

GUJARAT STATE JUDICIAL ACADEMY
Sola, 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 05 years' experience in the field, for the work of House-keeping in the premises of the **Gujarat State Judicial Academy** 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 Gujarat State Judicial Academy may add, alter, and delete any condition, paragraph, etc., at any time before the acceptance of the Tender.

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

12/06/2026

I/c. Director
Gujarat State Judicial Academy



**E-TENDER FOR AVAILING SERVICES OF
HOUSEKEEPING IN THE PREMISES OF
GUJARAT STATE JUDICIAL ACADEMY CAMPUS,
BEHIND THE HIGH COURT OF GUJARAT
AT SOLA,
AHMEDABAD**

Director
GUJARAT STATE JUDICIAL ACADEMY
BEHIND HIGH COURT OF GUJARAT
SOLA, AHMEDABAD 380 060

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TENDER NOTICE

1	Tender No.	GSJA/Housekeeping/01/2026
2	Name of Work	Contract for a period of One Year for the work of Housekeeping, in the premises of the Gujarat State Judicial Academy Campus, Ahmedabad.
3	Location	Gujarat State Judicial Academy Campus, Behind Gujarat High Court, at Sola, Ahmedabad 380 060
4	Tender Fees [Non Refundable]	Rs. 15,000/= by a Demand Draft/Pay Order 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
5	Availability of Tender	On Website www.gujarathighcourt.nic.in and www.tender.nprocure.com
6	Brief scope of work [Detailed scope as per Tender]	Work of Housekeeping in the premises of the Gujarat State Judicial Academy campus, situated Behind High Court of Gujarat, at Sola, Ahmedabad [which includes Academic & Administrative Buildings, Hostel Blocks-A & B, Guest House, Dining facility and Drivers' Dormitory Building, Recreation Hall, admeasuring 22,074 sq.m of area and the surrounding open plot area] along with other ancillary activities like attending Reception, Hostels, Guest House, Recreation Hall, Driver Dormitory and Laundry services, etc. For carrying out the work, Contractor will have to deploy sufficient manpower as well as supervisory staff to oversee day-to-day work to the satisfaction of the Officer-in-Charge.
7	Earnest Money Deposit [Refundable only after completion of Tender procedure]	Rs. 4,50,000/- 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.
8	Security Deposit	An amount equivalent to the two month's housekeeping bill amount as Security Deposit has to be deposited by the Contractor within one month of the receipt of “Work Order/Letter of Offier” 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.
9	Duration	One Year [12 months]
10	Last date & time for online submission of Tender bids	02.07.2026 by 04:00 p.m.
11	Last date for submission of Tender Fee, EMD & supporting documents for Technical bid during the office hours on working days by hand delivery/ RPAD /Speed Post before the last date to Gujarat State Judicial Academy addressing it to the Director, GSJA.	02.07.2026 by 04:00 p.m. 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.	02.07.2026 by 05:00 p.m.
13	Opening date and time for 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 date of submission

1. In case of any discrepancy, the Tender Notice [NIT - Notice Inviting Tender] published on www.gujarathighcourt.nic.in and www.tender.nprocure.com shall prevail.
2. The Gujarat State Judicial Academy 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. Unsuccessful / disqualified Bidders' EMD shall be returned without any interest, within 30 days after completion of tender process.
- 6. EMD may be forfeited:**
 - I. If the Bidder withdraws the Bid during the period of Bid validity.
 - II. If the Bidder is found to be indulging in any fraudulent practices.
 - III. If the successful Bidder fails to sign the Contract within one week upon award of contract.
 - IV. If the successful Bidder fails to commence the work within one week as per work order.

V. If the successful Bidder fails to furnish Performance Security Deposit as required by this Tender Document.
7. The Gujarat State Judicial Academy 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 have to employ not less than **70 persons (50 Sweepers; 3 Supervisors; 17 Attendants)** for the house-keeping work of the Gujarat State Judicial Academy. 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 Contractor shall have to carry out the work of housekeeping of the buildings and adjoining plot area as directed by the Director GSJA and/or the Administrative Officer, GSJA.
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 The Gujarat State Judicial Academy 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 Gujarat State Judicial Academy 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 out rightly rejected.

16. Tender documents are only available in electronic form. The sealed technical bid has to be submitted physically/ RPAD or Speed Post at the office of the Gujarat State Judicial Academy, Ahmedabad within the stipulated date and time.
17. The decision of the Director of the Gujarat State Judicial Academy with respect to acceptance or rejection of any tender will be final and binding.
18. If required, the Gujarat State Judicial Academy may modify the date of submission of the Bid by prior notice, in form of corrigendum.
19. Bidders who wish to participate in this tender will have to register on <https://www.tender.nprocure.com>. Bidders who wish to participate in online tenders will have to procure Digital Certificate as per Information Technology Act, 2000 using which they can sign their electronic bids. Bidders can procure the same from [n]code solutions - a Division of GNFC Limited, who are licensed Certifying Authority by the Government of India and they will assist them in procuring the same. Bidders who already have a valid Digital certificate need not procure a new Digital Signature Certificate.
20. 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.
21. A pre-bid meeting for this work will be held on **20.06.2026 at 12:00 [noon]**. The inquiry/information of work shall be provided during the meeting. Before filling the tender, **interested agencies must take visit of the Gujarat State Judicial Academy campus** 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. **Non-attendance will disqualify the bid.**
22. The Courts at Ahmedabad shall have the exclusive jurisdiction to try all disputes arising out of this tender process.

GUJARAT STATE JUDICIAL ACADEMY Sola, Ahmedabad June 12, 2026	A.P. Randhir
	I/c. Director

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. A. P. Randhir
Dy. Director
Gujarat State Judicial Academy
Behind High Court of Gujarat
Sola, Ahmedabad 380 060
Phone : +91 (079) 27662107 [Extn. 526]

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/speed post/RPAD as per Tender Notice to the Gujarat State Judicial Academy, addressing "**The Director, GSJA, 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 Director, Gujarat State Judicial Academy, Ahmedabad**" before the stipulated time. All the documents submitted should be signed and stamped.

PART-II : Price Bid

To be submitted only online before the stipulated time by the bidders. 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-sites www.gujarathighcourt.nic.in and www.nprocure.com 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. 3 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'**.
5. Bidder or his authorised representative must visit pre-bid meeting, failing which bidder shall be disqualified.

INSTRUCTION TO BIDDERS FOR ONLINE TENDERING

1.0	Contract for a period of One Year for the work of Housekeeping in the premises of the Gujarat State Judicial Academy Campus, Ahmedabad.
2.0	Downloading of Tender Documents
2.1	Tender notice will be available on web sites www.gujarathighcourt.nic.in and www.nprocure.com
2.2	Bidders who wish to participate in this tender will have to get them self-registered on web site - 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.
3.2	Price bid should be authenticated by Digital Signature Certificate.
3.3	Bidders who already have a valid Digital certificate need not procure a new digital certificate.
4.0	Submission of Technical and Price Bid
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 sign on each page of Hard copy of Technical Bid and shall submit their offer to the Director, GSJA at the Gujarat State Judicial Academy and Price bid in Electronic format duly authenticated by Digital Signature Certificate on the above mentioned websites and on or before the date shown as above.

4.3	Offers (price bids) in physical form will not be accepted in any case.
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 bid Evaluation, price bid of only those bidders would be opened online who are found to be qualified in the Technical bid evaluation.
6.2	Technical Bid shall be evaluated as per conditions mentioned under the heading ' Eligibility ' and the documents mentioned in form 'A'.
7.0	General Instructions:
7.1	The tender fees will not be refunded under any circumstances.
7.2	EMD shall be accepted only in the form specified in the tender document.
7.3	Tenders without Tender document fees, earnest money deposit (EMD) and which do not fulfil all or any of the condition 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 "Instructions for Bidder" 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 Gujarat State Judicial Academy 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 GSJA. 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
Director
Gujarat State Judicial Academy,
Sola, Ahmedabad
Gujarat - 380060

Sub: Earnest Money Deposit against Tender No **GSJA/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. 4,50,000/- being the amount of E.M.D.

ThankingYou

Yours faithfully

[Name and Signature of the Bidder]

F O R M - C

To
Gujarat State Judicial Academy,
Sola, Ahmedabad.

Subject: Experience information submission

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

Respected Sir,

I have carefully gone through the Terms & Conditions contained in the Tender Document for “**Availing Housekeeping Services at the Gujarat State Judicial Academy, 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
Gujarat State Judicial Academy,
Sola, Ahmedabad.

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

Dear Sir,

I have carefully gone through the Terms & Conditions contained in the Tender Document for **“Availing Housekeeping Services at the Gujarat State Judicial Academy, 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)

Compliance Letter for Authenticity of Information Provided

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

Date:

To,
Gujarat State Judicial Academy,
Sola, Ahmedabad.

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

Ref: Tender No.GSJA/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 authorized 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 Director, GSJA, 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 Gujarat State Judicial Academy 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 Gujarat State Judicial Academy 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 AND CONDITIONS OF CONTRACT

(A) REGISTRATION FEES, DEPOSITS, ETC.:

- (1) The Agreement shall be executed within One Week 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 month's housekeeping charges 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, High Court Complex Branch. The Security Deposit shall remain valid for the period of 90 days from the date of completion of Contract Period. The Contractor shall not be entitled to receive any interest on the security deposit. If the Contractor fails to pay the Security Deposit within the stipulated time, then the Contract shall automatically be cancelled and the EMD money would be forfeited.
- (3) The amount of Security Deposit shall be refunded/returned back to the Contractor after a period of ninety days from the date of completion of contract period; if the work is found to be satisfactory and the Bill is settled.
- (4) The Contractor shall observe and follow all provisions of laws, including Labour Laws, applicable to such work and conditions relating to the persons engaged for the work.

(B) PERIOD, RENEWAL, SUB-LETTING ETC.:

- (5) The period of Contract shall be for one year, from the date commencement of work.

- (6) That, the GSJA may at his discretion renew the contract on a written request made by the Contractor three calendar months before the expiration of this Contract for such further period and at such charges as the GSJA may deem proper.
- (7) Contractor shall not enter into sub-contract with or assign the contract in favour of anybody else.
- (8) Contractor shall not use the premises provided to them for storage of sanitary materials for any other purpose except for storage of materials for housekeeping purpose.

(C) INFRASTRUCTURE FACILITIES, MAINTENANCE, TAXES, ELECTRICITY. GST, ETC. AND GENERAL CONDITIONS:

- (9) 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 GSJA.
- (10) The Contractor shall not remove any of the articles or fixtures from the Campus.
- (11) The Contractor shall have to ensure that the Electricity and Water are not wasted.
- (12) The Contractor shall obtain necessary License(s) from the Competent Authority for the purpose immediately upon receipt of the Work Order from the GSJA.
- (13) The Contractor is required to provide cleaning / sanitary material in sufficient quantity, as specified by the GSJA in the tender document, or else it would entail penal consequences.
- (14) GSJA may conduct monthly performance checking. The performance audits will be conducted by the Administrative Officer, GSJA or by the Additional Registrar, GSJA or by any of the Directors of the GSJA, randomly. Report will be placed before the Director, GSJA in case of deficiency in service is found during such random checking. In case of such deficiency penalty of 3 to 5 % of monthly bill amount shall be levied.

- (15) The Contractor shall not permit entry of any person other than the working staff in the Campus.
- (16) Behavior of the Contractor himself/herself as well as his/her staff must be courteous and co-operative towards the employees of GSJA and the High Court employees, Faculties, Guests, Visitors, Officers, Trainees or participants, etc., visiting the Campus.

(D) WORK CONDITION:

- (17) The Contractor shall obtain Registration No. and/or License required under the Labour Laws and shall abide by all the relevant provisions of Laws during the period the contract remains in force; including provisions of the Payment of Bonus Act, 1965.
- (18) The Contractor shall carry out the items of work as indicated here- in-below and as per the working procedure stated hereunder :

[a] Cleaning of the floor area in all the buildings; including but not limited to as follows :-

Academy Building :

- [i] Chambers of Patron-in-Chief, President, Directors, Faculties, Research Assistants along with Lecture Halls, Class-rooms, all other rooms of administrative building and Administrative Wings.
- [ii] Video Conferencing Room.
- [iii] Four Conference Halls.
- [iv] Library, Computer Lab., Reading rooms (Corridor, passages, lavatories, etc.)
- [v] 2 Elevators.
- [vi] Solar Panels on the Terrace.

Hostel Blocks "A" & "B"

- [i] 216 furnished rooms; Recreation room, Lifts, Administrative Chambers, Waiting Lounge, [Corridors, Passages, lavatories, etc.]
- [ii] Solar Panels on the Terrace.

Guest House:

- [i] 20 Suites, Multi-purpose rooms, Conference room, Waiting Lounge [Corridor, Passages], Lifts, etc.
- [ii] Solar Panel on the Terrace.

Dining Facilities & Drivers' Dormitory Building

- [i] 02 Dining facilities with wash area and waiting rooms.
- [ii] Dormitory for Drivers along with bathrooms & toilets.
- [iii] Solar Panels on the Terrace.

Recreation Hall

- [i] Entertainment room, Gymnasium & Yoga Hall [Corridor, Passages, Lavatories, etc..]
 - [ii] Solar Panels on the Terrace.
-
- [b] Sweeping of the floor area in all the Buildings.
 - [c] Cleaning of surrounding area and the entire campus of GSJA.
 - [d] Daily cleaning of internal roads, drainage and compound of the entire campus; including all the Parking places of Academy, in consultation with PWD.
 - [e] Cleaning of any kind of stains on the floor or walls.
 - [f] Dumping of solid waste at a particular place earmarked for the purpose.
 - [g] Disposal of solid waste.
 - [h] Cleaning of all Toilets in the campus, twice in a day or more time; if required.
 - [i] The work of moving furniture and equipments of the Institution is also to be done as per the instructions of the authorized Officer of the GSJA.
 - [j] When Class-rooms, Lecture-rooms, Conference rooms are in use, they are to be cleaned twice in a day. One person shall have to be deputed at each

bathrooms for continuous cleaning when classrooms, lecture rooms or conference rooms are in use on that particular floor/s, including the common bathrooms at the Hostel Buildings.

- [k] Removal of Garbage from the Campus; as and when required.
- [l] Cleaning of all furniture and fixtures in the Administrative & Academic Building as well as at the Guest House, Dining Hall & Recreation Hall.

(19) It is compulsory for the Contractor to use the following machinery for cleaning work :

- [a] Heavy Duty Wet/Dry Vacuum Cleaner;
- [b] Scrubbing Machine;
- [c] Dry/Wet Mopping Machine;
- [d] Manual Window/Glass Cleaning Kit;
- [e] Multi-speed Single Disc. Machine for both scrub cleaning and buffing;
- [f] Self-supporting Ladder for cleaning surfaces upto a height of 6-7 meter.
- [g] Hydraulic Broom Machines for cleaning campus roads.
- [h] Road Sweeping Machines.
- [i] Ride on Sweeper Machine.

(20) The bed-sheet, pillow cover, towel should be changed every alternate day in the room and napkin should be changed every day. The soap and shampoo should be changed as per requirement. When room is in use, sweeping, cleaning and dusting of Table, Chairs, Mirror, Cupboard, Glass of Windows, Curtains, toilet etc., should be done every day. When the room is not in use, sweeping, cleaning and dusting should be done once in a week.

(21) **Laundry Services:** The used blankets should be washed time to time in the used room and bed sheets, pillow covers, towels should be washed every alternate

day and napkins should be washed every day, and they should be provided after ironing.

- (22) The Contractor shall be responsible to see that the work of the Institution may not get disturbed and no damage is caused to its property.
- (23) An arrangement for cleanliness is to be done as under :-
- [a] Detail cleaning plan;
 - [b] Use of chemicals and sanitizers, etc.
 - [c] Detail action plan for managing Solid waste, Garden Water and any other Waste; if any.
 - [d] Cleaning of furniture and appliances, etc.
 - [e] Methods of dusting and use of Waste Management Equipments;
 - [f] Methods and use of sanitizers for cleaning the Bath-rooms;
 - [g] Health safety and hygiene of the Staff;
 - [h] Developing Guest Awareness material to be used in the Hostel premises.
- (24) If cleaning work is not done properly and in time, fine in such case shall have to be paid; as decided by the GSJA.
- (25) The staff employed by the Contractor shall be provided uniform (except black in colour) and Identity Card to the Supervisor; Attendants and Sweepers at his/her cost. The Contractor shall provide details of his Staff for identification purpose to the GSJA authorities.
- (26) The Contractor shall employ not less than 40 (Forty) well-trained sweeping staff for the contractual work along with 3 Supervisors and 17 Attendants for round-the-clock services.
- (27) If any staff of the Contractor accidentally suffers loss in any manner; inside or outside the GSJA campus, or steals anything, or sustains any injury due to any reason and becomes unfit to do the work, in that case, the entire responsibility of particular staff shall be of the

Contractor. The GSJA shall not be responsible for any loss or damage to such staff of the Contractor.

- (28) It shall be responsibility of the Supervisors that the workers may not sit idle at any place in the GSJA campus during the working hours.
- (29) The Contractor shall provide trained staff for the housekeeping services at the GSJA campus. The Contractor shall also provide trained substitute, in case any person from his staff is absent.
- (30) The entire complex will be kept neat and clean and the Supervisors of the Contractor will be responsible for the supervision of the work of such staff.
- (31) The concerned Supervisors will be answerable to the Director, GSJA or the Officers nominated by him for any default in execution of the work, or for breach of conditions of the contract.
- (32) It shall be the duty of the Contractor to comply with necessary provisions of Labour Laws; including section 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 Gujarat State Judicial Academy; whenever called upon.
- (33) The Contractor shall complete the house keeping work in the Class-rooms, Chambers, Hostel as well as Administrative Building by 10.00 a.m. on all days [or as may be directed by the concerned Officer of GSJA] and rest of the work shall be completed thereafter.
- (34) During the programme at the GSJA, cleaning of hostel rooms which are not occupied to be done once in a week and occupied rooms should be cleaned daily; including one day prior and one day subsequent to the training

period. Apart from this, when any room is vacated, cleaning of the said rooms should be done immediately.

- (35) The doors, windows, soft boards, furniture, telephone, switch boards, photo frames, mirrors, tripod, tables, chairs, etc., of the rooms in-use shall have to be cleaned every day and when the rooms are not occupied, **once in a week**.
- (36) Toilets of every room in-use shall have to be cleaned during its utilization once in a day, and when it is not in-use, it shall have to be cleaned **once in a week**.
- (37) During the occupancy of the rooms, bed-sheet, pillow-cover, towel to be washed and changed **after every alternate day** and napkin to be washed and changed **daily**. The blankets in the rooms which are occupied are to be washed **time to time as per instruction**. They shall have to be supplied after ironing.
- (38) It shall be the duty of the Contractor to maintain the entire Academy campus neat and clean within the time-frame and within the schedule mentioned in the terms and conditions of the contract, and he shall be entitled to receive the monthly housekeeping charges only upon a certificate to that effect being issued by the GSJA or by an Officer authorized by the GSJA.
- (39) The Contractor will maintain the muster roll and shall ensure that all the employees attend their respective duties punctually and carry out their job satisfactorily.
- (40) The Contractor shall pay wages to its staff/workmen only by making remittance through Banking Channel or depositing the wages in the respective Bank Accounts of the Staff/Worker, 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.

- (41) 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 GSJA, or else the bills / invoices submitted by the Contractor would be withheld.
- (42) 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 GSJA authorized by the Director, GSJA, who shall put his counter signature on the payment sheet, which must contain the signature of the workman and the Contractor.
- (43) 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 GSJA.
- (44) All liabilities in respect of the persons employed by the Contractor shall be that of the Contractor and that the GSJA shall not be liable in any manner whatsoever with regard to any claim made by such persons.
- (45) 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.
- (46) In case of breach of any of the aforesaid terms and conditions, the contract will stand terminated and the security deposit may be forfeited to the Government at the discretion of the GSJA.
- (47) The prevalent Acts, Rules, Conditions, Resolutions and/or Instructions of the Central Government, State Government, Local Government/Semi Government Institution and this Institution, and those which are in

force from time to time, are to be complied with for the operation of the work assigned by the GSJA and the Contractor shall be responsible for taking any kind of permission for the same, for obtaining License or maintaining register or record, or providing any information. The GSJA shall not be responsible for breach of the same.

- (48) The Contract shall be executed on a stipulated Stamp-paper of Rs. 300/=. Moreover, as per the provisions of the Contract Labour [Regulations & Abolition] Act, 1970, the Contractor shall possess all the requisite permissions/license as a Contractor. GSJA shall have absolute right to cancel the contract in between without any reason. Whereas, the contract shall automatically come to an end on completion of the time-limit; except the term has been extended by the GSJA.
- (49) Contractor must maintain Pandemic-specific cleaning protocols including disinfection schedules, personal protection equipment for staff and isolation procedures as per government guidelines.

(E) PENALTY, TERMINATION, VACANT POSSESSION, ETC

- (50) The Contractor shall not put up any permanent structure or make any alterations or additions to the premises.
- (51) The Contractor will be at liberty to remove all the movable articles brought by the Contractor in the premises on termination of the contract.
- (52) The staff of the Contractor shall not be permitted to use any part of the premises as rest room or lodging house.
- (53) In case of any complaints in performance by the Contractor or in case of any loss or damage caused by the Contractor during the license period, the Contractor shall be liable to pay penalty amount equivalent to 2% of the annual contract value which would be in addition to liability of termination of contract and forfeiture of security deposit.

- (54) In case of death 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. If the Contractor cancels the contract during the mid-term of the contract, its security deposit shall be forfeited and the GSJA can recover the fine also.
- (55) After one month of the assignment of the work to the Contractor, it will be reviewed and the contract shall be cancelled, if the work is not found satisfactory.
- (56) In case of breach of any of the 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 GSJA.

[F] STAFF CONDITIONS:

- (57) The Contractor shall have to provide the stipulated staff. If any staff member is absent from duty, other shall be appointed in his/her place.
- (58) The Contractor shall take sufficient insurance policy of any person engaged for the housekeeping work as per the prevailing labour laws. If such person sustains any injury while discharging duty, the GSJA shall not be liable.
- (59) The Contractor shall appoint staff having qualification as per the need of the Institution. This staff shall be cordial, humble, competent and well-mannered. Uniform shall be provided to the staff, as per their work. Identity card should also be issued to each staff.
- (60) If any staff is not in Uniform, he/she shall be considered absent.
- (61) If any article or movable property belonging to the GSJA or of any participant, guest, staff, visitor, etc., of the Institute is misplaced and found, it shall be given back to the concerned person. In case, it is not found, the

Contractor shall be liable to compensate the loss or damage.

- (62) No other person; except the persons who are eligible to get entry into the Hostel, shall be allowed to enter in the GSJA Campus.
- (63) The Contractor shall be responsible for misbehavior of his/its staff with anyone. Appropriate legal action will be taken against such person, as per the prevalent rules.
- (64) The Contractor shall provide information with photographs to the Institute of all the Staff engaged by the Contractor.
- (65) The persons employed by the Contractor for the work in the GSJA 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.
- (66) Certificate of Authorized Officer on behalf of the Contractor shall be produced certifying that the persons employed by the Contractor 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.
- (67) Contractor shall store materials and equipments at the earmarked place allotted by the GSJA. 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 Director, GSJA to oversee the working of the Contractor.
- (68) In the event of any question/dispute/difference arising under the agreement or in connection herewith the same shall be referred to The Arbitration Centre (Domestic and International), High Court of Gujarat for appointment of Arbitrator to adjudicate the dispute.

The award of the Arbitrator shall be final and binding on the parties. The Arbitrator may give interim award(s) and/or directions, as may be required. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the Arbitration proceedings under this clause.

- (69) The Courts at Ahmedabad shall have the exclusive jurisdiction to try all disputes arising out of this contract.

[G] PAYMENT

- (70) In case the numbers 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. The Contractor shall maintain regular Muster/Attendance Register/ Bio metric attendance of all the workers and it shall be submitted to the Institute for inspection.

- (71) Receipt of GST, as applicable at the relevant point of time, deposited with the Government from time to time shall be submitted to the GSJA, else the payment under the said head/s shall be withheld.

- (72) The GSJA shall make monthly payment to the Contractor.

- (73) The GSJA shall not be liable in case of any dispute that may arise between the Contractor and the workers.

- (74) If required material is not provided by the Agency in sufficient quantity, it shall be deducted from the bill amount and the fine shall also be recovered.

[H] Eligibility & Duties of Supervisor

- (75) Three Supervisors shall be engaged in the Institute, round the clock and even on Holidays, as per the details mentioned in the table below. If duty of any Supervisor is getting over and the Supervisor of the next shift has not reported on duty, then he shall not be relieved from his duty.

Sr. No.	Duty Timing	No. of Supervisor
1	06:00 am to 02:00 pm	One
2	02:00 pm to 10:00 pm	One
3	10:00 pm to 06:00 pm	One

- (76) Supervisor shall be Graduate and having basic knowledge of Computer. He shall have experience of One year regarding this work. The Supervisor should have ability to talk cordially on the phone calls received from outside and hostel blocks.
- (77) Supervisor should have good behaviour and friendly attitude with the Guests.
- (78) He/She shall have to welcome the guests on behalf of the Institution who are visiting the Hostel, to make their entries in the Hostel room Entry Register and allot rooms. He/She shall have to give information about the services being provided by the Institution during their stay in the Hostel.
- (79) The speech and behaviour [attitude] of the Supervisor should be appropriate. He/She should have knowledge of Gujarati, Hindi and English languages.
- (80) In addition to the information regarding the Hostel, the Supervisor shall have to keep general information about City, State, Railway Station, Airport, etc.
- (81) Supervisor shall have to keep information regarding the current and upcoming Training Programmes.
- (82) Supervisor shall have to remain in the proper and prescribed uniform. If he/she does not remain present in the uniform, then he/she will be considered absent from duty on a given day.

- (83) Supervisor, at the time of joining duty, shall have to receive entire information relating to the hostel rooms and any complaint of the guest or the service to be provided to them from his/her reliever.
- (84) After allotment of the room to the Guest, if there is any complaint, then the arrangement for its redressal shall have to be done, and the complete efforts shall be made to make their stay comfortable and convenient.
- (85) If any matter comes to the notice in respect of damage done to the Hostel room, or to any property, by the visiting participants/ guests during their stay in the Hostel, it should be reported to the GSJA in writing. If not reported, the Contractor shall have to bear the cost of such damage cause to the property of GSJA.
- (86) Supervisor will be given information regarding the Training Programmes which are to be held at the GSJA. Except the participants and guests nominated by the GSJA, without prior permission of the Competent Authority of GSJA, the rooms shall not be allotted to anyone.
- (87) If the Hostel rooms of GSJA allotted to any other person not entitled, then it will be the responsibility of the concerned Supervisor and the Contractor. They shall be liable for such wrongful act and shall also be liable to pay fine.
- (88) Supervisor has to produce Hostel Entry register daily before the officer of the GSJA.
- (89) Instructions given by the Officer/employee-incharge of the Hostel shall be followed scrupulously without fail.
- (90) To do the supervision of all the rooms/hostel campus for the cleanliness. If any complaint relating to cleanliness is received, then it should be brought to the notice of the Sweeper for its timely solution.
- (91) Equipments relating to housekeeping and cleanliness shall be provided to the concerned person.

- (92) Supervisor has to carry out the procedure of cleaning the rooms immediately after it has been vacated. The arrangements should be made in such a way that it could be allotted to other guest immediately thereafter. The things in such rooms, which are supposed to be changed, should be changed immediately.

[II] Eligibility & Duties of Attendant/ Office Attendant/ Home - Domestic Attendant :

- (93) As per the details mentioned in the following table, Attendants shall have to be employed in the GSJA campus round the clock and even on Holidays. If duty of any Attendant gets over and thereafter, Attendant of subsequent shift does not report for duty, this Attendant cannot be relieved from the duty.

Sr. No.	Duty Timing	No. of Attendants
1	06:00 am to 02:00 pm	Three
2	02:00 pm to 10:00 pm	Three
3	10:00 pm to 06:00 am	Three

- (94) Attendants should be deployed at Recreation Hall during the working hours of the Office and Holidays. Details are as follows:

Sr. No.	Duty Timing	No. of Attendants
1	06:00 am to 02:00 pm	One
2	02:00 pm to 10:00 pm	One

- (95) Attendants should be deployed at Guest House round the clock and even on Holidays. Details are as follows:

Sr. No.	Duty Timing	No. of Attendants
1	06:00 am to 02:00 pm	Two
2	02:00 pm to 10:00 pm	Two
3	10:00 pm to 06:00 am	Two

- (96) The Attendants should have undergone Training pertaining to housekeeping and room service. He should have experience of such work for at least one year. His appearance should be appropriate. For example, his hair should be properly cut and combed. He should have clean shaved beard.
- (97) After allotting room to the Guests coming to the Hostel, he shall have to drop him at the room along with luggage. He should ensure sufficient facilities in his room. If any article is not available, the same should be immediately provided. When he checks out, his luggage shall have to be taken up to the gate of hostel of the Institution.
- (98) Once room is allotted to the participants, and he wants to enter the room, he should enter after ringing the bell, knocking the door of the room from outside. The room-service such as Water, Tea/Coffee, snacks, milk sachets, etc., should be provided to the Guests. Under exceptional circumstances, if demand of having meals inside the room is made by the concerned guest, the same should be provided.
- (99) The guest staying at the hostel shall have to be provided services as per their requirements in accordance with rules and regulations.
- (100) The Attendant shall have to behave courteously with the Guests. The details of facilities/services available at the Hostel should be provided to the Visitors.
- (101) The attitude of the Attendant should be proper. Moreover, he must have sufficient knowledge of Gujarati, Hindi and English languages.
- (102) The Attendant shall have general knowledge of City, State, Railway Station, Airport in addition to the Hostel.
- (103) The Attendant shall have to put on prescribed Uniform. If he has not put on the Uniform, he will be considered as absent from duty.

- (104) When an Attendant report for duty, he shall have to get all the details in connection with the rooms and guest from the reliever.
- (105) After allotment of the room to the guest, if he has any grievance, arrangements should be made to resolve the same. He should make all efforts to make his stay comfortable at the Hostel and Guest House.
- (106) He should take care of regular cleaning of the rooms during his stay at the Hostel. The bed-sheet, pillow covers, Towel should be changed in the room every alternate day. The soap, shampoo, etc., should be provided in the room. When a Trainee/Guest checks-out, he should thoroughly check the room. If any Trainee/Guest has caused damage to any article in the room or any other part of the Hostel, the same should be immediately brought to the notice to the Supervisor.
- (107) All the rooms/hostel campus should be inspected for cleaning. If he has any complaint in respect of cleaning, the same should be brought to the notice of the Sweeper for its timely resolution. If the Sweeper is not on duty, the Attendant shall have to perform this task on his own.
- (108) The Attendant performing his duty at Recreation Hall shall have to take care of the equipments pertaining to Gymnasium, Sports, Movie-shows, etc., which are available in the Recreation Hall. The Guests coming to the Recreation Hall should be provided recreation equipments in such a way that they can utilize them very well. When the Guests stop using the equipments, the Attendant should switch them off and accept them after counting.
- (109) When the movie show is arranged, the Attendant working at the Recreation Hall should make all arrangements for it before one hour of its commencement. When the movie show gets over, all the equipments and furniture kept in the recreation hall should be counted and thereafter, building of the Recreation Hall should be closed.

(110) The Attendant working at the Recreation Hall will be responsible for all the arrangements to be made in the building of Recreation Hall.

(111) He shall have to follow all the instructions which are given to him from time to time by the Officer/employees of GSJA.

[J] Eligibility & Duties of Workers engaged in Cleaning Work:

(112) At least 40 Sweepers shall have to be engaged for cleaning work of the Administrative and Academic buildings, Hostel blocks "A" & "B", Guest House, Drivers' Dormitory [including Dining Hall], Recreation Hall, Passage and Open space in and around these buildings and the entire campus of the GSJA.

(113) The distribution of manpower to be deployed round the clock; even on Holidays by the Contractor should be such that the cleaning work is completed well in time, as per the requirement of GSJA, or as may be directed by the Administrative Officer.

[K] Area of Work:

(114) Administrative and Academic buildings, Hostel Block "A", Hostel Block "B", Guest House, Drivers' Dormitory [including Dining Hall], Recreation Hall, passage and cleaning of open space in and around these buildings and the entire campus of GSJA.

(115) Each room of the Hostel, Dormitory and Guest House should be kept neat and clean. Rooms to be cleaned daily and one day prior to and one day subsequent to the training period, when they are occupied. Cleaning of the rooms to be done once in a week which are not occupied.

(116) Apart from this, when any room is vacated, cleaning of the said room should be done immediately. Toilets of every occupied room shall have to be cleaned during its utilization once in a day and when it is not occupied, it shall have to be cleaned once in a week. The bed-sheet,

pillow cover, towel should be changed on alternate days in the room and napkin should be changed every day. The soap and shampoo should be changed as per requirement. When the room is in-use, dusting & cleaning of the tables, chairs, mirror, cupboard, glass of windows, curtains, etc., should be done every day in the room. When the room is not in-use, dusting should be done once a week.

- (117) The used blanket should be washed time to time in the used rooms and bed-sheet, pillow cover, towel should be washed once every alternate day and napkin should be washed every day and they should be provided after ironing.
- (118) The sweeping and mopping should be done **twice a day** at administrative and academic building, hostel block "A" and hostel block "B", Guest house, Drivers' Dormitory [including dining hall] and passage of each wing of the said building, staircases, reception counter, recreation hall and its passage and open space in and around the building at the Institution.
- (119) The cleaning of all the Fans, AC, Curtains, Tube lights, Geysers, etc., shall have to be done once a week at the hostel. The spider webs on the ceilings shall have to be removed and cleaned.
- (120) The cleaning of doors of the room, windows, soft board, furniture, phone, switch-board, photo frames, mirror, tripod, table, chairs, etc., shall be done every day; including previous and next day when the room is occupied and when the room is not occupied, cleaning shall have to be done once a week.
- (121) The cleaning of water coolers **once a week** [Wednesday] shall have to be done regularly. All other equipment located in the compound shall have to be cleaned regularly.

- (122) The sweeper shall have to clean all the Terraces and Solar Panel once a week regularly.
- (123) The cleaning of Administrative and Academic buildings, Hostel Block "A" and Hostel Block "B", Guest House, Dormitory [including Dining Hall], Recreation Hall, surrounding area and the entire campus of GSJA should be done **twice every day**.
- (124) The Sweepers shall have to do cleaning and miscellaneous work at the places decided and as mentioned in the Tender of cleaning.
- (125) The automatic modern machines for cleaning shall have to be used in day to day cleaning. No separate instructions shall be required to be given for the same.
- (126) The Contractor shall have to render services engaging sufficient Sweepers, as per the requirement of the Office.
- (127) The Attendant as well as Supervisors shall have to see that the cleaning work is done properly and regularly. If any work is found irregular, the Contractor shall have to give explanation in this regard.
- (128) The Contractor shall have to purchase necessary articles, such as, Uniform for the staff, Dusters, Mopping Clothes, Brooms, Drums for disposing of Garbage, etc., for cleaning and miscellaneous work. All the articles of good quality shall have to be used.
- (129) The Garbage cannot be accumulated in the campus under any circumstances. The Contractor shall have to dispose of the garbage properly outside the campus. No facility will be provided by the Institution for the same.
- (130) Any instruction given by the Officer/employee of the GSJA shall have to be followed without fail.

[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.

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	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	

Gujarat State Judicial Academy
B/h. High Court of Gujarat
at Sola, Ahmedabad-60.

Mr. A.P.Randhir
I/c. Director, GSJA

Date:- 12/06/2026