

HIGH COURT OF BOMBAY BENCH AT NAGPUR**Tender No: BOM HC/NAG/Housekeeping Services/2223/ 2026****Mechanized and Manual Housekeeping Services on Outsourcing basis****I N D E X**

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INSTRUCTIONS TO BIDDERS**- PART-I -****1. GENERAL**

The Registry of Bombay High Court, Bench at Nagpur, invites e-Tenders in two-part bidding system [Technical Bid & Financial Bid] from Reputed and Experienced Agencies for Outsourcing the work of Mechanized and Manual Housekeeping Services for High Court Building and its premises and official residential bungalows of the Hon'ble Judges, the Judicial Officers of the Registry and its premises at Civil Lines, Nagpur and Court Keeper's Quarter in the High Court premises, for the period of two years, from execution of the contract, from the bidders who are eligible as per Categories / Specifications

and/or Quantities detailed in the Schedules / Specifications [**Annexure “A2 to A6”**] attached herewith. In the tender document, the words ‘Such Work’ have been used to mean the work of Outsourcing of Mechanized and Manual Housekeeping Services.

2. SCOPE OF WORK

The Service Provider shall provide the sanitation and housekeeping services and shall ensure hygienic atmosphere and clean environment in the aforesaid premises. Such premises and services shall include:

2.1 All the covered area including all rooms, corridors, stair-cases, associated bathrooms and toilets of premises on all floors and open areas including roads, lawns, paved areas and terrace including overhead water tanks. Cleaning of floor areas, facade vertical finishes (walls), Roof and False ceilings, Glass areas, doors and attached fixtures, windows with attached fixtures and frames, Rolling shutters, railings, mirrors, aluminum grills, pillars, curtains, blinds, slabs, cabinets, almirah with attached fixtures, etc.

2.2 Sanitation of bathrooms and toilets including supply of necessary items like liquid soap, naphthalene balls, room fresheners, air pockets, flush matics, toilet papers etc. to maintain hygienic atmosphere.

2.3 In case of implementation of Covid like safety protocol replenishment of appropriate Hand Sanitizer Dispensing Machines installed at various locations in the premises.

2.4 Cleaning and maintenance of all the drains within the compound of the Premises.

2.5 Supply of suitable size and adequate numbers of dustbins with garbage bags, cleaning of dustbins and removal disposal of collected garbage to

an approved location, clearance of segregated bio-degradable and non-degradable waste as per the prescribed norms for disposal.

2.6 Cleaning of all equipments available in the rooms including telephone sets and accessories, computers and accessories, furniture, signage boards, notice boards, switchboards, etc. with dusting or wet mopping or vacuum cleaning or by any other mode, as may be necessary.

2.7 Cleaning of all miscellaneous equipments as available or provided from time to time.

2.8 Deep cleaning of the entire premises in the morning.

(The specifications and details of work to be carried during the contract period in respect of housekeeping services for buildings, residential bungalows along with its premises are enclosed at Annexure A2 to A6, herewith.)

The aforesaid scope of work is not exhaustive but inclusive.

3. TIME-SCHEDULE OF TENDER PROCESS :

Tender Reference	Tender No: BOM HC / NAG / Housekeeping Services / / 2026
Date of Publication	27/03/2026
Site Inspection	In between 30/03/2026 to 10/04/2026 during Office Hours on all working days, i.e., from 11.00 a.m. to 5.00 p.m.
Pre-Bid Meeting	04/04/2026 at 03.00 p.m.
Last date and time to make offer/bid.	15/04/2026 till 3.00 pm
Time and Date of opening of Technical bid/Offers.	16/04/2026 at 4.00 p.m.
Place of Pre-Bid Meeting	Office of The Registrar (Administration), High Court of Bombay, Nagpur Bench, Nagpur.
Bid/offer should be addressed to	The Registrar (Administration), High Court of Bombay, Nagpur Bench, Nagpur.

e-Tender Document

Address for Communication	The Registrar (Administrations, High Court of Bombay, Nagpur Bench, Civil Lines, Nagpur.
Contact Telephone Nos.	0712 — 2562892/2560399/7030904653
E-mail address	hcnag.mah@nic.in

[The Bidders to note that it is highly important that all activities like buying of forms/downloading/filling of bids/inclusion of bids should be completed within the stipulated time according to the time table as mentioned above. The bidders are requested to avoid last hour rush in filling their bids. No Bid will be accepted after the expiry of the above-mentioned time schedule]

4. DOCUMENTS ACCOMPANYING NOTICE INVITING TENDER :

4.1 This Tender Document has been prepared for Outsourcing of Mechanized and Manual Housekeeping Services. This is accompanied by :-

i	Form-1	Proforma for work experience of service provider.
ii	Form-2	Proforma for information about immediately available machine, equipment etc.
iii	Annexure-A:	Tentative list of materials
iv	Annexure-A1:	Tentative list of sanitary and other materials
v	Annexures :	A2; A3; A4; A5 & A6: Details of the work to be carried by the Service Provider.
vi	Annexure-B	Tender Form
vii	Annexure-C:	Undertaking and Declaration to be given by Service Provider
viii	Annexure-D:	Performance Bank Guarantee Form
ix	Annexure-E:	Form of Agreement

4.2 The Bidder is expected to examine and study all instructions, forms, terms and conditions in the tender document. Failure to furnish entire/complete information required in the tender document or submission of a tender not responsive to the tender document in any respect will be at the Bidder's risk and may result in rejection of his bid.

4.3 The Bidder shall not make or cause to make any alteration, erasure or obliteration to the text of the tender document.

- PART-II -**5. ELIGIBLE BIDDERS**

5.1 Any individual who is of sound mind and who has attained the age of majority, may in his own or proprietary name or body corporate be it Public Limited or Private Limited Company or Joint Venture Company or Partnership Firm having valid registration under the relevant applicable laws, can take part in the bidding process, unless not disqualified from contracting by any law to which he/she/it is subject.

5.2 **Experience** : Bidder must be in the field of providing such services for minimum three years and the aggregate value of all such works successfully completed during the last five years shall not be less than 4 Crores inclusive of GST, in any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or State Government or Public Sector Banks or Local Bodies/Municipalities or Company of Repute and shall submit the certificate of the employer regarding successful execution of such work.

5.3 **Financial Capacity** : The bidder must have annual average turnover of Rs. 2,00,00,000/- (Rupees Two Crores Only). The Balance-Sheets and Certificates of Chartered Accountant for the last three financial years be annexed.

5.4 Other Essential Eligibility Criteria :-

Sr. No.	Eligibility Criteria for Applicant/Bidders/Individual Firm/Company, etc	Documentary Proof to be attached
1.	The Bidder must be registered under the Employee Provident Fund and Miscellaneous Provisions Act, 1952.	P.F. Certificate/ proof of registration with EPF authorities
2.	The Bidder must be registered under the Employees' State Insurance Act, 1948.	ESIC Certificate

e-Tender Document

Sr. No.	Eligibility Criteria for Applicant/Bidders/Individual Firm/Company, etc	Documentary Proof to be attached
3.	The Bidder should have valid GST and Income Tax Registration.	Copy of GST registration/Service Tax Certificate and PAN card.
4.	The bidder should have Income Tax Returns for last three financial years & copy of GST Quarterly Reports for financial year ending on 31 st March 2025.	Copies of Income Tax Returns downloaded from the website of I.T. Department & copy of GST Quarterly Reports for financial year ending on 31 st March 2025.
5.	The bidder must be registered with the professional tax authority.	Corresponding certificate of Registration.
6.	Bidder shall pay Tender Fee & EMD online via Net-Banking	Submit scanned copy of receipts generated on such payment.
7.	The Bidder must have necessary machinery/ equipments/tools etc.	Such Particulars be given in Form No. II, annexed herewith.
8.	Financial Capacity	Balance-Sheet supported by Chartered Accountants Certificate.
9	Experience	Minimum three years and the aggregate value of all such works successfully completed during the last five years shall not be less than 4 Crores inclusive of GST.
10.	Site Visit	Site Visit Certificate issued by our office be uploaded while submitting online bid
11.	Bidders must be registered under relevant Laws.	Sole Proprietorship /Partnership Firm /Limited Liability Partnership / Company / Joint venture to submit certificate of Shop and Establishment / Registration of Firm /Partnership Deed /Certificate of Incorporation / Memorandum of Association/ Articles of Association /Joint Venture Agreement, etc.

5.5 Essential Undertakings/ Declaration for Eligibility :

5.5.1. That the bidder is not facing any bankruptcy/insolvency proceeding or he/she/it has not been so declared by the Court/Competent Authority, during last five years.

5.5.2. That the bidder has taken site inspection of all the premises for which bid is sought and got himself/herself/itself satisfied about the required number of workers/machines/tools and quantities of materials that may require during next two years while executing the Contract.

5.5.3 Where the Bidder is party to any legal proceedings of Criminal nature or pertaining to violation of Labour Welfare Legislation, the details of such proceedings on separate sheet of papers, as to the Reliefs Claimed/Name of the Court or adjudicatory authority/ Name and address of other party/parties in such proceeding be given. If in any such disposed of proceedings the bidder is indicted, then similar particulars of such proceedings shall also be given.

5.5.4. That all the terms and conditions in the tender documents inclusive of its annexures are acceptable to the bidder.

5.5.5. The Bidder has not been blacklisted by the Central/State Government/ Corporations/ Government Undertakings etc.

5.6 OTHER ELIGIBILITY CRITERIA:-

5.6.1 The Bidder shall have his own establishment/setup/mechanism/training institute or should have tie-up with such training institute, to train his personnel for mechanized and manual housekeeping services at his own cost, to ensure the best services and proper discharge of his liabilities and responsibilities under the contract.

5.6.2 The bidder should have requisite number of trained staffs/workers to execute mechanized and manual housekeeping services on daily basis on all the premises simultaneously, as mentioned in the present tender document. Such staffs/workers must be trained in using equipment and latest technologies being used in the mechanized and manual housekeeping services and related function.

e-Tender Document

5.6.3 The magnitude of work is quite high, requiring skilled manpower and significant resources. Taking into consideration the extent of work involved like the magnitude, scale, duration, or complexity of task and to make the bidders aware of the requirement upfront, attendance in the pre-bid meeting scheduled on 04/04/2026 at 3.00 p.m. is mandatory. Bidders who fail to attend the pre-bid meeting may not be eligible to participate in the bidding process. Queries, if any, shall be raised during the meeting. No further queries will be entertained post-meeting.

5.6.4 Apart from others, for following reasons bidder will be held unfit for technical or financial bid as the case may be:

5.6.5 When bidder fails to upload supportive documents to claim eligibility here-in-before mentioned, then such bidder is unfit for technical bid.

- PART-III -

6. QUALIFICATION OF THE BIDDERS:-

6.1 Only those bidders who possess the Eligibility Criteria should submit their offers/bids.

6.2 The bidders should upload clear scan copies of the above documents in Technical Cover. The bidders not meeting the eligibility criteria will be summarily rejected. The documents which are not readable can be one of the grounds for rejection of their bid on technical ground.

6.3 A bidder shall submit only one bid either individually or as a partner of firm or authorized signatory of the company, more than one such bids will cause all of the proposals in which the bidder has participated to be disqualified.

- PART-IV**7. Tender Fee/EMD/Security Deposit :-**

Tender Fee	EMD	Security Deposit
Rs. 30,000/— (Non-refundable) through online mode	Rs. 3,00,000/- through online mode	3% of the contract value

8. INSTRUCTIONS FOR ONLINE BID SUBMISSION :

8.1 The High Court of Bombay, Bench at Nagpur invites bids by e-Tender for Outsourcing the work of Mechanized and Manual Housekeeping Services for High Court Building and its premises and official residential bungalows of Hon'ble Judges, Judicial Officers and its premises at Civil Lines, Nagpur and Court Keeper Quarter in the High Court premises, for the period of two years, from execution of the contract. A Tender Document has been published on the e-tendering website of Government of Maharashtra viz <https://mahatenders.gov.in>. The Bidders are required to submit soft copies of their bids electronically in two covers namely "Technical Cover" and "financial Cover" on e-tendering website of Government of Maharashtra, using valid Digital Signature Certificates.

(The detailed information useful for submitting Online Bids on the e-tendering website of Government of Maharashtra may be obtained from <https://mahatenders.gov.in>)

8.2 The Technical Cover should be uploaded in .pdf/rar format (OCR searchable). The bidders shall keep the documents ready which are to be uploaded after scanning documents (clear and visible) and Financial Cover (including GST as applicable) should be uploaded in .xls format only.

8.3 Bidders should take into account any Corrigendum published in respect of the Tender before submitting their bids.

8.4 Bidders, in advance, should keep ready the bid documents to be submitted as indicated in the Tender document/ Schedule in PDF/RAR {OCR

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searchable} format. Scanned documents should be legible. Bidder needs to note that subsequent sending of documents by e-mail or by any other mode instead of uploading against their bid will not be considered.

8.5 Any queries relating to the Tender Document and the terms and conditions contained therein should be addressed to “The Registrar (Administration)” on the email id - hcnag.mah@nic.in and on Telephone Nos. 0712 — 2562892 / 2560399 as mentioned in the Tender Document.

8.6 Any queries relating to the process of online bid submission or queries relating to e-tendering system of Government of Maharashtra i.e. <https://mahatenders.gov.in> in general may be directed to the 24 X 7 Help Desk. The Contact Numbers are 0120-4001 002/0120-4001 005/0120- 4493 395

Date : 26/03/2026


Registrar (Administration)
High Court of Bombay,
Bench at Nagpur

- PART-V -

HIGH COURT OF BOMBAY BENCH AT NAGPUR**Tender No: BOM HC/NAG/Housekeeping Services/ / 2026**

9. The High Court of Bombay, Nagpur Bench, Nagpur invites bids by e-Tenders in the prescribed format for Mechanized and Manual Housekeeping Services on outsourcing basis for the area and other particulars mentioned below for High Court Building and its premises and official residential bungalows of Hon'ble Judges, Judicial Officers of the Registry situated at Civil Lines, Nagpur and Court Keeper's Quarter, in the High Court premises, for the period of two years from execution of the contract, from eligible bidders who fulfill/comply the specifications mentioned in the e-tender document.

DESCRIPTION

S.N.	Building/ Premises	Layout {with approximate area}
1.	Main Building [GF + FF]	Consists of Ground + one floor including Court Rooms, Chambers of the Hon'ble Judges, Registrars' Chambers, Office/Sections and toilets, Public Toilets, porch on Eastern and Western Side, Central Halls, office rooms, stair cases, overhead water tanks and Hon'ble Judges Library. {Total Area 11820 sq. meter approx.}
2.	North Annex Building [GF + FF + TF]	Consists of Ground + two floors, including Office Rooms, Court Rooms, Hon'ble Judges Chambers and Toilets, Public Toilets, VIP Lounge, Auditorium, Conference Hall, Dining Hall, Hon'ble Judges Library, Registrar Judicial Court and Chamber, Hall on second floor, Basement, Cafeteria, Porch on northern and southern side, Stair cases and connecting passage/bridge consists of Ground + two floors and overhead water tanks.
2-A	South Annex Building [GF + FF]	Consists of Ground + one floor, including Southern side porch and surrounding premises, passage/connecting bridge on ground and 1 st floor between the main building and Annex

e-Tender Document

S.N.	Building/ Premises	Layout {with approximate area}
		Building, office of the Government Pleader & Bar Association Rooms, Toilets for Bar Members, Staff and Public/ Litigant, Enquiry Counter, Xerox Booth, Library, HCBA Canteen, Stamp Vendor, Typist Room, Basement and overhead water tanks.
	Total Area (2+2-A)	(10167 sq. meter approx.)
3.	Outer premises of the Official residences of the Hon'ble Judges and Judicial Officers [including five toilets in each bungalow]	Open space surrounding the PWD bungalows namely; The Chief Justice House viz. Soudamini, Sewa, Sneha, Vivek, Hiranyagarbha, Matoshree, Soumitra, Sunit, Vishakha, Namrata, Anuradha, Uttara, Daya, Kshama, Shanti, Chitra, Vidhi, Manas, Samta and Satyasheel Complex and Vajra Bungalow, Police Chowky and all attached Toilets. All sumps / water storage / overhead tanks / fountains, etc. in such premises. {Total Area 91023.31 sq. meter approx.}
	Final total of area of High Court & official residential bungalows of Hon'ble Judges	(Total Area 113010.31 sq. meter approx.)

Handwritten signature
26/3

Registrar (Administration)
High Court of Bombay,
Bench at Nagpur

- PART-VI -

10. DURATION OF CONTRACT:-

10.1 The contract will be valid for a period of two years from execution of the contract or starting from such other date as the Registrar (Administration), Nagpur Bench, may notify in this behalf. However, first three months of the Contract Period will be probationary period. Only after the services are found to be satisfactory during the probationary period, the contract will be confirmed for a further period of 21 months under the same terms and conditions.

10.2 Though the contract shall be for a period of two years, Registrar (Administration) reserves the right to terminate the contract at any point of time giving 15 days' notice without assigning any reason or to extend the validity of contract on the same terms and conditions for such period as may be deemed fit by him.

11. TIMINGS:-

11.1 The Service Provider shall ensure smooth execution, of the contractual works on all days of the month except Sundays and National Holidays. For execution of the contractual work, the workers engaged by the Service Provider shall be available daily from 8.00 am to 5.00 pm. There shall be one break of one hour or two breaks each of half hour. However, the timing of such break shall not be uniform for 'all the workers engaged by the Service Provider, so that all the time minimum number of workers shall be available to execute the work, under the direct supervision of the Service Provider/its Supervising or Managerial Staff.

11.2 The Service Provider shall strictly follow rules and regulations as regards the total working hours in a day or a week with mandatory break or breaks. Service Provider shall allow each of his employee engaged in execution of the Contract Work paid weekly holiday. The employee whose services are taken on weekly holidays, will be entitled to seek minimum wages from his Service Provider for that day or seek compensatory leave.

11.3 The Service Provider shall in case of official function on any Holiday or Sunday or in any special circumstances beyond the aforesaid working hours, make available the services of his staffs, if directed by the Registrar (Administration) or Protocol-cum-Court Keeper Officer.

12. PAYMENT SCHEDULE AND TERMS:-

12.1 The payment shall submit its claim for the services rendered in the previous month. These claims are to be made only after paying the wages to its employee, which shall not be less than minimum wages inclusive of dearness and other allowances as determined by appropriate Government time to time. The Service Provider shall make such payment of wages either by Account payee Cross cheque or ECS or NEFT into the bank account of the concerned employee.

12.2 The aforesaid monthly claim shall accompany photocopy of cheques/bank statements evidencing the payment of wages into the bank account of the employees and acquaintance roll bearing the signature of the employees and amount of wages with particulars of cheque/electronic transfer. In absence of these documents, the Service Provider shall not be entitled monthly payment.

12.3 Apart from above, the monthly payment will be made to the Service Provider after ascertaining that the contractual responsibilities are carried out satisfactory in the previous calendar month, and after verifying that the EPF / ESI and other statutory remittances viz. employers' and employees' contributions, statutory administrative charges payable against the funds/schemes have been made by the Service Provider. If such remittances are not made by the Service Provider, then payments would be made only after Service Provider makes such statutory deductions along with interest and penalty for such delayed deductions/default. The Service Provider shall not be entitled to monthly payment unless and until such compliance are made.

12.4 Payments shall be made considering the extent to which contractual work has been executed in the previous month. The number of workers actually employed during the previous month and the number of machines placed into service would be the factors relevant to assess the extent of execution of the work. The official nominated by the Registrar (Administration) Nagpur Bench would verify the extent of the work executed by the Service Provider.

12.5 No advance payment of claims or running bills will be entertained. The Service Provider shall make payment of wages to its employees for any month on or before 7th day of the next succeeding month.

12.6 The Service Provider shall submit with the monthly bills the Certificate for the previous month to the following effect, that:

- a) The Wages of all the workers engaged in the Month were credited to their bank accounts.
- b) Contributions against the E.S.I./E.P.F./other statutory deductions payable by the employer and employees are made and credited with the Appropriate Authorities.
- c) Any of the workers were not paid wages less than the minimum wages, as determined under the Minimum Wages Act, 1948.
- d) All the statutory compliance required under the Labour legislation have been made.

12.7 The Service Provider shall compulsorily issue monthly salary slip to each and every personnel deployed at the premises duly indicating the salary particulars including deductions. The High Court Administration shall be entitled to verify payment of wages against the monthly claims/bills submitted by the Service Provider.

12.8 Even if there is delay in making payment of bill by this office, due to some inevitable reasons, it shall be binding on the Service Provider to pay the monthly salary of its workers, regularly and take precaution that no complaint of

whatsoever nature, as regards salary and supply of material is received by this office from the workers.

12.9 Income Tax and any other statutory levies will be deducted at source as per the rules in force from time to time.

13. MANPOWER REQUIREMENT:-

13.1 The bid is invited for the housekeeping services for the premises described in **PART-V** of this document. No specific number of manpower is suggested to be employed by the Service Provider. However, the Service Provider shall ensure daily cleaning of all the premises with such frequencies as hereinafter mentioned in *Annexure A2 to A6*. When required by the High Court Administration, such frequencies have to be increased. Daily cleaning of all the premises has to be done simultaneously. Before the officials reach the Court, first round of cleaning must have been completed. Considering the total area with premises to be cleaned, the Service Provider shall engage sufficient number of manpower to ensure smooth execution of the contractual work.

13.2 If the cleaning work gets affected for want of sufficient number of manpower, then the Registrar (Administration) may require the Service Provider to increase the number of manpower. In this regard, the failure to comply the directions of the Registrar (Administration) would amount to major breach of contract, which may result in the termination of the contract.

13.3 The Contractor shall not be entitled to extra payment for engaging a greater number of persons or increase frequency of cleaning work or cleaning made beyond office hours on special occasions.

13.4 The Managers/ Supervisors deployed by the contractor should have experience of managing/supervising the work of cleaning. The Managers/

Supervisors should know operating and handling of modern equipments/ tools used in cleaning work.

13.5 The Service Provider shall not employ minor workers. The employment of Child Labour will lead to termination of the contract. The workers engaged by the Service Provider shall not have criminal antecedent. The police verification of all the Workers/Mangers/Supervisor shall be done before employing them for the purposes of the contract.

13.6 The Service Provider shall maintain BBAMS (Bio Metric Based Attendance Monitoring System) or attendance register/registers to mark the daily attendance of the staffs engaged for the cleaning work. Manager/Supervisor shall also sign such attendance register.

13.7 The Service Provider shall engage sufficient strength of manpower on regular basis to ensure smooth execution of the contract. In the event of absenteeism, a substitute must be provided by the contractor else penalty may be imposed as per penalty clause.

13.8 The High Court Building being a heritage structure, utmost care needs to be taken to maintain cleanliness inside and outside premises of the High Court. Considering the nature and scope of the work, the Service Provider shall engage minimum female workers during the contract period.

14. MATERIAL REQUIREMENT:

14.1 Tentative list of materials required for execution of the work during the contract period is enclosed herewith at *Annexure-A & A1* for information of the bidders.

14.2 The Service Provider shall be responsible to arrange at their own cost all necessary materials required for execution of work.

14.3 After award of Contract, the Service Provider shall be liable to make available all materials and machinery required for work at site, immediately after awarding the contract. If the Service Provider fails to produce all materials and machineries, amount shall be deducted from the monthly payment of the Service Provider.

14.4 The Service Provider needs to provide Toiletries and other materials as per *Annexure AI* required during the contract period at all official residences of the Hon'ble Judges and the Chief Justice House viz "Soudamini", as and when required.

14.5 The Service Provider shall be entirely responsible for providing good quality/branded material as mentioned in *Annexures -A & AI*. If the Service Provider fails to supply good quality/branded material during the contract period then penalty as per penalty clause shall be imposed.

14.6 Materials and chemicals required shall have to be bought by the Service Provider in advance for each month at his own cost.

14.7 The Service Provider shall be, entirely responsible for the safe custody of materials, tools & equipments. The High Court Administration shall not be responsible for any loss / theft of the same.

14.8 The High Court Administration has the right to reject any unspecified material supplied by the Service Provider at the site. The High Court Administration reserves the right for replacement of defective materials, tools and equipments.

14.9 No materials shall be supplied by the High Court of Bombay, Nagpur Bench, Nagpur. The Service Provider will have to make his own arrangements at his own expenses for all machines, chemicals, materials, toiletries, consumables etc.

14.10 All the materials/chemicals/consumables brought to site shall be protected suitably duly wrapped/packed and stored so as to avoid any damage during loading transportation/unloading and handling due to weather conditions etc. at any stage.

14.11 The Service Provider shall provide approximately 75 Dustbins -Big Size, twice, during the contract period for storing wet and dry waste materials.

15. MACHINERY REQUIRED :

Tentative list of machineries required for execution of work during the contract period is reproduced below for information of bidder. Further, the contractor should have standby machine available at the site so as to avoid any sort of inconvenience.

Sr. No.	Particulars of machinery required
1.	Single Disc Machine
2.	Industrial Vacuum Cleaner
3.	Scrubber Dryer
4.	Walk behind Sweeper Machine
5.	Walk behind Scrubber Dryer
6.	Sanitizer Machine
7.	Ride on Scrubber Dryer
8.	Floor Polishing Machine
9.	High Pressure Washer
10.	Ride on Sweeper
11.	Steam Cleaning Machine
12.	Auto Scrubber

Sr. No.	Particulars of machinery required
13.	Wet and Dry Vacuum
14.	Dry Vacuum
15.	Lawn Mower
16.	Brush Cutter
17.	Ladder (7 and 10 ft.)
18.	Fogging Machine
19.	Electric Feather Cleaning Brush
*The Service Provider can be advised to increase the machineries as per direction of the Registrar (Administration), High Court of Bombay, Nagpur Bench, Nagpur.	

16. **PERFORMANCE BANK GUARANTEE:-**

16.1 The successful bidder shall furnish a Performance Bank Guarantee (Annexure-D) of equivalent to 3% of overall contract value for two years.

16.2 The above Bank Guarantee shall be submitted within two weeks from the date of award of contract and should be valid for over three months after the expiry of the period of the contract. The Registrar (Administration), High Court of Bombay, Bench at Nagpur shall be free to encash this Bank Guarantee in the event of any failure on the part of the Service Provider to meet his obligations under the contract or in the event of any demand by the concerned Statutory Authorities for the dues from the Service Provider at its sole discretion.

16.3 After acceptance of the contract, if any/all the terms and conditions of the contract is/are violated, the Registrar (Administration), High Court of Bombay, Bench at Nagpur reserves the right to terminate the contract. In such cases, the Security Deposit will be forfeited to the High Court at its discretion.

-PART-VII-

17. GENERAL TERMS AND CONDITIONS:-

17.1. The information about the sites/premises are furnished in the tender document for general information and guidance of the interested bidders. However, such bidders shall invariably visit the site to get itself assured about the areas of the premises and other facts. No complaint shall be entertained in this regard after offering the bid/quoting the rates.

17.2 The work required to be executed in the High Court of Bombay, Nagpur Bench, Nagpur premises which is very important area hence both speed and quality of execution are to be maintained by the Service Provider.

17.3 The Service Provider is required to attest that the terms and conditions published in these documents are acceptable to it. Moreover, agreement in writing shall have to be entered into by the Service Provider with this office.

17.4 The Service Provider is liable to pay the wages to the labourers not less than the minimum wages as determined under Minimum Wages Act applicable to the relevant category of workers, as determined from time to time. The Service Provider shall not be entitled to reimbursement of extra payment it required to be made or incurred for the reason of inflation or revision of minimum wages or change in the rate of EPF/ESI/other statutory deductions or for any other statutory compliance.

17.5 The Service Provider shall adhere to all applicable labour welfare legislation.

17.6 The bidder whose offer/bid accepted shall submit daily housekeeping plan to the office so as to help the Registrar (Administration) of the

High Court of Bombay, Nagpur Bench, Nagpur to monitor and check that the housekeeping work is being done according to the schedule of frequencies mentioned.

17.7 The successful bidder/ Service Provider shall commence the services within 7 days from the signing of Contract of Work or from such other date as decided by the Registrar (Administration), High Court of Bombay, Nagpur Bench, Nagpur and this shall be binding on the Service Provider.

17.8 The High Court Administration will be entering into agreement with the Service Provider to outsource the work of cleaning of the High Court and other allied premises, as specifically specified here-in-before. The High Court Administration is not creating any kind of relationship with the staffs employed or to be employed by the Service Provider. It is made clear that the High Court Administration is ensuring compliance of labour legislation, does not mean that any kind of relationship is created with the staffs engaged by the Service Provider. All the staffs engaged by the Service Provider shall work at the direction and supervision of the Service Provider or its representative.

17.9 Nothing in the agreement shall be understood or construed to create or imply relationship of employer and employee or the principle and agent between the High Court Administration and the staffs engaged by the Service Provider. The work assigned to the Service Provider is the contract entered into with the Service Provider for a particular period and not the worker's contract. The High Court Administration will not be responsible for any complaint of the workers, engaged for executing the Contract.

17.10 The Service Provider shall provide uniform for both summers and winters, identity card etc. to all its staff members, in absence of which they shall not be allowed inside the premises.

The High Court administration will not issue any kind of identity cards to the employee of the Service Provider. The identity card issued by the Service Provider may be endorsed as Gate Pass either by the concerned official of the High Court or Security Agency.

17.11 The Service Provider shall provide a list of his staff to the High Court Administration. The Service Provider shall be under obligation to inform the High Court Administration, any change in his staff. All the staffs deployed for the services shall maintain discipline.

17.12 The Service Provider shall strictly follow any restrictions / guidelines mandated by security personnel of Police Department overseeing security for the High Court premises and Hon'ble Judges bungalows etc. or by the traffic police, while carrying the movement of labour / material.

17.13 The Service Provider shall work in close coordination with the Registrar (Administration) of the High Court of Bombay, Nagpur Bench, Nagpur and modify working schedule, if required as per users' convenience. No claim whatsoever on this account shall be entertained.

17.14 In the premises, smoking and chewing tobacco etc. is strictly prohibited. Any of the deployed staff is found smoking/chewing in the campus shall be removed immediately and shall not be allowed to be deployed again in the campus.

17.15 The Service Provider shall ensure that its staffs use proper safety measures while performing their duties to avoid any accidents.

17.16 The Service Provider shall take all necessary precautions to prevent any nuisance or inconvenience to the occupiers and the occupiers of adjacent properties and to the public in general.

e-Tender Document

17.17 Utmost care shall be taken to keep the noise level to the lowest so that no disturbance as far as possible is caused to the occupant / user of the premises.

17.18 No permission for videography or photography can be granted by the Service Provider which right is reserved exclusively with the High Court (Administration)

17.19 The period of various licenses/ permits with the Bidder, shall be valid only for the duration of this contract.

17.20 If any loss or damage is caused to the property of the Court by the staffs deployed, the cost of the same shall be recovered from the Service Provider. Unless such amount is deposited, the bill of next month shall not be processed and recovery will be made from bill of said month/future bill.

17.21 The Service Provider shall ensure quality work in planned and time bound manner. Any sub-standard material/work beyond set out tolerance limits shall be summarily rejected by the High Court Administration.

17.22 The Service Provider shall deploy adequate number of machines for smooth execution of the contract. The machines brought on site will not be allowed to be taken away till completion of work without specific permission from the Registrar (Administration), High Court of Bombay, Nagpur Bench, Nagpur, in writing if required for repairs etc.

17.23 The cost of machine, equipments maintenance will be borne by the Service Provider.

17.24 The High Court Administration shall provide space for storage of machines, material and chemicals as per availability of space for which no

rentals will be charged. However, no extra payment shall be admissible for carriage/ shifting etc.

17.25 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 authorities and as per the direction of High Court of Bombay, Nagpur Bench, Nagpur.

17.26 The Service Provider with prior permission of the Registrar (Administration), High Court of Bombay, Nagpur Bench Nagpur shall arrange the necessary water supply fitting, flexible pipe etc. for taking water from the water taps provided in the building for the work of housekeeping at his own cost.

17.27 The Service Provider shall have to regularly lift the dumped heap of garbage and in any case at least once in a week. The responsibility of loading, unloading, transportation of garbage shall be of the Service Provider.

17.28 The Service Provider shall dispose of garbage, debris, rubbish and other un-serviceable materials and waste at their own cost to the notified/ specified Nagpur Municipal Corporation (NMC) dumping ground and under no circumstances the same shall be stocked/ dumped even temporarily, within the building or the surrounding premises of High Court Main Building and Annex Buildings along with its premises and shall submit proof of such disposal to High Court Registry.

17.29 Considering the situation like that of COVID-19, the Service Provider shall follow all the guidelines issued by the Health Ministry from time to time.

17.30 The Service Provider or his authorized representative has to attend a meeting every fortnight or at such interval as decided and communicated by the High Court Administration for discussion / and evaluation of performance with the High Court representative and submit a report on the jobs done on a fortnightly basis.

e-Tender Document

17.31 Whenever Training, Workshops, Orientation Courses, Seminars, Meetings, or any other event takes place at the High Court of Bombay, Nagpur Bench, Nagpur, the Service Provider has to ensure that sufficient workers and supervisory staff is present within the High Court Nagpur campus till such event is over for which nothing extra will be payable.

17.32 The Service Provider shall carry work complying the relevant Municipal Laws/bye-laws/rules/regulations/ general or special orders issued by the local authority under the jurisdiction of which work is to be executed.

17.33 The Service Provider shall not be entitled to any damages for loss sustained by it due to rains, flood or any other natural calamity, whatsoever during execution of the work.

17.34 The High Court Administration reserves rights:

- (i) to alter any of the terms and conditions without assigning any reason therefore.
- (ii) to extend the term of the contract at the existing rate on the same terms and conditions for such further period as situation demands.
- (iii) to deduct tax at source, wherever mandated by the law, from the amounts payable to the Service Provider, however, certificate will be issued by tax deducted as source.

17.35 If the Service Provider is unable to carry out the work as per the contract issued to it or it commits breach of contract or leaves the work before the end of contract period the High Court Administration reserves the right of substituted performance through some other service provider or through its own employees. Under these circumstances, the Service Provider will not be entitled to refund of the security deposit amount and same will be forfeited to Government Treasury.

18. GENERAL SECURITY RESTRICTIONS:-

18.1. The Service Provider shall inform in writing the High Court Administration, the names and other details, time, address and identity proof, permanent and temporary address, mobile numbers of its staffs engaged for execution of the Contract Work, so that the safety and security of the premises are not compromised.

18.2 The identity cards to all the staffs engaged by the Service Provider shall be issued to them by such service provider and not by the High Court Administration. However, for the safety and security of the premises of the High Court/Hon'ble Judges' Bungalow/ other premises, the High Court Administration will issue entry pass to the employees of the Service Provider or endorsed on the Identity Card issued by the Service Provider to the effect that concerned staff is allowed enter in the aforesaid premises during working hours for the purposes of executing the contract.

18.3 The movement of vehicles at High Court premises and Hon'ble Judges Bungalows and persons employed shall be regulated in accordance with rules and regulations as approved by the High Court of Bombay, Nagpur Bench, Nagpur.

18.4 The Service Provider shall inform in advance the registration numbers, ownership of the vehicles, names and addresses of the drivers for necessary action by the security agency.

18.5 Construction of hut or any kind of make shift arrangement for stay of the staffs of the Service Provider shall not be allowed on any premises under Control of the High Court Administration.

18.6 As and when there will be security requirements, certain additional restrictions can be imposed as per the requirement of the situation.

18.7 The Service Provider shall be responsible for behavior and conduct of its staffs. No staff with doubtful integrity or having bad record shall be engaged by the Service Provider. The Service Provider shall replace any currant staff at the instant of officials of the High Court of Bombay, Nagpur Bench, Nagpur, if such occasion arises.

-PART-VIII-

19. BID SUBMISSION:-

19.1 The Bidder shall be deemed to have studied specifications, terms and conditions in the tender document and got itself well acquainted with the site, site condition, approach roads, available working space and volume of staffs required for execution of the work, basic materials, water, electricity etc., before submitting the tender. A declaration/Certificate to this effect issued by this office has to be given by the bidder.

19.2 The interested bidders should submit Bids Online completed in all respect on e-tendering portal of Government of Maharashtra viz. <https://mahatenders.gov.in> on or before 15/04/2026 till 3.00 pm. The Bidder should submit online bids in two covers i.e., Technical Cover & Financial Cover.

19.3 The offers/ bids which do not fulfill any of the conditions for eligibility are liable to be rejected without specifying the reasons for such summary rejection.

19.4 TECHNICAL COVER :-

19.4.1 Technical Cover shall contain the document in respect of eligibility criteria and other supporting documents as called for. Bidder should upload Technical Documents in (.pdf format) as per instructions given on above e-tendering website.

19.4.2 Bid shall be submitted in the Proforma at *Annexure-B*. It shall accompany all the necessary document refereed in Para-5 of this document

pertaining to Eligible Bidders. To avoid repetition the details of those documents are not reproduced in this para. The Bidder shall also keep ready self-attested photocopies of all relevant documents and submit them physically along with originals for verification by the High Court Administration, when asked. It is further clarified that all the necessary documents are to be uploaded with Technical Cover.

19.4.3 The bidder should submit scanned copy of the payment receipt of the Tender Fees & EMD paid Online via Net-Banking or through Bank Guarantee (*Annexure D*)

19.5 The bidder shall pay non-refundable tender Fee of Rs.30,000/ -, online.

19.6 Bid Security E.M.D. (Earnest Money Deposit): -

19.6.1 The bidder required to submit refundable EMD of Rs.3,00,000/- (Rupees Three Lakhs only) by online mode via net banking or by uploading Bank Guarantee.

19.6.2 The successful bidder needs to submit the Bank Guarantee (*Annexure-D*) after awarding the contract.

19.6.3 The Bank Guarantee must be properly stamped. The Bidder shall bear the necessary expenses of the Stamp duty. Unstamped or improperly stamped Bank Guarantee will not be considered as a valid Bank Guarantee.

19.7 Financial Cover :-

19.7.1 It shall contain the financial bid, which shall be in BOQ format, the bidder needs to enter the final amount including wages, material cost, machinery, GST etc. Bidder should upload a financial document in .xls format

i.e. BOQ file (Bill of Quantity) as per format provided. The price shall be quoted in Indian currency. It shall be unconditional.

19.7.2 Bidder shall quote the rates for the entire contract period of two years on a single responsibility' basis such that the tender price covers Service Provider's all obligations mentioned in or to be reasonably inferred from the tender document in respect of the housekeeping manual and mechanized and sanitation services for all the premises under the control of the High Court Administration, as described in **Part V** of this document. This includes all the liabilities of the Service Provider such as cost of uniform and identity cards of personnel deployed by the Service Provider and all other statutory liabilities and the directions incidental thereto issued by Government Department from time to time (like EPF contributions, service charges, all kinds of taxes, etc.).

19.7.3 The Bidder shall also include the cost of consumables and maintenance and repair charges of equipment used by the Service Provider. The periodical revision of minimum wages payable to its workers during the contract period of two years shall also be kept in mind.

19.7.4. Conditional bids/ offers will be liable to be summarily rejected.

19.8 All technically acceptable tenders will be eligible for consideration of their financial bid/Proposals. Financial Bid of those tenderers shall only be opened whose technical bid is found compliant to the conditions stipulated in all the clauses of this document. The financial proposal shall be evaluated to determine the lowest tenderer/ bidder. In case, the evaluated financial offers of two or more technically qualified bidders are same and Lowest (i.e. L-1), then the tender would be awarded to the bidder who is technically more sound.

19.9 EMD of the successful Bidder will be returned (without any interest) only after the successful completion of the Service Contract.

19.10 The Earnest Money Deposit will be returned to the unsuccessful Bidder as per e-tendering procedure. The said Earnest Money will not earn any interest thereon.

Note : All technical documents mentioned in Technical Envelope should be in .rar format. All Financial Documents mentioned in the Financial envelope should be in xls. Format. (BOQ File)

19.11. Technical Bids will be opened as per the Schedule mentioned in the Tender Document and the Financial Bids of technically qualified bids will be opened on the later date as per procedure of e-tendering System of Government of Maharashtra.

- PART-IX -

20. FORFEITURE of E.M.D. :-

The EMD is liable to be forfeited in the following circumstances:

20.1 If a Bidder withdraws its bid during period of bid validity, Or

20.2 If the Bidder fails to accept corrections of arithmetic errors identified by the High Court in the Bidder's bid (if any), Or

20.3 If the Successful Bidder fails to make arrangement for technical evaluation of the offered product within the stipulated time, Or

20.4 If the Successful Bidder fails to accept the Letter of Award and / or execute an agreement within the stipulated time, Or

20.5 If the Successful Bidder fails to furnish the Performance Bank Guarantee within the stipulated time.

21. GENERAL GROUNDS FOR REJECTION OF TENDER :-

Following are the general grounds for rejection of tender, which are not exhaustive but inclusive.

21.1 The financial bid, in which the amount of salary, to be payable to the workers of such service provider is mentioned less than what is determined as minimum wages inclusive of dearness allowances and other allowances etc. for the particular class of employee, as per the provisions of Minimum Wages Act.

21.2 While quoting the rates in Financial Bid, the bidder fails to consider the prevailing statutory notifications, laws as applicable, including Minimum Wages Act and any revision to minimum wages issued from time to time.

21.3 If Bidder fails to quote their rates in Financial Cover i.e. BOQ Format exclusive of all types of taxes, service tax, transportation, income tax, profession tax, material cost and other expenses.

21.4 The bidder shall keep in mind the minimum wages inclusive of allowances payable for the schedule establishment doing **cleaning, sweeping and scavenging work** as determined by the competent authority for the relevant period under the provisions of Minimum Wages Act, before submitting their bid.

22. ACCEPTANCE AND REJECTION OF TENDER :-

22.1 Acceptance of Tender shall be solely at the discretion of the Tender Committee of the High Court of Bombay, Nagpur Bench who reserves the right to accept or reject any or all tenders without assigning any reason therefor. The Bidder, whose tender is accepted will have to enter into Agreement within 15 days of being notified to do so. In case of failure, the offer of the Bidder shall be considered as withdrawn by him, and amount deposited towards the EMD will be forfeited to the Government Account without any reference to the successful Bidder. The date of contract will be fixed by the High Court upon Administrative Approval obtain from Government and contract will be entered therefrom.

22.2 It must be clearly understood that the Tender Committee of the High Court of Bombay, Nagpur Bench is not bound to accept the lowest or any tender.

- 22.3 Tender is liable for outright rejection if on opening it is found that: -
- 22.3.1 The Bidder has not strictly followed the procedure laid down for the submission of bid/offer.
- 22.3.2 The Bidder proposed any alteration in the work specified in the tender or any other condition which cannot be evaluated.
- 22.3.3 Any one or more of the documents required as called for are not submitted.
- 22.3.4 Any of the pages of the tender are removed or replaced by the Bidder.
- 22.3.5. Any over-writing is made by in the tender document.
- 22.3.6 Any pages or pasted slips are missing.
- 22.3.7 The Bidder has not signed all corrections and additions.
- 22.3.8 All pages and pasted slips are not signed by the Bidder.
- 22.3.9 Correction in amount price-bid entered in agreement, if any, should be attested by the tenderer.

- PART-X -

23. PENALTY:-

- 23.1 Without prejudice to the rights of the High Court Administration to terminate the Contract allotted to the Service Provider for breach of the terms of the Contract; the High Court Administration can impose the penalty mentioned below against the deficiency of service, after giving show cause notice in writing.

e-Tender Document

S.N.	Deficiency in Service/Nature of default	Penalty
1	Not providing any person for cleaning to Justice Bungalow & its premises.	Rs.5000/ -, for default of one day.
2	Incomplete /improper cleaning of the Justice Bungalow and its premises.	Rs.2000/-, for default of one day.
3	Not providing any person for cleaning to any other residential bungalow.	Rs.2000/-, for default of one day.
4	Incomplete /improper cleaning of the other Bungalow and its premises.	Rs.500/-, for default of one day.
5	Failure to clean any of the Court Hall/Justice Chamber/ Corridor/ High Court premises on any working day.	Rs.10,000/-, for default of one day
6	Incomplete/improper cleaning of the Court Hall/Justice Chamber/ Corridor/ High Court premises on any working day.	Rs.5000/-for default of one day
7	Failure to clean or incomplete or improper cleaning of the High Court premises on 15 th August, 26 th January and other official functions.	Rs.50,000/-,for each default.
8	Not providing requisite number of persons for cleaning to any of the premises in the Contract, on any special occasion, when directed by the Registrar (Administration).	Rs.50,000/-,for each default.
9	Unavailability of Cleaning Machine for the Floor of the Court Building.	Rs.2000/-, for default of one day.
10	Non-availability of the sanitary/detergent/acid/other cleaning materials etc.	Ten times the cost of material.
11	Failure to provide good quality/branded material as mentioned in <i>Annexure -A & AI</i>	Two times the cost of materials.
12	Non-disposal of collected waste material from the High Court premises before the office time of the Court.	Rs.2000/- for each days default.
13	Not providing a substitute in case of absenteeism of workers.	Rs.2000/-, for absenteeism of one person per day.

23.2 In addition to the above specific defaults/ deficiencies in service, for other defaults/deficiency in service, the High Court Administration reserves the right to issue show cause notice as to why specific amount of penalty shall not be imposed for the defaults/ deficiency in service mentioned in such notice. After giving such opportunity of hearing the High Court Administration will decide about the what general or special damages caused by defaults/deficiency in service. It will be within the rights of the High Court Administration to condone or waive any penalty for which show cause notice has been issued on being satisfied of the explanation given by the Service Provider or of the undertaking that such mistake will not be repeated in future or for any other appropriate reason.

23.3 The penalty so imposed can be set off against the monthly claim amount raised by the Service Provider.

24 DISPUTE RESOLUTION :

24.1 Any claim, dispute or difference relating to or arising out of the Contract executed between the High Court Administration and the Service Provider shall be referred to the arbitration, of a sole arbitrator. The arbitration shall be subject to the Arbitration and Conciliation Act, 1956 as may be amended from time to time.

24.2 Such dispute or difference shall be referred to the Sole Arbitrator as appointed by the High Court Administration. The venue and seat of Arbitration shall be at Nagpur. The language of arbitration proceedings shall be English. The arbitration award shall be final and binding on both the parties.

24.3 The Service Provider will be responsible to settle any matter/dispute, raised by any agency including his labourers, before any authority including Labour Commissioner/Labour Courts/Industrial Court/Controlling Authority under Payment of Gratuity Act, 1972/Conciliator /or any other adjudicatory authority pertaining the service conditions of the staffs of the Service Provider.

25. **TERMINATION OF CONTRACT:**

25.1 Violation of statutory laws and terms of contract will lead to termination of the contract.

25.2 The Service Provider should submit an affidavit stating that the workers/staffs appointed for the work, are being and will continuously be paid salary as per the government norms and as per the relevant laws like Minimum Wages Act etc. It shall be entirely the responsibility of the Service Provider to pay not less than the minimum wages to the workers, if this office notices any lapses therein or if written complaint is received about not making payment of salary to the workers, as per the norms then, the contract of Service Provider will be terminated and necessary steps will be taken to blacklist his/their names by taking legal action against the Service Provider.

25.3 The Registrar (Administration), High Court of Bombay, Nagpur Bench, Nagpur shall at any time terminate the Work Order/Contract without giving any compensation by giving written notice in case the work of the Service Provider is found to be not satisfactory or in violation of the terms of the contract or for not following mandatory provisions in the labour legislation.

25.4 The Registrar (Administration), High Court of Bombay at Nagpur reserves the right to terminate the Contract by giving the Service Provider notice of 15 days.

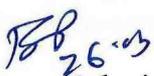
25.5 Without prejudice to the aforesaid rights of the High Court Administration, the Registrar (Administration) may issue notice to the Service Provider pointing out the deficiency in services with direction to make good such deficiency within such time or within such extended time as may be allotted to the Service Provider, as may be mentioned in such notice or reminder notice.

25.6 The High Court Administration will have right of substituted performance for the remaining term of the Contract at the cost of the Service Provider without prejudiced to its any other rights here-in-before mentioned.

26. LEGAL JURISDICTION :

All disputes are subject to the territorial jurisdiction of City of Nagpur, preceded by Arbitration.

Date : 26/03/2026


Registrar (Administration)
High Court of Bombay,
Bench at Nagpur

- PART-XI -

FORM NO I**Details of the work of past work experience and magnitude carried out by the Service Provider****NAME OF THE SERVICE PROVIDER:**

Sr. No.	Name of Work	Name and address of the organization for whom the work was done/being done	Agreement No. and other details in brief	Tender Cost	Total Cost of the work done	Duration of Tender	Principle features in brief

Note :- The above is specimen format. The information be typed in the above format, which shall be uploaded in Technical Cover.

(Seal & Sign)

Annexure-A
Tentative List of materials

Sr. No.	Description
1	Acid
2	Air Freshener (Ultra Clean)
3	Bleaching Powder
4	Bucket (18 LTR)
5	Carpet Brush
6	Caustic Soda
7	Choke Pump (Small)
8	Clip (Dust Control/Dry Mop)
9	Clip (Wetmop)
10	Clip N Mop/Wet Mop (Refile)
11	Clip N Mop/Wet Mop (Set)
12	Cob Web Brush Set
13	Colour Cube (Small)
14	Dust Control Mop/Dry Mop (Refile)
15	Dust Control Mop/Dry Mop (Set)
16	Dust Pan
17	Dustbin Liner (Bin Bags Big)
18	Dustbin Liner (Bin Bags Small)
19	Floor Brush (Hard)
20	Floor Brush (Soft)
21	Glass Duster
22	HY-Po
23	Hand Gloves
24	Hand Wash Liquid
25	Hard Broom
26	Hard Brush (Collar Brush)
27	Mug

Sr. No.	Description
28	Mosquitoes Spray (Hit)
29	Naphthalene Balls (White)
30	Phenyl
31	Pipe
32	Wooden Pipe
33	Putting Patti 8"
34	R 3
35	R 6
36	Room Freshener (Gas)
37	Room Freshener (Liquid)
38	Scrubber (Hard Black}
39	Scrubber (Soft Green)
40	Scrubber Brush (Nylon)
41	Scrubbing Brush (Tar)
42	Soft Broom
43	Soap-1 (Rin/surf excel)
44	Soap-2 (Wheel Powder/ Ghadi/ Surf Excel/Ariel)
45	Spiral (Marbolin)
46	Sponge
47	Spray Bottle
48	Table Duster
49	Toilet Brush (Hockey Brush}
50	Toilet Roll
51	Wiper Big
52	Wiper Small
53	Wiper Big Metal
54	Wiper Small Metal
55	Water Pipe
56	Water Tank Pump
57	Pawda

Sr. No.	Description
58	Kudal
59	Ghamela
60	Safety Belt
61	Ladder
62	Safety Helmet
63	Dustbin
64	Caustic
65	Plucker

*Service Provider can be advised to provide quantity as per direction of the Registrar (Administration), High Court of Bombay, Nagpur Bench, Nagpur.

Annexure-A1**Tentative List of Sanitary and Other Materials**

Sr. No.	Items
1	Paper Napkin
2	Bathroom Air Freshener
3	Mosquito Kill Liquid Refill
4	Handwash Liquid Refill
5	Rat Gum
6	Multi-insect Killer Spray ltnock-99
7	Flush Matic — hanging
8	Flush Matic
9	Room Freshener
10	Floor Cleaner
11	Room Freshener
12	Toilet Cleaner Liquid
13	Disposal Bag
14	Glass Cleaner
*The Service Provider needs to provide material at all official residences of Hon'ble Judges and the Chief Justice House viz. "Soudamini"	

Annexure-A2**SPECIFICATIONS & DETAILS OF WORK OF HIGH COURT MAIN BUILDING
AT NAGPUR BENCH**

High Court Main Building at Ground Floor and First Floor + Terrace including Court Halls, Chambers of the Hon'ble Judges, Chambers of Registrar, Deputy Registrars, various Sections, open passage, etc.

Sr. No.	Activity	Frequency	Method
1	Sweeping, Scrubbing & Drying of floor	Daily once	Scrubbing & Drying Mechanized Cleaning
2	Telephone, Computer, lights, fans, chandelier, electric & other equipment cleaning	Daily once	Mechanized Cleaning & Wet & dry wiping
3	Dusting & wiping of Tables, Chairs, Shelves etc.	Daily once	Duster, wet/dry cloth etc.
4	Common Wash Basins, Toilets Cleaning	Every Hour	Wet & dry wiping
5	Toilet Cleaning — Hon'ble Judges Chambers, Offices/Officers etc.	Morning if required Afternoon and Evening	H. P. Jet, Mechanized Cleaning & manual
6	Dustbin movement	Once a day	Dustbins
7	Glass Cleaning	Once in a day from inside	Glass cleaning kit
8	Spraying of room freshener	As per requirement	Spray bottle, Good Perfume
9	Partition Cleaning	Weekly once	Wet & dry wiping, duster
10	Shampoo Cleaning of Sofas	Once in a week	
11	Electric Panel & Instruments Cleaning	Twice in a week	Mechanized Cleaning, duster, dry cloth.
12	Column, Side — Walls Cleaning	Weekly Once	Wet & dry wiping
13	Grass Cutting	As per requirement	- - - -
14	Cleaning of Water Tanks	As per requirement	

Annexure-A3**High Court North Annex Building, Ground Floor, First Floor, Second Floor and Basement**

(including Conference Hall, Auditorium, VIP Lounge, Dinning Hall, Court Halls and Chambers of the Hon'ble Judges, Registrar Court & Chamber, various sections, open passage, etc.)

Sr. No.	Activity	Frequency	Method
1	Sweeping, Scrubbing & drying of floor	Daily once	Scrubbing & Drying Mechanized Cleaning
2	Telephone, Computer, electric & other equipment cleaning	Daily once	Mechanized Cleaning & Wet & dry wiping
3	Dusting & wiping of Tables, Chairs, Shelves etc.	Daily once	Duster, wet/dry cloth etc.
4	Common Wash Basins, Toilets Cleaning	Every Hour	Wet & dry wiping
5	Toilet Cleaning — Hon'ble Judges Chambers, Offices/Officers etc.	Morning if required in Afternoon and Evening.	H. P. Jet, Mechanized Cleaning & manual
6	Dustbin movement	Once a day	Dustbins
7	Glass Cleaning	Once in a day from inside	Glass cleaning kit
8	Spraying of room freshener	As per requirement	Spray bottle, Good Perfume
9	Partition Cleaning	Weekly once	Wet & dry wiping, duster
10	All types of furniture including sofas, chairs, tables etc. Window channel etc. Cleaning	Daily once	Mechanized Cleaning & wet & dry cloth
11	Shampoo Cleaning of Sofas	Once in a week	
12	Electric Panel & Instruments Cleaning	Twice in a week	Mechanized Cleaning, duster, dry cloth.
13	Column, Side — Walls Cleaning	Weekly Once	Wet & dry wiping
14	Grass cutting	As per requirement	
15	Cleaning of Water Tanks	As per requirement	

Annexure-A4**High Court South Annex Building, portion of Basement, Southern Side Porch, portion of connecting Passage / Bridge on Ground Floor and First floor, Second Floor, Government Pleader's Office and the premises of Bar Association**

Sr. No.	Activity	Frequency	Method
1	Sweeping, Scrubbing & drying of floor	Daily once	Mechanized and manual.
2	Telephone, Computer, electric & other equipment cleaning	Daily once	Mechanized Cleaning & Wet & dry wiping
3	Dusting & wiping of Tables, Chairs, Shelves etc.	Daily once	Duster, wet/ dry cloth etc.
4	Common Wash Basins, Toilets Cleaning	Every Hour	Wet & dry wiping
5	Toilet Cleaning — Offices/Officers	Once a day	H. P. Jet, Mechanized Cleaning & manual
6	Dustbin movement	Once a day	Dustbins
7	Glass Cleaning	Twice in a week from inside	Glass cleaning kit
8	Spraying of room freshener	As per requirement	Spray bottle, Good Perfume
9	Partition Cleaning	Weekly once	Wet & dry wiping, duster
10	All types of furniture including sofas, chairs, tables etc. Window channel etc. Cleaning	Daily once	Mechanized Cleaning & wet & dry cloth
11	Electric Panel & Instruments Cleaning	Weekly Once	Mechanized Cleaning, duster, dry cloth.
12	Column, Side — Walls Cleaning	Weekly Once	Wet & dry wiping
13	Cleaning of Water Tanks	As per requirement	

Annexure-A5

Outer premises of the official residences of the Hon'ble Judges and open space surrounding the PWD bungalows namely: The Chief Justice House viz Soudamini, Daya, Kshama, Shanti, Anuradha, Uttara, Vishakha, Namrata, Sneha, Vivek, Sewa, Matoshree, Sunit, Chitra, Hiranyagarbha, Vidhi, Samta, Soumitra, Manas Bungalow & Satyasheel Complex & Vajra.

Sr. No	Activity	Frequency	Method
1	Sweeping, Scrubbing & Drying of floor	As per requirement	Scrubbing & Drying Mechanized Cleaning
2	Telephone, Computer, electric and other equipments cleaning	As per requirement	Mechanized Cleaning & Wet & dry wiping
3	Dusting & wiping of Tables, Chairs, Shelves etc.	As per requirement	Duster, wet/dry cloth etc.
4	Wash Basin	Twice a day	Wet & dry wiping
5	Toilet Cleaning	Once a day	H. P. Set, Mechanized Cleaning & manual
6	Dustbin movement (Wet and Dry)	Once a day	Dustbins
7	Glass Cleaning	Once in a week from inside	Glass cleaning kit
8	Spraying of room freshener	As per requirement	Spray bottle, Good Perfume
9	Partition Cleaning (if any)	Weekly once	Wet & dry wiping, duster
10	All types of furniture including sofas, chairs, tables etc. window channel etc. Cleaning	As per requirement	Mechanized Cleaning & wet & dry cloth
11	Shampoo Cleaning of Sofas	Once in a week	
12	Electric Panel & Instruments Cleaning	Weekly Once	Mechanized Cleaning, duster, dry cloth.
13	Column, Side — Walls Cleaning	Weekly Once	Wet & dry wiping
14	Cleaning of overhead Water Tanks and Sumps	As per requirement	- - -
15	Cleaning of fountains	As per requirement	- - -
16	Outer cleaning of premises	As per requirement	Manually and with machines
17	Collection of garbage, debris, dried leaves of trees, etc. from the premises.	Daily once	Manually and with machines

Annexure-A6
COMMON AREAS

Sr. No.	Activity	Frequency	Method
1	Sweeping, Scrubbing & drying of	Daily once	Scrubbing & Drying Mechanized Cleaning
2.	Mopping of Floor	Once a Day	Mopping
3.	Telephone, decorative items, common sitting furniture, etc. Cleaning	Once a Day	Wiping
4	Cleaning of Tables, Chairs, Furniture items etc.	Once a Day	Mechanized Cleaning, dusting & wiping
5.	Common Toilet Cleaning	Once a Day	H. P. Jet, Mechanized Cleaning & Wiping
6	Staircase Cleaning	Once a Day	Mopping
7	Dustbin Movement	Once a Day	Manual
8	Glass Cleaning (Only Inside)	Weekly Once	Glass cleaning kit
9	Partition Cleaning	Weekly Once	Wiping & Mechanizing
10	Furniture, Window channel etc. Cleaning	Weekly Once	Mechanized Cleaning, dusting
11	Electric Panel & Instruments Cleaning	Weekly Once	Mechanized Cleaning & manual
12	Column, Side-Walls Cleaning	Weekly Once	Mechanized Cleaning & manual
13	Fans, Tube Lights etc. Cleaning	Weekly Once	Dusting & Wiping
14	Chairs Cleaning in corridors, passages etc.	Daily Once	Dry Mechanized Cleaning
15	Bolder Walls and nearby area to be Clean	Weekly Once	
16	Terrace Cleaning	Weekly Once	
	<u>ROAD / OUTSIDE AREA</u>		
17	Sweeping of roads	Once a Day	Road Sweeper & manual
18	Roadside grass removal	As required	Manual
19	Scrap collection & disposal	As required	Manual

Sr. No.	Activity	Frequency	Method
20	Garbage collection & disposal	As required	Manual
21	Kerb stone or divider cleaning (if any)	As required	Manual
22	Roadside railing cleaning (if any)	Once a Day	Wet & dry wiping
23	Cleaning of Parking 'area for vehicles of Advocates and Staff Members	Once a Day	Road Sweeper & manual
24	Washing of roads	Once in a month	High pressure water cleaning
	<u>CARPET CLEANING</u>		
25	Carpet Mechanizing	Once in fortnight	Mechanized Cleaning & manual
26	Carpet Spotting	As required	Spotting Kit
27	Carpet and chairs in Auditorium Shampooing	Once in three months	shampooing Machine
	<u>GLASS WINDOW PANES CLEANING</u>		
28	Glass Window Panes Cleaning	Once in a fortnight from outside	Glass Cleaning kit with all safety measures
	<u>TERRACE CLEANING</u>		
29	Cleaning of Terrace of Main Building, North Annex & South Annex Building	Once in a month	Mechanized Cleaning & manual

Annexure-B

Tender No: BOM HC/NAG/Housekeeping Services/ / 2026
Outsourcing of Mechanized and Manual Housekeeping Services

PROFORMA FOR SUBMISSION OF INFORMATION FOR EVALUATION FOR
TECHNICAL BID

Name of the Service Provider	
Detailed Address	
Telephone Numbers	
E-mail I.D.	

Sr. No.	Eligibility Criteria for Applicant/Bidders/Individual Firm/Company, etc	Documentary Proof to be attached	Page Nos.
1.	The Bidder must be registered under the Employee Provident Fund & Miscellaneous Provisions Act, 1952.	P.F. Certificate/ proof of registration with EPF authorities	
2.	The Bidder must be registered under the Employees' State Insurance Act, 1948.	ESIC Certificate	
3.	The Bidder should have valid GST and Income Tax Registration.	Copy of GST registration / Service Tax Certificate and PAN card.	
4.	The bidder should have Income Tax Returns for last three financial years & copy of GST Quarterly Reports for financial year ending on 31 st March 2025.	Copies of Income Tax Returns downloaded from the website of I.T. Department & copy of GST Quarterly Reports for financial year ending on 31 st March 2025.	
5.	The bidder must be registered with the professional tax authority.	Corresponding certificate of Registration.	
6.	Bidder shall pay Tender Fee & EMD online via Net-Banking	Submit scanned copy of receipts generated on such payment.	
7.	The Bidder must have necessary machinery/ equipments/tools etc.	Such Particulars be given in <i>Form No. II</i> , annexed herewith.	
8.	Financial Capacity	Balance-Sheet supported by Chartered Accountants Certificate.	

Sr. No.	Eligibility Criteria for Applicant/Bidders/Individual Firm/Company, etc	Documentary Proof to be attached	Page Nos.
9	Experience	Minimum three years and the aggregate value of all such works successfully completed during the last five years shall not be less than 4 Crores inclusive of GST.	
10.	Site Visit	Site Visit Certificate issued by our office be uploaded while submitting online bid	
11.	Bidders must be registered under relevant Laws.	Sole Proprietorship /Partnership Firm / Limited Liability Partnership / Company / Joint venture to submit certificate of Shop and Establishment / Registration of Firm / Partnership Deed / Certificate of Incorporation / Memorandum of Association / Articles of Association / Joint Venture Agreement, etc.	
12.	Undertaking and Declaration	In proforma Annexure-C.	

It is certified that the above information is true and correct.

Date :-

(Signature of the Bidder)

Place :-

Name and Address with seal

Note :- The documents in support of technical bid shall be uploaded strictly exactly in the same sequence as given in above proforma.

Annexure-C

UNDERTAKING & DECLARATION

(On stamp paper of Rs. 100/-)

Tender No: BOM HC/NAG/Housekeeping Services/ /2026

The Registrar (Administration), High Court of Bombay,
Nagpur Bench, Nagpur.

Name of Bidder :-

Sir,

1. I/We hereby agree to abide by all the terms and conditions laid down in the tender document inviting tenders for outsourcing the Housekeeping Services by Mechanized and manual manner, for the premises of the High Court, as described in Part of the tender document.

2. I/We hereby declare that, before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves to abide by the said terms and conditions.

3. I/We hereby declared to have inspected all the High Court and allied premises described in Part of the tender document and got myself/ourselves satisfied about the area of the premises and required number of workers/machines/tools and quantity of materials that may require during next two years while executing the contract.

4. I/We hereby confirm that, I am/we are compliant of all the statutory requirements including the registration under EPF/ESIC/Professional Tax/ etc.

5. I/We hereby undertake that, the workers and other manpower employed by the bidder will be paid not less than the minimum wages determined by the appropriate authority for the category **“Cleaning, Sweeping and Scavenging”**.

6. I/We undertake the responsibility to furnish details and particulars of manpower deployed by us for the aforesaid housekeeping services.

7. I/We undertake that, sufficient number of manpower will be provided for the aforesaid housekeeping services so that simultaneous cleaning of all the premises can be completed before the officers reach the court.

8. I/We undertake that, the Bidder will submit appropriate license, if any, required for engaging manpower on contract basis, before signing the work agreement.

9. I/We declare that, any kind of bankruptcy/insolvency proceedings is not pending against us and I/We have not been declared so during last five years.

10. I/We undertake to abide the guidelines issued or to be issued by the Health Authority or the High Court Administration for Covid-19 or similar other variants.

11. I/We declare that, the bidder has never been blacklisted by the Central/State Government/Corporation, other Government Institutions.

12. I/We declare that no legal proceedings for violation of Labour Welfare Legislation or other criminal proceedings is not pending against the bidder (If such proceedings are pending, provide particulars mentioned in para 5.5)

Signature of the bidder

Name & Address of the Bidder with Seal

Annexure-D

PERFORMANCE BANK GUARANTEE FORM

(To be executed on Non-Judicial Stamp Paper of an appropriate value)

Bank Guarantee No.:

Date:

Name of the Bank Issuing Bank Guarantee:

Guarantee Period:

From Guarantee Expiry Date:

WHEREAS, Registrar (Administration), High Court of Bombay, Nagpur Bench, Nagpur (Party No.1), has entered into the Contract of Housekeeping and Outsourcing the work of the official residences of the Hon'ble Judges of the High Court and Judicial Officers working in the Registry of the High Court with the successful Bidder (Party No.2), for the Period of 2 Years from execution of the contract. Accordingly, on formal Agreement has been duly executed on _____, at Nagpur. The terms and conditions in the Tender Document form the part and parcel of the said Agreement. As a security for the due observance and performance of the said Contract and the terms and conditions in the Tender Document, Party No.2, the Contractor furnishing to the Party No.1 a Guarantee in the sum of Rs.....Only),/- (Rupeesonly)

AND WHEREAS one of the condition of the Contract is that the Contractor shall furnish to the High Court Administration from scheduled Bank having Branch at Nagpur for an amount equal to 3% (Three Percent) of the total Contract sum, which is guaranteed Amount, against due and faithful performance of the Contract including the Performance Bank Guarantee obligation and other obligations of the Contractor for the housekeeping services as illustrated in the Tender Document. This Bank Guarantee shall be valid from the date hereof up to expiry of the Contract Period including any extension thereof.

AND WHEREAS the Contractor has approach of..... (Insert here Name of the Bank and Branch) having its registered Office at (Insert here the Address of registered Office) and at the request of the Contractor and inconsideration of the promises made by the Contractor, the Bank has agreed to give such guarantee as hereunder:

iAny such demand made on the Bank by the High Court Administration shall be conclusive as regards the amount due and payable by the Bank under this Bank Guarantee and the Bank shall pay without any deductions or set-offs or counterclaim whatsoever, the total sum claimed by the High Court Administration in such demand. The High Court Administration shall have the right to make an unlimited number of demands under this Bank Guarantee provided that the aggregate of all sums paid to the High Court Administration by the Bank under this Bank Guarantee shall not exceed the Guaranteed amount.

The Bank hereby undertakes to pay under this Guarantee, the guaranteed amount claimed by High Court Administration/Party No.1 without any further proof or conditions and without demur, reservation, contest, reports or protest and without notification to the Contractor merely on a demand raised by the High Court;

(i) any enquiry or Court Administration stating that the amount claimed is due to the High Court Administration under the Contract. Any such demand made on the Bank by the High Court Administration shall be conclusive as regards the amount due and payable by the Bank under this Bank Guarantee and the Bank shall pay without any deductions or set-offs or counterclaim whatsoever, the total sum claimed by the High Court Administration in such demand. The High Court Administration shall have the right to make an unlimited number of demands under this Bank Guarantee provided that the aggregate of all sums paid to the High Court Administration by the Bank under

e-Tender Document

this Bank Guarantee shall not exceed the Guaranteed amount. The Bank's liability under this Bank Guarantee shall be illustrated in the Tender Document. This Bank Guarantee shall be valid from the date hereof up to expiry of the Contract Period including any extension thereof.

(ii) amount not exceeding the Amount of Bank Guarantee in Figures and words).

(iii) The right of the High Court Administration will not be affected or suspended by reason of the fact that the Contractor has raised dispute.

(iv) The guarantee herein contained shall not be affected by the liquidation or winding up, dissolution, change of Constitution or insolvency of the Contractor.

(v) Unless demand under this Bank Guarantee is filed against the Bank within Six Months from the date of expiry of this Bank Guarantee all the rights of the High Court Administration under this Bank Guarantee shall stand discharged.

(vi) However, in the opinion of the High Court Administration, if the Contractor's obligations against which this Bank Guarantee is given are not completed or fully performed by the Contractor within the prescribed period under the Contract, on request of the Contractor, the Bank hereby agrees to further extend the Bank Guarantee, till the Contractor fulfills its obligation under the Contract.

(vii) Our liability hereunder shall be joint and several with that of the Contractor as if we were the Principal debtors in respect of the said sum of Rs-----/- (Rupees----- Only) and

(viii) We shall not revoke this Guarantee during its operation except with the previous consent in writing of the High Court Administration.

IN WITNESS WERE OF THE Common Seal of..... day of _____ 2026.

The Common Seal of has been hereunto affix this was pursuant to the resolution of the Board of Directors of the Company dated the day of 2026, herein affixed in the presence of who, in token thereof, have hereto set their respective hands in the presence of :

1) -----

2)-----

Annexure — E

AGREEMENT FORM

AGREEMENT MADE this ----- Day of Two Thousand Twenty Six, between hereinafter called "Vendor") of the ONE PART and the Registrar (Administration), High Court of Bombay, Nagpur Bench, Nagpur (hereinafter called the "Indenter") of the OTHER PART.

WHEREAS the Vendor has agreed for the work of Mechanized and Manual Housekeeping Services for High Court Building and its premises and official residential bungalows of Hon'ble Judges, Judicial Officers and its premises at Civil Lines, Nagpur and Court Keeper Quarter for the period of two years thereof enclosed to the Work Order, as per the terms and conditions agreed between the parties and whereas the Vendor has deposited with the High Court, Bombay, Nagpur Bench, Nagpur, sum of Rs. /- only as a Security for the fulfillment of this Agreement.

NOW ITS HEREBY AGREED between the parties hereto as follows :-

1. The Vendor has accepted the Contract on the terms and conditions set out in the Tender Notice No. Tender No. High Court / Housekeeping Services / / 2026, dated
2. The Indenter has placed Work Order No. dated for the work of Mechanized and Manual Housekeeping Services for High Court Building and its premises and official residential bungalows of Hon'ble Judges, Judicial Officers and its premises at Civil Lines, Nagpur and Court Keeper Quarter, for the period of two years at the total cost of Rs. /-, as per the Terms 8s conditions. Thus, this Contract shall remain in force till completion of work and payment will be made after successful completion of work by the vendor.

3. Upon breach by the Vendor of any of the conditions of the Agreement, the Indenter may issue a notice in writing, determine and put an end to this Contract without prejudice to the right of the Indenter to claim damages for antecedent breaches thereof on the part of the Vendor and also to reasonable compensation for the loss occasioned by the failure of the Vendor to fulfill the Contract, as certified in writing by the Indenter which certificate shall be conclusive evidence of the amount of such compensation payable by the Vendor to the Indenter.

4. Upon the determination of this Contract, whether by efflux of time or otherwise the said deposit in the form of Performance Bank Guarantee (Annexure D) shall after completion of work be returned to the Vendor but without interest and after deducting there from any sum due by the Vendor to the Indenter under the terms & conditions of this Contract.

5. This Contract shall remain in force until completion of work notwithstanding anything contained herein or in the Tender Document and Acceptance Forms, the Indenter may cancel the Contract without compensating the Vendor.

6. In witness whereof the said hath set his hand hereto and Indenter has on behalf of the High Court of Bombay, Nagpur Bench, Nagpur affixed his hand and seal thereto the day and year first above written.

7. Notices in connection with the Contract may be given by the Indenter [The Registrar (Administration), High Court of Bombay, Nagpur Bench, Nagpur or any Gazetted Officer of the High Court authorized by the Registrar (Administration), High Court of Bombay, Nagpur Bench, Nagpur]

8. In consideration of the payments to be made by the Indenter to the Vendor as hereinafter mentioned, the Vendor hereby covenants with the Indenter

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to provide the Goods and Services and to remedy defects therein conformity in all respect with the provisions of the Contract.

9. The Indenter hereby covenants to pay the Vendor in consideration of the provision of services, the contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

10. If subject to circumstances beyond control (Force Majeure), the Vendor fails to provide services in accordance with the conditions mentioned in the Tender Document, the Indenter shall at his option to cancel the tender.

Nagpur

Vendor

Witness 1)

2)

Indenter

On behalf of the High Court of Bombay, Nagpur Bench, Nagpur