

OFFICE OF THE DISTRICT & SESSIONS JUDGE, KAMRUP (M), GUWAHATI
TENDER NOTICE FOR INVITING QUOTATIONS FOR
SWEEPING & HOUSEKEEPING

Date: 13.10.2023

No: DJK/ 13271-72

Date: 13/10/2023

Sealed quotations are invited affixing court fee of **Rs. 8.25/- (Non-Refundable)** from the intending parties (Firms/Individuals/Group of Individuals etc. involved in similar nature of work) for up-keeping and maintain cleanliness in the officer's chambers, all offices, all lavatories, corridors, lobby etc. and open space of the Judicial Court building, Kamrup Metro on annual contract basis for the year 2023-2024. Details may be obtained from the Kamrup Metro Judiciary website <https://kamrupmetro.dcourts.gov.in/>. The tender should reach the undersigned on any working days **on or before 3rd November, 2023 by 4.00 p.m.**

GENERAL TERMS & CONDITIONS:

1. For housekeeping services the tenderers are invited to quote their rates only on per month basis. Rates/quotations duly filled-in, will be received up to the date and time mentioned in the tender and quotations received thereafter shall not be entertained.
2. Rates once quoted shall be final. No separate amount would be payable over and above the rates quoted.
3. The District and Sessions Judge, Kamrup Metro, reserves the right to postpone and/or extend the date of receipt/opening of rates/quotations or to withdraw the same, without assigning any reason whatsoever.
4. The service providers are required to submit the complete rates/quotations only after satisfying each and every condition as well as after physical inspection of the premises.
5. All the rates must be written both in figures and in words. Correction/interpolation will not be entertained.
6. Rates/quotations shall be submitted and signed by the firm/party with its current business address and correspondence address.
7. Contract will be awarded for an initial period of three (3) months, and will be extended based only on satisfactory performance and maximum period ending the FY 2023-24. Else, the District and Sessions Judge, Kamrup Metro reserves the right to terminate the contract.
8. In case of any default by the service provider, the District and Sessions Judge, Kamrup Metro, may without prejudice to any other right/remedy, which shall have accrued or shall accrue thereafter, terminate the contract, in whole or part, by giving 15 days notice to the Service Provider.
9. The service provider shall be responsible for safety & security of its employees and shall arrange necessary Insurance cover for all persons deployed by him even for short duration. The District and Sessions Judge, Kamrup Metro, shall not entertain any claim arising out of mishap, if any, which may take place.
10. The service Provider shall in no case lease/transfer/subcontract/appoint care taker for services.

11. No other person except authorized representative of the service provider shall be allowed to enter into the District and Sessions Judge Court Premises. Service Provider should provide identity card and uniform to the persons deployed in the District and Sessions Judge, Kamrup Metro.
12. Within the premises of the Judicial Court Building, Kamrup Metro the service provider personnel shall not perform any other work than their designated duties.
13. Service Provider shall be directly responsible for any/all disputes arising between him and his personnel and keep away the District and Sessions Judge Court, Kamrup Metro, authority, indemnified against all action, losses, damages, expenses and claims whatsoever arising thereof.
14. Service Provider shall be solely responsible for payment of wages/salaries, other benefits and allowances to the personnel employed which might become applicable under any of the acts or orders of the Government. The District and Sessions Judge Court authority shall have no liability whatsoever in this regard.
15. The service provider or his persons employed shall report to the Court Manager/CAO/Head Assistant of the District and Sessions Judge Court, regarding day to day up-keeping and cleaning.
16. The working hours shall be from 8.30 a.m to 4.30 p.m daily for the persons provided for housekeeping. However in case of meeting and other necessary/emergency, the persons will be required to work beyond the time specified above.
17. Service Provider shall ensure that the persons employed in the District and Sessions Judge Court premises shall be well mannered and shall wear neat and clean uniform by displaying their identity card every day while on duty, behave properly and will maintain decorum laid by the District and Sessions Judge Court, Kamrup Metro.
18. The persons so employed by the Service Provider should be free from any communicable disease.
19. The District and Sessions Judge reserves the right to include new terms and conditions or may also exclude any aforesaid terms & conditions without any prior notice.

SCOPE OF WORK:

1. The prime objective of housekeeping service is to maintain the entire premises in clean and hygienic condition.
2. The broad details of work covered under the scope is enumerated as follows:
 - a) Cleaning, sweeping and wiping of entire area in the office including the lobby & front area of the building on daily basis.
 - b) The doors, windows, staircases, ventilators, partitions in the entire office should be cleaned on daily basis.
 - c) Through cleaning of toilets/urinals/wash basins using required disinfectant materials like Phenyl, harpic etc. twice a day and more often, if needed, by putting naphthalene balls/ air purifiers in all the urinals and toilets. Also, cleaning of all the sanitary fittings, tiles and mirrors on the walls of the toilet need to be cleaned on daily basis.
 - d) Ensure removal of blockages and clogging in the wash basins and other sanitary fittings in the toilets for smooth outflow of wastewater.

- e) Cleaning of corridors and common area once with phenyl in morning and with plain water in the afternoon.
- f) Removing dust and cobwebs from floors, windows, doors, air conditioners, glass panes. Collecting waste paper, unwanted materials and its disposal at indicated locations including polishing of granite/ marble/ tiles floors manually as well as by machine.
- g) Cleaning of rooms by mopping floor with cloth soaked in water and phenyl, harpic etc.
- h) Regular filling of toilets with liquid soap, naphthalene balls, air purifier etc.
- i) Any other work as assigned by the authority.

TERMS AND PAYMENT:

- a) The service provider will submit the monthly bill for reimbursement in triplicate, which shall be duly certified by the Head Assistant, O/O District and Sessions Judge, Kamrup Metro and the same shall be paid thereof after making recovery, if any.
- b) Payment to service provider shall be made as per the procedure, on presentation of the bill. Tax payable shall be deducted at the source as per the rules.

PENALTY:

- a) In the event of failure in maintain the House keeping services on any day up to the desired standard, in part or full the service provider is liable to be penalized @Rs. 150/- (rupees one hundred and fifty only) per day and shall be recovered from the bills or otherwise. For the purpose of imposing penalty, the decision of the District and Sessions Judge, Kamrup Metro will be final and binding on the service provider and shall not be subject to dispute or arbitration.
- b) The service provider shall be fully responsible for theft, burglary, fire or any mischievous deeds by the personnel employed by them in the District and Sessions Judge Court Complex, Kamrup Metro.
- c) The service provider will ensure that all his personnel shall behave courteously and decently with employees and officers of the District and Sessions Judge Court, Kamrup Metro.

SJK
**District and Sessions Judge,
Kamrup Metro, Guwahati**

Copy forwarded to:-

- 1. The Systems Officer, office of the undersigned. *Copy forwarded for information and further uploading of the same in the official website;*
- 2. Notice Board.

[Signature]
**District and Sessions Judge,
Kamrup Metro, Guwahati**
**District and Sessions Judge
Kamrup (M), Guwahati**

13/11/23