OFFICE OF THE PRINCIPAL DISTRICT & SESSION JUDGE, UMARIA

NOTICE INVITING TENDER

No. 2262/II-12-15/2024 Umaria, Date- 03 /11/2026

Tenders are invited through Government Online Tender portal https://mptenders.gov.in from Reputed/Authorized Vendors/ Agencies for Mechanized Cleaning Services, Maintenance of Garden, District Court Building, Service Building, Pocso Court Building, Family Court Building, ADR Building in Campus of District Court Umaria, Madhya Pradesh. The last date of tender submission is **12/12/2026 at 5:00 P.M.** The tender shall be opened on **14/12/2026 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://umaria.dcourts.gov.in

PRINCIPAL DISTRICT & SESSIONS JUDGE
UMARIA (M.P.)

OFFICE OF THE PRINCIPAL DISTRICT & SESSION JUDGE, UMARIA

TENDER DOCUMENT

Name of Work : Tender for Mechanized/motorised Cleaning Services, Maintenance of Garden, District Court Building, Service Building, Pocso Court Building, Family Court Building, ADR Building in Campus of District Court Umaria (M.P.)

Closing date and time of Tender	12/12/2026 at 5:00 P.M.
Opening date and time of Tender	14/12/2026 at 5:00 P.M.
Tender Fee/cost	Rs. 2500/-
Earnest Money	Rs. 25000/-

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

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 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	The envelope shall contain the entire tender form and all required supportive documents to be enclosed as mentioned and this envelope should be clearly marked.	
5	They have enclosed earnest money in the form of DD/FDR/ bank's Cheque/unconditional Bank Guarantee of Rs. 25,000/- from Nationalized/ Scheduled bank in favour of Principal District & Sessions Judge, Umaria.	
6	The 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.	

OFFICE OF THE PRINCIPAL DISTRICT & SESSION JUDGE, UMARIA

PRICE SCHEDULE

Rate Schedule for Mechanized Cleaning Services, maintenance of garden District Court Building, Service Building, Pocso Court Building, Family Court Building, ADR Building in Campus of District Court Umaria (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, Maintenance of garden District Court Building, Service Building, Pocso Court Building, Family Court Building, ADR Building in Campus of District Court Umaria (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. Tenderers shall Quote his/their offer in figures as well as in words.

N.B.3. Please visit the premises of the Court Building, Umaria before submitting the commercial offer.

N.B.4. Kindly submit the number of persons and machinery to be deployed at the Court Building, Umaria Madhya Pradesh

OFFICE OF THE PRINCIPAL DISTRICT & SESSION JUDGE, UMARIA

Tender Form No. .....

To,

Photo

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

I /We ---------- have read the various conditions to the tender form attached hereto and here by agreed to abide by the said conditions. J/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, Maintenance of Garden District Court Building, Service Building, Pocso Court Building, Family Court Building, ADR Building in Campus of District Court Umaria (M.P.)** & adjoining area as per rate schedule. Until a formal agreement is prepared and executed, acceptance to this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed to between us in terms of the form of agreement attached 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 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://umaria.dcourts.gov.in is printed as it is_ J/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 Judge Umaria. Madhya Pradesh,

The Earnest Money deposited by me/us for Rs. ..... (Rupees .....) as specified in the tender notification under FDR/Demand Draft/Banker's Cheque no./Unconditional Bank Guarantee ..... date ..... is attached herewith 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 & Sessions Judge Umaria, 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 .....
.....

OFFICE OF THE PRINCIPAL DISTRICT & SESSION JUDGE, UMARIA

The Principal District & Session Court, Umaria invites sealed tender for Mechanized Cleaning Services, Maintenance of Garden District Court Building, Service Building, Pocso Court Building, Family Court Building, ADR Building in Campus of District Court Umaria (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 :

I. Tenders are invited Through Government Online Tender portal https://mptenders.gov.in **only** from Reputed/Authorized Vendors/ Agencies for Mechanized Cleaning Services, Maintenance of Garden, District Court Building, Service Building, Pocso Court Building, Family Court Building, ADR Building in Campus of District Court Umaria, Madhya Pradesh. The last date of tender submission is **12/12/2026 at 5:00 P.M.** The tender shall be opened on **14/12/2026 at 05:00 P.M. Offline tender will not be considered.**

II. Before filling the tender, the tenderer can observe the entire work area related to the tender work by obtaining written permission from the Office of the Principal District & Session Judge, Umaria, otherwise it will be assumed that he has obtained proper information about the entire work areas concerned. The tender is filled only after that and he will not be able to take any objection in this regard at the subsequent stage.

III. Tender relates to "Mechanized Cleaning Services, Maintenance of Garden District Court Building, Service Building, Pocso Court Building, Family Court Building, ADR Building in Campus of District Court Umaria (M.P.)" 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 period of **one year** from the date of agreement.

3. **Scope of Work :**

3.1 The place of performance will be the District Court Building, Service Building, Pocso Court Building, Family Court Building, ADR Building in Campus of District Court Umaria (M.P.). Tender relates to Mechanized Cleaning Services, Maintenance of Garden in Campus of District Court Umaria (M.P.)

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, Maintenance of Garden clean shall bear clean and proper dress and photo ID to be provided by the Contractor/service provider.

3.3 The Mechanized Cleaning Services, Maintenance of Garden in Campus of District Court

Umaria (M.P.) shall include cleaning as per "List enclosed" in the Premises of District Court Building, Service Building, Pocso Court Building, Family Court Building, ADR Building Umaria.

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 maintenance of garden 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 maintainance 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, Umaria 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, Umaria will be binding on the Contractor.

3.8 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.

3.9 Place of performance for cleanliness shall include the Suitors shed, both judicial lockups, corridors, employee's common room, petition writer room, common Toilets in District Court Building, Service Building, Pocso Court Building, Family Court Building, ADR Building.

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 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 livable 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.

4.6 Even the penalty up-to 75% of month may be imposed, if the contractor regularity in a particular month committed irregularity in maintaining the cleanliness in the court campus including the front side of all the main gates.

4.7 The Contractor shall report immediately whenever called by the Nazarat Section, of District Court Umaria on receiving telephone message to attend the complaints with regard to the cleaning works services under this contract.

4.8 Sufficient stock of consumables like soap, phenyl, room freshner, brush, utensils, floor wiper, etc. for a month should be maintained and shown to the Incharge Nazarat Section or Official deputed for the purpose in the first week of every month or whenever asked. The Contractor shall provide decorative plants, grass, seeds, fertilizers, clay & cemented post and garden equipments, The beautification and maintenance of garden as per the instruction of the OIC Nazarat section shall be undertaken by the Contractor.

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

4.10 Contract shall be granted for a period of one year. It shall be terminable by the Principal District & Session's Judge, Umaria at any time without notice and without assigning any reason.

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

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

4.13 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 Principal District Judge Umaria in this behalf, at the end of every week.

4.14 The machines/instruments shall be operated only by the Operator(s), duly authorized by the Registrar District Court Umaria to maintain the security of District Court Umaria. All sweepers/Cleaners/Machine Operators shall wear the uniform provided by the Contractor and shall conspicuousley wear the identity Card signed by the District Registrar.

4.15 The tender will be opened in the office of thc Principal District & Session Judge, Umaria. 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.

4.16 The Principal District & Session Judge, Umaria 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.

4.17 The applicant is required to submit all technical Brochure(s) of the machines(s) proposed to be installed at District Court Umaria

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

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

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

4.21 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, Umaria to the Office of Principal District & Session's Judge, Umaria.

4.22 In case of pecuniary loss suffered due to improper service by any of the users/beneficiaries, Principal District & Session Judge, Umaria 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.

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

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

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

4.26 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 Principal District & Session Judge, Umaria who has approved the contract.

4.27 The successful tenderer will be required to furnish the security **deposit of** 20% **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 Principal District & Session Judge, Umaria or unconditional hank 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.

4.28 The contract can be terminated by the Principal District & Session Judge, Umaria, at any time,

without assigning any reason, if the 'work of the contractor is found unsatisfactory. In this respect, the decision of the Principal District & Session Judge, Umaria will be final and binding on the contractors Principal District & Session Judge, Umaria reserves all the right to accept or reject any bid in whole or in part without assigning any reasons thereof.

4.29 The bills in triplicate be prepared for the services on monthly basis of approved rates will have to be submitted in favour of the Principal District &. Sessions Judge, Umaria for effecting payment. No advance payment shall be made for the services. The payment shall be made subject to availability of the funds no interest shall be payable for dealy in payments of bills for any reason, whatsoever.

4.30 The job carried out shall be to the satisfaction of Principal District & Session Judge, Umaria after getting certification from the OlC Nazarat Section, Umaria failing which deductions @ 10% of the total bill shall be made. depending upon the severity of negligence, The Principal District & Session Judge, Umaria 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 Principal District & Session Judge, Umaria The decision of the Principal District & Session judge, Umaria shall be final and binding on the Contractor.

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

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

4.33 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, Umaria.

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

4.35 The Principal District & Session Judge, Umaria reserves the right to review the performance wherever so desires, and also to terminate the contract at any point of time during the tenure of the contract in case the performance and the service rendered by the contract firm is found to be unsatisfactory. The decision of the Principal District & Session Judge, Umaria 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.

4.36 The Principal District & Session Judge, Umaria 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.

4.37 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 Principal District Judge Umaria. These sweepers/ cleaners shall ensure regular c1eaning and sanitation two or three times of the day in public toilets.

4.38 The Suiter shed, men and women judicial lockup, corridors, employee common room, petitions writer room, common Toilets in District Court Building, Service Building, Pocso

Court Building, Family Court Building, ADR Building will also be the place of performance.

4.39 The employees appointed by the contractor will be duly in uniform and at least 05 employees will be present for the whole day for execution of work and to follow the instructions given by OIC Nazarat and Principal District & Sessions Judge.

4.40 **According to Letter of M.P. Finance Department No. F11-1/2023/rules/four Bhopal, Dated 31 March 2023** the contractor shall provide the name of the employees deputed for cleaning the campus in advance and they should be provided daily wages as per the collector rates for non-technical person (Labour). The register of employees shall be maintained both by the contractor as well as the Nazarat on the behest of contractor and in case the employees left the campus after making their attendance before time to be fixed by the Nazarat as per the instructions of the Principal District and Sessions Judge, Umaria, the penalty shall be imposed at the rate of Rs. 200/- per head.

4.41 The respective employees to be deputed by the contractor shall remain during the court hours in the campus.

4.42 The concerned employees can also be deputed for other cleaning work at the campus and the contractor as well as its employees shall follow the direction of Nazarat as well as the Incharge of Nazarat.

4.43 Any other further conditions as well as instructions shall be leviable at the instance of Principal District & Sessions Judge, qua the campus maintenance and the said instructions shall be applicable alongwith the conditions already drafted in the agreement from time to time during the course of the period of agreement.

4.44 If the tenderer who is given the work order decides to leave the work in the middle of the contract period, he will have to give information in this regard two months in advance and will have to work smoothly as per the contract for a period of two months. Otherwise, the entire amount deposited by him at the time of filling the tender will be confiscated.

4.45 If after the contract is executed, the tenderer to work as per he contract durin g the contract period or if the tenderer is removed by the Honorable Principal District & Session Judge, Umaria due to not working as per the contract, then that tenderer's subsequent in this order, upon agreeing to do the work on the amount payable related to the work mentioned in the contract and in case he is absent on the appointed date, time and place or does not agree to do the work on that amount, in the same continuity, the work order will be given to the next tenderer and a tender contract will be signed with him.

5. Eligibility Criteria :-

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

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

1. Audited Profit & Loss Account of last three years i.e. 2023-24, 2024-25, 2025-26
2. Service Tax Registration Certificate.

3. Income Tax PAN No. and TIN No. (VAT Registration details)
4. Income Tax Return for the last three financial years i.e. 2023-24, 2024-25, 2025-26
5. ISO Certification for mechanized cleaning services.
6. Latest Service Tax Return.
7. Documents regarding Experience of 3 years in providing similar services.
8. The Earnest Money Deposit (EMD) of Rs. *25000/-* (Twenty-five thousands Only) through a Demand Draft/Pay Order/ unconditional Bank Guarantee.
9. Tender fees of *Rs 2,5OO/- (Two Thousand Five Hundred Only)* through a Demand Draft/Pay Order in favour of Principal District & Sessions Judge, Umaria

6. Evaluation of Bids :-

6.1 The Techno-Commercial Bid and price bid 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.

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

6.3 Atleast three consultants are required to consider their bids for evaluation.

7. Earnest Money Deposit:-

The tender should be accompanied by Earnest Money Deposit (EMD) of Rs.25000/- (twenty-five thousands) in the form of Account Payee Demand Draft *1* 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, Umria without which the tender will not be considered. The earnest money will be returned to all the unsuccessful Tenderer after finalization of the Tender. No interest shall be paid on the Earnest Money Deposit for delay in return for any reason, whatsoever may be.

1- PERFORMANCE GUARANTEE (Security Deposit) :-

The successful bidder shall give Performance Guarantee in the form of Account Payee Demand Draft or unconditional Bank Guarantee from a Nationalized Bank amounting to **10% of the contract value** in favour of the Principal District & Session Judge, Umaria. 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 & Sessions Judge, Umaria that the contractor firm may invite upon themselves due to any of the reasons satisfied above.

2- 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, Umaria. 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 District Court Building, Service Building, Pocso Court Building, Family Court Building, ADR Building in Campus of District Court Umaria, 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. 2023-24, 2024-25, 2025-26	
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: 2023-24 ..... 2024-25 ..... 2025-26 ..... Please attach proof in the form of Profit & Loss Account)	
10	Experience Certificate for last 3 years for the Mechanized Cleaning Services, and maintenance of garden	
11	Details of Bid Security/Earnest Money Deposit a) Amount : b) Demand Draft/Pay order/ Banker Cheque No. c) Date of issue d) Name of issuing Bank.	
12	Furnish the list of Service Person and Operator to be deputed in Mechanized Cleaning Services.	
13	Furnish the list of machine to be deputed for the cleaning work.	

Declaration by the Bidder :-

This is to certify that I/We before signing this tender have 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/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 :

Annexure-B

BIDDER'S ANNUAL TURNOVER

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

From (Name & Address)

---------- **To,**
---------- **The Principal District & Sessions Judge**
---------- **Umaria (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 Sincerly,

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

Annexure-C

SIMILAR WORK EXPERIENCE

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

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

From (Name & Address of the Bidder)

---------- **To,**

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

---------- **Umaria (M.P.)**

Subject : Mechanized cleaning work maintenance of garden District Court Building, Service Building, Pocso Court Building, Family Court Building, ADR Building in Campus of District Court Umaria, Madhya Pradesh.

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 maintenance of garden District Court Building, Service Building, Pocso Court Building, Family Court Building, ADR Building in Campus of District Court Umaria, Madhya Pradesh. 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 Sincerly,

(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 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 etc.	Sweeping dry mopping wet cleaning
Other rough surfaces	Circulating/ moving area	Sweeping, Rag picking, muck etc.
Ceiling, walls, windows & Doors/Lifts.	District Court Building, Service Building, Pocso Court Building, Family Court Building, ADR Building in Campus of District Court, Umaria	Dusting, cobweb cleaning Glass with cleaning agent, dusting as per requirement
Other Specific Area :-		
Stair case	Permises of the District Court Building, Service Building, Pocso Court Building, Family Court Building, ADR Building in Campus of District Court, Umaria	Dry mopping, pressure water cleaning, vacuuming
Toilets & Bathrooms	Permises of the District Court Building, Service Building, Pocso Court Building, Family Court Building, ADR Building in Campus of District Court, Umaria	Pressure water cleaning, Cleaning with acid, disinfecting agents etc.
Water Booths & Wash Basins	Permises of the District Court Building, Service Building, Pocso Court Building, Family Court Building, ADR Building in Campus of District Court, Umaria	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 Court Umaria.
Air freshening measures	Toilets and Bath Rooms	Use of cleaning agents with fragrance while scrubbing and wet mopping, provision of odonil and naphthalene balls in toilets use of room fresheners in the District court Umaria
Cleaning of Electronic Display Boards and Panels	Permises of the District Court Building, Service Building, Pocso Court Building, Family Court Building, ADR Building in Campus of District Court, Umaria	Cleaning with proper glass cleaners.

Note : The contractors before quoting the rates are requested to visit the campus and premises of the District Court Building, Service Building, Pocso Court Building, Family Court Building, ADR Building Umaria 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.)	Compect 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.

LIST-3

Schedule of work for mechanized cleaning for area including

S.No.	Description of work	Area	Daily schedule of working
1	Cleaning of the premises washing by high pressure jet, scrubbing with automatic scrubber cum drier, removal of stains of premises surface at corners & on walls, by using adequate sanitary material, Spraying of mosquito /flykiller/disinfectants.	Corridors, Toilets and 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 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 Permises of the District Court Building, Service Building, Pocso Court Building, Family Court Building, ADR Building in Campus of District Court, Umaria	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 bail are of sufficient number are to be place in urinal pots & 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 work and to cover them with the polythene bags.
5	Monitoring by supervisors	Closely monitoring of all cleanliness activities	From 7.00 A.M. to 4.00 P.M.

LIST- 04

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

Chemicals and cleaning agents required to be used

S.No.	Description of material
1.	Castaic Soda
2.	Bleaching powder
3.	Soda ash
4.	HCL acid
5.	Fly killer/Mosquito killer
6.	Naphthalene balls
7.	Odonil
8.	Glass cleaner
9.	Air freshener
10.	Alkaline concentrate (stain remover)
11.	Phenyl
12.	Isopropyl Alcohol

Consumable required to be used as per need

S.No.	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 Cloths

15. Large Buckets with proper polythene bags to keep garbage/disposal items.

16. Other instruments as per requirement for the works.

Uniform and other accessories for labour :

Uniforms, Spectacles, goves, 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.