



মুখ্য ন্যায়িক দণ্ডাধীশৰ কাৰ্য্যালয় :: কাৰ্বি আংলং :: অসম
OFFICE OF THE CHIEF JUDICIAL MAGISTRATE :: KARBI ANGLONG :: ASSAM

No. CJM (KA)F86/GEM/2026/ 740-742 /AC

Dated: 14.10.2026

NOTICE

INVITING QUOTATIONS FOR SWEEPING & HOUSEKEEPING

Quotations are 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 officer's chambers, all offices, all lavatories, corridors, lobby, corridors etc. and open space of the Chief Judicial Magistrate Court's building, Karbi Anglong on contract basis for the year **2026-2027 on GeM Portal**. The last date of submission of the aforementioned quotation is **30 (Thirty)** days from the date of publication.

GENERAL TERMS AND CONDITIONS;

1. For housekeeping services, the bidders are invited to quote their rates only.
2. Rates once quoted shall be final. No separate amount would be payable over and above the rates quoted.
3. 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 i.e. Chief Judicial Magistrate Court Complex (including Additional Chief Judicial Magistrate & Judicial Magistrate First Class), Karbi Anglong, which is an Assam type building covering an area of **total 9660 Sq. feet**.
4. All the rates must be written both in figures and in words. Correction/interpolation will not be entertained.
5. Rates/quotations shall be submitted and signed by the Service Provider/party with its current business address and correspondence address.

6. In case of any default by the service provider, the Chief Judicial Magistrate, Karbi Anglong, may terminate the contract, in whole or part, by giving 15 days' notice to the Service Provider.
7. The Service Provider shall in no case lease/transfer/sublet/appoint care taker for services.
8. No other person except authorized representative of the service provider shall be allowed to enter into the Chief Judicial Magistrate Court Premises. Service Provider should provide identity card and uniform to the persons deployed in the Chief Judicial Magistrate, Karbi Anglong.
9. Within the premises of the Court building of the Chief Judicial Magistrate Court Complex (including Additional Chief Judicial Magistrate & Judicial Magistrate First Class), Karbi Anglong the service provider personnel shall not perform any work other than their designated duties.
10. Service Provider shall be directly responsible for any/all disputes arising between him and his personnel and keep away the Chief Judicial Magistrate, Karbi Anglong, authority, indemnified against all action, losses, damages, expenses and claims whatsoever arising thereof.
11. 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 Court authority shall have no liability whatsoever in this regard.
12. The service provider or his persons employed shall report to the H.A.O & Accountant of the Chief Judicial Magistrate Court, Karbi Anglong regarding day to day up-keeping and cleaning.
13. The working hours shall be from 8.30 a.m. to 05.00 p.m. daily for the persons provided for housekeeping. However, in case of meeting and other necessary/emergency situation, the persons will be required to work beyond the time specified above.
14. Service provider shall ensure that the persons employed in the Chief Judicial Magistrate Court premises shall be well mannered, well behaved and shall wear neat and clean uniform by displaying their identity card every day while on duty, and will maintain decorum laid by the Chief Judicial Magistrate, Karbi Anglong.
15. The firm shall provide minimum **02 (Two) workers** and in the absence of any worker his alternative shall be provided without fail

on working days and holidays as and when required for cleaning, dusting, mopping etc. If any worker remains absent on working days, appropriate amount shall be deducted from the bill raising.

16. The firm shall provide all necessary and standard cleaning equipment, tools, and ISI-marked/branded consumable cleaning materials of good quality, including disinfectants, brooms, wipers, mop, liquid floor cleaners, toilet cleaners, and naphthalene balls etc. as required for efficient upkeep and sanitations.
17. The workers shall remain present on all working days.
18. The persons so employed by the Service Provider should be free from any communicable disease.
19. The payment to the workers engaged by the Service Provider must be made regularly on the very first week of every month, without fail. Further, the agency cannot place excuses regarding non-payment of salary to the engaged workers on time by citing any reasons thereof and in the event of non-compliance of this, may invite discontinuation of the said Service Provider without assigning any prior notice.
20. The Service Provider has to submit valid proof of payment (in appropriate format) of salary to respective workers before the authority every month and after verification of the same, the bills shall be processed, accordingly.
21. The payment made to the engaged workers by the Service Provider should be as per the relevant updated notification issued by the Govt. of Assam in the matter.


Chief Judicial Magistrate,
Karbi Anglong
Chief Judicial Magistrate
Karbi Anglong, Diphu (Assam)



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SCOPE OF WORK:

1. The prime objective of housekeeping service is to maintain the entire premises in clean 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, office chambers, courts etc. on a daily basis.
 - b) The doors, windows, staircases, ventilators, partitions in the entire office should be cleaned on a daily basis.
 - c) Thorough cleaning of toilets/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 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, fans, ceiling etc. 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 Chamber, Courts and office rooms by mopping floor with cloth soaked in water and phenyl, harpic etc.
 - h) Regular filling of toilets with liquid soap, naphthalene balls, air purifier etc.
 - i) Any other work as assigned by the authority.


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Additional Terms and Condition

1. Average annual turnover of the bidder during last 3 years ending 31st March of the previous year should be 30 Lakhs.
2. Net worth should be positive for the preceding financial year.
3. For proof of Annual Turnover and Net worth bidder shall submit a certificate issued by a practicing CA with Membership Number and Firm Registration Number, UDIN certifying Annual Turnover and Net worth.
4. Bidder must have at least 3 years' experience of providing similar type of housekeeping services for Judicial Court and Judicial Office building. Services rendered with list of such works with duration of services shall be furnished.
5. Bidder shall submit Bank Solvency Certificate amounting Rs 20 Lakhs issued by any Nationalized/ Scheduled bank of India. Bank solvency issued within 01 year prior to the date of NIT shall also be considered valid unless otherwise expired.
6. Bidder shall have a registered office/registered branch office within a radius of 80 KM from Karbi Anglong. Address proof of such office must be submitted.
7. Bidder must upload up to date Labour Licence having minimum 50 numbers of workmen.
8. GST registration certificate along with latest updated returns documents like GSTR1 and GSTR3B.
9. Copy of PAN Card.
10. Copy of PF Registration Number along with up to date ECR Challan.
11. Copy of ESI Registration certificate along with up to date monthly return.
12. Bidder should comply with state govt. minimum wages laws
13. A notarized affidavit of Rs. 100/- of Non Blacklisting/ Holidaylisting.
14. The bidder must upload the firm's Registration Certificate.

15. A notarized affidavit of Rs.100/- after the bid publishing date, must be submitted, stating that " The Bidder/Service Provider accepts all the terms and conditions imposed by Buyer." All documents submitted by the bidder are not forged, if any document submitted by the bidder/service Provider is/are found to be forged, proper legal action will be taken by the department/Buyer.
16. Income Tax Return, profit & loss, Balance sheet for the last three consecutive assessment years (2023-24, 2024-25, and 2025-26),
17. An undertaking will be submitted by the bidder in which the bidder service provider will be bound to accept all the terms and conditions of the above bid.


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