

**कार्यालय प्रधान जिला एवं सत्र न्यायाधीश, दतिया म.प्र.**

**॥ ज्ञापन ॥**

क्रमांक :- 1380/चार-3-2/2024

दतिया दिनांक :- 25/06/2024

प्रति,

श्री गौरव कुमार शर्मा,  
जूनियर सिस्टम एनॉलिस्ट,  
जिला न्यायालय, दतिया

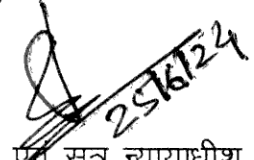
विषय :- निविदा विज्ञापन पर अपलोड करने बावत्।

—00—

उपरोक्त विषयांतर्गत लेख है कि नवीन जिला न्यायालय भवन, दतिया के लिए तीन साल की अवधि के लिए मशीनीकृत एवं फिजीकली साफ-सफाई, बगीचे का रख-रखाव एवं फाउन्टेन मेन्टेनेंस संबंधी कार्य आउटसोर्स के माध्यम से कराए जाने बावत् सीलबंद निविदायें आमंत्रित की जाना है।

अतः आपको निर्देशित किया जाता है कि सेवाप्रदाता संस्थाओं से निविदा आमंत्रण विज्ञापन मय शर्तों सहित माननीय उच्च न्यायालय मध्यप्रदेश, जबलपुर की अधिकृतवेबसाईट <https://mphc.gov.in>, म.प्र. शासन की वेबसाईट [WWW.TENDERS.GOV.IN](http://WWW.TENDERS.GOV.IN) एवं जिला न्यायालय दतिया की वेबसाईट <https://datia.dcourts.gov.in> पर प्रसारित किये जाने हेतु अपलोड कर सूचना इस कार्यालय को प्रेषित करें।

संलग्न :- उपरोक्तानुसार।

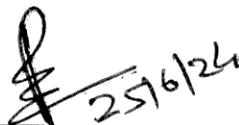
  
प्रधान जिला एवं सत्र न्यायाधीश  
दतिया म.प्र.

## कार्यालय प्रधान जिला एवं सत्र न्यायाधीश, दतिया म.प्र.

Email :- [dcourtdat-mp@nic.in](mailto:dcourtdat-mp@nic.in) Contact No. 9098258516

### // निविदा आमंत्रण सूचना //

नवीन जिला न्यायालय भवन, दतिया के लिए तीन साल की अवधि के लिए मशीनीकृत एवं फिजीकली साफ-सफाई, बगीचे का रख-रखाव एवं फाउन्टेन मेन्टेनेंस संबंधी कार्य आउटसोर्स के माध्यम से कराए जाने बावत् सीलबद निविदायें आमंत्रित की जा रही हैं, जोकि प्रधान जिला एवं सत्र न्यायाधीश, दतिया 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 जिला एवं सत्र न्यायाधीश, दतिया में अंतिम दिनांक 23.07.2024 दोपहर 12:00 बजे तक आवक-जावक शाखा में जमा कर सकते हैं। प्राप्त निविदायें दोपहर 03:00 बजे खोली जावेगी। निविदा खोलने के लिए बोली पूर्व बैठक दिनांक 22.07.2024 को शाम 05:00 बजे कार्यालय प्रमुख प्रधान जिला एवं सत्र न्यायाधीश, दतिया म.प्र. के समक्ष आयोजित की जावेगी। निविदा के नियम व शर्तें एवं अन्य संपूर्ण जानकारी माननीय उच्च न्यायालय मध्यप्रदेश, जबलपुर की अधिकृत वेबसाइट <https://mphc.gov.in>, म.प्र. शासन की वेबसाइट [WWW.TENDERS.GOV.IN](http://WWW.TENDERS.GOV.IN) एवं जिला न्यायालय, दतिया की वेबसाइट <https://datia.dcourts.gov.in> पर भी उपलब्ध रहेगी, जहां से निविदा प्रारूप एवं शर्तें डाउनलोड की जा सकती हैं। इच्छुक रजिस्टर्ड कंपनी/संस्था/व्यक्ति द्वारा प्रस्तावित स्थल न्यायालय परिसर एवं बगीचे का निरीक्षण न्यायालयीन कार्य दिवस में 10:30 बजे से 05:00 बजे तक किया जा सकेगा। इस हेतु जिला नाजिर श्री श्रीराम कुशवाह, मोबाईल नंबर 9098258516 से संपर्क कर सकते हैं।

  
प्रधान जिला एवं सत्र न्यायाधीश  
दतिया म.प्र.

## **कार्यालय प्रधान जिला एवं सत्र न्यायाधीश, दतिया म.प्र.**

**Email :- dcourtdat-mp@nic.in Contact No. 9098258516**

**// निविदा शर्तें //**

नवीन जिला न्यायालय भवन, दतिया के लिए तीन साल की अवधि के लिए मशीनीकृत एवं फिजीकली साफ-सफाई, बगीचे का रख-रखाव एवं फाउन्टेन मेन्टेनेंस संबंधी कार्य आउटसोर्स के माध्यम से कराए जाने बावत् सीलबद निविदायें अंतिम तिथि 23.07.2024 दोपहर 12:00 बजे तक कार्यालय में निम्न शर्तों के अंतर्गत आमंत्रित की जाती है :-


01. बोलीकर्ता से अर्नेस्ट मनी राशि 100000/- रुपये शब्दों में राशि एक लाख रुपये मात्र एफ.डी.आर./डी.डी./बैंकर्स चैक के माध्यम से प्रधान जिला एवं सत्र न्यायाधीश, दतिया के नाम से जमा कराई जावे। बोली के पश्चात् असफल व्यक्ति/संस्था/कंपनी को अर्नेस्ट मनी वापस कर दी जावेगी।
02. 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।
03. बोली में शामिल होने वाले व्यक्ति/संस्था/कम्पनी से निर्धारित प्रारूप पर फॉर्म भरवाया जाकर राशि 5000/- रुपये निविदा शुल्क के रूप में जमा कराई जावेगी जो वापिसी योग्य नहीं होगा।
04. निविदाकर्ता द्वारा किया गया कार्य संतोषजनक न पाए जाने पर उसकी सुरक्षा निधि जप्त की जाकर निविदा मध्य में समाप्त की जा सकेगी।
05. निविदा कर्ता अथवा उसके कर्मचारियों द्वारा कार्य के दौरान किसी भी प्रकार का नशा-पत्ता/मदिरा/तम्बाकू-गुटखा इत्यादि का सेवन नहीं किया जावेगा।
06. निविदाकर्ता अथवा उसके कर्मचारी द्वारा अनुशासन में रहकर किसी भी प्रकार का अनावश्यक विवाद, न्यूसेंस पैदा न किया जावे।

07. भवन की साफ-सफाई एवं बगीचे के रख-रखाव हेतु प्रयुक्त उपकरण, मशीन, केमीकल, पावडर इत्यादि की स्वयं व्यवस्था करनी होगी।

08. निविदाकर्ता के कर्मचारियों का व्यक्तिगत विवरण कार्यालय में प्रस्तुत करना होगा।

09. 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।

संलग्न :- निविदा फॉर्म

  
प्रधान जिला एवं सत्र न्यायाधीश  
दतिया म.प्र.

## 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/EMD OF RS 1,00,000/- FROM NATIONALIZED/ SCHEDULED BANK IN FAVOUR OF PRINCIPAL DISTRICT AND SESSIONS JUDGE, DATIA HAVING VALIDITY OF 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, DATIA

## TENDER FORM

PHOTO

TO,

THE PRINCIPAL DISTRICT & SESSIONS JUDGE,  
DATIA, MADHYA PRADESH

I/WE-----HAVE READ THE VARIOUS CONDITIONS TO THE TENDER FORM ATTACHED HERETO AND HEREBY AGREE TO ABIDE BY THE SAID TERMS AND 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 HEREBY AGREE TO ABIDE BY THE TERMS AND CONDITIONS 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/MOTORIZED CLEANING SERVICE, MAINTENANCE OF GARDEN, LIFT MEN SERVICES AND MAN POWER SERVICE FOR THE NEW COURT BUILDING OF DATIA (M.P.) & ADJOINING AREA AS PER RATE SCHEDULE. UNTIL A FORMAL AGREEMENT IS PREPARED AND EXECUTED, ACCEPTANCE TO THIS TENDER SHALL CONSTITUTE A BINDING CONTRACT BETWEEN US, SUBJECT TO MODIFICATIONS, AS MAY BE MUTUALLY AGREED TO BETWEEN US IN TERMS OF THE FORM OF AGREEMENT ATTACHED HERETO AND INDICATED IN THE LETTER OF ACCEPTANCE OF MY/OUR OFFER FOR THIS WORK.

I/WE HEREBY DECLARE THAT THE TENDER DOCUMENT AS DOWNLOADED FROM THE WEBSITE [WWW.MPHC.GOV.IN](http://WWW.MPHC.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 CONTACT OF THE TENDER DOCUMENT. IN CASE OF ANY DISPUTE, THE HARD COPY OF TENDER DOCUMENT SHALL BE CONSIDERED AS FINAL AND THIS BEING DIFFERENT FROM ORIGINAL TENDER DOCUMENT, MY/OUR TENDER FORM MAY BE REJECTED BY THE COMMITTEE CONSTITUTED BY THE DISTRICT & SESSIONS JUDGE, DATIA, MADHYA PRADESH.

THE EARNEST MONEY DEPOSITED BY ME/US FOR RS. 1,00,000 /- (ONE LAKH RUPEES) AS SPECIFIED IN THE TENDER NOTIFICATION UNDER FDR/DEMAND DRAFT/BANKER'S CHEQUE NO./UNCONDITIONAL BANK GUARANTEE DATE IS ATTACHED HERE WITH THIS SEALED TENDER IN ORIGINAL.

THE TENDER FORM COST RS. 5,000 /- IN THE FORM OF DD/BANKER'S CHEQUE BEARING THE NUMBER AND DATE OF ISSUE DRAWN ON (BANK'S NAME) IN FAVOUR OF PRINCIPAL DISTRICT & SESSIONS JUDGE, DATIA, 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

# PRINCIPAL DISTRICT & SESSIONS JUDGE, DATIA

## PRICE SCHEDULE

RATE SCHEDULE FOR MECHANIZED/MOTORIZED CLEANING SERVICES, LIFTMEN SERVICE AND MAINTENANCE OF GARDEN FOR THE NEW COURT BUILDING OF DATIA

(M.P.)

NAME OF WORK	MONTHLY OFFER PRICE TO BE QUOTED BY THE SERVICE PROVIDER	
OPEN TENDER FOR MECHANIZED/MOTORIZED CLEANING SERVICES, MAINTENANCE OF GARDEN, LIFTMEN SERVICE, MANPOWER SERVICE FOR THE NEW COURT BUILDING OF DATIA (M.P.) [HEREINAFTER REFERRED TO AS "DISTRICT COURT PREMISES"]		(WITH TAXES)
		(WITHOUT TAXES)

**NOTE:** - PLEASE 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. TENDERER SHALL QUOTE HIS/ THEIR OFFER IN FIGURES AS WELL AS IN WORDS.**
- 3. PLEASE VISIT THE PREMISES OF THE NEW COURT BUILDING, DATIA BEFORE SUBMITTING THE COMMERCIAL OFFER.**
- 4. KINDLY SUBMIT THE NUMBER OF PERSONS AND MACHINERY TO BE DEPLOYED AT THE NEW DISTRICT COURT PREMISES, DATIA, MADHYA PRADESH.**

**ANNEXURE-A**

**TECHNO-COMMERCIAL BID**

**TENDER DOCUMENT FOR COMPLETE MECHANIZED/MOTORIZED CLEANING SERVICES, LIFT MEN SERVICE AND MAINTENANCE OF GARDEN IN NEW DISTRICT COURT PREMISES, DATIA (M.P.)**

<b>S.NO.</b>	<b>DESCRIPTION</b>	<b>INDICATE PAGE NUMBER WHERE ATTACHED</b>
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., EMAIL ADDRESS	
5	COPY OF PAN CARD ISSUED BY INCOME TAX DEPARTMENT AND COPY OF PREVIOUS 3 FINANCIAL YEAR'S INCOME TAX RETURN I.E, 2021-22, 2022-23, 2023-24	
6	VALID ISO CERTIFICATE IN THE FIELD OF MECHANIZED/MOTORIZED CLEANING 9001:2015, 14001:2015, 45001:2018	
7	GST REGISTRATION NO.	
8	ANNUAL TURNOVER DURING LAST 3 YEARS: 2021-22 2022-23 2023-24 (PLEASE ATTACH PROOF IN THE FORM OF PROFIT & LOSS ACCOUNT)	

9	EXPERIENCE CERTIFICATE FOR LAST RUNNING 3 YEARS IN THE FIELD OF MECHANIZED/MOTORIZED CLEANING SERVICES, LIFTMEN SERVICE AND MAINTENANCE OF GARDEN	
10	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	
11	COPY OF THE EPF AND ESIC CERTIFICATES	
12	TENDER DOCUMENT WITH EACH PAGE DULY SIGNED AND SEALED BY THE AUTHORIZED SIGNATORY	
13	COPY OF THE LABOR LICENSE/ REGISTRATION UNDER THE CONTRACT LABOR (REGULATIONS & CONTROL) ACT, 1970	
14	FURNISH THE LIST OF SERVICE PERSON AND OPERATOR TO BE DEPUTED IN MECHANIZED/MOTORIZED CLEANING SERVICES	
15	FURNISH THE LIST OF MACHINES TO BE DEPUTED FOR THE ASSIGNED 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 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 SERIALY PAGE NUMBERED INCLUDING  
ENCLOSURES.**

# **ANNEXURE-B**

## **BIDDER'S ANNUAL TURNOVER**

(LOCATION)

(DATE)

FROM (NAME & ADDRESS)

**TO,**

THE PRINCIPAL DISTRICT & SESSIONS JUDGE,  
DATIA (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 50,00,000/- (FIFTY 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

DATIA (M.P.)

**SUBJECT: MECHANIZED/MOTORIZED CLEANING WORK. LIFT MEN SERVICE AND MAINTENANCE OF GARDEN IN THE NEW DISTRICT COURT PREMISES, DATIA (M.P.).**

**REF. \_\_\_\_\_.**

**1/WE HEREBY DECLARE AND CONFIRM THAT I/WE (NAME OF THE BIDDER), HAVING REGISTERED OFFICE AT (ADDRESS) HAVE SUCCESSFULLY EXECUTED FOLLOWING MECHANIZED/MOTORIZED CLEANING WORK, LIFTMEN SERVICE AND MAINTENANCE OF GARDEN.**

**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:**

## **ANNEXURE-D**

### **CHEMICALS AND CLEANING AGENTS REQUIRED TO BE USED.**

1. CAUSTIC SODA
2. BLEACHING POWDER
3. SODA ASH
4. HCL ACID
5. NAPHTHALENE BALLS
6. ODONIL
7. GLASS CLEANER
8. AIR FRESHENER
9. ALKALINE CONCENTRATE (STAIN REMOVER)
10. PHENYL
11. ISOPROPYL ALCOHOL
12. FLY KILLER/MOSQUITO KILLER

### **CONSUMABLES REQUIRED TO BE USED AS PER NEED: -**

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
11. BIG PLASTIC DRUM/BUCKET
12. POLYTHENE BAGS
13. ELECTROSTATIC CLOTH
14. COTTON CLOTHS
15. DUSTBINS WITH PROPER POLYTHENE BAGS TO KEEP GARBAGE/DISPOSAL ITEMS



**EQUIPMENT REQUIRED FOR GARDENING: -**

1. AXE
2. LAWN MOWER
3. WATERING CANS
4. SEEDS, FERTILIZER, PESTICIDES
5. LONG HOSE/PIPES
6. BOOTS, GARDENING GLOVES
7. SICKLES (HANSIYA)
8. SHOVELS (KARCHHA)
9. HEDGE SHEARS
10. WHEELBARROW

**UNIFORMS AND OTHER ACCESSORIES FOR LABOUR:**

UNIFORMS, SPECTACLES, GLOVES, NOSE MASKS, CAPS, SHOES, ETC. FOR THE WORKERS (*ISO/BSI/ISI CERTIFIED*)

**NOTE: -**

1. GOOD QUALITY SANITARY MATERIALS SHOULD BE USED. MINIMUM QUANTITY OF SANITARY MATERIALS AND MANPOWER AS PER SCHEDULE OF WORK IS GIVEN IN THE PROPOSAL. IT IS THE RESPONSIBILITY OF CONTRACTOR TO KEEP THE DISTRICT COURT OF DATIA PREMISES NEAT AND CLEAN ALL THE TIME AND HE MAY ENGAGE ADDITIONAL MACHINES AND MANPOWER AT HIS OWN COST.
2. ALL THE PROSPECTIVE BIDDERS ARE REQUESTED TO VISIT THE PREMISES OF THE DISTRICT COURT DATIA BEFORE QUOTING THIS TENDER.

**LIST-1**

**METHOD OF CLEANING**

<b>DESCRIPTION OF AREA</b>	<b>LOCATIONS</b>	<b>OPERATION REQUIRED</b>
SURFACE AREA WITH KOTA STONE, MARBLE, CONCRETE TILES, VITRIFIED TILES, ETC.	CORRIDORS, CLOSED AREAS, OPEN AREAS, CONCOURSE, TOILETS, VERANDAH, ETC.	SWEEPING, DRY & WET MOPPING, SCRUBBING, WET CLEANING, CLEANING OF STAINS OF SPIT, ETC.
SURFACE AREA WITH ASPHALTED / BITUMINOUS & CHEQUERED TILES	ENTRANCE, APPROACH ROAD, ETC.	SWEEPING, DRY MOPPING, WET CLEANING
OTHER ROUGH SURFACES	CIRCULATING/MOVING AREA	SWEEPING, RAG PICKING, MUCK CLEANING, ETC.
CEILING, WALLS, WINDOWS & DOORS	DISTRICT COURT PREMISES	DUSTING, COBWEB CLEANING, GLASS CLEANING WITH CLEANING AGENT, DUSTING AS PER REQUIREMENT
<b><u>OTHER SPECIFIC AREA: -</u></b>		
STAIR CASE	DISTRICT COURT PREMISES	DRY MOPPING, PRESSURE WATER CLEANING, VACUUMING
TOILETS & BATHROOMS	DISTRICT COURT PREMISES	PRESSURE WATER CLEANING, MOPPING, COBWEB CLEANING, CLEANING WITH ACID AND DISINFECTING AGENTS, ETC.
WATER BOOTHS & WASH BASINS	DISTRICT COURT PREMISES	PRESSURE WATER CLEANING, MOPPING, CLEANING WITH ACID AND DISINFECTING AGENT, ETC.
GARBAGE DISPOSAL	DISTRICT COURT PREMISES	COLLECTION OF SWEEPINGS, GARBAGE & MUCK IN BINS AND DISPOSAL OF SAME TO THE MAIN BIN PROVIDED FOR THE PURPOSE IN THE DISTRICT COURT OF DATIA.

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.
CLEANING OF ELECTRONIC DISPLAY BOARDS AND PANELS	DISTRICT COURT PREMISES	CLEANING WITH PROPER GLASS CLEANERS

**NOTE: - THE CONTRACTORS BEFORE QUOTING THE RATES ARE REQUESTED TO VISIT THE CAMPUS AND PREMISES OF THE DISTRICT COURT OF DATIA 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/MOTORIZED CLEANING</b>	<b>MINIMUM NO. OF MACHINES REQUIRED</b>	<b>OTHER EQUIPMENT /KIT ITEMS</b>
SCRUBBING	INDUSTRIAL SCRUBBER CUM DRIER COMPACT SCRUBBER WITH FEATURES OF SCRUBBING, MOPPING AND WATER RETRIEVAL	03	SQUEEGEE, WIPERS, SANITARY BRUSHES
SWEEPING, DRY & MOPPING	WALK BEHIND SWEEPER	03	BROOMS & DRY MOPS
WET CLEANING / WET MOPPING	HIGH PRESSURE JET CLEANING MACHINE	03	WIPERS, WET MOPS, SQUEEGEE
DUSTING & COBWEB CLEANING	WET & DRY VACUUM CLEANER	02	DUSTER BRUSH / COBWEB CLEANER, WALL BRUSH
REMOVAL OF STAINS (HARD WATER, PAN SPIT, ETC.)	COMPACT SCRUBBER (CORNERS & AREAS WHERE SCRUBBER MACHINE NOT REACHABLE)	AS PER REQUIREMENT OF THE DISTRICT COURT	SANITARY BRUSH, HAND BRUSH
PICKING UP OF RAGS FROM THE PREMISES OF THE DISTRICT COURT AND CLEANING	WET & DRY VACUUM CLEANER AND MANUAL PROCESS	03	HAND PICKERS, SANITARY BRUSH, POLE, ETC.
COLLECTION AND DISPOSAL OF GARBAGE, DUST, MUCK, ETC.	TROLLEYS & WHEEL BARROWS WITH RUBBERIZED WHEEL	AS PER REQUIREMENT OF THE DISTRICT COURT	BINS FOR COLLECTION, RAG AND MUCK PICKING TOOLS

**LIST-3**

**SCHEDULE OF WORK FOR MECHANIZED/MOTORIZED CLEANING**  
**FOR THE DISTRICT COURT PREMISES**

<b>S. NO.</b>	<b>DESCRIPTION OF WORK</b>	<b>AREA</b>	<b>DAILY SCHEDULE OF WORKING</b>
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 VERANDAHS OF THE DISTRICT COURT PREMISES INCLUDING NEWLY CONSTRUCTED BUILDING WHERE FILING SECTION AND SERVER ROOM IS IN OPERATION.	REMOVAL OF PAN STAINS / OTHER STAINS, SCRUBBING CONTINUALLY AS AND WHEN REQUIRED.
2	CLEANING, SWEEPING OF CIRCULATING AREA, CONCOURSE & CLEANING OF STAIR CASE AND RAMP.	CIRCULATING AREA, CONCOURSE, STAIR CASE, RAMP.	TWO TIMES IN A DAY AND AS & WHEN REQUIRED - CIRCULATING AREA AND ONE TIME 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 FROM WALLS & URINALS, TOILETS ROOMS & DISPOSING OF GARBAGE.	DISTRICT COURT PREMISES.	CLEANING OF URINALS, TOILETS OF THE <b><u>DISTRICT COURT SIX TIMES IN A DAY.</u></b> INCLUDING CLEANING OF TOILETS OF THE JUDGES' CHAMBERS, REMOVAL OF COBWEBS ONCE IN A WEEK, MOPING OF THE ROOMS TWO TIMES IN A DAY AND AS & WHEN REQUIRED.

			NAPHTHALENE BALLS OF SUFFICIENT NUMBERS 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.	CLOSE MONITORING OF ALL CLEANLINESS ACTIVITIES.	FROM 8:00 A.M. TO 5:00 P.M.