DISTRICT COURT, BHOJPUR AT ARA
TENDER NOTICE NO.- 02/2026

Dated...26.02.26.....

Sealed quotations along with a demand draft of Rs. 50,000/-(Rupees Fifty Thousand) in the form of Account payee Demand Draft/Fixed Deposit Receipt/Bankers cheque or unconditional Bank Guarantee from any of the Commercial/Nationalized/Scheduled Banks in favour of the Principal District & Sessions Judge, Bhojpur at Ara are invited from authorized/ registered service provider for Sweeping & Cleaning Services to Civil Court, Bhojpur at Ara as well as Sub-divisional Courts Jagdishpur and Piro of this judgeship. The bid is to be submitted on before 19.03.2026 at 04:30 P.M. to Nazarat of Civil Court, Bhojpur at Ara. The detail information regarding the Tender is available on the website https:// bhojpur.dcourts.gov.in.

Last Date and Time of Receipt of Bids	On or before 19.03.2025 till 04:30 P.M.
Place of Submission of Bids	Nazarat, Civil Court, Bhojpur at Ara.
Date/Time / Place of Opening of Bids	23.03.2026 at 04:30 P.M., Civil Court, Bhojpur at Ara in presence of the Purchasing Committee.

Terms & Conditions are enclosed herewith.

Principal District & Sessions Judge
Bhojpur at Ara.

TERMS AND CONDITIONS

1. Instructions to the Tenderers:-

Quotations are to be submitted in sealed envelope consisting of techno-commercial bid in a separate sealed cover & price bid in a separate sealed cover and both bids will be put in the sealed single envelope containing the title **"Quotation for Sweeping & Cleaning Services to Civil Courts, Bhojpur at Ara as well as Sub-Divisional Courts of Jagdishpur and Piro of the Judgeship"** addressed to the Principal District and Sessions Judge, Bhojpur at Ara and submit to the office of Najir, Civil Court, Bhojpur at Ara. The bid is to be submitted on or before **19.03.2026 at 04:30 pm.**

The Tender shall quote the rate inclusive all taxes per square feet/ per manpower/ lump sum and chargeable amount per month with minimum number of workers to be engaged, in sealed enclosure.

The rate should be written both in numbers as well as in words.
Validity of Bid will be 60 days from the opening of the bid.

2. Eligibility Criteria:-

The Tenderer must have an average annual turnover of Rs. 1,00,00,000/- (Rupees One Crore) during the last three years in the same field. Copies of the following documents should be submitted along with the Bid:-

(a) Registration/ Incorporation/ equivalent Certificate
(b) PAN No.
(c) Income Tax Return for the last three years.
(d) GSTIN No.
(e) Documents regarding Experience of 3 years in providing similar services in Central Government / State Government/ Public Sector Undertakings/ Autonomous Bodies.

3. Period of Contract:-

The contract will be initially for a period of one year which may be extended on satisfactory completion of the period.

4. Earnest Money Deposit:-

The Quotations should be accompanied by earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand) in the form of Account payee Demand Draft/ Fixed Deposit Receipt/ Bankers checque or unconditional Bank Guarantee from any of the Commercial/ nationalized/ scheduled banks in an acceptable from drawn in favour of the Principal District and Sessions Judge, Bhojpur at Ara without which the quotations will not be considered. The earnest money will be returned to all the unsuccessful Tenders after finalization of the Contract without interest.

5. Performance Guarantee (Security Deposit):-

10. Cleaning of Doors and windows etc.
11. Dry and wet dusting of Glass windows with glass cleaner.
12. Disposal of garbage to a place duly designated for this by Nagar nigamParishad Ara and Nagar Panchayat, Prio and Jagdishpur.
13. Control of Rats by rat kill poisoning, Mosquitoes by Spraying/ fogging is required to be done on regular basis at least once in every month.
14. Cleaning of sludge from manholes and sewerage system after every 15 days.

B. Scope of Horticulture Services:-

1. Maintenance, manuring, seeding, and Beautification of lawn and garden.
2. Watering the plants and flower pots.
3. Maintenance of decorative of garden and lawn.
4. Improvement of ambiance/ greenery in the campus.

C. Supervisor and Executives:-

1. Supervision by educated, experienced and qualified supervisors.
2. Executives will be overall responsible for smooth functioning of all facilities in all the buildings which includes Housekeeping, front desk, technical and parking management. He will have experience of working in such an environment.

D. Frequency of Cleaning of major items:-

Sl. No.	Work Details	Frequency of Cleaning/ Can be changed as per requirement
COURT ROOMS/CHAMBERS:-		
1	Cleaning of Doors	One in a day
2	Dusting of Window	Once in a week
3	Cleaning of window	Once in a day
4	Dusting of Furniture and other articles	Once in a day
5	Wet Mopping of floor	Once in a day
6	Dry mopping of floor	Once in a day
7	Emptying of Dustbin	Once in day
8	Vacuum Cleaning of Carpet and sofa	Once in day
9	Spotting of carpet	Once in a day
10	Cleaning of doormat	Once in day
11	Cleaning of sofa by dry sham Pooing	As required
12	Cleaning electrical switches	Once in a day
13	Spot cleaning of walks	As required.
TOILETS:		
1	Cleaning Doors, windows, walls, loors,	Every two hours

(viii) The Contractor shall be held responsible for any accident occurring due to negligence at work and loss against such accident shall be borne by the contractor.

(ix) The contractor shall be responsible for any damage or loss to Civil Court's property due to negligence of his workers or staff and the damages shall be made good at his own cost.

(x) The Agency has to clean the Courtrooms and entire open area of District Court, Bhojpur at Ara and Sub-Divisional Court Jagdishpur and Piro. Sweeping and cleaning work will be done on every day except holidays from 08:30 a.m. onward or as directed by the Court's Administration.

(xi) The Bidder should have registration with statutory authorities such as ESI, PF, Labour Welfare Department, etc. and copies of certificates of registration should be enclosed with the tender.

(xii) The selected agency shall certify name, address and photo of the workers deployed for housekeeping service and submit the same to office. Any change in manpower shall also be notified immediately to the office.

(xiii) All housekeeping person shall wear neat dress and maintain hygiene during work hours. The agency shall provide uniform and ID card to all persons. The agency shall get ID Cards approved by GM- Procurement.

(xiv) The District Judge, Bhojpur at Ara has the right of accepting or rejecting any or all tenders without specifying any reason(s) thereof. The District Judge, Bhojpur at Ara is under no obligation to accept the lowest tender.

(xv) There is no obligation on the part of the District Judge, Bhojpur at Ara to inform the unsuccessful tenderer of the outcome of the tender process and reasons for rejections for tender.

(xvi) The rates finally approved/ accepted by the District Court, Bhojpur at Ara shall be valid for the contract period and no upward revision will be allowed under any circumstances whatsoever.

(xvii) Under no circumstances, the successful firm shall appoint any sub contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice, by the authority which has approved the award of the contract.

(xviii) The contract can be terminated by the District Judge, Bhojpur at Ara at any time without assigning any reason if the work of the contractor is found unsatisfactory. In this respect, the decision of the District Judge, Bhojpur at Ara will be final and binding on the contractor. The District Judge, Bhojpur at Ara, reserves the right to accept or reject any bid in whole or in part without assigning any reasons thereof.

(xix) The job carried out shall be to the satisfaction of the District Judge, Bhojpur at Ara, after getting certification from the judge-in-Charge, Nazarat failing which deduction @ 10 % of the total bill shall be made. Depending upon the severity of negligence, the District Judge, Bhojpur at Ara, reserves the right to blacklist the agency for a suitable period or from further participation in any of the jobs to be done for the District Court, Bhojpur at Ara. The

MEASUREMENT AREA OF CIVIL COURT AT ARA

MAIN BUILDING CIVIL COURT,ARA						
NAME	NO	L	B	AREA	AREA	
G.F					SFT	
ROOM NO-3	1.00	40.25	22.00	885.50	SFT	
NAZARAT SHAKHA	1.00	27.75	15.75	437.06	SFT	
MALL KHANA	1.00	24.25	16.00	388.00	SFT	
STAIR	1.00	9.75	44.25	431.44	SFT	
ROOM NO-9	1.00	22.75	24.50	557.38	SFT	
COURT ROOM NO-1	1.00	22.00	31.00	682.00	SFT	
CHAMBER	1.00	17.25	8.50	146.63	SFT	
L/B	1.00	4.00	8.50	34.00	SFT	
COMPUTER ROOM	1.00	21.75	14.50	315.38	SFT	
COURT MANAGER	1.00	17.25	10.00	172.50	SFT	
L/B	1.00	10.00	4.50	45.00	SFT	
V.C ROOM	1.00	21.75	14.50	315.38	SFT	
FORM DEPT.	1.00	42.00	15.75	661.50	SFT	
ROOM NO-2	1.00	27.75	22.00	610.50	SFT	
CHAMBER	1.00	14.50	9.75	141.38	SFT	
L/B	1.00	7.75	9.75	75.56	SFT	
ACCOUNT DEPT./ROOM NO-6	1.00	23.00	40.25	925.75	SFT	
KNOCK ROOM/ROOM NO-7	1.00	22.50	16.00	360.00	SFT	
ADJ-2 &MUNSIF-3 OFFICE	1.00	14.75	31.50	464.63	SFT	
SUB JUDGE-6	1.00	22.00	20.00	440.00	SFT	
CHAMBER	1.00	13.00	7.75	100.75	SFT	
L/B	1.00	6.00	7.75	46.50	SFT	
ADJ-8	1.00	22.00	21.00	462.00	SFT	
CHAMBER	1.00	13.00	7.75	100.75	SFT	
L/B	1.00	6.00	7.75	46.50	SFT	
PARTILIPI DEPT.	1.00	41.00	31.00	1,271.00	SFT	
ACJM-8	1.00	20.00	22.00	440.00	SFT	
CHAMBER	1.00	13.00	7.75	100.75	SFT	
L/B	1.00	6.00	7.75	46.50	SFT	
ACJM-7	1.00	20.00	22.00	440.00	SFT	
CHAMBER	1.00	13.00	7.75	100.75	SFT	
L/B	1.00	6.00	7.75	46.50	SFT	
STAIR	1.00	7.75	26.25	203.44	SFT	
ADJ-4	1.00	21.75	17.75	386.06	SFT	
CHAMBER	1.00	15.75	9.00	141.75	SFT	
L/B	1.00	6.00	9.00	54.00	SFT	
ROOM NO-12	1.00	22.00	12.75	280.50	SFT	
ACJM-4 OFFICE	1.00	12.00	22.00	264.00	SFT	
STAIR	1.00	7.75	26.25	203.44	SFT	
PHOTO MACHINE ROOM	1.00	15.75	9.75	153.56	SFT	
ROOM NO-14	1.00	17.25	10.25	176.81	SFT	
L/B	1.00	14.25	3.75	53.44	SFT	
CORRIDOR	1.00	278.00	8.00	2,224.00	SFT	
	1.00	114.50	8.00	916.00	SFT	
	1.00	113.75	6.00	682.50	SFT	
	2.00	152.50	10.00	3,050.00	SFT	
	1.00	13.00	8.00	104.00	SFT	
	1.00	6.00	8.00	48.00	SFT	
	2.00	40.50	8.00	648.00	SFT	
	1.00	105.00	8.00	840.00	SFT	

				21,721.06	SFT	A
F.F						
D.J COURT	1.00	2.25	40.50	91.13	SFT	
D.J CHAMBER	1.00	23.75	34.00	807.50	SFT	
	1.00	16.00	5.75	92.00	SFT	
L/B	1.00	7.75	5.75	44.56	SFT	
D.J &ENGLISH OFFICE/ROOM NO-15	1.00	22.50	40.50	911.25	SFT	
KUTUMB COURT/ROOM NO-9	1.00	23.25	40.75	947.44	SFT	
CHAMBER	1.00	16.25	28.50	463.13	SFT	
L/B	1.00	10.00	5.50	55.00	SFT	
EXTRA OFFICE	1.00	10.50	10.00	105.00	SFT	
LOK ABHIYOJAK/ROOM NO-19	1.00	16.25	25.00	406.25	SFT	
ADJ-7	1.00	22.50	20.50	461.25	SFT	
CHAMBER	1.00	13.25	8.50	112.63	SFT	
L/B	1.00	6.50	8.50	55.25	SFT	
ADJ & SESSION JUDGE-10	1.00	22.50	20.50	461.25	SFT	
CHAMBER	1.00	13.25	8.50	112.63	SFT	
L/B	1.00	6.50	8.50	55.25	SFT	
ACJM-7	1.00	22.50	20.50	461.25	SFT	
CHAMBER	1.00	13.25	8.50	112.63	SFT	
L/B	1.00	6.50	8.50	55.25	SFT	
ADJ-1	1.00	22.50	20.50	461.25	SFT	
CHAMBER	1.00	13.25	8.50	112.63	SFT	
L/B	1.00	6.50	8.50	55.25	SFT	
ADJ-6/COURT ROOM NO-10	1.00	28.25	22.25	628.56	SFT	
CHAMBER	1.00	14.25	10.25	146.06	SFT	
	1.00	8.50	5.75	48.88	SFT	
L/B	1.00	8.75	4.50	39.38	SFT	
SUB JUDGE-1 OFFICE	1.00	23.25	16.75	389.44	SFT	
SUB JUDGE-2 OFFICE	1.00	23.25	11.25	261.56	SFT	
CHILD COURT	1.00	12.00	23.50	282.00	SFT	
G.P ROOM/ROOM NO-16	1.00	16.00	14.00	224.00	SFT	
ADJ-1 OFFICE/ROOM NO-18	1.00	14.00	22.25	311.50	SFT	
MAGISTRATE-1/ROOM NO-15	1.00	22.25	15.75	350.44	SFT	
CHAMBER	1.00	17.75	10.25	181.94	SFT	
L/B	1.00	4.00	10.25	41.00	SFT	
MAGISTRATE-1/ROOM NO-16	1.00	22.25	16.00	356.00	SFT	
CHAMBER	1.00	15.00	10.25	153.75	SFT	
L/B	1.00	6.75	10.25	69.19	SFT	
SP.EX. OFFICE/COURT NO-2	1.00	22.25	13.25	294.81	SFT	
ADJ & SESSION JUDGE-1	1.00	20.00	22.00	440.00	SFT	
CHAMBER	1.00	13.00	8.00	104.00	SFT	
L/B	1.00	6.00	8.00	48.00	SFT	
SP.EX. JUDGE-2	1.00	20.00	22.00	440.00	SFT	
CHAMBER	1.00	13.00	8.00	104.00	SFT	
L/B	1.00	6.00	8.00	48.00	SFT	
ADJ-13	1.00	20.00	22.00	440.00	SFT	
CHAMBER	1.00	13.00	8.00	104.00	SFT	
L/B	1.00	6.00	8.00	48.00	SFT	
ADJ-2	1.00	20.00	22.00	440.00	SFT	
CHAMBER	1.00	13.00	8.00	104.00	SFT	
L/B	1.00	6.00	8.00	48.00	SFT	
PORTICO	1.00	16.00	20.00	320.00	SFT	
CORRIDOR	1.00	278.00	8.00	2,224.00	SFT	
	1.00	114.50	8.00	916.00	SFT	
	1.00	113.75	6.00	682.50	SFT	

	2.00	152.50	10.00	3,050.00	SFT	
	1.00	13.00	8.00	104.00	SFT	
	1.00	6.00	8.00	48.00	SFT	
	2.00	40.50	8.00	648.00	SFT	
	1.00	105.00	8.00	840.00	SFT	
				21,418.75	SFT	B
TOTAL(A+B)				43,139.81	SFT	
			SAY	4,009.28	SQM	
TEN COURT BUILDING,ARA						
NAME	NO	L	B	AREA	UNIT	
G.F						
COURT	3.00	29.75	19.50	1,740.38	SFT	
	2.00	19.50	19.75	770.25	SFT	
LOK ADALAT OFFICE	1.00	19.50	19.75	385.13	SFT	
CHAMBER	5.00	14.50	12.25	888.13	SFT	
L/B	3.00	6.50	5.00	97.50	SFT	
PASSAGE	3.00	6.50	2.50	48.75	SFT	
L/B	4.00	5.00	3.50	70.00	SFT	
PASSAGE	1.00	16.00	4.00	64.00	SFT	
FILE ROOM	3.00	14.50	16.00	696.00	SFT	
LOK ADALAT OFFICE C.H	1.00	14.50	16.00	232.00	SFT	
CORRIDOR	1.00	162.00	6.00	972.00	SFT	
	1.00	142.00	8.00	1,136.00	SFT	
STAIR ROOM	1.00	20.00	19.50	390.00	SFT	
				7,490.13	SFT	A
F.F						
COURT	3.00	29.75	19.50	1,740.38	SFT	
	2.00	19.50	19.75	770.25	SFT	
SERVER ROOM	1.00	19.50	19.75	385.13	SFT	
CHAMBER	5.00	14.50	12.25	888.13	SFT	
L/B	3.00	6.50	5.00	97.50	SFT	
PASSAGE	3.00	6.50	2.50	48.75	SFT	
L/B	4.00	5.00	3.50	70.00	SFT	
PASSAGE	1.00	16.00	4.00	64.00	SFT	
FILE ROOM	4.00	14.50	16.00	928.00	SFT	
CORRIDOR	1.00	162.00	6.00	972.00	SFT	
	1.00	142.00	8.00	1,136.00	SFT	
STAIR ROOM	1.00	20.00	19.50	390.00	SFT	
				7,490.13	SFT	B
S.F						
COURT	3.00	29.75	19.50	1,740.38	SFT	
	2.00	19.50	19.75	770.25	SFT	
DIGITAL COMPUTER ROOM	1.00	19.50	19.75	385.13	SFT	
CHAMBER	5.00	14.50	12.25	888.13	SFT	
L/B	3.00	6.50	5.00	97.50	SFT	
PASSAGE	3.00	6.50	2.50	48.75	SFT	
L/B	4.00	5.00	3.50	70.00	SFT	
PASSAGE	1.00	16.00	4.00	64.00	SFT	
FILE ROOM	4.00	14.50	16.00	928.00	SFT	
CORRIDOR	1.00	162.00	6.00	972.00	SFT	
	1.00	142.00	8.00	1,136.00	SFT	
STAIR ROOM	1.00	20.00	19.50	390.00	SFT	
				7,490.13	SFT	C

TOTAL(A+B+C)				22,470.38	SFT	
			SAY	2,088.32	SQM	
RECORD ROOM						
NAME	NO	L	B	AREA	UNIT	
RECORD ROOM	1.00	36.00	48.00	1,728.00	SFT	
	1.00	36.00	48.00	1,728.00	SFT	
OFFICE	1.00	22.00	35.00	770.00	SFT	
				4,226.00	SFT	
			SAY	392.75	SQM	
URINAL & TOILET (NEAR RECORD ROOM)						
NAME	NO	L	B	AREA	UNIT	
URINAL JENTS	1.00	22.00	10.00	220.00	SFT	
L/B LADIES	1.00	20.00	10.00	200.00	SFT	
L/B LADIES & JENTS	1.00	18.00	20.00	360.00	SFT	
L/B	1.00	10.00	10.00	100.00	SFT	
L/B (NEAR TEN COURT)	1.00	20.00	10.00	200.00	SFT	
				1,080.00	SFT	
			SAY	100.37	SQM	
OTHER BUILDING						
NAME	NO	L	B	AREA	UNIT	
FRANKIN MACHINE & GARRIAGE	1.00	74.00	15.00	1,110.00	SFT	
SANTRI POST	2.00	10.00	10.00	200.00	SFT	
e-SEVA KENDRA	1.00	15.00	10.00	150.00	SFT	
PORTA CABIN	3.00	15.00	10.00	450.00	SFT	
MAY I HELP YOU	1.00	10.00	10.00	100.00	SFT	
				2,010.00	SFT	
			SAY	186.80	SQM	
CAMPUS P.C.C ROAD						
NAME	NO	L	B	AREA	UNIT	
P.C.C ROAD	1.00	1,350.00	12.00	16,200.00	SFT	
FRANKIN MACHINE & GARRIAGE	1.00	10.00	20.00	200.00	SFT	
				16,400.00	SFT	
			SAY	1,524.16	SQM	

J.E
BCD/ARA

A.E
BCD/ARA

E.E 21.11.2024
BCD/ARA

MEASUREMENT AREA IN THE CAMPUS OF CIVIL COURT AT ARA

9 COURT BUILDING CIVIL COURT,ARA

NAME	NO	L	B	AREA	UNIT
G.F B/UP AREA				2,663.00	SFT
1ST TO 4TH FLOOR B/UP AREA				35,648.00	SFT
5TH FLOOR B/UP AREA				6,804.00	SFT
				45,115.00	SFT
			SAY	**4,192.84**	**SQM**

AMINITY BUILDING CIVIL COUR ,ARA

NAME	NO	L	B	AREA	UNIT
G.F B/UP AREA				3,149.00	SFT
1ST FLOOR B/UP AREA				3,122.00	SFT
2ND FLOOR B/UP AREA				3,122.00	SFT
3TH FLOOR B/UP AREA				3,122.00	SFT
4TH FLOOR B/UP AREA				3,122.00	SFT
				15,637.00	SFT
			SAY	**1,453.25**	**SQM**

LADC BUILDING CIVIL COUR ,ARA

NAME	NO	L	B	AREA	UNIT
ROOM1	1.00	14.00	20.00	280.00	SFT
ROOM2	1.00	10.00	20.00	200.00	SFT
OFFICE				480.00	SFT
			SAY	**44.61**	**SQM**

CAMPUS P.C.C ROAD

NAME	NO	L	B	AREA	UNIT
P.C.C ROAD	1.00	239.00	12.00	2,868.00	SFT
LADC CAMPUS	1.00	38.00	16.50	627.00	SFT
				3,495.00	SFT
			SAY	**324.81**	**SQM**

16/12/2024

J.E
BCD/ARA

A.E
BCD/ARA

16.12.2024

E.E
BCD/ARA

Sub-Divisional Court Piro

Sl.No	Name of Room	Measurement (in Feet & Inch)	Area (in Square feet)
1	Sub-Divisional court Judge Chamber – I	18' x 10'6"	189.00
2	Sub-Divisional court Judge Chamber – II	18' x 12'	216.00
3	Nazarat	18' x 11'	198.00
4	Record room मुंशी कार्यालय	18' x 10'	180.00
5	Court Room – I	20' x 23'	460.00
6	Court Room – II	20' x 23'	460.00
7	Guard Room	20' x 15'	300.00
8	Bathroom	18' x 6'	108.00
9	Porta Cabin	15' x 10'	150.00
10	Passage Area	48' x 9' 90' x 7'	432.00 630.00
11	Server Room	14' x 12'	168.00
		Total Carpet Area	3491.00 Sq feet

324.32 m²

विश्वासभाजन

24.01.25

कार्यपालक अभियंता
भवन प्रमण्डल, आरा

24/01/25

24/01/25

✓ Yes+Ok Exect. V