DISTRICT COURT, PATNA
NOTICE INVITING TENDER
Dated-06.05.2026

Quotations along with a demand draft of Rs.50,000/-(Rupees Fifty Thousand) in the form of Account Payee Demand Draft/Fixed Deposit Receipt/Bankers cheque or unconditional Bank Guarantee from any of the Commercial/ nationalized/ scheduled banks in favour of the Registrar, Civil Courts, Patna are invited through GeM Portal from authorized/ registered service provider for **Sweeping & Cleaning Services** to Civil Courts, Patna Sadar as well as Sub-divisional Courts of Patna Judgeship i.e. Civil Courts, Patna City, Barh, Danapur, Masaurhi & Paliganj. **The bid must be submitted on or before 06.06.2026 at 12.30 p.m. with a D.D./F.D./Bankers cheque/unconditional bank guarantee of Rs. 50,000/-.**

Details of the notice and 'Terms & Conditions' may be downloaded from the official website of District Court, Patna i.e. *https://districts.ecourts.gov.in/patna*.

(Rahul Prakash)
I/c Registrar,
Civil Courts, Patna

Date: 06.05.2026.

TERMS AND CONDITIONS

1. Instructions to the Tenderers:

Quotations are to be submitted through Gem Portal in technical -commercial bid **for Sweeping & Cleaning Services for Civil Courts, Patna Sadar as well as Sub-divisional Courts of Patna Judgeship i.e. Civil Courts, Patna City, Barh, Danapur, Masaurhi & Paliganj**" addressed to the Registrar, Civil Courts, Patna. The bid shall be submitted on or before of **06.06.2026 at 12.30 pm with a demand draft/F.D./Bankers cheque/unconditional bank guarantee of Rs. 50,000/-**

1.The Tenderer shall quote the rate inclusive all taxes per square feet/ per manpower/ lump sum and chargeable amount per month.
2. The minimum number of workers will be 75+5 gardeners excluding the number of supervisions.
3. The vendor should have minimum reserve cash flow of rupees 50,00,000/-

The rate should be written both in numbers as well as in words.
Validity of Bid will be 60 days from the opening of the bid.

2. Eligibility Criteria:-

The Tenderer must have an average annual turnover of **Rs.3,00,00,000/- (Rupees Three Crore)** during the last three years in the same field. Copies of the following documents should be submitted along with the Bid:-

a. Registration/ Incorporation/ equivalent Certificate
b. PAN No.
c. Income Tax Return for the last three years.
d. GSTIN No.
e. Documents regarding Experience of 3 years in providing similar services in Central Government / State Government /Public Sector Undertakings /Autonomous Bodies.
f. The vendor must have local office for better communication.

3. Period of Contract:

The contract will be initially for a period of one year which may be extended on satisfactory completion of the period.

4. **Earnest Money Deposit:**

The Quotations shall be accompanied by Earnest Money Deposit (EMD) of **Rs.50,000**/-(Rupees Fifty Thousand) in the form of Account Payee Demand Draft/ Fixed Deposit Receipt/ Bankers cheque or unconditional Bank Guarantee from any of the Commercial/ nationalized/ scheduled banks in an acceptable form drawn in favour of the Registrar, Civil Courts, Patna, without which the quotations will not be considered. The earnest money will be returned to all the unsuccessful tenders after finalization of the Contract without interest.

5. **Performance Guarantee (Security Deposit):**

The successful Bidder shall give performance security in the form of Account Payee Demand Draft/ Fix Deposit Receipt from a Commercial Bank or unconditional Bank Guarantee from a Commercial Bank amounting to 5% of the total contractual value in favour of Registrar, Civil Courts, Patna within 10 (ten) days from the date of acceptance of tender. Performance Security will remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor firm including warranty obligations. The Security Deposit will be refunded only after the expiry of the contract without interest. This deposit is liable to be forfeited, if during the period of contract, the service of the contract is found unsatisfactory in any respect, and/ or if any of the conditions of the contract is contravened/ breached/ or towards any damage caused due to negligence of the contractor or his employees. This forfeiture will be in addition to any action by the District Court, Patna that the contractor firm may invite upon themselves due to any of the reasons specified above. The bid security will be refunded to the successful bidder on receipt of performance security.

6. SCOPE OF SWEEPING/CLEANING WORK:

1. The place of work will be at Civil Courts, Patna Sadar with Sub-divisional Courts of Patna Judgeship i.e. Civil Courts, Patna City, Barh, Danapur, Masaurhi Paliganj.

2. Sweeping & cleaning work is to be done in Court buildings, Courtrooms (including Chambers, bath-rooms, verandas, amenity rooms) other court premises as well as open spaces such as internal roads with vacant area including all drains with flanks, car parking, motor cycle parking etc.
3. Any other work of similar nature assigned by the Civil Courts authority.

A. **General work**:

1. The offices open at 08.30 AM and the service provider is expected to complete cleaning, mopping etc. in each room before 9.30 AM.
2. Cleaning and maintenance of the area includes dusting, brooming, mopping of all rooms in all the buildings, corridors, staircases, lifts, toilets, machine rooms by using good cleaning agents.
3. The Main entrance lobby and staircase 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 2 hours.
5. Entire terrace area to be cleaned weekly and to be monitored in respect to stagnation of water, blockage of drain inlet/outlets etc.
6. Removal of litters, papers, and garbage in all floors in all the buildings daily.
7. Spot cleaning on regular basis.
8. Dusting of furniture and fixtures first with dry cloth and then with Colin.
9. Cleaning of wash basins, sanitary fittings and toilet floors with dry and wet mops.
10. Cleaning of Doors and windows etc.
11. Dry and wet dusting of Glass windows with glass cleaner.
12. Disposal of garbage to a place duly designated for this by Patna Municipal Corporation.
13. Control of Rats by rat kill poisoning, Mosquitoes by Spraying/fogging is required to be done on regular basis at least once in every month.
14. Cleaning of sludge from manholes and sewerage system after every 15 days.

B. **Scope of Horticulture Services**:

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

C. Supervisor and Executives

1. Supervision by educated, experienced and qualified supervisors'
2. Executives will be overall responsible for smooth functioning of all facilities in all the buildings which includes Housekeeping, front desk, technical and parking management. He will have experience of working in such an environment.

D. **Frequency of Cleaning of major items:**

Sl No.	Work Details	Frequency of Cleaning/ Can be changed as per requirement.
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
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	Once in a day

9.	Spotting of carpet	once a Day
10.	Cleaning of doormat	once a Day
11.	Cleaning of sofa by dry sham Pooing	As required
12.	Cleaning electrical switches	Once in a day
13.	Spot cleaning of walks	As required
TOILETS:		
1.	Cleaning Doors, windows, walls, floors, doormat, fittings. washbasin, minors and trash removal	Every Two Hours
2.	Scrubbings of Urinal. sinks. WC & W/B.	Twice a Day
3.	Changing Urinal cubes and Odonil cubes	As required
STAIRS:		
1.	Wet Mopping	Twice in a Day
2.	Dry Mopping	Four times in a Day
3.	Dusting of Verticals	Once a Day
CORRIDORS:		
1.	Wet Mopping	Twice in a Day
2.	Dry Mopping	Four times in a Day
3.	Deep Cleaning	Once a Day
OPEN AREA		
1.	Internal roads/pathways/Varandah	Once Daily

7. **General Terms and Conditions:**

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

ii. Payment will be made subject to availability of fund for the work.

iii. No material or machinery will be supplied by the Court Administration.

iv. Materials to be used in works shall be approved by the Civil Courts Administration.

v. No equipment or personnel will be removed from the site without permission of Court Administration.

vi. The Agency will have to provide necessary materials and tools for cleaning purpose, which will be included in the agreement. 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, room freshener, dishwasher bar, detergent bar, scrubber, naphthalene balls, large and small dusters, liquid hand wash soap, bar hand wash soap, dry mop, wet mop, and other as needed. Additionally, one manual and petrol powered grass cutter machine, seasonal flowers, fertilizer, watering pipe, pesticides spray machine and gardening equipment such as rose and hedges cutters may also be required.

Vii. The Contractor shall arrange for contingent medical aid for workers at his own cost and comply with all labour Rules for the time being in force.

Viii. 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.

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

x. The Agency has to clean the Courtrooms and entire open area of District Court, Patna and its Sub-divisional Courts. Sweeping and cleaning work will be done on every day except holidays from 8.30 a.m. onward or as directed by the Court's Administration.

xi. The Bidder must have registration with statutory authorities such as ESI, PF, Labour Welfare Department, etc. and copies of certificates of registration should be enclosed with the tender.

xii. The selected agency shall certify name, address and photo of the workers deployed for housekeeping service and submit the same to office. Any change in manpower shall also be notified immediately to the office.

xiii. All housekeeping person shall wear neat dress and maintain hygiene during work hours. The agency shall provide uniform and ID card to all persons. The agency shall get ID Cards approved by GM – Procurement.

Xiv. The District Judge, Patna has the right of accepting or rejecting any or all tenders without specifying any reason(s) thereof. The District Judge, Patna is under no obligation to accept the lowest tender.

Xv. There is no obligation on the part of the District Judge, Patna to inform the unsuccessful tenderer of the outcome of the tender process and reasons for rejection of tender.

Xvi. The rates finally approved/ accepted by the District Court, Patna shall be valid for the contract period and no upward revision will be allowed under any circumstances whatsoever.

xvii. Under no circumstances, the successful firm shall appoint any subcontractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice, by the authority which has approved the award of the contract.

xviii. The contract can be terminated by the District Judge, Patna at any time without assigning any reason if the work of the contractor is found unsatisfactory. In this respect, the decision of the District Judge, Patna, will be final and binding on the contractor. The District Judge, Patna, reserves the right to accept or reject any bid in whole or in part without assigning any reasons thereof.

xix. The job carried out shall be to the satisfaction of the District Judge, Patna, after getting certification from the Judge-in-Charge, Nazarat failing which deductions @ 10% of the total bill shall be made. Depending upon the severity of negligence, the District Judge, Patna, reserves the right to blacklist the agency for a suitable period or from further participation in any of the jobs to be done for the District Court, Patna. The decision of the District Judge, Patna shall be final and binding on the firm/agency.

xx. Premature withdrawal of the tender by the tenderer shall make him liable for forfeiture of the earnest money.

xxi. All the pages of the tender document must be serially numbered and duly stamped and signed by bidder.

xxii. The District Judge, Patna, reserves the right to amend or alter any of the terms and conditions of the Tender Document at any time.

xxiii. Any dispute shall be subject to Patna Jurisdiction.

xxiv. District Court, Patna may cancel the tender without assigning any reason at any time.

Subhash Chandra

Subash Chandra Nishad

(Subash Chandra Nishad)
Civil Judge(Jr. Div.)-Member
06.05.2026

(Manish Kumar Upadhyay)
C.J.M.-cum-Civil Judge (Sr. Div.)
6.5.2026

Sharad Chandra Srivastava

(Sharad Chandra Srivastava)
Exl. Spl. Judge, Court no.II
for speedy disposal of cases
under NDPS act-cum-Member
06/05/26