

OFFICE OF THE DISTRICT & SESSIONS JUDGE :: SOUTH SALMARA MANKACHAR
QUOTATION TENDER
Dated 27.08.2025

FOR OUTSOURCING OF MANPOWER

Sealed quotations with non refundable court fee of Rs 8.25 are invited from intending registered Firms/NGOs available in this District for providing two manpower services such as House keeping/ Cleaning staff on daily wage basis by executing an annual contract for one year for the establishment of District & Sessions Judge, South Salmara Makachar.

The sealed envelope shall be superscribed "QUOTATION FOR OUTSOURCING OF MAN POWER SERVICE FOR THE ESTABLISHMENT OF DISTRICT & SESSIONS JUDGE, SOUTH SALMARA MANKLACHAR" and shall be submitted to the office of the undersigned on or before **15.09.2025**

The District & Sessions Judge, South salmara Mankachar, reserves the right to accept or reject any or all quotations without assigning any reason whatsoever.

Sd/(S.Hazarika)

District & Sessions Judge
South Salmara Mankachar.

TERMS AND CONDITIONS

1. Quotations must be submitted on daily wages basis.
2. Rates quoted shall be final. No additional amount will be payable beyond the quoted rate.
3. The District & Sessions Judge, South Salmara Mankachar reserves the right to extend, postpone or withdraw the quotation without any prior notice.
4. The service provider must inspect the court premise before submitting their quotation.
5. The Successful bidder will be required to execute a contract agreement with the authority.
6. The Contract shall be valid for one year from the date of execute of the contract agreement.
7. Non-compliance with contract terms may result in termination with a 15 days prior notice.
8. The service provider must ensure statutory compliance with the workmen's Compensations Act, EPF, ESI, and other labour laws.
9. The service provider will be responsible for resolving disputes with their employees and indemnifying the District & Session Judge, South Salmara Mankachar.
10. The service provider shall be responsible for salary payment benefits, and allowance to their employees.
11. The service provider will be liable for any theft, burglary, or damage caused by their employees.
12. Working hours for staff shall be from 09:00 AM to 05:00 PM daily, in case of emergencies, extended working hours may be required.

13. All housekeeping staff/Cleaning staff shall wear uniforms and carry identity cards while on duty.
14. Additional terms and conditions may be included or modified at the discretion of the District & Sessions Judge, South Salmara Mankachar.

SCOPE OF WORK

Housekeeping/Cleaning Staff

1. Daily cleaning, sweeping, and wiping of courtrooms and office areas
2. Cleaning of corridors, staircase, and common areas.
3. Sanitization of toilets, urinals, and washbasins, including replacement of toiletries.
4. Cleaning of windows, Doors, electrical devices and furniture.
5. Outdoor cleaning of the premises.
6. Collection and disposal of garbage.

ELIGIBILITY CRITERIA

1. Must be a registered firm/company with a valid trade license
2. Experience in providing services to government/semi-government organizations will be preferred.
3. Must have valid GST registration, PAN, and others statutory compliance documents.
4. Should possess a valid labour license from the competent authority.
5. Must submit an affidavit confirming that the agency has not been blacklisted by any government department.

TERMS OF PAYMENT

1. The service provider shall submit bills Quarterly manner in duplicate mentioning their bank account details for payment processing.
2. Payments shall be made after verification by the chief Administrative Officer.
3. Tax deductions at source (TDS) shall be applied as per government norms.

No.DJ.SSM-I.6/Esstt/2021-2025/2014-2017E,

Dated 27.08.2025.

Copy forwarded for information to:

1. The System Assistant, District Judiciary, SSM for uploading the notification in the official website .
2. Notice Board, O/o the undersigned.
3. Notice Board, O/O the CJM, SSM.
4. Office File.

District & Sessions Judge
South Salmara Mankachar.
District & Sessions Judge,
South Salmara Mankachar

[Signature]
27/8/25