CIVIL COURT,
EAST CHAMPARAN, MOTIHARI
TENDER NOTICE — 1/2025-2026.
DATE: 15.07.2025

Sealed quotations are invited from interested, experienced, and eligible agencies/parties for providing housekeeping and cleaning services in the Civil Court Premises of East Champaran, Motihari Judgeship. The quotations must be accompanied with a Earnest Deposit Money of ₹1,00,000/- (One lac) in the form of Account Payee Demand Draft/ Fixed Deposit Receipt/Bankers Cheque or unconditional Bank Guarantee from any of the commercial/ nationalised /schedule banks in favour of the Principal District & Sessions Judge, Motihari. The bid must be submitted only during office hours (10.00AM to 4.30 PM) of working days to at the Nazarat section of the Civil Court, Motihari as well as through registered post, and last date of submission is 05.08.2025 till 04.30 P.M., Details of terms and conditions are annexed herewith.

15/7/25

Administration Incharge,
Civil Court, East Champaran

Terms & Conditions

I. **Scope of Work:** The selected agency shall be responsible for maintaining cleanliness and hygiene across all designated areas of the Civil Court premises, including but not limited to:-

- Courtrooms, Judges' chambers, office rooms, corridors, staircases
- Toilets, washrooms, waiting areas, and verandas
- Premises surrounding the court buildings, including lawns, garden, entrances, and pathways, Parking areas.

The services shall include but not limited to:-

- Daily sweeping, mopping, dusting, and cleaning
- Proper sanitation and hygiene maintenance
- Waste disposal as per municipal guidelines
- Use of appropriate cleaning materials and disinfectants
- Deployment of adequate housekeeping staff during court working hours

II. **Submission of Quotations:** Interested parties must submit their quotations in sealed envelope consisting of technical bid in separate sealed cover and financial bid in separate sealed envelope addressed to the "**The Principal District and Sessions Judge, Civil Court, East Champaran**-845401, Bihar. Both envelopes should be put in a large sealed envelope addressed to '**The Principal District and Sessions Judge, Civil Court, East Champaran**-845401, Bihar'. Quotations must be submitted only during office hours at the Nazarat Section of Civil Court, East Champaran, Motihari, **up to 4.30 PM within 21st day of publishing of this tender.**

III. **Eligibility Criteria & Documents to be Submitted:** The tenderer must have an annual average turn over of Rs. 1,00,00,000/- (Rs. One Crore) during last three years in the same field. Each quotation should be enclosed in a sealed envelope clearly super-scribed with: "Quotation for Housekeeping and Cleaning Services- Civil Court, East Champaran Motihari". The envelope must contain following documents: (i) Covering letter on the agency's letterhead (ii) Profile of the agency and experience details (iii) Copy of registration under relevant labour/service laws (iv) Copy of PAN card and GST registration (if applicable) (v) List of clients where similar services have been rendered (vi) Declaration of acceptance of terms and willingness to enter into a service agreement. (vi) must mention clearly rates (monthly/quarterly), manpower deployment, material cost (if included), and any applicable taxes.

IV. **Date, Time and Place for submissions and opening of bids.**

Receipt of Bids	**Bids must be submitted within 21 days from the date of display of the tender on the official website of Civil Court, Motihari, up to 04:30 PM.**
Place of submission of Bids	**Nazarat, Civil Court, Motihari**
Date/Time/Place of Opening of Bids	**The bids shall be opened on the last date of receipt of bids in the Meeting Hall, Civil Court, East Champaran, Motihari, before the Consultancy Evaluation Committee.**

05.07.25

02/07/2025

09/07/25

9/7/25

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 selected for outsourcing) for per square feet, per manpower, minimum 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 an amount of Rs. 1,00,000/- (Rs. One lac) in the Nazarat, Civil court, Motihari, as earnest money, deposit in the form of Demand Draft, Account Payee Demand Draft/ Fixed Deposit Receipt/Bankers Cheque or unconditional Bank Guarantee from any of the commercial/nationalised/schedule banks in favour of the Principal District & Sessions Judge, Motihari.. Earnest money of the unsuccessful bidder will be refunded on request by bidder after intimation of rejection tender or on expiry of the validity period whichever earlier.
5. Validity of bid will be three months, 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 form of Account Payee/ Demand Draft/ Fixed Deposit Receipt/Bankers Cheque or unconditional Bank Guarantee from any of the commercial/nationalised/schedule banks in favour of the Principal District & Sessions Judge, Motihari.
7. Power of attorney of authorized signatory and Constitution of firm shall have to be produced by Contractor on demand.
8. Letters issued through registered post shall be deemed to have been served to the bidder.
9. Notice inviting Tender and conditions for tender shall form part of Agreement.
10. Payment will be made subject to availability of fund for the job.
11. Contractor shall furnish the detailed weekly program of works of 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 works with respect to the program during execution of works.
12. No material or machinery or machine or manpower will be supplied by the Judgeship.
13. The Service Provider Agency Contractor shall be responsible for police verification, character and antecedent's 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 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 land wash soap, dry mop, wet mop, Basket, Bucket, Dustbin, Grass/ Haze Trimmer, Fertilizer, Pesticide for garden and others as needed
15. No equipment or personnel will be removed from site without permission of the Judgeship
16. The Contractor shall arrange for contingent medical aid for workers at his own cost and comply with all labour laws rules for the time being in force.

17. The Contractor shall be liable/ responsible for any damage or loss to Judgeship's property due to negligence/ omission of his workers or staff and the damages shall be made good/ repair/ compensate without any delay at his own cost to the full satisfaction of the Judgeship.
18. 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.

GENERAL INSTRUCTIONS FOR TENDERER:

19. Housekeeping services are to be provided for Motihari Judgeship (Civil Court premises of Motihari), plinth areas and open areas including Courtrooms, offices, chambers, staircases, corridors, toilets, terrace, campus, parking area, Litigant Sheds, witness shed, garden area, lawn, internal roads etc.
20. Bidders must include a statement showing the numbers of personnel of various streams in their technical bid.
21. 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.
22. Housekeeping and cleaning work will be done on all seven days of the week.
23. All the common toilets must be in the control of Housekeeping Staff. The doors will be locked. Lock will be opened from 08:30 A.M. to 6:00 P.M. and regular cleaning shall be done after every 45 minutes intervals. 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/ penalised and cost will be met by the contractor.
24. 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.
25. The Firm/ Organisation should have a minimum of three years of experience in providing housekeeping services like cleaning, mopping, etc. in a modern hi-tech environment involving equipments like computers, servers, audio-visual projection systems, etc. and flooring like tiles, carpets vinyl, granite marble, etc.
26. 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.
27. 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.
28. The bidder must obtain at his/her own responsibility any expenses all the information necessary including risks, contingencies and other information to enable him to make a proper tender
29. The bidder may examine the areas of work, specifications, conditions and so on in respect of the site of work in Judgeship at Headquarter and Sub Divisions as well as acquaint 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.
30. 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, Motihari on all working days from Monday to Saturday between 10:00 A.M. to 05.00 P.M. and in case of morning court 07 AM to 01:30 PM.

31. 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.
32. The Judgeship further reserves the right to delete or reduce any item or section of the bills quantities without assigning any reason whatsoever thereof and no claim will be entertained in this regard.
33. 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.
34. 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.
35. 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:

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

i The Bidder should have executed at least one similar work in the last three years.

ii The Bidder should have the availability of key equipments as mentioned in Scope of Work. The bidders 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,

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

iv Each technically successful evaluated bid on the above criteria would be assessed after evaluation of information and supporting documents submitted by each bidder, All bidders who submit informations and documentation as per the tender documents and have fulfill eligibility criteria as above would be considered technically eligible.

09/07/25

37. SCOPE OF HOUSEKEEPING WORK

East Champaran Judgeship	Scope of work
Headquarter-Civil Court, Motihari	**Main Building, 10 Court Building, 16 Court Building, Annexes Buildings, FTC building, Hazat Building, E-Seva Kendras, Litigant & Witness Shades, Gaurd rooms, ADR Building, 7 Asbestos offices, sub-judge's building, and other Court premises like Three Parking stand areas of Judicial Officers, Staffs and Advoctes, common bathrooms complexes and open spaces, internal roads, watch towers, garden lawn/area, manholes-sewerage of the campus and other vacant areas etc.**

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Sub Divisional Civil Court, Sikarahna at Dhaka	**Two Buildings of Campus-1, One Building of Campus-2, Common Toilet complex, Offices, R.O., Litigant Sheds, Parking stand area**
Sub Divisional Civil Court, Areraj	**Three Buildings, Common Toilet complex, Offices, R.O., Litigant Sheds, Parking stand area**
Areas of all Courts and offices/ Buildings/ inner side roads, parks, open areas, litigant/ witness shed, common toilets, R.O. purifiers, and other structures as detailed in the letter of the BCD, Motihari is annexed on seperate sheet.	

General House-Keeping work:

38. The offices open at 9:30 AM and the service provider is expected to complete cleaning, dusting, mapping etc of each area before 9 AM. and during the morning court these work shall be completed before 06:30 AM. 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.\
39.The main entrance, corridors and staircases has to be cleaned at least once in two hours as and where required.
40.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.
41.Entire terrace area is to be cleaned weekly and to be monitored in respect of stagnation of water, blockage of drain inlets outlets etc.
42. Complete and thorough cleaning of all plinth and open areas need to be taken up early in the morning.
43. Removal of litter, papers, garbage, etc. daily from all floors of all the buildings.
44. Vacuum cleaning of carpet floor, if any on daily basis & spot cleaning on regular basis.
45. Dusting of furniture and fixtures first with dry cloth and then with Colin.
46. Cleaning of washbasins, sanitary fittings and toilet floors with dry and wet mops.
47. Cleaning of Doors and windows etc.
48. Dry and wet dusting of glass show cases with glass cleaner.
49. Brass polishing on brass fixtures, if any.
50. Cleaning of glass panes, removal of scrub from outside once in a month.
51. Cleaning and maintenance of in-house plants.
52. Disposal of garbage to a designated place duly marked by the Municipal Corporation of Motihari.
53. Control of termites by termites-killing spray, rats by kill-poisoning, mosquitoes by spraying/ fogging is required to be done on regular basis at least once in a fortnight.
54. Closing of sludge from manholes and sewerage, every 15 days.

03/07/25

Scope of Horticulture Services:

09/07/2025

Maintenance, Mannuring, seeding, garden area and beautification of lawn, mowing of grass bed/ lawn.
Watering the plans and flower pots.
Maintenance of decorative of garden and lawn.
Improvement of ambiance / greenery in the campus.

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Responsibility of Supervisors:

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i. Agency shall depute educated, experienced and qualified supervisors who shall be overall responsible for ensuring that premises are cleaned as per agreement.

ii. The agency shall ensure through their Supervisors that all sweepers deputed under the contract shall mark their Bio-metric attendance twice a day — once at the time of reporting in the morning and once at the time of departure in the evening.

Scope of Technical Services:

Agency shall sure cleanliness of technical equipments like computers, printers, audiovisuals equipment installed inside the buildings like prejector. PA system, Plasma TV, etc, through vacuum cleaner/ blower/ dry cloths. Initial training and skill transfer shall be provided by System Officer/ Systems Assistants

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 Window	Once in a week
3	Cleaning of window	Once in a day
4	Dusting of Funiture 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	Vocuum cleaning of Carpet and Sofa / Chairs	Once in a day
9	Cleaning of dormat	Once in a day
10	Cleaning of sofa by dry shampooing	As and when required
11	Cleaning of electrical switches	Once in a day
12	Cleaning of spots on walls	Whenever required
II	**TOILETS**	
1.	Cleaning Doors, windows, walls, floors, doormat, fittings, washbais, mirrors and trash removal	Once in a Day
2.	Scrubbing of Urinals, Sinks	Twice a Day
3.	Changing Urinal cubes and Odonil cubes	As required
III	**STAIRS**	
1.	Wet Mopping	Twice a Day
2.	Dry Mopping	Four times in a Day

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3.	Dusting of Verticals	Once in a Day
IV	**CORRIDORS**	
1.	Wet Mopping	Twice in 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 Verticals	Once in a Day
4.	Deep Cleaning	Once a Week
VI	**OPEN AREAS**	
1.	Internal roads/pathways/verandas/lnwn/garden/parking area etc.	Once in a Day

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 submits the invoice for the same.
3. The Judgeship shall make the payment within prescribed timelines as per the agreement and 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, 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.

03/07/25

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.

02/07/2025

2 The contractor shall devote his full attention to the assigned work and discharge his her obligations under the arrangements most diligently and honestly.

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 authorised officials.

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3. 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 of accommodation.

4. The supervisors appointed by the contractor should be available throughout the day at the premises to supervise and guide his workers.

5. Contractor should make arrangements for leave reserve and deploy sufficient workers on rotation.

6. 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.

7. 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, Identity card. Strict personal hygiene has to be observed.

8. 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 officers and employees.

9. 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.)

10. All the rules related to the Labour Law and applicable Acts should be strictly followed and in case of any dispute, no person from Motihari Judgeship will be made a party,

11. The bidder has to satisfy the Judgeship showing adequate recorded proof that the minimum wages, El, 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.

12. The cleaning materials etc., used for work should be as per the brand names/ others approved by Judgeship.

13. 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.

09/07/25

14. 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 scrutinised before processing the payments.

09/07/2025

15. In case of any irregularity in service, quality not being up to the mark, complaints received, etc., the service-provider would be penalised. The penalty would be decided by the Judgeship and will be directly deducted from the bills claimed by the contractor and the Judgeship's decision shall be final in this 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/Organisation.

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

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

18. 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 months notice to the Judgeship by the contractor during the currency of the agreement.

19. The contractor shall be liable for all legal and contractual purposes, as the employer of bus 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 this 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.

20. The competent courts at East Champaran, Motihari (Bihar) shall have exclusive jurisdiction over all disputes matters arising out of or in connection with this tender/contract.

21. Deduction for Unsatisfactory Performance:-

In case the work executed by the vendor/agency is found to be **unsatisfactory, substandard, incomplete**, or **not in accordance with the scope, specifications, or directions**

issued by the competent authority, the office of the **Principal District & Sessions Judge, East Champaran, Motihari** reserves the right to:

- **Seize or deduct a minimum of 10% of the total contract value**, or
- Impose a deduction **as deemed appropriate at the discretion of the Principal District & Sessions Judge, East Champaran, Motihari**.

Such deduction shall be **final and binding** on the vendor/agency, and no claims or objections shall be entertained in this regard.

09/07/2025

(Shivam Singh)
J.M. Ist class-cum-A.M. Raxaul at Motihari-cum-Member, Consultancy Evaluation Committee, Motihari.

09/07/25

(Swati Suman)
S.D.J.M. sadar -Cum- Member, Consultancy Evaluation Committee, Motihari

Rahul Ranjan 9/7/25

(Rahul Ranjan)
Civil Judge Senior Division-VIII-cum-A.C.J.M. -cum Member, Consultancy Evaluation Committee, Motihari.

09.07.25

(Mukund Kumar,)
Exclusive Special Judge, Excise Court No. 02-Cum-Member, Consultancy Evaluation Committee, Motihari.

Annexure - 1

Page No-1

कार्यपालक अभियंता का कार्यालय
भवन निर्माण विभाग, भवन प्रमण्डल, मोतिहारी।

पत्रांक 533 (m) E-mail Id:- ee.motihari.bcd@gmail.comमोतिहारी / दिनांक:- 14/5/25

प्रेषक,

ई0 मधुसूदन कुमार कर्ण,
कार्यपालक अभियंता,
भवन प्रमण्डल, मोतिहारी।

सेवा में,

माननीय जिला एवं सत्र न्यायाधीश,
पूर्वी चम्पारण, मोतिहारी।

विषयः— व्यवहार न्यायालय, पूर्वी चम्पारण, मोतिहारी के सभी कोर्ट भवन, कार्यालय कक्ष, आंतरिक सड़क, अन्य सभी निर्मित भवन का क्षेत्रफल माप संबंधित प्रतिवदेन समर्पित करने के संबंध में ।

प्रसंग :— भवदीय पत्रांक — 11803 / E, दिनांक — 07.05.2025

महाशय,

उपरोक्त विषयक एवं प्रासंगिक पत्र के आलोक में व्यवहार न्यायालय, पूर्वी चम्पारण, मोतिहारी के सभी कोर्ट भवन, कार्यालय कक्ष, आंतरिक सड़क, अन्य सभी निर्मित भवन का क्षेत्रफल माप निम्न तालिका में अंकित है :—

क्र0 सं0	भवन का नाम	कुल क्षेत्रफल (M^2) में
01	व्यवहार न्यायालय मुख्य भवन ।	10,445
02	16 कोर्ट भवन (सभी तल)	4,875
03	10 कोर्ट भवन (सभी तल)	1,695
04	सब जज भवन (सभी तल)	1,416
05	ए0डी0आर0 भवन (सभी तल)	973
06	एनेक्सी भवन	767.5
07	05 कोर्ट भवन	374
08	हाजत भवन (नया एवं पुराना)	273.25
09	वॉच टॉवर (04 अदद)	16.94
10	R.O प्यूरिफायर	75.3
11	लिटिगेन्ट शेड	388.9
12	गार्ड रूम	142
13	ई0 सेवा केन्द्र (पुराना एवं नया)	139
14	जेनरेटर रूम	111.5
15	आंतरिक सड़क क्षेत्रफल	4560
16	FLAG AREA	80
17	WITNESS SHED	41
18	GARDEN AREA	1155

16 कोर्ट भवन का कार्यालय कक्ष, कोर्ट रूम, न्यायालय परिसर का आंतरिक सड़क एवं अन्य निर्मित भवन के क्षेत्रफल का विस्तृत माप प्रतिवेदन तैयार कर भवदीय को आवश्यक कार्रवाई हेतु समर्पित की जा रही है।

अनु0 :— क्षेत्रफल का विस्तृत माप प्रतिवेदन एक प्रति में।

विश्वासभाजन
14/05/2025
कार्यपालक अभियंता
भवन प्रमण्डल, मोतिहारी।

Rem ki. 1
14/05/2025
AE, BD

ADR Building Area

	Description	Area	
1	Incharge Room	21'7" x 21'8" = 467.42	Sft
	Mediation room-1	21'7" x 21'8" = 467.42	Sft
	Mediation room-2	21'7" x 21'8" = 467.42	Sft
	Office	15'6" x 15'6" = 240.25	Sft
	Councelling Galary	2 x 12'0" x 10'0" = 240.00	Sft
		1 x 7'0" x 20'0" = 140.00	Sft
	Toilet Area	1 x 16'0" x 21'8" = 346.56	Sft
	Stair -1	1 x 19'0" x 12'0" = 228.00	Sft
	Reception	1 x 7'0" x 10'0" = 70.00	Sft
	Stair -2	1 x 9'0" x 12'0" = 108.00	Sft
	Verandah	1 x 9'0" x 25'0" = 225.00	Sft
	Passage	2 x 9'0" x 25'0" = 450.00	Sft
		1 x 6'0" x 12'0" = 72.00	Sft
	Waiting Lounge	21'7" x 21'8" = 467.42	Sft
	Total	**3989.49**	**Sft**
	For 02 Floor	**7978.98**	**Sft**
		741.54	**M²**

10 Court Building

	Description	Area	
2	Court Room	10 x 27'3" x 24'0" = 6540.00	Sft
	Chamber	10 x 15'9" x 13'8" = 2115.45	Sft
	Wash room	6 x 5'0" x 5'6" = 165.00	Sft
	Stair	1 x 8'4" x 16'3" = 135.36	Sft
		1 x 24'0" x 13'8" = 327.84	Sft
	Office	10 x 11'3" x 9'9" = 1096.87	Sft
	Common Wash Room		
	Corridor	2 x 15'6" x 10'4" = 320.23	Sft
		1 x 49'8" x 5'9" = 285.54	Sft
	Total	**11021.93**	Sft
		1024.34	M²

Sub Judge Building

	Description	Area	
3	Court Room	11 x 27'8" x 24'0" = 7194.00	Sft
	Chambers	11 x 15'9" x 13'8" = 2366.595	Sft
	AH Wash Room	11 x 5'0" x 5'6" = 302.50	Sft
	Office	6 x 11'3" x 9'9" = 658.125	Sft
	Common Wash Room	2 x 15'6" x 10'4" = 320.23	Sft
	Corridor	1 49'8" x 5'9" = 285.545	Sft
	Stair	1 x 24'0" x 13'8" = 327.84	Sft
	Total	**11454.835**	Sft
	or	**1064.57**	M^2

F.T.C Buildings

	Description	Area	
4	Court Room	5 x 27'3" x 24'0" = 3270.00	Sft
	Chamber	5 x 12'0" x 9'0" = 540.00	Sft
	Att Wash Room	5 x 5'0" x 5'3" = 131.25	Sft
	V.C Room	1 x 25'0" x 22'0" = 550.00	Sft
	Commo Wash Room	1 x 15'6" x 10'4" = 160.11	Sft
	Total	**4651.36**	Sft
	or	**432.28**	M^2

Asbestes Room

	Description	Area	
5	Office	7 x 12'0" x 10'0" = 840.00	Sft
		78.06	M^2

Annexy Building

	Description	Area	
6	Office	1 x 26'0" x 28'0" = 728.00	Sft
	Gallary	1 x 38'0" x 6'0" = 228.00	Sft
	Office Room	3 x 13'0" x 24'0" = 936.00	Sft
	Office Room	2 x 13'0" x 7'0" = 182.00	Sft
	Office Room	1 x 28'0" x 10'0" = 280.00	Sft
	Toilet	1 x 10'0" x 10'0" = 100	Sft
	Total	**2454.00**	Sft
	or	**228.06**	M^2

Sub Divisional Court Areraj

7

Description	Area	
Chamber	1 x 11'10" x 9'10" = 116.35	Sft
Toilet	1 x 13'0" x 5'6" = 71.50	Sft
Court -1	1 x 18'0" x 25'6" = 459.00	Sft
Court -2	1 x 17'10" x 30'6" = 543.90	Sft
Verandah	1 x 46'0" x 9'6" = 437.00	Sft
Office Room	1 x 27'9" x 6'10" = 189.61	Sft
Passage	1 x 11'10" x 6'10" = 80.854	Sft
R.O Area	1 x 9'0" x 10'0" = 90.00	Sft
Litigant Shed	2 x 20'2" x 75'3" = 3035.14	Sft
Common wash room	2x15'6"x10'4" = 320.23	Sft
Campus back side	1x110'0"x100'0" = 11000	Sft
Campus Front side	1x100'0"x40'0" = 4000	Sft
Total	**28474.759**	Sft
or	**2646.353**	M^2

Sub Divisional Court Sikrahana (Dhaka)

8

Description	Area	
Chamber	1 x 11'10" x 9'10" = 116.35	Sft
Toilet	1 x 13'0" x 5'6" = 71.50	Sft
Court -1	1 x 18'0" x 25'6" = 459.00	Sft
Court -2	1 x 17'10" x 30'6" = 543.90	Sft
Verandah	1 x 46'0" x 9'6" = 437.00	Sft
Office Room	1 x 27'9" x 6'10" = 189.61	Sft
Passage	1 x 11'10" x 6'10" = 80.854	Sft
R.O Area	1 x 9'0" x 10'0" = 90.00	Sft
Litigant Shed	2 x 20'2" x 75'3" = 3035.14	Sft
Common wash room	1x15'6"x10'4" = 160.12	Sft
Campus back side	1x150'0"x30'0" = 4500	Sft
Campus Front side	1x50'0"x30'0" = 1500	Sft
Total	**19314.649**	Sft
or	**1795.041**	M^2

Parking Area in District Court

9	Description	Area	
	parking		
	behind annexy building	1 x 350'0'' x22'0'' = 7700	Sft
	behind 16 court building	0.5 x 200'0'' x 180'0'' = 18000	Sft
	Court -2	1 x 250'0'' x 40'0'' = 10000	Sft
	Total	**35700**	Sft
	or	**3317.84**	M^2

Area of Different Buidings in the Campus of District Judge, East Champaran, Motihari.

(A) 16 Court Building

	TYPE	LENGTH	WIDE	AREA(SFT)	UNITS
1	Principal Judge				
	Chamber	18.166	15.66	284.48	
	Office	11.00	9.58	105.38	
	Wash Room	5.00	7.00	35.00	
				424.86	
2	ADJ COURT				
	Room	27.33	24	655.92	
	Office	11.417	9.75	111.32	
				767.24	
		for 3 Unit		**2301.71**	
3	ADJ COURT				
	Chamber	15.75	13.66	215.15	
	Wash Room	5.00	5.50	27.50	
				242.65	
		for 3 Unit		**727.94**	
4	Principal Judge				
	Court Room	35.5	24.833	881.57	
	Office	17.417	8.5	148.04	
				1029.62	
5	OFFICE	41.33	23.75	981.59	
		28.50	24.00	684.00	
				1665.59	
6	CORRIDORE	181	8.00	1448.00	
		207.5	6.66	1381.95	
				2829.95	
7	LIFT	12.58	8.00	100.64	
		11.75	12.50	146.88	
		6.50	5.00	32.50	
				280.02	
8	CHILDREN ROOM	17.166	15.75	**270.36**	
9	COMMON WASH ROOM	15.58	10.416	162.28	
		for 2 Unit		324.56	
	TOILET	11.00	11.58	127.38	
	GALLARY	49.833	5.75	286.54	
				738.48	
10	PANNEL ROOM	7.66	5.167	39.58	
		6.00	5.167	31.00	
				70.58	
11	STAIR	8.33	16.25	135.36	
		for 2 Unit		270.73	
		24.00	13.66	327.84	
				598.57	
	TOTAL AREA OF GROUND FLOOR			**10937.66**	SFT

	TYPE	LENGTH	WIDE	AREA (SFT)	UNITS
(B)	COMMON WASH ROOM				
1	TOILET	10.66	10.833	115.48	
		for 2 Unit		230.96	
		11.58	6.25	72.375	
				303.33	
		for 2 Unit		**606.67**	
2	TOILET	3.833	3.25	12.46	
		for 4 Unit		49.829	
	URINAL	8.833	14.5	128.08	
		9.167	8.00	73.336	
		4.50	4.00	18	
	LADIES	3.75	4.75	17.81	
	WASH BASIN	8.167	4.75	38.79	
		3	3.75	11.25	
				349.56	
3	COMBORD	7.25	5.00	36.25	
	TOILET	4.25	3.167	13.46	
	GALLARY	15.66	3.25	50.90	
	WASH BASIN	8.00	10.66	85.28	
		11.00	5.00	55.00	
				240.88	
		for 2 Unit		**481.77**	
	TOTAL AREA OF COMMON WASH ROOM			**1438.00**	**SFT**

	TYPE	LENGTH	WIDE	AREA (SFT)	UNITS
(C)	**HAZAT**				
	LADIES	14.58	20.416	297.67	
	GALLARY	4.00	20.416	81.66	
	TOILET	5.25	5.00	26.25	
				405.58	
	GENTS	21.416	20.58	440.74	
	TOILET	5.25	5.00	26.25	
	GALLARY	13.66	5.00	68.30	
				535.29	
		FOR 2 FLOOR		1070.58	
	STAIR	7	20.58	144.06	
				1214.64	
	NEW GENTS	19.66	15.25	299.82	
	TOILET	5	5	25.00	
				324.82	
		for 2 Unit		649.63	
	GALLARY	15.00	5.00	75.00	
	STAIR	8.00	10.00	80.00	
				804.63	
	TOTAL AREA OF HAZAT			**2424.85**	**SFT**

	TYPE	LENGTH	WIDE	AREA(SFT)	UNITS
(D)	WATCH TOWER				
		6.75	6.75	45.56	
		for 4 Unit		182.25	SFT
(E)	R O PURIFIER				
		9.00	10.00	90	
		for 9 Unit		810.00	SFT
(F)	LITIGANT SHEDS				
		20.167	75.25	1517.57	
		21.00	72.50	1522.50	
		21.00	54.50	1144.50	
				4184.57	SFT
(G)	GUARD ROOM				
		20.167	29.25	589.88	
		12.00	12.416	148.99	
	TOILET	8.416	5.833	49.09	
		36.5	13.833	504.90	
	GALLARY	38	6.167	234.35	
				1527.22	SFT
(H)	Etiecket COUNTER				
		22.00	17.25	379.50	SFT
(I)	E SEWA KENDRA				
		10.5	15.5	162.75	
		FOR 3 UNIT		488.25	
		16.75	17.167	287.55	
		31	11	341.00	
				1116.80	SFT
(J)	WITNESS SHED			0.00	
				0.00	
		21.00	21.00	441.00	SFT
(K)	GARDEN AREA				
		15.29	28.375	433.85	
		77.00	48.416	3728.03	
		48.416	73.58	3562.45	
		76.5	28.416	2173.82	
		49.167	36.33	1786.24	
		7.00	43.00	301.00	
		7.00	63.5	444.50	
				12429.90	SFT

(L)	FLAG AREA				
		18.25	47.00	**857.75**	**SFT**
(M)	GENERATOR AREA				
		33.66	20.00	673.20	
		23.00	10.33	237.59	
		8.00	10.00	80.00	
		7.50	28.00	210.00	
				1200.79	**SFT**
(N)	ROAD AREA				
		104.00	47.00	4888.00	
		24.833	32.66	811.05	
		42.00	48.00	2016.00	
		100.00	16.833	1683.30	
		100.00	16.833	1683.30	
		63	16.167	1018.52	
	FROM GATE N. 04	100.00	11.72	1172.00	
		100.00	9.67	966.67	
		100.00	10.83	1083.33	
		60.00	11.5	690.00	
		100.00	13.833	1383.30	
		100.00	13.00	1300.00	
		100.00	12.33	1233.33	
		100.00	11.86	1186.10	
		100.00	11.83	1183.30	
		100.00	11.83	1183.30	
		100.00	12.00	1200.00	
		100.00	10.75	1075.00	
		69.00	10.22	705.27	
		54.00	10.00	540.00	
		58.00	15.6	904.80	
		63.00	10.00	630.00	
		100.00	16	1600.00	
		87.00	10.66	927.42	
		72.00	13.00	936.00	
		82.00	10.00	820.00	
		48.50	8.50	412.25	
		100.50	7.00	703.50	
		20.00	7.00	140.00	
		14.00	10.00	140.00	
		100.00	11.00	1100.00	
		62.00	11.00	682.00	
		100.00	10.44	1044.23	
		61.75	17.00	1049.75	
		92.00	13.72	1262.45	
		63.00	12.167	766.52	
		85.00	9.00	765.00	
		100.00	14.05	1405.00	
		100.00	9.00	900.00	

		64.00	9.00	576.00	
		123.00	8.83	1086.50	
		100	9.5	950.00	
		200.00	10.416	2083.20	
		94.00	9.25	869.50	
		38.00	8.00	304.00	
				49059.90	**SFT**

Chanday 14/05/2025
JE
BCD, MOTIHARI

Prem Kr. 14/05/2025
AE
BCD, MOTIHARI

14/05/2025
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BCD, MOTIHARI