

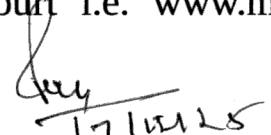
**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE,  
REWA (M.P.)**

**NOTICE INVITING TENDER**

No. ....6340.....

Rewa, Date 17/12/25

Sealed tenders are invited from Reputed/Authorized Vendors/ Agencies for **MECHANIZED CLEANING SERVICES, MAINTENANCE OF GARDEN, LIFTMEN AND WATCHMEN SERVICES IN THE NEW DISTRICT & SESSIONS COURT COMPLEX, REWA, DIST. REWA (M.P.)** The last date of tender submission is **15.01.2026 upto 5:00 P.M.** The tender shall be opened on **16.01.2025 at 05:00 P.M.** The Pre-Bid meeting of the tender shall be held on **05.01.2026 at 05:00 P.M.** at District & Sessions Court, Rewa. The detailed tender document along with terms and conditions is available on the official website of the High Court i.e. [www.mphc.in](http://www.mphc.in) & Government Tender portal <https://mptenders.gov.in>

  
PRINCIPAL DISTRICT & SESSIONS JUDGE  
REWA (M.P.)

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE,  
REWA (M.P.)**

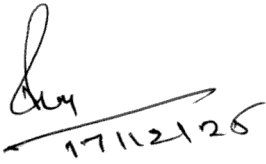
**TENDER DOCUMENT**

Name of Work :

Tender for - **MECHANIZED CLEANING SERVICES, MAINTENANCE  
OF GARDEN, LIFTMEN AND WATCHMEN SERVICES IN  
THE NEW DISTRICT & SESSIONS COURT COMPLEX,  
REWA, DIST. REWA (M.P.)**

Closing date and time of Tender	<b>15.01.2026 upto 05:00 P.M.</b>
Opening date and time of Tender	<b>16.01.2026 at 05:00 P.M.</b>
Pre-Bid meeting of the tender shall be held on	<b>05.01.2026 at 05:00 P.M. at District &amp; Sessions Court, Rewa</b>
Tender Fee/Cost	Rs. 1000/-
Earnest Money	Rs. 75000/-

Note - Tender form is non-transferable.

  
17/11/26  
**PRINCIPAL DISTRICT & SESSIONS JUDGE  
REWA (M.P.)**

## 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/instructions of this tender document carefully and only after understanding it they are submitting the tender.	
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 as "Tender Document for Mechanized Cleaning Services, Maintenance of Garden, Liftmen and Watchmen Services in the New District & Sessions Court Complex, Rewa, Dist. Rewa (M.P.)"	
5	They have enclosed EMD earnest money deposit in the form of DD/FDR/Banker's Cheque/unconditional Bank Guarantee of Rs. 75,000/- from Nationalized/Scheduled bank in favour of Principal District & Sessions Judge, Rewa	
6	The 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.	

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE,  
REWA (M.P.)**

**FINANCIAL BID**  
**(only to be submitted online)**

Financial Bid for Mechanized Cleaning Services, Maintenance of Garden, Liftmen and Watchmen Services in the New District & Sessions Court Complex, Rewa, Dist. Rewa (M.P.)

Tender No. ....

Name of Work	Offer Price for One year to be quoted by the Tenderer	
	In Figures (Rs.)	In words (Rs.)
Open tender for Mechanized Cleaning Services, Maintenance of Garden, Liftmen and Watchmen Services in the New District & Sessions Court Complex, Rewa, Dist. Rewa (M.P.)	With taxes	
	Without taxes	

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

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 District & Sessions Court Complex, Rewa, Dist. Rewa (M.P.) before submitting the bid.
4. Kindly submit the number of persons and machinery to be deployed at the New District & Sessions Court Complex, Rewa, Dist. Rewa (M.P.) for above work separately in annexed proforma.

**Tender for Mechanized Cleaning Services, Maintenance of Garden, Liftmen and Watchmen Services in the New District & Sessions Court Complex, Rewa, Dist. Rewa (M.P.)**

Tender No. ....

Photo of  
tenderer/  
authorised  
representative

To,  
The Principal District & Sessions Judge,  
Rewa, Madhya Pradesh,

I /We ----- have read the various conditions to the tender form attached hereto and hereby agree 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 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 **Mechanized Cleaning Services, Maintenance of Garden, Liftmen and Watchmen Services in the New District & Sessions Court Complex, Rewa, Dist. Rewa (M.P.)** 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 and indicated in the letter of acceptance of my/our offer of this work.

I/We hereby declare that the tender document as downloaded from the website [www.mphc.gov.in](http://www.mphc.gov.in) and <https://mptenders.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 if this being different from original Tender document my/our tender form may be rejected by the Committee constituted by the Principal District & Sessions Judge, Rewa.

The Earnest Money deposited by me/us for Rs. 75,000/- (Rupees seventy five thousand only) as specified in the notice inviting tender under FDR/Demand Draft/Banker's Cheque no./Unconditional Bank Guarantee number ..... dated ..... is attached herewith this sealed tender in original.

The tender fee/cost Rs. 1000/- in from of online challan bearing the no. .... dated ..... deposited in Treasury Head 0070-01-800-0000 in favour of Principal District & Sessions Judge Rewa, Madhya Pradesh is enclosed here with this sealed tender in original.

Dated .....

Signature of Tenderer

Witness to Tenderer Signature

With Name & Address

(1)

(2)

Name .....

Address of the Tenderer .....

.....

.....

## **OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, REWA (M.P.)**

The Principal District & Sessions Judge, REWA invites sealed tender for **Mechanized Cleaning Services, Maintenance of Garden, Liftmen and Watchmen Services in the New District & Sessions Court Complex, Rewa, Dist. Rewa (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 Bidders :**

Tenders are invited online consisting of Techno-commercial bid and financial bid. The Financial Bid shall be submitted only online on <https://mptenders.gov.in>. The Techno-commercial bid shall be submitted online on <https://mptenders.gov.in>. A hard copy thereof shall be made and put in the sealed single envelope containing the title "TENDER FOR - Mechanized Cleaning Services, Maintenance of Garden, Liftmen and Watchmen Services in the New District & Sessions Court Complex, Rewa, Dist. Rewa (M.P.)" and addressed to the Principal District & Session Judge, Rewa. The Bid shall have be submitted online and to the Office of The Principal District & Session Judge, (Rewa) Madhya Pradesh latest by 15.01.2026 at 05.00 P.M. The Tender shall be opened on 16.01.2026 at 05.00 PM at District Court, REWA (M.P. ).

Tender relates to Mechanized Cleaning Services, Maintenance of Garden, Liftmen and Watchmen Services in the New District & Sessions Court Complex, Rewa, Dist. Rewa (M.P.). The bidder shall clearly specify what items / Manpower / Machines/ Services will not be covered under the operational services. All the remaining items/services shall be treated as covered under the operational services.

### **2. Period of Contract:**

The contract shall be initially for the 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 services/products in the market on the date of extension.

### **3. Scope of Work :**

3.1 The place of performance will be the New District Court Complex, REWA.

Tender relates to Mechanized Cleaning Services, Maintenance of Garden, Liftmen and Watchmen Services in the New District & Sessions Court Complex, Rewa, Dist. Rewa (M.P.).

3.2 It will be duty of the Contractor/Service Provider to have the credentials of the Service Persons/Operators duly verified certified. Person engaged for services for cleaning services, maintenance of garden, liftmen and watchmen shall wear clean and proper dress and photo ID to be provided by the Contractor/Service Provider.

3.3 The Mechanized Cleaning Services and Maintenance of Garden in the New District Court Complex, REWA shall include cleaning as per "List enclosed" in the premises of District Court Complex REWA.

3.4 Adequate number of the cleaning machines with qualified operators shall be deployed for Mechanized Cleaning for the places where Mechanized Cleaning is feasible and adequate number of service persons/manpower shall be employed for cleaning of the places where Mechanized Cleaning is not feasible/possible.

3.5 The maintenance of garden shall include maintenance of grass carpets, flower-bed, small and large plants and the flower pots already in existence in New District Court Complex REWA. The Contractor/Service Provider shall arrange plants, fertilizers, maneuvers, seeds, grass pots, utensils, instruments and machines required for maintenance and beautification of the garden. The Contractor/Service Provider shall depute sufficient/adequate number of gardeners/malis, but not less than the number provided in List 2, for garden maintainance. Required machines, instruments etc for maintainance and beautification of garden as mentioned above, shall be provided by the Contractor/Service Provider.

3.6 The Contractor/Service Provider shall provide the number of manpower as is described under List 2 annexed with this tender document. The Contractor/Service Provider shall clearly mention that nature of manpower in list 2 skilled/semi-skilled/highly skilled/unskilled. The Contractor/Service Provider shall ensure that qualified liftmen, watchmen, plumber and electrician are deployed. The Contractor/Service Provider shall also ensure that at least one liftman 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 the court buildings. Whenever required, the liftmen may also have to be on duty on non-working days. The liftmen shall keep the lifts clean and shall keep the whole functioning of the lifts as per technical specification.

3.7 The Contractor/Service Provider shall also provide adequate number of watchmen/security personnel, but not less than the number provided in List 2, to ensure that at least two watchmen/security personnel remain on duty in the court campus at all times of a day including holidays. Suitable number of watchmen/security personnel may be deployed during working hours to ensure proper security in the campus.

3.8 The Contractor/Service Provider shall provide trained supervisor/supervisors but not less than the number provided in List 2, to ensure proper maintenance and management of the manpower and machines deployed under the tender. The

contractor shall also submit a list of persons, equipments, instruments and operators including supervisors who shall be engaged for carrying out the works under the tender timely and up to the mark.

3.9 The Contractor/Service Provider 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 instruction of the Office of the Principal District & Sessions Judge, REWA in this regard shall be final and binding on the contractor.

3.10 The Contractor/Service Provider shall also provide sanitary pads of good quality in Ladies Toilets.

3.11 Any other work of similar nature assigned by the Principal District & Sessions Judge, REWA shall be binding on the Contractor/Service Provider.

3.12 The Contractor/Service Provider shall depute one sweeper/ cleaner each at every set of Gents, Ladies, Transgender and PWD public toilets throughout the working hours on the each working day, These sweepers/cleaners shall ensure regular cleaning and sanitation throughout the day in all public toilets.

3.13 The electrician and plumber may also be deputed to work at official residences of the judicial officers. No extra payment shall be made in such events.

3.14 The liftmen may also be engaged in other semi-skilled work when lifts are not in use or when their services are otherwise deemed necessary.

3.15 Place of performance for cleanliness shall include the Court Building, Service Building, Bar Building and whole premises of New District Court Complex, Rewa including gardens, open area, pathways and roads.

#### **4. Terms and conditions :**

4.1 Cost of cleaning material and other consumables like soap, phenyl, room freshener, brush utensils, floor wiper, sanitary pads etc. shall be borne by the Contractor/Service Provider. Cleaning material of reputed company shall only be used. The machines shall be kept in serviceable condition by the Contractor/Service Provider.

4.2 Initial cleaning work of any particular day shall, under all circumstances, be finished by the Contractor/Service Provider on the same day or before 10.00 a.m. and shall continue 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/Service Provider. If any machine remains out of order for a continuous period of more than three days without replacement/repair or the operator/service person of the Contractor/Service Provider 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/Service Provider. The Contractor/Service Provider shall be liable for penalty of Rs.250/- per default due to



negligence or fault of his own or his employee resulting in delay or loss in maintaining the garden.

4.3 Even the penalty up-to 75% of monthly payout may be imposed, if the Contractor/Service Provider in a particular month committed irregularity in maintaining the cleanliness in the court campus including the front side of all the main gates.

4.4 The Contractor shall report immediately whenever called by the Nazarat Section of District & Sessions Court, Rewa on receiving telephone calls or message to attend the complaints with regard to the cleaning works services under this contract/tender.

4.5 Sufficient stock of consumables like soap, phenyl, room freshner, brush, utensils, floor wiper, sanitary pads etc. for a month should be maintained and shown to the Officer Incharge Nazarat Section or Official deputed for the purpose in the first week of every month or whenever asked. The Contractor/Service Provider shall provide decorative plants, grass, seeds, fertilizers, clay and cemented pots and garden equipments, The beautification and maintenance of garden as per the instruction of Principal District & Sessions Judge, Rewa or the OIC Nazarat Section shall be undertaken by the Contractor/Service Provider.

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 Principal District & Sessions Judge, Rewa at any time without notice and without assigning any reason. Extension of contract shall be purely at the discretion of Principal District & Sessions Judge, Rewa.

4.8 Space for keeping the machines and electric power and supply line shall be provided by the Principal District & Sessions Judge, Rewa. Contractor/Service Provider will bear the cost of installation of additional plug points, if required.

4.9 The cleaning work shall be made functioning within one week from the date of 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 Incharge Nazarat or any other Officer/official deputed by Principal District & Sessions Judge, Rewa in this behalf, at the end of every week.

4.11 The machines/instruments shall be operated only by the qualified operator(s). All sweepers/Cleaners/Machine Operators/Supervisors shall wear the uniform provided by the Contractor/Service Provider and shall conspicuously wear the identity Card signed by the District Registrar.

4.12 The tender will be opened in the District & Sessions Court, Rewa. One representative of the bidder may remain present. Tender will be finalized after considering the proposals. All or any of the bidders may be called for further

negotiations before considering his/their proposal(s).

4.13 The Principal District & Sessions Judge, Rewa shall have absolute right to select/reject any proposal for Mechanized Cleaning services on the basis of rate, quality, services proposed in the tender and working experience of the bidder.

4.14 The bidders are required to submit all technical Brochure(s) of the machines(s) proposed to be installed at New District & Sessions Court Complex, Rewa, Dist. Rewa (M.P.).

4.15 The Principal District & Sessions Judge, Rewa has the right of accepting or rejecting any or all tenders without specifying any reason(s) therefor. The Principal District & Sessions Judge, Rewa is under no obligation to accept the lowest tender.

4.16 There is no obligation on the part of the Principal District & Sessions Judge, Rewa to inform the unsuccessful tenderer of the outcome of the tender process and reasons for rejection of tender.

4.17 It shall be mandatory for the Contractor/Service Provider to conduct routine inspection to maintain the cleanliness in perfect sanitized condition and to submit the routine inspection report on quarterly basis duly verified by OIC Nazarat Section, to the Office of Principal District & Sessions Judge, Rewa.

4.18 In case of pecuniary loss suffered due to improper service by any of the users/beneficiaries, Principal District & Sessions Judge, Rewa will have the right to forfeit the security deposit and in case of security deposit falls short to match the pecuniary loss being insufficient such balance shall be recovered from the payments due to the Principal District & Sessions Judge, Rewa and legal action may also be taken.

4.19 Surprise inspections shall be conducted by officer deputed by or the Principal District & Sessions Judge, Rewa to ascertain the performance of the service persons/operators and the services provided by them.

4.20 Rates offered in the tender shall not be enhanced during the period of contract except the statutory amounts such as minimum wages and taxes.

4.21 The rates finally approved/accepted by the Principal District & Sessions Judge, Rewa shall be valid for the whole of the contract tenure and no upward revision will be allowed under any circumstances whatsoever.

4.22 Under no circumstances, the Contractor/Service Provider appoint 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 resulting in forfeiture of security deposit.

4.23 The successful bidder shall 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 & Sessions Judge, Rewa or unconditional bank guarantee of any nationalized bank of equal amount. The security deposit will be refundable only after one month of 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.

4.24 The contract can be terminated by the Principal District & Sessions Judge, Rewa, at any time, without assigning any reason, if the work of the contractor is found unsatisfactory. In this respect, the decision of the Principal District & Sessions Judge, Rewa shall be final and binding on the Contractor/Service Provider. The Principal District & Sessions Judge, Rewa reserves all the right to accept or reject any bid in whole or in part without assigning any reason.

4.25 The bills in triplicate be prepared for the services on monthly basis as per approved rates and will have to be submitted in favour of the Principal District & Sessions Judge, Rewa for effecting payment. No advance payment shall be made for the services. The payment shall be made subject to availability or allocation of funds and no interest shall be payable for delay in payments of bills for any reason, whatsoever.

4.26 The job carried out shall be to the satisfaction of Principal District & Sessions Judge, Rewa after getting certification from the OLC Nazarat Section failing which deductions from the total bill shall be made depending upon the severity of negligence. The Principal District & Sessions Judge, Rewa reserves the right to blacklist the agency for a suitable period or from further participation in any of the jobs to be done for the Principal District & Sessions Judge, Rewa. The decision of the Principal District & Sessions Judge, Rewa shall be final and binding on the Contractor.

4.27 Premature withdrawal of the tender by the bidder shall make him liable for forfeiture of the earnest money. Termination of contract within the period of validity by the bidder shall make him liable for forfeiture of the security-deposit.

4.28 All the pages of the tender document shall be serially numbered and duly stamped and signed by the bidder.

4.29 The successful bidder shall, during the validity of the contract, engage/depute minimum one dedicated operator for each machine to operate the machines at locations specified by Principal District & Sessions Judge, Rewa or officer deputed by him.

4.30 A register of surprise/routine inspection shall be maintained by the Contractor/Service Provider which shall also be inspected by OLC Nazarat Section or other officer deputed, in this behalf, by the Principal District & Sessions Judge, Rewa.

4.31 The Principal District & Sessions Judge, Rewa 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 Principal District & Sessions Judge, Rewa 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.

4.32 The Principal District & Sessions Judge, Rewa reserves the right to vary, amend or alter any term and condition of the tender document at the time of execution of the Contract.

4.33 The employees appointed by the contractor shall be duly in uniform and shall be present for the whole day for execution of work and to follow the instructions given by Principal District & Sessions Judge, Rewa or officer appointed in this behalf.

4.34 The Contractor/Service Provider shall provide the names of the employees deputed for cleaning the campus in advance and they should be provided atleast minimum daily wages as per the collector rate for non-technical person (labour). The register of employees shall be maintained both by the Contractor/Service Provider as well as the Nazarat Section on the behest of contractor and in case any employee leaves the campus after making their attendance and before time to be fixed by the Nazarat as per the instructions of the Principal District & Sessions Judge, Rewa the penalty shall be imposed at the rate of Rs. 200/- per head.

4.35 The respective employees to be deputed by the contractor shall remain present during the court hours in the campus.

4.36 The concerned employees can also be deputed for other cleaning work in the campus and the contractor as well as its employees shall follow the directions of the Incharge of Nazarat Section or any other officer appointed in this behalf.

4.37 Any other further conditions as well as instructions shall be leviable at the instance of Principal District & Sessions Judge, qua the campus maintenance and the said instructions shall be applicable alongwith the conditions already drafted in this agreement from time to time during the period of agreement.

4.38 The Contractor/Service Provider shall ensure that at least one liftman 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 the court buildings. Whenever required, the liftmen may also have to be on duty on non-working days. The liftmen shall keep the lifts clean and shall keep the whole functioning of the lifts as per technical specification.

4.39 The Contractor/Service Provider shall also ensure that at least two watchmen/security personnel remain on duty in the court campus at all times of a day including holidays.

4.40 The contractor shall also submit a list of persons, equipments, instruments and operators including supervisors who shall be engaged for carrying out the works under the tender timely and up to the mark.

## **5. Eligibility Criteria :-**

The Agency/Firm/Bidder applying under this tender process should possess valid Income Tax PAN No. and Goods and Service Tax Account No. The Agency should

have a minimum experience of 03 years providing cleaning operation, liftmen, security and garden maintenance services.

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

1. Audited Profit & Loss Account of last three years i.e. 2022-23, 2023-24, 2024-25
2. Goods and Service Tax Registration Certificate
3. Income Tax PAN No. and TIN No.
4. Income Tax Return for the last three financial years i.e. 2022-23, 2023-24, 2024-25
5. ISO Certification for mechanized cleaning services
6. Latest GST Return
7. Documents regarding experience of 3 years in providing similar services
8. The Earnest Money Deposit (EMD) of Rs. 75000/- (Seventy five thousands Only) through a Demand Draft/Pay Order/unconditional Bank Guarantee.
9. Tender fees of Rs. 1,000/- (One Thousand Only) in form of Challan in favour of Principal District & Sessions Judge, Rewa

#### **6. Evaluation of Bids :-**

6.1 The Techno-commercial Bid and financial 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 Financial Bid is compulsory.

#### **7. Earnest Money Deposit:-**

The Tender should be accompanied by Earnest Money Deposit (EMD) of Rs.75000/- (Seventy five thousand only) 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, Rewa without which the tender will not be considered. The earnest money will be returned to all the unsuccessful bidders after finalization of the Tender. No interest shall be paid on the Earnest Money Deposit for delay in return for any reason, whatsoever.

## **8. PERFORMANCE GUARANTEE (Security Deposit) :-**

The successful bidder shall give Performance Guarantee in the form of Account Payee Demand Draft or unconditional Bank Guarantee from a Nationalized Bank amounting to 10% of the contract value in favour of the Principal District & Sessions Judge, Rewa. Performance guarantee 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 shall be refunded only after the expiry of the contract. The deposit is liable to be forfeited, if during the period of contract the services of the contract are found to be unsatisfactory in any respect, and or/ if any of the conditions of the contract is contravened / breached, and/or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the Principal District & Sessions Judge, Rewa that the contractor firm may invite upon themselves due to any of the reasons mentioned 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 for 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 & Sessions Judge, Rewa. 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 unable to act for any reason, the appointing authority for arbitrator as aforesaid at the time of such vacancy in 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.

**Annexure-A**  
**TECHNO-COMMERCIAL BID**

**Tender Document for**  
**Mechanized Cleaning Services, Maintenance of Garden, Liftmen and**  
**Watchmen Services in the New District & Sessions Court Complex, Rewa, Dist.**  
**Rewa (M.P.)**

S.No.	Description	Indicate also page number where attached
1	Name, address & telephone number of the Bidder	
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. 2021-22, 2022-23, 2023-24	
6	Valid ISO Certificate in the field of Security Guards if any (Please attach copy)	
7	Goods and Service Tax Registration No. (Please Attach)	
8	Latest GST Return (Please attach)	
9	Annual Turnover during last 3 financial years: 2022-23 ..... 2023-24 ..... 2024-25 ..... Please attach proof in the form of Profit & Loss Statement	
10	Experience Certificate for last 3 years for the Mechanized Cleaning Services and maintenance of garden	
11	Details of Earnest Money Deposit a) Amount :	

	b) DD/Pay order/ Banker Cheque /BG No. c) Date of issue d) Name of issuing Bank.	
12	Furnish the list of Service Person and Operator to be deputed in Mechanized Cleaning Services.	
13	Furnish the list of machine to be deputed for the cleaning work.	

**Declaration by the Bidder :-**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained in the tender document and undertake myself/ourselves to strictly abide by them.

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

It is certified that the particulars given above are true to the best of my/our knowledge/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 do hereby undertake to abide by the same without any reservation 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 Bidder (with seal of  
the Bidder affixed)

Date :

Place :



**Annexure-B**  
**BIDDER'S ANNUAL TURNOVER**

----- (Location)

----- (Date)

From (Name & Address)

-----  
-----  
-----

To,  
The Principal District & Sessions Judge  
REWA (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 2022-23	Year- 2 2023-24	Year-3 2024-25
		Amount	Amount	Amount
1				

Yours Sincerly,

(Signature of Statutory Auditor)

Name of the Satutory Auditor

Seal :

**Annexure-C**  
**SIMILAR WORK EXPERIENCE**

----- (Location)

----- (Date)

From (Name & Address of the Bidder)

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To,  
The Principal District & Sessions Judge  
REWA (M.P.)

Subject : Mechanized Cleaning Services, Maintenance of Garden, Liftmen and Watchmen Services in the New District & Sessions Court Complex, Rewa, Dist. Rewa (M.P.)

Ref. : .....

Dear Sir/Madam,

We hereby declare and confirm that we, ..... (name of the Bidder) having registered office at ..... (address) have successfully executed the mechanized cleaning work and maintenance of garden. We are providing the details below :-

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 :

Seal :

Note: Add rows as required and submit documents

**LIST - 1**  
**METHOD OF CLEANING**

DESCRIPTION OF AREA	LOCATIONS	OPERATION REQUIRED
Surface area with Kota Stone, Marble, concrete tiles, vitrified tiles, wood work etc.	Court rooms, chambers, other rooms, halls, corridor areas, open areas, concourse, toilets, varanda etc.	Sweeping, Dry & Wet moping, scrubbing, wet cleaning, Cleaning of all type of stains of spit etc.
Surface area with asphalter/ Bituminous & Chequered tiles/ Blocks.	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.	District Court Complex	Dusting, cobweb cleaning Glass with cleaning agent, dusting as per requirement
<b>Other Specific Area :-</b>		
Stair case	Permisses of the District Court Complex	Dry mopping, pressure water cleaning, vacuuming
Toilets & Bathrooms	Permisses of the District Court Complex	Pressure water cleaning, Cleaning with acid, disinfecting agents etc.
Water Booths & Wash Basins	Permisses of the District Court Complex	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 New District Court Complex, Rewa
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 New District Court Complex, Rewa
Cleaning of Electronic Display Boards and Panels	District Court Complex premises	Cleaning with proper glass cleaners.

**Note :** The contractors before quoting the rates are requested to visit the campus and premises of the New District Court Complex, REWA in order to quote the proper amount for the execution of the contract.

Name & Signature of the Authorized  
Signatory of the Bidder (with seal of  
the Bidder affixed)

**LIST – 2**

**Required man power-**

<b>Sr. No.</b>	<b>Category</b>	<b>No. of persons</b>	<b>Nature of labour (skilled/semi-skilled/highly skilled/unskilled)</b>
1	Sweepers	15	
2	Gardeners	05	
3	Farrash/Safaikarmi/Janitors	22	
4	Liftmen	06	
5	Watchmen/Chowkidar	10	
6	Supervisors	02	
7	Machine Operators	02	
8	Plumber	01	
9	Electrician	01	
	<b>TOTAL</b>	<b>64</b>	

**Note :** Bidders are required to submit the nature of labour such as skilled/semi-skilled/highly skilled/unskilled in the coloum above.

Name & Signature of the Authorized  
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**LIST – 3**  
**MACHINES AND EQUIPMENTS USED FOR CLEANING**

<b>ACTIVITY</b>	<b>MACHINE FOR MECHANIZED CLEANING</b>	<b>OTHER EQUIPMENTS/ KIT ITEMS</b>
Scrubbing	Industrial scrubber cum drier. compact scrubber with features of scrubbing, mopping and water retrieval	Squeegee, wipers, sanitary brushes
Sweeping, Dry & mopping	Walk behind sweeper	Brooms & Dry Mops
Wet cleaning/ Wet mopping	High Pressure Jet Cleaning machine.	Wipers, Wet Mops, Squeegee
Dusting & Cobweb Cleaning	Wet & Dry Vacuum Cleaner	Duster brush/ cobweb cleaner wall brush
Removal of stains (hard water, pan spit etc.)	Compact scrubber (Corners & Areas where scrubber machine not reachable)	Sanitary brush, hand brush
Picking up of rags from the Premises of the New District Court Complex REWA 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.
Grass cutting in lawns	Lawn mover	
Garden maintenance		Good quality tools and equipments for gardener

Name & Signature of the Authorized  
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**LIST – 4**

**Schedule of work for mechanized cleaning for area including**

<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 /flykiller/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 time a day-other than circulating area.
3	Removal of cobwebs cleaning, washing, wet mopping, dusting of walls, cleaning of window glasses.	Premises of the New District Court Complex REWA	Cleaning of urinals, toilets of the New District Court Complex Rewa and public toilets whole times in a day, removal of cobwebs once in a week, moping of the rooms two time in a day and a & when require. Naphtalene balls are of sufficient number are to be place in urinal pots & wash basin after exhaust. Room freshner bars are to be provided in bath rooms & toilet 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 a day work and to cover them with the polythene bags.
5	Monitoring by supervisors	Closely monitoring of all cleanliness activities	From 7.00 A.M. to 5.00 P.M.

Name & Signature of the Authorized  
Signatory of the Bidder (with seal of  
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## LIST – 5

### Chemicals and cleaning agents required to be used

S.No.	Description of material	S.No.	Description of material
1.	Castaic Soda	7.	Room Freshner
2.	Bleaching powder	8.	Glass cleaner
3.	Soda ash	9.	Air freshener
4.	HCL acid	10.	Alkaline concentrate (stain remover)
5.	Fly killer/Mosquito killer	11.	Phenyl
6.	Naphthalene balls	12.	Isopropyl Alcohol

### Consumable required to be used as per need

S.No.	Description of material	S.No.	Description of material
1.	Broom Goa	11.	Stain Remover
2.	Iron Panja	12.	Polythene bags
3.	Big plastic drum/bucket	13.	Electrostatic cloth
4.	Gharmela	14.	Cotton Cloths
5.	Phawda	15.	Sanitary pads as per requirement
6.	Long handle cobweb remover	16.	Dusting cloths
7.	Wet mopper	17.	Dry mooper
8.	Sponge for cleaning wall/Tiles		
9.	Large Buckets with proper polythene bags to keep garbage/disposal items.		
10.	Other instruments as per requirement for the works.		

### Uniform and other accessories for labour :

Uniforms, Spectacles, goves, nose masks, caps, shoes etc. for the workers.  
(ISO/BSI/ISI Certified)

### Note :-

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

Name & Signature of the Authorized  
Signatory of the Bidder (with seal of  
the Bidder affixed)