



HIGH COURT OF GUJARAT
Ahmedabad

Abridged Notice Inviting e-Tender
[Contract for House-keeping]

Online e-tenders are invited from reputed Agencies possessing requisite License, having not less than 5 years' experience in the field with any Government Institution or Local Body, for the work of House-keeping in the premises of the High Court complex; including Auditorium complex at Sola, Ahmedabad for a period of one year.

The detailed tender notice and tender document for the housekeeping work can be seen from the website www.tender.nprocure.com and www.gujarathighcourt.nic.in.

Any amendment, update regarding these bids will be published on the websites only. The last date for online submission of price bid on website www.tender.nprocure.com is **02/07/2026** by 04:00 p.m. The last date of submission of Tender Fee, Earnest Money Deposit and supporting documents is **02/07/2026** by 04:00 p.m.

The decision of the High Court in regard to acceptance of any, or rejection of all tenders will be final and binding.

June 12, 2026.

Registrar General



**E-TENDER FOR AVAILING SERVICES
OF HOUSEKEEPING IN THE PREMISES
OF THE HIGH COURT OF GUJARAT COMPLEX
INCLUDING AUDITORIUM COMPLEX**

**REGISTRAR GENERAL
HIGH COURT OF GUJARAT
AHMEDABAD 380 060**

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TENDER NOTICE

1.0	Tender No.	GHC/HK/01/2026
2.0	Name of Work	Contract for a period of One Year for the work of Housekeeping in the premises of the High Court complex; including Auditorium complex of the Gujarat High Court at Sola, Ahmedabad.
3.0	Location	High Court of Gujarat Sola, Ahmedabad 380 060
4.0	Tender Fees [Non Refundable]	Rs. 15,000/- [Rupees Fifteen Thousand Only] by a Demand Draft drawn in favour of “The Registrar, High Court of Gujarat, Ahmedabad” payable at the State Bank of India, High Court complex Branch.
4.1	Exemption from Paying Tender Fee	Following enterprises/organisations shall be exempted from paying Tender Fee, upon submitting relevant documents: (1) Micro & Small-scale enterprises which participate directly in the tendering process for the service which they are providing and have Udyam registration for service under procurement and having registration with National Small Industries Corporation. (2) Startups which participate directly in the tendering process for the service which they are providing and recognised by DPIIT under the Start-up India Program and have obtained Udyam registration & NSIC registration as MSE. (3) State Government recognised organizations like (i) Organisations for blinds, dumb and deaf, disabled, mentally disabled persons; (ii) Women’s self-help group recognised by Gujarat Livelihood Promotion Company; which participate directly in tendering process for the service which they are providing
05	Availability of Tender	On Websites www.tender.nprocure.com and www.gujarathighcourt.nic.in
06	Brief scope of work [Detailed scope as per Tender]	Work of Housekeeping in the premises of the High Court complex; including Auditorium

		complex of the High Court of Gujarat at Sola,Ahmedabad. For carrying out this work, the Contractor will have to deploy sufficient manpower as well as supervisory staff to carry out day-to-day supervision of the work to the satisfaction of the Officer-in-Charge.
07	Earnest Money Deposit [Refundable only after completion of Tender procedure]	Rs.15,75,000/- being approximately 3% of the Estimated Annual Contract Amount(Excluding GST) by way of Demand Draft drawn in favour of “The Registrar, High Court of Gujarat, Ahmedabad” payable at the State Bank of India, High Court complex Branch. It is to be enclosed along with Technical Bid only, failing which, the tender will be considered as invalid tender. [EMD in any other form; except by DD/Pay Order, will be summarily rejected] EMD must be submitted as above, no exemption on any ground shall be granted from submitting EMD to any Bidder.
08	Security Deposit	An amount equivalent to Two Months’ estimated housekeeping bill amount as Security Deposit has to be deposited by the Contractor within one month of the receipt of “Letter of Offer” in the form of a Demand Draft [DD]/Pay Order from a Bank in favour of “The Registrar, High Court of Gujarat, Ahmedabad” payable at the State Bank of India, High Court Complex Branch. The Security Deposit shall remain valid for a period of 90 [Ninety] days from the date of completion of the contract period. Upon satisfactory completion of the work during the contract period and after 90 days from the date of completion of the contract, if there are no liabilities or dues, in any manner to be recovered from the Contractor, the Security Deposit shall be refunded without any interest.
09	Duration	One Year [12 months]
10	Last date & time for online submission of Price bids	02.07.2026 by by 04:00 p.m.
11	Last date for submission of Tender Fee, EMD & Supporting	02.07.2026 by by 04:00 p.m.

	document for Technical bid during the office hours by Hand Delivery/RPAD/Speed Post before the last date to Central Tapal registry of the High Court addressing it to the Registrar General.	Note : The tender documents submitted after due date will not be considered for scrutiny and will be outrightly rejected.
12	Date & Time of Opening of Technical Bid, EMD covers for verification with online submitted documents	02.07.2026 by 05:00 p.m.
13	Opening of price bids	04.07.2026 onward, subject to verification of technical bids.
14	Validity of offer from the date of opening of price bid	90 days from the last date of submission of bid.

Other Terms & Conditions:

- 1) In case of any discrepancy, the Tender published on www.tender.nprocure.com shall prevail.
- 2) The High Court of Gujarat reserves the right to reject any or all the tenders or split the work between more than one bidders without assigning any reason.
- 3) Tender received without Tender-Fee and E.M.D will be summarily rejected.
- 4) The bidder is required to enclose the Demand Draft/Pay Order of Tender Fee (if not exempted) and E.M.D. amount in the sealed technical bid cover without fail. If demand drafts are not enclosed in the sealed technical bid cover then the tender will not be considered for scrutiny and will be summarily rejected.
- 5) EMD shall be returned to Unsuccessful / disqualified Bidders without any interest, within 30 days after completion of tender process.
- 6) **EMD may be forfeited:**
 - a) If the Bidder withdraws the Bid during the period of Bid validity.
 - b) If the Bidder is found to be indulging in any fraudulent practices.

- c) If the successful Bidder fails to sign the Contract upon award of contract
- d) If the successful Bidder fails to commence the work as per work order.
- e) If the successful Bidder fails to furnish Security Deposit as required by this Tender Document.**
- 7) The High Court of Gujarat reserves the right to blacklist such Bidder(s) whose EMD has been forfeited as above, from participating in future tenders if sufficient cause exists.
- 8) The Contractor shall employ **not less than 241 well trained Sanitary Attendants, 11 Supervisors at High Court Campus and 12 Sanitary Attendants and 1 Supervisor at Dhuliakot Guesthouse i.e. Total 253 Sanitary Attendants and 12 Supervisor.** The details of the work have been stipulated in the "Terms & Conditions". The Bidders are advised to go through the terms in detail before bidding.
- 9) The Contactor shall carry out the work of housekeeping for the following buildings and adjoining plot area; as directed by the concerned Officer.

Sr. No.	Description	Area in Sq.mt.
HIGH COURT OF GUJARAT CAMPUS INCLUDING AUDITORIUM		
1	High Court Complex total built-up area including, Main Court Building, Judges' Facility Building, Administrative Building 'A' Wing & 'B' Wing, Record room Building, Creche, IT Cell, Corridors and Auditorium)	60,734.66
2	Advocates' Bar Room and Ladies' Room	2,163.66
3	New Judges' Library Building including Arbitration Centre	2,332.49
4	a. Lobby passages and toilets of Advocates' Building	2320.00
	b. Lobby passages and toilets of New Advocates' Building	756.22
5	Old Govt. Pleaders' Building	3292.33
6	Medical Facility	475.80
7	Gate Pass Facility Building at Gate No. 2	475.80
8	SRP Barrack Building	2016.54
9	Security Building	197.90
10	Open area outside Public Canteen	170.00
11	Open Spaces including roads and parking in High Court Complex and Auditorium	1,22,830.00
Total		1,97,765.40
DHULIAKOT GUESTHOUSE, LAW GARDEN, AHMEDABAD		
1	Total Buill-up Area	2900.00

2	Multipurpose Open Plot	2002.13
TOTAL		4902.13

- 10) No tender shall be accepted/opened in any case which are received after due date and time of the receipt of tender; irrespective of delay due to postal services or any other reasons and the High Court of Gujarat shall not assume any responsibility for late receipt of the tender. Any correspondence in this matter will not be entertained.
- 11) Tender is in two bid system *i.e.*, Technical Bid and Price Bid. Only the tender of bidders who are qualified in the technical bid evaluation will be considered for opening the price bid. The price bid is required to be submitted online at www.tender.nprocure.com only by the date and time prescribed in the tender notice. The bid must be digitally signed with a valid Digital Signature Certificate. The High Court of Gujarat is not responsible in case of technical error in submitting the online price bid. No communication in this regard shall be entertained.
- 12) The Tender shall be non-transferable.
- 13) The Tender shall be filled in English with neat, legible and correct entries. Indistinct figures, erasures and/or alterations shall not be permitted in the Tender
- 14) No bidder shall be allowed to withdraw the Tender, after opening of the Tender documents
- 15) The bidders are required to quote the rate strictly as per the terms and conditions mentioned in the Tender document. The conditional tender or tender submitted for part items will not be considered and shall be liable for outright rejection. If for any item, rates are not quoted, then tender for the same bidder shall be summarily rejected.
- 16) Tender documents are only available in electronic form. The sealed technical bid has to be submitted by Hand Delivery/RPAD/Speed Post at the office of the High Court of Gujarat, within the stipulated date and time.
- 17) The decision of the Registrar General with respect to acceptance or rejection of any tender will be final and binding.
- 18) If required, the High Court of Gujarat may modify the date of submission of the Bid by prior notice, in form of corrigendum.
- 19) Bids shall be valid for 90 days from the date of opening of the Price Bid. A Bid valid for a shorter period shall be rejected summarily. The Bid validity may be extended for a further period from the date of expiry of Bid validity in consultation with the successful Bidder.

- 20) A pre-bid meeting for this work will be held on **20.06.2026 at 3 p.m. afternoon.** The inquiry / information of work shall be provided during the meeting. Before filling the tender, interested agencies can take visit of the High Court of Gujarat campus and Gujarat High Court Auditorium and get estimate of the work condition of the local place, nature / type of work to be performed, persons/appliances and material to be required.
- 21) The Courts at Ahmedabad shall have the exclusive jurisdiction to try all disputes arising out of this tender process.

HIGH COURT OF GUJARAT Sola, Ahmedabad June 12, 2026	}	SANJAY D. SUTHAR
		Registrar General

INSTRUCTIONS TO THE BIDDERS

Bidders are advised to read the instructions, evaluation norms and other terms and conditions described in these documents and other instructions carefully before making their offer. In case of any doubt, they may contact :

Mr. Mukul Pandya
Campus Administrator
High Court of Gujarat
Ahmedabad 380 060
Phone : +91 (079) 27664601 - 615 [Ext. 636]

THE TENDER AND THE OFFER

It is a two-bid system. The tender document includes technical bid and price bid. Only the tender of bidders who are qualified in the technical bid evaluation will be considered for opening of price bid.

PART - I : **Technical Bid**

Tender fee and EMD to be submitted physically as per Tender Notice to the Tapal Registry of the High Court of Gujarat, addressing **“The Registrar General, High Court of Gujarat”**.

Technical bid documents required to be submitted in support of experience, financial position, etc., as well as tender fee and EMD in the prescribed form shall be placed in sealed cover super-scribed “TECHNICAL BID, TENDER No., and NAME OF WORK” and to be submitted separately at the Tapal Registry of the High Court of Gujarat, addressing The Registrar General, High Court of Gujarat, Ahmedabad before the stipulated time. All the documents submitted should be signed and stamped.

PART - II : **Price Bid**

To be submitted before the stipulated time, on-line at
<https://www.tender.nprocure.com>

The bid shall be filled considering the minimum wages prescribed from time to time [for non-technical staff, skilled, semi-skilled and unskilled workmen] under the prevailing Labour Laws; otherwise, the bid will be rejected.

CORRIGENDUM - Sometimes issue of Corrigendum may be necessary to clarify doubts raised or to make some corrections. All such corrigendum shall be displayed on web-site <https://www.tender.nprocure.com>, and www.gujarathighcourt.nic.in only. The bidders are therefore advised to refer to these sites from time to time to keep themselves updated.

ELIGIBILITY:

- (1) Bidder must have minimum 5 years' experience of Housekeeping work in any Government Institution or Local Body. Experience will be calculated sequentially not parallelly. Details of the experience to be submitted by the Bidder in the **Form - 'C'**. Supporting documents such as experience certificates and work orders to be submitted along with technical bid.
- (2) Bidder must have average turnover of Rs. 10 Crores during last three years. Bidder shall submit copies of latest audited financial documents accompanied with certificate by the Chartered Accountant showing requisite turnover as per **Form-'D'**.
- (3) In addition to the above, bidder shall submit all the documents / certificates mentioned in **Form - 'A'** of the tender document.
- (4) The Bidder should not have been blacklisted or banned in any manner by any Government, Quasi-Government Authority or any Public Sector Undertaking in India. The bidders have to produce an Affidavit on a Non-Judicial Stamp- paper of Rs.300/- as per **Form - 'E'**.

INSTRUCTION TO BIDDERS FOR ONLINE TENDERING

Further details of this tender are as under:

1.0	Contract for a period of one year for Housekeeping works of Gujarat High Court Campus including the Auditorium complex.
2.0	Downloading of Tender Documents
2.1	Tender notice will be available on web sites https://www.tender.nprocure.com and www.gujarathighcourt.nic.in
2.2	Bidders who wish to participate in this tender will have to get themselves registered on website https://tender.nprocure.com For any technical help with respect to registration or online submission of bid please contact: (n)Code Solutions - Division of GNFC Ltd., (n)Procure Cell 501, GNFC Infotower, S.G. Road Bodakdev, Ahmedabad - 380054 (Gujarat) Toll Free : 7359 021 663 (9:30 AM to 8:00 PM) Email: nprocure@ncode.in
3.0	Digital Signature Certificate
3.1	Bidders who wish to participate in online tenders will have to procure / should have legally valid Class - 3 Digital Signature Certificate, using which they can sign their electronic bids. Bidders can procure the same from any of the license certifying Authority of India or can contact (n) code solutions- a division of GNFC Ltd., who are licensed certifying Authority by Govt. Of India.
3.2	Price bids must be digitally signed.
3.3	Bidders who already have a valid Digital Signature Certificate need not procure a new Digital Signature Certificate.
4.0	Submission of Technical and Price Bids
4.1	After tender submission date and time, bidder cannot edit their submitted offer. No written or online request in this regard shall be entertained.
4.2	Bidder shall submit their offer, i.e. Technical Bid in Hard copy at High Court of Gujarat and Price Bid in Electronic format on above mentioned website and date shown above after Digitally signing the same.
4.4	Offers (price bids) in physical form will not be accepted in any case and such bid/s will be summarily rejected.
5.0	Submission of Tender Fees and other Documents
5.1	Bidder has to submit unconditional bid and no other condition in any form shall be considered at all, at the time of evaluation of the tender. Conditional tender shall

	not be accepted.
6.0	Opening of Tender
6.1	After successful completion of Technical Evaluation, price bid of only those bidders would be opened online who are found to be qualified.
7.0	General Instructions:
7.1	The tender fees for online tender document will not be refunded under any circumstances.
7.2	EMD in the form specified in tender document only shall be accepted.
7.3	Tenders without Tender document fees, earnest money deposit (EMD) and which do not fulfil all or any of the conditions or submitted incomplete in any respect will be rejected.
7.4	Tender Notice shall form part of tender document.
7.5	Bidders are advised to read carefully the “Instruction to the Bidders” and “Eligibility criteria” contained in the tender documents.
7.6	The Internet site address for e-Tender is www.tender.nprocure.com
7.7	The High court reserves the right to reject any or all the tenders or split the work between more than one bidders without assigning any reason thereof.
7.8	Bidder is requested to quote rates as per the terms and conditions mentioned in the Tender Document. Tender submitted for part items will not be considered and will be rejected.
7.9	Bidder shall quote the rates for the entire contract on a ‘single responsibility’ basis such that the offer price covers service provider’s all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the Manpower Services at The High court of Gujarat. This includes all the liabilities of the service provider such as identity cards of personnel deployed by the service provider and all other applicable statutory liabilities such as Minimum Wages, ESI, Provident Fund contributions, service charges.
7.10	The rates shall remain firm and fixed throughout the contract period / extended contract period and no escalation whatsoever will be allowed during the contract period except for revision in Minimum Wages by the Statutory Authority.

FORMS FOR FURNISHING
INFORMATION FOR TECHNICAL BID

FORM A

Sr. No.	Particulars.	To be filled in by the Bidder
1.	Name and Address of the Bidder with contact details. Mobile no. Fax no. Email id.	
2.	<u>Earnest money:</u> (a) Number, date and amount of D.D./ pay order. (b) Bank on which D.D./Pay Order is drawn.	
3.	Income tax PAN card	
4.	Firm Registration certificate	
5.	GST registration certificate	
6.	EPF Registration certificate	
7.	ESIC registration certificate	
8.	Professional tax registration certificate	

Place:

Date:

Signature of the Bidder.

FORM B
(On Bidder's Letter Head)

From:

Date:

To
Registrar General
High Court of Gujarat
Sola, Ahmedabad
Gujarat - 380060

Sub: Earnest Money Deposit against Tender No GHC/HK/01/2026.

Dear Sir,

With reference to above and as per terms and conditions of tender, we are sending herewith D.D. / Pay Order NO _____ Dated __
of _____ [Name of Bank and Branch]
For Rs. 15,75,000/- being the amount of E.M.D.

Thanking You

Yours faithfully

[Name and Signature of the Bidder]

FORM - C

To
The High Court of Gujarat,
Sola, Ahmedabad.

Subject: Experience information submission

Ref : Tender No. GHC/HK/01/2026.

Respected Sir,

I have carefully gone through the Terms & Conditions contained in the Tender Document for “**Availing Housekeeping Services at the High Court of Gujarat, Sola, Ahmedabad**”. I hereby declare that the details stated below regarding experience of our firm / company is true & correct and I have submitted supporting documents:-

Summary of Ongoing and Previous Experience related to Housekeeping work only.

Sr. no	Organization/ Institution	Type of services provided	No. of people employed	Value of contract (annual)	From Date	To Date	Number of Days

Yours Sincerely,

(Name and Signature of the Bidder)

FORM -D

To
The High Court of Gujarat,
Sola, Ahmedabad.

Subject: Financial data submission
Ref : Tender No: GHC/HK/01/2026.

Dear Sir,

I have carefully gone through the Terms & Conditions contained in the Tender Document for “**Availing Housekeeping Services at the High Court of Gujarat, Sola, Ahmedabad**”. I hereby declare that below are the true details regarding turnover of our firm/company:

Financial Year 2022-23 (In Rs.)	Financial Year 2023-24 (In Rs.)	Financial Year 2024-25 (In Rs.)	Total

Chartered Accountant Name & Membership No.:

Chartered Accountant Seal & Signature:

Yours Sincerely,

(Name and Signature of the Bidder)

FORM - E

Compliance Letter for Authenticity of Information Provided

(On Non Judicial Stamp paper of Rs.300 duly attested by the Notary Public)

Date:

To,

**The High Court of Gujarat,
Sola, Ahmedabad.**

Subject: Compliance with the tender terms and conditions, and Eligibility Criteria

Ref: Tender No.GHC/HK/01/2026.

Dear Sir,

With reference to the above referred tender, I, the undersigned <<**Name of Signatory**>>, in the capacity of <<**Designation of Signatory**>>, am authorised to give the undertaking on behalf of <<**Name of the Bidder**>>. We wish to inform you that we have read and understood all the terms and conditions of this tender and total requirements of the above mentioned Bid being submitted by us. We hereby confirm that we meet or exceed the requirement of this tender.

In case of breach of any tender terms and conditions of this Tender, the decision of the High Court of Gujarat, for disqualification will be accepted by us.

We also declare that we have not been blacklisted / banned / declared ineligible / declared having dissatisfactory performance by any Government / Quasi-Government Authority in India.

All the information provided in our submitted Bid is correct. In case any information provided by us is found to be false or incorrect, the High Court of Gujarat has the right to reject our Bid at any stage including forfeiture of our EMD/Security Deposit and cancel the award of contract. In that event, the High Court of Gujarat reserves the right to take legal action against us.

Thanking you,

Dated this _____ day of _____ 20____

Signature: _____

(in the Capacity of) : _____

Duly authorised to sign Bid for and on behalf of _____

Note: This Compliance letter shall be signed by the bidder or authorised signatory of Bidder.

SCOPE OF WORK, TERMS & CONDITIONS OF CONTRACT

[A] REGISTRATION FEES, DEPOSITS, ETC.:

- [1] The agreement shall be executed within one month of issuance of work order. The expenses for drafting, execution, registration charges, stamp duty etc. shall be borne by the Contractor.
- [2] Contractor shall have to deposit an amount equivalent to the Two Months housekeeping bill amount as security deposit within 15 days of receipt of work order in the form of a Demand Draft (DD)/Pay order from a Bank in favour of **“The Registrar, High Court of Gujarat, Ahmedabad”** payable at the State Bank of India, Gujarat High Court Complex Branch. The Security Deposit shall remain valid for a period of Ninety days from the date of completion of contract period.
- [3] The Contractor shall observe and follow all the provisions of laws, including Labour Laws, applicable to such work and conditions relating to the persons engaged for the work.

[B] PERIOD, RENEWAL, SUB-CONTRACTING, ETC.:

- [1] Period of Contract shall be for one year commencing from the date of award of work order.
- [2] That the High Court may at its discretion renew the contract on a written request made by the Contractor at least three calendar months before the expiration of the contract for such further period and at such rates as the High Court may deem proper.
- [3] Contractor shall not enter into sub-contract or assign the contract in favour of anybody else.

[C] GENERAL CONDITIONS :

- [1] The Contractor shall be responsible for police verification of all the persons deployed under this contract and copies of such police verification shall be submitted to the High Court.

- [2] The Contractor shall not remove any of the articles or fixtures of the High Court from the Campus.
- [3] The Contractor shall obtain necessary License from the Competent Authority immediately upon receipt of work order from the High Court.
- [4] The Contractor himself / herself shall purchase necessary sanitary materials as specified by the High Court, at his / her own costs for the purpose.
- [5] The Contractor shall not permit entry of any person other than his working staff in the Campus.
- [6] Behaviour of the Contractor himself/herself as well as his/her staff must be courteous and co-operative towards High Court employees, advocates and litigants in the Campus.
- [7] The Registrar General of the High Court and/or other Officers appointed by the High Court shall make monthly inspection about compliance of the aforesaid conditions and Contractor shall have to obey the instructions given by such Officers.
- [8] The contractor shall have to ensure that the Electricity and Water are not wasted.
- [9] If any staff of the contractor accidentally suffers loss in any manner; inside or outside the High Court campus, or sustains any injury due to any reason and becomes unfit to do the work, in that case, the sole responsibility of particular staff shall be of the Contractor. The High Court shall not be responsible for any loss or damage to such staff of the contractor.
- [10] It shall be responsibility of the Supervisors that the workers may not sit idle at any place in the High Court campus during the working hours.
- [11] The Contractor shall not put up any permanent structure or make any alterations or additions to the premises.

- [12] The staff of the contractor shall not be permitted to use any part of the premises as rest room or lodging house.
- [13] The contractor shall take appropriate insurance policy of all the persons engaged for the housekeeping work. If such person sustains any injury while discharging duty, the High Court shall not be liable.
- [14] The persons employed by the contractor for the work in the High Court campus shall not commit any act which is prohibited by the Law. In case of any such conduct of any of the persons employed by the Contractor, the Contractor shall be solely responsible / liable for the same.
- [15] Certificate of Authorized Officer on behalf of the Contractor shall be produced certifying that the persons employed by him for stipulated services are not suffering from any contagious or skin disease and such staff member is not involved in any criminal activity, proof of which shall be provided whenever required.
- [16] Contractor shall store materials and equipments at the earmarked place allotted by the High Court. Contractor shall not use such earmarked space for any other purpose except for storage of materials and equipments for housekeeping purpose. A self-attested certificate containing the details of the stock stored by the Contractor shall be provided to the officer authorized by the Registrar General to oversee the working of the Contractor.
- [17] Any dispute, controversy or claim arising out of or relating to this contract, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the Arbitration and Conciliation Act, 1996 as may be amended from time to time.
- [18] The Courts at Ahmedabad shall have the exclusive jurisdiction to try all disputes arising out of this contract.

[D] PAYMENT :

- [1] In case the number of persons deployed by the Contractor are less than the specified limit, proportionate amount of such absent persons shall be deducted from the bill amount.
- [2] The Contractor shall pay wages to its staff / workmen only by making remittance through banking channel or depositing the wages directly in the respective Bank accounts of the Staff / workers, latest by 5th day of every calendar month. The Contractor shall raise his / her bill / invoice only after making payments to all the staff / workmen along with submitting proof of payment of such wages, not later than 10 days from the date of making the payment to the workmen.
- [3] The contractor shall make payment of timely wages to the workmen employed and deposit all other statutory dues such as P.F. Contribution, ESIC, Bonus, etc. with the concerned authorities in timely manner and submit proof of payment of deposit made by the Contractor to the High Court, or else the bills / invoices submitted by the Contractor would be withheld.
- [4] In case of such workmen whose wages could not be deposited directly in savings bank account, the payment of wages shall be made in the presence of the officer of the High Court authorized by the Registrar General, who shall put his counter signature on the payment sheet, which must contain the signature of the workman and the Contractor.
- [5] Necessary insurance and GPF / EPF shall have to be deducted for the workers by the Contractor as per the Labour Laws and Registers regarding the same shall be maintained. The contractor shall be responsible to deposit such statutory deductions and send the necessary registers to the concerned Office and a copy of the same shall be submitted to the High Court.
- [6] It shall be the duty of the Contractor to comply with necessary provisions of all the relevant laws such as labour laws including sections 6, 6A and 6C of Employees Provident Fund and Miscellaneous Provisions Act, 1952 and provisions of other laws that may be applicable to the contract and shall maintain necessary proofs of such compliance and shall be under an

obligation to produce the same before the Registry of the High Court from time to time.

- [7] The Contractor is required to provide cleaning / sanitary material in sufficient quantity, as specified by the High Court in the tender document, or else it would entail penal consequences.
- [8] Receipt of GST, as applicable at the relevant point of time, deposited with the Government from time to time shall be submitted to the High Court, else the payment under the said head/s shall be withheld.
- [9] The High Court shall make monthly payment to the contractor.
- [10] The High Court shall not be liable in case of any dispute that may arise between the Contractor and the workers.

[E] SCHEDULE OF ACTIVITIES:

[I] DAILY ACTIVITIES:

- [1] Cleaning by dusting, sweeping, wet moping, sanitizing and disinfecting of the floor area in all the Buildings including Record Building of the High Court and Auditorium complex along with conference halls before start of the office and after lunch.
- [2] Cleaning and sweeping of Advocates' Buildings is to be done except interior of Advocates' Chambers.
- [3] Dusting of office automation equipments.
- [4] Clearance of office bins, spittoons and disposal of the waste.
- [5] Cleaning of internal roads, cable trench and compound of the entire High Court Complex along with Auditorium complex including parking places for the staff and public.

- [6] Replacement of all sanitary items like air freshener / naphthalene balls, etc., as required, in chambers and wash rooms.
- [7] Cleaning of stains of any kind on the floor and walls.
- [8] Disposal of solid waste and removal of garbage from and within the Campus, including the litter on daily basis.
- [9] Dedicated persons shall be deployed for cleaning of common ladies and gents toilets. It is the duty of the said persons to keep the general ladies and gents toilets clean and odourless.
- [10] Ladies common toilets shall be cleaned by the female work force only and gents common toilets shall be cleaned by the male work force only.
- [11] Cleaning of toilets attached to the Chambers of the Honourable Judges, Judicial Officers, and other Officers shall be done twice in a day or more if required.
- [12] All the toilets shall be cleaned with the **hand scrubber machine at least once in a day.**
- [13] **All the lobbies and corridors on the Ground and First Floors shall be cleaned by battery operated walk behind machines once every morning.**
- [14] All the **internal roads and parking areas shall be cleaned by battery operated ride on sweeping machines once in a day.**
- [15] Cleaning of all the elevators.
- [16] Dusting and mopping of windows, window sills, glass fittings.
- [17] The statue of Mahatma Gandhi shall be kept neat and clean with special attention on Republic Day (26th January), Independence Day (15th August) and Mahatma Gandhi Jayanti Day (2nd October).

[II] WEEKLY:

- [1] All the toilets shall be cleaned with the **pressure jet spray**.
- [2] Deep cleaning of windows.
- [3] Vacuum cleaning of computer terminals and deodorizing of all telephone instruments.
- [4] Spring-cleaning of walls, covers and niches.
- [5] Washing of all the solar rooftop panels.
- [6] Cleaning of all the Terraces.

[III] FORTNIGHTLY:

- [1] Vacuum cleaning of all carpeted areas and upholstery.
- [2] Polishing of brass and metal fittings.
- [3] Vacuum cleaning of chambers, record rooms and utility areas.

[IV] OTHER

- [1] Mechanized cleaning of overhead and under-ground water tanks at the interval of every two months.
- [2] Cleaning of toilet drainage as and when required, however Drainage and trenches shall be cleaned in the month of May and October without fail.
- [3] It shall be the duty of the Supervisor to bring to the notice of the Court Keeper immediately in case of any malfunction of any toilet accessory or any electrical equipment in the toilets, corridors, etc.

- [4] Replenishment of sanitary pads in vending machine and cleaning of incinerator, as and when required, as per the instructions of the Court Keepers.
- [5] Water coolers to be cleaned thrice in a week.

[V] HOUSEKEEPING WORK IN MEDICAL FACILITY:

- [1] Mopping of the floors daily and SOS. The floors should be mopped and dried before the patient inflow begins. Periodical washing as directed by the Hospital Administrator.
- [2] Cleaning of walls, tiles and window panes periodically.
- [3] Cleaning of furniture, equipment, counters and shelves daily.
- [4] Emptying the dustbins daily.
- [5] Getting the linen washed regularly.
- [6] Seat to be cleaned daily with the toilet cleaner and brush.
- [7] Toilet must be inspected daily.
- [8] Provision of soap for hand washing to be ensured daily.

[F] WORK CONDITIONS:

- [1] The Contractor shall obtain Registration No. and/or License required the Labour Laws and shall abide by all the relevant provisions of Laws during the period the contract remain in force.
- [2] The Contractor shall carry out the following housekeeping work in the following area and buildings:

Sr. No.	Description	Area in Sq.mt.
HIGH COURT OF GUJARAT CAMPUS INCLUDING AUDITORIUM		
1	High Court Complex total built-up area including, Main Court Building, Judges' Facility Building, Administrative Building 'A' Wing & 'B' Wing, Record room Building, Creche, IT Cell, Corridors and Auditorium)	60,734.66
2	Advocates' Bar Room and Ladies' Room	2,163.66
3	New Judges' Library Building including Arbitration Centre	2,332.49
4	a. Lobby passages and toilets of Advocates' Building	2320.00
	b. Lobby passages and toilets of New Advocates' Building	756.22
5	Old Govt. Pleaders' Building	3292.33
6	Medical Facility	475.80
7	Gate Pass Facility Building at Gate No. 2	475.80
8	SRP Barrack Building	2016.54
9	Security Building	197.90
10	Open area outside Public Canteen	170.00
11	Open Spaces including roads and parking in High Court Complex and Auditorium	1,22,830.00
Total		1,97,765.40
DHULIAKOT GUESTHOUSE, LAW GARDEN, AHMEDABAD		
1	Total Buill-up Area	2900.00
2	Multipurpose Open Plot	2002.13
TOTAL		4902.13

- [3] The staff employed by the Contractor shall be provided uniform (except black in colour) by the Contractor himself at his cost. Further, the Contractor shall provide all necessary safety equipments such as Gloves, Gum boots, masks, caps, etc. to all the workers at his own cost.
- [4] **The Contractor shall employ not less than 241 (Two Hundred and Forty One) well-trained Sweepers, 11 (Eleven) Supervisors and 12 Sweepers and 1 Supervisor at Dhuliakot Guesthouse. Number of persons deployed under this contract may be increased or decreased as per requirement, at the discretion of the High Court.**

- [5] The contractor shall provide trained staff for the housekeeping services at the High Court Campus and Auditorium. The Contractor shall also provide trained substitute, in case any person from his staff is absent.
- [6] The Contractor shall deploy one female sanitary worker for each common ladies toilet and one male sanitary worker for each common gents toilet exclusively, as per the instructions of the High Court. Dedicated persons assigned for cleaning of common ladies and gents toilets to clean toilets on continuous basis and keep the common toilets neat, clean and odourless at all times.
- [7] Timings of dedicated workforce of common ladies and gents toilets shall be 9.30 a.m. to 5.30 p.m. with lunch break of 45 minutes. Timings of rest of the workforce shall be 8.00 a.m. to 4.00 p.m. with lunch break of 45 minutes at such time and in such manner that housekeeping work shall not suffer.
- [8] The entire complex will be kept neat and clean and the Supervisors of the Contractor shall be responsible for the supervision of the work of such staff.
- [9] A Biometric machine shall be installed by the Contractor at his own cost for marking the attendance of the housekeeping workforce deployed under this contract. It shall be the duty of the Manager to produce the attendance report generated from the biometric machine to the Campus Administrator / Court Keeper on daily basis and on the basis of which the bills for payment shall be processed and released.
- [10] The concerned Manager and Supervisors will be answerable to the Registrar General or the Officers nominated by him for any default in execution of the work or breach of conditions of the contract.
- [11] The Contractor shall complete the housekeeping work in the Court Rooms, Chambers, Advocate Building and the Administrative Building by 10.15 a.m. on all working days and rest of the work shall be completed thereafter.

- [12] In case of need, the Contractor shall carry out the additional cleaning and housekeeping work in auditorium complex along with the conference hall as and when so instructed by the Campus Administrator / Court Keeper.
- [13] If required, the persons deployed under this contract will have to work on closed Saturdays / Sundays and Public Holidays.
- [14] In the event the persons engaged by the Contractor are required to work for more than eight hours a day, they shall be paid by the Contractor, overtime-wages as per Clause 6 of Circular No.SHR.AA.6/TE.3/199/2023 dated 01.04.2023 issued by Office of Commissioner of Labour, Government of Gujarat, upon approval of the Reporting Officer certifying the number of extra hours worked. Accordingly, the High Court will pay such amount towards overtime to the Contractor.
- [15] During the programme at the Auditorium, cleaning has to be carried out as per the instructions of the Campus Administrator / Court Keeper.
- [16] It shall be the duty of the Contractor to maintain the entire High Court Complex including the Auditorium complex neat and clean and within the time frame and within the schedule mentioned in the terms and conditions for the contract, all the time and he shall be entitled to receive the monthly housekeeping charges only upon certificate to that effect being issued by the officer authorized by the Registrar General.
- [17] All liabilities in respect of the persons employed by the Contractor shall be that of the Contractor and that the High Court shall not be liable in any manner whatsoever with regard to any claim made by such persons.
- [18] Upon satisfactory completion of the work during the contract period and after three months from the date of completion of the contract, if there are no liabilities or dues in any manner to be recovered from the Contractor, the security deposit shall be refunded without any interest.

- [19] In case of breach of any of the aforesaid terms and conditions, the contract may be terminated and the security deposit may be forfeited to the Government **and Contractor may be blacklisted for participating in future contracts**, at the discretion of High Court of Gujarat.

[G] PERFORMANCE STANDARD TO BE MAINTAINED BY THE CONTRACTOR

[I] Walls and Skirting:

- [1] Internal walls and ceilings are free of dust, grit, lint, soil, film and cobwebs where reachable.
- [2] Walls are free of marks caused by furniture, equipment or staff where reachable.
- [3] Light switches are free of fingerprints, scuffs and any other marks.
- [4] Light covers and diffusers are free of dust, grit, lint and cobwebs.
- [5] Polished surfaces are of a uniform lustre.

[II] Glass

- [1] Internal surfaces of glass are clear of all streaks, spots and marks, including fingerprints and smudges where reachable.
- [2] Window frames, tracks and ledges are clear and free of dust, grit, marks and spots.

[III] Doors

- [1] Internal and external doors and door-frames are free of dust, grit, lint, soil, film, fingerprints and cobwebs.
- [2] Doors and door-frames are free of marks caused by furniture, equipment or staff.

- [3] Air vents, relief grilles and other ventilation outlets are kept unblocked and free of dust, grit, soil, film, cobwebs, scuffs and any other marks.
- [4] Door tracks and door-jambs are free of grit and other debris.
- [5] Polished surfaces are of a uniform lustre.

[IV] Hard Floors

- [1] The floor is free of dust, grit, litter, marks and spots, water or other liquids.
- [2] The floor is free of build-up at the edges and corners or in traffic lanes.
- [3] The floor is free of spots, scuffs or scratches on traffic lanes, around furniture and at pivot points.
- [4] Inaccessible areas (edges, corners and around furniture) are free of dust, grit, lint and spots.
- [5] Floors are of a uniform lustre.
- [6] Appropriate signage and precautions are taken regarding pedestrian safety of newly cleaned or wet floors.

[V] Concrete & Pavers

- [1] After sweeping all areas must be free of dirt, dust leaves and debris.
- [2] After spot cleaning, hosing or pressure cleaning concrete & pavers all areas must be free of dust, accumulated dirt, litter, sand and excess water leaving the surfaces clean and reasonably dry.

[VI] Soft Floors, Matting

- [1] The floor is free of dust, grit, litter, marks and spots, water or other liquids.

- [2] The floor is free of stains, spots, scuffs or scratches on traffic lanes, around furniture and at pivot points.
- [3] Inaccessible areas (edges, corners and around furniture) are free of dust, grit, lint and spots.
- [4] When carpet extraction shampooing is complete, the carpet must be free of all deep seated dirt, stains and soiling and be left in a reasonably dry condition giving a uniform appearance.

[VII] Furnishings and Fixtures

- [1] Hard surface furniture is free of spots, soil, film, dust, fingerprints and spillages.
- [2] Soft surface furniture is free from stains, soil, film and dust.
- [3] Furniture legs, wheels and castors are free from mop strings, soil, film, dust and cobwebs.
- [4] Inaccessible areas (edges, corners, folds and crevices) are free of dust, grit, lint and spots.
- [5] All reachable high surfaces are free from dust and cobwebs.
- [6] All vertical and horizontal blinds are free from stains, dust, cobwebs, lint and spoilage where reachable.
- [7] Equipment is free of tapes/plastic, etc., which may compromise cleaning.
- [8] Furniture has no odour that is distasteful or unpleasant.
- [9] Shelves, bench-tops, cupboards are clean inside and out and free of dust and litter or stains.
- [10] Internal plants are free of dust and litter.
- [11] Waste/rubbish bins or containers are clean inside and out, free of stains and mechanically intact.

- [12] Fire extinguishers are free of dust, grit, dirt and cobwebs.

[VIII] Toilets and Bathroom Fixtures

- [1] All the commodes / toilet seats and Indian toilets are neat and clean and stain free.
- [2] All the wash basins and urine bowls are neat and clean and stain free.
- [3] All the wash rooms are always neat, clean, dry and odourless.
- [4] Porcelain and plastic surfaces are free from smudges, smears, body fats, soap build-up and mineral deposits.
- [5] Metal surfaces, dispensers, shower screens and mirrors are free from streaks, soil, smudges and soap build-up and oxide deposits.
- [6] Wall tiles and wall fixtures (including soap and cream dispensers and towel holders) are free of dust, grit, and smudges / streaks, mould, soap build-up and mineral deposits.
- [7] Bathroom mats are free from stains, smudges, smears, odours, and mould and body fats.
- [8] Plumbing fixtures are free of smudges, dust, soap build-up and mineral deposits.
- [9] Bathroom fixtures are free from odours that are distasteful or unpleasant.
- [10] Polished surfaces are of a uniform lustre.
- [11] Sanitary disposal unit external surfaces are clean and functional.
- [12] Consumable items are in sufficient supply.

[IX] General Tidiness

- [1] The area appears tidy and uncluttered.

[2] Floor space is clear, only occupied by furniture and fittings designed to sit on the floor.

[3] Furniture is maintained in a fashion that allows for cleaning.

[4] Fire access and exit doors are left clear and unhindered.

[X] Odour Control

[1] The area smells fresh.

[2] There is no odour that is distasteful or unpleasant.

[H] PENALTY, TERMINATION, VACANT POSSESSION, ETC :

[1] The Contractor shall not put up any permanent structure or make any alterations or additions to the premises.

[2] The Contractor will be at liberty to remove all the movable articles brought by him/her in the premises on termination of the contract.

[3] The staff of the Contractor shall not be permitted to use any part of the premises as rest room or lodging house.

[4] In case of any complaints by any stakeholder with respect to cleanliness or performance of the Contractor, penalty of Rs. 100 per complaint shall be imposed after checking veracity of the complaint by the officer designated by the Registrar General. Amount of such penalty shall be deducted from the bill amount for that month.

[5] In case of any loss, damage or injury caused to anyone by the workers employed by the Contractor during the contract period, the Contractor shall be liable to make good such loss or damage and High Court shall not be held responsible for the same in any manner whatsoever.

[6] In case of death or insolvency of Contractor, the Contract shall stand terminated and legal heirs / representatives of the

Contractor shall not be entitled to claim any right under this contract.

[I] MACHINERY AND MATERIAL

The Contractor shall procure and use all good quality and sufficient quantity of material and machinery, as detailed below for keeping the High Court campus and Auditorium neat and clean.

LIST OF TOOLS / MACHINES

Sr. No	Item(s)	Brand
1	Hand scrubber machine	Roots / Karcher
2	Vacuum Cleaner	Eureka Forbes / Karcher
3	Jet Spray	Roots / Karcher
4	Walk behind scrubber dryer	Roots / Karcher
5	Ride on Sweeper Machine	Roots / Karcher

LIST OF MATERIAL

Sr. No	Item(s)	Make
1	Bathroom/urinal bowl cleaner cum sanitizer	Diversey Crew
2	Hygienic/hard surface floor cleaner/mopping	Diversey Crew
3	Toilet bowl cleaner	Diversey Crew
4	Glass cleaner June 12, 2026	Diversey Crew
5	Detergent Powder	Vim
6	Hand Wash	Diversey
7	De-scaler	Diversey Crew
8	Room freshener spray	Godrej Aer/Odonil
9	Air perfume tablet/purifier	Odonil
10	Buckets and Mugs	Patel/Prince/Polyset
11	Dustbins 60 ltrs.	Patel/Prince/Polyset
12	Naphthalene Balls	Sunny / Wonder Fresh
13	Urinal Mat	
14	Garbage Bags	
15	Bleaching	
16	Brasso	
17	Insect repellent spray	Baygon / Hit

18	Dry Mops	
19	Dust Pans	
20	Dustbins	
21	Floor Dusters	
22	Garbage Trolley	
23	Glass dusters	
24	Glass Wipers	
25	Hard Brooms	
26	Ladders	
27	Mop Dusters	
28	Mugs	
29	Municipality Brooms	
30	Nylon Scrubbers	
31	Phenyl	Walker / Sunny
32	Road Brushes	
33	Rubber Pumps	
34	Soft Brooms	
35	Spittoons	
36	Spot Cleaning Agents	
37	Stick Mops	
38	Table Dusters	
39	Toilet Brushes	
40	White Dusters	
41	Yellow Dusters	