CIVIL COURTS, NAWADA

Tender Notice No.: 01/2026 (HKG)

Sealed tenders are invited by the Civil Courts, Nawada from registered eligible agencies/service providers/firms for cleaning and maintenance services by providing various categories of manpower, materials and equipment in the Civil Courts, Nawada, for its entire campus spread over approximately 2.26 acres. The total floor area of the buildings (excluding the rooftop) is approximately 83,000 sq.ft. The green area in campus is approximately 7,200 sq.ft. which includes the lawn, plants and trees (excluding the indoor plants and flower pots). Apart from this, the internal roads and gate area is approximately 27,000 sq.ft.

Sealed quotation will be accepted only before ***04:30 P.M. by the end of 21st day*** **from the date of publication of this tender notice in the newspaper**. The sealed quotations can be dropped in the designated drop box kept near the Nazarath of Civil Courts, Nawada or through Speed Post (Not through Courier) addressed to Principal District & Sessions Judge, Civil Court, Nawada, Bihar, PIN-805110. If the tender document is sent through post, it must reach the office of Principal District & Sessions Judge, Nawada on or before the scheduled date and time of closing of the bid. The technical bids shall be opened by the Designated Committee of the Civil Courts, Nawada at 05.00 P.M. on the 22nd day from the date of publication of the tender notice in the newspaper in the Video Conferencing Hall of Civil Courts, Nawada and Financial quotation of agency/firm found to be technically qualified will be opened thereafter on date and time to be announced subsequently. In case the 21st or 22nd day, as referred above, falls on any holiday/non-working day it shall be construed to be next working day.

The detailed specifications and necessary terms & conditions are available on the official website (https://nawada.dcourts.gov.in) of Civil Courts, Nawada.

Ashutosh Kumar Jha

Principal District & Sessions Judge,

Nawada

18/06/2026

CIVIL COURTS, NAWADA

Tender Notice No.: 01/2026 (HKG)

Sealed tenders are invited by the Civil Courts, Nawada from registered eligible agencies/service providers/firms for cleaning and maintenance services by providing various categories of manpower, materials and equipment in the Civil Courts, Nawada, for its entire campus with buildings as detailed herein after.

1. **Scope of work**: The Civil Courts, Nawada campus is spread over approximately 2.26 acres. The constructed areas include main building (having four levels with terrace), FTC building (with terrace), Record Room, Hazat buildings, car parking, common Washrooms, porta cabin, witness shed, franking machine/court fee, etc. The total floor area of the buildings (excluding the rooftop) is approximately 83,000 sq.ft. The green area in campus is approximately 7,200 sq.ft. which includes the lawn, plants and trees (excluding the indoor plants and flower pots). Apart from this, the internal roads and gate area is approximately 27,000 sq.ft. The minimum requirement of the manpower are as follows:

Sl. No.	Requirement of manpower Services / Work	Number of required manpower
1	Supervisors for supervising and monitoring the work of cleanliness.	03
2	Manpower for housekeeping, bathroom/washroom cleaning, sweeping, moping and otherwise cleaning, dusting and related works **(Unskilled)**.	41
3	Gardeners for gardening/ horticulture works **(Semi-Skilled)**.	4
Total		**48 (Forty-eight)**

(Note: The number of manpower may be increased or decreased in future, during the term of the contract, depending on the requirements**)**

A. **General House-Keeping work:**

- The offices and courts open at 9:30 AM during normal court working days and at 07:00 am during morning court working days. The service provider is expected to complete cleaning, dusting, mopping etc. in each room before the court and office time.

- Cleaning and maintenance of the area includes dusting, sweeping, mopping of all rooms in all the constructed area as detailed above, corridors, staircases, lifts, toilets, machine rooms by using good cleaning agents.
- The Main entrance lobby, all the corridors of the buildings on each floor and staircases have to be cleaned at least once in every two hours or as and where required.
- Entire terrace area to be cleaned weekly and to be monitored to remove blockage of drain inlet/outlets etc.
- Complete and thorough cleaning of Chambers of the Presiding Officers, Court Rooms, Steno Rooms need to be taken up early in the morning on daily basis.
- Conference/meeting hall, dispensary, offices of the courts, library, record room, copying section, etc. are to be cleaned at least twice a day.
- Removal of litters, papers and garbage on all floors in all the buildings daily.
- Vacuum cleaning of carpets, floor on daily basis & spot cleaning on regular basis.
- Shampooing and cleaning of the fabric upholstery furniture on regular basis.
- Proper Dusting and cleaning of furniture and fixtures on daily basis.
- Proper Dusting and cleaning of electrical and electronic/IT devices/ equipment (computer, printer, scanner, camera, rack, monitors, etc.) on daily basis using suitable vacuum cleaner and cleaning agents.
- Dusting and Cleaning of Doors and windows etc. and removal of all stains using suitable cleaning agents.
- Dry and wet cleaning of Glass showcases with glass cleaner.
- Cleaning of water tanks and water coolers storage tank every 3 months.
- Dusting and cleaning of the window grills on daily basis. Removal of cobwebs on regular intervals.

B. Cleaning of Washrooms and toilets:

- Toilets on all the floors including toilets in chambers are to be cleaned thoroughly with disinfectants in the morning and at regular intervals throughout the day.

- Common toilets for the staffs and litigants within the campus and inside the buildings are to be cleaned thoroughly with disinfectants in the morning and at quick regular intervals throughout the day.
- All the Sanitary fittings are to be kept clean and shinning. All the soap dispensers in all the toilets must be refilled regularly.
- All the toilets must have air fresheners and all the urinals must have effective Urinal screens & pads/mats. All the wash basins must have Scented/fragrance naphthalene balls.
- Wash basins, sanitary fittings and toilet floors are always to be kept dry using wet and dry mops and clothes.

C. Garbage disposal and pest control:

- Disposal of garbage to a place duly designated for this by Nawada Nagar Parishad.
- Measures to control rodents, termites and mosquitoes by Spraying/fogging of pesticides on regular basis.
- Cleaning of sludge from manholes and sewerage system every 15 days and as per requirement.

D. Scope of Horticulture Services:

- Maintenance, manuring, seeding, and beautification of lawn and garden.
- Plantation of the Seasonal flowers and decorative plants.
- Watering the plants and flower pots daily.
- Regular spray of pesticides, preferably with organic options, on the plants and trees.
- Proper and decorative maintenance and gardens and lawns.
- Improvement of ambiance/greenery in the campus.
- Removal of shrub and pruning/trimming of plants and trees inside and outside the campus as per requirements.
- Cleaning and maintenance of in-house plants.

E. Parking Management:

- Staff shall also be deployed for parking management i.e to park the vehicle at designated parking area in the Civil Court premises.

F. Supervisor:

Supervision by educated, experienced and qualified supervisors who will overall responsible for smooth functioning of all facilities in all the

buildings which includes Housekeeping, technical and parking management. He should have experience of supervising and managing such works.

Frequency of cleaning of major items/areas

Sl. No.	WORK DETAILS	FREQUENCY OF CLEANING
I	**COURT ROOMS/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 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 Dustbins	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 electrical switches	Once in a day
13	Cleaning of spots on walls	Wherever required
14	Cleaning of ceiling/wall fans/air-conditioners	Once in a week
15	Dusting of electrical and electronic equipment	Once in a day
II	**TOILET**	
1	Cleaning doors, windows walls, floors, doormat, fittings, washbasins, mirrors and trash removal	Once in a day
2	Scrubbings of urinals, sinks, Water Closet & Wet Area	Twice a day
3	Changing Urinal Screen	As required
4	Common Washrooms	Four times in a day
III	**STAIRS**	
1	Wet mopping	Twice in a day
2	Dry mopping	Four times in a day
3	Dusting of verticals	Once in a day
IV	**CORRIDORS USED BY LITIGANTS**	
1	Wet mopping	Every 2 hours in a day
2	Dry mopping	Four times a day

3	Deep cleaning	Once a day
V	**MAIN ENTRANCE AND LOBBY USED BY JUDGES**	
1	Wet mopping	Twice 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/ verandahs/ lawn/ garden/ parking areas/Hazat Building, Filing Centre, etc.	Once in a day

(Note:- The frequency of cleaning mentioned above is illustrative only. The frequency and the area of work may vary depending on the requirements.**)**

Information and instructions for tenderer(s)/bidders:

2. The tender shall be submitted in a single envelope containing two parts, i.e., (i) Technical Bid and (ii) Financial Bid [both in separate sealed covers, as per Annexure-I (For Technical Bid) & Annexure - II (For Financial Bid)].

3. The technical bid and the financial bid shall be sealed by the bidder in separate covers/envelopes each with duly super-scribed title "**Supply of Manpower, Material and Equipment in the Civil Courts, Nawada for Cleaning & Maintenance**" and both these sealed covers/envelopes are to be put in a bigger cover/envelopes which will also be sealed and duly super-scribed as above.

4. Interested bidders may obtain further information by visiting the premises or make any related query through email ***dj.nawada-bih@indianjudiciary.gov.in*** within 5 working days from the date of the publication of the tender. The interested bidder may, with prior intimation, inspect the relevant premises within such period and not beyond.

5. The tender proposal shall have to be submitted by the agency/service provider/firm in hard copy with all pages containing page number in continuity under signatures of its authorised representative or owner and seal of the agency/service provider/firm. A letter of authorization issued by the agency/service provider/firm to the authorized person to sign the tender shall be attached.

6. The interested agencies/service provider/firms may submit their sealed quotations addressed to "**The Principal District & Sessions Judge,**

Nawada,' on or before ***04:30 P.M. by the end of 21st day*** from the date of publication of this tender notice in the newspaper. The sealed quotations shall be submitted by dropping in the designated drop box kept near the Nazarath of Civil Courts, Nawada or through Speed Post (Not through Courier) addressed to Principal District & Sessions Judge, Civil Court, Nawada, Bihar, PIN-805110. If the tender document is sent through post, it must reach the office of Principal District & Sessions Judge, Nawada on or before the scheduled date and time of closing of the bid.

7. The technical bids shall be opened by the Designated Committee of the Civil Courts, Nawada at 05.00 P.M. on the 22nd day from the date of publication of the tender notice in the newspaper, in the Video Conferencing Hall of Civil Courts, Nawada and Financial quotation of agency/firm found to be technically qualified will be opened thereafter on date and time to be announced subsequently.

(Note: if the 21st or 22nd day, as referred above, falls on any holiday/non-working day it shall be construed to be next working day)

8. The bidders themselves or their duly authorised representatives may attend the tender opening process on the date and time as mentioned above.

9. A bidder shall submit only single tender. If more than one tenders are submitted, all the bids of concerned bidder shall be summarily rejected.

10. The agency/firm should have **average annual turnover of Rs. 2,00,00,000/- (Rs two crore only)** during the last three financial years in the same field of housekeeping service and cleaning supported by Audited annual financial reports (balance sheet and profit & loss statement) of the agency/service provider/ firm for the last three financial years.

11. The agency/firm must have an experience of at least **five years** in providing similar services of housekeeping and cleaning service. The agency/firm must have successfully completed at-least two works of providing housekeeping and cleaning service to Government Departments/PSUs./ Autonomous Bodies, value of each not less than **Rs. 50 lakhs** during the last three financial years supported by satisfactory performance reports of each work issued by the Government Departments/PSUs./Autonomous Bodies which had outsourced the said service to the agency/firm.

12. <u>Bid Security i.e. Earnest Money Deposit (EMD):</u>

i. Earnest Money Deposit of Rs. 1,50,000.00 (Rupees One Lakh fifty thousand only) must be enclosed along with quotation in the form of Demand Draft/Bankers Cheque issued from Nationalized/Scheduled Bank in favour of Principal District & Sessions Judge, Nawada, payable at Nawada and it shall be valid for at least 90 days from the last date of submission of bid. EMD should be placed in the envelope which contains the Technical Bid. EMD shall be returned to unsuccessful bidders after selection of successful bidder without any interest thereon. It may be noted that no bidder is exempted from deposit of EMD. **Tenders submitted without EMD shall be summarily rejected.** However, exemption as permissible under law shall be granted to MSME/Start-up firms as per existing Government rules and norms, but no exemption shall be granted to them for submission of Performance Guarantee, if successful.

ii. The EMD will be forfeited on account of one or more of the following reasons:

a) When the bidder withdraws or modifies its bid after opening of bids;

b) When the bidder does not accept the work order or execute the agreement, if any, after placement of supply/work order within the specified period or is unable to provide the required number of manpower, equipment and/or material as per stipulated terms;

c) When the bidder does not deposit the performance Security within specified period after the supply/work order is placed; and

d) If the bidder breaches any provision of Code of Integrity prescribed for bidders specified in Rule 130A of Bihar Financial (Amendment) Rule, 2024.

13. Performance Security:

i. The successful bidder shall furnish a Performance Security of an amount equal to **5,00,000/- (Five Lakhs only)** in the form of an unconditional and irrevocable Bank Guarantee only, issued by a Scheduled Bank, in favour of **the Principal District & Sessions Judge, Nawada**. The Bank Guarantee shall be submitted after award of the contract and shall remain valid for the entire period of the contract,

including any extension thereof, and for such further period as may be specified in the tender document. The Performance Security shall be binding on the bidder during the subsistence of the contract and shall be liable to be invoked in accordance with the terms and conditions of the contract.

ii. In the event of failure to submit the Performance Security within the stipulated time, the bid shall be liable to be cancelled. In such case, the work may be offered to the next lowest (L2, L3, and so on) responsive bidder, subject to their willingness to match the L1 rate and to enter into an agreement with the Civil Courts, Nawada for providing the services.

iii. Further, in case of non-deposit of Performance Security, the EMD shall be forfeited and suitable action may be taken under the terms of bidding documents.

14. Instructions for Filling Technical Bid (Annexure -I):

i. The bidder shall furnish complete and correct information in the Technical Bid (Annexure-I). All entries shall be supported by self-attested documents, unless otherwise specified. The bidder shall mention the name of the agency/service provider/firm, along with its brief profile, complete office address, telephone number, e-mail ID, and the name of the authorised contact person with his/her mobile number, along with an alternate mobile number.

ii. A certified copy of the Incorporation/Registration Certificate of the agency/firm shall be submitted.

iii. The bidder shall provide details of Director/Partners/Owner(s) of the agency/firm.

iv. Full particulars of the Earnest Money Deposit (EMD) shall be furnished, including (i) Amount, (ii) Draft Number, (iii) Date and (iv) Issuing Bank. Proof of EMD shall be enclosed.

v. The bidder shall submit registration details with the concerned Government Authorities, including registrations under Employees Provident Fund Organisation (EPFO), Employees State Insurance Corporation (ESIC), and under the Contract Labour (Regulation and Abolition) Act, 1970, wherever applicable.

vi. A valid Labour License issued under the Contract Labour (Regulation and Abolition) Act, 1970 shall be enclosed.

vii. The bidder shall furnish PAN and GST registration details, along with supporting documents.

viii. A copy of the latest Goods and Services Tax (GST) return shall be submitted.

ix. The bidder shall submit Income Tax Returns for the last three financial years.

x. Details of annual turnover for the last three financial years, along with the average annual turnover, shall be provided with supporting documents.

xi. The bidder shall submit proof of minimum five (5) years' experience in providing similar housekeeping and cleaning outsourcing services with supply of manpower, materials and equipment. The bidder shall also enclose satisfactory performance reports/work completion certificates for at least two similar works of value not less than Rs. 50 lakhs each, executed for Government Departments/PSUs/Autonomous Bodies during the last three financial years.

xii. The bidder shall submit a notarised affidavit on a non-judicial stamp paper of Rs. 100/- stating that the agency/firm has not been blacklisted, de-registered, or barred by any Central Government, State Government, PSU, or Autonomous Body and that no criminal case is pending against the agency/firm or its owner/partners anywhere in India.

xiii. In case the bidder is claiming exemption as a Micro or Small Enterprise, relevant supporting certificates/documents shall be submitted for exemption from Bidder Turnover criteria, Experience criteria and EMD, as applicable.

xiv. The bidder shall also indicate whether the firm is registered with any Central Purchase Organisation/State Purchase Organisation/National Small Industries Corporation (NSIC)/MSME/Start-up and submit valid supporting certificates/documents.

xv. Incomplete or unsupported information is liable to be rejected. The bidder shall ensure that all documents are valid, legible, and up to date.

15. Instructions for Filling Financial Bid (Annexure-II):

i. The bidder shall carefully fill in the Annexure-II, relating to the break-up of monthly cost for deployment of 48 (Forty-eight) outsourced workers. The details shall be furnished strictly in accordance with the following instructions.

a) The bidder shall indicate the total monthly wages payable to all 48 workers. A detailed statement showing category-wise wage calculation, both on per day and per month basis, shall be submitted as a separate enclosure forming part of the bid. The wages must be in conformity with the applicable minimum wages and statutory provisions.

b) The bidder shall calculate and mention the Employees Provident Fund (EPF) contribution at the rate of 13% of the total wages of 48 workers. This amount shall be shown separately.

c) The bidder shall calculate and indicate the Employees State Insurance (ESI) contribution at the rate of 3.25% of the total wages of 48 workers.

d) The bidder shall include Bonus at the rate of 8.33% of the monthly wages of 48 workers, as per applicable law and show the amount separately.

e) The bidder shall quote the Service Charge strictly in percentage terms on the total payable monthly wages of 48 workers. The percentage shall be clearly mentioned in figures and words. The service charge shall include all administrative expenses, overheads and profit margin of the bidder.

f) Any other charges (such as rate for engagement of equipment and machinery as per Annexure-V), if applicable, shall be clearly specified with proper justification. No hidden or unspecified charges shall be entertained at a later stage.

g) The bidder shall calculate and indicate the Goods and Services Tax (GST) payable at 18% or the applicable rate at that time on the admissible components, in accordance with prevailing tax laws.

h) The bidder shall quote the rate of the materials, cleaning agents and consumables (including GST) along with their quantity, as

mentioned in Annexure-VI, to be uses in the Civil Courts, Nawada for cleaning and maintenance purposes separately.

ii. Finally, the bidder shall compute the Total Amount, which shall be the sum of all components **from Sl. No. a) to g)**. The total must be clearly indicated in figures and words.

iii. Incomplete, ambiguous, or non-compliant entries in the annexure are liable to be rejected. The bidder shall ensure that all calculations are accurate and supported by the required enclosure.

16. Amendment to the Tender document:

i. At any time prior to the deadline for submission of Bids, the Civil Court, Nawada may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the Tender document by the issuance of Addenda.

ii. Any Addendum thus issued shall be uploaded on the website/put up on the notice board of the Civil Court, Nawada.

17. Contract Period:

The period of contract with the successful bidder shall be of **3 (three) years from the date of commencement. However, in the event of services rendered being found unsatisfactory or the agency fails to abide by the terms of the tender/contract or for any other such reason, the contract can be terminated by the Civil Courts, Nawada.** Performance Security money, in such case, will be forfeited as per the terms of the contract. The contract period may be extended for a duration of 01 year at a time, on terms and conditions or with amendments as may be mutually agreed to, subject to satisfactory performance of the agency/ service provider/firm and approval of Civil Courts, Nawada. The manpower, equipment and material will have to be provided by the successful agency/service provider/firm within 15 (Fifteen) days of the award of contract or directed otherwise.

18. Modification of contract:

The Agreement may be supplemented, amended, or modified only by the mutual agreement of both parties. No supplement, amendment, or modification of the Agreement shall be binding unless it is in writing and signed by the two parties.

19. Termination of the contract:

i. Without prejudice to any other rights and remedies, on the occurrence of an Event of Default, the Civil Courts, Nawada may terminate this agreement immediately on giving written notice to the Agency, if such Event of Default is not remedied within 15-days of receipt by the Agency a notice in writing specifying the breach required to be remedied.

ii. Either party may terminate this agreement without assigning any reason by giving a **ninety days'** notice in writing.

20. Indemnity:

i. Agency shall indemnify Civil Courts, Nawada on demand, against any loss, destruction, or damage to any property or any loss, injury, or death of any person caused by the negligent act or omission or wilful misconduct of Agency or its employees or agents

ii. Agency shall indemnify Civil Courts, Nawada on demand, against all claims, costs, demands, allegations, charges, expenses and liabilities of whatsoever nature arising out of or in connection with any claim arising out of Agency's performance of its obligations under the Agreement.

Other Terms/Instructions

21. The technical bid will be opened at the first instance on the above-mentioned date and time. After evaluation of the technical bids by the competent committee or authority, at the second stage, financial bids of only those bidders shall be opened for further evaluation by the competent committee or authority that are found to be qualified on evaluation of technical bid before awarding the contract. Financial bids of unsuccessful bidders in technical bid shall not be opened.

22. The participating bidders are required to submit all documentary evidence, including those mentioned in Annexures- I and II, in support of their meeting the eligibility criteria of instant tender notice, failing which their technical bids shall be rejected and shall not be evaluated. Quotations received after stipulated date/time or through online/any other mode, not mentioned in this notice, shall not be entertained.

23. The agency/service provider/firm must be registered with appropriate governmental/statutory authorities including the Employees Provident Fund Organization, Employees State Insurance Corporation and Contract

Labour (Regulation and Abolition) Act 1970 and also must possess PAN Number & GST Registration and Valid Labour License as per Contract Labour (Regulation and Abolition) Act 1970.

24. The agency/service provider/firm shall quote its rates/charges clearly avoiding any cutting/overwriting. The rate(s) quoted shall be inclusive of all taxes and statutory payments and deductions including EPF contributions, ESI contributions, Bonus etc. and would be in conformity with the Minimum Wages Act as notified by the government from time to time and other statutory requirements.

25. The agency/service provider/firm shall submit a notarized affidavit on a stamp paper of Rs. 100/- giving an undertaking in Annexure - III that it has not been black-listed/deregistered/barred by the Central Government/ State Government/Public Sector Undertaking /Autonomous Bodies during period of business and no any criminal case has been registered against the agency/service provider/firm or its director/partners/owner anywhere in India, etc.

26. If the bidder is a Micro or Small Enterprise as per latest definition under MSME rules or Startup firms as per relevant government rules/policy the bidder may be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" and "EMD" subject to meeting the technical specification. If the bidder is seeking such exemption, the supporting documents to prove its eligibility for exemption are mandatory and required to be attached with the bid.

27. The number/category of manpower may be increased or decreased during the term of the contract on the direction of the Principal District & Sessions Judge, Nawada, as per requirement and exigency of the work.

28. The successful **Bidder/Agency shall not at any point of time engage subcontractors or transfer the contract total or in part to any other agency**. In the event of sub-contracting, the contract with the successful Bidder/Agency is liable to be terminated, and black-listing for 3 years, and the performance security shall also be forfeited.

29. Notice inviting Tender and conditions for tender shall form part of Agreement.

30. The Principal District & Sessions Judge, Nawada reserves the right to accept or reject any or all quotations/ bids or cancel the whole tender without assigning any reason whatsoever. The decision of the Principal District & Sessions Judge, Nawada shall be final and binding.

31. The Principal District & Sessions Judge, Nawada shall also have the right to call for any additional information from the bidders.

32. If any information given in its bid by bidder is found to be incorrect or amounts to misrepresentation or suppression of facts, the Principal District & Sessions Judge, Nawada reserves the right to take appropriate legal action against such bidder in addition to rejection of the bid.

33. The Principal District & Sessions Judge, Nawada reserves the right to modify or amend the terms and conditions of the tender and reserves the right to accept or reject any bids including the proposal of the lowest bidder without assigning any reasons. Likewise, the Principal District & Sessions Judge, Nawada also reserves the right to cancel the bid process at any time prior to signing the contract.

34. The decision of the Civil Courts, Nawada shall be final, and no enquiries, or application for review, shall be entertained. The Civil Courts, Nawada reserves the right to amend any of the conditions, if required or cancel or reject all or any bid/tender without assigning any reason.

35. Other terms and conditions of the NIT are mentioned in clauses 1 to 28 of Annexure – IV.

36. All disputes shall be subject to the jurisdiction of the Civil Court, Nawada only.

Date: 18.06.2026

Principal District & Sessions Judge
Civil Courts, Nawada

Annexure – I

Tender Notice No.: 01/2026 (HKG)

Technical Bid

Subject: Quotation for outsourcing for cleaning and maintenance services by providing various categories of manpower, materials and equipment in the Civil Courts, Nawada

Sl. No.	Particulars	Details to be filled by the bidders along with page number (copy of the documents to be attached)
1	Name of the agency/service provider/firm, its profile, complete office address, Telephone number, E-Mail ID along with name of the authorized contact person with his/herself and alternate mobile number. Certified Copy of Incorporation/Registration Certificate of agency/service provider/firm Details of Directors/Partners/Owner(s) of the agency /service provider/firm	
2	Details of Earnest Money Deposit (EMD) (i) Amount (ii) Draft No. (iii) Date (iv) Issuing Bank	
3	Registration details with the concerned Government Authorities and with appropriate authorities such as under Employees Provident Fund Organization, Employees State Insurance Corporation, Contract Labour (Regulation and Abolition) Act 1970, etc. Valid Labour License under Contract Labour (Regulation and Abolition) Act 1970.	
4	PAN and GST Registration details Latest Goods and Service Tax Return	
5	Income Tax Returns of last three Financial Years	
6	Annual turnover during the last three financial years and the average annual turnover of the last three financial years.	
7	Proof of last 5 (five) years of experience in respect of providing similar services of supply of Manpower, Material and Equipment on outsourcing basis and satisfactory performance reports of successfully completed at-least two works of providing similar service of supply of manpower to Govt./PSUs./ Autonomous Bodies each of value of not less that **Rs.**	

Sl. No.	Particulars	Details to be filled by the bidders along with page number (copy of the documents to be attached)
	50 lakhs during the last three financial years.	
8	Notarized affidavit on a stamp paper of Rs. 100/- giving undertaking to the effect that the agency/firm has never been black listed/de-registered/barred by the Central Government/State Government/Public Sector Undertaking/Autonomous Bodies during their period of business and no criminal case has been registered against the agency/firm or its owner/partner anywhere in India.	
9	Document in support of Micro or Small Enterprise exemption of "Bidder Turnover" criteria and "Experience Criteria" and "EMD". Submit proper Certificate/document. Is the firm registered with central purchase organization/State purchase organization, National Small Industries Corporation (NSIC) or the concern Department such as MSME/Startup? Submit proper Certificate/document.	

Place :

Date :

Signature of the bidder/authorized signatory with seal of the agency/service provider/firm

Registered office Address:

Phone No.:

E-Mail ID :

Annexure – II

Tender Notice No.: 01/2026 (HKG)

Financial Bid

Subject: Quotation for outsourcing of services of various categories of Manpower, Material and Equipment in the Civil Courts, Nawada

Sl. No.	Payment in Head	Amount
1	Total wages to be paid to all the 48 (Forty-eight) workers per month (category wise details about wages payable to the workers calculated on per day and per month basis, to be submitted as enclosure)	
2	Amount of monthly Employees Provident Fund @ 13% of the wages of 48 workers.	
3	Amount of monthly Employees State Insurance @ 3.25% of the wages of 48 workers.	
4	Bonus @ 8.33 % of the monthly wages of 48 workers.	
5	**Percentage of Service Charge to be quoted by the bidder:** ____ % on the total payable monthly wages of 48 outsourced employees.	
6	Any other charges (such as rate for engagement of machinery and equipment as per Annexure-V)	
7	Payable Amount of GST @ 18 % or the applicable rate at that time	
8	Cost of Materials, cleaning agents and consumables mentioned in Annexure-VI (As a separate list mentioning the item, brand, estimated quantity and cost)	
	Total (Adding the amount for **Sl. No. 1 to 7 only**)	

Place :

Date :

Signature of the bidder/authorized signatory with seal of the agency/service provider/firm

Registered office Address:

Phone No.:

E-Mail ID :

Annexure – III

Tender Notice No.: 01/2026 (HKG)

UNDERTAKING

I/We undertake that neither the agency/firm (name of the agency/service provider/firm)..... nor its Director/Partner/Proprietor {name of all partners/Directors/owner(s) has/have been blacklisted/banned by Central/State Government/Public Sector Undertaking/Autonomous Bodies nor its business dealings with the Central/State Government/Public Sector Undertaking/Autonomous Bodies has/have been banned/terminated on account of poor performance/conduct.

I/We also undertake that no criminal case has been registered against the agency/service provider/firm or any of its Director/Partner/Proprietor anywhere in India

I/we further undertake/confirm that I/we have correctly furnished all information and documents with respect to instant Tender Notice and shall be liable for any action, civil or criminal, by the Civil Courts, Nawada if any of the said information or document is found to be false or amounting to misrepresentation or suppression.

I/We also undertake that all the terms and conditions of the instant Tender Notice are acceptable to me/us.

Place :

Date :

Signature of the bidder/authorized signatory with seal of the agency/service provider/firm

Registered office Address:

Phone No.:

E-Mail ID :

Annexure-IV

Tender Notice No.: 01/2026 (HKG)

Other Terms and conditions

Subject: Quotation for outsourcing of services of various categories of manpower in the Civil Courts, Nawada.

1. The agency/service provider/firm shall provide the services by engaging its own workforce and equipment independently.
2. All the persons engaged or employed by the agency/service provider/firm for providing the services would, therefore, work under the exclusive administrative, organizational, supervisory and disciplinary control of the agency/service provider/firm and the agency/service provider/firm alone shall be responsible for their activities under overall control of Civil Courts, Nawada.
3. The agency/service provider/firm being the employer of the persons engaged and developed for providing the services shall alone be responsible for payment of salaries, bonus, overtime etc. as per the applicable Laws and Rules in this regard.
4. The agency/service provider/firm shall also provide three uniforms and identity cards at its own cost, to its employees carrying the logo of agency to the satisfaction of Civil Courts, Nawada. It has to be maintained clean all the time and every worker is to be provided with name badges. Strict personal hygiene has to be observed.
5. The agency/service provider/firm shall strictly comply with the provisions of the Employees' Provident Funds and Miscellaneous Provisions Act, 1952; the Employees' State Insurance Act; the Contract Labour (Regulation and Abolition) Act, 1970; the Payment of Wages Act; the Minimum Wages Act; the Workmen's Compensation Act; and all other applicable labour laws enacted for the protection and welfare of workers, in respect of all personnel deployed at the Civil Courts, Nawada. In the event that any notice is issued to the Civil Courts, Nawada by any authority, or any loss is caused to the Civil Courts due to non-compliance with the aforesaid statutory provisions by the agency/service provider/firm, the same shall be recovered from the performance security deposited with the Civil Courts, Nawada, to the extent of such loss or damage.

   Note: Code on Wages, 2019, Code on Social Security, 2020, Occupational Safety, Health and Working Conditions (OSH) Code, 2020 (as amended from time to time) shall be applicable wherever the new codes replace the old/existing labour laws.
6. In case of any violation or contravention of the above-mentioned laws, rules, or regulations, the agency/service provider/firm shall be solely liable and responsible for any penal action and not the Civil Courts, Nawada.
7. No advance payment shall be made. The agency/service provider/firm would submit its bill for the previous month by 05th of every forthcoming month, together with proof of payments of wages for the previous month, made to

the employees deputed and working at Civil Courts, Nawada and deposit of statutory liabilities such as EPF, ESI, Bonus etc. as may be applicable, so that the same shall be processed for payment by the Civil Courts, Nawada, in time. While every effort shall be made to ensure timely payment, no interest shall be payable on any dues for services rendered in the event of any delay in payment by the Civil Courts, Nawada.

8. The agency/service providers/firm shall ensure that manpower deployed by it for providing the services to the Civil Courts, Nawada shall always be neatly and cleanly dressed up, well groomed, disciplined and will follow good hygiene.
9. The agency/service provider/firm must verify the overall conduct of the employees prior to their deputation in the Civil Courts, Nawada and also ensure that there shall be no criminal cases filed against or pending against any of their employees, so provided, in any Court.
10. If the employees, so deputed by the agency/service provider/firm in the Civil Courts, Nawada, if found involved in any illegal activity (either directly of indirectly), proper legal action shall be taken by the agency/Service provider/ firm against the employees and information to this effect will be provided to the Civil Courts, Nawada and proper substitution of the person within reasonable time be provided by the agency/service provider/firm accordingly.
11. The agency/service provider/firm must have mechanism so that their employees may not proceed on leave without any intimation or proper leave application and in case of their employees proceed on leave, their substitution may be made by the agency/service provider/firm so that no inconvenience may cause to the Civil Courts, Nawada. If no substitution is made by the agency/firm, payment for such number of days will be deducted accordingly and **penalty two times the daily wage** payable to the absent employee shall be imposed for per day of absence and shall be deducted from performance security.
12. The attendance shall be marked by the employees of agency/service provider/firm through Biometric device only and the payment shall be made only on the basis of the attendance generated through the biometric device. No manual attendance is allowed except for some exigencies under intimation and approval of the Civil Courts, Nawada.
13. There shall be no relationship of employer-employee between the Civil Courts, Nawada and the persons engaged or employed by the agency/firm for providing the services to the Civil Courts, Nawada. The employees of the agency/service provider/firm shall not be deemed to be the employees of the Civil Courts, Nawada under any circumstances whatsoever.
14. The persons employed or engaged by the agency/firm shall have no right whatsoever to raise or put up any claim against the Civil Courts, Nawada.
15. The agency/service provider/firm will ensure that its employees shall not, at any point of time during the term of the contract or beyond, divulge to any person or organization any information or document concerning the Civil

Courts, Nawada, which the agency's/firm's employees happen to acquire or become aware of in the course of their duties, except with written permission of the Civil Courts, Nawada. Any observed non-compliance with this clause may result in termination of contract.

16. The agency will agree and undertake to pay the persons engaged by it for fulfillment of its obligations, wages not less than the minimum wages as prescribed by the Government of Bihar and as revised from time to time.
17. 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. The Civil Courts, Nawada shall not be responsible for any injury or casualty caused to any of the workers of the agency, for any negligent or defective working, during their course of employment in Civil Courts, Nawada.
18. The contractor shall at all times, during the continuance of the agreement, obey and observe all directions and instructions given by Civil Courts, Nawada and its authorised officials.
19. The contractor or his employees shall not use the premises allotted to them for any purpose other than the purposes mentioned and shall not act in any manner as to cause any nuisance or annoyance to the officers and employees.
20. The agency/service provider/firm shall get the quality and quantity of the materials/cleaning agents verified and inspected by the person specially designated for this purpose. The agency/service provider/firm shall keep the inventory and stock register of supply and consumption of the materials/cleaning agents up-to-date.
21. The agency/service provider/firm shall submit the details of the brand and quantity of the materials/cleaning agents supplied to the Civil Courts, Nawada along with their cost as annexure at the time of submission of the invoice.
22. Garbage collected has to be dumped in the area and the place specified by the Municipal Corporation. The responsibility of disposal of garbage would be entirely borne by the Contractor.
23. The agency/service provider/firm will keep the Civil Courts, Nawada fully indemnified against any consequences arising out of non-fulfillment of any statutory obligations/requirement by the agency/service provider/firm, or in respect of any dispute of employer-employee relationship or otherwise that might be raised by the agency's/firm's employees against the Civil Courts, Nawada and/or against any damage to, or loss or theft of materials or property of premises owned by the Civil Courts, Nawada arising out of any accident involving any omission of any employees of the agency/service provider/firm or in respect of any accident involving any employee of the agency/service provider/firm for the purposes of the Workman's Compensation Act. The agency/service provider/firm shall compensate the Civil Courts, Nawada for any loss or damage caused to the Civil Courts, Nawada because of the absence or negligence or connivance etc. of, or for

any other reason attributable to any employee of the agency/service provider/firm.

24. The agency/service provider/firm will maintain all statutory records and submit periodical returns or reports in time, as required under the Law, if the agency/service provider/firm commits breach of any Law applicable to it, it shall alone be responsible for the penal consequences and liable to meet the financial liabilities arising out of such breach or contravention. The agency/firm will agree that the Civil Courts, Nawada shall not be responsible in any manner whatsoever for any offense committed by the agency/service provider/firm/it's employees and as such any prosecution or legal proceedings for such offence shall be against the agency/service provider/firm/it's employees alone.

25. The Officers of the Civil Courts, Nawada shall be entitled to inspect the records and stock register maintained by the agency/service provider/firm in respect of the agency's/firm's employees deputed by it for providing the services to the Civil Courts, Nawada and the materials, cleaning agents and consumables being supplied and used. The agency/service provider/firm shall submit a certificate in the first week of every month to the Civil Courts, Nawada, certifying that the agency/service provider/firm has complied with the provisions of all Laws as applicable to it and/or its employees deputed for providing the services to the Civil Courts, Nawada. The Officers of the Civil Courts, Nawada shall be entitled to take the requisite documentary proof in this regard from the agency/service provider/firm, including attested photocopies of relevant registers, returns, etc., as maintained by the agency/service provider/firm.

26. The agency/firm shall provide services by adopting modern cleaning methods and machinery during the tenure of agreement. The agency/service provider/firm shall be required to deploy, maintain and use commonly used cleaning machines and equipment listed in Annexure-V and other required equipment in the Civil Court, Nawada Campus. The agency shall also provide necessary hose pipes and basic tools for gardening work. All such machines and equipment shall be arranged and maintained by the agency at its own cost and the Civil Courts, Nawada may at any time inspect the functioning and condition of these equipment and machineries.

27. The materials, cleaning agents and consumable items required for cleaning services, as mentioned in Annexure-VI shall be procured and provided, as per requirement, by the agency/service provider/firm at its own cost and expense. The agency/service provider/firm shall be responsible for maintaining the stock registers showing clearly the supply and disbursement /consumption of the materials, cleaning agents and consumable items. The agency/service provider/firm shall get the stock register verified every month by the Civil Courts, Nawada before submission of their bill/invoice for payment.

28. The agency/service provider/firm shall submit its bill/invoice in duplicate for payment mentioning clearly the total wages, contribution towards

Employees Provident Fund & Employees State Insurance, Bonus paid to all the employees, Service Charge of the agency/service provider/firm, any other charges (like that for machinery and equipment), GST and cost of materials, cleaning agents and consumable items supplied to the Civil Courts, Nawada. The list detailing the items, brand and quantity of the materials, cleaning agents and consumable supplied to the Civil Courts in that month must be attached with the bill/invoice. The bill/invoice must also contain the duly attested/verified attendance sheet of the employees, proof of contribution towards Employees Provident Fund & Employees State Insurance and Bonus paid to all the employees.

18/02/2026

Annexure – V

Tender Notice No.: 01/2026 (HKG)

List of Machineries and Equipment to be deployed in Civil Courts, Nawada

Subject: Minimum of the Machineries and Equipment to be deployed in the Civil Courts, Nawada.

Sl. No.	Machineries and Equipment
1	Industrial Wet and Dry Vacuum Cleaner
2	Walk-behind floor scrubber drier
3	Single Disc Machine with White polish, Red Buffing, Green scrubbing and Black stripping pads
4	High-pressure jet cleaning machines
5	Electric/Petrol Lawn Mower
6	Petrol Brush Cutter
7	Telescopic Cobweb Duster/brush
8	Vacuum cleaner for electrical and electronic/IT devices and equipment
9	Standing Garment Steamer for curtains and table cloths
10	Carpet cleaning/washing machines
11	All the gardening equipment
12	Spray/fogging machines

(Note: Any other Machineries and Equipment not listed above, if required for cleaning, is to be provided by the agency/service provider/firm.**)**

Annexure – VI

Tender Notice No.: 01/2026 (HKG)

List of Materials, cleaning agents and consumable items

Subject: Quotation for Materials, cleaning agents and consumable items to be used in the Civil Courts, Nawada on monthly basis.

Sl. No.	Materials, cleaning agents and consumable items	Recommended Brands	Quantity Per month (Approx.)	Rate per unit (Rs.)
1	R1: Bathroom cleaner-cum-sanitizer.	TASKI		
	R2: Hygienic hard surface cleaner for general cleaning.			
	R3: Glass cleaner concentrate			
	R4: Furniture polish			
	R5: Air freshener			
	R6: Acidic toilet bowl cleaner			
	R7: Multi-surface cleaner (liquid/ powder) for removing grease/oil.			
	R9: Hard surface cleaner for hard water areas.			
	TR 101 and 103: Carpet shampoo.			
	Crew Creamy Cleanser: For tough stain removal.			
	Fresh and Clean Urinal Screen.			
2	Wet and dry mop	Milton, Prestige, Gala, Scotch-Brite		
	Dry mop	Gala, Roots, Scotch-Brite, Milton		
	Phool Jharoo/grass broom (long handle)	Gala, Monkey, any other good material		
	Synthetic Phool Jharoo (long/Short handle)	Gala, Monkey, Scotch-Brite		

Sl. No.	Materials, cleaning agents and consumable items	Recommended Brands	Quantity Per month (Approx.)	Rate per unit (Rs.)
	Toilet brushes	Scotch-Brite, Cello, Gala, Milton		
	Detergent powder/Liquid detergent	Vim, Surf, Ariel, Godrej Ezee, Safe Wash		
	Wipers	Scotch-Brite, Cello, Gala, Milton		
	Platform Brush/ Scrubber of required sizes	Scotch-Brite, Cello, Gala, Milton		
	Buckets	Joyo, Cello, Princeware, Milton		
	Dustbins	Cello, Milton, Sintex, Nilkamal		
	Duster Microfiber 12"x12"	Scotch-Brite, Gala		
	Mosquito Repellent Vaporiser	All Out, Good Knight, Mortein		
	Mosquito Repellent Spray	Hit, Baygon, Finit, Mortein		
	Dust Pan	Scotch-Brite, Cello, Gala, Milton		
	Liquid Handwash	Dettol, Lifebuoy, Savlon		
	Automatic Air Perfume Spray (Machine and refill)	Godrej Aer, Ambi Pur, Odonil, Air Wick		
	Bathroom air freshener	Godrej Aer, Ambi Pur, Odonil, Air Wick		
	Naphthalene Balls	Bengal Chemicals, Trishul, Gainda		
	Phenyl liquid	Eagle, Bengal Chemicals, Trishul		
	Scented Floor Cleaner	Domex, Nimyle, Lizol		
3	Duster yellow			
	Seenk Jharoo/ Coconut broom (Long handle)			
	Seenk Jharoo/Coconut broom (Short handle)			

Sl. No.	Materials, cleaning agents and consumable items	Recommended Brands	Quantity Per month (Approx.)	Rate per unit (Rs.)
	Lathi Jharoo	Any good reputed brand/ make with prior approval of the Civil Courts, Nawada		
	Tissue papers for C-Fold tissue dispensers			
	C-Fold tissue dispensers			
	Duster (Rags)			
	Toilet paper rolls			
	Disposable bags for garbage collection (biodegradable).			
	Organic Manure, Chemical Fertilizer			
	Pesticide/Insecticide, Herbicide			
	Total (Cost of Materials, cleaning agents and consumable items per unit)			----------

(Note: Any other material, cleaning agents and consumable items not listed above, if required for cleaning, is to be provided by the agency/service provider/firm with prior approval of the Civil Courts, Nawada.**)**

Place :

Date :

Signature of the bidder/authorized signatory with seal of the agency/service provider/firm

Registered office Address:

Phone No.:

E-Mail ID :