

OFFICE OF THE PRINCIPAL DISTRICT & SESSION JUDGE
RATLAM (M.P.)

Endorsement No-4000-/Tender/2026

Ratlam date: 18/09/2026

// SHORT NOTICE INVITING TENDER //

**(For outsourcing Mechanized cleaning & Garden Maintenance Services
at District Court Campus Ratlam and Tehsil court Jaora)**

It is informed to all that a tender was previously invited by this office for outsourcing "Mechanized Cleaning and Garden Maintenance" services. However, due to a technical error in the online Financial Bid (BOQ) format where the correct estimated cost was not reflected properly, the said tender has been cancelled by the order of the Competent Authority.

Since a significant amount of time has already been consumed in the previous tender process due to these unavoidable technical reasons, and keeping in view the utmost urgency to maintain cleanliness, hygiene, and landscaping within the court premises, it is essential to initiate the work without further delay. Therefore, in the public interest and to save time, the Competent Authority has approved the issuance of this fresh Short Notice Inviting Tender (Short NIT) for the District Court Campus Ratlam and the Tehsil Court Campus Jaora with a mandatory timeline.

The Last date of Tender submission is 05.10.2026 at 5.00 P.M.. Tender shall be opened on 06.10.2026 at 05.00 P.M. the detailed tender document along with 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>.


PRINCIPAL DISTRICT AND SESSION JUDGE,
RATLAM (M.P.)

OFFICE OF THE PRINCIPAL DISTRICT & SESSION
JUDGE RATLAM (M.P.)

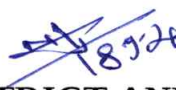
// TENDER DOCUMENT //

NAME OF WORK :

Tender for Mechanized cleaning & Garden Maintenance Services at District Court Campus Ratlam and Tehsil court Jaora

Closing date and time of Tender	05-10-2026 at 5:00 PM
Opening date and time of Tender	06-10-2026 at 5:00 PM
Tender Fee/cost	1000/-
Earnest Money	30,000/-

N.B.-Tender form is non-transferable


PRINCIPAL DISTRICT AND SESSION JUDGE,
RATLAM (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 <u>online mode only</u> of Rs.30,000/- in favour of <u>Principal District and Session Judge Ratlam</u> having validity not less than 06 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 and Sessions Judge Ratlam(m.p.)

PRICE SCHEDULE

Rate Schedule for Mechanized Cleaning Services, maintenance of garden in the District Court Ratlam and Tehsil Court Jaora.

Tender No. _____

Name of Work	Offer Price for <u>One year</u> to be quoted by the Tenderer	
	In Figures (In Rs.)	In words (In Rs.)
Open tender for Mechanized Cleaning Services, maintenance of Garden in the District Court Ratlam and Tehsil court Jaora District Court Ratlam Should be 10 (1 supervisor, 2 gardeners, and 7 helpers) and Tehsil court Jaora 08 (1 supervisor, 1 gardeners, and 6 helpers). Thus, a total of 18 employees will be required.	with Taxes	
	Without Taxes	

Note- Please clearly mention the amount with taxes and without taxes.

Signature of Tenderer

Name:

.....

Address of the Bidder:

.....

.....

Note:-

1. Conditional and ambiguous offers are liable to be rejected.
2. Please visit the premises of the District Court Ratlam and Tehsil Court Jaora before submitting the commercial offer.
3. Kindly submit the number of persons and machinery to be deployed at the District Court Ratlam and Tehsil Court Jaora
4. The financial bids are to be submitted only online and no hard copy to be submitted along with the bid.
5. The bidder is requested to offer yearly price for One year with taxes.

Principal District and Sessions Judge Ratlam (m.p.)**Tender Form no. _____****To,****The Principal District and Session Judge.
Ratlam (m.p.)****Passport
size
Photo**

I / We-----have read the various conditions to the tender form attached hereto and here by agreed to abide by the said conditions. I/We also agree to keep the tender open for acceptance for a period of 90 days (Ninety days) from the date fixed for opening the same and extend the same for another 30 days 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 here by agree to abide by the condition of the contract and carry out the work according to the agreement attached.

I/We hereby tender to undertake the work detailed in the attached schedule at the rate mentioned for Mechanized Cleaning Services Maintenance of Garden in the District Court Ratlam and Tehsil Court Jaora & 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 & www.mptenders.gov.in is printed as it is. I/We have also verified the content of the printed document from the web site and there is no addition, deletion or any alteration to the content 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 Principal District and Session Judge Ratlam.

The Earnest money deposited by me/ us for Rs. _____/-
(Rupees _____) as specified in the tender notification.

The tender form cost Rs. _____/- through online mode only in favour of
"Principal District and Session Judge Ratlam".

Dated:**Signature of Tenderer**

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

Name.....

Address of the Tenderer

.....

.....

Office of The Principal District and Session Judge
Ratlam (M.P.)

Principal District and Session Judge Ratlam, invites sealed tender for Mechanized Cleaning Services Maintenance of Garden in the District Court Ratlam and Tehsil Court Jaora from Manufacturing Companies, reputed Contractors, registered, bonafide, reputed, experienced and eligible firms 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:-

Tenders are invited Thorough Government Online Tender Portal <https://mptenders.gov.in> only from Reputed/Authorized vendors/Agencies For " **Mechanized Cleaning Services Maintenance of Garden in the District Court Ratlam and Tehsil Court Jaora**" The last date of tender submission is 05-10-2026 at **05:00 P.M.**; The Tender shall be opened on 06-10-2026 at **5:00 P.M.** Offline tender will not be considered.

2. Tender relates to " **TENDER FOR MECHANIZED CLEANING SERVICES, MAINTENANCE OF GARDEN IN THE DISTRICT COURT RATLAM AND JAORA** ". 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.

3. The number of outsourced employees in **District Court Ratlam** Should be **10** (1 supervisor, 2 gardeners, and 7 helpers) and Tehsil **court Jaora 08** (1 supervisor, 1 gardeners, and 6 helpers). Thus, a total of **18 employees** will be required.

2. Period of Contract:

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

3. Scope of Work :

- 3.1 The place of performance will be the District court building Ratlam and Tehsil court building Jaora. Tender relates to 'Mechanized Cleaning Services, maintenance of the garden Premises of District court building Ratlam and Tehsil court building Jaora.
- 3.2 It will be duty of the Contractor to have the credentials of the Service Persons/ Operator duly verified and certified.
- 3.3 The Mechanized Cleaning Services, maintenance of garden shall include cleaning as per "List enclosed" in the Premises of District Court Ratlam and Tehsil Court Jaora.
- 3.4 Adequate number of the cleaning machines with qualified operators shall be deployed for Mechanized Cleaning for the places where Mechanized Cleaning is feasible and adequate number of service persons/manpower shall be employed for cleaning of the places where Mechanized Cleaning is not feasible

/ possible.

- 3.5 The Contractor shall provide trained supervisor/supervisors to ensure proper maintenance and management of manpower and the machines.
- 3.6 The Contractor shall arrange wet and dry cleaning of all the areas as per List enclosed” everyday. It shall be duty of the Contractor to dispose the garbage as per the rules. The wet cleaning shall include the cleaning by use of proper soap, phenyl and other cleaning chemicals of standard and reputed make. The instructions of the Principal District Session Judge Ratlam (M.P.) in this regard shall be final and binding on the contractor.
- 3.7 Any other work of similar nature assigned by the Principal District and Session Judge Ratlam will be binding on the Contractor.
- 3.8 The maintenance of garden shall included maintenance of grass carpets, flower bed small and bigger plant and the flower pots already in existence in court campus Ratlam and Joara. The vendor/contractor shall arrange plants, fertilizers, seeds grass pots utensils instrument and machine required for maintenance and beautification of the garden.
- 3.9 The vendor shall depute one sweeper/cleaner at every set of Gents and Ladies public Toilets through out the working hours on the any working day. these sweepers/cleaners shall ensure regular cleaning and sanitation two or three times of the day in public toilets.
- 3.10 Place of performance for cleanliness shall including the Suitors shed, both judicial lockup, corridors, employee's common room, petition writer room, common Toilets in service building in addition of the court building Ratlam and Jaora.

4. Terms and conditions:

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

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

4.3 The tendering agency must quote rates in the tender in accordance with the Labour Department's minimum wage regulations, specifically covering the Collector's minimum wage rate, EPF, ESIC, and GST. Any violation of this requirement may result in bid of tendering agency being declared invalid, and the tendering agency shall be solely liable for any subsequent action taken.

4.4 It is clarified that in case of acceptance of tender and execution of agreement, if it is found that concerned agency has violated any Labour Law, the whole responsibility of that Labour Law violation shall be of concerning agency and competent authority will have no responsibility in this regard.

4.5 The initially cleaning work of any particular day shall, under all circumstances, be finished by the Contractor on the same day or before 10.00 a.m. & shall continued as required during working hours. If the work is not finished on the same day, a penalty of Rs. 2500/-per day shall be leviable from the amount payable to the Contractor. If any machine remains out of order for a continuous period of more than three days without replacement/repair of the operator/service person of the Contractor remains absent for three days continuously, an amount of Rs. 2500/- per day per machines/per person shall be deducted from the amount payment to the contractor. The Contractor/vendor shall be liable for penalty of Rs.250/per if due to negligence or fault of his own or his employee delay or loss is done in maintaining the garden or in operating lift or in watch-man/security

services, in addition to other legal actions.

4.6 The Contractor shall report immediately whenever called by the Nazarat Section, District Court Ratlam and jaora on receiving telephone message to attend the complaints with regard to the cleaning works/ services 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 incharge Nazarat Section or Official deputed for the purpose in the first week of every month or whenever asked.

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

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

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

4.11 The cleaning work shall be start by functioning 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 Nazarat or any other Officer/official deputed by District Judge in this behalf, at the end of every week.

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

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

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

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

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

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

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

4.20 It shall be mandatory for the Contractor to conduct routine inspection to maintain the cleanliness in perfect sanitized condition and to submit the routine inspection reports on quarterly basis duly verified by OIC Nazarat Section to the District & Session Judge, Ratlam.

4.21 In case of pecuniary loss suffered due to improper service by any of the users/beneficiaries, District & Session Judge, Ratlam. will have the right to forfeit the

security deposit and in case of security deposit falls short to match the pecuniary loss being insufficient such balance will be recovered from the payments due to the Contractor and also legal action may be taken.

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

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

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

4.25 Under no 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 District & Session Judge, Ratlam who has approved the contract.

4.26 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 the tender. The security deposit shall be in the form of FDR through any nationalized bank in favour of the District & Session Judge. Ratlam 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.

4.27 The contract can be terminated by the District & Session Judge, Ratlam at any time, without assigning any reason, if the work of the contractor is found unsatisfactory. In this respect, the decision of the District & Session Judge, Ratlam will be final and binding on

the contractor. District & Session Judge, Ratlam reserves all the right to accept or reject any bid in whole or in part without assigning any reasons thereof.

4.28 The bills in triplicate be prepared for the services on monthly basis of approved rates will have to be submitted in favour of the District & Session Judge, Ratlam for effecting payment. No advance payment shall be made for the services.

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

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

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

4.32 The successful Contractor shall, during the validity of the contract. engage/depute minimum one dedicated operator for each machine to operate the machines at locations specified by OIC Nazarat Section, Ratlam and jaora.

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

4.34 The District & Session Judge, Ratlam 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 District & Session Judge, Ratlam shall be binding on the Contractor. Contract can also be terminated at any point of without notice time if the work is no more required.

4.35 The District & Session Judge, Ratlam reserves the right to vary, amend or alter any terms and conditions of the tender document at the time of execution of the Annual Cleaning Contract.

4.36 The vendor shall depute one sweeper/ cleaner at every set of Gents and Ladies public Toilets through out the working hours on the any working day, and also on holiday, as and when, so required by the office of the District Judge Ratlam. These sweepers/ cleaners shall ensure regular cleaning and. sanitation two or three times of the day in public toilets

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

4. Eligibility Criteria :-

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

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

- a. Audited Profit & Loss Account of last three years i.e. 2023-24, 2024-25 and 2025-26
- b. Income Tax PAN No.
- c. Income Tax Return for the last three years i.e. 2023-24, 2024-25 and 2025-26
- d. ISO Certification in the field of mechanized cleaning services.
- e. GST Registration and its Latest GST Return.
- f. Documents regarding minimum experience of 03 years in providing similar services.
- g. The Earnest Money Deposit (EMD) of **Rs.30,000/- (Rupees Thirty Thousand Only)** through online mode i.e. www.mptenders.gov.in.
- h. Tender fees of **Rs.1,000/-** through online mode only through portal www.mptenders.gov.in.

5. Evaluation of Bids:-

- 5.1 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.
- 5.2 Filling up of all the columns in Techno-Commercial Bid and Price Bid is compulsory.

6. Earnest Money Deposit:-

The tender should be accompanied by Earnest Money Deposit (EMD) of **Rs.30,000/- (Rupees Thirty Thousand Only)** in the form of online mode through e-procurement tender portal www.mptenders.gov.in valid for the period of 6 month in favour of “PRINCIPAL DISTRICT AND SESSION JUDGE RATLAM ”. The Bid submitted without EMD and/or the application fee shall be summarily rejected. 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.

7. PERFORMANCE GUARANTEE (Security Deposit) :-

The successful bidder shall give Performance Guarantee in the form of Account Payee Demand Draft or unconditional Bank Guarantee from a Nationalized Bank amounting to 10% of the contract value in favour of the PRINCIPAL DISTRICT AND SESSION JUDGE RATLAM. 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 AND SESSION JUDGE RATLAM that the contractor firm may invite upon themselves due to any of the reasons specified above.

- **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 thereof shall be referred to the sole arbitrator as may be appointed by the authority of The District Judge, Ratlam. There will be no objection if the arbitrator so appointed is an employee of district court and that he had no deal with the matter to which the contract relates and that in the course of his duties as such he had expressed views on all or any of the matters of disputes or difference. The arbitrator to whom the matter is originally referred being transferred or vacated his office or being to act for any reason, the appointing authority for arbitrator as aforesaid at the time of such an office or inability to act, shall appoint another person to act as arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It is also term of this contract that no person, other than a person appointed by the such authority mentioned above shall act as arbitrator and if for any reason that is not possible, the matter is not to be referred to arbitration at all.

Annexure - A**TECHNO COMMERCIAL BID**

Tender Document for complete Mechanized Cleaning Services, Maintenance of Garden in the District court Ratlam and jaora.

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 03 Financial Year's Income Tax Return. i.e. 2023-2024, 2024-25 and 2025-26.	
6.	Valid ISO Certificate in the field of <i>mechanized cleaning services</i> <i>(Please attach copy)</i> .	
7.	GST Registration.	
8.	Latest GST Return (Please attach).	
9.	Annual Turnover during last 03 years: 2023-24 2024-25 2025-26	
10.	Experience Certificate for minimum 03 years for the Mechanized Cleaning Services.	
11.	Online Bid Security/Earnest Money: a) Amount: Rs.30,000/- b) Reference No. : c) Date of issue:	
12.	Online Tender Fees details a) Amount: Rs.1,000/- b) Reference No. : c) Date of issue:	
13.	Furnish the list of Service Person and Operator to be deputed in Mechanized Cleaning Services.	
14.	Furnish the list of machine to be deputed for the cleaning work.	

Declaration by the Bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained in the tender document and undertake myself / ourselves to strictly abide by them.

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

It is certified that the particulars given above are true to the best of my/our knowledge/belief 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(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 and Session Judge

Ratlam (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.-----** during the last three financial years.

S. No.	Firm	2023-24	2024-25	2025-26
		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 and Session Judge

Ratlam

**Subject: Mechanized cleaning work, Maintenance of the Garden in the Court
Building Ratlam and Jaora.**

Ref.: _____

1. We hereby declare and confirm that we, _____ (Name of the Bidder), having registered office at _____ (address) have successfully executed following **Mechanized Cleaning Work, Maintenance of the Garden Court building Ratlam and Jaora**. We are providing the details below:
(Note: add rows as required).

Sl. 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
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 veranda 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 etc.
Ceiling, walls, windows & Doors	Premises of the District court ratlam and Tehsil Court Jaora	Dusting, cobweb cleaning Glass cleaning with cleaning agent, dusting as per requirement
<u>Other Specific Area:-</u>		
Stair case	Premises of the District court ratlam and Tehsil Court Jaora	Dry mopping, pressure water cleaning, vacuuming
Toilets & Bathrooms	Premises of the District court ratlam and Tehsil Court Jaora	Pressure water cleaning, cleaning with Acid, disinfecting agents etc.
Water Booths & Wash Basins	Premises of the District court ratlam and Tehsil Court Jaora	Pressure water cleaning, cleaning with Acid, disinfecting against 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 and Tehsil Court.
Air freshening measures.	Toilets and Bath Rooms	Use of cleaning agents with fragrance while scrubbing and wet mopping ,provision of odonil and naphthalene balls in toilets use of room fresheners in the District and Tehsil Court.
Cleaning of Electronic Display Boards and Panels	Premises of the District court ratlam and Tehsil Court Jaora	Cleaning with proper glass cleaners

Note: The contractors before quoting the rates are requested to visit the campus and premises of the Premises of the District court ratlam and Tehsil Court Jaora in order to quote the proper amount for the execution of the contract

LIST- 2
MACHINES AND EQUIPMENTS USED FOR CLEANING

Activity	Machine For Mechanized Cleaning	Other Equipments / Kit Items
Scrubbing	Industrial scrubber cum drier, compact scrubber with features of scrubbing, mopping and water retrieval	Squeegee, wipers, sanitary brushes
Sweeping, Dry & mopping	Walk behind sweeper.	Brooms & Dry Mops
Wet cleaning / Wet mopping,	High Pressure Jet Cleaning machine.	Wipers, Wet Mops, Squeegee
Dusting & cobweb cleaning	Wet & Dry Vacuum cleaner	Duster brush / cobweb cleaner wall brush
Removal of stains (hard water, pan spit etc.)	Compact scrubber (Corners & Areas where scrubber machine not reachable	Sanitary brush, hand brush
Picking up of rags from the Premises of the Court Building ratlam and jaora 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.N.	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 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 times 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 walls & urinals, toilets rooms & disposing of garbage	Premises of the District court ratlam and Tehsil Court Jaora	cleaning of urinals, toilets of the <u>High Court six times in a day</u> . Removal of cobwebs once in a week, moping of the rooms two times in a day and as & when required. Naphthalene balls are 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	Closely monitoring of all cleanliness activities	From 07:00 A.M. to 04:00 P.M.

LIST- 04

Daily required manpower-

District court Ratlam- 10 (1 supervisor, 2 gardeners, and 7 helpers) and Tehsil court Jaora 08 (1 supervisor, 1 gardeners, and 6 helpers). Thus, a total of 18 employees will be required.

Adequate Labour and supervisor to be provided as directed per the requirement.

Chemical and Cleaning agents required to be used.

Sr. 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 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 mooper
11. Stain Remover
12. Polythene bags
13. Electrostatic cloth
14. Cotton Cloths
15. Large Buckets with proper polythene bags to keep garbage/disposal items.

Uniforms and other accessories for labour:

Uniforms, 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 District Court Ratlam and Tehsil Court jaora premises neat and clean all the time and he may engage additional machines and manpower at his own cost.