

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE,
West Champaran, Bettiah**

NOTICE

Ref: Tender No. 02/2025 dated 10.06.2025 for outsourcing housekeeping and cleaning services.

It is hereby notified for general information that only three bidders have submitted the prescribed **Proforma of Monthly Consumables, Cleaning Materials, Equipment and Tools** within the stipulated time frame as per the notice published on 17/11/2025.

All other participating bidders who have not yet submitted the required proforma are once again requested to submit the duly completed forms, via email to dj.bettiah-bih@aij.gov.in or by hard copy in the Nazarat Section, Civil Court, Bettiah within five **(05) days** from the date of this notice. Submissions received after this extended deadline shall not be considered.

Further, bidders may also clearly indicate in the proforma whether their quoted rate is negotiable or non-negotiable.

By Order of the Committee
(Tender Inviting and Selection Committee)
Date: 10/12/2025

PROFORMA / FORMAT (To be submitted by all Agencies)

A. MONTHLY-CONSUMABLE CLEANING MATERIALS

Sl. No.	Name of Material	Brand/ Specification	Quantity to be Used per Month	Rate per Unit (₹)	Monthly Cost (₹)
01.	Floor Cleaner / Phenyl				
02.	Toilet Cleaner				
03.	Glass Cleaner				
04.	Liquid Hand Wash				
05.	Soft Broom / Hard Broom				
06.	Mop Stick / Mop Refill				
07.	Harpic / Equivalent				
08.	Air Freshener / Room Spray				
09.	Any Other (specify) Additional rows may be added				
	Total=				

B. TOOLS / EQUIPMENT TO BE USED

Sl. No.	Name of Equipment/ Tool	Make/ Specification	Quantity	Whether Yes, No
01.	Vacuum Cleaner			
02.	Floor Scrubbing Machine			
03.	Long-Handle Mop			
04.	Dustpan Set			
05.	Cobweb Remover			
06.	Buckets / Cleaning Tubs			
07.	Disinfectant Sprayer / Fogger			
08.	Any Other (specify) Additional rows may be added			

Declaration by Agency

We hereby certify that the materials and equipment listed above are correct and will be supplied and used as per requirement and direction of the Judgeship.

Signature & Seal of the Agency

Date: _____