

জিলা ও সত্ৰ ন্যায়াধীশৰ কাৰ্যালয়, ধেমাজি
OFFICE OF THE DISTRICT AND SESSIONS JUDGE::DHEMAJI

NOTICE INVITING QUOTATIONS

Memo No. DJDH/_____/2025

Dated Dhemaji _____

Sealed quotations are invited affixing court fee of Rs. 8.25/- (Non-refundable) from the intending parties (Firms/ Individuals/ Group of individuals etc. preferably involved in similar nature of works) for up-keeping and maintain cleanliness in the Officer's chambers, all offices, all lavatories, corridors, lobby etc. and open space of the Judicial Court campus, Dhemaji on annual contract basis for the Financial year 2025-26. Details may be obtained from the Dhemaji Judiciary website www.dhemaji.dcourts.gov.in. The tender should reach the undersigned on any working days **on or before 04:00 P.M. of 21.03.2025**.

GENERAL TERMS AND CONDITIONS

1. For housekeeping services the tenderers are invited to quote their rates including all necessary items and equipments required (GST amount should be shown separately) only on per month basis. Rates/quotations duly filled-in, will be received up to the date and time mentioned in the tender and quotations received thereafter shall not be entertained.
2. The sealed envelope containing the quotation shall be marked as "**Quotation for Sweeping and Housekeeping Services**" and submitted to the District & Sessions Judge, Dhemaji in the office working days.
3. Rates once quotes shall be final. No separate amount would be payable over and above the rates quoted.
4. The District & Sessions Judge, Dhemaji, 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 figure and 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 the FY 2025-2026** and may be extended based only on satisfactory performance. Else, the District & Sessions Judge, Dhemaji reserves the right to terminate the contract.
9. In case of any default by the service provider, the District & Sessions Judge, Dhemaji, 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 be responsible for safety & security of its employees and shall arrange necessary insurance cover for all persons deployed by him even for short duration. The District & Sessions Judge, Dhemaji **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/subcontract/appoint care taker for service.
12. No other person except authorized representative of the service provider shall be allowed to enter into the District & Sessions Judge Court premises and the Officer's residences. Service Provider should provide identity card and uniform to the persons deployed in the District and Sessions Judge Court Premises, Dhemaji.

Contd./-

TERMS AND PAYMENT

- a. The Service Provider will submit the monthly bill for reimbursement in triplicate, which shall be duly certified by Accounts Assistant, O/o the District & Sessions Judge, Dhemaji 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.

PENALTY:

- a. In the event of failure in maintaining the Housekeeping 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 rupees only) per day and shall be recovered from the bills or otherwise. For the purpose of imposing penalty, the decision of the District & Sessions Judge, Dhemaji 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 & Sessions Judge Court complex, Dhemaji.
- c. The Service Provider will ensure that all his personnel shall behave courteously and decently with employees and officers of the establishment of the District and Sessions Judge, Dhemaji.

Sd/-
District & Sessions Judge,
Dhemaji.

Memo No. DJDH/916-22/2025

Dated Dhemaji 07/03/25

Copy to:-

1. The Court Manager, District Judiciary, Dhemaji.
- ✓ 2. The Systems Officer, for uploading the NIQ in the official website of Dhemaji District Judiciary.
3. The Accounts Assistant, O/o the District & Sessions Judge, Dhemaji.
4. Notice Board, O/o the District & Sessions Judge, Dhemaji.
5. Notice Board, O/o the Chief Judicial Magistrate, Dhemaji.
6. Office File.

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7/3/25
District & Sessions Judge,
Dhemaji.
District & Sessions Judge
Dhemaji