

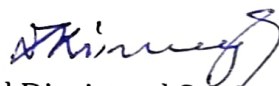
**OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE,
BHAGALPUR**

Tender / Quotation Call Notice No. 03 /2025

Sealed quotations are invited from the reputed service providers/ agencies for providing the services of housekeeping and cleaning to maintain proper cleanliness in the entire court premises including all the court complexes/ buildings/ approach roads/ open spaces/ gardens etc. of the District Court, Bhagalpur and its Sub-divisional Courts at Naugachia and Kahalgaon. Tender/ Quotation along with required documents must be submitted in a sealed envelope titled with ***“Quotation for Housekeeping and Cleaning Services” containing the Technical Bid and the Financial Bid separately in two different envelopes with their titles***, addressed to the Principal District and Sessions Judge, Bhagalpur. **The Technical Bid** must contain all the technical specifications such as capabilities / credentials, mode & system of services, experiences and the other details of the service provider / agency and **the Financial Bid** must contain the rates be quoted with inclusive all taxes. The Financial Bid will be opened only for those firms who qualify in the Technical Bid. Sealed tenders/ quotations will be accepted only up to the fixed date and time as per the details tabulated below. No bids will be accepted after the fixed date and time in any circumstances.

Last Date & Time of submission of Bids	On or before... 17.09.2025, 4:30 PM
Place of submission of bids	Nazarat, Civil Court, Bhagalpur
Date/ Time of opening of the bids	1. Technical Bid .. 23.09.2025, 4:30 PM 2. Financial Bid .. 25.09.2025, 4:30 PM

Details of the required articles, their quantities, specifications and other necessary conditions are available on the official website of the District Court, Bhagalpur (<https://bhagalpur.dcourts.gov.in>)


Principal District and Sessions Judge,
Bhagalpur

Details of Tender

(ANNEXURE)

The Judgeship of Bhagalpur is inviting tenders/ quotations for outsourcing the cleaning / housekeeping work of the buildings / court complexes viz. court halls, rooms (including chambers, bathrooms, verandas, amenity rooms), other court premises, Hazats, as well as open spaces such as internal roads and vacant areas of District Court, Bhagalpur and its Sub-divisional Courts at Naugachia and Kahalgaon.

A. Workplace : Civil Court, Bhagalpur

SL No.	Name of the Building / Court Complex	Measurement (sft)
1.	Main (New) Court Building (No. of Court Room – 13, Chamber attached with toilet-13, Office room-14 and Hall – 3, Record Room – 1, Staff Toilet -5, Corridor – 4, Staircase – 2 etc.)	51586
2.	1. Old Court Building (No. of Court Room – 11, ADR Building-1, POCSO Court-1, Chamber attached with toilet – 11, Office – 5 etc.) 2. POCSO Court Building (Court Room- 01, Chamber attached with toilet- 01, Children Room- 01, Office- 01, Staff Toilet-01, Veranda- 01 etc.) 3. ADR Building (Chamber attached with toilet- 02, Hall- 02, Big Room- 04, Small Room-04, Staircase-02, Corridor Veranda, Corridor etc.)	37178
3.	Ten Court Building (now, 15 Court Rooms) (No. of Court Room – 15, Chamber attached with toilet-15, Office room-15 and Hall – 03, Meeting Hall – 01, Staff Toilet -06, Corridor – 06, Staircase – 02, Portico etc.)	47274
4.	Fast Track Court Building (No. of Court Room – 04, Chamber attached with toilet-05, Office room-01 and Corridor – 02, Staff Toilet-01 etc.)	4998
5.	Park (Including fountain and pathways & gardens)	32300
Total		173336

B. Workplace : Civil Court, Naugachia

SL No.	Name of the Building / Court Complex	Measurement (sft)
	New Court Building (No. of Court Room – 10, Chamber attached with toilet-10, Office room-10 and Hall – 02, Staff Toilet -04, Corridor – 04, Staircase – 02, Portico etc.)	31516
1.	Four Court Building (Court Room-04, Chamber attached with toilet- 04, Office- 08, Corridor- 04, Staircase-02 etc.	18473
2.	Old Court Building (Some offices are running therein)	7992
Total		57981

C. Workplace : Civil Court, Kahalgaon

SL No.	Name of the Building / Court Complex	Measurement (sft)
1.	Old Court Building (No. of Court Room – 02, Chamber attached with toilet-02, Office room-02, Toilets-02 etc.)	7310
2.	Amenity Building (G+4) (Including Meeting Hall, Canteen, Witness Hall, Creche, Prosecution Office, Library, Toilets etc.)	15637
3.	19 Court Building (G+5) (No. of Court Rooms- 19, Chamber attached with toilet- 19, Staff & Public Toilet- 14, Hall- 05, Judge's Lounge, Meeting Hall, basement, corridor	84680
Total		107627

D. Work Place: Approach Road and Open Spaces :

SL No.	Name of the Building / Court Complex	Measurement (sft)
1.	Approach Road	36620
2.	Open Spaces	21455
Total		58075

GRAND TOTAL AREA : A + B + C + D = 397019 sft

Quotations shall comprise the technical bid detailing the capabilities/credentials of the firms / service providers / agencies, mode & system of their services, experiences for similar services at different organization, availability of manpower and willingness to offer the services & the Financial bid shall comprise the sweeping and cleaning rates inclusive all taxes per square feet / per person on the minimum wages and chargeable amount per month with minimum number of workers with supervisors to be engaged and the details of requirement of all the cleaning materials and tools along with expected chargeable amount per month in providing the offered services for the area stated above in the Judgeship of Bhagalpur.

Scope of Housekeeping Work :

District Court / Sub-divisional Court	Scope of work
Civil Court, Bhagalpur (Headquarter)	Court Buildings, Hazat, ADR Building, amenities building (total plinth area and open area) including chambers, staircase, corridors, toilets, terrace, campus, open spaces, parking area, verandah, windows, gates, electric equipments, computers , furniture etc.
Civil Court, Naugachia (Sub-divisional Court)	Court Buildings, amenities building (total plinth area and open area) including chambers, staircase, corridors, toilets, terrace, campus, open spaces, parking area, verandah, windows, gates, electric equipments, computers, furniture etc.
Civil Court, Kahalgaon (Sub-divisional Court)	Court Buildings, Hazat, amenities building (total plinth area and open area) including chambers, staircase, corridors, toilets, terrace, campus, open spaces, parking area, verandah, windows, gates, electric equipments, computers, furniture etc.

FREQUENCY OF CLEANING OF MAJOR ITEMS :

Sl. No.	Work Details	Frequency of cleaning (variable as per the requirement)
1.	COURT ROOMS / CHAMBERS	
I	Cleaning of doors	Once in a day
II	Dusting of windows	Once in a week
III	Cleaning of windows	Once in a day
IV	Dusting of furniture and other articles	Once in a day
V	Wet mopping of floor	Once in a day
VI	Dry mopping of floor	Once in a day
VII	Emptying of Dustbin	Once in a day
VIII	Vacuum cleaning of Carpet and Sofa	Once in a day
IX	Spotting of carpet	As required
X	Cleaning of doormat	Once in a day
XI	Cleaning of sofa by dry shampooing	As required
XII	Cleaning of electrical switches	Once in a day
XIII	Spot cleaning of walks	As required
2.	TOILETS	
I	Cleaning Doors, windows, walls, floors, doormat, fittings, washbasin, mirrors and trash removal	Every two hours
II	Scrubbings of Urinal, Sinks, W/C & W/B	Twice a day
III	Changing Urinal cubes and odonil cubes	As required
3.	STAIRS	
I	Wet Mopping	Twice in a day
II	Dry Mopping	Four times in a day
III	Dusting of Verticals	Once in a day
4.	CORRIDORS	
I	Wet Mopping	Twice in a day
II	Dry Mopping	Four times in a day
III	Deep Cleaning	Once in a day
5.	MAIN ENTRANCE AND LOBBY	
I	Wet Mopping	Every 2 hours in a day
II	Dry Mopping	As required
III	Dusting of Verticals	Once in a day
IV	Deep Cleaning	Once in a week
6.	OPEN AREA	
I	Internal Roads / Pathways / Verandah	Once daily

HORTICULTURE SERVICES :

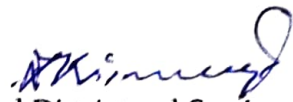
1. Maintenance, manuring, seeding and beautification of lawn and garden.
2. Watering the plants and flower pots.
3. Maintenance of decorative of garden and lawn.
4. Improvement of ambiance greenery in the campus.

CONDITIONS OF TENDER :

1. Sealed tenders will be accepted only up to working hour on **17.09.2025 at 04:30 PM** in the Administrative office of Civil Courts, Bhagalpur. No tender will be accepted after fixed last date and time in any circumstances.
2. The technical bid shall contains copy of registration/incorporation/equivalent certificates of their company / service providing agency or firm.
3. The Technical bid shall contain clearance certificates regarding filling of up to date income tax return with copy of three years return and GST return along with copy of their PAN & GST registration.
4. The tender should be submitted in two separate sealed envelopes, first envelop will have technical bid, whereas the second envelop will have financial bid. Both the envelopes will be placed to a third envelope. The Financial bid will be opened only of those firms who qualify in technical bid. Technical bid and financial bid should be mentioned on the first & second envelopes respectively.
5. The tender bid should be signed by the bidder on every page.
6. Every tender filler have to deposit a demand draft of **Rs.30,000/-** in favour of Principal District and Sessions Judge, Bhagalpur as earnest money, which will be refunded on request by bidder after intimation of rejection of tender or on being successful in the bid.
7. Technical bid will be opened in the office of undersigned on **23.09.2025 at 04:30 PM** before the Purchase Committee, Civil Courts, Bhagalpur. During the opening of sealed Technical bid of the tender an authorized representative may be present there: otherwise Technical bid of tender will be opened in their absence. After acceptance of technical bid of the tender by the purchase committee, Civil Courts, Bhagalpur, the financial bid will be opened after that. Information for opening of financial bid will be communicated to the participants.
8. No advance will be given against the supply order/work and payment will be made after complete supply of the orders/works. However, on acceptance of tender, he has to file 10 % of the approved amount of the work as Security Deposit duly pledged in favour of Principal District and Sessions Judge, Bhagalpur.
9. The decision of the purchase committee will be the final and binding on the tender filler / applicant.
10. Income Tax & GST applicable will be deducted from the remuneration of the work as per the existing rule.
11. Quotation offering the minimum offer price for the aforesaid services as required

will ordinarily be accepted. However, the Principal District and Sessions Judge, Bhagalpur reserves right to reject all or any one of the quotations without assigning any reason.

12. Payment will be made subject to availability of fund for the aforesaid services.
13. The Bidder have to furnish detailed weekly programme of works of the project and methodology & equipment to be used on the project along with technical bid.
14. No articles or equipment shall be provided by the Judgeship of Bhagalpur.
15. The Service provider/agency/contractor shall be responsible for police verification, character and criminal antecedents verification of the manpower.
16. The Agency/service provider shall not pay the salary to their manpower less than minimum wages of Govt. of Bihar and also deduct statutory deduction from their salary with registration of their employee with ESIC PF, Labour Welfare Department etc.
17. The Agency/service provider shall arrange for contingent medical aid for their manpower at their own cost and comply with all labour laws/rules.
18. The Agency/service provider shall be responsible for any damage or loss to judgeship's property due to negligence of its workers or staff and the damage shall be repaired/replaced at the cost of agency.
19. The Agency/ service provider shall be responsible for any accident occurred due to negligence at work and loss against each accident shall be borne by the Agency.


Principal District and Sessions Judge,
Bhagalpur