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OFFICE OF THE DISTRICT & SESSIONS JUDGE, SEONI (M.P.)

Seoni, 12/01/2022

NOTICE FOR INVITING TENDER

Sealed tenders are invited from Reputed/Authorized Vendors/Agencies for Mechanized Cleaning Services at District & Sessions Court Premises, Seoni (M.P.). The last date of tender submission is 03-02-2022 before 3:00 PM. The tender shall be opened on 03-02-2022 at 4:00 P.M. 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 and Government Tender Portal www.tenders.gov.in.


District & Sessions Judge,
Seoni (M.P.)

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

Ref No:

Date:

**Tender Document for complete Mechanized Cleaning Services at the
District & Session Court, Seoni.**

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TENDER DOCUMENT

Ref No.:

Date:

Name of Work: **Tender for Mechanized Cleaning Services at the District & Session Court, Seoni (M.P.)**

Closing date and time of Tender: 03-02-2022 Before 03:00

PM Opening date and time of Tender: 03-02-2022 at 04:00 PM

Tender cost: 5000/-

Earnest Money: 50,000/-

Place of tender submission: "Inward / Receipt Section",
District & Session Court,
Seoni

seal and signature of bidder

CHECKLIST

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 DD/FDR/ Banker's Cheque/unconditional Bank Guarantee of Rs.50,000/ from Nationalized / Scheduled bank in favour of District Judge, District & Session Court, Seoni 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.	
8.	Copy of price bid.	

seal and signature of bidder

OFFICE OF THE DISTRICT & SESSION JUDGE, SEONI (M.P.)

PRICE SCHEDULE

Rate Schedule for Mechanized Cleaning Services in the District & Session Court, Seoni

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 in the District & Session Court, Seoni	with taxes	
	without taxes	

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

Signature of Tenderer

Name.....

Address of the 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 the District & Session Court, Seoni before submitting the commercial offer.
- N.B.4. Kindly submit the number of persons and machinery to be deployed at the District & Session Court, Seoni for complete mechanized cleaning work.

OFFICE OF THE DISTRICT & SESSION JUDGE, SEONI (M.P.)

To,

The District Judge,
District & Session Court,
Seoni

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 District & Session Court, Seoni. 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 and Government Tender Portal www.tenders.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 District Judge, Seoni.

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

seal and signature of bidder

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The tender form cost Rs. _____/- in the form of DD/Banker's
cheque bearing the no. _____ date of issue _____ drawn on
(Bank's name) _____ in favour of "District Judge, District & Session Court,
Seoni" is enclosed herewith this sealed tender in original.

Dated.....

Witness to Tenderer Signature

with Name & Address (1) & (2)

Signature of Tenderer

Name.....

Address of the Tenderer.....

.....
.....

seal and signature of bidder

OFFICE OF THE DISTRICT & SESSION JUDGE, SEONI (M.P.)

Office of the District & Session Judge, Seoni(M.P.) invites sealed tender for Mechanized Cleaning Services in the District & Session Court, Seoni 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 Techno- commercial & Price Bid. The bid will be made and put in the sealed single envelope containing the title "TENDER FOR MECHANIZED CLEANING SERVICES IN THE DISTRICT AND SESSION COURT, SEONI M.P." and addressed to the District Judge, District & Session Court, Seoni and the Bid will be submitted to the District Judge, District & Session Court, Seoni latest by 03-02-2022 upto 03:00 P.M.

The Tender will be opened on 03-02-2022 at 04:00 P.M.

If 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 in the District & Session Court Seoni**. 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 place of performance will be the District & Session Court, Seoni Tender relates to 'Mechanized Cleaning Services in the Premises of District & Session Court, Seoni.
- 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 District & Session Court, Seoni.
- 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 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 District Judge, District & Session Court, Seoni in this regard shall be final and binding on the contractor.
- 3.7 Any other work of similar nature assigned by the District & Session Court, Seoni Will be bidding 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 penalty of Rs. 500/- per day shall be liable 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 payment 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 (hereinafter referred as committee)/ Nazarat Section/ District Registrar/ Court Manager, District & Session Court, Seoni 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 District Judge, District & Session Court, Seoni at any time without notice and without assigning any reason. Extension of contract shall be purely at the discretion of District Judge, District & Session Court, Seoni
- 4.10 Space for keeping the machines and electric power and supply line shall be provided by the District & Session Court, Seoni. 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 the Committee constituted for Cleanliness and Development of Garden (hereinafter referred as committee)/ Nazarat Section/ District Registrar/ Court Manager, District & Session Court, Seoni at the end of every week.
- 4.12 The machine shall be operated only by the Operator(s), duly authorized by the Committee constituted for Cleanliness (hereinafter referred as committee)/Nazarat Section/ District Registrar/ Court Manager, District & Session Court, Seoni to maintain the security of the District & Session Court, Seoni.
- 4.13 The tender will be opened before the Committee District & Session Court, Seoni 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 District Judge, District & Session Court, Seoni 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 & Session Court, Seoni
- 4.16 District Judge, District & Session Court, Seoni has the right of accepting or rejecting any or all tenders without specifying any reason(s) thereof. District Judge District & Session Court, Seoni is under no obligation to accept the lowest tender.
- 4.17 There is no obligation on the part of the District Judge to inform the unsuccessful tenderer of the outcome of the tender process and reasons for rejection of tender.
- 4.18 The successful contractor shall forthwith engage/depute service persons/operators to operate the machines for cleaning in the District & Session Court, Seoni.
- 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 District Judge, District & Session Court, Seoni
- 4.20 In case of pecuniary loss suffered by any of the users/beneficiaries, District Judge, District & Session Court, Seoni 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 District Judge, District & Session Court, Seoni 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.

- 4.22 It shall be duty of the Contractor/ Supervisor/ authorised sweeper/cleaner to ensure safety of all the equipments, sanitary fittings, pipes, pots exhaust fan etc. installed in the public toilets. The Supervisor/ authorised 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 & Committee constituted for Cleanliness (hereinafter referred as committee)/ Nazarat Section/ District Registrar/ Court Manager, District & Session Court, - Seoni, failing which, the loss shall be attributable to the negligence of employees of the Contractor.
- 4.23 In case of pecuniary loss suffered by any of the users/beneficiaries of the District Court, Seoni attributed to the Contractor, the District Judge, Seoni will have the right to forfeit the Security Deposit and in case the Security Deposit falls short to match the pecuniary loss being insufficient, such balance will recovered from the payments due to the Contractor.
- 4.24 A surprise check shall be conducted by the authorities nominated by the District Judge 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 & Session Court, Seoni in this regarding shall be conclusive and binding.
- 4.25 The rates finally approved/accepted by the District Judge 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 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.
- 4.27 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 District Judge, District & Session Court, Seoni 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
- 4.28 The contract can be terminated by the District Judge, District & Session Court, Seoni at any time without assigning any reason if the work of the contractor is found unsatisfactory. In this respect, the decision of the District Judge, District & Session Court, Seoni will be final and binding on the contractor. The District Judge, District & Session Court, Seoni reserves the right to accept or reject any bid in whole or in part without assigning any reasons thereof. 4.31 Premature withdrawal of the Tender by the Tenderer shall make him liable for forfeiture of the earnest money.

- 4.29 The bills in triplicate for the services prepared on the basis of approved rates will have to be submitted in favour of District Judge, District & Session Court, Seoni of effecting payment. No advance payment shall be made for the services.
- 4.30 The job carried out shall be to the satisfaction of the District Judge, District & Session Court, Seoni after getting certification from the Committee constituted for Cleanliness (hereinafter referred 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, District Judge, District & Session Court, Seoni 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 District Judge, District & Session Court, Seoni. The decision of the District Judge, District & Session Court, Seoni shall be final and binding on the Contractor.
- 4.31 Premature withdrawal of the tender/contract by the bidder shall make him liable for forfeiture of the earnest money/security deposit/Performance Bank Guarantee.
- 4.32 All the pages of the tender document should be serially numbered and duly stamped and signed by the bidder.
- 4.33 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 District Judge or the Officer nominated by him.
- 4.34 A register of surprise/routine checks shall be maintained by the Contractor which shall also be inspected by the District Judge, District & Session Court, Seoni.
- 4.35 The District Judge, District & Session Court, Seoni 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 District Judge, District & Session Court, Seoni shall be binding on the Contractor. Contract can also be terminated at any point of time if the work is no more required.
- 4.36 The District Judge reserves the right to vary, amend or alter any terms conditions of the tender document at the time of execution of the Annual Cleaning Contract.
- 4.37 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 the technical bid.
- 4.38 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.
- 4.39 The contractor shall be responsible for safety of his workman while on the job and District and Session Court 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.

- 4.40 If any employee of the contractor is found to commit any misconduct or misbehaving District Judge or authorized officer at its discretion may ask the contractor to remove such employees and the contractor shall remove such employee without question the decision of the District Judge or authorized officer arrange immediately suitable replacement. District Judge will be entitled to restrict such employees from entering the premises.
- 4.41 Contractor should employ only adult workers with age between 18 years to 60 years.
- 4.42 The Contractor shall maintain a register as per law. He shall be liable to show the same as and when called upon.
- 4.43 Failure of this may entail imposition of fines and/or termination of contract.
- 4.44 The Contractor will have to abide with Labour Laws including Payment of Wages Act, Minimum Wages Act, Contract Labour Regulation Act, Workmen's Compensation Act, Factories Act and other legislation and notifications made) applicable from time to time.
- 4.45 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) Workmen's Compensation (ii) Risk/Liability of the 3rd party.

5. Eligibility Criteria ::

- 5.1 The Agency / Firm applying should possess valid Income Tax PAN No. and GST No. The Agency should have a minimum experience of 05 years providing mechanized cleaning services. 5.2 The Tenderer must have an average annual turnover of minimum 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.
 - b. GST Registration
 - c. Latest GST Return
 - d. Income Tax PAN No.
 - e. Income Tax Return for the last three years.
 - f. ISO Certification for exclusively mechanized cleaning services.
 - g. Documents regarding Experience of 5 years in providing mechanized cleaning services in a reputed organization.
 - h. The Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand Only) through a Demand Draft/Pay Order/ unconditional Bank Guarantee..
 - i. Tender fees of Rs.5,000/

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 compulsory.

7. **Earnest Money Deposit::**

The tender should be accompanied by Earnest Money Deposit (EMD) of Rs.50,000/- 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 **District Judge, District & Session Court, Seoni** Se 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 District Judge, District & Session Court, Seoni. 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 District Judge, District & Session Court, Seoni

that the contractor firm may invite upon themselves due to any of the reasons specified above.

Annexure-A
TECHNO-COMMERCIAL BID

Document for complete Mechanized Cleaning Services in the District & Session Court, Seoni
Tender

Sl. 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.	
6	Valid ISO Certificate in the field of mechanized cleaning services (Please attach copy)	
7	GST Registration No. (Please attach)	
8	GST Return (Please attach)	
9	Annual Turnover during last 3 years: 2018-19..... 2019-20..... 2020-21..... (Please attach proof in the form of Profit & Loss Account)	
10	Experience Certificate for last 5 years for the Mechanized Cleaning Services	
11	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	
12	Tender fees details	
13	Furnish the list of Service Person and Operator to be deputed in Mechanized Cleaning Services (Minimum number of man power required is.....)	
14	Furnish the list of machines to be used for the mechanized cleaning work (minimum number of machines required is as per list-2 of the tender(document))	

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.

seal and signature of bidder

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:

seal and signature of bidder

Annexure-B
BIDDER'S ANNUAL TURNOVER

(Location)
(Date)

From (Name & Address)

To
District Judge,
District & Session Court,
Seoni (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.

Sl No.	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

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**Annexure-C
SIMILAR WORK EXPERIENCE**

_____ (Location)
_____ (Date)

From (Name & Address of the Bidder)

To,
District Judge
District and Session Court
Seoni

Subject: Mechanized cleaning work in the District & Session Court of Seoni.

Ref.: _____

1. 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 & Session Court, Seoni. We are providing the details below: (Note: add rows as required).

Sl. 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

**LIST-1
METHOD OF CLEANING**

DESCRIPTION OF AREA	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	High Court Building	Dusting, cobweb cleaning Glass cleaning with agent, dusting as per requirement
Other Specific Area:-		
Stair case	Premises of the District Court	Dry mopping, pressure water cleaning, vacuuming
Toilets & Bathrooms	Premises of the District Court	Pressure water cleaning, cleaning with Acid, disinfecting agents etc.
Water booths & Wash Basins	Premises of the District Court	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 fresheners in District Court
Cleaning of Electronic Display Board and Penal	District Court premises	Cleaning with proper glass cleaners

Note: The contractors before quoting the rates are requested to visit the campus and premises of the District & Session Court, Seoni. In order to quote the proper amount of the execution of the contract

seal and signature of bidder

LIST-2MACHINES AND EQUIPMENTS USED FOR CLEANING

ACTIVITY	MACHINE FOR MECHANIZED CLEANING	OTHER EQUIPMENTS/ KIT ITEMS
Scrubbing		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 brushes, hand brush
Picking up of rags from the Premises of the High 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

seal and signature of bidder

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 removal of stains of premises surface at comers & on walls, by using adequate sanitary material, Spraying of mosquito/ fly killer/disinfectants	Corridors, Toilets and Varandas Including ADR	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, stai 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 District Court of M.P	cleaning of urinals, toilets of the Court three times in a day. Removal of cobwebs once in a week, moping of the rooms two times in a day and t 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 04

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.	Naphthalene balls
6.	Odonil or equivalent
7.	Glass cleaner
8.	Air freshener spray
9.	Alkaline concentrate (stain remover)
10.	Phenyl
11.	Isopropyl Alcohol

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 mooper
9.	Stain Remover
10.	Polythene bags
11.	Electrostatic cloth
12.	Cotton Cloths
13.	Buckets with proper polythene bags to keep garbage/ disposal items.

seal and signature of bidder