

# **OFFICE OF THE PRINCIPAL JUDGE, FAMILY COURT::::::NALBARI**

## **Notice Inviting Quotation**

*05<sup>th</sup> October, 2026*

Sealed quotations affixing court fee of Rs. 8.25/-(Non-Refundable) are hereby invited from intending registered agency/organization/individual persons/group of individuals etc. for engagement of 1 (One) person for outsourcing the **"Services of Sweeping and Cleaning"** for the Court and Office of the undersigned, as per specification given below.

The quotations should reach the office of the undersigned on or before **14<sup>th</sup> October, 2026, 4 P.M.**

**The office address is** - Office of the Principal Judge, Family Court, Nalbari, In front of Medinova Nursing Home, Nalbari, Barama Road, District & P.O.- Nalbari, PIN- 781335, Assam.

| <b>Particulars</b>                | <b>Number of persons to be engaged</b> | <b>Rates</b>  | <b>Nature of Works</b>                                                                                                                                                                                                                         | <b>Specific terms and conditions</b>                                                                                                                                                                                                                                                                                                                |
|-----------------------------------|----------------------------------------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Services of Sweeping and Cleaning | 1 (One)                                | Monthly Basis | <b>1.</b> Maintaining cleanliness and hygiene in the Court campus and building as well as the official residence of Judicial Officers quarters.<br><b>2.</b> Any housekeeping related works.<br><b>3.</b> Picking up and disposing of litters. | <b>1.</b> The work allotment is temporary in nature and is valid for a period of 01 (One) year from the date of selection of bidder.<br><b>2.</b> The timing of daily work will be within office hours and as per work schedule provided by the establishment.<br><b>3.</b> Materials required for the work shall be provided by the establishment. |

## **General Terms and Conditions**

- 1.** Sealed quotation duly marked as **"Quotation for Services of Sweeping and Cleaning"** and quotation should contain the following documents.
  - a.** Copy of PAN Card
  - b.** Copy of GST Registration Certificate
  - c.** Copy of Valid registration/Trade license
  - d.** Copy of Experience Certificate if any
- 2.** The rates approved by the office of the undersigned for the said outsourcing shall be valid for the said outsourcing, for a period of 01 (One) year from the date of acceptance.

- 3.** Monthly payment shall be made after satisfactory performance of the requisite work, subject to availability of fund. The decision of the undersigned towards satisfaction of performance of work shall be final.
- 4.** The undersigned is not bound to accept the lowest rates and reserves the right of rejecting any quotation without assigning any reason thereof. The decision of the undersigned will be the final.
- 5.** Rates once quoted shall be final. No separate amount would be payable over and above the rates quoted.
- 6.** The service provider shall be responsible for payment of wages/salaries to the personals employed.
- 7.** The undersigned reserves the right to terminate the work order at any time, by an intimation in writing without assigning any reason.
- 8.** In the event of breach of any terms and conditions of the quotation document or unsatisfactory performance, the undersigned reserves the right to terminate the work order. Conditional quotations are liable to be rejected.
- 9.** All the quotations received by the undersigned will be opened in presence of the intending bidders or their authorized representatives. The date and time of the same will be notified later. In case of the absence of bidders or their representatives at the time of opening, they will have no right to raise any claim further.
- 10.** Quotations submitted after the stipulated time will be summarily rejected.

-Sd-

**Principal Judge  
Family Court, Nalbari**

**Memo No. FC.NLB/36/2026/755-757**

**Date:05.10.2026**

**Copy forwarded for publication to:-**

- 1.** The System Officer, Nalbari District Judiciary, Nalbari. He is requested to upload this quotation in the official website of Nalbari District Judiciary.
- 2.** Notice Board of this office.
- 3.** Office File.

*(Smti Moushumi De)*  
**Principal Judge  
Family Court, Nalbari**