Office of The Principal District & Sessions Judge, Muzaffarpur

Short Tender Notice No. 01/2025.

Sealed quotations are invited from interested parties for providing House Keeping & Cleaning Services to the Muzaffarpur Judgeship upto 28.05.2025 during office hours at the Nazarat, Civil Court, Muzaffarpur.

The period of submission of bids wil be 21 days from the date of commencement. Biders may collect the relevant information & other terms and conditions from official Website of District Court Muzaffarpur https:// muzaffarpur.dcourts.gov.in.

SL.No.	Activity	Date
01.	Date of Tender Publication in the Newspaper	08.05.2025
02.	Last Date of receipt of Bids	On or before 28.05.2025
03.	Place of submission of Bids	Nazarat Civil Court, Muzaffarpur
04.	Date/Time/Place of opening Bids	29.05.2025 at 04:35 P.M. in presence of Purchase Committee and D.D.O., Civil Court, Muzaffarpur.

Principal District & Sessions Judge
Civil Court, Muzaffarpur

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ANNEXURE-I

CONDITIONS FOR TENDER

1. The financial bid shall contain house-keeping and cleaning rates inclusive of all taxes (minimum wages would be paid to the workers by the Agency appointed for outsourcing), for per per person engaged and also total chargeable amount per month, with minimum number of workers to be engaged, in sealed envelope.
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 documents.
3. All the bidders shall attach a copy of Registration Incorporation or equivalent certificate, AADHAR, PAN and GST Registration certificate along the declaration of experience and their income tax returns of the last three financial years with their technical bids.
4. Every bidder must deposit cash amount of Rs. 10,000/- in the Nazarat, Civil Court, Muzaffarpur as earnest mony deposit.
5. Validity of bid will be 60 days from the date 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. for 3 years/ 5 years P.O. time deposit, fixed deposit of any nationalized bank duly pledged to the Principal District & Sessions Judge, Muzaffarpur.
7. Earnest money of the unsuccessful bidders will be refunded on request by bidder after intimation of rejection of tender or on expiry of the validity of bid period whichever is earlier.
8. Power of attorney of authorized signatory and constitution of firm shall have to be produced by the Contractor on demand.
9. Letters issued through registered post shall be deemed to have been served to the bidder. The bidders shall also provide their E-mail addresses and any correspondence sent on the email id shall be considered to be sufficient notice.
10. Notice inviting Tender and conditions for tender shall form part of Agreement.
11. Payment will be made subject to availability of fund for the job.
12. No material or machineries or manpower will be supplied by the Judgeship.
13. The Service Provider/ Agency / Contractor shall be responsible for police verification, character and antecedent verification of the manpower.
14. 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's repllent spray and various other materials disinfectant toilet cleaner liquid, glass and surface cleaner spray, bathroom freshener, dis-washer bar, detergent bar, scrubber, naphthalene balls, large and small dusters, liquid hand wash soap, dry mop, wet mop and others as needed.
15. No equipment or personnel will be removed from site without permission of the Judgeship.
16. The contractor shall be responsible for any damage or loss to Judgeship's property due to negligence of his worker or staffs and the damages shall be recovered from Contractor.
17. 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.
18. The contractor shall arrange for contingent medical aid for workers at his own cost and comply with all labour laws for the time being in force

GENERAL INSTRUCTIONS FOR TENDERS

1. Housekeeping service are to be provided for Muzaffarpur Judgeship (civil court premises of Muzaffarpur, family court premises), plinth areas and open areas including courtrooms, offices, chambers, staircase, corridors, toilets, terrace, campus, parking area, garden area, lawn, internal roads, etc.
2. The contract shall be valid for a term of I year and may renewed with consent of both parties. The contract may be terminated earlier if the services are found deficient.

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3. Bidders must include a statement showing the number of personnel of various streams in their technical bid.
4. Bidders should include sufficient details of mechanical equipments used in cleaning and should also have the experience of mechanized cleaning, which must be included in their technical bid.
5. Housekeeping and cleaning work will be done on all seven days of the week.
6. One Housekeeping staff shall be present the whole day at the gate of each toilet complex and shall endure cleanliness at all times.
7. 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 technical bid.
8. 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 environment involving equipments like computers, servers, audio-visual projections systems, etc. and flooring like tiles, carpets vinyl granite marble, etc.
9. **Please note that Technical bid would be opened first to analyze 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.**
10. The tender papers and all enclosures (on every page) must be signed separately by each partner of the firm by a person holding 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.
11. 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.
12. The bidder may visit the site ie Muzaffarpur Civil Court prior to bidding on any working day between 11 AM to 5 PM with prior appointment from Nazir, Civil Court to acquaint himself with the local conditions, means of access to site, availability of raw material, the process of disposing of garbage and all other matters pertaining thereto including type of service that need to be provided and other technicalities.
13. The Judgeship does not bind itself to accept the lowest tender and reserves right to reject any or all of the tenders received, without assigning any reasons tereto.
14. The Judgeship further reserves the right to delete or reduce any item or section of the bills of quantities without assigning any reason whatsoever thereof an 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 distribute area of work to any of the bidders at its discretion.
17. This financial bid must clearly indicate the rates quoted in figures and in words, and all documents must be duly signed by the authorised signatory with the official seal.

EVALUATION CRITERIA

The proposed evaluation system for valuation of technical bid 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.

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3. The bidder should have the availability of personnel for this work with adequate experience, which shall be mentioned in the bid.

4. Each technical 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

District	Area of work
Muzaffarpur	Attached as annexure 1.

A. General House-Keeping work:

1. The offices open at 09:30AM 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, offfices, corridors, staircases,lifts, toilets 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 where required.
4. Toilets in all the floors including toilets in chambers are to be cleaned thoroughly with disingectants 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 a month.
15. Cleaning and maintenance of in-house plant.
16. Disposal of garbage to a designated place duly marked by the Municipal Corporation, Muzaffarpur.
17. Control of termites by termites-killing spray, Rats by rat-kill poisoning, Mosquitoes by Spraying/fogging in required to be done on regular basis at least once in a fortnight.

B. Scope of Hourticulture Services by skilled Gardner:

1. Maintenance and beautification of lawn and garden areas which shall include watering and maintenance of plants and greenery.

C. Responsibilities of Supervisors:

1. Supervision by educated, experienced and qualified supervisors.
2. She/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's through vacuum cleaner/blower/dry cloths like computers, printers, audiovisual equipment's installed inside the buildings like projector, PA system, Plasma TV, etc Initial training and skill transfer shall be provided by the

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System Officer/ System Assistants.

E. Housekeeping: Frequency of cleaning of major items.

Sl. No	Work Details	Frequency of cleaning
I	**COURTROOMS/CHAMBERS/OFFICES**	
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's 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 a day
8	Vacuum cleaning of Carpet and sofa/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 sofa by dry shampooing	As and when required
12	Cleaning of electric switches	Once in a day
13	Cleaning of spots on walls	As and when required
II	**TOILETS**	
1	Cleaning Doors, windows, walls, floors, doormat, fittings,washbasin, mirrors and trash removal	Once in a day
2	Scrubbings of Urinal, sinks	Twice a Day. It shall be ensured at all times that toilets are always clean and odorless.
3	Changing Urinal cubes Odonil cubes.	As required
III	**STAIRS**	
1	Wet mopping	Twice a day
2	Dry mopping	Four times a day
3	Dusting of verticals	Once a day
IV	**CORRIDORS**	
1	Wet mopping	Twice a day
2	Dry mopping	Four times a day
3	Deep cleaning	Once a day
V	**MAIN ENTRANCE AND LOBBY**	
1	Wet mopping	Every 2 hours in a day

2	Dry mopping/brooming	Twice in a day
3	Dusting of verticles	Once in a day
4	Deep cleaning	Once a week
VI	**OPEN AREAS**	
1	Internal roads/ pathways/ verandah/ lawn/ garden/ parking areas etc.	

The frequencies mentioned above are only indicative. It shall be the duty of the housekeeping staff to ensure that corridors and pathways are always clean and the toilets are odorless and clean at all times. It shall be the duty of supervisor to monitor the cleanliness.

PAYMENT TERMS

1. No advance payment shall be made to the Service Provider/Agency.
2. Payment shall be made once the services are delivered and the Service Provider/Agency shall submit an invoice towards 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, service feedback and documentary proofs for PF/ESI/EDLI etc 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. Service Provider shall not have any objection on the same.,
5. Payment to the manpower resources by the Service Provider shall be made through bank transfer only after making all the statutory deductions. In no circumstances cash payment shall be made.
6. The Service Provider/Contractor shall not make any unauthorized deductions from the wages of the contract labour and shall comply with all statutory requirements including minimum wages, payment into provident fund, G.S.I. etc.

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 staffs, 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 reserve and employ 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 check up 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 has to be maintained.

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9. All housekeeping persons shall wear neat dress ID Card and maintain hygiene during the working hours.
10. The selected agency shall certify name, address and photo of the workers deployed for housekeeping service and submit the same to the Nazarat, Civil Court, Muzaffarpur. Any change in the supply of manpower shall immediately be notified to the Nazarat, Civil Court, Muzaffarpur.
11. The contract can be terminated by the Principal District & Sessions Judge, Muzaffarpur at any time without assigning any reason if the work of the agency is found unsatisfactory.
12. Premature withdrawal of tender by the tenderer shall lead to forfeiture of the earnest money deposited.
13. All pages of the tender should be serially numbered and duly stamped and signed by the bidder.
14. The Principal District & Sessions Judge, Muzaffarpur reserves the right to amend or alter or remove or add any of the terms and conditions of the Tender document at any time.
15. The contractor shall be held responsible for any accident occurring due to negligence at work and loss caused by the accident shall be borne by the agency.
16. The agency shall be responsible for any damage or loss to the Civil Court's property due to negligence of their worker(s) and it shall be recovered from the said agency.

(Ms. Shweta Kumari Singh)
Principal District & Sessions Judge,
Muzaffarpur
06-05-2025