# জিলা আৰু সত্ৰ ন্যায়াধীশৰ কাৰ্যালয়, মাজুলী

## OFFICE OF THE DISTRICT & SESSIONS JUDGE::::::::::AT MAJULI

## NOTICE INVITING QUOTATION

Sealed quotations affixing non refundable court fee stamp of Rs. 8.25/- only are invited from intending registered agency/organization/individual persons for outsourcing the "Services of Sweeping and Cleaning" for the establishment of the District & Sessions Judge, Majuli, as per specification given below:

| Particulars | Number of persons to be engaged | Rates | Nature of Works | Special terms and conditions |
|---|---|---|---|---|
| Services of Sweeping and Cleaning | 1(one) | | ➢ Maintaining cleanliness and hygiene in the Court premises as well as Judicial Officers residential quarters under District & Sessions Judge Establishment, Majuli.<br>➢ Picking up and disposing of litters.<br>➢ Any work related to housekeeping. | ➢ The work allotment is temporary in nature and is valid for the F.Y. 2025-26.<br>➢ It would be obligatory on the part of the agency/ individual to daily attend the requisite work.<br>➢ The time of such daily works will be within office hours and as per work schedule provided by the establishment.<br>➢ Materials required for the work shall be provided by the establishment. |

**Terms and Conditions:-**

1. The sealed envelope duly marked as "Quotation for services of Sweeping and Cleaning". The sealed quotations should be submitted to the **OFFICE OF THE DISTRICT & SESSIONS JUDGE, MAJULI**, during office hours on working days along with the following documents:

a) **Proof of the Current Bank Account** of Nationalized Bank in the Name of the Firm.

b) **Trade Licence** issued by appropriate authority.

c) **PAN Card** in the name of the firm.

d) **GST registration** certificate.

2. The rates approved by the District & Sessions Judge, Majuli shall be valid for the said outsourcing, for the **Financial Year 2025-26**.

3. Last date for submission of Quotation is **05/08/2025 till 3.00 P.M**. No quotations will be entertained beyond the scheduled date and time.

4. Monthly payment shall be made after satisfactory performance of the requisite work subject to availablity of fund.

5. The deceision of the District & Sessions Judge, Majuli towards satisfaction of performance of work shall be final. The District & Sessions Judge, Majuli reserves the right to accept or reject any or all the tenders in part or full, without assigning any reason whatsoever.

6. The District & Sessions Judge, Majuli is not bound to accept the lowest quoted bidder.

7. The District & Sessions Judge, Majuli reserves the right to terminate the work order at any time, by giving intimation in writing without assigning any reason thereof.

8. In case of violation of any terms and conditions of the Tender or unsatisfactory performance or poor quality/below standard work, The District & Sessions Judge, Majuli reserves the right to terminate the work order.

9. **The deceision of the District & Sessions Judge, Majuli in all respect shall be final and binding on all.**

Sd/-
District & Sessions Judge,
Majuli.

*DSJ(M)/* 1831 – 33 */2025 dated, Majuli the* 17th *of July, 2025*

Copy to:-

1. DIPRO, Majuli for publishing the same in a local newspaper.
2. System Assistant, Majuli District Judiciary, for uploading the NIQ in the website of Majuli District Judiciary.
3. Office File.

District & Sessions Judge,
Majuli.

District & Sessions Judge
DJB Majuli

**ANNEXURE 'A'**

**BIDDING FORM**

**(TO BE FILLED IN BLOCK LETTERS ONLY)**

**"FILLING UP OF ALL THE FIELDS IS MANDATORY"**

1. Name:.....

2. Address:

.....

.....

.....

3. Mobile No: .....

4. Email ID: .....

5. Rate offered for services of Sweeping and Cleaning for which written bid is submitted.

| Description | Number of persons to be engaged | Rate per person per day |
|---|---|---|
| **Services of Sweeping and Cleaning (for the F.Y. 2025-26)** | **1 (one)** | |

*I do hereby declare that I have understood all the Terms and Conditions as mentioned in the concerned NIQ.*

(Full Signature with date)