

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, SITAMARHI

Tender Notice No. 01 /2026,

Dated : 22/04/2026

Sealed quotations are invited from the interested parties for providing housekeeping and cleaning services to the **Sitamarhi Judgeship (New Court campus, Old Court campus including Family Court, Sub-Divisional Court Pupri & Sub-Divisional Court Belsand)**. 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, Sitamarhi containing title "**Quotation for Housekeeping & Cleaning Services to Civil Court, Sitamarhi**" only during office hours, upto **04:00 P.M.** on **13.05.2026(Wednesday)** at the **Nazarat, Civil Court, Sitamarhi**.

Terms and conditions are enclosed herewith.

Last Date & Time of Receipt of Bids	On or before: <u>13:05:2026(Wednesday)</u> till <u>04:00P.M.</u>
Place of Submission of Bids	Nazarat, Civil Court, Sitamarhi
Date/Time/Place of opening Bids	<u>13:05:2026(Wednesday)</u> till <u>04:45 P.M.</u> , Nazarat, Civil Court, Sitamarhi in presence of the Purchase Committee and the D.D.O. Civil Court, Sitamarhi .


(Akhilesh Kumar Jha)
Principal District & Sessions Judge,
Sitamarhi
22/04/2026

ANNEXURE-1

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, **“Three Years of 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, Sitamarhi”**, in the Office of **Nazir, Civil Court, Sitamarhi**, 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.80Lakh(Eighty Lakh)** to **Rs.1Crore(One Crore)** **per year** for the last three years **FY-2022-23, 2023-24, 2024-25** must be attached.
6. 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.

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.

8.An affidavit sworn before **Notary Public** has to be attached 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.

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

10.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.

11.The Bidder should have at least **“Three Years of work Experience”** in similar work.

CONDITIONS FOR FINANCIAL TENDER:-

1.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.**

2. 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 square meter/per manpower/ lump sum**, and also total chargeable amount per month, with minimum number of workers to be engaged, in sealed enclosure.

3.Financial bid should be filled up According to **Annexure -I** after adding expenditure of internal and external cleaning otherwise tender will be **rejected**.

4. **Validity** of bid will be **“Sixty days”** from the date of opening of the bid.

5. On acceptance of tender, it will be obligatory to **Deposit Security Money @5%** of the amount of the approved tender, in the shape of **Demand Draft** in the favour of **“Principal District & Sessions Judge, Civil Court, Sitamarhi”**.

6. 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.

7. 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, Sitamarhi.**

8. 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.**

9. Power of attorney of authorised signatory and constitution of firm shall have to be produced by the Contractor on demand.

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 approved from the Judgeship within **5 days of execution of agreement** and communicate the proportional progress of works with respect to the programme during execution of works.

13. No material or machineries 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.

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 used for cleaning other areas.

15. 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.

16. Materials and tools to be used in works shall be approved in advance in writing by the Judgeship. This includes items such as phenyl, soft broom, hard broom, mosquito repellent spray and various other materials 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.

17. No equipment or personnel will be removed from site without permission of the Judgeship.

18. 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.

GENERAL INSTRUCTIONS FOR TENDERERS:-

1. Housekeeping services are to be provided for Sitamarhi Judgeship (New Court campus, Old Court campus, Sub-Divisional Court Pupri & Sub-Divisional Court Belsand), plinth areas and open areas including all Courtrooms, all offices, all chambers, staircase, corridors, all toilets, terrace, campus, parking area, garden area, lawn, E-sewa kendra, court hazat, all 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 **6:00 AM to 3:00 PM** in **morning sitting** and from **08:30 A.M. to 6:00 P.M.** in **day sitting** 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/fined/penalized and cost will be met by the contractor.

4. The Firm/Organization should have a minimum of **“Three Years of work Experience”** in providing housekeeping services like cleaning, mopping etc in a modern Hi-Tech environment involving equipments like computers, servers, audio-visual projection systems, etc. and flooring like tiles, carpets vinyl, granite marble, etc.

5. 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 and it must also disclose that the firm is registered under the Indian Partnership Act.

6. 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.

7. She/He may examine the specifications, conditions and so on in respect of the site of work situated in Sitamarhi 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.

8. 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 type of service that need to be provided may approach the **Nazarat, Civil Court Sitamarhi** on all working days from **Monday to Saturday (Except second Saturday)** between **7:00 AM to 1:00 PM** in morning sitting and **10:00 A.M. to 5:30 P.M.** in the day sitting.

9. 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.

10. 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.

11. 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.

12. 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.

13. Quotation must be unconditional. An alternation or changes in rates in tender document shall be considered as invalid and liable to be rejected.

EVALUATION CRITERIA:-

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

1. The Bidder should have executed **similar services** in the **Government Offices** including **more than Three (3) Civil Courts of Bihar** in the last **"Three 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:-

Sitamarhi Judgeship	Scope of Work:-
(A) Civil Court, Sitamarhi Headquarters New Court Campus	Total Sixteen Courts building, Fast Track Court building, Building having Record Room, Court Hazat & Copying department, E-sewa kendra, witness shade , all toilets, Library ,Lobbies , Meeting hall , Open spaces, internal court roads, Gardens spread over area comprising lawns covered with grass & shrubs as well as other vacant areas, stairs, varanda , corridors etc.
Total area of the court, constructed area and open area.	<p style="text-align: center;"><u>Total Court area(Approx.)</u></p> <p>Total Court Campus area - 8871.77 sqm(95495 sq. ft.) Total Constructed carpet area - 2332.33sqm(25105sq. ft.) Total Open Area- 6539.44sqm(70390 sq. ft.)</p>
(B) Civil Court, Sitamarhi Headquarters Old Court Campus	Family court Building , Old Court building , ADR building , Corridors , all Toilets etc. Open spaces, internal court roads, Gardens spread over area comprising lawns covered with grass & shrubs as well as other vacant areas, stairs, varanda , corridors etc.
Total area of the court, constructed area and open area.	<p style="text-align: center;"><u>Total Court area(Approx.)</u></p> <p>Total Court Campus area - 12031.03sqm(129501sq. ft.) Total Constructed carpet area- 3422.45sqm(36839sq. ft.) Total Open Area- 8608.58sqm(92662sq. ft.)</p>
(C) Sub-Divisional Court (Pupri)	Court building & other Court premises like open Space, Internal roads , Garden/lawn area, all Public toilets, other vacant areas etc.
Total area of the court, constructed area and open area.	<p style="text-align: center;"><u>Total Court area(Approx.)</u></p> <p>Total Court Campus area - 461.91sqm(4972sq. ft.) Total Constructed carpet area- 396.88sqm(4272sq. ft.) Total Open Area- 65sqm(700sq. ft.)</p>
(D) Sub-Divisional Court (Belsand)	Court building & other Court premises like open Space, Internal roads , Garden/lawn area, all Public toilets, other vacant areas etc.
Total area of the court, constructed area and open area.	<p style="text-align: center;"><u>Total Court area(Approx.)</u></p> <p>Total Court Campus area - 836.127sqm(9000sq. ft.) Total Constructed carpet area- 696.77sqm(7500sq. ft.) Total Open Area- 139.35sqm(1500sq. ft.)</p>

A. General House-Keeping work:-

1.The offices open at **6:30 AM in morning sitting & 9:30 A.M. in day sitting** and the service provider is expected to complete cleaning, dusting, mopping etc. of each area **before 6:00A.M. in morning sitting & 9:00 A.M. in day sitting** .

2.Cleaning and maintenance of the area includes dusting, brooming, mopping of all plinth areas as well as open areas in **all the buildings, all courtrooms, all chambers, all offices, corridors, staircases, lifts, all toilets, machine rooms, Court hazat, Prosecution Office, E-Sewa Kendra** etc. by using good cleaning agents.

The following cleaning agents and their **recommended brands should be used by the selected outsourcing agency** for cleaning purposes:-

<u>Sr. No.</u>	<u>Name of Material</u>	<u>Recommended Brands</u>
I.	Toilet Cleaners	Harpic, Domex, Sani Fresh, Diversy or any other reputed brand.
II.	Disinfectant/ Phenyl for floors	Eagle, Lizol, Patanjali, Dettol, Domex or any other reputed brand.
III.	Air-freshner for washrooms	Odonil,Godrej or any other reputed brand.
IV.	Glass Cleaner	Colin, Mr. Musscle or any other reputed brand.
V.	Mop for cleaning of floors (Both wet and dry)	Milton, Scotch-Brite, Gala or any other reputed brand.
VI.	Handwash	Dettol,Lifebuoy,Patanjali or any other reputed brand.
VII.	Flower Broom	Gala, Mr.Clean or any other reputed brand.
VIII.	Coconut Broom	-
IX.	Toilet Brush	Milton,Scotch-Brite,Gala or any other reputed brand.
X.	Bucket, Mug, Wiper, Duster, Room spray	Any reputed brand as per availability in the market.
XI.	Any other material	Any reputed brand as per availability in the market.

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 in the morning and at regular intervals of 3 hours.

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 and also clearing vegetation on roofs or in the buildings.

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 and removal of vegetation on roof or in any part of the buildings.

16. Disposal of garbage to a designated place duly marked by the Municipal Corporation, Sitamarhi.

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. **Pan/Gutka** spit removal on daily basis.

20. Installation of **complaint/suggestion box** near the public washroom with **contact number of the supervisor** for redressal of complaints(if any).

21. Installation of **sanitary pad dispensers** near female washrooms on **nominal pay and use** basis and its maintenance.

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 **ambience/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:-

Agency shall ensure cleanliness of technical equipments through **vacuum cleaner/blower/dry cloths** like **computers, printers, Air Conditioners, audio-visual equipments installed inside the buildings like Projector, PA system, Plasma TV, CCTV, NVR, Servers, racks** etc. Initial training and skill transfer shall be provided by the System Officer/System Assistants.

E. Pest and Rodent Control Services:-

I. The Contractor shall take effective measures for **Rodent and Disinfection Services** including **fogging** etc. in the area under contract.

II. The contractor shall use **chemicals** that are **harmless** to humans and machines and are of WHO specifications. Further, the chemicals should not leave any spot in the treated area.

III. The contractor will be responsible for any damage to **human/ machinery** by any chemicals used by him. Any damage caused to machinery/ books / documents due to rodent and disinfection services in the areas covered under contract shall be made good by the contractor.

IV. The contractor will submit a detailed plan for carrying out the **Pest and Rodent Control Services**. The work should **preferably** be done on **Fortnitely** basis and ideally scheduled on **Sunday or Holiday**.

F. Housekeeping:-Frequency of cleaning of major items:-

Sr. No.	Work Details	Frequency of cleaning
I	<u>COURT ROOMS/CHAMBERS/OFFICES</u>	
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 wallsAs and when required	As and when required
II	<u>TOILETS</u>	
1.	Cleaning Doors, windows, walls, floors, doormat, fittings, washbasin, mirrors and trash Once in a day removal.	Once a day
2.	Scrubbings of Urinal, sinks, W/C & W/8	Twice a day
3.	Changing Urinal cubes Odonil cubes	As required
III	<u>STAIRS</u>	
1.	Wet mopping	Twice a day
2.	Dry mopping	Four Times a day
3.	Dusting of verticles	Once a day
IV	<u>CORRIDORS</u>	
1.	Wet mopping	Twice a day
2.	Dry mopping	Four Times a day
3.	Deep cleaning	Once a day
V	<u>MAIN ENTRANCE AND LOBBY</u>	
1.	Wet mopping	Every 2 hours in a day
2.	Dry mopping/brooming	Twice a day
3.	Dusting of verticles	Once in a day
4.	Deep cleaning	Once a week
VI	<u>OPEN AREAS</u>	
1.	Internal roads/pathways/verandah lawn/arden/ 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 towards the same.
- 3.The Judgeship shall make the payment within prescribed timeliness as per payment process flow upon submission of invoice, attendance sheet, logbook, service feedback and documentary proofs for PF/ESI/EDLI etc. payments. Non-submission of the same may lead to delay/deduction in payment.
- 4.All the deductions (if applicable) shall be settled before making the payments. Service provider shall not have any objection on the same.
5. Payment to the manpower resources by the Service Provider shall be made through **Bank transfer** only, in no circumstances **cash payment** shall be made.
- 6.The Service Provider/ Contractor shall not make any unauthorized deductions from the wages of the contract labour.

CONTRACTUAL DURATION:-

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.**

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 authorised 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 properly and every worker is to be provided with **Name badge**, strict personal hygiene has to be observed.
9. The Contractor or his employees shall not use the premises allotted to his/her for any purpose other than the purpose defined and shall not act in any manner as to cause any nuisance or annoyance to the officers and employees.
10. All the payment have to be made as per the prevailing minimum wages stipulated from time to time (covering benefits such as ESI, PF, etc).
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 Sitamarhi Judgeship will be made a party.**
12. The Bidder has to satisfy the Judgeship **Showing adequate recorded proof** that be minimum wages , ESI, contribution to provident fund as applicable under the Statutory Act are being paid to his staff in the **First week of the month** taking care about the **paid leave** etc, as required under the **Contract Labour Regulation Act** and **Minimum Wages Act** as notified by the Government from time to time .
13. The Cleaning materials etc., used for work should be as per the **brand names** /others approved by Judgeship.
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. The Contractor who is awarded the work needs to submit the bills for the service rendered once in a month to the Judgeship which will be scrutinized before processing the payments .

16. In case of any irregularity in services quality not being up to the mark, complaints received, etc., the service-provider would be 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.

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

18. 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 the same.

19. 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 earliest by giving six month notice to the Judgeship by the contractor during the prevalence of the agreement.

20. 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 as stipulated by the Judgeship.

21. 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.

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

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

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

25. **Premature withdrawal of tender** by the tenderer shall lead to forfeiture of earned money deposited.

26. All pages of the tender should be **serially numbered** and **duly stamped** by the bidder.

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

28. 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/Contractor .

29. The competent Courts in **Civil Court, Sitamarhi (Bihar)** alone shall have **Jurisdiction in respect of any matters pertaining to the tender/ contract.**

Nazir, Civil Court, Sitamarhi is directed to paste this Tender Notice on the Notice Board of Civil Court, Sitamarhi and System Officer, Civil Court Sitamarhi is directed to upload this Tender Notice on the website of Civil Court, Sitamarhi for its wide circulation. Also send a copy to IPRD through DPRO, Sitamarhi with request to publish it in two daily News Papers.



(Akhilesh kumar Jha)
Principal District & Sessions Judge,
Sitamarhi
22/04/2026

Financial Bid

The Civil Court, Sitamarhi is providing the approximate cleaning area in Square Meter (Both Internal cleaning area and External cleaning area) 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, Sitamarhi** may add/decrease **additional area** for cleaning accordingly, the bidder will be paid as per the rates decided in this tender.

Name Of Facility	Sr. No.	Type of Facility	Internal Cleaning Area of the facility (in Sq. meter)- CARPET AREA	External Cleaning Area of the facility (in Sq. Meter)- OPEN AREA
<u>Sitamarhi judgeship</u>	1.	Civil Court, Sitamarhi (Headquarters) New Court Campus	2332.33sqm.Approx	6539.44sqm.Approx.
	2.	Civil Court, Sitamarhi (Headquarters) Old Court Campus	3422.45sqm.Approx	8608.58sqm.Approx.
	3.	Sub-Divisional Court (Pupri)	396.88sqm. Approx.	65sqm. Approx.
	4.	Sub-Divisional Court (Belsand)	696.77sqm. Approx.	139.35sqm.Approx
		<u>TOTAL</u>	6848.43 Sqm. Approx.	15352.37 Sqm. Approx.

I, _____ <mention the name of the bidders>, having referred to the above table, wherein the **Sitamarhi 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:-

Name and designation of the Bider

Place:-

Signature of Bider

Seal of the Bider

Declaration

1.I, _____ Son/Daughter of Sri _____ Proprietor/
Partner/Director/Authorised Signatory of _____ and competent
to sign this declaration and executet his tender document.

2. I have carefully read and understood all the **terms and conditions** of the
tender and hereby convey my acceptance of the same.

3. The information / documents furnished along with the above application are
true and authentic to the best of my knowledge and belief. I/ we, am/ are well
aware of the fact that furnishing of any **false information / fabricated
document** would lead to rejection of my tender at any stage besides liabilities
towards prosecution under appropriate law.

5. We are not involved in any major litigation that may have an impact of
affecting or compromising the delivery of services as required under this tender.

6. We are not **black-listed** by any **Central/State Government/Public Sector
Undertaking in India**

Date :

Signature of Tenderer With Seal

Place :

Full Name:

Company's Seal:

Note: The above declaration, duly signed and sealed by the authorized
signatory of the Company, should be enclosed with Technical tender.