

बिहार राज्य विधिक सेवा प्राधिकार (BSLSA)
पुराना पटना संग्रहालय के सामने, बुद्ध मार्ग, पटना – 800001

निविदा/कोटेशन संख्या : 75 /2026 दिनांक...31/07/26.

बिहार राज्य विधिक सेवा प्राधिकार (BSLSA) के सम्पूर्ण भवन परिसर, खुले क्षेत्रों सहित, में समुचित स्वच्छता बनाए रखने हेतु प्रतिष्ठित एवं अनुभवी सेवा प्रदाताओं/एजेंसियों से हाउसकीपिंग एवं सफाई सेवाएँ उपलब्ध कराने के लिए सीलबंद निविदाएँ/कोटेशन आमंत्रित किए जाते हैं।

निविदा/कोटेशन सभी आवश्यक दस्तावेजों सहित एक सीलबंद लिफाफे में प्रस्तुत की जाएगी, जिसके ऊपर स्पष्ट रूप से निम्नलिखित अंकित होगा: "हाउसकीपिंग एवं सफाई सेवाओं हेतु कोटेशन" Technical Bid एवं वित्तीय बोली दो पृथक-पृथक सीलबंद लिफाफों में, उनके शीर्षक अंकित करते हुए प्रस्तुत की जाएँगी। तत्पश्चात दोनों लिफाफों को एक बड़े सीलबंद लिफाफे में रखकर निम्नलिखित पते पर प्रेषित किया जाएगा:

सदस्य सचिव

बिहार राज्य विधिक सेवा प्राधिकार (BSLSA)

पुराना पटना संग्रहालय के सामने, बुद्ध मार्ग, पटना – 800001

Technical Bid

Technical Bid में सेवा प्रदाता/एजेंसी की तकनीकी क्षमता, अनुभव, साख, उपलब्ध मानव संसाधन, कार्य निष्पादन की प्रस्तावित प्रणाली, समान कार्यों का अनुभव तथा अन्य आवश्यक दस्तावेज एवं विवरण संलग्न किए जाएँगे।

Financial Bid

Financial Bid में सभी प्रकार के लागू कर, शुल्क, उपकर एवं अन्य देय प्रभारों सहित उद्धृत दरें स्पष्ट रूप से अंकित की जाएँगी। केवल उन्हीं सेवा प्रदाताओं/एजेंसियों की वित्तीय बोलियाँ खोली जाएँगी जो तकनीकी मूल्यांकन में सफल घोषित होंगी। निर्धारित तिथि एवं समय के पश्चात प्राप्त किसी भी निविदा/कोटेशन पर किसी भी परिस्थिति में विचार नहीं किया जाएगा।

Last Date & Time of Submission of Bids	On or before 10.08.2026 at 4.30 P.M.
Place of Submission of Bids	Bihar State Legal Services Authority, Opposite Old Patna Museum, Budh Marg, Patna-01
Date & Time of opening of the Bids	1. Technical Bid on 17.08.2026 at 1.30 P.M. 2. Financial Bid 17.08.2026 at 1.30 P.M.

आवश्यक वस्तुओं/सेवाओं का विस्तृत विवरण, गुणवत्ता, विनिर्देश एवं अन्य आवश्यक शर्तें बिहार राज्य विधिक सेवा प्राधिकार की आधिकारिक वेबसाइट <http://patnahighcourt.gov.in> पर उपलब्ध हैं।
परिशिष्ट

बिहार राज्य विधिक सेवा प्राधिकार (BSLSA) अपने भवन के सफाई एवं हाउसकीपिंग कार्य को आउटसोर्स करने हेतु निविदाएँ/कोटेशन आमंत्रित करता है, जिसमें हॉल, सम्मेलन कक्ष, कक्ष, चेम्बर, स्नानागार, बरामदे एवं सुविधा कक्ष सम्मिलित हैं।

S.N.	BSLSA Building/Halls/Rooms/ Chambers/ Bathrooms/ Amenity Rooms/Varandas etc.	Measurement
01	Ground Floor	5,353.09 sq. ft.;
02	First Floor	5,242.02 sq. ft.;
03	Second Floor	4,135.28 sq. ft.
04	Outer Area	11,059.41 sq. ft.
	Grand Total	Approximately 25,789.80 sq. ft.

निविदा में निम्नलिखित दो पृथक बोलियाँ सम्मिलित होंगी:

(1) Financial Bid

तकनीकी बोली में निम्नलिखित विवरण अनिवार्य रूप से दिए जाएँ: फर्म/एजेंसी की क्षमता एवं साख। सेवा प्रदान करने की प्रस्तावित कार्यप्रणाली। समान प्रकृति के कार्यों का अनुभव। उपलब्ध मानव संसाधन का विवरण। BSLSA में सेवा प्रदान करने की सहमति। कार्य निष्पादन हेतु प्रस्तावित न्यूनतम श्रमिकों एवं पर्यवेक्षकों की संख्या।

(2) Technical Bid

वित्तीय बोली में निम्नलिखित विवरण स्पष्ट रूप से अंकित किए जाएँ: झाड़ू एवं सफाई सेवाओं हेतु प्रति वर्ग फुट अथवा उपयुक्त आधार पर दरें। लागू न्यूनतम मजदूरी। सभी कर, शुल्क एवं अन्य प्रभार। प्रस्तावित श्रमिकों एवं पर्यवेक्षकों के आधार पर कुल मासिक देय राशि। सफाई सामग्री, उपभोग्य वस्तुएँ, उपकरण एवं औजारों का विवरण एवं लागत। BSLSA परिसर में सेवाएँ प्रदान करने हेतु अपेक्षित कुल मासिक व्यय। निविदाकार को मानव संसाधन, पर्यवेक्षक, सफाई सामग्री, उपभोग्य वस्तुएँ, औजार, उपकरण, कर एवं अन्य सभी प्रभारों सहित कुल मासिक लागत स्पष्ट रूप से अंकित करनी होगी।

हाउसकीपिंग कार्य का दायरा

S.N.	BSLSA Building/Halls/Rooms/ Chambers/ Bathrooms/ Amenity Rooms/Varandas etc.	Measurement
01	Ground Floor	5,353.09 sq. ft.
02	First Floor -	5,242.02 sq. ft.
03	Second Floor	4,135.28 sq. ft.
04	Outer Area -	11,059.41 sq. ft.
	Grand Total	Approximately 25,789.80 sq. ft.

प्रमुख मंदों की सफाई की आवृत्ति

1. BSLSA Building/Halls/Rooms/Chambers/ Bathrooms/Amenity Rooms/Varandas etc.

S.N.	Work Details	Frequency of Cleaning
01	Cleaning of doors/Dusting	Once in a day
02	Cleaning of windows/ Dusting	Once in a day
03	Dusting of furniture and other articles	Once in a day
04	Wet mopping of floor	Once in a day
05	Dry mopping of floor	Once in a day
06	Emptying of dustbin	Once in a day
07	Vacuum cleaning of carpet and sofa	Once in a day
08	Spotting of carpet	As required
09	Cleaning of doormat	Once in a day
10	Cleaning of sofa by dry shampooing	As required
11	Cleaning of electrical switches	Once in a day
12	Spot cleaning of walls	As required

2. TOILETS

S.N.	Work Details	Frequency of Cleaning
01	Cleaning doors, windows, walls, floors, doormat, fittings, washbasin, mirrors and garbage removal	Twice a Day
02	Scrubbing of urinal and sinks	Twice a Day
03	Changing urinal cubes and Odonil cubes	As required

3. STAIRS

Work Details	Frequency of Cleaning
Wet Mopping	Twice in a day

4. CORRIDORS

Work Details	Frequency of Cleaning
Wet Mopping	Twice in a day
Dry Mopping	Four times in a day

HORTICULTURE SERVICES

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

निविदा की विशेष शर्तें एवं नियम

1. सेवा प्रदाता अनुबंध की अवधि के दौरान क्रेता एवं उसके अधिकारियों द्वारा दिए गए सभी निर्देशों का पालन करेगा।
2. सेवा प्रदाता अपने प्रशिक्षित एवं कुशल कर्मचारियों की व्यवस्था स्वयं करेगा। क्रेता किसी प्रकार की मानव संसाधन सहायता उपलब्ध नहीं कराएगा।
3. सेवा प्रदाता द्वारा नियुक्त पर्यवेक्षक पूरे कार्यदिवस के दौरान परिसर में उपस्थित रहेगा।
4. सेवा प्रदाता अवकाश एवं प्रतिस्थापन की व्यवस्था स्वयं करेगा तथा पर्याप्त संख्या में कर्मचारियों की तैनाती सुनिश्चित करेगा।

5. कर्मचारियों का वार्षिक स्वास्थ्य परीक्षण पंजीकृत चिकित्सक द्वारा कराया जाएगा। स्वास्थ्य परीक्षण में असफल कर्मचारी को तत्काल हटाया जाएगा।
6. प्रत्येक कर्मचारी को प्रति वर्ष कम से कम तीन जोड़ी वर्दी सेवा प्रदाता अपने व्यय पर उपलब्ध कराएगा।
7. प्रत्येक कर्मचारी को नाम-पट्ट (नेम बैज) उपलब्ध कराना अनिवार्य होगा तथा व्यक्तिगत स्वच्छता का कड़ाई से पालन किया जाएगा।
8. सेवा प्रदाता अथवा उसका कर्मचारी आवंटित परिसर का उपयोग निर्धारित कार्य के अतिरिक्त किसी अन्य उद्देश्य के लिए नहीं करेगा।
9. सेवा प्रदाता को यह प्रमाणित करना होगा कि उसके कर्मचारियों को सरकार द्वारा अधिसूचित न्यूनतम मजदूरी, ESI अंशदान एवं भविष्य निधि (PF) का भुगतान समय पर किया जा रहा है।
10. श्रम कानूनों एवं लागू अधिनियमों का पूर्णतः पालन करना सेवा प्रदाता की जिम्मेदारी होगी। किसी विवाद की स्थिति में क्रेता पक्षकार नहीं होगा।
11. सेवा प्रदाता अपने प्रत्येक कर्मचारी को वेतन पर्ची उपलब्ध कराएगा तथा उसका प्रमाण क्रेता को देगा।
12. सफाई कार्य में प्रयुक्त सामग्री एवं रसायन क्रेता द्वारा अनुमोदित ब्रांड अथवा गुणवत्ता के होंगे।
13. एकत्रित कचरे का निस्तारण नगर निगम द्वारा निर्दिष्ट स्थान पर करना सेवा प्रदाता की जिम्मेदारी होगी।
14. सेवा प्रदाता मासिक आधार पर बिल प्रस्तुत करेगा, जिसका परीक्षण करने के उपरांत भुगतान की प्रक्रिया की जाएगी।
15. सेवा में अनियमितता, निम्न गुणवत्ता अथवा शिकायत प्राप्त होने पर सेवा प्रदाता पर अर्थदंड लगाया जा सकेगा तथा उसकी राशि बिल से काट ली जाएगी। इस संबंध में क्रेता का निर्णय अंतिम होगा।
16. कार्य निष्पादन के दौरान किसी दुर्घटना, चोट अथवा मृत्यु की स्थिति में संपूर्ण उत्तरदायित्व सेवा प्रदाता का होगा। क्रेता किसी भी प्रकार से उत्तरदायी नहीं होगा।
17. यदि सेवा प्रदाता अनुबंध की शर्तों का संतोषजनक पालन नहीं करता है तो क्रेता एक माह का नोटिस देकर अनुबंध समाप्त कर सकेगा।
18. सेवा प्रदाता अपने कर्मचारियों का वैधानिक नियोक्ता माना जाएगा तथा ऐसे कर्मचारियों का BSLSA में वर्तमान अथवा भविष्य में नियुक्ति का कोई दावा स्वीकार्य नहीं होगा।
19. संविदा श्रम (विनियमन एवं उन्मूलन) अधिनियम, 1970 (Contract Labour Regulation and Abolition Act, 1970) के अनुसार श्रमिकों को समय पर मजदूरी का भुगतान सुनिश्चित करना सेवा प्रदाता/ठेकेदार की पूर्ण जिम्मेदारी होगी। श्रमिकों के वेतन भुगतान के लिए क्रेता किसी भी प्रकार से उत्तरदायी नहीं होगा।

सदस्य सचिव

बिहार राज्य विधिक सेवा प्राधिकार

पुराना पटना संग्रहालय के सामने, बुद्ध मार्ग, पटना - 800001

Bihar State Legal Services Authority (BSLSA)
Opposite Old Patna Museum, Budh Marg, Patna-800001.

Tender/Quotation No. 75 /2026 Dated 31.07.2026

Sealed quotations are hereby invited from reputed service providers/agencies for providing housekeeping and cleaning services for maintaining proper cleanliness in the entire BSLSA building, including the open spaces.

The Tender/Quotation, along with all requisite documents, must be submitted in a sealed envelope superscribed "Quotation for Housekeeping and Cleaning Services". The Technical Bid and Financial Bid shall be submitted separately in two different sealed envelopes, duly superscribed with their respective titles. Both envelopes shall thereafter be placed in a single sealed envelope and addressed to:

The Member Secretary

Bihar State Legal Services Authority (BSLSA)

Opposite Old Patna Museum, Budh Marg, Patna-800001.

The Technical Bid must contain all relevant technical details, including the capabilities and credentials of the service provider/agency, the proposed mode and system of service delivery, experience in the relevant field, and other requisite details and documents.

The Financial Bid must contain the rates quoted by the service provider/agency, inclusive of all applicable taxes, duties and other charges.

The Financial Bids shall be opened only in respect of those firms/agencies which qualify in the Technical Bid. Sealed Tenders/Quotations shall be accepted only up to the date and time specified in the details given below. No Bid shall be accepted after the stipulated date and time under any circumstances.

Last Date & Time of Submission of Bids	On or before 10.08.2026 at 4.30 P.M.
Place of Submission of Bids	Bihar State Legal Services Authority, Opposite Old Patna Museum, Budh Marg, Patna-01
Date & Time of opening of the Bids	1. Technical Bid on 17.08.2026 at 1.30 P.M. 2. Financial Bid 17.08.2026 at 1.30 P.M.

Details of the required articles, their qualities, specifications and other necessary conditions are available on the official website of the BSLSA (<http://patnahighcourt.gov.in>)

(Annexure)

The BSLSA is inviting tenders/quotations for outsourcing the cleaning/ housekeeping work of the building of BSLSA (including halls/ conference hall/ Rooms Chambers, Bathroom Verandas/Amenity rooms).

A. Workplace:- BSLSA Building:-

S.N.	BSLSA Building/Halls/Rooms/ Chambers/ Bathrooms/ Amenity Rooms/Varandas etc.	Measurement
01	Ground Floor	5,353.09 sq. ft.;
02	First Floor	5,242.02 sq. ft.;
03	Second Floor	4,135.28 sq. ft.
04	Outer Area	11,059.41 sq. ft.
	Grand Total	Approximately 25,789.80 sq. ft.

The quotation shall comprise two separate bids, namely, the Technical Bid and the Financial Bid.

(1) Technical Bid: The Technical Bid shall contain detailed information regarding capabilities and credentials of the firm/service provider/agency, the proposed mode system of providing the services, experience in providing similar services to other organisations/institutions, availability of manpower, and willingness to provide required services at the Bihar State Legal Services Authority (BSLSA). The bidder also furnish details of the minimum number of workers, including supervisors, proposed to be deployed for the performance of the work.

(ii) Financial Bid: The Financial Bid shall contain the rates quoted for sweeping and cleaning services, inclusive of all applicable taxes and charges, on a per square foot/per person basis, as applicable, along with the applicable minimum wages. The Financial Bid also clearly indicate the total monthly chargeable amount, based on the minimum number of workers and supervisors proposed to be engaged. The Financial Bid shall further include the details and cost of all required materials, consumables, equipment and tools, along with the expected total monthly chargeable amount for providing the offered services in the area specified above BSLSA premises.

The bidder shall clearly specify the total monthly cost of the housekeeping and cleaning services, including manpower, supervisors, cleaning materials, consumables, tools, equipment, taxes and all other applicable charges.

Scope of House Keeping work:-

S.N.	BSLSA Building/Halls/Rooms/ Chambers/ Bathrooms/ Amenity Rooms/Varandas etc.	Measurement
01	Ground Floor	5,353.09 sq. ft.
02	First Floor -	5,242.02 sq. ft.
03	Second Floor	4,135.28 sq. ft.
04	Outer Area -	11,059.41 sq. ft.
	Grand Total	Approximately 25,789.80 sq. ft.

FREQUENCY OF CLEANING OF MAJOR ITEMS

1. BSLSA Building/Halls/Rooms/Chambers/ Bathrooms/Amenity Rooms/Varandas etc.

S.N.	Work Details	Frequency of Cleaning
01	Cleaning of doors/Dusting	Once in a day
02	Cleaning of windows/ Dusting	Once in a day
03	Dusting of furniture and other articles	Once in a day
04	Wet mopping of floor	Once in a day
05	Dry mopping of floor	Once in a day
06	Emptying of dustbin	Once in a day
07	Vacuum cleaning of carpet and sofa	Once in a day
08	Spotting of carpet	As required
09	Cleaning of doormat	Once in a day
10	Cleaning of sofa by dry shampooing	As required
11	Cleaning of electrical switches	Once in a day
12	Spot cleaning of walls	As required

2. TOILETS

S.N.	Work Details	Frequency of Cleaning
01	Cleaning doors, windows, walls, floors, doormat, fittings, washbasin, mirrors and garbage removal	Twice a Day
02	Scrubbing of urinal and sinks	Twice a Day
03	Changing urinal cubes and Odonil cubes	As required

3. STAIRS

Work Details	Frequency of Cleaning
Wet Mopping	Twice in a day

4. CORRIDORS

Work Details	Frequency of Cleaning
Wet Mopping	Twice in a day
Dry Mopping	Four times in a day

HORTICULTURE SERVICES

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

SPECIAL TERMS & CONDITIONS/CONDITIONS OF TENDER

1. The Service Provider will at all times, during the continuance of the agreement, obey and observe all directions and instructions given by Buyer and its officials.
2. The Service Provider has to bring his own staff, who are skilled and good workers. Buyer under any circumstances will not provide any manpower support.
3. The Supervisor appointed by the Service Provider will be available throughout the day at the premises to supervise and guide his men.
4. Service Provider will make arrangements for leave reserves and holidays and deploy sufficient workers on rotation.
5. A registered medical practitioner will carry out the medical check-up of the staff every year. Any staff failing the medical check-up should be removed immediately.
6. Three pairs of uniforms per year shall be provided by the Service Provider to all his staff at his own cost. It has to be maintained.
7. Every worker is to be provided with name badges. Strict personal hygiene has to be observed.
8. The Service Provider or his employee will 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. The Service Provider has to satisfy the Buyer by showing adequate recorded proof that the minimum wages, ESI contribution and contribution to Provident Fund, as applicable under the statutory Act, are being paid to his staff before the first week of the month, taking care about the paid leaves etc. as required under the Contract Labour Regulation Act and Minimum Wages as notified by the Government from time to time.
10. All the rules related to the Labour Law and applicable Acts should be strictly followed and in case of any dispute Buyer will not be a party.
11. The Service Provider will provide pay slips to all its employees separately and furnish certificate for the same to the Buyer.
12. The cleaning materials etc. used for work should be as per the brand names/others approved by Buyer.

13. Garbage collected has to be dumped in the area and the place specified by the Municipal Corporation. The responsibility of disposal of garbage would be entirely borne by the Service Provider.
14. The Service Provider will submit the bills for the services rendered once in a month to the Buyer, which will scrutinize the bills before processing the payments.
15. In case of any irregularity in service, quality not up to the expectations, or complaints received from in-house personnel, then the Service Provider would be penalized. The penalty would be decided by the Buyer and will be directly deducted from the bill claimed by the Contractor and the Buyer's decision shall be final in this regard. The Buyer will monitor from time to time as to whether the rules, terms and conditions are being followed, and in case of lapses, deviations, violations etc.. suitable action will be taken against the Service Provider.
16. Any accidents including death caused to the Contractor or workers during the course of execution of work or elsewhere will be addressed and taken care of by the Contractor. The Buyer, in no way, shall be responsible for the same.
17. The Contract may be terminated at one month's notice by the Buyer, if any one of the stipulated conditions agreed upon by the Service Provider are not met to the satisfaction of the Buyer.
18. The Service Provider will 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 Buyer now or at a future date.
19. As per the Contract Labour Regulation and Abolition Act, 1970, the Service Provider/Contractor shall be responsible for ensuring that wages are paid to the labourer on time. The Buyer shall not be responsible for payment of wages to the labourer and it is the sole responsibility of the Service Provider/Contractor

The Member Secretary
Bihar State Legal Services Authority (BSLSA)
Opposite Old Patna Museum, Budh Marg, Patna-800001.