OFFICE OF THE DISTRICT AND SESSIONS JUDGE, LAKHISARAI

Short Tender Notice No. 1/2025

Sealed quotations are invited from **interested, experienced, and eligible agencies/parties** for **providing housekeeping and cleaning services** in the **Civil Court premises under Lakhisarai Judgeship.**

1. Scope of Work:

The selected agency will be responsible for maintaining cleanliness and hygiene across all designated areas of the Civil Court premises, including:

- Courtrooms, Judges' chambers, office rooms, corridors, staircases
- Toilets, washrooms, waiting areas, and verandahs
- Premises surrounding the court buildings, including lawns, entrances, and pathways

The services should include:

- Daily sweeping, mopping, dusting, and cleaning
- Proper sanitation and hygiene maintenance
- Waste disposal as per municipal guidelines
- Use of appropriate cleaning materials and disinfectants
- Deployment of adequate housekeeping staff during court working hours

2. Submission of Quotations:

Interested parties must submit their sealed quotations addressed to:

The District and Sessions Judge, Lakhisarai
Civil Court, Lakhisarai – 811311
Bihar

Quotations must be submitted **only during office hours** at the **Nazarat Section of Civil Court, Lakhisarai**, up to **02:00 PM on or before 13.06.2025.**

3. Documents to be Submitted (Annexure Requirements):

Each quotation should be enclosed in a **sealed envelope** clearly super-scribed with:
"Quotation for Housekeeping and Cleaning Services – Civil Court Lakhisarai"

The envelope must contain the following documents:

- Covering letter on the agency's letterhead
- Profile of the agency and experience details
- Copy of registration under relevant labor/service laws
- Copy of PAN card and GST registration (if applicable)
- List of clients where similar services have been rendered

- Quotation clearly mentioning rates (monthly/quarterly), manpower deployment, material cost (if included), and any applicable taxes
- Declaration of acceptance of terms and willingness to enter into a service agreement

For further details or clarification, interested agencies may contact the Nazarat Section of Civil Court, Lakhisarai during office hours.

Last Date and Time of Receipt of Bids	On or before 10-06-2025 till 04:30 PM
Place of submission of Bids	Nazarat, Civil Court, Lakhisarai
Date/Time/Place of Opening of Bids	On 16-06-2025 at 01:10 PM, at the chamber of Principal District & Sessions Judge, Lakhisarai, in the presence of the Infrastructure Committee and the Drawing and Disbursing Officer (D.D.O), Civil Court, Lakhisarai.

(Ajay Kumar Sharma)

Principla District and Sessions Judge,

Lakhisarai

30-05-2025

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 cash amount of Rs. 10,000/- in the Nazarat, Civil Court, Lakhisarai, as earnest money deposit.

5. Validity of bid will be 30 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 Nationalised bank, duly pledged to the District and Sessions Judge, Lakhisarai.

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 program 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.

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 repellant 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 the 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 Lakhisarai Judgeship (Civil Court premises of Lakhisarai), 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 08:30 A.M. to 6:00 P.M. 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.

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 projection systems, etc. and flooring like tiles, carpets vinyl, granite marble, etc.

8. Please note that Technical bid would be opened first to analyse 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 authorising 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. He/she may examine the specifications, conditions and so on in respect of the site of work situated in Lakhisarai 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, Lakhisarai on all working days from Monday to Saturday between 10:00 A.M. to 05.00 P.M. and in case of morning court 07 AM to 01:30 PM.

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 authorised 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. 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 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

District/ Sub-divisional Courts	Scope of work
Headquarter Lakhisarai	10 Court buildings, FTC building, Old DJ building, Hazat building, E-Sewa Kendra, Record Room, Women utility room, and other Court premises like Parking areas, Open spaces, internal roads, garden/ lawn area, other vacant areas, etc.

A. General House-Keeping work:

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. and during the morning court these work shall be completed before 06:30 AM.

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.

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.

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.

16. Disposal of garbage to a designated place duly marked by the Lakhisarai Nagar Parishad.

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.

B. Scope of Horticulture Services:

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. Responsibility of Supervisors:

1. Supervision by educated, experienced and qualified supervisors.

2. 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 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 Officer/ System Assistants.

E. Housekeeping: Frequency of cleaning of major Items:

SI. 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
II	**TOILETS**	
1.	Cleaning Doors, windows, walls, floors, doormat, fittings, washbais, mirrors and trash removal	Once in a Day
2.	Scrubbing of Urinals, Sinks	Twice a Day
3.	Changing Urinal 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 a Day
IV	**CORRIDORS**	
1.	Wet Mopping	Twice in 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/verandas/lawn/garden/parking area/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 submits the invoice for the same.

3. The Judgeship shall make the payment within prescribed timelines 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, 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 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 have to be maintained properly and every worker is to be provided with name badges. Strict personal hygiene has to be observed.

9. 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.

10. 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.)

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 Lakhisarai Judgeship will be made a party.

12. The bidder has to satisfy the Judgeship showing adequate recorded proof that the minimum wages, El, 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.

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 services rendered once in a month to the Judgeship which will be scrutinized before processing the payments.

16. In case of any irregularity in service, 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 for 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 earlier 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 at Lakhisarai (Bihar) shall have exclusive jurisdiction over all disputes or matters arising out of or in connection with this tender/contract.

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

(Ajay Kumar Sharma)

Principal District and Sessions Judge,

Lakhisarai

30-05-2025