

Office of The Principal District & Sessions Judge, Siwan

Short Tender Notice No. 02/2025.

Sealed quotations are invited from interested parties for providing House Keeping & Cleaning Services to the Siwan Judgeship (Civil Court premises of Siwan) along with the other documents as indicated in annexure to the notice may be submitted in a sealed envelope addressed to the Principal District and Session Judge, Siwan only during office hours up 05:30 P.M. on or before 04-08-2025 at the Nazarat, Civil Court, Siwan. The bids sent through email shall not be considered as it affects transparency. Bids of such bidders who bids through E-mail shall be rejected and their bids, if also sent in sealed envelop, shall also not be considered and shall be rejected out rightly without opening the envelop.

The period of submission of bids will be 21 days from the date of Tender Publication. Bidders may collect the relevant information & other terms and conditions from official Website of District Court Siwan <https://siwan.dcourts.gov.in>.

Sl. No.	Activity	Date
01	Date of Tender Publication	14-07-2025
02	Last Date of receipt of Bids	On or before 04-08-2025
03	Place of submission of Bids	Nazarat Civil Court, Siwan
04	Mode of Bid:	only in sealed envelop through registered post or directly submitting the same in Nazarat.
05	Date/Time/Place of opening of technical Bids	05.08.2025 at 01:35 P.M. in presence of Tender Committee, Civil Court, Siwan.
06	Date/Time/Place of opening of Financial Bids (Only applicable for shortlisted agencies in technical bid)	07.08.2025 at 01:35 P.M. in presence of Tender Committee, Civil Court, Siwan.

Note:- Technical bid and Financial bid should be submitted in separate envelope sufficiently indicating and must be written in bold letters whether it is Technical bid or Financial bid.


I/C P.O. Nazarat
Civil Court, Siwan
14-07-2025

ANNEXURE-I

CONDITIONS FOR 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 like, experience in the field, statutory registration details of firm, license, if any, obtained under applicable laws like, contract labour and regulation Act 1970, registration under applicable Tax law etc.
2. The bidder shall also furnish an undertaking that his firm has not been black listed by any Government department.
3. 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 person engaged and also total chargeable amount per month, with minimum number of workers to be engaged, in sealed envelope.
4. All the bidders shall attach a copy of Registration Incorporation or equivalent certificate, AADHAR, PAN and GST Registration certificate along the declaration of experience and their income tax returns of the last three financial years with their technical bids.
5. The bidder shall also furnish an undertaking on affidavit that he has a sound financial status and even in the event of delay in payment for whatsoever reason may be, he shall continue to provide uninterrupted services under the contract and shall not withhold payment of labourers. The bidder shall also disclose his monthly and annual turnover of the firm.
6. Every bidder must deposit demand draft of Rs. 10,000/- in the Nazarat, Civil Court, Siwan as earnest money deposit.
7. Validity of bid will be 60 days from the date of the bid.
8. 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.Ss.C. for 3 years/ 5 years P.O. time deposit, fixed deposit of any nationalized bank duly pledged to the Principal District & Sessions Judge, Siwan.
9. Earnest money of the unsuccessful bidders will be refunded on request by bidder after intimation of rejection of tender or on expiry of the validity of bid period whichever is earlier.

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10. Power of attorney of authorized signatory and constitution certificate of incorporation / by laws etc. of firm shall have to be produced by the Contractor on demand.
11. Letters issued through registered post shall be deemed to have been served to the bidder. The bidders shall also provide their E-mail addresses and any correspondence sent on the email Id of the bidders / firm shall be considered to be sufficient notice.
12. Notice inviting Tender and conditions for tender shall form part of Agreement.
13. Payment will be made subject to availability of fund for the job.
14. No material or machinery or manpower will be supplied by the Judgeship.
15. The Service Provider/ Agency/ Contractor shall be responsible for police verification, character and antecedent verification of the manpower.
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's repellent spray and various other materials disinfectant toilet cleaner liquid, glass and surface cleaner spray, bathroom freshener, dis-washer 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 will be removed from site without permission of the Judgeship.
18. The contractor shall be responsible for any damage or loss to Judgeship's property due to negligence of his worker or staffs and the damages shall be recovered from Contractor.
19. In the event of any dispute arises out of the contract that may be awarded to a successful bidder, the Civil Court at Siwan shall have the exclusive jurisdiction over the dispute.
20. Before raising any dispute it shall be mandatory for the contractor to represent in writing his grievances if any, before the Principal District and Sessions Judge, Siwan or any other authority nominated by him.
21. The contractor shall ensure that during the terms of contract, he shall comply with all the statutory requirements/ obligations and he shall be accountable for non compliance and non observation of statutory mandates.

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22. The contractor shall not employ any person in contravention of child labour (prohibition & regulation) Act 1986 and any violation shall be viewed seriously and appropriate action shall be taken.
23. 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.
24. The contractor shall arrange for contingent medical aid for workers at his own cost and comply with all labour laws for the time being in force.

GENERAL INSTRUCTIONS FOR TENDERS

1. Housekeeping services are to be provided for Siwan Judgeship (Various Civil Court premises of Siwan, family court premises and Sub-divisional Civil Court, Maharajganj), plinth areas and open areas including courtrooms, offices, chambers, staircase, corridors, toilets, terrace, campus, parking area, garden area, lawn, internal roads, etc.
2. The contract shall be valid for a term of 1 year and may be renewed with the consent of both parties. The contract may be terminated earlier if the services are found deficient or unsatisfactory.
3. The bidder should have registration with statutory authorities such as ESI, PE, Labour Welfare Department, Tax department etc, and the copies of certificates of registration should be enclosed with the technical bid.
4. 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 projections systems, etc. and flooring like tiles, carpets vinyl granite marble, etc.
5. Please note that Technical bid would be opened first to analyze the capabilities of the bidders. The financial bid of only those bidders who are found suitable and shortlisted in the Technical bid would be considered. The Judgeship reserves the right to reject any tender without assigning any reason whatsoever.
6. 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.

7. The bidder must obtain at his/her own responsibility and expenses all the information necessary including risks, contingencies and other information to enable him to make a proper tender.
8. The bidder may visit the site i.e, Siwan Civil Court and Sub-Divisional Court at Maharajganj, prior to bidding on any working day from Monday to Saturday between 10 AM to 5 PM with prior appointment from Nazir, Civil Court to acquaint himself with the local conditions, means of access to site, availability of raw material, the process of disposing of garbage and all other matters pertaining thereto including type of service that need to be provided and other technicalities.

As per the report of Building Construction Department, Siwan the total area of 6 premises of Civil Court, Siwan and one premises of Sub-Divisional Court at Maharajganj (including built area and open area) is as follows-

S. No.	Name of The Courts	Build Area	Open Area	Total Area
1	16 Court premises including G+5 Court premises, Civil Court, Siwan	81,009 Square Feet	12,215 Square Feet	93,224 Square Feet
2	Family Court premises	8,038 Square Feet	Nil	8,038 Square Feet
3	Principal District and Sessions Judge Court premises.	25,500 Square Feet	6,972 Square Feet	32,472 Square Feet
4	Chief Judicial Magistrate Court premises including FTC premises	30,499 Square Feet	13,134 Square Feet	43,633 Square Feet
5	Maharajganj Sub-Divisional Civil Court premises	2516.91 Square Feet	16,785.09 Square Feet	19,302 Square Feet

9. The tender papers and all enclosures must be signed separately (on every page) by each partner of the firm and (if the firm is a partnership firm) by a person holding 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 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 subject or assigned to by the bidder.

11. Bidders must include a statement showing the number of personnel of various streams in their technical bid.
12. 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.
13. Housekeeping and cleaning work will be done on all seven days of the week.
14. One Housekeeping staff shall be present the whole day at the gate of each toilet complex and shall endure cleanliness at all times.
15. The Judgeship does not bind itself to accept the lowest tender and reserves right to reject any or all of the tenders received, without assigning any reasons thereto.
16. 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.
17. The Judgeship reserves the right to award the entire work in full or distribute area of work to any of the bidders at its discretion.

EVALUATION CRITERIA

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

1. The Bidder should have executed at least one similar work in the last two years.
2. 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.

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A. General House-Keeping work:

1. The offices open at 09:30AM (06:30 A.M. at summer Court periods) and the service provider is expected to complete cleaning, dusting, mopping etc. of each area before 9 AM in general day and in summer Court before 06:15 A.M.
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 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. Brass 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 plant.
- ✓ 16. Disposal of garbage to a designated place duly marked by the Municipal Corporation, Siwan.

17. Control of termites by termites-killing spray, Rats by rat-kill poisoning, Mosquitoes by Spraying/fogging in required to be done on regular basis at least once in a fortnight.

B. Scope of Horticulture Services by skilled Gardner:

1. Maintenance and beautification of lawn and garden areas which shall include watering and maintenance of plants and greenery.

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:

1. Agency shall ensure cleanliness of technical equipment's through vacuum cleaner/blower/dry cloths like computers, printers, audiovisual equipment's 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.

Sl. No	Work Details	Frequency of cleaning
I	COURTROOMS/CHAMBERS/OFFICES	
1	Cleaning of Doors	Daily
2	Cleaning of windows	Daily
3	Dusting of Furniture's and other articles	Daily
4	Wet mopping of floor	Daily
5	Dry mopping of floor	Daily
6	Emptying of Dustbin	Daily
7	Vacuum cleaning of Carpet and sofa/chairs	Daily
8	Cleaning of spotting of carpet	As and when required
9	Cleaning of doormat	Daily
10	Cleaning of sofa by dry shampooing	As and when required
11	Cleaning of electric switches	Daily
12	Cleaning of spots on walls	As and when required
II	TOILETS	
1	Cleaning Doors, windows, walls, fittings, washbasin, mirrors and trash removal	Daily

2	Scrubbing of Urinal, sinks, W/C and W/B	At least twice a Day.
3	hanging Urinal cubes Odonil cubes.	As required
III	STAIRS	
1	Wet mopping	At least twice a Day.
2	Dry mopping	Four times a day
3	Dusting of verticals	Daily
IV	CORRIDORS	
1	Wet mopping	Twice a day
2	Dry mopping	Daily
3	Deep cleaning	Daily
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	Daily
4	Deep cleaning	Once a week
VI	OPEN AREAS	
1	Internal roads/ pathways/ verandah/ lawn/ garden/ parking areas etc.	Twice a day

The frequencies mentioned above are only indicative and the detail of the work given under the table is not exhaustive and other cleaning and sanitation work may be required to be done. It shall be the duty of the housekeeping staff to ensure that corridors and pathways are always clean and the toilets are odorless and clean at all times. It shall be the duty of supervisor to monitor the cleanliness.

TERMS OF PAYMENT

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 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 after making all the statutory deductions. 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 and shall comply with all statutory requirements including minimum wages, payment into provident fund, E.S.I. etc.

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. Premature withdrawal of tender by the tenderer shall lead to forfeiture of the earnest money deposited.
3. All pages of the tender should be serially numbered and duly stamped and signed by the bidder.
4. The contractor shall devote his full attention to the assigned work and discharge his/her obligations under the arrangements most diligently and honestly.
5. 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.
6. 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.
7. There shall be no employer-employee relationship between Judicial establishment and the persons employee by the contractor.
8. The supervisor(s) appointed by the contractor should be available throughout the day at the premises to supervise and guide his workers.
9. In the event, any of the persons employed by the contractor is not reported to his duty or his service has been terminated by the contractor for any reason

whatsoever, the contractor shall make arrangement for immediate replacement of his such employee.

10. Contractor should make arrangements for leave reserve and employ sufficient workers on rotation.
11. A registered medical practitioner should carry out the medical check-up of the staff every year. Any staff failing the medical check up should be removed immediately.
12. 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.
13. All housekeeping persons shall wear neat dress ID Card and maintain hygiene during working hours.
14. The selected agency shall certify name, address and photo of the workers deployed for housekeeping service and submit the same to the Nazarat. Civil Court, Siwan. Any change in the supply of manpower shall immediately be notified to the Nazarat, Civil Court, Siwan.
15. 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.
16. The agency shall be responsible for any damage or loss to the Civil Court's property due to negligence of their worker(s) and it shall be recovered from the said agency.
17. The contract can be terminated by the Principal District & Sessions Judge, Siwan at any time without assigning any reason if the work of the agency is found unsatisfactory.
18. The Principal District & Sessions Judge, Siwan reserves the right to amend or alter or remove or add any of the terms and conditions of the Tender document at any time.


(Sunil Kumar Singh)
I/C P.O. Nazarat
Civil Court, Siwan
14-07-2025