

OFFICE OF THE PRINCIPAL DISTRICT AND SESSION JUDGE, GUNA (M.P.)- 473001
NOTICE INVITING E- TENDER

THE OFFICE OF THE PRINCIPAL DISTRICT AND SESSION JUDGE, GUNA (M.P.) INVITES SEALED TENDERS/OFFERS FROM REPUTED AND EXPERIENCED VENDORS/AGENCIES ENGAGED IN THE BUSINESS OF PROVIDING "MECHANIZED CLEANING SERVICE AND MAINTENANCE OF GARDEN FOR DISTRICT COURT GUNA FOR A PERIOD OF THREE YEAR. THE LAST DATE FOR RECEIPT OF OFFER/TENDER IS **24/02/2026 AT 05:00P.M.** THE TENDER SHALL BE OPENED ON **25/02/2026 AT 05:00 P.M.** THE DETAILED TENDER DOCUMENTS ALONG WITH THE TERMS AND CONDITIONS ARE AVAILABLE ON THE OFFICIAL WEBSITE OF THE HIGH COURT OF MADHYA PRADESH WWW.MPHC.GOV.IN. AND AT GOVERNMENT TENDER PORTAL [HTTPS://MPTENDERS.GOV.IN](https://MPTENDERS.GOV.IN)



PRINCIPAL DISTRICT & SESSIONS JUDGE

GUNA (MP)

OFFICE OF THE DISTRICT AND SESSION COURT, GUNA(M.P.)-473001
TENDER DOCUMENT

**NAME OF WORK :- TENDER FOR PROVIDING MECHANIZED CLEANING SERVICE AND
MAINTENANCE OF GARDEN FOR DISTRICT COURT GUNA (M.P)**

CLOSING DATE AND TIME OF TENDER	24/02/2026 05:00 PM
OPENING DATE AND TIME OF TENDER	25/02/2026 05:00 PM
TENDER FEE COST	_Rs. 5000/-
EARNEST MONEY	Rs. 50000/-

TENDER ARE INVITED FOR MOTORISED CLEANING SERVICES AND "MECHANIZED CLEANING SERVICE AND MAINTENANCE OF GARDEN" FOR DISTRICT COURT GUNA FROM REGISTERED REPUTED AND EXPERIENCED COMPANIES ARE ELIGIBLE WHO HAVE EXECUTED SIMILAR NATURE OF WORK IN GOVERNMENT MINISTRIES/ DEPARTMENTS, SEMI-GOVERNMENT ORGANIZATIONS, UNDERTAKINGS AND SATISFYING ALL OTHER TERMS AND DONDITIONS IN THIS TENDER DOUCMENT.

1. INSTRUCTIONS TO THE TENDERERS:

TENDERS ARE INVITED ONLINE CONSISTING OF TECHNO-COMMERCIAL & FINANCIAL BID. THE FINANCIAL BID AND TECHNO-COMMERCIAL BID SHALL BE SUBMITTED ONLY ONLINE LATEST BY 05:00 PM ON **24/02/2026** THE TENDER-BIDS WILL BE OPENED ON **25/02/2026** AT 5:00 PM TENDER RELATES TO "MECHANIZED CLEANING SERVICE AND MAINTENANCE OF GARDEN" FOR DISTRICT COURT GUNA.

If the date of tender submission/ opening is declared as Holiday, then
the tender shall be opened on next working day.

2. PERIOD OF CONTRACT:

THE CONTRACT WILL BE INITIALLY FOR A PERIOD OF ONE YEAR FROM THE DATE OF AGREEMENT WHICH CAN BE EXTENDED FURTHER ON MUTUAL AGREEMENT SUBJECT TO SATISFACTORY PERFORMANCE OF THE CONTRACTOR AND WILL ALSO DEPEND UPON THE PRICE TREND FOR THE SERVICE/PRODUCTS IN THE MARKET ON THE DATE OF EXTENSION.

3. SCOPE OF WORK:

1. THE PLACE OF PERFORMANCE WILL BE THE DISTRICT COURT GUNA PREMISES TENDER RELATES TO "MECHANIZED CLEANING SERVICE AND MAINTENANCE OF GARDEN", FOR DISTRICT COURT GUNA
2. IT WILL BE DUTY OF THE CONTRACTOR / SERVICE PROVIDER TO HAVE THE CREDENTIALS OF **THE MINIMUM 15 SERVICE PERSONS/ OPERATOR** DULY VERIFIED AND CERTIFIED AND PERSON ENGAGED FOR "MECHANIZED CLEANING SERVICE AND MAINTENANCE OF GARDEN MANPOWER WILL IN PROPER DRESS AND PHOTO ID TO BE PROVIDED BY THE CONTRACTOR /SERVICE PROVIDER.
3. ADEQUATE NUMBER OF MACHINES WITH OPERATORS AS MENTIONED AT "LIST-1" SHALL BE DEPLOYED FOR MOTORISED CLEANING FOR THE PLACES WHERE MOTORISED CLEANING IS NOT FEASIBLE ADEQUATE NUMBER OF CLEANER AND SERVICE STAFF SHALL BE DEPLOYED BY THE CONTRACTOR/SERVICE PROVIDER FOR MAINTENANCE, BEAUTIFICATION OF PREMISES WITH TENDER, THE BIDDER SHALL ALSO SUBMIT THE LIST OF SERVICE PERSON WILL ENGAGED FOR MECHANIZED CLEANING SERVICE AND MAINTENANCE OF GARDEN.
4. THE VENDOR SHALL PROVIDE ADEQUATE TRAINED SUPERVISOR/SUPERVISORS TO ENSURE PROPER MAINTENANCE AND MANAGEMENT OF MANPOWER AND THE MACHINES.
5. THE VENDOR SHALL ARRANGE WET AND DRY CLEANING OF ALL THE CORRIDORS, PUBLIC TOILETS, URINALS, PORCH, BASEMENT, AND OPEN AREAS TWICE A DAY AND PRIVATE TOILETS ONCE EVERYDAY.
6. THE VENDOR SHALL PROVIDE SENITARY PAID IN LADIES TOILETS
7. THE MAINTENANCE OF GARDEN SHALL INCLUDE, MAINTENANCE OF GRASS , FLOWER ALREADY EXISTENCE IN THE DISTRICT COURT PREMISES. IT SHALL ALSO INCLUDE MAINTENANCE OF WATER FOUNTION.

8. THE TENDERER SHALL ENSURE THAT THE MAINTENANCE OF THE SANITARY PAD VENDING MACHINE INSTALLED IN THE WOMEN'S TOILET, THE STOCKING OF SANITARY PADS, AND THE CLEANING OF THE WOMEN'S TOILET ARE CARRIED OUT BY FEMALE STAFF.
 9. ANY OTHER WORK OF SIMILAR NATURE ASSIGNED BY THE PRINCIPAL AND DISTRICT JUDGE, GUNA WILL BE BINDING ON THE CONTRACTOR.
 10. THE MOTORIZED CLEANING SERVICES SHALL INCLUDE CLEANING OF ALL THE COURT ROOMS, CHAMBERS, OFFICE ROOMS, OTHER ROOMS, ERNADAS, ADJOINING PLACES, TOILETS, URINALS, GARAGES, PORCH, EATER COOLERS, AIR CONDITIONERSD, WATER PURIFIERS ETC. AND THE CAMPUS OF DISTRICT COURT GUNA (M.P.)
 11. THE CONTRACTOR SHALL ARRANGE WETAND DRY CLEANING OF ALLTHE 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 OF CHEMICALS OF STANDARD AND REPUTED MAKE. THE INSTRUCTIONS OF THE DISTRICT JUDGE IN THIS REGARD SHALL BE FINAL AND BINDING ON TNE CONTRACTOR.
 12. 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.
4. **TERMS AND CONDITIONS :**
1. REQUIRED NUMBER OF MOTORISED CLEANING MACHINES AND MANPOWER SHALL BE PROVIDED BY THE VENDOR.
 2. THE MACHINES SHALL BE OWNED, MAINTAINED AND OPERATED BY THE CONTRACTOR. DETAILS OF THE MACHINES, WHICH ARE TO BE INSTALLED SHOULD BE MENTIONED WITH TENDER.
 3. COST OF CLEANING MATERIAL AND OTHER CONSUMABLES LIKE PHENYL, BRUSH, UTENSILS, FLOOR WIPER, ETC. SHALL BE BORNE BY THE CONTRACTOR. CLEANING MATERIAL OF A REPUTED COMPANY SHALL ONLY BE USED.
 4. THE MACHINES SHALL BE KEPT IN SERVICEBLE CONDITION BY THE CONTRACTOR QUALITY SHALL BE MAINTAINED.

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.
6. 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.500/PER IF DUE TO NEGLIGENCE OR FAULT OF HIS OWN OR HIS EMPLOYEE DELAY OR LOSS IS DONE IN MAINTAINING THE GARDEN.
7. 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.
8. NO PRIVATE WORK SHALL BE PERFORMED BY THE CLEANING PERSONS/ MACHINES DURING THE SUBSISTENCE OF THE CONTRACT.
9. THE CONTRACTOR OR AUTHORIZED PERSON SHALL REPORT IMMEDIATELY WHENEVER CALLED BY THE DISTRICT JUDGE ON RECEIVING TELEPHONE MESSAGE TO ATTEND THE COMPLAINTS WITH REGARD TO THE CLEANING WORK.
10. 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, GUNA TO THE OFFICE OF PRINCIPAL DISTRICT & SESSION'S JUDGE, GUNA.
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, AND ALSO ON HOLIDAY, AS AND WHEN, SO REQUIRED BY THE OFFICE OF THE PRINCIPAL DISTRICT JUDGE GUNA. THESE SWEEPERS/ CLEANERS SHALL ENSURE REGULAR CLEANING AND SANITATION TWO OR THREE TIMES OF THE DAY IN PUBLIC TOILETS.
12. RATES OFFERED IN THE TENDER WILL NOT BE ENHANCED DURING THE PERIOD OF CONTRACT.

13. A SURPRISE INSPECTION SHALL BE CONDUCTED OFFICER DEPUTED BY OR THE PRINCIPAL DISTRICT & SESSION JUDGE, GUNA TO ASCERTAIN THE PERFORMANCE OF THE SERVICE PERSONS/ OPERATORS AND THE SERVICES PROVIDED BY THEM.
14. SUFFICIENT STOCK OF CONSUMABLES LIKE PHEYNIL, BRUSH, UTENSILS, FLOOR WIPER, ETC. FOR A MONTH SHOULD BE MAINTAINED IN ROOM. A SPACE ROOM WAS PROVIDED BY THE DISTRICT COURT FOR CONTAINING CLEANING MATERIAL , MACHINES AND MAINTAINING THE MANAGEMENT OF MANPOWER.
15. 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 GUNA IN THIS BEHALF, AT THE END OF EVERY WEEK.
16. CONTRACT SHALL BE GRANTED FOR A PERIOD OF ONE YEAR FROM THE DATE OF AGREEMENT WHICH CAN BE EXTENDED IF THE PERFORMANCE IS FOUND SATISFACTORY.
17. THE CLEANING WORK SHALL START FUNCTIONING WITHIN 15 DAYS OF THE RECEIPT OF WORK ORDER.
18. THE MACHINE SHALL BE OPERATED ONLY BY THE OPRATOR(S), UNIFORM AND IDENTITY CARD SHOULD BE PROVIDED BY THE VENDOR FOR ENGAGING MANPWOER.
19. THE TENDER WILL BE OPENED IN THE OFFICE OF THE DISTRICT JUDGE, DISTRICT COURT, GUNA AT 05:00 PM ON **25/02/2026** TENDER SUBMIT ONE REPRESENTATIVE OF THE BIDDER MAY REMAIN PRESENT. TENDER WILL BE FINALISED AFTER CONSIDERING THE PROPOSALS. ALL TENDERERS OR ANY OF THE TENDERER MAY BE CALLED FOR FURTHER NEGOTIATIONS BEFORE CONSIDERING HIS/THEIR PROPOSAL.
20. THE APPLICANT IS REQUIRED TO SUBMIT BROCHURE(S) OF THE MACHINE(S) AND LIST OF MACHINE PROPOSED TO BE INSTALLED FOR MECHANIZED CLEANING.
21. THE DISTRICT JUDGE, GUNA HAS THE RIGHT OF ACCEPTING OR REJECTING ANY OR ALL TENDERS WIHTOUT SPECIFYING ANY REASON(S) THEREOF. THE DISTRICT JUDGE, GUNA IS UNDER NO OBLIGATION TO ACCEPT THE LOWEST TENDER.

22. THERE IS NO OBLIGATION ON THE PART OF THE PRINCIPAL DISTRICT JUDGE, GUNA TO INFORM THE UNSUCCESSFUL TENDERER OF THE OUTCOME OF THE TENDER PROCESS AND REASONS FOR REJECTION OF TENDER.
23. THE SUCCESSFUL CONTRACTOR SHALL FORTHWITH ENGAGE/DEPUTE SERVICE PERSONS/ OPERATORS TO OPERATE THE MACHINES FOR CLEANING IN THE DISTRICT COURT, GUNA.
24. UNDER NO CIRCUMSTANCES, SHALL THE SUCCESSFUL FIRM APPOINT ANY SUB-CONTRACTOR OR SUB-LEASE THE CONTRACT. IF IT IS FOUND THAT THEN 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.
25. THE SUCCESSFUL TENDERER WILL BE REQUIRED TO FURNISH SECURITY DEPOSIT AMOUNTING TO RS. 50,000/- WITHIN 10(TEN) 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 DISTRICT JUDGE, GUNA 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.
26. THE BILLS IN TRIPLICATE FOR THE SERVICES PREPARED ON THE BASIS OF APPROVED RATES WILL HAVE TO BE SUBMITTED IN FAVOUR OF THE DISTRICT JUDGE, GUNA FOR EFFECTING PAYMENT. NO ADVANCE PAYMENT SHALL BE MADE FOR THE SERVICES. THE PAYMENT SHALL BE MADE SUBJECT TO AVAILABILITY OF THE FUNDS AND NO INTEREST SHALL BE PAYABLE FOR DELAY IN PAYMENT OF BILLS FOR ANY REASON, WHATSOEVER.
27. PREMATURE WITHDRAWAL OF THE TENDER BY THE TENDERER SHALL MAKE HIM LIABLE FOR FORFEITURE OF THE EARNEST MONEY.
28. ALL THE PAGES OF THE TENDER DOCUMENT SHOULD BE SERIALY NUMBERED AND DULY STAMPED AND SIGNED BY THE BIDDER.
29. THE DISTRICT JUDGE, GUNA RESERVES THE RIGHT TO REVIEW THE PERFORMANCE WHENEVER SO DESIRES, AND ALSO GAVE NOTICE 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.

30. CONTRACTOR SHOULD BE REGISTERED WITH GST, ESIC, EPF. A CERTIFIED COPY OF THE REGISTRATION CERTIFICATE SHOWING THE CODE ALLOTTED FROM THESE ORGANIZATIONS SHOULD BE SUBMITTED ALONG WITH THE TECHNICAL.BID.
31. THE CONTRACTOR SHALL BE RESPONSIBLE FOR SAFETY OF HIS WORKMAN WHILE ON THE JOB AND DISTRICT COURT SHALL NOT BE RESPONSIBLE FOR PAYMENT OF COMPENSATION FOR ANY ACCIDENT OCCURRING DURING THE WORK. THE CONTRACTOR IS REQUIRED TO EQUIP HIS LABOURERS/SUPERVISOR WITH ALL REQUIRED SAFETY REQUIPMENTS ETC.
32. IF ANY EMPLOYEE OF THE CONTRACTOR IS FOUND TO COMMIT ANY MISCONDUCT OR MISBEHAVING DISTRICT JUDGE OR AUTHORIZED OFFICER AT ITS DISCRETION MAY ASK THE CONTRACTOR TO REMOVE SUCH EMPLOYEES AND THE CONTRACTOR SHALL REMOVE SUCH EMPLOYEE WITHOUT QUESTION THE DECISION OF THE DISTRICT JUDGE OR AUTHORIZED OFFICER ARRANGE IMMEDIATELY SUITABLE REPLACEMENT. DISTRICT JUDGE WILL BE ENTITLED TO RESTRICT SUCH EMPLOYEES FROM ENTERING THE PREMISES.
33. 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.
34. THE PRINCIPAL DISTRICT & SESSION JUDGE, GUNA 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.
35. CONTRACTOR SHOULD EMPLOY ONLY ADULT WORKERS WITH AGE BETWEEN 18 YEARS TO 50 YEARS.
36. THE TENDER SHALL FURTHER CLEARLY SPECIFY THE NUMBER OF MACHINE OPERATORS, SUPERVISOR, SWEEPERS, CLEANERS, GARDNERS AND SUPERVISORS PROPOSED TO BE DEPUTED UNDER THE CONTRACT.

ELIGIBILITY CRITERIA:-

THE AGENCY APPLYING SHOULD POSSESS VALID INCOME TAX PAN NO. AND SERVICE TAX ACCOUNT NO. THE AGENCY SHOULD HAVE A MINIMUM EXPERIENCE OF RUNNING 05 YEARS FOR PROVIDING MECHANIZED CLEANING MAINTAINANCE OF GARDEN SERVICES FOR DISTRICT COURT GUNA. THE TENDERER MUST HAVE AN AVERAGE ANNUAL TURNOVER OF RS.50.00 LAKHS DURING THE LAST THREE YEARS IN THE SAME FIELD. COPIES OF THE FOLLOWING DOCUMENTS SHOULD BE SUBMITTED ALONGWITH THE BID.

1. AUDITED PROFIT & LOSS ACCOUNT OF LAST THREE YEARS 2022-23, 2023-24, 2024-25
2. SERVICE TAX REGISTRATION, GST REGISTRATION
3. INCOME TAX PAN NO.
4. COPIES OF EPF, ESIC REGISTRATION
5. COPY OF THE LABOUR LICENSE /REGISTRATION UNDER CONTRACT LABOUR (REGULATION & CONTROL) ACT,1970
6. INCOME TAX RETURN FOR THE LAST THREE YEARS 2022-23, 2023-24, 2024-25
7. AUDITED ISO CERTIFICATION FOR MECHANIZED CLEANING FOR RUNNING 3 YEAR
8. DOCUMENTS REGARDING EXPERIENCE OF 5 YEARS OR ABOVE IN PROVIDING SIMILAR SERVICES OF "MECHANIZED CLEANING SERVICE AND MAINTENANCE OF GARDEN".
9. ONLINE TENDER FEE OF RS. 5000/- (RUPEES FIVE THOUSAND ONLY) IN THE FORM OF ONLINE MODE THROUGH E-PROCUREMENT TENDER PORTAL.
10. EMD OF RS. 50,000/- (FIFTY THOUSAND ONLY) IN THE FORM OF ONLINE MODE THROUGH E-PROCUREMENT TENDER PORTAL.
11. DOCUMENT PROOF OF EMPLOYEE CONTRIBUTION DEPOSITED TO THE LABOUR WELFARE FUND IN THE YEAR 2024 AND 2025.
12. TENDER DOCUMENT WITH EACH PAGE DULY SIGNED AND SEALED BY THE AUTHORIZED PERSON.

6. **EVALUATION OF BIDS:**

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.
2. FILLING UP OF ALL THE COLUMNS IN TECHNO-COMMERCIAL BID AND PRICE BID IS COMPULSORY.

7. **EARNEST MONEY DEPOSIT:**

THE QUOTATIONS SHOULD BE ACCOMPANIED BY **EARNEST MONEY DEPOSIT (EMD) OF RS.50000/- (RUPEES FIFTY THOUSAND ONLY)** IN THE FORM OF ONLINE MODE THROUGH E-PROCUREMENT TENDER PORTAL OR UNCONDITIONAL BANK GUARANTEE FROM ANY OF THE NATIONALIZED/ SCHEDULED BANKS IN AN ACCEPTABLE FORM ANY OF THE NATIONALIZED/ SCHEDULED BANKS IN AN ACCEPTABLE FORM DRAWN IN FAVOUR OF **"PRINCIPAL DISTRICT JUDGE GUNA"** WITHOUT WHICH THE TENDER WILL NOT BE CONSIDERED. THE EARNEST MONEY WILL BE RETURNED TO ALL THE UNSUCCESSFUL TENDERS AFTER FINALIZATION OF THE CONTRACT. 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 SECURITY IN THE FORM OF ACCOUNT PAYEE DEMAND DRAFT OR FDR, UNCONDITIONAL BANK GUARANTEE FROM A NATIONALIZED BANK AMOUNTING TO RS. 50,000/- IN FAVOUR OF THE DISTRICT JUDGE, GUNA. THE SECURITY DEPOSIT WILL BE REFUNDED ONLY AFTER THE EXPIRY OF THE CONTRACT. THIS 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 JUDGE, GUNA 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 THERE OF SHALL BE REFERRED TO THE SOLE ARBITRATOR AS MAY BE APPOINTED BY THE AUTHORITY OF THE PRINCIPAL DISTRICT JUDGE, GUNA. 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.

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 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 ONLINE MODE/EMD OF RS 50,000/- FROM NATIONALIZED / SCHEDULED BANK IN FAVOUR OF DISTRICT JUDGE, GUNA 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 Court, Guna

Tender Form

photo

To,

The Principal District & Sessions Judge,

Guna, Madhya Pradesh,

I/We-----have read the various conditions to the tender form attached hereto and hereby agreed to abide by the said conditions. I/We also agree to keep the tender open for acceptance for a period of from the date fixed for opening the same and extend the same for another in case specifically asked upon to do so in writing and in default thereof, I/We will be liable for forfeiture of my/our earnest money. 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, and Manpower Service** for District Court Guna. 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.mphec.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 GUNA. 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 Principal District & Sessions Judge Vidhisha. Madhya Pradesh is enclosed here with this sealed tender in original.

Dated.....

Signature of Tenderer

Witness to Tenderer Signature Name.....

Address of the Tenderer

With Name & Address (1) & (2)

PRINCIPAL DISTRICT & SESSIONS JUDGE, GUNA

PRICE SCHEDULE

RATE SCHEDULE FOR MECHANIZED CLEANING SERVICES, AND MAINTENANCE OF GARDEN FOR DISTRICT COURT GUNA

NAME OF WORK	OFFER PRICE TO BE QUOTED BY THE SERVICE PROVIDER (ONE YEAR)	
		(WITH TAXES)
OPEN TENDER FOR MECHANIZED CLEANING SERVICES, MAINTENANCE OF GARDEN IN DISTRICT COURT GUNA (M.P)		
		(WITHOUT TAXES)

NOTE:- PLEASE MENTION THE AMOUNT WITH TAXES AND WITHOUT TAXES, AND THE TAKE HOME REMUNERATION INCLUDES ALL TAXES/DUES LIKE EPF/ESI /SERVICE CHARGE/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, Guna before submitting the commercial offer.
4. Kindly submit the number of persons and machinery to be deployed at the Court Building, Vidhisha Madhya Pradesh,

Annexure-A

TECHNO-COMMERCIAL BID

**Tender Document for complete Mechanized Cleaning Services, and Maintainance of Garden in
District court Guna**

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 Running 3 year ISO Certificate in the field of Mechanized Cleaning 9001:2015 , 14001:2015 ,45001:2018	
7	GST Registration No.	
9	Annual Turnover during last 3 years: 2022-23 2023-24 2024-25 (Please attach proof in the form of Profit & Loss Account)	
10	Experience Certificate for last running 5 years for the field of Mechanized Cleaning Services, and maintenance of garden experience	
11	Details of Bid Security/Earnest Money Deposit a) Amount: b) Demand Draft/Pay Order Tender Form Cost 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 Labor License/ Registration under the Contract Labor (Regulations & Control) Act, 1970	
15	Document proof of employee contribution deposited to the Labour welfare fund in the year 2024 and 2025.	
16	Furnish the list of Service Person and Operator to be deputed in Mechanized Cleaning Services.	
17	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.

It is certified that the particulars given above are true to the best of my/our knowledge/belief 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.

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.

Annexure-B

BIDDER'S ANNUAL TURNOVER

(Location)

(Date)

From (Name & Address)

To,

The Principal District & Sessions Judge

Guna (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 50 Lakh 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

Guna (M.P.)

Subject: Mechanized cleaning work and maintenance of garden district Court Guna

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. and maintenance of garden in the court building, Guna.**

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:

LIST-1**Annexure P-1****MACHINES & EQUIPMENTS USED FOR CLEANING**

ACTIVITY	MACHINE FOR MECHANIZED CLEANING	OTHER EQUIPMENT/ KIT ITEMS	MACHINE QUANTITY
Scrubbing	Single Disc Scrubber cum Compact Scrubber with features of scrubbing, mopping & water retrieval.	Squeegee, wipers, sanitary brushes.	02
Wet Cleaning / Wet Mopping	High Pressure Jet Cleaning Machine for Toilets etc.	Wipers, Wet Mops, squeegee.	02
Dusting & Cobweb Cleaning	Wet & Dry Vacuum Cleaner	Duster Brush/ Cobweb Cleaner Wall Brush	02
Grass Cutting and Brush Cutting For Garden	Grass Cutting Machine, brush cutter	Blade, Cutter for garden Maintainance	01
Picking up of rags from the Premises of the District Court & Cleaning	Wet & Dry Vacuum Cleaner and manual process.	Hand Pickers, Sanitary Brush, Pole etc.	01
Collection & Disposal of Garbage, Dust, Muck Etc	Trolleys & Wheel Barrows with Rubberized Wheels.	Bins for collection rag and muck picking tools.	03

LIST-2

Annexure P-2

Daily required manpower Shall be provide by the contractor and Chemicals and cleaning agents required to be used.

Sr. No. Description of material :-

1. Castaic Soda
2. Bleaching powder
3. Soda ash
4. HCL acid
5. Naphthalene balls
6. Glass cleaner
7. Air freshener
8. Alkaline concentrate (stain remover)
9. Phenyl
- 10 . Isopropyl Alcohol

Consumables required to be used as per need :-

S. No. Description of material

1. Broom Goa
2. Iron panja
3. Ghamela
4. Phawda
5. Long handle cobweb remover
6. Sponge for cleaning wall/Tiles
7. Dusting cloths
8. Wet mopper
9. Dry mooper
10. Stain Remover