

HIGH COURT OF MADHYA PRADESH : JABALPUR
NOTICE INVITING TENDER

Sealed tenders are invited by the High Court of Madhya Pradesh for the "Mechanized Cleaning Services in the High Court of Madhya Pradesh, Jabalpur". The last date of online tender submission is 08th July, 2024 before 06:00 P.M. (mandatory). The sealed tender complete in all respect addressed to "Registrar General, High Court of Madhya Pradesh, Jabalpur" must be submitted before 05:00 P.M. on 09th July, 2024 (mandatory). The technical bids of the tender shall be opened online on 10th July, 2024 at 11:00 A.M. The detailed tender document is available in the official website of the High Court of Madhya Pradesh www.mphc.gov.in and Government e-procurement portal www.mptenders.gov.in.

Sd/-
REGISTRAR GENERAL

HIGH COURT OF MADHYA PRADESH : JABALPUR

Ref. No. Reg(IT)(SA)/2024/**778**

Dated:**25.05.2024**



Bid Document for

**THE MECHANIZED CLEANING SERVICES AT HIGH COURT
OF MADHYA PRADESH, JABALPUR**

Note: - This document contains total **31 pages** including cover. No change and modification in the document by the bidder is permissible.

HIGH COURT OF MADHYA PRADESH : JABALPUR
TENDER DOCUMENT

Ref. No. Reg(IT)(SA)/2024/778

Dated: **25.05.2024**

Name of Work:-Tender for Mechanized Cleaning Services at High Court of Madhya Pradesh, Jabalpur (Including Admin Block and premises of Condominium).

S. No.	Estimated project cost (in Rs.)	Online EMD (In Rs.)	Online Fees of Tender Document (in Rs.)	Last Date / Time of online tender Submission (mandatory)	Last Date/ Time of tender submission in hardcopy (mandatory)	Date and Time of Opening of Technical Bid (online/ hardcopy)	Duration of maintenance contract
1.	50 Lakh	50,000/-	2,000/-	08 th July, 2024 before 06:00 P.M.	09 th July, 2024 before 05:00 P.M.	10 th July, 2024 at 11:00 A.M.	01 Year from the date of contract / agreement

- *Tender documents may be viewed or purchased online by interested and eligible bidders from the website www.mptenders.gov.in after paying Tender fee of Rs.2,000/- and Processing Fee, as applicable. The tender document is also available in website <http://www.mphc.gov.in> for reference.*
- *Bidders can submit its tender online at www.mptenders.gov.in on or before the key dates given above. The physical copy of the technical bid also be submitted at the address below latest by **09th July, 2024 at 05:00 P.M.***
- *All further notifications/amendments, if any shall be posted on www.mptenders.gov.in and www.mphc.gov.in only. No separate communication shall be made with individual Bidders.*
- **The financial bids are to be submitted only online and no physical hard copy to be submitted along with the bid.**

All other terms and conditions for submission of tender are contained in this document. If the date of submitting/opening of the Bid is declared as holiday then the bids shall be submitted / opened on next working day.

The Registrar General, High Court of Madhya Pradesh, Jabalpur (M.P.) reserves the right to accept or reject any or all bids without assigning any reason thereof.

Address for communication:-

Registrar General,

High Court of Madhya Pradesh

Jabalpur (M.P.)

Email: regithcjbpm@mp.gov.in and mphc@nic.in

Landline: 0761-2623358

CHECK LIST

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

S. No.	Details	Mark (✓)
1.	They have read each and every page / instruction of this tender document carefully and only after understanding it they are submitting it.	
2.	Before submitting the document they have filled the requisite details and enclosed the required documents. They have signed each and every page of the tender document.	
3.	They have clearly understood the technical aspect of the proposed work.	
4.	The envelope shall contain the entire tender form and all required supportive documents to be enclosed as mentioned and this envelope should be clearly marked.	
5.	They have enclosed earnest money in the form of online mode only of Rs.50,000/- in favour of Registrar General, High Court of Madhya Pradesh, Jabalpur having validity not less than 6 months from the date of submission with the tender document.	
6.	They have enclosed document in support of past experience and credentials of unblemished performances with reputed/major clients.	
7.	They are having adequate infrastructure and manpower to handle such a contract.	

HIGH COURT OF MADHYA PRADESH : JABALPUR

PRICE SCHEDULE

Rate Schedule for Mechanized Cleaning Services at the High Court of Madhya Pradesh, Jabalpur (Including Admin Block and premises of Condominium).

Tender No. -----

Name of Work	Offer Price for One year to be quoted by the Tenderer (With Taxes)	
	In Figures (Rs.)	In words (Rs.)
Open tender for Mechanized Cleaning Services in the High Court of Madhya Pradesh, Jabalpur.		

Signature of Tenderer

Name.....

Address of the Bidder.....

.....

.....

Note:-

1. **Conditional and ambiguous offers are liable to be rejected.**
2. **Please visit the premises of the High Court of Madhya Pradesh, Jabalpur before submitting the commercial offer.**
3. **Kindly submit the number of persons and machinery to be deployed at the High Court of Madhya Pradesh, Jabalpur.**
4. **The financial bids are to be submitted only online and no hard copy to be submitted along with the bid.**
5. **The bidder is requested to offer yearly price for One year along with all taxes.**

HIGH COURT OF MADHYA PRADESH : JABALPUR

Tender Form No. _____

To,

**The Registrar General,
High Court of Madhya Pradesh,
Jabalpur**

Passport
Size Photo

I /We-----have read the various conditions to the tender form attached hereto 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 in the High Court of Madhya Pradesh, Jabalpur (Admin Block and premises of Condominium) & adjoining area as per rate schedule. Until a formal agreement is prepared and executed, acceptance to this tender shall constitute a binding contract between us subject to modifications, as may be mutually agreed to between us in terms of the form of agreement attached here to and indicated in the letter of acceptance of my/our offer this work.

I/We hereby declare that the tender document as downloaded from the website www.mphc.gov.in is printed as it is. I/We have also verified the content of the printed document from the web site and there is no addition, deletion or any alteration to the content of the tender document.

In case of any dispute the hard copy of tender document shall be considered as final and this being different from original Tender document my/our tender form may be rejected by the Registrar General, High Court of Madhya Pradesh, Jabalpur.

The Earnest money deposited by me/ us for Rs._____-/- (Rupees_____) as specified in the tender notification.

The tender form cost Rs. _____/- through online mode only in favour of “**Registrar General, High Court of Madhya Pradesh, Jabalpur**”.

Dated:.....

Signature of Tenderer

Witness to Tenderer Signature
with Name & Address (1) & (2)

Name.....
Address of the Tenderer

HIGH COURT OF MADHYA PRADESH: JABALPUR

The Registrar General, on behalf of High Court of Madhya Pradesh Jabalpur invites sealed tender for the Mechanized Cleaning Services at High Court of Madhya Pradesh, Jabalpur from Manufacturing Companies, reputed Contractors, registered, bonafide, reputed, experienced and eligible firms 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 technical bid. The bid will be made and put in the sealed single envelope containing the title ***“TENDER FOR MECHANIZED CLEANING SERVICES AT HIGH COURT OF MADHYA PRADESH, JABALPUR”*** and addressed to the Registrar General, High Court of Madhya Pradesh and the Bid will be submitted to the Registrar General, High Court of Madhya Pradesh ***(Receipt /Inward Section of the High Court of Madhya Pradesh, Jabalpur)***

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

Tender relates to '**Mechanized Cleaning Services at High Court of Madhya Pradesh, Jabalpur (Admin Block and premises of Condominium)**'. 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 of 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 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 High Court of Madhya Pradesh, Jabalpur. Tender relates to 'Mechanized Cleaning Services in the Premises of High Court of Madhya Pradesh Jabalpur.

3.2 It will be duty of the Contractor to have the credentials of the Service Persons/ Operator duly **verified and certified**.

3.3 The Mechanized Cleaning Services shall include cleaning as per "List enclosed" in the Premises of High Court of Madhya Pradesh Jabalpur (Admin Block and premises of Condominium).

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 Contractor shall provide trained **supervisor/supervisors** to ensure proper maintenance and management of manpower and the machines.

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 Registrar, High Court of Madhya Pradesh Jabalpur in this regard shall be final and binding on the contractor.

3.7 Any other work of similar nature assigned by the Principal Registrar of the High Court of Madhya Pradesh, Jabalpur will be binding on the Contractor.

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.

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 fine / penalty of amount equal to daily / per day payment will be levied 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. 2000/-** per day per machine /per person shall be deducted from the amount payment to the contractor.

- 4.6 The Contractor shall report immediately whenever called by the Protocol Section, High Court of Madhya Pradesh, Jabalpur 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 Protocol Officer, High Court of Madhya Pradesh, Jabalpur in the first week of every month or whenever asked.
- 4.8 No private work shall be performed by the cleaning persons/machines during the subsistence of the contract.
- 4.9 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 Registrar, High Court of Madhya Pradesh, Jabalpur at any time without notice and without assigning any reason. Extension of contract shall be purely at the discretion of Registrar General, High Court of Madhya Pradesh, Jabalpur.
- 4.10 Space for keeping the machines and electric power and supply line shall be provided by the High Court of Madhya Pradesh, Jabalpur. 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.
- 4.12 The Contractor shall maintain a register mentioning the work and duties performed in the prescribed proforma which shall be verified by the Protocol Officer, High Court of Madhya Pradesh, Jabalpur at the end of every week.

- 4.13 The machine shall be operated only by the Operator(s), duly authorized by the Protocol Officer, High Court of Madhya Pradesh, Jabalpur to maintain the security of the High Court of Madhya Pradesh, Jabalpur.
- 4.14 The tender shall be opened at High Court of M.P., Jabalpur on **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.
- 4.15 The Registrar General, High Court of Madhya Pradesh, Jabalpur 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.
- 4.16 The applicant is required to submit all technical Brochure(s) of the machines(s) proposed to be installed at High Court of Madhya Pradesh.
- 4.17 The Registrar General, High Court of Madhya Pradesh, Jabalpur has the right of accepting or rejecting any or all tenders without specifying any reason(s) thereof. The Registrar General, High Court of Madhya Pradesh, Jabalpur is under no obligation to accept the lowest tender.
- 4.18 There is no obligation on the part of the Registrar General to inform the unsuccessful tenderer of the outcome of the tender process and reasons for rejection of tender.
- 4.19 The successful contractor shall forthwith engage/depute service persons/operators to operate the machines for cleaning in the High Court of Madhya Pradesh, Jabalpur.

- 4.20 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 Registrar, High Court of Madhya Pradesh, Jabalpur.
- 4.21 In case of pecuniary loss suffered by any of the users/beneficiaries, Registrar General, High Court of Madhya Pradesh, Jabalpur 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.
- 4.22 A surprise check shall be conducted by the Principal Registrar High Court of Madhya Pradesh, Jabalpur or the Officer nominated by him to ascertain the performance of the service persons/operators and the services provided by them.
- 4.23 **Rates offered in the tender will not be enhanced during the period of contract. However, in case of introduction of new taxes /duties, the rates shall be changed in same proportionate.**
- 4.24 The rates finally approved/accepted by the Registrar General shall be valid for the whole of the contract tenure and no upward revision will be allowed under any circumstances whatsoever.
- 4.25 Under no circumstances, the successful firm appoint any sub-contractor or sub-lease the contract. If it is found that the Contractor has violated these conditions, the contract will be terminated forthwith without any notice, by the authority who has approved the award of the contract.
- 4.26 The successful tenderer will be required to furnish the security deposit of **3%** 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 favor of the Registrar General, High Court of Madhya Pradesh, Jabalpur or unconditional bank guarantee of any nationalized bank of equal amount. The security deposit money will be refundable only after the expiry of the contract period. The security deposit will be forfeited or 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.

4.27 The contract can be terminated by the Registrar General, High Court of Madhya Pradesh, Jabalpur at any time without assigning any reason if the work of the contractor is found unsatisfactory. In this respect, the decision of the Registrar General, High Court of Madhya Pradesh, Jabalpur will be final and binding on the contractor. The Registrar General, High Court of Madhya Pradesh, Jabalpur reserves the right to accept or reject any bid in whole or in part without assigning any reasons thereof.

4.28 The bills in triplicate for the services prepared on the basis of approved rates will have to be submitted in favor of **Principal Registrar, High Court of Madhya Pradesh, Jabalpur** for effecting payment. No advance payment shall be made for the services.

4.29 The job carried out shall be to the satisfaction of the Principal, High Court of Madhya Pradesh, Jabalpur after getting certification from the Deputy Registrar, High Court of Madhya Pradesh, Jabalpur failing which deductions **@ 10% of the total bill shall be made**. Depending upon the severity of negligence, the Registrar General, High Court of Madhya Pradesh, Jabalpur 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

Registrar General, High Court of Madhya Pradesh, Jabalpur. The decision of the Registrar General, High Court of Madhya Pradesh, Jabalpur shall be final and binding on the Contractor.

- 4.30 Premature withdrawal of the tender/contract by the bidder shall make him liable for forfeiture of the earnest money/security deposit.
- 4.31 All the pages of the tender document should be serially numbered and duly stamped and signed by the bidder.
- 4.32 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 Registrar or the Officer nominated by him
- 4.33 A register of surprise/routine checks shall be maintained by the Contractor which shall also be inspected by the Principal Registrar High Court of Madhya Pradesh, Jabalpur.
- 4.34 The Principal Registrar, High Court of Madhya Pradesh, Jabalpur 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 Registrar, High Court of Madhya Pradesh, Jabalpur shall be binding on the Contractor. Contract can also be terminated at any point of time if the work is no more required.
- 4.35 The Registrar General reserves the right to vary, amend or alter any terms and conditions of the tender document at the time of execution of the Annual Cleaning Contract.

5. Eligibility Criteria :-

5.1 The Agency / Firm applying should possess valid Income Tax PAN No. and GST Registration. The Agency should have a minimum experience of 05 years providing cleaning services.

5.2 The Tenderer must have an average annual turnover of minimum Rs.50 Lakh during the last three years in the same field. Copies of the following documents should be submitted along with the Bid.

- a. Audited Profit & Loss Account of last three years i.e. 2021-2022, 2022-2023 and 2023-2024.
- b. Income Tax PAN No.
- c. Income Tax Return for the last three years i.e. 2021-2022, 2022-2023 and 2023-2024.
- d. ISO Certification in the field of mechanized cleaning services.
- e. GST Registration and its latest GST return.
- f. Documents regarding Experience of 5 years in providing similar services.
- g. The Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty Thousand only) through online mode i.e. www.mptenders.gov.in.
- h. Tender fees of Rs. 2,000/- through online mode i.e. www.mptenders.gov.in.

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 this document and must be accompanied by all the requisite documents.

6.2 Filling up of all the columns in Techno-Commercial Bid and Price Bid is compulsory.

7. Earnest Money Deposit:-

The tender should be accompanied by Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty Thousand only) in the form of

online mode through e-procurement tender portal **www.mptenders.gov.in** valid for the period of 6 month in favor of “Registrar General, High Court of Madhya Pradesh, Jabalpur”. The Bid submitted without EMD and/or the application fee shall be summarily rejected. 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 **3%** of the contract value in favor of the Principal Registrar, High Court of Madhya Pradesh, Jabalpur. 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 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 Registrar General, High Court of Madhya Pradesh that the contractor firm may invite upon themselves due to any of the reasons specified above.

9. FORCE MAJEURE:-

9.1 Neither party shall be responsible to the other for any delay or failure in performance of its obligations due to any occurrence commonly known as Force Majeure which is beyond the control of any of the

parties, including, but without limited to, fire, flood, explosion, Acts of God or any governmental body, public disorder, riots, embargoes, or strikes, acts of military authority, epidemics, strikes, lockouts or other labour disputes, insurrections, civil commotion, war, enemy actions.

- 9.2** If a Force Majeure arises, the Bidder shall promptly notify the Registrar General, High Court of Madhya Pradesh in writing of such condition and the cause thereof. Unless otherwise directed by the Registrar General, High Court of Madhya Pradesh the Bidder shall continue to perform his obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Bidder shall be excused from performance of his obligations in whole or part as long as such causes, circumstances or events shall continue to prevent or delay such performance.

10. ARBITRATION:-

In the event of any dispute or difference arising out or touching upon any of the terms and conditions of this contract and / or in relation to the implementation or interpretation hereof, the same shall be resolved initially by mutual discussion and conciliation but in the event of failure thereof, the same shall be referred to the Registrar General, High Court of Madhya Pradesh or his nominee. The sole arbitrator will be appointed by Hon'ble the Chief Justice, High Court of Madhya Pradesh and the decision of the Arbitrator shall be final and binding on the parties. The arbitration shall be in Jabalpur and the Arbitrator shall give his award in accordance with "The Arbitration and Conciliation Act, 1996".

11. GOVERNING LAWS AND JURISDICTION:-

The Agreement shall be governed by the laws in force in India. Any dispute arising in relation to the Agreement shall be subject to the Jurisdiction of the Court at Jabalpur.

12. TERMINATION:-

- 12.1 Termination on expiry of the CONTRACT: The Agreement shall be deemed to have been automatically terminated on the expiry of the Contract period unless the Registrar General, High Court of Madhya Pradesh has exercised its option to extend the Contract in accordance with the provisions, if any, of the Contract.
- 12.2 Termination on account of Force Majeure: Either party shall have the right to terminate the Contract on account of Force Majeure.
- 12.3 Termination on account of insolvency: In the event the Successful Bidder at any time during the term of the Contract becomes insolvent or makes a voluntary assignment of its assets for the benefit of creditors or is adjudged bankrupt, then the Registrar General, High Court of Madhya Pradesh shall, by a notice in writing have the right to terminate the Contract and all the Successful Bidder's rights and privileges hereunder, shall stand terminated forthwith.
- 12.4 Termination for breach of contract: A breach by the Successful Bidder of its obligations hereunder and such breach not being rectified by the Successful Bidder within 30 days of receipt of the Purchaser's notice intimating such breach. Upon termination, the Successful Bidder shall surrender all the data and materials belonging to the Purchaser.
- 12.5 Termination for delay: Successful Bidder shall be required to perform all activities/services as per tender document If the Successful Bidder fails to do so, the Contract may be terminated by the Registrar General, High Court of Madhya Pradesh by giving 30 days written notice unless the Registrar General, High Court of Madhya Pradesh has extended the period with levy of Liquidated Damages, as per conditions of the tender.

- 12.6 The Registrar General, High Court of Madhya Pradesh may at any time terminate the Contract by giving 30 days notice without assigning any reason.
- 12.7 Consequences of termination: In all cases of termination herein set forth, the obligation of the Registrar General, High Court of Madhya Pradesh to pay shall be limited to the period upto the date of effective termination. Notwithstanding the termination of the Agreement, the parties shall continue to be bound by the provisions of the Agreement that reasonably require some action or forbearance after such termination.
- 12.8 In case of termination of Contract herein conditions of the tender document the Contractor shall be put on holiday [i.e. neither any enquiry will be issued to the party by the Registrar General, High Court of Madhya Pradesh against any type of tender nor their offer will be considered by the Registrar General, High Court of Madhya Pradesh against any ongoing tender(s) where contract between the Registrar General, High Court of Madhya Pradesh and that particular Contractor (as a bidder) has not been finalized] for two years from the date of termination by the Registrar General, High Court of Madhya Pradesh to such Contractor.

Annexure-A
TECHNO-COMMERCIAL BID

Tender Document for Mechanized Cleaning Services at High Court of Madhya Pradesh, Jabalpur.

S. No.	Description	Indicate also 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. 2021-2022, 2022-2023 and 2023-2024.	
6.	Valid ISO Certificate in the field of <i>mechanized cleaning services (Please attach copy)</i>	
7.	GST Registration (Please attach copy)	
8.	Latest GST Return (Please attach copy)	
9.	Annual Turnover during last 3 years: 2021-2022 _____ 2022-2023 _____ 2023-2024 _____	
10.	Experience Certificate for last 5 years in the field of Mechanized Cleaning Services	
11.	Online Bid Security/Earnest Money: a) Amount: Rs. 50,000/- b) Reference No. : c) Date of issue:	
12.	Online Tender Fees details a) Amount: Rs. 2,000/- b) Reference No. : c) Date of issue:	
13.	Furnish the list of Service Person and Operator to be deputed in Mechanized Cleaning Services.	
14.	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/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 & Signature of the
Authorized Signatory of the Agency
(with Seal of the Agency affixed)

Date:

Place:

Annexure –B

BIDDER'S ANNUAL TURNOVER

_____ (Location)
_____ (Date)

From (Name & Address)

To
The Registrar General,
High Court of Madhya Pradesh,
Jabalpur

Ref.: _____

Dear Sir/Madam,

We hereby certify that the average annual turnover of M/s. _____ (name of the bidder) is not less than Rs. 50 Lakh during the last three financial years.

S. No.	Firm	2021-2022	2022-2023	2023-2024
		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 Registrar General,
High Court of Madhya
Pradesh, Jabalpur**

Subject: Mechanized cleaning work at High Court of Madhya Pradesh, Jabalpur (Admin Block and premises of Condominium).

Ref.: _____

1. We hereby declare and confirm that we, _____ (Name of the Bidder), having registered office at _____ (address) have successfully executed following **Mechanized cleaning work**. We are providing the details below: (Note: add rows as required).

S. N.	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 Company:

Seal:

LIST-1
METHOD OF CLEANING

DESCRIPTION OF AREA	LOCATIONS	OPERATION REQUIRED
Surface area with Kota Stone, Marble, concrete tiles, vitrified tiles etc.	Corridors , closed areas , open areas concourse, toilets veranda 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 etc.
Ceiling, walls, windows & Doors	High Court Building	Dusting, cobweb cleaning Glass cleaning with cleaning agent, dusting as per requirement
<u>Other Specific Area:-</u>		
Stair case	Premises of the High Court	Dry mopping, pressure water cleaning, vacuuming
Toilets & Bathrooms	Premises of the High Court	Pressure water cleaning, cleaning with Acid, disinfecting agents etc.
Water Booths & Wash Basins	Premises of the High Court	Pressure water cleaning, cleaning with Acid, disinfecting against 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 High Court of M.P.
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 High Court.
Cleaning of Electronic Display Boards and Panels	High Court premises	Cleaning with proper glass cleaners

Note:- The contractors before quoting the rates are requested to visit the campus and premises of the High Court of Madhya Pradesh, Jabalpur in order to quote the proper amount for the execution of the contract.

LIST- 2
MACHINES AND EQUIPMENTS USED FOR CLEANING

ACTIVITY	MACHINE FOR MECHANIZED CLEANING	MINIMUM NO. OF MACHINES REQUIRED	OTHER EQUIPMENTS / KIT ITEMS
Scrubbing	Industrial scrubber cum drier compact scrubber with features of scrubbing, mopping and water retrieval	2	Squeegee, wipers, sanitary brushes
Sweeping, Dry & mopping	Walk behind sweeper.	2	Brooms & Dry Mops
Wet cleaning / Wet mopping,	High Pressure Jet Cleaning machine.	2	Wipers, Wet Mops, Squeegee
Dusting & cobweb cleaning	Wet & Dry Vacuum cleaner	2	Duster brush / 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 High Court	Sanitary brush, hand brush
Picking up of rags from the Premises of the High Court and cleaning	Wet & Dry Vacuum cleaner and manual process.	2	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 High Court	Bins for collection, rag and muck picking tools

LIST-3

Schedule of work for mechanized cleaning for area including:-

S. No.	Description of work	Area	Daily schedule of working
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 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 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	Premises of the High Court of M.P.	cleaning of urinals, toilets of the <u>High Court six times in a day</u> . Removal of cobwebs once in a week, moping of the rooms two times in a day and 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, 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	Closely monitoring of all cleanliness activities	From 7:00 A.M. to 4:00 P.M.

LIST- 04

Daily required manpower – Minimum 30 labours and 02 supervisors (Total=32) to be provided.

Chemicals and cleaning agents required to be used

Sr. No. Description of material

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

Consumables required to be used as per need

S. No. Description of material

1. Broom Goa
2. Iron panja
3. Big plastic drum/ bucket
4. Ghamela
5. Phawda

6. Long handle cobweb remover
7. Sponge for cleaning wall/Tiles
8. Dusting cloths
9. Wet mopper
10. Dry mooper
11. Stain Remover
12. Polythene bags
13. Electrostatic cloth
14. Cotton Cloths
15. Large Buckets with proper polythene bags to keep garbage/disposal items.

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 proposal, however it is responsibility of contractor to keep High Court of Madhya Pradesh, Jabalpur 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 High Court (Admin Block and premises of Condominium) before quoting this tender.**

TERMS AND CONDITIONS FOR E-TENDERING

- I. For participation in e-tendering module, it is mandatory for prospective bidders to get registration on website **www.mptenders.gov.in**. Therefore, it is advised to all prospective bidders to get registration by making on line registration fees payment at the earliest.
- II. Tender documents can be purchased *only online* on payment of tender fees and downloaded from website **www.mptenders.gov.in** by making online payment for the tender document fee.
- III. Service and gateway charges shall be borne by the bidders.
- IV. Since the bidders are required to sign their bids online using class-III Digital Signature Certificate, they are advised to obtain the same at the earliest.
- V. For further information regarding issue of Digital Signature Certificate, the bidders are requested to visit website www.mptenders.gov.in . Please note that it may take upto 7 to 10 working days for issue of Digital Signature Certificate. Department will not be responsible for delay in issue of Digital Signature Certificate.
- VI. If bidder is going first time for e-tendering, then it is obligatory on the part of bidder to fulfill all formalities such as registration, obtaining Digital Signature Certificate etc. well in advance.
- VII. Bidders are requested to visit our e-tendering website regularly for any clarification and / or due date extension.
- VIII. Bidder must positively complete online e-tendering procedure at **www.mptenders.gov.in**.
- IX. Department shall not be responsible in any way for delay /difficulties /inaccessibility of the downloading facility from the website for any reason whatever.

- X. For any type of clarification bidders can / visit www.mptenders.gov.in. For any technical related queries please call at 24 x 7 Help Desk Number 0120-4001 002; 0120-4200 462; 0120-4001 005; 0120-6277 787; Technical - support-eproc@nic.in. Support timings: Monday to Saturday from 10:00 AM to 7:00 PM.
- XI. Interested bidders may attend the free training programme in Bhopal at their own cost. For further query please contact help desk.
- XII. The bidder who so ever is submitting the tender by his Digital Signature Certificate shall invariably upload the scanned copy of the authority letter as well as submit the copy of same in physical form with the offer of particular tender.
- XIII. **The firms registered under NSIC and MSME (The vendor to be registered with both NSIC and MSME for claiming exemption of tender fees) are exempted for submission of tender fees only. But they have to submit valid EMD as per the tender requirement.**