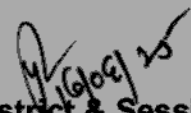


**OFFICE OF THE PRINCIPAL DISTRICT & SESSION JUDGE,**  
**SEHORE (M.P.)**

**NOTICE FOR INVITING TENDER**

The office of Principal District & Sessions Judge, Sehore invites separate Sealed tender/offers from Reputed/Authorized Vendors/Agencies for Mechanized Cleaning Services of Court Building and its Premises, Maintenance of Garden of District & Sessions Court Sehore (M.P.). The Last date of tender submission is 30.06.2025 till 5.00 PM. The tender shall be opened in two stages, First Technical Bid on 02.07.2025 at 5.00 PM. and after qualified Technical Bidder, tender shall be opened again for Financial Bid on 04.07.2025 at 5.00 PM. At District Court Sehore. The detailed tender document along with terms and conditions is available on the official website of the high court i.e. [www.mphc.gov.in](http://www.mphc.gov.in) and Government Tender Portal [www.tenders.gov.in](http://www.tenders.gov.in)

  
Principal District & Sessions Judge,  
★ Sehore (M.P.)

seal and signature of bidder

**OFFICE OF THE PRINCIPAL DISTRICT & SESSION JUDGE,**  
**SEHORE (M.P.)**

**NOTICE FOR INVITING TENDER**

Ref No.

Date:

Name of Work:      Mechanized Cleaning Services of Court Building and its  
Premises, Maintenance of Garden of District & Sessions Court  
Sehore (M.P.)

Closing date and time of Tender:	30.06.2025 till 5.00 PM
Opening date and time of Technical Bid:	02.07.2025 at 5.00 PM
Opening date and time of Financial Bid: (for qualified Technical Bidder only)	04.07.2025 at 5.00 PM
Tender Cost:	5,0000/-
Earnest Money:	50,000/-
Place of tender submission:	"Inward/Receipt Section" District & Session Court, Sehore

Note:-

- 1- late bid shall be out rightly rejected      {Bids received other closing time shall not be considered}
- 2- Tender form is non-transferable.

seal and signature of bidder

**OFFICE OF THE PRINCIPAL DISTRICT & SESSION JUDGE,**  
**SEHORE (M.P.)**

To,

The Principal District & Session Judge,  
Sehore (M.P.)

I/We.....have read the various conditions to the tender form attached here to and here by agreed to abide by the said conditions. I/We also agree to keep the tender open for acceptance for a period of 90 days (Ninety days) from the date fixed for opening the same and extend the same for another 30 days 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 Services of Court Building and its Premises, Maintenance of Garden of District & Sessions Court Sehore (M.P.)**. Until a formal agreement is prepared and executed, acceptance to this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed to between us in terms of the form of agreement attached here to and indicated in the letter of acceptance of my/our offer this work.

I/We hereby declare that the tender document as downloaded from the website [www.mphc.gov.in](http://www.mphc.gov.in). and Government Tender portal [www.tender.gov.in](http://www.tender.gov.in) is printed as it is. I/We have also verified the content of the printed document from the website and there is no addition, deletion or any alteration to the contract 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 District Judge, Sehore.

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 with this sealed tender in original.

seal and signature of bidder

### CHECKLIST

Tenderer must check each item while filling 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 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/DR/Banker's Cheque/unconditional Bank Guarantee of Rs <b>50,000/-</b> from Nationalized/Scheduled Bank in favor of Principal District Judge, District & Sessions Court, Sehore having validity of not less than 6 months from the date of submission of the tender document.	
6	They have enclosed document in support of past experience and credentials of unblemished performance	
7	They are having adequate infrastructure and manpower to handle such a contract	
8	Copy of price Bid.	

seal and signature of bidder

**OFFICE OF THE PRINCIPAL DISTRICT & SESSION JUDGE**  
**SEHORE (M.P.)**

Office of the Principal District & Session Judge, Sehore (M.P.) invites sealed tender for **Mechanized Cleaning Services of Court Building and its Premises, Maintenance of Garden of District & Sessions Court Sehore (M.P)** from Reputed Companies, reputed Contractors, registered, bonafide, reputed, experienced 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 Tenderers:**

Tender will be invited in sealed envelope consisting of Techno- commercial & Price Bid. the bid will be made and put in the sealed single envelope containing the title "**TENDER**" for Mechanized Cleaning Services of Court Building and its Premises, Maintenance of Garden of District & Sessions Court Sehore (M.P) and addressed to the Principal District & Sessions Judge, Sehore and the Tender will be opened at Office of the Principal District & Sessions Judge, sehore latest by 30.06.2025 up to 5.00 P.M.

The Tender will be opened Technical Bid on 02.07.2025 at 05.00 P.M. and after Qualified Technical Bid tender only Opened Financial Bid on 04.07.2025 at 05.00 P.M. at District Court Sehore.

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

Tender relates to Mechanized Cleaning Services of Court Building and its Premises, Maintenance of Garden of District & Sessions Court Sehore. The Tenderer shall clearly specify what items/manpower/machines/services will not be covered under the operation services. All the remaining items/services shall be treated as covered under the operation services.

**2. Period Contract:-**

The contract of cleaning shall be initially for the period of one year from the date of agreement which can be extended further on yearly basis of 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 Place of performance will be the district and session court, sehore tender relates to Mechanized Cleaning Services of Court Building and its Premises, Maintenance of Garden of District & Sessions Court Sehore Dist. Sehore
- 3.2 It will be duty of the contractor to have the credentials of the service persons/operator duty verified and certified and person engaged for services for Cleanliness, Maintenance of Garden clean shall bear clean and proper dress and photo ID to be provided by the Contractor/Service provider.

seal and signature of bidder

The tender form 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 Judge, District & Sessions Court, Sehore " is enclosed herewith this sealed tender in original.

Date.....

Witness to tenderer Signature

With Name & Address (1) & (2)

Signature of Tenderer

Name.....

Tenderer.....

.....

.....

- 3.3 The mechanized cleaning services shall include cleaning as per "list enclosed" in the entire premises of Principal District & Sessions Court Sehore, Dist- Sehore
- 3.4 Adequate number of the cleaning machines with qualified operator shall be deployed for mechanized cleaning. For the places where mechanized cleaning is feasible and adequate number of service persons/ manpower shall be deployed for cleaning of the places where mechanized cleaning is not feasible /possible.
- 3.5 The contractor shall provide trained supervisors to ensure proper maintenance and management of manpower and the machines. the maintenance of garden shall include maintenance of flowerbed, small and bigger plant and the flower pots already in existence in entire District Court campus, the contractor shall arrange plants, fertilizers, manures, seeds grass pots utensil instruments and machines required for maintenance and beautification of the garden. The contractor/vendor shall depute sufficient/ adequate number of gardener/mali for garden maintenance and required machines, instruments etc for maintenance of garden as mentioned above, shall be provided by the contractor
- 3.6 The contractor shall arrange wet and dry cleaning of all the areas as per list enclosed" everyday. it shall be duty of the contractor to dispose the garbage as per the rules. the wet cleaning shall include the cleaning by use of proper soap, phenyl and other cleaning chemicals of standard and reputed make the instructions of the Principal district judge, District and Session Court Sehore in this regard shall be final and binding on the contractor.
- 3.7 Any other work of similar nature assigned upon the entire premises District and Session Court. Sehore will be binding on the contractor.
- 3.8 The vendor shall depute one sweeper/cleaner at every set of Gents & Ladies public Toilets through out the working hours on every working day. These sweepers, cleaners shall ensure regular cleaning and sanitation two or three times of the day in public toilets.
- 3.9 Place of performance for cleanliness shall include the suitors shed, advocate hall {both} judicial lockups, corridors, employees common room, petition writer room, building in addition to the main court building.

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

- 4.1 Required number of mechanized cleaning machines shall be provided by the contractor.
- 4.2 The machines shall be owned, maintained and operated by the contractor. The details of the machines which are to be installed should be mentioned in the tender.

seal and signature of bidder

- 4.3 Cost of cleaning material and other consumables like soap, phenyl, room freshener, brush utensils, floor wiper etc, shall be borne by the contractor cleaning material of reputed company shall only be used.
- 4.4 The machines shall be kept in serviceable condition by the contractor.
- 4.5 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 1000/- per day shall be leviable from the amount payable to the contractor. if any machine remains out of order for a continuous period of more than three days without replacement/repair of the operator/service person of the contractor remains absent for three days continuously, an amount of Rs. 1000/- per day per machine/ per person shall be deducted from the amount payee to the contractor.
- 4.6 The contractor shall report immediately whenever called by the committee constituted for cleanliness (hereinafter referred as committee)/ nazarat section/ district registrar/ court manager on receiving telephone message to attend the complaints with regard to the cleaning work/ services.
- 4.7 Sufficient stock of consumables like soap, phenyl, room fresher, brush, utensils, floor wiper etc. for a month should be maintained and shown to the committee constituted for cleanliness /Nazarat Section/ District Registrar/ Court Manager, District and Session Court Sehore in the first week of every month or whenever asked. The contractor shall provide decorative plants, grass, seeds, fertilizers, clay & cemented pots and gardening equipments, the beautification and maintenance of garden as per the instruction of the OIC Nazarat Section shall be undertaken by the contractor.
- 4.8 No private work shall be performed subsistence of the contract.
- 4.9 Contract shall be granted for a period of one year which may be extended on yearly basis if the performance is found satisfactory. it shall be terminable by the Principal District Judge, District and Session Court Sehore at any time without notice and without assigning any reason. Extension of contract shall be purely at the discretion of Principal district judge, District and Session Court Sehore by the cleaning persons/ machines during the
- 4.10 Space for keeping the machines and electric power and supply line shall be provided by the District and Session Court Sehore contractor will bear the cost of installation of additional plug points, If required 4.11 the cleaning work shall start functioning within 15 days after receiving of the work order by the contractor.
- 4.11 The contractor shall maintain a register mentioning the work and duties performed in the prescribed proforma which shall be verified by the committee constituted for cleanliness and development of gardener Nazarat Section/ District Registrar/ Court Manager, District and Session Court Sehore at the end of every week.

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- 4.12 The machines/instruments shall be operated only by the operator (s), duly approved by the committee constituted for cleanliness /Nazarat Section/ District Registrar/ Court Manager, District and Session Court Sehore to maintain the security of the District and Session Court Sehore.
- 4.13 The tender will be opened before the committee of Principal District and Session Court Sehore at the time schedule mentioned in the tender document. One representative of the bidder may remain present. Tender will be finalized after considering the proposals. All tenderers or any of the tenderer may be called for further negotiations before considering his/their proposal.
- 4.14 Principal District and Session Judge Sehore shall have absolute right to select/reject any quotation/ tender for mechanized cleaning services on the basis of rate, quality services proposed in the tender and working experience of the bidder.
- 4.15 The applicant is required to submit all technical brochure (s) of the machines (s) proposed to be installed at District and Session Court Sehore.
- 4.16 Principal District and Session Judge Sehore has the right of accepting or rejecting any or all tenders without specifying any reason (s) thereof District and Session Court Sehore is under no obligation to accept the lowest tender.
- 4.17 There is no obligation on the part of the Principal District and Session Judge Sehore to inform the unsuccessful tenderer of the outcome of the tender process and reasons for rejection of tender.
- 4.18 The successful contract shall forthwith engage/depute service persons/ operators to operate the machines for cleaning in the Principal District and Session Judge Sehore.
- 4.19 It shall be mandatory for the contractor to conduct routine checks to maintain the cleanliness in perfect sanitized condition and to submit the routine check reports on quarterly basis to the Principal District and Sessions Judge Sehore.
- 4.20 In case of pecuniary loss suffered by any of the users/ beneficiaries, Principal District and Sessions Judge Sehore 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 will be recovered from the payments due to the contractor.
- 4.21 A surprise check shall be conducted by Principal District Judge, District and session court Sehore or the officer nominated by him to ascertain the performance of the service persons/operators and the service provided by them, 4.23 rates offered in the tender will not be enhanced during the period of contract.
- 4.22 It shall be duty of the contractor/supervisor/authorized weeper/cleaner to ensure safety of all the equipments, sanitary fittings, pipes, pots exhaust fan

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etc. installed in the public toilets. The supervisor/authorized sweeper/cleaner shall lock and handover the keys to District Nazir after the working hours on every working day when court is open. Any loss, for whatsoever reason, shall immediately be reported to the District Nazir and committee constituted for cleanliness nazarat section/district registrar/ court manager, District and session court Sehore failing which, the loss shall be attributable to the negligence of employees of the contractor.

- 4.23 A surprise check shall be conducted by the authorities nominated by the Principal District and Session Judge Sehore to ascertain the perform of the service persons/operators/cleaners/sweepers the services provided by them. Absence of sweepers/cleaners at public toilets during working hours shall be deductible at the rate of Rs 300 per person per day. The decision of the committee constituted for cleanliness (hereinafter referred as committee)/ nazarat section/district registrar/ court manager, District and Session Court Sehore in this regarding shall be conclusive and binding.
- 4.25 The rates finally approved/accepted by the Principal District and Session Judge Sehore shall be valid for the whole of the contract tenure and no upward revision will be allowed under any circumstances whatsoever.
- 4.26 Under no circumstances, the successful firm appoint any sub contractor of sub-lease the contract. If it is found that the contractor has violated there conditions, the contract will be terminated forthwith without any notice, by the authority who has approved the award of the contract.
- 4.27 The successful tenderer will be required to furnish the security deposit of 10% of the contract value within 15 (fifteen) 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 Principal District & Sessions Judge Sehore for unconditional bank guarantee of any nationalized bank of equal amount, the security deposit money will be refundable only after the expiry of the contract period. The security deposit will be forfeited of bank guarantee shall be en-cashed as case may be if during the period of contract the services of the contractor are found to be unsatisfactory in any respect.
- 4.28 The contract can be terminated by the Principal District and Session Judge Sehore 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 and Session Judge Sehore will be final and binding on the contractor. The Principal District and Session Judge Sehore reserves the right to accept or reject any bid in whole or in part without assigning any reason thereof.
- 4.29 Premature withdrawal of the tender by the tenderer shall make him liable for forfeiture of the earnest money.
- 4.30 The bills in triplicate for the services prepared on the basis of approved rates will have to be submitted in favour of Principal District & Sessions Judge

seal and signature of bidder

Sehore of effecting payment. No advance payment shall be made for the services.

- 4.31 The Job carried out shall be to the satisfaction of the Principal District & Session Judge Sehore after getting certification from the committee constituted for cleanliness as committee)/nazarat section/district registrar/court manager failing which deductions @10% of the total bill shall be made, depending upon the severity of negligence. Principal District and Session Judge Sehore reserve 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 & Session Court Sehore. The decision of the Principal District Judge, District & Session Court Sehore shall be final and binding on the contractor.
- 4.32 Premature withdrawal of the tender/contract by the bidder shall make him liable for forfeiture of the earnest money/security deposit/performance bank guarantee.
- 4.33 All the pages of tender document should be serially numbered and duly stamped assigned by the bidder.
- 4.34 The successful contractor shall, during the validity of the contract, engage/depute minimum one dedicated operator for each machine to operate the machines at locations specified by the Principal District & Sessions Judge Sehore or the OIC Nazarat Section by him.
- 4.35 A register of surprise/routine checks shall be maintained by the contractor which shall also be inspected by the OIC Nazarat Section or other officer deputed, in this behalf, by the Principal District Judge, Sehore.
- 4.36 The Principal District & Sessions Judge Sehore 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 & Session Judge Sehore shall be binding on the contractor contract can also be terminated at any point of time if the work is no more required.
- 4.37 The Principal District & Session Judge Sehore reserves the right to vary, amend or after any terms conditions of the tender document at the time of execution of the annual cleaning contract.
- 4.38 Contractor should be registered with ESIC AND EPFO certified copy of registration certificate showing the code allotted from these organizations should be submitted along with technical bid.
- 4.39 The rate of minimum wages should be based on the rate decided and circulated by the Govt. of M.P. revised from time to time from appropriate category. Contractor has to bear additional cost due to increase/escalation of minimum wages during the currency of the contract.

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- 4.40 The contractor shall be responsible for safety of his workman while on the job and Principal District & Session Judge Sehore 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 equipments etc.
- 4.41 If any employee of the contractor is found to commit any misconduct of misbehaving district judge or authorized officer at its discretion may ask the contractor to remove such employees and contractor shall remove such employee without question the decision of the Principal District & Session Judge, Sehore or authorized officer arrange immediately suitable replacement, district judge will be entitled to restrict such employees from entering the premises.
- 4.42 Contractor should employ only adult workers with age between 18 years to 60 years.
- 4.43 The Contractor shall maintain a register as per law, he shall be liable to show the same as and when called upon.
- 4.44 Failure of this may entail imposition of fines and/ or termination of contract.
- 4.45 The Contractor will have to abide with labour laws including payment of wages act minimum wages Act, contract labour regulation act, work men's compensation act, factories act and other legislation and notification made) applicable from time to time.
- 4.46 Contractor has to submit a copy of licence granted to him under contract labour regulation and abolition act 1970.
- 4.46 The contractor will have to take out the following insurance policies to cover all the risk and keep them valid till the successful completion of the contract.

1. **Eligibility Criteria:**

5.1 The agency applying should possess valid income tax pan no. and service tax account no. the agency should have a minimum experience of 5 years for providing Mechanized Cleaning Service of Court Building and its Premises, Maintenance of Garden of District of Sessions Court Sehore (M.P.) The tender must have an average annual turnover of Rs. 10.00 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 2021-22, 2022-23, 2023-24, 2024-25,
2. Service tax registration, GST registration
3. Income Tax Pan No.
4. Copies of EPF, ESIC registration

seal and signature of bidder

5. copy of the Labour License/registration under contract labour (regulation & Control) Act 1970.
6. Income tax return for the last three years 2021-22, 2022-23 & 2023-24
7. Valid ISO Certificate in the field of Mechanized Cleaning 9001:2015, 14001:2015, 45001:2018 (2 year running audited)
8. Documents regarding Experience of 5 years in providing similar service.
9. Tender form fee of Rs. 5,000/- (Rupees Five Thousand only) will be paid through Online mode via MP E-tender portal in favour of Principal District & Sessions Judge Sehore
10. EMD of Rs. 50,000/-(Rupees Fifty Thousand only) will be paid through online mode via MP E-tender portal in favour of Principal District & Sessions Judge Sehore.
11. Work Order Document Regarding showing continuous service of 3 year in any govt department for providing similar service in mechanized cleaning services of court building and its premises, maintenance of garden District & Sessions Court Sehore, Dist- Sehore
12. Tenderer document with each page duly signed and sealed by the authorized person.

**6. Evaluation of Bids:**

- 6.1 The Techno-Commercial Bid and price bid will be evaluated as a package simultaneously. It must satisfy all the terms and conditions mentioned in his document and must be accompanied by all the requisite documents.
- 6.2 Filing up of all the columns in Techno-Commercial bid and price bid compulsory.

**7. Earnest money deposit:**

The tender should be accompanied by earnest money deposit (EMD) of Rs 50,000/- (Fifty Thousand only) in the form of account payee by online mode through M.P. e-tender portal in an acceptable form drawn in favour of **The Principal District and Session Judge, Sehore** without which the tender will not be considered. The earnest money will be returned to all the unsuccessful tenderer after finalization of the tender. No interest shall be paid on the earnest money deposit for delay in return for any reason, whatsoever may be.

**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 and sessions judge sehore. Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor firm including warranty obligation. The security deposit will be refunded only after the

seal and signature of bidder

expiry of the contract. The deposit is liable to be forfeited, if during the period of the 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 Court Sehore. 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 or workmanship or materials used on the work or as to any other question, claim, right, matter of thing whatsoever in any way arising out of or relating to the contract, estimate, instructions, order 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 Principal District & Session Judge Sehore. 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 related 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 or 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 the is 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 be referred to arbitration at all.

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

Documents for complete mechanized cleaning services in the District and Session Court Sehore Tender

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. 2021-22,2022-23, 2023-24	
6.	Valid ISO Certificate in the field of Mechanized Cleaning 9001:2015, 14001:2015, 45001:2018 (2 year running audited )	
7.	G.S.T. Registration No. (Please attach)	
8.	Annual Turnover during last 3 years: 2022-23 2023-24 2024-25 (Please attach proof in the form of Profit & Loss Account)	
9.	Experience Certificate for Running 5 years for the Mechanized Cleaning Services and maintenance of garden.	
10.	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	
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	

seal and signature of bidder

14.	Furnish a latest work order Showing Continuous Service of 3 year in any Govt department for Providing Similar service in mechanized cleaning and maintenance of gardening work	
15.	Furnish the list of Service Person and operator to be deputed in Mechanized Cleaning Services.	
16.	Furnish the list of machine to be deputed for the cleaning work	

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 document should be serially page numbered including enclosures.

It is certified that the particulars given above are true to the best of my/our Knowledge/behalf and I/We have read terms/conditions and duties/responsibilities of the staff to be deputed for the purpose and have also understood the same and to hereby undertake to abide by the same without any reservations on any grounds whatsoever.

In case of any breach of the said conditions, I/We shall be responsible for the consequences arising out of such situation (S)

Name and Signature of the Authorized  
Signatory of the Agency (with seal of  
the agency affixed)

Date:

Place:

seal and signature of bidder



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

\_\_\_\_\_(Location)

\_\_\_\_\_(Date)

From (Name & Address)

To

The Principal District & Sessions Judge,  
Sehore (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.  
\_\_\_\_\_ Lakh during the last three financial years.

S.N.	Firm	Year-1	Year-2	Year-3
		Amount	Amount	Amount
1				

Yours Sincerely,

(Signature of Statutory Auditor)  
Name of the Statutory Auditor  
Seal:

seal and signature of bidder

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

\_\_\_\_\_ (Location)

\_\_\_\_\_ (Date)

From (Name & Address)

To

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

Subject: Mechanized Cleaning Services of Court Building and its premises,  
Maintenance of Garden of District & Sessions Court Sehore, Dist-  
Sehore (M.P.)

Ref: \_\_\_\_\_

We hereby declare and confirm that we, \_\_\_\_\_ (Name of the Bidder), having registered office at \_\_\_\_\_ (address) have successfully executed following Mechanized Cleaning Services in the District & Sessions Court, Sehore, Dist sehore. 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 clients as required is attached?
				Yes/No	Pg. no. on Yes/No the proposal

Yours Sincerely,

(Signature of Authorized Signatory)  
Name and Designation of the Authorized Signatory:  
Name and address of the Bidder Company:  
Seal:

seal and signature of bidder

**OFFICE OF THE DISTRICT & SESSION JUDGE, SEHORE (M.P.)**  
**PRICE SCHEDULE**

Rate Schedule for Mechanized Cleaning Services of Court Building and its Premises,  
Maintenance of Garden of District & Sessions Court Sehore, Dist- Sehore (M.P.)

Note: Not including Bar association Buildings

Name of Work	Offer Price for One year to be quoted by the Tender	
	In Figure (Rs.)	In words (Rs.)
Open tender for Mechanized Cleaning Services of Court Building and its Premises, Maintenance of Garden of District & Sessions Court Sehore, Dist- Sehore	With taxes	
	without taxes	

Note: Please Clearly mention the amount with taxes and without taxes

Signature of Tenderer

Name.....

Address of Bidder.....

.....  
.....

N.B.1. Conditional and ambiguous offers are liable to be rejected.

N.B.2. Tenderers shall quote his/their offer in figures as well as in words.

N.B.3. Please visit the premises of Principal District & Sessions Court, Sehore before submitting the commercial offer.

N.B.4. Kindly submit the number of persons and machinery to be deployed at the District & Sessions Court, Sehore for complete mechanized cleaning work.

seal and signature of bidder

**List-1**

**METHOD OF CLEANING**

DESCRIPTION	LOCATIONS	OPERATION REQUIRED
Surface area with Kota Stone, Marble, concrete tiles, vitrified tiles etc.	Court rooms, chambers, office rooms, courtyards, corridors, closed areas, open areas, concourse, toilets, veranda including ADR Centre	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 etc
Ceiling, walls, windows & Doors	District Court Building District & Sessions Court Sehore, Dist- Sehore	Dusting, cobweb cleaning Glass cleaning with agent, dusting as per requirement
other Specific Area:-		
Stair case	Premises of the District court Dist- Sehore	Dry mopping, pressure water cleaning, vacuuming
Toilets & Bathrooms	Premises of the District Court sehore, Dist- Sehore	Pressure water cleaning, cleaning with Acid, disinfecting agents etc.
Water booths & Wash Basins	Premises of the District Court sehore, Dist- Sehore	Pressure water cleaning, cleaning with Acid, disinfecting agents etc.
Garbage Disposal	All areas under contract	Collection of sweepings, garbage & muck in bins and disposal of same to the main bin provided for the purpose in the district court
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 freshener District & Sessions Court Sehore
Cleaning of Electronic Display Board and Penal	District & Sessions Court Sehore, Dist- Sehore	Cleaning with proper glass cleaner
<b>Note: The contractors before quoting the rates are requested to visit the campus and premises of the Dist Court Sehore. In order to quote the proper amount of the execution of the contract.</b>		

seal and signature of bidder

**List-2**

**MACHINES AND EQUIPMENTS CLEANING**

DESCRIPTION	LOCATIONS	OPERATION REQUIRED
ACTIVITY	MACHINE FOR MECHANIZED CLEANING	OTHER EQUIPMENTS/ KIT ITEMS
Scrubbing	Industrial scrubber cum drier compact scrubber with feature of scrubbing, mopping and water retrieval	Squeegee, wipers, sanitary brushes
Sweeping, Dry & Mopping	Walk behind sweeper	Brooms & Dry mops mopping
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 entire district court and cleaning	Wet & Dry Vacuum cleaner and manual process.	Hand pickers, sanitary brush, pole etc.
Collection and disposal of garbage dust, muck etc.	Trolleys & Wheel barrows with rubberized wheel	Bins for collection, rag and muck picking tools

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**List-3**

**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/fly killer disinfectants.	Corridors, Toilets and varandas including newly constructed building where filing sections and server room is in operation.	Removal of pan stains/other Stains, scrubbing continually as and other required.
2.	Cleaning, Sweeping of circulating area, concourse & cleaning of stair case.	Circulating area, Concourse, Stair case	2 times in a day and as & when required circulating area and 1 times a day-other than circulating area.
3.	Removal of cobwebs cleaning, washing, wet mopping, dusting of walls, cleaning of window glasses, doors, removal of dust/dirt walls & urinals, toilets rooms & disposing of garbage	entire Premises of the District & Sessions Court Sehore, Dist- Sehore	cleaning of urinals, toilets of the High Court six times in a day. Removal of cobwebs once in a week, moping of the as & when required. Naphthalene balls are 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, water coolers, air conditioners, covering polythene Bags for dustbins	Cleaning of all water stands	Cleaning of all dustbins twice in a day work and to cover them with the polythene bags.
5.	Monitoring by supervisors	Closely monitoring of all cleanliness activities	From 7:00 A.M. to 5:00 PM

seal and signature of bidder

**List-4****CHEMICALS AND CLEANING AGENTS REQUIRED TO BE USED:-**

S. NO.	Description of Material
1.	Castatic Soda
2.	Belaching Powder
3.	Soda ash
4.	HCL Acid
5.	Naphthalene balls
6.	Odonil or equivalent
7.	Glass cleaner
8.	Air Freshener Spray
9.	Alkaline concentrate (stain remover)
10.	Phenyl
11.	Isopropyl Alcohol
12.	Fly Killer/Mosquito Killer

**Consumables required to be used as per need:-**

S. NO.	Description of Material
1.	Broom Goa
2.	Iron Panja
3.	Ghamela
4.	Long handle cobweb remover
5.	Sponge for cleaning wall/Tiles
6.	Dusting cloths
7.	Wet mopper
8.	Dry Mopper
9.	Stain Remover
10.	Ploythene bags
11.	Electrostatic cloth
12.	Cotton Cloths
13.	Buckets with proper polythene bags to keep garbage/disposal items

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Uniforms and other accessories for labourer:-

Uniforms, Spectacles, gloves, nose masks, cops, 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 proposal, however it is responsibility of contractor to keep Principal District & Sessions Court Sehore, Dist- Sehore premises neat and clean all the time and he may engage additional machines and manpower at his own cost.
2. All the prospective bidder are requested to visit the premises of the District & Sessions Court Sehore, Dist- Sehore before quoting this tender

seal and signature of bidder