



OFFICE OF THE SPECIAL JUDGE, CBI, ASSAM, ADDL. COURT NO.3,  
CHANDMARI, GUWAHATI.

No. SPL/CBI-3/81/Outsource/ /E, Dated:

**NOTICE INVITING TENDER**

Sealed tender affixing court fee of Rs. 8.25/- (Non-refundable) are hereby invited from reputed, experienced, established firms/individuals/Group of individuals etc. for engagement of 1 (one) person for cleaning/sanitation services through outsourcing to the Court and Office of the undersigned, on annual contract basis, for the financial year 2024-25.

The tender should reach the Office of the undersigned on any working days on or before 1<sup>st</sup> June 2024 till 4:30 P.M.

The detailed terms and conditions for the tender, are to be downloaded from official website <https://kamrupjudiciary.gov.in>.

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Special Judge, CBI, Assam,  
Addl. Court No 3,  
Chandmari, Guwahati.

No. SPL/CBI-3/81/Outsource/ 345 /E, Dated: 18.05.2024

Copy to :-

1. The Special Judge, CBI & NIA, Assam, Guwahati – 3. He is requested to display the same on the notice board of the office.
2. The Special Judge, CBI, Assam, Addl. Court No. 1, Guwahati – 3. He is requested to display the same on the notice board of the office.
3. The Special Judge, CBI, Assam, Addl. Court No. 2, Guwahati – 3. He is requested to display the same on the notice board of the office.
- ✓ 4. The System Officer, District & Sessions Judge Court, Kamrup (M), Guwahati for uploading in the official website.
5. Office Notice Board.
6. Office File.

*Amn*  
Special Judge, CBI, Assam,  
Addl. Court No 3,  
Chandmari, Guwahati. 18/5/24

## **TERMS AND 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 Special Judge, CBI, Assam, Addl. Court No. 3, Guwahati, 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 successful bidder will be required to execute a contract agreement within a period of 30 days from the date of issue of Letter of Order.
5. The contract will be awarded for 1 (one) year.
6. In case of any default by the service provider in respect of the terms and conditions (whether general or special), the Special Judge, CBI, Assam, Addl. Court No. 3, Guwahati, 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.
7. The service provider shall arrange necessary insurance cover for the person deployed by him/her even for short duration. The Special Judge, CBI, Assam, Addl. Court No. 3, Guwahati, shall not entertain any claim arising out of accidents, if any, which may take place.
8. Service provider shall be directly responsible for any/ all disputes arising between him/her and his/her personal and keep away the Special Judge, CBI, Assam, Addl. Court No. 3, Guwahati authority, indemnified against all action, losses, damages, expenses and claims whatsoever arising thereof.
9. Service provider shall be solely responsible for payment of wages/salaries, other benefits and allowances to the personal employed which might become applicable under any of the acts or orders of the Government. The Special Judge, CBI, Assam, Addl. Court No. 3, Guwahati authority shall have no liability whatsoever in this regard.
10. The service provider shall be fully responsible for theft, burglary, fire or any mischievous deeds by the personal employed by them in the Special Judge, CBI, Assam, Addl. Court No. 3, Guwahati.

11. The working hours shall be from 9:30 A.M. to 4:30 P.M. daily for the person provided for cleaning/ sanitation service. However, in case of meeting and other necessary/ emergency, the person will be required to work beyond the time specified above.
12. Service provider shall ensure that the person employed in Special Judge, CBI, Assam, Addl. Court No. 3, Guwahati premises shall be well mannered and shall wear neat and clean uniform by displaying their identity card everyday while on duty and free from any communicable diseases and will maintain decorum laid by the Special Judge, CBI, Assam, Addl. Court No. 3, Guwahati.
13. The cost of all cleaning material and other requires articles etc. for housekeeping services will be borne by the tenderer and not by the authority of Special Judge, CBI, Assam, Addl. Court No. 3, Guwahati.
14. The Special Judge, CBI, Assam, Addl. Court No. 3, Guwahati reserves the right to include new terms and conditions or may exclude any aforesaid terms and conditions without any prior notice.

**Scope of work**

1. Cleaning, sweeping and mopping in covered area of the office on a daily basis.
2. Cleaning and sanitation of toilets/ bathrooms/ wash-basins etc.
3. Cleaning of doors/ window frames/ glasses, electrical devices etc.
5. Collection and disposal of garbage.

**Terms and payment**

1. The service provider will submit the monthly bill for reimbursement in triplicate mentioning their bank account number along with IFSC code, which shall be duly certified the Sheristadar, office of the Special Judge, CBI, Assam, Addl. Court No. 3, Guwahati and the same shall be paid thereof after making recovery if any.
2. Payment to service provider shall be made to their bank account only via account transfer on presentation of the bill. Tax payable shall be deducted at the source as per the rules.

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Special Judge, CBI, Assam,  
Addl. Court No 3,  
Chandmari, Guwahati. 08/15/24