


कार्यालय प्रधान जिला एवं सत्र न्यायाधीश, शाजापुर म0प्र0-465001

/// ई-निविदा आमंत्रण सूचना ///

कार्यालय प्रधान जिला एवं सत्र न्यायाधीश शाजापुर म0प्र0 जिला एवं सत्र न्यायालय शाजापुर, जिला शाजापुर म0प्र0 में "अर्ध-यंत्रीकृत सफाई सेवा, उद्यान का रखरखाव, स्वीपर और चौकीदार सेवायें" प्रदान करने के व्यवसाय में लगे प्रतिष्ठित और अनुभवी विक्रेताओं/एजेंसियों से 03 वर्ष की अवधि के लिये सीलबंद निविदायें/प्रस्ताव आमंत्रित करता है। प्रस्ताव/निविदा प्राप्त होने की अंतिम तिथि- 26.07.2025 अपराह्न 5:30 बजे है। निविदा दिनांक-23.07.2025 को अपराह्न 5:00 बजे खोली जायेगी। विस्तृत निविदा, दस्तावेज नियमों और शर्तों के साथ मध्यप्रदेश उच्च न्यायालय की आधिकारिक वेबसाइट <https://www.mphc.gov.in> पर एवं जिला न्यायालय शाजापुर की वेबसाइट <https://shajapur.dcourts.gov.in> पर भी उपलब्ध है।

  
प्रधान जिला एवं सत्र न्यायाधीश  
शाजापुर (म0प्र0)  
30/6/25

# District & Sessions Judge, Shajapur

## TENDER DOCUMENT

Name of Work: Tender for Semi Mechanized Cleaning Services, and maintenance of garden & watchmen the new court premise, Shajapur. Madhya Pradesh,

Closing date and time of Tender : 26.07.2025 , 5:30 PM

Opening date and time of  
Tender : 29.07.2025, 5:00 PM

Tender form cost Rs. 2000/-

Earnest Money Rs. 10000/-

N.B, - Tender form is non-transferable

### **CHECK LIST**

Tenderer must ensure each item while filing the tender and put a mark (√ ).

<b>S.No.</b>	<b>Details</b>	<b>Mark ( √ )</b>
1	They have read each and every page / instruction of this tender document carefully and only after understanding it they are submitting it.	
2	Before submitting the document they have filled the requisite details and enclosed the required documents.They have signed each and every page of the tender document.	
3	They have clearly understood the technical aspect of the proposed work.	
4	The envelope shall contain the entire tender form and all required supportive documents to be enclosed as mentioned and this envelope should be clearly marked	
5	They have enclosed earnest money in the form of DD/ FDR/Banker's Cheque/unconditional Bank Guarantee of Rs 10,000 /- from Nationalized / Scheduled bank in favour of District & Sessions Judge, Shajapur having validity not less than 60 days from the date of submission with the tender document.	
6	They have enclosed document in support of past experience and credentials of unblemished performances with reputed/major clients.	
7	They are having adequate infrastructure and manpower to handle such a contract.	

# District & Sessions Judge, Shajapur

## PRICE SCHEDULE

Rate Schedule for Semi Mechanized Cleaning Services, Sweeper, watchmen services and maintenance of garden in the court premise, 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 Semi Mechanized Cleaning Services, Sweeper, watchmen services and maintenance of garden in the court premise, 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 New Court Building, Shajapur before submitting the commercial offer.
- N.B.4.** Kindly submit the number of persons and machinery to be deployed at the New Court Building, Shajapur Madhya Pradesh,



# District & Sessions Court, Shajapur

Tender Form no. \_\_\_\_\_

To,

Photo

The District & Sessions Judge,

Shajapur, 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. 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 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 Semi Mechanized Cleaning Services, Sweeper, watchmen services and maintenance of garden in the court premise, 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](http://www.mphc.gov.in) and [www.tenders.gov.in](http://www.tenders.gov.in) is printed as it is. I/We have also verified the content of the printed document from the web site and there is no addition, deletion or any alteration to the content of the tender document. In case of any dispute the hard copy of tender document shall be considered as final and this being different from original Tender document my/our tender form may be rejected by the District & Sessions Judge Shajapur. 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 the form of DD/Banker's cheque bearing the no. \_\_\_\_\_ date of issue \_\_\_\_\_ drawn on (Bank's name) \_\_\_\_\_ in favour of District & Sessions Judge Shajapur. Madhya Pradesh is enclosed here with this sealed tender in original.

Dated.....

Signature of Tenderer

Witness to Tenderer Signature

Name.....

with Name & Address (1) & (2)

Address of the Tenderer .....

Seal and signature of bidder

# District & Sessions Court, Shajapur

The Principal District & Session Judge, Shajapur invites sealed tender for Semi Mechanized Cleaning Services, Sweeper, watchmen services and maintenance of garden in the court premise, Shajapur, Madhya Pradesh from reputed Contractors, registered, bonafide, reputed, experienced and eligible firms who have executed similar nature of work in Government Ministries/Departments, Semi-government organizations including Public Sector Undertakings and satisfying all other terms and conditions of this tender document.

## 1. Instructions to the Tenderers:

Tender will be invited in sealed envelope consisting of Techno-commercial & Price Bid. The bid will be made and put in the sealed single envelope containing the title "TENDER FOR Semi Mechanized Cleaning Services, Sweeper, watchmen services and maintenance of garden in the court premise, Shajapur, Madhya Pradesh and addressed to the District & Session Judge, Shajapur and the Bid will be submitted to the Office of The District & Session Judge, Shajapur. Madhya Pradesh latest by **26.07.2025 at 5:30 PM** The Tender will be opened on **29.07.2025 at 5:00 PM**.

Tender relates to 'Semi Mechanized Cleaning Services, Sweeper, watchmen services and maintenance of garden in the court premise, Shajapur, Madhya Pradesh. The Tenderer shall clearly specify what items/Manpower/Machines/Services will not be covered under the operation services. All the remaining items/services shall be treated as covered under the operation services.

## 2. Period of Contract:

The contract of cleaning shall be initially for the period of three years 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 court premise, Shajapur including ADR. Tender relates to Semi Mechanized Cleaning Services, Sweeper, watchmen services and maintenance of garden in the court premise, Shajapur, Madhya Pradesh.



- 3.2 It will be duty of the Contractor to have the credentials of the Service Persons/Operator duly verified certified.
- 3.3 The Mechanized Cleaning Services, Liftmen service and maintenance of garden in the new court building, Shajapur shall include cleaning as per “ **List enclosed** ” in the Premises of New Court Building, Shajapur.
- 3.4 Adequate number of the cleaning machines with qualified operators shall be deployed for Mechanized Cleaning for the places where Mechanized Cleaning is feasible and adequate number of service persons/manpower shall be employed for cleaning of the places where Mechanized Cleaning is not feasible/possible.
- 3.5 The Contractor shall provide trained supervisor/supervisors to ensure proper maintenance and management of manpower and the machines.
- 3.6 The Contractor shall arrange wet and dry cleaning of all the areas as per **List enclosed**” everyday. It shall be duty of the Contractor to dispose the garbage as per the rules. The wet cleaning shall include the cleaning by use of proper soap, phenyl and other cleaning chemicals of standard and reputed make. The instructions of the 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 vendor shall Provide Supervisor/Supervisors to ensure proper maintainance and management of manpower and the machines,
- 3.9 The maintenance of garden shall include, maintenance of grass carpet, Flower-bed, small and bigger plants and the flower pots already in existence in the District Court Premises. It shall also include maintainance of water fountain. The vendor shall arrange plants, fertilizers, manuevers, seeds, grass, pots, utensils, instruments and machines for beautification and maintenance of garden.
- 3.10 The vendor shall depute one sweeper/ cleaner at every set of all types of public Toilets through out the working hours on the any working day, These sweepers/ cleaners shall ensure regular cleaning and sanitasation two or three times of the day in public toilets. Cleaning of private toilets shall be done at least once in a day or as and when required.

- 3.11 The Suiter shed, men and women judicial lockup, corridors, employee common room, pition writer room, will also be the place of performance.

4. **Terms and conditions :**

- 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. 500/-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. 500/- per day per machines/per person shall be deducted from the amount payment to the contractor.
- 4.6 The Contractor shall report immediately whenever called by the Nazarat Section, District Court Shajapur on receiving telephone message to attend the complaints with regard to the cleaning work.
- 4.7 Sufficient stock of consumables like soap, phenyl, room fresher, brush, utensils, floor wiper, etc. for a month should be maintained and shown to the authorized person in the first week of every month or whenever asked.
- 4.8 No private work shall be performed by the cleaning persons/machines during the subsistence of the contract.
- 4.9 Contract shall be granted for a period of three years which may be extended if the performance is found satisfactory. It shall be terminable by the Principal District & Session Judge, Shajapur at any time without notice and without assigning any reason. Extension of contract shall be purely at the descretion of Principal District & Session Judge, Shajapur
- 4.10 Space for keeping the machines and electric power and supply line shall be provided by the Principal District & Session Judge, Shajapur Contractor will bear the cost of installation of additional plug points, if



required.

- 4.11 The cleaning work shall start functioning within fifteen days 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 Authorized person at the end of every week.
- 4.13 The machine shall be operated only by the Operator(s), duly authorized by the Najir/ authorized person to maintain the security of District Court Shajapur.
- 4.14 The tender will be opened in the office of the Principal District & Session Judge, Shajapur at 5:00 PM on 29.07.2025. One representative of the bidder may remain present. Tender will be finalized after considering the proposals. All tenderers or any of the tenderer may be called for further negotiations before considering his/their proposal.
- 4.15 The Principal District & Session Judge, Shajapur shall have absolute right to select/reject any quotation/quotationer for Mechanized Cleaning services on the basis of rate, quality services proposed in the tender and working experience of the bidder.
- 4.16 The applicant is required to submit all technical Brochure(s) of the machines(s) proposed to be installed at New Court Building Shajapur.
- 4.17 The Principal District & Session Judge, Shajapur has the right of accepting or rejecting any or all tenders without specifying any reason(s) thereof. The Principal District & Session Judge, Shajapur is under no obligation to accept the lowest tender.
- 4.18 There is no obligation on the part of the Principal District & Session Judge, Shajapur to inform the unsuccessful tenderer of the outcome of the tender process and reasons for rejection of tender.
- 4.19 The successful contractor shall forthwith engage/depute service persons/operators to operate the machines for cleaning in the District & Session Court, Shajapur.
- 4.20 It shall be mandatory for the Contractor to conduct routine checks to maintain the cleanliness in perfect sanitized condition and to submit the routine check reports on quarterly basis to the office of Principal District & Session Judge, Shajapur.
- 4.21 In case of pecuniary loss suffered by any of the users/beneficiaries, Principal District & Sessions Judge, Shajapur 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.

- 4.22 A surprise check shall be conducted by the Principal District & Session Judge, Shajapur or any authorized person to ascertain the performance of the service persons/operators and the services provided by them.
- 4.23 Rates offered in the tender will not be enhanced during the period of contract.
- 4.24 The rates finally approved/accepted by the Principal District & Session Judge, Shajapur shall be valid for the whole of the contract tenure and no upward revision will be allowed under any circumstances whatsoever.
- 4.25 Under no circumstances, the successful firm appoint any sub-contractor or sub-lease the contract. If it is found that the Contractor has violated these conditions, the contract will be terminated forthwith without any notice, by the authority who has approved the award of the contract.
- 4.26 The successful tenderer will be required to furnish the security deposit of 10% of the contract value within 15 (fifteen) days from the date of acceptance of tender. The security deposit shall be in the form of FDR through any nationalized bank in favour of the Principal District & Sessions Judge, Shajapur or unconditional bank guarantee of any nationalized bank of equal amount. The security deposit money will be refundable only after the expiry of the contract period. The security deposit will be forfeited or bank guarantee encashed as case may be if during the period of contract the services of the Contractor are found to be unsatisfactory in any respect.
- 4.27 The contract can be terminated by the Principal District & Sessions Judge, Shajapur at any time without assigning any reason if the work of the contractor is found unsatisfactory. In this respect, the decision of the Principal District & Sessions Judge, Shajapur will be final and binding on the contractor. Principal District & Sessions Judge, Shajapur reserves the right to accept or reject any bid in whole or in part without assigning any reasonsthereof.
- 4.28 The bills in triplicate for the services prepared on the basis of approved rates will have to be submitted in favour of the Principal District & Session Judge, Shajapur of effecting payment. No advance payment shall be made for the services.
- 4.29 The job carried out shall be to the satisfaction of Principal District & Sessions Judge. Depending upon the severity of negligence, the

Principal District & Sessions Judge, Shajapur reserve the right to blacklist the agency for a suitable period or from further participation. The decision of the Principal District & Sessions Judge, Shajapur shall be final and binding on the Contractor.

- 4.30 Premature withdrawal of the tender/contract by the bidder shall make him liable for forfeiture of the earnest money/security deposit.
- 4.31 All the pages of the tender document should be serially numbered and duly stamped and signed by the bidder.
- 4.32 The successful Contractor shall, during the validity of the contract, engage/depute minimum one dedicated operator for each machine to operate the machines at locations specified by OIC Nazarat Section, Shajapur.
- 4.33 A register of surprise/routine checks shall be maintained by the Contractor which shall also be inspected by OIC Nazarat Section, Shajapur.
- 4.34 The Principal District & Sessions Judge, Shajapur 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.
- 4.35 The Principal District & Sessions Judge, Shajapur 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.

**Eligibility Criteria :-**

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

The Tenderer must have an average annual turnover of minimum Rs.10 lakhs during the last three years in the same field. Copies of the following documents should be submitted along with the Bid.

1. Audited Profit & Loss Account of last three years i.e. 2024-25, 2023-24, 2022-23.
2. Service Tax Registration Certificate.
3. Income Tax PAN No. and TIN No. (VAT Registration details)
4. Income Tax Return for the last three years i.e. 2024-25, 2023-24, 2022-23.
5. ISO Certification for mechanized cleaning services.



2024-25, 2023-24, 2022-23.

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. 10,000/- (Rupees Ten Thousand Only) through a Demand Draft/Pay Order/ unconditional Bank Guarantee.
9. Tender fees of Rs.2,000/-

6. **Evaluation of Bids:-**

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

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

7. **Earnest Money Deposit:-** The tender should be accompanied by Earnest Money Deposit (EMD) of Rs 10,000 /- 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, Shajapur** 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.

8. **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 3% of the contract value in favour of the Principal District & Sessions Judge, Shajapur. Performance Security should remain valid for a period of six months 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, Shajapur that the contractor firm may invite upon themselves due to any of the reasons specified above.

9. **Arbitration :-**

Except where otherwise provided for in the contract all questions and disputes relating to the instructions herein before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, estimates, instructions, orders or these conditions or otherwise concerning the work or the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the sole arbitrator as may be appointed by the authority of the Registrar General , MP High Court Jabalpur. 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 procedure. It is also term of this contract that no person, other than a person appointed by the authority should 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 Semi Mechanized Cleaning Services, and maintenance of garden & watchmen the new court premise, 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.	
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:  (Please attach proof in the form of Profit & Loss Account)	
10	Experience Certificate for last 3 years for the Mechanized Cleaning Services including sweeper, watchmen 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 reservations on any grounds whatsoever. In case of any breach of the said conditions. I/We shall be responsible for the consequences arising out of such situation(s).

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

**Date:**

**Place:**

**Annexure –B**

**BIDDER’S ANNUAL TURNOVER**

\_\_\_\_\_ (Location)

\_\_\_\_\_ (Date)

From (Name & Address)

\_\_\_\_\_

To,

The Principal District & 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)

From (Name & Address of the Bidder)

\_\_\_\_\_

To,

The Principal District & Sessions Judge

Shajapur (M.P.)

**Subject: Mechanized cleaning work. Liftmen service and maintenance of garden in the new court building, Shajapur in the New Court Building, Shajapur.**

Ref.: \_\_\_\_\_

1. We hereby declare and confirm that we, \_\_\_\_\_ (Name of the Bidder), having registered office at \_\_\_\_\_ (address) have successfully executed following **Semi Mechanized Cleaning Services, and maintenance of garden & watchmen the new court premise, Shajapur. 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 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 areas , open areas concourse, toilets veranda etc.	Sweeping, Dry & Wet mopping, scrubbing, wet cleaning, Cleaning of stains of spit etc.
Surface area with asphalter/ Bituminous & Chequered tiles	entrance, approach Road etc.	Sweeping Dry mopping wet cleaning
Other rough surfaces	Circulating/moving area	Sweeping, Rag picking, muck etc
Ceiling, walls, windows & Doors	New Court Building	Dusting, cobweb cleaning Glass with cleaning agent, dusting as per requirement
<b><u>Other Specific Area:-</u></b>		
Stair case	Permises of Court	Dry mopping, pressure water cleaning, vacuuming
Toilets & Bathrooms	Permises of Court	Pressure water cleaning, cleaning with acid, disinfecting agents etc.
Water Booths & Wash Basins	Permises of the court	Pressure water cleaning, cleaning with acid, disinfecting agents etc.
Garbage Disposal	All areas under contract	Collection of sweepings, Garbage & Muck in bins and disposal of same to the main bin provided for the purpose in the District court Shajapur
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 Shajapur
Cleaning of Electronic Display Boards and Panels	New Court Building premises	Cleaning with proper glass cleaners

**Note: The contractors before quoting the rates are requested to visit the Court Campus Shajapur in order to quote the proper amount for the execution of the contract.**



LIST- 2

**MACHINES AND EQUIPMENTS USED FOR CLEANING**

<b>ACTIVITY</b>	<b>MACHINE FOR MECHANIZED CLEANING</b>	<b>OTHER EQUIPMENTS / KIT ITEMS</b>
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.



### 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 and wherever required	Removal of pan stains/other stains, scrubbing continually as and other required.
2	Cleaning, Sweeping of circulating area, concourse & cleaning of stair case.	Circulating area, Concourse, stair case	2 times in a day and as & when required-circulating area and 1 times a day-other than circulating area.
3	Removal of cobwebs cleaning, washing, wet mopping , dusting of walls, cleaning of window glasses, doors, removal of dust/dirt walls & urinals, toilets rooms & disposing of garbage	Premises of 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 times in a day and as & when require. Naphthalene balls are of sufficient number are to be placed in urinal pots & wash basin after exhaust. Odonil is to be provided in bath rooms & toilets after exhaust. Cleaning of water stand posts daily.
4	Cleaning of dustbins, cleaning of entire water stands, basins of water coolers, covering polythene bags for dustbins.	Cleaning of all water stands	Cleaning of all dustbins twice in a day work and to cover them with the polythene bags.
5	Monitoring by supervisors	Closely monitoring of all cleanliness activities	From 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

**Consumables required to be used as per need**

S.No. Description of material

1. Broom Goa
2. Iron panja
3. Big plastic drum/ bucket
4. Ghamela
5. Phawda
6. Long handle cobweb remover
7. Sponge for cleaning wall/Tiles
8. Dusting cloths
9. Wet mopper
10. Dry mooper
11. Stain Remover
12. Polythene bags
13. Electrostatic cloth
14. Cotton Cloths
15. Large Buckets with proper polythene bags to keep garbage/disposal items.

**Uniforms and other accessories for labour:**

Uniforms, Spectacles, gloves, nose masks, caps, shoes etc. for the workers

*(ISO/BSI/ISI Certified)*

**Note :-**

**Good quality sanitary materials should be used, minimum quantity of sanitary materials and manpower as per schedule of work is given in proposal, however it is responsibility of contractor to keep New Court Building premises neat and clean all the time and he may engage additional machines and manpower at his own cost.**