

CORRIGENDUM
for tender notice dated 18.03.2017
for

MECHANIZED / AUTOMATED HOUSEKEEPING SERVICES IN HIGH COURT LUCKNOW, VIBHUTI KHAND, GOMTI NAGAR, LUCKNOW.

In response to the queries raised by the various prospective bidders in the 'Pre-Bid Conference' held on 25.03.2017, the tender document is revised and published on the official website of the Allahabad High Court, <http://www.allahabadhighcourt.in>. The last date of bid submission is extended upto 04.04.2017.

The prescribed tender form may be obtained from the Cash Section of this Court on payment of Rs.1000/- only during the office hours on any working day from **28.03.2017 to 03.04.2017**. The tender form can also be downloaded from the official website of the Allahabad High Court, which maybe deposited alongwith a Demand Draft of Rs. 1000/- (Tender form fee) in favour of "**Senior Registrar, High Court, Lucknow Bench, Lucknow**", payable at Lucknow.

Interested parties may inspect the buildings on any working day, from 28.03.2017 to 03.04.2017, between 10:00 A.M. to 5:00 P.M., before submitting of tender, after contacting the Court Officer (Nazarat)(Telephone No. 8004905648, 0522-2722552).

Last date of Bid submission - 04.04.2017 upto 2:00 p.m.
Date of opening tender - 04.04.2017 at 3:00 p.m. in the chamber of the Senior Registrar.

Date: 27.03.2017

Sd/-
(Vikas Kunvar Srivastava)
Senior Registrar
High Court Lucknow Bench
Ph: 2722513, 2722515
Fax: 0522-2722572

शुद्धिपत्र
उच्च न्यायालय लखनऊ, विभूति खण्ड, गोमती नगर, लखनऊ में
यंत्रचालित स्वचालित हाउसकीपिंग सेवा के लिए
निविदा नाटिस दिनांक 18.03.2017 हेतु शुद्धिपत्र

दिनांक 25.01.2017 को आयोजित निविदा बोली पूर्व सभा (Conference) में विभिन्न प्रत्याशित बोली दाताओं द्वारा प्रस्तुत पृच्छाओं के अनक्रम (उत्तर) में निविदा प्रपत्र पुनरीक्षित किया गया और इलाहाबाद उच्च न्यायालय की आधिकारिक वेबसाइट <http://www.allahabadhighcourt.in> पर प्रकाशित किया गया है। निविदा /बोली दाखिल करने हेतु अंतिम तिथि दिनांक 04.04.2017 तक विस्तारित की जाती है। निविदा प्रपत्र इलाहाबाद उच्च न्यायालय की आधिकारिक वेबसाइट से डाउनलोड किया जा सकता है।

विहित निविदा फार्म, 28.03.2017 से 03.04.2017 के मध्य किसी भी कार्य दिवस के कार्यालय समय में कैश अनुभाग से रुपये 1000/- का भुगतान कर प्राप्त किया जा सकता है। निविदा फार्म इलाहाबाद उच्च न्यायालय की आधिकारिक वेबसाइट <http://www.allahabadhighcourt.in> से भी डाउनलोड किया जा सकता है जिसे "सीनियर रजिस्ट्रार, हाईकोर्ट, लखनऊ बेंच, लखनऊ" के पक्ष में लखनऊ में देय रुपये 1000/- के डिमान्ड ड्राफ्ट (निविदा फार्म शुल्क) के साथ जमा किया जा सकता है।

निविदा जमा करने से पूर्व इच्छुक पक्ष न्यायालय अधिकारी (नजारत) (टेलीफोन संख्या 8004905648, 0522-2722552) को सम्पर्क करने के पश्चात् किसी भी कार्य दिवस में, 28.03.2017 से 03.04.2017 तक, 10 बजे से पूर्वाह्न से 05 बजे अपरान्ह के मध्य उच्च न्यायालय के सम्बन्धित भवन का निरीक्षण कर सकते हैं।

निविदा बोली प्रस्तुत (दाखिल) करने हेतु अंतिम तिथि – 04.04.2017 2.00 बजे अपरान्ह तक
निविदा खुलने की तिथि – 04.04.2017 3.00 बजे अपरान्ह वरिष्ठ
निबन्धक कार्यालय कक्ष में

दिनांक— 27.03.2017

हस्ताक्षरित /—
वरिष्ठ निबन्धक
उच्च न्यायालय, लखनऊ खण्डपीठ
लखनऊ
फोन: 2722513, 2722515
फैक्स: 0522-2722572
www.allahabadhighcourt.in

**HIGH COURT OF JUDICATURE AT ALLAHABAD
LUCKNOW BENCH**

LAST DATE FOR SUBMISSION OF TENDER: 04.04.2017

Date: 27.03.2017

SHORT TERM TENDER NOTICE
FOR

MECHANIZED / AUTOMATED HOUSEKEEPING SERVICES IN
HIGH COURT LUCKNOW, VIBHUTI KHAND, GOMTI NAGAR,
LUCKNOW

FOR A PERIOD OF ONE YEAR

Separate sealed tenders are invited for providing mechanized / automated housekeeping services for General Cleaning and Maintenance work of the Non-Core Area of the new High Court Building, Vibhuti Khand, Gomti Nagar, Lucknow, for a period of one year from the date of order.

The non-core area, for outsourcing of mechanized / automated housekeeping services, covers entire High Court Building **excluding** area of the Main Building, Writ Sections, Advocate Chambers, Advocate Library, Canteen, Auditorium and AG-Block [**except** 4 advocate halls situated at AG-Block 'B' 1st Floor and AG-Block 'C' 1st Floor].

Interested parties may inspect the buildings on any working day from 28.03.2017 to 03.04.2017, between 10:00 A.M. to 5:00 P.M., before submitting of tender, after contacting the Court Officer (Nazarat)(Telephone No. 8004905648, 0522-2722552).

Non-Core Area of the New High Court Building, for which House-keeping is to be outsourced

S. No.	Details	Area (Square Meter)
1	Total area for New High Court Building	2,18,105.03
2	Core/Sensitive area consisting of-	71530.89
3	(a) Writ Section area except basement	15204.14
4	(b) Area of Main Building	56326.75
5	Remaining area of entire building available for outsourcing including under construction multi-layer parking (excluding Advocate Chamber, Advocate Library Hall, canteen, auditorium and AG Block [except 4 Advocate Halls on Block-B 1st Floor, Block-C 1st Floor]	1,39,238,24

ELIGIBILITY CRITERIA

The tenderer :

1. Should have ESI Registration along with Registration for EPF.
2. Should possess up-to-date Income Tax Clearance Certificate, PAN and TIN number.
3. Preference will be given to the firm having their Principal/ Branch/ Operational Office within the territory of Lucknow.
4. Should possess valid ISO 9001 Certification for Mechanized Housekeeping Services.
5. Should possess valid OHSAS 18001 : 1999 & SA 8000 : 2001 certificate as Mechanized Housekeeping and other operative services (optional) as per Form-A.
6. A. At least one work of similar work of automatic/mechanized housekeeping or of similar nature costing not less than Rs.1.00 Crores with some Central / State Government Department or in VVIP areas or similar nature of works in Five Star category Hotel in India or similar nature of work in International Airports in India should have been completed successfully.
B. 'Similar works' shall mean Mechanized /Automated House-Keeping work of the Office/Hotel/Institutional Building which shall include mechanized cleaning of building, Red stand stone, kota stone and mosaic flooring, cleaning of main facade, glasses etc., works of cleaning, dusting etc. with disc scrubber machines, vacuum cleaners, auto scrubbers, jet high pressure, bag cleaner, wet and dry machine and road sweeping machines etc.
7. The intended tenderer must submit attested copies of TDS certificates so as to ascertain the cost of the completion of work executed by it or due certificate from the concerned agency for successful completion of work.
8. Certificate must have been signed by the owner of the company or by an Officer not less than a General Manager and the completion certificate must clearly indicate: (i) the date of completion of the work; (ii) the nature of the housekeeping work performed/schedule of work; and (iii) whether the work has been performed satisfactorily.
9. Experience certificate submitted by the intending tenderer must certify that there has been no breach and the work of housekeeping has been carried out satisfactorily by the intending tenderer.
10. The intending tenderer must have an average financial turnover amounting to minimum Rs.1,00,00,000/- (Rupees One crore

only) per annum during the last three consecutive Financial years ending 2016. It should be duly audited and certified by a registered Chartered Accountant.

11. The High Court reserves the right to verify the particulars furnished by the firms / contractors independently.
12. The High Court also reserves the right to reject any application without assigning any reason thereof in the interest of work.

THE TENDER OF ANY VENDOR NOT FULFILLING THE ABOVE STIPULATED ELIGIBILITY CONDITIONS, WILL NOT BE CONSIDERED.

TERMS AND CONDITIONS

1. Three separate sealed envelopes should be used for submitting Tender :
 - (i) Earnest Money, superscribing “Earnest Money For the Tender for providing mechanized / automated Housekeeping services for the High Court Lucknow”
 - (ii) Tender document/Eligibility Bid, superscribing “Tender Document for providing mechanized / automated Housekeeping services for the High Court Lucknow as per Annexures-'A' to 'C', Forms 'A'-'B' & 'D'-'G' and Affidavit”
 - (iii) Financial Bid, superscribing “Financial Bid as per Form-'C' for the Tender for providing mechanized / automated Housekeeping services for the High Court Lucknow”
2. The tender and rates should be valid for the entire period of tender from the date of opening of tender.
3. The tenderers are required to submit the EMD amount of Rs.4,00,000/- (Rs. Four lac only) in the form of Fixed Deposit valid for a period of 12 months duly pledged in favour of the Senior Registrar, High Court, Lucknow Bench, Lucknow. The EMD, thus submitted, will be returned to the unsuccessful tenderers, within 15 days from the date of signing of agreement with the successful tenderer.
4. The tenderer is advised to visit the site of work, at his own cost, and examine it and its surroundings himself, collect all information that he considers necessary for proper assessment of the prospective assignment.
5. The tender may be sent by post sufficiently early so as to reach the office of the Senior Registrar, High Court Lucknow within time,i.e., **04.04.2017 by 02:00 p.m.**, or may be delivered to the office of Shri Ravindra Vikram Singh, O.S.D. (J) (Admin), of the High Court Lucknow by registered post, speed post or Courier and if sent through Messenger, an authority letter from

the tenderer with proof of identity may also be given to the Messenger so that he could show the same alongwith his own identity proof to the Pass Office / Members of the Committee for the purpose of entry into High Court and for being present at the time of opening of tender. The tenders so submitted will be opened on **04.04.2017 at 03:00 p.m.** in the office of the Senior Registrar. Tenderers or their duly authorized representatives may be present at the time of opening of tender.

6. Financial bids of only those Vendors, whose EMD amount and cost of Terms & Conditions are in order, will be opened at the same time. However, only one representative each of the Vendors would be permitted to be present at the time of opening the tenders.
 - (i) The Vendors will be short-listed on the basis of their bidding amount, experience and turnover.
 - (ii) The financial bid of only those Vendors, short-listed from the eligibility criteria will be opened and evaluated.
 - (iii) However, if the High Court considers it necessary, revised financial/commercial bids can be called from the short-listed Vendors. In that case, the revised bids should not exceed the amount than of original bids. The lowest quoted Vendor is first choosed on the basis of the lowest financial bid, if all feature are same.
 - (iv) The decision of the High Court arrived at above, will be final and no representation of any kind will be entertained. Any attempt by any Vendor to bring pressure of any kind may disqualify the said Vendor to present any such tender, besides being liable to be debarred from bidding for High Court in tenders in future for at least a period of three years.
7. The successful tenderer will have to furnish Performance Security of 5% (five percent) of the accepted tender amount by way of Demand Draft or Banker's cheque drawn of any Nationalized Bank/reputed bank drawn in favour of "The Senior Registrar, High Court Lucknow" within one week from the receipt of order by the successful tenderer which will be refunded only after successful and satisfactory services rendered during the contract period and after 60 days from the payment of the last Bill for the contractual period. Performance security may also be submitted in the form of Bank Guarantee from any Nationalized / reputed Bank, in prescribed proforma to be provided during signing / award of contract.
8. The Vendors should also submit with their tender a copy of their latest annual report, general information about the company (company profile), list of location(s) where they are

providing such services, contact numbers of the concerned officers of their client be also furnished.

- (i) All the obligations and liabilities under this agreement shall stand passed over to company/firm in succession in interest of assignee of original tenderer.
 - (ii) The Offers submitted by telex/telegram/fax/Email or any mode other than specified in Clause 6 above, will not be considered. No correspondence will be entertained on this matter.
 - (iii) The Tenderer shall solely respond for statutory compliance with regard to the payment of Minimum wages, License Fee, if any, as well as ESI, PF, DA, Gratuity, leave and all the other legal requirements and liabilities of requirements etc. and submission of relevant records to the concerned authorities in respect of all the personnel being deployed in the premises.
 - (iv) If penalized for non compliance of any of the legal requirements, the contractor shall be responsible for the same and deal with the same at its own level and costs, in no way putting any liability on the High Court Lucknow.
 - (v) The company shall be the employer of all employees/staff deputed by him for the purpose of mechanized housekeeping services and shall be liable entirely, to the exclusion of any one else, for the payment of statutory liabilities.
 - (vi) The tenderer will be providing Mechanized Housekeeping services alongwith Housekeeping staff, cleaning material, consumables, chemicals and machines as per details given in Annexure-'A' and 'B' to be read with other specified conditions given in the Tender. The frequency of cleaning task will be as per Annexure-'C'.
 - (vii) The stock of all Cleaning Materials/ consumables/ chemicals will be maintained in the High Court's premises.
9. The vendor shall provide a list alongwith police verification, two passport size photograph of all the personnel so deployed in the High Court Lucknow including additions/changes well in time, giving following details:
- (a) Father's Name
 - (b) Permanent Address
 - (c) Local Address
 - (d) Gender
 - (e) Age/Date of Birth
- (i) The tenderer shall verify that the personnels deputed in the High Court are of good character and no criminal record is

against of the person and also submit the certificate in this regard.

- (ii) The tenderer shall not quote rates less than the minimum wages as prescribed by Uttar Pradesh Government and the rates shall be quoted keeping in view the future escalation of the minimum wages.
 - (iii) The House-keeping agency shall pay minimum wages to its employees as prescribed by Uttar Pradesh Government from time to time and shall abide by all other Rules and Regulations.
 - (iv) Any transfer or change in the deployment of personnel shall be brought to the notice of the High Court and the Court shall be within its rights to remove or get changed any personnel whom it considered unsuitable, unfit for the job being entrusted to him/her.
 - (v) The High Court will not revise the contractual amount on any revision of minimum wages by Uttar Pradesh Government.
 - (vi) The High Court will not be responsible in any manner for lapse on the part of delayed payment by the House-keeping Agency to their deployed personnels, and the Agency shall also indemnify the High Court Lucknow against any claims from their deployed personnels for which, the House-keeping Agency will be solely responsible.
 - (vii) That the housekeeping staff shall not do any other work for reward otherwise elsewhere either directly or indirectly except for and on behalf of the High Court Lucknow.
 - (viii) Contractor must provide standard and clean liveries to its employees / supervisors with their photo identity cards properly displayed during duty time.

No extra payments shall be claimed by the Contractor or its deployed staff from the High Court for such items.
 - (ix) **CONFIDENTIALITY:** The phone number and movement plans of the High Court shall not be given to anyone. The following information about the High Court shall not be given to anyone: Car make, color and number of any Hon'ble Judge /Officer(s)/Official(s), Telephone No./any other information, Location and movement plans, Meetings and conference schedules, Site plan of the premises, Travel details of the Hon'ble Judges / Officer(s)/ official(s), and Assets of the Office, etc.
10. The High Court reserves the right to modify and/or amend any of the above stipulated condition/criteria depending upon its requirement and the right to cancel the tender without assigning

any reason thereof and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.

11. The persons, so deployed by the Vendor, shall perform other related work and matters assigned in the interest of the High Court Lucknow.
12. Existing drains, pipes, cables, overhead wires, sewer lines, water lines and other services encountered in the course of the execution of the work shall be protected against the damage by the contractor at his own expense. No inflammable materials shall generally be allowed to be stored at site. However, reasonable quantity may be permitted for storage subject to the compliance of all rules / instructions issued by the Competent Authority and as per the directions of O.S.D.(J)(Nazarat).
13. The successful tenderer on receipt of acceptance letter of its tender shall provide the services of minimum work-force required to cater the need of High Court.
14. Minimum Four Supervisor(s) fully trained and having experience in supervising similar works shall be appointed who will look after the work and will be available in shifts to supervise the work to the satisfaction of High Court and to attend to any complaint received or pointed out by the authorities of the Registry of High Court. The tenderer will provide one facility manager with minimum graduate qualification and having 8 years experience in similar field. The facility manager will look as Point of Contact between the tenderer and High Court, in addition to other duties. He shall ensure that all jobs of housekeeping services are rendered to the High Court in accordance with the instructions of the contract / tender document and also keep a watch over the deployed staff and ensure execution of housekeeping services smoothly.
15. The company shall not put one person on duty in both shifts on any day. In case, the company fails to provide the minimum work-force on any day, this Court shall deduct on pro-rata basis from the monthly conservancy charges payable to them.
16. Samples of all materials required for execution of work shall be got approved from O.S.D.(J)(Nazarat). Any sub-standard material/work beyond set out tolerance limits shall be summarily rejected by the O.S.D.(J)(Nazarat) and shall ensure quality work in a planned and time bound manner.
17. The company shall be entitled to the monthly payment only after a satisfactory performance report is given to the higher officer by the Nazarat Section.

18. The workmen should be deployed in such a manner that all areas covered should be neat and clean for the day before 9.00 AM in the morning.
19. Hypothetical or conditional tender will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, appropriate action may be taken.
20. Over-writing, over-typing or erasing of figures or words which render it doubtful and ambiguous are not allowed and shall render the same invalid.
21. The successful tenderer will have to enter into an Agreement within one week from the date of receipt of order.
22. The contract is initially for a period of one year. However, if the services of the contractor are found to be satisfactory by this Court, the contract could be extended, in writing, on the terms and conditions as may be deemed fit by this Court.
23. The High Court shall not be responsible to House-keeping agency for any theft, pilferage etc. of its material kept in the High Court premises.
24. The House-keeping agency shall issue Identity Cards to the personnels duly certified by the High Court Lucknow for the purpose of their identification.
25. The contract shall be subject to such other terms, conditions, and instructions as may be issued by the Registry of the High Court Lucknow from time to time.
26. The Registry have the discretion to withdraw the contract at any time without any notice and without assigning any reasons therefor.
27. These terms and conditions will be in addition to other general terms and conditions which will be incorporated in the Agreements to be entered into with the successful tenderer(s).
28. The bidder may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete envisaged work. He is, however advised not to furnish superfluous information. No information shall be entertained after submission of eligibility criteria document unless it is called for by the Employer.
29. PENALTIES:
 - (i) Whenever and wherever it is found that the assigned work is not performed upto the entire satisfaction of the High Court, especially under the supervision of the Contractor's Supervisor, it

will be brought to the notice of Contractor by the High Court and if no action is taken immediately, penalty of Rs.1000/- per day per complaint will be imposed by invoking penalty clause.

- (ii) The contractor has to maintain adequate number of housekeeping staff as per this contract and also arrange a pool of standby housekeeping staff / supervisor. If the required number of workers/ supervisors/ are less than specified number as mentioned in the contract, a penalty of Rs.500/- per absentee per day shall be deducted from the bill(s).
- (iii) The Contractor shall also ensure that all the monthly requirements of Chemicals and Cleaning Materials (Consumables), as defined in the tender document, are provided on 1st of each month and as per the requirements of the High Court in totality. In case it is found that any chemical or cleaning material of the inferior quality or sub-standard quality or the brand other than those specified in the tender document is supplied; or if the branded items as per the tender document are not supplied in the proportion to the requirement for executing the housekeeping services for the standards of the High Court, the High Court shall be at liberty to treat the action of the contractor as breach of contract and shall terminate the Contract besides imposing penalties under the provisions of the Contract/ Tender document and forfeiting the Performance Security.

Interested parties may send their separate three sealed tenders for (i) Earnest Money, superscribing "*Earnest Money For the Tender for providing mechanized / automated Housekeeping services for the High Court Lucknow*", (ii) Tender document/Eligibility Bid, superscribing "*Tender Document for providing mechanized / automated Housekeeping services for the High Court Lucknow as per Annexures-'A' to 'C' and Forms 'A'- 'B' and 'D' to 'G' and Affidavit*", (iii) Financial Bid, superscribing "*Financial Bid as per Form-'C' for Tender for providing mechanized / automated Housekeeping services for the High Court Lucknow*", addressed to the undersigned by name so as to reach on or before **04.04.2017, upto 2.00 P.M.** which may be opened on the same day at **3.00 P.M.** in the High Court by a Committee of Officers constituted for the purpose before the tenderers or their authorized representatives who may wish to remain present. The tenders received after due date and time will not be entertained.

Encl.: "Annexure-'A' to 'C', Forms 'A' to 'G' and Affidavit

MACHINES TO BE USED FOR CLEANING PURPOSE

S.NO.	Description	Quantity to be filed by the bidder.
1.	Ride on Scrubber & Drier	
2.	Walk behind Scrubber & Drier	
3.	Single Disc Machine	
4.	Vacuum Cleaner (Wet and Dry)	
5.	Tread & Riser Machine (Handy)	
6.	Ride on Sweeper	
7.	Telescopic rod	
8.	Garbage Removal Trolley (Covered)	
9.	Glass Cleaning Kit	
10.	High Pressure Water Jet	
11.	High rise ladder with platform, as required	
12.	Double bucket Ringer Mopping trolleys	
13.	Wheeled Garbage Disposal Trolley	

LIST OF CHEMICALS REQUIRED FOR HOUSE KEEPING WORK**For Product of ECO- Lab-Hanbel :**

SI.No.	Name
1	Urine cubes
2	nepthalin Balls
3	Odonil 50 gm
4	Duster
5	Liquid Soap(Homocol)
6	Dustbin(Foot Operated), Mugs Etc.
7	Garbage bags
8	Wet Mop
9	Dry Mop
10	Floor Duster
11	Yellow Duster
12	White Duster
13	Soft Brooms
14	Hard Brooms
15	Compound Brooms
16	Cleanzo
17	Wiper (Large)
18	Wiper (Small)
19	Brasso

Only branded cleaning chemicals / consumables shall be used. **Any other product which is not covered above, but required subsequently for better results, will be provided by the tenderer free of cost.**

Scope of Work

The detailed scope of services that the bidder / firm would be contractually obliged to deliver has been detailed as per the following:

Area	Desired Output
<p>(A) (i)</p> <p>(a) Main Block which includes Judges' Library, Hon'ble Judges' Chambers, Court Rooms, Corridors, Offices and Chambers of the Registry, Corridors, and entire Basement.</p> <p>(b) Corridors connecting the Main Building to the Advocate Chambers, A.G. Block, which includes General Toilets situated near Advocates' Library and Auditorium.</p> <p>(c) Total Judicial Block</p> <p>(d) Pass Section, and surrounding road inside the High Court premises.</p> <p>(e) Facade cleaning (Inside and Outside)</p> <p>[Bidder / Firm to ensure that cleaning work be completed, firstly by 9:00 a.m., on all working days]</p>	<ul style="list-style-type: none"> * Spot cleaning and removing obvious marks. * Thoroughly cleaning both sides of internal glass in doors and partitions including frames and sills. * Spot cleaning of glass throughout the building. * Removal of grease marks or finger prints glass counters and partitions windows and structural glazing. * Thoroughly cleaning of external surfaces of structural glazing on quarterly basis. * Dusting windows sills, curtains and blinds as and when required. * External facade/ metal and granite/marble / stone cleaning – Minimum once in a month cleaning of the external facade, metal and granite/marble / stone cladding of the building as mentioned above will be carried out throughout the month with a dedicated set of workers and equipment. It shall be ensured that cleaning of the external facade of the building, as mentioned above, will be carried out through out the month with a dedicated set of workers and equipment. It shall be ensured that the external facade is in an immaculate condition at all times as can be expected in the best corporate houses. * Standard and best quality cleaning material will be used for cleaning. * Standard and certified access equipment with appropriate safety devices shall be used for External Facade / Metal & Granite cleaning. * Safety measures for cleaning insurance will be taken by the Bidder / Firm, Helmets and Safety belts will be provided to execute the work. Only trained cleaning personnel are to be employed and work to be carried out under expert supervision. * Work shall be executed in such a manner as to cause no inconvenience to Hon'ble Judges/ Officers/ Officials/ Advocates/ Litigants and their regular operation. * The Bidder / Firm will arrange to cover all workmen with accident insurance and all other rules as per the Workmen Compensation Act and other applicable Acts shall be strictly adhered to. And also provide to the High Court the list of workmen with their Identity Proofs. * Care will be taken to ensure that absolutely no damage is done to glass or aluminum composite panel during cleaning operations, if any damage is done to glass, costs for replacement of the same including inconvenience costs shall be borne by the Bidder / Firm or deducted from bills payable.
<p>(A)(ii) Garbage Collection / Disposal.</p>	<ul style="list-style-type: none"> * Empty all garbage containers, wipe clean and replace liners. * Collect the waste papers, empty the garbage drums,

	waster paper baskets and arrange to carry away from the premises to the common garbage dump.
<p>(A)(iii) Housekeeping.</p> <p>(a1) Main Block which includes Judges' Library, Hon'ble Judges' Chambers, Court Rooms, Corridors, Offices and Chambers of the Registry, Corridors, and entire Basement.</p> <p>(a2) Corridors connecting the Main Building to the Advocate Chambers, A.G. Block, which includes General Toilets situated near Advocates' Library and Auditorium.</p> <p>(a3) Total Judicial Block</p> <p>(a4) Pass Section, and surrounding road inside the High Court premises.</p> <p>(a5) Entrance & Corridors, external features, fire exits and stairwells, Basement, D.G. Room, Pump House, security Room, Parking Area, Cable trenches & Catchments drains, Pest Control etc.</p>	<ul style="list-style-type: none"> * Thoroughly cleaning of glass or other doors, surrounding areas, window ledges, partitions, visible glass and approaches. * Thoroughly cleaning of all landings, ramps, stairwells, fire exits, steps, entrances, porches, porticos, balconies, external light fittings etc. * Wiping of all ledges and surfaces with a natural detergent and cloth, spot clean and remove all obvious stains. All should be free from dust and stains. * Cleaning of pavements of entire premises to maintain a dust free environment. * Sweeping clean of debris from walkways and drive ways & terrace & hose clean them during appropriate climate condition. * The Pest Control service is effective against cockroaches, silverfish, crickets, rats, etc. The treatment comprises of thorough monthly insecticide sprays of entire premises. The chemical in use will have knock down effect to kill pest instantly and residual action to take care of the premises during the intervening period. While spraying, the operator shall pay special attention in all nooks and corners and other vulnerable places harboring insect pests. * The house-keeping service to be provided in the building will include maintenance by keeping the entire areas mentioned above in totally clean, dust free and hygienic conditions. Particular care shall be taken to ensure that all the floor, walls, ceilings, windows, doors, and other areas are maintained in hygienic & immaculately clean condition. * Cleaning Service areas (as required vacuum cleaning) of all floors, walls & ceilings minimum twice a day. * Cleaning & scrubbing of all joints in flooring & walls (where applicable) to ensure that no dirt and dust deposit in the same. * To sweep all floors, terraces, walls and ceilings to remove all dust, garbage. * Through cleaning of toilets at scheduled intervals with suitable non-abrasive cleaners and disinfectants. All surfaces shall be free of grime, soap, mud and smudges. * Sweeping of debris from walkways and driveways and hose clean them during appropriate climatic and water use conditions. * All dustbins from the office areas must be scrub cleaned. * Dusting windowsills form common areas of the floor exits. * Mechanical sweeping equipment shall be used for sweeping of compounds daily. * Scrubbing machines to be used for cleaning of floors in the internal lobbies. * Jet pressure machine for cleaning of the compounds / parkings, basement, surrounding roads inside the premises, shall be used weekly.

<p>(A)(iii)</p> <p>(b1) All the Toilets and bathroom fixtures in the Main Block</p> <p>(b2) All the Toilets and bathroom fixtures in Judicial Block</p> <p>(b3) Toilets and bathroom fixtures in Pass Section.</p> <p>(b4) Toilets and bathroom fixtures (Both Lobby & Service Area, as well as near the Auditorium, Advocate Library)</p>	<ul style="list-style-type: none"> * Thoroughly cleaning of all basins, toilets, fittings and all vertical, horizontal surfaces with an approved detergent. * Cleaning thoroughly the inside of the toilet bowl. Clean the toilet seat, cistern and under the toilet bowl. * Periodical cleaning of drinking water sump & overhead tanks. * Mop floor with neutral detergent. * Clean and wash all mirrors. * Scrub toilet floor (Machine scrub or manually). * Washing of all tiled surfaces. * Wiping of surfaces with cloth having appropriate cleaning characteristics. * Thoroughly clean exhaust fans and vents. * Replace naphthalene balls / urinal cubes. * Remove all wetness on floor and slabs. * Check for odour quality. * Use air-fresheners and deodorizers. * Paper bins would be cleaned and sanitized. * Thorough washing of all walls and doors of all toilets with appropriate detergent and disinfect.
<p>(A)(iii)</p> <p>(c) Fixtures, fittings and furniture (all areas including offices)</p>	<ul style="list-style-type: none"> * Wiping with user friendly neutral detergent cloth and spot cleaning.
<p>(A)(iii)</p> <p>(d) Low level surfaces</p>	<ul style="list-style-type: none"> * Wiping of all surfaces with user friendly neutral detergent cloth, spot clean and remove any obvious stains.
<p>(A)(iii)</p> <p>(e) High level surfaces</p>	<ul style="list-style-type: none"> * Wiping of all surfaces with user friendly neutral detergent cloth, spot clean and remove any obvious stains. * Remove cobwebs as they appear.
<p>(A)(iii)</p> <p>(f) Ceiling</p>	<ul style="list-style-type: none"> * Remove cobwebs as they appear.
<p>(A)(iii)</p> <p>(g) Walls, skirting</p>	<ul style="list-style-type: none"> * Washing with a user friendly neutral detergent.
<p>(A)(iv)</p> <p>Help desk</p>	<ul style="list-style-type: none"> * Help desk services to be provided from morning 9:00 AM to 6:00 PM. * Help desk has to record the complaint raised by the Nazarat / Administration / Officers of the Registry, and closely monitor the solution of the complaints.

Note : In case the frequency of any of above tasks are required to be increased for better results, same will be re-scheduled and performed without any extra-cost.

FORM- 'A'

**TO BE FILLED BY THE TENDERER WITH REFERENCE TO PROVIDING
MACHANIZED HOUSEKEEPING SERVICES**

1. Name of the tenderer with address :

2. Name of the contact person with
Mobile/ Fax/ Telephone No. (s) :

3. E-mail id :

4. E.S.I. Registration No. (attach proof) :

5. Traders Identification Number (TIN) :

6. Service Tax Registration No. (attach proof) :

7. Pan Card No. (acknowledgement of up to
date filed return) :

8. PF Registration No. (attach proof) :

9. Other requisite certificates :

(Signature of the Tenderer
with name of the Firm
with date & stamp/ seal)

FINANCIAL INFORMATION

- (i) Financial Analysis – Details to be furnished duly supported by figures in balance sheet/profit & loss account for the last seven years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).
- (ii) Gross Annual Turn Over of Mechanized Housekeeping

Annual Financial Turnover Data

S.No.	Financial Year	Turnover
1	2013-14	
2	2014-15	
3	2015-16	

Note :

1. In case of turnover figures in foreign currency, the same are to be given in relevant currency and figures in INR may be worked out as per closing exchange rate for the relevant foreign currency, as notified by RBI. For the relevant period.
 2. In support attested copies of audited balance sheets or ITC certificates are required to be enclosed.
- (iii) Financial arrangements for carrying out the proposed work.

SIGNATURE OF BIDDER(S)
Signature of Chartered Accountant with Seal

High Court Lucknow

Rate for entire services (per month) :

Breakup :

S. No.	Category	Proposed number of staff to be deployed	Rate per	Total
1.	Hiring Charges			
a)	Housekeeping Staff			
b)	Supervisors			
c)	Facility Manager			
2.	Cleaning Material Charges (lump-sum per month)			
3.	Machineries Rental per machine (inclusive of AMC)			

S. No.	Description	Qty.
a	Ride on Scrubber & Drier	
b	Walk behind Scrubber & Drier	
c	Single Disc Machine	
d	Vacuum Cleaner (Wet and Dry)	
e	Tread & Riser Machine (Handy)	
f	Ride on Sweeper	
g	Telescopic rod	
h	Garbage Removal Trolley (Covered)	
i	Glass Cleaning Kit	
j	High Pressure Water Jet	
k	High rise ladder with platform, as required	
l	Double bucket Ringer Mopping trolleys	
m	Wheeled Garbage Disposal Trolley	

SIGNATURE OF BIDDER(S)

FORM- 'D'

DETAILS OF ALL WORKS OF SIMILAR CLASS COMPLETED DURING THE LAST THREE YEARS ENDING LAST DAY OF THE MONTH ENDING 31.03.2016

S.No.	Name of work/ project & location	Owner or sponsoring organization	Cost of work in crores	Date of commencement as per contract	Stipulated date of completion	Actual date of completion	Litigation/ arbitration/ pending/ in progress (Yes / No) Details*, if yes.	Name & address/ telephone number of officer to whom reference may be made	Remarks
1	2	3	4	5	6	7	8	9	10

* Indicate gross amount claimed and amount awarded by the Arbitrator

SIGNATURE OF BIDDER(S)

PROJECTS UNDER EXECUTION OR AWARDED

S. No.	Name of work/ project & location	Owner or sponsoring organization	Cost of work	Date of commencement as per contract	Stipulated date of completion	Remarks
1	2	3	4	5	6	10

Certified that the above list of works is complete and no work has been left out and that the information given is correct to my knowledge and belief.

SIGNATURE OF BIDDER(S)

PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "D"

1. Name of work/
Project & Location
2. Agreement No.
3. Estimated Cost
4. Tendered Cost
5. Date of Start
6. Date of Completion
7. Amount of compensation levied for
Delayed completion, if any
8. Amount of reduced rate items, if any
9. Performance Report
 - (i) Quality of Work Very Good / Good / Fair / Poor
 - (ii) Financial Soundness Very Good / Good / Fair / Poor
 - (iii) Technical Proficiency Very Good / Good / Fair / Poor
 - (iv) Resourcefulness Very Good / Good / Fair / Poor
 - (v) General Behaviour Very Good / Good / Fair / Poor

Dated: _____ Signature of Bidder

Note: Certificate of owner or sponsoring organization, to be attached.

***DETAILS OF MACHINE AND EQUIPMENT TO BE USED IN
AUTOMATED HOUSEKEEPING WORK***

S.No.	Name of equipment	Nos.	Capacity or Type	Year of Purchase
1	2	3	4	5

SIGNATURE OF BIDDER(S)

AFFIDAVIT*

1. I, the undersigned, do hereby certify that all the statements made in the required attachments are true and correct.
2. The undersigned also hereby certifies that neither our firm M/s. _____ has abandoned any work by any Centre/ State government organizations/ undertakings nor any contract awarded to us for such works has been rescinded, during last five years prior to the date of this application.
3. The undersigned also furnishes the undertaking that we are not declared by any court of law as proclaimed offenders, also that we are not convicted under any law for the offences punishable under Indian Penal Code, Negotiable Instruments Act or any Labour/ employee beneficial legislation.
4. The undersigned hereby authorize(s) and request(s) any bank, person, firm or corporation to furnish pertinent information, as deemed necessary and requested by PWD to verify this statement or regarding my (our) competence and general reputation.
5. The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the PWD.

Signed by an Authorized Officer of the firm
Title of Officer
Name of Firm

Date

* To be given on Non-judicial stamp paper of value Rs.100/- duly signed by authorized notary.