OFFICE OF THE PRINCIPAL DISTRICT & SESSION JUDGE, SHAJAPUR

//NOTICE INVITING E-TENDER//

Sealed tenders are invited for the Garden Maintenance, Development & Plantation & Mechanized Cleaning Services at the District Court Building Shajapur, Madhya Pradesh as per terms and condition mentioned in the tender document. The last date of online tender submission is **05-05-2026 before 05:00 P.M. (mandatory).** The sealed tender complete in all respect addressed to "Principal District & Sessions Judge, Shajapur, M.P." Must be submitted before **05:00 P.M. on 05-05-2026 (mandatory).** The technical bids of the tender shall be opened on **09-05-2026 at 11:30 A.M.** The Detailed tender document is available in the official website of the High Court of Madhya Pradesh www.mphc.gov.in & Government Tender portal www.mptenders.gov.in.

PRINCIPAL DISTRICT & SESSIONS JUDGE
SHAJAPUR (M.P)
09 APR 2026

Seal and signature of bidder

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

// TENDER DOCUMENT//

Name of work : Tender for Mechanized/ motorized Cleaning services of the District court Building Garden Maintenance, Development & Plantation, in Campus of District court Building, Shajapur M.P.

Estimated project cost Yearly (In Rs.)	Online EMD (In Rs.)	Online Fess of Tender Document (In Rs.)	Last Date/Time of Online Tender submission (Mandatory)	Last Date/Time of Tender submission in hardcopy (Mandatory)	Date and Time of Opening of Technical Bid(Online/ hardcopy)	Duration of Maintenance contract
	50,000	2,500/-	05-05-2026 Time 05.00PM	05-05-2026 Time 05.00PM	09-05-2026 Time 10.00AM	01 Years from the date of contract/ agreement

- Tender documents may be viewed or purchased online by interested and eligible bidders from the website www.mptenders.gov.in after paying tender fee of Rs. 2,500/- and Processing Fee, as applicable. The tender document is also available in website http://www.mphc.gov.in for reference.
- Bidders can submit its tender online at www.mptenders.gov.in on or before the key dates given above. The physical copy of the technical bid also be submitted at the address below latest by **05-05-2026 at 05:00P.M.**
- All further notifications/ amendments, if any shall be posted on www. mptenders.gov.in and www.mphc.gov.in only. No separate communication shall be made with individual bidders.
- **The financial bids are to be submitted only online and no hard copy to be submitted along with the bid.**

Seal and signature of bidder

All other terms and conditions for submission of tender are contained in this document. If the date of submitting/ opening of the Bid is declared as holiday then the bids shall be submitted/ opened on next working day.

The Principal District &Sessions Judge, Shajapur (M.P.) reserves the right to accept or reject any or all bids without assigning any reason thereof.

- **Address for Communication:-**
  Principal District & Sessions Judge,
  Lalghati AB Road Shajapur, (M.P.)
  Email: dcourtshj@mp.gov.in
- Earnest Money Deposit:- The Tender should be accompanied by Earnest Money Deposit (EMD) of Rs. 50,000/-(Rupes Fifty Thousand Only) in the form of online mode through e- procurement tender portal www.mptenders.gov.in valid for the period of 06 month in favour of " Principal District & Sessions Judge,Shajapur". 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. Whoever may be.
- The Technical Bids will be opened on the date and time specified above. The tenderer or his authorized representative duly authorized by a letter of authority may be present at the time of opening the tender. After preliminary scrutiny of Technical Bid, Verification of credentials, the price bids of only those bidders whose Technical Bids are found eligible will be opened at a later date.

PRINCIPAL DISTRICT & SESSIONS JUDGE,
SHAJAPUR (M.P.)
09 APR 2026

Seal and signature of bidder

CHECK LIST

Tenderer must ensure each item while filling the tender and put a mark (✔)

S.No.	Details	Mark (✔)
1	They have read each and every page/instruction of the tender document carefully and only after understanding it they are submitting it.	
2	Before submitting the document, the have filled the requisite details and enclosed the required documents. They have signed each and every page of the tender document.	
3	They have clearly understood the technical aspect of the proposed work.	
4	They have enclosed Documents related to the online submission of the EMD (Earnest Money Deposit) amount.	
5	They have enclosed document in support of past experience and credentials of unblemished performances with requted/major clients.	
6	They are having adequate infrastructure and manpower to handle such a contract.	

Seal and signature of bidder

OFFICE OF THE PRINCIPAL DISTRICT & SESSION JUDGE, SHAJAPUR

PRICE SCHEDULE

Rate schedule for Mechanized Cleaning Services, Garden Maintenance, Development & Plantation in the Court Building,Shajapur 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 Garden Maintenance, Development &Plantation in the District court building, Shajapur Madhya Pradesh.	With taxes	
	Without taxes	

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

Signature of Tenderer

Name .....

Address of the Bidder .....

.....

N.B.1. Conditional and ambiguous offers are liable to be rejected.

N.B.2. Tenderers shall Quote his/their offer in figures as well as in words.

N.B.3. Please visit the premises of the Court Building, Shajapur before submitting the commercial offer. N.B.4. Kindly submit the number of persons and machinery to be Deployed at the Court Building Shajapur, Madhya Pradesh

Seal and signature of bidder

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

Tender Form No…….

PHOTO

To,

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

I/We ……have read the various conditions to the tender form attached hereto and hereby agreed to abide 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 will be liable for forfeiture of my/our earnest money. J/We also here by agree to abide by the condition of the contract and carry out the work according to the agreement attached.

I/We hereby tender to undertake the work detailed in the attached schedule at the rate mentioned for **Mechanized Cleaning service, Garden Maintenance, Development & Plantation**, in the District Court Building,Shajapur 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.mptenders.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 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 Principal District & Sessions JudgeShajapur. Madhya Pradesh,

The Earnest Money deposited by me/us for Rs. ……. (Rupees .....) as specified in the tender notification. Documents related to the online submission of the EMD (Earnest Money Deposit) amount is attached herewith this sealed tender in original.

The tender form cost Rs ……../- in from of online chalan bearing the no. ……date of issue ……. drawn on (Bank's Name) ……in favour of Principal District & Sessions JudgeShajapur, Madhya Pradesh is enclosed here with this sealed tender in original.

Dated ……

Signature of Tenderer

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

Name …….
Address of the Tenderer……

Seal and signature of bidder

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

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

1. **Instructions to the Tenderers:**
   Tender will be invited in sealed envelope consisting of Techno-commercial Bid. The bid will be made and put in the sealed single envelope containing the title **"TENDER FOR Mechanized Cleaning Services of District Court Building** including some part of service building, Garden Maintenance, Development & Plantation, in the District Court Building, (Shajapur) M.P. and Addressed to the Principal District & Session Judge, (Shajapur) and the Bid will be submitted to the Office of The Principal District & Session JudgeShajapur Madhya Pradesh.
   Tender relates to 'Mechanized Cleaning Services of main Court Building+additional Court Rooms and adjoining area including, Nyay Seva Sadan, Judicial lockup, coridor, and other adjoining area in edition to the main court building. (excluding room enggaged for Bar) Garden Maintenance, Development & Plantation, in the District Court building. (Shajapur) The Tenderer shall clearly specify what items / Manpower /Machines / Services will not he 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 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 main Court Building and adjoining area including, Judicial lockup, coridor, employee common room and other adjoining area in edition to the main court building. (excluding room enggaged for Bar), Garden Maintenance, Development & Plantation, in the District Court building, (Shajapur). Tender relates to Mechanized Cleaning Services, Garden Maintenance, Development & Plantation, in the court building,Shajapur.
   3.2 It will be duty of the Contractor/Service Provider to have the credentials of the Service Persons/Operator duly **verified certified** and person engaged for services for cleanliness, Garden Maintenance, Development & Plantation clean shall bear

Seal and signature of bidder

clean and proper dress and photo ID to be provided by the Contractor/service provider.

3.3 The Mechanized Cleaning Services,, Garden Maintenance, Development & Plantation in the court building, Shajapur shall include cleaning as per **"List enclosed"** in the Premises of Court Building Shajapur.

3.4 Adequate number of the cleaning machines(as per List-2) with qualified operators shall be deployed for Mechanized Cleaning for the places where. Mechanized Cleaning is feasible and for remaining places adequate number of service persons/manpower shall be employed for cleaning.

3.5 The Garden Maintenance, Development & Plantation shall include maintenance of flowerbed, small and bigger plant and the flower pots already in existence in District Court Campus. The contractor shall arrange plants, fertilizers, maneuvers, seeds grass pots utensils, instruments and machines required for maintenance and beautification of the garden. The contractor/vendor shall depute sufficient/adequate number of gardener/ Mali for garden maintenance and required machines, instruments etc for maintenance of garden as mentioned above, shall be provided by the contractor.

3.6 The Contractor shall arrange wet and dry cleaning of all the areas as per **"List enclosed"** everyday. It shall be duty of the Contractor to dispose the garbage as per the rules. The wet cleaning shall include the cleaning by use of proper soap, phenyl and other cleaning chemicals of standard and reputed make. The instruction of the Office of the Principal District & Sessions Judge,Shajapur in this regard shall be final and binding on the contractor.

3.7 Any other work of similar nature assigned by the Principal District & Sessions Judge,Shajapur will be binding on the Contractor.

3.8 The service provider shall have to deploy minimum 09 persons including appropriate number of male & female housekeeping staff (unskilled category). In addition to above minimum 03 gardener, experienced in gardening shall be provided. In total 12 Staff member's shall be deployed per day. In case any of person deployed by service provider under the contract fails to report on time and Service provider is unable to provide suitable substitute in time for absent person, it will be treated as absent and penalty as mentioned in clause no. 6 shall be levied.

3.9 Place of performance for cleanliness shall include the Suitors shed, both judicial lockups, corridors, employee's common room, petition writer room, and adjoining area in addition to the main Court Building.

4. **Terms and conditions:-** The Principal District & Session's Judge,Shajapur and represented by District Registrar, hereinafter referred to as the "COMPETENT AUTHORITY" (CA) (which expression shall, wherever the context or meaning so requires or permits mean and include its successors, legal representatives and assigns) wishes to call for tenders from the approved contractors.

Seal and signature of bidder

4. Maintenance

4.1 Regular Maintenance: The Maintenance work includes the entire lawn, plants/trees/shrubs/ground covering plants, on the fences etc. in and out of Administrative Building and total open area including the District Court Courtyard Shajapur It includes maintenance of the existing as well as any other additions to the garden/lawn/plants etc. Apart from the above, the day to day maintenance work includes the following:-

4.1.1 Lawn of the entire District Court Campus Shajapur including Courtyard;

4.1.2 All trees, shrubs, hedges, plants etc. of the entire District Court campus, Shajapur;

4.1.3 Flower beds and fence tops;

4.1.4 Keeping plants alive and healthy;

4.1.5 Watering plants, shrubs, saplings, trees daily (except on rainy days) preferably in the morning & evening and not in the hot sun to avoid heavy transpiration;

4.1.6 Regular uprooting all kinds of weeds,

4.1.7 Removal of unwanted bushes from the campus;

4.1.8 Removing the dead leaves, cleaning the area including disposal of waste and dead leaves, twigs, garbage on day to day basis, making bunds to the plants wherever required, adding red soil and manure to the roots of the plants wherever necessary;

4.1.9 Keeping the lawn area, garden and the surroundings in a clean and neat condition;

4.1.10 Replacing all the dead, diseased plants, vacant patches anywhere in the campus including the potted ones as when and where it occurs. Broken pots should be replaced
with new ones by the Contractor.

4.1.11 Maintaining all plant hedges decently. Pruning and mowing should be done by keeping the foliage aesthetically at a reasonable size without making them bald with a motive to keep a longer gap for the next job.

4.1.12 Overgrowing trees from neighboring gardens spreading on to District Court premises will have to be pruned periodically from above the fence level vertically up.

4.1.13 Names of the plants (Hindi, English & Botanical names) have to be written on pliable plastic plates & tagged to the respective plants or erected on small poles on the soil to identify the plants.

4.1.14 Any gap on fences, hedges or elsewhere will have to be filled up within a week.

4.1.15 Performing all such other relevant maintenance services in accordance with all Laws, CA's instructions including complying with all legal formalities required in engaging suitably qualified, experienced, competent gardeners as may reasonably be required for the performance of the services,

4.1.16 Minimum 03 gardeners and 09 Cleaning Staff among which at least one shall be nursery assistant(Horiculture), having nursery experiences & training shall be provided. The above staff shall be available daily & perform 8 hours of deligent work form 09.00 am to 01.00 pm & 02.00 pm to 06.00 pm including holidays, subject to statuary provision in this

regard. The above workers cannot be deployed for other garden of District Court or any other garden situated outside. Over and above the minimum number of work force required as stated above, the contractor may engage additional work force when required to meet our job requirements mentioned in the terms and conditions of the Agreement for which no extra paymentwill be made to the contractor. However, in case the number of work force deployed is less than what has been prescribed above, the proportionate deductions will be made from the payment to contractor.

4.1.17 The contractor shall take such steps that snakes/bandicoots etc. do not cause any menace in the garden, surroundings of District Court premises.

4.2 Other (seasonal) Maintenance:-

4.3 Pruning, cutting and dressing bushes and plants: pruning should be done at regular intervals, strictly ensuring no damage to the beauty & aesthetics of the hedges & plants on all sides;

4.3.1 Mow and prune the grass everywhere whenever required or at least once in a month by keeping it aesthetically decent

4.3.2 Planting of at least 400 seasonal flower plants like marigold, dahlia, zinnia, sevanthi etc. in each of the three seasons in a year at the places as may be decided by CA.

4.3.3 Planting additional 21 trees every quarter as indented by CA

4.3.4 Add 21 pots with plants once in a year as indented by the CA.

4.3.5 Burn the waste, dried leaves, mowed grass etc., once in a week only in the presence and at the direction of the Principal District and Sessions Judge,Shajapur at the designated place without affecting the live trees in any manner what so ever /without causing any damage/inconvenience to the District Court or Public in the surroundings.

4.3.6 Apply Insecticides/Pesticides to control pests and cure the insect infections. Organic pesticides like Neem oil can be sprayed periodically to prevent & cure contamination.

4.3.7 Provide suitable and seasoned bio-manure/gobar/compost/fertile red soil to the plants as and when necessary or at least twice a year. Vermi-culture may be done in the garden to make the soil more fertile.

4.3.8 Erosion of soil on any part of the garden due to rain or for whatsoever reason will have to be filled up with good red soil and leveled.

4.3.9 The contractor shall thoroughly clean the dust and dirt, debris etc., and remove all the scaffoldings and other materials used for the works away from the site and keep the site free from all the above.

4.3.10 All garden tools will be brought and maintained by the contractor at his own cost without charging extra cost.

5. Workers related:-

5.1 The workers should have experience of gardening/landscaping to perform their duties satisfactorily. They (i.e. gardeners/supervisors) should be skilled, trained, strong, healthy and medically fit, alert, polite, courteous and able to perform their

duties diligently. The said workers should be properly dressed and disciplined. Any discourteous behavior on their part may lead to termination of the contract.

5.2 In the course of their activities, the gardeners, workers shall not spoil the landscape garden, plants, trees, shrubs, potted plants etc. in any manner whatsoever. They shall not disturb/cause inconvenience to the officials, participants, campus residents, any third party or their property in any case.

5.3 The Contractor shall adhere to the provisions of applicable labour laws such as Contract Labour (Regulation & Abolition) Act, 1970, Minimum Wages Act, 1948, Employees State Insurance Act, Equal Remuneration Act, 1970 and rules made there under.

5.4 The Contractor shall, at his own expense, arrange to take and maintain till the end of the contract period i.e. from……..to ……., in the name of Contractor, an Insurance Policy towards Workmen's Compensation from any subsidiary of General Insurance Corporation for any bodily injury and/or death etc. of the persons engaged for the maintenance work and deposit the said Insurance Policy with District Court.

5.5 The Contractor, on the request of the CA, shall immediately dismiss from the work any of the Contractor's workers/ gardeners or any person/s engaged by them to carry out the above jobs, who, in the opinion of the CA, may be unsuitable or incompetent for the work entrusted. Further if any of the workers/ gardeners commits any misconduct, such person/s shall not be employed again by the Contractor without the permission of the CA. Suitable replacement to be made immediately.

5.6 The Contractor shall not engage any person with a criminal record/conviction and shall bar any such person from participating directly or indirectly in rendering the services under this agreement.

5.7 The Contractor shall submit the photographs, names, addresses, phone numbers/contact numbers of the persons deployed to work in the garden.

5.8 Workers' register prescribed by CA will have to be used at District Court for garden workers attendance.

5.9 There are snakes in and around campus and hence the contractor shall provide gum-boots and hand gloves to the workers / gardeners as a protective measure. The contractor shall also provide rain protective gears to the workers/gardeners during rainy season.

5.10 High Court of Madhya Pradesh shall not accept any claim in the event of any worker / gardener sustaining any injury, damage or loss to either person or property either inside or outside High Court premises. If any person engaged by contractor is injured or rendered partially / permanently disabled / indisposed due to any reason such as disease, accident, fire etc. during the working hours, it shall be the sole responsibility of the contractor to take care of them and to pay necessary compensation in respect of such personnel as per relevant labour laws including all medical expenses, legal expenses etc. and High Court of Madhya Pradesh does not hold any responsibility in this regard whatsoever.

6. Penalties in case of violation of the contract:-

6.1 Contractor has to compensate District Court, in case of any default or dereliction of duty on their part in any manner in adhering to the terms and conditions as agreed to, equivalent to amounts chargeable for getting the job done from outsiders at piece meal rates plus the office overheads for the time and energy of various officials and staff as may be decided by the CA.

6.2 Penalty up to Rs.2000/- will be imposed for the following lapses:

6.2.1Non-watering/partial watering of plants on any day 3

6.2.2 Unscrupulous cutting of trees/plants and allowing them die.

6.2.3 Non-replacement of dead plants.

6.2.4 Inadequate care of any plant leading to emaciation.

6.2.5 Garbage disposal without conforming to Principal District & Sessions Judge, Dist. CourtShajapur stipulations as above.

6.2.6 Not following the instructions given by the CA or sufficient number of Staff are not provided.

6.3 In case the services are not found satisfactory, the CA shall be at a liberty to withhold any payment/s that may be due to the Contractor till such time, such services are rendered to the satisfaction of the CA.

6.4 The Contractor shall keep the District Court indemnified fully and without limit against all costs, claims, damages, expenses, fines, losses, liabilities and penalties including attorney's cost, expenses accruing, incurred or suffered by the District Court directly or indirectly arising on account of:

6.4.1 Failure by the Contractor to perform any of the obligations under this contract, in accordance with the provisions of this contract;

6.4.2 Any claim from any statutory authority or workers of the Contractor with respect to their terms of services, arising in relation to non-compliance by the Contractor with any matter set out here in;

6.4.3 Any act of commission or omission, negligence, fraud, forgery, dishonesty, misconduct or violation of any of the terms and conditions of this contract by the Contractors/workers;

6.4.4 Any offence mentioned in the Indian Penal Code, 1860 including theft, robbery, extortion, misappropriation and the like (and its subsequent amendments including ones taking effect even after the effective date), or accident in relation to any assets or properties or documents or instruments of the Contractors which are, or are deemed to be, in custody of the Contractors,

6.4.5 Any adverse claim's of whatsoever nature made on the District Court, and

6.4.6 Any act of the contractors workers in any manner whatsoever

6.5 In case of failure in executing any of the Rate Schedule items and also in case of defective, untimely, delayed execution, the District Registrar, District & Session's CourtShajapur is authorized to assess them in pecuniary terms and deduct such amount from the proceeds payable to the contractor as is deemed fit by the CA.

Seal and signature of bidder

7. Other conditions:

7.1 The rates quoted by the contractor shall include for all the works specified above unless otherwise stated separately.

7.2 Water shall be supplied by District Court,Shajapur. In case of requirement, the Contractor has to make his own arrangements for water consumption required for the maintenance work. In such situation the payment in actual shall be made by the District Court.

7.3 No advance for purchase of any item for maintenance of the above work shall be payable to the contractor.

7.4 The tender shall be valid for acceptance for a period of 6 (Six) months from the last date of receipt of tender including extended dates, if any, for the receipt of tender.

7.5 The tenderers are advised to inspect the site where Garden Maintenance, Development & Plantation and horticulture work is to be carried out, before quoting their rates in submission of tender.

7.6 The Agreement shall be for a period of 01 (one) year with effect from date of contract unless terminated earlier, which can be renewed further, if the District Court desires so, for a further period of 01 year on the same terms and conditions, subject to satisfactory performance during the contractual period.

7.7 The rates quoted shall be firm throughout the currency of contract and will not be subject to any fluctuations due to variation in cost of materials, labor and other inputs, if any. No price escalation for labor and materials or any other function. related to maintenance shall be allowed under any circumstances.

7.8 The Bill should be submitted on the expiry of every month. The Bill will be settled within a period of 15 days from the date of submission of all requirements by the contractor, after satisfactory compliance of all the maintenance works in all respects.

7.9 The final bill will be settled within 30 days from the date of submission of final bill along with all other requirements by the contractor in all respects.

7.10 Contractor shall note Tax deduction at source will be made from bills while making payments.

7.11 All the tools for gardening including pesticide and fertilizers will be supplied by the Contractor at his own cost without charging any extra.

7.12 The Contractor shall not exercise any lien any of the assets, properties, documents, instruments or material belonging to the District Court but in the custody of the Contractor, for any amount due or claimed to be due by the Contractor from the District Court.

7.13 The Contractor shall regularly provide updates to the CA with respect to the services provided and shall meet the officials designated by the CA to discuss and review his performance at least once in a fortnight or such intervals as may be decided by the CA

Seal and signature of bidder

7.14 The Contractor shall not assign or subcontract any of its responsibilities contained in this contract to any agent, sub-agent or subcontractor.

7.15 In case of any dispute relating to this contract as above, the decision of the CA shall be final and binding on the contractor.

7.16 Any dispute arising out of or relating to this Agreement shall be deemed to have arisen in Shajapur and be subject to abject to adjudication of a Competent Court in Shajapur.

7.17 The CA. ic., the District Registrar, District Court Shajapur reserves the right to reject or accept any tender without assigning any reason whatsoever. whatsoever. If rates quoted by all tenderers widely vary from the internal estimate, the CA reserves the right to reject all the tenders and call for fresh tenders without assigning any reason whatsoever.

7.18 The contractor shall execute agreement of the terms and conditions on stamp paper of appropriate value with District Court.

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 01 year providing cleaning services.

The Tenderer must have an average annual turnover of minimum Rs. 2,00,000/- Two lacs) during the last three years in the same field. Copies of the following documents should he submitted along with the Bid.

1. Audited Profit & Loss Account of last three years i.c
   2022-23, 2023-24, 2024-25
2. GST Registration Certificate
3. Income Tax PAN No. and TIN No. (VAT Registration details)
4. Income Tax Return for the last three financial years
   ie. 2022-23, 2023-24, 2024-25
5. ISO Certification for mechanized cleaning services
6. GST Return 2022-23,2023-24,2024-25
7. Documents regarding Experience of 01 year in providing similar services.
8. EPF & ESIC Registration Certificate
9. The Earnest Money Deposit (EMD) of Rs. 50,000/- (Fifty thousands Only) in the form of online mode through e-procurement tender portal www.mptenders.gov.in valid for the period of 06 month in favour of "Principal District & Sessions Judge,Shajapur".
10. Tender fees of Rs 2,500-(Two Thousand Five Hundred Only) in the form of online mode through e procurement under portal www.mptenders.gov.in in favour of Principal District & Sessiona Judge,Shajapur

8. Evaluation of Bids

8.1 The Techno-Commercial Bid and price hid will he evaluated as a package simultaneously. It must satisfy all the terms and conditions mentioned in this document and must be accompanied by all the requisite documents.

Seal and signature of bidder

8.2 Filling up of all the columns in Techno-Commercial Bid and Price Bid is Compulsory.

9. **Earnest Money Deposit:-** The tender should be accompanied by Earnest Money Deposit (EMD) of Rs.50000/-(Fifty Thousands) in the form of online mode through e procurement tender portal www.mptenders.gov.in valid for the period of 06 month in favour of "Principal District & Session Judge, Shajapur". without which the tender will not be considered. The carnest 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.

10. **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 20% of the contract value in favour of the Principal District & Session Judge,Shajapur. 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 orif any of the conditions of the contract is contravened/breached, and/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the Principal District & Sessions Judge,Shajapur that the contractor firm may invite upon themselves due to any of the reasons satisfied above.

11. **Arbitration:-**Except where otherwise provided for in the contract all questions and disputes relating to the instructions herein before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, estimates, instructions, orders or these conditions or otherwise concerning the work or the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment there of shall be referred to the sole arbitrator as may be appointed by the authority of The Principal District Judge,Shajapur. 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.

Seal and signature of bidder

Annexure-A

TECHNO-COMMERCIAL BID

Tender Document for complete Mechanized Cleaning services, in the District Court Building Shajapur Madhya Pradesh

S.No.	Description	Indicate also page number where attached
1.	Name, address & telephone number of the firm	
2.	Name, designation, address &telephone number of authorized person	
3.	Please specify as to whether Tenderer is sole Proprietor/ Partnership firm/Private or Limited Company	
4.	Name, address & telephone number of Directors / Partners, Fax No., e-mail address.	
5.	Copy of PAN Card issued by Income Tax Department and Copy of Previous 3 Financial Year's Income Tax Return i.e. 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 01 Year for the Mechanized Cleaning Service, and Garden Maintenance, Development & Plantation	
11.	Details of Bid Security/Earnest Money Deposit A) Amount:	
12.	Furnish the list of Service person and Operator to be deputed in Mechanized Cleaning Services.	
13.	Furnish the list of machines to be deputed for the cleaning work.	

Seal and signature of bidder

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 my self/ ourselves to strictly abide by them.

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

It is certified that the particulars given above are true to the best of my/our Knowledge/behalf and I/We have read terms/conditions and duties/responsibilities of the Staff to be deputed for the purpose and have also understood the same and to hereby undertake to abide by the same without any reservation on any grounds whatsoever. In case of any breach of the said conditions. I/we shall be responsible for the consequences arising out of such situation (s).

Name& Signature of the Authorized
Signatory of the Agency
(with seal of the Agency affixed)

Date:

Place:

Seal and signature of bidder

Annexure -B

BIDDER'S ANNUAL TURNOVER

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

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

Form (Name & Address)

----------To,

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

----------Shajapur (M.P.)

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

Dear Sir/Madam,

We hereby certify that the average annual turnover of M/s.

(name of the bidder) is not less than Rs. ----------
Lacs during the last
Three financial years.

S.No.	Firm	Year-1	Year-2	Year-3
		Amount	Amount	Amount
1.				

Yours Sincerely,

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

Seal and signature of bidder

Annexure -C

SIMILAR WORK EXPERIENCE

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

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

Form (Name & Address of the Bidder)

----------To,

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

----------Shajapur (M.P.)

Subject : Mechanized cleaning work Garden maintenance, Development & Plantation in the court building Shajapur

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

Dear sir/Madam,

We hereby declare and confirm that we, ----------(name of the Bidder) having registered office at ----------(address) have Successfully executed following Mechanized cleaning work Garden Maintenance, Development & Plantation in the court building Shajapur. We are providing the details below.
(Note: add rows as required.)

S.No.	Name of the client / Organization	Work Order	Project Value	Brief Scope of Work	Whether the copies of the/ contracts from the client as required is attached?	
					Yes/No	Pg. No. on the Proposal

Yours Sincerely,

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

Seal and signature of bidder

LIST-1
METHOD OF CLEANING

DESCRIPTION OF AREA	LOCATIONS	OPERATION REQUIRED
Surface area with Kota Stone, Marble, concrete tiles, Vitrified tiles. etc.	Corridors areas, open areas concourse, toilets varanda etc.	Sweeping, Dry & Wet moping, scrubbing, wet cleaning, Cleaning of stains of spit etc.
Surface area with asphalter/ Bituminous & Chequered tiles/ Bloks.	Entrance, approach Road, premises etc.	Sweeping dry mopping wet cleaning.
Other rough surfaces	Circulating /moving area	Sweeping , Rag picking, muck etc.
Ceiling, walls, windows & Doors/Lifts.	Court Building	Dusting, cobweb cleaning Glass with cleaning agent, dusting as per requirement
Other Specific Area :-		
Stair case	Permises of the Court Building	Dry mopping, pressure water cleaning, vacuuming
Toilets & Bathrooms	Permises of the Court Building	Pressure water cleaning, Cleaning with acid, disinfecting agents etc.
Water Booths & Wash Basins	Permises of the Court Building	Pressure water cleaning, cleaning with acid, disinfecting agents etc.
Garbage Disposal	All areas under contract	Collection of sweepings, Farbage & Muck in bins and disposal of same to the main bin provided for the purpose in the District courtShajapur.
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 courtShajapur.
Cleaning of Electronic Display Boards and Panels	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 Court BuildingShajapur in Order to quote the proper amount for the execution of the contract.

Seal and signature of bidder

LIST–2
MACHINES AND EQUIPMENT'S 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 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.

The service provider shall Provide following Number of Cleaning Machine:

1. Floor Cleaning Machine - 02 No.s
2. Floor Scrubber Machine - 02 No.s
3. Wet & Dry Vacuum Cleaner - 02 No.s
4. Pressure Air gun - 02 No.s
5. Pressure Water Canon - 02 No.s
6. Lawn Cutting Machine - 01 No.s
7. Sprey Machine - 01 No.s

In Addition, manual tools as shown above will be required for cleaning and garden maintenance.

Seal and signature of bidder

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] feeding rooms and Varandas including Court building where filing section and server room is in operation	Removal of pan stains/ Other stains, scrubbing continually as and other required.
2.	Cleaning, Sweeping of circulating area, concourse & cleaning of stair case.	Circulating area, concourse, stair case	2 times in a day and as & when required-Circulating area and 1 time a day-other than circulating area.
3.	Removal of cobwebs cleaning, washing, wet mopping, dusting of walls, cleaning of window glasses.	Premises of the Court Building Shajapur	Cleaning of urinals, toilets of the District court and public toilets two or three times in a day. Removal of cobwebs once in a week, moping of the rooms two time in a day and a & when require. Naphhalene balls are of sufficient number are to be place in urinal post & wash basin after exhaust. Odonil is to be provided in bath rooms & toilet after exhaust. Cleaning of water stand posts daily.
4.	Cleaning of dustbins, cleaning of entire water stands, basins of water coolers, covering polythene bags for dustbins.	Cleaning of all water stands.	Cleaning of all dustbins twice in day and to cover them with the polythene bags.
5.	Monitoring by supervisors	Closely monitoring of all cleanliness activities	From 7.00 AM to 4.00 PM

Seal and signature of bidder

LIST -04

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

Chemicals and cleaning agents required to be used

S.N.	Description of material
1.	Castic 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 Freshner
10.	Alkaline concentrate (stain remover)
11.	Phenyl
12.	Isoproply Alcohol

Consumable required to be used as per need

S.N.	Description of material
1.	Broom Goa
2.	Iron Panja
3.	Big Plastic drum/bucket
4.	Gharmela
5.	Phawda
6.	Long handle cobweb remover
7.	Sponge for Cleaning wall/Tiles
8.	Dusting Cloths
9.	Wet mopper
10.	Dry mooper
11.	Stain remover
12.	Polythene bags
13.	Electrostatic cloth
14.	Cotton Cloth
15.	Large Buckets with proper Polythene bags to keep garbage / disposal items.
16.	Other instruments as per requirement for the works.

Seal and signature of bidder

Uniform 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 Court Building Premises neat and clean all the time and he may engage additional machines and manpower at his own cost.

Seal and signature of bidder