

DISTRICT COURT, KAIMUR AT BHABUA


TENDER NOTICE

Dated- 22.11.24

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 Administration I/C, Civil Courts, Kaimur at Bhabua are invited from authorized/ registered service provider for Sweeping & Cleaning Services to Civil Court, Kaimur at Bhabua as well as Sub-Divisional courts, Mohania Judgeship. The bid is to be submitted on before 16.12.2024 at 03:30 p.m. to Administration I/C, Civil Court, Kaimur at Bhabhua.

Terms & Conditions are enclosed herewith.

Date :-22.11.24.....


22.11.2024
Administration in-charge
Civil Court, Kaimur at Bhabua

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, Kaimur at Bhabua as well as Sub-Divisional Courts Mohania Judgeship”** addressed to the Administration i/c, Civil Court, Kaimur at Bhabua and submit to the office of Administration i/c, Civil Court, Kaimur at Bhabua. The bid is to be submitted on or before 20.12.2024 at 03:30 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 cheque or unconditional Bank Guarantee from any of the Commercial/ nationalized/ scheduled banks in an acceptable form drawn in favour of the Administration i/c, Civil Court, Kaimur at Bhabua 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):-

The successful Bidder shall give performance security in the form of Account Payee Demand Draft/ Fix Deposit Receipt from a Commercial Bank or unconditional Bank Guarantee from a Commercial Bank amounting to 5% of the total contractual value in favour of Administration i/c, Civil Courts, Kaimur at Bhabua within 10 (ten) days from the date of acceptance of tender. Performance Security will remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor firm including warranty obligations. The Security Deposit will be refunded only after the expiry of the contract without interest. This deposit is liable to be forfeited, if during the period of contract, the service of the contract is found unsatisfactory in any respect, and/ or if any of the conditions of the contract is contravened/ breached/ or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the District Court, Kaimur at Bhabua that the contractor firm may invite upon themselves due to any of the reasons specified above. The bid security will be refunded to the successful bidder on receipt of performance security.

6. SCOPE OF SWEEPING/CLEANING WORK:-

1. The place of work will be at Civil Courts, Kaimur at Bhabua with Sub-Divisional Courts, Mohania Judgeship.
2. Sweeping & cleaning work is to be done in Court buildings, Courtrooms (including Chambers, bathrooms, verandas, amenity rooms) other court premises as well as open spaces such as internal roads with vacant area including all drains with flanks, car parking, motor cycle parking etc.
3. Any other work of similar nature assigned by the Civil Courts authority.

A. General work:-

1. The service provider is expected to complete cleaning, mopping etc. in each room half an hour before the working hours.
2. Cleaning and maintenance of the area includes dusting, brooming, mopping of all rooms in all the buildings, corridors, staircases, lifts, toilets, machine rooms by using good cleaning agents.
3. The main entrance lobby and staircase has to be cleaned at last 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 disinfectants in the morning and a regular intervals of 2 hours.
5. Entire terrace area to be cleaned weekly and to be monitored in respect to stagnation of water, blockage of drain inlet/outlet etc.
6. Removal of litters, papers, and garbage in all floors in all the buildings daily.
7. Spot cleaning on regular basis.
8. Dusting of furniture and fixtures first with dry cloth and then with Colin.
9. Cleaning of wash basins, sanitary fittings and toilet floors with dry and wet mops.

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 Parishad Bhabua and Nagar Panchayat, Mohania.
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

	doormat, fittings, washbasin, minors and trash removal	
2	Scrubbing of Urinal. Sinks. WC & W/B.	Twice a day
3	Changing Urinal cubes and Odonil cubes	As required
STAIRS:		
1	Wet Mopping	Twice in a day
2	Dry Mopping	Four times in a day
3	Dusting off Verticals	Once a day
CORRIDORS:		
1	Wet Mopping	Twice in a day
2	Dry Mopping	Four times in a day
3	Deep Cleaning	Once a day
OPEN AREA:		
1	Internal roads/ pathways/Varandah	Once daily

7. General Terms and Conditions:

- (i) Notice inviting Tender and conditions for tender shall form a part of Agreement.
- (ii) Payment will be made subject to availability of fund for the work.
- (iii) No material or machinery will be supplied by the Court Administration.
- (iv) Materials to be used in works shall be approved by the Civil Courts Administration.
- (v) No equipment or personnel will be removed from the site without permission of Court Administration.
- (vi) The Agency will have to provide necessary materials and tools for cleaning purpose, which will be included in the agreement. This includes item 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, room freshener, dishwasher bar, detergent bar, scrubber, naphthalene balls, large and small dusters, liquid hand wash soap, bar hand wash soap, dry mop, wet mop, and other as needed. Additionally, one manual and petrol powered grass cutter machine, seasonal flowers, fertilizer, watering pipe, pesticides spray machine and gardening equipment such as rose and hedges cutters may also be required.
- (vii) The Contractor shall arrange for contingent medical aid for workers at his own cost and comply with all labour Rules for the time being in force. **Minimum wages should to be paid to the workers by the contractor as per Minimum Wages Act, 1948 and notifications made by the Government of Bihar in this respect.**

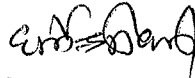
- (viii) The Contractor shall be held responsible for any accident occurring due to negligence at work and loss against such accident shall be borne by the contractor.
- (ix) The contractor shall be responsible for any damage or loss to Civil Court's property due to negligence of his workers or staff 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, Kaimur at Bhabua and Sub-Divisional Court, Mohania. 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, Kaimur at Bhabua has the right of accepting or rejecting any or all tenders without specifying any reason(s) thereof. The District Judge, Kaimur at Bhabua is under no obligation to accept the lowest tender.
- (xv) There is no obligation on the part of the District Judge, Kaimur at Bhabua 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, Kaimur at Bhabua 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, Kaimur at Bhabua 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, Kaimur at Bhabua will be final and binding on the contractor. The District Judge, Kaimur at Bhabua, 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, Kaimur at Bhabua, 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, Kaimur at Bhabua, 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, Kaimur at

Bhabua. The decision of the District Judge, Kaimur at Bhabua will be final and binding on the firm/agency.

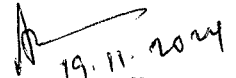
- (xx) Premature withdrawal of the tender by the tenderer shall make him liable for forfeiture of the earnest money.
- (xxi) All the pages of the tender document should be serially numbered and duly stamped and signed by bidder.
- (xxii) The District Judge, Kaimur at Bhabua, reserves the right to amend or alter any of the terms and conditions of the Tender Document at any time.
- (xxiii) Any dispute shall be subject to Kaimur Jurisdiction.
- (xxiv) District Court, Kaimur at Bhabua may cancel the tender without assigning any reason at any time.

Hema Kumari

Hema Kumari
Member



Dharmendra Kumar Tiwari
Member


19.11.2024

Ashutosh Kumar Upadhyay
Member

Sl. No.	Description	Length (Ft)	Width (Ft)	Gross Area (Sft)	Qty	Total Area (Sft)
1	New 20 Court Building	-	-	-	-	83888
2	Aminity Building	-	-	-	-	11258.5
3	Hazat Building	-	-	-	-	2748
4	Old Sub Judge Building	-	-	-	-	5250
5	Old DJ Court Building	-	-	-	-	9578
6	Old Hazat Building	-	-	-	-	4908
7	Old FTC Building	-	-	-	-	4796
8	Old Family Judge Court	-	-	-	-	1240
9	DLSA Building	-	-	-	-	732
10	Old Civil Court Campus	-	-	-	-	20205
11	New 20 Court Campus	-	-	-	-	72400
Total						217003.5

New 20 Court Building

Sl. No.	Description	Length (Ft)	Width (Ft)	Gross Area (Sft)	Qty	Total Area (Sft)
1	Big Size Court Room	30	51	1530	8	12240
2	Small Size Court Room	22	34	748	12	8976
3	Big Chamber	18	12	216	8	1728
4	Small Chamber	14	12	168	12	2016
5	Coridor (Ourter)	370	10.5	3885	5	19425
6	Coridor (Inner)	348	7	2436	5	12180
7	Toilet (Public)	25	16	400	11	4400
8	Toilet (In Chamber)	7	5	35	20	700
9	Library	33	34	1122	1	1122
10	Meeting Hall	22	34	748	1	748
11	Record (Big Hall)	88	34	2992	2	5984
12	Office (Medium)	56	12	672	2	1344
13	Office (Small)	56	34	1904	1	1904
14	Stairs	20	11.5	230	4	920
15	Lift	7	8	56	3	168
16	File Room	10.5	15	157.5	20	3150
17	Office Hall	14	19	266	5	1330
18	waiting Lobby	31	23	713	6	4278
19	Steno	8.5	7.5	63.75	20	1275
Total						83888

Aminity Building

1	Canteen	24	23	552	1	552
2	Kitchen	13	15	195	1	195
3	Toilet (Male & Female)	14	21	294	5	1470
4	Lobby	10.5	22	231	5	1155
5	Kiosk	15	11	165	2	330
6	Information	19	8	152	1	152
7	Creche	30	31	930	1	930
8	GP Office	19	22.5	427.5	1	427.5
9	Public Prosecutor	19	16	304	1	304
10	Witness (His)	19	30	570	1	570
11	Witness (Her)	19	22	418	1	418
12	Lawer's Library	39	22.5	877.5	2	1755

13	DLS Office	39	22.5	877.5	1	877.5
14	Conference Hall	39	22.5	877.5	1	877.5
15	Lawyer's Chamber Govt.	39	22.5	877.5	1	877.5
16	Stairs	20	8.5	170	2	340
17	Lift	5.5	5	27.5	1	27.5
					Total	11258.5

Hazat Building

1	Hazat for Prisoners	28	20	560	4	2240
2	Toilet	3	4.5	13.5	8	108
3	Veranda	50	4	200	2	400
					Total	2748

Old Sub Judge Building

1	Court Room	20	20	400	6	2400
2	Chamber	12	10	120	6	720
3	Toilet	10	6	60	4	240
4	Coridor (Ourter)	60	7	420	2	840
5	Coridor (Inner)	85	5	425	2	850
6	V.C. Room	10	10	100	1	100
7	Office Hall	10	10	100	1	100
					Total	5250

Old DJ Court Building

1	Court Room	24	16	384	3	1152
2	Chamber	14	10	140	3	420
3	Coridor (Ourter)	150	8	1200	1	1200
4	Coridor (Inner)	100	6	600	2	1200
5	Toilet (In Chamber)	6	5	30	5	150
6	Toilet (Public)	10	8	80	2	160
7	Stairs	20	16	320	1	320
8	Office	16	16	256	3	768
9	Nazarat	16	16	256	1	256
10	Library	14	8	112	1	112
11	Account Room	14	8	112	1	112
12	Surver Room	16	6	96	2	192
13	System office Room	16	22	352	1	352
14	Office Hall	16	40	640	1	640
15	Coridor Outer (FF)	110	8	880	1	880
16	DJ Court Room	24	22	528	1	528
17	DJ Chamber)	28	16	448	1	448
18	Child Friendly Court	24	18	432	1	432
19	Stationary Room	16	16	256	1	256
					Total	9578

Old Hazat Building

1	Record Room	24	22	528	2	1056
2	Male & Female Hazat	30	22	660	1	660
3	Record Hall	22	12	264	1	264
4	Verandah	40	8	320	2	640
5	Court Room	16	22	352	5	1760
6	Office	24	22	528	1	528
					Total	4908

Old FTC Building

1	Court Room					
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13	DLS Office	39	22.5	877.5	1	877.5
14	Conference Hall	39	22.5	877.5	1	877.5
15	Lawyer's Chamber Govt.	39	22.5	877.5	1	877.5
16	Stairs	20	8.5	170	2	340
17	Lift	5.5	5	27.5	1	27.5
Total						11258.5

Hazat Building

1	Hazat for Prisoners	28	20	560	4	2240
2	Toilet	3	4.5	13.5	8	108
3	Veranda	50	4	200	2	400
Total						2748

Old Sub Judge Building

1	Court Room	20	20	400	6	2400
2	Chamber	12	10	120	6	720
3	Toilet	10	6	60	4	240
4	Coridor (Ourter)	60	7	420	2	840
5	Coridor (Inner)	85	5	425	2	850
6	V.C. Room	10	10	100	1	100
7	Office Hall	10	10	100	1	100
Total						5250

Old DJ Court Building

1	Court Room	24	16	384	3	1152
2	Chamber	14	10	140	3	420
3	Coridor (Ourter)	150	8	1200	1	1200
4	Coridor (Inner)	100	6	600	2	1200
5	Toilet (In Chamber)	6	5	30	5	150
6	Toilet (Public)	10	8	80	2	160
7	Stairs	20	16	320	1	320
8	Office	16	16	256	3	768
9	Nazarat	16	16	256	1	256
10	Library	14	8	112	1	112
11	Account Room	14	8	112	1	112
12	Surver Room	16	6	96	2	192
13	System office Room	16	22	352	1	352
14	Office Hall	16	40	640	1	640
15	Coridor Outer (FF)	110	8	880	1	880
16	DJ Court Room	24	22	528	1	528
17	DJ Chamber)	28	16	448	1	448
18	Child Friendly Court	24	18	432	1	432
19	Stationary Room	16	16	256	1	256
Total						9578

Old Hazat Building

1	Record Room	24	22	528	2	1056
2	Male & Female Hazat	30	22	660	1	660
3	Record Hall	22	12	264	1	264
4	Verandah	40	8	320	2	640
5	Court Room	16	22	352	5	1760
6	Office	24	22	528	1	528
Total						4908

Old FTC Building

1	Court Room	24	15	360	5	1800
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2	Chamber	10	15	150	5	750
3	Office	12	14	168	1	168
4	Stairs	14	8	112	2	224
5	Coridor in Ourter	60	7	420	2	840
6	Coridor in Inner)	60	6	360	2	720
7	Toilet (In Chamber)	6	5	30	5	150
8	Toilet (in Public)	12	12	144	1	144
					Total	4796

Old Family Judge Court

1	Court Room	20	22	440	1	440
2	Chamber	20	12	240	1	240
3	Office	20	10	200	1	200
4	Verandah	30	10	300	1	300
5	Toilet	10	6	60	1	60
					Total	1240

DLSA Building

1	Chamber	16	14	224	1	224
2	Office	16	14	224	1	224
3	Verandah	28	8	224	1	224
4	Toilet	10	6	60	1	60
					Total	732

Old Civil Court Campus

1	Road FTC to Family Court	90	12	1080	1	1080
2	Road Main gate to Temple	120	25	3000	1	3000
3	Road Main gate to Main Road	200	15	3000	1	3000
4	Road Temple to FTC	160	15	2400	1	2400
5	Road Sub Judge Bld. To Hazat	150	12	1800	1	1800
6	Park	70	60	4200	1	4200
7	Campus Front of DLS	60	55	3300	1	3300
8	DLS to Main gate	95	15	1425	1	1425
					Total	20205

New 20 Court Campus

1	Approach Road	1200	18	21600	1	21600
2	Park	180	160	28800	1	28800
3	Drain	500	3	1500	1	1500
4	Vehicle Parking	200	90	18000	1	18000
5	Two wheeler Parking	50	50	2500	1	2500
					Total	72400

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SUB DIVISIONAL CIVIL COURT, MOHANIA

SR.NO.	DESCRIPTION		LENGTH	WEDTH	GROSS TOTAL	QTY	TOTAL AREA
1.	SMALL COURT ROOM	GROUND FLOOR & FIRST FLOOR	30	15	450	3	1350
2.	MEDIUM SIZE COURT ROOM	GROUND FLOOR & FIRST FLOOR	30	20	600	2	1200
3.	BIG COURT ROOM	FIRST FLOOR	31	30	930	1	930
4.	BIG CHAMBER		31	12	372	1	372
5.	SMALL CHAMBER		10	8	80	6	480
6.	VERANDAS		80	8	640	2	1280
7.	RECORD ROOM BUILDING		40	33	1320	1	1320
8.	WOMAN HAJAT		16	10	160	1	160
9.	FRANKLING MACHINE ROOM		15	12	180	1	180
10.	GUARD SHED		15	12	180	1	180
11.	TOILET TILES FLOOR AREA		12	10	120	1	120
12.	TOILET TILES WALL AREA		60	50	300	1	300
13.	MAN HAJAT ROOM		32	20	640	1	640
14.	BIG OFFICE		32	20	640	1	640
15.	SMALL OFFICE		32	10	320	1	320
16.	VERANDAS		30	08	240	1	240
17.	MAIN COURT BUILDING TOILET TILES FLOOR AREA		10	08	80	6	480
18.	MAIN COURT BUILDING TOILET TILES WALL AREA		50	40	2000	6	1200

198
48/29

ADBNIT
929

31-08-24

Ref:-L:-R:-

Memo No. 1294 Date 2-9-24
Copy is being sent to committee for High Hon
Magistry for clearing of Court Remission plan

19.	MAIN COURT BUILDING DOOR	7	3.5	24.5	26	637
20.	SECOND COURT BUILDING ATTACH TOILET TILES FLOOR AREA	8	4	32	1	32
21.	SECOND COURT BUILDING TOILET TILES WALL AREA	18	6	108	1	108
22.	MAIN COURT BUILDING WINDOW	5	3.5	17.5	27	472.5
23.	MAIN COURT BUILDING STAIRS	23	3.5	80.5	2	161
24.	WOMAN HAJAT TOILET TILES FLOOR AREA	5	4	20	1	20
25.	WOMEN HAJAT TOILET TILES WALL AREA	25	20	500	1	500
26.	MAN HAJAT & WOMAN HAJAT TOILET DOOR	7	3.5	24.5	2	49
27.	MAN HAJAT & WOMAN HAJAT TOILET WINDOW	4	3.5	14	2	28
28.	MAN HAJAT & WOMAN HAJAT DOOR	7	3.5	24.5	3	73.5
29.	MAN HAJAT & WOMAN HAJAT TOILET WINDOW	3.5	5	17.5	2	35
30.	TOILET DOOR	7	3.5	24.5	8	196
31.	BESIN	2	1.5	3	9	27
32.	CAMPUS BOUNDARY	380	130	49400	1	49400
33.	DOOR	7	3.5	24.5	6	147
34.	WINDOW	3.5	5	17.5	4	70
35.	BESIN	8	2	16	1	16

TOTAL AREA IN SQ FEET

63364

TOTAL AREA IN ACRES

1.454637281

Date-31/08/2024

Administration In-charge
Sub-Divisional Civil Court, Mohania

M. D. B. N. S.
929
31.08.2024