OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, JAMUI

Advt. No.- 01/2025

Tender/Quotation Notice

Details of Tender:

Civil Courts, Jamui is inviting quotations for outsourcing the Cleaning/housekeeping work of the building of both campuses as well as campus of Civil Courts, Jamui.

Details of campus/ buildings of Civil Courts, Jamui

a) DJ campus

i) 03 storey 16 court building	53787 sq. foot
ii) FTC building (05 court rooms & chambers)	4700 sq. foot
iii) Record Room	4000 sq. foot
iv) eSewa Kendra	96 sq. foot
v) E-ticket building	1930 sq. foot
vi) Open space of Campus with parking area	to be ascertained by bidder

CJM campus

i) 2 storey, 4 Court room bldg.	5600 sq. foot
ii) CJM bldg.(3 court room chmbers office)	5400 sq. foot
iii) Old Munsif heritage bldg	2800 sq. foot
iv) eSewa Kendra	64 sq. foot
v) DPO office bldg.	2350 sq. foot
vi) Hazat	1264 sq. foot
vii)Open space of Campus	to be ascertained by bidder

Quotations shall comprise the **technical bid**(which includes capabilities/credential, mode & system of service, experiences for similar services at different organization, availability of Man Power and willingness to offer the service) and it also include to offer services with how many minimum members with a supervisor & **Financial bid** (which comprise the rates per man/woman power along with expected total amount per month for the offered service) the financial bid also comprises details of cost expenditures in providing the above service such cost of man power/cleaning items/equipment's etc.

Items of services asked for :-

I	**Court Rooms/Chambers**	
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 (first with dry cloth and then with Colin)
5	Wet mopping of floor	Once in a day
6	Dry mopping of floor	Once in a day
7	Emptying Dustbin	Once in a day
8	Cleaning electrical switches	Once in a day
9	Cleaning electrical switches	Once in a day
10	Spot cleaning of walks	As required
II	**Toilets**	
1	Cleaning of Doors windows, walls, floors, doormat, mirrors and trash removal	Every two hours
2	Scrubbing of Urinal sinks, W/C W/B	Twice in a day
3	Changing Urinals cubes and odonil cubes	As required
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**	
1	Wet mopping	Twice in a day
2	Dry mopping	Every two hours in a day
3	Deep cleaning	Once in a day
V	**Main Entrance & Lobby**	
1	Wet mopping	Every two hours in a day
2	Dry mopping	As required
3	Dusting of verticals	Once in a day
4	Deep cleaning	Once in a week
VI	**Open Area of Campuses**	

1	Cleaning of Internal Roads/ path way/ veranda	Once in a day
2	Sitting benches cleaning	Once in a day
VII	**Misc.**	
1	Disposal of Garbage a place duly designated by Nagar Parishad, Jamui	Daily
2	|Control of Rats by rat kill poisoning, Mosquito by spraying / fogging	As required to done on regular interval
3.	Cleaning of sludge from manholes and sewerage system	After every 15 days
VII	**Horticulture Service**	
1	Maintenance, manuring seeding and beautification of lawn and garden	
2	Watering of plants and flower pots	
3	Maintenance of decorative of garden and lawn	
4	Improvement of Ambiance greenery of the campus	
VIII	**Terrace**	
	Entire Terrace	Once in a week

Conditions of Tender:-

1) Sealed tenders will be accepted only up to working 2.30 P.M on 4th June, 2025 at the Nazarat office of Civil Courts, Jamui. No tender will be accepted after fixed last date & time in any circumstances.

2) The technical bid shall contains copy of registration/ Incorporation/ equivalent certificates of their company/Service providing agency or Firm.

3) The technical bid shall contains clearance certificates regarding filing of up to date Income tax return with copy of three years return and GST return along with copy of their PAN & GST registration.

4) The tender should be submitted in two separate sealed envelops, first envelop will have technical bid, whereas the second envelop

will have financial bid. Technical specification and all other details of items should be kept in Technical Bid. The rates shall be quoted all inclusive in Financial Bid. Both the envelop will be placed in a third envelop. The Financial Bid will be opened only of those firms who qualify in technical bid. Technical Bid & Financial Bid should be mentioned on the first & second envelops respectively.

5) The tender bid should be signed by the bidder on every page.

6) The bidder have to furnish detailed weekly programme of works of the Project and methodology & equipment to be used on the project along with technical bid.

7) Every tender filers have to deposit a demand draft of Rs. 20,000/- in favour of District & Sessions Judge, Jamui as Earnest money, which will be refunded on request by bidder after intimation of rejection of tender or on being un-successful in the bid.

8) Technical Bid will be opened in the office of undersigned on 9th June, 2025 at 1.30 P.M before the Purchasing Committee Civil Courts, Jamui. During the opening of sealed Technical Bid of the tender an authorized representative may required to be present there, otherwise Technical bid of tender will be opened in their absence. After acceptance of technical bid of the tender by the Purchasing Committee, Civil Courts, Jamui, the financial bid will be opened after that. Information for opening of financial bid will be communicated to the participants accordingly.

9) On acceptance of Tender the successful Firm/Agency has to deposit 10% of the approved amount/remuneration of the work as Security Deposit duly pleadge in favour of Principal District & Sessions Judge, Jamui.

10) No advance shall be given against the supply order/work and payment will be made only after complete supply of the orders/works.

11) The decision of the purchasing committee will be the final and binding On the tender filer/applicant.

12) Income tax & GST applicable will be deducted from the remuneration of the work as per the existing rule.

13) Quotation offering the minimum offer price for the aforesaid services as required will ordinarily be accepted. However, the Principal District & Sessions Judge, Jamui reserves right to reject all or any one of the quotations without assigning any reason.

14) Payment will be made subject to availability of fund for the aforesaid services.

15) No articles or equipment shall be provided by the Civil Courts, Jamui.

16) The Service provider/agency/ Contractor shall be responsible for police verification, character and criminal antecedents verification of their manpower for work.

17) The Agency/service provider shall not pay the salary to their manpower less than minimum wages of Govt. of Bihar and also deduct statuary deduction from their salary with registration of their employee with ESIC PF, Labour welfare department etc.

18) The Agency/service provider shall arrange for contingent medical aid for their manpower at their own cost and comply with all labour laws/rules.

19) The Agency/service provider shall be responsible for any damage or loss to judgeship's property due to negligence of this workers or staff and the damage shall be repaired/replaced at the cost of agency

20) The Agency/service provider shall be responsible for any accident occurred due to negligence at work and loss against such accident shall be borne by the Agency.

Principal District & Sessions Judge, Jamui.