OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, SARAN

Short Tender Notice No. 10/2025

Sealed quotations are invited from the interested parties for providing housekeeping and cleaning services to Saran Judgeship & Civil Court premises of Sonepur and Marhowrah Sub-Division. Quotations along with other documents, as indicated in annexure to the notice, may be submitted in a sealed envelope addressed to the Principal District & Sessions Judge, Saran only during office hours, upto 05:00 PM on or before 30.11.2025 at Nazarat of Civil Court, Saran.

Last Date & Time of Receipt of Bids	On or before 30.11.2025 till 05:00 PM
Place of Submission of Bids	Nazarat, Civil Court, Saran
Date/Time/Place of Opening of Bids	01.12.2025 at 01:35 PM, Conference Hall, G+4 Building, Civil Court, Saran in the presence of Committee and learned D.D.O.

(Puneet Kumar Garg),
Principal District & Sessions Judge,
Saran at Chapra
14.11.2025

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, Saran . . , 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 Nationalised bank, duly pledged to the District and Sessions Judge, Saran.
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 is 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 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 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 Saran Judgeship (Civil Court premises of Chapra, Sonepur and Madhaura...), 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 9:00 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. She/he may examine the specifications, conditions and so on in respect of the site of work situated in .... Saran 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, Saran . . . on all working days from Monday to Saturday between 10:00 A.M. to 05.00 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 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 • Chapra	Court buildings, Hazat building, prosecution building , DLSA BUILDING and other Court premises like Parking areas, Open spaces, internal roads, garden/ lawn area, other vacant areas, etc.
Sub-division Court of sonepur	Court buildings including Gate and other Court premises like Parking areas, Open spaces, internal roads, garden/ lawn area, other vacant areas, etc.

Sub-divisional Court of Madhaura	Court buildings 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 (6.30 AM at summer court periods) and the service provider is expected to complete cleaning, dusting, mopping etc. of each area before 9 AM in general days and in summer court before 7.15 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 Saran at chapra Municipal Corporation.
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 decoratives 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.

G. Housekeeping: Frequency of cleaning of major items.

S. 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 spotting of carpet	As and when required
10	Cleaning of doormat	Once a Day
11	Cleaning of sofa by dry shampooing	As and when required
12	Cleaning of electrical switches	Once in a day
13	Cleaning of spots on walls	Wherever required
II	TOILETS	
1	Cleaning Doors, windows, walls, floors, doormat, fittings, washbasin, mirrors and trash removal	Once in a day
2	Scrubbings of Urinal, sinks, W/C & W/8.	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 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/ verandah/ 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 SARAN. . . Judgeship will be made a party.
12. The bidder has to satisfy the Judgeship showing adequate recorded proof that the minimum wages, EI, 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 monitor from time to time whether the rules, terms & conditions are being followed, and in case of lapses, deviations, violations, etc., a suitable action shall be taken against the Firm/Organization.

17. Income Tax and security depost 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 responsible for the same.

19. The contractor may be terminated at one month's notice by the Judgehsip, 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 months notice of the Judgeship by the contractor during the currency of the agreement.

20. The contractor shall be deemed for all legal and contractual purposes, as the employer of his staff and such staff will not have any claim for employment in Judgeship now or at a future date. 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 Saran (Bihar) alone shall have jurisdiction in respect of any matters pertaining to the tender/contract.

(Puneet Kumar Garg),
Principal District & Sessions Judge,
Saran at Chapra
24.09.2025