

## **ANNEXURE-I**

### **CONDITIONS FOR TENDER**

1. The financial bid shall contain house-keeping and cleaning rates inclusive of all taxes ( ensuring that minimum wages would be paid to the workers by the Agency appointed for outsourcing), for per square feet/ per manpower/ lump sum, and also total chargeable amount per month, with minimum number of workers to be engaged, in sealed enclosure.

2. The technical bid shall contain a separate document containing details of services offered and terms and conditions on which the same is being offered, with all technical details, as indicated in this document.

3. All the bidders shall attach a copy of Registration/ Incorporation/ equivalent Certificate, Aadhar, PAN and GST Registration certificate along with declaration of experience and their income tax returns of the last three financial years.

4. Every bidder must deposit cash amount of Rs. 10,000/- in the Nazarat, Civil Court, Purnea as earnest money deposit.

5. Validity of bid will be 60 days from the date of opening of the bid.

6. On acceptance of tender, it will be obligatory to deposit Security money @ 5 % of the amount of the approved tender, in the shape of N.S.C. or 3 years / 5 years P.O. Time Depositor, fixed deposit into any Nationalized bank, duly pledged to the District and Sessions Judge, Purnea .

7. Earnest money of the unsuccessful Bidder will be refunded on request by the Bidder after intimation of rejection of tender or on expiry of the validity period whichever is earlier.

8. Power of attorney of authorized signatory and Constitution of firm shall have to be produced by Contractor on demand.

9. Letters issued through registered post shall be deemed to have been served to the bidder.

10. Notice inviting Tender and Conditions for Tender shall form part of Agreement.

11. Payment will be made subject to the availability of fund for the work.

12. Contractor shall furnish the detailed weekly program of work under the project and methodology & equipment to be used on the project and get approval from the Judgeship within 5 days of execution of agreement and communicate the proportional progress of work with respect to the program during execution of the work.

13. No material or machinery or manpower will be supplied by the Judgeship.

14. The Service Provider/ Agency/ Contractor shall be responsible for police verification, character and antecedents verification of the manpower.

15. Materials and tools to be used in works shall be approved in advance in writing by the Judgeship. This includes items such as phenyl, soft broom, hard broom, mosquito repellent spray and various other materials like disinfectant toilet cleaner liquid, glass and surface cleaner spray, bathroom freshener, dishwasher bar, detergent bar, scrubber, naphthalene balls, large and small dusters, liquid hand wash soap, dry mop, wet mop and others as needed.

16. No equipment or personnel will be removed from site without permission of the Judgeship.

17. The Contractor shall arrange for contingent medical aid for workers at his own cost and comply with all labor laws/ rules for the time being in force.

18. The Contractor shall be responsible for any damage or loss to Judgeship's property due to negligence of his workers or staff and the damages shall be made good at his own cost.

19. The Contractor shall ensure safety of the workers and be held responsible for any accident due to negligence at work and the loss by such accident shall be borne by the contractor.

### **GENERAL INSTRUCTIONS FOR TENDERERS**

1. Housekeeping services are to be provided for Purnea Civil Court plinth areas and open areas including Courtrooms, offices, chambers, staircases, corridors, toilets, terrace, campus, parking area, garden area, lawn, internal roads, etc.

2. Bidders must include a statement showing the number of personnel for various streams in their technical bid. The Minimum No. of the Sweepers should be 20 for mopping and brooming of the various Court Buildings and 10 Sweepers should be for the Cleanliness of the Washrooms.

3. Bidders should include sufficient details of mechanical equipment used in cleaning and should also have the experience of mechanized cleaning, which must be included in their technical bid.

4. Housekeeping and cleaning work will be done on all seven days of the week.

5. All the common toilets must be in the control of Housekeeping staff. The doors of court buildings will be locked. Lock will open from 9:00 A.M. to 6:00 P.M. and regular cleaning shall be done after every 45 minutes interval. One Housekeeper staff shall be present the whole

day at the gate of each toilet complex. The housekeeping staff shall be responsible for the safety of fittings and other articles in the washrooms and will be charged/ fined/ penalized and all cost will be met by the contractor.

6. The bidder should have registration with statutory authorities such as ESI, PF, Labour welfare Department, etc. and the copies of certificates of registration should be enclosed with the tender.

7. The Firm/ Organization should have a minimum of Two years of experience in providing housekeeping services like cleaning, mopping, etc. in a modern hi-tech offices / public places having equipment like computers, servers, audio-visual projection systems, etc. and flooring like tiles, carpets vinyl, granite marble, etc.

8. Please note that Technical bid would be opened first to analyse the capabilities of the bidders. The price bid of only those bidders who are found suitable as per the Technical bid would be considered. The Judgeship reserves the right to reject any tender without assigning any reason whatsoever.

9. The Tender papers and all enclosures (on every page) must be signed separately by each partner of the firm or by a person holding a power of attorney authorising him/her to do so. Such power of attorney should be produced along with the tender and it must also disclose that the firm is registered under the Indian Partnership Act.

10. The bidder must obtain at his/her own responsibility and expenses all the information necessary including risks, contingencies and other information to enable him to make a proper tender.

11. She/he may examine the specifications, conditions in respect of the site of work situated in Purnea Judgeship and acquaintance with the local conditions, means of access to site, availability of raw material there, the process of disposing of garbage and all other matters pertaining thereto before submitting the tender.

12. Omission /neglect or failure on the part of the bidder to obtain requisite information on any matter affecting his tender would not relieve the bidder from any liability in respect of the contract. The bidder who wants to understand the technicalities and the type of service that need to be provided may approach the Nazarat, Civil Court, Purnea on all working days from Monday to Saturday between 10:00 A.M. to 05.00 P.M.

13. The Judgeship does not bind itself to accept the lowest tender and reserves the right to reject any or all of the tenders received, without assigning any reason thereto.

14. The Judgeship further reserves the right to delete or reduce any item or section of the bills without assigning any reason whatsoever thereof and no claim will be entertained in this regard.

15. The bidder whose tender is accepted has to execute an agreement with the Judgeship but his liability under the contract shall commence from the date of the written order. The contract either in full or in part shall not be sublet or assigned to by the bidder.

16. The Judgeship reserves the right to award the entire work in full or distributed area of work to any of the bidders at its discretion.

17. This financial bid must clearly indicate the rates quoted in figures & in words, and all documents must be duly signed by the authorized signatory with the official seal

### **EVALUATION CRITERIA**

The Proposed evaluation system for valuation of technical bids would be as follows:

1. The Bidder should have executed at least one similar work in the last two years.
2. The Bidder should have the availability of key equipments as mentioned in Scope of work. The bidder should however, undertake their own studies and furnish with their bid a detailed housekeeping planning, approach and methodology, to allow the Judgeship to consider their proposal.
3. The bidder should have the availability of personnel for the work with adequate experience, which shall be mentioned in the bid.
4. Each technically evaluated bid on the above criteria would be assessed after evaluation of information and supporting documents submitted by each bidder. All bidders who have submitted information and documentation as per the tender documents and have fulfilled eligibility criteria as above would be considered technically eligible.

### **SCOPE OF HOUSEKEEPING WORK**

Civil Court, Purnea	<ol style="list-style-type: none"><li>1.12 Court, Building</li><li>2. FTC Building</li><li>3.DJ Building Connected with Conference hall</li><li>4.Nazarat Building</li><li>5. ADJ Building</li><li>6. Recored Room</li><li>7. Additional Racord Room</li><li>8. Sessions Hazat</li><li>9. MagesterialHajat</li><li>10. Litigant Sheds Near GateNo. 1</li><li>11 Litigants shed near CJM BuilDing</li><li>12. CJM Buidling</li></ol>
---------------------	---

	<p>13. Server ROOM</p> <p>14 . E sewa Kendra, Dispensary, E Court fees Counter ,Porta Cabins</p> <p>15. Canteen (As Stock Room )</p> <p>16. ALL common washrooms outside the court buildings and within buildings</p> <p>17. Central Garden, behind DJ Building,infront of 12 Court Buiding, infront Of CJM Building, infront of Record Room, and Additional Record Room</p> <p>18. other Court premises like Parking areas, Open spaces, internal roads, other vacant areas, etc.</p>
Sub-divisional Court, Baisi, Purnea	Court buildings and Office area including Server Room, Nazarat Room and other Court premises like Parking areas, Open spaces, internal roads, other vacant areas, etc.
Sub-divisional Court, Banmankhi, Purnea	Court buildings and Office area including Server Room, Nazarat Room and other Court premises like Parking areas, Open spaces, internal roads, other vacant areas, etc.
Sub-divisional Court, Dhamdaha, Purnea	Court buildings and Office area including Server Room, Nazarat Room and other Court premises like Parking areas, Open spaces, internal roads, other vacant areas, etc.

**A - General House-Keeping work:**

1. The offices open at 9:30 AM and the service provider is expected to complete cleaning, dusting, mopping etc. of each area before 9 AM.
2. Cleaning and maintenance of the area includes dusting, brooming, mopping of all plinth areas as well as open areas in all the buildings, courtrooms, chambers, offices, corridors, staircases, lifts, toilets, machine rooms, hazat, etc. by using good cleaning agents.
3. The Main entrance, corridors and staircases has to be cleaned at least once in two hours or as and when required.
4. Toilets in all the floors including toilets in chambers are to be cleaned thoroughly

with disinfectants in the morning and at regular intervals of 3 hours.

5. Entire terrace area is to be cleaned weekly and to be monitored in respect to stagnation of water, blockage of drain inlets/ outlets etc.
6. Complete and thorough cleaning of all plinth and open areas need to be taken up early in the morning.
7. Removal of litter, papers, garbage, etc. daily from all floors of all the buildings.
8. Vacuum cleaning of carpet floor, if any on daily basis & spot cleaning on regular basis.
9. Dusting of furniture and fixtures first with dry cloth and then with Colin.
10. Cleaning of washbasins, sanitary fittings and toilet floors with dry and wet mops.
11. Cleaning of Doors and windows etc.
12. Dry and wet dusting of Glass show cases with glass cleaner.
13. Brasso polishing on brass fixtures, if any.
14. Cleaning of Glass panes, removal of scrub from outside once in Month
15. Cleaning and maintenance of in-house plants.
16. Disposal of garbage to a designated place duly marked by the Purnea Municipal Corporation.
17. Control of Termites by termites-killing spray, Rats by rat-kill poisoning, Mosquitoes by Spraying/ fogging is required to be done on regular basis at least once in a fortnight.
18. Cleaning of sludge from manholes and sewerage, every 15 days.

#### **B - Scope of Horticulture Services:**

1. Maintenance, manuring, seeding, plantation of seasoned flowers and beautification of lawn, trees and garden area.
2. Cutting / trimming the grasses with grass trimmers .
3. Watering the plants and flower pots.
4. Improvement of ambiance / greenery in the campus.

#### **C - Responsibility of Supervisors:**

1. Supervision is to be done by educated, experienced and qualified supervisors.

2. He will be overall responsible for ensuring that premises are cleaned as per agreement.

**D - Scope of Technical Services:**

1. Agency shall ensure cleanliness of technical equipment, like computers, printers, audiovisual equipment installed inside the buildings like projector, PA system, Plasma TV, etc. through vacuum cleaner / blower/ dry clothes . Initial training and skill transfer shall be provided by the System Officer / System Assistants.

**E. House Keeping Frequency**

<b>S No.</b>	<b>Work Details</b>	<b>Frequency</b>
<b>I .</b>	<b>Court Rooms/ Chambers / Offices</b>	
1.	Cleaning of Doors	Once in a day
2	Dusting of Windows	Once in a week
3.	Cleaning of Windows	Once in a day
4.	Dusting of Furniture and other Articles	Once in a day
5.	Wet Moping of the floor	Once in a day
6.	Dry Moping of the floor	Once in a day
7.	Emptying of dustbin	Once in a day
8.	Vaccum cleaning of Sofas and /Chairs	Once in a day
9.	Cleaning of spotting of Carpet	As and when required
10.	Cleaning of doormat	Once in a day
11	Cleaning of Sofas by dry shampooing	As and when required
12.	Cleaning of Electrical Switches	Once in a day
13.	Cleaning of Spots on wall	As and when required
<b>II</b>	<b>Toilets</b>	
1.	Cleaning Doors, Windows, Walls, Floors, Doormat, Fittings, Washbasin , mirrors and trash removal	Once in a day
2.	Scrubbing of Urinals, Sinks, W/C & W/B	Twice a day
3.	Changing Urinals Cubes and odonil cubes	As required
<b>III</b>	<b>Stairs / Lifts</b>	
1.	Wet Mopping	Twice a day
2.	Dry Mopping	Four times in a day
3.	Dusting of Verticals	Once in a day
<b>IV</b>	<b>Corridors</b>	
1.	Wet Mopping	Twice a day
2.	Dry Moping	Four times in a day
<b>3.</b>	Deep Clenaing	Once in a day
<b>V</b>	<b>Main Entrance and Lobby</b>	

1.	Wet Mopping	Every 2 Hours in a day
2.	Dry Mopping / Brooming	Twice in a day
3.	Dusting of Verticals	Once in a day
4.	Deep Clenaing	Once in week
<b>VI</b>	<b>Open Areas</b>	
1.	Internal Roads/Pathways /varmdas/Lawns/ Garden / parking areas etc.	Once in a day

### **PAYMENT TERMS**

1. No advance payment shall be made to the Service Provider/ Agency.
2. Payment shall be made monthly subject to availability of funds also once the services are delivered and the Service Provider/ Agency submits the invoice for the same.
3. The Judgeship shall make the payment within prescribed timelines as per the payment process flow upon submission of invoice, attendance sheet logbook, feedback and documentary proofs for PF / ESI / EOIL payments. Non-submission of the same may lead to delay/ deduction in payment.
4. All the deductions ( if applicable ) shall be settled before making the payments even if the service provider has any objection on the same.
5. Payment to the manpower resources by service provider shall be made through bank transfer only & in no circumstances cash payment shall be made.
6. The Service Provider / Contractor shall not make any unauthorized deduction from the wages of the contract laboures.

### **GENERAL CONDITIONS GOVERNING TENDER**

1. The rates shall not be subject to any variation in price during the period of contract, except in case of taxes.
2. The contractor shall devote his full attention to the assigned work and discharge his/ her obligations under the arrangements most diligently and honestly.
3. The contractor shall at all times, during the continuance of the agreement, obey and observe all directions and instructions given by the Judgeship and its authorized officials.

4. The contractor has to bring his own staff, who are skilled and good workers. The Judgeship under any circumstances will not provide any manpower support or accommodation.
5. The supervisor(s) appointed by the contractor should be available throughout the day at the premises to supervise and guide his workers.
6. Contractor should make arrangements for leave of the workers, reserve workers and deploy sufficient workers on rotation.
7. A registered medical practitioner should carry out the medical check-up of the staff every year. Any staff failing the medical checkup should be removed immediately.
8. Three pairs of uniforms per year shall be provided by the contractor to all his staff at his own cost, which have to be maintained properly and every worker is to be provided with name, badges & Strict personal hygiene has to be observed.
9. The Contractor or his employees shall not use the premises allotted to him / her for any purpose other than the purposes defined and shall not act in any manner as to cause any nuisance or annoyance to the offices and the employees.
10. All the payments have to be made as per the prevailing minimum wages stipulated from time to time (Covering benefits such as ESI., PF, etc.)
11. All the rules related to the Labour Laws and applicable acts should be strictly followed and in cases of any dispute no person from Purnea Judgeship shall be made a party.
12. The bidder has to satisfy the Judgeship showing adequate recorded proof that the minimum wages, EI, contribution to provident fund as applicable under the Statutory Act are being paid to his staff in the first week of the month taking care about the paid leaves etc, as required under the Contract Labour Regulation Act and Minimum Wages Act as notified by the Government from time to time.
13. The cleaning materials etc., used for work should be as per the brand names/ others approved by the Judgeship.
14. Garbage collected has to be dumped in the area and the place specified and earmarked by the Municipal Corporation. The responsibility of disposal of garbage would be entirely borne by the Contractor.
15. The contractor who is awarded the work needs to submit the bills for the services rendered

once in a month to the Judgeship which will be scrutinized before processing the payments.

16. In case of any irregularity in service, quality not being up to the mark , complaints received etc the service provider would be penalized. The penalty would be decided by the Judgeship, and will be directly deducted from the bill claimed by the contractor and the judgeship's decision shall be final in the regard . The Judgeship will conduct inspection from time to time to monitor whether the rules,terms and conditions are being followed, and in case of lapses, deviations, violations, etc. Suitable action shall be taken against the firm / Organizations .

17. Income-tax and security deposit will be deducted at source from every bill by the judgeship at the rate notified by the Government .

18. Any accidents including death caused to the contractor or workers during course of execution of work or elsewhere will be addressed and taken care by the contractor. The Judgeship, in no way, shall be held responsible for the same.

19. The contract may be terminated at one month's notice by the Judgeship, if any one of the stipulated conditions agreed upon by the contractor are not met to the satisfaction of the Judgeship. The arrangement shall stand terminated on the expiry of contract period or earlier by giving six month notice to the Judgeship by the contractor during the subsistence of the agreement.

20. The contractor shall be liable for all legal and contractual purposes, as the employer of his staff and such staff will not have any claim for employment in the Judgeship. The number of such persons employed will be determined by the parties to the contract, by exchange of letters from time to time. But in any case, the contractor shall have to engage the services of a sufficient number of persons as stipulated by the Judgeship.

21. The competent Courts in Purnea (Bihar) alone shall have jurisdiction in respect of any matters pertaining to the tender / agreement.

Principal District & Sessions Judge,  
Purnea

Date: