OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, KHAGARIA

Short Tender Notice No. 04/2026-27

Sealed quotations are invited from the interested parties for providing housekeeping and cleaning services to the Khagaria Judgeship. 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 Session Judge, Khagaria containing title "Quotation for Housekeeping & Cleaning services" to Civil Court Khagaria. Only during office hours, up to 17-08-2026 at the Nazarat of Civil Court, Khagaria.

Terms and conditions are enclosed herewith.

Last Date and Time of Receipt of Bids	**On or before: 17-08-2026, 4:00 PM**
Place of submission of Bids	Nazarat, Civil Court, Khagaria

Note:- For any updates contact the Civil Court, Khagaria through it's official website "**https://khagaria.dcourts.gov.in/**".

Principal District & Sessions Judge,
Khagaria
16.07.26

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 appointed for outsourcing), 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 envelope.
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 the declaration of experience and their income tax returns of the last three financial years.
4. Every bidder must deposit Demand draft of amount of Rs. 25,000/- in the name of Principal District & Sessions Judge, Khagaria.
5. Validity of bid will be 30 days from the date 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 shape of N.S.C or 3 years/ 5 years P.O. Time depositor, fixed deposit into any nationalized bank, duly pledged to the Principal District & Sessions Judge, Khagaria.
7. Earnest money of the unsuccessful bidders will be refunded on request by bidder after intimation of rejection tender or on expiry of the validity of period whichever is earlier..
8. Power of attorney of authorized signatory and constitution of firm shall have to be produced by the Contractor on demand.
9. Letters issued through registered post shall be deemed to have been served to the bidder.
10. Notice inviting Tender and conditions for tender shall form part of Agreement.
11. Payment will be made subject to availability of fund for the job.
12. Contractor shall furnish the detailed weekly program of works of the project and methodology & equipment to be used on the project 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.
13. No material or machinery or manpower will be supplied by the Judgeship.
14. The Service Provider/ Agency / Contractor shall be responsible for police verification, character and antecedent's verification of the manpower.

15. 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's repellent spray and various other materials disinfectant toilet cleaner liquid, glass and surface cleaner spray, bathroom freshener, dishwasher bar, detergent bar, scrubber, naphthalene balls, large and small dusters, liquid hand wash soap, dry mop, wet mop and others as needed.

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 responsible for any damage or loss to Judgeship's property due to negligence of his worker or staffs and the damages shall be recovered from Contractor.

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.

19. The contract period shall ordinarily be for the period of One Year from the date of signing of the agreement, which shall be extendable for another One Year after found satisfactory appraisal of the work.

GENERAL INSTRUCTIONS FOR TENDERERS

1. Housekeeping services are to be provided for Khagaria Judgeship (Civil Court premises of Khagaria, and Sub-Divisional Court Gogri plinth areas and open areas including Courtrooms, offices, chambers, staircase, corridors, toilets, terrace, campus, parking area, garden area, lawn, internal roads, etc.

2. Bidders must include a statement showing the number of personnel of various streams in their technical bid.

3. Bidders should include sufficient details of mechanical equipments used in cleaning and should also have the experience of mechanized cleaning, which must be included in their technical bid.

4. Housekeeping and cleaning work will be done on all seven days of the week.

5. 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 regular cleaning shall be done after every 45 minutes interval. 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/fines/penalized and cost will be met by the contractor.

6. 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.

7. The Firm/Organization should have a minimum of Two years of experience in providing housekeeping services like cleaning, mopping etc. in a modern Hi-Tech environment involving equipments like computers, servers, audio-visual projections systems, etc. And flooring like tiles, carpets vinyl, granite marble, etc.

8. Please note that Technical bid would be opened first to analyze the capabilities of the bidders. The price bid of any 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.

9. The tender papers and all enclosures (on every page) must be signed separately by each partner of the firmer by a person holding power of attorney authorizing 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.

10. 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.

11. She/he may examine the specifications; conditions and so on in respect of the site of work situated in Khagaria 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.

12. Omission/neglect or failure on the part of the bidder to obtain requisite information on any liability in respect of the contract. The bidder who wants to understand the technicalities and type of service that need to be provided may approach the Purchase Committee, Civil Court Khagaria on all

working days from Monday to Saturday (Except second Saturday) during the working hours.

13. The Judgeship does not bid itself to accept the lowest tender and reserves right to reject any or all of the tenders received, without assigning any reasons thereto.

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

15. 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.

16. 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.

17. This financial bid must clearly indicate the rates quoted in figures and in words, and all documents must be duly signed by the authorized signatory with the official seal.

18. During the period of contract if the Ld. Principal District & Sessions Judge, Khagaria found that the work of the agency is not up to the satisfaction of the P.D.J., Khagaria he shall terminate the agreement after giving One Month prior notice.

EVALUATION CRITERIA

The proposed evaluation system for valuation of technical bid would be as follows:

1. The Bidder should have executed at least one similar work in the last two years.

2. The Bidder should have the availability of key equipments as mentioned in Scope of work. The bidder 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.

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

4. Each technical 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	Scope of Work
Khagaria	The entire premise of Civil Court, Khagaria Campus, Main Building, FTC Building, Family Court, Excise Court Building, Four Court Building A.D.R Campus, Record Room, Munsif Court Building New Hazat building, Witness Shed, Open spaces, internal roads in between aforementioned buildings as well as across Civil Court areas, small garden spread over area comprising lawns covered with grass & shrubs as well as other vacant areas, etc. **Sub-Divisional Civil Court, Gogri.**

A. <u>General House-Keeping work</u>:

1. The offices open at 9:30 AM and the service provider is expected to complete cleaning, dusting, mopping etc. of each area before 9 AM in day sitting of Courts.
2. The offices open at 7:00 AM and the service provider is expected to complete cleaning, dusting, mopping etc. of each area before 6:30 AM in day Morning sitting of Courts.
3. 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.
4. The Main entrance, corridors and staircases has to be cleaned at least once in two hours or as and where required.
5. 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.
6. Entire terrace area is to be cleaned weekly and to be monitored in respect to stagnation of water, blockage of drain inlets/ outlets etc.

7. Complete and thorough cleaning of all plinth and open areas need to be taken up early in the morning.
8. Removal of litter, papers, garbage, etc. daily from all floors of all the buildings.
9. Vacuum cleaning of carpet floor, if any on daily basis & spot cleaning on regular basis.
10. Dusting of furniture and fixtures first with dry cloth and then with Colin.
11. Cleaning of washbasins, sanitary fittings and toilet floors with dry and wet mops.
12. Cleaning of Doors and windows etc.
13. Dry and wet dusting of Glass show cases with glass cleaner.
14. Brasso polishing on brass fixtures, if any.
15. Cleaning of Glass panes, removal of scrub from outside once in a month.
16. Cleaning and maintenance of in-house plants.
17. Disposal of garbage to a designated place duly marked by the Municipal Corporation, Khagaria.
18. 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.
19. Cleaning of sludge from manholes and sewerage, every 15 days.

B. Scope of Horticulture Services by skilled Gardner:

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

C. Responsibilities of Supervisors:

1. Supervision by educated, experienced and qualified supervisors.
2. She/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 cloths like computers, printers, audiovisual equipments installed inside the buildings like projector, PA system, Plasma TV, etc. Initial training and skill transfer shall be provided by the System Officer/ Assistants.

E. Housekeeping: Frequency of cleaning of major items.

Sr. No.	Work Details	Frequency of cleaning
I	**COURTROOMS/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's 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 in a day
11	Cleaning of sofa by dry shampooing	As and when required
12	Cleaning of electric switches	Once in a day
13	Cleaning of spots on walls	As and when required
II	**TOILETS**	
1	Cleaning Doors, windows, walls, floors, doormat, fitting, washbasin, mirrors and trash removal	Once in a day
2	Scrubbing of Urinal, sinks, W/C & W/8	Twice a Day
3	Changing Urinal cubes Odonil cubes.	As required
III	**STAIRS**	
1	Wet mopping	Twice a Day
2	Dry mopping	Four times a day
3	Dusting of verticals	Once a day
IV	**CORRIDORS**	
1	Wet moping	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 areas 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 shall submit an invoice to the Judge In-charge (Nazarat) for service rendered by them.
3. The Judgeship shall make the payment within prescribed timeliness as per the 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.
6. The Service Provider/ Contractor shall not make any unauthorized deductions from the wages of the contract labour.
7. 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.)
8. All the rules related to the Labour law and applicable Acts should be strictly followed.

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.
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 skilled and 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 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 has to be maintained.

9. All housekeeping persons shall wear neat dress ID Card and maintain hygiene during the working hours.

10. The selected agency shall certify name, address and photo of the workers deployed for housekeeping service and submit the same to the Court Manager, Civil Court, Khagaria. Any change in the supply of manpower shall immediately be notified to the Court Manager, Civil Court Khagaria.

11. The contract can be terminated by the Principal District & Sessions Judge, Khagaria at any time without assigning any reason if the work of the agency is found unsatisfactory.

12. Premature withdrawal of tender by the tenderer shall lead to forfeiture of the earnest money deposited.

13. All pages of the tender should be serially numbered and duly stamped and signed by the bidder.

14. The Principal District & Sessions Judge, Khagaria reserves the right to amend or alter or remove or add any of the terms and conditions of the Tender document at any time.

15. The contractor shall be held responsible for any accident occurring due to negligence at work and loss caused by the accident shall be borne by the agency.

16. The agency shall be responsible for any damage or loss to the Civil Court's property due to negligence of their worker(s) or staff(s) shall be recovered from the said agency.

17. Any accidents including death caused to the Worker during the course of execution of work or elsewhere will be addressed and taken care of by the service provider. The judgeship in noway, Shall be responsible for the same.

18. The competent Court in Khagaria (Bihar) alone shall have Jurisdiction in respect of any matters pertaining to the tender/contract.

Principal District & Sessions Judge
Khagaria

16.07.2026