

OFFICE OF THE CHIEF JUDICIAL MAGISTRATE::HAILAKANDI

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NOTICE INVITING SHORT TENDER
Dated Hailakandi the 12th August, 2024

The Chief Judicial Magistrate, Hailakandi invites Sealed Quotations affixing Court Fee of Rs. 8.25 (Non-refundable) from reputed firm/NGOs for **“Housekeeping, Sweeping and Cleaning Services”** for Chief Judicial Magistrate Establishment, Hailakandi.

Interested Firm/NGOs having satisfactory experience in the field are hereby asked to submit their quotations in the Drop-Box installed in the Office of the undersigned w.e.f **10.00 am of 14th August, 2024 till 5.00 pm of 31st August, 2024.**

General Terms & Conditions:

1. The parties shall have to submit photocopies of their GST Registration Certificate, Trade Licence, Pan Card, Bank Account details etc.
2. The Tender shall be valid for the financial year 2024-25. Further, prayer for discontinuation of service from the tenderer, if any, should be prayed before Ld. Chief Judicial Magistrate, Hailakandi on or before 3 (three) months of the date of discontinuation intended.
3. The rate of tender should be quoted with GST component separately. Moreover, the rate quoted shall be final and no increase in the same shall be entertained.
4. The rate should include expenses for cleaning articles like phenyl, cleaning agents like harpic, bleaching powder, floor cleaner, mop sets, odonil, etc. but said rates are not required to be shown separately, but only a consolidated rate should be quoted.
5. The tenderer should ensure the number of housekeeping staffs present should be minimum of 03 (three) persons, round the clock.
6. The cleaning and housekeeping activities shall include, but not limited to, round the clock clearing and sweeping, moping, dusting of doors, windows, furniture, table, chairs, court ejlash, curtains etc. of the Chief Judicial Magistrate Establishment (Building) along with C.J.M. Bungalow, Hailakandi, cleaning of ground floor to 3rd floor of C.J.M, Establishment including all the chambers, toilets and Courts including

chambers and toilets of M.M.I cum JMFC, Hailakandi and M.M.II cum JMFC, Hailakandi and office, chamber and toilet of the Secretary, DLSA, Hailakandi and cleaning and maintaining of the bushes in and around the all campus etc.

7. The housekeeping staffs should present in the establishment from 08.00 A.M to 03.00 P.M and they shall ensure proper cleaning and sweeping.
8. The Chief Judicial Magistrate, Hailakandi shall have the right to accept or reject any tender and shall not be bound by the lowest price quoted.
9. The Chief Judicial Magistrate, Hailakandi shall have the right to cancel the tender at any point of time without giving notice, if the service is found unsatisfactory and the decision of the Chief Judicial Magistrate, Hailakandi shall be final.

Sd/- Smti. Subhadra Acharyya
Chief Judicial Magistrate,
Hailakandi.

Memo No.HJC/08/2024/2536-2541 Dated. 12/08/2024
Copy to:-

1. Hon'ble District and Sessions Judge cum Chairman, District Level Monitoring Committee, Hailakandi for favour of kind information.
2. The Nazir, Office of the Deputy Commissioner, Hailakandi for wide circulation of the same.
3. The DIPRO, Hailakandi for publication of the "NOTICE INVITING TENDER" to leading newspapers (English and Local Bengali newspaper) for wide circulation of the same.
- ✓ 4. The System Assistant of this Judiciary, for immediate uploading of the Notice Inviting Tender in the District Judiciary website vide caption "Tender for Housekeeping, Sweeping and Cleaning Services for Chief Judicial Magistrate Establishment, Hailakandi", with a scroll in the home page.
5. Notice Board.
6. Office File.

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Chief Judicial Magistrate,
Hailakandi.

Chief Judicial Magistrate
Hailakandi
12.8.24