OFFICE OF THE Principal DISTRICT AND SESSIONS JUDGE, Begusarai

Short Tender Notice No. 01 /2025

Sealed quotations are invited from the interested parties for providing housekeeping and cleaning services to the Begusarai Judgeship (Civil Court premises of Begusarai Headquarter and Sub-divisional Civil Courts namely, Bakhri, Ballia, Teghra and Manjhaul). Quotations, along with other documents, as indicated in annexure to the notice, may be submitted in a sealed envelope addressed to the Principal District and Sessions Judge, Begusarai, only during office hours, up to 5:00 PM on or before 21-07-2025 in the office of Nazir, Civil Court, Begusarai.

Date of commencement of Bids	**01-07-2025**
Last Date and Time of Receipt of Bids	**On or before 21-07-2025 till 5:00 PM**
Place of submission of Bids	**Office of the Nazir, Civil Court, Begusarai**
Date/Time/Place of Opening of Bids	**25-07-2025 at 4:30 PM, before the Purchasing Committee, Civil Court, Begusarai .**

21/6/2025

Principal District and Sessions Judge
Begusarai

Scanned with OKEN Scanner

ANNEXURE-I

CONDITIONS FOR TECHNICAL TENDER

1. 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.
2. All the bidders shall attach a copy of Registration/ Incorporation/ equivalent Certificate, Aadhar, PAN, GST Registration certificate, One year work experience and their income tax returns of the last three financial years.
3. Every bidder must deposit Demand Draft of Rs. 10,000/- of any Nationalized Bank in favour of Principal District & Sessions Judge, Begusarai, in the Office of Nazir, Civil Court, Begusarai, as earnest money deposit.
4. Letters issued through registered post shall be deemed to have been served to the bidder.
5. An audit report issued by a recognized Chartered Accountant showing the total turnover of Rs,80 Lakh to 1 crore per year for the last three years FY 2021-22, 2022-23,2023-24 must be attached.

06. An affidavit filed before a notary has to be attached to the effect that the organization has not been accused of various types of charges in any department/ office/ institution of any level of Government of India/ Government of Bihar including any court, such as (due to negligence in doing any work related to outsourcing system, the work order/agreement has been cancelled by the competent officials after the organization did not improve its work despite repeated oral or written notices by the officials concerned or not submitting the proof of depositing GST in the office despite giving notice two or more times or in the light of the clarification sought from the organization by the competent officials of the department/office/institution, the clarification has been ignored and the reply to the clarification has not been given or due to some reason, the amount mentioned on the bill has been deducted three or more times in the light of the reply received from the organization under the clarification sought being unsatisfactory or there has been an allegation of being successful in the tender without attaching many documents with the technical application by fraudulently ignoring the documents as per the tender conditions or the amount has been revealed to be withdrawn fraudulently or the affidavit that the documents/certificates attached with the tender application have not been found to be fake in the verification done by the officials/competent department. Affidavit should be made after the date of publication of the tender. The above accused agencies will not be eligible to participate in the tender.

Scanned with OKEN Scanner

7. The bidder should have registration with statutory authorities such as ESI, EPF, etc. and the copies of certificates of registration should be enclosed with the tender.

08. An affidavit has to be attached before a notary to the effect that my organization has not been sued/heard in any court in any case and the work order/agreement has not been cancelled on the charge of not working properly in any institution and neither has the organization been blacklisted by any government institution. The affidavit should be made after the date of publication of the tender.

09. The Bidder should have at least one year experience in similar work.

CONDITIONS FOR FINANCIAL TENDER :

01. Please note that Technical bid would be opened first to analyze the capabilities of the bidders. After approval of technical bid, financial bid would be opened. 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.

02. The financial bid shall contain house-keeping and cleaning rates inclusive of all taxes (The agency will not pay below the minimum wages fixed by the government of Bihar to the workers appointed by the agency) , for per square feet/ per manpower/ lump sum, and also total chargeable amount per month, with minimum number of workers to be engaged, in sealed enclosure.

03. Financial bid should be filled up According to Annexure -I after adding expenditure of internal and external cleaning other wise tender will be rejected.

04. Validity of bid will be Twenty days from the date of opening of the bid.

05. On acceptance of tender, it will be obligatory to deposit Security Money @2% of the one year amount of the approved tender, in the shape of Demand Draft in favour of Principal District and Sessions Judge,Civil Court, Begusarai.

06. Earnest money of the unsuccessful Bidder will be refunded on request by Bidder after intimation of rejection or tender or on expiry of the validity period whichever is earlier.

07. Payment will be made per month to the Service Provider/ Agency/ Contractor within a week after the submission of invoice(for the number of days worked in particular month) by them to the Nazir,Civil Court, Begusarai.

08. This financial bid must clearly indicate the rates quoted in figures and in words.

Scanned with OKEN Scanner

OTHER CONDITIONS FOR TENDERER

1. Housekeeping services are to be provided for Begusarai Judgeship (Civil Court premises of Begusarai Headquarter, and Sub-divisional Civil courts at Bakhri, Ballia, Teghra and Manjhaul), plinth areas and open areas including Courtrooms, offices, chambers, staircases, corridors, toilets, terrace, campus, parking area, garden area, lawn, internal roads, etc.
2. Housekeeping and cleaning work will be done on all seven days of the week.
3. All the common toilets must be in the control of Housekeeping staff. The doors will be locked. Lock will be opened from 9:00 AM to 6:00 PM and in morning court from 6:00 AM to 03:00 PM(**i.e; one hour prior to and after court hours)** for regular cleaning. One Housekeeper staff shall be present 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/ penalized and cost will be met by the contractor.

4. 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 authorizing him/her to do so. Such power of attorney should be produced along with the tender.

5. 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.

6. She/he may examine the specifications, conditions,internal & external areas mentioned in which work has to be done and so on in respect of the site of work situated in Begusarai Judgeship and 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.

Scanned with OKEN Scanner

7. 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 Nazir, Civil Court, Begusarai, on all working days from Monday to Saturday during court hours.

8. 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.

9. 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.

10. 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.

11. All documents must be duly signed by the authorized signatory with the official seal.

12. Power of attorney of authorized signatory and Constitution of firm shall have to be produced by Contractor on demand.

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

14. The Service Provider/ Agency/ Contractor shall be responsible for police verification, character and antecedents verification of the manpower.

Scanned with OKEN Scanner

15. **List of Materials.**

Sr. No.	ITEM	Sr. No.	ITEM
1	SOAP	13	BROOM
2	DETERGENT	14	MOP
3	DISHWASH BAR / LIQUID	15	MUGS
4	BATHROOM ACID	16	BUCKETS
5	PHENYL / DISINFECTANT FOR HARD SURFACES	17	DUSTBINS
6	ANTI SEPTIC	18	RAT KILL
7	ROOM AIR FRESHENER	19	INSECT & MOSQUITO KILLER
8	SANITARY CUBES	20	BLEACHING POWDER
9	BATHROOM FLOOR CLEANER	21	NAPHTHALENE BALL
10	GLASS CLEANER	22	ROOM FRESHENER
11	FURNITURE CLEANER	23	HYPO CHLORIDE SOLUTION
12	TOILET CLEANER	24	LIQUID / ELECTRIC MOSQUITO REPELLENT (NO COILS)

Note : The Authority may add to the above list in case of specific requirements.

All the above mentioned items are to be procured and provided by the agency regularly to ensure proper cleaning services. Verification of stock and quality of these items will be done by the authority. The materials being used by the agency should be of superior quality / standard and of prominent brands.

Brushes and other materials used for toilet cleaning shall be kept separately and these should not be use for cleaning other areas.

16. The Staff to be provided should include skilled gardener, an electrician,a plumber and air conditioner cleaning staff. A room will be provided for keeping stock of daily cleaning equipment and material.

17.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.

18. The Contractor shall be responsible for any damage or loss to Judgeship's property due to negligence of his workers or staff and the damages shall be made good at his own cost.

19.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.

Scanned with OKEN Scanner

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

SCOPE OF HOUSEKEEPING WORK

District/ Sub-divisional Courts	Scope of work
Headquarter Begusarai	10 Civil Court buildings (37 court rooms ,offices, chambers and other offices like Nazarat, Account Office , Administrative Office, Statement Office, Record Room hall in twelve court building, Office hall in twelve court building, Panel Rooms, toilets in buildings and open spaces, Server Rooms, Copying Department etc), Hazat building, Child Friendly Court, Feeding and changing room, 02 Witness shed, 04- e-sewa kendras and other Court premises like Parking areas, Open spaces, internal roads, garden/ lawn area, other vacant areas, etc.
Sub-divisional Court of Manjhaul	01 Civil Court building (10 court rooms, offices and chambers) , Hazat, Server Rooms, Copying Department, Record Room hall in ten court building, Office hall in ten court building, Panel Rooms, toilets in the building and open spaces, Server Room, Witness Shed and other premises like Parking areas, Open spaces, internal roads, garden/ lawn area, other vacant areas, etc.
Sub-divisional Court of Bakhri	02 Civil Court buildings, (02 Court rooms, offices, chambers), Server Room, E-Sewa Kendra, Feeding and changing room, toilets in the building and premises and other areas like Parking areas, Open spaces, internal roads, garden/ lawn area, other vacant areas, etc.
Sub-divisional Court of Ballia	02 Civil Court buildings, (02 Court rooms, offices, chambers), Server Room, E-Sewa Kendra, Feeding and changing room, toilets in the building and premises and other areas like Parking areas, Open spaces, internal roads, garden/ lawn area, other vacant areas, etc.
Sub-divisional Court of Teghra	02 Civil Court buildings, (02 Court rooms, offices, chambers), Server Room, E-Sewa Kendra, Feeding and changing room, toilets in the building and premises and other areas like Parking areas, Open spaces, internal roads, garden/ lawn area, other vacant areas, etc.

Scanned with OKEN Scanner

A. General House-Keeping work:

1. The service provider is expected to complete cleaning, dusting, mopping etc. of each area 30 minutes before the Office opening time.
2. 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..
3. The Main entrance, corridors and staircases has to be cleaned at least 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 three times a day and also as & when required. Once in the morning is compulsory.
5. Entire terrace area is to be cleaned weekly and to be monitored in respect to stagnation of water, blockage of drain inlets/ outlets etc.
6. Complete and thorough cleaning of all plinth and open areas need to be taken up early in the morning.
7. Removal of litter, papers, garbage, etc. daily from all floors of all the buildings.
8. Vacuum cleaning of carpet floor, if any on daily basis & spot cleaning on regular basis.
9. Dusting of furniture and fixtures first with dry cloth and then with Colin.
10. Cleaning of washbasins, sanitary fittings and toilet floors with dry and wet mops.
11. Cleaning of Doors and windows etc.
12. Dry and wet dusting of Glass show cases with glass cleaner.
13. Brasso polishing on brass fixtures, if any.
14. Cleaning of Glass panes, removal of scrub from outside once in a month.
15. Cleaning and maintenance of in-house plants.
16. Disposal of garbage to a designated place duly marked by the Begusarai Municipal Corporation.

Scanned with OKEN Scanner

17. Control of Termites by termites-killing spray, Rats by rat-kill poisoning, Mosquitoes by Spraying/ fogging is required to be done on regular basis at least once in a fortnight.
18. Cleaning of sludge from manholes and sewerage, every 15 days.
19. Cleaning of air conditioners once in a month or as and when required.

B. Scope of Horticulture Services:

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

C. Responsibility of Supervisors:

1. Supervision by educated, experienced and qualified supervisors.
2. He will be overall responsible for ensuring that premises are cleaned as per agreement.

D. Scope of Technical Services:

1. Agency shall ensure cleanliness of technical equipments through vacuum cleaner/ blower/ dry clothes like computers, printers, audiovisual equipment installed inside the buildings like projector, PA system, Plasma TV, etc. Initial training and skill transfer shall be provided by the System Officer/ System Assistants.

Scanned with OKEN Scanner

E. Housekeeping: Frequency of cleaning of major items.

S. 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 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 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 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
II	**TOILETS**	
1	Cleaning Doors, windows, walls, floors, doormat, fittings, washbasin, mirrors and trash removal	Once in a day
2	Scrubbings of Urinal, sinks, W/C & W/8.	Twice a Day
3	Changing Urinal cubes and Odonil cubes	As required
III	**STAIRS**	
1	Wet Mopping	Twice in a Day

Scanned with OKEN Scanner

2	Dry Mopping	Four times in a Day
3	Dusting of Verticals	Once a Day
IV	**CORRIDORS**	
1	Wet Mopping	Twice 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/ verandah/ lawn/ garden/ parking area/ etc.	Once in a day

Scanned with OKEN Scanner

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 payment process flow upon submission of invoice, logbook, 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.

CONTRACT DURATION :

(1) A contract for cleaning work will be signed for one year with the agency selected with the lowest rate in the financial tender. The period can be extended if the work is satisfactory. If the period of the agency is not extended after the completion of one year, then the agency will work till a new agency is selected.

Scanned with OKEN Scanner

GENERAL CONDITIONS FOR GOVERNING TENDER

1. The rates shall not be subject to any variation in price during the period of contract, except in case of taxes.
2. The contractor shall devote his full attention to the assigned work and discharge his/ her obligations under the arrangements most diligently and honestly.
3. 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 authorized officials.
4. The contractor has to bring his own staffs, who are good workers. The Judgeship under any circumstances will not provide any manpower support or accommodation.
5. The supervisor(s) appointed by the contractor should be available throughout the day(as per court hours) at the premises to supervise and guide his workers.
6. Contractor should make arrangements for leave reserve and deploy sufficient workers on rotation.
7. 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.
8. 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. Strict personal hygiene has to be observed.
9. 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.
10. 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.)

Scanned with OKEN Scanner

11. All the rules related to the Labour Law and applicable Acts should be strictly followed and in case of any dispute, no person from Begusarai Judgeship will be made a party.
12. The bidder has to satisfy the Judgeship showing adequate recorded proof that the ESI, contribution to provident fund as applicable under the Statutory Act are being paid to his staff in the first week of the month.
13. The cleaning materials etc., used for work should be as per the brand names.
14. 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.
15. In case of any irregularity in service, quality not being up to the mark, complaints received, etc., the service-provider would be reasonably penalized. The penalty would be decided by the Judgeship and will be directly deducted from the bill 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/Organization.
16. Income-tax and GST-TDS 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 three month notice to the Judgeship by the contractor during the prevalence of the agreement.

Scanned with OKEN Scanner

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

20. The competent Courts in Begusarai (Bihar) alone shall have jurisdiction in respect of any matters pertaining to the tender/ contract.

21/6/2025

(Rishi Kant)
Principal District and Sessions Judge
Begusarai
-02-2025.

Scanned with OKEN Scanner

Annexure -1 : Financial BID

The Civil Court Begusarai is providing the approximate cleaning area in Square Meter (Both Internal and External) specification based on which the Bidder shall require to Bid. In case of new construction or demolition of old building the Principal District and Sessions Judge may add/decrease additional area for cleaning accordingly, the bidder will be paid as per the rates decided in this tender.

Name of the Facility	Sr. No-.-	Type of the Facility	Internal cleaning area of the facility (in sq. meter)	External cleaning area of the facility (in sq. meter)
Begusarai Judgeship	1	Civil Court, Begusarai (Headquarter)	12540.47 sqm approx	4484.56 sqm approx
	2	Sub-divisional Civil Court , Manjhaul	5733.21 sqm approx	2737.22 sqm approx
	3	Sub-divisional Civil Court ,Teghra	235.88 sqm approx	864.12 sqm approx
	4	Sub-divisional Civil Court , Bakhri	235.88 sqm approx	864.12 sqm approx
	5	Sub-divisional Civil Court , Ballia	235.88 sqm approx	712.42 sqm approx
			Total internal cleaning area (in sq. meter) = **18,981.32 sqm approx**	Total external cleaning (in sq. meter) = **9662.44 approx**

Scanned with OKEN Scanner

I,_____<mention *the name of the bidders*>, having referred to the above table, wherein the Begusarai Judgeship has provided approximate cleaning areas (both internal and external), in this facility, would like to quote, the rates as mentioned below:

Area type	Rates per sq. Meter per day *(Mention in figures)*	Rates per sq. Meter per day *(Mention in words)*
Internal cleaning **rate**		
External cleaning **rate**		
Total		

1. The L1 will be decided on the computed rates "Total cleaning rate", however, the L1 Service provider will be paid as per rates quoted for "Internal Cleaning rate" and "External cleaning rates as the case may be.
2. The Bidder with the lowest Total Cleaning rate for a day will be selected.
3. The Prices quoted by the bidder shall remain fixed during the entire period of the contract and shall not be subject to variation on any account.
4. *Rates quoted should be without tax amount.*

Date
Place

Name and designation of the Bider
Signature of Bider
Seal of the Bider

Scanned with OKEN Scanner