

कार्यालय प्रधान न्यायाधीश कुटुम्ब न्यायालय ग्वालियर

Email : fcourtgwa@mp.gov.in, Contact No. 9753677222

// निविदा आमंत्रण सूचना //

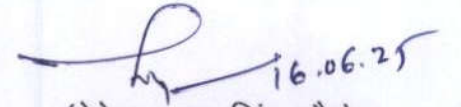
कुटुम्ब न्यायालय ग्वालियर जयेंद्रगंज ग्वालियर के भवन, परिसर के लिए तीन साल की अवधि के लिए साफ-सफाई संबंधी कार्य आउटसोर्स के माध्यम से कराए जाने बावत् सीलबंद निविदायें आमंत्रित की जा रही है, जो कि प्रधान न्यायाधीश कुटुम्ब न्यायालय ग्वालियर के नाम से प्रस्तुत की जावेगी। जिसमें उक्त व्यवसाय में लगे प्रतिष्ठित एवं अनुभवी रजिस्टर्ड संस्था/कंपनी/व्यक्ति अपने मुहरबंद निविदा प्रस्ताव पूर्ण जानकारी सहित कार्यालय प्रधान न्यायाधीश कुटुम्ब न्यायालय ग्वालियर में अंतिम दिनांक 15.07.2025 सायंकाल 5.00 बजे तक आवक-जावक शाखा में जमा कर सकते हैं। प्राप्त निविदायें जिला न्यायालय ग्वालियर की सक्षम समिति के समक्ष विचारार्थ रखी जावेगी। निविदा के नियम व शर्तें एवं अन्य संपूर्ण जानकारी माननीय उच्च न्यायालय मध्यप्रदेश जबलपुर की अधिकृत वेबसाईट <https://mphc.in> म.प्र. शासन की वेबसाईट www.tenders.gov.in एवं जिला न्यायालय, ग्वालियर की वेबसाईट <http://gwalior.dcourts.gov.in> पर भी उपलब्ध रहेगी, जहां से निविदा प्रारूप एवं शर्तें डाउनलोड की जा सकती है। इच्छुक रजिस्टर्ड कंपनी/संस्था/व्यक्ति द्वारा प्रस्तावित स्थल कुटुम्ब न्यायालय ग्वालियर के न्यायालय भवन, परिसर का निरीक्षण न्यायालयीन कार्य दिवस में 10.30 बजे से 5.00 बजे तक किया जा सकेगा। इस हेतु नायब नाजिर श्री अजय शर्मा, मोबाईल नम्बर 9753677222 से सम्पर्क कर सकते हैं।

नियम एवं शर्तें :-

1. बोलीकर्ता से अर्नेस्ट मनी राशि 50,000/- रुपये शब्दों में राशि पचास हजार रुपये मात्र एफ.डी.आर./डी.डी./बैंकर्स चैक के माध्यम से प्रधान न्यायाधीश कुटुम्ब न्यायालय ग्वालियर के नाम से जमा कराई जावे, बोली के पश्चात् असफल व्यक्ति/संस्था/कंपनी को अर्नेस्ट मनी वापिस कर दी जावेगी।

2. सम्पूर्ण कार्य का कोई अपसेट मूल्य निर्धारित नहीं किया जा रहा है। सभी निविदाकर्ता द्वारा प्रस्तुत राशि में न्यूनतम राशि को नियमानुसार स्वीकार किया जाकर निविदा स्वीकृत की जावेगी।
3. बोली में शामिल होने वाले व्यक्ति/संस्था/कंपनी से निर्धारित प्रारूप पर फॉर्म भरवाया जाकर राशि 2000/- रुपये निविदा शुल्क के रूप में जमा कराई जावेगी, जो वापिसी योग्य नहीं होगी।
4. निविदाकर्ता द्वारा किया गया कार्य संतोषजनक न पाए जाने पर उक्त सुरक्षा निधि जप्त की जाकर निविदा मध्य में समाप्त की जा सकेगी।
5. निविदाकर्ता अथवा उसके कर्मचारियों द्वारा कार्य के दौरान किसी भी प्रकार का नशा-पत्ता/मदिरा/तम्बाकू-गुटखा इत्यादि का सेवन नहीं किया जावेगा।
6. निविदाकर्ता अथवा उसके कर्मचारी द्वारा किसी भी प्रकार का अनावश्यक विवाद, न्यूनसेंस पैदा न किया जावेगा तथा सम्पूर्ण कार्य अनुशासन में रहकर संपादित किया जाएगा।
7. भवन, परिसर की साफ-सफाई हेतु प्रयुक्त उपकरण मशीन, केमीकल, पावडर इत्यादि की स्वयं व्यवस्था करनी होगी।
8. प्रथम पाली का साफ-सफाई का कार्य प्रातः 9.00 बजे के पूर्व पूर्ण किया जाना आवश्यक होगा तथा उसके पश्चात् सक्षम प्राधिकारी के निर्देश पर प्रत्येक 3-4 घंटे पर साफ-सफाई की जावेगी।
9. प्रत्येक सार्वजनिक/कार्यालयीन पुरुष एवं महिला प्रसाधन कक्ष पर कार्यालयीन समय व कार्यालयीन दिवस पर 01-01 सफाईकर्मी को नियुक्त किया जायेगा जो उस प्रसाधन कक्ष की सफाई 01 दिवस में दो से तीन बार करते हुए स्वच्छता सुनिश्चित करेगा।
10. साफ-सफाई का कार्य प्रत्येक दिन नियत समय पर संपादित किया जावेगा। यदि साफ-सफाई का कार्य किसी दिन समय पर निष्पादित नहीं किया जाता है तो उस दिवस के लिए 500/- रुपये की राशि सेवा प्रदाता को प्रदान की जाने वाली राशि से कटौती की जावेगी। इसी प्रकार यदि लगातार तीन दिवस या उससे अधिक की अवधि के लिए सेवा प्रदाता द्वारा साफ-सफाई कार्य के लिए उपयोग में लाई जा रही मशीन या उपकरण खराब रहता है या कोई सफाईकर्मी तीन दिवस या उससे अधिक अवधि के लिए अनुपस्थित रहता है, तो ऐसे प्रत्येक व्यतिक्रम पर 350/- रुपये प्रतिदिवस की राशि सेवा प्रदाता को प्रदान की जाने वाली राशि से कटौती की जावेगी।

11. सेवा प्रदाता द्वारा नियुक्त किये गये सफाईकर्मियों द्वारा किये जाने वाले सफाई कार्य का औचक निरीक्षण प्रधान न्यायाधीश कुटुम्ब न्यायालय ग्वालियर द्वारा नामित प्राधिकारी द्वारा किया जावेगा। यदि किसी प्रकार की अनुपस्थिति, दुर्व्यवहार या अनियमितता पाई जाती है तो उचित कार्यवाही की जावेगी।
12. निविदाकर्ता के कर्मचारियों का व्यक्तिगत विवरण कार्यालय में प्रस्तुत करना होगा।
13. निविदाकर्ता यदि स्वेच्छा से मध्य में कार्य छोड़ता है तो उसे कम से कम तीन माह पूर्व कार्यालय को सूचना देनी होगी, अन्यथा सुरक्षा निधि वापस नहीं की जावेगी।



(देवेन्द्र पाल सिंह गौर)

प्रधान न्यायाधीश
कुटुम्ब न्यायालय ग्वालियर

Office of Principal, Judge Family Court, Gwalior

Tender Form No.

To,

**The Principal Judge,
Family Court, Gwalior (M.P.)**

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 days (.....days) from the date fixed for opening the same and extend the same for another in case specifically asked upon to do so in writing and in default thereof. I/We will be liable for forfeiture of my/our earnest money. I/we also hereby agree to abide by the condition of the contract and carry out the work according to the agreement attached.

I/We hereby tender to undertake the work detailed in the attached schedule at the rate mentioned for **Cleaning service, in Family Court Building and Premises** situated in the Old District Court Building/Premises, Gwalior (M.P.) in the specified area comprising of entire parking area from entry gate of Police Station Indarganj side, hall of ground floor in front of Statue, Stairs towards Ist and IInd Floor, portion of Ist floor from ladies toilet to gents toilet including Entire Gallery, rooms of Accounts Section, Nazarat Section, Copying Section and Record Room and four Court rooms situated at IInd floor alongwith the entire gallery of second floor with counselor rooms and the gallery situated in front Counselor Rooms as per rate schedule. Until a formal agreement is prepared and executed, acceptance to this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed to between us in terms of the form of agreement attached hereto and indicated in the letter of acceptance of my/our offer to this work.

I/We hereby declare that the tender document as downloaded from the website www.tenders.gov.in is printed as it is. I/We have also verified the contents of the printed document from the website and there is no addition, deletion or any alteration to the 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 **Principal Judge Family, Court Gwalior (M.P.)**

The Earnest money deposited by me/us for Rs./-
(Rupees) as specified in the tender
notification under FDR/Demand Draft/Banker's Cheque no./Unconditional Bank
Guarantee Date is attached herewith
this sealed tender in original.

The tender form cost Rs./- in the form Cash/DD/Banker's cheque
bearing the no. date of issue drawn on (Bank's
name) in favor of Principal Judge, Family Court, Gwalior
Madhya Pradesh, is enclosed herewith this sealed tender in original.

Dated

Witness to Tenderer Signature

Signature of Tenderer

Name

CHECK LIST

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

S.No.	Details	Mark ()
1.	I/We 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. We have duly stamped, signed each and every page of the tender document.	
3.	I/We have clearly understood the technical aspect of the proposed work.	
4.	The envelop shall contain the entire tender form and all required supportive documents to be enclosed as mentioned and this envelope should be clearly marked.	
5.	I/We have enclosed earnest money in the form of FDR/unconditional Bank Guarantee of Rs. 50000/- from Nationalized/ Scheduled Bank in favour of Principal Judge, Family Court, Gwalior.	
6.	I/We have enclosed document in support of past three years experience and credentials of unblemished performance with reputed/major clients.	
7.	I/We are having adequate infrastructure and manpower to handle such a contract.	

Office of Principal Judge, Family Court, Gwalior

PRICE SCHEDULE

Rate schedule for Cleaning Service, of **Family Court Building and Premises** situated in the Old District Court Building/Premises, Gwalior (M.P.) in the specified area comprising of entire parking area from entry gate of Police Station Indarganj side, hall of ground floor in front of Statue, Stairs towards Ist and IInd Floor, portion of Ist floor from ladies toilet to gents toilet including Entire Gallery, rooms of Accounts Section, Nazarat Section, Copying Section and Record Room and four Court rooms situated at IInd floor alongwith the entire gallery of second floor with counselor rooms and the gallery situated in front Counselor Rooms

Name of Work	Offer price for one year to be quoted by the Tenderer	
	In Figures (Rs.)	In words (Rs.)
Open tender for Cleaning Service in Family Court Building and Premises situated in the Old District Court Building/Premises, Gwalior (M.P.) in the specified area comprising of entire parking area from entry gate of Police Station Indarganj side, hall of ground floor in front of Statue, Stairs towards Ist and IInd Floor, portion of Ist floor from ladies toilet to gents toilet including Entire Gallery, rooms of Accounts Section, Nazarat Section, Copying Section and Record Room and four Court rooms situated at IInd floor alongwith the entire gallery of second floor with counselor rooms and the gallery situated in front Counselor Rooms	With taxes	
	Without taxes	

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

Signature of Tenderer

Name

Address of the Bidder

1. Conditional and ambiguous offers are liable to be rejected.
2. Tenderer shall quote his/their offer in figures as well as in words.
3. Please visit the premises of **Family Court Building and Premises** before submitting the commercial offer.
4. Kindly submit the number of persons and machinery to be deployed at the **Family Court Building and Premises, Gwalior (M.P.)**.

Office of Principal Judge, Family Court, Gwalior

TENDER DOCUMENT

Tender for Cleaning Services of the **Family Court Building and Premises** situated in the Old District Court Building/Premises, Gwalior (M.P.) in the specified area comprising of entire parking area from entry gate of Police Station Indarganj side, hall of ground floor in front of Statue, Stairs towards Ist and IInd Floor, portion of Ist floor from ladies toilet to gents toilet including Entire Gallery, rooms of Accounts Section, Nazarat Section, Copying Section and Record Room and four Court rooms situated at IInd floor alongwith the entire gallery of second floor with counselor rooms and the gallery situated in front Counselor Rooms.

Closing date and time of Tender	
Opening date and time of Tender	
Tender Fee/Cost	
Earnest Money	

TECHNO-COMMERCIAL BID

Tender for Cleaning Services of **Family Court Building and Premises** situated in the Old District Court Building/Premises, Gwalior (M.P.) in the specified area comprising of entire parking area from entry gate of Police Station Indarganj side, hall of ground floor in front of Statue, Stairs towards Ist and IInd Floor, portion of Ist floor from ladies toilet to gents toilet including Entire Gallery, rooms of Accounts Section, Nazarat Section, Copying Section and Record Room and four Court rooms situated at IInd floor alongwith the entire gallery of second floor with counselor rooms and the gallery situated in front Counselor Rooms.

S.No.	Description	Indicate also page number where attached
1.	Name, Address & telephone number of the agency/firm	
2.	Name, designation, address & telephone number of authorized person.	
3.	Please specify as to whether Tender is sole Proprietor/Partnership Firm/Private or Limited Company.	
4.	Name, address & telephone number of Director/ 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 provided related services if any (Please attach copy)	
7.	Labour license No. (Please attach)	
8.	GST Registration certificate	
9.	Latest GST Return statement (Please attach)	
10.	ESIC and EPFO registration certificate	
11.	Shop Act registration certificate	
12.	Annual Turnover during last 3 years 2022- 23 _____ 2023- 24 _____ 2024- 25 _____ (Please attach proof in the form of profit & Loss Account)	
13.	Experience Certificate of 3 Years in providing services	

14.	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;	
15.	Tender Fees of Rs. 2000/- through Cash/ Demand Draft/Pay Order in favour of Principal Judge, Family Court, Gwalior.	
16.	Techno commercial bid	
17.	Price bid with description of rates of man power & others.	
18.	Proposed No. of man power to be deputed	
19.	List of machine to be deputed	
20.	All the pages of the tender document should be serially numbered and duly stamped and signed by the bidder.	
21.	Declaration of NOT BLACKLISTED BY ANY DEPARTMENT/INSTITUTE PREVIOUSLY.	