

OFFICE OF THE DISTRICT & SESSIONS JUDGE, KAMRUP (M), GUWAHATI

"NOTICE INVITING TENDER"

For Provision Of Cleaning and Housekeeping Services

Dated: 05.09.2024

Sealed Tender affixing Court fee stamps of Rs.8.25 (Non-refundable) are invited from interested Government registered Firms/ service providers, for providing cleaning and housekeeping services in the establishment of the undersigned for maintenance of hygiene and sanitation, cleaning and upkeep of all the courts and offices situated within the campus of the establishment, including the open areas.

The Quotation should reach the Office of the undersigned on or before **17.09.2024**.

Interested firms are advised to peruse the details and scope of the "Cleaning and Housekeeping services", as sought for vide the issue of this notice inviting tender.

Interested firms may also contact the office undersigned during office hours, for any other clarifications and details, including for inspection and survey the premises to make an assessment of extent and range of the services to be provided.

Interested bidders may also visit <http://kamrupmetro.dcourts.gov.in>, for downloading the copy of the tender, and, terms and conditions governing the selection process.



Sd/-
(Shri Raktim Duarah)
District & Sessions Judge,
Kamrup (M), Guwahati

- Annexures:*
- 1. Details regarding Scope of work and housekeeping services to be provided.*
 - 2. Terms & Conditions governing the quotation.*

Memo No. DJK/ 9650 - 52 /E, dated 05.09.2024

Copy forwarded for information and necessary actions to:-

- 1) System Officer, Kamrup (M), He is directed to upload the "Notice Inviting Tender" in the Official website of the Kamrup Metro District Judiciary.
- 2) All the Notice Boards of this Establishment.
- 3) Office File



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SCOPE OF WORK

Area to be covered -

Housekeeping and allied cleaning services shall cover the overall cleaning and maintenance of the entire premises of the establishment of the Office of the District And Sessions Judge, Kamrup (Metro), including all the courts, offices and washrooms, drainage/ sewerage as well as the open areas/spaces situated within the premises.



BROAD DETAILS OF SCOPE OF WORK :-

- 1) Complete cleaning, sweeping of the offices, courts, common areas and passage, and open areas of the premises on a daily basis. Mopping of floors of courts and offices, and cleaning of corridors staircases, and common areas with white phenyl or other liquid disinfectant/surface cleaners in the morning on a daily basis.
- 2) Cleaning of office working areas, including windows, doors, furniture, fixtures, cup-boards, cabinets, glass-panes, office tables and sitting areas etc. on daily basis with dry / wet dusters and or with suitable cleaning agent where applicable.
- 3) Cleaning and scrubbing of all toilets, urinals and floors of all washrooms daily in the morning and at regular intervals during office hours with phenyl and appropriate detergent/ cleaning agent/ hypochlorite solution to ensure proper sanitation and hygiene. Cleaning of wash basins to be done regularly, which are to be cleansed with suitable detergent/ cleaning agent. Flushing system of all toilets are to be checked at regular intervals on every day.

- 4) Acid cleaning /scrubbing of sanitary-ware, plumbing fixtures without damaging their shine, scrubbing and cleaning of floors and walls in toilets/washrooms, outdoor corridors with cleaning agents or chemicals /substances which are usually used to remove dirt, stains, and odours at least once in a week.
- 5) Dusting, cleaning and brushing of office furniture, carpets, windows & doors normally as well as vacuum cleaning of the same on weekly basis.
- 6) Provision of Naphthalene balls, air freshener and liquid handwash and paper rolls, by the agency regularly to ensure continuous availability of these materials in requisite place/ container in the washrooms.
- 7) Daily collection of waste materials from waste paper bins/ baskets placed in every court room and office, washrooms and collection of waste/ garbage accumulated in large dustbins placed at various locations of the campus and putting them in bags at the specified location earmarked for collection/ disposal by GMC authorities. The contractor will also ensure segregation of bio- degradable and non-bio-degradable garbage, as per disposal norms prescribed under Solid Waste Management Rules by the Guwahati Municipal Corporation.
- 8) Regular cleaning of mirrors, glass-panes on doors, windows & partitions in all the courts and offices.
- 9) Cleaning of blockage in sewer and pumping lines within premises, as and when required.
- 10) Weekly application of Liquid disinfectant and other pest control measures for mosquito/ cockroach/ termite, as and when required in all offices, rooms, cabins, bathrooms, reception & conference halls, lobby, etc. Special scented purifiers shall be sprayed at least once daily in all offices, rooms, cabins, bathrooms, reception & conference halls, lobby, etc
- 11) Cleaning and maintenance of open spaces, vehicle parking sheds and the undeveloped and vacant surroundings of the premises, gardening and maintenance and upkeep of plants, flower pots placed within the premises, cutting and removing of all unwanted weeds and foliage growing in the premises.



- 12) Cleaning of fabric upholstered sofa-sets with vacuum cleaners and leatherette upholstered sofa-set and chairs with cleaning solution/agent of approved quality.
- 13) Cleaning and washing of curtains of windows/doors of all offices once in Every two months and washing of towels used in office chairs and vehicles of all judicial officers, as and when required.
- 14) Cleaning/ Sweeping of roof top of the building and tin roofs of the remaining Assam type houses of the establishment with broom and removal of garbage from roof-tops once a week.
- 15) The successful bidder is expected to deploy the minimum adequate manpower everyday for maintenance of cleanliness and sanitation and upkeep of all the buildings and premises as required, and must ensure quality of workmanship of the highest degree to the satisfaction of the office administration.
- 16) The successful bidder is directed to ensure minimum cleaning staff/ worker deployment as required, during office hours for ensuring round the clock cleanliness and hygiene in the washrooms and all vital parts office premises, including deployment of workers ready to take up cleaning activities in any part of the premises of the establishment, as and when directed by the office administration, during office hours.
- 17) Facilitating the provision of additional manpower during some exigencies circumstances, where the selected agency is required to undertake special cleanliness drive to ensure proper cleanliness in the complex on special occasions, which may not find express mention herein.



Time schedule of cleaning :-

The basic cleaning works of all offices and washrooms, as well as the open premises and vacant areas are required to be completed before 9.00 a.m. in the morning.

Any other external cleaning works in the remaining part of the premises of the establishment and cleaning and maintenance that is required to be done round the clock or at regular intervals may be continued after 9.00 a. m., as per instructions obtained from the office administration.

PERIOD OF CONTRACT

The contract is initially for a period starting from the date of awarding of the contract / work order till the end of the current financial year 2024-2025, i.e. 31.03.2025 and is extendable for a further period of 6 (six) months or one year on mutual consent at the same rates, terms and conditions, at the sole discretion of the undersigned.

SUBMISSION OF TENDER/ QUOTATION -

The intending firms/ agencies are required to submit their tender along with the following details:-

1. Number of years in Operation in the housekeeping business.
2. Turnover for the last three years (documentary evidence to be provided).
3. Number of manpower on roll at present.
4. Details of Clients (if any) for whom cleaning, housekeeping is being provided at present including copies of work / engagement order.



The intending firms/ agencies are required to specify their work plan as follows :-

- (1) Specify the work schedule/plan for carrying out all the works as stipulated and specifically described in the *scope of work* to be carried out for maintenance and upkeep of the premises before 9.00 a. m, and, after 9.00 a.m till 5.00 p.m
- (2) Specify the staff deployment plan /number of workers proposed to be deployed for carrying out the above mentioned cleaning activities/ works on a daily basis including the time / daily schedule of these workers.

RATES :-

The rates quoted by the intending bidders /contractors per month shall include all expenses whatsoever that the bidder/ contractor may be required to incur for providing the full range of services as specified in the "scope of work" to be done. Break- up of the consolidated rate quoted by the bidder /contractor may be shown separately on the basis of services, which are required to be provided on a day to day, weekly basis, as well as service to be provided on monthly basis such as washing of drapes and curtains. GST, as applicable will be reimbursed on production of proof of payment as per the Government Notifications as per the applicable rates as amended from time to time. TDS will be deducted as per norms.

General Terms & Conditions :-

1. Only Government Registered Suppliers/Firms, having their Offices within the territory of Guwahati Municipality, are entitled to submit their quotations.
2. Quotation with the details as sought for and duly Signed by the owner/ authorized representative and stamped with the official seal of the firm, with contact details provided, must be submitted in a sealed envelope within the stipulated time, and accompany with it, the following documents :-
 - a. Company/ Firm Registration certificate,
 - b. Valid License, issued by Labour Commissioner, Govt. of India/Govt. of Assam
 - c. Trade License, PAN Card,
 - d. Registration certificate, GST return/ clearance document.
 - e. Tax clearance/ return certificate showing annual turnover.
 - f. Certificate/ Work order of having successfully completed or running similar housekeeping service.
3. The tenderer/ bidder shall have minimum one year experience of providing Housekeeping Services in large private establishment/ PSU/Govt. organization.
4. The intending bidders/ tenderers are required to quote their rates per month for the provision of the above mentioned services, both in figure and in words, which shall be inclusive of all housekeeping and other services, consumables, labour, equipments, tools appliances and any other expenses that the selected



11. The selected bidder/ Contractor shall exercise adequate supervision on daily basis to ensure proper cleaning, maintenance of proper sanitation and hygiene and other housekeeping works as stipulated in the tender document.
12. The selected contractor/ bidder must possess or procure all the needful equipments, tools and other consumable materials required for smooth provision of the housekeeping services as specifically laid down in the tender document. No additional costs towards this shall be borne by the office of the undersigned. All consumables and other related items are to be provided by the successful bidder/ contractor and the same should be of good quality/standard in conformity with the certification provided by the Bureau of Indian Standards.
13. As the workers of the contractor will have access to the offices of this establishment it will be incumbent on the part of the contractor and the employees engaged by him to observe utmost discipline and due care in carrying out the works to avoid any damage or theft of official properties. Any lapse on this account on account of acts of omission and commission committed by the staff deployed by him, shall be treated as violation of the contract and consequently invite punitive action as per law. Further the selected bidder/ contractor shall be responsible for making good any damages, if done.
14. The selected bidder/ contractor is required to provide proper uniforms and other associated working gear to the workers/ cleaners, so as to enable the office administration to identify them.
15. The selection of the successful bidder shall remain valid, and the offer made by such tenderer/ bidder (at the quoted price) shall be deemed to remain open, for the period starting from the date of awarding of the order, till the end of the financial year 2024-2025, unless revoked by the selected tenderer/bidder, through written communication made to the office of the undersigned. In case the selected bidder/ Contractor wants to discontinue the contract for any reason, before completion of the contract period, the bidder/ Contractor shall give two months advance notice to the undersigned after making a prayer for termination of work order/ contract to the undersigned.
16. The undersigned reserves the right to terminate the contract/ work order, within the period of its validity, and subsequently call for fresh tenders, If the selected bidder/ contractor fails to deliver any or all of the services satisfactorily and/or fails to perform any other obligation (s) under the contract and/ or neglects to comply with any directions given to him by the office administration.



17. The effective period of the offer of the successful bidder may be further extended for such period, as may be deemed to be necessary, at the discretion of the undersigned, after due intimation and, taking into consideration the readiness of the service provider to accept the same.
18. The Undersigned is not bound to accept the lowest quoted rates, and reserves the right to accept any quotation, or reject any, or all quotations, at any time, without assigning any reason thereof. The lowest rate may not be the sole criteria for assessment/ selection of the successful bidder and, other factors and parameters benefiting the undersigned, such as financial capacity or soundness, prior experience, professional and technical competence, reliability and reputation etc. of the bidders/ tenderers shall be taken into careful consideration, for ascertainment of the most qualified and advantageous bid before arriving at a final decision.
19. The Undersigned reserves the right to cancel the entire process of calling of tenders at any stage, without assigning any reasons thereof.
20. Quotations deemed to be incomplete by the undersigned in any respect, and those submitted after the stipulated time will summarily be rejected. Conditional Tenders are liable to be rejected.
21. The selected tenderer/ bidder must ensure that the quality of the services to be provided are to the satisfaction of the office administration. In case of unsatisfactory quality of services by the selected bidder, the undersigned reserves the right to alter/ modify or terminate the contract/work order by giving intimation to the supplier.
22. The office of the undersigned shall endeavor to clear the payment of the monthly bills raised and submitted, against the services provided, within reasonable time, subject to availability of funds. The following shall be required to be submitted for payment to be settled in the name of the selected firm:-
 - a) GST Bills in triplicate showing details of break up of prices charged against the services provided.
 - b) Bank Account Details.



23. The tentative date of opening of Quotations submitted by intending suppliers has been fixed on **18.09.2024**, after the conclusion of the stipulated tendering period. However, the same is subject to change, in the event of the arising of unforeseen exigencies and urgent judicial and administrative work in the office of the undersigned. The tenderers/quotationers may correspond with the office of the undersigned regarding the exact date of opening of bids submitted, and the final decision arrived at regarding selection of the successful bidder.
24. The decision of the undersigned, with regard to the conduct of the process for selection of the successful tenderer/supplier, and any questions that may arise out of or in connection with the said process subsequently, shall be final and binding in all respects.
25. The bidders/ tenderers should not have ever been blacklisted by any State /Central Government Department/PSU/ Agency in the past for breach of general or specific conditions of contract, fraudulent, unethical or corrupt business practice.



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