

**HIGH COURT OF MADHYA PRADESH: JABALPUR**

Ref No.: Reg(IT)(SA)/2021/1554

Date:12-11-2021



**Tender Document for complete Mechanized Cleaning Services at the High Court of Madhya Pradesh, Jabalpur**

## TENDER DOCUMENT

Ref No.: Reg(IT)(SA)/2021/1554

Date:12-11-2021

**Name of Work:- Tender for Mechanized Cleaning Services at the High Court of Madhya Pradesh, Jabalpur (including Administrative Block of the High Court and old District Court Building).**

Closing date and time of tender	:	<b>13<sup>th</sup> December, 2021 before 3:00 P.M.</b>
Opening of technical bids	:	<b>13<sup>th</sup> December, 2021 at 3:30 P.M.</b>
Opening of financial bids	:	<b>After evaluation of technical bids, all eligible bidders may be communicated.</b>
Tender form cost	:	<b>Rs. 5,000/-</b>
Earnest Money	:	<b>Rs.50,000/-</b>
Place of tender submission	:	<b>“Inward / Receipt Section”, High Court of Madhya Pradesh, Principal Seat at Jabalpur, District Jabalpur (M.P.)</b>

- Sealed tenders are invited under two bid system for **Mechanized Cleaning Services** at High Court of Madhya Pradesh, Jabalpur (Admin Block and premises of old District Court Building to be included) as per the enclosed formats.
- Tenders should be submitted in the form of two bid system viz:- 1 sealed cover super scribed as '**Technical Bid**' in '**Annexure-A**' and another sealed cover super scribed as '**Price Bid**' in '**Annexure-B**'. These two individual sealed covers are to be kept in a single big sealed cover superscribed as **Tender for Mechanized Cleaning Services at the High Court of Madhya Pradesh, Jabalpur (including Administrative Block of the High Court and old District Court Building).**
- The sealed technical bid should be accompanied with a refundable EMD of Rs 50,000/- (Rupees Fifty Thousand only) in the form of DD / Bank Guarantee / FDR drawn favoring "**Registrar General, High Court of Madhya Pradesh, Jabalpur**" on any nationalized / scheduled bank payable at Jabalpur, without which the Bid will not be considered. The EMD will not carry any interest and it will be refunded to the unsuccessful bidders soon after the finalization of the tender. The EMD deposited by the

successful bidder will be converted into Security Deposit and it will not carry any interest.

- The sealed envelopes should be superscribed as "**Tender for Mechanized Cleaning Services at the High Court of Madhya Pradesh, Jabalpur**" addressed to and submitted to "**Registrar General, High Court of Madhya Pradesh, Jabalpur**".
- The Technical Bids will be opened on the date and time specified above. The tenderer or his authorized representative duly authorized by a letter of authority may be present at the time of opening the tender. After preliminary scrutiny of Technical Bids, verification of credentials, the Price Bids of only those bidders whose Technical Bids are found eligible will be opened at a later date.
- Bid received without complete document as per tender shall be summarily rejected.
- **As per policy "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."**

## 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 tender form cost of Rs.5,000/- and 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 Registrar, 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**

Tender Form no. \_\_\_\_\_

To,

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



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 old District Court Building to be included) & 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](http://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 under FDR/Demand Draft/Banker's Cheque no./Unconditional Bank Guarantee \_\_\_\_\_ date \_\_\_\_\_ is attached herewith this sealed tender in original.

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 "Registrar General, High Court of Madhya Pradesh, Jabalpur" is enclosed herewith this sealed tender in original.

Dated.....

Signature of Tenderer

Witness to Tenderer Signature

Name.....

with Name & Address (1) & (2)

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 Mechanized Cleaning Services in the High Court of Madhya Pradesh, Jabalpur (including Administrative Block of the High Court and old District Court Building) 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 in separate envelops.** The bid will be made and put in the ~~sealed single envelope~~ containing the title “**TENDER FOR MECHANIZED CLEANING SERVICES IN THE 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 latest by **03:00 P.M. on 13<sup>th</sup> December, 2021.** The technical bids of tender shall be opened on same day **at 3:30 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 High Court of Madhya Pradesh, Jabalpur (Admin Block and premises of old District Court Building to be included)**. 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 “Complete 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 M.P. Jabalpur (Admin Block and premises of old District Court Building).
- 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 Registrar General, High Court of Madhya Pradesh Jabalpur in this regard shall be final and binding on the contractor.
- 3.7 The engaged manpower for mechanized cleaning services shall also to provide the services at Bungalow offices of Hon’ble Judges of the High Court.
- 3.8 Any other work of similar nature assigned by 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 Joint Registrar (Protocol), 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 Registrar General, 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 Joint Registrar (Protocol), High Court of Madhya Pradesh, Jabalpur to maintain the security of the High Court of Madhya Pradesh, Jabalpur.
- 4.14 The tender will be opened in the office of the Registrar (Admin) High Court of Madhya Pradesh, Jabalpur **or at place as finalized by the Registrar General 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.
- 4.15 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 M.P., Jabalpur.



- 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 General, 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 Registrar General 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.*
- 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 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 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 favour of Registrar General, High Court of Madhya Pradesh, Jabalpur of effecting payment. No advance payment shall be made for the services.
- 4.29 The job carried out shall be to the satisfaction of the Registrar General, High Court of Madhya Pradesh, Jabalpur after getting certification from the Joint 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/Performance Bank Guarantee.
- 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 Registrar General 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 Registrar General High Court of Madhya Pradesh, Jabalpur.
- 4.34 The Registrar General, 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 Registrar General, 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 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 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. Financial Turnover details for last three years 2017-18, 2018-19 & 2019-20 as per **Annexure-“C”**
  - b. GST Registration
  - c. Latest GST Return
  - d. Income Tax PAN No.
  - e. Income Tax Return for the last three years i.e. 2017-18, 2018-19 & 2019-20.
  - 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/- (Rupees Five Thousand Only)

**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.

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/- 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 **Registrar General, High Court of Madhya Pradesh, Jabalpur** 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 Registrar General, 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.

**Annexure-A**

**TECHNO-COMMERCIAL BID**

Tender Document for complete Mechanized Cleaning Services in the High Court of Madhya Pradesh, Jabalpur (including Administrative Block of the High Court and old District Court Building).

<b>S.No</b>	<b>Description</b>	<b><u>Indicate also proper page numbers where the document are attached, otherwise the bid shall be summarily rejected.</u></b>
1.	Name, address & telephone number of the Firm	
2.	Name, designation, address & telephone number of authorized person	
3.	Please specify as to whether Tenderer is sole Proprietor/Partnership Firm/Private or Limited Company.	
4.	Name, address & telephone number of Directors/Partners, Fax No., 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. 2017-18, 2018-19 & 2019-20	
6.	<b>Valid ISO Certificate in the field of mechanized cleaning services</b> (Please attach copy)	
7.	GST Registration No. (Please attach)	
8.	Latest GST Return (Please attach).	
9.	Annual Turnover during last 3 years: 2017-18 _____ 2018-19 _____ 2019-20 _____ <b>(as per Annexure-“C”)</b>	
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. <b>(Minimum number of manpower required is 27).</b>	
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.)	

**HIGH COURT OF MADHYA PRADESH: JABALPUR**

**PRICE SCHEDULE**

**ANNEXURE-“B”**

Rate Schedule for Mechanized Cleaning Services in the High Court of Madhya Pradesh, Jabalpur.

Tender No.-----

Name of Work	<b><u>Offer Price for One year to be quoted by the Tenderer</u></b>	
	In Figures (Rs.)	In words (Rs.)
Open tender for Mechanized Cleaning Services in the High Court of Madhya Pradesh, Jabalpur (including Administrative Block of the High Court and old District Court Building).		

**Note:- Please clearly mention the amount with taxes for the period of one year.**

Signature of Tenderer

Name.....

Address of the Bidder.....

.....

.....

Mobile No. ....

- 1. Conditional and ambiguous offers are liable to be rejected.**
- 2. Tenderers shall quote his/ their offer in figures as well as in words.**
- 3. Please visit the premises of the High Court of Madhya Pradesh, Jabalpur (including Administrative Block of the High Court and old District Court Building) before submitting the commercial offer.**
- 4. Kindly submit the number of persons and machinery to be deployed at the High Court of Madhya Pradesh, Jabalpur for complete mechanized cleaning work/ services.**

**Annexure –C**

**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. Fifty Lakh** during the last three financial  
years.

S. No.	Firm	2017-18	2018-19	2019-20
		Amount in Rs.	Amount in Rs.	Amount in Rs.
1.	M/s .....			

**Yours Sincerely,**

**(Signature of Statutory Auditor)**

**Name of the Statutory Auditor**

**Seal:**

**Annexure -D**  
**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 in the High Court of Madhya Pradesh, Jabalpur (Admin Block and premises of old District Court Building to be included).**

**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).

Sl. No.	Name of the client/ organization	Work Order	Project Value	Brief Scope of Work	Whether the copies of the / contracts from the client as required, is attached?	
					Yes/No	Pg. No. on the Proposal

**Yours Sincerely,**

**(Signature of Authorized Signatory)**

**Name and Designation of the Authorized Signatory:**

**Name and address of the Bidder Company:**

**Seal:**



**Declaration by the Bidder:**

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

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

It is certified that the particulars given above are true to the best of my/our knowledge/belief and I/We have read terms/conditions and duties/responsibilities of the Staff to be deputed for the purpose and have also understood the same and 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:

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

<b>DESCRIPTION OF AREA</b>	<b>LOCATIONS</b>	<b>OPERATION REQUIRED</b>
Surface area with Kota Stone, Marble, concrete tiles , vitrified tiles etc.	Corridors , closed areas , open areas concourse, toilets 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 (Admin Block and premises of old District Court Building to be included)	Dusting, cobweb cleaning Glass cleaning with cleaning agent, dusting as per requirement
<b>Other Specific Area:-</b>		
Stair case	Premises of the High Court (Admin Block and premises of old District Court Building to be included)	Dry mopping, pressure water cleaning, vacuuming
Toilets & Bathrooms	Premises of the High Court (Admin Block and premises of old District Court Building to be included)	Pressure water cleaning, cleaning with Acid, disinfecting agents etc.
Water Booths & Wash Basins	Premises of the High Court (Admin Block and premises of old District Court Building to be included)	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(Admin Block and premises of old District Court Building to be included)	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 (Admin Block and premises of old District Court Building to be included)	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 in order to quote the proper amount for the execution of the contract.**

**LIST- 2**

**MACHINES AND EQUIPMENTS USED FOR CLEANING**

<b>ACTIVITY</b>	<b>MACHINE FOR MECHANIZED CLEANING</b>	<b>MINIMUM NO. OF MACHINES REQUIRED</b>	<b>OTHER EQUIPMENTS / KIT ITEMS</b>
Scrubbing	Industrial scrubber cum drier . compact scrubber with features of scrubbing, mopping and water retrieval	3	Squeegee, wipers, sanitary brushes
Sweeping, Dry & mopping	Walk behind sweeper.	3	Brooms & Dry Mops
Wet cleaning / Wet mopping,	High Pressure Jet Cleaning machine.	3	Wipers, Wet Mops, Squeegee
Dusting & cobweb cleaning	Wet & Dry Vacuum cleaner	2	Duster brush / cobweb cleaner wall brush
Removal of stains (hard water, pan spit etc.)	Compact scrubber (Corners & Areas where scrubber machine not reachable	As per requirement of the 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.	3	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:-**

<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 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. (Admin Block and premises of old District Court Building to be included)	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 (Admin Block and premises of old District Court Building to be included)	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 P.M.

## LIST- 04

**Daily required manpower – 25 labours and 02 supervisors (total=27) 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 or equivalent
8. Glass cleaner
9. Air freshener spray
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 labourer:-**

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 M.P., 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 old District Court Building) before quoting this tender.