

OFFICE OF THE DISTRICT & SESSIONS JUDGE :: BARPETA

INVITING QUOTATIONS FOR HOUSEKEEPING SERVICES

Date :: 30th September, 2024

Sealed tender are invited affixing Court Fee stamp of Rs. 8.25/- (None-refundable) from the intending registered firms/individual/Group of individuals for engagement of cleaning staffs for cleaning/sanitation services through outsourcing to the new court buildings of the District & Sessions Judge, Barpeta on Annual Contract basis for the year 2024-25.

The sealed envelope shall be superscripted "QUOTATION FOR HOUSEKEEPING SERVICES OF THE COURT PREMISES" and the same may be sent to the District & Sessions Judge, Barpeta, accordingly as to reach on or before 25th October' 2024 till 4.00 P.M.

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

TEARMS AND CONDITIONS

1. For housekeeping services the 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 quotation received thereafter shall not be entertained.
2. **Service provider shall engaged maximum 8 (eight) nos. of cleaning staffs where 2 (two) nos. of cleaning staffs must be female category.**
3. Rates once quoted shall be final. No separate amount would be payable over and above the rates quoted.
4. The District & Sessions Judge, Barpeta, 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.

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5. The service providers are requested to submit the complete rates/quotations only after satisfying each and every condition as well as after physical inspection of the court premises.
6. The successful bidder will be required to execute a contract agreement with the authority of the District & Sessions Judge, Barpeta after issue of the letter of Order.
7. Rates shall be valid for a period of one year from the date of award of contract for the said service.
8. In case of any default by service provider in respect of the teams and conditions, the undersigned 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 in writing to the service provider.
9. The service provider shall arrange necessary insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948. Further, they shall arrange necessary insurance cover for all persons deployed by him/her even for short duration. The District & Sessions Judge, Barpeta, shall not entertain any claim arising out of mishap, if any, which may take place.
10. Service provider shall be directly responsible for any/ all disputes arising between him and his personnel and keep away the District & Sessions Judge, Barpeta authority, indemnified against all action, losses, damages, expenses and claims whatsoever arising thereof.
11. 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 District & Sessions Judge, Barpeta authority shall have no liability whatsoever in this regard.
12. The service provider shall be fully responsible for theft, burglary, fire or any mischievous deeds by the personnel employed by them in the court complex of the District & Sessions Judge, Barpeta.

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13. The working hours shall be from 09:00 hrs to 17.00 hrs daily for the persons provided for cleaning/sanitation service. However, in case of meeting and other necessary emergency, the person will be required to work beyond the time specified above.
14. Service provider shall ensure that the person employed in court complex of the District & Sessions Judge, Barpeta shall be well mannered and shall wear neat and clean uniform by displaying their identity card everyday while on duty and free from any communicable diseases and will maintain decorum laid by the District & Sessions Judge, Barpeta.
15. The cost of all cleaning material and other requires articles etc. for housekeeping services will be borne by the tenderer and not by the authority of District & Sessions Judge, Barpeta.
16. The undersigned reserves the right to include new terms and conditions or may exclude any aforesaid terms and conditions without any prior notice.

SCOPE OF WORK

1. Cleaning, sweeping and wiping of entire courts and office area of the both building on daily basis.
2. Cleaning of corridors, common area and staircases on daily basis.
3. Cleaning and sanitation of toilets/ urinals/ wash-basins etc.
4. Regular filling of toilets with liquid soap, naphthalene balls and deodorant block etc.
5. Cleaning of doors/ window frames/ glasses, electrical devices etc.
6. Cleaning the outdoor campus of the court complex on daily basis.
7. Collection and disposal of garbage.

TERMS OF PAYMENT

1. The service provider will submit the monthly bill for reimbursement in triplicate mentioning their bank account number along with IFSC code.

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2. Payment to service provider shall be made to their bank account only via account transfer on presentation of the bill subject to availability of fund. Tax payable shall be deducted at the source as per the rules.

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Barpeta
District and Sessions Judge,
Barpeta 751012

Memo No. DJB/2404-07 (E) dated Barpeta the 30th day of Sept., 2024

Copy to:-

1. The Systems Officer, Barpeta District Judiciary for upload this quotation in the Barpeta Judiciary website.
2. The Accountant of the office of the undersigned.
3. The Notice Board of the office of the undersigned.
4. Office file.

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District and Sessions Judge,
Barpeta 751012
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