

**OFFICE OF THE CHIEF JUDICIAL MAGISTRATE::SONITPUR:
AT TEZPUR.**

SHORT NOTICE INVITING TENDER NO. 1 OF 2025

(FOR OUTSOURCING OF 02 (TWO) NUMBERS OF SKILLED/UNSKILLED LABOUR)

Sealed quotations are invited affixing Court Fee stamp of Rs.8.25 (Non-refundable) from the intending registered firms for Outsourcing of 02 Numbers of Skilled/Unskilled Labour, for the establishment of Chief Judicial Magistrate, Sonitpur, Tezpur, as per specification given below.

Sl. No.	Particulars	Nos.	Rate Per day	Unit Price (including GST)	Total Price
1	Skilled Labour	1			
2	Unskilled Labour	1			

GENERAL TERMS AND CONDITIONS

1. The sealed envelope containing tender shall be marked as “**Tender for Outsourcing of 02 Numbers of Skilled/Unskilled Labour**” and the following documents must be annexed with the tender.
 - a) Copy of PAN Card
 - b) Copy of GST Registration Certificate
 - c) Copy of Trade License.
 - d) Copy of Labour License.
 - e) Any other documents as per Govt. rules, required for outsourcing of Labour.

Each page of the documents should be signed by the bidder with seal to establish the Bidder's eligibility and its qualification to perform the outsourcing of Labours if its bid is accepted. In the absence of any of the above documents/information, the offer may be summarily rejected without making any further reference in this regard.

The sealed tender should be submitted to the Office of **the Chief Judicial Magistrate, Sonitpur, Tezpur** during office hours on working days.

2. Rates once quoted shall be final. No separate amount would be payable over and above the quoted rates.
3. The Chief Judicial Magistrate, Sonitpur, Tezpur reserves the right to postpone and/or extend the date of receipt/opening of rates/Tender or to withdraw the same, without assigning any reason thereof.
4. The service providers are required to submit the complete rates/ Tenders only after satisfying each and every condition as well as after physical inspection of the premises.

5. All the rates must be written both in figures and words. Correction/ interpolation will not be entertained.
6. Rates/ Tenders shall be submitted and signed by the firm/party with its current business address and correspondence address.
7. Contract will be awarded for the Financial Year 2024-2025 and 2025-2026 and may be extended based only on satisfactory performance. Else, the Chief Judicial Magistrate, Sonitpur, Tezpur reserves the right to terminate the contract.
8. In case of any default by the service provider, the undersign may without prejudice and 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.
9. The Service Provider shall be responsible for safety and security of its employees and shall arrange necessary insurance cover for all persons deployed by him even for short duration. The Chief Judicial Magistrate, Sonitpur, Tezpur shall not entertain any claim arising out of mishap, if any, which may take place.
10. The Service Provider shall in no case lease/transfer/sub contact/appoint care taker for service.
11. No other person except authorized representatives of the Service provider shall be allowed to enter into the court premises. Service Provider should provide identity card and uniform to the persons deployed in the Chief Judicial Magistrate, Sonitpur, Tezpur premise.
12. Within the premises of the Judicial Court Building, Sonitpur, Tezpur the Service Provider personnel shall not perform any work other than their designated duties.
13. Service Provider shall be directly responsible for any/all disputes arising between him and his personnel and keep away the Chief Judicial Magistrate, Sonitpur, Tezpur authority indemnified against all action, losses, damages, expenses and claims whatsoever arising thereof.
14. 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 Chief Judicial Magistrate authority shall have no liability whatsoever in this regard.
15. The Service Provider or his persons employed shall report to the Head Administrative Officer/ Nazir of the O/o Chief Judicial Magistrate, Sonitpur, Tezpur as the case may be regarding day to day up keeping and cleaning.

16. Service Provider shall ensure that the persons employed in the Chief Judicial Magistrate Court premises shall be well mannered and shall wear neat and clean uniform by displaying Identity Card everyday while on duty, behave properly and will maintain decorum laid by the Chief Judicial Magistrate, Sonitpur, Tezpur.
17. The persons so employed by the Service Provider should be free from any communicable diseases.
18. The undersigned reserves the right to include new terms and condition or may exclude any aforesaid terms and conditions without any prior notice.
19. The Chief Judicial Magistrate, Sonitpur, Tezpur reserves the right to award the work to one or more bidders. No communication shall be made in this regard except the selected agency/individual/bidder.
20. Bidders are requested to mention their Contact Number in the Tender for future communication.
21. The undersigned reserves the right to accept or reject any or all the tenders in part or full, without assigning any reason whatsoever.
22. The undersigned is not bound to accept the lowest tender.
23. The undersigned reserves the right, to award the work to one or more bidders. No communication shall be made in this regard except the selected firm/tenderer/bidder.
24. In case of violation of terms and conditions of the tender, the undersigned reserves the right to terminate the contract by giving intimation to the Service Provider.

The last date of the receipt of Tender is **16th January, 2025 till 03:00 P.M.** and no Tender will be received thereafter. The Tenders shall be opened in the office of the undersigned on **16th December, 2025** at 03:00 P.M.

25. The decision of the undersigned in all respect shall be final and binding in all.

SCOPE OF WORK:

1. The prime objective of cleaning service is to maintain the entire premises in clean and hygienic condition.
2. The Service Provider shall also ensure the cleanliness of the outside area of the Judicial Officers' residence by employing the cleaners at least 3(three) days a week.
3. The broad details of work covered under the scope are enumerated as follows:
 - a) Cleaning, sweeping and wiping of entire area in the office including the lobby and front area of the building on daily basis.

- b) The doors, windows, ventilators in the entire office should be clean on daily basis.
- c) Ensure removal of blockage and clogging in the wash basins and other sanitary fittings in the toilets for smooth outflow of waste water.
- d) Removing dust and cobwebs from the floor, windows, doors, air conditioners, glass panes etc. collecting waste papers, unwanted materials and its disposal at indicated locations including cleaning of granite/ marble/ tiles floors etc.
- e) Cleaning of toilets/ urinals on daily basis and rooms by mopping floor with cloth soaked in water and phenyl, harpic etc.

TERMS AND PAYMENTS

- a) The Service Provider will submit the monthly bill for reimbursement in triplicate, which shall be duly certified by Nazir, O/o the Chief Judicial Magistrate, Sonitpur, Tezpur 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 and availability of funds. Tax payable shall be deducted at the source as per the rules.


Chief Judicial Magistrate,
Sonitpur, Tezpur.

Memo No.CJM(S) 05-08 /

Dated Tezpur, the 3rd January, 2025.

Copy to :-

1. ✓ The Hon'ble District & Sessions Judge, Sonitpur, Tezpur for favour of kind information.
2. The System Officer, Sonitpur District Judiciary for uploading the above short NIT in the District Judiciary website, immediately.
3. Notice Board.
4. Office file.


Chief Judicial Magistrate,
Sonitpur, Tezpur.
Chief Judicial Magistrate,
Sonitpur, Tezpur 