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

"NOTICE INVITING TENDER"

For Provision Of Cleaning, Sanitation and Janitorial Services

Dated: 26.09.2025

Sealed Tender affixing Court fee stamps of Rs. 8.25 (Non-refundable) are invited from interested Government registered firms/ service providers/ agencies, for providing cleaning and janitorial services in the establishment of the undersigned, for maintenance of overall cleanliness, hygiene and sanitation, in the premises of the establishment of the undersigned.

The tender/ quotation should reach the Office of the undersigned on or before **24.10.2025.**

Interested bidders/ firms/ agencies are advised to peruse the details and scope of the "*Cleaning, Sanitation and Janitorial services*" as sought to be procured by the establishment of the undersigned, vide the issue of this notice inviting tender, and, should also thoroughly examine the complete "Notice Inviting Tender" before submission of bids/ tenders.

Interested bidders/ firms/ agencies may also contact the office of the 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.

District & Sessions Judge ★ Kamrup (Metro), Guwahati ★

Sd/-
(Shri Gautam Baruah)
District & Sessions Judge,
Kamrup (Metro), Guwahati

Annexures:
1. *Details regarding Scope of work and cleaning, sanitation and Janitorial services to be provided, including manpower requirement.*
2. *Terms & Conditions governing the "Notice Inviting Tender".*

Memo No. DJK/ 14834-14837 /E, dated 26/09/2025

Copy forwarded for information and necessary actions to:-

1) The Directorate of Information & Public Relations, Dispur, Guwahati -6 (Janasanyog) Govt. of Assam, Guwahati with a request to publish the abridged version of the "**Notice Inviting Tender**" in two leading newspapers.
2) System Officer, Kamrup (M), He is directed to upload the complete "**Notice Inviting Tender**" in the Official website of the Kamrup (Metro) District Judiciary.
3) All the Notice Boards of this Establishment.
4) Office File

District & Sessions Judge * Kamrup (Metro), Guwahati *

District & Sessions Judge,
Kamrup (Metro), Guwahati

District & Sessions Judge
Kamrup (M), Guwahati

Annexure - 1

NOTICE INVITING TENDER

For Provision Of Cleaning, Sanitation and Janitorial Services

SCOPE OF WORK

Areas to be covered -

Cleaning and Janitorial services shall cover the overall cleaning and maintenance of sanitation in the entire premises of the establishment of the Office of the District And Sessions Judge, Kamrup (Metro), on all days (except holidays). The areas to be covered includes :-

1. All the courts & offices, indoor common areas, staircases of buildings, corridors and passages situated within the premises of this establishment.
2. All the washrooms, Toilets situated within the premises of this establishment.
3. The drainage/ sewerage lines and outlets, as well as the outdoor open areas / spaces situated within the premises.
4. Any other areas within the premises of the establishment, as may be identified by the office administration of this establishment.

N.B.:- *On certain specific occasions, the cleaning and sanitation work may be required to be conducted on holidays, which shall be done solely on instructions of the office administration of this establishment.*

BROAD DETAILS OF THE SCOPE OF WORK :-

1) Cleaning, sweeping of the floors of the offices, court premises, common areas and passages of the buildings and houses of this establishment on a daily basis. Mopping of floors of all the 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. All the floors of the Courts and offices, corridors, stairs, of the Building and Assam Type Houses of the establishment are to be swept with broom and wet mop daily.

District & Sessions Judge ★ Kamrup (Metro), Guwahati ★ सत्यमेव जयते

2) Cleaning, scrubbing and disinfecting 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 on a daily basis, which are to be cleansed with suitable detergent/ cleaning agent. Flushing system of all toilets are to be checked at regular intervals.

3) Cleaning of the working areas, dusting of windows, doors, furniture and fixtures, cup-boards, cabinets, glass and window -panes, office tables and sitting areas of the offices and courts on regular basis with dry / wet dusters, and/ or with suitable cleaning agent wherever required.

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4) Daily collection of waste materials and garbage from waste paper bins/ baskets placed in every court room and office room, washrooms, and collection of waste/ garbage accumulated in large dustbins placed at various locations of the campus and transfering them in waste/ garbage bags, so as to facilitate placement of the same at the specified location for collection and disposal by GMC authorities. The contractor / agency will also ensure segregation of bio- degradable and non-bio-degradable garbage are collected separately, as per disposal norms prescribed under Solid Waste Management Rules by the Guwahati Municipal Corporation.

5) Sweeping of open spaces, vehicle parking sheds, and, the entire open surroundings of the premises, within the periphery of the campus of this establishment on a daily basis.

6) Acid cleaning /scrubbing of toilets, 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.

7) Dusting and cleaning of sofa sets, carpets, windows & door curtains, as well as vacuum cleaning of the same on weekly basis. Cleaning of fabric upholstered sofa-sets with vacuum cleaners and leatherette upholstered sofa-set and chairs with cleaning solution/agent of approved quality, as and when the need arises.

8) Cleaning of blockage in sewer outlets and drainage lines within the premises, as and when required, cutting and removing of all unwanted weeds and foliage growing in the premises, whenever the need arises.

9) Application of Liquid disinfectant and other pest control measures for mosquito / rodents / termite, as and when required in all offices, rooms, cabins, bathrooms, reception & conference halls, lobbies, etc.

10) 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 accumulated garbage once a week.

11) The successful bidder is expected to deploy the man power requirements as specified in this document, everyday for maintenance of cleanliness/ sanitation and upkeep of all the buildings and premises of this establishment who shall perform all such cleaning tasks, as specifically stated herein, and must ensure quality of workmanship of the highest degree to the satisfaction of the office administration.

12) The successful bidder shall required to ensure minimum personnel deployment during office hours for ensuring round the clock cleanliness and hygiene in the washrooms of the office premises, which shall be done in consultation with the office administration of the establishment of the undersigned.

District & Sessions Judge * Kamrup (Metro), Guwahati

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13) The service provider may be asked to facilitate the provision of additional manpower during certain exigencies / circumstances, whenever the office administration deems it fit, to conduct special cleanliness drive to ensure proper cleanliness in the campus of the undersigned on special occasions, which may not find express mention herein.

14) In addition to the above, the service provider may be assigned any work in relation to housekeeping of the premises not specifically mentioned herein, such as providing of laundry services involving washing of curtains of windows/doors of all offices and courts, and, washing of towels used in office chairs and official vehicles of all judicial officers, as and when the need arises, for which separate bills may be raised and submitted by the concerned service provider/ agency.

N. B. - All kinds of consumable materials, including tools and equipments and cleaning and disinfectant solutions which shall be required by the manpower deployed for carrying out the day to day sweeping, swabbing and cleaning operations in the establishment of the undersigned will be the responsibility of the Service Provider/ Agency, and, the costs to be incurred towards the same shall be borne by the selected service provider/ agency. The bidders/ tenderers are required to factor in the same while quoting their respective rates for providing the above mentioned cleaning and janitorial services.

District & Sessions Judge ★ Kamrup (Metro), Guwahati ★

Time schedule of cleaning :-

The basic indoor cleaning works such as sweeping and mopping of court rooms and office floors, and, cleaning of all indoor toilets and washrooms are required to be completed before **9.30 a.m.** in the morning.
All other outdoor cleaning works in the remaining part of the premises of the establishment may be continued after 9.30 a. m., as per instructions obtained from the office administration. The Service Provider/ agency/ contractor shall strictly adhere to the timelines specified herein, and, as stipulated by the office administration for carrying out the Cleaning, Sanitation and Janitorial works, as specifically laid down in the "*Broad Details of the Scope of Works*" to be performed.

REQUIREMENT OF MANPOWER :-

1.	Number of manpower required to be deployed for cleaning and round the clock maintenance of sanitation in all the Toilets/ washrooms of the entire premises of the establishment. *NB:- One of the three Washroom Cleaner/ Sanitation worker shall be exclusively required to be deployed to clean the public toilets situated within the office premises of this establishment*	**4 (Four)** **washroom cleaners/ sanitation workers**

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2.	Number of manpower required to be deployed for daily sweeping, mopping, etc. for cleaning and maintenance of hygiene and sanitation in all the offices and court rooms of the premises of the establishment	**3 (Three)** **Office Cleaners/ Housekeepers**
3.	Number of manpower required to be deployed for cleaning and maintenance of open spaces, vehicle parking sheds and the outdoor surroundings of the premises of the establishment	**1 (One) Sweeper**
4.	Supervisor who shall be responsible for monitoring and overseeing the cleaning works allotted to the manpower deployed by the service provider, and ensuring performance of the all the cleaning activities, as per the time schedule provided by the office administration.	**1 (one)**
	Total requirement of manpower proposed to be acquired	**(Seven) 7 numbers of cleaners/ workers and 1 (One) Supervisor**

PERIOD OF CONTRACT

The awarding of contract/ work order shall initially be for a period starting from the date of awarding of the contract / work order till the end of the current financial year 2025-2026, i.e. 31.03.2026, and, is extendable at the sole discretion of the undersigned, for a further period of six (6) months or one (1) year, on the basis of mutual consent at the same rates, terms and conditions,

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 cleaning / housekeeping business.
2. Brief details of Turnover for the last three years (documentary record to be provided).
3. Experience details including number and details of Clients (if any) for whom cleaning, maintenance of sanitation, housekeeping and allied services are being provided at present including copies of work /engagement order.
4. Strength of manpower on roll at present, and deployment pattern in various establishments / institutions.
5. The bidders/ tenderers shall submit the copy of PAN, TIN/ GST registration details, EPF, ESI registration, registration under Contract Labour etc. along with their bid/ tender.

District & Sessions Judge Kamrup (Metro), Guwahati

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RATES :-

The rates are to be quoted by the contractor/ service provider on per month basis, which shall include all expenses whatsoever, that the bidder/ contractor may be required to incur for providing the services as laid down in detail in the scope of work to be performed, by deploying the manpower as per requirement stated above, and, as desired by the office administration of the establishment of the undersigned.

The rate quoted shall be inclusive of all the materials / consumables / equipments required for providing the full range of cleaning, sanitation and janitorial services to this establishment, as specifically laid down above. The day to day consumables cleaning materials required to execute the cleaning jobs, including uniforms and relevant safety gears, if any, for the personnel deployed will be the responsibility of the service provider/ contactor/ agency.

TDS will be deducted as per provisions laid down in CGST Act, 2017.

District & Sessions Judge,
Kamrup (Metro), Guwahati

District & Sessions Judge
Kamrup (M), Guwahati

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Annexure -2

General Terms & Conditions :-

1) Only Government Registered Firms/ agencies/ companies, having their Offices within the territory of Guwahati Municipality, are entitled to submit their quotations.

2) Tenders/ Quotations 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/ Registration, under Contract Labour (Regulation & Abolition) Act 1970
   c. Trade License, PAN Card,
   d. GST Registration certificate, GST return/ clearance document.
   e. Tax clearance/ return certificate showing annual turnover.
   f. Documents in support of experience in preceding three years of Outsourcing /Housekeeping/Cleaning Manpower in Govt. Departments / PSUs / other reputed organizations / institutions. Certificates/ Work orders of having successfully completed or running similar cleaning/ housekeeping services in other organizations may be furnished.

3) The tenderers shall have minimum one year experience of providing Housekeeping/ cleaning services in Govt. Departments / PSUs / other reputed organizations / institutions.

4) The bidders/ tenderers are required to quote their rates per month for the provision and deployment of the above mentioned manpower requirement, for carrying out the above mentioned cleaning, sanitation and janitorial services on a day to day basis, both in figure and in words. The rates quoted shall be inclusive of the primary cleaning and janitorial services by the allotted manpower, as well as consumables used by them, including equipments, tools /appliances, cleaning solutions, and any other expenses that the selected bidder/ contractor may incur in providing the services and fulfilling all contractual obligations, as specifically described and laid down in the tender document. Further the rates would be inclusive of all taxes including GST. However, GST rate is to be shown separately against the cost of the service to be provided.
   The undersigned shall not be liable to reimburse anything more than the quoted price for the above mentioned services to the selected bidder, except any increase in statutory levies/taxes affected by the Govt.

District & Sessions Judge Kamrup Metro, Guwahati

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5) The selected contractor/ bidder must possess or procure all the needful equipments, tools and other consumable materials (cleaning solutions/ disinfectants/ stain removing solutions/ phenyl) required for provision of the entire spectrum and range of cleaning and janitorial 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.

6) The selected agency/ service provider must ensure that distinct cleaning equipments \ (mops and brooms) must be used for cleaning toilets, and, rest of the office floors and areas.

7) The selected agency/ service provider shall strictly adhere to the timelines as specified in the "Time Schedule of cleaning" mentioned above, while ensuring that the entire spectrum of cleaning activities as laid down in the "*Broad details of the scope of work*" are carried out by the manpower deployed.

8) The rates quoted by the bidder/ tenderer for providing the cleaning/ sanitation and Janitorial services shall remain fixed during the entire period and validity of the contract / work order issued from this establishment.

9) The intending bidders are advised to inspect and survey the premises / campus of this establishment to make an assessment of the extent and range of the services to be provided and the floor area to be covered by the manpower strength, as sought for, and, may seek other details/ information from the office of the undersigned before submission of their bids/ tenders.

10) The successful bidder/ contractor shall not appoint any sub-contractor for the work assigned to him.

11) The selected bidder/contractor shall be responsible for deployment of the manpower requirements as stated herein, for carrying out the entire spectrum of cleaning activities, as per the instructions of the office administration, and the standards/ benchmark conditions and specifications of housekeeping service industry shall be maintained.

12) The successful bidder/ contractor shall engage adult, skilled, well trained and physically fit persons only, whose antecedents have been thoroughly vetted and checked and necessary police verification regarding the pendency of any criminal cases and other relevant assessments are carried out. The bidder/ contractor must also ensure that the persons engaged are of good character, sound health and possess basic ability to speak in local language.

Before deployment of personnel, the selected contractor / agency will furnish to the office of the undersigned the full particulars of the personnel, including details like name, father's name, age, photograph, permanent address, telephone number etc. after undertaking thorough verification of the antecedents of such personnel.

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District & Sessions Judge ★ Kamrup (Metro), Guwahati ★ सत्यमेव जयते

13) Employment of child labour will lead to the termination of the contract. All manpower employed by Service provider shall be engaged by him as his own employees in all respects. The responsibilities whatsoever, incidental or direct, arising out of or in respect of compliance with, or enforcement of the provisions of various Labour Laws / Industrial Laws of the country, shall be that of the selected agency / Service provider.

The contractor shall be responsible for ensuring compliance to all existent labour Laws, including but not limited to, the Minimum Wages Act, 1948, and other relevant labour laws. The agency must be registered under relevant statutory bodies, including EPFO, and ESIC. Copies of registration certificates and proof of compliance with statutory provisions must be submitted Service provider shall abide by provisions of the other rules and regulations of Government issued from time to time to this effect.

14) The undersigned reserves right the to bar any worker, employed by the successful bidder/ contractor, from carrying out the cleaning works entrusted to him, if there happens to be any doubt about his / her integrity, conduct and character. The decision of the undersigned in this regard shall be final and binding on the bidder/ Contractor. Any misconduct/ misbehaviour on the part of the manpower deployed by the agency will not be acceptable and such persons will have to be replaced immediately.

15) The selected bidder/ Contractor shall exercise adequate supervision on his part to ensure proper cleaning, maintenance of proper sanitation and hygiene and other disinfecting works as stipulated in the tender document. The contractor shall be responsible for all injury and accident to persons employed by him while on duty. It is desirable that all employees are covered under an insurance cover and as per various acts and laws governing the same.

16) 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 cleaning and sanitation 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.

That selected agency / service provider shall be liable to keep the establishment indemnified against all the losses caused to its property by way of theft, mishandling or otherwise in respect of the employees deployed by the service provider at various points, and, shall be held responsible for paying the recovery amount for any such property loss attributed to have been caused by the employees deployed by the agency/ service provider.

District & Sessions Judge ★ Kamrup (Metro), Guwahati ★ सत्यमेव जयते

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17) The selection of the successful bidder shall remain valid, and the offer made by such tenderer / agency to provide the "Cleaning and Janitorial Services" (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 2025-2026.
In case the selected bidder/ Contractor wants to discontinue the contract/ work for any reason, before completion of the stipulated period, the bidder/ Contractor shall give two months advance notice to to the undersigned after making a prayer for termination of work order/ contract to the undersigned.

18) The undersigned reserves the right to terminate the contract/ work order with the selected agency/ service provider, 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 the service provider/ agency by the office administration.

19) 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.

20) 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 benefiting the undersigned, such as financial capacity or soundness, prior experience, reputation etc. of the bidders/ tenderers shall be taken into careful consideration, before arriving at a final decision.

21) The Undersigned reserves the right to cancel the entire process of calling of tenders at any stage, without assigning any reasons thereof.

22) 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.

23) The successful tenderer 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 /notice to the selected service provider/ agency.

District & Sessions Judge * Kamrup (Metro), Guwahati *

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District & Sessions Judge
Kamrup (Metro), Guwahati
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24) 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/ agency :-

a) Bills in triplicate showing details of break up of prices charged against the services provided.

b) Bank Account Details

25) The contract may be terminated on any of the following contingencies:-

a) On the expiry of the period of contract/ work order

b) The undersigned reserves the right to issue a termination notice at any time during the currency of services in case the services rendered by the service provider are not found satisfactory, and, in conformity with the general norms and the standards prescribed for the services in this document.

c) For committing breach of any of the terms and conditions of the contract by the service provider.

e) In the event of the service provider being blacklisted by competent authority of the State/ Central Govt., or being declared insolvent by competent Court of law.

26) The tentative date of opening of Quotations submitted by intending suppliers has been fixed on **27.10.2025,** 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.

27) 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.

28) The bidder/ tenderer 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 practices.

District & Sessions Judge
Kamrup (Metro), Guwahati
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District & Sessions Judge,
Kamrup (Metro), Guwahati

District & Sessions Judge
Kamrup (M), Guwahati