OFFICE OF THE DISTRICT & SESSIONS JUDGE::TINSUKIA
Tinsukia District

TENDER NOTICE FOR INVITING QUOTATIONS FOR SWEEPING & HOUSEKEEPING

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 maintaining cleanliness in the officer's chambers, offices, corridors, lobby, lavatories of officers, Staff, public, etc. of the District & Sessions Judge establishment and open space of the Judicial Court Building, Tinsukia on annual contract basis for the year 2025-2026. Details may be obtained from Tinsukia Judiciary website www.tinsukia.dcourts.gov.in. The tender should reach the undersigned on any working days **on or before 28th of May, 2025 by 3.00 p.m.**

GENERAL TERMS & CONDITIONS

1. For housekeeping services tenderers are invited to quote their rates only on per month basis. Rates/quotations duly filled-in, will be received upto the date and time mentioned in the tender and quotations received thereafter shall not be entertained.
2. The sealed envelope containing quotation shall be marked as "Quotation for Sweeping and Housekeeping Services" along with copies of PAN Card and GST registration certificate.
3. Rates once quoted shall be final. No separate amount would be payable over and above the rates quoted.
4. The District and Sessions Judge, Tinsukia, 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.
5. 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.
6. All the rates must be written both in figures and in words. Correction/interpolation will not be entertained.
7. Rates/quotations shall be submitted and signed by the firm/party with its current business address and correspondence address.
8. Contract will be awarded for an initial period of three (3) months, and will be extended based only on satisfactory performance. The District and Sessions Judge, Tinsukia reserves the right to terminate the contract after giving appropriate notice period.
9. In case of any default by the service provider, the District and Session Judge, Tinsukia, 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.
10. The service provider shall arrange necessary insurance cover for all persons deployed by him even for short duration. The District and Sessions Judge, Tinsukia, shall not entertain any claim arising out of mishap, if any, which may take place.
11. The Service Provider shall in no case lease/transfer/sublet/appoint care taker for services.

12. 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 Session Judge Court Premise, Tinsukia.
13. Within the premises of the Judicial Court Building, Tinsukia the service provider personnel shall not perform any other work than their designated duties.
14. 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, Tinsukia, authority indemnified against all action, losses, damages, expenses and claims whatsoever arising thereof.
15. 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.
16. Disinfectant materials/ items for cleaning the premises like phenyl/ harpic/ mop/ broom etc will be provided by the Service Provider.
17. 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.
18. 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.
19. 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 Session Judge Court, Tinsukia.
20. The persons so employed by the Service Provider should be free from any communicable disease.
21. The cost of all cleaning material and other required articles etc. for housekeeping services will be borne by the tenderer and not by the authority of District and Session Judge Office, Tinsukia.
22. 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 top-notch and hygienic conditions.
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 a daily basis.
   b) The doors, windows, staircases, ventilators, partitions in the entire office should be cleaned on a daily basis.

c) Through cleaning of toilets/urinals/ wash basins of the toilets of Officers, staff and public, using required disinfectant materials like Phenyl, harpic etc. twice a day and more often if needed any by putting nephthalene 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 needs 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 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) 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, Tinsukia 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:

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A. In the event of failure in maintaining 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, Tinsukia 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, Tinsukia.
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, Tinsukia.

-Sd-
District and Sessions, Judge
Tinsukia

OFFICE OF THE DISTRICT & SESSIONS JUDGE ★ Tinsukia ★

No: DJT/2606-07 /25 Dated: 13/05/2025

Copy to:

1. The Systems Officer, Tinsukia District Judiciary for uploading the advertisement in the Official website.
2. Office Notice Board.
3. Office File.

13/05/25

District and Sessions Judge
Tinsukia

District & Sessions Judge
Tinsukia