OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE,

Rohtas at Sasaram

Tender Notice No. 01(N) dated. 30.08.2025-

Sealed quotations are invited from the interested parties for providing housekeeping and cleaning services to the Rohtas Judgeship (Civil Court premises of Sasaram and Sub divisional Civil Courts of Dehri on Sone & Bikramganj), 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, Rohtas at Sasaram only during office hours, up to 4:00 P.M. on or before 20.09.2025 at the Nazarat of Civil Court, Sasaram, Rohtas.

Last Date and Time of Receipt of Bids	On or before 20.09.2025 till 4:00 P.M.
Place of Submission of Bids	Nazarat, Civil Court, Sasaram.
Date/Time/Place of opening of Bids	20.09.2025 at 4:45 P.M. Nazarat, Civil Court, Sasaram in presence of the Committee and the D.D.O., Civil Court Sasaram.

30.08.2025

Principal District and Sessions Judge
Rohtas at Sasaram
30.08.2025

ANNEXURE-I

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 enclosure.

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 with declaration of experience and their income tax returns of the last three financial years,

4 Every bidder must deposit demand draft of Rs. 10,000/- in the Nazarat, Civil Court, Sasaram, as earnest money deposit.

5 Validity of bid will be 60 days from the date of opening 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 and Sessions Judge, Sasaram.

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

8 Power of attorney of authorized signatory and Constitution of firm shall have to be produced by 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 and get approval 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 machinery or manpower will be supplied by the Judgeship.

14 The Service Provider/ Agency/ Contractor shall be responsible for police verification, character and antecedents 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 repellent spray and various other materials like 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 No equipment or personnel will be removed from site without permission of Judgeship.

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.

GENERAL INSTRUCTIONS FOR TENDERERS

1 Housekeeping services are to be provided for Rohtas Judgeship (Civil Court premises of Sasaram and Sub- divisional Civil Courts, Dehri on Sone & Bikramganj), plinth areas and open areas including Courtrooms, offices, chambers, staircases, corridors, toilets, terrace, campus, parking area, garden area, lawn, internal roads, etc.

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

3 Bidders should include sufficient details of mechanical equipment 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 06:00 A.M. to 3:00 P.M. in morning sitting and from 08:30 A.M to 6:00 P.M in the day sittings and regular cleaning shall be done after every 45 minutes interval. One Housekeeper 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.

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 equipment like computers, servers, audio-visual projection 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 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.

9 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.

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 Sasaram 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 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 Nazarat, Civil Court, on all working days from **Monday** to **Saturday** between **06:00** A.M. to **02.00** P.M.

13 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.

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.

EVALUATION CRITERIA

The Proposed evaluation System for valuation of technical bids would be as follows:

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

2 Tie Bidder should have the availability of key equipment 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 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

Rohtas Judgeship	Scope of Work
Civil Court, Sasaram Headquarter Main Campus	Total Eight Court buildings, Double storey F.T.C. building, Three storey 15 Court building, Asbestos building, Record room building, District Judge Court Building, Police building, E-seva Kendra, Witness shade, All Toilets, Open Space, Internal Court Roads, Gardens, Other Vacant areas, stairs, veranda, corridors etc.
Total area of the court, constructed area and road	**Total Court area:-** Total Court campus area - 8331.18 sqm Total Constructed carpet area - 4571.00 sqm
Headquarter, Sasaram, S.D.M. Court Campus	Two Court room, Chamber, 01 Office and one copying department in anexy building and a new Six storey six court building (includes six court rooms, offices, chambers, conference hall, record room, library, corridors, lobbies, toilets, stairs etc) is ready and going to be handed over within a very short span of time.
Total area of the court, constructed area and road	**Total Court area:-** Total Court campus area - 3269.00 sqm Total Constructed carpet area - 3235.00 sqm
Sub-divisional Civil Court, Bikramganj	Two Court buildings (Total 12 Court rooms, Chamber and offices), Hazat building center, All Toilets inside the premise, open space, Internal Roads, Gardens, etc.
Total area of the court, constructed area and road	Total Court campus area - 7485.31 sqm Total Constructed carpet are - 2057.60 sqm
Sub-divisional Civil Court, Dehri-On-Sone	Presently, the courts are running in one building in campus of SDM Dehri, but a newly constructed ten court building is ready and the court and offices running in the present building going to be shifted in the new building very soon.
Total area of newly constructed 10 Court building and road	Total Court Campus area - 25941.00 sqm Total Constructed carpet area - 5685.00 sqm
	Constructed area includes:- Ten Court six storied building (including 10 court rooms, offices, chambers, library, conference hall, lobbies, galleries, toilets, parking, stairs), lawns, hazat, ammunity building, link roads etc.

A. General House-Keeping work:

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

A.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.

A.3 The Main entrance, corridors and staircases has to be cleaned at least once in two hours or as and where required.

A.4 Toilets in all the room including toilets in chambers are to be cleaned thoroughly with disinfectants in the morning and at regular intervals of 3 hours.

A.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

A.6 Complete and thorough cleaning of all plinth and open areas need to be taken up early in the morning.

A.7 Removal of litter, papers, garbage, etc, daily from all floors of all the buildings.

A.8 Vacuum cleaning of carpet floor, if any on daily basis & spot cleaning on regular basis.

A.9 Dusting of **furniture** and fixtures first with dry **cloth** and then **with** Colin.

A.10 Cleaning of washbasins, sanitary fittings and toilet floors with dry and wet **mops.**

A.11 Cleaning of Doors and windows etc.

A.12 Dry and wet dusting of Glass show cases with glass cleaner.

A.13 Brasso polishing on brass fixtures, if any.

A.14 Cleaning of Glass panes, removal of scrub from outside once in a month.

A.15 Cleaning and maintenance of in-house plants and removal of vegetation on roof or in any part of the buildings.

A.16 Disposal of garbage to a designated place duly marked by the Sasaram Municipal Corporation.

A.17 Control of Termites by termites-mating spray, Rats by Rat-kill poisoning, Mosquitoes by Spraying/Fogging is required to be done on regular basis at least once in a fortnight.

A.18 Cleaning of sludge from manholes and sewerage, every 15 days.

A.19 Pan/ Gutka spit removal on daily basis

B. Scope of Horticulture Services:

A.20 Maintenance, manuring, seeding, and beautification of lawn and garden area.

A.21 Watering the plants and flower pots.

A.22 Maintenance of decorative of garden and lawn.

A.23 Improvement of ambiance/ greenery in the campus.

C. Responsibility of Supervisors:

A.24 Supervision by educated, experienced and qualified supervisors.

A.25 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 equipment 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 Officers/System Assistants.

Housekeeping: Frequency of cleaning of major Items.

Sl. 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 doormat	Once in a day
10	Cleaning of sofa by dry shampooing	As and when required
11	Cleaning of electrical switches	Once in a day
12	Cleaning of spots on walls	Whenever required
13	Emptying buckets filled with AC water	Hourly basis
	TOILETS	
1	Cleaning doors, windows, walls, floors, doormat, fittings, washbasin, mirrors and trash removal	Once in a Day

2	Scrubbing of Urinals, Sinks	Twice in a Day
3	Cloning Urinal cubes and Odonil cubes	As required
4	Removal and disposal used pads, diapers, etc.	As required
	STAIRS	
1	Wet Mopping	Twice in a Day
2	Dry Mopping	Four times in a Day
3	Dusting of Verticals	Once in a Day
	CORRIDORS	
1	Wet Mopping	Twice in a Day
2	Dry Mopping	Four times in a Day
3	Deep Cleaning	Once in a Day
	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 in a Week
	OPEN AREAS AND OTHERS	
1	Internal roads/pathways/veranda/lawn/garden/parking area/etc.	Once in a Day
2	Scrubbing Pan and Gutka stains and emptying Spitton	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 submit the invoice for the same.

3 The Judgeship shall make the payment within prescribed timelines as per the payment process down upon submission of invoice, attendance sheet, logbook, service feedback and documentary proofs for PF/ ESI/ 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.

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. 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.

4 The supervisor(s) appointed by the contractor should be available throughout the day at the premises to supervise and guide his workers.

5 Contractor should make arrangements for leave reserve and deploy sufficient workers on rotation.

6 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.

7 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.

8 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.

9 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.)

10 All the rules related to the Labour Law and applicable Acts should be strictly followed and in case of any dispute, no person from Sasaram Judgeship will be made a party.

11 The bidder has to satisfy the Judgeship showing adequate recorded proof that the 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 leaves etc, as required under the Contract Labour Regulation Act and Minimum Wages Act as notified by the Government from time to time.

12 The cleaning materials etc., used for work should be as per the brand names/ others approved by Judgeship.

13 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.

14 The contractor who is awarded the work needs to submit the bills for the services 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 currency 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 competent Courts in Civil Court, Sasaram (Bihar) alone shall have jurisdiction in respect of any matters pertaining to the tender/ contract.

Nazir, Civil Court, Sasaram is directed to paste this short tender notice to the Notice Board of Civil Court, Sasaram and System Officer, Civil Court, Sasaram is directed to upload this short tender notice on the website of Civil Court, Sasaram for its wide circulation.

Principal District and Sessions Judge
Rohtas at Sasaram