	Sweeping, Dry & Wet mopping, 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 surface	Circulating/Moving area	Sweeping, Rag picking, Muck etc
Ceiling walls, windows& Doors life	New Court Building	Dusting, Cobweb cleaning, Glass with Cleaning agent, Dusting as per requirement
Other Specific Area:-		
Stair case	Premises of the New Court Building	Dry mopping, Pressure water Cleaning, Vacuuming
Toilets & Bathroom	Premises of the New Court Building	Pressure water cleaning, Cleaning with acid, Disinfecting agents etc.
Water Booths & Wash Basins	Premises of the New Court Building	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 Court.
Air freshening measures	Toilets and Bath Rooms	Use of cleaning agents with fragrance while scrubbing and wet mopping, provision of odonil and mapthalene balls in toilets use of room fresheners in the District Court Agar-Malwa.
Cleaning of Electronic Display Board 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, Agar-Malwa 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 EQUIPMENT/KIT ITEMS
Scrubbing	Industrial scrubber cum drier, compact scrubber with features of scrubbing, mopping and water retrieval	Squeegee, Wipers, Sanitary brushes
Sweeping, Dry & mopping	Walk behind sweeper.	Brooms & Dry Mops
Wet cleaning/ Wet mopping	High pressure Jet cleaning machine	Wipers, Wet Mops Squeegee
Dusting & cobweb cleaning	Wet & Dry Vacuum cleaner	Duster brush/cobweb cleaner wall brush
Removal of Stains (hard water pan spit etc)	Compact scrubber (Corners & Areas where scrubber machine is 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 Verandas 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 in circulating area and 1 time a day other than in circulating area.
3	Removal of cobwebs cleaning. washing, wet mopping dusting of walls, cleaning of window glasses.	Premises of the New Court Building Agar-Malwa	Cleaning of urinals, toilets of the Court and Public toilets two or three times in a day. Removal of cobwebs once in a week, moping of the rooms two times in a day and as when required. Naphthalene balls in sufficient number are to be placed in urinal pots & wash basins 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 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-4

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 Mosquite killer
6.	Naphthalene balls
7.	Odonil
8.	Glass cleaner
9.	Art freshener
10.	Alkaline concentrate (stain remover)
11.	Phenyl
12.	Isopropyl Alcohol.

Consumables required to be used as per need.

S.No.	Description of material
1.	Broom Goa
2.	Iron panja
3.	Big plastic drum bucket
4.	Ghamela
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 of the work.

Uniforms and other accessories for labour:
Uniform, Spectacles, gloves, 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.