OFFICE OF THE CHIEF JUDICIAL MAGISTRATE :: :: DHEMAJI

Memo No. CJDH/QN/ /2025, Dated Dhemaji the 18th September/2025.

TENDER NOTICE FOR INVITING QUOTATIONS FOR SWEEPING & HOUSEKEEPING

Sealed quotations are invited affixing Court fee of Rs. 8.25/- (Non-Refundable) 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 etc. and open space of the Courts & Office under the Establishment of the Chief Judicial Magistrate, Dhemaji, including the Office of the Sub-Divisional Judicial Magistrate, (M), Jonai Building on monthly basis contract for the Financial Year 2025-2026. Details may be obtained from the Dhemaji Judiciary website. The tender should reach the undersigned on any working days on or before 09-10-2025 by 4.00 P.M.

GENERAL TERMS& CONSDITIONS:

1. For housekeeping / toiletries services tenders are invited to quote their rates 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. Rates once quoted shall be final. No separate amount would be payable over and above the rates quoted.
3. The Chief Judicial Magistrate, 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.
4. 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.
5. All the rates must be written both in figures and in words. Correction/interpolation will not be entertained.
6. Rates/quotations shall be submitted and signed by the firm/party with its current business address and correspondence address.
7. In case of any default by the service provider, the Chief Judicial Magistrate, 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.
8. The service provider shall arrange necessary insurance cover for all persons deployed by him even for short duration. The Chief Judicial Magistrate, Dhemaji, 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 Chief Judicial Magistrate, Dhemaji and Sub-Divisional Judicial Magistrate (M), Jonai Court Premises. Service Provider should provide identity card and uniform to the persons deployed in the Chief Judicial Magistrate, Dhemaji and Sub-Divisional Judicial Magistrate (M), Jonai Court Premises.
11. Within the premises of the Chief Judicial Magistrate, Dhemaji and Sub-Divisional Judicial Magistrate (M), Jonai Court Building, 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 Chief Judicial Magistrate, Dhemaji, 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 Chief Judicial Magistrate, Dhemaji authority shall have no liability whatsoever in this regard.
14. The service provider or his persons employed shall report to the Court/ Head Assistant/ Nazir/ Assistant Nazir of the Office of the Chief Judicial Magistrate, Dhemaji regarding day to day up-keeping and cleaning.
15. The working hours shall be from 09.00 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.
16. Service provider shall ensure that the persons employed in the Chief Judicial Magistrate, Dhemaji and the Sub-Divisional Judicial Magistrate (M), Jonai court premises shall be well mannered and shall wear neat and clean uniform by displaying their identity card every day while on duty, behave properly and will maintain decorum laid by the Chief Judicial Magistrate, Dhemaji.
17. The persons so employed by the service Provider should be free from any communicable disease.
18. 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 of Chief Judicial Magistrate, Dhemaji.
19. The Chief Judicial Magistrate, Dhemaji reserves the right to include new terms and conditions or may also exclude any aforesaid terms & conditions without any prior notice.

SCOPE OF WORK:

The prime objective of housekeeping service is to maintain the entire premises of the Courts & office Building of the Chief Judicial Magistrate, Dhemaji and Sub-Divisional Judicial Magistrate (M), Jonai as well as the residential quarters of both the Officers in top-notch and hygienic conditions.

a) Cleaning, sweeping and wiping of entire area in the office including the lobby & front area of the entire building on a daily basis.
b) The doors, windows, staircase 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' 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 balls, air purifier etc.
i) Any other work as assigned by the authority.

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 Chief Judicial Magistrate, Dhemaji and the same shall be paid there after making recovery, if any.
B. Payment to Service provider shall be made as per the procedure, on presentation of the bill. Tax payable shall be deducted at the source as per the rules.

PENALTY

A. 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. 150/ (Rupees one hundred and fifty only) per day and shall be recovered from the bills or otherwise, For the purpose of imposing penalty, the decision of the Chief Judicial Magistrate, 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 Chief Judicial Magistrate, Dhemaji.
C. The service provider will ensure that all his personnel shall behave courteously and decently with employees and officers of the Chief Judicial Magistrate, Dhemaji & Sub Divisional Judicial Magistrate (M), Jonai.

Sd/-
(J. Saikia)
Chief Judicial Magistrate
Dhemaji

Memo No. CIDH/QN/ 2439-41 /2025, dated Dhemaji the 18th September/2025.

Copy for information & necessary action to :-

1. The System Officer, Dhemaji District Judiciary. He is requested to upload the quotation notice in the Dhemaji District Judiciary website.
2. The Notice Board of the undersigned.
3. Office File.

(J. Saikia)
Chief Judicial Magistrate
Dhemaji
Chief Judicial Magistrate
Dhemaji
18/9/25