

**OFFICE OF DISTRICT AND SESSIONS JUDGE,
PALWAL**

TENDER NOTICE

Sealed tenders are invited from willing outsourcing organization/agencies on letter head for allotment of contract work of cleanliness of Judicial Complexes at Palwal, Hodal and Hathin. District Court Complex Palwal is comprising of 3 floors and open area i.e. total area (covered+open) is 60290 square meters with a provision of 21 Court Rooms, Basement, Staff rooms, Corridors, Stairs etc., total area (covered+open) of Sub Division, Hodal is 16447 square meters and total area (covered+open) of Sub Division, Hathin is 16140 square meters with a provision of 4 Courts in each Sub Division with the provision of 2 Court Rooms on ground floor and 2 Court Rooms on first floor. Proper and efficient cleaning on all days of the week except Sundays on all floors which includes entrance Lounges, Corridors, Rooms, Lavatories including all sanitary fitting viz. Urinal, Wash hand basin, Glazed tiles, Sinks, Water coolers etc. and Rooms and swabbing with water mixed detergent and liquid phenyl etc. This also includes cleaning of Windows, Panes and Rooms doors. The contract shall be initially for one year from the date of agreement. Complete details/terms and conditions can be obtained from the office of the undersigned on any working day from 9.30 a.m. to 4.00 p.m. before 28.06.2022 or can be viewed on the official website of District Courts, Palwal. The last date for receipt of tenders will be 02.07.2022 upto 5.00 p.m. and the tenders will be opened in the presence of tenderer or their authorized representatives who may choose to attend the opening of tenders on 08.07.2022 at 4.00 p.m. The bidder(s) can visit the Court complexes, Palwal, Hodal and Hathin for physical inspection on any working day from 10.00 a.m. to 4.00 p.m.

Sd/-

District & Sessions Judge, Palwal/10.06.2022

GENERAL TERMS AND CONDITIONS FOR OUTSOURCING THE WORK OF CLEANLINESS OF JUDICIAL COURTS COMPLEXES, PALWAL, HODAL & HATHIN.

1.	The Agency will be required to clean the common areas, stairs, ramps and washrooms etc. of court premises
2.	The Agency will have to submit the police verification certificate of its staff to be deputed to work in Judicial Courts Complexes, Palwal, Hodal & Hathin, as and when required.
3.	The Agency shall be duty bound to render the cleaning services in respect of amount for which the contract shall be allotted to the entire satisfaction of this office.
4.	If any complaint regarding non-working of any worker is found, the agency will replace that worker with a suitable trained worker immediately.
5.	The Agency will provide and make available adequate quantity of cleaning material and consumables required for the purpose of cleanliness of floor, sanitary fitting to their Safai Sewaks to perform their duties satisfactorily.
6.	The Agency will also provide suitable number of female workers for cleaning and sweeping. The Agency should ensure that the personnel deployed at site is properly groomed and trained to carry out their duties effectively and efficiently.
7.	The Agency will engage its own labour and manpower to execute the work satisfactorily as per the terms of allotment/agreement. Such persons engaged by the Agency shall be its employees/representatives for all intents and purposes. None of the staff, employees and representatives engaged by the Agency or his/heirs shall have any right to lay and claim against this office, for death, injury, disability arising out of the work carried in pursuance of contract nor any right for employment, damages, due or claims, will accrue claiming to be workmen of this office.
8.	The Agency will provide a suitable substitute who shall be equally skilled/trained in his trade in the event of any worker is on leave or leaves job. It shall be liability of the Agency to provide such suitable substitute so that assigned work will not be affected.
9.	For proper identification of the employees of the Agency to be deployed in Judicial Courts Complexes, Palwal, Hodal & Hathin the agency shall issue then Identity Cards at its own cost and its employee would be duty bound to display the Identity Cards during duty hours and their attendance shall be duly entered and marked in a Register.
10.	The list of workers deputed by the Agency including the name of the worker with complete particulars including father name, age, home address, qualification including one photographs along with the copies of their Identity Cards and a certificate regarding medical fitness and having no criminal police record, as referred in the clauses, above would be submitted by the Agency within 15 days of allotment of the work and would also intimate this office of any subsequent changes in this regard, immediately.
11.	The wearing of uniform during duty hours will be mandatory for the workers to be deputed by the Agency in the Judicial Courts Complexes, Palwal, Hodal and Hathin, which shall be of reasonable quality and provided by the Agency to its workers.
12.	The Agency will ensure that the persons engaged shall not be below the age of 18 years and the persons so engaged shall be sound in health and capable of performing their work as per instructions.
13.	The Agency shall ensure proper conduct of its personnel in office premises and enforce prohibition of consumption of alcoholic drinks, chewing of pan, smoking, loitering without

	work and would not cause any hindrance in the working of this office & courts. The staff deployed should always be well disciplined, properly dressed and be presentable all the time during duty.										
14.	The Agency will ensure that all the personnel appointed by it are physically fit, free from disease and are otherwise capable to discharge their duties. Agency staff will not entertain their visitors in the court premises.										
15.	The Agency will pay the wages to their employees as per minimum wages. The agency shall be alone responsible for compliance of all applicable labour legislations. It shall be the sole responsibility and liability of the Agency to defend any action or infringement of any statutory provision and to bear the cost of defending such actions.										
16.	The Agency shall also be required to comply with the safety requirements and provide his workmen with safety equipments where necessary.										
17.	It shall be the responsibility of the Agency to deposit all taxes, including the ESI, EPF and Service Tax/GST or any other case in respect of personnel employed by it regularly with respective departments, if any leviable.										
18.	<p>Mode of Payment</p> <table border="1"> <tr> <td>(i)</td> <td>This office shall make payment subject to the satisfactory performance of the services as well as compliance of all the terms and conditions of the agreement by the company.</td> </tr> <tr> <td>(ii)</td> <td>The payment will be processed on monthly basis after due verification. Payment of each month will be released within 15 days of submission of the bill. However, there may be some delay in making of payment due to non-availability of funds.</td> </tr> <tr> <td>(iii)</td> <td>The Agency should be registered under GST and it will submit the GST Challan along with the monthly bill.</td> </tr> <tr> <td>(iv)</td> <td>The Agency should comply with the statutory obligations like EPF/ESI Service Tax, GST.</td> </tr> <tr> <td>(v)</td> <td>The Agency will maintain its Current Bank Account with any nationalized bank in Palwal, Hodal & Hathin, so that payment of bills may be made by this office in the said bank account.</td> </tr> </table>	(i)	This office shall make payment subject to the satisfactory performance of the services as well as compliance of all the terms and conditions of the agreement by the company.	(ii)	The payment will be processed on monthly basis after due verification. Payment of each month will be released within 15 days of submission of the bill. However, there may be some delay in making of payment due to non-availability of funds.	(iii)	The Agency should be registered under GST and it will submit the GST Challan along with the monthly bill.	(iv)	The Agency should comply with the statutory obligations like EPF/ESI Service Tax, GST.	(v)	The Agency will maintain its Current Bank Account with any nationalized bank in Palwal, Hodal & Hathin, so that payment of bills may be made by this office in the said bank account.
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