

Principal District & Sessions Court, Ujjain

TENDER DOCUMENT

Name of Work:

Online Tender for Mechanized /motorized Cleaning Services of the District Court Building premises, Maintenance of Garden, Lifetime-service and Watch-men/Security in campus of District Court Building , Ujjain. M.P.

Closing date and time of Tender	25-10-2025 at 5.00P.M.	
Opening date and time of Tender	27-10-2025 at 5.00 P.M	
Pre-Bid Meeting date and time	07-10-2025 at 5.00 P.M	
Tender Fee/ cost	Rs.5000/	Online Paid on MP Govt tender Portal head -0070-01-800-9690
Earnest Money	Rs.25000/	Online Paid on MP Govt tender Portal head -8443-00-103-0000

N.B. - Tender form is non-transferable

Principal District & Sessions Court, Ujjain

The Principal District & Session Court, Ujjain invites online tender for Mechanized Cleaning Services, Maintenance of Garden, Liftmen service and Watchmen/Security service in the Court Building, Ujjain, 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 Service Providers:**

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 Mechanized Cleaning Services of District Court Building including some part of Service building, ADR Building Maintenance of Garden, Lift-men service and Watchmen/Security service in the District Court Building, Ujjain, M.P. and addressed to the Principal District & Session Judge, Ujjain and the Bid will be submitted to the Office of The Principal District & Session Judge, Ujjain. Madhya Pradesh latest by ~~25.10.2021~~ ~~27.10.2021~~ at 5.00 P.M. The Tender will be opened on ~~27.10.2021~~ at 5.00 P.M. at District Court Building Ujjain M.P.

Tender relates to 'Mechanized Cleaning Services of Main Court and ADR Building including some part of service-building and ADR, Maintenance of Garden, Liftmen-service and Watchmen/Security service' in the District Court building, Ujjain. 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 shall be initially for the period of 01 year from the date of agreement which can be extended further on mutual agreement subject to satisfactory performance of the contractor and will also depend upon the price trend for the services/products in the market on the date of extension.

3. **Scope of Work :**

3.1 The place of performance will be the District Court Building and premise, Ujjain and some part of its service building and ADR center in the premise. Tender relates to Mechanized Cleaning Services, Maintenance of Garden, Lift-man service and Watchmen/Security service in the Court building, Ujjain.

- 3.2 The Suitor shed, men and women judicial lockup, corridors, employee common room, petition writer room, common Toilets in Service building of court building will also be the place of performance.
- 3.3 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 ,lift-man and watch-man/security, shall bear clean and proper dress and photo ID to be provided by the Contractor/ service provider.
- 3.4 The Mechanized Cleaning Services, ,Maintenance of Garden, Liftmen service and Watchmen/Security service in the new court building, Ujjain shall include cleaning as per “ List enclosed ” in the Premises of Court Building, Ujjain.
- 3.5 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.
- 3.6 The maintenance of garden shall include maintenance of grass carpets, flower-bed, small and bigger plant and the flower pots already in existence in District Court Campus. It shall also include maintenance of water-fountain. The vendor/contractor shall arrange plants, fertilizers, maneuvers, seeds grass pots utensils, instruments and machines required for maintenance and beautification of the garden.
- 3.7 Adequate number of trained Lift-men and Watch-men shall be provided by the contractor/service provider to ensure that at least one lift man remains present at all time during 10.00 A.M. to 6.00 P.M. On all working days to operate each Lift installed in Main Court Building also whenever required even in non-working days. Liftmen will ensure cleanliness of lift and keep the whole functioning of lift as per technical specification. The Contractor/service provider shall also provide adequate number of Watch-men/Security personal to ensure that at least two Watch-men/Security personal remain on his duty to work in campus all days including holidays.
- 3.8 The Contractor shall provide trained supervisor/supervisors to ensure proper maintenance and management of persons/ manpower and the machines etc. With tender, the bidder shall also submit a list of Persons, Instruments and Machine who/which shall be engaged / used for carrying out works under this tender timely and up to the mark.
- 3.9 The Contractor shall arrange wet and dry cleaning of all the areas as per

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

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

3.11 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.

3.12 The vendor shall depute one liftman at every lift through out the working hours on the any working day and apart from working days whenever required. Liftman will ensure cleanliness of lift and maintain the whole functioning of lift as per technical specification.

3.13 The Vendor Shall depute such number of Watchmen/Security Persons in premises /campus of the Court Building so that at least two Watchmen/Security Persons remain on duty at round the clock.

3.14 Place of performance for cleanliness shall include the Suitors shed, both judicial lockups, corridors, employee's common room, petition writer room, common Toilets in service building in addition to the Main Court 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 leviable from the amount payable to the Contractor. If any machine remains out of order for a continuous period of more than three days without replacement/repair of the operator/service person of the

- Contractor remains absent for three days continuously, an amount of Rs. 2500/- per day per machines/per person shall be deducted from the amount payment to the contractor. The Contractor/vendor shall be liable for penalty of Rs.250/per if due to negligence or fault of his own or his employee delay or loss is done in maintaining the garden or in operating lift or in watch-man/security services, in addition to other legal actions.
- 4.4 The Contractor shall report immediately whenever called by the Nazarat Section, District Court Ujjain on receiving telephone message to attend the complaints with regard to the cleaning works/ services under this tender/contract.
- 4.5 Sufficient stock of consumables like soap, phenyl, room freshener, brush, utensils, floor wiper, etc. for a month should be maintained and shown to the officer incharge Nazarat Section or Court Manager or any other Official deputed for the purpose in the first week of every month or whenever asked.
- 4.6 No private work shall be performed by the cleaning persons/ machines during the subsistence of the contract.
- 4.7 Contract shall be granted for a period of one year which may be extended if the performance is found satisfactory. It shall be terminable by the Principle District & Session Judge, Ujjain at any time without notice and without assigning any reason. Extension of contract shall be purely at the discretion of Principal District & Session Judge, Ujjain
- 4.8 Space for keeping the machines and electric power and supply line shall be provided by the Principal District & Session Judge, Ujjain. Contractor will bear the cost of installation of additional plug points, if required.
- 4.9 The cleaning work shall be start by functioning within one week, after receiving of the work order.
- 4.10 The Contractor shall maintain a register mentioning the work and duties performed in the prescribed proforma which shall be verified by The Officer in charge Nazarat section or Court Manager or any other Officer/official deputed by Principle District Judge in this behalf, at the end of every week.
- 4.11 The machines/instruments shall be operated only by the Operator(s), duly authorized by the Principal District & Sessions Judge Ujjain to maintain the security of District Court Ujjain.
- 4.12 The tender will be opened in the office of the Principal District & Session Judge; Ujjain at Court Building, Ujjain One representative of the bidder may remain present. Tender will be finalized after considering the proposals. All service provider or any of the tenderer may be called for

- further negotiations before considering his/their proposal.
- 4.13 The Principal District & Session Judge, Ujjain shall have absolute right to select/reject any quotation for Mechanized Cleaning services on the basis of rate, quality services proposed in the tender and working experience of the bidder.
 - 4.14 The applicant is required to submit all technical Brochure(s) of the machines(s) proposed to be installed at Court Building Ujjain.
 - 4.15 The Principal District & Sessions Judge, Ujjain has the right of accepting or rejecting any or all tenders without specifying any reason(s) therefore. The Principal District & Session Judge, Ujjain is under no obligation to accept the lowest tender.
 - 4.16 There is no obligation on the part of the Principal District & Session Judge, Ujjain to inform the unsuccessful tenderer of the outcome of the tender process and reasons for rejection of tender.
 - 4.17 The successful contractor shall forthwith engage/depute service persons/operators to operate the machines for cleaning in the building of District & Session's Court, Ujjain and also Lift-men and Watchmen /Security personal for operating lifts and watchman duty.
 - 4.18 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 to the Principal District & Session Judge, Ujjain.
 - 4.19 In case of pecuniary loss suffered due to improper service by any of the users/beneficiaries, Principal District & Session Judge, Ujjain 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 payments due to the Contractor and also legal action may be taken.
 - 4.20 A surprise inspection shall be conducted by officer deputed by or the Principal District & Session Judge, Ujjain 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.
 - 4.22 The rates finally approved/accepted by the Principal District & Session Judge, Ujjain shall be valid for the whole of the contract tenure and no upward revision will be allowed under any circumstances whatsoever.
 - 4.23 Under no circumstances, the successful firm appoints 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, Ujjain who has approved the contract.
- 4.24 The successful tenderer will be required to furnish the **security deposit of 10% of the contract value within 7(Seven) days** from the date of acceptance the tender. The security deposit shall be in the form of FDR through any nationalized bank in favour of the Principal District & Session Judge, Ujjain or unconditional bank guarantee of any nationalized bank of equal amount. The security deposit money will be refundable only after the expiry of the contract period. The security deposit will be forfeited or bank guarantee will be encashed, as the case may be, if during the period of contract the services of the Contractor are found to be unsatisfactory in any respect.
- 4.25 The contract can be terminated by the Principal District & Session Judge, Ujjain, 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, Ujjain will be final and binding on the contractor. Principal District & Session Judge, Ujjain reserves all the right to accept or reject any bid in whole or in part without assigning any reasons thereof.
- 4.26 The bills in duplicate be prepared for the services on monthly basis of approved rates with required documents/certificate will have to be submitted in favour of the Principal District & Session Judge, Ujjain for effecting payment. No advance payment shall be made for the services.
- 4.27 The job carried out shall be to the satisfaction of Principal District & Session Judge, Ujjain after getting certification from the OIC Nazarat Section, Ujjain failing which deductions @ 10% of the total bill shall be made. Depending upon the severity of negligence, The Principal District & Session Judge, Ujjain reserve of the right to blacklist the agency for a suitable period or from further participation in any of the jobs to be done for the District & Session Judge, Ujjain The decision of the Principal District & Session Judge, Ujjain shall be final and binding on the Contractor.
- 4.28 Premature withdrawal of the tender/contract by the bidder shall make him liable for forfeiture of the earnest money/security deposit.
- 4.29 All the pages of the tender document shall be serially numbered and duly stamped and signed by the bidder.

- 4.30 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, Ujjain.
- 4.31 A register of surprise/routine inspection shall be final maintained by the Contractor which shall also be inspected by OIC Nazarat Section or other officer deputed, in this behalf, by the Principal District Judge, Ujjain.
- 4.32 The Principal District & Session Judge, Ujjain reserves the right to review the performance wherever so desires, and also to terminate the contract at any point of time during the tenure of the contract in case the performance and the service rendered by the contract firm is found to be unsatisfactory. The decision of the District & Session Judge, Ujjain 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.
- 4.33 The Principal District & Session Judge, Ujjain reserves the right to vary, amend or alter any terms and conditions of the tender document at the time of execution of the Quarterly Cleaning Contract.
- 4.34 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 Ujjain. These sweepers/ cleaners shall ensure regular cleaning and sanitation two or three times of the day in public toilets
- 4.35 The vendor shall depute one **liftman** at every lift through out the working hours on the any working day and apart from working days whenever required. Liftman will ensure cleanliness of lift and maintain the whole functioning of lift as per technical specification.
- 4.36 The Vendor shall depute such number of Watchmen/Security Persons in premises /campus of the Court Building so that at least two Watchmen/Security Persons remain on duty at round the clock.
- 4.37 The service provider must be registered with the concerned Govt. Authorities, i.e. Labour Commissioner, Provident Fund Authorities, Employee State Insurance Corporation etc. and a copy of the registration should be submitted before executing the contract. The agency shall be solely responsible for compliance to the various provisions of various labor and industrial laws.

- 4.38 Every month the contractor shall file a declaration to the effect that the employed persons have been paid wages in accordance with the provisions of Minimum wages Act and the deduction of provident fund has been made. Contractor shall also mention that the provisions of all Labour Laws and Rules have been complied in regard to the persons employed.
- 4.39 Manpower provided by service provider must be above 18 years of age; antecedent to be verified by Police Authority.
- 4.40 In case the number of employed persons is found to be less than the prescribed number than the Principle District and Sessions Judge may deduct the amount in that particular month, in addition to the other suitable proceedings-
- 4.41 The vender shall not make any negligence/omission in deploying the persons of watchman/security persons in court building/premises.
- 4.42 In the event of any engaged personnel being on leave/absent, the service provider shall ensure suitable alternative arrangement to make up for such absence.

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 lac. 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. 2022-23, 2023-24, 2024-25.
2. Service Tax Registration Certificate.
3. Latest Service Tax Return
4. Income Tax PAN No. and TIN No. (VAT Registration details)
5. Income Tax Return for the last three financial years i.e. 2022-23, 2023-24, 2024-25.
6. ISO Certification for mechanized cleaning services.
7. Copies of EPF and ESIC certificates.
8. Copy of the Labor License/ Registration under the Contract Labor (Regulations & Control) Act, 1970
9. Documents regarding Experience of 3 years in providing similar services.
10. The **Earnest Money Deposit** (EMD) of Rs. 25000/- (Twenty-five thousands Only) through a Demand Draft/Pay Order/ unconditional Bank Guarantee.
11. **Online Tender fees** of Rs.5,000/- through a Demand Draft/Pay Order in favour of Principal District & Sessions Judge, Ujjain.
12. Tender document with each page duly signed and sealed by the authorized signatory.

5. 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.

6 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 / 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, Ujjain** 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.

7. PERFORMANCE GUARANTEE (Security Deposit) :-

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

8. 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 Principal District Judge, Ujjain. 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 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.

Principal District & Sessions Court, Ujjain

Tender Form no. _____

To, Photo

**The Principal District & Sessions Judge,
Ujjain, 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 **Mechanized Cleaning service, Maintenance of Garden, Liftmen services and Watchmen/Security Services** in the District Court Building, Ujjain. Madhya Pradesh & adjoining area as per rate schedule. Until a formal agreement is prepared and executed, acceptance to this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed to between us in terms of the form of agreement attached here to and indicated in the letter of acceptance of my/our offer this work.

I/We hereby declare that the tender document as downloaded from the website www.mphc.gov.in and www.tenders.gov.in is printed as it is. I/We have also verified the contents of the printed document from the web site and there is no addition, deletion or any alteration to the content of the tender document. In case of any dispute the hard copy of tender document shall be considered as final and this being different from original Tender document my/our tender form may be rejected by the Committee constituted by the District & Sessions Judge Ujjain. Madhya Pradesh,

The Online 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 Online tender form cost Rs. _____/- in the MP tender portal www.tenders.gov.in date _____ in favour of Principal District & Sessions Judge Ujjain. Madhya Pradesh is enclosed here with this sealed tender in original.

Dated.....

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

Signature of Tenderer

Name.....

Address of the Tenderer

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.

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:

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

CHECK LIST

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

S.N o.	Details	Mark (✓)
1	They have read each and every page / instruction of this tender document carefully and only after understanding it they are submitting it.	
2	Before submitting the document they have filled the requisite details and enclosed the required documents. They have signed each and every page of the tender document.	
3	They have clearly understood the technical aspect of the proposed work.	
4	The envelope shall contain the entire tender form and all required supportive documents to be enclosed as mentioned and this envelope should be clearly marked	
5	They have enclosed earnest money in the form of DD/ FDR/Banker's Cheque /unconditional Bank Guarantee of Rs 25,000/- from Nationalized / Scheduled bank in favour of District & Sessions Judge, Ujjain having validity not less than 6 months from the date of submission with the tender document.	
6	They have enclosed document in support of past experience and credentials of unblemished performances with reputed/major clients.	
7	They are having adequate infrastructure and manpower to handle such a contract.	

Principal District & Sessions Judge, Ujjain

PRICE SCHEDULE

Rate Schedule for Mechanized Cleaning Services, Liftmen service and maintenance of garden in the new court building, Ujjain, Madhya Pradesh

Tender No.-----

Name of Work	Monthly Offer Price to be quoted by the Service Provider		
	Manpower Type/Grade	No. of posts	Amount In Figures (Rs.)
Open tender for Mechanized Cleaning Services, Maintenance of Garden, Liftmen service and Watchmen/security Service in the new District court building, Ujjain, Madhya Pradesh			(with taxes)
			(without taxes)
Total Amount			

Note:- Please clearly mention the amount with taxes and without taxes and the take home remuneration includes all taxes/dues like EPF/ESI /other statutory dues if any.

Signature of Tenderer

Name.....

Address of the Bidder.....

.....

Note:

1. Conditional and ambiguous offers are liable to be rejected.
2. Tenderers shall quote his/ their offer in figures as well as in words.
3. Please visit the premises of the New Court Building, Ujjain before submitting the commercial offer.
4. Kindly submit the number of persons and machinery to be deployed at the Court Building, Ujjain Madhya Pradesh,

Annexure-A

TECHNO-COMMERCIAL BID

Tender Document for complete Mechanized Cleaning Services, Liftmen service and Watchmen/Security Service in the District Court Building, Ujjain. Madhya Pradesh,

S.No	Description	Indicate page number where attached
1	Name, address & telephone number of the Firm	
2	Name, designation, address & telephone number of authorized person	
3	Please specify as to whether Tenderer is sole Proprietor/Partnership Firm/Private or Limited Company	
4	Name, address & telephone number of Directors/Partners, Fax No., e-mail address.	
5	Copy of PAN Card issued by Income Tax Department and Copy of previous 3 Financial Year's Income Tax Return i.e. 2022-23,2023-24,2024-25	
6	Valid ISO Certificate in the field of Security/ Traffic Guards if any (Please attach copy)	
7	Service Tax Registration No. (Please attach)	
8	Latest Service Tax Return (Please attach).	
9	Annual Turnover during last 3 years: 2022-23 _____ 2023-24 _____ 2024-25 _____ (Please attach proof in the form of Profit & Loss Account)	
10	Experience Certificate for last 3 years for the Mechanized Cleaning Services, Liftmen service 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	Copy of the EPF and ESIC certificates	
13	Tender document with each page duly signed and sealed by the authorized signatory.	
14	Copy of the ...	

Annexure -B

BIDDER'S ANNUAL TURNOVER

_____ (Location)

_____ (Date)

From (Name & Address)

_____ To,

_____ The Principal District & Sessions Judge

_____ Ujjain (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:

Annexure –C

SIMILAR WORK EXPERIENCE

_____ (Location)

_____ (Date)

From (Name & Address of the Bidder)

_____ To,

_____ The Principal District & Sessions Judge

_____ Ujjain (M.P.)

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

Ref.: _____

1. We hereby declare and confirm that we, _____ (Name of the Bidder), having registered office at _____ (address) have successfully executed following Mechanized cleaning work. Liftmen service and maintenance of garden in the court building, ujjain. 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/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.	New Court Building	Dusting, cobweb cleaning Glass with cleaning agent, dusting as per requirement
<u>Other Specific Area:-</u>		
Stair case	Premises of the New Court Building	Dry mopping, pressure water cleaning, vacuuming
Toilets & Bathrooms	Premises of the New Court Building	Pressure water cleaning, cleaning with acid, disinfecting agents etc.
Water Booths & Wash Basins	Premises of the New Court Building	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 ujain
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 ujain
Cleaning of Electronic Display Boards and Panels	Court Building premises	Cleaning with proper glass cleaners

Note: The contractors before quoting the rates are requested to visit the campus and premises of the Court Building, Ujjain in order to quote the proper amount for the execution of the contract.

LIST- 2

MACHINES AND EQUIPMENTS USED FOR CLEANING

ACTIVITY	MACHINE FOR MECHANIZED CLEANING	OTHER EQUIPMENTS / KIT ITEMS
Scrubbing	Industrial scrubber cum drier . compact scrubber with features of scrubbing, mopping and water retrieval	Squeegee, wipers, sanitary brushes
Sweeping, Dry & mopping	Walk behind sweeper.	Brooms & Dry Mops
Wet cleaning/ Wet mopping	High Pressure Jet Cleaning machine.	Wipers, Wet Mops, Squeegee
Dusting & cobweb Cleaning	Wet & Dry Vacuum Cleaner	Duster brush / cobweb cleaner wall brush
Removal of stains (hard water, pan spit etc.)	Compact scrubber (Corners & Areas where scrubber machine not reachable)	Sanitary brush, hand brush
Picking up of rags from the Premises of the 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.N o.	Description of work	Area	Daily schedule of working
1	Cleaning of the premises washing by high pressure jet, scrubbing with automatic scrubber cum drier, removal of stains of premises surface at corners & on walls, by using adequate sanitary material, Spraying of mosquito/ fly killer/ disinfectants.	Corridors, Toilets and Varandas including newly constructed building where filing section and server room is in operation	Removal of pan stains/other stains, scrubbing continually as and other required.
2	Cleaning, Sweeping of circulating area, concourse & cleaning of stair case.	Circulating area, Concourse, stair case	2 times in a day and as & when required-circulating area and 1 times a day-other than circulating area.
3	Removal of cobwebs cleaning, washing, wet mopping, dusting of walls, cleaning of window glasses, doors, removal of dust/dirt walls & urinals, toilets rooms & disposing of garbage	Premises of the Court Building Ujjain	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, mopping 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 8:00 A.M. to 6:00 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.	Caustic 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 mop
10.	Dry mop
11.	Stain Remover
12.	Polythene bags
13.	Electrostatic cloth
14.	Cotton Cloths
15.	Large Buckets with proper polythene bags to keep m garbage/disposal items.
16.	Other instruments as per requirement for the works.
17.	Uniforms and other accessories for labour: Uniforms, Spectacles, gloves, nose masks, caps, shoes etc. for the workers

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.

CONTRACT

E-Stamp Code:.....

This contract is made on between the District Court Ujjain herein after referred to as "District Court" (Which expression shall unless excluded by or repugnant to the context be deemed to include his successor in office or assign) acting through Principal District & Sessions Judge, Ujjain here-in-after referred to as the 'Authority' which expression shall, where the context so requires or admits, also include its successors or assignees of the one part;

And

.....
.....
.....(Name & Address of the agency along with name & post of the representative), here in after called the "service Provider" which expression shall, where the context so requires or admits, also include its successors or assignees of the other part.

Whereas, the "Authority" desires that the services of "mechanized cleaning, liftmen, gardeners, watchman/Security Guard services for the District Court Ujjain"; and whereas the "Service Provider" has offered its willingness to the same in conformity with the provisions of the contract; And whereas the "Authority" has finalized the rate as per the terms and conditions of the contract to the "Service Provider".

The Following documents shall be deemed to form and be read and constructed as part of this contract viz;

- (a) The bid forms (Technical & Financial) and the price Schedule submitted by the bidder;
- (b) The entire tender document;
- (c) The clarifications issued in this regard;
- (d) The purchaser's notification of award;
- (e) Letter of acceptance / work order;
- (f) All correspondence in this regard.

The rates mentioned as per details given below:-

Name of Work	Monthly Offer Price to be quoted by the Service Provider		
	Manpower Type/Grade	No. of posts	Amount In Figures (Rs.)
Open tender for Mechanized Cleaning Services, Maintenance of Garden, Liftmen service and Watchmen/security Service in the District court building, Ujjain, Madhya Pradesh			(with taxes)
			(without taxes)

Now this contract witnesses as below:-

1. That the containing the Terms and Conditions shall be deemed to form and to be read and construed as part of this contract.
2. That in consideration of the payment to be made by the "District Court" to the "Service Provider", the "Service Provider" hereby agrees with the "District Court" to provide mechanized cleaning, liftmen, gardeners, watchman/Security Guard services for the District Court..... In conformity with the provisions of the Terms and Conditions.
3. That the "District Court" hereby further agrees to pay the fixed service charge/ commission at the time and in the manner prescribed in the said terms and conditions of the tender No.....dated.....on the salary as per State Government norms for the above mentioned posts on time to time basis.
4. That in the event of any dispute that may arise it shall be settled as per the Terms and Conditions of the contract.
5. In any case salary will be provided to the manpower before or on 5th of every month.
6. This contract shall be effective fromto.....

IN WITNESS WHERE OF the parties have caused their respective common seals to be here unto affixed or have unto set their respective hands and seals on the day and year first written above.

.....
(Name & Post of the representative)
.....
.....
.....

**Principal District & Sessions Judge
District Court Ujjain.**

In the presence of witness:-

Witness: -

1. Name.....
Address.....
2. Name
Address.....
.....

Witness:-

1. Name.....
Address.....
2. Name
Address.....
.....