OFFICE OF THE SUB-DIVISIONAL JUDICIAL MAGISTRATE (M), BOKAKHAT

Memo No. BJ (G)/4537/2025 Date: 20/11/2025

NOTICE INVITING TENDER

Sealed tenders affixing court fee stamps of Rs. 8.25/- only (Non refundable) are hereby invited from the intending parties (Firms/Individuals/Group of Individuals etc. involved in similar nature of work) for up-keeping and maintaining cleanliness in the following premises,

1. The Officer's chambers, all offices, all lavatories, corridors, lobby etc. and open space of the establishment of the undersigned {in 2 (two) Nos. of buildings},
2. The Official Residence of the undersigned,

On annual contract basis for the financial year 2025-2026. Details may be obtained from the Golaghat Judiciary website **http://golaghatjudiciary.gov.in** or O/O **The Sub-Divisional Judicial Magistrate(M), Bokakhat.** The tender should reach the **I/C Head Assistant, O/O the Sub-Divisional Judicial Magistrate(M), Bokakhat** on any working days **on or before 20th December 2025 by 4.00 P.M.**

General Terms & Conditions:

1. The tender shall also has to accompany the following documents,
   a. Copy of PAN Card of the proprietor.
   b. Copy of Labour License.
   c. Copy of registration/ partnership deed of firms.
   d. Copy of Trade License.

2. For housekeeping services the tenderers are invited to quote their rates only on per month basis, both in figures and in words.

3. The rate quoted will be final and binding and no hike in rate will be considered during the contract period.

4. The undersigned reserves the right to accept or reject any or all tender(s) in part or full and shall not be bound to accept the lowest rate.

5. In case of violation of terms and conditions of the tender document or unsatisfactory services in terms of quality, promptness and standard, the undersigned reserves the right to terminate the contract by giving intimation to the supplier and forfeit security deposit.

6. The Sub-Divisional Judicial Magistrate(M), Bokakhat, 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.

7. 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.

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8. The service provider shall arrange necessary insurance cover for all persons deployed by him even for short duration. The Sub-Divisional Judicial Magistrate(M), Bokakhat, shall not entertain any claim arising out of mishap, if any, which may take place.

9. The Service Provider shall in no case lease/transfer/sublet/appoint care taker for services.

10. No other person except authorized representative of the service provider shall be allowed to enter into the Premises as stated in Para 1. Service Provider should provide identity card and uniform to the persons deployed in service work at the premises as stated in Para 1.

11. Within the premises as stated in Para 1, the service provider personnel shall not perform any other work than their designated duties.

12. Service Provider shall be directly responsible for any/all disputes arising between him and his personnel and keep away the Sub-Divisional Judicial Magistrate(M), Bokakhat authority, indemnified against all action, losses, damages, expenses and claims whatsoever arising thereof.

13. 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 Sub-Divisional Judicial Magistrate(M), Bokakhat Court authority shall have no liability whatsoever in this regard.

14. The service provider shall report to the Head Assistant of the Sub-Divisional Judicial Magistrate(M), Bokakhat regarding day to day up-keeping and cleaning.

15. The service provider shall be fully responsible for the burglary, fire or any mischievous deeds by the personnel employed by them within the premises as stated in para 1.

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. 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.

18. The Sub-Divisional Judicial Magistrate(M), Bokakhat reserves the right to include new terms and conditions or may also exclude any aforesaid terms & conditions without any prior notice.

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Scope of Work:

1. The prime objective of housekeeping service is to maintain all the 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 on a daily basis.

b) The doors, window staircases, ventilators, partitions in the cleaned entire office should be on a daily basis.

c) Through cleaning of toilet/urinals/ wash basins using required disinfectant materials like Phenyl, harpic etc. twice a day and more often if needed any by putting naphthalene balls/ air purifiers in ail the urinary and toilets; Also cleaning of ail the sanitary fittings tires and mirrors on the walls of the toilet needs to be cleaned on daily basis.

d) Ensure remover 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, grass 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 bails, air purifier etc.

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 the Sub-Divisional Judicial Magistrate (M), Bokakhat and the same shall be paid thereof after making recovery, If any.

b) Payment to service Provider shall be made by account transfer to the designated account mentioned by the service provider in tender document or account payee cheque, on presentation of the bill. Cash payment of any kind is strictly prohibited. Tax payable shall be deducted at the source as per the rules.

Penalty :

I. 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. 100/- (Rupees one hundred only) per day and shall be recovered from the bills or otherwise. For the purpose of imposing penalty, the decision of the Sub-Divisional Judicial Magistrate (M), Bokakhat will be final and binding on the service provider and shall not be subject to dispute or arbitration.

II. The service provider shall ensure that peace and order is maintained in the premises.

III. The service provider will ensure that all his personnel shall behave courteously and decently with employees and officers of the Sub-Divisional Judicial Magistrate (M), Bokakhat court.

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