OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, SHIVPURI (M.P.)

NOTICE INVITING TENDER
Shivpuri, Date : 05-12-2025
No. : 544

Tenders are invited through Government online 'Tender Portal https://mptenders.gov.in' from Reputed/Authorized Vendors/ Agencies for maintenance of Gardens/plantations in the District Court campus, residential premise of Principal District and Sessions Judge and Judges Colony, Shivpuri (M.P.). The last date of tender submission is 03/01/2026 at 05:00 P.M. The tender shall be opened on 05/01/2026 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' & official website of the District Court i.e. https://shivpuri.dcourts.gov.in.

PRINCIPAL DISTRICT & SESSIONS JUDGES
SHIVPURI (M.P.)

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, SHIVPURI
TENDER DOCUMENT

Name of work: Tender for Mechanized Cleaning Services at District Court, Shivpuri and Maintenance of Gardens/plantations in the District Court campus, residential premise ol Principal District and Sessions Judge and Judges Colony, Shivpuri (M.P.)

Closing date and time of Tender	03/01/2026 at 05:00 P.M.
Opening date and time of Tender	05/01/2026 at 05:00 P.M.
Tender Fee/cost	Rs. 5,000/-
Eamest Money	Rs. 50,000/-

N.B. - Tender form is non-transferable.

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE. Shivpuri

CHECK LIST

Tender must ensure each item while filing the tender and put a mark (Y)

S.No.	Details	Mark (Y-----)
1-	They have read each and every' page and instruction of this tender carefully and after understanding it, they are submitting it.	
2-	Before submitting the document(s), they have filled up 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 the envelope should be clearly marked.	
5-	They have enclosed earnest money in the form of DD/FDR/ bank's Cheque/unconditional Bank Guarantee of Rs. 50,000/- from Nationalized/Scheduled bank in favour of Principal District and Sessions Judge, Shivpuri.	
6-	They have enclosed document(s) 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.	

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE. SHIVPURI
PRICE SCHEDULE

Rate Schedule for Mechanized Cleaning Services at District Court, Shivpuri and Maintenance of Gardens/plantations in the District Court campus, residential premise of Principal District and Sessions Judge and Judges Colony, Shivpuri (M.P.). 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 at District Court, Shivpuri and Maintenance of Gardens/plantations in the District Court campus, residential premise of Principal District and Sessions Judge and Judges Colony, Shivpuri (M.P.)-	With taxes	
	Without taxes	

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

Signature of Tenderer
Name.....
Address of the Bidder .....
.....

N.B.1. Conditional and ambiguous offers are liable to be rejected.
N.B.2. Tenderer shall quote his/their offer in figures as well as in words.
N.B.3. Please visit the premises of the places mentioned above before submitting the commercial offer.
N.B.4. Kindly submit the number of persons and machinery to be deployed for the work mentioned above.

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE SHIVPURI (M.P.)

Tender Form No.....

To,

Photo

The Principal District and Sessions Judge,
Shivpuri, Madhya Pradesh,

I/We.....have read the various conditions enumerated in 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. I/We also hereby 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 at District Court, Shivpuri and Maintenance of Gardens/plantations in the District Court campus, residential premise of Principal District and Sessions Judge and Judges Colony, Shivpuri (M.P.)** as per rate schedule. Until a formal agreement is prepared and executed, acceptance to this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed to between us in terms of the form of agreement attached hereto and indicated in the letter of acceptance of my/our offer this work.

I/We hereby declare that the tender document as downloaded from the website of the High Court i.e. https://mphc.gov.in & Government Tender portal https://mptenders.gov.in & official website of the District Court i.e. https://Shivpuri.dcourts.gov.in is printed as it is. I/We have also verified the contents of the printed document from the website and there is no addition, deletion or any alteration to the contract of the tender. 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 Sessions Judge, Shivpuri (M.P.)

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 Guarantee .....date.....is attached herewith, in this sealed tender in original.

The tender form cost Rs...../-in from of DD/Banker's cheque bearing the no. ..... date of issue..... drawn on (Bank's name)_____in favour of Principal District and Sessions Judge, Shivpuri (M.P.) is enclosed herewith, in this sealed tender in original.

Date.....

Signature of Tenderer

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

Name.....
Address of the Tenderer.....

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, Shivpuri

The Principal District and Sessions Judge, Shivpuri invites tender for Mechanized Cleaning Services at District Court Shivpuri and Maintenance of Garden, plantations in the District Court campus, residential premise of Principal District and Sessions Judge and Judges Colony, Shivpuri (M.P.) from reputed, registered, experienced and eligible Firms/Contractors, who have executed similar nature of work in Government Ministries Departments, Semi-government organizations including Public Sector Undertakings a satisfy all other terms and conditions ol this tender document.

1. **Instructions to the Tenderer(s):**

I. Tenders are invited through Government On-line Tender portal https://mptenders.gov.in only from Reputed/Authorized Vendors/ Agencies lor Mechanized Cleaning Services and Maintenance of Gardens/plantations. The last date of tender submission is 03/01/2026 at 5:00 P.M. The tender shall be opened on 05/01/2026 at 05:00 P.M. Offline tender will not be considered.

II. Before filing/submitting the tender, the tenderer can observe the entire work area related to the tender work by obtaining written permission from the Ullice of the Principal District and Sessions Judge, Shivpuri, otherwise it will be assumed that he/she has proper knowledge/information about the entire work areas concerned and no objection in this regard will be entertained later.

III. The Tenderer shall clearly specify what items/ Manpower / Machines / Services will not be included under the services. All the remaining items/services shall be treated as included under the operation services.

2. **Period of Contract:**

The contract shall initially be for a period of one year from the date of the agreement which may be extended further by mutual consent,

subject to the satisfactory performance of the Contractor and prevailing market price trends for the services/products at the time of extention.

3. **Scope of Work:**

3.1 For Mechanized Cleaning Services, the place of performance will be the District Court, Shivpuri, Suitors shed, judicial lockup, corridors, toilets situated in District Court Building campus, for Maintenance of Gardens/plantations, the place of performance will be the District Court campus, residential premise of Principal District and Sessions Judge and Judges Colony, Shivpuri (M.P.).

3.2 It will be duty of the Contractor/Service Provider to have the credentials ol the Service Persons/Operator duly verified/ccrtified. Persons engaged lor services for cleanliness; maintenance of Gardens shall wear clean and proper dress whom photo ID shall be provided by the Contractor/service provider.

3.3 The method of cleaning, machines and equipment used for cleaning, schedule of work for mechanized cleaning for area, and the daily required manpower shall be as per Lists 1, 2, 3, and 4 attached herewith.

3.4 Approx. **01** number of the cleaning machines with qualified operators shall be deployed for Machanized Cleaning for the places where Machanized Cleaning is feasible and approx. **08** number of service persons/manpower shall be employed for cleaning of the places where Machanized Cleaning is not feasible/possible.

3.5 The maintenance of garden shall include maintenance of flowerbed, small and bigger plant and the flower pots already in existence in District Court Campus. The vendor/contractor shall arrange plants, fertilizers, maneuvers, seeds grass pots utensils, instruments and machines requried for maintenance and beautifications of the garden. The Contractor/ vendor shall depute **02** number of gardener/mali for garden maintenance and required machines, instruments etc for maintainance 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, Shivpuri (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 & Sessions Judge, Shivpuri (M.P.) will be binding on the Contractor and completed in a proper manner.

3.8 The vendor shall provide sweeper/cleaner for Gents and Ladies public Toilets running/ maintaining in the court premise through out the working hours on the any working day, also on holiday, as and when, so required by the office of the Principal District Judge Shivpuri (M.P.). Theses sweepers/cleaners shall ensure regular cleaning and sanitation two or three times of the day in public toilets.

3.9 Place of performance for cleanliness shall include advocate hall (both), judicial lockups, corridors, of the court buildings.

4. <u>Terms and conditions:-</u>

4.1 Required number of mechanized cleaning machines shall be provided by the contractor.

4.2 The machines shall be owned, maintained and operated by the contractor. The details of the machines which are to be installed should be mentioned in the tender.

4.3 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.

4.4 The machines shall be kept in serviceable condition by the contractor.

4.5 The cleaning work of any particular day shall, under all circumstances, be finished by the contractor on the same day if the work is not finished on the same day, a penalty of Rs. 1000/- 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. 1000/- per day

machine/per person shall be deducted from the amount payee to the contractor.

4.6 The contractor shall report immediately whenever called by the committee constituted for cleanliness (hereinafter referred as committee)/ nazarat section/district registrar/court manager on receiving telephone message to attend the complaints with regard to the cleaning work/services.

4.7 Sufficient stock of consumables, like soap, phenyl, room freshener, brush, utensils, floor wiper, etc. for a month should be maintained and shown to the committee constituted for cleanliness/nazarat section/District registrar/Court manager, District and Session Court Shivpuri in the first week of every month or whenever asked. The contractor shall provide decorative plants, grass, seeds, fertilizers, clay & cemented pots and gardening 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 subsistence of the contract.

4.9 The contract will be for an initial period of one year, which may be extended further by mutual consent if the performance is found satisfactory and further formalities are completed. The Principal District and Sessions Judge, Shivpuri, may terminate the contract at any time without notice or reason. Extension of the contract is entirely at the discretion of the PDJ, Shivpuri (M.P)

4.10 Space for keeping the machines and electric power and supply line shall be provided by the District and Session Court Shivpuri. The contractor will bear the cost of installation of additional plug points, if required.

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

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 official deputed by the PDJ, Shivpuri 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, Shivpuri to

maintain office security. All sweepers, cleaners and machine Operators shall wear uniforms provided by the Contractor and shall conspicuously display identity cards signed by the District Registrar.

4.14 The tender will be opened in the office of the PDJ, Shivpuri. One representative of the bidder may remain present. Tender will be finalized after considering the proposals. All tenderers or any of the tenderers may be called for further negotiations before considering his/their proposal.

4.15 The PDJ, Shivpuri shall have the right to accept or reject any or all tenders, in whole or in part, without specifying any reason. He/she is under no obligation to accept the lowest tender or to inform the unsuccessful tenderer of the outcome of the tender process and reasons for rejection of tender.

4.16 The PDJ, Shivpuri shall have the right to terminate the contract at any time without notice if the work is no longer required.

4.17 The successful Contractor shall forthwith engage/depute service persons/ operators to operate the machines for cleaning at the places mentioned above.

4.18 It shall be mandatory for the Contractor to conduct routine inspections to ensure cleanliness is maintained in a perfectly sanitized condition and to submit quarterly inspection reports duly verified by the OIC Nazarat Section, Shivpuri to the Office of Principal District and Sessions Judge, Shivpuri.

4.19 In case of pecuniary loss suffered due to improper service by any of the users/beneficiaries, PDJ, Shivpuri shall 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 amount payable to the Contractor, and legal action may also be taken.

4.20 A surprise inspection shall be conducted by the officer deputed or the PDJ, Shivpuri to ascertain the performance of the service persons/operators and the services provided by them.

4.21 Rates offered in the tender will not be enhanced during the period of contract. Rates finally approved/accepted by the PDJ, Shivpuri

shall be valid for the whole of the contract tenure and no upward revision will be allowed under any circumstances whatsoever.

4.22 Under no circumstances, the successful firm/Contractor shall 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 the PDJ, Shivpuri who has approved the contract.

4.23 The successful tenderer must submit a security deposit equal to 10% of the contract value within 7 days of tender acceptance. This deposit should be in the form of an FDR or an unconditional bank guarantee from any nationalized bank, in favour of the the PDJ, Shivpuri. The security deposit will be refunded only after the contract period ends. However, if the Contractor's services are found unsatisfactory in any respect during the contract period, the security deposit may be forfeited or the bank guarantee encashed, as the case may be.

4.24 The bills in triplicate shall be prepared for the services on monthly basis of approved rates which will have to be submitted in favour of the PDJ, Shivpuri 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.

4.25 The job carried out shall be to the satisfaction of the PDJ, Shivpuri after getting certification from the QIC Nazarat Section, Shivpuri, failing which deductions @ 10% of the total bill shall be made, depending upon the severity of negligence. The PDJ, Shivpuri shall have the right to blacklist the agency/Contractor for a suitable period or from further participation in any of the jobs to be done for the District Court, Shivpuri.

4.26 Premature withdrawal of the tender/contract by the bidder shall makehim liable for forfeiture of the earnest money/security deposit.

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

4.28 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 the PDJ, Shivpuri or by the QIC Nazarat Section, Shivpuri.

4.29 A register of surprise/routine inspection shall be kept and maintained by the Contractor which may be inspected at any time by the QIC Nazarat Section or officer deputed by the PDJ, Shivpuri in this behalf.

4.30 The PDJ, Shivpuri reserves the right to review the performance wherever so desires. In case the performance and the service rendered by the contract firm or Contractor is found to be unsatisfactory, the decision of the PDJ, Shivpuri shall be binding on the Contractor.

4.31 The PDJ, Shivpuri 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.

4.32 Workes/Employees duly in uniform will be present for the whole day for execution of work and to follow the instructions given by the PDJ or OIC Nazarat, Shivpuri.

4.33 According to letter of M.P. Finance Department No. FI 1-1/2023/rules/four Bhopal, dated 31 March 2023, the Contractor shall provide the names of the employees deputed for cleaning and gardening in advance and they should be provided daily wages as per the collector rates for non-technical person (Labour).

4.34 In the event that the successful tenderer chooses to abandon the work prior to the completion of the contract period, a two-month prior written notice shall be mandatory. Furthermore, the tenderer shall be obligated to continue performing the work diligently and smoothly in accordance with the contract for the duration of this two-month notice period. Non- ompliance with this stipulation will lead to the confiscation of the full amount deposited by the tenderer at the time of tender submission.

4.35 If, subsequent to the execution of the contract, the tenderer fails to execute the work as per the terms and conditions of the contract during its tenure, or if the tenderer's services are terminated due to non-adherence to the contract conditions by the PDJ, Shivpuri, the work shall then be offered to the next eligible tenderer, as determined by their merit, at the rate originally stipulated in the contract. If that tenderer is absent at the designated date, time and location, or decline to undertake the work at the

specified rate, the work order shall thereupon be issued to the subsequent tenderer in the established order of eligibility, and a corresponding contract shall be formally executed.

4.36 Contractor should be registered with ESIC AND EPFO certified copy of registration ceetificate showing the code allotted from these organizations should be submitted along with technical bid.

4.37 The rate of minimum wages should be based on the rate decided and circulated by the Govt. of M.P. revised from time to time from appropriate category. Contractor has to bear additional cost due to increase/escalation of minimum wages during the currency of the contract.

4.38 The contractor shall be responsible for safety of his/her workman while on the job and Principal District & Session Judge Shivpuri shall not be responsible for payment of compensation for any accident occurring during the work, the contractor is required to equip his labourers/supervisor with all required safety equipments etc.

4.39 If any employee of the contractor is found to commit any misconduct of misbehaving district judge or authorized officer at its discretion may ask the contractor to remove such employees and contractor shall remove such employee without question the decision of the Principal District & Session Jugde, Shivpuri or authorized officer arrange immediate suitable replacement district judge will be entitled to restrict such employees from entering the premises.

4.40 Contractor should employee only adult workers with age between 18 years to 60 years.

4.41 The Contractor will have to abide with labour laws including payment of wages act minimum wages Act, contract labour regulation act, work men's compensation act, factories and and other legislation and notification made applicable from time to time.

4.42 Contractor has to submit a copy of licence granted to him under contract labour regulation and abolition act 1970.

4.43 The contractor will have to take out the following iunsurance ploices to cover all the risk and keep them valid till the successful completion of the contract.

4.44 The employees to be deputed by the Contractor shall remain present in the campus during the court hours. The attendance register of employees shall be maintained by the Contractor as well as the Nazarat Section. In case the employees left the campus after making their attendance before time to be fixed by the Office of the PDJ or Nazarat Section, Shivpuri, the penalty may be imposed at the rate of Rs. 200/- per head.

4.45 Any additional conditions or instructions deemed necessary may be imposed by the PDJ, Shivpuri. These will apply to mechanized cleaning services and garden maintenance work, supplementing the existing terms of the agreement, and will remain in effect throughout the contract's duration.

5. **Eligibility Criteria:-**

To be considered, applicants must meet the following criteria and submit the corresponding documents with their bid:

- Valid Income Tax PAN No. and Service Tax Account No.
- Minimum 5 years of experience in providing cleaning services or garden maintenance (whichever is applicable).
- Average annual turnover of at least Rs. 50 lakhs in the same field during the last three financial years

Copies of the following documents should be submitted along with the Bid:

1. Audited Profit & Loss Accounts for the last three financial years: 2022-23, 2023-24, and 2024-25.
2. GST Registration Certificate.
3. Income Tax PAN and TIN (VAT Registration details).
4. Income Tax Returns for the last three financial years: 2022-23, 2023-24, and 2024-25.
5. Audited ISO Certification for mechanized cleaning for running 3 year.
6. GST Return.

7. Documents regarding experience of 5 year or above in providing similar services of "mechanized cleaning service and maintenance of garden."
8. Copy of the labour license/registration under countract labour (regulation & control) act, 1970
9. Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand only) through a Demand Draft/Pay Order or an unconditional Bank Guarantee.
10. Tender Fee of Rs. 5,000/- (Rupees Five Thousand only) through a Demand Draft/Pay Order in favour of the Principal District and Sessions Judge, Shivpuri.

6. **Evaluation of Bids :-**

6.1 The Techno-Commercial Bid and the Price Bid will be evaluated simultaneously as a package. The bid must comply with all the terms and conditions mentioned in this document and be accompanied by all the requisite documents.

6.2Filling in all the columns in both the Techno-Commercial Bid and the Price Bid is mandatory.

6.3 A minimum of three consultants is required for the bids to be considered for evaluation.

7- **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. Shivpuri without which the tender will not be considered. The earnest money will be returned to all the unsuccessful Tenderers 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 favour of the Principal District and Sessions Judge, Shivpuri. 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 Sessions Judge, Shivpuri that the Contractor firm may invite upon themselves due to any of the reasons satisfied above.

2- **Arbitration:**

1. Except where otherwise provided in the contract, all questions and disputes relating to the quality of work or materials used, or concerning any other matter whether a question, claim, right, issue, or any aspect arising out of or relating to the contract, estimates, instructions, conditions, orders, or otherwise in connection with the work or its execution or failure thereof, whether during the progress of the work or after its completion or abandonment, shall be referred to a sole arbitrator appointed by the competent authority of the Principal District Judge, Shivpuri.

2. There shall be no objection to the appointment of an arbitrator who is an employee of the District Court, provided that such arbitrator has had no direct involvement with the subject matter of the contract and, in the course of his duties, has not expressed views on any of the matters in dispute.

3. In the event that the arbitrator to whom the matter is originally referred is transferred, vacates office, or becomes unable to act for any reason, the appointing authority, as specified above, shall appoint another person to act as arbitrator in accordance with the terms of the contract. The newly appointed arbitrator shall be entitled to continue the arbitration proceedings from the stage left by their predecessor. It is also a term of this contract that no person other than one appointed by the authority mentioned above shall act as arbitrator. If, for any reason, such an appointment is not possible, the matter shall not be referred to arbitration at all.

Annexure-A

TECHNO-COMMERCIAL BID

Tender Document for complete Mechanized Cleaning Services in District Court campus and Maintenance of Gardens/plantations in District Court campus, residential premise of Principal District and Sessions Judge and Judges Colony, Shivpuri (M.P)

S.No.	Description	Indicate also page number 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 Running 3 year ISO Certificate in the field of mechanized Cleaning.	
7	GST Registration No. (Please Attach)	
8	GST 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 running 5 years for the Mechanized Cleaning Services, and maintenance of garden.	
11	Details of Bid Security/Eamest Money Deposit a) Amount: b) Demand Draft/Pay order/ Banker Cheque No. c) Date of issue d) Name of issuing Bank.	
12	Copy of the labour licence/Registration under the contract labour (Regulations and control) Act 1970	
13	Furnish the list of Service Person and Operator to be deputed in Mechanized Cleaning Services.	
14	Furnish the list of machines to be deputed for the cleaning work.	

Declaration by the Bidder:

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

Note: Please indicate the page numbers where the documents are attached. The entire tender document, including all enclosures, must be serially page-numbered.

I/We hereby certify that the particulars given above are true to the best of my/our knowledge and belief. I/We have read and understood the terms and conditions, as well as the duties and responsibilities of the staff to be deputed for the said purpose, and undertake to abide by the same without any reservation whatsoever.

In case of any breach of the stated conditions, I/We shall be fully responsible for the consequences arising from such a situation.

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 Sessions Judge
Shivpuri (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._____ financial years.

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

Yours Sincerely,

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

Annexure-C

SIMILAR WORK EXPERIENCE

.....(Location)
.....(Date)

From (Name & Address of the Bidder)

To,

The Principal District and Sessions Judge
Shivpuri (M.P.)

Subject: Mechanized Cleaning Services at District Court, Shivpuri, and Maintenance of Gardens/plantations in the District Court campus, residential premise of Principal District and Sessions Judge and Judges Colony, Shivpuri (M.P.)

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 Services at District Court, Shivpuri, and Maintenance of Gardens/plantations in the District Court campus, residential premise of Principal District and Sessions Judge and Judges Colony, Shivpuri (M.P.). We are providing the details below. (Note: add rows as required.)

S.No.	Name of the client/ organization	Work Order	Project Value	Brief Scope of Work	Whether the copies of the/ contracts from the client as required is attached

					Yes/No	pg. No. on the Proposal

Yours Sincerely,

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

LIST-1

METHOD OF CLEANING

DESCRIPTION OF AREA	LOCATIONS	OPERATION REQUIRED
Surface area with Kota Stone, Marble, concrete tiles, vitrified tiles etc.	Corridors, open areas, toilets etc.	Sweeping, dry & wet moping/ cleaning, scrubbing, cleaning of stains of spit etc.
Surface area with asphalt/bituminous surfaces and chequered tiles/blocks.	Entrance, approach roads, etc.	Sweeping, dry & wet mopping
Other rough surfaces	Circulating/moving areas	Sweeping, rag picking, removal of muck, etc.
Ceilings, walls, windows, and doors.	District Court building including ADR building, Shivpuri	Dusting, cobweb cleaning, glass cleaning with a cleaning agent/ and dusting as per requirement.
Other Specific Area:-		
Stair case	District Court building including ADR building. Shivpuri.	Dry mopping, pressure water cleaning, vacuuming
Toilets & Bathrooms	District Court building including ADR building, Shivpuri.	Pressure water cleaning, acid cleaning/ and use of disinfecting agents, etc.
Water Booths & Wash Basins	All areas under contract	Collection of sweepings, garbage, and muck in bins, and disposal to the main bin provided for the purpose at the

		District Court. Shivpuri.
Air freshening measures	Toilets and Bathrooms	Use of cleaning agents with fragrance during scrubbing and wet mopping; provision of Odonil and naphthalene balls in toilets; and use of room fresheners in the District Court, Shivpuri.
Cleaning of Electronic Display Boards and Panels	District Court building including ADR building, Shivpuri	Cleaning with proper glass cleaners.

Note: Contractors are advised to visit the campus and premises of the District Court Building including ADR Building in Shivpuri before quoting their rates, in order to properly assess the scope of work 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: A compact unit with integrated features for scrubbing, mopping, and water retrieval - **01**	Squeegees, wipers, sanitary brushes
Sweeping, mopping	Walk-behind sweeping machine.- **01**	Brooms and dry mops
Wet cleaning/ Wet mopping	High Pressure Jet Cleaning machine.- **01**	Wipers, wet mops, squeegees
Dusting and Cobweb Cleaning	Wet and dry Vacuum Cleaner- **01**	Duster brush/ cobweb cleaning wall brush
Removal of stains (hard water, spit etc.)	Compact scrubber (Corners & Areas where scrubber machine not reachable) - **01**	Sanitary brush, hand brush
Picking up of rags from the premises of the District Court and cleaning	Wet and dry Vacuum cleaners and manual methods. - **01**	Hand pickers, sanitary brushes, pole brushes etc.
Collection and disposal of garbage, dust, muck, etc.	Trolleys and wheelbarrows with rubberized wheels - **06**	Bins for collection and tools for rag and muck picking
For maintenance of Garden	Grass cutter (Fuel operted) -**01**	Weeding equipments/kit, shovle, Axe, Hedge cutter, hoe/spade, tub/ Iron pan etc.

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/ fly killer/ disinfectants.	Corridors, Toilets and Verandas.	Removal of pan stains and other marks, with continuous scrubbing and other necessary cleaning activities.
2	Cleaning and sweeping of circulating area, concourse, and cleaning of staircases.	Circulating area. Concourse, and staircases	Twice daily and as required for the circulating area; once daily for other areas.
3	Removal of cobwebs, cleaning, washing, wet mopping, dusting of walls, and cleaning of window glass panes.	Premises of the District Court Building including ADR Building	Cleaning of urinals. District Court toilets, and public toilets two to three times a Building day. Cobweb removal to be carried out once a week. Mopping of rooms to be done twice daily and additionally as required. A sufficient number of naphthalene balls shall be placed in urinal pots and

			wash basins after exhaustion. Odonil or equivalent air fresheners are to be provided in bathrooms and toilets after exhaustion. Cleaning of water stand posts is to be carried out daily.
4	Cleaning of dustbins, water stands/and basins of water coolers, along with the placement of polythene in bags dustbins	Cleaning of all water stands and basins of water coolers	Cleaning of all dustbins twice a day and covering them with polythene bags.
5	Monitoring by supervisors	Close supervision of all cleanliness activities	Daily from 7.00 A.M. to 4.00 P.M.

LIST- 04

Daily Manpower Requirement:

01 supervisor, 02 Gardner and 08 cleaner/cleaning workers (Including atleast **02** sweeper/cleaner for Gents and Ladies Toilets running/ maintaining in the court premise)

List of Chemicals and Cleaning Agents:

The following necessary chemicals and cleaning agents shall be provided and used as required to maintain proper hygiene and cleanliness standards:

1. Caustic Soda
2. Bleaching Powder
3. Soda Ash
4. Hydrochloric Acid (HCL)
5. Fly Killer / Mosquito Killer
6. Naphthalene Balls
7. Odonil or Equivalent Air Freshener
8. Glass Cleaner
9. Air Freshener
10. Alkaline Concentrate (Stain Remover)
11. Phenyl
12. Isopropyl Alcohol

Consumables Required (To be used as per need):

1. Broom (Goa type)
2. Iron Panla
3. Big Plastic Drum/Bucket
4. Ghamela
5. Phawda
6. Long Handle Cobweb Remover
7. Sponge for Cleaning Walls/Tiles
8. Dusting Cloths

9. Wet Mop
10. Dry Mop
11. Stain Remover
12. Polythene Bags
13. Electrostatic Cloth
14. Cotton Clothes
15. Large Buckets with Proper Polythene Bags for Garbage/Disposal Items
16. Other Instruments as Required for the Work

Uniform and Accessories for Labour

All workers shall be provided with the following items, which must be ISO/BSI/ISI certified:

- Uniforms
- Safety Spectacles
- Gloves
- Nose Masks
- Caps
- Shoes

Note: Good quality sanitary materials must be used at all times. The minimum quantity of sanitary materials and manpower is specified in the schedule of work attached to this proposal. However, it shall be the sole responsibility of the Contractor to ensure that the premises remain neat, clean, and hygienic at all times. If required, the Contractor shall deploy additional machinery and manpower at their own cost to meet cleanliness standards.